

Census 1962—Final Enumeration

Instructions to Sub-Enumerators

Terms of Appointment

Having been appointed a Sub-Enumerator and having given an undertaking to perform the duties of a Sub-Enumerator, you are personally liable for the performance of them in accordance with these instructions and any other you may receive from the Director of Statistics or from the Supervisor, Superintendent or Enumerator in whose Census district or section you are to act. If on account of any unforeseen emergency, such as sudden illness, you are unable to undertake or complete your task, you must arrange to notify the Enumerator so that arrangements for a substitute can be made in time.

Information is Confidential

All the information you will obtain in the course of your duties is *strictly confidential*. This applies not only to the information written on the schedule but also to any information given in reply to your enquiries. The public has been given the assurance that the information given in the Census return is confidential and the success of the Census depends upon this promise being kept. You are not permitted to show your schedules to any unauthorised person, nor to make a copy of them, nor to divulge any information respecting their contents, directly or indirectly. The law provides heavy penalties for any breach of this undertaking.

Preparation

It is essential that you should thoroughly understand your duties before commencing the work of distribution. Therefore you must

- (i) study carefully these instructions so as to acquaint yourself with your duties;
- (ii) study carefully the Census schedule and make sure you fully understand the headings and accompanying instructions. You must know how this return is to be completed to be able to answer any questions, to assist people whenever requested and especially to be able to see at a glance whether the return has been properly filled in.

Boundary of Sub-Section

Your principal responsibility is to distribute a schedule to every person in your Sub-Section who is required by law to make a Census return and to collect it after Census night. You must therefore be quite certain that you know the precise limits of your sub-section and its contents so that you will neither omit any portion of it nor enter into an adjoining one.

Route for delivery

You should follow the route previously followed by the Enumerator at the Preliminary Enumeration. This will simplify your work as the schedules are numbered in the order they have been entered in the Enumeration Record Book. The distribution should start not earlier than the 27th June and must be completed not later than in the afternoon of Saturday the 30th June.

Collection of Schedules

On Sunday, the 1st of July, you must call at every address at which you have left schedules and collect as many as possible. Those which you do not collect that day must be collected on the following day.

If, while collecting, you discover that any occupier has not been supplied with a schedule, issue one.

If any occupier states that the schedule issued has been spoilt, lost or inadvertently destroyed, issue a fresh one. If possible, you should get the occupier to fill in the schedule at once or fill it in yourself on information supplied to you. Otherwise you must call back at the earliest time it can be made available to you.

If the occupier has been unable to complete the return because he cannot write either in English or in French, then you shall call for from this person a true and full declaration of the several particulars specified in the schedule in respect of any person who stayed on his premises on Census night. You shall *faithfully* write down his declaration on the schedule which shall be signed or marked by the occupier and authenticated by you.

Examination of Schedules

When collecting any schedule you must check it to see that it contains all the particulars required. If you see that the schedule is incomplete, inaccurate or illegible, you must ask any questions you find necessary to complete or correct it on the spot. When making any correction do not erase anything from the schedule ; as far as possible, items struck out should remain legible.

The check for omissions or errors on the schedules is very important, and, if properly done, may save you the necessity of making a return visit to the premises.

If on examination by the Superintendent or the Enumerator some omission or error is detected, the schedule will be returned to you for further enquiry.

Closed or Unoccupied Dwellings

If you find a closed dwelling, you must ascertain from neighbours whether the occupants are merely out for the time being or are temporarily living elsewhere.

In the first case, you should either leave the schedule under the door or with the neighbour and make another personal call.

In the second case, find out where the occupants are now temporarily living, e.g., visiting relatives or friends, at the sea side or travelling abroad, and insert this information on the schedule.

Refusal to accept a schedule or to supply information

If a person refuses to accept or to complete a schedule or to answer any questions which you find it necessary to put in carrying out your duties, you should endeavour to be as conciliatory as possible ; but point out tactfully that penalties are provided by law for any such refusal.

If, in spite of your efforts and of the warning, you cannot convince the person to cooperate, then report the case as soon as possible to your Enumerator.

Submission of Census Schedules to Enumerator

As soon as all your duties have been completed and in any case not later than the 4th July, you must deliver personally to the Enumerator :—

- (a) all the completed schedules arranged in numerical order ;
- (b) all unused schedules and any other Census documents remaining in your possession.

Additional Notes on the Filling of the Census First Schedule

You have, I hope, already studied the Census Schedule, the column headings and the accompanying instructions.

You may feel that you can now answer any question likely to be put to you and that the following notes are not necessary, but you will later on appreciate that these notes are intended, not to overburden you, but to guide you in any difficult case you may come across. Bear in mind that, when you are out in the field, you may not always be able to contact your Enumerator.

COLUMN A.—Persons to be included

Persons who are usually members of the household but who are temporarily absent on business, visiting relatives or friends, in hospital or otherwise must *not* be included. If they are elsewhere in Mauritius on census night they will be enumerated at the place where they spend that night. This does not apply to persons returning on Sunday morning before the schedule is collected and who have not been enumerated elsewhere.

COLUMN E.—Ethnic Group

Do *not* query any entry made or information given to you.

COLUMN L.—Literacy

Try to ascertain whether the person can really read or write.

COLUMN M.—*Languages*

Mother tongue—This is a very important question. It is intended to supplement Col. E “Ethnic Group” and to enable the Indo-Mauritian group to be subdivided.

Mother tongue is the language spoken by the forefathers of the respondent, the language that has been spoken in his home when he was a young child. It makes no difference if respondent does *not* speak that language *now* or if he has *never* spoken it.

COLUMNS O AND P.—*Employment*

Experience has shown that questions on employment are the most difficult on a Census Schedule.

You are consequently advised to examine these columns particularly closely as it is known that these questions tend to be answered wrongly.

COLUMN O.—

This question is to be answered by those who have *never* done or who are *no more* doing remunerative work. Pay special attention to (ix). Here we are dealing with a person who is *no more* a child and who has *never* yet been doing remunerative work. Try to find out if this person has ever been looking for work and if so what type of work.

COLUMN R.—*Fertility*

1. Purpose of the questions

The growth of population is a problem of the greatest importance in Mauritius. Mauritius is a small island with limited space to house and feed its population which, at the moment, is over 667,000. It is predicted that the population may rise to 876,000 by 1972 and to 1,000,000 by 1977. Food and housing will therefore have to be found for this additional population as well as schools for the children and employment for the men.

It is necessary to know *precisely* how the population is growing so that plans can be made for the future. The census provides a good opportunity to find the answers to such questions as: What is the average number of children born to each woman? How many women have fewer than three children, how many have three or more? (This is important for the payment of family allowances). Do women of one community have more children than those of another, having regard to their different ages? Do women of a higher class, or those who received a better education have fewer children than other women? Most important perhaps, do women who got married in recent years have fewer or more children than those married some time ago?

One question asks for the *number of children ever born* to each married woman or to women who have been married. The remaining questions are necessary to draw the right conclusions from the information. We must know when the woman got married because if she has only been married for one year, she is unlikely to have had, in her married life, more than two children and we cannot compare her with a woman who has been married for 10 years.

In the case of a widow, similarly, we must know how long her marriage lasted because, again, she cannot have had many children if her husband died only one or two years after marriage.

2. To whom do the questions apply?

They apply to	Married women, Widowed or divorced women, Women legally separated from their husbands.
They do <i>not</i> apply to	Men, Single women, Women living in <i>ad hoc</i> unions, (<i>en ménage</i>) Women married twice or more.

Note that the information can be given by a man in the household but that the questions apply only to the women. If, for example, the *husband* has been married twice before, but not the wife, the questions apply to her. Only *her* children should be counted and not any children the husband may have had from a previous marriage.

The Questions

Married women :—

(i) Year of marriage : Where the year is not exactly known the marriage certificate, if there is one, should be consulted. The marriage year should be compared with the year of birth. Few marriages take place, for example, with girls aged ten years.

(ii) Number of children :

Include : All children *born to the woman during her marriage*, i.e., children now living in the household ; children who died after birth ; children who have left the household ; children who were conceived before marriage but born within the marriage.

Do *not* include : Children born outside (before or after) marriage ; children born dead.

Check the entry against the number of children now actually living in the household. For example, where the number given is 6 and the number of children now in the household is 4, find out what has happened to the other two children.

Widowed, Divorced or Separated women :—

(iii) Year of Marriage and Year of Termination of Marriage :

See comments (i) above,

Note also : For *widows* enter year of death of husband ; for *divorced* and *separated* women enter year in which separation took place.

(iv) Number of children :

See comments (ii) above,

Note also that only children born between the years of marriage and the end of marriage should be included.