

**ADDITIONAL NOTES REGARDING THE
 COMPLETION OF CERTAIN SECTIONS
 OF THE FORM GIVEN OVERLEAF**

FEDERATION OF RHODESIA AND NYASALAND

CENSUS AND STATISTICS ACT, 1955

1961

CENSUS OF POPULATION

Directions

The form given overleaf is the form to be used for the enumeration of all persons other than Africans within the Federation of Rhodesia and Nyasaland at midnight on Tuesday the 26th September, 1961. Africans may be included on this form on a voluntary basis. There is, in addition, a second form, C.3, in which all employers are required to give supplementary particulars about their employees of all races.

It is the responsibility of the head or person acting as head of every household and of the manager or other person in charge of an hotel, club, boarding-house, hostel, or institution where persons are accommodated, to ensure that every person other than an African who passes the night of Tuesday, 26th September, in his establishment is enumerated. All temporary visitors are to be included. Persons temporarily absent should normally be excluded as they should be enumerated where they happen to sleep on census night, but there are two exceptions to this rule, viz.:

- (a) If a person arrives at an establishment on the morning of the 27th September without having been enumerated elsewhere he should be included as if he were present the previous night.
- (b) Particulars of children or wards who are temporarily absent from the Federation because they are attending a school, college or university outside the Federation should be given in Section U, but not in the remainder of the form.

A separate form should be obtained from the enumerator for the area concerned for the household in the establishment and for every other family and single person passing census night in the establishment as a boarder, guest or lodger. The head, or person acting on his behalf, of every establishment with boarders, guests or lodgers is required to distribute forms to all such persons on or before the 26th September and to collect them early on the morning of the 27th September. Boarders, guests, lodgers, etc., who are provided with separate forms should seal their completed forms in the special census envelope provided for the purpose before returning them to the head of the household or management.

Every family or single person with or for whom a census form has been left by an authorized officer is required to complete that form in every particular by the morning of the 27th September, 1961.

Every person who does not fill up a separate form is required, truthfully and completely, to answer any questions put to him by an enumerator for the purpose of recording the particulars required in a census form.

If the enumerator leaves no further instructions for the return of the forms, the head of the household or establishment is required to return the completed forms to the enumerator when called for them on or shortly after the 27th September, 1961.

If any person whose duty it is to make a return or to give information refuses or neglects to do so, or willfully gives false or incomplete information, or uses otherwise than for the purpose of making a return any information given him for that purpose, or obstructs any person performing his duty under the Census and Statistics Act, 1955, he will be liable to heavy penalties.

F. T. RUSSELL,
 Director of Census and Statistics

NOTE (1): RELATIONSHIP: COLUMN B.

Boarders.—A person should be described as a "Boarder" only if—

- (i) he has both accommodation and at least one meal a day at an hotel, club, hostel or boarding-house; or
- (ii) he pays for a room in a private dwelling and eats at least one meal a day at the same table as the family with whom he lives.

Lodgers.—A lodger is a person who pays for accommodation but who does not normally have one or more meals a day at the same table as the family from whom he rents the accommodation.

Members of a Mess sharing household expenses should use the term co-head in column B.

NOTE (2): MARITAL STATUS: COLUMN G.

The term "separated" should be used for married persons who are not living together as man and wife as well as for legally separated persons, who are not divorced. Married persons who are only temporarily separated should state "Married". Persons, who though not legally married, have set up a household and are living as man and wife may record themselves, for census purposes, as married.

NOTE (3): CITIZENSHIP: COLUMN I.

Persons with multiple citizenship are asked to state their first preference.

NOTE (4): INCOME GROUP: COLUMN L.

Take the total income of each person for the twelve months ended 31st August, 1961, and enter it as follows: (The actual income should not be given.)

For no income, write 0	For £900 to £999, write 15
For under £50, write 1	For £1,000 to £1,099, write 16
For £50 to £99, write 2	For £1,100 to £1,199, write 17
For £100 to £149, write 3	For £1,200 to £1,299, write 18
For £150 to £199, write 4	For £1,300 to £1,399, write 19
For £200 to £249, write 5	For £1,400 to £1,499, write 20
For £250 to £299, write 6	For £1,500 to £1,999, write 21
For £300 to £349, write 7	For £2,000 to £2,999, write 22
For £350 to £399, write 8	For £3,000 to £3,999, write 23
For £400 to £449, write 9	For £4,000 to £4,999, write 24
For £450 to £499, write 10	For £5,000 to £7,499, write 25
For £500 to £599, write 11	For £7,500 to £9,999, write 26
For £600 to £699, write 12	For £10,000 to £14,999, write 27
For £700 to £799, write 13	For £15,000 and over, write 28
For £800 to £899, write 14	

The income group shown should reflect the total money income received from all sources while the recipient was domiciled in the Federation. Persons who arrived after 31st August, 1960, should exclude all income received prior to arrival.

All income in kind should be excluded, but bonuses, commissions, interest and dividends should be included. Salaries and wages should be taken at the gross figure before deduction of medical aid subscriptions, pension contributions, etc. Dividends should be included at the amount received by the individual—not the amount assessed by the Income Tax Department as "taxable income".

The income group shown should reflect the receipts in the twelve months ended 31st August, 1961, and not the annual rate of income. For example, if a person worked for only four months at a salary of £50 per month, the income received is £200 although the rate of income is £600 per annum, the entry in Column L should, therefore, be 5 and not 12.

For Farmers, Business Men, etc., the income group given should reflect the best estimate that can be made in the time available of the gross receipts from all sources during the twelve months ended 31st August, 1961, less the expenses including depreciation incurred in the production of that income. If it is estimated that a net loss was incurred the word "Loss" should be written in Column L and the size of the loss shown in code using the codes given above for income.

NOTE (5): PERSONAL OCCUPATION: COLUMN M.

A person who is working on census day should state the occupation at which he is working regardless of previous experience or training, and regardless of any income or pension from a previous occupation. A person who is working at more than one occupation should state only the one for which the most money is received.

"Out of Work".—The term "Out of Work" should be added to a person's occupation if the person is both out of work and seeking employment. A person with a job away from work on census day because of illness, a vacation, a breakdown, etc., should not write "Out of Work" after his occupation.

Working Proprietors of wholesale and retail businesses and shops engaged in repairing goods should, as far as possible, describe themselves by one of the following: retail or wholesale shops—(1) Owner-Manager or (2) Owner-Salesman; for shops—(1) Owner-Manager or (2) Owner-Artisan (specify trade).

Clergy and Members of Religious Orders.—Members of religious orders engaged in teaching, conducting of charitable or similar institutions should state their occupation (e.g., hospital nurse, teacher, etc.). Those not engaged in such activities, members of the clergy, of whatever denomination, should state their religious office: clerk in holy orders, minister, bishop, etc.

NOTE (6): PLACE OF WORK AND NATURE OF BUSINESS: COLUMN N.

In describing the nature of the business, do not use vague terms such as "aging", "mining" and "manufacturing", without specifying the commodity or service. In all cases, where a business or service is divided into branches or departments, state the type of work done in their particular department. For example, a railway workshop should state "Railway Workshops", "Catering Department", "Permanent Way", etc., and not merely "Railways". Similarly, an employee on a large copper mine should state "Welfare Department", "Mine Hospital", "Copper Smelting Works", etc., and not just "Copper Mining".

Dual Occupations.—A person who is working at more than one occupation should state the name and nature of the business which refers to the occupation he is engaged in in Column M.

Central and Local Government Employees should state the name of the government authority concerned, and the department or branch in which they are employed.

Members of Religious Orders.—Members of religious orders engaged in the teaching, etc., should state the full name of the hospital, school, etc., at which they are employed.

Business Partners, Managers and Employers.—Where partners are conducting a business without employing others for business purposes, each partner should state the name, address and nature of the business, and add "Own Account". If the partners are employing others for business purposes, each partner should state the name, address and nature of the business, and add "Employs Others".

Managers, Secretaries and similar Executives employed by persons, firms or institutions should not describe themselves as employing others merely because they have the authority to dismiss staff.

NOTE (7): DISTANCE TO WORK: COLUMN O.

State mileage covered in own transport in first journey to work on the 26th September, 1961. Include any extra mileage travelled on the way to work for the purpose of attending school, providing transport for others, visiting shops, etc. No entry is required in respect of school children, unemployed persons or persons employed in agriculture who did not use their own transport for their first journey to work on 26th September, 1961. Also make no entry even although their normal or frequent practice on other days is to use their own transport.

NOTE (8): HOUSING PARTICULARS: SECTIONS R, S AND T AT FOOT OF FORM.

Housing particulars are required only in respect of private houses and plots of up to 15 acres in extent whether owned by government, a local authority, a mine, etc., or a private individual. No housing particulars at all are required in respect of hotels, clubs, boarding-houses, hospitals, prisons and similar institutions, or of boarders staying with private families, or in respect of dwellings on land holding in excess of 15 acres.

Number of Rooms.—Passages, garages and out-buildings used for African purposes should not be enumerated. The number of each type of all other rooms, verandas, etc., should be stated on the appropriate lines provided. A lounge-dining room which is divided into two parts by a partition, arch or portion of a wall should be treated as two separate rooms.

NOTE (9): PERSONS TEMPORARILY ABSENT FROM THE FEDERATION FOR EDUCATIONAL REASONS: SECTION U AT FOOT OF FORM.

Children and wards who are temporarily absent from the Federation on census night because they are attending a school, college or university outside the Federation, should be enumerated in section U at the foot of the form. To avoid duplication where both parents are present on census night, the particulars called for in section U should be given for the father only. The mother should record the particulars on her form only if the child is deceased or outside the Federation on census night.

It should be noted that no particulars are required anywhere on the form for persons temporarily absent from the Federation on census night on business or on a holiday.

NAME OF EMPLOYER the _____	
ADDRESS OF PREMISES: State Street and No. of dwelling, office, etc., or name of farm, mine, etc.	

"Out of Work".—The term "Out of Work" should be added to a person's occupation when the person is both out of work and seeking employment. A person with a job who is temporarily away from work on census day because of illness, a vacation, a breakdown of equipment, etc., should not write "Out of Work" after his occupation.

Working Proprietors of wholesale and retail businesses and shops engaged in making or repairing goods should, as far as possible, describe themselves by one of the following terms: for retail or wholesale shops—(1) Owner-Manager or (2) Owner-Salesman; for making or repairing shops—(1) Owner-Manager or (2) Owner-Artisan (specify trade).

Clergy and Members of Religious Orders.—Members of religious orders engaged in the care of the sick, teaching, conduct of charitable or similar institutions should state their secular occupation (e.g., hospital nurse, teacher, etc.). Those not engaged in such activities, and also members of the clergy, of whatever denomination, should state their religious title, e.g., nun, clerk in holy orders, minister, bishop, etc.

NOTE (6): PLACE OF WORK AND NATURE OF BUSINESS: COLUMN N.

In describing the nature of the business, do not use vague terms such as "agency", "contracting", "mining" and "manufacturing", without specifying the commodity or service concerned. In all cases, where a business or service is divided into branches or departments, employees must state the type of work done in their particular department. For example, a railway employee should state "Railway Workshops", "Catering Department", "Permanent Way", etc., as the case may be, and not merely "Railways". Similarly, an employee on a large copper mine should state "Welfare Department", "Mine Hospital", "Copper Smelting Works", etc., as the case may be, and not just "Copper Mining".

Dual Occupations.—A person who is working at more than one occupation should state the name, address and nature of the business which refers to the occupation he has recorded in Column M.

Central and Local Government Employees should state the name of the government or local authority concerned, and the department or branch in which they are employed.

Members of Religious Orders.—Members of religious orders engaged in the care of the sick, teaching, etc., should state the full name of the hospital, school, etc., at which they work.

Business Partners, Managers and Employers.—Where partners are conducting their own business without employing others for business purposes, each partner should state the name, address and nature of the business, and add "Own Account". If the partners employ others for business purposes, each partner should state the name, address and nature of the business and add "Employs Others".

Managers, Secretaries and similar Executives employed by persons, firms and public bodies should not describe themselves as employing others merely because they have the right to engage and dismiss staff.

NOTE (7): DISTANCE TO WORK: COLUMN O.

State mileage covered in own transport in first journey to work on the 26th September, 1961. Include any extra mileage travelled on the way to work for the purpose of leaving children at school, providing transport for others, visiting shops, etc. No entry is required in column O in respect of school children, unemployed persons or persons employed in agriculture. Persons who did not use their own transport for their first journey to work on 26th September, 1961, should also make no entry even although their normal or frequent practice on other days is to use their own transport.

NOTE (8): HOUSING PARTICULARS: SECTIONS R, S AND T AT FOOT OF FORM.

Housing particulars are required only in respect of private houses and flats on stands or plots of up to 15 acres in extent whether owned by government, a local authority, the railways, a mine, etc., or a private individual. No housing particulars at all are required from persons in hotels, clubs, boarding-houses, hospitals, prisons and similar institutions, or from lodgers and boarders staying with private families, or in respect of dwellings on land holdings of over 15 acres in extent.

Number of Rooms.—Passages, garages and out-buildings used for African servants should not be enumerated. The number of each type of all other rooms, verandahs, etc., should be stated on the appropriate lines provided. A lounge-dining room which is divided into two sections by means of a partition, arch or portion of a wall should be treated as two separate rooms.

NOTE (9): PERSONS TEMPORARILY ABSENT FROM THE FEDERATION FOR EDUCATIONAL REASONS: SECTION U AT FOOT OF FORM.

Children and wards who are temporarily absent from the Federation on census night, because they are attending a school, college or university outside the Federation, should be enumerated in section U at the foot of the form. To avoid duplication where both parents are in different parts of the Federation on census night, the particulars called for in section U should be given by the father only. The mother should record the particulars on her form only when the father is deceased or outside the Federation on census night.

EXAMPLES OF THE MODE OF FILLING IN SECTIONS A TO O OF THE SCHEDULE

	Initials and Surname	Relationship to Head of Household	Usual Postal Address	Race	Sex	Age	Marital Status	Religious Denomination	Citizenship	Birthplace	Length of Residence	Income Group	Personal Occupation on 26th September, 1961	Place of Work and Nature of Business	Distance to Work
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1st EXAMPLE	1. A. L. Smith . . .	Head	Here	European	F	59	Widowed	Methodist	Republic of South Africa	Republic of South Africa	20 years	12	Boarding-house Keeper	"The Oaks", Kitwe. Employs others	—
	2. H. J. Hoover . . .	Guest	120 32nd St., New York, U.S.A.	European	M	53	Divorced	None	United States	United States	Visitor	—	—	—	—
	3. W. R. Wright . . .	Boarder	Here	European	M	25	Separated	Roman Catholic	Rhodesia and Nyasaland	Southern Rhodesia	—	13	Salesman	The Economic Stores, Kitwe. (General Dealers—Hardware Department)	1½
	4. M. L. Hind . . .	Boarder	Here	European	F	17	Never Married	Anglican	Rhodesia and Nyasaland	Northern Rhodesia	—	6	Seeking First Employment	—	—
2nd EXAMPLE	1. I. Cohen . . .	Head	Here	European	M	42	Married	Hebrew	Rhodesia and Nyasaland	France	22 years	21	Owner-Manager	"Menswear", 1st St., Salisbury. (Clothing Retailer) Employs others.	3
	2. R. Cohen . . .	Wife	Here	European	F	38	Married	Hebrew	Rhodesia and Nyasaland	Republic of South Africa	10 years	0	Home Duties	—	—
	3. B. Cohen . . .	Son	Plumtree School	European	M	16	Never Married	Hebrew	Rhodesia and Nyasaland	Southern Rhodesia	—	0	Scholar	Plumtree School, Plumtree.	—
	4. B. Cohen . . .	Father	Here	European	M	67	Widowed	Hebrew	France	France	22 years	11	Retired	—	—
3rd EXAMPLE	1. J. A. Jones . . .	Head	Here	European	M	51	Married	Baptist	U.K. and Colonies	Wales	5 years	18	Winding Engine Driver	Sebungwe Mines, Ltd., Gokwe. (Coal Mining)	½
	2. A. M. Jones . . .	Wife	Here	European	F	45	Married	Presbyterian	U.K. and Colonies	Scotland	5 years	1	Home Duties	—	—
	3. J. V. Jones . . .	Son	Here	European	M	17	Never Married	Baptist	U.K. and Colonies	England	5 years	5	Apprentice Bricklayer	J. K. Johnson, Gokwe. (Building Contractor)	1½
	4. J. C. Van der Merwe	Lodger	Here	European	M	22	Never Married	Dutch Reformed	Republic of South Africa	Republic of South Africa	3 years	13	Plasterer	J. K. Johnson, Gokwe. (Building Contractor)	1½
4th EXAMPLE	1. W. M. Jackson . . .	Head	Here	European	M	47	Widowed	Christian Science	Australia	Australia	9 years	22	Farmer	"Fairview", P.O. Fort Jameson. (Tobacco Farming) Employs others	—
	2. M. P. Jackson . . .	Daughter	Here	European	F	23	Never Married	Christian Science	Rhodesia and Nyasaland	At Sea	9 years	0	Home Duties	—	—
	3. A. Jackson . . .	Son	Norton Hotel, Norton	European	M	21	Never Married	Christian Science	Rhodesia and Nyasaland	Republic of South Africa	9 years	9	Book-keeper	"Tobacco Graders, Ltd.", Norton.	—
	4. J. Van Tonder . . .	Guest	42 Lobengula Av., Bulawayo	European	M	32	Never Married	Dutch Reformed	Rhodesia and Nyasaland	Southern Rhodesia	—	17	Insurance Agent	"Khami Insurers", Angwa St., Bulawayo. (Fire Insurance)	—
5th EXAMPLE	1. A. Hassan . . .	Head	Here	Asian	M	49	Widowed	Muslim	Pakistan	Pakistan	10 years	20	Manager	Hassan & Co., Ltd., Limbe. (Hide and Skin Merchants)	2½
	2. M. Ismail . . .	Boarder	Here	Asian	M	42	Married	Muslim	Rhodesia and Nyasaland	Southern Rhodesia	—	19	Owner-Maker	Shoe Repairer, Limbe. Own Account.	1
	3. F. Ibrahim . . .	Servant	Here	Asian	F	36	Separated	Muslim	B.P.P.	Nyasaland	—	4	Domestic Servant	A. Hassan, 1st St., Limbe. (Private Household)	—
6th EXAMPLE	1. L. Mehta . . .	Head	Here	Asian	M	34	Married	Hindoo	B.P.P.	Northern Rhodesia	—	18	Owner-Salesman	Mehta Stores, Blantyre. (General Dealer) Employs others	1½
	2. S. Mehta . . .	Wife	Here	Asian	F	31	Married	Hindoo	B.P.P.	Nyasaland	—	0	Home Duties	—	—
	3. J. Mehta . . .	Son	Here	Asian	M	8	Never Married	Hindoo	B.P.P.	Nyasaland	—	0	Scholar	Bombay College, Blantyre.	—
7th EXAMPLE	1. K. Smith . . .	Head	Here	Eurafrican	M	41	Married	Roman Catholic	Rhodesia and Nyasaland	Southern Rhodesia	—	11	Motor Mechanic	Transporters Ltd., London Rd., Lusaka. (Transport Contractors)	3
	2. M. Smith . . .	Wife	Here	Eurafrican	F	31	Married	Roman Catholic	B.P.P.	Northern Rhodesia	—	0	Home Duties	—	—
	3. J. Smith . . .	Son	Here	Eurafrican	M	10	Never Married	Roman Catholic	Rhodesia and Nyasaland	Northern Rhodesia	—	0	Scholar	Saint Marks School, Lusaka.	—

It should be noted that no particulars are required anywhere on the form of persons who are temporarily absent from the Federation on census night on business or on a holiday.

STRICTLY CONFIDENTIAL
1961 CENSUS OF POPULATION.

Schedule C. 1. Prescribed for all persons other than Africans.

Please read the directions, additional notes and examples overleaf before completing this form in ink.

District Area			Race	Sex	Age	Marital Status	Religious Denomination	Citizenship	Birthplace	Length of Residence	Income Group																								
Census No. Type of Dwelling			State whether "European", "Asian", "Coloured", "Eurasian", "Eurafrican", etc. as case may be	If Male write "M", if Female write "F"	State age in completed years as at last birthday For infants under one year write "O"	State whether "Married", "Separated", "Widowed", "Divorced" or "Never Married" See also Note (2) overleaf	Do not use general terms, such as "Protestant", "Catholic", "Non-Conformist", etc. State definitely whether "Anglican", "Dutch Reformed", "Presbyterian", "Roman Catholic", etc. If not a member of any particular denomination write "None"	Do not use the term "British". British Protected Persons write "B.P.P." Others State Country of which you are a Citizen or National, e.g. "U.K. and Colonies", "Republic of Ireland", "Rhodesia and Nyasaland", "South Africa", "Greece", "Italy", "Federal German Republic" See also Note (3) overleaf	If born in the Federation, state Territory, i.e., "S. Rhodesia", "N. Rhodesia" or "Nyasaland". If born outside the Federation, state country. If born at sea write "At Sea"	If born in the Federation leave blank. "Visitors" see note above. All others state number of years' residence in the Federation. Do not deduct temporary absences. If resident less than one year write "O".	See Note (4) overleaf																								
Address of Premises												Initials and Surname	Relationship to Head of Household	Usual Postal Address																					
Please see "Directions" overleaf for details of persons to be included Newly-born infants who have not yet been given a name should be described as "Baby"			State whether "Head", "Wife", "Son" or other relative, or "Boarder", "Lodger", etc. See also Note (1) overleaf			State normal address used for personal mail. If identical with address of premises given above write "here"																													
A			B			C			D			E			F			G			H			I			J			K			L		
1.																																			
2.																																			
3.																																			
4.																																			
5.																																			
6.																																			
7.																																			

P. Summary of persons enumerated above					Housing Particulars for private houses and flats only—to be completed by owner-occupier or main tenant. See also Note (8) overleaf										U. Persons		
Race	Number of persons				Q. Total Number of Motor Cars, vans, and trucks of less than one ton carrying capacity usually kept at this address overnight by the persons enumerated above	R. Number of Rooms in Dwelling by Type of Room (Excluding all outbuildings)					S. Terms of Occupancy: Place a cross thus "X" in the appropriate space below					T. Monthly Rent or Mortgage Payment £ s. d.	Initials and Surname
	Males		Females			Bedrooms	Study/Library	Other: Please Describe			Owned by occupier but mortgaged		Owned by occupier and not mortgaged				
	Under 21 yrs.	21 yrs. and over	Under 21 yrs.	21 yrs. and over	Lounge	Open verandahs											
Europeans					Dining room	Kitchen											
Asians					Closed in verandahs	Bathrooms											
Others					Sleeping porches	W.C.s											