

CENSUS OF MAURITIUS & ITS DEPENDENCIES 1962

Final Enumeration

Instructions to Enumerators

For the final Enumeration which will take place on the night of Saturday the 30th June 1962, you shall be helped by Sub-Enumerators but it shall be your duty to guide them and to see that before they start work they have carefully studied the schedule and the instructions issued to them. It will simplify your task considerably if the Sub-Enumerators are fully conversant with their duties as the responsibility for the proper carrying of the enumeration is yours.

If an appointed Sub-Enumerator is unable or refuses to perform or to complete his task, you must immediately ask your Superintendent or your Supervisor or the Director of Statistics at head-office to appoint a substitute to the post. In case you are unable to contact any one of those officers, you must appoint a competent person to the post, or - if this is not possible - you must perform the duties of the Sub-Enumerator yourself or share the work among the other Sub-Enumerators in your section.

You shall with the assistance of your Sub-Enumerators deliver the Census schedules, giving such explanations as might be necessary for the making of a proper return. 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.

Commencing on the 1st July, you shall, with the assistance of your Sub-Enumerators collect all the schedules distributed.

When all the schedules have been collected by the Sub-Enumerators you should carefully examine them for any errors or omissions which may have escaped the Sub-Enumerator's notice during collection.

If any of the information is incomplete, apparently incorrect or otherwise unacceptable you must take steps to obtain further or more accurate information from the person responsible for making the return.

If any schedule is very dirty, torn or illegible, or if for any other reason you consider that it should be rewritten, carefully copy its contents on to a blank schedule and attach it to the original which should not be destroyed.

You shall make a report to your Superintendent on the 2nd July, at latest, notifying the completion or otherwise of the collection of the schedules in your section in order that the Superintendent might give his personal attention to any case of failure to secure the necessary return.

If your Superintendent in examining your work finds any errors or omissions, he may require you to correct them and if necessary to seek further information from the person who made the defective return. It is part of your duties to comply promptly with any such instruction.

Should a Sub-Enumerator report that he has been unable to collect all his schedules, or fail to make a report, you must immediately inform the Superintendent who shall take such steps as may be necessary to clear up whatever difficulty may have arisen. Nevertheless, collection must not be hastened at the cost of neglecting to check the returns collected.