

**CEPED**

**CENTRE FRANÇAIS SUR LA POPULATION**

**ET LE DÉVELOPPEMENT**

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# CENSUS OF MAURITIUS AND ITS DEPENDENCIES 1962

INSTRUCTIONS TO

## ENUMERATORS

### 1. Terms of Appointment

Having been appointed an Enumerator and having given an undertaking to perform the duties of an 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 the Supervisor or the Superintendent in whose Census district you are to act.

### 2. Information is confidential

All the information you will obtain in the course of your duties is *strictly confidential*. It must be clearly understood that the obligations as to secrecy apply not only to information relating to particular individuals revealed in the returns but also to statistical information, such as the total population, number of houses, etc., which may be derivable from the Enumerator record books. If you are approached by any person who wishes to obtain statistical information about your section you should advise him to write to the Director of Statistics. 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. The law provides a severe penalty for any breach of this undertaking.

### 3. Preparation

Your first duty is to read these instructions and study them carefully. Be sure you understand all your duties and in particular how to use the Enumeration Record.

### 4. Boundary of Section

Your principal responsibility is to enumerate every building and every person in your section. You must therefore be quite certain that you know the precise limits of the area for which you are responsible.

### 5. Enumeration Record

The Enumeration Record is to be made during the Preliminary Enumeration which is due to start on the 1st of March and to end by the 15th of May at latest.

### 6. Buildings

(a) *Definition.*—A Building is a structure, comprising one or more rooms or other spaces physically separate from other structures.

#### *Examples and exceptions:*—

- (i) Each house in a semi-detached pair or in a back-to-back group is to be regarded as a separate building.
- (ii) A block of flats in which separate apartments are linked by passages, staircases or lift-shafts is a single building.
- (iii) A subsidiary structure (garage, kitchen or W.C.) is to be considered as part of the main building.
- (iv) A group of buildings in a common enclosure and not used as living accommodation (factories, hospitals, prisons, etc.) is to be treated as a single building; but if two or more different institutions share the premises, they should be treated as occupying two or more separate buildings.
- (v) Non-permanent structures (longères, converted railway carriages) are to be treated as buildings.

(b) *Listing*.—Make a separate entry for every building that you come across on your pre-arranged route and give a number to each. Buildings in the course of erection should be taken account of—a note “under construction” being entered in the “Remarks” Column.

## 7. Utilization of Building

Non-residential = N	Partly residential = P
Institutional = I	Wholly residential = W

*Non-Residential*.—Building not normally occupied by any person. The presence of *non-resident* watchmen or workers does not prevent an establishment being regarded as non-residential since such persons are to be enumerated in their homes after their return from work and *not* at their place of work.

*Institutional*.—Hospitals, clinics, hotels, boarding houses, prisons and remand homes; camps (Navy, Army, Air and Police Forces) and other institutions. In all establishments included under this heading some form of communal catering is provided for resident staff, resident guests, borders, patients, inmates, etc. The whole of the different detached buildings forming an institution should be classed as *one* building, but if two different institutions share the premises they should be treated as occupying two separate buildings.

*Partly residential*.—Building partly used for residential purposes. This definition applies *only* if non-residential part is used as a shop, office or factory.

## 8. Dwellings

*Definition*.—Building or part of a building which provides structurally *separate living* quarters. Access to a dwelling should be by a separate front door and not through the quarters occupied by another household.

### Examples and Exceptions :—

- (i) When two or more detached buildings in one place are used by a single household for dwelling purposes, the whole should be regarded as *one* dwelling.
- (ii) When such a group of separate buildings is used for dwelling purposes, as a hotel, boarding house, etc., the group should still be regarded as a *single* dwelling. If some of the buildings within the institution house private households (manager's quarters, doctor's quarters, etc.) then each should be counted as a dwelling.
- (iii) When a building is let, sublet or held in different apartments, and occupied by different persons or families, each part so let, sublet or held in different apartments is to be considered as a separate dwelling (example: flats or “maisons de logement”).
- (iv) In the case of offices, stores, etc., with a caretaker *in residence* the only portion of the building to be treated as a dwelling is that actually so used by the caretaker and his family.

## 9. Households

*Definition*.—A person living alone or a group of persons living together and *sharing* household expenses and main meals.

### Examples and Exceptions :—

- (i) The household normally consists of a family: husband, wife, children but may include other relatives.
- (ii) A father, a mother, their unmarried children together with a married son, his wife and their children constitute a *single* household if they do their catering, etc., *jointly*. If they *do not* they must be counted as *separate* households.
- (iii) *Boarders* who are defined as persons receiving board and lodging against payment, are part of the household.
- (iv) *Lodgers*, defined as persons paying for their lodging (i.e., room or bed) but not receiving most main meals should *not* be counted as members of the household, but as a *separate* household.

## 10. Living Rooms

*Definition*—Any space in a dwelling enclosed by solid walls reaching from the floor to the ceiling to a height of at least six feet above the ground and used by a household for living, eating or sleeping. Rooms available for this purpose but not actually in use should be included. Landings, lobbies, recesses, kitchens, bathrooms and closets and open verandahs should not be counted as living rooms, but a glazed verandah should be included.

No entry of the number of rooms should be made in respect of hospitals, prisons, convents, etc. For institutions such as hotels, boarding houses and other places offering accommodation to the public on similar terms, the number of rooms should be entered. "Rooms" means not merely the number of rooms for letting to guests, but includes all rooms used for living, eating or sleeping by either staff or guests.

## 11. Materials of Construction

Insert code number corresponding to material mainly used according to the following:—

- |                                  |  |
|----------------------------------|--|
| 1. Concrete (inc. cement bricks) | 8. Galvanised iron (corrugated or plain) |
| 2. Stone                         | 9. Tin sheet                             |
| 3. Bricks (ordinary)             | 10. Mortar                               |
| 4. Wood                          | 11. Ravenal or bamboo                    |
| 5. Shingles                      | 12. Straw                                |
| 6. Tiles                         | 13. Earth                                |
| 7. Fibro-cement                  | 14. Other                                |

## 12. Tenure of dwelling

Write O1 for Owner occupied

Write R2 for Rented

Write F3 for Rent free

## 13. Rental Value

If house is not rented, try to estimate what monthly rent could reasonably be paid for it.

## 14. Conveniences

Write E1 for exclusive to household

Write S2 for shared

Write N3 for none

If a building is provided with *both* Internal and External piped water, an entry should be made in both columns.

If on any premises no piped water is available, i.e., if water is obtained from a neighbour or from a public fountain or river, enter N3.

## 15. Totalling Enumeration Record

When each page is completed you must fill in the spaces for totals at the foot.

## 16. Abstract of Record

The totals of each page must then be inserted in the appropriate sections of the "Abstract of Record" on the last page of the Enumeration Record—This abstract must also be added to give the total population of your section.