

pads and household schedules. Since there has been considerable delay in the submission of Charge Lists, and this office is consequently not in a position to estimate your requirements of Block Lists and Circle Lists, you may send in your indents for these items also along with your indent for pads and household schedules, so as to reach this office not later than the 15th instant.

Of the items for which you have to send your indent, the Block List is, as the name itself indicates, the list of households included in each Enumeration Block. It is an extract of the houselist furnishing in respect of each household included in a Block, the particulars contained in Columns 1, 2, 3, 11 and 12 of the houselist with two additional columns provided to note respectively the date of enumeration of the household and the date of the final check. You will have to get these lists prepared for the blocks included in each Circle by the Supervisor in charge of it. As only one copy of the Block List is to be prepared, you may indent for as many blocklist booklets as there are Enumeration Blocks in your Charge plus two copies for reference in your office.

The Circle List is a list of Block in each Circle showing in respect of each Block its description, the number of households with the first and last census house numbers in each block, the name, occupation and address of the Enumerator appointed for the block, etc. Separate columns are also provided in the Circle List for recording the progress of Training and Enumeration in the case of each Block along with a few other particulars. As the List will have to be prepared in duplicate your indent for Circle List forms will be for twice the number of Circles in your Charge plus two copies for reference in your office.

The forms used for the actual enumeration are the Household Schedule and the individual slip. The Household Schedule is meant for recording particulars regarding household cultivation and/or household industry in respect of each household. On the reverse of the Schedule are to be recorded a few basic facts concerning the individuals composing the household. These Household Schedules are supplied in books of two denominations namely books of 50 schedules and books of 25 schedules. Since there should be a Household Schedule for every household, you should estimate your requirement of the Schedules on the basis of the actual number of households in each Block and your indents should be according to the following formula :

One Book of 25 schedules if the number of households in a block is less than 25.

One Book of 50 schedules if the number of households in Block is between 25 and 50.

If the number of households in a Block is more than 50, one book of 50 Schedules for every additional 50 households or fractions of 25 and over, one book of 25 schedules being supplied for fractions less than 25.

The individual slips are meant for recording particulars relating to each individual. The slips containing the main census questions with blanks for recording the answers are made up into pads of two denominations namely 100 and 25. Indents for these pads may be prepared on the following basis :—

$$\frac{\text{Number of households in Block} \times 5.5}{100} = \text{pads of 100}$$

For fractions of 25 or less over the above one pad of 25 slips.

For fractions above 25 one additional pad of 100 slips,

On the basis of the above formulae, you may prepare a consolidated indent in the form enclosed and send it in duplicate so as to reach this office on or before the 20th instant. Separate instructions will issue in due course regarding the manner in which the pads, schedules will be despatched to the Charge Superintendents and how they have to be distributed among the field-staff.

Yours faithfully

K. BALASUBRAMANYAM,
*Superintendent of Census Operations
in Mysore.*

Copy to ;

- (1) All District/City Census-Officers.
- (2) Deputy Commissioners and Divisional Commissioners
- (3) All Census Superintendents.
- (4) All Sub-Division Officers.