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*India*  
*Tamil*  
*Travancore*

# CENSUS OF TRAVANCORE

1921



## CODE OF PROCEDURE

PART I.

ENUMERATION

TRIVANDRUM:  
PRINTED BY THE SUPERINTENDENT GOVERNMENT PRESS,  
1921.



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THE

# SIXTH CENSUS OF TRAVANCORE

1921.

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## CODE OF PROCEDURE.

### PART I.

## ENUMERATION.

### GENERAL

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## CHAPTER I.

### *Preliminary.*

#### **Census.**

The Sixth Census of Travancore will be taken on the 18th of March 1921 corresponding to the 5th of Meenam 1096.

#### **Legal Basis.**

2. The legal basis of the Census is provided by the Census Regulation I of 1096. [Vide Appendix A (1).]

#### **General Instructions.**

3. The attention and co-operation of all Officers of Government for taking the Census are invited in the Notification published by Government. [Vide Appendix A (2)].

#### **Code of Census Procedure.**

4. The system followed in 1911 of embodying all general instructions regarding the Census operations in the form of a Code will be adopted this time also. The instructions in the Code will be supplemented, wherever necessary, by issue of Circulars.



5. The general plan of operations, with a calendar giving the dates of commencement and termination of the several stages of work is also published for information and guidance. [Vide Appendix A (3)].

## CHAPTER II.

### DEFINITIONS.

#### General.

1. A "House" is the dwelling place of one or more families with their resident servants, having a separate principal entrance from the common way.

NOTE. *a.* The common way is not necessarily a public way. Thus servants' go-downs in the compounds of large houses, and separate houses situated in one compound, which have generally no separate entrances from the public way, but have separate entrances from a common way or yard, should be treated as distinct houses.

*b.* If two or more separate families who do not take their meals together, live in different rooms of the same house, these different rooms will not be taken as separate houses, but only as one house.

*c.* Two or more distinct but contiguous buildings belonging to the same owner but let out to different families will be taken as different houses.

*d.* Jails, hospitals, dispensaries and similar institutions which comprise several detached buildings should be entered only as one house.

2. A "Village" is the Kara or Muri which is the subdivision of a Revenue Village (Pakuthy). The Pakuthy with an average area of 13 square miles, taken as the basis of Revenue administration, is too large for statistical comparisons and is not a suitable unit from the populational point of view. The Kara or Muri with an average area of 2 square miles being a well-recognised unit of ancient date, has been taken as the territorial unit for the Census as well.

3. Town includes :—

(1) Every Municipality,

(2) Any other local area, declared by Government to be a Town for Census purposes. Such towns are called "Census Towns."



### **Census Divisions.**

4. A "Block" is the smallest Census unit for the purpose of Enumeration. It contains 30 houses in rural areas and 50 houses in Towns and will be in charge of an Enumerator.

5. A "Circle" is a compact group of 10 or more Blocks on an average under a Supervisor who is responsible for the work of all the Enumerators in his Circle. Ordinarily a Pakuthy is constituted as a Circle in rural areas and a Ward in Municipal Towns.

6. A "Charge" is a group of Circles in charge of a Superintendent and will ordinarily correspond to a Taluk in rural areas. In the case of Municipal Towns, the whole town will constitute a Charge.

### **Census Officers.**

7. "Enumerator" means the person in charge of one or more Blocks. He will usually be a School Master, or a Revenue or Municipal Official or other employe under Government or other persons specially appointed as such.

8. "Supervisor" means an officer in executive charge of a Circle. He will usually be a Headmaster, or a Revenue or Municipal Officer or other employe under Government or other persons specially appointed as such.

9. "Charge Superintendent" means the officer entrusted with the responsible guidance, supervision and control of the entire Census agency in a Charge. Tahsildars of Taluks will ordinarily be the Charge Superintendents for rural areas Presidents for Municipalities, Sanitary Officers (for purposes of inspection only) for Census Towns and Divisional Officers for Forest Areas.

10. "District Officers"—The Division Peishkars and the Commissioner of Devicolum, Chief Port Officer, Alleppey, Conservator of Forests, Commissioner of Police, Excise Commissioner and Sanitary Commissioner, are appointed District Officers. They will inspect the Census work performed by their subordinates.

11. "Census Commissioner". The Provincial Superintendent of the Census Operations for Travancore is designated "Census Commissioner" for Travancore.

### **Census Forms.**

12. "The General Enumeration Schedule" is the form on which the enumeration of the general population is recorded.



It consists of a leaf printed on both sides. There are 12 lines on each page, so that ordinarily it should be possible to enter particulars for at least 4 houses on one Schedule.

13. "The Household Schedule" is the General Enumeration Schedule given to the head of a family to enter the particulars for his household himself.

14. "The Specimen Schedule" is the General Enumeration Schedule on which typical entries are made in illustration of the mode of enumeration.

15. "The House List" means the Register showing in serial order all the buildings in a Kara or Muri, whether they are dwelling houses or buildings of a miscellaneous nature, such as Satroms, Pagodas, Mosques, etc., with the names of the principal occupants of occupied houses.

16. "The House List Abstract" means and includes

(A) The list of houses in a Circle (Pakuthy, Ward or Census Town).

(B) The list of houses in a Charge (Taluk or Municipal Town).

17. "The Block List" is an extract from the House List giving the Census number of each house in the Block, a description of the house, and the name of the head of the family. It consists of a sheet of paper printed on both sides.

18. "The Cover" is the piece of brown paper in which the General Enumeration Schedules are bound up. On it are printed :—

(a) A form containing descriptive particulars of the enumeration book ;

(b) Instructions to Enumerators and Supervisors ;

(c) The Specimen Schedule ;

(d) The Enumerator's Abstract as explained in para 24 infra ;

(e) Instructions for filling up the Schedules ; and

(f) Record of Abstraction Procedure.

19. " The Enumeration Book " consists of (a) the Cover, (b) as many General Enumeration Schedules as may be required and (c) the Block List. These forms are stitched together.



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Each Block has a separate Enumeration Book.

20. "The General Kara Register" corresponds to the General Village Register of the Imperial Census Code and means the Kara or Ward List, and shows for each Taluk or Town, the names of all Karas and Wards in serial order, the Karas being arranged by Pakuthies.

#### **Census Procedure.**

21. "House-numbering" is the process of affixing numbers on all houses likely to be inhabited on the Final Enumeration date. The series of numbers represent the order in which each house will be visited by the Enumerator of the Block in which it is situated.

22. "Preliminary Enumeration" is the process of filling up the various columns in the Schedule for all persons ordinarily residing in the Block at the time when the Preliminary Enumeration is made. This will be taken up leisurely and finished about four or five weeks before the Final Enumeration.

23. "Final Enumeration" or the "Census," is the process of checking and correcting the record of the Preliminary Enumeration so as to make it correspond with the state of facts actually existing on the date of the Census.

#### **Census Records.**

24. "The Enumerator's Abstract" is a short summary giving the number of buildings and of persons, male and female, in a Block. It is prepared by the Enumerator immediately after the Census.

25. "The Circle Summary" is a compilation, for the Circle, of the totals shown in the Enumerator's Abstracts.

26. "The Charge Summary" is a compilation, for the Charge, of the totals shown in the Circle Summaries.

27. "The Provisional Total" is a compilation, for the State as a whole, of the totals shown in Charge Summaries.



## CHAPTER III.

### GENERAL PLAN OF OPERATIONS.

#### The several stages of the work.

1. The operations connected with the Census divide themselves into six stages, as follows :—

1. Preparation of the General Kara Register.
2. Preparation of House Lists.
3. Affixing of Numbers on Houses.
4. Appointment and training of Census Agency.
5. Preliminary Enumeration.
6. The Census or Final Enumeration.

#### General Kara Register.

2. The General Kara Register (Form No. III Appendix B.)—The first step necessary in connection with the Census is the preparation of the General Kara Register *i. e.*, a complete list of all the Karas in existence in each Taluk. Without such a list previously compiled, it is not possible to make sure that no village is lost sight of, that each separate village is taken as such and not included in the one adjoining, and that dependent hamlets are not treated as villages. Such a list is also necessary for the satisfactory arrangement of Circles and Blocks in each Taluk. In the preparation of this Register, the arrangement of Kara will be in the order of contiguity so as to facilitate the formation of well-defined and compact Blocks. The karas will be serially numbered for the administrative area of a Taluk. The unsurveyed and the surveyed hill tracts of a taluk not included in the pakuthies, will be constituted into one pakuthy called "Hill Pakuthy" of the taluk. But the hill tracts in a pakuthy not included in any of the Karas of the Pakuthy will be designated "Hill Kara" of the pakuthy.

#### Census Maps.

##### Pakuthies.

3. (a) Along with the compilation of the Kara Register, skeleton maps or rough traces will be prepared for the pakuthies in each Taluk in which will be noted the names of the Karas lying within them, the limits being clearly marked in thick lines. A statement of the boundaries of the pakuthies and the included Karas will also be duly prepared.



### **Municipal Towns.**

(b) As the Municipal Towns are divided into wards for administrative purposes, the ward should be taken as unit for Census also. If there had been any change in the limits of the Towns since the last Census, such changes should be specially marked on the map.

### **Census Towns.**

(c) Certain towns other than Municipal Towns are separately censused and these are called "Census Towns." For these Towns, Karas should be taken as units. The following procedure will be adopted in the divisions of these Towns for purposes of the Census.

### **Division of Census Towns.**

4. If, within the limits of a Census Town, a portion only of a Kara has been included, it should be taken as a separate Kara and called "Town Kara", the portion of the Kara lying outside the Town being known as "Taluk Kara". If, for instance, the Kuttikad Kara is split up into two portions by the boundry line of a Census Town, that falling within the Town will be known as "Kuttikad Town Kara" the outside portion being called "Kuttikad Taluk Kara".

## **CHAPTER IV.**

### **HOUSE-LISTING AND HOUSE-NUMBERING.**

#### **House-listing. Commencement and completion.**

1. The preparation of the House List (Form No. I Appendix B.) will commence on the 1st Chingom 1096/16th August 1920 and will close before the 15th Kanni 1096/30th September 1920.

2. The House-listing and House-numbering should be attended to by the normal Revenue agency in rural areas, by the Municipal subordinates in Municipal towns and the Conservancy Staff in Census Towns.

#### **Instructions for the preparation of House List.**

3. There should be a separate House List for each Kara in rural areas and in Census Towns and for each Ward in Municipal towns.

4. The House List should include all the buildings whether they are houses ordinarily used for residence or not.



It will thus include besides dwelling houses, shops, pagodas, churches, mosques, satroms, schools, oottupuras, vazhiam-balam, public offices, caravansaries, chowkeys and pandakasalas.

In cases of doubt whether a building should be listed or not, the following instructions may be followed:—

(a) Every building which is used for human habitation should be included whether it is so used at night or not.

(b) Buildings fit for occupation should be entered in the list even if they are unoccupied. But ruined houses unfit for occupation should not be included nor should cattle-sheds, stables or outhouses, except when they are situated in separate premises. It is necessary to note that the huts of the labouring classes, however small they may be, should be included.

(c) Shops which are separate from dwelling houses, whether some one sleeps there at night or not, should be included.

(d) Watch houses on the fields and huts or camps of wandering tribes, *e. g.*, Kuluvans, should not be included.

5. Buildings in Edavagais or Freehold Estates, where the revenue collection is attended to by non-governmental authorities, should not be omitted to be taken note of; only, the lists for such areas may be prepared by the Edavagai village agency and incorporated in the lists of the Taluk in which they are situated. The Tahsildars will make the necessary arrangements in communication with the Edavagai authorities.

6. Every building to be listed should be given a number in column 1 of the list.

7. In preparing the list, the buildings should be taken up from one particular end and the counting proceeded with in the right hand direction.

8. In all cases of doubt whether a building should receive one or more than one number in the list, the points mentioned in the *note* to the definition of House in para 1 of Chapter II should be remembered.

(a) In the case of families referred to in note (b) of that para, the name of the head of each family should be entered in column 4.



(b) Jails, Hospitals, Dispensaries, and similar institutions though comprising several detached buildings should be entered only as one house.

(c) All buildings within the Railway premises (including Railway stations, Gangmen's and Gatemen's huts and other buildings) lying in a Kara or Ward should be entered only as one house.

9. Specimen form filled up according to the instructions is given in Appendix. B.

10. In Municipal Towns, it is required by Government to include buildings situated on both sides of the roads or streets forming boundaries of the Towns. It was not done so in the previous Census. Only such buildings as were on the side of the road adjacent to the Town were then listed. But for 1921 Census, houses on the other side of the boundary roads or streets should also be included in the Town in which the G. O. is given effect to and listed.

11. In the case of Census Towns, the houses situated on the side of the roads or streets forming boundaries of the town adjacent to and strictly falling within the town area alone need be included and listed. The same procedure should be adopted in the case of rural Karas.

12. When the listing is completed, the officer in charge of a Pakuthi or Ward should send an abstract in the prescribed form (Form No. I A Appendix B) to the Tahsildar or President of the Municipal Town who should compile an Abstract in the prescribed form (Form No. I B Appendix B.) and send it to the Census Commissioner on or before the 7th October 1920/22nd Kanni 1096.

#### **House-numbering. Commencement and Completion.**

13. The House-numbering should be commenced on the 1st Thulam 1096/17th October 1920 and closed on the 16th Thulam 1096/1st November 1920. For the purpose of marking, tar and stencil plates should be used and they will be supplied to rural areas including Census Towns by the Census Commissioner.

14. The number to be marked on each house should be the same as that given in the House List. Any old census number, if found on the house, should be obliterated before a new number is marked. In order to find out where the Kara or Ward begins and where it ends, the first and the last



house of the Kara or Ward, should be distinguished from the rest, by putting the mark of a triangle,  $\Delta$  before the number of the first house and that of a cross  $\times$  after the number of the last house of the Kara or Ward. To facilitate inspection and checking, both the house number and the block number should be affixed on the house; the house number within a circle and the block number just above the circle, thus  $\overset{4}{\textcircled{5}}$ .

15. If, in the course of House-numbering, it be found that a house or building has been wrongly entered in the House List, all the entries relating to it should be struck out, while buildings wrongly omitted should be entered. The new house or building should be given the number of the preceeding house or building with the letter A added after, as "140 A". It should be borne in mind that the number in the House List, as corrected, and the number marked on the house should be the same.

The number should always be placed in front of the house and on its most conspicuous part which is usually that next the door way. It should, if possible, not be affixed on the door itself, as, when this is open, there may be difficulty in at once catching sight of it. The number should further be high enough, out of the reach of children and in a position sheltered, as much as possible, from rain.

When a house has no wall or door upon which the number can be marked, it should be marked on a cardboard which should be given to the chief occupant of the house with instructions to preserve it carefully until the Census is over. On one side of the cardboard, the house number should be painted and on the other side, the block number painted and underlined.

16. The occupants of the houses should be warned to see that the numbers marked on their houses or on tickets are on no account tampered with or lost, on pain of prosecution under the Census Regulation.

17. In the case of Municipal Towns, the scheme of numbering houses for Census purposes may be made to correspond with that followed for Municipal purpose.

18. During the preparation of the House list and House-numbering, the Tahsildars or the Deputy Tahsildars, Presidents of Municipal Councils and Sanitary Officers etc., should move out constantly within their Charge, 50 per cent. of the



entries in the List should be checked by them with the numbers marked on the houses.

As the House List is the basis for the whole Census work, too much care cannot be bestowed upon its preparation and upon ensuring its accuracy.

The Officers entrusted with the duties of the preparation of House List and House-numbering should send weekly, every Saturday, to the Charge Superintendents, statements showing the progress made in (Form No. I C Appendix B); and the Charge Superintendents in their turn should forward such statements, noting the number of houses inspected by them and the mistakes found out, to the Census Commissioner immediately on receipt by them.

19. The Tahsildars, Presidents, Sanitary Officers, etc., will see that the dates prescribed for the starting and finishing of each of the operations are strictly adhered to; and they will arrange, after house-numbering is over, for the House Lists being carefully secured at their offices to be made over to the Enumerators when they start the work of Preliminary Enumeration. The House Lists of Census Towns will, however, be secured at the office of the charge Superintendents of Taluks in which the Census Towns are situated.

## CHAPTER V.

### CENSUS DIVISIONS AND AGENCY.

#### Formation of Blocks.

1. **Blocks.**—After the House List has been prepared and houses numbered, the Taluk or Town will be divided into a number of Blocks. The size of a Block will depend on the number of houses of which the Enumerator can carry out the Final Census within a period of two or three hours, beginning from 7 A. M. As the Kara will be the unit of tabulation in a Taluk or Census Town, care will be taken that no Block comprises parts of two or more Karas and each Block in rural area will consist of 30 houses. In the case of Municipal Towns and Census Town 50 houses will be grouped into a Block and no Block should comprise two or more Wards. If after the division of a Kara or Ward into Blocks of 30 or 50 buildings, the number remaining in the Kara or Ward be 5 or less, it should



be added on to the last Block, thus raising the number of buildings in it to 35 or 55. If the number be more, it should be constituted into separate Blocks. If alterations have been made in the boundaries of rural Karas or Municipal Towns, since the last Census, the houses in the portion added should be constituted into one or more Blocks and named "New Block" in Municipal Towns and in rural areas named after the Kara to which it is added e.g. "New Pallical Block". In regard to Census Towns, the portions of any Kara divided by the boundary line, should be kept separate and constituted into distinct Blocks. If in a Municipal town parts of 2 or more Taluks are included, those parts should be grouped into separate wards or blocks.

### **Circles.**

2. Circles.—The Blocks will next be grouped into Circles. The Circles should be of such size that the Supervisors can exercise effective supervision over all the Enumerators and check the whole of the Enumeration on the Census date. The grouping of the Blocks should be carried out with the aid of the Pakuthy sketches and Kara lists and Town maps so that the Circle may be as compact as possible.

Care must be taken that the boundaries of Circles do not over-lap those of administrative units for which separate figures have to be tabulated. No Circle, for instance, should comprise parts of two or more Pakuthies or Wards. (In the case of Census Towns, the town portions should be kept separate from the rest of the Taluk or Taluks, in which it is situated.)

### **Charges.**

3. The Charges will correspond with and comprise entire Taluks except the portions where the Census is carried out under special arrangements. In the case of Municipal Towns, the whole town will constitute a Charge. Census Town will be included in the Taluk.

### **The Charge Register.**

4. When the division into Circles and Blocks has been completed, a Register called the Charge Register will be prepared in Form No. IV Appendix B and Abstracts from it for each Circle (called Circle Register), will be prepared.



**Census Officers.**

5. "Enumerators and Supervisors:"— The Enumerators will be, as far as possible, officials in the employ of Government, preferably schoolmasters who by their number, education and intelligence are the most suitable for the purpose. The Supervisors will likewise be officials, preferably Headmasters and Proverthicars.

They will be furnished with letters of appointment under the Census Regulation.

As soon as a Supervisor is appointed, he should make sure of the limits of his circle and should, if necessary, settle the same with the Supervisors of adjoining Circles, so that there may be no misunderstanding about their respective jurisdictions. The Enumerators should likewise be acquainted with the limits of their Blocks.

6. "Charge Superintendents":—These officers will ordinarily be Tahsildars for rural areas and plantations, Divisional Officers for Forest areas, Presidents of Municipal Councils for Municipal Towns and Sanitary Officers for Census Towns. They will carefully examine the Census Divisions in their Charge.

**Government servants and the Census.**

7. All Government servants are bound to assist in the work of taking the Census when called upon to do so by the Census Officers. Special reasons, however, may exist for exempting particular officials or classes of officials from this obligation, while the services of others may, under certain circumstances, be utilised only to a limited extent.

**Payment of Census officers.**

8. Except in very special cases where local men are not available, Supervisors and Enumerators are expected to give their services gratuitously. The principle that Census work is a public duty imposed in the interests of the community has been laid down in the Census Regulation and must be enforced.

**Scope of the Instructions.**

9. The procedure laid down in this chapter is applicable to the arrangements for the Final Enumeration. In regard to the Preliminary Enumeration, certain modifications will be necessary which will be explained in the next chapter.



## CHAPTER VI.

## THE PRELIMINARY ENUMERATION.

**Census Agency.**

1. In the case of Pakuthies where the services of schoolmasters are not available for Enumerators and Supervisors, the Pakuthy accountants and other subordinates under the control of the Tahsildars will be appointed as Enumerators and the Proverthicars as Supervisors. In Municipal towns, the Municipal subordinates will be employed, and also if necessary, older boys at Schools and Colleges may be appointed, if available.

2. It will be clearly understood that the Block is the smallest unit, both during the Preliminary Enumeration and at the Final Census. This will be fixed before the Preliminary Enumeration begins and there will be no change in its constitution at any later stage of the Census Operations. To each Block, a separate book will be assigned. On the date of the Census, each book will be given to an Enumerator and he is to be directed to check and bring it up to date. But in the enumeration preliminary to the final simultaneous checking, it is not necessary that the books should be prepared each by a separate Enumerator. A leisurely enumeration does not require it and the limited number of responsible Sirkar employes does not render it possible. It is, therefore, proposed to give a few books to each Enumerator with directions to prepare them one after another.

**Distribution of Forms and Instructions.**

3. The forms and instructions for conducting the Preliminary Enumeration will be issued to the Charge Superintendents from the Census Commissioner's Office. The Schedules should (Form No. II Appendix B.) be stitched into the Cover locally and the books distributed by the Charge Superintendents. The number of Schedules to each book is calculated with reference to the size of the blocks. A reserve of a few sheets for the Final Census is also provided. The Charge Superintendents will see that no wastage occurs and that, in each book, there are only as many Schedules as may be actually necessary. They will keep a register for all such issues.

**Training the Census Staff.**

4. In order to secure correct entries in the various columns of the schedule, it is essential that the Enumerators and



Supervisors should be very carefully and systematically trained before-hand. It is not sufficient to supply them with printed rules and instructions. The point to remember is that these instructions must filter down from the Charge Superintendent to the Enumerators. The Supervisors must not try to teach the Enumerators until they have first been taught by the Charge Superintendent and the latter again should first carefully study the instructions before attempting to train his Supervisors.

**Method of Instruction.**

5. The Charge Superintendent will hold a class for training the Enumerators and Supervisors employed in different centres within his charge and after satisfying himself that they have understood the instructions issued for their guidance and the details of work expected of them, will post them for duty. The best way of training the Enumerators and Supervisors will be to require them to prepare schedules for a few typical houses and then to examine the Schedules, correcting the mistakes, if any, and explaining how the entries should be made correctly. Too much stress cannot be laid on the great importance of an extended and methodical training of the whole Census staff in each charge.

**Dates of commencement and completion.**

6. The preparation of the Preliminary Record will commence on the 2nd Makaram 1096/15th January 1921 and will close by the 17th Makaram 1096/30th January 1921. An abstract of the Preliminary Enumeration for the circle will be prepared by the Supervisors in Form No. V Appendix B and sent to the charge Superintendents who will prepare abstracts for the charge in Form No. V. A. (Appendix B) and send them to the Census Commissioner on the 25th Makaram 1096/the 7th February 1921.

**Testing the Preliminary Record.**

7. From the commencement of the Preliminary Enumeration, the closest supervision will be exercised by the Supervisors and the Charge Superintendents. Special efforts should be made to examine and correct as much as possible the Enumerator's work. The Supervisor must be continually on the move and must check not less than 50 per cent. of the entries in his Circle. The Charge Superintendents should personally check at least 5 per cent. of the entries in each Enumeration Book and forward to the Census Commissioner a certificate of having done so, along with the Abstract of the Preliminary Enumeration on the 25th Makaram 1096/7th February 1921.



About 95 per cent. of the entries made at the Preliminary Enumeration will be the same as at the Final Census, so that if this part of the work be accurate, there will be very little room for error in the final returns. *The degree of accuracy attained will be in exact proportion to the amount of supervision exercised by the superior officers.*

#### INSTRUCTIONS TO ENUMERATORS AND SUPERVISORS.

*N. B.*—The attention of Enumerators and Supervisors is drawn to the following sections of the Census Regulation.

##### **Asking of questions by Census-officers.**

Sec. 6. Every 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 Our Government and published in Our Government Gazette, he may be directed to ask.

##### **Obligation to answer questions.**

Sec. 7. Every person of whom any question is asked under the last foregoing Section shall be legally bound to answer such questions 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 that 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.

##### **Occupier to allow access and permit affixing of numbers.**

Sec. 8. Every person occupying any house, enclosure, vessel or other place shall allow census-officers such access thereto as they may require for the purpose 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.

##### **Penalties.**

Sec. 10. In any of the following cases namely :—

(a) if a census-officer or a person appointed to be a census-officer or a person lawfully required to give assistance towards the taking of a census refuses or neglects to use reasonable diligence in performing any duty imposed upon him or with any Rule made thereunder,

(b) if a census-officer intentionally puts any offensive or improper question or knowingly makes any false return, or without the previous sanction of Our Government discloses any information which he has received by means of or for the purposes of a census return,



(c) if any person 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 7 to answer,

(d) if any person occupying any house, enclosure, vessel or other place refuses to allow a census-officer such reasonable access thereto as he is required by Section 8 to allow,

(e) if any person removes, obliterates, alters or injures before the 31st day of March 1921, any letters, marks or numbers which have been painted or affixed for the purposes of the census,

(f) if any occupier of a dwelling-house or part thereof or any person with whom a schedule is left under Section 9 knowingly and without sufficient cause fails to comply with the provisions of Section 9 or makes any false return under that Section, he shall be punishable with fine which may extend to fifty rupees.

8. The Supervisors with the Enumerators under them will report themselves at the Offices of the Charge Superintendents between the 21st Dhanu 1096/4th January 1921 and the 1st Makaram 1096/14th January 1921 on the dates fixed by the Superintendents. The Presidents of Municipal Councils are the Charge Superintendents for the Municipal Towns. Though for the Census Towns the Sanitary Officers are appointed Charge Superintendents for purposes of inspection, the Tahsildars will be the Charge Superintendents for all administrative purposes. It is sufficient, therefore, if the Enumerators and Supervisors in Census Towns report themselves to the Tahsildars.

9. The Charge Superintendents will hand over to the Supervisors the Enumeration Books allotted to their Circles with the Block lists stitched to them and a number of loose Enumeration Schedules and Household Schedules on their receipt.

10. The Supervisors and Enumerators will completely study the instructions and the specimen schedule printed on the Cover of the Enumeration Book and undergo training under the Charge Superintendent. In order to see whether the Enumerators and Supervisors have understood the instructions, the Supervisor will ask one of his Enumerators to fill in a blank schedule and circulate it among his other Enumerators for their scrutiny and criticism: he will point out the mistakes, if any, in the entries made and make the corrections himself, also explaining how the entries should be correctly made. The Supervisor will then give the schedule to the Charge Superintendent who will after scrutinising it and explaining to the Supervisors any



irregularities noticed, forward the same to the Census Commissioner with his remarks.

11. After the training is over, the Supervisors should go round the boundaries of their Circles with the Supervisors of the adjoining Circles to make sure that there is no misunderstanding regarding their respective jurisdictions. They should also go round each Block in their Circles similarly with the Enumerators concerned.

12. The Enumerator will, by going round in his Block, make out a list of miscellaneous buildings including all cart-stands, camping grounds and other places of public resort where people are likely to be on the day of the Final Census. The list so prepared should be stitched to the last sheet of the Enumeration Book to which the Block List is already stitched.

13. Before the day fixed for commencing the Preliminary Enumeration, he should have filled up the descriptive particulars on the outer cover and the headings on the pages of the Enumeration Book.

14. The Enumerator will use invariably black ink and see that all the entries are neatly and legibly made. He should not use dots or abbreviations, but should write all the entries in full. If any correction is to be made in the entries it should be done by neatly drawing a line over the entry to be corrected. Scraping with the knife or wiping with the finger is strictly prohibited.

[NOTE.- To ensure accuracy and to prevent waste of forms, the Enumerator should make the original record on blank paper and get it corrected by his Supervisor before entering it in his Enumeration book.]

15. On the day fixed for the Preliminary Enumeration the Enumerator should begin from the first building in the Block List and proceed in serial order. The entries should be recorded in the blank space between the rules on the schedule page. After the entries relating to a house have been made, one space should be left blank and the next house commenced. If there is not room for all the entries of a house on the remaining lines of the page, they should be continued on to the next, the number of the house being repeated in column (1) and the word 'continued' added.

16. Miscellaneous buildings as per Block List—not ordinarily used as residences—should not be omitted to be enumerated, if permanent inmates reside in them.

*Exception.* No enumeration need be made for Jails, Asylums, Lockups, Hospitals, &c., as this will be attended to by the officers in



charge. But in the case of these buildings and other buildings where no permanent inmates live, a blank space should be left in the enumeration book with the number and description of the building entered and with the remark added—"Enumeration to be attended to by the officer in charge" or "No permanent inmates residing," as the case may be.

17. If any house is found unoccupied, he should write the number of that house, just as if it were an occupied one and then write the word 'empty' and proceed to the next house after leaving a space blank.

18. In enumerating the residents of each house, the Enumerator should enter the required particulars for *all* persons who ordinarily live in and take their meals from that house, even though any of them may not be found in the house at the time of the Enumerator's visit. Thus, persons temporarily away from the house in the fields or absent from the village for a few days for a marriage, &c., should be entered, while the visitors or travellers who will have gone away by the Final Census date should be omitted.

19. If, in the course of a searching house-to-house visit the Enumerator finds that a house that existed at the time of house-listing, has been by mistake omitted from the house-list or that a new house has been built since the house-list was prepared, he will at once put a sub-number e. g., 5 (A) 5 (B) and so on, on that house and deal with it in the same manner as a house duly entered in the house-list. An entry corresponding to the sub-number should also be made in the Block-list.

20. If any respectable house-holder wishes to make the entries himself, the Enumerator will give him one or two Household schedules for the purpose. In such cases, the Enumerator will enter the number of that house in the Enumeration Book and leave it blank with the remark "Household schedule to be collected".

21. On finishing each Enumeration Book, the Enumerator should at once page the book through, make the necessary entries on the Cover and deliver the same to the Supervisor. He will then take the next Enumeration Book and go on as before.

22. When the Enumerator has done with all his Enumeration Books, he will hand them over to the Supervisor with all other Census Records in his possession and a list of the same.



23. The Supervisors should see whether in the course of the operation the columns of the Enumeration Schedules are all correctly filled in, and he should make it a point of reading through every entry and have all omissions and mistakes corrected.

24. The Supervisor should see that the directions given above are strictly followed by the Enumerators and that no entries are made by them in the Schedule except after making personal enquiries.

25. When all the Enumeration Books with the Block lists stitched to them, relating to a Circle have been received from the Enumerators duly filled up and tested, the Supervisor will arrange them in the order of Karas or Wards, and in the order of the Final Census Blocks within each Kara or Ward, tie them into neat bundles, one for each Kara or Ward and hand them all tied into one large bundle along with the house-lists, to the Charge Superintendent. By the 1st February 1921, the 19th Makaram 1096 he should have delivered to the Charge Superintendent all the papers in his possession relating to the Census, including the Abstract of Preliminary Enumeration (in Form No. V. Appendix B.) duly prepared.

#### INSTRUCTIONS TO CHARGE SUPERINTENDENTS.

26. The Charge Superintendent should first note that all the directions given to the Enumerators and Supervisors are instructions intended for his own information and guidance as well. He should see that Enumerators and Supervisors thoroughly master the instructions and should insist upon test enumerations being made by them as directed in Para 5 *Supra*.

27. The Charge Superintendent should, by close personal inspection, satisfy himself that the Enumerators do their work properly and under the direction of the Supervisor and that the latter checks and tests 50 per cent. of the entries in the Schedules.

28. He should obtain from the Supervisor before he is relieved of his Census duties a signed declaration showing the percentage checked and transmit the same to the Census Commissioner's Office with his observations, if any, along with the Abstract of the Preliminary Enumeration referred to in Para 6 *Supra*.



29. He should see that the Preliminary Enumeration is completed in every part of his Charge and that he receives all the Enumeration Books of his Charge duly filled up by the 1st of February 1921/19th Makaram 1096.

30. On their receipt he should check the number of Enumeration Books with the Block Lists stitched to them and keep them in safe custody till they are wanted again for the Final Enumeration or the Census.

31. After the receipt of the Enumeration Books and before they are distributed for Final Census, the charge Superintendents shall arrange for their scrutiny and satisfy themselves that they are correctly prepared.

## CHAPTER VII.

### THE FINAL ENUMERATION OR THE CENSUS.

#### General.

1. The Census is the process of checking and correcting the record of the Preliminary Enumeration by striking out the entries relating to persons who have died or gone away and entering the necessary particulars for newly-born children and new comers, so that it shall correspond with the state of facts actually existing on the Census day.

2. The Final Census will be conducted throughout the State on the morning between 7 and 9 of the 18th March 1921/5th Meenom 1096.

3. In recording entries in the Schedules, in the preparation and despatch of Abstracts and Summaries and in all other matters where no express provision has been made in these rules, the instructions issued for the guidance of census officers generally will apply.

4. In order to ensure all reasonable and accurate enumeration, Proclamation will be locally issued asking people to stay at home until the Enumerator has visited them.

5. The Census Divisions and Agencies have been already described in Chapter V. These will be carefully borne in mind and strictly adhered to.

6. By the 18th Kumbhom 1096/1st March 1921, the Charge Superintendents will complete the arrangements for the



Final Census including the appointment of the several Census agencies and will forward to the Census Commissioner a statement showing the names, etc., of the Supervisors and Enumerators appointed for Census duty.

7. To enable the charge superintendents to make the appointments, Heads of all Departments and offices should send to the Dewan Peishkars and Commissioner, Devikulam, not later than the *15th of January 1921/the 2nd Makaram 1096*, lists of subordinates employed under them getting a salary of Rs. 100 and below with their addresses. The Peishkars and Commissioner, Devikulam will cause a Taluk-war and Municipal Town-war statements of the officers being prepared in their offices and forward the same before the 1st February 1921 to the Tahsildars and Presidents of Municipal Towns who will select the number required and issue orders of appointments to them. The Dewan Peishkars and Commissioner, Devikulam should address the Heads of Departments on or before the *15th of December 1920/the 1st Dhanu 1096* to send the list of employees getting Rs. 100 and below.

8. The Charge Superintendent will camp at different centres in his Charge on the 14th, 15th, 16th and 17th March 1921 for training the Supervisors and Enumerators and give previous intimation to them of the place of meeting. He will hold classes to train them and will distribute Preliminary Enumeration Schedule, Block List, spare copies of Schedules, Enumeration Ticket etc., to each Supervisor on his receipt.

#### INSTRUCTIONS TO ENUMERATORS AND SUPERVISORS.

9. On the 10th March 1921 every Supervisor shall present himself before his Charge Superintendent. (The Supervisors posted to Census Towns should also present themselves to the Tahsildar and not to Sanitary Officer). The Charge Superintendent will supply each Supervisor with a list of the Enumerators posted under him and give instructions for filling up all the columns of the Enumeration Schedule and other duties to be performed. The Supervisor will ascertain from the Charge Superintendent when and where he should meet him with his Enumerators for undergoing training.

10. He will also ascertain from the Charge Superintendent the precise extent of his Circle, the number of Blocks for the



Census of which he is responsible, whether the enumeration of travellers by road, backwater, railway, etc., would be done by special Enumerators appointed solely for that purpose or should be done by the Enumerators under him.

11. On the day and hour previously fixed and communicated by the Charge Superintendent, the Enumerators and Supervisors should report themselves to the Charge Superintendent at his camp.

12. They will study the instructions issued for the Final Census carefully, as also the instructions for filling up the schedules and have all doubts regarding their duties on account of the Census cleared.

13. All Enumerators and Supervisors will be subjected to an examination by the Charge Superintendent and will in this connection promptly carry out such instructions in regard to attendance, etc., as he may give. A thorough study of the instructions issued and careful and diligent attention to them in the actual conduct of the work are of the highest importance, and any remissness on the part of a Census Officer is a penal offence.

14. For all purposes connected with the Census, every person appointed as Enumerator will be under the immediate supervision and guidance of the Supervisor of the Circle in which his Block may be included.

15. Preparatory to work, on the evening of the 17th March 1921 each Enumerator will be given by his Supervisor on his receipt:—

- (1) The Enumeration Book relating to the houses in his Block, with the Block List already stitched to it,
- (2) a few blank schedules, and
- (3) a few enumeration tickets.

16. On the morning of the 18th March 1921/5th Mee-nom 1096, he will commence his work by enumerating travellers by road, canal or back water or railway and houseless poor in his Block if no special arrangements have been made for their enumeration. The Supervisor will instruct him as to this.

17. The enumeration of persons referred to in para 16 should be done in loose schedules and every person enumerated should be given a ticket with instructions to show it to



any Census Officer who may wish to enumerate that person again. For purposes of easy reference, these schedules should be marked at the top thus: "Travellers in bandy stands and halting places,"—"Travellers by road, canal or backwater," and "Houseless poor" as the case may be.

After the enumeration is over, the Enumerator will stitch all the loose filled-in schedules at the end of his Enumeration Book after the last schedule in it which bears any entries.

18. On going to a house, the Enumerator must not content himself with asking in a general way whether there has been any change since the Preliminary Enumeration. He must first check the house number painted on the door with the number marked on the schedule relating to that house. He will then call out the chief member of the house, read out to him one by one the names of persons entered in column 3 of the schedule, asking him as he reads, whether that person whose name was read is present in the house. *He must consider as present all persons living in or taking their meals from the house, even though any of them are, at the time, temporarily absent from the house, watching crops or channels, or carrying on any outdoor occupation or duty.*

19. If the person whose name is read out is stated to be present, the entries relating to that person need not be read through nor verified.

20. If the person is absent from the house or has died since the first enumeration, the Enumerator will strike out by drawing a line over all the entries with regard to that person including the name.

21. After the names already entered in the schedule in respect of the house in question have been thus checked and corrected, the Enumerator should ask the specific question whether any child has been born since the Preliminary Enumeration or whether any person is present in the house who was not there at the time of the Preliminary Enumeration such as guests, etc. In case there have been births or new arrivals, the enumerator should turn to the last of the entries in the Enumeration Book, leave one space blank, write the number of the house with the word "Continued" in brackets and fill in the particulars for that child or person in their respective columns.



22. After completing and bringing up to date the returns in respect of one house, the Enumerator should proceed to the next house and deal with it in the same manner as the first.

23. The Enumerator must not omit to visit even the houses marked "empty" at the Preliminary Enumeration as they may have been since occupied.

If, in this house-to-house visit, the Enumerator should find that a house has been omitted altogether during the Preliminary Enumeration, he will take a loose schedule and enumerate on it the persons in that house in the usual way and give that house a special number in the Schedule which should be stitched on afterwards to the end of the book. If such a house is found unoccupied he will make a note to that effect on the top of the schedule page.

24. If any Household Schedule had been given to any house holder or to any institution in his Block, the Enumerator should collect the same and after seeing that the instructions for filling them up have been duly carried out, should stitch them at the end of the book after the last schedule which contains entries.

25. When the entire enumeration of his Block is finished, he should number serially all the persons enumerated in his book in the column provided for the purpose and deliver it to the Supervisor at the place previously fixed and intimated to him.

26. After the Supervisor has scrutinised his Enumeration book prepared as above described, the Enumerator should fill up, under his instructions, the abstract printed on the Cover. When he has done this correctly and handed all the papers to the Supervisor, his duties will be finished.

27. The Enumerator must not omit to see that he is himself enumerated in the house where he is living.

28. No erasures with a penknife, eraser, or scraper nor rubbing out with the finger will be allowed in any of the returns.

29. Persons who have been enumerated desiring to leave the place that day should be given Enumeration tickets so as to avoid further enumeration.

30. It will be the duty of the Supervisor to see that all the Enumerators in his Circle are supplied with the necessary books and forms as stated in para 15 *supra*.



31. Before sending out his Enumerators, he will fix a time when and a central and convenient place where, the Enumerators should be directed to meet him for preparing the Abstracts.

32. He should inspect the work of his Enumerators as much as possible, bestowing special attention on places in which there has been no Preliminary Enumeration, such as bandy stands, camping places, etc., as well as those under the charge of Enumerators of insufficient capacity. Should he find any person who should have been enumerated not enumerated, he will at once enumerate him.

33. When the work in his Circle is finished, he should arrange for the preparation of the Enumerators' Abstract, (Form No. VI Appendix B.) as described below:—

The Enumerators' Abstract:—The Supervisor should meet his Enumerators at the appointed place and hour. He should then

- (1) compare the number of books produced with the number of Blocks in the Circle and see that he gets a book for every Block; and also see
- (2) that the Household schedules issued have been duly collected and sewn into the right book;
- (3) that the schedules filled up are stitched into the book of the Block to which they relate;
- (4) that all the filled-in schedules are there and that loose schedules issued are duly accounted for; and
- (5) that no page of the enumeration book is missing.

34. He will then take each enumeration book and read every entry made at the final enumeration, correcting all obvious errors and omissions. He should see that all the persons are serially numbered through in each book.

35. This done, he should require his Enumerators to fill in the Enumerators' Abstract which will be found on the Cover. The Abstracts should show the totals of all the schedules in each book in respect of the particulars required by it. It should be first prepared by the Enumerator in charge of the Block on a loose sheet of paper and handed to the Supervisor. The Supervisor should keep the paper with him and hand the book to another Enumerator who should



repeat the process independently and enter the totals arrived at on another piece of paper. He should then add the figures himself. If these three totals agree in respect of all the columns in the Abstract, they should be taken as correct and finally entered in the Abstract Form on the Cover. If the totals do not agree, the figures must be added again until complete agreement is obtained.

36. Circle Summary.—When all the Enumerators' Abstracts have been compared and found to be correct he should select his two best Enumerators and with their assistance, prepare the Circle Summary in the prescribed form. (Form No. VII Appendix B.)

37. Immediately after preparing the Circle Summary, he should arrange all the Enumeration Books of his Circle in the order of Karas or Wards and in the order of Blocks in each Kara or Ward, tie them up neatly, placing at the top the Circle Summary and personally deliver the packets to the Charge Superintendent, who will give him a receipt stating the number of Books received. The Supervisor's responsibility in connection with the Census will then cease.

#### INSTRUCTIONS TO CHARGE SUPERINTENDENTS.

38. The Charge Superintendent will personally supervise the distribution of the Enumeration Books, Forms, etc. a register of issues duly receipted by the Supervisors being opened for the purpose.

39. On the day of the 5th Meenam 1096/18th March 1921 the Charge Superintendent should take up his headquarters at that place within the limits of his Charge where, owing to a large number of travellers, the large size of the Block or other causes, there is most likelihood of difficulty or neglect of duty.

40. The Charge Superintendent will keep moving about on that day and see that the several agencies appointed for the Census do the work entrusted to them satisfactorily. He will be held personally responsible for the efficient working of all Census arrangements down to the smallest detail, within his Charge.

41. After the Census is taken, the Charge Superintendent should see, especially in regard to such of the Supervisors as may be within easy access, whether they are checking the Enumerators' Abstracts and preparing their Circle Summaries in the prescribed manner.



42. Charge Summary.—(Taluk Provisional Totals):—When the Circle Summaries and the packets relating thereto have been received the Charge Superintendent will see

- (1) that all the Enumeration Books have been duly and safely returned,
- (2) that no Circle or Block has been omitted,
- (3) that there is a Circle Summary for each Circle, and
- (4) that the Enumerators' Abstracts have been correctly posted.

He must have the totals of each Circle Summary checked independently by two of his most intelligent Supervisors. They should be asked to add up the number of houses, males and females in each Circle, on separate pieces of paper. If the totals thus ascertained agree, they may be accepted as correct. If they do not agree, they must be added again until they do. He must then proceed to prepare the Taluk Summary in the form given. (Appendix B Form No. VIII.) He will post the totals of the Circle Summaries in his Taluk Summary and add them up with the help of two intelligent clerks on the system of double check already referred to.

The greatest care should be taken that the entries in the Charge Summary are exhaustive and include not only all the ordinary Census Circles with their contained Blocks including Census Towns, Plantations, Forests, but also such miscellaneous items as Factories, Mines, Jails, Lock-ups, Hospitals, Asylums, Ports, Railways, Cantonments, Landing Ghats, Camps of Touring Officials, Wandering Gangs, etc. Thus the Taluk or Charge Summary will include the whole population found within his entire Taluk except Municipal Towns.

43. When the totals made up by two clerks working independently have been examined and passed as correct, the result should at once be reported by telegraph in words, not in figures, to the Census Commissioner, Trivandrum, in the following manner:—

Occupied House.....	Males... ..	Females.....
Total.....		

These will be the Provisional Totals for the Taluk excluding Municipal Towns but including Census Towns.



44. The Charge Superintendent will be held personally responsible for the accuracy of the Provisional Totals telegraphed. He must take special care that Circle Summaries are independently worked in the manner prescribed. He must himself take part in these calculations and see that no mistake of any kind occurs. Should these Provisional Totals vary from the Totals that would be worked out subsequently at the Tabulation Office by any the smallest difference in respect of houses, males or females, or should, from any cause, the telegraphic totals be delayed beyond the evening of the 19th March 1921/6th Meenam 1096, severe notice will be taken of the officer concerned.

45. After despatching the telegram, the Charge Superintendent will attach to his Charge Summary all Circle Summaries arranged in serial order according to Circle Lists, and send the entire set of Summaries by the evening of the 20th March 1921/7th Meenam 1096 by registered Anchal to the Census Commissioner's Office, Trivandrum.

46. He should next arrange all the Enumeration Books, with the House Lists, etc., in them relating to his Charge in the order of Pakuthies or Wards and in the order of Circles, Karas and Blocks within each Pakuthy or Ward and send them to the Census Commissioner's Office with all the connected records with a list thereof, well secured and registered, on or before the 25th March 1921.

47. After the despatch of the telegram and Circle Summaries, the Charge Superintendent should make a direct report to Government. He will further submit to the Chief Secretary to Government by the 20th March 1921/7th Meenam 1096, a detailed account of the manner in which the Final Census was conducted in his Taluk, copy being forwarded to the Census Commissioner for his information.

48. On receipt of the Charge Summaries, the Provisional Totals will be made up for the whole State and the results reported to Government and to the India Census Commissioner.

49. The results will be published in the Gazette with the names of the Charge Superintendents and the date and hour in which the respective Totals have been received in the Census Commissioner's Office.



## CHAPTER VIII.

## ENUMERATION.

## SPECIAL AREAS.

*Preliminary.***General instructions.**

These instructions are intended only to supplement and in some cases modify the general instructions so as to suit the conditions of the special areas and not to supersede them. Such of those Rules as are not modified, will apply in these cases as well.

## SECTION 1. CENSUS OF MUNICIPAL TOWNS.

1. For the Census of Municipal Towns, the Presidents of the Municipal Councils are responsible. The Census of all special areas falling within the Towns, such as railway stations and lines, military cantonments, hospitals, jails and ports should also be taken by the Presidents.

For this purpose the Presidents are appointed Charge Superintendents for the Municipal Towns.

2. The unit for Census purpose is the Ward. The Town should, therefore, be divided into wards, as many as may be required for the purpose of Municipal administration and the boundaries of each should be fixed and published in the Gazette.

3. The Government have required that houses on the other side of the roads, lanes and streets forming boundaries of the town should also be included in the town. However, in the case of Wards, it is sufficient if houses on one side (inner side) of the roads, lanes or streets forming the boundaries thereof are included.

4. If there has been any change in the boundaries of towns since the last census, the houses in the portion added should be grouped into a separate block or blocks and designated "New Block." If parts of two or more Taluks are included in a town those parts should be grouped into separate Wards or Blocks.

5. Each Block will contain 50 houses and each ward will constitute a Circle and the whole town a Charge. Portions of two or more wards should not be formed into a Block.



6. Railway stations or portions of the railway line falling within the town limits, jails, hospitals, police lock-ups, landing ghats in the backwater and the canal, military cantonments and seaports falling within the town limits should each be constituted into one or more blocks.

7. House-listing and House-numbering should be done by the normal Municipal agency.

8. The numbers should be painted on the houses with tar and stencil plates to be provided by the Councils themselves. The system of numbering houses for census purposes may be the same as that followed in the town for administrative purposes.

9. After the House-numbering is over, the President should get the House Lists and keep them in safe custody and issue them to the Supervisors for the Preliminary Enumeration.

10. After the Abstract of house-lists is received, a Charge Register in the prescribed form, with a list of the Enumerators and Supervisors to be appointed for the Preliminary Enumeration will be supplied to the President by the Census Commissioner. If any additional hands are required, he will select and appoint the required number from among his subordinates or others residing in the town and send a complete list of the staff employed in all for the purpose, to the Census Commissioner.

11. Two or more blocks may be given to an Enumerator and more than one ward to a Supervisor for the Preliminary Enumeration. After the Preliminary Enumeration is completed, an Abstract, in the prescribed form, should be prepared and sent to the Census Commissioner on the 7th February 1921/25th Makaram 1096. The President will get back all the Census records from the Enumerators and Supervisors and keep them in safe custody to be issued for the Final Census. During the interval between their receipts and issues for Final Census the Presidents should arrange for their scrutiny and satisfy themselves that they have been correctly prepared in every respect.

12. The President should give the necessary training to the Enumerators and Supervisors as soon as they are appointed.

13. During House-listing, House-numbering and Preliminary Enumeration, the President should move about in the



town frequently and check the work and send weekly, on Saturdays, progress of work done and the inspection made by him in the prescribed form.

14. The Division Peishkars will send a statement of persons employed in the various Departments residing within the Town and drawing a salary of Rs. 100 or less, before the 1st February 1921 to the President for appointment as Enumerators and Supervisors for the Final Census. The President will select and appoint the number required at the rate of one Enumerator for each Block, ordinary or special, and one Supervisor for every ten Blocks. He will enter their names in the Charge Register and send a list to the Census Commissioner's Office not later than the 10th March 1921/27th Kumbhom 1096.

15. After the appointment is made, the President will give the Enumerators and Supervisors the necessary training on the 17th March 1921/4th Meenom 1096 and also distribute the Enumeration Schedules, etc., to the staff.

The Provisional Total for the town should be telegraphed to the Census Commissioner before the evening of the 19th March 1921/6th Meenom 1096 positively.

16. He will get back all the Census records from the Supervisors and Enumerators and arrange them ward-wise and send them well packed to the Census Commissioner's Office by registered Anchal on or before the 25th March 1921 with a list of the records sent.

## SECTION 2. CENSUS OF CENSUS TOWNS.

1. It is resolved to census separately the areas declared to be Towns under the Police Regulation provided with Conservancy staff under the Sanitary Department and these towns are called "Census Towns".

2. The Revenue Kara will be the unit for the Census Towns as they are not divided into wards. The houses situated on the outer side of the roads, streets and lanes forming boundaries of the Town are not to be included within the Towns. Similarly the houses situated on the outer side of the roads, streets and lanes forming the boundaries of Kara or Pakuthy included in the Town should not be included in the Kara or Pakuthy.



3. If a portion of a Kara falls inside the Town and the other outside, the portion falling within the Town is to be called "Town Kara" and the portion outside "Taluk Kara." (e.g.) "Town Pallikal Kara" and "Taluk Pallikal Kara".

4. A Block in the Census Town will consist of 50 houses and will be under the charge of an Enumerator. The whole town will constitute a Circle under a Supervisor. Portions of two or more Karas should not be formed into a Block. All the Census towns situated in a Sanitary Circle together will constitute a Charge with the Sanitary Officer as its Charge Superintendent.

5. The House-listing and House-numbering in the Census Town will be done by the Conservancy staff assisted, if necessary, by the Vaccinator of the Range. For Preliminary Enumeration, however, schoolmasters will be appointed as Enumerators and Supervisors.

6. The tar and stencil plates required for the purpose will be supplied by the Census Commissioner through the Tahsildar.

7. As Each Census Town will be constituted into a Circle in the Taluk, the figures for these Towns should be included in the Taluk figures. The House List Abstract and the Circle Summary should be sent to the Charge Superintendent of the Taluk who is the Tahsildar, the Sanitary Officers only inspecting the Census work at their several stages of operations. All the statements connected with the Census should be sent to the Tahsildar of the Taluk. The appointments of Enumerators and Supervisors both for the Preliminary Enumeration and the Final Census in these towns will also be made by the Tahsildar (Charge Superintendent of the Taluk) in which they are situated.

### SECTION 3. CENSUS OF FOREST RESERVES.

#### **Census Divisions.**

1. The Census of the reserved forest tracts either in the hills or in the plains will be taken under the direction of the Conservator of Forests. Each Forest Division will form a Charge, the Divisional Forest Officer being its Charge Superintendent. The forest area lying within each Taluk, will be constituted into a Circle, under the charge of the Ranger as Supervisor. In dividing the Circle into Blocks, the area lying within a Kara should be formed into one or more Blocks and



no Block should comprise parts of two or more Karas. The Forest Guards and other staff should be appointed as Enumerators.

2. The establishment of the Forest Department will be fully utilised for conducting the entire census operations. The enumeration of the hill-tribes, woodcutters and all other persons within the entire Forest Reserves will be attended to by the forest staff.

#### **Procedure.**

3. (1) The first step in the Census operations will be the preparation of a statement showing the Forest tracts and the Reserves in each Forest Division, where the entire responsibility in connection with the Census will be assigned to the Forest Department. The statement will show the names of the Taluk, Pakuthy and Kara, the names of the inhabited villages or hamlets and the number of houses in each village or hamlet. In filling up the statement, care will be taken that the correct name of the Revenue Kara is entered. This can be ascertained from the Tahsildar of the Taluk concerned. The portions of forest areas not included in any of the Pakuthies of a Taulk, will be constituted into a separate Pakuthy and designated "Hill Pakuthy". But the hill and Forest tracts in a Pakuthy not included in any of the Karas of the Pakuthy will be designated "Hill Kara" of the Pakuthy.

(2) After this statement is prepared, the Enumerators and Supervisors will be appointed and detailed for duty.

(3) The procedure prescribed for the plains will also apply to the Reserve Forest Tracts and the rules and instructions issued for the plains will be followed as far as possible. The list of houses and other buildings should first be prepared. House-numbers need not be painted, as most of the houses will be huts of an unsubstantial kind. The preparation of the House List should be commenced on the 1st December 1920 and completed by the 15th December 1920 and an Abstract in the form prescribed should be sent to the Tahsildar concerned and to the Census Commissioner on or before the 25th December 1920. The Preliminary Enumeration should commence on the 15th January 1921 and terminated on the 30th January 1921.

4. For each Block, there should be a separate House List and the Charge Superintendent shall keep the lists with him safely and issue them for the Preliminary Enumeration.



After the Preliminary Enumeration is over he will get back all the Census records from the Supervisors and Enumerators and issue them again for the Final Census.

5. The necessary forms, instructions, etc., will be supplied to the Divisional Officers from the Office of the Census Commissioner on receipt of indents for the same before the 31st October 1920.

6. The Charge Superintendent (Divisional Officer) will prepare a list of persons to be employed as Enumerators and Supervisors and forward the same to the Conservator for the issue of Appointment orders before the 15th of November. They should enter, after the appointments are made, their names in the Charge Register and send a copy of it to the Census Commissioner and send extracts to the Tahsildars concerned. They will also give the necessary training to the staff employed.

7. The Final Census will be carried out on the morning of the 18th March 1921. In regard to wood-cutters, P. W. D. Coolies, etc., working within the Reserves, it will be well if they can be assembled on the morning of the 18th March at previously notified centres and enumerated. When the Final Enumeration is over, the Supervisor will meet his Enumerators at a selected place, prepare the Enumerators' Abstracts and enter them on the Covers of the Enumeration Books. This finished, the Circle Summaries should be prepared and posted in the form prescribed. The Supervisor will then arrange the Books in serial order of Blocks and tie them with the Circle Summary at the top and then despatch the bundle *without any delay* to the local Tahsildar. As the returns of so much of the Forest Reserves as fall within a Taluk will be embodied within the returns of that Taluk, the Supervisor should see that the books and the summaries relating to each Taluk are packed separately and sent to the respective Tahsildars.

8. The Charge Superintendent will see that no confusion occurs in this respect and that each Tahsildar is furnished with all the books and returns for his portion of the Forest Reserves. He will also see that on no account the Provisional Totals are delayed. The Divisional Officers shall arrange for the Provisional Totals being sent to the Tahsildars positively before 3 p. m. on the 18th March 1921/5th Meenam 1096.



## SECTION 4. CENSUS OF PLANTATIONS, MINES AND FACORIES.

### General.

1. The standard procedure to be followed in the enumeration of Plantations, Mines and Factories is prescribed in the Rules printed below. The Rules provide that the Census of these places be conducted under the control of the Managers concerned. If, however, it be found more convenient to take the census of any Plantation, Mine or factory, independently of the Manager, the Tahsildar will make the necessary arrangements for the Census therein with the sanction of the Census Commissioner and as per his instructions.

### Duties of Charge Superintendent.

2. The Tahsildar will be the Charge Superintendent for the Plantations, Mines, etc., lying within the Taluk. He will inspect the arrangements made by the Managers under the rules prescribed and satisfy himself that the Census agencies understand exactly what they have to do. In filling up the schedules, attention should be drawn to points where mistakes are likely to be made. In recording places of birth of persons who have come from outside Travancore, the names of the Districts and the Provinces if within India and Burma, and the name of the country if outside India, should be entered; if within Travancore, the name of the Taluk should be entered.

The Tahsildar will also render the Managers in his Taluk every assistance necessary for the proper carrying out of the entire Census work.

### Procedure.

3. The following Rules have been issued laying down the procedure to be followed:—

(1) *General*.—The Census of all Plantations, Mines and Factories where a number of resident labourers are employed, will be conducted under the general control of the Managers and will include *all* persons living within the boundaries of the plantation or factory, such as traders, shop-keepers, etc.

(2) *Appointment of Enumerators and Supervisors*. The Enumerator is the person who will actually take the Census. The Manager of the Plantation, Mine or Factory should select from his staff the most intelligent among the



literate men available for appointment as Enumerators. The Manager will himself or through a Supervisor to be specially appointed by him from out of his staff, superintend the Census operations of the entire Plantation, Mine or Factory. It will be his duty to instruct his Enumerators as to what they have to do and to check their work.

(3) *The Census Unit*.—The unit for the Census is the Revenue Kara. The Plantation situated within a Kara should be taken as a unit and the houses, cooly lines, etc. in it should be grouped into Blocks, each Block to contain 75 houses and to be placed under an Enumerator. The Plantations situated within a Pakuthy will be formed into a Circle and placed under a Supervisor while the Plantation situated within a taluk will form a Charge under the Tahsildar of the taluk.

(4) *House List*.—The first step is the preparation of a list of all the houses, cooly huts, etc., on the Plantation, Mine or Factory in the following form. It should be commenced on the 1st December 1920 and completed by the 15th December 1920. There should be a separate House List for each Block called the Block List. The Managers will retain the House Lists in their safe custody to be given to the Enumerator for the Preliminary Enumeration and Final Census.

#### HOUSE LIST (Block List)

Taluk		Pakuthy		Kara	Estate
Name of Line.	Serial No. of each house.	Description of house, i. e. Bungalow, cooly hut, etc..	Name of Chief Occupant	Total No. of persons in the house.	Remarks.
1	2	3	4	5	6

Station,

Signature,

Date

Designation

The serial number in column 2 should run for the whole Plantation, Mine or Factory falling within a Kara. In



coolly lines each separate doorway should be treated as making a separate house. Houses occupied by superintendents or other officers should be given one number and their servants' quarters another. The former will receive Household Schedules to be filled in by themselves, while their servants will be dealt with by the Enumerator of the Block in which the houses lie.

5. *House-numbering* :—As the House List is being prepared, the number entered against each building in the House List should be painted conspicuously on the house with white-wash, coal-tar, charcoal or other convenient materials with stencil plates which will be supplied from the Census Commissioner's Office through the Tahsildar. Houses subsequently erected should be given the number of the preceding house with a distinguishing letter such as 5 (A), etc., and should be entered in the appropriate place in the House List. After the house-listing is over, Abstract of the House list in the following form should be sent by the Managers to the Tahsildar who will make a consolidated statement for all the plantations in the Taluk and send it to the Census Commissioner by the 25th December 1920.

#### ABSTRACT OF HOUSE LIST.

Name of Pakuthy.	Name of Kara.	Name of Estate.	No. of occupied buildings.
1	2	3	4

6. *Formation of Census Divisions*.—After the houses have been numbered, they should be grouped into Blocks, one given in charge of each Enumerator. If in a Kara there be 75 or less than 75 houses it should be constituted into a Block ; if more, the 75 houses should be constituted into one Block and the remaining into another Block. Parts of two or more Karas should not be formed into a Block.

7. *Charge and Circle List*.—As the Blocks are settled the Charge and Circle List as per form given below should



be prepared and the names of the Enumerators and Supervisors to be appointed should be entered in it.

Charge and Circle List.

Taluk		Pakuthy			Estate.	
Name of Pakuthy.	Name of Kara.	Name of Estate.	Serial No. of Blocks into which it is divided.	Serial No. of houses included in the Circle.	Name of Enumerator for each Block.	Name of Supervisor for the Circle
1	2	3	4	5	6	7

The Circle List as above prepared should be forwarded to the Tahsildar and also to the Census Commissioner not later than the 25th December 1920. The Tahsildar will return the list with orders of appointment as Census Officers under the Regulation.

8. *Supply of Census forms.*—On the receipt of the Circle Lists the necessary forms will be supplied to the Manager through the Tahsildars.

9. *Instructions to Enumerators.*—The standard instructions to Enumerators are printed on the cover of the Enumeration book. The Charge Superintendent will give the necessary training to the Enumerators and Supervisors.

10. *The Preliminary Enumeration.*—This will be commenced on the 15th January 1921 and completed by the 30th January 1921. On the day previous to the commencement of the Preliminary Enumeration, the Managers will have the Block List stitched to the Enumeration book and hand over to the Enumerators and Supervisors the following:—

1. Enumeration Book at the rate of one for each Block, with the Block List stitched to it.
2. Household Schedules, and
3. Some loose schedules.

The Enumerators should go round their respective blocks and fill up the schedules in accordance with the



instructions prescribed. The Supervisor should test every entry. The Manager, where he is not the Supervisor, should personally test this work as far as possible. Persons who desire to have Household Schedules should be supplied with them. After the Preliminary Enumeration is over, the Manager will collect and keep in safe custody with himself all the records of the Census operations from the Supervisors. By the 5th February 1921 he should send to the Tahsildar an Abstract of the Preliminary Enumeration in the form prescribed.

The Tahsildar will send it to the Census Commissioner along with the Taluk Abstract.

11. *Final Census.*—On the evening previous to the day of the Final Census, the Manager will hand over to the Supervisor all the records in his custody for distribution among the Enumerators for taking the Final Census. On the morning of the 18th March 1921, the Enumerators should take their books and again visit each house in the Block. They will strike out all the entries relating to persons who have died or left since the Preliminary record was made and enter all new comers and newly born infants.

12. The head of each family to whom the Household Schedule has been issued, should fill in his schedule and make it over to the Enumerator of the Block who will stitch it into the Enumeration book of the Block. The Supervisor will cause all the Enumerators to prepare the Abstract on the cover of their books, and after checking their figures he will enter them in the Circle Summary printed on the cover.

13. *Circle Summary.*—The Supervisor will then arrange his books pertaining to the Plantations etc. situated within a Taluk in serial order and tie them up neatly, placing the Circle List and the Circle Summary at the top and send them to the Tahsildar concerned through the Manager before 3 P. M. on the 18th March 1921. The Manager will at once communicate to the local Tahsildar by telegraph the total of occupied houses, of males and of females, for inclusion in the Taluk Summary. Where there are no telegraphic stations for the immediate communication of the totals to the Tahsildars, the Manager will forward them through a special messenger. Any delay on the part of the Managers in the communication of the totals will affect the despatch of the Taluk Totals by the Tahsildar to the Census Commissioner's Office. Every effort should,



therefore, be made to put the Tahsildar in possession of the Circle Summaries as early as possible on the afternoon of the 18th March 1921. In cases where the census is taken independently of the Manager, the Tahsildar will make his own special arrangements for getting the Circle Summary with the utmost expedition.

14. *Subsidiary Instructions.*—The Census Commissioner will issue such further instructions as may be necessary to supplement these general rules.

## SECTION 5. CENSUS OF JAILS, LOCK-UPS, HOSPITALS, ASYLUMS AND REFORMATORIES.

### General.

1. The Census of these institutions will be carried out by the officers in charge under the control of the superior officers concerned. Great care should be taken in filling up the headings in the schedules, so that the institutions are included in the Kara or Ward in which they are respectively situated. Each institution should be treated as a Block. As each institution is required to be treated also as a house for house-numbering, the wards and out-houses, if any, situated within the premises of the institution, should be given each a sub-number and entered in the Enumeration Schedule, the House number to be entered as the numerator and the sub-number as the denominator.

### Rules.

2. The term "Jail Population" includes all classes of prisoners, convicts, under trial and civil, and all Jail Officers with the persons living with them who reside within the precincts of the Jail. It does not include the Jail Guards nor the officers who reside outside the limits of the Jail, as these will be enumerated in their own houses.

3. The officers in charge of the several institutions will be their responsible census officers and will carry out the enumeration in accordance with the instructions issued for the purpose.

4. The Preliminary Enumeration will commence on the 10th March 1921/27th Kumbhom 1096 and will be completed by the 15th March 1921/2nd Meenom 1096. Prisoners or other inmates who will be released before the morning of the 18th March 1921/5th Meenom 1096 should not be entered in the Preliminary Record.



5. The Final Enumeration will commence at 7 A. M. on the 18th March 1921/5th Meenom 1096. Every prisoner, inmate of Hospital, Asylum, etc., should be called by his or her name and the fact of the entry in the Enumeration Book should be verified.

6 Prisoners and patients who may have been admitted subsequent to the preparation of the Preliminary Record should then be entered and those no longer present should be struck out.

After all the prisoners or other inmates, as the case may be, have been enumerated, the resident officers and the persons living with them, their families and establishments should be censused.

7. In addition to the instructions already laid down for filling Form No. II for the general public, the following supplementary instructions are issued with special reference to Jails, Lock-ups, Hospitals, Asylums and Reformatories.

In the occupation column 9, prisoners should be entered either as (a) convicts, (b) under trial or (c) civil prisoners. It is not necessary to show the occupation they followed before their imprisonment or the labour in which they are engaged in the Jail, nor is it necessary to show any subsidiary occupation.

Inmates of Asylums should similarly be shown as such, in column (9). For patients in Hospital the occupation last followed should be entered.

In the case of infants living under the care of their mothers in the institutions under reference, columns 9 and 10 should be left blank, and the entry in column 11 should be the same in each case as that entered for the mother in column 9.

8. In the case of these institutions, the required number of schedules and instructions for filling them will be supplied by the Charge Superintendents to whom indents should be sent before the 15th February 1921/4th Kumbhom 1096 by the officers responsible.

9. After the Census is over, the forms filled up will be handed over by the officers concerned to the Charge Superintendents who will include the returns in those of the Kara or Ward of the Taluk or Town in which the institutions to which they relate are situated.



## SECTION 6.—CENSUS OF CANTONMENTS AND OF TROOPS ON THE MARCH.

The following Rules have been framed on the lines of those issued by the Government of India.

### General.

1. *Resident's Escort.*—The Census of the Resident's Escort at Trivandrum will be arranged for under the orders of the Resident. The Escort Lines will be constituted into a separate Block. The Travancore Schedules will be adopted for Enumeration. The Charge Superintendent, Trivandrum Municipal Town, will arrange for the Census being taken.

2. *The Nair Brigade.*—The Census of the men and the officers of the Nair Brigade will be arranged for and taken under the orders of the Commandant, Nair Brigade. He will select an officer conversant with the Malayalam language and place him in immediate charge of the operation.

3. *Scope of Enumeration.*—The Census to be taken by the military authorities under these rules will include all persons of whatever age, sex, race or profession who, on the morning of the 18th March 1921/5th Meenom 1096 are temporarily or permanently residing within military limits. In other words, it will include all persons who, though ordinarily residing elsewhere may on that morning be stopping temporarily within those limits; and also those who, while actually living and taking their meals within the same, may be absent for a few hours on duty, etc.

NOTE.—To prevent mistakes or double enumeration, it is advisable for the military authorities to have their limits cleared, between 7 and 9 on the morning of the 18th March 1921/5th Meenom 1096 of all persons who are not residing temporarily or permanently within those limits, such as officers of any grade, fighting-men, non-combatants attached to the regiments, the servants of the above, regimental followers, or members of the families of any of these.

4. *Way in which Census Record should be prepared.*—European officers and civilian Europeans and Anglo-Indians of good standing will, if they desire, be supplied with Household Schedules on which to enter the necessary particulars for themselves, their families and their European or Anglo-Indian servants. For all other persons the Census record will be prepared by the Enumerators in the manner described further on.



Enumeration by Household Schedules usually gives inaccurate and unsatisfactory results and wherever possible arrangements should be made to have the Schedule written up or at any rate checked by a trained Enumerator.

5. *House-listing and House-numbering.*—In the general, rules framed each regimental line within a compound and each guard station has been required to be treated as a house and one of the serial numbers of the houses in a ward or kara is required to be painted on the gate or door of the regimental compound or guard station.

6. *Formation of Blocks and Circles.*—The regimental lines in Trivandrum will be constituted into a Circle and those outside the Town into another circle. Each line should be divided into as many compact Blocks as are necessary, a Block containing not more than 75 houses.

7. *Enumerators and Supervisors.*—For each regimental line the Commanding Officer will select as many Enumerators as there are Blocks and one Supervisor for each line, conversant with the local language. A list of the names of the Enumerators and Supervisors appointed will be sent by the Commanding Officer to the Census Commissioner and the Charge Superintendents concerned before the 31st December 1920/17th Dhanu 1096.

8. *Men on duty at Trivandrum.*—Each guard station will be constituted into a house in the Block in which it is situated. It will be treated by the Block Enumerator as an ordinary house for the Census. The Officer Commanding will send a list of such guard stations to the Charge Superintendent and to the Census Commissioner on or before the 16th Vrichigom 1096/1st December 1920.

9. *Men on duty in the Taluks.*—The Officer Commanding will furnish the Census Commissioner by 16th Vrischikom 1096./the 1st December 1920 with a list of the Taluks giving the names of the localities of the stations where detachments of the Brigade will be stationed. The Census Commissioner will send extracts of the lists to the Charge Superintendents concerned. Each guard station will be treated as a house in the Block in which it is situated and treated as an ordinary house by the Block Enumerator.

10. *Men off duty.*—The men who will be off duty on the morning of the 18th March 1921/5th Meenom 1096 and who stay in their own houses will be enumerated in the ordinary



way by the Enumerator of the Block within which they respectively reside.

11. *Preliminary Enumeration.*—The Preliminary Enumeration will be commenced on the 15th January 1921/2nd Makarom 1096 and completed by the 17th Makarom 1096/30th January 1921. For European Officers Household Schedules will be given and for others the particulars will be entered in ordinary Schedules. In column 1 of the Schedules the house number painted on the front gate (as required in Rule 5) will be entered as numerator and each barrack, officer's quarters, guard house or other buildings will be given a sub-number and that noted as denominator. It is not necessary that the sub-number itself should be painted on each building. Each Enumerator will enter in his Enumeration Book full particulars regarding every man, woman or child whom he finds residing therein including persons temporarily absent but who are expected to be back by 5th Meenom 1096/the 18th March 1921. For the Brigade Hospital a Schedule should be left with the Medical Officer. The Supervisors will check the Preliminary Enumeration Schedules and send abstract of it in Form No. V Appendix B to the Charge Superintendents, concerned on the 19th Makarom 1096/1st February 1921.

12. For Trivandrum, the Preliminary Enumeration Schedules of the regimental lines will be collected and kept in safe custody by the officer appointed in immediate charge of the operation and given back to the Enumerator on the evening previous to the Final Census. For Taluks or Guard stations in Trivandrum the Schedules will be collected and kept by the Charge Superintendents of the place in which the Guard stations are situated.

13. *Final Census.*—On the morning of the 5th Meenom 1096/18th March 1921, the Enumerator should again go round with the Preliminary Enumeration Schedule and bring the Schedule up-to-date by striking out the entries for persons who have died or gone away and entering the necessary particulars for the new arrivals and infants newly born. The Household Schedules given to the European Officers should be collected.

14. *Provisional Totals.*—On the afternoon of the 18th March 1921/5th Meenom 1096 the Superintendents will get the Enumerators to prepare the



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of houses and persons, male and female, in each Block. After testing the figures he will send all the records to the officer in immediate charge in Trivandrum who will send them to the Charge Superintendents concerned.

15. *Troops on the March.*—By the 18th Kumbhom 1096/1st March 1921, the Officer Commanding will furnish the Census Commissioner with information as to whether any detachment will be on the march on the morning of the 18th March 1921/5th Meenom 1096 and the station where the men will halt on the morning. On receipt of this information the Census Commissioner will arrange for their Census with the Charge Superintendent of the place in which the troops halt. The Census will be taken by the ordinary Enumerator and the figures incorporated with those of his Block.

## SECTION 7. CENSUS OF RAILWAYS.

### Procedure.

The procedure for the Census of Railways is adopted from the Rules issued by the Government of India and embodied in the Imperial Code of Census Procedure. Unlike in the last Census, the Census of Railways will be taken this time by the State Agency.

### General.

2. The Census of persons in railway areas will include :—
  - (A) Persons residing on railway premises, and
  - (B) Persons travelling by railway on the Census day.

### Definition.

(1) *Railway Premises* include a railway station within distant signals, a workshop, a colliery, a steamer ghat and all other premises within railway boundaries, on which permanent or temporary employees of the railway reside.

### Census Divisions.

(2) *Charge, Circle and Block.*—The railway station premises and all other buildings inside the railway boundaries situated within the limits of a ward in a municipal town and kara in rural areas will be constituted into a separate Block of the kara or ward.

(3) *Census Officers.*—The Charge Superintendents of the municipal town and the rural area in which the railway



premises and lines are situated, will be the Charge Superintendents of such railway areas. The Supervisor of the ward in a Municipal Town or Pakuthi or Census Town in rural area will be the Supervisor of the railway areas falling within the limits of the ward, pakuthi or census town. The Enumerators required for the Preliminary Enumeration will be appointed by the Charge Superintendents from the schoolmasters or other subordinates under their control.

#### A. PERSONS RESIDING ON RAILWAY PREMISES.

##### Operations.

(4) *House-listing and House-numbering*.—Each Block should be treated as a house for the purpose of house-listing and house-numbering and the number should be painted on the front gate of the railway station premises. The operations should be commenced on the 1st Chingam 1096/16th August 1920 and completed by the 16th Thulam 1096/1st November 1920.

(5) *Preliminary Enumeration* :—The Preliminary Enumeration will commence on 2nd Makarom 1096/the 15th January 1921 and terminate on the 30th January, 1921/17th Makarom 1096. In column 1 of the Schedule, the number marked on the gate of the premises should be put as numerator and the sub-number which should be given to each of the buildings in the Block, being put as the denominator. The sub-numbers need not be painted on them but should be noted in the Enumeration Schedule. The Charge Superintendents will see that the Abstract of the Preliminary Enumeration of the Railway Blocks is also included in the Abstract of the Charge referred to in Para 6 of Chapter VI.

(6) *Final Census*.—On the morning of the 5th Meenam 1096/18th March 1921, the Final Census should be taken, the same forms being used and the same procedure followed as in other parts of the State.

#### B. PERSONS TRAVELLING BY RAILWAY.

(7) A special staff of Enumerators should be appointed for the purpose from among the subordinates of the Excise Department posted for duty at railway stations. 4 such Enumerators will be required for the Trivandrum Railway Station, 3 for Quilon and 2 for Alwaye and one for each of



the other Railway Stations in the State (Shencottah excluded.) A list of the persons to be so appointed should be sent by the Excise Commissioner to the Census Commissioner so as to reach him on or before the 4th Kumbhom 1096/15th February 1921. They should be told off for duty at the railway station from the midnight of the 4th Meenam 1096/17th March 1921 and directed to attend every train arriving at or leaving the station till 6 A. M. on the 6th Meenam 1096/19th March 1921. Persons about to travel usually arrive at a station some time before their train is due; and they should be enumerated before they enter the train unless they can show enumeration tickets or otherwise satisfy that they have already been enumerated. Station enumeration should commence with the first train that arrives or leaves a station after midnight on the 4th Meenam 1096/17th March 1921 and continue till 6 A. M. on the 6th Meenam 1096/19th March 1921. In the case of persons enumerated at the station all the columns in the Schedule should be filled with respect to each person. Similarly all persons alighting from a train should be asked if they have been already enumerated, and, if they produce tickets or otherwise satisfy that they have been enumerated already, the Enumerator should let them go. He should fill up all the columns in the Enumeration Schedule for each person who has not been already enumerated.

*Note I.*—In asking persons if they have already been enumerated, it should be made clear that the Final Census and not the Preliminary Enumeration is referred to.

*Note II.*—The railway staff at work in the station during the morning of the Census, will be regarded as present in their homes and will not be enumerated by the Station Enumerator.

*Note III.*—As the Census in Travancore is taken between 7 and 9 on the morning of the 5th Meenam 1096/18th March 1921, while it is taken in the evening at 7 in the adjoining territory, the following instructions should be followed in the issue of Enumeration tickets in order to prevent double or non-enumeration.

(a) All persons taking trains between the midnight of the 4th Meenam 1096/17th March 1921 and 6. A. M. on the 6th Meenam 1096/19th March 1921 and proceeding direct to stations outside Travancore, should be given Enumeration tickets if they have not already been given.



(b) All persons taking trains between the midnight of the 17th and 9 A. M. of the 18th March 1921/5th Meenom 1096 and proceeding to Stations within the State, should be given Enumeration tickets if they have not been already given.

(c) For persons taking trains between 9 A. M. on the 18th and 6 A. M. on the 19th March 1921/6th Meenom 1096 and proceeding to stations within the State no Enumeration tickets need be given.

(8) *Train Enumeration.*—Civil Population.—To take the Census of all the passengers travelling in a train, it will be stopped at about 6 A. M. of the 6th Meenom 1096/19th March 1921 at a station where it will stop for sufficient time. Each compartment should remain locked until the enumeration of all the persons in it has been completed by the Enumerator posted at the station. Enumeration tickets need not be given on this occasion for persons enumerated. But persons who produce Enumeration tickets of having been enumerated before, need not be enumerated.

(9) The Schedules in which enumeration is made of travellers at the railway stations should be marked at the top of each Schedule "Railway Station Enumeration" and sent to the Charge Superintendent concerned on the afternoon of 6th Meenom 1096/the 19th March 1921. The Charge Superintendent will include these figures in the ward or kara in which the stations are situated.

(10) The railway staff travelling in the trains will usually be enumerated as present in their houses. But Inspectors or other officers who are absent from their houses on duty for more than 24 hours must be enumerated in the trains in which they are travelling.

(11) *Train Enumeration of Troops.*—Troops travelling by rail on the day of the Census will be enumerated by their officers and the returns handed over to the Enumerator at the station. But the servants and followers travelling with them will be enumerated with the rest of the persons in the train.

(12) *Lines under Construction.*—Arrangements for the camps and collections of coolies on lines under construction will be made by the Charge Superintendents with the assistance of the Engineer or other Railway Officer in charge. The camps or collections of coolies will be constituted into separate Blocks.



(13) *Ballast Trains*.—The Guard will be made responsible for the enumeration and his train included in the Station Block where the train. Stops.

## SECTION 8. SEA-GOING POPULATION IN PORTS.

1. *General*.—The arrangements to be made for the Census of the Sea-going Population in Ports are detailed in the following Rules. In some cases, the limits of a Port may not necessarily be the same as those ordinarily recognised. If boats are moored outside the limits, the boundary line should be drawn so as to include them; and care should be taken that the boundary line is understood by the Census Officers. The census of persons living in Ports will be taken in the ordinary course and these rules only apply to persons travelling in ships, etc., arriving in and leaving the Ports.

2. *Classification of Vessels*.—For the purpose of the Census, vessels may be classed as—

(A) Sea-going vessels plying between Ports in British India or in Native States and British or Foreign Ports out of India.

(B) Sea-going vessels plying between Indian Coast Ports, whether in British India, in Native States or in French or Portuguese territory.

(C) Other vessels, such as (1) inland cargo or passenger steamers, (2) country boats carrying the inland produce, (3) ferry steamers, passenger boats, etc., plying within the limits of a single Port, (4) fishing boats, etc.

3. The Chief Port Officer, Alleppey, will be in charge of all the Ports in the State. Each vessel will be treated as a *House* and each Port will be constituted into a Block and attached to the ward or kara in which it is situated. The Charge Superintendent of the municipal town or taluk in which the port is situated will be in immediate charge of the operations and be the Charge Superintendent of the Port. The census figures should be included in the ward or kara in which the Port is situated. The Chief Port Officer will nominate from the officers employed in the Port the Enumerators and Supervisors required and will forward a statement of Enumerators and Supervisors nominated for each Port to the Census Commissioner and to the Charge Superintendent in the form given below on or before the 1st of February



1921. The Charge Superintendents will make the appointments and issue the appointment orders. Small landing places which are not Ports should be dealt with under ordinary Rules.

STATEMENT OF PARTICULARS REGARDING THE AGENCY  
NOMINATED FOR THE CENSUS OF THE PORTS IN TALUK.  
MUNICIPAL TOWN.

Name of Port.	Name of Enumerator.	Present Appointment.	Name of Supervisor.	Present Appointment.	Remarks.

4. The Charge Superintendent will make the indent for all the forms required before the 19th Makaram 1096/1st February 1921.

5. The Enumerators and Supervisors will undergo training under the Charge Superintendent.

**Census of Sea-going Vessels.**

6. *A. Vessels plying between Indian and British or Foreign Ports.*—Sea-going vessels arriving from or leaving for another port not in British India or in a Native State should not be enumerated unless they are actually lying in the Port on the morning of the 5th Meenom 1096/18th March 1921. In that case the procedure prescribed in Rules 8 and 9 should be followed.

NOTE.—Vessels arriving from or leaving for another Port in British India or in a Native State, will be regarded as “plying between coast ports” irrespective of their port of origin or ultimate destination.

7. *B. Vessels plying between coast ports.*—In the case of Sea-going vessels of this class, it is necessary to provide for the following contingencies:—

(a) Vessels lying in anchor in a coast port on the morning of the Census;



(b) Vessels having left for a coast port shortly before that morning;

(c) Vessels arriving from a coast port after that morning, and

(d) the special case of coasting steamers touching at several ports during that morning.

8. A. *Procedure for Census of Sea-going vessels.*—The Master of the vessel is in all cases responsible for the due enumeration of all on board on the morning of the Census. He should be furnished with the necessary schedules and instructions, and a notice in the annexed form should be handed to him, requiring him to fill in the schedules for himself, his crew, and the passengers that are on board on the morning of the 5th Meenom 1096/18th March 1921.

For Europeans, Household Schedules should be supplied and for Indians an ordinary Enumeration Book in English, containing the requisite number of General Schedules.

9. B. (a) In the case of vessels lying in the Port and likely to remain there on the morning of the 5th Meenom 1096/18th March 1921 the forms should be distributed at least three days before-hand or (in the case of subsequent arrival) as soon as they reach the Port. On the morning of the 5th Meenom 1096/18th March 1921 the Enumerator should visit the vessel and collect the returns, examining the entries to see that they are in accordance with the instructions, and mustering the persons on board if he thinks it necessary to do so. He must in all cases check the entries for lascars and other natives of India. Where the Master is illiterate and unable to fill up the schedules the Enumerator should fill them up for him.

10. (b) If a vessel is leaving a port after the 8th February 1921 for another coast port which it is not tolerably certain to reach before the census day, the Port Census Officer should supply the Master of the vessel with the necessary forms, and instruct him to fill them up on the morning of the 5th Meenom 1096/18th March 1921 and deliver them duly certified to the Customs or other authority who may ask for them at the port first touched at after the 5th Meenom 1096/18th March 1921. It should be ascertained what port this is likely to be and notice should be sent by post to the Port Census Officer concerned.



11. (c) If a vessel arrives in a Port from another coast port (including a port in French or Portuguese territory) between the 5th Meenom 1096/ 18th March 1921 and 20th Meenom 1096/2nd April 1921, the Enumerator of the Port must (unless he knows that the vessel has previously touched at a port after the 5th Meenom 1096/18th March 1921 and that this demand has been made before) require from the Master of the vessel either schedules duly filled in or an Enumeration Pass. If neither of these be forthcoming, the Enumerator must muster the persons on board and with the aid of the Master and others, fill in the necessary forms.

12. (d) In the case of steamers running at short intervals between coast ports, arrangements should be made similar to those for the enumeration of persons on inland steamers and boats. The Census record for the steamer will include the ship's officers, crew, etc., and all passengers who are on board at 7 A. M. on the 5th Meenom 1096/18th March 1921. Passengers disembarking after 7 A. M. should be given Enumeration tickets to prevent double enumeration; those coming on board after that hour will be enumerated unless they have already been enumerated on shore. The schedules will be handed over to the local Enumerator at the first Port reached after 6 A. M. on the 6th Meenom 1096/19th March 1921.

#### **Enumeration Pass.**

13. In order to prevent double enumeration every person who receives schedules filled in for any vessels, should give the Master an Enumeration Pass (Form II). The Master should be instructed to keep this Pass carefully until the 20th Meenom 1096/2nd April 1921.

14. *C. Inland Steamers.*—The enumeration of inland cargo and passenger steamers will be carried out by the Enumerator of the Block. The schedules so filled in for any steamers or ships of this class which may be lying in Port on the morning of the Census or reach it later on the same day will be collected next morning by the Enumerator of the Block in which each such steamer is moored.

15. *Other Vessels.*—In the case of fishing and other vessels that are likely to be absent from the port on the morning of the Census, the schedules for their crews should be filled in on their leaving Port at any time between the



24th Kumbhom and 5th Meenom 1096/8th and the 18th March 1921, and an Enumeration Pass given to the person in charge of the vessel. If it returns before the 18th March, the Pass should be taken back, the schedules destroyed and the persons on board told that they will be enumerated on the 5th Meenom 1096/18th March 1921 or on the vessel again leaving port.

16. *Cargo Boats.*—Boats laden with country produce cargo brigs, etc., which leave the Port after the 25th Kumbhom 1096/8th March 1921 should be enumerated, and an Enumeration Pass given to the person in charge unless it is fairly certain that the destination will be reached before the 5th Meenom 1096/18th March 1921. The person in charge should be warned to preserve the Pass as a safeguard against double enumeration.

#### **Procedure on the Census morning.**

17. On the Census morning, each Enumerator will visit every vessel in his Block, other than those of which the Census will be effected by the Master, (See Rule 8 Supra) and enumerate all persons found passing the morning there and not enumerated in their houses or places where they take meals. He will give an Enumeration Pass to the person in charge of each vessel.

18. Particular care should be taken to enumerate at their homes all persons taking their meals there, but who are absent on vessels for the morning only.

19. Cargo brigs etc. arriving at the Port between the 5th and 20th Meenom 1096/18th March and 2nd April 1921 should be enumerated unless the person in charge can produce an Enumeration Pass, or otherwise satisfy the Census Officer that he and his crew have already been enumerated elsewhere.

#### **FORM NO. 1.**

Form of Notice to Masters of sea-going Vessels.

(See Rule 8).

To the Master of the.....

Sir,

You are hereby requested, under Section 4 of the Travancore Census Regulation, to undertake the enumeration of all persons on board of your vessel.



2. The bearer of this letter is a Census Officer appointed under the Regulation. He will make over to you the schedules required for the Enumeration of the officers, passengers and crew of your vessel.

3. The instructions regarding the entries to be made in the forms are printed on the back of the "Household Schedule" on which all Europeans are to be enumerated, and on the cover of the Enumeration Book, in which the necessary particulars are to be entered for all natives of India. The Census Officer will give you any further information or explanation which you may require.

4. You should not, if it can be helped, allow any of your crew to go on shore after 6 A. M. on the 18th March 1921/5th Meenom 1096. If any one should be obliged to go, you should give him a certificate saying "Enumerated on board....."; noting the name of your ship, and signing it. He should be told to show this certificate to any one wishing to enumerate him on shore.

5. If you are leaving port before the 18th March for another port in India, you should fill up the schedules on the morning of the 5th Meenom 1096/18th March 1921 and deliver them to the Customs or other authority who may ask for them at the first port touched, or to the Pilot if he is still on board.

6. If you are still in port on the morning of the 5th Meenom 1096/ 18th March 1921 you should deliver the schedules, duly filled up, to the officer who calls for them.

7. When you give up the schedules you will receive an Enumeration Pass, which you should keep till the 20th Meenom 1096/2nd April 1921 as a proof that the persons in your vessel have been enumerated.

Signed.

Census Officer.



## Form No. II.—Form of Enumeration Pass (See Rule 11).

Name of Port*	Certified that Schedules re-
	corded by
Name and Register number	(1) of
of the vessel.	
Name of Master.	(2) vessel at
	(3) port have been
Port from which vessel	duly received.
started.—	
	The vessel started from
Signature,	Signature.
Date.	Date
	(1) Put the name of the
	Master here.
	(2) Name and Register
	number of the vessel.
	(3) Name of the port
	where schedules are
	collected.

\* Where Schedules were collected.

NOTE.—Every master of a vessel receiving this Pass should keep it carefully on board the vessel until the 20th Meenom 1096/2nd April 1921.

### SECTION 9. CENSUS OF PERSONS ARRIVING AT OR LEAVING LANDING GHATS IN CANALS, BACKWATERS AND RIVERS.

1. The Charge Superintendent will forward a list of Landing Ghats where boats are likely to be moored, situated within his charge on or before the 19th Makarom 1096/1st February 1921 to the Census Commissioner. In carrying out the enumeration on the Census morning between 7 and 9, patrol boats should be stationed at selected points to intercept boats that do not come to the bank. The population in the boats intercepted should be included in the Block from which the patrol boat is sent.

2. Each Landing Ghat should be constituted into a Block and included in the kara or ward in which it is situated and each boat a house. The license number painted on the boats should be entered in the Enumeration Schedule under column 1.

3. All passengers in a boat, who fail to produce Enumeration Tickets or otherwise fail to satisfy the Enumerator that



they have been already enumerated, should be enumerated and all the columns of the Enumeration Schedule should be filled in for each. The enumerator should give Enumeration Ticket to every passenger enumerated by him and also to such of the passengers as have been enumerated before but have no Enumeration Tickets with them.

4. The enumeration should be recorded on loose schedule which should be handed over duly filled in to the Charge Superintendents concerned on the afternoon of the 18th March 1921/the 5th Meenom 1096. The Charge Superintendent will have them stitched to the Enumeration books of the ward or kara in which the ghats are situated.

5. *Supply of forms* —The required number of schedules and Enumeration Tickets will be supplied to each Charge Superintendent on his indent which should reach the Census Commissioner's office by the 4th Kumbhom 1096/15th February 1921.

6. For the purpose of these rules, the term "Boats" include cabin boats, steam and motor launches, jungars canoes of all size and shape such as Kattuvallams, Odis etc.

7. As the Census in this State is taken on the morning of the 5th Meenom 1096/18th March 1921 while it is taken in the evening in the adjoining territories, in order to prevent double or non-enumeration the Officer in charge of the Frontier Chowkey will be made responsible for carrying out the procedure mentioned below.

A. Persons from the State going outside.—All persons passing through the Chowkey between 6 A. M. on the 5th Meenom 1096/18th March 1921 and 6 A. M. on the 6th Meenom 1096/19th March 1921, who fail to produce Enumeration Tickets or otherwise fail to satisfy that they have been enumerated, should be enumerated and Enumeration Tickets issued to such of them as are not likely to return to the State before 7 P. M. on the 5th Meenom 1096/18th March 1921.

(B) Persons coming into the State from outside.—

(1) All persons coming into the State through the Chowkey between 6 and 9 A. M. on the 5th Meenom 1096 18th March 1921, who fail to produce Enumeration Tickets or otherwise fail to satisfy that they have been enumerated, should be enumerated and Enumeration Tickets issued to such of them as have not got Enumeration Tickets,



(2) Those coming between 9 A. M. on the 5th Meenom 1096/18th March 1921 and 6 A. M. of the 6th Meenom 1096/19th March 1921 who fail to produce Enumeration Tickets or otherwise fail to satisfy that they have been enumerated, should be enumerated but no Enumeration Ticket need be issued.

All the columns in the Enumeration Schedule should be filled in for each person enumerated. The Enumeration Schedule should be superscribed "Frontier Chowkey Schedules" with the name of the ward or kara in which it is situated entered and sent to the Charge Superintendent concerned on the afternoon of the 19th March 1921/6th Meenom 1096.

8. A list of such Frontier Chowkeys should be prepared by the Charge Superintendent and sent to the Census Commissioner by the 4th Kumbhom 1096/15th February 1921 so that instructions may be issued to the Excise Commissioner to arrange for the Chowkey Enumeration work being done by the Chowkey Officers.

#### SECTION 10. CENSUS OF TRAVELLERS BY ROAD.

##### General.

1. In order to secure the enumeration of travellers by road, the procedure laid down in the Rules below will be followed. The proper working out of the Rules requires the assistance and co-operation of several departments; and provision is made to secure their help. Great care should be bestowed in the selection of convenient stations for enumerating travellers.

##### Rules.

2. Persons travelling on the morning of the 5th Meenom 1096/18th March 1921 should be enumerated at such places as may be selected by the Charge Superintendent. The places selected should be so close to one another as to ensure that no person travelling between 6 A. M. and 9 A. M. on the 5th Meenam 1096/18th March 1921 is omitted to be enumerated. Police Stations situated on the sides of roads, Forest Guard Stations, Chowkeys, Preventive stations would be most suitable and convenient places for the enumeration, the establishment at these several stations being freely employed for this purpose. If, however, these stations be at too great distances apart, a sufficient number of intermediate places should also be selected by the Charge Superintendent, a Constable or



a special Enumerator being posted at each. A list of such stations should be sent to the Census Commissioner before the 4th Kumbhom 1096/15th February 1921 by the Charge Superintendents who should address also the Police Commissioner to post constables. The Enumeration should be commenced at 7 A. M. and completed by 9 A. M.

3. In the case of less frequented roads, especially where there are no convenient enumerating stations of the kind just described the ordinary Enumerator of the Block should be instructed to census any way-farers he may meet with.

A constable might with advantage be deputed to support the Enumerator in his work. But he should be carefully warned not to interfere unless called on to do so by the Enumerator.

4. For the purposes referred to in the above rules, the Commissioner of Police, the Conservator of Forests, the Excise Commissioner and other Officers concerned will arrange for such assistance being given to the Charge Superintendents as the latter may apply for.

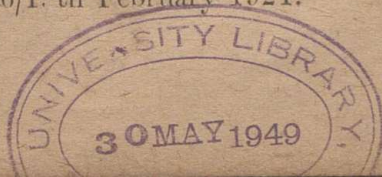
5. The enumeration of the classes referred to in these rules should be recorded in loose schedules which should be sent over to the Charge Superintendent on the afternoon of the 5th Meenom 1096/18th March 1921. The Charge Superintendent will then have them stitched to the Enumeration Books of the Blocks to which they severally relate and include the figures in the ward or kara in which the stations are situated.

6. Every Enumerator acting under these rules should first ask each person whom he proposes to enumerate whether he has been counted before. If he produces an "Enumeration Ticket" or otherwise satisfies him that he has been enumerated, he should be allowed to pass; otherwise he should be enumerated.

7. To every person enumerated under these rules, the Enumerator should give an "Enumeration Ticket" with instructions to produce it, if any census officer wants to enumerate him again.

8. The required number of Schedules, instructions for filling them and Enumeration tickets will be supplied to each Charge by the Census Commissioner on the indent of the Charge Superintendent which should reach the Census Office by the 4th Kumbhom 1096/15th February 1921.

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9. At each Road Frontier Chowkey the officer in charge will be made responsible to watch between 6 A. M. on the 5th Meenom 1096/18th March 1921 and 6 A. M. on the 6th Meenom 1096/19th March 1921, all persons passing through the Chowkey, and to examine them to ascertain whether they have been enumerated or could produce tickets of such enumeration. For persons leaving the State and not expected to be back before 7 P. M. on the 5th Meenom 1096/18th March 1921, Enumeration Tickets should be given and in the case of persons entering the State from outside, if they have not been enumerated before and if they fail to produce Enumeration Tickets, they should be enumerated and entries made in all the columns of the Schedule which should be sent to the Charge Superintendent on the afternoon of the 19th. It is sufficient if Enumeration Tickets are issued to such persons as arrive from outside, at the Chowkey stations between 6 and 9 A. M. of the 5th Meenom 1096/18th March 1921. For persons arriving afterwards no Enumeration Ticket need be issued. A list of such Road Frontier Stations should be sent by the Charge Superintendents before the 15th February 1921/4th Kumbhom 1096 to the Census Commissioner so that he may address the Excise Commissioner to issue the necessary instructions to the officers in charge of the Chowkeys. These Schedules should be marked "Frontier Road Station Schedule," with the name of the Station and the Block and Kara or Ward in which it is situated, entered therein.

## SECTION 11. MISCELLANEOUS.

### **Fairs and Assemblages.**

1. The Charge Superintendent will ascertain before-hand whether any fairs, religious assemblages or important festivals will be in progress on the Census date. If so, special arrangements should be made. The Charge Superintendents will forward to the Census Commissioner a list of all such assemblages which are likely to occur in their jurisdictions, with a note as to the special arrangements made for their enumeration by the 18th Kumbhom 1096/1st March 1921. If the numbers likely to congregate are large, special Enumerators should be appointed at the rate of one to every 50 persons, and Enumeration Tickets should be given to each person when enumerated, to prevent him from being counted twice over. The movements of pilgrims in large numbers, if any, should also be ascertained and arrangements made to enumerate



them at the camping grounds or other places where they are likely to halt on the Census morning.

**Touring Officials.**

2. Arrangements should be made for the enumeration of the camps of all officials on tour on the morning of the 18th March 1921 and of travellers in bungalows, etc. The Schedules used for them should be stitched into the Enumeration Book of the Block within which they are enumerated.

**Wandering gangs.**

3. Special arrangements should also be made for the enumeration of wandering gangs. The assistance of the Police should be called in, wherever necessary. The Schedules filled in for the gangs should be included in the book relating to the Block within the limits of which they are found encamped on the Census morning.

## CHAPTER IX.

### SPECIAL CENSUS.

#### SECTION I. INDUSTRIAL CENSUS. FACTORY INDUSTRIES.

**General.**

In connection with the Census of 1911 a Special Industrial Schedule was prescribed for the enumeration of persons working in industrial establishments employing at least twenty persons. On the present occasion the extent and scope of the Special Census have been increased. The Census will include all establishments employing ten or more persons and two Schedules (Schedule I. A. & I. B. appended) have been prescribed to collect (A) particulars of the direction and of the superior staff together with details regarding the power employed and (in textile establishments) the number of looms at work ; and (B) information regarding the inferior staff of workmen skilled and unskilled. These Schedules will be placed in the hands of agents, managers or owners of establishments at least one month before the date fixed for their return and they will be filled up with reference to the conditions on some normal working day during that month. The information obtained in the Schedules will be used for the purposes of the Census only, and that the entries are strictly confidential. The Schedules may be destroyed as soon as the Census is over.

**The scope of the Special Census and list of Industries.**

2. Industrial establishment for the purposes of the Schedules means any premises wherein or within the precincts



of which, ten or more persons are employed on separate remuneration in any process for making, repairing, ornamenting, finishing or otherwise adapting for use, for transport or for sale any article or part of an article. It does not include such industries as are carried on by members of a household in their joint interest with less than ten hired labourers. The object of this definition is to include any establishment which is of the nature of a factory where labour is concentrated under a definite management and paid by definite individual remuneration, and to exclude the cottage or family industry where the work is done in the house by members of a family and profits are shared among them. A list of Industries similar to that notified in the Census of 1911 is appended; but this list is in no way exhaustive. Any other undertaking not included in the list but falling within the above definition should therefore be included in the list.

3. As stated above, there will be two Schedules. Schedule I. A. will be similar to the Special Industrial Schedule of the last Census but somewhat more elaborate. Questions in this Schedule relate to the nature of the establishment, ownership, managers and supervising and technical staff, power and number of looms in textile establishments and are such as are capable of being answered by the owner or manager of the establishment from his office records. Schedule I. B. is designed to elicit information regarding the operatives, skilled or unskilled, of the establishment as distinct from supervising, technical or clerical staff. This Schedule will involve a separate entry for each operative in the establishment and in the case of large establishments such as tea-gardens, oil mills and so forth, which employ labour on a large scale, some organisation will be necessary. The operatives will have to be collected on a certain day or days and questioned individually, and it may be necessary to give some assistance to the managers of establishments. On this account the Schedules will be served under a letter of authority on the owners, managers or agents of establishments at least one month before the day fixed for their return.

#### **Control of the operation and preparation of the Register of Industries.**

4. The Industrial Census of each Division will be under the Special Charge of the Dewan Peishkar and District Magistrate and Commissioner, Devikulam. He will arrange for the preparation and correct maintenance of all records connected with it, their timely issue and collection and final



despatch to the Census Commissioner. He will appoint the necessary number of special Enumerators from among the officials in his Division capable of explaining at once any errors noticed in such Forms when collected. He will prepare a Register for his Division in the form annexed of all factories, industries, plantations, mines etc., in which there is any likelihood of at least ten persons being employed on the 5th Meenom 1096—18th of March 1921\* and shall forward to the Census Commissioner a copy of the same with the columns 1 to 8 filled in on receipt of which the Census Commissioner will take steps for the printing and distribution of the required Forms. The Census Commissioner will check the registers with those of the last census and other sources of information and revise them so as to prevent all risk of omissions.

**Instructions to Special Enumerators.**

5. (a) Each Enumerator will be supplied with an extract from the Register of Industries, showing the Mills, Factories, Plantations, etc., within the area for which he is the Enumerator and the necessary Forms and Schedules required for distribution to the managers, owners or agents of the establishments. (b) The letter of authority should be served on and the Schedules should be distributed to, the managers, owners or agents of the establishments at least one month before the date fixed for the return of the schedule. This work should be done, if possible, by the Enumerator in person as it may be necessary to explain how the Schedules should be filled in. The Enumerator should see that column 9 of the extract is filled in, when the *extract* is given to him and should fill in columns 10 and 11 when the Schedules are distributed to the managers, owners or agents of establishments. On the evening of the day fixed for the return of the Schedules, the Enumerator should himself collect the Schedules from the persons to whom they were distributed and examine them on the spot and correct all obvious errors and note the date of return in the column provided for the purpose in the extract of the Register. (c) The Enumerator should then arrange the Schedules in the order of the 'Serial No.' entered in column 2 of the *extract* and return them to the District Magistrate.

6. The District Magistrate will see that all the Schedules have come in and will have the columns 10, 11 and 12 of the Register written up from the extracts returned. The Schedules and the Register should then be despatched to the Census Commissioner.



## CENSUS OF TRAVANCORE—1921.

No. \_\_\_\_\_ Office of the District Magistrate  
 Date \_\_\_\_\_ Division  
 To \_\_\_\_\_ Camp

Agent \_\_\_\_\_ Plantation.  
 Manager of the \_\_\_\_\_ Factory.  
 \_\_\_\_\_ Mill.  
 \_\_\_\_\_ Work.  
 at \_\_\_\_\_

Sir,

I have the honor to request that you will be so good as to fill in the schedules forwarded herewith, showing the number of persons employed in the \_\_\_\_\_

Plantation,  
 Factory. on any normal working day in the month of March 1921.  
 Mill.  
 Works.

2 The information recorded in this form will be used solely for preparation of the Census Statistics of occupation *and for no other purpose whatever.*

3. This form should be filled in before 7th of April 1921. The special Enumerator \_\_\_\_\_ will call for it on the afternoon of that day.

I have the honor to be,

Sir,

Your most obedient servant,

\_\_\_\_\_  
*District Magistrate.*

## NOTE.

The Census officer appointed in this behalf will leave with the Manager or officer of any commercial or industrial enterprise who has, at the time of the taking of the census, not less than ten persons employed under him, a schedule for the purpose of its being filled up by such manager or officer with the necessary particulars.

When any such schedule has been so left, the manager or officer with whom it is left, shall fill it up to the best of his knowledge or belief so far as regards the persons employed under him at the time aforesaid and sign his name thereto, and shall deliver the schedule so filled up and signed, to the Census Officer.



## LIST OF INDUSTRIES.

1. *Growing of Special Products—*

Tea, Coffee, Sugarcane, Cinchona, Pepper, Cinnamon, Indigo, Rubber, etc., plantations, Grass farms.

2. *Mines—*

Collieries Petroleum wells, Iron, Mica, Manganese, Gold, Silver, Copper, Bauxite Diamond, Ruby. etc., mines.

3. *Quarries of hard rocks—*

Stone, Limestone and Marble quarries.

4. *Textiles and Connected Industries—*

(a) *Cotton.*—Cotton ginning, cleaning and pressing mills.  
Thread glazing and polishing mills.  
Cotton spinning, weaving and other mills.  
Cotton Carpet and Rug manufactories.  
Tape and Newar Manufacture.

(b) *Jute, Hemp, etc.*—Jute presses, Jute mills, Rope works, Coir factories, Hemp mills, Fibre cleaning works, Fibre matting and bag works.

(c) *Wool.*—Wool presses. Wool mills. Carpet, Blanket, and Shawl factories.

(d) *Silk.* Silk (including Tassar, etc.) filatures and mills.

(e) *Hair, etc.* Brush factories. Felt factories.

(f) *Others.* Calico printing works. Dyeing factories. Lace and Embroidery works. Gold and Silver Lace weaving works.

5. *Leather, etc., Industries.*

Tanneries. Leather factories. Gut factories. Bone mills.

6. *Wood, etc., Industries—*

Carpentry works. Saw mills, Timber yards. Tea chest and three-ply wood factories.

7. *Metal Industries—*

Iron foundries. Iron and steel works, including working with iron sheets (making steel trunks, despatch boxes, etc.) Arms factories. Arsenals. Gun carriage factories. Machinery and Engineering (including railway) work shops. Municipal workshops. Lock and Outlery works, Aluminium factories. Brass, Tin and Copper works. Mints. Type foundries.

8. *Glass and Earthenware Industries—*

Glass factories. Glass bangle factories. Porcelain factories, Pottery works. Brick, Tile and Firebrick factories.



9. *Industries connected with Chemical Products—*

Salt crushing mills. Salt refineries. Saltpetre refineries Alum refineries. Match factories Ammunition factories Gunpowder factories. Aerated water factories. Dye works. Paint and varnish works Petroleum refineries, Oil mills. Bulk oil installations. Paper mills. Cardboard factories. Soap and Candle factories. Lac and Cutch factories. Chemical, Drugs and Medicine works. Perfumery factories. Manure and Fish oil works.

10. *Food Industries—*

Biscuit factories, Flour and rice mills. Bakeries and Confectionaries. Jam and Marmalade factories. Dairy farms Fish-curing works. Slaughter houses, Piggeries and Jerked Meat works. Sugar factories, Breweries and Distilleries. Waterworks. Opium, Tobacco, Cigarette, Snuff, Vinegar and Condiment factories. Forages presses.

11. *Industries of Dress—*

Tailoring and Hosiery works. Dress factories. Boot and Shoe factories. Umbrella factories. Tinsel factories. Button and comb factories. Cap factories.

12. *Furniture Industries—*

Furniture factories Tent factories.

13. *Industries connected with Building.—*Stone, Marble and Cement works. Lime works and kilns. Surki factories.

14. *Construction of Means of Transport and Communication.*

Railway works, Tramway works Bridge works. Coach-building factories, Motor-car works. Bicycle works. Shipyards Dockyard. Port Commissioners' and port Trust workshops, Harbour works. Dredging works Shipwrights. Tetegraph and postal workshops. Telephone works. Aerodromes. Canal work.

15. *Production application and transmission of Physical Forces—*

Ice factories. Gas and Electric works. Hydro electric works. Water mills.

16. *Industries of Luxury—*

Stationery works. Printing presses. Jewellery workshops. Games and Sports works, Toy works, Book-binding work. Photo Engraving and Map producing works. Scientific, Surgical, Optical and Musical Instruments workshops. Clock and Watch works Electro-plating works.



**The Register of Industrial establishments in which at least ten persons are employed.**

Town or Taluk, etc.	Serial Number.	Nature of factory, works, etc.	Number of persons usually employed daily.		Nature of mechanical power, if any employed.	Name of person in charge.	Address.	Name of Enumerator.	Date of issue of schedule.	Manner in which issued.	Date of return of schedule.	Remarks.
			Skilled.	Unskilled.								
1	2	3	4	5	6	7	8	9	10	11	12	13

NOTE. 1. The serial number in column 2 will be continuous for the whole division.

NOTE. 2. The Industrial schedule will be filled in for all factories, etc., in which at least 10 persons are employed on the date of the Special Census. In preparing this register all factories, etc., should be included which are at all likely to have that number of persons employed on the above date. Where the number actually employed on the date fixed is less than ten, the fact should be noted in the remarks column. The schedule will not be filled in for factories or establishments which are not working during the Census period.

NOTE. 3. In the case of factories, etc., working only for a few months in the year, the figures in columns 4 and 5 should show the number of persons ordinarily employed during those months, the months in question being noted in the remarks column.

NOTE. 4. Government industrial undertakings such as printing presses, telegraph and railway workshops and the like should be included, but not jail industries nor printing presses attached to jails. Any information which may be collected for the latter should be dealt in a supplementary statement.

NOTE. 5. In the case of concerns which are partly agricultural and partly industrial, like tea and indigo plantations, the whole labour force directly employed by the management should be included whether employed on cultivation or manufacture. When two distinct industries, for example, flour and oil, are carried on in the same workshop, two schedules should be used. In the case of establishments performing distinct industrial operations, but working on the same raw material, the establishments concerned should be treated separately.

NOTE. 6. No definition of skilled is possible. Those should be considered as skilled who are employed on work requiring special technical skill and training and are paid above the rates for unskilled labour.



*Special Census Schedules to be filled in by the Owners, Agents or Managers of Mines, Factories, Works, Mills and other Industrial establishments in which at least 10 persons are employed.*

## SCHEDULE I. A.

Division.	Taluk or Town.....
1. Description of Mine, Factory or other Industrial Establishment.	1.....
2. Nature of articles produced—Principal.	2 .....
3. Nature of articles produced—Subsidiary.	3.....
4. Nature of Ownership.	4.....
5. Number, sex and race or nationality of owners or, in the case of a Limited Company, of Directors.	5.....
6. Race or nationality of Manager.	6.....
7. Supervising and Technical Staff.	7. { <div style="display: inline-block; vertical-align: middle; margin-left: 10px;">             (a) Europeans and Anglo-Indians. Males..... Females.....              (b) Indians. Travancoreans. Males.....Females.....              Other Indians and Asiatics. Males..... Females.....           </div>
8. Clerical Staff.	8. { <div style="display: inline-block; vertical-align: middle; margin-left: 10px;">             (a) Europeans and Anglo-Indians. Males..... Females.....              (b) Indians. Travancoreans. Males.....Females.....              Other Indians and Asiatics. Males..... Females.....           </div>
9. Number and nature of power engines with horse-power.	9.....
10. State of Industry-perennial or seasonal.	10.....
11. Number of looms in actual operations in Textile Establishments, i. e. Silk, Cotton, Woollen, and Jute works.	11. { <div style="display: inline-block; vertical-align: middle; margin-left: 10px;">             (a) Worked by power Number.....              (b) Worked by hand... With fly-shuttle..... without fly shuttle.....           </div>

Station  
Date

Signature and Designation of officer.



### Instructions for filling up Schedule I A.

*Column 1.*—State clearly what the nature of the establishment is, *e. g.* Jute Press, Jute Mill, Woollen Carpet weaving Factory, Glass works, etc.

*Column 2.*—A general description only is required of the principal commodity manufactured *e. g.* coal, cotton goods, glass goods, vegetable oil, etc.

*Column 3.*—Where any important bye-product is manufactured which has a distinct commercial value this should be entered in this column *e. g.* coke or coal gas. If the same establishment turns out several distinct classes of goods or one class of goods at one season and another at another season, the most profitable should be entered in Column 2 and the other or others in Column 3.

*Column 4.—Ownership.* State whether the establishment is owned by (a) Government (b) a local authority (*i. e.* Municipality, Port Trust etc.) (c) a Registered company or (d) is private owned. If a Registered Company state the name under which it is registered.

*Column 5. Number, Sex, and Race or Nationality of Directors or Owners.*

(a) This column will be blank in the case of Establishments owned by Government or local authority.

(b) Give the total number of Directors or Owners. Enter the number of British or Anglo Indians. In the case of others give the NATIONALITY of Europeans and foreigners, *e. g.*, American, Swiss, Chinese etc. For Indians state whether Hindu, Muhammadan, Parsi or "Others". Distinguish Travancoreans from other Indians. In the case of foreigners who are British subjects enter the letter B in brackets after the nationality. Give separate figures for females if any.

*Specimen entry.* Directors total 10. One British—one Anglo-Indian—One Swiss (B) One American—two Muhammadans—One Parsi—Three Hindus.

*Column 6. Race or Nationality of Manager.* Enter as in the preceding Column. If a female state this.

*Column 7. For supervising and technical staff the number by sex and race.* This heading will include Assistant Managers, Heads of Departments and Sections, Inspectors, Engineers, Special Technical Experts and Advisers, etc. It should not include Foremen, Mates or Mukkaddams who are of the same general class as the operatives.

*Column 8. Clerical Staff.* Enter the particulars for all persons employed on clerical work in the Establishment, such as clerks, accountants, writers, copyists, etc.



*Column 9. Number and nature of power engines with horse-power.*

(1) In the case of power engines other than electric generators or motors enter how many engines of each class (steam, oil, etc.), there are in use and the horse power of each engine, *e. g.* three steam—one 25 horse power and 2 twenty Horse Power; four oil—three 15 Horse Power and one 10 Horse Power, etc.

(2) Electric power is either (a) generated on the premises by team, water or oil prime movers, or (b) supplied from outside by agreement. In the case of (a) enter (i) how many (steam, oil, etc.) prime movers there are in use and the horse power of each and, (ii) how many electric dynamos there are in use and the power (in Kilowatts) of each; *e. g.*, Power in steam and electricity;

(i) Two steam prime movers one 45 Horse Power, one 40 Horse Power.

(ii) Two dynamos—each 10 Kilowatts.

In the case of (b) enter how many electric motors are installed and their *total* horse power.

*Column 10. State of Industry.* Enter whether the Establishment works.

(a) throughout the year, or

(b) during a part of the year only.

In the case of (b) state the months during which or during part of which the Establishment works or is likely to work in the Census year.

*Column 11. Number of Looms.* To be filled up in the case of Cotton, Silk, Woollen or Jute Mills and Establishments only.



## SCHEDULE I. B.

For operatives skilled or unskilled, including foremen, mates and mukaddams who are of the same general class as the operatives under them

*Division*..... *Taluk or Town*.....  
Description of Establishment (As in Column 1 of the Schedule A)  
.....

Name.	Male or Female.	Adult or child.	Race or Caste.	Birth District.	Skilled or Unskilled.	Occupation of skilled.
1	2	3	4	5	9	7

## INSTRUCTIONS FOR FILLING UP THE SCHEDULE.

This schedule will be handed in duly filled up along with and attached to Schedule A.

*Column 1.*—Enter the *Name* of each person.

*Column 2.*—Enter the *Sex*, male or female.

*Column 3.*—Adult means 14 years or over ; child means under 14 years. In the case of children state the actual age in years after the word child.

*Column 4.*—Ask each person what his *caste* is and enter what he says if he gives an intelligent answer. If he says Muhammedan, Parsi, Sikh, enter this. If he says Hindu ask him his caste (Brahman, Nair, Izhava, etc.) and enter it. If he is an aboriginal he should give the name of his tribe (Vadanmar Mannar, etc.) If he is an Anglo-Indian or Indian Christian enter this. If he is a foreigner—enter his nationality, *e. g.*, Chinese.

*Column 5.*—Enter the district or State in which he was born, and if the District or the State is outside the province of enumeration enter also in brackets the Province or Agency. If a foreigner, enter his country.

*Column 6.*—Enter skilled for those who are employed on work requiring special technical skill and training and are paid above the rates for unskilled labour. For the rest leave blank.

*Column 7.*—Enter their actual personal occupation in the establishment at the time in the case of skilled operatives only, *e. g.*, fitter, cotton weaver, engine driver, carpenter, etc.



## SECTION 2.—NON-FACTORY INDUSTRIES.

In addition to the Census of the Factory Industries employing ten persons or more, it is resolved by Government to collect synchronously with the Preliminary Enumeration separate statements for Non-Factory Industries, a list of which is appended. The information will be entered in a special schedule No. 3 prescribed for the purpose.

2. The following rules are issued for taking this Census.

1. This work will be commenced conjointly with the Preliminary Enumeration *i. e.*, on the 2nd Makaram 1096/15th January 1921 and completed by the 17th Makaram 1096/30th January 1921.

2. The agency responsible for the carrying out of this work is the same as that for the Preliminary Enumeration.

3. The instructions laid down for the Preliminary Enumeration of the population will apply *Mutatis Mutandis* to the collection of industrial statistics.

4. The word "industry" is here employed in its comprehensive sense of "productive occupation, agricultural and non-agricultural". A non-factory industry is an industry pursued at home or by the members of a family as opposed to an industry carried out in special establishments.

The following instructions are laid down for filling in the columns of the Industrial Schedule No. 3.

N. B.] The Industrial Schedules should be taken up as soon as the Preliminary Enumeration of each house is finished, the order as per House List being followed.







NOTE. Persons working in factories such as oil-mill, cotton-mill, mine, till-manufactory, etc., where there are more than ten persons employed, should not be included in this Schedule though they may be living in that house or belonging to it. The names of such persons will be returned in the Factory Schedule.

If a family is engaged in more than one of the productive occupations given in the list all those occupations should be entered in the Schedule *Seriatim*.

*Column 3.* If in one family, there be persons engaged in different occupations, the name of each such occupation should be entered in this column one below another, the persons working in each industry being entered opposite to each.

*Columns 5 and 6.* In the case of the members of the family following different occupations, these columns need be filled up only for the occupation followed by the family head.

*Columns 11 and 12.* The information under these columns should be ascertained with special care from the party concerned who should be distinctly informed that the object of collecting these particulars is merely one of statistical interest and no other.

The quantity as measured in weight, measure or number, should be entered in column 11, and the money value according to the market-rate obtaining at the time expressed in Rupees, should be entered in column 12. Round figures alone need be given.

*Columns 13 and 14.* The places to which the articles are sent for sale should be entered in these columns.

*Columns 15 and 16.* The place or places from which the materials for making the articles concerned in the industry are obtained, are to be noted in these columns.

*Columns 17 and 18.* The extent of the land must be expressed in acre and cent approximately. "Wet" cultivation refers to rice cultivation whether in wet land or dry land. All other cultivations should be regarded as "dry."

*Column 19.* By "country loom," is meant the non-fly shuttle loom used by professional weavers from time immemorial. How many of such looms are used in each home should be entered in this column.

*Column 20.* The new loom referred to is the modern fly shuttle loom introduced in recent times, worked in a pit or attached to a wooden frame.

*Column 21.* "Quantity of Yarn". The quantity should be expressed in weight.

[N. B. If column (3) does not contain Agriculture or Weaving then columns 17 and 18 or 19 to 22 need not be filled in,



## LIST OF INDUSTRIES.

Agriculture of all kinds (cereals, pulses, cocoanut, arecanut, ginger, pepper, tapioca, cotton, tea, coffee, rubber etc., paddy husking; ginning and spinning; oil pressing; fish catching and curing; cattle breeding and dairy farming, working in tiles, pottery and other earthenware; work in coir, hemp, net, sack and fibre industries of all kinds, husking and beating cocoanuts; furniture and tool making; working in hides, leather, bones and horns working in brass, copper, bell-metal, tin, zinc, lead, iron and steel; making of baskets, mats, etc., in bamboo, reeds or rattan; etc.; weaving; jaggery boiling, toddy drawing; sweet toddy drawing, sugar cane pressing; manufacture of sugarcane jaggery commonly called molasses.

## SECTION 3.—CATTLE CENSUS.

As Agriculture is the occupation of a large majority of people in the State, and as cattle are much used in connection with it, it is resolved by Government to take in connection with the present Census Operations, the Census of the cattle in the State as was done on the last occasion.

1. The Officers entrusted with the duties of house-listing and house-numbering are required to take the cattle census in Form No. 2 prescribed for the purpose.

2. After taking the Census, abstract in Form No. 2. A from each Taluk, Town, Plantation and Forest tract is required to be sent to the Census Commissioner, so as to reach him before the 30th Thulam 1096/15th November 1920.

3. Information on the following heads are also called for from the Tahsildars, Presidents of Municipal Towns, and Director of Agriculture:—

4. The present condition of cattle; whether sufficient attention is paid to their rearing; if not, what is this neglect due to?

5. Whether, with the present number, all the agricultural needs are satisfied; if not, what steps do agriculturists adopt to get over this difficulty?

6. Whether any effort is made to improve the breed of cattle; whether any experiment has been made in that direction by any private individuals and with what result?

7. Whether the organisation of cattle-shows has in any way helped to improve the rearing of cattle in Travancore?



8. Whether the increasing demand for meat and milk has been met by adapting the quality of the cattle to those ends?

Form No. 2 and 2 A Special Census.

CATTLE LIST.

NAME OF Taluq

NAME OF Kara

NAME OF Pakuthy

NAME of Estate

Number of Cattle in each house.

Census No. of the house.	Bulls.	Bull-calves.	Cows	Cow-calves.	He-buffaloes.	He-buffalo- calves.	She-buffa- loes.	She-buffalo- calves.	He and she Goats includ- ing sheep.	Total.	Remarks.
1	2	3	4	5	6	7	8	9	10	11	12
Total.											

Station.  
Date of submission to  
the Charge Superintendent.

Signature of the officer  
Designation.

SECTION 4.—LABOUR QUESTION.

The question of labour has been within the last decade engaging the attention of the people largely and has assumed much importance of late. It is considered desirable, therefore, that the present Census should be taken advantage of to collect information on the question in all its aspects. The Occupation Tables of the Census will give the number of labourers returned in the Enumeration Shedule. The Industrial Schedules (Non-Factory and Factory) will give the number of labourers (skilled and unskilled) employed in Industrial establishments. There still remains to be collected information on several other important points such as organisation of labour, demand for labour, rise in wages, recruitment of labour, etc. In order to secure uniformity of procedure and prevent omission it is necessary that all the items about which information is to be collected are drawn up in the form of a Schedule and the authorities concerned required to have them filled up.



2. The enquiries to be full and complete, should be conducted (a) in Factories, Mills, etc., where labour is concentrated, (b) in Towns and Villages, and (c) in the works under Government Departments. It is therefore decided to prepare 3 Schedules :—

1. Schedule No. 4. A. To be filled in by the Managers of Factories and Mills employing 10 persons and more.

2. Schedule No. 4. B. To be answered by the Tahsildars and Presidents of Municipal Towns in *re*: the labour in towns and villages.

3. Schedule No. 4. C. To be filled in by Heads of Departments such as Public Works (including Maramath and Irrigation) Agriculture, Government Press, Sanitary, Municipal, Geological, Anchal, Marine, Medical and Forests.

4. The Schedules pertaining to the Factories, Mills, etc., will be sent by the District Magistrate with a letter requiring the Managers to fill them in and to return to him before the 18th Meenom 1096/31st March 1921. The Heads of Departments and Tahsildars and Presidents of Municipal Towns will send the Schedules correctly filled in by the 19th Meenom 1096/1st April 1921 to the Census Commissioner. The District Magistrate will forward the Schedules received from the Factories Mills, etc. to the Census Commissioner by the 19th Meenom 1096/1st April 1921.

5. The necessary Schedules will be printed and sent to the District Magistrates, Tahsildars, Presidents of Municipal Towns and Heads of Departments by the Census Commissioner.



## SECTION 4.—LABOUR QUESTION.

**Schedule No. 4. A.**

(To be filled in by the Owners, Agents or Managers of Factories, Works, Mills and other Industrial Establishments employing 10 or more persons.)

Division.

Taluk.

Station.

**I. Description and Name of the Establishment.****II. Operatives.**

Total No. Male. Female. Hindu. Muhammadan. Christian. Others. Travancoreans. Outsiders. Skilled. Unskilled.

**III. Whether employment is permanent, seasonal or periodical in each case?****IV. Demand for Labour.**

1. Is there any increase or decrease in the demand for labour during the decade?
2. For what kind of work is the labour in much demand?
3. Is the demand met adequately?
4. What are the hours of labour?
5. Is there any attempt to reduce the number of working hours?

**V. Density and overcrowding in cooly lines.**

1. Are there separate quarters for the coolies?
2. What is the area of each house on an average?
3. How many rooms are there in each?
4. Are there separate rooms for males and females?
5. How many persons live in a house?

**VI. Condition of female labour.**

1. Type of women employed.
2. Kind of work done by them and hours of work.
3. Arrangements made regarding maternity.
4. Birth-rate among women.
5. Comparative rates of wages among men and women.



6. How far are women replacing men in different industrial occupations?
7. Social position and reputation of female workers.

#### **VII. Influence of Caste and Religion on industrial development.**

1. The effect of industrialisation
  - (a) on caste feeling
  - (b) on the mode of life
  - (c) on character and employment of leisure.
2. The extent to which the industrial classes retain their traditional occupation.
3. The social position of factory workers, compared with home workers (as shown by changes of custom, formation of sub-caste, intermarriages, etc.)

#### **VIII. Movements of labour.**

1. Are there any movements of labour from one particular place to another particular place?
2. Whether the movements are seasonal, periodical or permanent?
3. How far the movements respond to the varying demands of employment?
4. How far are they spontaneous and how far they are the results of organization or recruitment?
5. What are the general conditions under which the recruitment takes place?
6. The extent to which the labour is permanently or temporarily attached to any particular contractor and the general efficiency of this form of organization.

#### **IX. Rise of Wages.**

1. How far is there correspondence between wages and prices?
2. What is the effect of the rise in wages on the conditions of industry and the general economic condition of the labouring classes?
3. To what extent has this increased prosperity of the labouring classes tended to raise their standard of life and improve their general condition.



4. To what extent has the surplus been devoted to the improvement of their mode of life, the education of their children and so forth?
5. To what extent has it resulted in a desire to better themselves or their children by exchanging their present occupation for cultivation or some other more ambitious form of livelihood?

#### **X. Labour Organization.**

1. Has there been any strikes in the establishment during the last decade; how many times and how often?
2. Is there any organisation of labour and if so, is it permanent and likely to spread?
3. Where is the seat of authority and to what extent does the motive power come from within or without?
4. Do these organized movements of labour react in any way on the structure of caste and are they influenced by caste sanctions?
5. Do they tend to strengthen or relax the bonds of caste and if the latter, to what extent does the domination of caste give way to new authority?

#### **Schedule No. 4 B.**

(To be filled in by the Tahsildars and Presidents of Municipal Councils).

Name of Taluk or Municipal Town.

##### **1. Demand for labour.**

1. Is there any increase or decrease in the demand for labour during the decade?
2. For what kind of work is the labour in much demand?
3. Is the demand met adequately?
4. Kind of labour and hours of employment.
5. Is there any attempt to reduce the number of working hours?



## II. Condition of female labour.

1. Type of women employed.
2. Kind of work done by women and hours of labour.
3. Comparative rates of wages among men and women.
4. How far are women replacing men in different kinds of work?
5. Social position and reputation of female workers.

## III. Influence of caste and religion on industrial development.

1. The effect of industrialisation:—
  - (a) on caste feeling;
  - (b) on their mode of life and
  - (c) on character and employment of leisure.
2. The extent to which the industrial classes retain their traditional occupations.
3. The social position of labourers, as shown by changes of custom, formation of sub-castes, intermarriages, etc.

## IV. Movements of labour.

1. Are there any movements of labour from one particular area to another particular area?
2. Whether the movements are seasonal, periodical or permanent?
3. How far do the movements respond to the varying demands of employment?
4. How far are they spontaneous and how far they are the results of organisation or recruitment?
5. What are the general conditions under which the recruitment takes place?
6. The extent to which labour is temporarily or permanently attached to any particular contractor and the general efficiency of this form of organisation.

## V. Rise of wages.

1. How far is there correspondence between wages and prices?
2. What is the effect of the rise of wages on the conditions of the industry and the general economic condition of the labouring class?



3. To what extent has this increased prosperity of the labouring classes tended to raise their standard of life and improve their general conditions?
4. To what extent has the surplus been devoted to the improvement of their mode of life, the education of their children and so forth?
5. To what extent has it resulted in a desire to better themselves or improve their children by exchanging their present occupation for agriculture or some other more ambitious form of livelihood?

#### VI. Organisation of labour.

1. Has there been any strikes among labourers during the year or in the last decade; if so, how many times, and how often?
2. Is there any organisation of labour, and if so, is it permanent and likely to spread?
3. Where is the seat of authority and to what extent does the motive power come from within or without?
4. Do these organised movements of labour react in any way on the structure of caste and are they influenced by caste sanctions?
5. Do they tend to strengthen or relax the bond of caste and if the latter, to what extent does the domination of caste give way to new authority?

### Schedule No. 4 C.

(To be filled in by the Heads of Departments, who employ large number of coolies).

#### I. Description of work in which labour is employed.

#### II. Labourers.

Total No. of Male, Female, Hindu, Muhammedan, Christian, Others, Travancoreans, Outsiders.

#### III. Whether employment is permanent, periodical or seasonal?



**IV. Demand for labour.**

1. Is there any increase or decrease in the demand for labour during the decade?
2. For what kind of work is the labour in much demand?
3. Is the demand met adequately?
4. Kind of labour and hours of employment.
5. Is there any attempt to reduce the number of working hours?

**V. Condition of female labour.**

1. Type of women employed.
2. Kind of work done by them and hours of work.
3. Comparative rates of wages among men and women.
4. How far are women replacing men in different kinds of work?
5. Social position and reputation of female workers.

**VI. Influence of caste and religion on industrial development.**

1. The effect of industrialisation:—
  - (a) on caste feeling;
  - (b) on their mode of life and
  - (c) on character and employment of leisure.
2. The extent to which the industrial classes retain their traditional occupations.
3. The social position of labourers, as shown by changes of custom, formation of sub-castes, intermarriages, etc.

**VII. Movements of labour.**

1. Are there any movements of labour from one particular place to another particular place?
2. Whether the movements are seasonal, periodical or permanent?
3. How far do the movements respond to the varying demands of employment?
4. How far are they spontaneous and how far they are the results of organisation or recruitment?
5. What are the general conditions under which the recruitment takes place?



6. The extent to which labour is temporarily or permanently attached to any particular contractor and the general efficiency of this form of organisation.

#### **VIII. Rise of wages.**

1. How far is there correspondence between wages and prices?
2. What is the effect of the rise of wages on the conditions of the industry and the general economic condition of the labouring classes?
3. To what extent has this increased prosperity of the labouring classes tended to raise their standard of life and improve their general conditions?
4. To what extent has the surplus been devoted to the improvement of their mode of life, the education of their children and so forth?
5. To what extent has it resulted in a desire to better themselves or their children by exchanging their present occupation for agriculture or some other ambitious form of livelihood?

#### **IX. Labour organisation.**

1. Has there been any strikes in the establishment during the year or in the last decade; if so, how many times, and how often?
2. Is there any organisation of labour, and if so, is it permanent and likely to spread?
3. Where is the seat of authority and to what extent does the motive power come from within or without?
4. Do these organised movements of labour react in any way on the structure of caste and are they influenced by caste sanctions?
5. Do they tend to strengthen or relax the bonds of caste and if the latter, to what extent does the domination of caste give way to new authority?

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#### **SECTION 5.—INTERNAL TRADE AND MARKETS.**

Provision has already been made for taking the Census of Factory Industries, Non-factory Industries, Cattle and Labour. But to complete the enquiries on industries and



other matters connected with the economic condition of the people, there still remains the enquiry into markets and trades. In Customs Department, figures are available of imports into and exports from, the State, but the enquiry to be made now concerns the internal trade and markets.

Travancore is peculiar in having a large number of markets, numbering in all 124 and it is decided, therefore, to institute enquiries into markets.

2. It is proposed to collect information required in the form of a Schedule (Schedule No. 5) given below and Tahsildars and Presidents of Municipal Towns are to be entrusted with the duty of collecting the information. They should either personally or through some trustworthy subordinates, have the enquiries made, and fill in the Schedules, which should be sent to the Census Commissioner about the 18th of Meenom 1096/31st March 1921. The necessary forms will be printed and sent by the Census Commissioner to the Officers concerned.

#### SCHEDULE NO. 5.—TRADE AND MARKETS.

(To be filled in by Tahsildars and Presidents of Municipal Councils.)

Name of Taluk Town.	Name of place where market is held.	Date of collection of information.	By whom collected.
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1. At what intervals the market is held ?
2. The number of times the market is held in a year.
3. What are the articles sold in the market and by whom ?
4. Where do the articles come from ?
5. How far do the bazaars of the place supply the wants of the people ?
6. How far are the bazaars and the markets inter-connected or complementary ?
7. How far prices are governed by custom or competition ?
8. What new commodities are being brought and sold and where do they come from ?
9. What is the average turn-over of different classes of shopkeepers ?



10. What is the total amount of transaction (in Rs.) of the trade on each day of the market and the total for the year ?
11. How far credit advances and payment in kind are allowed ?
12. How are the relation between the small shop-keepers and the large wholesale dealers ?
13. To what extent trade agents are employed ?
14. How far custom and clientele is regular ?
15. What sorts of stocks are kept ?
16. What sort of accounts are kept in petty shops ?
17. Are there any dealers who import goods direct from countries outside India, and if so, how many ?
18. How many dealers get their stocks from outside Travancore but within India ?

#### SECTION 6.—CENSUS OF THE SIZE AND SEX OF FAMILIES.

The question of comparative fecundity is one of considerable interest and importance in connection with the study of population, and the questionnaires of most modern European Censuses contain columns for the record of the duration of married life and the number of children born. Now the conditions of Travancore at the present day render an enquiry into this question peculiarly apposite and useful. The high level of education reached in the State, the increasing avidity for higher education on the part of the female population and the several recent legislative enactments affecting marital rights and duties and inheritance have introduced factors which must necessarily affect social life and population statistics. The provision of special columns in the Vital Statistics Register of Municipalities for noting the order of birth of children and the age of mother, enable the collection of figures to some extent from the Vital Statistics Registers of Municipal Towns and Hospitals. But in the interests of a more extended and detailed study of the problem, it is considered meet and proper to take advantage of the Census for conducting an enquiry by means of a Schedule issued for the purpose, into the size and sex constitution of the families in the State. Having regard to the delicate nature of the subject and the careful and responsible attention demanded in the collection of its particulars, the enquiry is confined to the Municipal and Census Towns in the State,



The agency selected to collect this information is the Sanitary Inspector in the case of Municipal Towns and the Sanitary Officer in the case of Census Towns. A period of 3 months is also provided for the return of the Schedules.

The following instructions are laid down for the guidance of the staff in filling up the columns of the Schedule :—

1. The information required to be collected for filling in this Schedule is of a delicate nature ; and the utmost possible tact should, therefore, be used in getting the information.

2. The chief male member of the family should be approached and requested to supply the information. Women should not be approached unless they themselves offer and come forward to give the information required.

3. If the person concerned desires to fill in the Schedules himself or herself, the same may be left with him or her, provided the person is a member of the family.

4. As the information to be collected is intended to serve an important national cause, it should be as complete and accurate as possible. The employment of superior officers of status is secured with this end in view. With this purpose only, a longer interval of time is also prescribed.

5. The information is to be collected only in Municipal and Census Towns. The Presidents of Municipal Councils will take personal interest in the matter and watch the work and render every assistance necessary to Sanitary Inspectors in collecting the information. In Census Towns the Sanitary Officers may utilise the staff under them for the purpose ; but will be held absolutely and personally responsible for the accuracy of the information as well as for the safe and successful conduct of the work.

6. The work may be commenced in Makaram 1096/January 1921 and completed by Medom/April.

7. For each Kara in Census Towns and each Ward in Municipal Towns, one book should be used.

8. The Schedule is to be filled in only in families where the mother is not less than 35 years old with her husband alive or is widowed after her 35th year.

9. The schedule should be ruled in pencil before entries are made. 20 rules in 1st page and 30 in 2nd page.

**Column 5.**—In this column, the married life is to be understood as beginning from the time of consummation of the marriage and not mere betrothal.



Signature.

Designation.



## APPENDIX A.

### I

#### Regulation I of 1096.

A REGULATION TO PROVIDE FOR CERTAIN MATTERS IN CONNECTION WITH THE TAKING OF CENSUS IN TRAVANCORE PASSED BY HIS HIGHNESS THE MAHA RAJA OF TRAVANCORE, UNDER DATE THE 6TH CHINGOM 1096, CORRESPONDING TO THE 21ST AUGUST 1920, UNDER SECTION 11 OF REGULATION I OF 1095.

#### **Preamble.**

Whereas it has been determined to take a census of Travancore during the year 1921, and it is expedient to provide for certain matters in connection with the taking of such census; it is hereby enacted as follows:—

#### **Short title and extent.**

1. (1) This Regulation may be called the "Travancore Census Regulation."

(2) It extends to the whole of Travancore.

#### **Appointment of Census-officers.**

2. (1) Our Government may appoint any person to take, or aid in or supervise the taking of, the census within any specified local area.

(2) Persons so appointed shall be called Census officers.

#### **Proof of appointment of Census officers and their status as public servants.**

3. (1) A declaration in writing, signed by the Dewan or by any officer authorised by Our 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.

(2) All Census officers shall be deemed to be public servants within the meaning of the Travancore Penal Code (Regulation I of 1074).

#### **Discharge of duties of Census officers in certain cases.**

4. (1) (a) Every person in the service of Our Government.  
(b) Every person (except a pilot or harbour master) having charge or control of a vessel.

(c) Every person in charge of a lunatic asylum, hospital work-house, prison, reformatory, or lock-up, or any public charitable, religious or educational institution,



(d) Every keeper, secretary or manager of any chatram hotel, boarding-house, lodging-house, emigration depot or club, and

(e) Every occupant of immovable property and every manager or officer of a railway or other commercial or industrial enterprise who has at the time of the taking of the census not less than twenty persons employed under him, or living on or in such property,

shall, if so required by the District Magistrate, 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 charge or control or inmates of his house or present on or in such immovable property, as such Magistrate may, by written order, direct.

(2) All the provisions of this Regulation relating to Census officers shall apply, so far as they can be made applicable, to all persons while performing such duties under this Section, and any person refusing or neglecting to perform any duty which he is directed under this Section, to perform shall be deemed to have committed an offence under Section 180 of the Travancore Penal Code.

**Power of District Magistrate to call upon certain persons to give assistance.**

5. The District Magistrate may, by written order, which shall have effect throughout the limits of his district, call upon all owners and occupiers of land, tenure-holders, farmers, and assignees of land revenue, or their agents, to give such assistance as he needs 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, holders, farmers and assignees.

(2) Such order shall specify the nature of the assistance required, and such owners, occupiers, holders, farmers, assignees or their agents, shall be bound to obey it.

**Asking of questions by census-officers.**

6. Every 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 Our Government and published in Our Government Gazette, he may be directed to ask.

**Obligation to answer questions.**

7. Every person of whom any question is asked under the last foregoing Section 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 that 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.

**Occupier to allow access and permit affixing of numbers.**

8. 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 or manager to fill up schedule.**

9. (1) Subject to such orders as Our Government may issue in this behalf, any Census officer may leave, or cause to be left

(a) at any dwelling-house within the local area for which he is appointed, or

(b) with any manager or officer of any commercial or industrial enterprise who has at the time of the taking of the census not less than twenty persons employed under him,

a schedule 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 Our Government may direct regarding the inmates of such house or part, or the persons employed under such manager or officer at the time of the taking of the census.

(2) When any such schedule has been so left, the occupier of the house or part to which it relates or the manager or officer with whom it is left shall fill it up, or cause it to be filled up, to the best of his knowledge or belief, so far as regards the inmates of such house or part, as the case may be, or the persons employed under him 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 he may direct.

**Penalties.**

10. In any of the following cases, namely.—

(a) if a Census officer or a person appointed to be a Census officer or a person lawfully required to give assistance towards the taking of a census 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 Regulation or with any Rule duly made thereunder



(b) if a Census officer intentionally puts any offensive or improper question or knowingly makes any false return, or without the previous sanction of Our Government discloses any information which he has received by means of or for the purposes of a census return,

(c) if any person 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 7 to answer,

(d) if any person occupying any house, enclosure, vessel or other place refuses to allow a Census officer such reasonable access thereto as he is required by Section 8 to allow,

(e) if any person removes, obliterates, alters or injures before the 31st day of March 1921, any letters, marks or numbers which have been painted or affixed for the purposes of the census,

(f) if any occupier of a dwelling-house or part thereof or any person with whom a schedule is left under Section 9 knowingly and without sufficient cause fails to comply with the provisions of Section 9 or makes any false return under that Section,

he shall be punishable with fine which may extend to fifty rupees.

#### **Prosecution.**

11. No prosecution under this Regulation shall be instituted except with the previous sanction of the Dewan.

#### **Records of census not open to inspection or admissible in evidence in certain proceedings.**

12. 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 officer or any schedule delivered under Section 9 and no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding or any proceeding under Chapter XII or Chapter XXXV of the Code of Criminal Procedure, 1067.

#### **Power to make Rules.**

13. (1) Our Government may make Rules for carrying out the purposes of this Regulation.

(2) In particular, and without prejudice to the generality of the foregoing power, Our Government may make Rules providing:—

(a) 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;



(b) for the enumeration of persons employed on railways and their families and of other classes of the population for whom it may be necessary or expedient to make special provision; and

(c) for the enumeration of persons travelling on the night when a census is taken.

## SIGN MANUAL.

## II.

### NOTIFICATION.

No. G. 4368.

His Highness the Maha Raja having been pleased to command that the Census of the population of Travancore be taken in March 1921, along with the Census of British India, the following general instructions are issued for the guidance of all concerned.

2. The arrangements for taking the Census of rural and urban areas in the State will be under the control of the local Tahsildars and Presidents of Town Improvement Committees respectively, who will be held responsible for the work in their respective areas.

The Enumerators, Supervisors and other Officers appointed to conduct the Preliminary Enumeration will work under the supervision of the Tahsildars in rural areas and of the Presidents in urban areas.

3. The Division Peishkars and the Commissioner, Devicolum Division will scrutinise the Census operations in rural areas within their respective jurisdictions. His Highness' Government expect them to take special interest in this important work.

4. The Census Commissioner will prescribe the returns and registers to be maintained, and issue instructions from time to time in connection with the Census operations generally. His instructions and requisitions for information and assistance should receive prompt and careful attention.

5. The Superintendent, Government Press, will comply with all requisitions from the Census Commissioner in regard to printing of forms etc.

6. All Heads of Departments are specially requested to afford the Census Commissioner and his staff, their ready and hearty co-operation.



7. All communications in connection with Census must be treated Urgent and disposed of promptly.

Huzur Cutcherry,  
Trivandrum, 4th June 1920. }

M. KRISHNAN NAIR,  
*Dewan.*

### III.

#### TRAVANCORE CENSUS, 1921.

##### *General Plan of Operations.*

##### **Introductory.**

1. The Sixth Census of Travancore will be taken on the 18th of March 1921. A Regulation legalising the Census Operations has been passed and the co-operation and help of the public and all Officers of the State are invited by a Notification published in the Travancore Government Gazette dated the 8th of June 1920.

##### **Census of Municipal Towns to be taken by Municipal Authorities.**

2. As the Municipal Councils in the State are given extended powers and are made responsible for the administration of the Towns, by the passing of the new Municipal Regulation, the Presidents of the Municipalities are entrusted with the Census of the Towns, unlike in the last Census, when the Revenue Agency did the work. (Vide G. O. No. G. 4333/66 of '19, dated 4-6-20.)

##### **Preparation of the Kara Register.**

3. It is necessary for the Census to be correct that no portion of the State is left out in the operation, and in order to secure this object, a Register, called the Kara Register, corresponding to the Village Register in the Imperial Census Code is prepared. Kara is taken as the unit for Census purposes, as in the previous Census.

The Proverthicars are responsible for the preparation of maps of their respective Pakuthies. The boundaries and names of all the Karas contained in the Pakuthies should be clearly shown. These maps should be sent to this Office through the Tahsildar who is required to see that the maps are correct and that no part of the Pakuthy is left out.

Similarly for Municipal Towns, the Presidents should prepare and send maps of their respective towns showing all the Wards.



### **Preparation of the House List.**

4. After the correct preparation of the Kara Register, all the buildings in each Kara should be carefully listed. This list is called the House List. In it should be shown the number of buildings, their description, and the name of the head of each family. The ordinary revenue agency in rural areas, and the municipal subordinates in municipal towns are entrusted with the duty of preparing this list. (Vide G. O. No. G. 4333/66 of '19, dated 4-6-20.) An abstract of the House List should be sent to the Census Commissioner soon after the preparation of the list is over.

### **House numbering.**

5. When the House List is prepared and checked by the Tahsildars or Presidents, the numbering of houses should commence. This work should be done by the ordinary revenue agency in rural areas, and municipal subordinates in municipal towns.

All the buildings in the Karas should be serially numbered as also the buildings in the Wards of a Municipal Town. Tar is used in marking, and the numbers are affixed by means of stencil plates.

The numbering for the whole Kara should be systematic and serial, that is to say, consecutive from first to last. It should follow the order most convenient for Enumerators to visit all the buildings with the minimum of time and trouble.

As the numbering is serial for the whole Kara or Ward, the first and last numbers of each Kara or Ward should be distinguished from the rest by affixing before the first number, a mark in the form of a triangle, and after the last, a mark in the form of a cross.

After finishing one Kara or Ward another should be proceeded to by the most convenient route. Detached buildings round the Kara or between one Kara and another, though they may form part of one of the Karas or Wards, should be inserted in a place which will enable the Enumerator to visit them with the least amount of walking.

Parts of two or more Karas or Wards should, on no account, be included in the same House List even though the houses are close to one another. Each Kara or Ward should have a House List for itself.

The preparation of the House List and House-numbering forming the basis of the Census operations, have to be very carefully attended to and should be thoroughly accurate. The Tahsildars, Peishkars, Presidents, Sanitary Officers and the Commissioner of Devicolam should see to the correctness of the work by frequent inspection and checking.



### Census Divisions.

#### 6. (a) *The Block under Enumerator.*

The smallest division of the State for Census purposes is the Block. A Block consists on an average of 25 to 30 houses in Rural Areas and 50 to 60 houses in Towns. For Plantations, Factories, Forest Areas and Census Towns the houses situated in a Kara, will be formed into one or more blocks. In the case of Municipal Towns or Taluks where there have been changes in their limits since the last Census, houses in the portions added should be formed into separate blocks which shall be named New Block in Towns, and in Rural Areas after the name of the Kara to which it is added, *e. g.* New Pallical Block. For Preliminary Enumeration, 3 or 4 blocks are in the charge of an Enumerator; but for Final Census he is in charge only of one block. Thus for Final Census an Enumerator has under him 25 to 30 houses on an average in rural areas, and 50 to 60 houses on an average in Municipal Towns; while for the Preliminary Census he has under him 75 to 100 houses in rural areas, and 150 to 200 houses in Municipal Towns.

#### (b) *The Circle under Supervisor.*

For the Final Census 10 to 15 blocks constitute a Circle under the charge of a Supervisor. But for the Preliminary Enumeration, ordinarily a Pakuthy in rural areas and a Ward in Municipal Town will constitute a Circle.

#### (c) *The Charge under the Charge Superintendent.*

The Charge is constituted of several Circles, a Circle ordinarily corresponding to one Pakuthy or Ward and the Officer in charge of it is called the Charge Superintendent. The Circles of a Taluk, excepting those in Municipal Towns form a Charge under the Tahsildar while those of a Town are under the President. Each Plantation or Factory or Census Town situated in a Taluk forms a Circle. The Manager of the Plantation is the Supervisor with as many Enumerators under him as there are blocks. In the case of Forests the area falling within a Taluk comprises one or more Circles and the Range Officer is the Supervisor of one Circle and should have under him as many Enumerators as may be required.

### **Nomination and appointment of Enumerators and Supervisors and preparation of Charge and Circle Registers.**

7. The Census division over, the Charge Superintendents should prepare Charge Registers and Circle Registers with the names of Enumerators and Supervisors to be appointed, and send them to the Census Commissioner for approval and sanction. Their attention is drawn to the fact that the preparation of the Charge and Circle Registers is equally important as the preparation of the Kara or Ward Register and the House List.



### **Training of the Enumerators and Supervisors.**

8. After the Census divisions have been made and the Enumerators and Supervisors appointed, the training of the Supervisors and Enumerators for their work should commence. The Enumerators and Supervisors should have their training for a few days. The Charge Superintendents should train them and require of them to prepare specimen schedules, correcting their mistakes if any.

The Supervisors, after their appointment and training are over, should go round the boundaries of their Circles with the Supervisors of the adjoining Circles to make sure that there is no misunderstanding regarding their respective jurisdictions, and also with the Enumerators under them should go round each block, for similar purpose.

### **Preliminary Enumeration.**

9. The Preliminary Enumeration is the most important of all the Census operations and it is to do this as thoroughly as possible that the correctness of the preceding operations is insisted upon. The School Masters are mostly employed as Enumerators and Supervisors; but in localities where sufficient number of teachers is not available, other agencies are employed to do the work.

The Enumerators who will be provided with Block List should visit the buildings in the order in which they are numbered. They are further required to mark thus  $\wedge$  on the left side of the first, and thus  $\vee$  on the right side of the last number of the house of each block with the serial number of the block inside the mark Eg.  $\wedge \vee$ .

### **Classified abstract of the population.**

10. After the Preliminary Enumeration is over, an abstract of the population classified under male and female should be sent to the Census Commissioner from each Taluk and Municipal Town. By comparing the figures with those of the previous Census, mistakes, if any, may be detected and remedied in time.

### **Final Census.**

11. The last stage in the Census operation is the Final Census. The number of Enumerators and Supervisors required for this purpose is large. The heads of all Departments will be required to place at the disposal of the Charge Superintendent the services of all officers drawing Rs. 100 and below; and if necessary, the services of the non-Officials will be requisitioned, and they are bound to render service under the Census Regulation.

The Enumerators and Supervisors should be given training by the Charge Superintendents one or two days before the



Final Census is taken. On the day previous to the Final Census date each Enumerator should be given the Preliminary Enumeration Schedule of the Block to which he is appointed. He should visit every building and check the entries made at the Preliminary Enumeration and strike out from the list those who are absent and note those who are present.

### Post Census Operation.

12. After finishing this operation each Enumerator should meet the Supervisor of his Circle at a common place previously arranged, and give back the Schedules along with the Enumerator's Abstract, to the Supervisor who should prepare the Circle Summary and personally deliver the Schedules and Summaries to the Charge Superintendent. The Charge Superintendent should then telegraph or send through special messenger, the Provisional total of houses and population, males and females, to the Census Commissioner not later than the evening of the 19th of March 1921.

13. All general instructions regarding the Census operations, will be published in the form of a Code. Special and detailed instructions for the several stages of the Census work will be issued from time to time, as necessity arises.

NOTE.—The dates of the several operations are given in the form of a Calendar below for facility of reference and information.

Travancore Census Office, } S. KRISHNAMURTHI AIYAR,  
Trivandrum, 5-7-1920. } *Census Commissioner.*

### CALENDAR FOR THE CENSUS OF 1921. A. D.

No.	Item.	Date.	
		English date.	Malayalam date.
1	Passing of the Census Regulation.	7-4-20	25-8-95
2	Issuing of the General Plan of Operations.	5-7-20	22-11-95
3	Completion of the Kara Register.	15-7-20	32-11-95
4	Commencement of the preparation of the House and Cattle lists.	16-8-20	1-1-96
5	Termination Do. Do.	30-9-20	15-2-96
6	Abstract of House-List to be sent to the Census Commissioner.	7-10-20	22-2-96
7	Appointment of Charge Superintendents.	7-8-20	23-12-95



## CALENDAR FOR THE CENSUS OF 1921 A. D.—(contd.)

No.	Item.	Date.	
		English date.	Malayalam date.
8	Commencement of House-Numbering.	11-10-20	1-3-96
9	Termination of Do. Do.	1-11-20	16-3-96
10	Preparation of Block List.	30-11-20	15-4-96
11	Do. of Charge and Circle Registers.	Do.	Do.
12	Appointment of Enumerators and Supervisors.	1-12-20	16-4-96
13	Opening of classes to train Enumerators and Supervisors.	4-1-21	21-5-96
14	Closing Do. Do.	10-1-21	27-5-96
15	Distribution of Census Forms Rules among Supervisors and Enumerators.	10-1-21	Do.
16	Commencement of Preliminary Enumeration including Non-Factory Industries.	15-1-21	2-6-96
17	Completion of Do. Do.	30-1-21	17-6-96
18	Abstract of Preliminary Enumeration to be sent to the Census Commissioner.	7-2-21	25-6-96
19	Statement of nomination of Enumerators and Supervisors for Final Census to be sent to the Census Commissioner by the Charge Superintendents.	1-3-21	18-7-96
20	Appointment of Enumerators and Supervisors.	8-3-21	25-7-96
21	Distribution of Household Schedules.	10-3-21	27-7-96
22	Training of Enumerators and Supervisors for Final Census.	14 & 15-3-21	1 & 2-8-96
23	Distribution of the Rules and Preliminary Enumeration Schedules for the Final Census.	15-3-21	2-8-96
24	Final Census.	18-3-21	5-8-96
25	Collection of Household Schedules and of Block and Circle Summaries by Charge Superintendents.	19-3-21 (noon)	Do.
26	Communication of Provisional Total.	19-3-21 (evening)	6-8-96



## APPENDIX B.

## Form. No. 1.

## HOUSE LIST AND SPECIMEN FORM.

Name of Taluk. Nedumangad Taluk.

Name of Kara in Taluk. Kulathukal.

M. Town or C. Town.

C. Town.

Name of Pakuthi. Karakulam.

Ward.

Name of Officer in charge. Madhavan Pillai.

Serial number of all buildings, serial for the Kara. Ward	Buildings.		Name of principal occupant of occu- pied house, with name of house wherever possible.	Remarks.  (Here enter the descriptive character of the building referred to in column 3.)
	House ordi- narily used as residence.	Building not ordinarily used as residence.		
1	2	3	4	5
1	1	...	Kesavan Kumaran of Madathil Veedu.	...
2	1	...	...	Unoccupied.
3	...	1	...	Temple.
4	...	1	...	Sub-Jail.
5	1	...	Krishnan Sankaran of Mulluvila- gham.	...
6	...	...	Ahmed Shah (Watchman).	School House.

Date of submission to the Charge Superintendent.

Signature of the Officer.

Designation.

## Form No. 1 A.

Taluk.

Name of Municipal town.

Census town.

Name of Pakuthi.

Town.

House Abstract for

Municipal Town.

Pakuthi.

Census Town.

Serial Number Kara. Ward.	Name of Kara. Ward.	Total number of buildings in the kara. Ward.	Total number of houses ordi- narily occupied as residences.	Total number of buildings not ordinarily oc- cupied as residences.	Remarks.
1	2	3	4	5	6
	Total of Pakuthy Municipal town Census town.				

Date of preparation.

Date of submission to the Charge Superintendent.

Signature of Officer in charge.



## Form No. I B.

Taluk.

House Abstract for Municipal Town  
Census Town.

Name of Municipal Town.  
Census Town.

Number of Pakuthi. Town.	Name of Pakuthi. Town.	Karas in each Pakuthi. Wards in each Town.		Total number of buildings in each Kara. Ward.	Total number of houses ordinari- ly used as resi- dences.	Total number of buildings not ordinari- ly used as residences.	Remarks.
		Serial No. of kara. Ward.	Name of Kara. Ward.				
1	2	3	4	5	6	7	8
Total for the <u>Taluk.</u> <u>Municipal Town.</u> Census Town.							

Station

Date of preparation

*Signature of Charge Superintendent.*Date of despatch to Census  
Commissioner's Office.NOTE:—Totals for each Pakuthi should be separately shown.  
Ward.

## Form No. I. C.

Progress and Inspection report re: House-listing and House-numbering  
Operations for week-ending.....1096 of the Taluk  
Municipal Town

Pakuthy. Ward.		Total number of buildings in 1911 Census.	No. of buildings regis- tered during the week.	No. of buildings registered since com- mencement of operation.	Number of buildings ins- pected by the			Number of buildings tested since commence- ment of operation.	Remarks.
Num- ber.	Name.				Tahsildar.	Deputy Tahsildar.	Total.		
1	2	3	4	5	6	7	8	9	10

Station.

*Signature.*

Date.

*Officer in charge of the Pakuthy or Ward.*

NOTE:—Columns 1 to 5 of this form should be filled by the Village Officer and submitted every Sunday to the Charge Superintendent who will fill up columns 6 to 10 and submit it immediately to the Census Commissioner.







# ENUMERATION SCHEDULE

# FORM NO. II. AND SPECIMEN SCHEDULE 1921 CENSUS.

103 Page

NAME OF TALUK, OR MUNICIPAL TOWN. NAME OF PAKUTHY, CENSUS TOWN, WARD. SERIAL NO. OF THE CIRCLE IN THE PAKUTHY, CENSUS TOWN, WARD. NAME OF KARA IN THE PAKUTHY, CENSUS TOWN. SERIAL NO. OF THE BLOCK IN THE KARA, WARD. (ORDINARY OR SPECIAL).

House-number.	Serial number of person.	Name.	Religion.	Male or Female.	Married or unmarried or widowed.	Age.	Caste, Tribe or Race.	Occupation or means of subsistence of actual workers.		For dependents the occupation of the worker by whom supported.	Birth-place.	Language ordinarily used.	Literate or illiterate.	Whether literate in English.	Insane, totally blind, leper, deaf-mute, or has elephantoid swelling.	Particulars of Emigrants from each house.			
								Principal.	Subsidiary.							No.	Male or Female.	Age.	Place of destination.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
4		Narayanan Parvathi Lakshmi.	Hindu. Hindu. Hindu.	Male. Female. Female.	Married. Married. Unmarried.	40 30 10	Ambattan (Malayala). Ambattathi (Malayala). Ambattathi (Malayala)	Barber. Midwife. Nil.	Agriculture cultivating land owner Nil. Nil.	... Barber.	Trivandrum Taluk. Neyyattinkara Taluk. Neyyattinkara Taluk.	Malayalam. Malayalam. Malayalam.	Literate Malayalam. Illiterate. Illiterate.	No No No	... Elephantiasis leg. ...	1	Male.	20	Singapore.
5		Krishnan Asari. Infant.	Hindu. Hindu.	Male. Female.	Widower. Unmarried.	50 Infant.	Asari (Foreigner). Asari (Foreigner).	Carpenter. Nil.	Nil. Nil.	... Carpenter.	Thovala Taluk. ...	Tamil. ...	Illiterate. ...	No ...	Nil.				
6		House-hold Schedule to be collected.																	
7		Damodaran. Ambika.	Hindu. Hindu.	Male. Female.	Married. Married.	50 40	Brahmin (Malayala) Namboori. Brahmin (Malayala) Namboori.	Non-cultivating landowner. Nil.	Money lending. Nil.	... Non-cultivating land owner.	Calicut District, Madras Presidency. Calicut District, Madras Presidency.	Malayalam. Malayalam.	Literate Malayalam. Illiterate.	No No	Leprosy. Nil.				
8		Chatram.																	
9		Ahmedkhan. Fatambl.	Muhamadan (Sunni). Muhamadan (Sunni).	Male. Female.	Married. Married.	50 20	Pathan. Pathan.	Police Inspector. Nil.	House-renting. Nil.	Nil. Police Inspector.	Afghanistan. Madras.	Hindustani. Hindustani.	Literate. Illiterate.	Yes. No	Nil. Deaf-mute.				
11		Female (Mother of Abdulla). Abdulla.	Muhamadan (Shiah). Muhamadan (Shiah).	Female. Male.	Widower. Unmarried.	50 15	Moghul. Moghul.	House-renting. Nil.	Bangle making. Nil.	Nil. House-renting.	Quilon Taluk. Quilon Taluk.	Hindustani. Hindustani.	Illiterate. Literate Hindustani.	No Yes.	Nil. Nil.	1 ...	Male. ...	25 ...	Poona, Bombay Presidency.
12		Jail Enumeration to be attended.																	
13		J. John Holbrook.	Christian (Church of England).	Male.	Unmarried.	34	Englishman.	Superintendent Tea Estate.	Nil.	Nil.	England.	English.	Literate English & French.	Yes.	Nil.	Nil.	Nil.	Nil.	Nil.
13 A		P. T. Thomas. P. Anna.	Christian (Mar Thoma Syrian). Christian (Mar Thoma Syrian).	Male. Female.	Married. Married.	52 46	Indian Christian. Indian Christian.	Agriculture cultivating land owner. Nil.	Nil. Nil.	Nil. Agriculture cultivating land owner.	Chengannur Taluk. Chengannur Taluk.	Malayalam. Malayalam.	Literate-Malayalam. Literate-Malayalam.	Yes. No	Nil. Nil.	1	Male.	30	America.
14		Empty.																	
15		K. Gnanaprakasam. Mrs. Mary Gnanaprakasam.	Christian (Salvation). Christian (Salvation).	Male. Female.	Married. Married.	35 30	Indian Christian. Indian Christian.	Vakil. Nil.	Nil. Nil.	Nil. Vakil.	Agasteeswaram Taluk. Eraniel Taluk.	Tamil. Tamil.	Literate, Tamil & Malayalam. Tamil.	Yes. No	Nil. Insane.	Nil.	Nil.	Nil.	Nil.



**Column 1 (House Number).**—Enter the Census number marked on the house. If the house is empty and not likely to be occupied on the morning of the Final Census write "Empty" and leave one line space blank. If the house is without a number, number it and enumerate the inhabitants in the usual manner reporting the fact to the Supervisor.

**Column 2 (Serial Number).**—Do not fill in this column until the Final Census is completed. Then *i. e.* (after the Final Census) enter a serial number for all persons enumerated in the Block.

**Column 3 (Name).**—Enter first the name of the chief resident member of the family whether male or female, then that of every other person living in the house including resident servants, if any. If an infant has not been named, write the word "infant". Where objection is raised to giving the name of a female, write the word "female" adding her relationship to some member of the family and fill in the rest of the columns for her as usual. Care should be taken that no person is omitted in the house.

**Column 4 (Religion).**—Here enter the main religion to which each person declares himself to belong, as Hindu, Christian, Mahomadian, Jew, Jain, Parsi, etc. If the person be a Christian enter his sect also. The main sects are:—(1) Abyssinian; (2) Anglican Communion (Anglican Church, Church Mission, Church of England, Church of Ireland, C. M. S., Episcopalian, S. P. G., Scotch Episcopal Mission, English or Anglia Sabhar); (3) Armenian; (4) Baptist; (5) Congregationalist; (6) Greek; (7) Lutheran; (8) Methodist; (9) Presbyterian (Free Church, Church of Scotland and Scottish Zenana Mission); (10) Protestants (unsectarian or sect not specified; Church of America\*); (11) Quaker; (12) Roman Catholic; (13) Salvationist; (14) Syrians (Anglo Syrians, Jacobite Syrians, Mar Thoma Syrians, Chaldean Syrians, Nestorians, and Romo Syrians); (15) Yuyomayam. If any Christian cannot clearly state his sect, but can give only the name of the Church which he attends, the name of the Church should be entered. The list of sects with their sub-sects is only given to familiarise the Enumerator with the names of sects or sub-sects he may meet with but he is required to enter the sect or sub-sect as given by the person enumerated and not to classify it. In the case of Mahomadians, their sects also may be entered such as Shiah, Sunni etc. Enter women as belonging to the same religion and sect as their husbands, unless they otherwise wish and children as of the same as their parents. In the case of dwellers in forests and others who do not return themselves as either Christians, Hindus, Mahomadians or other religionists, enter the name of the social group by which they are generally known such as Velanmar, Mannar, Vedanmar etc.

**Column 5 (Sex).**—Enter each person including infants as male or female even though that person has already been entered in column 3 as male or female.

**Column 6 (Married, unmarried or widowed).**—This column should be filled in for all persons including infants. Enter all persons, males as well as females, as married, unmarried or widowed, according as they return themselves without questioning their statements. Divorced persons should be entered as widowed. A woman who has never been married according to any of the recognised systems of marriage must be shown as "Unmarried" even though she be a prostitute or concubine.

**Column 7 (Age).**—Enter the age as it will be on the 18th March 1921/5th Punguny 1096. Note that the number of years actually completed must be entered and not the current year of age. For infants less than one year enter "Infant". When a person is unable to give the age precisely, the column should not be left blank on that account. The Enumerator must enter the approximate age from appearance or enquiry.

**Column 8 (Caste, tribe or race).**—When any person's parents belong to two different castes enter that person as belonging to that of the mother. In the case of Hindus, Jains, and other Indians who may declare themselves to have castes, enter their main castes; and then note also whether the person is Malayala or a foreigner *e. g.* Asari (Malayala or foreigner); Ambattan (Malayala or foreigner); Brahmin (Malayala or foreigner); in the case however, of Malayala Brahmins show whether they are Nambuthiris or Pottis. In case of foreign Brahmins enter whether they are Tamil, Telugu, Canarese, Maharatta etc. In the case of Mahomadians enter whether the person is Sayyid, Labbai, Moghul, Pathan, Thulukan, Ravuthan, Osta, Methan, Mappila, Sheik, Jonaban, Ashabi, Kach, Khan, Memman, Sindh, etc. Do not enter Mahomadians in this column as Shafi, Hanafi, Humbili, Malichi, or Shiah, as these are not castes. The name of the Indian castes should be entered as they are returned and not translated into English *e. g.* Ambattan should not be entered as barber, Asari as carpenter. Do not enter vague terms as Vaisya, Kshatriya, Ambalavasi and general terms as Pillai, Naidu, Tampi, Kurup, Menon etc. For Christians who also do not observe caste distinction, enter the race or nationality as English, Scotch etc., in the case of foreigners and any racial or other distinction which may be returned among Indian Christians. In the case of all others, enter race or nationality such as English, French, Eurasians, Burmese, Chinese, etc. If the person is a forest dweller, enter the name of the tribe or social group by which he is known.

**Column 9 (Principal occupation).**—This column should be filled in the case of persons who actually do work or carry on business whether personally or by means of servants or who live on private property, pension, rent from house, etc. For those who do not work or own property, this column should be left blank. If the person be an actual worker whether male or female, enter the exact nature of the work on which he or she principally depends. If the person has got two or more occupations as sources of income, the occupation from which the largest income is received should be entered in this column. On no account more than one occupation should be entered in this column.

Never enter vague terms such as agriculture, Government service, manufacture, trade, mining, cooly, etc., but specify the agricultural produce with which he is concerned; the department of Government service; the article manufactured; the merchandise traded in, etc. Below each such entry, the exact status of the person with reference to each occupation should also be shown *e. g.*, for agriculture, say whether cultivating land-owner, non-cultivating land-owner, cultivating tenant, non-cultivating tenant or field labourer, as the case may be; in Cloth-weaving (proprietor or day labourer); Liquor trade (proprietor, clerk or what); Railway (engineer, porter or cooly); Plumbago mining (manager, miner or what); and so on.

If the person is a maker and seller, enter him as 'maker' only; and if he only sells, enter him as 'seller'. Persons temporarily out of employ should be shown as following their previous occupation.

Show gardeners and growers of special products such as cardamom, betel, pepper, etc., separately.

In the case of labourers, distinguish ordinary coolies such as earth-workers from labourers in mines stating in the latter case the particular substances mined as plumbago, mica, etc.

In the case of domestic service, state precisely the kind of service rendered and also enter the occupation of the person to whom the services are rendered, *e. g.*, Vakil's clerk, etc. Similarly persons employed in Government service should be returned with the name of the posts occupied by them.

In the case of traders and manufacturers, specify the trade or manufacture.

Women and children who work at any occupation not being one of a purely domestic character such as cooking, must be entered in column 9 whether they earn wages or not. Rice-husking and helping in cultivation or weaving are examples of this kind.

Persons who live on the rent of land or building in towns should be entered as landlords, Mortgagees and persons who live on money lent on interest or on stock or bond or other securities, should be entered as capitalists.

A junior member of a family earning a separate income, however small, should be entered in this column and not as dependent in column 11.

**Column 10 (Subsidiary occupation).**—If a person has two or more secondary occupations or means of livelihood, that from which he gets the largest income should be entered in this column. On no account more than one occupation should be entered in this column.

**Column 11 (Dependents on actual workers).**—For children and women and old or infirm persons who do not work either personally or by means of servants, enter the principal occupation of the person who supports them.

**Columns 9, 10 & 11.**—A person entered in column 9 should be entered in column 10 if he has an additional occupation, but he should on no account be entered in column 11. Likewise, a person entered in column 11 should not be entered in columns 9 and 10. If a person works for a living either under Government or under any private employer he should be entered in column 9 even though he is a junior member of a joint family and though his earning by itself be insufficient to maintain him. Such a person should not be entered in column 11. All the three columns (9, 10, & 11) should not be left blank at the same time. If a person should maintain himself he must be himself engaged in some occupation or depend on one who is so engaged. The cook of a Vakil should be entered in column 9 and not in column 11.

**Column 12 (Birth-place).**—In the case of persons born within Travancore, the name of the Taluk should be given. In case of those from outside Travancore but within India and Burma, the names of the District and Province in which it is situated, should be noted. But in the case of those from outside India and Burma, the name of the Country alone need be noted as England, America, etc.

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

**Column 14 (Literacy).**—If the person can both read and write any language, enter the name of the language. If the person cannot both read and write even a single language or is only learning one or can only sign his or her name, enter "Illiterate". Note that the language or languages entered in this column may not always be the same as those entered in column 13. Persons who speak Tamil in their homes in Travancore very frequently cannot write it, but can write Malayalam. It is the language which a person can both read and write that should be entered here.

**Column 15 (English).**—If the person can both read and write English, enter 'yes'. If not 'no'.

**Column 16 (Infirmities).**—If any person is totally blind in both eyes or both deaf and dumb or insane or suffering from corrosive leprosy or elephantiasis, enter in this column blind, deaf and dumb, insane, leper, elephantiasis, as the case may be. Do not enter those who are blind only in one eye and are not deaf as well as dumb, or have only white spots. In eliciting information about elephantiasis, take care that no offensive question is put but observe whether there is any swelling in the leg or hand and obtain the particulars from the chief person in the house.

**Columns 17-20 (Emigrants).**—If any person in a house has left the place for some station outside Travancore and is not likely to return on or before the 18th March, 1921 the particulars of the person, the sex, age and the place of destination should be entered. If the place of destination be within India and Burma, the names of the District and the Province in which it is situated should be noted. If outside India and Burma, note the name of the Country as France, Germany, etc. The name of the person need not be entered.

\* To be entered under this head only if enquiry fails to disclose the true sect.



## THE USE AND MAINTENANCE OF VILLAGE REGISTER.

1. This register is prepared on a new plan intended to show at a glance the different areas constituting the Taluk (Municipal Town alone excepted) and the Census figures of 1911 and 1921 given in two columns side by side so as to facilitate comparison and gauge the progress easily.

2. The special areas detailed in the register consist not only of plantations and forests but also of institutions and special localities such as hospitals, asylums, municipal towns and census towns which are not special areas like the plantation and mines, but being separately censused this time, are included in the chapter of special areas and brought within the scope of the rules framed for them.

3. It is not likely that in every kara will be found all or any of the special areas mentioned in the register; but if figures are available for such special areas, they should be entered; otherwise the columns may be left blank.

4. The object in entering all special areas in the register is to give an idea of the different special areas possible in the Taluk so that none may be missed.

5. "Special Blocks" means blocks in special areas such as plantations and forests and also blocks separately constituted like railway premises, seaports, landing ghats, hospitals, military lines, police lines, etc.

6. In the Village Register of 1911 Census, there is no means of knowing whether the population given against a kara includes that for the plantations, etc., situated in the kara, or whether the travellers enumerated in the kara are included therein. In the present register this defect has been remedied as provision has been made for all the components of a kara being brought in, so that it should be possible to know the population of every one of such localities.

7. This register is intended to be a permanent record in every Taluk Office. It will be valuable not only in the checking, etc., of the present Census but useful also for reference in a great many other matters and for future Census as well.



8. The Tahsildars are requested to note the information received *under each head* in the appropriate columns and to maintain the registers correctly in their offices.

9. It is well known that in the present Census much difficulty was experienced in getting together information about the karas in the taluks and new lists of karas had to be compiled in this office and sent to the taluks. To guard against similar difficulties in the future, the present register has been compiled in which not only the defects of the old have been removed as far as possible but also provision made for collecting all the necessary information required for reference.

10. In some of the taluks it is found that the unsurveyed reserved forest areas are not included in any pakuthy, and in some, though included in the pakuthy, are not given separate names. In order to have a record of the population of such areas a pakuthy called "Hill Pakuthy" is formed and given as the last pakuthy in the taluk and also a Kara called "Hill Kara" as the last Kara in the pakuthy.

*N. B.* It is to be clearly noted that forest and plantation areas comprised in ordinary karas should be written against the kara in the column provided for them.

11. Under the column "Enumerators and Supervisors", only the number actually employed should be noted.

12. As omissions may be found in the house-lists, which will, however, be filled up at the Final Census, the figures in columns 3 to 9 should be entered in *pencil* only; but to be written in ink again after the Final Census is over.

13. In columns 24, 25 and 26, the figures collected during Preliminary Enumeration should be entered in *pencil* and those of Final Census in ink.

14. Columns 11--21 should be filled up as soon as the Blocks have been formed.

15. In order to find out whether provision has been made for censusing separately the portion newly added to the Municipal Town since the last Census the number of "New Block", if any, should be entered below the ward.



## FORM No III.

**The General Village (Kara) Register of 1921 Census.**

Name of Pakuthi or Town.	Name of Kara.	No. of buildings in 1921.							No. of buildings in 1911.	Ordinary Railway Premises.	
		Ordinary Blocks.		Special Blocks.		Total.		Grand Total.			
		Occupied houses.	Other buildings.	Occupied houses.	Other buildings.	Occupied houses.	Other buildings.				
1	2	3	4	5	6	7	8	9	10	11	12

## FORM No. 111. (continued.)

Name of Taluk.

No. of Blocks— Ordinary and Special.								Preliminary Enumeration staff.		Total population of 1921 in.					
Special:															
Seaports.	Landing ghats in backwaters and rivers.	Forest areas	Plantations and Mines.	Jails and Reformatories.	Hospitals and Asylums.	Military lines.	Police Lock-ups.	Travellers by road &c.	Enumerators.	Supervisors.	Ordinary Blocks.	Special Blocks.	Grand Total.	Population for 1911.	Remarks.
13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28



## FORM No. IV.

Charge and Circle Register of \_\_\_\_\_ Taluk.  
Town.

Name of Pakuthy Census Town or Ward in Municipal Town.	Name of Kara.	Serial No. of Kara in the Village Register.	Serial No. of block (Ordinary and Special.)	No. of building in the Block.	Preliminary Enumeration staff.				Preliminary or Final Enumeration.			Number tested by	
					Name of Enumerator.	Designation, and address.	Name of Supervisor.	Designation and address.	Male.	Female.	Total.	Supervisor.	Charge Superintendent.
1	2	3	4	5	6	7	8	9	10	11	12	13	14

### INSTRUCTIONS FOR THE MAINTENANCE OF THE CHARGE REGISTER.

This register is required to be maintained under Article 4 Chapter V of the Census Code.

2. The first few pages should be utilised in entering the names of Enumerators and Supervisors for Preliminary Enumeration, the later pages being reserved for the Final Enumeration staff.

3. For Preliminary Enumeration, each Enumerator may be given two or more Blocks and each Pakuthy or Ward to one or more Supervisors. For Final Census, however, each Enumerator should be given only one Block and each Supervisor 10 to 15 Blocks.

4. Columns 13 and 14 refer to the testing of the entries in the Enumeration Schedules, during Preliminary Enumeration.

5. A list of schoolmasters to be appointed as Enumerators and Supervisors is sent herewith. The Charge Superintendent will have their names entered in the register, against the Blocks to which they are posted. For Karas where no teachers are available, the Revenue, Devaswom or Municipal subordinates should be appointed by the respective Charge Superintendents and their names also duly entered.

6. The Assistant Inspectors of Schools are requested to communicate direct with the Charge Superintendents any change made in the posting of the teachers and these changes should be noted in the register by the Charge Superintendents.



7. Orders of appointment to be issued in connection with the Preliminary Enumeration are sent herewith. The Charge Superintendents (Tahsildars in rural areas and Presidents in Municipal Towns) are authorised to sign these orders. They will fill in the names of the Enumerators and Supervisors appointed for the Preliminary Enumeration (schoolmasters, Municipal and Revenue subordinates) and issue the orders to the schoolmasters through the Assistant Inspector or Inspectress concerned and to the others direct.

8. The order of appointment should be numbered serially in the space provided for the purpose. The name of Kara and the numbers of Blocks to which each Enumerator is posted should be entered in it. The order for the Preliminary Enumeration should be issued before the end of November. The Charge Superintendent will see to it and report the date of issue.

9. For Final Census, the Heads of Departments will send to the Division Peishkars and Commissioner, Devikolam, lists of employees under them getting Rs. 100 and below. The latter will prepare from the above lists, a statement of the employees in each Municipal Town and Taluk and send the same to the Charge Superintendents (Tahsildars in rural areas including Census Towns and Presidents in Municipal Towns). The Charge Superintendent will appoint the necessary Enumerators and Supervisors from among them at the rate of one Enumerator for a Block and one Supervisor for 10 to 15 Blocks. The order forms to be issued to them will be supplied from the Census Commissioner's Office. For Seaports Railway Stations and Frontier Stations (road and canal) the Chief Port Officer, Alleppey and the Excise Commissioner will send the list of Officers detailed for duty and their names also should be entered in the Charge Register.

## FORM NO. V.

### Abstract of Preliminary Enumeration.

Name of Taluk.  
Municipal Town.

Name of Pakuthy.  
Ward.

Number and Name of Circle

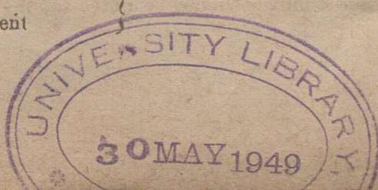
Serial number of the Kara or Ward.	Kara. Ward.	Number of occu- pied houses in the Kara or Ward.	Population in the Kara or Ward			Population by Religion.				Remarks
			Total.	Male.	Female.	Hindu.	Mahomedan.	Christian.	Other Religion.	

Date of preparation.

Signature.

Date of submission.  
to Charge Superintendent

Supervisor





## FORM NO. V. A.

## Abstract of Preliminary Enumeration.

Name of Taluk.

Name of Municipal Town.

Serial number of the Pakuthy or Ward.	Name of Pakuthy. Ward.	Number of occupied houses in the Paku- thy or Ward.	Population in the Pakuthy or Ward			Population by Religion.				Remarks.
			Total.	Male.	Female.	Hindu.	Mahomedan.	Christian.	Other Religions.	

Date of preparation.

Signature.

Date of despatch to  
Census Commissioner.

Charge Superintendent.

## Form No. VI.

## Enumerator's Abstract.

Taluk or Municipal Town.      Pakuthi or Census Town or Ward.      Circle Number.  
 Kara.      Special name.      Serial No. of houses  
 Block No.      From — to —

No of Block ordinary or special.

Buildings.				Persons.		
No. of Houses occupied.	No. of Houses unoccupied.	No. of miscellane- ous build- ings.	Total No. of miscellaneous buildings.	Total.	Males.	Females.

(Signed)

Enumerator.

 Re-added by { (a) Enumerator of Block No.  
 (b) Enumerator of Block No.

(Signed)

Enumerator.

 Certified to have been tested and the total found correct.  
 (Signed)

Supervisor.



## CIRCLE SUMMARY.

## Form No. VII.

Name of Taluk,  
Municipal Town.

Pakuthy  
Name of Census Town.  
Ward.

Pakuthy  
Serial No. of Circle in Census Town  
Ward.

Kara or Ward.		Serial No. of block (ordinary or special.)	Buildings.				Persons.			Remarks.
Number.	Name.		No. of occupied houses.	No. of unoccupied houses.	No. of miscellaneous buildings.	Total.	Total.	Male.	Female.	
1	2	3	4	5	6	7	8	9	10	11
	Total...									

Submitted to the Charge Superintendent of \_\_\_\_\_ on the \_\_\_\_\_ Pangani 1095

*Name and Signature of Supervisor.*

## CHARGE SUMMARY.

## Form No. VIII.

Name of Taluk,  
Municipal Town.

Number of Circles.....

Census Town or Ward or Pakuthy.		Serial No. of Circle.	No. of Blocks (Ordinary or Special in Circle.)	Buildings.				Persons.			Remarks.
Number.	Name.			No. of occupied houses.	No. of unoccupied houses.	No. of miscellaneous buildings.	Total.	Total.	Males	Females.	
1	2	3	4	5	6	7	8	9	10	11	12

Station.

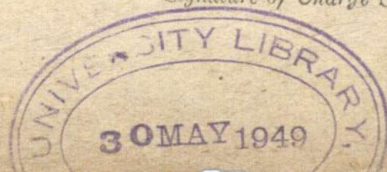
Date.

*Signature of Charge Superintendent.*

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