

SUPPLEMENT

TO THE

Ceylon Government Gazette

PART I.

No. 6,428 — FRIDAY, MARCH 3, 1911.

GOVERNMENT NOTIFICATIONS.

THE following rules made by the Governor, with the advice of the Executive Council, under section 5 of "The Census Ordinance, 1900," are published for general information.

Colonial Secretary's Office,
Colombo, December 17, 1910.

By His Excellency's command,

H. L. CRAWFORD,
Acting Colonial Secretary.

INSTRUCTIONS TO ENUMERATORS.

I.—RULES FOR FILLING UP THE SCHEDULE.

You must use black ink and write very clearly. No red ink need be used at any time. Each person enumerated should be given a separate line.

If the particulars to be entered in any column for any person are the same as those entered on the line above for a previous person, do not write "ditto" or make dots, but repeat the particulars.

N.B.—(a) Columns 3 to 9 inclusive and 12 and 13 (a) and 13 (b) should never be blank;

(b) There should always be an entry against each person in either column 10 (a) or 11;

(c) There should not be entries in columns 10 (a) and 11 for the same person; and

(d) Where column 10 (b) is filled up for any person, there should always be an entry for such person in column 10 (a).

Column 1 (Census Number of House).—Enter the Census number marked on the house. If the house is empty, write "Empty" after the number and leave the schedule blank. If you find a house without a number, enter the number of the house you last visited, adding the letter A; e.g., if previous house was numbered 14, make this 14 A and carry on serial number.

Column 2 (Serial Number).—This column is not to be filled up until after the Final Enumeration. You will then enter a serial number for all persons enumerated.

Column 3 (Name).—Enter first the chief resident member of the family, whether male or female, then the other members of the family, next the resident servants, and lastly visitors, if any. If a child has not been named, write "Not named." Gé names need not be entered.

Column 4 (Religion).—Enter the religion, as Buddhist, Hindu, Parsi, Muhammadan, &c. ("Hindu" means a worshipper of Siva, Vishnu, or other Indian deity. In case of Tamils stating they are Buddhists, ascertain carefully whether they mean that they go to a kovil or temple or to a vihare or pansala.) In the case of Christians, enter the sect, thus: Church of England, Roman Catholic, Wesleyan, Baptist, Independent Catholic, Dutch Presbyterian, Scotch Presbyterian, Salvationist, &c.

Column 6 (Married, &c.).—Enter each person, whether infant, child, or grown up, as either married, unmarried, widowed, or divorced. Divorced persons who have married again should be entered as "Married," and not as "Divorced." As to whether a man and woman are married or not, accept the statements made by them.

Column 7 (Age).—Enter the number of years completed. For infants less than one year old enter the word "Infant."

Column 8 (Nationality).—Enter the race of each person, as Sinhalese, Tamil, Moor, Burgher, English, German, &c. In the case of a Sinhalese, state whether Kandyan or Low-country. In the case of a Tamil or Moor, state whether Ceylon Tamil or Moor, or Indian Tamil or Moor. Ceylon Tamils and Moors are Tamils and Moors permanently

settled in Ceylon—e.g., the Tamils of the Northern and Eastern Provinces; Puttalam, Batticaloa, and Hambantota Moors, &c. Indian Tamils and Moors are Tamils and Moors who are only working or trading in Ceylon away from their coast, and whose homes are in India. In the case of a Vedda, enter "Vedda."

Column 9 (Birthplace).—If born in Ceylon, enter the name of the District, e.g., Colombo, Negombo, Kandy, Nuwara Eliya, Galle, Matara, Jaffna, Mannar, Ratnapura, Kegalla, Chilaw, Puttalam, &c., and not the name of the village in which the person was born. In the case of persons born in towns, enter Colombo Town, Gampola Town, Moratuwa Town, &c., taking care to differentiate between the town and district by adding the word Town in the case of persons born in towns. If born in India, enter the district as far as can be ascertained, thus: India, Tinnevely; India, Cochin. Persons born in India should be asked the name of the Zilla (ज़िला) or Province in which they were born; if they cannot say, they should be asked the name of the Taluk (तालुक) or district. If this information cannot be obtained, the name of the town or village, or such other place name they can give, should be obtained. The Province can always be traced if the name of the nearest Post Office to the place where they were born can be given. If born out of Ceylon or India, enter the country, thus: China, England, Germany, &c.

Column 10 (a) (Principal Occupation).—Enter the principal means of livelihood of all persons who actually work or carry on business, whether personally or by means of servants, or who live on private property, such as produce of lands, house rent, pension, &c. Enter the ~~exact~~ occupation, and avoid general and indefinite terms such as merchant, trader, &c. It should be stated in what goods the trader deals; e.g., he should be described as Rice Merchant, Piece Goods Merchant, &c. If a person makes the articles he sells he should be entered as "maker and seller" of them. Where a person deals in a variety of articles he should be entered as a General Merchant, General Trader, or Shopkeeper, as the case may be. Employés in shops should be shown by their specific employment, e.g., Shop Assistant, Shop Accountant. In the case of a person growing any product he should be described as Coconut Planter, Paddy Cultivator, &c., the name of the product cultivated being given. If the land is owned by the person cultivating it he should be further described as "and Proprietor"—e.g., "Coconut Planter and Proprietor" means a man living on his own estate and engaged in looking after it.

Column 10 (b) (Subsidiary Occupation).—Enter here any occupation which an earner pursues at any time of the year, or means of livelihood upon which he depends in addition to his principal occupation. For instance, if a person's principal occupation is that of a Government Clerk, and he also derives additional subsistence from landed property,

such as a coconut estate, enter him in column 10 (a) as Government Clerk and in 10 (b) as Coconut Estate Proprietor. If an actual worker has no additional occupation, or means of livelihood, enter in column 10 (b) the word "None." Do not enter more than one occupation in column 10 (a) or 10 (b), and leave these columns blank for dependents, such as wife and children, unless they derive their subsistence independently of the head of the family. Remember that there cannot be an entry in column 10 (b) without one in column 10 (a) also for the same person.

Column 11 (If not Earner, Means of Subsistence of Person on whom dependent).—For non-earners who have no independent means of subsistence, e.g., children and women and old and infirm persons who do not work either personally or by means of servants, and have no means of their own, enter in this column opposite the name of each person the principal occupation of the person who supports him. Thus, if the head of the family is a paddy cultivator and his wife and children have no independent means of subsistence, enter opposite the name of such wife or child in column 11 "Paddy Cultivator," and leave columns 10 (a) and 10 (b) blank.

Only those women and children should be shown as workers who help to augment the family income. A woman who looks after her house and cooks the food is not a worker in this sense, but a dependent. But a woman who makes baskets and earns money by her work, or who regularly assists her husband in his work and is thereby adding to the family income, is a worker, and her occupation should be shown in column 10—she is not a dependent. Boys at school or college should be entered as dependents. Persons temporarily out of employment should be shown as following their previous occupation.

Column 12 (Whether able to Read and Write any Language).—Enter in this column his mother tongue against each person who can read and write it. If he cannot read and write his native language but can read and write another language, insert the name of that language. Enter "None" in cases of inability to read and write any language.

Column 13 (a) (Whether able to read and write English).—Enter in this column against each person the word "Yes" if he can both read and write English; and if he cannot, "No" should be entered.

Column 13 (b) (Whether able to speak English).—Enter in this column against each person the word "Yes" if he can speak English. Able to speak English means able to conduct a short conversation or understand and answer questions put in English.

Column 14 (Insane, Totally Blind, or Deaf-mute from Birth).—If any person be deaf and dumb from birth, or totally blind, or of unsound mind, enter the name of the infirmity in this column. Do not enter those who are blind of one eye only, or who have become deaf and dumb after birth.

II.—PROCEDURE.

A.—The First Round (Preliminary Enumeration).

Beginning from Monday, February 6, 1911, and ending not later than Saturday, February 11, 1911, you will visit every house in your Block to which a separate number has been affixed, in the order in which the houses are entered in your Block List, and fill up the columns in the schedule for all persons who ordinarily live in or take their meals from the house. Even if they are temporarily absent, such persons should be entered, if they will be back by March 10. Visitors should not be entered if they will have left before that date. You will keep with you a list of the houses in your Block where you have been ordered to leave separate Household Schedules in English, and you will not visit these houses on this round.

2. You must carefully study the instructions given above for filling in the columns of the schedule and also the specimen schedule attached, which contains a number of entries illustrating the rules. You should consult your Supervisor whenever you are in doubt as to the proper entry. All your schedules should be submitted to the Supervisor for revision daily, and in no case later than February 13.

3. If you doubt the accuracy of any statement made to you by any person, you should clearly explain to him the nature of the information required. When this has been done, you should accept the statement, whatever your own opinion of its accuracy may be.

If you consider the statement to be obviously false, you should point out to the person who makes it that he is liable to punishment for giving false information, but if he still persists in his statement, it should be accepted without dispute and the matter reported to the Supervisor.

4. If any houses have been built subsequent to the preparation of the House List by the Headman, or from any other cause have been omitted from your Block List, you will include such houses in the Block List. Each such house will be given the number of the next preceding house with a letter added (thus, if there are two houses omitted after house No. 10 and before house No. 11, the houses will be entered as 10A and 10B). Schedules must be filled up for the residents, if any, of these houses.

5. A fresh schedule must be used for each house. If the house is empty, the word "Empty" should be written against the house number. If there are more than ten persons in a house, the entries for that house must be continued on the next schedule, the serial number of the house, with the word "Continued" in brackets, being repeated on that schedule. The entries for the next house must be commenced on a fresh schedule. No entries should be made on the back of a schedule.

6. If directed to do so by your Supervisor, you will make a rough draft on plain paper, and you will not copy it in your book until it has been passed by him.

7. If the entry for any person in any of the columns of the schedule be the same as that for the person entered on the line above, you must repeat the entry. You must not write the word "ditto" or make dots.

8. English Schedules must be left on the morning of March 8 at all those houses which you have entered in your Block List as receiving English Household Schedules. These schedules, which should all be numbered, must be left with the head of the house or some responsible person, who should be told to give the form to the chief person in the house to fill in. The schedules must not be thrown into the house or left on the verandah. You must see that a sufficient supply of these schedules is left where there are more than ten persons in the house. You should take your List of English Schedules with you and get the signature of the person receiving the schedule in the column left for it.

9. You will visit every house in your Block either between February 6 and February 11, when you will obtain all the information required direct, or else on March 8 to leave an English Household Schedule to be filled up by the householder.

No Preliminary Enumeration need be made of travellers in resthouses, hotels, chattrams, ambalams, camping places, or carriage stands.

B.—The Second Round (Final Enumeration).

10. On the evening of March 10, at the time of lighting lamps, you will take this book as already filled in and again visit every house in your Block in order. Before you start on your round, you must see that you are yourself enumerated in the house where you are stopping.

11. You must summon the chief member of each family and read over to him one by one the names of the members of his household entered in the schedule, asking him, as you read each name, whether the person is present in the house or not. You must also ask him particularly whether any fresh persons have come or any child has been born since your last visit. You must strike out the entries for persons who are not present, and fill up the form for any person now in the house who was not there when the first visit was made, such as guests, infants newly born, and others. A line should be ruled under the last entry made at the Preliminary Enumeration wherever fresh entries are required to be made. You are to consider as present all persons living in or taking their meals from the house, but not any person absent on a journey. Persons out fishing or watching, or carrying on outdoor occupation or duty, within such distance as would enable them to come to the house for meals or to have their meals sent to them from it, should be entered in the schedule of that house. Thus, Policemen on beat or on guard should be entered in the schedule of the house in which they live.

12. If there be no room left in the schedule for the fresh entries, you must use a fresh schedule at the end of the book, entering on the schedule the house number, with the words "Continued from page . . ." after it, and writing on the earlier schedule the words "Continued on page . . ."

13. No alteration should be made in any entry against the name of any person, unless the whole entry is struck out for the reason that such person is no longer present, or unless an error has to be corrected in the particulars entered against such person. When the whole of an entry regarding any person has to be struck out, a line should be drawn in ink completely through the whole of that entry and not merely through his name.

14. Whilst going on this round, you must visit every house which was empty at the time of your first visit, to see whether any person is now living there.

15. After visiting as above all the dwelling-houses, you will, if no special Road or River Enumerator has been appointed, go to the ferries, halting places for carts and cattle, landing places, chattrams, and other places where travellers may rest for the night and which have not been numbered, and enter in the Outdoor Schedules provided for the purpose all the necessary particulars for such persons as may be found sleeping there. If any tavalam men, gipsies, or wandering players, &c., shall have come into your Block, you must visit their encampment and enumerate them on an Outdoor Schedule. Outdoor Schedules are used as all the persons enumerated on them are merely passers through the village or division and not ordinarily resident in it.

*16. If you are a Road Enumerator, you will enter in the Outdoor Schedules all such persons as you may meet journeying on such road with any cart or in any vehicle, or on foot or on horseback, or resting at any resting place on or immediately adjoining such road, such not being a numbered house in an Enumerator's Block, between midnight of March 10, 1911, and 5 A.M. on March 11, 1911.

*17. If you are an Enumerator upon any river, canal, lake, or waterway, you will similarly enter in Outdoor Schedules all such persons as shall be found on any ferry or on any boat or raft proceeding on a river, canal, or waterway between midnight of March 10 and 5 A.M. on March 11, provided that you shall not enter any person engaged in fishing in or near his village, such person being liable to be enumerated in the house to which he belongs. (*Vide* rule 11.)

*18. You will give every person entered in the Outdoor Schedule a pass bearing your initials, with instructions that he is to produce it if anyone questions him with the object of counting him again, and such passes shall be numbered consecutively.

*19. Before entering any person in the Outdoor Schedule you will ask him if he has been already counted *that night*. If he produces a pass or otherwise satisfies you that he has been counted, or that he will be included in the schedule of the house where he lives under rule 11, he should not be entered.

*20. It must not be assumed that because a person does not produce a pass he has not been counted, for he may have been counted in his house. If he says he has been counted in a house, you should make further inquiries, if necessary, for reference to the schedule of that house.

*21. Persons who are on their way to their houses to spend the night there, or to their fields to watch the crops or the like, should not be entered in the Outdoor Schedule, as they will be entered in the schedule of the house to which they belong.

22. If any householder in a Block has been given a separate English Schedule in terms of rule 8, you must collect it *on the morning* of March 11, and after seeing that the rules have been complied with in the filling up of the columns, stitch it into your book next to the last schedule you have filled up.

23. On the morning of March 11 you must produce before the Supervisor all the schedules, and after they have been inspected by him, you will, under the directions of the Supervisor, prepare the abstract printed on the inside of the cover of the book of schedules, marked A. The abstract marked B will be prepared by you later, on the instructions of your Supervisor.

24. According to the Census Ordinance, every person is legally bound to furnish you such information as is necessary for filling up the schedule, and is liable to punishment for refusal or neglect to give the information or for giving false information, but you are forbidden to ask for any information not required for the purpose of the Census, as, for instance, the amount of any person's income. Any Enumerator extorting money on any pretext connected

with the Census renders himself liable to punishment under the Census Ordinance. The information required for the schedule is regarded as strictly confidential, and is only used for purposes connected with the Census.

[NOTE.—The rules marked * are for road, river, canal, lake, &c., Outdoor Enumerators only.]

III.—SPECIMEN QUESTIONS TO BE ASKED BY THE ENUMERATORS.

NOTE.—These questions indicate the main points on which inquiries are to be made; but the instructions and rules must be carefully studied before the person filling up the schedules begins his task, and if the answers first given to these questions do not contain the information required according to the rules, additional questions must be asked until the answers furnish that information.

A.—Questions on the First Round.

- Col. 3.—Who is the head of the family residing here?
What is your name?
- Col. 4.—What is your religion? (In case of Christians)
To what sect of Christians do you belong?
- Col. 6.—Have you ever been married? If you have,
have you a wife (or husband) now alive?
- Col. 7.—How old are you; that is, how many years have
you completed?
- Col. 8.—What is your nationality? If Sinhalese, are you
Kandyan or Low-country? If Tamil or Moor
are you a Ceylon or Indian Tamil or Moor?
Is your home on the Coast in India?
- Col. 9.—Were you born in this Town or District (as the
case may be)? If not, in what Town or
District? If not in Ceylon, in what country?
If in India, in what District of India?
- Col. 10.—Do you yourself carry on personally or by means
of servants any occupation or work by which
you earn anything? If you earn your living
from the land, what is the principal cultivation
on it? Are you owner, or tenant, or superin-
tendent, or do you cultivate for hire land
belonging to others? If owner, do you culti-
vate any of your land, or let it all out? If
you have several occupations or other means
of subsistence, which is the one on which you
depend for your living—the one from which
you earn most and to which you look for your
maintenance, if all other sources of income
failed? (The answer to this question insert
in column 10 (a).) Do you earn money in any
other way? If so, from what occupations or
what sources? (The answer to this question
insert in column 10 (b)—see that column 10-(a)
is also filled up—there can be no entry in
Column 10 (b) unless there is also one in
Column 10 (a).)
- Col. 11.—Are you entirely dependent upon somebody
else for a living? Are you supported by a
relation—if so, what is his occupation—if not
by a relation, who supports you, and what is
his or her occupation? (The occupation
given in reply to this question is to be inserted
in column 11. In the case of infants and
children, obtain this information from their
parents or persons in charge of them.)
(N.B.—You need never put this question for
column 11 to anybody for whom you have
filled in an occupation in column 10.)
- Col. 12.—Can you read and write your own language?
Can you read and write any language?
(Insert the native or other language of your
informant if the answer is Yes; if No, write
None.)
- Col. 13 (a).—Can you both read and write English?
- Col. 13 (b).—Can you talk in English? Can you under-
stand a question put to you by an Englishman
and reply to him in English?
- Col. 14.—Inquire from whoever in the house can give you
this information whether any inmate is deaf
and dumb and has been so from birth. In
case of blind, whether they are totally blind.
Ask if any one in the house is insane.

When you have finished obtaining the necessary particulars with regard to the head of the family, ask him to tell you the names of all who are ordinarily living or taking their meals with him. First, the members of his family in order of age; next, the servants who live with him; lastly, visitors staying in the house. Ask him if there is any one else who usually takes his meals from this house.

Get the head of the family to supply you with the information about the rest of the people in the house, in their presence if possible, when you can get the information more easily from the head of the family than from the others in the house separately.

B.—Questions on the Final Round.

Listen while I read out the names of the persons entered as living in your house. Has any one whose name I have read gone away, or is he not living in or taking his meals from the house?

Is any one living in, or taking his meals from, your house who has come here since my last visit? Has any child been born in your house since then? Is such person or child now in your house?

If yes, give me information about such person or child, such as you gave about yourself and others in reply to the questions I put to you when I came here before. I will read them out to you.

This portion to be cut off and sent by Supervisor, with his Circle Abstract, to Commissioner of Census.

District : _____

ENUMERATOR'S ABSTRACT.—A.

Chief Headman's Division, or Town : _____

Circle No. _____

1 Village, or Ward and Street.	2 Block No.	3 No. of Houses occupied.	4 Persons.		
			Total.	Males.	Females.

Re-added by { (a) Enumerator of Block No. _____
 (b) Enumerator of Block No. _____

_____ Enumerator's Signature.
 _____ Enumerator's Signature.

Certified to have been tested and the total found correct: _____
 _____ Supervisor's Signature.

ENUMERATOR'S ABSTRACT.—B.

District : _____

Circle No. _____

Chief Headman's Division, or Town : _____

Block No. _____

1 Village, or Ward and Street.	2 No. of Houses occupied.	3 No. of Families. Total. Males. Females.	4 Persons. Nationality.										5 Religion.								
			Sinhalese.		Tamil.			Moors.		Europeans.	Burghers.	Malays.	Veddas and Others.	Buddhists.	Hindus.	Muham- madians.	Christians.	Others.			
			Low- country.	Kandyan.	Ceylon.	Indian.	Ceylon.	Indian.													

Census 9 (1910)
(M 3)

Census of Ceylon, 1911.—GENERAL SCHEDULE.—[To be filled up by Enumerator.]

District :		Korale :			Pattuwa :			Block No.							
Town or Village :				Ward :		Street :		Page No.							
1 Census No. of House.	2 Serial No. of Persons in Enumeration Block.	3 NAME.	4 RELIGION. If Christian, enter Deno- mination.	5 SEX.	6 Married, Unmarried, Widowed, or Divorced.	7 Age, last Birthday.	8 NATIONALITY. If Sinhalese, state whether Kandyan or Low-country. If Tamil or Moor, state whether Ceylon or Indian Tamil or Moor.	9 BIRTHPLACE.	10 OCCUPATION or Means of Subsist- ence of Earner.		11 If not Earner, Means of Subsistence of Person on whom dependent.	12 Whether able to Read and Write any Language.	13 Whether able to (a) Read and Write English. (b) Speak English.		14 If Inmate, Totally Blind or Deaf-mute from Birth.
									(a) Principal.	(b) Subsidiary.					

* This column is to be filled by the Enumerator on the night of March 10, 1911, after all the persons in his Block have been enumerated.

CENSUS OF CEYLON, 1911.

Census 13
(F*)

List of English Schedules delivered to Householders.

Rules for filling up the Form.

Column No. 1—

- (a) A duplicate copy of the schedule should be left in every case. The duplicate should bear the same number as the schedule required for the house. Both should be put in the same envelope.
- (b) Where more than one schedule is left at the same house continue the numbers consecutively, bracketing them against the number of the house at which they are delivered; e.g.—

Number of Schedule.	Number of house in Enumerator's Block.
3	.. } 16
4	.. }

Column No. 2—

- (c) Where an Enumerator has two or more Blocks in his charge he should put the number of the Block in brackets after the number of the house—e.g., 16 (12) would be house No. 16 in Block 12; 16 (13) would be house No. 16 in Block 13.

Column No. 3—

- (d) Obtain the signature of the chief occupant of the house if possible—otherwise obtain the signature of the Head Servant. Do not leave English Schedules with coolies or persons who are not living in or employed in the house.

1 Number of Schedule.	2 No. of House in Enumerator's Block.	3 Signature of Person to whom the Schedule was delivered.
1		
2		
3		
4		
5		
6		

Enumerator's Signature.

ESTATE POPULATION.

I.—SECTION 15 OF ORDINANCE No. 9 OF 1900.

15 (1) It shall be the duty of every Commissioner to make or cause to be made a list of all estates of the extent of twenty acres or more in his district, upon which there are ten or more resident coolies or labourers, with the approximate number of residents on each such estate and of the acreage under cultivation, and to cause to be delivered to the Superintendent or person in charge, being resident on such estate, schedules in the prescribed form, to be filled up by such Superintendent or person in charge with the particulars required in such schedules.

(2) Every such Superintendent or person in charge shall furnish the Commissioner with such information as he may require for the preparation of the list mentioned in the preceding sub-section, and shall sign and deliver to the person from whom he shall receive the schedules mentioned in the said sub-section a receipt therefor to be provided for that purpose, and shall fill up the said schedules to the best of his knowledge and belief as to all persons being on the estate under his superintendence or charge at the time of the taking of Census, and shall within forty-eight hours from such time transmit such schedules to the Kachcheri of the district or to the nearest Post Office addressed to the Commissioner, together with a certificate signed by him that the said schedules have been truly and faithfully filled up by him, and that to the best of his knowledge and belief the same are correct.

II.—RULES FOR THE ENUMERATION OF THE ESTATE POPULATION.

1. The Census of the estate population of Ceylon will be taken at 5 A.M. on the morning of March 11, 1911.

2. A Preliminary Enumeration will be made between February 20 and 25. This enumeration can take place at any time of the day the Superintendent approves, provided it is completed by February 25; its object is to get all particulars filled in for those persons who are likely to be

on the estate on the night of March 10, so that it will only be necessary on the morning of March 11 to add any newcomers or cross out entries for persons who have left. The entries made at the Preliminary Enumeration should be checked by the Superintendent or Assistant Superintendent to see that the Enumerator has understood what was required.

3. For full instructions as to filling in the Schedules and Model Schedules *vide* overleaf. The register of estate labour required under the Labour Ordinance, No. 9 of 1909, should be of considerable assistance in preparing the schedules.

4. Superintendents are requested to use their best endeavours to ascertain the district where the coolie was born. "India" alone is insufficient, and the name of the village is not necessary, but should be given if neither the coolie nor his kangamy can give the name of the district in which the coolie was born.

5. With these schedules should be included the House List filled in by you. Every building on your estate which can be used for human habitation, or in which it is likely that any one may sleep on the night of March 10, should now bear a number; buildings under construction and empty houses which may be occupied that night should also be numbered. The numbers should be consecutive. A coolie line or set of lines will bear one number. Estate dispensaries and boutiques should be numbered. No number should have been put on any building which has already been numbered by the village Headman; if you find on your Preliminary Enumeration that the Headman has numbered any building which is in the estate property and quite separate from the village, you are requested to arrange locally with the Headman to remove it from his list, or else report the matter to the Kachcheri. The person who numbers the building or his representative is responsible for the enumeration of any persons occupying it. The main object of the numbering was to show the Enumerator where he must visit, and to prevent any buildings being overlooked either at the Preliminary or Final Enumeration.

6. The person appointed to enumerate the estate population should be able to read and write English. If one person cannot check all the entries on the morning of March 11, you should appoint two or more. You are requested to

test the capacity of the persons you appoint to fill in the schedules intelligently. The Preliminary and Final Enumerations should be made by the same person.

7. You should be careful to see that you have enough schedules, and should inform the Kachcheri at once if more are required. Please count the number of schedules in this book and compare them with the number of persons on your estate divided by ten—ten entries can be made on each schedule—and see that there is a balance over for additions, &c.

8. Please issue instructions that no cooly should leave the estate after nightfall of March 10, 1911, or until the Final Enumeration on the morning of March 11 is completed.

9. Any person found on the estate on the morning of March 11—though not an employé of the estate, but who is shown to have slept on the estate that night and not to have been already enumerated by a Village Enumerator—should be included in the Estate Schedules.

10. As soon as the Final Enumeration is completed any loose schedules filled up that morning should be paged and stitched in their proper places in the book of schedules, and the Superintendent should sign the certificate on the cover of the book and perfect the abstract printed on the inside of the cover, and return the book by post or by the speediest means possible to the Kachcheri. Your attention is specially invited to the necessity of sending your schedules in as early as possible—the issue of the total for the Island may be delayed through one case of delay in forwarding returns.

III.—INSTRUCTIONS TO ENUMERATORS.

1. Beginning on Monday, February 20, 1911, and ending not later than Saturday, February 25, 1911, each Enumerator will visit every house in his list in order, and enter in the schedules all persons ordinarily resident there and likely to be resident there on March 10, 1911. This is called the Preliminary Census.

2. In filling up the schedules the Enumerator should be guided by the Model Schedule and these instructions.

3. The entries should be made legibly and neatly in black ink.

4. If the particulars to be entered against any person in any of the columns be the same as those against the person entered in the previous line, the Enumerator should repeat the particulars. He should not write "ditto" or make dots.

5. A schedule contains room for the entry of ten persons. If there be more than ten persons in a building, the entries should be continued in the following schedule or schedules. It is not necessary to use a fresh schedule for every numbered building, but all entries for each building should be kept together. No entries should be made on the back of a schedule.

6. If a building is empty, enter in the schedule the number assigned to such building in the House List, with the word "empty" in column 2.

7. On the morning of March 11, 1911, beginning at 5 A.M., the Enumerator will take his schedules and visit every house and cooly line in the same order as at the Preliminary Enumeration, and strike out entries for persons who have left the estate and add entries for persons who were on that night in that house or line but were not there at the first enumeration, such as guests, infants newly born, travellers, &c.; and he will thus make the record correspond with the state of facts actually existing on the night of March 10 and at the time of the enumeration. This is the Final Census.

8. Before proceeding on this round the Enumerator will see that he is himself enumerated in the house where he is staying.

9. The Final Census of a house or line should include all persons who, though ordinarily living elsewhere, may on the night of March 10, 1911, have their temporary residence in such house or line. (Vide Rule III. 1 above.)

10. New entries should not be interpolated between or substituted for entries already made, but should be continued on separate schedules at the end of the book after all the entries made at the Preliminary Census, or on loose schedules to be subsequently paged and stitched in the book. (Vide Rule II. 10 above.)

11. No alteration should be made in any entry against the name of any person, unless the whole entry is struck out for the reason that such person is no longer present in the house, or unless an error has to be corrected in the particulars

entered against such person. When the whole of an entry against any person has to be struck out, a line should be drawn with ink completely through the whole of that entry and not merely through his name.

12. Before entering any particulars in any column of the schedule, the heading of such column as well as the Model Schedule should be carefully read.

IV.—RULES FOR FILLING UP THE SCHEDULE.

N.B.—(a) Columns 3 to 9 inclusive and 12 and 13 (a) and 13 (b) should never be blank;

(b) There should always be an entry against each person in either column 10 (a) or 11;

(c) There should not be entries in columns 10 (a) and 11 for the same person; and

(d) Where column 10 (b) is filled up for any person, there should always be an entry for such person in column 10 (a).

Column 1 (Census Number of House).—Enter the Census number marked on the house or line. If the house or line is empty, write "Empty" after the number in column 2 and continue entries for next house or line. If you find a house or line without a number, enter the number of the house or line you last visited, adding the letter A; e.g., if previous house was numbered 14, make this 14 A, and carry on serial number.

Column 2 (Serial Number).—This column is not to be filled up until after the Final Enumeration. You will then enter a serial number for all persons enumerated on the estate.

Column 3 (Name).—If a child has not been named, write "Not named."

Column 4 (Religion).—Enter the religion, as Buddhist, Hindu, Parsi, Muhammadan, &c. ("Hindu" means a worshipper of Siva, Vishnu, or other Indian deity. In case of Tamils stating they are Buddhists, ascertain carefully whether they mean that they go to a kovil or temple or to a vihare or pansala.) In the case of Christians, enter the sect, thus: Church of England, Roman Catholic, Wesleyan, Baptist, Independent Catholic, Dutch Presbyterian, Scotch Presbyterian, Salvationist, &c.

Column 6 (Married, &c.).—Enter each person, whether infant, child, or grown up, as either married, unmarried, widowed, or divorced. Divorced persons who have married again should be entered as "Married," and not as "Divorced." As to whether a man and woman are married or not the statements made by them should be accepted.

Column 7 (Age).—Enter the number of years completed. For infants less than one year old enter the word "Infant."

Column 8 (Nationality).—Enter the race of each person, as Sinhalese, Tamil, Moor, Burgher, English, German, &c. In the case of a Sinhalese, state whether Kandyan or Low-country. In the case of a Tamil or Moor, state whether Ceylon Tamil or Moor or Indian Tamil or Moor. Ceylon Tamils and Moors are Tamils and Moors permanently settled in Ceylon—e.g., the Tamils of the Northern and Eastern Provinces; Puttalam, Batticaloa, and Hambantota Moors, &c. Indian Tamils and Moors are Tamils and Moors who are only working or trading in Ceylon away from their coast, and whose homes are in India.

Column 9 (Birthplace).—If born in Ceylon, enter the name of the district, e.g., Colombo, Negombo, Kandy, Nuwara Eliya, Galle, Matara, Jaffna, Mannar, Ratnapura, Kegalla, Chilaw, Puttalam, &c., and not the name of the village in which the person was born. In the case of persons born in towns, enter Colombo Town, Gampola Town, Moratuwa Town, &c., taking care to differentiate between the town and district by adding the word Town in the case of persons born in towns. If born in India, either the district as far as can be ascertained, thus: India, Tinnevely; India, Salem. If born out of Ceylon or India, enter the country, thus: China, England, Germany, &c.

Column 10 (a) (Principal Occupation).—Enter the principal means of livelihood of all persons who actually work or carry on business, whether personally or by means of servants, or who live on private property, such as produce of lands, house rent, pension, &c. Enter the exact occupation, and avoid general and indefinite terms, such as Trader, &c. It should be stated in what goods the trader deals; e.g., he should be described as Rice Dealer, Piece Goods Dealer, &c. In the case of a person growing any product, he should be described as Tea Planter, Paddy

Cultivator, &c., the name of the product cultivated being given. If the land is owned by the person cultivating it, he should be further described as "and Proprietor"; e.g., "Tea Planter and Proprietor" means a man living on his own estate and engaged in looking after it.

Column 10 (b) (Subsidiary Occupation).—Enter here any occupation which an earner pursues at any time of the year, or means of livelihood upon which he depends, in addition to his principal occupation. For instance, if a person's principal occupation is that of an estate clerk or conductor, and he also derives additional subsistence from landed property, such as a coconut estate, enter him in column 10 (a) as Estate Clerk or Conductor, and in 10 (b) as Coconut Estate Proprietor. If an actual worker has no additional occupation or means of livelihood, enter in column 10 (b) the word "None." Do not enter more than one occupation in column 10 (a) or 10 (b), and leave these columns blank for dependents, such as wife and children, unless they derive their subsistence independently of the head of the family. Remember that there cannot be an entry in column 10 (b) without one in column 10 (a) also for the same person.

Column 11 (If not Earner, Means of Subsistence of Person on whom dependent).—For children and women who do not work either personally or by means of servants, and have no means of their own, enter in this column the principal occupation of the person who supports him. Thus, if the

head of the family is a carpenter and his wife and children have no independent means of subsistence, enter opposite the name of such wife or child in column 11 "Carpenter," and leave columns 10 (a) and 10 (b) blank.

Column 12 (Native or other Language which can be read and written).—Enter in this column his mother tongue against each person who can read and write it. If he cannot read and write his native language, but can read and write another language, insert the name of that language. Enter "None" in case of inability to read and write any language.

Column 13 (a) (Whether able to read and write English).—Enter in this column against each person the word "Yes" if he can both read and write English; and if he cannot, "No" should be entered.

Column 13 (b) (Whether able to speak English).—Enter in this column against each person the word "Yes" if he can speak English. Able to speak English means able to conduct a short conversation or understand and answer questions put in English.

Column 14 (Insane, Totally Blind, or Deaf-mute from Birth).—If any person be deaf and dumb from birth, or totally blind, or of unsound mind, enter the name of the infirmity in this column. Do not enter those who are blind of one eye only, or who have become deaf and dumb after birth.

<p align="center">Descriptive Particulars of Book.</p> <p>*Revenue District: _____</p> <p>*Korale or Pattuwa: _____</p> <p>*Planting District: _____</p> <p>*Name of Estate: _____</p> <p>*Block No.: _____</p>	<p align="center">Name of Superintendent or Person in Charge of Estate.</p>	<p>I certify that the entries in this book have been truly and faithfully filled by me or under my direction for all persons who were on this Estate on the night of March 10, 1911, and that to the best of my knowledge and belief the said entries are correct.</p> <p align="right">Superintendent or Person in charge of Estate.</p>
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Record of Enumeration Procedure.	Dates.	Signatures of Responsible Persons.
Receipt of book by Superintendent or person in charge ..		
Preliminary Enumeration commenced ..		
Do. completed ..		
Final Enumeration made ..		
Abstract compiled ..		
Abstract and book despatched to Kachcheri ..		
† Abstract entered in Kachcheri Register ..		
† Abstract and book despatched from Kachcheri to Superintendent of Census ..		
† Abstract and book received by the Superintendent of Census ..		

* To be filled up in Kachcheri before issue of book to Superintendent.
 † Not to be filled by Estate Superintendent.

Census of Ceylon, 1911.—ESTATE SCHEDULE.

Census 13 (1910)
(M 3)

* District :			* Korale :			* Pattuwa :			† Block No.						
Planting District :					Name of Estate :					Page No.					
1 Census No. of House or Line.	2 Serial No. of Persons.	3 NAME.	4 RELIGION. If Christian, enter Denomination.	5 SEX.	6 Married, Unmarried, Widowed, or Divorced.	7 Age last Birthday.	8 NATIONALITY. If Sinhalese, state whether Kandyan or Low-country. If Tamil or Moor, state whether Ceylon or Indian Tamil or Moor.	9 BIRTHPLACE.	10 OCCUPATION or Means of Subsistence of Earner.		11 If not Earner, Means of Subsistence of Person on whom dependent.	12 Native or other Language which can be Read and Written.	13 Whether able to		14 If Insane, Totally Blind, or Deaf-mute from Birth.
									(a) Principal.	(b) Subsidiary.			(a) Read and Write English.	(b) Speak English.	

* To be filled up in Kachcheri on return of schedule by Superintendent.
 † To be filled up in Kachcheri on return of schedule by Superintendent. Each Estate will be deemed a separate Block, with a Serial Number and a separate Book of Schedules.

ESTATE ENUMERATOR'S ABSTRACT.

Revenue District : _____
 Korale or Pattuwa : _____
 Planting District : _____
 Block No. : _____

1 Name of Estate.	2 No. of Buildings occupied.	3 Persons.		
		a Total.	b Males.	c Females.

Enumerator's Signature.

Superintendent's Signature.

Census 5 (1910)
(F 2)

Please fill up this form and return it to the _____ Government Agent on or before _____, 191—.

(Signed) _____

Date : _____, 191—

_____ Kachcheri.

Form No 5.

ESTATE STATISTICAL STATEMENT.

Name of District : _____

Name of Estate : _____

1—Approximate acreage in:—

Cacao
Cardamoms
Coconuts
Cinnamon
Coffee
Rubber
Tea
Tobacco
Other products

Extent cleared but not cultivated ..
 Jungle ..

2—Number of labour force on the Estate ..

3—Number of persons working daily on Estate other than Estate Coolies ..

4—Number of buildings on the Estate:—

(a) Cooly lines
(b) Other buildings used as dwelling houses
(c) Boutiques

5—Name of—

(a) Superintendent and Assistant Superintendent ..	} resident on Estate
(b) Conductor ..	

Signature of Superintendent,
 Assistant Superintendent, or Conductor.

SEA-GOING POPULATION.

THE following rules apply to the sea-going population in the vessels specified below:—

- Sea-going vessels plying between Ceylon ports and other ports.
- Sea-going vessels plying between coast ports in Ceylon.
- Vessels plying within the limits of a single port, such as fishing, cargo, ferry, and passenger boats.
- Vessels not included in (A), (B), or (C), and being in a Ceylon harbour on the night of March 10, 1911.

2. By "sea-going population" is meant all persons who between 8 P.M. on March 10, 1911, and 6 A.M. of the following day are afloat in vessels of the above classes.

Exception.—Fishermen who may be off-shore between 8 P.M. and 6 A.M. on the Census night engaged in the pursuit of their calling will not be deemed "sea-going population," and will be enumerated with their households on shore. These fishermen will be persons who have taken their meal before going out, or have taken it with them and who are within a short distance of the shore and only out fishing in boats for a few hours at night.

3. The Census of the sea-going population will be under the control of the Master Attendant, or, if there be no Master Attendant, of the local Customs Authority, and the Census arrangements will be carried out by him in communication with the Government Agent, Assistant Government Agent, or Chairman of the Municipality or Local Board within whose local area the port is situated, and who is *ex officio* Commissioner of Census for such area.

In the following rules the term "Customs Authority" includes the Master Attendant.

4. Small landing places, &c., which are not ports and have no resident Customs Authority, will be dealt with under the ordinary rules by the Commissioner, each boat being treated as a house.

5. It will be the duty of the Customs Authority—

- (a) To nominate, before December 15, 1910, Enumerators for the enumeration of the sea-going population, and Supervisors to superintend the work of the Enumerators, and to assign to each Enumerator and Supervisor a defined local area;
- (b) To see that the Enumerators and Supervisors thoroughly understand, and are able to comply with, the instructions to Enumerators, of which copies will be supplied by the Commissioner of Census;
- (c) To train them during the month of January and the first fortnight of February in filling up the schedules;
- (d) To test, as far as possible, the accuracy of the entries of the Enumerators on the Census night; and
- (e) To secure the accuracy and completeness of the Census of the sea-going population.

6. The Enumerators should be competent to fill up the schedules in English accurately and neatly. If it is not possible to obtain at any port Enumerators who can fill up the schedules in English, you are requested to inform the Superintendent of Census *at once*. One Enumerator may be appointed for about 500 persons of the population estimated as likely to be enumerated. Each Enumerator and Supervisor will receive an Act of Appointment signed by the Commissioner of Census.

7. The Master Attendant, Colombo, will indent on the Superintendent of Census, and the Customs Authorities at other ports on the Commissioners within whose jurisdiction such ports are situated, for the forms required.

8. The Customs Authority will forward not later than December 15, 1910, to the Commissioner of Census a statement showing the following particulars:—

Port.	Approximate Number of Persons to be enumerated.	Number of Enumerators.	Number of Schedules required.*	Number of Notices under Rules 9 and 13.	Number of passes required under Rule 20.	Number of Instructions to Enumerators.	Number of Specimen Marine Schedules.	Number of covers for Schedules.	Remarks.

* Note.—All schedules for Marine population will be printed in English, *vide* rule 6.

9. On March 1, 1911, an Enumerator or other person authorized thereto by the Customs Authority will proceed on board every vessel in Class A or B which may then be lying in any port in Ceylon, and will furnish the Master with the schedules required for the enumeration of the crew and passengers, a copy of the instructions for filling up the schedules, a Specimen Schedule, and a notice in the annexed form. He will at the same time explain to the Master that he is to fill up the schedules on the night of March 10, 1911, and deliver them to an Enumerator at the first port in Ceylon or India touched at after the schedules have been filled up.

10. The same course will be followed in the case of every vessel in Class A or B which may arrive at a Ceylon port

between March 1 and 10, and which has not been furnished with schedules at some other port.

11. The Enumerator will keep a list of all schedules delivered under the last two rules, and rule 13; giving a separate series of numbers to these schedules and to the schedules used by him under rules 13, 14, and 23.

12. In the case of fishing and other vessels in Class C that are likely to be absent from the port on the night of the Census, the schedules for their crews should be filled in on their leaving port at any time between March 1 and 10 and an Enumeration Pass (see rule 20) given to the person in charge of the vessel. If the vessel returns before March 10 the Pass should be taken back, the schedules destroyed, and the persons on board told that they will be enumerated on March 10 or on the vessel again leaving port.

13. All vessels of Class D which are in any Ceylon port on March 8, 9, or 10, 1911, should be boarded by an Enumerator; and if the Master of the vessel expects to remain at anchor over the night of March 10, he should be supplied with the schedules required for the enumeration of the crew and passengers of his vessel, a copy of the instructions for filling up the schedules, a Specimen Schedule, and a notice in the annexed form. If the Master is unable to fill up the schedule in the English language, the Enumerator should visit the vessel on the morning of March 11 and fill up the schedules himself.

14. On the Census night each Enumerator will visit every vessel in his Block, other than those of which the Census will be effected by the Master as provided in rules 9, 10, and 13 above, and enumerate all persons found passing the night on board and not taking their meals from other places. He will give an Enumeration Pass to the person in charge of each vessel (*vide* rule 20). Vessels of Class C will for the most part have no persons on board at night, and the crews of such boats will usually be enumerated in their own houses. An Enumerator should, however, visit all the quays and mooring places, and if any persons are found to be living on board boats of this class they should be enumerated by him, if they have not been enumerated elsewhere. In order to reduce his work on the Census night he should prepare, a day or two beforehand, a preliminary record of all persons who regularly pass the night on ferry and other steamers plying within the limits of the port, or who are living on other vessels moored within his Block which are likely to remain in port until after the Census is taken.

15. Special care should be taken as to the enumeration of persons working or living in boats in Colombo Harbour on the night of March 10.

16. Notices should be posted up at all ports requesting Masters of vessels not to allow any of their crew to go on shore after 7 p.m. on March 10, and also instructing Masters of fishing boats, &c., going beyond the port to fish that night to see that all their crew are enumerated before they start, or, if they have not been enumerated before they leave, to report their return to the Port Officer or Sub-Collector, as the case may be, and see that they are all enumerated on the 11th morning.

17. On the morning of March 11 an Enumerator should visit every vessel in the port and collect the schedules, examining the entries to see that they have been made in accordance with the instructions. If he considers it necessary he may muster the crew and passengers.

18. Every vessel of Class A or B which may enter any Ceylon port between 6 A.M. of March 11 and the evening of March 24, 1911, should be boarded and inquiries made as to whether she was at sea on the night of March 10, 1911, and whether her crew and passengers have already been enumerated elsewhere under these or any other rules. If the Enumerator is not satisfied that they have been so enumerated, schedules should be filled up for the vessel in the usual way, or, if the Master holds schedules already filled up, they should be collected.

19. If the vessel is one which has been dealt with under rule 9, the Enumerator should examine the schedules and satisfy himself that they have been correctly filled in.

The Enumerator should not board a vessel with epidemic disease on board, or which has been placed in quarantine because such a disease has prevailed. Persons on board such a vessel will be enumerated by the Port Surgeon or his Assistant, to whom the necessary forms should be delivered by the Customs Authority.

20. When the schedules are collected from any vessel, a Pass in the form below, showing that she has been enumerated, should be given to the Master, who should be

instructed to preserve it till March 31, and to produce it should any Census Officer offer to enumerate his vessel again:—

Form of Pass.

Name of Port where the Schedules are collected.	Name of Vessel.	Name of the Master of the Vessel.	Name of the Port from which the Vessel Started.	Signature of the Enumerator receiving the Schedules.

21. After all the schedules have been collected on the morning of March 11 they should be stitched together, and an abstract of them should be prepared in the form attached to the cover of the Enumeration Book by the Customs Authority, who should examine the schedules and forward them with the abstract to the Commissioner on or before March 12.

22. On March 30 the abstracts of the schedules (if any) filled up or collected since March 11 should be prepared in the same way, and the books and abstracts should on this occasion be sent *direct* to the Superintendent of Census.

23. If any Master of a vessel is illiterate or unable for any reason to fill up the schedules, the Enumerator should fill them up for him.

Census of Ceylon, 1911.—ENUMERATION SCHEDULE.—(MARINE.)

Census 19 (M 3)

District :													Page No.		
Port :													Page No.		
1 Name of Vessel, if any.	2 Serial No. of Persons Enumerated.	3 NAME.	4 RELIGION. If Christian, enter Denomination.	5 SEX.	6 Married, Unmarried, Widowed, or Divorced.	7 Age last Birthday.	8 NATIONALITY. If Sinhalese, state whether Kandyan or Low-country; If Tamil or Moor, state whether Ceylon or Indian Tamil or Moor.	9 BIRTHPLACE.	10 OCCUPATION. or Means of Subsistence of Earner.		11 If not Earner, Means of Subsistence of Person on whom dependent.	12 Native or other Language which can be Read and Written.	13 Whether able to		14 If Insane, Totally Blind, or Deaf-mute from Birth.
									(a) Principal.	(b) Subsidiary.			(a) Read and Write English.	(b) Speak English.	

* This column is to be filled up by the Enumerator on the morning of March 11, after all the persons in his Block have been enumerated. The foregoing is a true statement concerning all persons on board this Vessel on the night of March 10, 1911.

Signature of Master of Vessel.

Form of Notice to Masters of Sea-going Vessels.

To the Master of the _____

SIR,—You are hereby requested, under section 14 of the Ceylon Census Ordinance, a copy of which will be found below, to undertake the enumeration of all persons on board of your vessel.

2. The bearer of this letter is a Census Officer appointed under the Ordinance. He will make over to you the schedules required for the enumeration of the officers, passengers, and crew of your vessel, with a copy of the Instructions for filling up the Schedules. The Census Officer will give you any further information or explanation which you may require.

3. You should not, if it can be helped, allow any of your crew to go on shore after 7 P.M. on March 10. If any one is obliged to go, you should give him a certificate saying "Enumerated on board _____," noting the name of your ship, and signing it. He should be told to show this certificate to any one wishing to enumerate him on shore.

4. If you are leaving port before March 10 for another port in Ceylon or India, you should fill up the schedules on the night of March 10 and deliver them to the Customs or other authority who may ask for them at the first port touched, or to the Pilot if he is still on board.

5. If you are still in port on the morning of March 11 you should deliver the schedules, duly filled up, to the officer who calls for them.

6. When you give up the schedules you will receive an Enumeration Pass, which you should keep till March 31, 1911, as a proof that the persons on your vessel have been enumerated.

Signed : _____

Census Officer of _____ Port.

Extract from the Census Ordinance, Sections 14 and 19.

14. The Superintendent of Census shall obtain by such ways and means, as shall appear to him best adapted for the purpose the information required by this Ordinance or by the rules made by the Governor, with the advice of the Executive Council, with respect to all persons who, during the time appointed for taking any Census, were travelling or on ship-board, or for any other reason were not abiding in any house, of which account is to be taken by the Census Officers as aforesaid, and shall include such information in the abstract to be made by him as hereinafter provided.

19. (1) * * * * *

(2) Any person who—

(a) Refuses to answer to the best of his knowledge and belief any questions asked of him by an Enumerator which he is legally bound so to answer, or wilfully makes a false answer thereto; or

(b) Makes, signs, delivers, or causes to be made, signed, or delivered any wilfully false or incorrect schedule, statement, or return; or

(c) Refuses to allow the Enumerator such reasonable access to a land, house, enclosure, vessel, or other place as he is required by this Ordinance to allow; or

(d) * * * * *

(e) Refuses or neglects to comply with any provision of this Ordinance, or of any rule made thereunder—

shall be guilty of an offence, and liable of conviction to imprisonment of either description for a term not exceeding one month, or to a fine not exceeding one hundred rupees, or to both.

THE following rules made by the Governor, with the advice of the Executive Council, under section 5 of "The Census Ordinance, 1900," are published for general information.

Colonial Secretary's Office,
Colombo, December 17, 1910.

By His Excellency's command,
H. L. CRAWFORD,
Acting Colonial Secretary.

Rules for the Enumeration of the Military Population and all Persons resident in Military Buildings.

1. The Commanding Officer at each station will cause a list of all military buildings in his station to be prepared as early as possible in the form enclosed, which is called *The House List*.
2. A serial number should be marked on each building with chalk, tar, or other material, and the number should be entered in the list. In the case of buildings divided into separate dwellings or tenements, such as married quarters occupied by distinct families or groups of persons, each of such dwellings should be given a separate number. Large buildings not so divided, such as quarters of unmarried privates, should be given only one number.
3. Opposite each number in the list should be entered the name of the chief occupant of the house in Column 3, and in Column 4 the language he is able to read and write.
4. If a building is empty the column for the name of the occupant should be left blank. This list should be revised in the first week in February, 1911, and if the occupants have changed, the necessary correction should be made in the list, and if any new building has been constructed, it should be entered in the list and given the number of the preceding house with a letter added: thus, 10A would be a new building between the buildings already numbered 10 and 11. If any military building already bears a number given to it by a Town or Village Enumerator this number should be obliterated, and the Chairman of the Municipal Council in the case of buildings within the Colombo or Kandy Municipalities and the Government Agent or Assistant Government Agent in the case of any buildings outside the Municipal limits should be informed that a number has been given to these buildings for enumeration by the Military authorities.
5. For the purpose of enumerating the residents, all the military buildings at each station should be divided into Blocks, and each Block distinguished by a separate number and assigned to one Enumerator.
6. It is difficult to lay down a hard and fast rule as to the number of houses or persons that should be included in a Block. It greatly depends on local conditions, the nature of the country, the distance of the houses from one another, the distance to be traversed by the Enumerator, and the number of houses for which he will himself have to fill up the schedules. The essential point is that the area of the Block should be such as would admit of a single person visiting, and perfecting the schedule for, each house in the Block on the Census night (March 10, 1911).
7. The Enumerator should be able to read and write English, and to fill up the Enumeration Schedule intelligently, correctly, and neatly in that language.
8. The Enumerator will, on appointment, be furnished with a list of the houses in his Block and will work under the superintendence of the Commanding Officer or of a Supervisor appointed by him.
9. Each Enumerator and Supervisor will receive from the Commanding Officer an Act of Appointment, and should be ready to assume duties on or before December 15, 1910.
10. The Enumerators and Supervisors will be carefully trained in their duties by the Officer in Command of the station or other officer appointed for the purpose, trial schedules being given to be filled up for specified buildings and the mistakes made being pointed out and corrected. The Enumerators should previously have studied carefully the Instructions and the Model Schedule Forms issued to them, and should, in cases of doubt or difficulty apply to the Commanding Officer, who will, if necessary, apply to the Commissioner of Census, *i.e.*, Government Agent or Assistant Government Agent or Chairman of the Municipality or Local Board within whose jurisdiction the Block is.
11. There should be a reserve of trained persons to take the place of Enumerators who may, before the Census, be disabled or otherwise become not available for duty.
12. The Enumeration will be made in printed forms called Enumeration Schedules. Each schedule contains room for the entry of ten persons.
13. The schedules will be written up by the Enumerator himself, and in the English language.
14. English Schedules provided for the purpose may, upon the order of the Commanding Officer, be left on March with householders who in his opinion can be trusted to fill up the schedules intelligently, accurately, and neatly in English. Schedules so delivered should be entered in a list.
15. The Commanding Officer of each station will forward to the Superintendent of Census, not later than December 15, an indent in the following form:—

Indent (Military).

Station.	Approximate Number of Persons to be enumerated.	Number of Enumerators.	Number of Enumeration Schedules required.		Number of Acts of Appointment.		Number of Lists of Schedules delivered at Houses.	Number of Instructions to Enumerators.
			To be filled by Enumerator.	To be filled by Householder.	Of Enumerators.	Of Supervisors.		
1	2	3	4	5	6	7	8	9

16. A Preliminary Enumeration will be made in the week beginning on February 6, 1911, of all persons ordinarily resident in military buildings, and will be brought up to date on the night of March 10.
17. The schedules filled up at the Preliminary Enumeration will be carefully revised by the Supervisor and returned to the Enumerator before February 25.
18. In order to prevent mistakes or double enumeration, all military buildings should be cleared between sunset on March 10 and sunrise on March 11 of all persons who are not temporarily or permanently living in such buildings.
19. The entries should be made neatly and legibly with black ink in the English language.

20. Special care should be taken that all barrack boys, officers' or soldiers' servants, and any other persons residing in barracks or military quarters are included in the enumeration. Further, the enumeration on the night of March 10 must include all persons who, though ordinarily residing elsewhere, may on that night be stopping temporarily within military quarters, and also those who, while actually living and taking their meals within these quarters, may be absent for a few hours on night duty, &c.

21. The Enumerator should be accompanied to each building by some person able to speak Hindustani, Tamil, or such other language as may be spoken by the occupants of the building.

22. The necessary copies of all forms and instructions will be supplied by the Superintendent of Census.

23. The schedules filled up at the Final Enumeration, after they have been verified and examined by the Commanding Officer, will be forwarded to the Superintendent of Census on or before March 12.

24. Telegrams should be despatched from all other stations than Colombo giving particulars in the following form:—

Military enumeration Total Number: ———. Males: ———; Females: ———.

(Note.—Military enumeration means the military population and all persons found sleeping in military buildings on the night of March 10, 1911.)

House List (Military).

Province: ———.

Town or Village: ———.

District: ———.

Regiment: ———.

1 Enumerator's Serial Number of House.	2 Description of House, <i>i.e.</i> , Barrack, Guardhouse, Dwelling House, Married Quarters, Servants' Quarters, &c.	3 * Name of Chief Occupant or Officer in Charge.	4 Language the Chief Occupant can read and write.	5 Number of Persons usually sleeping in the Building.

* Underline the names of persons to whom English Household Schedules should be issued (*vide* Rule 14).