

CENTRAL STATISTICAL OFFICE

MINISTRY OF ECONOMIC PLANNING

AND DEVELOPMENT

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MAURITIUS

1972 POPULATION - CENSUS -

INSTRUCTIONS FOR ENUMERATORS

# CENSUS 1972 -- FINAL ENUMERATION

## Instructions to Enumerators

### 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 from the Senior Supervisor, Supervisor or Chief 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 Chief 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. Columns 16 to 23 are to be filled in by you personally.

### Boundary of Section

Your principal responsibility is to distribute a schedule to every person in your 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 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 Chief 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 26th June and must be completed not later than in the afternoon on Thursday the 29th June.

### Collection of Schedules

On Saturday 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 and in any case not later than Tuesday the 4th July.

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

/If any .

/issued

If any occupier states that the schedule 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; items struck out should remain legible. All corrections made by you should be initialed.

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 Supervisor or the Chief Enumerator any 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 :

- (1) the occupants are merely out for the time being;
- (2) they are temporarily living elsewhere; or
- (3) they have moved to another house.

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 seaside or travelling abroad, and insert this information on the schedule.

In the third case, strike out the name of the former occupier, insert "moved" in the margin, and write the name of the new occupier before delivering the form.

#### 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 co-operate, then report the case as soon as possible to your Chief Enumerator.

#### Submission of Census Schedules to Chief Enumerator

As soon as all your duties have been completed and in any case not later than the 6th July, you must deliver personally to the Chief Enumerator:

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

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Notes on the Filling of the Census Form

COLUMN 1 - NAMES AND SURNAME:

1 - Definition of a household

A household may be either :

- (a) a one-person household, that is, a person who makes provision for his own food or other essentials for living;
- (b) a group of two or more persons who may or may not be related by ties of kinship, but who make common provision (i.e. who share the expenses) for food and other essentials for living.

2 - Persons to be included on the census form

- (a) all persons who spent the night 30th June-1st July 1972 in the household; including those who do not usually live there, e.g. relatives, visitors, domestic servants, etc.;
- (b) all persons who have been on duty on Friday night and who will come back the next day, e.g. fishermen, nurses, doctors, policemen, watchmen, telephone operators, firemen, etc.;
- (c) all persons arriving on Saturday before the schedule is collected and who have not been enumerated elsewhere;
- (d) babies, even if they have not yet been given a name;
- (e) persons leaving for overseas after midnight on Friday the 30th June.

3 - Persons not to be included on the census form

- (a) persons who are usually members of the household but who are temporarily absent :
  - (i) abroad;
  - (ii) visiting relatives or friends;
  - (iii) in hospital;
  - (iv) otherwise.
- (b) persons arriving from abroad after midnight on Friday the 30th June.

4 - How to write names

When recording the names of the members of the household, follow the order indicated on the census form.

In entering a person's name, the surname should be written first. Where the surname is the same as on the line above, 'ditto marks' can be entered instead.

5 - Head of household

Enter as head of household the person who is acknowledged as such by the other members of the household. In an institution or hotel, enter as head the highest ranking officer or employee.

6 - Institutions

The names of persons belonging to the general institutional household should be entered in the following order : head, other officers or employees, inmates, servants. Separate households in one institution should be entered separately.

Note : Where members of the same household constitute a separate family from / the head of the household (e.g. a married son, his wife and children), this separate family, while forming part of the household, should be clearly shown by placing the members within brackets, thus : , in column 1.

COLUMN 2 - RELATIONSHIP TO HEAD OF HOUSEHOLD

1. All entries must be in terms of relationship to the head. E.g. the wife of a married son living with his father (head), should be reported as "daughter in law", not "wife".
2. If a household consists of two or more unrelated persons who share the expenses, anyone may be entered as "head". List others as "friend", "room mate", etc.
3. There can be only one head on a census form.
4. Mark "wife" for the wife of the head of the household only. There may be other married couples in the household, but the relationship "wife" should not be used for women married to someone other than the head of household.
5. Mark "son or daughter" for the son or daughter of the head, regardless of the age of the child. Step children and adopted children should be classified as son or daughter.
6. Mark "boarder or lodger" for a boarder or lodger and also for his wife and children.
7. Mark "patient" or "inmate" for persons other than resident employees, living in institutions providing long-term medical care, homes for the aged, orphanages, prisons or penal institutions, etc.
8. For persons not in households, e.g. convents, boarding houses, enter as head, the designated head (mother superior in convent, landlord or landlady in a boarding house), if any. There does not have to be a head.

Note: First fill in columns 1 to 3 concurrently for all members of the household. As from column 4 up to column 23, fill in the information for each person individually.

COLUMNS 4 AND 5 - DATE OF BIRTH AND AGE

1. For children under 1 year of age; insert age in completed months as at the date of the 30th June 1972, e.g. 10 months.
2. For persons over one year of age, insert age in completed years as at the date of the 30th June 1972.

Note: It is important that the exact age be given. In case of doubt, the birth certificate should be consulted. If no birth certificate is available, and the person cannot remember his date of birth or exact age, try to assess his age by using the event calendar. If the person remembers his age and the month he was born but not the year, use the age conversion table.

COLUMN 6 - MARITAL STATUS

Be tactful when asking questions on marital status specially for couples living as man and wife without being formally married, i.e. in concubinage. (Refer to the Census Form).

COLUMN 7 - PLACE OF BIRTH

1. For persons born in Mauritius record the locality and district of residence of the mother of the person at the time of birth. Do not accept replies such as "Civil Hospital" or "Clinique Ferriere".
2. For persons born outside Mauritius, record the country of birth according to present boundaries. For countries such as India, which has now been partitioned into 2 or more countries, record also the locality or state where the person was born.

COLUMN 8 - NATIONALITY

1. Insert :

- (a) M.B. - for persons who are citizens of Mauritius by birth.
- (b) M.R. - for any commonwealth citizen who has been registered as a citizen of Mauritius.
- (c) M.N. - for any person other than a commonwealth citizen who has become a citizen of Mauritius by naturalisation.

2. If a person is not a citizen of Mauritius, specify of which country he is a national.

COLUMN 9 - LENGTH OF RESIDENCE IN MAURITIUS

This question applies only to persons who have not been recorded as "M.B.", "M.R." and "M.N." in column 8.

Note : Columns 7, 8 and 9 to be filled in concurrently

COLUMN 10 - COMMUNITY

According to paragraph 3 (4) of Schedule I to the Constitution, the population of Mauritius is regarded as including : "A Hindu community, a Muslim community and a Sino-Mauritian community and every person who does not appear, from his way of life, to belong to one or other of those three communities shall be regarded as belonging to the General Population, which shall itself be regarded as a fourth community".

Further, by virtue of paragraph 5 (8) of the same Schedule, the results of the latest published official census of the whole population of Mauritius shall be used to determine the allocation of additional seats in the Legislative Assembly.

Note : If a person claims to belong to a community other than the four mentioned above, his/her attention should be drawn to the use to be made of the results of this census for the determination of the allocation of additional seats in the legislative Assembly.

If, however, the person still maintains his/her declaration, the enumerator should record the community as declared by that person.

COLUMN 11 - RELIGION

Insert the appropriate religious denomination :

- |                    |                                |
|--------------------|--------------------------------|
| Roman Catholic     | Hindi-speaking Sanatanist      |
| Church of England  | Marathi-speaking Sanatanist    |
| Church of Scotland | Telugu-speaking Sanatanist     |
| Adventist          | Tamil-speaking Sanatanist      |
| Baptist            | Gujrati-speaking Sanatanist    |
| Christian Science  | Hindi-speaking Arya Samajist   |
| New Jerusalem      | Marathi-speaking Arya Samajist |
| Methodist          | Telugu-speaking Arya Samajist  |
| Jewish             | Tamil-speaking Arya Samajist   |
| Jehovah's witness  | Gujrati-speaking Arya Samajist |
| Quaker             | Kabir-Panthis                  |
- 
- Sunnee Hanafee
  - Sunnee Shafce
  - Shiah
  - Ahnadi
- 
- Bhuddist
  - Confucian
- 
- Baha'i
  - Other religion, specify .....

/Note .

Note : When recording hindu religions always specify whether Sanatanist or Arya Samajist and the oriental language as indicated in the notes.

If a person does not belong to any of the above-mentioned religious denominations, specify clearly the religion to which he belongs.

COLUMNS 12 AND 13 - LINGUISTIC GROUP AND USUAL LANGUAGE

For the purposes of the census only, "creole patois" should be considered as a language.

Note : Columns 10 to 13 should be filled in concurrently.

COLUMN 14 ▲ SCHOOL ATTENDANCE (Refer to Census Form)

COLUMN 15 ▲ LEVEL OF EDUCATION

For persons who have, in the past, attended primary schools only, the highest standard passed should be inserted. With Standard should be inserted only for persons who have actually obtained the Primary School Leaving Certificate from the Ministry of Education.

For persons who have attended secondary schools in the past and who have not passed the Cambridge School Certificate or Senior Cambridge, or the General Certificate of Education (Ordinary Level) in at least 5 subjects; or the London Matriculation, or the Brevet d'Etudes du Premier Cycle (B.E.P.C.), insert 'L.S.' for Lower Secondary.

If a person holds any of the following qualifications, insert the highest certificate, degree or diploma obtained :

- (a) Primary School Teachers' Certificate.
- (b) Cambridge School Certificate or Senior Cambridge, G.C.E. 'O' level (in at least 5 subjects), B.E.P.C.
- (c) Higher School Certificate; G.C.E. 'A' level, Inter B.A., Inter B.Sc., Baccalauréat.
- (d) A university degree or diploma.
- (e) Membership of a professional institution.

If there is any difficulty in deciding which of two qualifications held by a person is the higher, insert both.

For university degrees and professional diplomas, the qualification, the major subject or subjects and the awarding institution should be mentioned.

Note : Columns 14 and 15 should be filled in concurrently.

COLUMNS 16 TO 23 - ECONOMIC CHARACTERISTICS

These columns apply to all persons of both sexes aged 12 years or more and should be filled in by you. If they have been filled in by the head of household, you should nevertheless ask the questions and check the entries.

Columns 16 & 17 - Type of activity

Column 16

1. "Yes" should be inserted for all persons who during the month of June :

- (a) have received any amount of money in the form of wages or salary for work performed or who have worked on their own account for profit;
- (b) have performed work in anticipation of money earnings to be received at some future date;

/(c) .

- (c) have helped without pay a member of the same household in his enterprise for at least 3 hours each working day ~~or~~ for six full working days which need not be consecutive during the month. Enterprise means : workshop; shop, plantation, cowkeeping, cattle rearing, dairying, fishing, handicrafts, etc.

2. Note that the categories of persons defined below should be considered as having worked and a "Yes" should be inserted for them.

- (a) persons receiving pension from previous employment or old age pension who ~~is~~ <sup>are</sup> still engaged in any paid activity (part-time or full-time);
- (b) housewives who, although engaged in household duties, have also devoted at least three hours per working day or 6 full working days during the month of June in an enterprise run by a member of their household;
- (c) persons in employment released temporarily to attend a training course;
- (d) persons receiving a regular wage or salary and attending a training school, college, etc., conducted by employers to provide training in a specific trade, and persons employed as cadets, e.g. Teachers Training College, Nursing and Police Training School.

3. For those who have been entered as "Yes", always register the number of days worked, including the number of days on paid local or sick leave.

4. If "Yes" has been entered in column 16 only a dash (-) should be inserted in column 17.

5. "No" should be inserted for persons who during the month of June this year, did not fall in any of the categories mentioned above or who were :

- (a) engaged in voluntary work (unpaid);
- (b) attending a college or university full-time although they have also been engaged in any paid activity or have helped in a family enterprise without pay;
- (c) inmates of convents, mental and penal institutions and other resident institutions for the care of the aged or of children, although they may have been engaged in producing goods which had an economic value;
- (d) members of cloistered institutions who worked for the congregation, e.g. a nun working as nurse in a clinic run by her congregation;
- (e) those who had a job but did not work at all because they were sick or on leave.

#### Column 17

Insert :

S.L. - for persons who had a job (in employment or self-employment) but were sick or on leave during the whole month of June.

St. - for students, i.e. for :

- (a) persons attending full-time in a school, college or university;
- (b) persons studying privately who are not working or looking for work;

Do not include persons in employment under training falling under category 2 (c) and (d) in notes for column 16.

H.W. - for housewives, i.e. persons engaged in household duties in their own homes or in the supervision of servants. Include also persons of the same household who help the housewife in performing such duties.

Do not include in this category "unpaid family workers" and women engaged in remunerative work.

I. - for inmates of institution, i.e. persons other than resident employees, living in institutions providing long-term medical care, homes for the aged, orphanages or providing custody as jails or penal institutions. It does not matter whether they produce goods which have an economic value.

D. - permanently disabled, i.e. persons with a permanent disability or illness which render them unable to work. Do not include under this category persons temporarily disabled or sick.

Rt. - for rentiers, i.e. persons who derive their income from rents, interests, dividends, etc. while not engaging in gainful occupations.

R.P. - for wholly retired persons, i.e. those who have retired and who carried on no economic activity whatsoever. Include in this category persons who :

- (a) are receiving a pension from previous employment and are no longer gainfully occupied;
- (b) persons who no longer work because they are old.

Women who have never worked should not be included in this category but as "housewives".

C. - for child aged 12 and not yet 15, not at school and not looking for work.

L.W. - persons who have not worked during the month of June and have been looking for work either during the month of June or previously. A person should be considered as having looked for work if he/she has made at least one of the following attempts :

- (a) placed advertisements or answered advertisements;
- (b) written letters of application;
- (c) registered with an employment exchange;
- (d) visited prospective employers;
- (e) enquired from other persons about existing vacancies;
- (f) asked other persons to find a job for him/her.

Persons who were temporarily sick during the month of June and who wanted work but could not look for a job because of sickness, should be inserted as "L.W."

Note : "L.W." does not apply for persons who have answered 'Yes' in column 16.

Other - for persons who do not fall in any of the categories listed above, record accurately what these persons have been doing. For example for somebody without a job or business who is not :

- (a) looking for work;
  - (b) doing house duties;
  - (c) going to school ; or
  - (d) permanently unable to work;
- insert voluntarily idle (V.I.)

Column 18 - Date of last employment

Insert the month and year of termination of last employment. Insert 'Never' for the "L.W." who have never worked before.

Column 19 - Name and location of establishment (Refer to Census Form)

Note : For columns 19 to 21 and 23, if a person had two or more jobs, either simultaneously or consecutively; his activities should be reported for the job at which he/she worked the most.

For columns 19 to 23 as stressed in the census form, information must be sought for persons who had a job and for those who were unemployed (excluding first job seekers) during the month of June.

Column 20 - Kind of business or industry

1. The entry here should tell clearly and specifically what the company or business does at the location where the person works :

Do not use vague terms  
such as :

Use precise terms such as :

Repair work

Motor car repairs, bicycle repairs, watch repairs, radio and T.V. repairs, etc.

Factory

Sugar factory, tea factory, match factory, brewery, wine factory, etc.

Agriculture

Sugar plantation, tea plantation, vegetable plantation, tobacco plantation, etc.

2. Some firms carry on more than one kind of business or industrial activity. If the respondent reports more than one kind of business or industrial activity, the following rule should be adopted :

- (a) if the activities are carried out in separate places, describe the business in which the person actually worked;
- (b) if the activities are carried out in the same place; describe the major business or activity of the firm.

3. The names of government organizations are often not descriptive of their business or activity. You must enter exactly what the activity is. For example, instead of Ministry of Works, insert : "road construction and repairing", "building repair work", "sewerage work", "cabinet-making", etc.

4. Some people carry on business in their own homes. These businesses should be reported just as if they were carried on in a regular establishment.

5. When a person is employed by an individual, there should be an indication of whether the person works at a place of business or in a private home. Enter "private home" as industry for a person employed as domestic worker in the home of another person.

For a person working for example in an attorney's office, enter "attorney's office".

Column 21 - Current occupants

1. Describe clearly the kind of work the person himself does, that is, his occupation. Do not hesitate to enter the occupation in terms used currently in Mauritius, e.g. "brigadier", "enflé canion", etc.

2. Do not use vague terms such as :

Use precise terms such as :

Office worker

Cashier, salesclerk, accounts clerk, typist, telephone operator.

Factory worker

Boiler, blacksmith, machinery fitter, electrical fitter, welder.

Driver

Taxi driver, bus driver, lorry driver, bulldozer driver, road roller driver.

Clerk

Accounts clerk, correspondence clerk, filing clerk, insurance clerk.

Mechanic

Radio and television mechanic, printing machinery mechanic, motor vehicle mechanic, dental mechanic.

3. There is a difference between an apprentice and a helper :

- (a) an apprentice is a learner in an occupation. Very often he receives very low wages or only some pocket money at the end of the week. The trade in which the person is being trained should be indicated, e.g. "apprenti tailleur", "apprenti mécanicien d'auto".
- (b) a helper is a worker associated with an occupation by assisting another worker performing an occupation. He is not really trained in the occupation.

Note : In Mauritius the term "manoeuvre" is used indiscriminately for apprentices and for helpers. Whenever a person reports himself as say "manoeuvre maçon", you must indicate whether he is an apprentice or a helper

## 22 - Usual occupation

1. A person's usual occupation may be different from his current occupation, i.e. his principal occupation during the month of June this year. If, for example, a person is by trade a carpenter or a mason and is working as watchman or as gardener, then his usual occupation should be entered as "carpenter" or "mason", whereas his current occupation should be indicated as "watchman" or "gardener".
2. If a person performs the work of his trade, then "same" should be mentioned in column 22.

## Column 23 - Employment status

The definitions given on the form are self explanatory. The same definition for apprentice as given in col. 21 applies in this column. A helper should be indicated as "E.O."

## C.O. - Member of Producers' Co-operative

Producers' Co-operatives include only those co-operatives where the people actually work together on the entire co-operative which is in effect one establishment.

If several firms have formed a group in order to carry on certain functions co-operatively, e.g. purchasing raw materials, selling their products through the co-operative, but each of these firms is independently owned, then the employees of these firms should not be considered as members of a producers' co-operative.

Columns 24 to 28 are for all women under 55 years of age who have not been reported as 'single' in column 6.

1. The women have been separated into 2 categories :
  - (a) those who are now in a marriage or union;
  - (b) those who are no longer in marriage or union (i.e. separated, divorced or widowed).
2. Ask of the women now in a marriage or union :
  - (b) the date of their present marriage/union; and
  - (b) the date of their first marriage and of the termination of their first marriage - if they have been married more than once.
3. Ask of the women who are no longer in a marriage or union :
  - (a) the date of their first marriage;
  - (b) the date of the termination of their first marriage.

Note : Be tactful when asking these questions. If women are reticent to give the information, explain very politely that the information is essential for the study of changes in age at marriage in Mauritius, of fertility patterns and for the evaluation of family planning programmes.

#### Fertility boxes

To all women under 55 years of age and not "single" in column 6.

1. Ask the number of children born alive to her (including those who are married and living elsewhere or now dead, and whether they are of a previous marriage or union).
2. Start with the first live-born child, continue with the second, third and so on.
3. Check if names appearing under column 1 also appear in the box; if not, enquire why in order to avoid omissions.
4. Check, at the same time, if names of children now alive appearing in the box also appear in column 1. If not, ask if they are not living with the household.
5. Remember that every baby must be enumerated. Experience has shown that people have a tendency to forget about babies. If the baby has not yet been given a name, insert "baby".
6. Insert "baby" for children born alive but who died before having been given a name.
7. If the woman has had no live born children, write "NONE" across the box.
8. Insert the total number of children now living.

Note : The boxes have been provided for each household. In cases where there are more than two women, under 55 and not single, take a new form; but remember to repeat the reference appearing on the top right-hand corner of the first page of the form.

Answering questions

Hereunder are the suggested answers to frequently asked general questions :

Question 1 - Why a Population Census ?

Answer - Countries usually take a census once every ten years. The first census was taken in this country in 1846 and the last one in 1962. This one will be the 14th.

The objectives of a population census are to make a count of all the persons in the country and to collect information such as the age, the marital status, the level of education and the activities of each person.

The results of the census will provide information such as :

- (i) the number of families.
- (ii) the number of persons in each family.
- (iii) the number of children, adults, old persons; men and women.
- (iv) the number of inhabitants in each district, town or village.
- (v) the number of persons who have a job; the trade or occupation of each of these persons.
- (vi) the number of unemployed.

Such information is indispensable to the government for the planning of :

- (i) the development of towns & villages.
- (ii) the construction of dwellings, schools, hospitals, etc.
- (iii) the creation of new jobs.
- (iv) the training of young persons for specific jobs, etc.

Question 2 - Why do you want to know the name of each person ?

Answer - To make sure that no person is omitted or counted twice.

Question 3 - Why ask the age and date of birth of each person ?

Answer - To know the number of persons in each age group, e.g. children under 5, 10, 15, etc. persons above 20, 60, etc.

Question 4 - Why the question on marital status ?

Answer - To know the number of couples, widowed or single persons, etc.

Question 5 - Why do you want to know the place of birth ?

Answer - To know how many persons were born in this country and to make a study of the movement of people from villages to towns, or from one locality to another.

Question 6 - What is the purpose of asking the nationality ?

Answer - To know the number of Mauritians, tourists, etc.

Question 7 - Why do you want to know the community to which each person claims to belong ?

Answer - The results of the census will be used to determine the allocation of additional seats in the Legislative Assembly.

Question 8 - Why ask the questions on languages ?

Answer - To know what are the languages currently spoken in the home by the population and to know also how many persons still speak the language of their forefathers.

Question 9 - Why ask questions on occupation ?

Answer - To know:

(i) the trade or profession of each person who is working and the industry which is providing a job for that person.

(ii) the number of persons who are unemployed.

Question 10 - What is the purpose of asking questions to women on date of marriage/union and number of live-born children ?

Answer - The information is very important for the study of the size of families, the effects of family planning campaign and for making estimates of the size of population in 5, 10, 15, 20 years' time.

Note : Whenever anybody asks you any questions as above, or you feel that people fear that any information they may give will be divulged or used against them, you must give them the assurance that no information obtained from any individual will be passed over by the Central Statistical Office to any other government department, or to any Authority or person. The results of the census will be published in the form of statistical tables which will not reveal the characteristics of any named individual.

## Recommendations to the enumerators

The success of the census depends on your ability in obtaining from the households all the necessary information and recording it correctly.

You will have to enlist the co-operation of every household you visit, and you can only do so by being very courteous and by giving the assurance that all information obtained will be treated as strictly confidential.

On your first visit to deliver the census form, introduce yourself as an authorised enumerator of the Central Statistical Office who is assisting the person who collected information for the housing census. Inform the household that this questionnaire is for the population census.

Ask if there is any member of the household who could fill in the census form (except for cols. 16 to 23 which will be filled by you). If yes, ask that person to do it either on Friday evening or on Saturday morning, but not before.

Inform the household when you will call back to collect the form - in any case not later than the 4th July.

Do not forget to ask the household to avoid spoiling or losing the form and specially to keep it out of children's reach.

On your second visit, politely ask for the census form. If it has not been filled/,ask the head of household to give you the necessary information.. If he is absent, ask if any other adult member of the household could do so. Some women might be unwilling to give any information in the absence of their husband. In that case you will have to enquire about the time at which you could meet the latter.

If, when you call to collect the form, it has already been filled in by the household (except for cols. 16 to 23) check if the entries are consistent; special importance should be given to columns on marital status, community, religion, linguistic group and to the section on marriage and fertility (remember the notes on these topics). After having checked the entries made, fill in cols. 16 to 23.

If, in spite of your recommendations, cols. 16 to 23 have been filled/by the household, you should check all the entries made by asking all the questions relating to these columns. Make sure that precise information has been given on industry and occupation.

Always thank the household for its co-operation.



AGE CONVERSION TABLE

If the month is January through June, find year of birth in Column B

If the month is July through December, or is unknown, find year of birth in Column C.

| Age at last birth-day (A) | Year of birth              |                                | Age at last birth-day (A) | Year of birth              |                                | Age at last birth-day (A) | Year of birth              |                                |
|---------------------------|----------------------------|--------------------------------|---------------------------|----------------------------|--------------------------------|---------------------------|----------------------------|--------------------------------|
|                           | Born Jan. through June (B) | Born July through December (C) |                           | Born Jan. through June (B) | Born July through December (C) |                           | Born Jan. through June (B) | Born July through December (C) |
| 0                         | 1972                       | 1971                           | 37                        | 1935                       | 1934                           | 74                        | 1898                       | 1897                           |
| 1                         | 1971                       | 1970                           | 38                        | 1934                       | 1933                           | 75                        | 1897                       | 1896                           |
| 2                         | 1970                       | 1969                           | 39                        | 1933                       | 1932                           | 76                        | 1896                       | 1895                           |
| 3                         | 1969                       | 1968                           | 40                        | 1932                       | 1931                           | 77                        | 1895                       | 1894                           |
| 4                         | 1968                       | 1967                           | 41                        | 1931                       | 1930                           | 78                        | 1894                       | 1893                           |
| 5                         | 1967                       | 1966                           | 42                        | 1930                       | 1929                           | 79                        | 1893                       | 1892                           |
| 6                         | 1966                       | 1965                           | 43                        | 1929                       | 1928                           | 80                        | 1892                       | 1891                           |
| 7                         | 1965                       | 1964                           | 44                        | 1928                       | 1927                           | 81                        | 1891                       | 1890                           |
| 8                         | 1964                       | 1963                           | 45                        | 1927                       | 1926                           | 82                        | 1890                       | 1889                           |
| 9                         | 1963                       | 1962                           | 46                        | 1926                       | 1925                           | 83                        | 1889                       | 1888                           |
| 10                        | 1962                       | 1961                           | 47                        | 1925                       | 1924                           | 84                        | 1888                       | 1887                           |
| 11                        | 1961                       | 1960                           | 48                        | 1924                       | 1923                           | 85                        | 1887                       | 1886                           |
| 12                        | 1960                       | 1959                           | 49                        | 1923                       | 1922                           | 86                        | 1886                       | 1885                           |
| 13                        | 1959                       | 1958                           | 50                        | 1922                       | 1921                           | 87                        | 1885                       | 1884                           |
| 14                        | 1958                       | 1957                           | 51                        | 1921                       | 1920                           | 88                        | 1884                       | 1883                           |
| 15                        | 1957                       | 1956                           | 52                        | 1920                       | 1919                           | 89                        | 1883                       | 1882                           |
| 16                        | 1956                       | 1955                           | 53                        | 1919                       | 1918                           | 90                        | 1882                       | 1881                           |
| 17                        | 1955                       | 1954                           | 54                        | 1918                       | 1917                           | 91                        | 1881                       | 1880                           |
| 18                        | 1954                       | 1953                           | 55                        | 1917                       | 1916                           | 92                        | 1880                       | 1879                           |
| 19                        | 1953                       | 1952                           | 56                        | 1916                       | 1915                           | 93                        | 1879                       | 1878                           |
| 20                        | 1952                       | 1951                           | 57                        | 1915                       | 1914                           | 94                        | 1878                       | 1877                           |
| 21                        | 1951                       | 1950                           | 58                        | 1914                       | 1913                           | 95                        | 1877                       | 1876                           |
| 22                        | 1950                       | 1949                           | 59                        | 1913                       | 1912                           | 96                        | 1876                       | 1875                           |
| 23                        | 1949                       | 1948                           | 60                        | 1912                       | 1911                           | 97                        | 1875                       | 1874                           |
| 24                        | 1948                       | 1947                           | 61                        | 1911                       | 1910                           | 98                        | 1874                       | 1873                           |
| 25                        | 1947                       | 1946                           | 62                        | 1910                       | 1909                           | 99                        | 1873                       | 1872                           |
| 26                        | 1946                       | 1945                           | 63                        | 1909                       | 1908                           | 100                       | 1872                       | 1871                           |
| 27                        | 1945                       | 1944                           | 64                        | 1908                       | 1907                           | 101                       | 1871                       | 1870                           |
| 28                        | 1944                       | 1943                           | 65                        | 1907                       | 1906                           | 102                       | 1870                       | 1869                           |
| 29                        | 1943                       | 1942                           | 66                        | 1906                       | 1905                           | 103                       | 1869                       | 1868                           |
| 30                        | 1942                       | 1941                           | 67                        | 1905                       | 1904                           | 104                       | 1868                       | 1867                           |
| 31                        | 1941                       | 1940                           | 68                        | 1904                       | 1903                           | 105                       | 1867                       | 1866                           |
| 32                        | 1940                       | 1939                           | 69                        | 1903                       | 1902                           | 106                       | 1866                       | 1865                           |
| 33                        | 1939                       | 1938                           | 70                        | 1902                       | 1901                           | 107                       | 1865                       | 1864                           |
| 34                        | 1938                       | 1937                           | 71                        | 1901                       | 1900                           | 108                       | 1864                       | 1863                           |
| 35                        | 1937                       | 1936                           | 72                        | 1900                       | 1899                           | 109                       | 1863                       | 1862                           |
| 36                        | 1936                       | 1935                           | 73                        | 1899                       | 1898                           | 110                       | 1862                       | 1861                           |