

DEPARTMENT OF CENSUS AND STATISTICS
CENSUS OF POPULATION AND HOUSING 1971

INSTRUCTIONS FOR LISTING AND NUMBERING OF HOUSING UNITS LIVING QUARTERS
OTHER THAN HOUSING UNITS AND NON-HOUSING UNITS.

1. INTRODUCTION

1.1 A Census of Population and Housing is to be taken about
1971, and it is necessary that lists should now be prepared of all
"housing units" living quarters other than housing units and "non-
housing units". These three terms are explained later on in these
instructions. The listing and numbering of all housing units living
quarters other than housing units and non-housing units is one of
the most important tasks that has to be carried out in preparation
for the actual census enumeration and it is important that this be
done with great care. To prepare this list you should -

- (1) visit all the buildings within the limits of the area assigned
to you,
- (2) in each building identify each separate housing unit living
quarters other than housing unit or non-housing unit that may be
contained in the building in accordance with the instructions
given below;
- (3) list, number and affix numbered labels on these units; and
- (4) group these units into suitable Census Blocks.

The following instructions explain in detail the method of carrying
out the above duties.

2. YOUR RIGHTS AS A "CENSUS OFFICER"

2.1 As a "Census Officer" you have under the law the right of access,
at all reasonable times, to any land, house, enclosure, vessel or
other place in the area assigned to you for Census purposes. Among
other things, you are entitled to paint, mark or affix on or to
the property such letters, marks or numbers as are necessary for
Census purposes. If your authority is disputed, please show your
act of Appointment which you should always take with you when you
are doing census work

3. AREA ASSIGNED TO YOU FOR LISTING AND NUMBERING

3.1 For this listing and numbering you will be assigned a definite area generally consisting of one or more wards of a Municipal, Urban or Town Council area, or of one or more Grama Sevaka Divisions in a rural area. You should take care to list all units within your area only, keeping within the boundaries assigned to you. However, certain estates should not be visited by you for listing purposes as the listing within these estates will be done by the estate staff. A list of such estates (usually over 20 acres) which should not be visited by you will be given to you. All other estates within your area should be visited and the housing units, living quarters other than housing units and non-housing units listed.

4. VISITING OF BUILDINGS

4.1 All buildings, whether permanent or temporary, which are used as dwellings, or as places of work, rest or shelter, should be visited. By "buildings" are meant not only permanent buildings, but also all temporary structures such as huts, shanties, or sheds, which are used or which are meant to be used as dwelling places or places of work, rest or shelter.

4.2 The following are examples of different kinds of buildings which should be visited and included in the list :-

Houses, flats, cottages, huts, shanties, rest-houses, hotels, clubs, boarding houses, shops boutiques, factories, workshops, petrol service stations, carpenters' sheds, watch huts, temples, churches, mosques, offices, post offices, police stations, railway stations, hospitals, dispensaries, nursing homes, schools, boarding schools, jails, ambalamas, workmen's wadiyas, tents, ships or boats if anchored or moored for some length of time and occupied or used by someone; any caves where persons reside.

Buildings under construction should also be included.

LIVING QUARTERS OTHER THAN HOUSING UNITS
5. IDENTIFICATION OF SEPARATE HOUSING/AND NON-HOUSING UNITS WITHIN BUILDINGS

Housing Units

5.1 A "housing unit" is a place of residence -

- (a) which is separate from other places of residence; and
- (b) which has independent access.

A place of residence is said to be "separate" when there are walls or partitions separating it, so that persons occupying it can live separately from other persons in the building or in the locality.

5.2 A place of residence is said to have "independent access" when it has direct access from a street, a public or common passage or a common compound, or a common staircase, i.e. when the occupants of the place of residence can enter and leave without passing through anybody else's living quarters. (Verandahs or portions of verandahs containing furniture should be regarded as parts of living quarters).

5.3 A "housing unit" may be either a building, or a part of a building or a group of buildings. In the case of a room or set of rooms rented out in a building, the room or set of rooms will form a separate housing unit if -

- (a) there is a separate entrance to the room or set of room and
- (b) the person or persons occupying the room or set of rooms live separately and do not have to pass through anybody else's living quarters for any of their needs.

Where a family occupies a house and a detached room in the same premises, the house and detached room together form one housing unit. A kitchen, lavatory or garage, whether detached or not, should be treated as part of a housing unit.

5.4 The following are examples of a single building containing more than one housing unit :-

- (1) A twin house - this forms two housing units.
- (2) A block of flats - each flat is a separate housing unit.
- (3) A house with an annex - this forms two housing units if one

(4) Labourers' lines - a room occupied by each family will be a separate housing unit.

5.5 Huts, shanties and sheds where people live, and caves occupied by people, should be included as housing units. Buildings such as sheds, offices, mills, garages, stores etc., which are, in fact, used as living quarters, though not meant for this purpose, should be included under housing units.

5.6 A building, or part of a building, which is used both for living quarters and ^{for} business purposes should be regarded as a housing unit if the part used for non residential purposes is not clearly separated from the part used as living quarters. But whenever any building is used partly for living quarters and partly for non-residential or business purposes, and each part ^{has} separate access, the 2 parts should be regarded as separate units, namely a housing unit and non-housing unit.

5.7 Non-housing units Every building, or part of a building, which does not comprise a housing unit or other living quarters should be regarded as a "non-housing unit". The following are examples of non-housing units :-

- (1) Shops, offices, railway stations, factories, workshops, petrol service stations etc.
- (2) All structures used for non-residential purposes, although originally built to serve as houses or flats.

It must be carefully noted that merely because a person sleeps overnight in a building it does not necessarily become a housing unit. In the case of a housing unit, a person must live there, not merely sleep there and live somewhere else. In the case of a row of shops adjoining each other, each shop where no one lives will be a separate non-housing unit.

6. LIVING QUARTERS OTHER THAN HOUSING UNITS

6.1 A building or group of buildings where a number of persons

than housing units. Pirivenas, convents, boarding schools, hospitals, prisons, police or military barracks, homes for the aged, children's homes, hostels, workmen's camps, etc. which serve as group living quarters will fall into this category. Boarding houses and lodging houses, where more than 5 boarders or lodgers reside, resthouses and hotels which provide shelter in return for a fee should also be treated as living quarters other than housing units. Such group living quarters may be found side by side with non-housing units within the same premises as explained later on in paragraph 8.4.

7. BUILDINGS UNDER CONSTRUCTION OR NOT OCCUPIED

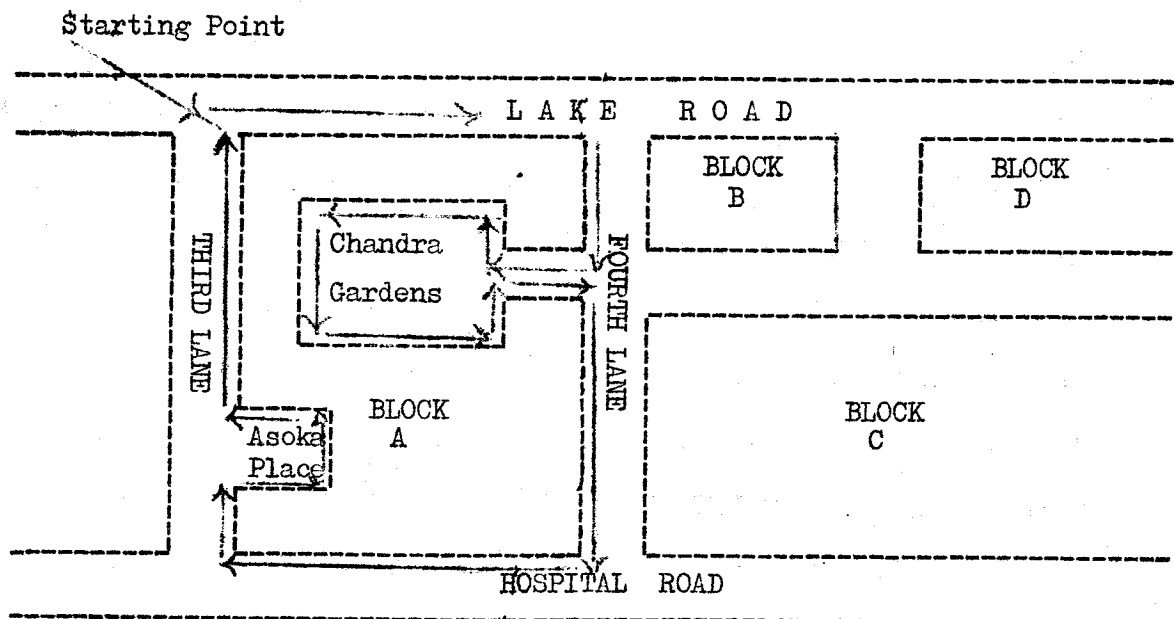
7.1 Buildings which have been previously occupied but are vacant at the time of your visit should ^{be} classified as housing units living quarters other than housing units or non-housing units according to the purpose for which they were intended. Buildings under construction which are likely to be completed by the end of June 1971 should also be classified as housing units, living quarters other than housing units or non-housing units on the same basis. Buildings under construction whose ultimate purpose is not known or which are not likely to be completed by the end of June 1971 should all be classified as non-housing units.

8. LISTING AND NUMBERING OF HOUSING UNITS, LIVING QUARTERS OTHER THAN HOUSING UNITS AND NON-HOUSING UNITS

8.1 For the purpose of listing and numbering the housing units, living quarters other than housing units and non-housing units, please personally visit every building in the area assigned to you. In order to ensure that you include every building or structure make a careful tour of the area assigned to you before you commence listing and prepare a sketch map of the area assigned to you showing the roads, lanes, streams and prominent landmarks. You should commence the listing of buildings thereafter using your sketch map for guidance. Since the purpose of the listing is to make it as convenient as possible for an enumerator to visit every one of the units in the

lane and not in a random manner. Please also bear in mind while doing the listing that the housing units, living quarters other than housing units and non-housing units should be grouped into Census Blocks, as explained below. GREAT CARE SHOULD BE TAKEN TO SEE THAT NO BUILDING OR STRUCTURE IN THE AREA ASSIGNED TO YOU IS LEFT OUT. Enumerators in village areas should take care not to include any buildings falling within any Municipal Council, Urban Council or Town Council area. Similarly, enumerators in Municipal, Urban and Town Council areas should take care to exclude any buildings falling outside the town areas.

8.2 Special care must be taken to ensure that all buildings in angles between streets, interior courts, & c., are included. The following diagram indicates the manner in which an area containing an interior court or place should be covered :-



NOTE: First complete the listing and numbering of Block A before proceeding to Blocks B, C and D.

8.3 Please start at a suitable point at one end of a village or ward assigned to you and proceed to list and number the housing units, living quarters other than housing units and non-housing units in a systematic manner, and assign a separate number to each housing unit, living quarters other than housing units or non-housing unit starting from No.1.

If a single housing or non-housing unit consists of more than one build-

this number should be marked on the main building.

8.4 Further a non-housing unit can consist of a group of buildings within one compound e.g. school class rooms, police station, public and private offices, stores etc., all consisting of several buildings not used as living quarters. Such buildings comprising a non-housing unit within one compound should be given one number for census purposes. However housing units or living quarters within the same premises or compound should be numbered separately as housing unit or living quarters e.g. doctor's house/quarters in the hospital or its compound should be treated as a housing unit and a separate number given to it. Separate numbers should be given to each of the wards too as they comprise living quarters.

9. AFFIXING NUMBERED LABELS

9.1 The number assigned to each housing unit or living Quarters other than housing units or non-housing unit should be entered on the label meant for the purpose and the label should be affixed or pasted on the door frame or other conspicuous place on the building where it will be protected from rainy weather. Numbers should be written on the labels with red or blue pencil. You are empowered by law to affix these census numbers. You should see that the numbers are affixed neatly and do not disfigure the building. In order to avoid confusion, please remove any red labels used for any earlier censuses that may be still there before affixing new Census Labels. The occupants may be cautioned that it is an offence to remove or deface these census numbers until after census.

10. FORMATION OF "CENSUS BLOCKS"

10.1 By a "Census Block" is meant a group of housing units, living quarters other than housing units and non-housing units which will be placed in charge of an enumerator for the Preliminary Census and Final Census. At the Preliminary Census, which will be held shortly before the Final Census and continue for a fortnight the enumerator will be required to visit all the housing units living within

Schedules. Thereafter, on the night of the Final Census, he will have to again visit all ^{the} housing units, living quarters other than housing units non-housing units in his census block between 6 p.m. and midnight, check on the entries in the Schedules, delete entries of those absent, and make fresh entries for new persons present. A census block should, therefore, be of such a size that an enumerator will be able to check on the entries in his Census Schedules between 6 p.m. and midnight on the night of the Final Census. As the size of the Census Block will depend on local conditions, such as terrain and the distance between the buildings, no hard and fast rule can be laid down in regard to the size. Generally speaking, in Municipal and Urban Council areas, a Census Block should contain about 80 to 90 housing units, living quarters other than housing units and non-housing units. This may apply to densely populated T.C. areas/^{too.} areas Census Blocks. In Village / should generally contain about 60 to 70 housing units, living quarters other than housing units or non-housing units. If a village or ward of a town is of a suitable size, it can be taken to form one Census Block. If it is too big to form one Census Block it may be divided into 2 or more Census Blocks. But however small a village or ward or a town may be, it should never be combined with another village or ward or with part of another village or ward, to form a Census Block. Each Census Block should contain, only one village or part of one village, or only one ward of a town or part of one ward of a town.

Further, in cases where a part of a village falls into one ward of a Village Council area and the other part of the village falls into another ward of the V.C., Grama Sevakas doing the listing and numbering should take care to ensure that no census block falls partly in one ward of the V.C. and partly in another ward i.e. each census block should be entirely within one ward of the Village Council. In the event of any difficulty bring such cases to the notice of the D.R.O. before proceeding with the listing.

progresses, and a separate listing form should be used for each Census Block. When the entries for one block are completed, you should go on to a fresh form even though there may be space left for further entries on the present form. Continue with the same series of numbers, however, on the fresh form instead of starting a new series. For example, if you think that the first 66 units (both housing and non-housing) of a village or ward of^a town listed and numbered by you should form one Census Block, then you should list the next unit on a new form and number it 67 instead of again starting from No.1.

Please continue in this manner with the same series until you have listed and numbered all the housing units, living quarters other than housing units and non-housing units in that village or ward. You should start on a fresh series of numbers only when you move on to the next village or ward of a town.

An example of such numbering will be as follows:-

<u>Municipal, Urban or Town Council Ward</u>	<u>Census Block No.</u>	<u>Nos. of the units in the block</u>
Ward 1	1	1 - 82
	2	83 - 167
	3	168 - 251
Ward 2	1	1 - 87
	2	88 - 171
<u>Villages outside Municipal Urban and Town Council Areas</u>	<u>Census Block No</u>	<u>Nos. of the Units in the Block</u>
Village A	1	1 - 66
	2	67 - 136
	3	137 - 198
Village B	1	1 - 46
Village C	1	1 - 72
	2	73 - 146

10.3 Four important points you should note in connection with the formation of Census Blocks are -

- (1) Each Census Block should contain only one village or part of one village, or only one ward or part of one Ward in Municipal, Urban and Town Council areas.
- (2) A separate form should be used for each Census Block.
- (3) A separate series should be started for each village or ward of a town.
- (4) In villages falling within Village Councils each census block should fall entirely within one ward of the Village Council.

11. INSERTION OF NEWLY CONSTRUCTED OR OMITTED HOUSING OR NON-HOUSING UNITS

11.1 If after the listing and numbering is completed, it is found that some housing or non-housing units have been omitted or that new units have been constructed, they should be inserted in the list. Thus 26 A and 26 B would be 2 units between Nos. 26 and 27 on the list. If there is no space for the insertion of these entries between Nos. 26 and 27 on the list, the entries may be added at the end of the pre-listing form but a note, "See end for Nos. 26A and 26B, should be made at the place where the insertion should have come in. These new numbers should be affixed on the Units in the way explained earlier.

12. INSTRUCTION FOR FILLING UP THE PRE-LISTING FORM

12.1 The name of District, D.R.O. Division and name and no. of electorate in every case should be entered at the top of the form. Thereafter the name of the Village Council, village and G.S. Division no. in rural areas and the name and number of the ward and name of the town should be entered.

Census Block Number - All the Census Blocks within a village or ward of a town should be serially numbered i.e. the first Census Block listed in a village or ward should be Block No. 1 the 2nd

Column 1 - For Office use only :- Leave this column blank as it is meant for use in ^{the} / Head Office later on.

Column 2 - Census number of housing unit, living quarters other than housing unit or non-housing unit :- In this column please enter the Census number given by you to the housing unit, living quarters other than housing units or non-housing unit. This should be the same as the number affixed by you on the unit.

Column 3 - Address or location. Enter in as much detail as possible e.g. street, lane or garden etc. This is to enable an enumerator on a subsequent visit to locate any particular unit without difficulty.

Column 4 - Name of Chief Occupant or person in charge. Please enter the name of the Chief Occupant. In the case of living quarters other than housing units please enter the name of the person in charge. If the housing unit or living quarters other than housing units/^{or} non housing unit is vacant write "vacant" in this column.

Column 5 - Brief Description of the housing unit, living quarters other than housing units or non-housing unit. In this column, please describe briefly what the unit is e.g. dwelling house, annexe, hut, school, doctor's residence, principals bungalow, temple, church, resthouse, boarding house, lodging house, club, hotel, P.W.D. labourers' lines, hospital, police station, mill or factory boutique, shop, wadiya etc.. In the case of buildings under construction insert the words "under construction".

Column 6 - Code letter for unit - If the unit satisfies the three tests for a housing unit, viz:

- (1) a place of residence;
- (2) separateness;
- (3) independent access,

Please enter "X" in this column.

If it is a non-housing unit as defined in para 5.7 please enter

If it is a non-housing unit as defined in para 5.7 please enter "0" in this column.

If the unit consists of living quarters other than a housing unit please enter "I".

The codes are :- Housing Unit	X
Living Quarters other than housing unit	I
Non-housing unit	0

Column 7 - Particulars of any industry, trade or business carried on in the unit (including small scale enterprises). In the case of household enterprises mark H against the nature of industry trade or business.

Please ascertain whether there is any industry, trade or business carried on in the housing unit, living quarters other than housing unit or non-housing unit and if so, enter the particulars in this column. Even small-scale enterprises carried on in the unit should be included. (e.g. fibre-making, mat-weaving, carpentry, metal work, beedi rolling, needle work or dress-making jewellery making etc.) In the case of household enterprises carried on by the members of the household in the unit mark H against the nature of the industry, trade or business.

NOTE: PLEASE NOTE THAT WHENEVER THERE IS ANY ENTRY IN THIS COLUMN ADDITIONAL INFORMATION IN RESPECT OF THIS UNIT SHOULD BE ENTERED ON THE FORM LBE/1: LIST OF BUSINESS ESTABLISHMENTS

Column 8 & 9: AGRICULTURAL OPERATIONS: NOTE THAT THESE TWO COLUMNS SHOULD BE FILLED IN WITHIN MUNICIPAL, URBAN AND TOWN COUNCIL AREAS AND WITHIN ESTATES ONLY

Column 8: Operator of agricultural land

Find out whether any member of the housing unit or living quarters other than housing unit does any agricultural operation on at least $\frac{1}{8}$ acre of land enter a tick (✓) if there are any. Land under horticulture should not be taken into account.

Column 9: Operator of Livestock or poultry

If any member of the unit has any cattle, sheep, goats or pigs or at least 5 chicken and/or other poultry enter a tick ()

Column 10: Number of persons usually spending the night in the unit.

To fill in this column, please ask the Chief Occupant/person in-charge how many persons (including children) usually spend the night in the housing unit, living quarters other than housing unit or non-housing unit, including the verandahs. Please note that the information in this column is required in respect of persons spending the night in the unit. The number of persons spending the night there need not necessarily be the same as the number of persons living there.

Column 11: Ability to fill up Census Schedules and language preferred.

This column should be filled up for all housing units and living quarters other than housing units in Municipal, Urban and Town Council areas. Here if the Chief Occupant or any other responsible person in the housing unit or living quarters other than housing units is able to fill the Census Schedule please enter "tick" (✓) in this column and the letter "S", "T" or "E" to indicate the language in which the Schedule can be filled in. Persons who have passed the G.C.E. level of education could be regarded as being capable of filling up the Population Census Schedule.

Column 12: Remarks

In this column, please state any peculiarity or any special information about the housing/^{unit,} living quarters other than housing unit or non-housing unit. For example, if you have any doubts about whether it is a housing unit or a non-housing unit, any information which will enable this to be decided may be given here.

13. INSTRUCTIONS FOR FILLING IN THE LIST OF BUSINESS ESTABLISHMENTS FORM

Whenever there is an entry in Column 7 of the 1971 Census of Popu-

1970" as explained below. Use one form for each ward of an M.C., U.C., or T.C. or a G.S. Division, or an estate continuing on additional forms if one does not suffice.

Column 1. Serial No. Please give the serial number of the entry.

Column 2. Name of Village/Ward: Enter the name of the village, or the ward if in a M.C., U.C., or T.C. area.

Column 3. Census Block No. Enter the census block no.

Column 4. Census No. The Census no. of the unit should be entered in this column.

Column 5. Name and address of Establishment: Enter the name and the address of the place of business in this column.

Column 6. Name of owner or person in charge. Please enter the name of the owner or person in charge in this column. If the owner of the establishment is residing elsewhere, the name of the person who is in resident charge of the establishment should be given.

Column 7. Nature of Business carried out in the Establishment: Please indicate the exact nature of the business in this column. If the establishment is a Wholesale or Retail Store, then the nature of the wholesale or retail business should be given. i.e. Textile trade wholesale, hardware wholesale, textile trade retail, sundry boutique, co-operative stores etc. If the establishment is a service establishment, then the nature of the service rendered should be indicated. i.e. Laundry, Barber Saloon, Beauty Parlour, Motor repair.

Please exclude educational and business services such as accounting service, legal services, medical services (Western and Aurvedic), Advertising agencies and Employment agencies.

Column 8. Code: Please leave this column blank for official use.

Column 9. Approximate date of Commencement of Business: As far as possible indicate approximately the year on which business commenced.

Column 10. No. of Paid Employees: In this column

Column 11. If an Industry, whether mechanical power is used

Please indicate here by YES or NO whether mechanical power is used for this industry.

14. SUMMARY:

On the bottom of the 2nd page of the Pre-listing form is provided a cage with the title "SUMMARY". In this cage enter the total number of housing units living quarters other than housing units the total number of non-housing units and the total of column 10 of the Pre-listing the Census.

15. SKETCH MAP OF CENSUS BLOCK

At the bottom of the 2nd page of the pre-listing form space is provided for a sketch map of the census block. In this space please draw a sketch map of the block as accurately as you can indicating important land marks such as schools, temples, rivers, roads, etc., and also indicate the approach to the block from the nearest main road. This map will be an extract of the sketch map you draw during your preliminary inspection before you actually started the listing (vide para 8.1)

16. REGISTER OF CENSUS BLOCKS

After completing the listing and numbering a summary statement of Census blocks should be prepared on the form "Register of Census Blocks". A separate form should be used for each ward in an M.C., U.C., or T.C. and each Grama Sevaka Division in other areas. Two or more villages within the G.S.Division may, however, be entered on one form. The columns of this form should be filled in as follows:-

Column 1. Enter the name of the ward if the area is in an M.C., U.C., or T.C. If it is not in a M.C., U.C., or T.C. enter the name of the village.

Column 2. In this column enter the numbers of the census blocks within the ward/village in serial order.

Column 3 & 4: In column 3 enter the census number assigned to the first unit in the block. In column 4 enter the last number so assigned. e.g. if the 2nd census block in the

in column 3 and 120 in column 4.

Column 5: Enter the total number of housing units in the census block as given in the summary on the pre-listing form for the block.

Column 6: Enter the total number of living quarters other than housing units in the Census Block also as given in the summary.

Column 7: Enter the total number of non-housing units also as given in the summary.

Column 8: This will be the sum of the entries in Column 5, 6 and 7.

Column 9: The entry here will also be taken from the summary on the pre-listing form.

17. NUMBERING AND LISTING TO BE COMPLETED BY1971:

The listing and numbering should be completed and all the lists and completed forms should be handed over to the D.R.O. or the Commissioner of Census of the Town on or before Please ensure that this is done as any delay in doing so may upset the Census programme.