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CENSUS OF INDIA 1971

SERIES 22

WEST BENGAL

Part VIII-A

ADMINISTRATION REPORT—ENUMERATION

B. GHOSE

of the Indian Administrative Service
Director of Census Operations, West Bengal

PRINTED BY THE ANU PRESS, CALCUTTA, 1972

PREFACE

When this is read, the times we have lived through in this decade will consist of one's memories, stories, and be the subject of study by social scientists. I would like to mention it, though, because all that we did will make sense only in its context. Mob attitudes and the events generated by them affected the census organisation as it did everything else, but the census was more sensitive to them being a mass operation.

1981 may be a peaceful time ; on the other hand, as it draws close to 1984, it may be the nightmare Orwell wrote about. As I write this, with the lanes and bye-lanes of Calcutta and the industrial area around it infected with murder, the harmony of interlinking relationships which constitute our social and economic system shattered, when lawful authority is challenged and the will of the mob is imposed not in one or two instances but as a general rule, it seems that a terrible trial by fire and blood is about to begin. Hatred is everywhere ; one can almost smell it in the swarms of people on the streets.

At such a time we chose to conduct this quiet operation, which by definition requires a quiet time, when people would be interested in knowing about themselves. That we have completed our work is something which takes time for me to believe ; to me, the planning, the chopping and changing, the revised plans, the wearying appeals for help to harrassed officers in the districts, all these form part of a not very pleasant experience. Now that it is done it will be easy to criticise it, but the marvel is that it was done at all.

In the districts of the State a deliberately whipped up frenzy nullified the basis of authority which the District Magistrates had : one of them was assaulted, others were harrassed, abused and often forced to do what they would never otherwise have done.

The chains of command weakened where they had not actually broken. The one method used to get at least the barest essentials done was a combination of persuasion and compromise : one persuaded one's own staff to do an amount of work that was determined by compromise.

All this was given a new and more terrible dimension in the areas had where murder was recognised as the means to achieve one's ends ; here officers and staff had to go about their work with what is governmentally called "discretion". We felt this most in Calcutta, where the organisation was our own, unrecognised and just about tolerated by the common people.

Add to all this two big events—one, the floods of 1970 which disrupted houselisting work in five districts ; and the other, the midterm elections of 1971 which crashed into the census programme at its most crucial stage—and a measure of the upside down times in which we worked will become apparent. The Registrar General felt this, I am sure, more than most people in Delhi, because every time he visited West Bengal there was either a hartal, or a strike or violence in the streets. This by itself must have been one of the biggest persuaders which made his officers give us the latitude we got, without which the census would certainly have collapsed, unpleasantly, around our feet. The Census of 1971 must be seen against this backdrop ; many of our apparently disorganised programmes and contradictory decisions will then make sense.

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I

Introductory

Introductory

In November 1968, when I was trying cope with the flooding of seven rivers in Cooch Behar, the Chief Secretary informed me that the then Governor, Shri Dharma Vira, had selected me as the Superintendent of Census Operations for the 1971 Census. My first reaction was, frankly, a compound of dismay and anger. The Census had always figured on the fringes of my mental horizon, and the thought that I would move from the centre of things to the sidelines was galling. I saw before me days of boredom, and pages of figures. But the job has its own fascination, as I discovered, and what is more important, it gives an officer a chance to read widely something which one normally never finds time for. I joined as Superintendent of Census Operations, West Bengal on the 9th May, 1969, taking over in the afternoon of the day on which I handed over charge as Deputy Commissioner, Cooch Behar. I took over from Shri J. Datta Gupta, who had been Superintendent since the departure of Shri J. C. Sen Gupta, the Census Superintendent for the 1961 Census.

2. The office was, I found a fairly large one, no where like the small, skeleton office I had imagined existed during the intercensal period. There were almost 106 persons in the office, with two officers, namely, the Deputy Superintendent, Shri Bisweswar Ray, and the Officer on Special Duty Shri Sukumar Sinha. There were, in addition, some veterans among the staff, with the experience of two Censuses behind them, headed by Shri Sunil Kanti Majumder, the Head Assistant. The names of other members of the staff have been given in the Appendix to this chapter. This large office meant of course that I was spared the trouble of having to find suitable persons to assist me, which was a distinct advantage. The disadvantage was that I was not free to determine who I would work with ; this decision was already there, in the staff I already had.

3. My very first impression of the office at 1/C, Chowringhee Square was terrible. It was a shabby, aged building which was practically derelict. Within, the rooms were dark, with grubby, dim bulbs, a general airlessness, dirty walls from which the plaster had peeled away, like scales, and a practically pre-historic lift : all of these filled me with dejection, especially since I could not help comparing the office to the one I had just left, in Cooch Behar, where there was light and air in abundance. The portion of the office which was located at Modi Buildings, on Rabindra Sarani, was even worse : it was a vast dark building surrounded by shoe shops, laundries and an assortment of curious establishments reeking of fresh leather. I stayed away from it as much as I could.

If the Census of 1971 was to be taken, I was determined it would be from an office in which it was possible to work. After the usual alarums and excursions, I managed to move the two portions of the office into the present building, East India House, in October 1969. The elevation—we occupied the whole of the tenth floor and a portion of the seventh—would, I felt, help us to concentrate on the Census better.

Not long after I joined, my designation was changed from Superintendent of Census Operations to Director of Census Operations. For administrative reasons, I continued to be Superintendent *ex-officio*, but the world knew me as Director. This was what many of my colleagues had wanted, since they felt that the word "Superintendent" was embarrassing, because the moment you used your designation you had hastily to explain that you were something else. The Army has a

word for it, which means the ordure of a bovine animal, and having to work with persons who place a lot of unnecessary store by a pompous designation one has necessarily to conform to get things done. All in all, the change was convenient.

When I joined, Shri B. Ray, the Deputy Superintendent, was engaged in finalising his report on the 2nd Pre-test, which means a field test of the provisional Census forms. The Pre-test was intended to assess the utility of the questions as they had been framed, the reaction of the people, and any difficulties faced by the enumerator. I was too new to do anything more than read his report before it was sent to Delhi. The report is reproduced in the Appendix to this chapter.

Shri S. Sinha, Officer on Special Duty, was working on the numerous village and handicrafts studies that had been taken up as ancillary projects after the Census of 1961. A large number of studies had not been finalised when I joined; to keep the office free for the 1971 Census, I had those studies whose manuscripts were not ready by December put into cold storage.

Within a week of my joining I had to go to Delhi to attend the 1st conference of Census Superintendents called by the Registrar General. At this conference all Census forms were examined in detail and various policy matters finalised. I was still too new for this conference to be anything more to me than an occasion to get to know the Registrar General, his officers and my colleagues in other states. The conference also had a certain therapeutic value; a week of continuous 'Census' left me more receptive to Census concepts and procedures than I had been before the conference. There is little point in cataloguing the items discussed at the conference; the minutes are available in the office, and can be looked up. One particular feature however, seems to me to deserve mention. My idea of Census books was, at its very best, not a flattering one—it was an impression of large, badly got up books full of tables which were of no interest to anyone except a determined demographer. The prospect of aiding in the production of yet another set of such tomes was not particularly exciting. My surprise was, therefore, considerable, and entirely pleasant, when the Union Home Minister made a pointed reference to these vast numbers of fat books in his inaugural address: he stated frankly that he had opened very few of them, and suggested that we try and produce something a little more readable—not 'pop' statistics, but books which supply relevant data in a form which make their significance more immediately apparent, instead of lying concealed among the decimal points. The Registrar General drew our attention to this, too, and asked us to think of more valid readable and significant modes of presenting the vast quantities of data the Census was going to collect. All this suddenly made the Census a much more interesting proposition; we obviously could 'create' the shape of the data, the texture of the Census could be varied, and this offered us an opportunity to use our minds or what was left of them after the stresses and strains of bureaucratic work for a decade.

Immediately on my return from Delhi, I had to decide on the broad framework of the Census organisation. To assist me I already had, as I have mentioned, two Deputy Directors (Shri S. Sinha was so designated not long after I took over) and another Deputy Director sanctioned for the Census of Calcutta City, was to join soon. An Assistant Director had also been sanctioned for Calcutta, and I chose for this Shri Mrinal Kanti Bose, who had worked with me in Cooch Behar where he had to do most of the spadework of the midterm elections of 1969. The first task was to decide on the number of officers and their work. For every Census before 1971 there had been at most one officer to assist the Director. I decided that the times had changed, and it was no use pretending I could organise and train the mammoth organisation

of Census workers single handed, in the tumultous, chaotic times we were working in, with resentment pulling down the edifices of authority. I could not, and nor could anyone else. To be effective, the organisation had to be strengthened by a number of officers who could aid me in the field and in such specialised jobs as tabulation. The Registrar General sanctioned, initially, four Deputy Directors, apart from the existing two and the Calcutta set up. I used three of these posts for field supervision and training, dividing the State into three regions for this purpose : *North*, which covered the five North Bengal districts of Cooch Behar, Jalpaiguri, Darjeeling, West Dinajpur and Malda ; *Central*, which covered Murshidabad, Nadia, 24-Parganas, Howrah and Hooghly districts and *West* consisting of the districts Birbhum, Purulia, Bankura, Burdwan and Midnapore. I located the Deputy Director (North) at Siliguri, the Deputy Director (Central) at Calcutta and the Deputy Director (West) at Midnapore. To the fourth Deputy Director I assigned the task of organising the Mechanical Tabulation Unit (about which I have a few things to say later on) and the training and operational matters concerning the Regional Tabulation Offices which we were going to have.

For all these posts I selected officers from the W.B.C.S. who had earned good reputations for hard and intelligent work. All of them had held charge of at least one subdivision, and possessed the maturity and ability to work under adverse circumstances which all Subdivisional Officers usually acquire, often painfully. I sent Shri A. K. Datta, who had held charge of the Kurseong and Mathabhanga Subdivisions and had spent several years in North Bengal, to Siliguri, Shri S. Basu, who was S.D.O. Barrackpore at a very terrible time, was assigned Central region, and Shri A. K. Mitra, a former S.D.O. of Tufanganj and Katwa became Deputy Director (West). For the Tabulation job I managed to get Shri S. Mitra, who had been S.D.O. Mekhliganj, and who in addition to being a competent officer, had read statistics at the University. Shri H. Chakraborty was appointed Deputy Director, Calcutta ; he had held charge of the Sadar Subdivision of Howrah, after which any other assignment must appear to be a piece of cake. I am mentioning the officers' backgrounds because it is necessary to record that these were not haphazard, casual choices ; given the fact that the Census had a very low priority with the State Government, I think I did very well for myself. Three of the officers were, as one can see, S.D.O.'s in Cooch Behar district, when I was Deputy Commissioner. I chose them because I had personally seen what sort of officers they were, especially during that district's dreadful trial by water in October 1968, when the heavens broke and drowned the land. It is generally remembered as the Jalpaiguri Flood, owing to the affliction of that unfortunate town ; but Cooch Behar suffered no less, for where only Jalpaiguri town and some areas around it were severely hit, almost the entire district of Cooch Behar was inundated. Few remember this, as it did not make the headlines. The press found it easier to get to Jalpaiguri, but the devastated areas of Cooch Behar were not accessible—not by motor vehicles, anyway—and so overlooked. Unfortunately, the lack of publicity does not alleviate suffering. During the flood the S.D.O.s did excellent work ; I chose these three because I had seen it. This I would recommend as a very good way to ensure one gets good officers—the Census is, in the last analysis, as good as the personnel is, and there is really no other method of ensuring one gets outstanding people. I was fortunate with Shri H. Chakraborty and Shri S. Basu, although I had not worked with them. They happened to be first rate officers. I considered this to be my good luck more than anything else. The fact that I could get these officers was owing in no small measure, to the kindness and helpfulness of Shri S. M. Murshed, then Joint Secretary, Home (GA) Department. But for him it would not have been such an easy job to ask for and get the persons I wanted.

Conditions of Service

On taking over as Director of Census Operations, I got a special pay of Rs. 300/- that is, that of a Deputy Secretary to the Government of India, to which rank the post was equated by special order. An official vehicle, first a jeep, then a car, was provided. Beyond the ability to get around, I found I had little else one to call an inducement to take on this exacting and disconsolate job. In particular, there was the formidable problem of finding a place to stay in. Calcutta is not kind to seekers of flats ; fortunately I had access, one after another, to two, but that was a matter of chance. It would be in the interest of the 1981 Census if the Director was relieved of the worry that housing involves, so that he could worry all the time about the Census and nothing else.

The Deputy Directors got Rs. 150/- as special pay. Their housing problems were far worse and, there was nothing I could do to help, hamstrung as I was by financial procedures. It goes to their credit that they never once complained, or let it affect their work. Most of them came from subdivisions where they had free houses. The change to small flats at high rents must have been agonising. For them, before any one else, houses must be provided in 1981. It can be done if only some one up there was interested and determined enough to ram it through the financial morass we work in.

Overtures to the State Government and District Officers

Having posted me as Director of Census Operations, the State Government went back to its own work. When I mentioned the word 'Census' to any officer, I was smiled at kindly, but that was all. It did not register. I lost no time, therefore, in asking the Chief Secretary to write a letter to all heads of departments and District Magistrates introducing me. He did this, and I followed it up with a letter which, when I look at it, can only be described as promotional—I was selling the Census to the addressees. But it paved the way, because, surprisingly, some of the officers addressed actually read it and were a little less ignorant when I visited them. Both the letters have been reproduced in the Appendix.

Appendix

(i) Order of appointment

A. CHANDRA SEKHAR

D. O. No. 3/32/68-RG(Pt)
Telegrams : REGGENLIND
Ministry of Home Affairs,
The Registrar General, India,
New Delhi.
21st/22nd April, 1969

Dear Ghose,

I am happy to receive your D. O. letter No. 497-C of April 12, 1969. I enclose herewith a copy of the orders appointing you as Superintendent of Census Operations, West Bengal and Sikkim, from the date of your taking charge. Shri J. C. Sen Gupta is right that you should join as early as possible as a good number of details of the Census Operations would require to be looked into.

I enclose herewith for your information a copy of Census Circular No. 1 which may give you a broad idea of the Census Operations. The pretest of the census schedules is going on in your State and it will be useful for you to get yourself acquainted with the work as early as possible. A Conference of the Census Superintendents will be convened in New Delhi during the middle of May, 1969 to finalise the schedules and future census programme. It may be advantageous if you can join at Calcutta much earlier than the 10th of May and prepare yourself to participate in the Conference. I am sorry that you may perhaps initially get a feeling that you are somewhat hustled. In your State it took quite some time for your appointment to be finalised in view of the general elections and so on. But I have little doubt that you will find no difficulty in keeping pace with the Census work. Since there has been a continuing Census Organisation you will not be at a great disadvantage in picking up the threads.

I shall move the Ministry of Works and Housing to accord some priority in the allotment of a house for you at Calcutta. I am, of course, not aware what problems they are likely to be faced with in providing a flat immediately as generally is the case in cities like Delhi, Calcutta and Bombay. I would advise you to take up private accommodation and I believe under the rules you will be entitled to a House-rent Allowance up to an extent of 15 per cent of your pay (including special pay) inexcess of the amount by which the rent actually paid by you exceeds 10 per cent of your pay. This may become inevitable till such time as you get accommodation provided under the Government of India's rules.

Inspite of the few initial problems that you are likely to be faced with I am sure you will find your tenure with the Census Organisation a most rewarding experience in your career. I welcome you to this Organisation and wish you all the success.

Kind regards,

Yours sincerely,

A. Chandra Sekhar

Shri B. Ghose, IAS,
Deputy Commissioner, Cooch Behar,
Cooch Behar.

(TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART III SECTION 1)

No. 6/5/69-AD. I
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11, the 21st April, 1969

NOTIFICATION

The President is pleased to appoint Shri B. Ghose of the Indian Administrative Service of the West Bengal Cadre as Superintendent of Census Operations, West Bengal & Sikkim with effect from the date he assumes charge of that office, until further orders, *vice* Shri Datta Gupta, West Bengal Civil Servico.

His headquarters will be at Calcutta.

A. Chandra Sekhar
Registrar General, India

The Manager,
Government of India Press,
Faridabad (Haryana)

No. 6/5/69-AD. I

New Delhi-11, the 21st April, 1969

Copy to :

1 The Accountant General, Central, Calcutta.

2 The Accountant General, West Bengal, Calcutta.

3 The Treasury Officer, Calcutta.

4 The Chief Secretary to the Government of West Bengal, Calcutta with reference to the Government of West Bengal, Home Department's (General Administration) Notification No. 1366-GA/5C-81/68 dated the 8th April, 1969. It is requested that Shri B. Ghose may kindly be released immediately to take up his appointment as Superintendent of Census Operations, West Bengal, Calcutta.

5 The Commissioner, Jalpaiguri Division.

6 Shri B. Ghose, Deputy Commissioner, Cooch Behar. He may kindly take over charge as Superintendent of Census Operations, West Bengal & Sikkim at Calcutta from Shri J. Datta Gupta the present incumbent of that post, immediately on his release by the State Government.

7 Shri J. Datta Gupta, Superintendent of Census Operations, West Bengal & Sikkim, Calcutta with the request that he may kindly hand over charge of the post of Superintendent of Census Operations, West Bengal & Sikkim to Shri B. Ghose, I. A. S. as soon as the latter is released by the State Government for taking over charge of that post.

8 The Ministry of Home Affairs (Public 1 Section), New Delhi-1.

9 The Establishment Officer to the Govt. of India, Ministry of Home Affairs, New Delhi.

10 P. A. to Registrar General.

K. D. Ballal
Deputy Registrar General (Census)

No. 2A-1/546 Dated 9th May, 1969

From : Shri B. Ghose, I.A.S.

To : The Registrar General, India,
& *ex-officio* Census Commissioner,
New Delhi-11

Sir,

In pursuance of the Government of West Bengal, Home (G. A.) Department's Notification No. 1366-G.A. dated the 8th April, 1969, I have the honour to report that I have this 9th day of May 1969 in the afternoon taken over charge as Superintendent of Census Operations, West Bengal & Sikkim from Shri J. Datta Gupta.

Yours faithfully,

B. Ghose
Superintendent of Census Operations
West Bengal & Sikkim

Memo No. 2A-1/546/1(3) The 9th May, 1969

Copy forwarded for information to :

1 The Chief Secretary to the Govt. of West Bengal, Writer's Buildings, Calcutta.

2 The Accountant General, West Bengal, Calcutta.

3 The Accountant General, Central, Calcutta.

B. Ghose
Superintendent of Census Operations
West Bengal & Sikkim

(ii) Chief Secretary's letter introducing the Superintendent (Director) of Census operations

Government of West Bengal
Home Department
General Administration

From : Shri M. M. Basu, I.C.S.
Chief Secretary to the Government of West Bengal,

To : The Secretary/Joint Secretary-in-charge of Department_____

The Commissioner _____Division.

The District Magistrate_____

The Inspector General of Police, West Bengal.

The Commissioner of Police, Calcutta.

No. 2436 ( )-GA/8P-219/69 Calcutta, the 3rd June, 1969

Shri B. Ghose, I.A.S. has taken over charge of the office of the Superintendent of Census Operations, West Bengal. To facilitate his work in connection with the conduct of the Census of 1971, he is authorised to correspond directly with the Departments and Directorates of the State Government and the Divisional Commissioners and the District Magistrates, in this State.

It is requested that correspondence issuing from the office of the Superintendent of Census Operations relating to the Census of 1971 and cognate matters be given prompt attention and such assistance as may be needed in this connection be extended to him.

M. M. Basu
Chief Secy. to the Govt. of West Bengal

No. 2436/1-GA

Copy forwarded to Shri B. Ghose, I.A.S., Superintendent of Census Operations, West Bengal, 1/C, Chowringhee Square, Avenue House (4th floor), Calcutta, for information.

Calcutta,
The 3rd June, 1969

N. Nanda
Dy. Secy. to the Govt. of West Bengal

(iii) The change in designation

(TO BE PUBLISHED IN THE GAZETTE OF INDIA, PART III SECTION-1)

No. 1/1/69-AD. II
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11, 29th August, 1969

NOTIFICATION

The President is pleased to appoint each of the undermentioned Officers, presently Superintendent of Census Operations, as Director of Census Operations and *ex-officio* Superintendent of Census Operations for the respective State/Union Territory/Administration mentioned against each of them, with effect from 1st September, 1969 until further orders :

16. Shri B. Ghose, I.A.S.—West Bengal & Sikkim

A. Chandra Sekhar
Registrar General, India

To : The Manager,
Government of India Press,
Faridabad (Haryana)

No. 1/1/69-Ad. II

New Delhi-11, the 29th August, 1969

Copy to :

1 Director of Census Operations and *ex-officio* Superintendent of Census Operations with 2 spare copies for transmission to Treasury Office and one for his Office record.

2 All the Accountants General. The redesignation does not involve any change in duties or classification or scale of pay of the posts. The above gazette notification has been issued in accordance with procedure laid down in Ministry of Home Affairs O. M. 13/2/58-Ests. (A), dated the 1st October 1958 (copy enclosed).

3 All Chief Secretaries of State Governments, Union Territories and N.E.F.A.
4 Ministry of Home Affairs with reference to their letter No. 21/26/69-Pub. I dated 12.8.1969.
5 The Linguist, Language Division, Calcutta.
6 All Units/Sections (except Ad. I) in Registrar General's Office.
7 Ad. I Section with 25 spare copies.
8 P.A's to Registrar General, Deputy Registrar General (Census) and Administrative Officer.

A. Chandra Sekhar
Registrar General, India

(iv) Note on the Census Operations in West Bengal for the Census of 1971 sent to District Officers by the Director of Census Operations

The 23rd June, 1969

1. This note outlines briefly the nature of the Census Operations and the role of District Officers and Subdivisional Officers in conducting these operations within their jurisdictions.

What the Census of India is and what it is not

2. The Census operations are not, as many people believe, merely the process of counting people. Counting people is a very small part of the operations, which is, in fact, the total process of collecting, compiling and publishing demographic, social and economic data relating to all persons in the country. The data cover such fields as a person's age, sex, literacy, religion, migration from different areas, nature of work, details of the type of house he lives in; data on establishments such as factories, shops, educational institutions, business houses, workshops etc. are also collected. The vital importance of such data for all policy making and planning authorities in Government and in the commercial sectors is obvious. The entire developmental effort over the decade 1971-1981 both public and private, will be shaped in its essentials by the data provided by the Census of 1971. The need for accuracy, for a concerted effort to ensure that every individual is covered and no one more than once—a process which involves arduous and carefully planned work—cannot be overemphasised.

The Census Organisation

3. The Census of 1971 will report on the population as it is at sunrise on March 1, 1971. The overall responsibility for conducting the Census throughout the country lies with the Registrar General and *ex-officio* Census Commissioner for India, and, in each State, with the Director of the Census Operations. There is, however, no separate field organisation which conducts the Census. The Census Act (Act XXXVII of 1948) envisages the conduct of the operations through the District Magistrates of the State, under the authority of appropriate statutory orders issued by the State Government in exercise of their powers under Sections 4(2) (3) (4), 6(1) (2), 7, 8(1) and 10 of the Act [These are reproduced in an annexure to this note].

4. The administrative set up begins with that most important person, the Enumerator, the person who actually fills in the questionnaires after personally interviewing each individual. Each Enumerator is asked to enumerate roughly 750 persons in rural areas and 600 in urban areas. He is an honorary worker, usually a primary school teacher, or local citizen with some education. For the labours, however, a modest honorarium as a token of appreciation is given.

5. The work of five Enumerators is supervised and checked by an official (drawn from the subordinate field staff of the Revenue Department or any other suitable office) called the Circle Supervisor.

6. Four or five Circle Supervisors come under a Charge Superintendent, who could be an Extension Officer of a Block.

7. The work of four or five Charge Superintendents, and Census work within their areas, is looked after by the B. D. O. who is designated Assistant Census Officer.

8 All the work in a subdivision is the responsibility of the Subdivisional Officer who will designated Subdivisional Census Officer for this purpose, and, in the district as a whole, by the District Magistrate, who will be appointed District Census Officer, assisted by an Officer at headquarters designated Officer-in-Charge, Census. The district Census Officer will also appoint special officers to take the Census of municipalities and urban areas within his district.

The Census Operations

9. The Census Operations will consist of three parts. The first will involve the demarcation of 'blocks' of roughly 150 houses-rural areas and 120 houses in urban areas on the basis of exsisting large scale or specially prepared maps for urban areas and sketch maps for rural areas, which will show the layout of inhabited areas or villages and will be prepared beforehand by an appropriate agency, such as Gram Sevaks or Anchal Secretaries; the appointment of one honorary Housenumberer for each 'block'; the training of the House-numberers and supervisory personnel; and in October 1970, the actual numbering of each house with coal-tar and the filling up of two questionnaires call the Houselist and Establishment Schedule. This part of the operations will be done between June and October 1970.

10. The second part of the operations will consist of the demarcation of Enumeration Blocks on the basis of the information available during housenumbering so that each Enumerator has, in urban areas, about 600 persons to cover and in rural areas 750 ; the appointment of Enumerators and supervisory staff ; the training of these people ; the actual enumeration and its supervision from 10th February to 3rd March 1971 ; and the collection and despatch of provisional population totals to the Registrar General, India and to the Director of Census Operations. This part of the operations will cover the period November 1970 to March 1971.

11. The third part is the compilation of tables (which will be done in Regional Tabulation Offices in different areas and in Calcutta at a Central Tabulation Office) and the publication of reports.

The division of responsibility

12. District Magistrates and Subdivisional Officers will be responsible for the execution of the first and second parts of the operations within their areas ; for the third part their help will be required occasionally by the Director of Census Operations for certain matters such as setting up of offices, personnel etc., but otherwise they will not have to look after this portion of the work. As the work is tied to a definite fixed date, a schedule of work has to be prepared, problems foreseen and ways to solve them devised.

13. The Director of Census Operations will draw up the plans for the taking the Census as far as the first and second phases are concerned, and will issue detailed instructions on the different aspects of Census work from time to time to Census officers. He will also train the Officer-in-Charge, Census and other officers in each subdivision, to ensure uniformity in the application of concepts.

14. To assist the District Magistrate, Government will be requested at a suitable time to permit District Magistrates to utilise the services of such staff of the different offices in the district as will be required by him and of primary school teachers. Some clerical assistance will be provided both at district headquarters and to subdivisions on a scale to be worked out. The main task will fall to the lot of the Officer-in-Charge, Census who will be directly responsible to the D.M. for the entire organisation, from the appointment of Census officers to the supervision of their work and final despatch of completed questionnaires to the Regional Tabulation Offices.

15. Nobody is idle in a district ; nevertheless, additional work is frequently given to them by various offices which constitute fresh demands on their time, of which very little is available. In spite of this, census tradition has it that the work is done, and done well. There can be no doubt that the 1971 Census will be conducted as excellently as the previous Censuses were.

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Enclo.

EXTRACTS FROM THE CENSUS ACT NO. XXXVII OF 1948

Appointment of Census Staff

4. (2) The State Government may appoint persons as Census officers to take, or aid in or supervise the taking of, the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

(3) A declaration in writing, signed by any authority* authorised by the State Government in this behalf, that any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.

(4) The State Government may delegate* to such authority as it thinks fit the power of appointing Census officers conferred by sub-section (2).

Discharge of duties of Census Officers in certain cases

6. (1) Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order so directs .

(a) every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war, of India ;

*This power will be delegated to District Magistrates—Director of Census Operations.

(b) every person (except a pilot or harbour-master) having charge or control of a vessel ,

(c) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institution ,

(d) every keeper, secretary or manager of any sarai, hotel, boarding-house, lodging-house, emigration depot or club ;

(e) every manager or officer of a railway or any commercial or industrial establishment ; and

(f) every occupant of immovable property wherein at the time of the taking of the census persons are living ;

shall perform such of the duties of a Census officers in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

6. (2) All the provisions of this Act relating to Census officers shall apply, so far as may be to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (XLV of 1860).

Power to call upon certain persons to give assistance

7. The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon

(a) all owners and occupiers of land, tenure-holders, and farmers and assignees of land revenue, or their agents ;

(b) all members of the district, municipal, panchayat and other local authorities and officers and servants of such authorities ; and

(c) all officers and members of staff of any factory, firm or establishment ;

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of Indian Penal Code (XLV of 1860).

Asking of questions and obligation to answer

8. (1) A Census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

Occupier or Manager to fill up schedule

10. (1) Subject to such orders as the State Government may issue in this behalf, a Census officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be, at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the Census officer or to such person as the Census officer may direct.

(v) Report of the Second Pretest of the draft questionnaire : West Bengal

I—The Operation

I.1 *Coverage*

The second pretest of the 1971 Census schedules was conducted in 13 blocks in West Bengal, as desired in Registrar General's letter No. 9/32/68-CTU, dated the 9th January 1969, 5 in rural areas and 8 in urban areas. These 5 rural blocks were selected from amongst those covered by the Sample Registration Scheme conducted earlier by the Census Office, West Bengal. Of the five, three are in the district of 24-Parganas and two in the district of Hooghly. Of the three 24-Parganas villages, one is mostly inhabited by the Muslims, another by members, of the Scheduled Castes and the third one is a big typical village having a mixed population of different socio-economic background. One of the two Hooghly villages is near the urban area and the other far away in the rural interior.

Of the 8 urban blocks, 3 were selected in the City of Calcutta, one in South Suburban Municipality, 2 in Uttarpara-Kotrung Municipality, 1 in the city of Howrah and the other in the town of Midnapur.

In 3 rural blocks, 2 in 24-Parganas and 1 in Hooghly and 4 urban blocks, 2 in Calcutta, 1 in Uttarpara and 1 in Midnapore, the Household Schedules were canvassed.

The details of these blocks will be found in Annexure I.

I.2 *Period*

The house-numbering and houselisting operation in all the 13 blocks commenced on 28.3.69 and continued through to 6.4.69, covering a period of ten days.

The enumeration covered a period of 19 days from 10. 4. 69 to 28. 4. 69, followed by a revisional round of 3 days from 29. 4. 69 to 1. 5. 69.

The date for submission of forms was fixed on-3. 5. 69.

The time table fixed for the second pretest has been shown in Annexure II.

I.3 *Language of the forms used*

All the schedules were canvassed in Bengali language ; for this purpose the forms were translated into Bengali and printed.

The instruction booklets for filling up of various schedules were also translated into Bengali. For the purpose of this translation for the pretest, the introductory paragraphs and certain other generalised statements were omitted, which would certainly be incorporated into the final renderings for the actual census of 1971. This was thought desirable in order to reduce the bulk of the instruction booklets, which were cyclostyled for this pretest.

I.4 *Personnel*

In the 5 rural blocks the persons appointed as enumerators were the same persons who worked in the Sample Registration Scheme for the same areas. In fact, with this end in view, that is, the easy availability of these persons for the purpose of the pretest, the sample blocks covered by the SRS were also selected for the second pretest. These 5 persons were chosen from amongst the few best workers in the Sample Registration Scheme. Excepting one, four are Primary School Teachers.

Enumerators who conducted the second pretest in urban areas were mainly selected from amongst the staff of the Census Office, excepting the two appointed for Uttarpara-Kotrung town and one in the Howrah City. All the five persons for the city of Calcutta, the South Suburban Municipal town and the Midnapur town were selected from amongst our Census staff. The Howrah enumerator was an ex-census employee and the Uttarpara enumerators were chosen from amongst the Primary School Teachers.

For the 3 rural blocks in the district of 24-Parganas, a Statistical Assistant of our office was appointed Supervisor. A computor of the office was appointed Supervisor for the two rural blocks in the district of Hooghly. For overall supervision of the Calcutta blocks, an Upper Division clerk was appointed Supervisor. One Tabulation Officer was kept in overall charge of the rural blocks, while another Tabulation Officer was put in sole charge of the urban blocks. All these persons had to work under the immediate guidance of the Deputy Superintendent.

I.5 *Training*

Two training classes were held, one for housenumbering and houselisting on 26.3.69, and the other for enumeration on 7.4.69. Both these training classes were taken by the Deputy Superintendent at his office with all the persons deployed for the purpose.

I.6 *Supervision*

Field demonstrations on housenumbering and houselisting were held by the supervisors with the enumerators in their respective areas of operation. The entire operation was constantly supervised by the supervisors, Tabulation Officers and the Deputy Superintendent in the field.

I.7 *Assessment of Work*

On completion of work, a conference was held on 3.5.69 at the state headquarters with all the personnel to review the experiences gathered and difficulties encountered at the pretest.

The enumerators of Uttarpara town put up a poor show. One of them was handicapped due to the serious aliment of his children and could count only 122 heads against the houselist population of 603 persons in his block.

The Howrah enumerator fell sick during the enumeration period and was quickly substituted by one of our office staff.

The performance of the other enumerators was on the whole satisfactory.

I.8 *Optimum size of Block*

The optimum size of a block for the purpose of enumeration should be 500 persons for 10% sample areas and 600 persons for other areas in the urban tract and 650 persons for 10% rural sample areas and 750 persons for the rest of the rural areas.

The enumerators should cover a period of 19 days, and it should also be a part-time work.

The enumerators during the pretest had to visit many rural households twice and some urban households even more than twice to collect all the information for all the three schedules.

I.9 *Size of Forms*

No suggestion for houselists and household schedules.

Enumeration slips of three different sizes, one 21.5 cm × 17.5 cm. printed on both pages, another 24.5 cm. × 16.5 cm., printed on one page double column and the other 17.5 cm. × 15 cm., printed on one page double column after making a block on photographic reduction were used in this pretest. All the enumerators were unanimous in recommending the smallest sized slips (17.5 cm. × 15 cm.) for easy handling and having more writing space against each question.

I.10 *Attitude of People*

No unpleasant event of non-cooperation on the part of the people was reported. But the people in general took this pretest with annoyance mainly due to the lengthy questionnaire.

II—Findings

II-A *Houselisting*

II-A. 1 Enumerators were prevented from entering the premises of certain households, which was very much necessary for them to ascertain the number of census houses in a building depending on the different structures or parts of the building each having a separate entrance. This happended in two rural blocks, predominantly inhabited by the muslim population, and also in two urban blocks.

As a result of a rigorous application of the definition (last 2 lines of page 7 of the Instructions) an average household in rural areas was found to occupy more than one census house.

II-A. 2 Age of the house was in most cases approximate. In the urban blocks for residential flats solely occupied by tenants and the owner living separately far away, age of the house was returned on guess only.

II-A. 3 In some vacant houses the reasons for vacancy could not be ascertained by any means.

II-A. 4 Against a census house which stood as a separate building altogether, used as a dwelling, under occupation of a household which had been counted in another house under its occupation away from the former census house, no census household no. could be shown, as otherwise it might have led to double counting. Thus for such census house, though used as dwelling, the columns 11-19 were left blank and this could not be explained by the enumerator on the houselist in absence of a separate column for remarks at the end.

II-A. 5 (a) Reluctance to accept the younger generation as head of the household was noticed by almost all the enumerators. Even in one household four brothers contributing equally for the maintainance of the family claimed to be recorded as the head. The enumerator in that case had to record the one who was accepted head by common consent.

(b) Owners of certain houses also claimed to be heads.

II-A. 6 Some people were not aware if they belonged to any S. C. But their title corresponded to a S. C. name.

II-A. 7 Some people had a tendency to show lesser number of rooms, obviously in fear of assessment of taxes.

II-A. 8 The owners of certain houses objected to return any portion of the building to be shown as rented out, though the households living in those portions returned them to be living in rented census houses.

II-A. 9 Tendency of the people to inflate the population in the houselist obviously to keep it at par with those recorded in ration cards, was also noticed.

II-B *Individual Slip*

II-B. 1 Q. 6—The name of place where born could not be returned by many persons. This happened specially in case of women and also persons born in Pakistan.

II-B. 2 Q. 8—A boy aged 10 years 8 months whose age has been recorded as 10 years was born in another place, where he stayed for 6 months after birth. Thus both the questions 6 and 7 were recorded. He came to the place of enumeration at his age of 10 years 2 months, thus the return against q. 8 is 10 years. This leads to a confusion. His age is tallying with the duration of residence but at the same time he had some previous residence.

II-B. 3 Q. 16—For middle and higher school children even in rural areas English had been returned as the other language, as the boy or the girl knew how to read and write English, as such they claimed to understand English.

II-B. 4 Q. 17—Difficulties were faced by the enumeration to record the industry and occupation properly.

II-B. 5 Q. 19—Some cultivators and agricultural labourers wanted additional work for 12 months, indicating only their under employment.

II-C *Household Schedule*

II-C. 1 Family Planning Schedules ;

Q. 8—Some persons were reluctant to give out answers for q. 8 (b) and (c). A young man in Calcutta refused to answer what methods he was applying as it was his very much private matter,

III—Suggestions (Clarity of Instructions)

III-A Housenumbering and Houselisting

III-A.1 On the top of the Form provision should also be made to note the name of the street with code number. In urban areas specially, different segments of a long road may constitute different enumeration blocks. Thus the name of the street should also be recorded on the top of the houselist to facilitate identification of the housenumbering blocks on the houselists.

III-A.2 Building number : The subitem (iv) of the definition of the building envisages more than one structure within an enclosed or open compound belonging to the same person. If there are more than one structure within an enclosed or open compound under different occupation, then it may please be stated whether the structures under separate occupations should be treated as separate buildings.

III-A.3 Census House : The anomally regarding the concept of a census house has been repeatedly pointed out by Shri J. Datta Gupta even at the conference of the first pretest. Specific instructions regarding the assignment of census house numbers in two typical cases has also been sought by Shri Datta Gupta in his letter No. 2C-58/10/288, dated the 14th March 1969, from the Registrar General, India, a reply to which is still awaited. In fact, definite instructions on the points raised in this letter, if issued by the Registrar General, India, will certainly solve our problem of defining a census house in West Bengal. If however it is felt that a compromise has to be thought of between the structural and functional aspects of a Census House, it is desirable that a common point should be indicated where both these points can meet.

In conducting the second pretest in West Bengal, the enumerators were instructed to assign a separate census house number for each unit of a house having a separate entrance either leading to a common courtyard or a staircase or a main road. Our stand was further strengthened by the instructions issued on the census house number in the establishment schedule. In the last para of page 15 of the instructional booklet it has been stated, "a point to be noted here is that it is likely that a single factory or workshop may be spread over more than one Census House." This sentence clearly indicates that the structural aspect of the concept on Census House has grained an upper hand on the functional aspect.

In 1961, West Bengal applied the definition of Census House rigorously in the field. This time also the same is going to be repeated unless a clear instruction is issued by the Registrar General, India, otherwise.

III-A.4 Age of the house : For houses constructed within a year preciding the date of visit of the enumerator, the age of the house should be recorded as O.

III-A.5 Materials of roof : Pantiles and ordinary tiles should be distinguished for the purpose of recording against this item.

III-A.6 If vacant, reasons : If the enumerators find it impossible to ascertain the reason for the vacancy of a Census House, "reasons unknown" should be recorded in this column.

III-A.7 Establishment : A criterion of defining an establishment has been fixed as the work of one or more persons in the Census House. It may please be clarified if the work carried out in the establishment should be a regular work or it may be a seasonal work also.

It may also be stated if the Census House used for storage purposes specially when storage is a part of the manufacturing process, should be treated as an establishment.

III-A.8 Head of household . The definition of the head of the household for the purpose of houselisting varies from that enunciated for the purpose of enumeration. For the purpose of houselisting the head is a person on whom falls the chief responsibilities for the maintenance of household only. But this concept alone leads to serious complication in recording the head of the household in the houselist. Certain observation have already been made under the findings on houselisting.

In order to maintain uniformity in the Census concept during the entire Census Operation, it is suggested that the third sentence at page 13 of the instructional booklet to enumerators should also be repeated here in the instructions for houselisting. The sentence reads as "it is not necessary that head of the household should be a worker or in receipt of any income, it is enough if he/she is recognised as head of the household."

The last para at page 12 "(if the Census House .....the name of the owner)" may be deleted, as it seems redundant to record anything in any of the columns 11 to 19 for non-dwelling Census Houses.

III-A.9 A separate column for remarks should be left at the end of the Houselist. The name of the head of the household occupying more than one building distantly situated may be relevently recorded in this column. This obviates the difficulty as pointed out in item II-A.4 of the finding on houselisting.

III-B *Individual Slip*

III-B.1 Location Code: Stamping out the two elements District/P.S.Nos., in rural areas and three elements District/P.S./Town Nos., in urban areas on each individual slip will lead to certain administrative difficulties, apart from the cost factor. Pads stamped out for a particular tehsil or a town, if become excess cannot be easily used in a neighbouring tehsil or town, thus incurring a huge loss of forms. Enumerators will be given the full location code for his area by his supervisor in the training class which he can fill up himself in all the slips he has to use.

The location code for rural areas may consist of 4 (four) elements, District/P.S./J.L. No./Block No. For urban areas it is suggested that the location code should consist of five elements, District/Town/Ward/Block/Street. In the Instructions it has been laid down that "elements of each code should be separated by hyphens" (last line of page 4). But in the illustrations shown in Appendix II elements of location code have been separated by strokes. The strokes should better be used than hyphens. Instructions may be modified accordingly.

III-B.2 Persons to be enumerated: A clear instruction as to the enumeration of the weekenders either at their village homes or at the towns of their work should be issued. In 1961 such persons were counted at their village homes. The instruction was in 1961 as, "If the Head of the household is a person who spends the weekdays in town and spends the week-ends at home, he should be recorded as Head of Household and entered for enumeration at his home". This led to a bulk decrease of actual population in the cities.

In fact, these persons for all purposes are normal residents in the town in so far as they extract all amenities of the town and spends one day or two in a week at home. They should, therefore, be counted in their place of normal residence, *i e.*, where they spend the major portion of the week.

III-B.3 Household No. Only Building No. and Census House No. will be painted on the walls and the doors and not the Census Household Nos. But the words "these numbers" in 9th line from below at page 9 seem to include the Census Household Nos. also. This needs clarification.

The sentence "The census house number to be noted in this column will be the same as the building number already noted in Col. 2 if the building continues to be a single census house", in the third para at page 11 should be deleted.

III-B.4 Marital Status: 3rd line in the last paragraph at page 15 "and is in married status" may be substituted by "and whose marriage is subsisting".

III-B.5 Place of Birth: For a person born in a foreign country 'X' may also be put against sub item (a) of Q. No. 6. First line of the last para at page 16 may be suitably modified. This applies also to Q. 7(a).

III-B.6 Last Residence: Instructions are solicited if stress has to be laid on the period of stay (3 months or more) or the purpose of stay at some other place for the purpose of defining the last residence. This evidently encounters the question of (i) a woman's absence from the place of enumeration for a period of more than 3 months for confinement in her father's place, (ii) a person's periodical home going and staying at home for about 4/5 months a year or in 2- -3 years, and (iii) an aged father's staying with his son(s) elsewhere for 3/4 months a year.

The second para at page 20 seems redundant and may be deleted.

III-B.7 If studying in any institution: For persons attending vocational institutes, recognised or unrecognised, 'Yes' should be recorded against this question. Instructions may be given if 'Yes' should be recorded for a person who out of fancy or by way of hobby attends some institute to learn music/dance/drama/floral/decoration/cooking etc.

III-B.8 Educational levels: If there is no definit tabulation programme about different educational levels as B.A. 1st year, or M.B.B.S. 2nd year, etc., then it is suggested that in order to avoid sorting and tabulation difficulties only the last recognised University/Board Examination passed may be recorded for a person, as was done in 1961. If accepted, the necessary instructions may be suitably modified.

III-B.9 Mother tongue: This has been defined in two-ways (i) either as the language spoken by the mother in a person's childhood, or (ii) the language mainly spoken in the household. A positive instruction need be issued on which of these two definitions should be adopted in case they differ for any person.

A line should be added in the instruction on this item as, "Record the spelling of the mother-tongue as correctly as possible on the phonetical sound of the respondents' utterances of his mother-tongue name".

The last two lines of para 1 at page 27 ("If you have reason to suspect.....on your own authority") may not be issued in general to the enumerators. This may unnecessarily complicate the matter at the enumerator's level. An executive instruction on this may issue separately to the S. C. O. who in turn may drive the matter home to the district and other census officers during the training classes.

III-B.10 Other languages: Felicity means 'happiness', 'delight' according to the Chambers' Twentieth Century Dictionary and it means "Being happy, Intense happiness, a blessing, fortunate prait, happy faculty in expression, appropriateness well chosen phrase" (C.O.D.). It may be considered if the work 'felicity' can be substituted by any other suitable work like 'understanding' or 'ease'.

III-B.11 19 should also be added in the first line at page 28 to cover the entire working population.

III-B.12 Household duties: Both males and females can be engaged in household duties. As such the work 'she' in the 2nd and 5th lines at page 30 may be substituted by 'he or she'.

III-B.13 Cultivator: A line may be added at the end of the second paragraph at page 32 as "But a share cropper as covered by clause (b) of the definition of cultivator at page 31, should be treated as a cultivator".

III-B.14 Household industry: A line may be indicated to point out that marketability of products is also another criterion of household industry. Any establishment producing anything only for household consumption should not be taken as household industry. This covers 'dhenki' for home use, rearing of cattle or poultry for family use etc. The census houses used for producing of goods solely for domestic purposes have been excluded from the purview of establishments in the houselisting operation (vide definition of establishment, page 15 of the instructions for Houselisting).

III-B.15 Place of work: 'PI' may be entered for persons working in the place of enumeration.

III-B.16 Available for additional work: This relates to gauge the seasonal unemployment amongst the working population and not to estimate any degree of underemployment in the country. If so, instructions need be modified on canvassing this to the cultivators and agricultural labourers. In certain of the West Bengal districts, where intensive agricultural development programme has been launched, cultivators are engaged all the year round to raise multiple crops out of their lands. Such cultivators or agricultural labourers should not come under the purview of this question, as their work is not seasonal; and some of them who are underemployed in that sector, when asked, might return as available for 12 months for additional work. The return of 12 months for this purpose certainly vitiates the very purport of this question. So the persons returning themselves as being engaged in cultivation or as agricultural labourers need be asked specifically if they are available for additional work outside the season of their employment.

III-B.17 Non-workers: For persons categorised under NE or UN (items 7 & 8, page 50), 'employment' means engagement in economic activity. This may be suitably added in the explanation at the end of the page 50.

III-B.18 Enumerator's Posting Statement: The totals of one page may be brought forward to the next page and a consecutive running total may be maintained till the final totals for the entire block is arrived at. This eliminates error in working out the totals in a rough sheet for all the pages and then posting it in the Abstract.

III-B.19 Enumerator's Abstract : Instructions may be issued on how to count the occupied residential houses. If this is to be compiled from the appropriate elements of the location code, some confusions might have to be encountered. For a household occupying more than one census houses of which not all are used for residential purposes, that should be the number of occupied residential houses? As an example, it may be cited that a household occupies 5 census houses in a building No. say 12, the household No. asigned is 12(1-5). Of these five census houses is a cattle shed, another a kitchen and another an outhouse, leaving dwelling houses as only two. So far this household X only 2 should come as occupied residential houses, which is practically impossible for the enumerator to isolate and find out from the location code 12(1-5). In another case for two households bearing the Nos. 10(1)(a) and 10(1)(b) having under their occupation the same census house No. 10(1), the No. of occupied residential house should be only one. Thus difinite instructions need be issued on the manner of compilation of this figure for the Abstract.

III-C *Household Form*

III-C.1 Population Record.

III-C.1.1 Location Code etc. should be printed on the top of the first page.

III-C.1.2 Principal Work : For persons returned as cultivators and agricultural labourers, C and AL may be written respectively. For other categories of workers the details given in Q. 17(c) of the individual slip may be copied as it is.

III-C.2 Family Planning Schedule

III-C.2.1 We should stop at question 8(a). Our experience shows that many people reacted quite adversely to the questions 8(b) and 8(c). In fact, in a very few cases only the family planning methods used as well as the period of contraception had been reported, while awareness of family planning had been reported in quite a number of cases. This view is substantiated by the statement given in Annexure V.

B. Ray
Deputy Superintendent of
Census Operations, West Bengal

ANNEXURE I

Serial No.	Name of the District	Name of Police Station	Name of Village	J. L. No.	Location Code	Houselist Population	Enumeration Population
1	2	3	4	5	6	7	8
			A—RURAL				
1	24-Parganas	Falta	Punya	29	8/36/29	621	582
*2		Diamond Harbour	Narayantala	109	8/37/109	612	616
*3		Kulpi	Deria	21	8/38/21	627	632
*4	Hooghly	Balagarh	Badhagachhi	3	10/5/3	790	797
5		Mogra	Dingalhat	44	10/6/44	829	806

Serial No.	Name of the District	Name of Town	Ward No.	Block No.	Location Code	Houselist Population	Enumeration Population
1	2	3	4	5	6	7	8
			B—URBAN				
1	Hooghly (II)	Uttarpara (III)	2	1	II/III/2/1	603	122†
**2		Kotrung (IV)	1	2	II/IV/1/2	607	276‡
3	Howrah (10)	Howrah (I)	45	1	10/I/45/1	746	745
4	24-Parganas (8)	South Suburban (VI)	6	1	8/VI/6/1	680	607
**5	Midnapore (15)	Midnapur (II)	19	1	15/II/19/1	747	660
†6	Calcutta (I)	Calcutta (I)	31	1	9/I/31/1	537	503
‡7		Do	92	2	9/I/92/2	522	402
8		Do	95	3	9/I/95/3	810	836

* In these 3 blocks Household Schedules were canvassed.

** In these 4 blocks Household Schedules were canvassed.

† The Enumerator himself fell seriously ill and his two children also fell ill and because of his morning School he could not work in the morning.

‡ The Enumerator could not work in the morning because of his morning School.

ANNEXURE II

TIME TABLE FOR 2ND PRETEST ON 1971 CENSUS

26.3.69	(1) Training class on Housenumbering and Houselisting for T. O's., Supervisors and Enumerators. (2) Distribution of Houselists and Establishment Schedules.
28.3.60 to 6.4.69	(1) Housenumbering and Houselisting.
7.4.69	(1) Collection of filled up Houselist forms and Establishment Schedules. (2) Training class on Enumeration and filling up of the Household Schedules with T.O's., Supervisors and Enumerators. (3) Distribution of Individual Slips and Household Schedules to Enumerators.
10.4.69 to 28.4.69	(1) Canvassing of Individual Slips and Household Schedules.
29.4.69 to 1.5.69	(1) Revisional Round.
3.5.69	(1) Collection of Individual Slips and Household Schedules, etc. (2) Conference with T.O's., Supervisors and Enumerators to review the results of the 2nd Pretest.

ANNEXURE III

Serial No.	Name of Village	Location Code	Name of Enumerator	Designation	Name of Supervisor	Designation
1	2	3	4	5	6	7
			A—RURAL			
1	Punya	8/36/29	Gobinda Ch. Sardar	Primary School Teacher	Amiya Kumar Ghosh	S. A.
2	Narayantala	8/37/109	Kansari Mohan Mondal	Do	Do	Do
3	Deria	8/38/21	Arabinda Mondal	Do	Do	Do
4	Badhagachhi	10/5/3	Haripada Paul	Do	Aniruddha Sen Gupta	Computor
5	Dingalhat	10/6/44	Harinarayan Paul	Do	Do	Do

Serial No.	Name of Town	Location Code	Name of Enumerator	Designation	Name of Supervisor	Designation
1	2	3	4	5	6	7
			B—URBAN			
1	Uttarpara	II/III/2/1	Subhendu Ganguly	Asstt. Teacher Municipal Free Primary School	M. N. Sarkar	Tabulation Officer
2	Kotrung	II/IV/1/2	Umakanta Ghosh	Do	Do	Do
3	Howrah	10/I/45/1	*Gouri Sankar Das	Asstt. Compiler Census Office	Do	Do
4	Midnapur	15/II/19/1	Biswanath Moitra	Do	Do	Do
5	South Suburban	8/VI/6/1	Bimal Kumar Majumder	Do	Parimal Dutta	U. D. Asstt. State Govt.
6	Calcutta	9/I/31/1	Kamalesh Dhani	Do	Do	Do
7	Calcutta	9/I/92/2	Samaresh Banerjee	Do	Do	Do
8	Calcutta	9/I/95/3	Gopal Kumar Hazra	Do	Do	Do

*Houselisting and Housenumbering were conducted by Sri Ashim Banerjee who was an ex-census employee. Subsequently he fell seriously ill and consequently he was replaced by Shri Gouri Sankar Das for conduction enumeration.

ANNEXURE IV

Serial No.	Name of Block	Total No. of Census Houses	Total No. of Establish-ments	Percentage of Establishments to total Census Houses	No. of Households Covered	Population	Average size of Households
1	2	3	4	5	6	7	8
			A—RURAL				
1	Punya	309	8	2.59	127	582	4.58
2	Narayantala	340	92	27.06	120	616	5.13
3	Deria	295	15	5.08	101	632	6.25
4	Badhagachhi	235	35	14.89	157	797	5.07
5	Dingalhat	212	18	8.49	140	806	5.75

ANNEXURE IV—contd.

Serial No.	Name of Town	Block No.	Total No. of Census Houses	Total No. of Establish-ments	Percentage of Establishments to total Census Houses	No. of Households Canvased	Population	Average size of Households
1	2	3	4	5	6	7	8	9
				B—URBAN				
1	Uttarpara	1	425	15	3.53	23	122	5.3
2	Kotrung	2	324	5	1.54	56	276	4.9
3	Howrah	1	145	13	8.97	117	745	6.4
4	South Suburban	1	144	3	2.08	89	607	6.8
5	Midnapur	1	149	33	22.15	104	660	6.3
6	Calcutta	1	124	46	37.10	80	503	6.3
7	Calcutta	2	94	11	11.70	68	402	5.9
8	Calcutta	3	152	14	9.21	118	836	7.1

ANNEXURE V

Serial No.	Name of Block	No. of Households	No. of Households where one currently married person using family planning method	Percentage of Col. 4 to Col. 3
1	2	3	4	5
		A—RURAL		
1	Deria	101	6	5.94
2	Badhagachhi	157	1	0.64
3	Narayantala	120	Nil	0.00

Serial No.	Name of Town	Block No.	No. of Households	No. of Households where one currently married person using family planning method	Percentage of Col. 5 to Col. 4
1	2	3	4	5	6
			B—URBAN		
1	Uttarpara-Kotrung	2	56	4	7.14
2	Midnapur	1	104	9	8.65
3	Calcutta	1	80	13	16.25
4	Calcutta	2	68	17	25.00

(vi) Designation and name of the staff of the Census Office as on 9th May, 1969

Serial No.	Name and Designation
	Head Assistant
1	Shri Sunil Kanti Majumder
	Upper Division Assistant
2	,, Rabindra Nath Mondal
3	,, Ajit Kumar Ganguly
	Stenographer
4	,, Kalyan Kumar Dutta
5	,, Gobinda Chandra Ghosh
	Asstt. Accountant
6	,, Rishindra Nath Mitra
	Record Keeper
7	,, Sachindra Nath Bose
8	,, Apurba Kumar Sen Gupta
	Lower Division Assistant
9	,, Bejoy Kumar Chakraborty
10	,, Shiv Sankar Sen Gupta
11	,, Phani Bhusan Nath
12	,, Samir Kumar Chanda
13	,, Mihir Kumar Sen Gupta
	Typist
14	,, Bechu Ram Dutta
15	Sm. Namita Bose
16	,, Niyati Chakraborty
17	Shri Dulal Chandra Dutta
	Tabulation Officer
18	,, Jitendra Nath Bose
19	,, Manindra Nath Sarkar
20	,, Nirmal Chandra Sarkar
21	,, Deba Prosad Chatterjee
	Statistical Assistant
22	,, Amiya Ranjan Kar
23	,, Amiya Kumar Ghosh
24	,, Sushil Kumar Neogy
25	,, Parimal Chandra Mitra
	Printing Inspector
26	,, Ram Chandra Bhar

Serial No.	Name and Designation
	Librarian
27	Shri Arun Kumar Roy
	Investigator
28	,, Gour Chandra Bagchi
29	,, Dipankar Sen
30	,, Arun Kumar Bhattacharya
31	,, Swapan Kumar Guha
32	,, Tapas Kumar Ghosal
33	,, Dilip Kumar Sen
34	,, Subhas Ranjan Chowdhury
35	,, Promatha Nath Haldar
	Artist-cum-Photographer
36	,, Arunabha Dutta
	Proof Reader
37	,, Sitangshu Bhattacherya
38	,, Mohan Lal Chandra
39	,, Nirmal Kumar Mitra
40	Sm. Uma Rani Sen Gupta
	Computor
41	Shri Satinath Chakraborty
42	,, Aniruddha Sen Gupta
43	,, Sishu Lal Saha
	Cartographer
44	,, Satyendra Nath Ganguly
	Draughtsman
45	,, Bimalesh Das
46	,, Jaladhi Bhusan Das Gupta
47	,, Gopal Krishna Hazra
48	,, Surendra Pal Sacsena
49	,, Narayan Chandra Bose
	Assistant Compiler
50	,, Atiar Rahaman Halder
51	,, Chapal Kumar Ghosh
52	,, Amalendu Chatterjee
53	,, Ajit Kumar Mondal
54	,, Manindra Chandra Roy
55	Sm. Minati Das Gupta
56	Shri Afzaluddin Ahamed
57	,, Joy Kumar Paul

Serial No.	Name and Designation
	Assistant Compiler
58	Shri Sange Lama
59	,, Ram Chandra Ghosal
60	,, Ranendra Kr. Roy Chowdhury
61	,, Tarit Banerjee
62	,, Kartick Chandra Dey
63	,, Jasoda Lal Saha
64	,, Somnath Roy
65	Sm. Swapna Chakraborty
66	Shri Kamal Kanta Dutta
67	,, Subir Kumar Chatterjee
68	,, Bijon Kumar Majumder
69	,, Mihir Ranjan Dutta
70	Sm. Namita Gupta
71	Shri Kamalesh Dhani
72	,, Salil Kumar Sen Gupta
73	,, Gauri Sankar Das
74	,, Raghunath Ghosh
75	,, Shyam Lal Podder
76	,, Rabindra Nath Addya
77	,, Manick Lal Biswas
78	,, Bimal Kumar Majumder
79	,, Samaresh Banerjee
80	,, Asim Kumar Paul
81	,, Chittaranjan Bose
82	,, Biswanath Maitra
83	,, Satyananda Das
84	,, Sudhin Kumar Ghosh
	Duftry
85	,, Nalini Kanta Dey
86	,, Debendra Chandra Das
	Driver
87	,, Nripesh Chandra Majumder
	Orderly Peon
88	,, Birendra Nath Dey
89	,, Anukul Sarder
90	,, Sunil Kumar Das

Serial No.	Name and Designation
	Peon
91	Shri Ananta Kumar Dey
92	,, Hrishikesh Das
93	,, Nikhil Chandra Nag
94	,, Anil Kumar Bose
95	,, Mukunda Chakraborty
96	,, Ram Prosad Biswas
	Messenger Peon
97	,, Nagendra Barick
	Peon-cum-Farash
98	,, Krishna Bahadur
	Sweeper
99	,, Ram Lal Valmiki
100	,, Batan Lal
	Durwan
101	,, Newa Lal Bias
102	,, Ram Kebal Prosad

Staff sanctioned by the State Government in connection with the Publication of 1961 District Census Handbook

	Publication Assistant
103	Shri Mihir Kumar Das
	Computor
104	,, Dwijendra Lal Nandi
105	,, Subhendu Bikash Das Sarma
106	,, Ratan Bahadur
107	,, Krishna Chandra Karmakar
	Lower Division Assistant
108	,, Himangshu Saha Chowdhury
109	,, Hriday Ranjan Banerjee
	Typist
110	,, Gouri Sankar Chatterjee
111	Sm. Supty Chatterjee
	Peon
112	Shri Bimal Kanti Bose

II

Initial preparatory measures

The Organisation

I spent June 1969 reading the Administration Reports for the 1961 Census, the circulars issued by the Census Superintendent and the Registrar General's first circular to me. These served as my guides, and helped me to chalk out the different phases of the operations efficiently. My first task was to plan an organisation which would be effective, over which control would at all times be kept and which would reach out to every village, hamlet and household in the State. Given the agitation ridden attitude of the field staff of the State Government, this seemed to be a utopian dream, but I had to manage with whatever personnel I could get.

In 1961 the Census Superintendent had not been able to convince the State Government that District Officers had to be directly associated with the Census Operations. They were kept out of the census organisation on the grounds that they generally looked after everything anyway, and for the rather odd reason that they had not been required to do it "in the old days". (A mistaken notion, for the 1871-2 Census was taken by the District Officers directly and that is as old as we can get). These were at any rate, the views of the then Chief Secretary, Shri S. N. Ray ; I determined to try to get the State Government to agree, for the 1971 Census, to all District Officers being made District Census Officers. I was fortunate in receiving the support of Shri S. M. Murshed, Joint Secretary in the Home Department, and, in spite of the misgivings of some officers, District Magistrates and Deputy Commissioners were appointed Census Officers under Section 4 of the Census Act and designated District Census Officers ; Subdivisional Officers were similarly appointed Census Officers and designated Subdivisional Census Officers. This gave me a measure of control over them, as far as census work was concerned. I was convinced that, if I was to depend on them to get the Census done— and I had to depend on them, there was no one else who could do the job—the District Officers had to be integral parts of the Census set up. Events were to show how right I was.

The district administration had to, it was clear, take on the task of conducting the census in each district, just as it had to conduct the elections. Since the District Magistrate by himself could hardly be expected personally to supervise the operations, I asked each of them to select a steady and energetic Deputy Magistrate (or a Subdeputy Magistrate) who would look after census work in the district, subject, of course, to the overall control of the District Officer. As soon as the names were received, I got the State Government formally to designate them Officers-in-Charge, Census, for their districts, and, of course, to appoint them Census Officers under the Census Act.

Throughout the period that it took to hold the census, *i.e.* right from 1969, the District Magistrates had to withstand the onslaught of the frenzied, often bloody, politics of the time ; to add to their problems was perhaps cruel. I had, however, no alternative, and it is a tribute to them that, in those tortured times, they took on their jobs cheerfully, and always had all the time I wanted from them to talk Census.

I did not, of course, want too much from them. Nevertheless, even when many traditional values were crumbling, the word of the District Magistrate still carried some weight, and the fact that he enquired after the progress of census work did inspire others to give to the census more time and attention than they would otherwise have done.

Below the district and subdivisional level I decided that each Development Block would constitute a Census Charge ; the District Census Officers accordingly appointed each Block Development

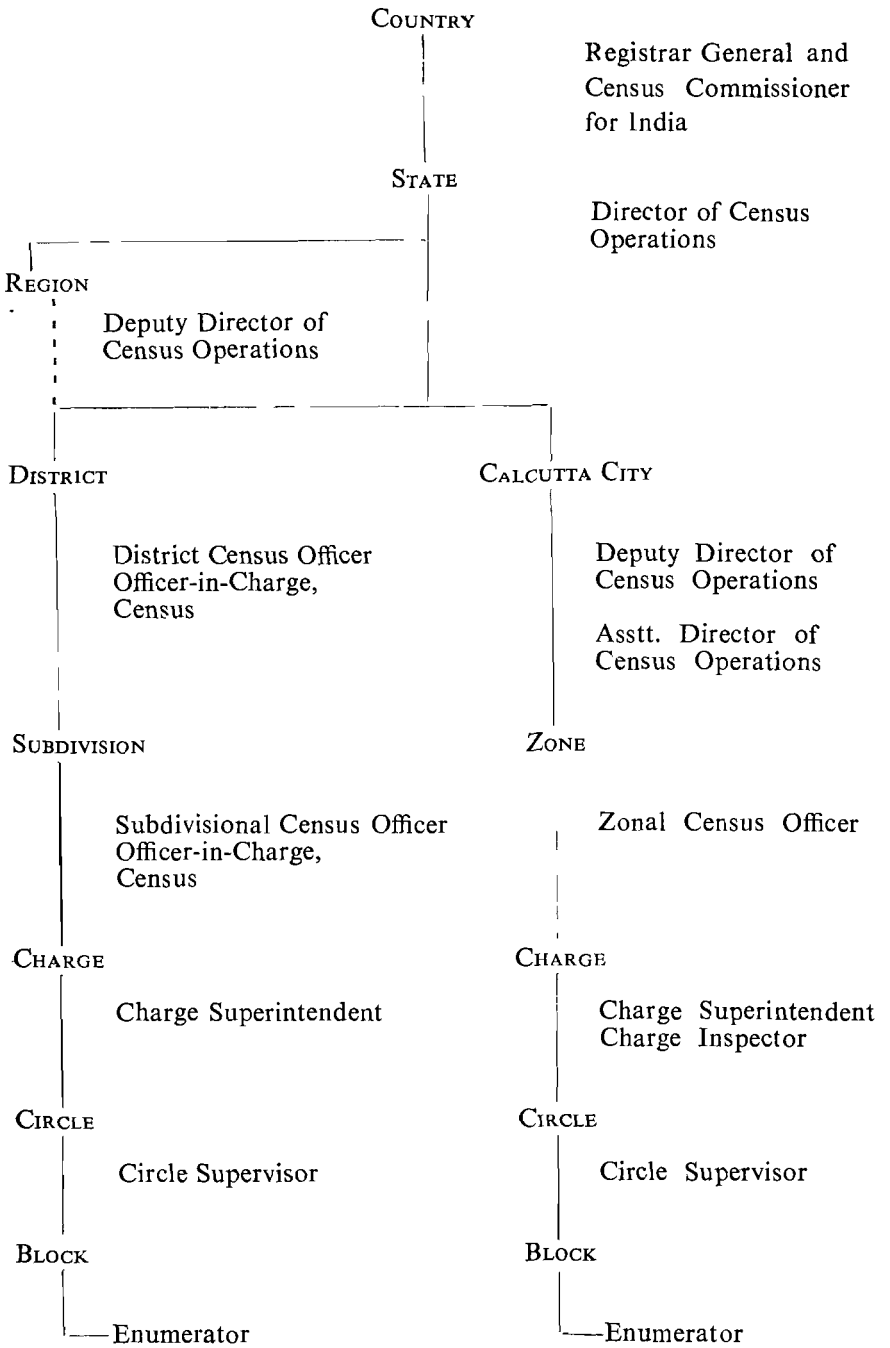
Officer Census Charge Superintendent for his Block ; where the population was greatly in excess of 80,000, a Deputy Charge Superintendent was appointed. The Block Development Officer was, and is, the general factotum of the district administration ; there was nothing that he did not do, and, as a former District Officer myself, I knew how much depended on this greatly overworked man. He was an obvious choice for this job.

The actual field work for the census house—numbering, houselisting and enumeration—had to be done, unhappily, by volunteers, or, to be more precise, by persons who did it free, except for a small honorarium. Each enumerator, as the field worker was called, was assigned a fixed area called an enumerator's block—this was, in rural areas, a mouza, and where the mouza was very large, a portion of mouza, which covered roughly 750 persons. In the mountain areas of Darjeeling district this yardstick was reduced to 300 persons. To supervise the work of the enumerator I decided to make each Anchal coterminus with a Census Circle, and either the Anchal Pradhan, or a suitable person from among the Block Development Officers staff was made Circle Supervisor. This circle proved to be unworkable, since Anchals varied in size, some of them covering the area of as many as 20 or 25 enumerators. As time passed, Block Development Officers began to point this out, and I gave them the freedom to reduce the size of circles to manageable proportions. My intention had been to make census units correspond, as far as possible, with some known revenue, or other kind of unit, so that boundaries would be known to everyone, minimising the risk of wrong enumeration ; the decision was, nevertheless, erroneous, since the prime consideration at the supervisory level is a manageable amount of work, not a defined or clear boundary, which is important really to the enumerator. I would recommend that in future, this mistake be avoided.

In urban areas, each of which was constituted a Charge, I had necessarily to modify this structure a little, since the district administration does not have any field organisation in towns and cities. I also tried to involve the leading men of affairs and the more conscious among the local people so that the census did not become a purely bureaucratic affair. Chairmen of Municipalities were made Town Census Officers, and an experienced Government official was designated Charge Superintendent. Supervisors and enumerators were drawn from among the nominees of Ward Commissioners and, of course, the Chairman. I specified that an enumerator's block in towns was to consist of roughly 600 persons, and a Municipal Ward would be a Census Circle. For smaller towns the Block Development Officer was appointed Charge Superintendent in addition to his own Census Charge. He was, however, given a Deputy Charge Superintendent to help him with the town-usually one of his Extension Officers.

Most of the Town Census Officers did very little. The political frenzy which convulsed public life at this time left the Chairmen with no time for, and less interest in, census work. There was also some misunderstanding about the functions that the Town Census Officer and Charge Superintendent performed. I had really intended the Town Census Officer to be an ornamental accretion to the organisation ; in most cases this paid off, since the Government officials appointed Charge Superintendents could work on their own while the Town Census Officer went about his agitations, but some Chairman considered themselves to be vested will all kinds of powers as far as the Census was concerned. The fact that the Charge Superintendents got their work done in those towns speaks of their diplomatic skill and pertinacity. Not all Chairmen were, however, so odd. A number were of great help in organising and conducting the operations ; to them the Census of 1971 owes much.

The Census Hierarchy



The diagram above depicts the census organisation in West Bengal. All in all, the organisation proved to be fairly effective, except for the Town Census Officers, as I have mentioned, and for a large number of Circle Supervisors. Here, again, I had advised that the local Anchal Pradhan be appointed Supervisor ; but barring a few conscientious, enthusiastic Pradhans, the rest did nothing at all. The result was that we had hastily to modify our arrangements for supervision.

I would advise that as a class these worthies be given a wide berth in 1981 ; Gram Sevaks are far better suited to the job. This does not again hold good for all Pradhans ; in some districts they gave us yeoman service.

The enumerators were, in rural areas, mainly primary school teachers. In urban areas there were teachers, as well as unemployed young men. In the chapters on Houselisting and Enumeration I have recorded the problems that these people created and faced, and how we tackled them.

One thing is very clear. Even if the times are less turbulent, the days of free enumeration are over. We got people to work as enumerators with an immense amount of difficulty. The earnest appeals to "help in a nation building task" which we had to make were woefully out of date and caused a good amount of amusement. To expect anyone to do what is a dreary, very tiring and time consuming task for practically nothing and then to tell him he is building the nation is to be exceedingly naive. Before the census is organised in 1981, it must be settled whether enumerators are going to be paid or not. If we cannot afford to pay them, the census as a total survey, should be scrapped.

Verifying territorial boundaries

A task we had to undertake right from the time I joined was the verification of boundaries. If one is going to conduct a census one must know the exact area one is going to cover ; here, in West Bengal, we have revenue mouzas ; police stations, consisting of a number of mouzas ; districts, consisting of a number of police stations ; and divisions, consisting of a number of districts. The boundaries of all these units had to be known clearly, since there had been changes in the intercensal period, and everyone had to be told of all modifications and ch nges so that no area was left out or enumerated twice. I received very prompt and substantial help from the Director of Land Records and Surveys, who allowed some of my staff to sit in his office and copy out the changes.

Lists of all changes were sent to the district concerned but it was largely a waste of time, because most of the changes had not at that time received the formal approval from the State Government. Consequently, had to go back to the old boundaries and schedule all work according to them except, of course, where changes had been notified. This was, however, unavoidable, since it was possible that, while census preparations were under way, the Government would accept all or some of the changes ; we would then have been caught napping, with disastrous consequences.

A list of the accepted changes is given in the Appendix.

The recognition of towns and urban areas

A prior requirement of the census operations was a decision as to which areas would be called towns and which would be rural. At the first Conference of Directors of Census Operations in May 1969 the criteria on which an area would be classified as a town was discussed at length. The four criteria envolved at the conference were :—(a) the density had to be more than 1,000 persons per square mile ; (b) it had to have a population of at least 5,000 ; (c) 75% of the male working force had to be engaged in pursuits other than agriculture ; and (d) it had to, in the opinion of the Director of Census Operations, be an urban area. It was recognised that these were a very, very approximate set of indicators but, since we could not find any better ones, they

had to serve. The last indicator was a delightful exit line : it said, in effect, that if nothing else worked take a look at the place and decide.

As soon as I returned to Calcutta, these criteria became a problem. The average density *all over the State* in 1961 was 1,021, *i.e.* more than the norm for urban areas : obviously, this indicator was useless. Then again, several hundred villages had a population of well over 5,000, and studying each would have taken us years. I therefore discarded this too, and consulted Shri M. G. Kutty, then Commissioner, Calcutta Corporation, who was, I felt, eminently qualified, owing to his association with regional and urban planning in the State, to tell me what to do. As I expected, he told me to go by the third indicator, *i.e.* the characteristics of the labour force. And there was always the fourth, should I despair.

I had a list of areas prepared which showed a predominantly non-agricultural, male working force in 1961 and sent this to the District Magistrates concerned, asking them to let me know whether they actually were urban areas or not. My letter, and the list of areas qualifying to be treated as urban, is given in the Appendix.

One problem concerned Hamiltonganj, in the Alipurduar subdivision of Jalpaiguri district. Informal discussions with the Deputy Commissioner and the Subdivisional Officer, Alipurduar showed that these officers held contrary views on the status of this area. The Subdivisional Officer said it was a town in every sense, since it had electricity, a cinema, big shops, chemists stores, barbers saloons and other enterprises indicating a flourishing tertiary sector ; the Deputy Commissioner felt that the area was merely a marketing centre for the tea gardens amidst which if was set and was not really an urban unit as such, but merely a string of shops. I visited Hamiltonganj in the winter of 1969-70, and was convinced the Deputy Commissioner was right. Hamiltonganj was not a town in any sense and I dropped it from my list.

On the basis of the replies I received from the District Magistrates I prepared a final list of towns ; there were several areas which the District Magistrate, 24-Parganas pointed out in his district as distinctly urban—although the 1961 data did not lead one to expect this. Most of them were outgrowths of the city of Calcutta, to the south. The list was then sent to the State Government for approval. But I asked the District Officers to go ahead and organise the census on the basis of this list, since the State Government took months to communicate their approval. The final list is given in the Appendix.

The growth of urban areas has been quite independent of their civic status ; civic status was granted, it seemed, on political grounds. One got one's native village made into a municipality the way one got a permit for a bus. We thus had a number of villages complete with dusty unpaved pathways, thatched houses and paddy fields which were municipalities. We were told that one could not very well show a municipality as a rural area ; consequently, they were treated as urban areas. Similarly there were several manifestly urban areas which were not municipalities, town committees, or anything else. These areas constitute what we call "non-municipal" urban areas. The list of towns shows the classification on these lines.

First Census Conference : May 1969

Soon after I joined, the first All-India Conference of Census Superintendents (as we were then called) was held in New Delhi in May 1969.

The greater portion of our time was taken up in discussing the format of different schedules which were to be used to gather Census data. While there was little that I could personally

contribute to the Conference owing to my complete unfamiliarity with the whole business, the examination of the schedules served as a kind of training course ; as ideas were exchanged, accepted or discarded, the purpose behind each question in the different forms became clearer to me.

The concepts which were to be used were also discussed at great length. Our favourite became the Census House, which was discussed almost out of existence. Finally, the Registrar General decided to make the definition adaptable to local conditions, which was far more practical than the definition adapted in 1961. A very major decision was that the honorarium to be paid to Census workers should be raised as the 1961 rates were so meagre as to be absurd. This was one of those decisions which actually made the Census possible.

The schedules which we discussed in the Conference were the Establishment Schedule, the Individual Slip, the Enumerator's Abstract, the Household Form (consisting of the Population Record, Housing Schedule, Fertility Schedule and Family Planning Schedule). Soon after the Conference, however, some of these forms were modified very radically at a meeting in the Planning Commission ; the Household Form, in particular, was shorn of all its parts except the Population Record and thus came to be known as the Population Record. In the Appendix I have reproduced the Registrar General's letter (D.O. No. 9/3/69-CTU, dated the 27th May 1969) in which the changes have been explained. There is no doubt that the forms as they were finally approved were easier to handle and also easier to fill up ; I could not, however, help feeling that the removal of the fertility schedule was a major loss. However bad the data collected might have been, it was certainly worth the effort, since we had no data on fertility in India and this could have supplied some kind of data at least. The insertion of questions in the Individual Slip for currently married women were in my opinion, a poor substitute.

All these forms and the instructions which went with have been given at the end of the chapters dealing with them.

Apart from these results, the Conference achieved something very valuable. We got to know each other, and in a job such as this one, that is a very necessary thing. The warmth and friendliness of the Registrar General permeated our relations with each other, and will remain as an abiding achievement—not in our books, but in our personal lives. All of us who have been in this business together will certainly be the better for this friendliness and camaraderie : through it we achieved a kind of primary understanding of how we thought of the Census, which helped me in clarifying my own rather woolly ideas of what I had to do.

The Census Calendar

The Census is a project which is tied to particular date which means that the Americans would have started a countdown, ending up at 'O' with the different dates. Our substitute was the Census Calendar. This was a schedule showing the time at which different stages of the work were to be completed.

For West Bengal I devised a calendar in which houselisting was scheduled for October-November and enumeration for the period 10th February to March 3rd. Elsewhere in this report I have set-out the manner in which events turned the calendar inside out ; nevertheless, it served as a kind of yardstick against which we could measure our achievements and our failures as far as sticking to the time schedule was concerned. The calendar is reproduced in the Appendix to this chapter.

Preparation of Maps

To fix the jurisdiction of Enumerators we had to get hold of good maps of rural areas. As far as rural areas were concerned we had excellent mouza maps of the Settlement Department on the basis of which it was easy to fix the jurisdiction carefully. These were freely available to all district Census Officers and as a result we experienced no difficulties in the rural areas. It was a different matter as far as urban areas were concerned. Several municipalities had no maps at all ; non-municipal urban areas also had only the mouza maps. With a lot of persuasion we managed to get hold of maps for most of the urban areas, and checked them on the ground for correctness. The city of Calcutta presented special problems. Since all that they could produce were blue print maps of the wards, many of which were out of date, each of these maps had to be verified on the ground and adopted after suitable changes.

We did all these in 1969 so that, when field work started, these maps were available to the Census Officers for use.

The Location Code

The location code is a means by which every person in the State can be traced through a composite number. The use of this code on the Individual Slips, Houselists, Establishment Schedules and other Census forms make the identification of households, villages and even individual persons within household a relatively simple matter.

Well before the operations I had the districts police stations, towns and cities of the State numbered and sent these to the District Census Officers. A complete list is given in the Appendix to this chapter.

The location code consisted of the following elements : in rural areas, the district number, the police station number, the village number, the enumerator's block number and the household number, and in urban areas, the district number, the town or city number, the ward number, the enumerator's block number and the household number. When they were written up they looked like this :

Rural	:	5/14/349	[73(6)(1)]
Urban	:	5/XI/3	[21(3)(1)(a)]

The numbers appearing on the left were written up on the left of the Individual Slip and those on the right on the right hand side. In the Houselists and Establishment Schedules the components were written separately on different lines.

It will be noticed that in urban areas the number of town or city was written in Roman numerals so that it was immediately apparent that it was a town and not a police station. For Calcutta we assigned the district number 16, and the town number 1, merely to keep the location code at par with the ones being used elsewhere in the State. Some urban areas were neither towns nor cities. For these non-municipal urban areas there was no ward number as such. The Census Circle number was inserted here, again, to keep the location code uniform through the State.

The block numbers were written within brackets because that is how they appear in the Individual Slips. The brackets served to distinguish the block number from the other numbers written up.

The household number needs a little explanation. Elsewhere in this report I have explained the difference between the building and a census house. A building might consist of several census

houses, for example, a multi-storeyed block of flats where in a single building one came across a large number of independent census houses. The main number invariably refers to a building and the number within brackets refers to the census house. Often one came across two or three households in one census house. This happened more frequently in the urban areas, but not infrequently in rural areas also. In such cases each household was distinguished by a letter of the alphabet also within brackets. Thus the household number was written up as 3(1)(a) where 3 was the building number, (1) denoted the census house and (a) denoted a household within that census house. The household thus bore the number 3(1)(a) : the census house bore the number 3(1). In Calcutta we adopted the premises numbers used by the Corporation for convenience. Although this avoided re-numbering of all the houses it also resulted in elephantine numbers being written up, because, quite often, one particular building bore several premises numbers and all of these had to be used as a composite number to denote the building number. This has been explained at length in the chapter on the Census in Calcutta city.

The location code used during 1971 census was, if I may say so, a distinct improvement over 1961, in the sense that the code was uniform throughout the country. In 1961, different Census Superintendents devised their own location codes and none of them corresponded to the other. This time the uniform pattern meant that the identification of households in Gujarat or Jammu and Kashmir or in West Bengal became a simple matter. In West Bengal we had to allow the census officers, especially in the urban areas, a little latitude because of the incredible jig-saw of non-municipal urban areas, urban areas and cities. None of the variations were, however, radical alterations ; as in Calcutta, they usually meant an expansion of the household number to fit in with local numbering systems.

I instructed the Charge Superintendents to rubber-stamp the numbers which were common to a large area on the slip pads as far as possible, to minimise the work done by the enumerators. In spite of this, some enumerators found it convenient to write the location code on one slip and leave at that. This meant one loss of valuable time in the tabulation offices, because the sorters then had to write the location code afresh on each slip. By and large, however, the code was carefully followed and proved an invaluable aid to locating and identifying households and even individuals.

Appendix

A. CHANDRA SEKHAR

D. O. No. 37/10/68-RG
Ministry of Home Affairs
Registrar General, India
2/A, Mansingh Road,
New Delhi-11
The 12th December, 1968

Census of India 1971—Circular No. 1

We are all privileged to be members of this great Organisation. The years you will spend with the Census Organisation will be one of the most rewarding. You will soon acquaint yourself with the great work that your predecessors at the earlier censuses had achieved. This has, however, been the result of hard, sustained and dedicated work, unmindful of one's own comforts. In your new assignment you may at times find yourself denied of the comforts and privileges that you might have normally expected as the head of a department or the head of a district or in a Secretariat post under the State Government. Yet, the work you will have done as Superintendent of Census Operations will be one of the most enduring and of lasting value. The work you are charged with will be quite axacting. You will have to win the confidence and cooperation of the State Government as well as a host of State Government officials throughout the State, and also of the local bodies and various other individuals over whom you may have no administrative control and it is only by commanding their goodwill that you can get the best out of them. It is the unstinted efforts of all the dedicated workers associated with the Census that had helped to build the reputation that the Indian Census enjoys as the single fruitful source of information about the country.

2. Unlike at the earlier censuses when the Census Organisation was being built up once in ten years like a phoenix, with the Census Superintendent as the first individual to report himself without even an office room for himself to start with, and had to create everything and build up the office and the rest of the Census Organisation, you are fortunate that you have now succeeded to a continuing Census Office and there is a fairly adequate nucleus staff in the office which contains a good number of experienced personnel of the previous census. While you may thus be spared the initial problems of setting up an office, you will straightaway be diving into the thick of the preparatory measures for the next census, the success of which will depend entirely on your ingenuity, leadership and hard work and you shall have to enthuse the State officials at all levels for census work by your own personal example.

3. The pattern of Census Operations is likely to be basically the same as in the past, subject to certain variations that will be explained. You will greatly benefit by the Administration Reports recorded by your predecesor of the last census in your State as also of those in other States as well. You are well advised to go through them and get a feel of the problems that are to be tackled.

4. The work relating to Census Operations can be divided to fall under two broad heads, *viz.*; (1) the census enumeration, and (2) the census tabulation and publication of reports.

5. The objective of the census enumeration is to see that the entire area in your charge is fully covered without omission or overlapping and every individual in enumerated and the required particulars of the individuals and households are recorded on certain prescribed schedules truthfully and accurately with reference to a particular point of time as notified, and by a correct application of concepts, by an enumeration agency which is most carefully trained for the purpose.

6. One of the earliest tasks in preparing for the census, therefore, is the building up of district and tahsil/thana maps indicating the boundaries of all administrative units down to the village. You may be fortunate to have already inherited good maps prepared at the last census on a scale of 1" = 1 mile or 1" = 4 miles. I believe your office had already taken upon itself the task of brining these maps up-to-date, taking into account all changes of boundaries that might have occurred since the last census. It is important that this work should receive first priority so that these maps are finalised as quickly as possible. The State Governments were already addressed by the Ministry of Home Affairs vide their letter No. 28/66/68-Pub. I dated the 15th April 1968, a copy of which should be available in your office, requesting the State Governments not to give effect to any changes of boundaries after 31.12. 1969. If at all the State Governments contemplate any changes, it is hoped that they would have given effect to them much earlier than this date. You may, therefore, in consultation with the State Government, bring

all your maps up-to-date well before the end of 1969. These maps will be useful for determining the location code numbers of each administrative unit which will facilitate the allotment of jurisdictions to Census Officers in a systematic manner without overlapping or omission thus ensuring complete coverage of territory.

7. You have to take a decision urgently on the smallest administrative unit for which the primary census data will be presented at the next census. The experience of the last census recorded by your predecessor will help yon to take a decision. You have to decide whether the revenue village or the village panchayat or gram-sabha, etc. ; should be the smallest rural unit for the purpose of Census. It is always desirable to choose a viable and stable unit with definite fixed boundaries. These should generally be comparable with the units of previous censuses. A revenue village with definite surveyed boundaries is generally prefered. In some States, Census Officers had thought of recognising even hamlets of villages as units of enumeration and the presentation of primary census data separately for these units. This may be feasible at least for the larger hamlets. Since the list of villages with the primary census data provided by the census serves as an invaluable frame for all types of future studies, suggestions have also been made that in respect of large villages the primary census data may be furnished for portions of villages which may constitute separate census enumerator's blocks. Suggestions have also been made that where a village panchayat is recognised as a census village, the data for individual revenue villages that may constitute the panchayat should be separately given. You may like to give careful thought to these questions and let me know of your views as early as possible. Sometimes, in the midst of unsurveyed areas such as the tribal agencies, forest areas, etc. ; groups of habitations are recognised as rural units in the village series at the census. It will be necessary for you to clearly define the boundaries of such units as to be definitely identifiable by any other organisation who may like to use the series as a sampling frame.

8. Two broad divisions of areas, *viz.* ; rural and urban, have always been recognised at the censuses. It will be necessary to demarcate these two categories as early as possible. The definition of an urban unit as was evolved in India for adoption at the 1961 Census was as follows :

(a) All places with a municipality, corporation or cantonment or a notified town area.

(b) All other places which satisfied the following criteria were also recognised as towns ;

(1) A minimum population of 5,000 ;

(2) At least 75 per cent of the male working population was non-agricultural ; and

(3) A density of population of at least 1000 per sq. mile (390 per sq. km.)

This definition, by and large, had worked well and has brought about some uniformity of concept throughout the country. It is proposed to continue the same definttion at the 1971 Census also which will enable us to have better comparability with the data of the last census. The detailed data of area and population from which the density can be derived and the composition of the working force for each rural and urban unit provided at the 1961 Census will make it easier for you to apply the criteria laid down above and determine the urban status more accurately. You may examine the cases of all rural units of 1961 which might have had a population of 4000 or more at the 1961 Census which can be expected to have crossed 5000 population mark by 1971, to see if the composition of the working force, the density of population and other factors would qualify those places to be categorised as urban. In the Census General Report of your State your predecessor might have already given some guidance in this matter. At the same time, you may also see if there are any areas recognised as urban at the 1961 Census which did not deserve to continue as urban either due to any reduction in the population size or due to the composition of the working population or other factors. This work must also be completed as early as possible since you have to develop your location codes for your State quickly. I expect that your office might have already done some exercise in this regard. You may kindly finalise these, get the concurrence of the State Government also and let me have the final list of towns as quickly as possible.

9. The town group was another concept that was developed at the 1951 Census and followed with a little more liberal definition at the 1961 Census. However, it is felt that there was no uniform application of principles in the constitution of town groups. This question was discussed recently at a seminar of geographers, sociologists, economists, town planners and other scholars at Delhi and it has been suggested that the following criteria may be applied in recognising a group of urban units to constitute a town group.

10. Two or more towns may be clustered together as a town group when the core town has a population of 100,000 or more and the distance of the adjacent towns does not exceed ten miles from the periphery of the core town and also there is functional linkage between the towns to be included in the town group. The intervening area if any between the towns constituting the town group, if it is rural need not be treated as part of the town group.

11. Since it is reasonable to expect a fairly high growth rate of urban population between 1961 and 1971, you may examine the cases of all the Class I (population of 100,000 and above) and Class II (50,000 to 99,999) towns of 1961 Census whose populations are likely to reach 100,000 by 1971 and try to locate the possible future town groups. Your predecessor might have already indicated in the administration report or the General Report of 1961 the areas which might deserve to be treated as town groups.

12. The idea of recognising the town group is that the life in the constituent units of the town group around a large urban centre may be so articulating that it may be more realistic to give an integrated picture of the group together in the presentation of the data. The concept of a Town Group referred to in para 10 above may undergo further change on the basis of some more fresh thought being given to it by the Town and Country Planning Organisation and other bodies. If there is going to be any change I shall let you know. For the present you may take action as suggested in para 11 above.

13. When once the State is divided into definite administrative territories down to the smallest unit of village or town, it will be convenient to develop a location code under which each district in your state is allotted a distinguishing code number and within each district, each tahsil or thana is allotted a serial number and ultimately within each tahsil or thana every village and town is allotted separate series of numbers so that by a combination of the code numbers allotted to each one of these units in the hierarchy, it would be possible to have a complete location code, by which any particular village or town within a State can be conveniently indicated. The towns are distinguished from villages by the allotment of a Roman code number for the town, where as for the villages, the code number will be in Arabic numerals. Thus 3/6/79 will represent village No. 79 in tahsil No. 6 of district No. 3. Or 3/6/II would mean town No. II in tahsil No. 6 of district No. 3. If it is proposed to recognise each of the larger hamlets for the purpose of giving primary census data it may be necessary to give a sub-number to the main village number as say 79(i), 79(ii) and so on to identify the hamlet. If to this location code is added within brackets the house number that may be allotted to a house within a village or town, *e.g.*; 3/6/79(1-109) we shall have a system by which every house and within it, every household in all local areas can be indicated by a convenient location code. This will be extremely useful for the purpose of depiction on the Census Schedules and also while demarcating the jurisdictions of census enumerators. You may like to acquaint yourself fully with the system of location codes that was developed at the 1961 Census. We shall follow the same system. However, on an examination of the location code system last adopted in your State, if you find any defects, they can be ractified.

14. It has been found that in some cases, at last census, some local variations had been made by the field staff and some other elements such as the enumerator's number and so on, had been introduced into the location code and it was found that the allocation of slips to the correct village became difficult at the tabulation stage. It is, therefore, necessary to have a uniform and well-understood system adopted throughout the State. The location code numbers could perhaps follow the geographical contiguity as at 1961 Census rather than the alphabetical order.

15. The old location code will have to be brought up-to-date, taking into consideration the changes, if any, in the jurisdictions of any of the administrative boundaries. It will be useful for you to draw up a statement showing, the location code number now allotted for the 1971 Census for each village and town and the corresponding location code number of that unit at the 1961 Census, for the purpose of comparison as also to make sure that all the units of the 1961 Census are fully accounted for. You will have to ensure that the system of location code numbers is fully understood by the enumeration agency and that the code numbers allotted to each village or town are correctly noted on the schedules of that particular village or town.

16. The preparation of layout sketches of every village and town should be taken up immediately if not already done, in which the location of every building and house, residential or non-residential, should be shown and the important landmarks such as roads, rivers and canals, wells, temples, important public buildings, etc. should be indicated. This will serve as a basis for a rational housenumbering scheme to be evolved. I expect that your office, with the assistance of State Government, should have already started on

the implementation of the scheme of permanent housenumbering. You may get yourself fully acquainted with the Manual on Housenumbering that had been issued. In some States, good housenumbering system may be already in existence and every house may already be bearing a prominent housenumber. In others the painting or affixing of permanent housenumbers may take their own time, depending on the finance of the local bodies concerned. But the preparation of a layout plan is an essential preliminary step which should be taken up immediately through the normal administrative agency of the Government or the municipal or panchayat administration. This can serve as the basis for you to allot housenumbers which can be indicated on the layout sketch and these can be marked on the doors of houses by chalk or tar, etc., on the eve of the houselisting operation. These housenumbering sketches need not be to scale but even notional maps with adequate details to identify every house will go a long way in achieving the objective in view, *viz.*, the ultimate demarcation of the jurisdictions of the enumerator's blocks so as to ensure equitable load on the enumerators and complete coverage of area. In the notional maps, not merely should the built up area be shown but the entire area of a village within its recognised boundaries. This will enable a complete coverage of the entire geographical area constituting the village. At the 1961 Census, at the stage of houselisting, such sketches were prepared. The quality of work vastly differed as the work had to be done in some hurry by some enumerators themselves. Now, if you start this work even now in a systematic way and get the work completed by the normal administrative machinery, such as the revenue or panchayat agency at the village level and the municipal or cantonment agency at the urban level, you are likely to have far better layout plans that will prove very useful for your work. Four copies of such layout plans could be prepared, one copy to be kept at the town or village itself, one to be kept at the tahsil or Police Station headquarters, and two copies to be kept in your office. These maps, if prepared carefully on sheets of uniform size, can be built up into convenient atlases for each tahsil/thana and can serve as invaluable reference material for the purpose of census operations as well as for various other statistical or administrative purposes. You may, therefore, please concentrate on the preparation of these layout sketches immediately. The Manual on Permanent Housenumbering, a copy of which should already be available in your office, will be the guide for the preparation of these village and town layout sketches.

17. While the above preparations go on, you should also determine the best agency suitable for census enumeration work. The experience of 1961 Census in your State will be useful. By and large, the school teachers proved to be the best agency This will have to be of course supplemented by others. The observations recorded by your predecessor of the last census will help you in the selection of the enumeration agency. You should get the officer in charge of the tahsil, thana or municipality to prepare an inventory of all the personnel that will be available for census work. While such a list may be got ready about a year in advance of census enumeration, you may have to request the State Government to issue instructions to the effect that the personnel selected for census work should not be disturbed till the census enumeration is completed. It may be necessary that the list of such personnel is prepared with reference to the place of residence of the individual concerned and not the place of his work, for, the census enumerator is expected to work outside of his normal working hours and he would obviously find it convenient to attend to this if the area allotted to him for census purposes is close to his residence. It was also the experience at the last census that some institutions furnished the list and others did not, and, so much so, the census personnel were selected only from the institutions which furnished the lists. This led to unnecessary burden on some institutions. You may have to ask the local Census Officers to see that all the institutions and offices within their jurisdiction do furnish the lists of all the personnel. It may be good to gather some particulars about the age and qualifications of the persons offered for census work.

18. It will be advantageous for you to get the officials at various levels *i.e.*; at the District, Subdivision, Tahsil/Thana and Town level, notified Census Officers under the Census Act as early as possible. This will also give you the necessary authority to direct the operations and also make the local Census Officers responsible to you. You may get yourself thoroughly acquainted with the provisions of the Census Act. The State Governments generally extend all kinds of assistance to the Census Superintendent for the successful completion of the Census Operations. Various concessions are also extended to the personnel put on census duty. You may like to get yourself acquainted with the instructions issued in the past and you may persuade the State Government to issue suitable instructions to meet the present needs.

19. At the last census, a tradition has been started of canvassing a uniform Houselist with some simple questions on housing and on which also particulars of the size of the household were collected. This

Houselist served the purposes of a Housing Census and yielded quite valuable data on housing. The Houselist provided an advance estimation of the population for each local area which would enable you to demarcate the jurisdictions of each census enumerator equitably so that they are all of more or less uniform size and such that they can be covered by the enumerator within the period allotted to him. At the next census also a similar Houselist will be canvassed. The houselisting will have to be done about February-April 1970 *i.e.*; about an year in advance of the census enumeration.

20. The experience of the last census, as also the first pretest of the draft questionnaries for the 1971, showed that the size of the enumerator's block in rural areas may be about 750 to 1,000 in population, *i.e.*; about 150 to 200 households, and in the urban areas about 600 to 750 population, *i.e.*; 120 to 150 households. You shall have to get your local Charge Superintendents to demarcate the census enumerator's blocks accordingly. The formation of the enumerator's blocks is most important and the area of each enumerator's block should be cleraly defined with reference to the boundaries as well as the house numbers that actually fall within his block. The housenumbering layout sketches, in conjunction with the Houselist, will enable the Charge Superintendents to carefully demarcate the census enumerators block. The census enumerator's blocks so formed at the census served as a frame for all types of future sampling studies as well. A general critisism has been levelled that the census enumerator's blocks were not easily identifiable. It is true that it may be difficult to reconcile between an area with some natural physical boundaries such as roads and streets, and the desired size of population ideally suited for an enumerator. For census purposes obviously, it is more important that we have blocks of convenient population size to ensure complete and convenient coverage. The enumerator's blocks had been generally indicated in the past in terms of merely house numbers that constitute a block such as, for example, along a straight road, house number 1 to house number 150 may form one enumerator's block and house numbers 151 to 250 may form another enumerator's block depending on the population size. Sometimes, the layout may be such that a cluster of houses will have to be alloted to an enumerator. Again, in a village which has both the built up area as also the cultivated area around with some odd farm houses, it will be necessary to clearly indicate the area allotted to an enumerator especially if a large village is divided between more than one enumerator. It is desirable that in an over-all control map of the village the jurisdiction of each individual census enumerator's block should be clearly demarcated and shown, even if the enumerator's block may be linear merely following a row of house numbers along a street. At the same time, it may be advantageous to get each enumerator to prepare a separate sketch of the area allotted to him in which he can set out in little more detail all the landmarks and all the individual houses that constitute his block. The name of the street along which his jurisdiction may lie and also the names of the adjoining streets and localities can be shown. This may greatly help in easier identification of the enumerator's blocks in future. The census enumerator can be required to furnish this sketch along with the enumeration abstract which he would be required to furnish at the end of census enumeration.

21. In several urban areas the National Sample Survey Organisation had already prepared an urban area frame. This was used at the 1961 Census in some States for the purpose of forming the census enumerator's blocks. You may examine if the urban area frame so prepared is easily identifiable on ground and if the census enumerator's blocks can be conveniently formed as to conform to this frame.

22. A special feature of the 1971 Census will be that in 10 per cent of the enumeration blocks in urban areas and 10 per cent of rural villages a separate household form will also be canvassed besides an individual slip that will be canvassed on a universal basis. The instructions for the sampling design and the selection of the sample will be issued to you separately from this office in due course. It is adequate for you to know at this stage that it will be necessary for you to have a good frame of the enumerator's blocks from which the sample will have to be selected. For these sample blocks a slightly better qualified enumerator who may be a graduate or at least a matriculate, if possible, should be appointed.

23. A set of the second draft schedules that have been developed for the next census is enclosed. Copies of the instructions for filling them will follow. The first draft of the schedules was pretested by the State Census Offices. The papers and proceedings of the 1st conference ot May 1967 for developing the schedules and of January 1968 in which the experiences of the pretest were discussed should be available in your office and you may like to study them.

24. You will have occasion to now pretest the second draft. The experience you will gain at the pretesting of the census schedules will be valuable. You may have the schedules and instructions translated and printed locally in your State language. I believe some translation has already been attempted by your staff of the

first draft. This has to be merely brought uptodate to take into account the further changes in the schedules and these can be pretested. You may take about 1,000 urban households and 1,000 rural households for the pretest. You may, for the purpose of the pretest, divide them into blocks of about 100 households. You may pretest the household forms along with individual slips in half the number of blocks and the individual slips alone in the other half. You should try to engage the same type of enumerators for the pretest as will be appointed ultimately at the actual census. You may have to get suitable instructions issued by the State Government to the District Officers to help you in the conduct of the pretest. Ultimately, the responsibility of successful enumeration will fall on your shoulders. You should utilise the opportunity of this pretest to satisfy yourself that the concepts can be fully understood by the enumerators and the enumerated and that there is no scope for any misinterpretation. You shall have to intensively train the local officers-in-charge of the pretest work who should, in turn, train the field enumerators thoroughly. An important document which the enumerator will be required to fill at the next census is the Enumerator's Abstract which is quite different from what was adopted at the 1961 Census. In the Abstract now prescribed for the 1971 Census, the enumerator will be required to carefully post some data from each individual slip at the end of each day and ultimately the entries are all totalled and an abstract for the enumerator's block is prepared on completion of enumeration. Particular importance is attached to this as it is proposed to release the provisional population data after the actual census is over on the basis of the totals that these abstracts provide. I would like you to particularly assess to what extent the enumerator has been able to post the data in his abstracts accurately. The census supervisors should be made particularly responsible for the correct posting of these statements.

25. We shall finalise the schedules and instructions for the actual census soon after you complete your pretest and we shall have occasion to discuss your experiences at a meeting before we finalise them.

26. Besides the decennial census operations, the State Census Offices are charged with the responsibility of handling several other projects such as the Annual Sample Census, Sample Registration, Social Studies and so on. You may get yourself acquainted with the work already going on in these various fields. Your main concentration should, however, be on the successful completion of the 1971 Census Operations.

27. As in the past the census enumeration of the household population will be spread over a period of about 19 days from 10th February 1971 to 28th February 1971 with a revisional round of three days from 1st March so as to bring the data uptodate as at sunrise of 1st March 1971, which would be the reference date for the 1971 Census. The houseless persons may have to be enumerated by a single night enumeration on the 28th February 1971. In the areas difficult of accessibility non-synchronous enumeration will have to be resorted to spread over a longer time. The experience of 1961 Census in your State/Territory will be useful. It is likely that since 1961 several of the inaccessible areas might have been opened up with better communications and the developmental activities may have made available adequate personnel to serve as census enumeration staff so that enumeration in such areas can be carried out at the same time as in the rest of the country. You may like to examine this.

28. The intensive training of the census personnel at the various levels from the District staff down to the actual enumerator will be one of the most important items of census operations. Much of the success of of the census will depend on the quality of training imparted. You will undoubtedly be assisted by a good number of Deputy Superintendents of Census Operations whom you shall have to appoint adequately in advance. Most of them will have to be in position by the end of 1969. You shall have to undertake training programme for the houselisting from early in 1970 and then after the census enumeration blocks are formed and census enumerators appointed the training of the enumeration staff will have to be taken up in the second half of 1970. It is important that the District Census Officers, Charge Superintendents in charge of Tahsils, Towns and special areas etc. should be very thoroughly trained first as they have to train up in turn the other census personnel under them. Every census worker should receive not merely theoretical training but should have adequate practical training in actual enumeration. Each should practice enumerate a good number of households before completion of the training. Your predecessor of 1961 must have already laid down guide lines in this regard and might have also suggested improvements of procedure. You shall have to give careful attention to the training programme. I enclose for your information a circular on training issued at the 1961 Census in Andhra Pradesh which you may find of some use.

29. Apart from the careful training of the census enumeration staff it is important that the citizens should also be fully informed of the objectives, utility and contents of the census. An effective publicity programme

such as through newspapers, radio talks, posters, school lessons, block extension services, film strips and various other media should be launched at the appropriate stages.

30. The entire census organisation should be fully keyed up and kept at a complete state of readiness to launch on the census enumeration as programmed. For this purpose you should draw up a census calendar indicating the various targetted dates by which each of the preparatory measures of the census enumeration should be completed. The census calendar drawn up for 1961 Census can help you draw up the calendar for the next census. You should constantly review the progress of work and assure that the targetted dates are adhered to at each step. A mass operation such as the census can succeed only if each stage of the operation is planned and executed carefully according to a definite programme.

31. The provisional population totals will have to be announced as early as possible after the completion of census enumeration. At the 1961 Census the provisional totals of several states were relayed to the Registrar General as early as 7th March 1961. The provisional totals of districts had started reaching the Census Superintendents immediately after the revisional round was over *i.e.*, 5th March 1961. (In 1961 the revisional round was extended till 5th March 1961 due to intervening Holi festival). It should be possible at the next census to have the provisional figures even earlier. The revisional round is expected to be completed by 3rd March 1971 itself. I had already referred to the form of Enumerator's Abstract prescribed for the next census. If these are carefully posted by the enumerator then and there each day there should be no difficulty in communicating the provisional figures by the targetted time. By careful organisation and efficient system of relay it should be possible for us to publish the provisional population totals almost immediately after the completion of census enumeration.

32. Immediately after the enumeration is completed, the census schedules will have to be received at a number of Regional Tabulation Offices. A Regional Tabulation Office will have to be opened to cover 5 to 6 *million* population. It will be necessary to secure buildings for this purpose adequately in advance. You may have to be in the look out for them even from the end of 1969. As at 1961 Census one Deputy Superintendent of Census Operations will be appointed for each one of the Regional Tabulation Office. It is proposed to appoint these Deputy Superintendents even from about December 1969 so that they may assist you in the houselisting programme from early 1970 and also later on in supervising the formation of enumerator's blocks and the training of census personnel. The experience of 1961 showed that these Deputy Superintendents appointed adequately in advance can be of great assistance to the Census Superintendent. You should be on the look out for capable, energetic and dedicated members of the State Civil Service whose services could be secured on deputation from December 1969. These Deputy Superintendents when appointed could immediately locate buildings for opening Regional Tabulation Offices. Later on they will have to recruit a large number of sorters, train them, control them and get the primary sorting and tabulation done as quickly as possible.

33. In the Regional Tabulation Offices the sorting of the schedules for producing the primary census data for the smallest unit of the village in the rural area and the enumerator's block in the urban area will have to be taken up manually as was done at the 1961 Census. The other tabulations are proposed to be done by taking a sample of the individual slips. Therefore, at the Regional Tabulation Office the drawing of the sample schedules will be an important item of work. A team of carefully trained staff may have to be earmarked for this purpose. It is tentatively proposed to tabulate 10 per cent of rural slips and 20 per cent of urban slips. The 10 per cent of the rural slips may be manually sorted and tabulated at State Headquarters and 20 per cent of the urban slips may be processed through computers. This means that cards may have to be punched to take the data of the 20 per cent of the urban slips. The data from the household forms which are canvassed in 10 per cent sample areas will be fully processed. Adequate number of persons will have to be trained at each State Headquarters to see that by the time the punching of cards is taken up the trained punch operators are available. Further detailed instructions will issue in due course.

34. The data on the Houselist may be processed by about 20 per cent sampling of the entries which will be coded and transferred to punch cards. The key punch installations and the trained key punch operators should, therefore, be in position in each of the State Census Offices even by about March/April 1970.

35. Details of the tabulation programme and the instructions for sorting and tabulation will issue in due course from the Registrar General's Office.

36. Details of the publication programme for the 1971 Census will be worked out in due course in consultation with the Census Superintendents. The limitations of printing proved to be one of the greatest

bottle-necks at the 1961 Census. We shall discuss and decide how best to get over it at the 1971 Census. In the meantime, any suggestions you may have in this regard will be welcome. Generally much time is lost between the completion of census operations and the availability of the census data to the public. It would appear desirable to publish as quickly as possible handy popular versions, well illustrated, giving out several basic census data which are of great use and interest to the Government and the public. The primary census data will have to be published as quickly as possible.

37. While the District Census Handbooks had proved extremely useful in the past we shall give some thought as to what form they should take at the next census so that they could be brought out as early as possible after the census enumeration is completed.

38. We have a great task ahead and I have little doubt that the Census Organisation will fulfil its responsibility the way it has always done.

Wishing you every success,

Yours sincerely,

A. Chandra Sekhar

(i) Notification under Section 3 of the Census Act, 1948

Government of India
Ministry of Home Affairs
New Delhi-1, the 3rd July, 1969
12 Asadha, 1891

IMMEDIATE

NOTIFICATION

S.O.....In pursuance of section 3 of the Census Act, 1948(37) of 1948, the Central Government is pleased to declare that a census of the population of India shall be taken during the year 1971. The reference date for the census will be the sunrise on 1st March, 1971.

[28/101/69 Pub. I]

K. R. Prabhu
Joint Secretary to the Government of India

No. F.28/101/69/Pub. I

New Delhi-1, 3 July, 1969
12 Asadha, 1891

Copy forwarded for information to all State Government Union Territories.

L. D. Hindi
Under Secretary to the Government of India.

No. F. 28/101/69-Pub. I

New Delhi-1, 3 July, 1969
12 Asadha, 1891

Copy forwarded for information to the Registrar General of India, New Delhi.

L. D. Hindi
Under Secretary to the Government of India

15 copies for Public I Section

Office of the Registrar General, India

No. 9/30/69-CTU

New Delhi-11, 9th July, 1969

A copy of M. H. A. Notification No. F. 28/101/69-Pub. I dated the 3rd July, 1969 is endorsed to all Superintendent of Census Operations for information.

K. K. Chakravorty
Central Tabulation Officer

Appendix

(ii) Changes in boundaries

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			JALPAIGURI DISTRICT				
1	Madarihat				Inter P. S.	J. L. Nos. 1 to 8, 10, 11, 33, 41 to 51 are transferred to P. S. Birpara (New P.S.) vide notification No. 162-PL/P4P-15/65, dated 10.1.67.	
2	Birpara (New P.S.)					(i) It is a new P. S. constituted with the following J. L. Nos. transferred from P. S. Madarihat. J. L. Nos. 1 to 8, 10, 11, 33, 41 to 51, vide notification No. 162-PL/P4P-15/65, dated 10.1.67. (ii) Village Tulshipara Tea Garden J. L. No. 8 has in its entirely, being amalgamated with village Lankapara Tea Garden J. L. No. 10, vide notification No. 5398-L-R, dated 8.4.61.	
3	Kalchini	(i) Santrabari (ii) Chunabhati (iii) Adma	234/37 235/37 236/37		Inter J. L. amalgamation	(i) These three J. L. Nos. have been amalgamated with J. L. No. 37 Buxa Hill Forest, vide notification No. 9950 For., dated 27.10.41. (In 1961 D. C. H. the J. L Nos. are shown separately).	
			WEST DINAJPUR DISTRICT				
1	Goalpokhar				Inter P. S.	For the creation of the new P.S. Chakalia, this P. S. has been divided in to two parts. As such the village bearing the old J. L. Nos. (as shown in the D.C.H. 1961), 77 to 103, 107 to 143, 171 to 295, 311, 312, 318 to 326, 372, have been transferred, vide notification No. 432-PL dt. 5. 2. 1964.	
2	Chakalia (A new P. S.)				Inter P. S.	This is a new P. S. which has been created out of the transferred villages bearing the old J. L. Nos. 77 to 103, 107 to 143, 171 to 295, 311, 312, 318 to 326, 372 of P. S. Goalpokhar, vide notification No. 433-PL dt. 5.2.1964.	
			MURSHIDABAD DISTRICT				
1	Shamshirganj	Dakshin Radhanagar	110		Change of mouza and name	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Radhanagar).	Not shown in 1961 D. C. H. Book

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
		MURSHIDABAD DISTRICT—contd.					
		Dakshin Baidyanathpur	119		Change of mouza and name	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Badyanathpur).	Not shown in 1961 D. C. H. Book
		Paschim Ramnagar	122		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Ramnagar).	Do
2	Suti	Paschim Rainapur	60		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Rainapur).	Do
		Paschim Lakshminagar	61		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Lakshminagar).	Do
		Paschim Punropara	63		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Punropara).	Do
		Paschim Raghunathpur	64		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Raghunathpur).	Do
		Paschim Chaipara	67		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Chaipara).	Do
		Paschim Paka	72		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Paka).	Do
		Paschim Narayanpur	73		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Narayanpur).	Do
		Paschim Nurpur Narayanpur	85		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Nurpur Narayanpur).	Do
		Paschim Nurpur	86		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Nurpur).	Do
3	Raghunathganj	Paschim Char Gotha	57		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Char Gotha).	Do
		Dakshin Sekhalipur	59		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Sekhalipur).	Do

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
		MURSHIDABAD DISTRICT—contd.					
		Paschim Khandua	60		Change of mouza and name	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Khandu).	Not shown in 1961 D. C. H. Book
		Paschim Bakhara	60	157	Do	Newly created under the Bagge Awards.	Do
4	Lalgola	Dakshin Durlavpur	82		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Durlavpur).	Not at all shown in 1961 D.C.H. Book
		Paschim Kodalkati	84		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Kodalkati).	Not shown in 1961 D. C. H. Book
		Paschim Diar Manik Chak	85		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Diar Manik Chak).	Do
		Dakshin Ashariadaha	89		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Ashariadaha).	Do
		Paschim Durbarpara	92		Do	Part transferred to East Pakistan under the Bagge Awards. (formerly it was named Durbarpara).	Do
5	Jalangi	Uttar I kuri	31		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Ikuri).	Do
		Paschim Sahebrampur	33		Do	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Sahebrampur).	Do
		Arazi Sibnagar Udaynagar Diar Muradpur Jalangi	9 12 30		Change of area	Affected by delimitation due to the Bagge Awards.	Do
		Char Gopalpur Khasmahal Char Chandan-pur Sahar	43 44		Do	Affected by delimitation due to the Bagge Awards.	Do
		Paschim Hazrahati Mirganj	45		Change of mouza and name	Part transferred to East Pakistan under the Bagge Awards (formerly it was named Hazrahati Mirganj).	Do
6	Raninagar	Bansgara	87		Change of area	Affected by delimitation due to the Bagge Awards as well as traverse in revisional settlement operations.	Do

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			MURSHIDABAD DISTRICT—concld.				
		Dakshin Majhardiar	88		Change of name	Due to Bagge Awards (formerly it was named Majhardiar).	Not shown in 1961 D.C.H. Book
		Katlamari	89		Change of area	Effected by delimitation due Bagge Awards as well as traverse in revisional settlement operations.	Do
		Nabipur	90		Do	Do	Do
		Sibnagar	93		Do	Affected by the Bagge Awards.	Do
		Dakshin Diar Sibnagar	94		Change of name	Due to Bagge Awards renamed (formerly it was named Diar Sibnagar).	Do
		Rajsahi Khasmahal	95		Change of area	Affected by the Bagge Awards.	Do
		Sarandajpur	96		Do	Do	Do
		Char Bansgare		87/100	Change of J. L.	It is new village owing to Bagge Awards.	Do
		Paschim Char Majher Diar		87/101	Change of name	Do	Do
7	Bhagwangola	Dakshin Hanumantanagar	1		Do	Due to Bagge Awards renamed (formerly it was named Hanumantanagar).	Do
		Dakshin Nay-Kharida Babupur	67		Do	Due to Bagge Awards renamed (formerly it was named Naya-Kharida Babupur).	
		Dakshin Purba Nirmmalchar	68		Do	Due to Bagge Awards (formerly it was named Nirmmalchar).	Do
		Uttar Purba Nirmol Chak		68/128	Change of J. L.	It is a new Village due to Bagge Awards.	Do
		Dakshin Bhatpara Arazi		68/129	Do	Do	Do
		Dakshin Char Jhaubona		68/130	Do	Do	Do
		Dakshin Jazira Char Dumuria		70/131	Do	Do	Do
			NADIA DISTRICT				
1	Kalayni (A new P.S.)	Muratipur	51		Inter P. S.	Transferred from P.S. Chakdah, Nadia, vide notification No. 5665PI, dated 27.11.63.	
		Birpara	52		Do	Do	

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			NADIA DISTRICT—contd.				
		Char Jadubati	53		Inter P.S.	Transferred from P.S. Chakdah, Nadia, vide notification No. 5665PI dated 27.11.63. Part of Village Jatrasudi J. L. 30, of P.S. Mogra, Hooghly has been transferred and merged with this Mouza vide notification No. 8346L dated 1.6.61 also a certain part of J. L. 53 char Jadubati has been merged with the present J. L. 58 (Kalyani Mouza), vide notification No. 2777/3C-12/64 dated 10.6.65.	
		Majher Char	54		Do	Remarks same as stated for J. L. No. 51, also certain part of this J. L. merged with J. L. 58 (Kalyani Mouza).	
		Char Nandanbati	55		Do	Remarks same as stated for J. L. 51.	
		Char Kanchrapara	56		Do	Remarks same as stated for J. L. No. 54.	
		Kanchrapara	57		Do	Do	
		Kalyani	58		New Name of this mouza	The newly created Kalyani mouza constitutes of the following Mouzas : Singa-58, Dhokradaha-59, Gustia-61, Paschim Bishnupur-62, Dharmabati-64, Jadabbati-65, Chak Manikanda-66, Ghunghunia-67, Mathurabati-68, Barea-77, entire and part of mouzas— Charjadubati-53, Majherchar-54, Char Kanchrapara-56, Kanchrapara-57, Krishnadebbati-60, Dakshin Ghose Para-63, Dakshin Bhabanipur-69, Gopalpur-75, Uttar bara-76, Barea-77. Chandmari-78, Joydebbati-79, Saguna-80.	
		Krishnadebbati	60			Transferred from P.S. Chakdah, Nadia, vide notification No. 5665 PI dt. 27.11.63 and a certain portion and has been merged with J. L. 58 Kalyani mouza.	
		Dakshin Ghosepara	63			Do	
		Dakshin Bhabanipur	69			Do	
		Satrapara	72			Do	
		Gokulpur	73			Do	
		Kataganj	74			Do	

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Ramarks
1	2	3	4	5	6	7	8
					NADIA DISTRICT—contd.		
		Gopalpur	75			Transferred from P.S. Chakdah, Nadia, vide notification No. 5665 P I dt. 27.11.63 and a certain portion and has been merged with J. L. 58 Kalyani mouza.	
		Uttarbara	76			Do	
		Chandmari	78			Do	
		Joydebbati	79			Do	
		Saguna	80			Do	
		Krishnapur	81			Transferred from P.S. Chakdah, Nadia, vide notification No. 5665. P I dt. 27.11.63	
		Raghunathpur	82			Do	
		Kulia	83			Do	
		Jadabpur	84			Do	
		Balighata	85			Do	
		Kanpur	86			Do	
		Gayespur	87			Do	
		Dogachhia	88			Do	
		Katabele	89			Do	
		Basantapur	90			Do	
		Ghoragachha	91			Do	
		Teligachha	92			Do	
		Raghunathpur Char	48/193			Transferred from P.S. Balagarh, Hooghly, vide notification No. 8346L dt. 1.6.61 to P.S. Chakdah of Nadia. At present transferred to P.S. Kalyani, vide notification No. 5665 P I dt. 27.11.63.	
		Char Jajira	52/194			Transferred from P.S. Mogra of Hooghly to Chakdah of Nadia, then Chakdah to Kalyani, vide above mentioned notification.	
		Char Madhusudanpur	52/195			Do	

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			NADIA DISTRICT—contd.				
2	Krishnanagar	Krishnapur	70		Inter Police Station Change	Transferred from P. S. Chapra, Nadia, vide notification No. 71P1/ P4P-21/62 dt. 8. 1. 66.	
		Jalkar Mathurapur	71				
		Andulpota	85				
		Digri	87				
		Adapota	88				
		Muragachha	89				
		Joginidaha	90				
		Bhimpur	91				
		Pakurgachhi	92				
		Chandpur	93				
		Gobindapur	94				
		Rampur	95				
		Damodar Khali	99				
3	Chapra	Krishnapur	70		Inter Police Station Change	Transferred to Krishnanagar P.S. of Nadia, vide notification No. 71P1/P4P-21/62 dt. 8. 1. 66.	
		Jalkar Mathurapur	71				
		Andulpota	85				
		Digri	87				
		Adapota	88				
		Muragachha	89				
		Joginidaha	90				
		Bhimpur	91				
		Pakurgachhi	92				
		Chandpur	93				
		Gobindapur	94				
		Rampur	95				
		Damodar Khali	99				
4	Chakdah	Gauranagar	103	138	Inter District change	Portion transferred to P.S. Balagarh of Hooghly district, vide notification No. 8346L. R. dt. 1.6.61.	
		Balagari Char	2			Do	
		Raninagar	25			Do	
		Durllabhpur	26			Do	

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			NADIA DISTRICT—contd.				
		Char Jirat	27		Charge of area	Effected by delimitation, vide notification No. 83546L. R. dt. 1.6.61.	
		Kalipur	45		Change of area	Do	
		Sukhsagar	46		Do	Do	
		Durgapur	47		Do	Do	
		Dumurdaha Char		49/190	Inter District change	Transferred from P. S. Balagarh of Hooghly, vide notification No. 8346L. R. dt. 1.6.61.	
		Srikrishnapur Char		27/189	Do	Constituted with the portion of J. L. 115 Srikrishnapur, J. L. 114 Baneswarpur and J. L. 116 Moktarpur } Part of P. S. Palagarh of Hooghly vide notification No. 8346L R. dt. 1.6.61.	
		Ramnagar Char		48/191	Inter District change	Transferred from P. S. Balagarh of Hooghly above mentioned notification.	
		Naosari Char		48/192	Do	Do	

Note : The J. L. Nos. 51 to 69 and 72 to 92 as per 1961 Census Hand Book Nadia have been transferred for the creation of the new P. S. namely "Kalyani", vide Notification No. 5665 P. L. dated 27.11.63.

5	Ranaghat	Char Rasulpur		193/195	Inter District change	Part of Rasulpur Char, J. L. 16 of P. S. Balagarh of Hooghly District has been transferred to this P. S., vide notification No. 8346L. R. dt. 1.6.61.	
		Sundalpur Char	187		Do	Part transferred to P. S. Balagarh of Hooghly District as per the above mentioned notification.	
		Gosair Char	189		Do	Do	
		Char Gaurnagar	190		Do	Do	
6	Haringhata	Balindi	7		With the P. S.	Portion of this village has been merged with the area of Haringhata firm which is constituted as an independent village having a new J. L. No. 7/6, vide notification No. 25318L.R. dt. 15.12.58	
		Muragachha	8			Do	
		Ganguria	44			Do	
		Simhat	45			Do	

APPENDIX- *-contd.*

Sl. No.	Name of Police Station	Name of Village Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			NADIA DISTRICT—concld.				
		Hatikanda	49		With the P.S.	Portion of this village has been merged with the area of Haringhata firm which is constituted as an independent village having a new J. L. No. $\frac{7}{90}$, vide notification No 25318L.R. dt. 15.12.58.	
		Manpur	50		Do	Do	
		Digha	55		Do	Do	
		Haringhata Firm		$\frac{7}{90}$	Do	Constituted with the J. L. No. Bhepur-46, Daluipur-47, Dhandhania-48 entire and part of L. S. 7, 8, 44, 45, 49, 50, 55, vide the above mentioned notification.	
7	Santipur	Beharia	50		Inter District change	A portion has been amalgameted with Mouza Chhenra Char Krishnabati of P. S. Balagarh of Hooghly vide notification No. 83461L.R. dt. 1.6.61.	
		Ghoshra	51		Do	Do	
		Gangadharpur	53		Do	Entire area has been amalgameted with Mouza Chhera Char Krishnabati J. L. No. 11 of P. S. Balagarh of Hooghly vide above mentioned notification.	
		Phulia	54		Do	Part transferred to J. L. 11 of P. S. Balagarh Hooghly vide above mentioned notification.	
		Brittir Char	78		Change of area	Effected by delimitation.	
		Champaklata	79		Do	Do	
		Chhera Char Krishnabati	81		Do	Do	
			24-PARGANAS DISTRICT				
1	Hasnabad	Rajnagar	124		Amalgametion	Sibnagar J. L. No. 125 (of this P. S.) has been merged entirely with this mouza, vide notification No. 8294 L. R. dated 6.5.58, (1961 D. C. H.).	
2	Rajarhat	Krishnapur	17		Splitting up	Partares of this mouza which was under the South Dum Dum Municipality has been transferred to P. S. Dum Dum and consequently a new mouza formed named Shyamnagar J. L. No. 20/32, vide notification No. 4696-PL/P4P-12/56 dated 3.11.56.	

APPENDIX- -*contd.*

Sl. No.	Name of Police Station	Name of Village, Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			24-PARGANAS DISTRICT—contd.				
3	Dum Dum	Shyamnagar		20 32	Creation of new village	Apart of Krishnapur J. L. No. 17 of P. S. Rajarhat has been transferred to this P. S. for the creation of this P. S new village, vide notification No. 4696/P4P-12/56 dt. 3.11.56.	
4	Baranagar				Inter P. S.	(i) J. L. Nos. 5 to 11 constitute the present jurisdiction of P. S. Baranagar, vide notification No. 768 Pl dt. 21.2.63. (ii) J. L. Nos 1 to 4 have been transferred for the creation of new P. S. Belghoria.	
5	Belghoria (A new P. S.)	Aridaha Kamarhati Basudebpur Belghoria Dakshineswar	1 2 3 4		Creation of new P. S.	These Mouzas formerly of P. S. Baranagar have been transferred for the creation of this new P. S. Belghoria, vide notification No. 769PL dt. 21.2.63.	
6	Jadavpur				Change of P. S. name	Vide the Government notification No. 4446PL/P4P/25/63, dt. 30.8.63. The P. S. Tollygunge is known as Jadavpur P. S.	
		Brahmapur	48		Splitting up	A portion amalgameted with the mouza Boral J. L. No. 61 of Sonarpur, vide notification No. 3847 PL dt. 31.8.64.	
7	Sonarpur	Boral	61		Amalgamation	Part area of Brahmapur J. L. No. 48 of P. S. Jadavpur merged with this mouza, vide notification No. 3847PL dt. 31.8.64.	
8	Patharpratima	Krishnadaspur	203		Change of name	Vide notification No. 19982L. R. dt. 21.11.64, Plot "G" first portion (A) J. L. No. 203 is renamed as Krishnadaspur.	
		Satyadaspur	217		Do	Vide notification No. 19982L. R. dt. 21. 11. 64, Plot "G" first portion (B) J. L. No. 217 is renamed as Satyadaspur.	

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			HOWRAH DISTRICT				
1	Bally				Inter P.S.	J. L. Nos. 1 to 13 (as per 1961 D.C.H.) of this P. S. are transferred for the creation of new P. S. Liluah. (Vide notification No. 4022 PL dated 13.9.58, and started functioning with effect from 25.2.63).	
2	Liluah (A new P.S.)				Inter P.S.	J. L. Nos. 1 to 13 (as per 1961 D.C.H.) of P.S. Bally are transferred to this P.S. (New P.S.) Liluah. (Vide above mentioned notification).	

Note :

Pursuant to Howrah Municipal Act, 1965 the Corporation of Howrah has been constituted covering the entire Howrah Municipal Area, the entire Bally Municipal area and non-municipal areas adjoining to the territorial limit of Howrah Municipality *viz.* (1) Mouza Santragachhi, (2) Ichhapur, (3) Baltikuri, (4) Shanpur, (5) Dharsa, (6) Dakshin Baksara, (7) Uttar Baksara, (8) Sultanpur, (9) Jagacha, (10) Unsani, (11) Puilya under P. S. Jagacha, and Botanical Garden (rest of Sibpur P. S. outside Howrah Municipality under P. S. Sibpur) and Mouza Thanamaku (J. L. 40) and Goaveria (J. L. 39) under P. S. Sankrail.

			HOOGHLY DISTRICT				
1	Arambagh	Sahlalpur		1/176	Inter District	This village Sahlalpur (J.L. No. 147) has been transferred from P. S. Raina of Burdwan district, vide notification No. 3920-PL/ P4P-22/66 dt. 26. 7. 66.	
2	Balagarh	Chhera Char Krishnabati	11		Inter District change and amalgametion	The areas of the following mouzas of P.S. Santipur of Nadia district have been merged with this village. (i) Beharia (Part) J.L. No. 50, (ii) Ghosra (Part) J.L. No. 51 (iii) Gangadharpur J.L. No. 53, (iv) Phulia (Part) J.L. No. 54, vide notification No. 8346L.R. dt. 1.6.61.	
		Rasulpur Char	16		Inter District	A part of this village transferred to P.S. Ranaghat of Nadia district, vide notification No. 8346 L.R. dt. 1.6.61.	
		Sundalpur Char	17		Change of area	L. S. River area added, vide notification No. 8346 L. R, dt. 1.6 61.	
		Bankipur	36		Do	Do	
		Somra	37		Do	Do	
		Sukharia	96		Do	Do	

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
		HOOGHLY DISTRICT—contd.					
		Bhabanipur Char	108		Inter District change and amalgametion	Parts of J. L. Nos. 187 (Sundalpur), 189 (Gosairchar), 190 (Char Gournagat), of P. S. Ranaghat, Nadia district have been added to this mouza, vide notification No. 8346 L.R. dt. 1.6.61.	
		Baneswarpur	114		Inter District split up	Part transferred to P. S. Chakdah of Nadia district, vide notification No. 8346 L. R. dt. 1.6.61.	
		Srikrishnapur Char	115		Inter District	As per notification No. 1339 PL, dated 2.3.68 this village has been transferred to P. S. Chakdah of Nadia district with effect from 1.4.68.	
		Moktarpur	116		Amalgamation	Part area of the mouza Srikrishnapur Char J. L. No. 115 of this P. S. has been merged with this mouza, vide notification No. 8346 L.R. dt. 1. 6. 61.	
		Aschitpur	123		Inter District transfer	The parts of the following villages of P. S. Chakdah, Nadia district have been merged with this mouza, vide notification No. 8346 L. R. dt. 1.6.61. (i) Suksagar J. L. No. 46 (ii) Durgapur J. L. N. 47	
		Dumurdaha	124			Part area of J. L. No. 47 Durgapur of P. S. Chakdah, Nadia district has been added to this village, vide notification No. 8346 L. R. dt. 1.6.61.	
		Dumurdaha Char Ramnagar Char Naosarai Char Raghunathpur Char	132 133 134 135		Inter District change	Entirely transferred to P. S. Chakdah, Nadia district, vide notification No. 8346 L. R. dt. 1.6.61.	
		Char Noapara		96/137	Inter District change (formation of new village)	(i) This is new village. (ii) Part of J. L. No. 193 of P. S. Ranaghat, Nadia district, vide notification No. 8346 L. R. dt. 1. 6. 61.	
		Gourangar		103/138	Do	It is newly formed with the part areas of J. L. No. 1 Gournagar), of J. L. No. 2 (Balagir Char) of P.S. Chakdah, Nadia district, vide notification No. 8346 L. R. dt. 1.6.61.	

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			HOOGHLY DISTRICT—contd.				
		Raninagar		103/139	Inter District change (formation of new village)	Newly created with the part areas of J. L. No. 1 (Gournagar) and J. L. No. 25 (Raninagar) of P. S. Chakdah, Nadia district, under the same notification above.	
		Durllabhpur		103/140	Do	Newly created with the part area of J. L. No. 26 Durllabhpur of P. S. Chakdah, Nadia district, under the same notification.	
		Sukshagar		123/141	Do	Newly created with the part areas of the following of P. S. Chakdah, Nadia district, under the same notification (i) Kalipur J. L. No. 45, (ii) Suksagar J. L. No. 46, (iii) Durgapur J. L. No. 47.	
3	Mogra	Madhusudanpur	25		Amalgamation within the P.S.	Part area of J. L. No. 28 (Char Madhusudanpur) of this P. S. is added to this mouza, vide notification No. 8346 L. R. dt. 1.6.61.	
		Raghunathpur	26		Inter P. S. change	Part area of J. L. No. 125 (Raghunathpur Char), of P. S. Balagarh, Hooghly district and L. S. River area have been added to this mouza under same notification.	
		Char Jajira	27		Inter District	Transferred entirely to P. S. Chakah, Nadia district, vide above notification.	
		Char Madhusudanpur	28		Do	Transferred to P. S Chakdah, Nadia district, vide notification No. 8346 L. R. dt. 1. 6. 61.	
		Jatrasudi	30		Split up	Vide the notification No. 8346 L. R. dated, 1.6.61, the area of this mouza has been split up and merged with the following mouzas of this P. S. (a) Banpara J. L. No. 31 (b) Gahanpur ,, 32 (c) Tribeni Baikunthapur ,, 36 (d) Shibpur ,, 37 (e) Bansberia ,, 53	
		Banpara	31		Amalgamation	Area of J. L. No. 30 and L. S. River area added, vide notification No. 8346 L. R. dt. 1. 6. 61.	
		Gahanpur					
		Tribeni	32				
		Baikunthapur	36				
		Shibpur	37				
		Bansberia	53				

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos Old	J. L. Nos New	Name of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			HOOGHLY DISTRICT—concld.				
4	Polba				Inter District change	Vide notification No. 579 P. L. dated 30.1.65, Polba has been created out of the J.L. Nos. 76 to 82,94 to 106, 111, 118, 120 to 185 while the other J. L. are transferred for the creation of the new Dadpur P. S.	
5	Dadpur				Creation of new P. S.	Vide notification No. 580 PL dated 30. 1. 65 this P. S. has been formed newly with the J. L. Nos. 1 to 75, 83 to 93, 106 to 110, 112 to 117, 119 of P. S. Polba, Hooghly district.	
			BURDWAN DISTRICT				
1	Asansol	Asansol	24	20	Ommitted in 1961.D. C. H.	The mouza Asansol J. L. No. 24 (old) and No. 20 (New), was not shown as a village in 1961 D. C. H. (it is wholely urban area and shown in 1961 D.C.H.).	
2	Raina	Sahlalpur	147		Inter District	Transferred to Arambagh P. S. of Hooghly district, vide notification No. 3920PL, 812584 L. R. dt. 1. 8. 66.	
3	Galsi				Inter P. S.	(i) J. L. Nos. 1 to 24, 27, 28, 31 to 38 and 43 are transferred for the creation of New P. S. Bud Bud, vide notification No. 6399-PL/P4P-24/67 dt. 31.10.67.	
						(ii) According to the notification No. 6400-PL/P4P-24/67, dated 31.10.67, the remaining mouas constitute the jurisdiction of present P. S. Galsi.	
4	Ausgram		147		Inter P. S.	(i) J. L. Nos. 24 to 27, 30, 33 to 35, 66 to 71, 73 to 84 are transferred for the creation of new P. S. Bud Bud, vide notification No. 6399-PL/P4P-24/67 dt. 31. 10. 67.	
						(ii) According to the notification No. 6401-PL/P4P-24/67, dated 31. 10. 67, the remaining mouzas constitute the jurisdiction of present P. S. Ausgram.	

APPENDIX—*contd.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of Change	Details of Change and basis of Change	Remarks
1	2	3	4	5	6	7	8
			BURDWAN DISTRICT— contd.				
5	Bud Bud				Inter P. S.	A new P. S. according to the notification No. 6399-PL/P4P-24/67 dated 1. 10. 67, comprising with the villages (J. L. Nos. 1 to 24, 27, 28, 31 to 38, and 43 of Galsi P. S. and J. L. Nos. 24 to 27, 30, 33 to 35, 66 to 71, 73 to 84 of Ausgram P. S.) from Galsi P. S. and Ausgram P. S. of Burdwan district.	

Note : (a) According to the notification No. 948-G.A.C. dated 6. 4. 68 *Sadar Subdivision* comprising with the following Police Stations, functioning with effect from 14. 4. 68, (i) Burdwan, (ii) Galsi, (iii) Ausgram, (iv) Khandaghosh, (v) Memari, (vi) Bhatar, (vii) Raina, (viii) Jamalpur.

(b) According to the notification No. 947-G.A.C. dated 6. 4. 68 *Asansol Subdivision* comprising with the following Police Stations, functioning with effect from 14. 4. 68, (i) Asansol, (ii) Chittaranjan, (iii) Salanpur, (iv) Kulti, (v) Hirapur, (vi) Ranigunj (vii) Barabani, (viii) Jamuria.

(c) According to the notification No. 946-G.A.C. dated 6. 4. 68, *Durgapur Subdivision* comprising with the following Police Stations, functioning with effect from 14. 4. 68, (i) Durgapur, (ii) Ondal, (iii) Faridpur, (iv) Kanksa, (v) Bud Bud.

				BIRBHUM DISTRICT			
1	Suri	Abinashpur	171		Change of name	Wrongly shown as Sultanpur J. L. 171 (in 1961 D. C. H.) but the actual name is Abinashpur.	
		Baishnabdaspur	217		Inter P. S.	This village Baishnabdaspur J. L. 217, originally belongs to Rajnagar bearing J. L. No. 81, but wrongly shown in this P. S. in 1961 D. C. H.	
2	Rajnagar	Baishnabdaspur	81		Inter P. S.	In 1961 D. C. H. this village Baishnabdaspur J. L. No. 81, not shown in this P. S. and wrongly shown in P. S. Suri bearing J. L. No. 217 but this village Baishnabdaspur J. L. No. 81 belongs to this P. S.	
				BANKURA DISTRICT			
1	Gangajalghati	Gobindadham	100		Change of name	As per notification No. 4952 L. R. dated 19. 3. 58 this new name has been given to the old mouza "Kanyamara". (which was not shown in 1961 D. C. H.).	

APPENDIX—*concld.*

Sl. No.	Name of Police Station	Name of Village/ Mouza	J. L. Nos. Old	J. L. Nos. New	Nature of change	Details of change and basis of change	Remarks
1	2	3	4	5	6	7	8
		BANKURA DISTRICT—contd.					
2	Bishnupur	Bankati	119		Change of name	Wrongly printed as Banshkopa in 1961 D. C. H.	
		Banshkopa	120	46	Do	Wrongly printed as Bankati in 1961 D. C. H.	
		MIDNAPORE DISTRICT					
1	Ramnagar				Inter P. S.	(i) J. L. Nos. 66 to 68, 70, 73 to 98, 211 to 213, 215, 216 and 223 (as per 1961 D.C.H.) are transferred for the creation of new P. S. Digha, according to the notification No. 5236-PL. dt. 16.10.63. (ii) The remaining J. L. No. comprising the jurisdiction of present P. S. Ramnagar.	
2	Digha (A new P. S.)				Creation of new P. S.	A new Police Station started functioning with effect from 16.10.63 by spliting Ramnagar P. S. comprising with the J. L. Nos. 66 to 68, 70, 73 to 98, 211 to 213, 215, 216 and 223 (as per 1961 D. C. H.), from old Ramnagar P. S. according to the notification No. 5236-PL. dt. 16. 10. 63.	
3	Tamluk	Denam Char of Orphuli Char	287		Ommitted in 1961 D. C. H.	These villages were not shown in 1961 D. C. H.	
		Century Char	288				
		Cononation Char	289				
		Char Chandramer	290				
		New Char	291				
		PURULIA DISTRICT					
1	Manbazar				Inter P. S.	Old J. L. Nos. (as per 1961 D. C. H.) from 60 to 121 and 123 to 125 have been transferred to P. S. Puncha, vide notification No. 4190-P1/P4P-27/64 dt. 26.6.67.	
2	Puncha				Inter P. S.	Old J. L. Nos. (as per 1961 D. C. H.) from 60 to 121 and 123 to 125 of P. S. Manbazar have been included in this P. S. Puncha, vide notification No. 4190-P1/P4P-27/64 dt. 26. 6. 67.	

(iii) Letter send to all District Magistrate/Deputy Commissioner with the list of areas qualifying to be treated as Urban

No. 2C-13/720(15) The 18th June, 1969

The District Magistrate/Deputy Commissioner,

Sir,

As a preliminary step to the conducting of the Census of 1971, it is necessary for us to determine very quickly which areas of the State will be classified as urban and which as rural.

In attempting to finalise the list of urban areas we have taken the following steps :- -(a) We have declared all areas which have been constituted by Government statutorily as municipalities, town committees, notified area committees etc. as urban areas ; (b) we have accepted, provisionally, the non-municipal urban areas classified as such during the 1961 Census ; (c) we have applied the following three tests to other rural mauzas : (i) Whether the mauza has population exceeding 5,000 or not ; (ii) Whether the density is more than 1,000 persons per sq. mile ; (iii) whether at least 75 per cent of the male working force is engaged in non-agricultural pursuits. These three tests have been laid down by the Registrar General, India.

Some mauzas have fulfilled these criteria and can be considered for declaration as urban areas.

Apart from this we have also identified mauzas whose population would, on the assumption that the growth rate over the intercensal period is roughly 25 per cent, exceed 5,000 by 1971 and also exhibit the other characteristics mentioned above.

You will, therefore, find an annexure in four parts attached to this letter. Part I contains the list of *municipalities, town committees* etc. in your district about which there is no question. Part 2 shows the *areas other than municipal areas treated as towns in 1961.* Part 3 shows the list of *mauzas which satisfy the criteria* mentioned earlier in this letter and Part 4 shows those *mauzas whose population will have crossed the 5,000 mark by 1971* and which fulfil the other tests for eligibility as urban areas.

I would request that Parts 2, 3 and 4 be carefully scrutinished and decisions taken regarding the mauzas listed in these. There may be urban areas that have not been included in the list ; on the other hand, some of the mauzas, though they fulfil the tests prescribed, may not be urban in the true sense of the word.

On the basis of your scrutiny and decisions, a list may be prepared showing these *new* areas which you consider to be urban in character.

A special feature in some districts will be the existence of townships which have grown up around a large irrigation or other project constructed or being constructed, such as Jaldhaka, Farakka, Haldia etc. These have not been included in the annexure becuase we do not possess any data which would warrant their inclusion. If however, you consider that these are townships which will last and that they deserve to be treated as urban areas we could show them as such. We would however take entire mauzas for such townships although the townships may not wholly cover all the mauzas over which it is spread.

To save time I am sending copies of this letter together with the enclosures to your Subdivisional Officers and requesting them to submit their views to you as early as possible. When I visit your district next month, we could discuss the list together with your Subdivisional Officers and Officer-in-Charges, Census.

Yours faithfully,
B. Ghose
Superintendent of Census Operations,
West Bengal

Enclo :

Memo No. 2C-13/720(15) The 18th June, 1969

Copy forwarded to the Subdivisional Officer ___ . He is requested kindly to take action indicated above and to send his report to his District Officer as early as possible.

B. Ghose
Superintendent of Census Operations,
West Bengal

ANNEXURE

Serial No.	Name of Subdivision	Name of Police Station	Name of Town, Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		DARJEELING DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Darjeeling	Darjeeling	M	40,651
2	Kalimpong	Kalimpong	Kalimpong	M	25,105
3	Kurseong	Kurseong	Kurseong	M	13,410
4	Siliguri	Siliguri	Siliguri	M	65,471
		2—List of Non-Municipal Towns			
		NIL			
		3—List of Villages with a population above 5,000			
		NIL			
		4—List of Villages with a population expected to be above 5,000 in 1971			
		NIL			
		JALPAIGURI DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Jalpaiguri	Jalpaiguri	M	48,738
2	Alipur Duars	Alipur Duars	Alipur Duars	M	28,927
		2—List of Non-Municipal Towns			
1	Sadar	Maynaguri	Mainaguri	NM	10,950
2	Do	Do	Domohani	NM	9,064
3	Do	Dhubguri	Dhupguri	NM	10,637
4	Do	Mal	Mal	NM	9,085
5	Alipur Duars	Falakata	Falakata	NM	6,413
		3—List of Villages with a population above 5,000			
		NIL			
		4—List of Villages with a population expected to be above 5,000 in 1971			
		NIL			
		COOCH BEHAR DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Cooch Behar	Cooch Behar	M	41,922
2	Tufanganj	Tufanganj	Tufanganj	TC	3,473
3	Dinhata	Dinhata	Dinhata	TC	11,306
4	Mathabhanga	Mathabhanga	Mathabhanga	TC	6,980
5	Mekliganj	Mekliganj	Mekliganj	TC	3,394
6	Haldibari	Haldibari	Haldibari	TC	4,371

ANNEXURE—contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		COOCH BEHAR DISTRICT—contd.			
		2—List of Non-Municipal Towns			
		NIL			
		3—List of Villages with a population above 5,000			
1	Sadar	Cooch Behar	Guriahati	953	7,250
		4—List of Villages with a population expected to be above 5,000 in 1971			
		NIL			
		WEST DINAJPUR DISTRICT			
		1—List of Statutorily Declared Towns			
1	Balurghat	Balurghat	Balurghat	M	26,999
2	Raiganj	Raiganj	Rayganj	M	32,290
		2—List of Non-Municipal Towns			
1	Balurghat	Hilli	Hili	NM	6,032
2	Do	Gangarampur	Gangarampur	NM	9,671
3	Raiganj	Kaliaganj	Kaliaganj	NM	14,478
4	Islampur	Islampur	Islampur	NM	9,499
		3—List of Villages with a population above 5,000			
		NIL			
		4—List of Villages with a population expected to be above 5,000 in 1971			
		NIL			
		MALDA DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	English Bazar	English Bazar	M	45,900
2	Do	Malda	Old Malda	M	4,885
		2—List of Non-Municipal Towns			
		NIL			
		3—List of Villages with a population above 5,000			
		NIL			
		4—List of Villages with a population expected to be above 5,000 in 1971			
1	Sadar	Kaliachak	Alipur	70	4,327
2	Do	Do	Dakshin Lakshmipur	168	4,039

ANNEXURE– contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		MURSHIDABAD DISTRICT			
		1—List of Statutorily Declared Towns			
1	Jangipur	Shamshirganj	Dhulian	M	17,220
2	Do	Raghunathganj	Jangipur	M	24,201
3	Lalbagh	Jiaganj	Jiaganj-Azimganj	M	23,675
4	Do	Murshidabad	Murshidabad	M	16,990
5	Sadar	Berhampore	Baharampur	M	62,317
6	Kandi	Kandi	Kandi	M	19,780
		2—List of Non-Municipal Towns			
1	Jangipur	Suti	Aurangabad	NM	12,783
2	Lalbagh	Lalgola	Lalgola	NM	10,657
3	Sadar	Beldanga	Beldanga	NM	7,841
		3—List of Villages with a population above 5,000			
1	Jangipur	Farrakka	Kuli	58	9,689
2	Do	Do	Paranpara	93	6,755
3	Do	Shamshirganj	Kankuria	38	9,100
4	Do	Do	Anupnagar	90	11,599
5	Do	Suti	Punropara	63	10,473
6	Do	Raghunathganj	Sekendara	14	5,586
		4—List of Villages with a population expected to be above 5,000 in 1971			
1	Sadar	Berhampore	Kashimbazar	102	4,970
		NADIA DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Krishnagar	Krishnanagar	M	70,440
2	Do	Nabadwip	Nabadwip	M	72,861
3	Ranaghat	Ranaghat	Ranaghat	M	55,266
4	Do	Do	Birnagar	M	7,623
5	Do	Chakdah	Chakdaha	M	35,089
6	Do	Do	*Kalyani (Notified Area Authority)	NA	22,317
7	Do	Santipur	Santipur	M	51,190
		2—List of Non-Municipal Towns			
1	Ranaghat	Ranaghat	Taherpur	NM	12,211
2	Do	Hanskhali	Bagula	NM	4,530
3	Do	Santipur	Phulia	NM	3,811

Note : *Newly formed Municipality after 1961 Census.

ANNEXURE—contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1951 Census
1	2	3	4	5	6
		NADIA DISTRICT—contd.			
		3—List of Villages with a population above 5,000			
1	Sadar	Nabadwip	Gadigachha	17	5,815
		4—List of Villages with a population expected to be above 5,000 in 1971			
1	Sadar	Nakasipara	Jagadanandapur	46	4,742
2	Ranaghat	Ranaghat	Aistala	114	4,252
3	Do	Chakdah	Majher-Char	54	4,530
4	Do	Do	Kulia	83	4,673
5	Do	Do	Madanpur	94	4,051
		24-PARGANAS DISTRICT			
		1—List of Statutorily Declared Towns			
1	Bangaon	Bangaon	Bangaon	M	41,082
2	Basirhat	Baduria	Baduria	M	23,573
3	Do	Basirhat	Basirhat	M	53,943
4	Do	Hasnabad	Taki	M	17,560
5	Barasat	Habra	*Ashoknagar	M	33,250
6	Do	Do	Gobardanga	M	13,476
7	Do	Barasat	Barasat	M	29,281
8	Barrackpore	Bijpur	Kanchrapara	M	68,966
9	Do	Do	Halisahar	M	51,423
10	Do	Naihati	Naihati	M	58,457
11	Do	Jagatdal	Bhatpara	M	147,630
12	Do	Noapara	Garulia	M	29,041
13	Do	Do	North Barrackpur	M	56,683
14	Do	Titagarh	Titagarh	M	76,429
15	Do	Do	Barrackpur	M	63,778
16	Do	Khardah	Panihati	M	93,749
17	Do	Do	Khardaha	M	28,362
18	Do	Do	*New Barrackpur	M	20,871
19	Do	Baranagar	Baranagar	M	107,837
20	Do	Do	Kamarhati	M	125,457
21	Do	Dum Dum	South Dum Dum	M	111,284
22	Do	Do	North Dum Dum	M	38,140
23	Do	Do	Dum Dum	M	20,041

Note: *Newly formed Municipality after 1961 Census.

ANNEXURE—contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		24-PARGANAS DISTRICT—contd.			
24	Sadar	Behala	South Suburban	M	185,811
25	Do	Garden Reach	Garden Reach	M	130,770
26	Do	Budge Budge	Budge Budge	M	39,824
27	Do	Sonarpur	Rajpur	M	24,812
28	Do	Baruipur	Baruipur	M	13,608
29	Do	Jaynagar	Jaynagar-Mazilpur	M	14,177
		2—List of Non-Municipal Towns			
1	Barasat	Habra	Habra	NM	26,466
2	Do	Barasat	Madhyamgram	NM	18,483
3	Do	Do	Nabapally	NM	13,887
4	Barrackpore	Naihati	Deulpara	NM	17,797
5	Do	Noapara	Ichhapur Defence Estate	NM	12,382
6	Do	Barrackpore	Barrackpur Cantonment	Cantt.	61,912
7	Do	Dum Dum	Dum Dum Aerodrome Area	NM	4,712
8	Sadar	Metiabruz	Panchur	NM	25,131
9	Do	Tollygunge	Kasba	NM	16,080
10	Do	Do	Garfa	NM	8,892
11	Do	Do	Jadabpur	NM	5,928
12	Do	Do	Santoshpur	NM	9,428
13	Do	Do	Rajapur	NM	9,405
14	Do	Do	Bansdroni	NM	9,139
15	Do	Do	Purba Putiari	NM	4,063
16	Do	Maheshtola	Batanagar	NM	9,664
17	Do	Do	Nangi	NM	30,992
18	Do	Budge Budge	Birlapur	NM	11,601
19	Do	Canning	Canning	NM	12,575
20	Diamond Harbour	Diamond Harbour	Diamond Harbour	NM	10,135
		3—List of Villages with a population above 5,000			
1	Barasat	Rajarhat	Joynagar	16	6,117
2	Do	Do	Krishnapur	17	8,062
3	Barrackpore	Dum Dum	Sultanpur	10	12,771
4	Sadar	Tollygunge	Bademasar	31	5,632

ANNEXURE—contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		24-PARGANAS DISTRICT—concld.			
5	Sadar	Tollygunge	Kamdahari	40	5,915
6	Sadar	Maheshtola	Krishnagar	1	5,990
7	Do	Do	Jagannathnagar	7	5,192
8	Do	Do	Chata Kalikapur	22	5,199
9	Do	Budge Budge	Uttar Raypur	15	9,106
10	Do	Sonarpur	Sripur	59	5,181
11	Daimond Harbour	Magrahat	Magrahat	124	5,411
		4—List of Villages with a population expected to be above 5,000 in 1971			
1	Barasat	Rajarhat	Arjunpur	7	4,209
2	Sadar	Tollygunge	Chakdaha	44	4,143
3	Do	Bishnupur	Kanyanagar	32	4,840
4	Do	Sonarpur	Barhans Fartabad	47	4,783
		HOWRAH DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Bally	Baly	M	101,159
2	Do	Howrah	Howrah	M	512,598
		2—List of Non-Municipal Towns			
1	Sadar	Bally	Baly	NM	29,737
2	Do	Jagachha	Jagacha	NM	4,758
3	Do	Do	Santragachhi	NM	8,701
4	Do	Do	Unsani	NM	6,635
5	Do	Sankrail	Sankrail	NM	11,844
6	Do	Do	Sarenga	NM	10,704
7	Do	Do	Manikpur	NM	7,844
8	Do	Do	Jhorhat	NM	6,438
9	Do	Do	Andul	NM	4,690
10	Do	Do	Banupur	NM	5,654
11	Do	Panchla	Panchla	NM	9,102
12	Do	Domejur	Domejur	NM	8,670
13	Do	Do	Kolara	NM	8,495
14	Do	Do	Nibra	NM	6,599
15	Do	Do	Mahiari	NM	7,079

ANNEXURE—contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		HOWRAH DISTRICT—contd.			
16	Uluberia	Bawria	Bauria	NM	8,492
17	Do	Do	Burikhali	NM	5,703
18	Do	Do	Fort Gloster	NM	13,785
19	Do	Uluberia	Chengail	NM	14,831
20	Do	Do	Uluberia	NM	18,509
21	Do	Do	Banitabala	NM	4,979
22	Do	Amta	Amta	NM	8,086
		3—List of Villages with a population above 5,000			
1	Sadar	Bally	Chakapara	11	5,350
2	Do	Jagachha	*Balitikuri	1	5,735
3	Do	Do	*Sahanpur	2	7,281
4	Do	Do	*Uttar Baksara	7	12,845
5	Do	Sankrail	Dhulagari	1	7,860
6	Do	Do	Duilya	35	5,943
7	Do	Do	*Panchpara	37	5,302
8	Do	Domejur	Dakshin Jhapardaha	15	5,536
9	Do	Do	Bankra	55	7,159
10	Uluberia	Amta	Basantapur	189	5,912
		4—List of Villages with a population expected to be above 5,000 in 1971			
1	Sadar	Bally	Jagadishpur	2	4,210
2	Do	Jagachha	*Ichhapur	3	4,125
3	Do	Sankrail	Raghudebbati	13	4,313
4	Do	Do	Masila	24	4,900
5	Do	Do	Podara	38	4,851
		HOOGHLY DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Chinsurah	Hooghly-Chinsura	M	83,104
2	Do	Mogra	Bansbaria	M	45,463
3	Chandernagore	Chandernagore	Chandannagar	MC	67,105
4	Do	Bhadreswar	Bhadreswar	M	35,489
5	Do	Do	Chanpdani	M	42,129

*Dropped from the List sent by the District Magistrate.

ANNEXURE—contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		HOOGHLY DISTRICT—contd.			
6	Serampore	Serampore	Baidyabati	M	44,312
7	Do	Do	Serampore	M	91,521
8	Do	Do	Rishra	M	38,535
9	Do	Uttarpara	Konnagar	M	29,443
10	Do	Do	*Uttarpara-Kotrang	M	52,163
11	Arambagh	Arambagh	Arambagh	M	16,551
		2—List of Non-Municipal Towns			
1	Sadar	Panduah	Pandua	NM	8,159
2	Chandernagore	Singur	Singur	NM	7,915
3	Do	Tarakeswar	Tarakeswar	NM	8,528
4	Serampore	Uttarpara	Nabagram Colony	NM	8,866
		3—List of Villages with a population above 5,000			
1	Sadar	Chinsurah	Naldanga	6	5,326
2	Serampore	Uttarpara	Makhla	11	9,601
3	Do	Chanditala	Janai	57	6,387
4	Do	Do	Begampur	73	5,077
		4—List of Villages with a population expected to be above 5,000 in 1971			
1	Chandernagore	Bhadreswar	Khalishoni	1	4,120
		BURDWAN DISTRICT			
		1—List of Statutorily Declared Towns			
1	Katwa	Katwa	Katwa	M	20,621
2	Do	Do	Dainhat	M	10,519
3	Kalna	Kalna	Kalna	M	22,603
4	Sadar	Burdwan	Burdwan	M	108,224
5	Asansol	Asansol	Asansol	M	103,405
6	Do	Raniganj	Raniganj	M	30,113
7	Do	Durgapur	**Durgapur Notified Area	NA	41,696
		2—List of Non-Municipal Towns			
1	Sadar	Memari	Memari	NM	8,386
2	Do	Ausgram	Guskara	NM	7,017
3	Asansol	Hirapur	Burnpur	NM	21,024

Note: *Uttarpara and Kotrang Municipalities were combined into Uttarpara-Kotrang Municipality after 1961 Census.

**Newly formed Municipality after 1961 Census.

ANNEXURE—contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		BURDWAN DISTRICT—contd.			
4	Asansol	Hirapur	Outer Burnpur	NM	44,260
5	Do	Ondal	Ondal	NM	18,645
6	Do	Do	Ukhra	NM	7,871
7	Do	Jamuria	Jamuria	NM	17,216
8	Do	Kulti	Kulti	NM	34,280
9	Do	Do	Niamatpur	NM	12,630
10	Do	Do	Barakar	NM	14,174
11	Do	Do	Dishergarh	NM	9,437
12	Do	Chittaranjan	Chittaranjan	NM	28,957
		3—List of Villages with a population above 5,000			
1	Kalna	Purbasthali	Srirampur	135	6,824
2	Asansol	Kaksa	Kaksa	86	5,675
3	Do	Asansol	Mohishila	25	5,365
		4—List of Villages with a population expected to be above 5,000 in 1971			
1	Sadar	Galsi	Sukdal	35	4,090
		BIRBHUM DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Suri	Suri	M	22,841
2	Do	Bolpur	Bolpur	M	23,355
3	Rampurhat	Rampurhat	Rampurhat	M	19,897
		2—List of Non-Municipal Towns			
1	Sadar	Sainthia	Sainthia	NM	12,096
2	Do	Dubrajpur	Dubrajpur	NM	13,917
3	Rampurhat	Nalhati	Nalhati	NM	8,663
		3—List of Villages with a population above 5,0 0			
		NIL			
		4—List of Villages with a population expected to be above 5,000 in 1971			
		NIL			
		BANKURA DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Bankura	Bankura	M	62,833
2	Bishnupur	Bishnupur	Bishnupur	M	30,958

ANNEXURE—contd.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		BANKURA DISTRICT—contd.			
3	Bishnupur	Sonamukhi	Sonamukhi	M	15,027
		2—List of Non-Municipal Towns			
1	Sadar	Khatra	Khatra	NM	6,757
2	Bishnupur	Patrasair	Patrasaer	NM	6,582
		3—List of Villages with a population above 5,000			
		NIL			
		4—List of Villages with a population expected to be above 5,000 in 1971			
		NIL			
		MIDNAPORE DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Midnapore	Midnapore	M	59,532
2	Do	Kharagpur Town	*Kharagpur City		147,253
3	Contai	Contai	Contai	M	22,094
4	Tamluk	Tamluk	Tamluk	M	17,986
5	Ghatal	Ghatal	Ghatal	M	21,062
6	Do	Do	Kharar	M	5,909
7	Do	Chandrakona	Ramjibanpur	M	7,621
8	Do	Do	Chandrakona	M	7,383
9	Do	Do	Kshirpai	M	5,803
		2—List of Non-Municipal Towns			
1	Sadar	Garhbeta	Amlagora	NM	7,590
2	Do	Do	Garhbeta	NM	6,545
3	Do	Debra	Bali-Chack	NM	6,333
4	Tamluk	Mahisadal	Mahishadal	NM	5,210
5	Jhargram	Jhargram	Jhargram	NM	13,965
		3—List of Villages with a population above 5,000			
		NIL			
		4—List of Villages with a population expected to be above 5,000 in 1971			
		NIL			

Note : * Including (1) Indian Institute of Technology Area.
(2) Kharagpur Railway Settlement.
(3) Kharagpur Non-Municipal Town.

ANNEXURE—concld.

Serial No.	Name of Subdivision	Name of Police Station	Name of Town/ Village	Status of Town or J. L. No. in case of village	Population as per 1961 Census
1	2	3	4	5	6
		PURULIA DISTRICT			
		1—List of Statutorily Declared Towns			
1	Sadar	Jhalda	Jhalda	M	9,692
2	Do	Purulia Town	Purulia	M	48,134
3	Do	Raghunathpur	Raghunathpur	M	10,556
		2—List of Non-Municipal Towns			
1	Sadar	Balarampur	Balarampur	UC	10,881
2	Do	Kashipur	Adra	SC	13,215
		3—List of Villages with a population above 5,000			
1	Sadar	Neturia	Saltor	313	5,917
2	Do	Raghunathpur	Arra	133	7,787
		4—List of Villages with a population expected to be above 5,000 in 1971			
1	Sadar	Barabazar	Barabazar	222	4,385
2	Do	Para	Chapari	130	4,412

Note : M—Municipality
NM—Non-Municipality
TC—Town Committee
NA—Notified Area Authority
Cantt.—Cantonment
MC—Municipal Corporation
UC—Union Committee
SC—Station Committee

(iv) Final List of Towns with Code Number

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
1	DARJEELING		*Sadar Subdivision*			
		3	Darjeeling	I	Darjeeling	M
			Kalimpong Subdivision			
		6	Kalimpong	II	Kalimpong	M
			Kurseong Subdivision			
		8	Kurseong	III	Kurseong	M
			Siliguri Subdivision			
		11	Siliguri	IV	Siliguri	M
2	JALPAIGURI		*Sadar Subdivision*			
		2	Jalpaiguri	I	Jalpaiguri	M
		3	Mal	II	Mal	NM
		5	Maynaguri	III	Domohani	NM
			Do	IV	Mainaguri	NM
		7	Dhubguri	V	Dhupguri	NM
			Alipur Duars Subdivision			
		9	Falakata	VI	Falakata	NM
		11	Alipur Duars	VII	Alipur Duar	M
			Do	*VIII	Alipur Duar Rly. Jn.	NM
3	COOCH BEHAR		*Mekliganj Subdivision*			
		1	Haldibari	I	Haldibari	TC
		2	Mekliganj	II	Mekliganj	TC
			Mathabhanga Subdivision			
		3	Mathabhanga	III	Mathabhanga	TC
			Sadar Subdivision			
		5	Cooch Behar	IV	Cooch Behar	M
			Do	*V	Guriahati	NM
			Tufanganj Subdivision			
		6	Tufanganj	VI	Tufanganj	TC
			Dinhata Subdivision			
		7	Dinhata	VII	Dinhata	TC
4	WEST DINAJPUR		*Islampur Subdivision*			
		2	Islampur	I	Islampur	NM
		5	Karandighi	*II	Dalkhola	NM

(iv) Final List of Towns with Code Number—*contd.*

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
4	WEST DINAJPUR —*contd.*		*Raiganj Subdivision*			
		6	Raiganj	III	Rayganj	M
		8	Kaliaganj	IV	Kaliaganj	NM
			Sadar Subdivision			
		12	Gangarampur	V	Gangarampur	NM
		15	Balurghat	VI	Balurghat	M
		16	Hilli	VII	Hili	NM
5	MALDA		*Sadar Subdivision*			
		7	Malda	I	Old Malda	M
		8	English Bazar	II	English Bazar	M
6	MURSHIDABAD		*Jangipur Subdivision*			
		1	Farrakka	*I	Farrakka Barrage Township	NM
		2	Shamshirganj	II	Dhulian	M
		3	Siti	III	Aurangabad	NM
		4	Raghunathganj	IV	Jangipur	M
			Lalbagh Subdivision			
		6	Lalgola	V	Lalgola	NM
		9	Murshidabad	VI	Murshidabad	M
		10	Jiaganj	VII	Jiaganj-Azimganj	M
			Kandi Subdivision			
		14	Kandi	VIII	Kandi	M
			Sadar Subdivision			
		16	Beldanga	IX	Beldanga	NM
		17	Berhampore	X	Baharampur	M
			Do	*XI	Kasimbazar	NM
7	NADIA		*Krishnagar Subdivision*			
		4	Nakasipara	*I	Jagadanandapur	NM
		7	Krishnagar	II	Krishnanagar	M
		8	Nabadwip	III	Nabadwip	M
			Ranaghat Subdivision			
		9	Santipur	IV	Santipur	M
			Do	V	Phulia	NM

(iv) Final List of Towns with Code Number—*contd.*

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
7	NADIA—*contd.*	10	Hanskhali VI	Bagula		NM
		11	Ranaghat VII	Taherpur		NM
			Do VIII	Birnagar		M
			Do IX	Ranaghat		M
		12	Chakdah X	Chakdaha		M
		13	*Kalyani*	XI	*Kalyani*	NM
			Do	XII	Kataganj & Gokulpur Govt. Colony	NM
			Do	XIII	Gayespur Govt. Colony	NM
8	24-PARGANAS		*Bangaon Subdivision*			
		2	Bongaon	I	Bangaon	M
			Barasat Subdivision			
		4	Habra	II	Gobardanga	M
			Do	III	Habra	NM
			Do	IV	Ashoknagar-Kalyangarh	M
		6	Rajarhat	*V	Krishnapur	NM
			Do	*VI	Jyangra	NM
			Do	*VII	Arjunpur	NM
		7	Barasat	VIII	Madhyamgram	NM
			Do	IX	Nabapally	NM
			Do	X	Barasat	M
			Do	*XI	Nebadhai-Dattapukur	NM
			Barrackpore Subdivision			
		9	Bijpur	XII	Kanchrapara	M
			Do	XIII	Halisahar	M
		10	Naihati	XIV	Naihati	M
			Do	XV	Deulpara	NM
		11	Jagatdal	*XVI	Bhatpara	M
			Do	*XVII	Medrail-Fingapara	NM
			Do	*XVIII	Narayanpur	NM
			Do	*XIX	Panpur	NM

(iv) Final List of Towns with Code Number— *contd.*

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
8	24-PARGANAS—*contd.*	11	Jagatdal	*XX	Gurdaha	NM
		12	Noapara	XXI	Garulia	M
			Do	XXII	Ichhapur Defence Estate	NM
			Do	XXIII	North Barrackpur	M
		13	Barrackpore	XXIV	Barrackpur Cantonment	Cantt.
		14	Titagarh	XXV	Barrackpur	M
			Do	XXVI	Titagarh	M
		15	Khardah	XXVII	Khardaha	M
			Do	*XXVIII	Patulia	NM
			Do	*XXIX	Kerulia	NM
			Do	XXX	Panihati	M
			Do	XXXI	New Barrackpur	M
		16	Belghoria	XXXII	Kamarhati	M
		17	Baranagar	XXXIII	Baranagar	M
		18	Dum Dum	XXXIV	North Dum Dum	M
			Do	*XXXV	Bisarpara	NM
			Do	*XXXVI	Bendra	NM
			Do	*XXXVII	Sultanpur	NM
			Do	XXXVIII	Dum Dum Aerodrome Area	NM
			Do	XXXIX	Dum Dum	M
			Do	*XL	Garui	NM
			Do	XLI	South Dum Dum	M
			Sadar Subdivision			
		19	Garden Reach	XLII	Garden Reach	M
		20	Metiabruz	XLIII	Panchur	NM
		21	Maheshtola	*XLIV	Krishnagar	NM
			Do	*XLV	Jagannathgarh	NM
			Do	XLVI	Batanagar	NM
			Do	XLVII	Nangi	NM
		22	Behala	XLVIII	South Suburban	M
		23	Jadavpur	XLIX	Purba Putiari	NM

(iv) Final List of Towns with Code Number—*contd.*

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
8	24-PARGANAS —*concld.*	23	Jadavpur	*L	Chakdaha	NM
			Do	LI	Bansdroni	NM
			Do	*LII	Kamdahari	NM
			Do	*LIII	Bademasar	NM
			Do	LIV	Rajapur	NM
			Do	LV	Santoshpur	NM
			Do	LVI	Jadabpur	NM
			Do	LVII	Garfa	NM
			Do	LVIII	Kasba	NM
		25	Sonarpur	LIX	Rajpur	M
		26	Bishnupur	*LX	Kanyanagar	NM
		27	Budge Budge	LXI	Budge Budge	M
			Do	LXII	Uttar Raypur	NM
			Do	LXIII	Birlapur	NM
		28	Baruipur	LXIV	Baruipur	M
		29	Canning	LXV	Canning	NM
		31	Jaynagar	LXVI	Jaynagar-Mazilpur	M
			Diamond Harbour Subdivision			
		35	Diamond Harbour	LXVII	Diamond Harbour	NM
			Basirhat Subdivision			
		44	Baduria	LXVIII	Baduria	M
		45	Basirhat	LXIX	Basirhat	M
		48	Hasnabad	LXX	Taki	M
9	HOWRAH		*Sadar Subdivision*			
		1	Bally	I	Bally	NM
		2	Liluah	*II	Chakapara	NM
			Do	*III	Jagadishpur	NM
		3	Malipanchghara	IV	Howrah	MC
		4	Golabari			
		5	Howrah			
		6	Bantra			
		7	Sibpur			
		8	Jagachha			
		9	Domejur	*V	Dakshinjhapardaha	NM

(iv) Final List of Towns with Code Number—*contd.*

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
9	HOWRAH—*contd.*	9	Domejur	VI	Domjur	NM
			Do	VII	Kalara	NM
			Do	VIII	Mahiari	NM
			Do	IX	Nibra	NM
			Do	*X	Bankra	NM
		10	Sankrail	*XI	Podara	NM
			Do	*XII	Dhuilya	NM
			Do	XIII	Andul	NM
			Do	*XVI	Masila	NM
			Do	XV	Jhorhat	NM
			Do	XVI	Banupur	NM
			Do	XVII	Sankrail	NM
			Do	XVIII	Manikpur	NM
			Do	XIX	Sarenga	NM
		11	Panchla	XX	Panchla	NM
			Uluberia Subdivision			
		14	Amta	XXI	Amta	NM
		16	Uluberia	XXII	Banitabala	NM
			Do	XXIII	Uluberia	NM
			Do	XXIV	Chengail	NM
		17	Bawria	XXV	Burikhali	NM
			Do	XXVI	Bauria	NM
			Do	XXVII	Fort Gloster	NM
10	HOOGHLY		*Arambagh Subdivision*			
		2	Arambagh	I	Arambagh	M
			Sadar Subdivision			
		6	Panduah	II	Pandua	NM
		8	Mogra	III	Bansberia	M
		9	Chinsurah	IV	Hooghly-Chinsura	M
			Chandernagore Subdivision			
		12	Tarakeswar	V	Tarakeswar	NM
		13	Haripal	*VI	Haripal	NM
		14	Singur	VII	Singur	NM

(iv) Final List of Towns with Code Number *contd.*

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
10	HOOGHLY—*contd.*	15	Bhadreswar	VIII	Bhadreswar	M
			Do	IX	Chanpdani	M
		16	Chandernagore	X	Chandannagar	MC
			Serampore Subdivision			
		19	Serampore	XI	Baidyabati	M
			Do	XII	Serampore	M
			Do	XIII	Rishra	M
		20	Uttarpara	XIV	Nabagram Colony	NM
			Do	XV	Konnagar	M
			Do	*XVI	Makhla	NM
			Do	XVII	Uttarpara-Kotrung	M
11	BURDWAN		*Asansol Subdivision*			
		1	Chittaranjan	I	Chittaranjan	NM
		2	Salanpur	*II	Hindusthan Cables Town	NM
		3	Kulti	III	Barakar	NM
			Do	IV	Kulti	NM
			Do	V	Dishergarh	NM
			Do	VI	Niamatpur	NM
		4	Hirapur	VII	Burnpur	NM
			Do	VII-A	Outer Burnpur	NM
		5	Asansol	VIII	Asansol	M
			Do	IX	Sarakdi-Nadiha (Sen Raleigh Township)	NM
		7	Jamuria	X	Jamuria	NM
		8	Raniganj	XI	Raniganj	M
			Do	*XII	Jemari (J. K. Nagar Township)	NM
			Durgapur Subdivision			
		9	Ondal	XIII	Ondal	NM
			Do	XIV	Ukhra	NM
		11	Durgapur	XV	Durgapur	NA
			Sadar Subdivision			
		14	Ausgram	XVI	Guskara	NM
		19	Memari	XVII	Memari	NM
		20	Burdwan	XVIII	Burdwan	M

(iv) Final List of Towns with Code Number - *contd.*

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
11	BURDWAN—*contd.*		*Katwa Subdivision*			
		24	Katwa	XIX	Katwa	M
			Do	XX	Dainhat	M
			Kalna Subdivision			
		27	Kalna	XXI	Kalna	M
12	BIRBHUM		*Rampurhat Subdivision*			
		2	Nalhati	I	Nalhati	NM
		3	Rampurhat	II	Rampurhat	M
			Sadar Subdivision			
		8	Dubrajpur	III	Dubrajpur	NM
		9	Suri	IV	Suri	M
		11	Sainthia	V	Sainthia	NM
		12	Bolpur	VI	Bolpur	M
13	BANKURA		*Sadar Subdivision*			
		6	Bankura	I	Bankura	M
		9	Khatra	II	Khatra	NM
			Bishnupur Subdivision			
		14	Bishnupur	III	Bishnupur	M
		15	Sonamukhi	IV	Sonamukhi	M
		16	Potrasair	V	Patrasaer	NM
14	MIDNAPORE		*Jhargram Subdivision*			
		3	Jhargram	I	Jhargram	NM
			Sadar Subdivision		**Kharagpur City containing*	
		14	Kharagpur Town	II	Kharagpur	M
			Do	III	Indian Institute of Technology Area	NM
			Do	IV	Kharagpur Rly. Settlement	NM
			Do	V	Kharagpur	NM
		15	Debra	VI	Bali-Chack	NM
		16	Midnapore	VII	Midnapur	M
		19	Garhbeta	VIII	Amlagora	NM
			Do	IX	Garhbeta	NM

(iv) Final List of Towns with Code Number—*concld.*

Code No.	Name of District	Code No.	Name of Police Station	Code No.	Name of Town	Status of Town
1	2	3	4	5	6	7
14	MIDNAPORE—*contd.*		*Ghatal Subdivision*			
		20	Chandrakona	X	Ramjibanpur	M
			Do	XI	Chandrakona	M
			Do	XII	Kshirpai	M
		21	Ghatal	XIII	Kharar	M
			Do	XIV	Ghatal	M
			Tamluk Subdivision			
		23	Panskura	*XV	Kolaghat	NM
		24	Tamluk	XVI	Tamluk	M
		26	Mahisadal	XVII	Mahishadal	NM
		27	Sutahata	*XVIII	Haldia	NM
			Contai Subdivision			
		34	Contai	XIX	Contai	M
15	PURULIA		*Sadar Subdivision*			
		1	Jhalda	I	Jhalda	M
		5	Balarampur	II	Balarampur	UC
		8	Purulia Town	III	Purulia	M
		9	Para	*IV	Chapari	NM
		10	Raghunathpur	V	Raghunathpur	M
			Do	*VI	Arra	NM
		13	Kashipur	VII	Adra	SC
16	CALCUTTA					
				I	Calcutta	MC

Note : M—Municipality
NM—Non-Municipal Town
MC—Municipal Corporation
TC—Town Committee
SC—Station Committee
UC—Union Committee
NA—Notified Area

*Towns have been for the first time created in 1971 Census.

(v) Code number of District and Police Station

Code No.	District	Code No.	Police Station
1	2	3	4
1	DARJEELING	1	Sukhiapokri
		2	Pulbazar
		3	Darjeeling
		4	Rangli Rangliot
		5	Jore Bungalow
		6	Kalimpong
		7	Garubathan
		8	Kurseong
		9	Mirik
		10	Naxalbari
		11	Siliguri
		12	Phansidewa
		13	Kharibari
2	JALPAIGURI	1	Rajganj
		2	Jalpaiguri
		3	Mal
		4	Mitiali
		5	Maynaguri
		6	Nagrakata
		7	Dhubguri
		8	Birpara
		9	Falakata
		10	Madarihat
		11	Alipur Duara
		12	Kalchini
		13	Kumargram
3	COOCH BEHAR	1	Haldibari
		2	Mekliganj
		3	Mathabhanga
		4	Sitalkuchi
		5	Cooch Behar
		6	Tufanganj
		7	Dinhata
		8	Sitai

(v) Code number of District and Police Station—*contd.*

Code No.	District	Code No.	Police Station
1	2	3	4
1	WEST DINAJPUR	1	Chopra
		2	Islampur
		3	Goalpokhar
		4	Chakalia
		5	Karandighi
		6	Raiganj
		7	Hemtabad
		8	Kaliaganj
		9	Kushmundi
		10	Itahar
		11	Bangashrihari
		12	Gangarampur
		13	Kumarganj
		14	Tapan
		15	Balurghat
		16	Hilli
5	MALDA	1	Harishchandrapur
		2	Kharba
		3	Ratua
		4	Gajol
		5	Bamangola
		6	Habibpur
		7	Malda
		8	English Bazar
		9	Manikchak
		10	Kaliachak
6	MURSHIDABAD	1	Farrakka
		2	Shamshirganj
		3	Suti
		4	Raghunathganj
		5	Sagardighi
		6	Lalgola
		7	Bhagawangola

(v) Code number of District and Police Station—*contd.*

Code No.	District	Code No.	Police Station
1	2	3	4
6	MURSHIDABAD—*contd.*	8	Raninagar
		9	Murshidabad
		10	Jiaganj
		11	Nabagram
		12	Khargram
		13	Burwan
		14	Kandi
		15	Bharatpur
		16	Beldanga
		17	Berhampore
		18	Hariharpara
		19	Nawada
		20	Domkol
		21	Jalangi
7	NADIA	1	Karimpur
		2	Tehatta
		3	Kaliganj
		4	Nakasipara
		5	Chapra
		6	Krishnaganj
		7	Krishnagar
		8	Nabadwip
		9	Santipur
		10	Hanskhali
		11	Ranaghat
		12	Chakdah
		13	Kalyani
		14	Haringhata
8	24-PARGANAS	1	Bagdah
		2	Bongaon
		3	Gaighata
		4	Habra
		5	Deganga

(v) Code number of District and Police Station—*contd.*

Code No.	District	Code No.	Police Station
1	2	3	4
8	24-PARGANAS—*contd.*	6	Rajarhat
		7	Barasat
		8	Amdanga
		9	Bijpur
		10	Naihati
		11	Jagatdal
		12	Noapara
		13	Barrackpore
		14	Titagarh
		15	Khardah
		16	Belghoria
		17	Baranagar
		18	Dum Dum
		19	Garden Reach
		20	Metiabruz
		21	Maheshtola
		22	Behala
		23	Jadavpur
		24	Bhangar
		25	Sonarpur
		26	Bishnupur
		27	Budge Budge
		28	Baruipur
		29	Canning
		30	Basanti
		31	Jaynagar
		32	Kultali
		33	Magrahat
		34	Falta
		35	Diamond Harbour
		36	Kulpi
		37	Mandir Bazar
		38	Mathurapur
		39	Patharpratima

(v) Code number of District and Police Station—*contd.*

Code No.	District	Code No.	Police Station
1	2	3	4
8	24-PARGANAS—*concld.*	40	Kakdwip
		41	Sagore
		42	Namkhana
		43	Swarupnagar
		44	Baduria
		45	Basirhat
		46	Haroa
		47	Minakhan
		48	Hasnabad
		49	Sandeshkhali
		50	Hingalganj
		51	Gosaba
9	HOWRAH	1	Bally
		2	Liluah
		3	Malipanchghara
		4	Golabari
		5	Howrah
		6	Bantra
		7	Sibpur
		8	Jagachha
		9	Domejur
		10	Sankrail
		11	Panchla
		12	Jagatballavpur
		13	Udaynarayanpur
		14	Amta
		15	Bagnan
		16	Uluberia
		17	Bawria
		18	Shampur
10	HOOGHLY	1	Goghat
		2	Arambagh
		3	Khanakul

(v) Code number of District and Police Station—*contd.*

Code No.	District	Code No.	Police Station
1	2	3	4
10	HOOGHLY—*contd.*	4	Pursurah
		5	Dhaniakhali
		6	Panduah
		7	Balagarh
		8	Mogra
		9	Chinsurah
		10	Polba
		11	Dadpur
		12	Tarakeswar
		13	Haripal
		14	Singur
		15	Bhadreswar
		16	Chandernagore
		17	Jangipara
		18	Chanditala
		19	Serampore
		20	Uttarpara
11	BURDWAN	1	Chittaranjan
		2	Salanpur
		3	Kulti
		4	Hirapur
		5	Asansol
		6	Barabani
		7	Jamuria
		8	Raniganj
		9	Ondal
		10	Faridpur
		11	Durgapur
		12	Kaksa
		13	Bud Bud
		14	Ausgram
		15	Galsi
		16	Khandaghosh

(v) Code number of District and Police Station – *contd.*

Code No.	District	Code No.	Police Station.
1	2	3	4
11	BURDWAN—*contd.*	17	Raina
		18	Jamalpur
		19	Memari
		20	Burdwan
		21	Bhatar
		22	Mongalkote
		23	Ketugram
		24	Katwa
		25	Monteswar
		26	Purbasthali
		27	Kalna
12	BIRBHUM	1	Muraroi
		2	Nalhati
		3	Rampurhat
		4	Mayureshwar
		5	Muhammad Bazar
		6	Rajnagar
		7	Khoyrasole
		8	Dubrajpur
		9	Suri
		10	Illambazar
		11	Sainthia
		12	Bolpur
		13	Labhpur
		14	Nanoor
13	BANKURA	1	Saltora
		2	Mejhia
		3	Borjora
		4	Gangaja'ghati
		5	Chhatna
		6	Bankura
		7	Onda
		8	Indpur

(v) Code number of District and Police Station – *contd.*

Code No.	District	Code No.	Police Station
1	2	3	4
13	BANKURA—*contd.*	9	Khatra
		10	Ranibandh
		11	Raipur
		12	Simlapal
		13	Taldangra
		14	Bishnupur
		15	Sonamukhi
		16	Potrasair
		17	Joypur
		18	Indas
		19	Kotalpur
14	MIDNAPORE	1	Binpur
		2	Jamboni
		3	Jhargram
		4	Gopiballavpur
		5	Sankrail
		6	Nayagram
		7	Mohanpur
		8	Dantan
		9	Keshiari
		10	Narayangarh
		11	Sabang
		12	Pingla
		13	Kharagpur
		14	Kharagpur Town
		15	Debra
		16	Midnapore
		17	Keshpur
		18	Salbani
		19	Garhbeta
		20	Chandrakona
		21	Ghatal
		22	Daspur

(v) Code number of District and Police Station—*concld.*

Code No.	District	Code No.	Police Station
1	2	3	4
14	MIDNAPORE--*contd.*	23	Panskura
		24	Moyna
		25	Tamluk
		26	Mahisadal
		27	Sutahata
		28	Nandigram
		29	Bhagwanpur
		30	Patashpur
		31	Egra
		32	Ramnagar
		33	Digha
		34	Contai
		35	Khejri
	PURULIA	1	Jhalda
		2	Jaipur
		3	Arsha
		4	Baghmundi
		5	Balarampur
		6	Barabazar
		7	Purulia-Muffasil
		8	Purulia Town
		9	Para
		10	Raghunathpur
		11	Neturia
		12	Santuri
		13	Kashipur
		14	Hura
		15	Puncha
		16	Manbazar
		17	Bunduan

(vi) Registrar General's D.O. letter no. 9/3/69-CTU dt. the 27th May, 1969

MOST IMMEDIATE

A. CHANDRA SEKHAR

D. O. No. 9/3/69-CTU
Ministry of Home Affairs
Registrar General, India
New Delhi-11.
27th May, 1969

Dear Ghose,

I make haste to write to you to keep you informed of certain basic changes in the questionnaires and the procedures for the 1971 Census which were decided upon after a full discussion with the Planning Commission on the 24th May, 1969 presided over by the Deputy Chairman, Dr. D. R. Gadgil. I am happy that the decisions arrived at take off much of the load on the 1971 Census and operationally made more convenient. The following are the main changes decided upon :

(i) The items below originally proposed to be collected through the Houselist will be given up :

  (a) Age of the Census House,

  (b) Material of Floor,

  (c) Reasons for vacancy, and

  (d) Information on Deaf and Dumb.

(ii) The questionnaire on household amenities proposed through the Household Form need not be canvassed. These items of information which may be largely meaningful for urban areas will be collected by the National Buildings Organisation directly from the municipal or other local administrative bodies.

(iii) Information on total fertility need not be collected and it may be adequate to have information on current fertility only which can be had by adding a couple of simple questions to the Individual Slip itself to be asked of the currently married famales. These questions will be :

  (a) Age at marriage, and

  (b) If any live birth in the last one year.

(iv) The decisions at (ii) and (iii) above render it unnecessary to have any separate sample area enumeration. However, the Population Record may be filled in sample areas. The sampling design for this will be simpler and the whole villages may be taken for this purpose. The Population Record will be useful for generating tables on composition of households and it will also serve as a useful frame for post enumeration check or other types of surveys.

(v) Since the definition of work at the 1961 Census as also perhaps the one proposed for the 1971 Census led to a large section of housewives and students etc. being treated on par with wholetime workers even though their contribution to economic activity was marginal, it was felt necessary that the 1971 concept should distinguish them from fulltime workers and their economic activity should be brought under the category of secondary work only and for their main activity they should be treated as housewives or students as the case may be.

(vi) Consequent on the decision at (v) the question 'If studying now' in the Individual Slip becomes superfluous.

(vii) The Individual Slip will be further simplified by

  (a) excluding the question on 'Nationality' ; and

  (b) recording only one educational level instead of treating general and technical separately, the technical educational level being given preference where both are considered equivalent.

My only regret is that these decisions were not taken earlier than the date of our Census Conference. We would have saved ourselves of much of the time we spent on discussing certain items as sampling procedures and a few concepts which are now rendered superfluous. However, I was very happy at the very detailed, well-

informed and useful discussion we have had at the Census Conference which helped all of us to appreciate fully the intricacies of the Census procedures. The present decisions communicated in this letter are undoubtedly welcome and will make for more convenient census-taking. The vexed and somewhat difficult problem of sampling at enumeration stage and the recruitment and training of a separate set of enumerators is now obviated. We shall have only uniform training for all enumerators. The filling in of Population Record in certain villages selected for the purpose would hardly call for any specialised training. You will be informed in due course how these villages are to be selected, probably on the basis of stratification of villages by population size. All that would appear necessary is to issue the Population Record books with a short covering note of instructions to the enumerators censusing those villages to say that they have to copy out certain particulars of the Individual Slip on to the Population Record at the end of each day. It may now be possible to have a uniform size of the enumerator's block throughout the country, each covering a population of 750 on the average. Small villages that are remote even if they are of smaller population size may have to be in charge of separate enumerators.

I shall be sending you soon the final schedules as revised. You will have to work out the translated versions and keep them ready. As far as the Houselist is concerned I presume that you would have heard from Shri Ballal to provide the translations in regional languages to fit into the spacing of the revised heading columns.

If you have any questions on any of the points in this letter you may please write to me.

Kindly acknowledge receipt of this letter.

Yours sincerely,

A. Chandra Sekhar

Shri B. Ghose,
Superintendent of Census Operations,
West Bengal, Calcutta.

(vii) Census Calendar of 1971

1st June to 31st December, 1969

1 Select and train all personnel selected to prepare notional sketch maps.

2 Complete 12″ = 1 mile or 16″ = 1 mile town maps showing ward and town boundaries clearly, and all streets. Conduct field verification where necessary.

3 Complete notional sketches on sketch pads supplied.

4 Commence collection on non-census data for village and town directory.

5 Complete verification of J. L. Nos. of Police Stations which have undergone changes (materials to be supplied by the Director of Census Operations).

1st January to 30th April, 1970.

1 Check correctness of notional sketches by supervisory officials.

2 Delimit House-numbering Blocks on the basis of notional sketches.

3 Complete Rural Census Register I and Urban Census Register.

4 Select persons as House-numberers/Supervisors/Charge Superintendents and enter details in Rural Census Register II and Urban Census Register.

5 Issue letters of appointment to all census personnel.

6 Receive instruction booklets on House-numbering and House-listing and arrange despatch to Subdivisions and Blocks.

1st May to 30th June, 1970

1 Receive Houselists and Establishment Schedules and despatch to Subdivisional Officers and Block Development Officers, Verification of forms at district headquarters.

2 Train Supervisors and Charge Superintendents at district and subdivisional headquarters. Practical exercises for all of them.

1st July to 9th September, 1970

1 Despatch forms, instruction book'ets to all Charge Superintendents. Despatch training registers.

2 Organise and hold training classes for House-numberers/Supervisors including practical exercises.

3 Distribute booklets and forms to them.

4 Scrutinize training registers at headquarters and note absentees. Despatch to Regional Deputy Director.

5 Arrange intensive publicity measures.

10th September to 31st October, 1970

1 House-numbering and house-listing.

2 Receive instruction booklets on Individual Slip and Census forms from Director of Census Operations. Distribute to Subdivisional Officers and Block Development Officers.

1st November to 30th November, 1970

1 Collect filled up Houselists, Establishment Schedules and despatch to Director of Census Operations. Sketch maps to be retained at district headquarters.

2 Demarcate Enumerator's Blocks, by modifying, if necessary, the House-numbering Blocks.

3 Appoint fresh Enumerators, if necessary, and issue appointment letters.

4 Registers II (R) and Urban Register to be brought up-to-date.

5 Train Charge Superintendents/Circle Supervisors for enumeration. Distribute instruction booklets to Charge Superintendents/Supervisors.

1st December, 1970 to 31st January, 1971

1 Train Supervisors and Enumerators with practical exercises. Maintain training registers. Distribute instruction booklets.

2 Arrange intensive publicity on enumeration through Field Information Officers.

1st February to 9th February, 1971

1 Distribute Individual Slips and other forms to Enumerators.

2 Continue training of all census personnel.

10th March to 3rd April, 1971

1 Enumeration with revisional round.

6th April, 1971

1 Collect provisional totals for the district and despatch to Registrar General and Director of Census Operations.

(viii) Circulars and Important Census Letters

No. 1C-3/259(15) The 22nd January, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal
To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 2

Subject : **Delimitation of Census Divisions**

Sir,

1. To set up an organisation which reaches out to every individual in the State it is necessary to divide the State into units for enumeration and supervision. We already have the administrative divisions of the district and subdivision, and a development block has been equated with a Census Charge. Similarly, a town constitutes a Charge or more than one Charge depending on its size. The boundaries of these units are well known or can be verified. Below the Charge, the Circle and Enumeration Block are creations for the Census and need to be very carefully delimited, so that there is no scope for confusion at any stage.

2. The first step is to ascertain and verify the district boundary and subdivisional boundaries with the help of maps available in the District Office. This is essential, as there is every possibility that some isolated tract of land near a border might be overlooked during the field work by census personnel. A list of mouzas and the J.L. numbers for each police station should be available in each District Office ; in any case, it is given in the District Census Handbook. A list of those mouzas which have been moved from one police station to another or whose boundaries have been altered has been sent to each District Office : the final list drawn up in each district must incorporate these changes. Boundary verification does not mean a relay of the boundary on the ground with survey staff, but only that the position of every cluster of dwellings is checked to ascertain correctly the mouza in which it is located. There may be a few huts situated close to a district border, and while they are actually within a mouza in District X, this may not be known to the officials in District X, or, again the local officials might take it for granted that they are in District Y ; if the Census Officers of District Y do not census these huts, as indeed they should not, then these buildings may be left out of the census. The checking can be done through the local revenue officials or the Panchayats by local enquiry and in few cases by identifying them in relation to some features such as ponds, temples, etc., on survey maps. A large part of this work will, in fact, have been completed when the layout sketches are prepared since, to prepare them, some sort of verification will have been done. Nevertheless, a verification of buildings or clusters of huts in tracts whose proximity to a district, subdivision, police station or mouza border might give rise to doubts about their actual location, is necessary.

Rural :

Charge Boundaries

3. After the boundary verification is over, the delineation of divisions should be taken up. The boundaries of Rural Charges should not be difficult to delimit as working thana maps showing the boundaries of each Development Block are availible in each district. There may, however, be some places where the boundary is not clear ; these places should be visited and the boundary established. A Charge should cover roughly 80,000 persons. This might mean that some Blocks would form more than one Charge. In such cases the Joint Block Development Officer or an Extension Officer could be made Deputy Charge Superintendent and placed in charge of a portion of the Development Block. The overall responsibility of the Block Development Officer will, however, continue to extend over the entire Charge.

Enumeration Block Boundaries

4. For the purposes of the census each revenue village will have to be considered an Enumerator's Blocks, as far as possible. There will, however, be some exceptions which are explained in the following paragraphs.

5. An Enumerator's Block should cover 750 persons approximately, *i.e.*, the population could go up to about 850 or so but efforts should be made to delimit Block of buildings whose population is as close to 750 as possible. In doing so, it will naturally be found that a large number of villages will require to be constituted into two or more Blocks, and an equally large number may be too small to form even one Block on the criteria specified above. When a village is very large it may be formed into as many Blocks of 750 persons as is necessary; the surplus will form a separate Block only if it is large enough, *i.e.*, 600 or so. If it is too less than this, this surplus must be fed equally into the Blocks of 750 so that Blocks of relatively equal size are created. If a village is too small to warrant constitution into a separate Block, it must, nevertheless, be made a separate Block, but given to an Enumerator along with other Blocks so that his total charge is 650-850 persons. It should *not* be treated as part of another village, nor should villages be lumped together to from a Block. The Enumerator who looks after the work of two or more Blocks upto the limit laid down above, will have to keep all their papers for each Block separate and distinct. A part of one village should under no circumstances be tagged to another village or a part of another village.

6. The notional maps and layout sketches will be invaluable for delimitation work. These maps will show the buildings and the approximate population : it will be a simple matter either to split a village into separate Blocks or group them, as Blocks, under one Enumerator.

7. The object of keeping the Block size as uniform as possible is to prepare a frame for intercensal sample studies and surveys, which are essential to test growth and population change in the State.

8. After Blocks have been delimited they need to be numbered. They should be numbered in a continuous serial for each Charge. Blocks should be serially arranged according to the ascending order of the J.L. Nos. of the mouzas.

Circle Boundaries

9. A Circle will be conterminus with an Anchal. It would be an aid if Circles were shown in the map which shows the Charge boundaries. Circles should also be numbered.

10. In the hill subdivision of Darjeeling the standard of 750 may lead to the formation of Block which spread over a large tract of mountainous land; the standard may, therefore, be lowered to 600 for the hill subdivision only. This is, like 750, not an absolute figure but may be varied from 500 to 750.

Urban :

11. By this time, all districts must have procured maps of their towns and verified the boundaries of these towns with the adjoining mouzas. (The word 'town' is used here to cover towns and all areas declared as urban.) The verification of town boundaries is very important, since in most cases there is great confusion as to where the town ends and the rural area begins. The boundary should be verified on the field end, where the demarcation is not clear enough, posts may be planted to indicate the boundary clearly to census workers. Supervisors of the adjoining rural areas and from the town should ensure that they are both thoroughly familiar with the boundary between the two areas.

Charges

12. A town like a Development Block, has to be constituted into Charges, Circles and Enumerator's Blocks. A Charge should cover about 80,000 persons. This would mean that most towns would form a single Charge; others would form as many as there are units of 80,000 persons. The surplus, such as it is, should be merged with the remaining Charge(s) of 80,000 equally if it is less than 10,000; if after constituting a Charge or Charges of 80,000, the surplus is more than 10,000, the town should be regrouped into Charges of equal size as far as possible.

13. All demarcations must be along streets and roads which are easily identifiable.

Blocks

14. An Enumerator's Block in a town should have a population of roughly 600. That means it can go up to 750 but it should not be more or less than these limits under any circumstances. The layout sketches of the Wards or segments of Wards will not only show the buildings but the approximate population, on this data a Block can be delimited on the layout sketches, and the boundaries recorded on the Urban Census Register which is being sent shortly. Blocks should be assigned a continuous serial number for each Charge.

Circles

15. Ten Blocks will constitute a Circle. Where a town is a Charge or a number of Charges it may be possible to make each Ward a Circle. Even if a Ward is too small make a separate Circle so as to keep the Ward identity intact. If the Ward is too large it can be split into the required number of Circles on the basis of the standard of 10 Blocks. The area of each Circle must be shown on the large scale map of the town which has presumably been prepared already. They should be numbered.

16. Details regarding all Blocks, Circles and Charges will have to be entered in the Rural and Urban Census Registers. A separate circular on these registers follows.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations,
West Bengal

No. 1C-3/825(15) The 12th March ,1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 2A

Subject : **Numbering of Census Divisions**

Sir,

In Circular No. 2 the principles on which Charges, Circles and Enumerator's Blocks are to be delimited have been laid down. The following additional points regarding the numbering of these divisions may be borne in mind when taking up the work.

Rural Areas

I have already indicated in Circular No. 2 that, notwithstanding the principle that one Enumerator would take the census of 750 persons, each mouza will constitute one Enumerator's Block, irrespective of the population residing in it. This will mean that there will be Blocks with very small populations. Villages which have a population of much more than 750 will have to be split into viable Blocks, at which stage only will the criterion of 750 persons be applied.

The number assigned to Enumerator's Blocks must be continuous for each Charge. The number must not be a transcript of the J. L. No. but a completely separate, continuous series alloted to Blocks on the basis of contiguity. The pattern of numbering must be rational and should follow, as far as possible, a definite direction.

After house-listing, it may be necessary further to divide some Blocks owing to the size of the population. In such cases these additional Blocks should be given a sub-number of an adjoining Block, *e.g.*, 2/1. It is once again reiterated that additional Blocks can only become necessary if a Block is too large. Smaller villages with less than 750 persons will continue to remain Enumeration Blocks by themselves.

When assigning an Enumerator his jurisdiction, the criterion of 750 persons will of course, be applied as has been explained in the earlier Circular. He will thus either have a Block which is a village by itself, or a Block which is a part of a larger village, or that number of Blocks which together make up roughly 750 persons.

Circles must be numbered continuously for each Charge and Charges must be numbered continuously for the entire district.

Urban Areas

The number of approximately 600 persons per Enumerator's Block in urban areas will be applied uniformly. Care must be taken to ensure that the Block boundaries correspond, as far as possible, to well-defined roads, streets or lanes, so that they are easily identifiable.

The numbers assigned to Enumerator's Blocks will be continuous for each Charge.

After house-listing, if it becomes necessary to split some of the Blocks owing to the size then the new Blocks should be given a sub-number of the adjoining Blocks, *e.g.*, 21/1, etc. It should be remembered that a Ward is a Circle in urban areas.

If there is no Ward, that is, in non-municipal urban areas, then the Circles will have to be carved out on the basis of 10 Enumerator's Blocks per Circle. This criterion must not be applied where Wards exist.

The numbers to be assigned to Circles will be Ward Nos. where there are Wards, and where there are no Ward Nos., a continuous series assigned to them in a rational manner by the District Census Officer.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/825(15)/(82) The 12th March, 1970

Copy forwarded to :

1 The Registrar General, India, New Delhi-11.

2 The Secretary to the Government of West Bengal, Home (C&E) Department, Writers' Buildings, Calcutta-1.

3 The Director of Census Operations,.....

4 The Commissioner,.....Division.

5 The Subdivisional Officer,.....with..... spare copies for onward distribution among the Block Development Officers, Chairmen of the Municipalities and other Town Census Officers in his Subdivision.

6 The Deputy Director of Census Operations, Central/West/North/Calcutta.

B. Ghose
Director of Census Operations
West Bengal

No. 1C-3/826(15) The 12th March, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate, Deputy Commissioner,

CIRCULAR NO. 4

Subject : **Census Registers**

Sir,

Some important information regarding the Census organisation have to be recorded in the Census Registers which are listed below :

Rural Census Register I
Rural Census Register II
Urban Census Register
Training Register
Register of Census Forms.

Rural Census Register I

This register is intended to provide a record of the mouzas in each police station, and of the Enumeration Blocks formed out of them. It has already been indicated in Circular No. 2 that the Census Blocks to be formed will be the same for both House-listing and Enumeration. The register has therefore to be opened as soon as the delimitation of Census Blocks is taken up.

Each page of the register should be numbered in the space shown, and the name of the district and police station entered at the top of each page. The Code Numbers for each district and police station are being communicated shortly and should be entered as soon as they are received.

Columns 1 and 2 require no comment ; it must be borne in mind, however, that the entry of J. L. Numbers should be in ascending sequence, *i.e.*, from the lowest number to the highest, in every police station. Column 3 need be filled when the area figures, duly corrected by the D. L. R. & S. are supplied by this office to each district. Columns 4, 5 and 6 require no explanation. When filling in Column 7 it should be remembered that every revenue village is a Census Enumerator's Block, at the very least, or is made up of more than one Block, if the population is in excess of 750 persons. Circular No. 2 should be studied regarding this matter. Column 8 is intended for recording explanatory details which may be found useful. In particular, changes in mouza boundaries which have been sent by this office to each district (or will be sent shortly) should be briefly noted.

Uninhabited mouzas should be carefully noted. After it has been definitely ascertained that the mouza is uninhabited, columns 4 and 5 may be scored through and the word "uninhabited" written across them. These mouzas will have to be visited again during house-listing and thereafter columns 5 and 6 can be also filled up in the same manner ; if, however, in the meantime people have built houses in that area, then suitable entries should be made in these columns.

Rural Census Register II

Rural Register I provides the list of mouzas in each police station and some basic information ; Rural Register II is more detailed, and will record particulars of the personnel engaged for census work. There should be one register for each Census Charge. Each page is to be numbered, and the name and Code Numbers of district and police station filled in at the top. The name of the Charge Superintendent should appear in the appropriate place.

Column 1 should be filled in as soon as Block delimitation and numbering is complete. Column 2 is intended to record any additional Blocks which have to be delimited on the information available after house-listing ; this column should be filled up after house-listing only. In most cases the column will be the same as Column 1 in fact, the inaccuracy of notional sketches will be reflected in the extent to which Columns 1 and 2 deviate. In filling up Column 1 it must be ensured that there is an appreciable space between the entries ; these

should never be crowded together. The number of the additional Block created after house-listing must be inserted in that place corresponding to the blank space between entries in Column 1 and must be entered in red ink. When there is no deviation, the entries should be on the same line in blue ink.

Column No. 3 should be filled up as soon as delimitation of Blocks is done. If this column has changed after house-numbering the existing entry should be neatly scored through and the new entry put in red ink. Column No. 4 is not intended to be a total list of all buildings ; entries should be as follows : "Nos. 1—28" or "Nos. 239—535", etc. If there is a break in the Serial No. of houses this should be noted as it comes, *e.g.*, "Nos. 1—44, 45—49, 50, 58—59".

Column 5 will have to be filled in as soon as the appointment of Enumerators is finalised. Column 6 is intended to show additions, *i.e.*, appointment of additional Enumerators for enumeration. Please remember that the workload of an Enumerator for house-listing is about 150 houses, and 750 persons for enumeration. Since house-listing work is much less exacting, one Enumerator may be doing house-listing work in more than one Block, and for enumeration his Charge may be different. The entries have thus to be carefully recorded for each Block. Any change must be immediately noted.

Columns 7, 8, 9 and 10 require no explanation. The required information is merely to be filled in.

On no account is any entry to be over-written ; changes should be shown by scoring out the existing entry and writing out the new entry over it or below it. It is once again repeated that entries must be adequately spaced, and not more than 8-10 entries should be made on one page.

This register is to be maintained at the Charge, Subdivision and District Offices.

Urban Census Register

This register is to be maintained for all towns and urban areas which have been declared to be so by this office.

The entry against Ward/J. L. No. at the top will be **only** Ward No. where Wards exist ; J. L. Nos. will be given for urban areas not formally notified as municipalities or notified areas by the State Government.

In Circular No. 2 it has been explained that a town of approximately 80,000 persons will constitute one Charge. In such cases, it is not necessary to write any Charge number in Column 2 ; the boundary of the town must, however, be noted as clearly as possible. Column 3 also, will not give the names of all the streets but the **total** number of streets, total number of lanes, etc. Column 4 is self explanatory.

For large cities Columns 2, 3 and 4 will have to be filled in as shown.

The Census Circle should be, as far as possible, a Ward. Thus Column 5 will describe the Ward Boundary, unless owing to its size, the Ward has been divided into a number of Circles. Column 7 is the number assigned to a Block for house-listing. Ordinarily, Column 8 should be a repetition of Column 7, but if, during house-listing, it is found that a new Block is necessary, the number of the new Block is to be entered here.

Adequate space must be left between entries in Columns 7 and 9 to accommodate new additions. Columns 10, 11, 12 and 13 require no explanation. The Enumerator for both house-numbering and enumeration should be that same person as far as possible ; however, since the norms are 120 houses per Enumerator for house-listing and 600 persons for enumeration, at the house-listing stage one Enumerator may be in charge of more than one Block. For enumeration, each Block will have to one man, and thus the new person's details will have to be entered in Column 15. Please ensure that the names are correctly recorded against the number of the relevant Block.

Training Register

This register is actually supplied as loose sheets which will be used at each training class ; after the training is completed, they should be tied together with a tag and kept at the Subdivisional Office. The various columns are simple and have to be filled in respect of each person who attends the class.

One sheet should be maintained for each group of persons who receive training ; the trainees should be asked to sign in the columns for the 1st, 2nd, 3rd and 4th Class and the Practical Class.

Register of Forms

This register requires no explanation. It is intended as an aid to watch the receipt and delivery of the various census forms being sent for the operation. It is however very important that it be kept up-to-date, both for supervision purposes and for later accounting. It should be maintained at the District, Subdivision and Charge levels.

Specimen copies of these registers are being sent with this letter for your perusal. The registers will be despatched to you within the month of March 1970.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/826 (15)/1 (82) The 12th March, 1970

Copy forwarded to :

1 The Registrar General, India, New Delhi-11.

2 The Secretary to the Government of West Bengal, Home (C&E) Department, Writers' Buildings, Calcutta-1.

3 The Director of Census Operations,_____ _____

4 The Commissioner, _____ _____ _____Division.

5 The Subdivisonal Officer, _____ _____ _____with_____spare copies for onward distribution among the Block Development Officers, Chairmen of the Municipalities and other Town Census Officers in his Subdivision.

6 The Deputy Director of Census Operations, Central/West/North/Calcutta.

B. Ghose

Director of Census Operations
West Bengal

No. 1C-3/1161(15) The 17th April, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Appointment of Enumerators etc.**

Sir,

In my circular No. 2 the principle of carving out Enumerators' Blocks, Circles, Charges etc. has been enunciated. A rural Block will comprise of an average of 750 persons and an Urban Block of 600. The delimitation of Blocks should be done on the basis of the population figure obtained during the preparation of the layout sketches.

There may be certain areas where layout sketches are still under preparation and likely to take some more time for their completion. In those areas appointment of Enumerators and Supervisor need not wait till the completion of the layout sketches. The principle to be followed for delimitation of Enumerators' Blocks in such cases is given below.

The population of each mouza in rural areas has to be increased by 30 per cent over the 1961 population and in case of urban areas the increase will be by 45 per cent. The 1961 population of each mouza and town will be available in the 1961 District Census Handbook. The estimated population for 1971 thus obtained will form the basis of the Block formation.

It should be borne in mind in this connection, that the preparation of layout sketches should not be abandoned. After the sketches are finally prepared, the population figure obtained from the sketches will have to be tallied with the estimated population derived at by the above method. The Enumerators' Blocks might have to be recast due to this tallying, but that will be limited to a very few cases only. If some Enumerators are found surplus they should be kept as reserves and on the other hand some from the reserve list might have to be appointed as regular Enumerators.

The relevant columns of the Census Registers will have to be filled in accordingly.

Please acknowledge receipt of this letter.

Yours faithfully

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/1161(15)/1(56) The 17th April, 1970

Copy to all Subdivisional Officers/Deputy Directors.

B. Ghose
Director of Census Operations
West Bengal

No. 2A-18/1271 (15) The 29th April, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Appointment of Sub-Inspector or Deputy Sub-Inspector of School as Dy. Charge Superintendent**

Sir,

In para 3 of my Circular No. 2 on the Subject of "Delimitation of Census Divisions" it has been indicated that in case of big Block with a population more than 80,000 one Deputy Charge Superintendent would be required to be appointed and in para 2 of this office letter No. 2A-18/1022 (15), dated the 2nd April, 1970 it was decided that the Sub-Inspector or the Deputy Sub-Inspector of Schools might be appointed Deputy Charge Superintendent.

In this connection I would like to give stress on the following two points pertaining to the appointment of the Sub-Inspector or the Deputy Sub-Inspector of Schools as Deputy Charge Superintendents :

1. *If the population of Block does not exceed 80,000 it is not normally necessary to appoint any Deputy* Charge Superintendent even if the Sub-Inspector or the Deputy Sub-Inspector of Schools is available there for such appointment.

2. If the population of Block exceeds 80,000 on Deputy Charge Superintendent is to be appointed and here it is to be kept in mind that, if the Sub-Inspector or the Deputy Sub-Inspector of Schools is available for appointment as Deputy Charge Superintendent in that Block, he may be appointed. In absence of the Sub-Inspector or Deputy Sub-Inspector of Schools, the Joint Block Development Officer or the Extension Officer should be appointed Dy. Charge Superintendent.

Receipt of this letter may please be acknowledged.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 2A-18/1271(15)/1(54) The 29th April, 1970

Copy forwarded to :

1 The Subdivisional Officer,_____

2 The Deputy Director of Census Operations,_____

B. Ghose
Director of Census Operations
West Bengal

No. 1F-2/1270(15) The 29th April, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Register of Forms**

Sir,

In my Circular No. 4 on the subject of "Census Registers' it has been stated that the Registers of Forms should be maintained at the District, Subdivision and Charge levels, but the printed Register of Form have been sent for maintaining at the District and Subdivision levels only. At the Charge level, it is intended that the Register of Forms should be maintained in the same proforma in white paper to be bound in a volume. The specimen of the proforma is enclosed.

Receipt of this letter may please be acknowledged.

Enclo : As above

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1F-2/1270(15)1(54) The 29th April, 1970

Copy forwarded to :

1 The Subdivisional Officer,_____with_____spare copies for onward distribution among the Charge Superintendents.

2 The Deputy Director of Census Operations,_____

B. Ghose
Director of Census Operations
West Bengal

No. 2A-18/1304 The 1st May, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Charge Superintendents for urban areas which are small and for Non-Municipal urban areas contiguous to existing towns**

Sir,

1. Some clarifications have been sought concerning the Census Organisation for small urban pockets and the non-municipal urban outgrowths beyond the statutory limits of a town. The following instructions may please be followed alone, with the instructions in circulars 2 and 2A.

2. Where an urban area is considerably smaller than the norm fixed for a charge, the Block Development Officers of the Block within which these urban areas are situated will be the Charge Superintendent for these urban areas as well as far his own area. No hard and fast rule as to size is being specified ; but towns with less than 15,000 population are to be treated as above.

3. There are some cases where urban growth has spread beyond the statutory limits of a rccognised town, covering one or more adjoining mauzas, and the mouzas covered have been accepted as urban areas for the Census of 1971 by the undersigned. It is, however, quite obvious hat these new urban areas are outgrowths of a parent town, and cannot be thought of as isolated towns by themselves. For administrative convenience the main town—the statutory municipality, or notified area—will be censused as laid down in Circular 2, that is, by appointing a separate Charge Superintendent, if this is warranted, dividing Wards into Blocks etc. Whether there is a separate Charge Superintendent or not, the adjoining non-municipal urban areas referred to above will invariably be censused as a town within the development Block (*i. e.*, rural Charge) which surrounds it and the Block Development Officer as the Charge Superintendent. This is not to say that it will be treated as rural ; it will be given its urban status, and censused as such, but be treated as a part of the Block Development Officer's Charge for administrative convenience.

4. The location code numbers to be assigned to such urban areas will be part of the serial for the entire district. These numbers for each district are being finalised and will be sent to you shortly. In the census Tables, however, these areas of urban outgrowth will not be shown as isolated towns, but as part of what is called an Urban Agglomeration which means the actual urban spread, which may consist of a statutory town and mouzas contiguous to it over which the urbanised area has spread.

5. It is once again repeated that it is essential that the boundaries between the rural and urban areas and, in the case of Urban Agglomerations, the boundaries between each constituent urban area *i. e.* the Statutory Towns and the urban mouzas around it be carefully verified so that there is no scope for error at a later stage.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 2A-18/1304 (15)/(54) The 1st May, 1970

Copy forward to :

1 Subdivisional Officer,_____

2 Deputy Director of Census Operations, _____

B. Ghose
Director of Census Operations
West Bengal

No. 2C-29/1840 The 17th June, 1970

Shri P. C. Sarkar,
Officer-in-Charge, Census Operations,
Midnapore

Subject : **Depopulated mouzas—Formation of Enumeration Block**

Sir,

Kindly refer to your letter No. 75-Census dated the 21st May, 1970, on the subject mentioned above. Your suggestion about the formation of an Enumeration Block with an uninhabited mouza has been accepted. The Enumeration Block thus formed with an uninhabited mouza may be entrusted with the Enumer tor appointed for its nearest Enumeration Block. The Enumerator may ascertain during his visit in SeptemberOctober during the house-numbering operation if there has been any habitation or any houses have been built in the uninhabited mouza. If so, those may be covered during the Census operation also. If not, a certificate to the effect that the particular mouza is uninhabited may be recorded by the Enumerator on the Houselist Abstract during the house-numbering operation and on the Block Abstract during actual enumeration.

Yours faithfully,

B. Ray
Deputy Director,
for Director of Census Operations
West Bengal

Memo No. 2C-29/1840/1(18) The 17th June, 1970.

Copy with a copy of the letter No. 75-Census dated 21. 5. 70 from Officer-in-Charge, Census, Midnapore forwarded to (1) The District Magistrate/Deputy Commissioner,_____, for information and necessary action, (2) The Deputy Director, Central/West/North for information.

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

Enclo :

Copy of letter No. 75-Census dated 21.5.70 from the Officer-in-Charge, Census Operations, Midnapore to the Director of Census Operations, West Bengal, Calcutta-1 reg : Depopulated mouzas—formation of Enumeration Blocks.

1. The delimitation of Enumeration Blocks has been done mainly on the basis of layout maps prepared for the revenue village of a Census Charge. But no layout maps have been prepared for the uninhabited mouzas, and hence no Enumeration Blocks have also been formed for these mouzas.

2. It has been indicated in Circular No. 4 that these mouzas will have to be visited during house-listing for ascertaining if, in the meantime, people have built houses in these mouzas are specifically entrusted to some census personnel these may be left out of census. Incidentally it is mentioned that there are good number of depopulated mouzas in most of the Development Blocks.

3. For ensuing complete geographical coverage of each Census Charge and also for verification of each mouza to see that no house or people has been left out of census it is suggested that :

(i) each such uninhabited mouza be formed an Enumeration Block and be numbered like other Blocks in a continuous serial for each Charge, keeping appropriate notes in the census registers.

(ii) each such Block thus formed may be conveniently assigned to an Enumerator who has been given charge of the neighbouring Block/Blocks. As there is no population now no additional census personnel will be required.

(iii) Necessary instruction in the matter may kindly be issued at an early date.

No. 1C-3/4001/(15) The 22nd July, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Numbering of Charges**

Sir,

Kindly refer to para 6 contained in my Circular No. 2A dated the 12th March, 1970, wherein it has been stated that 'Charges must be numbered continuously for the entire district.' Further to that I am to add the following.

There would be two sets of Charges for the district—Rural and Urban. The rural Charges should be numbered in one series like R-1, R-2, etc., while the urban Charges in another series U-1, U-2, etc.

The Charges should be listed first according to the ascending order of the Code No. of the Police Station or town, in which the Charges are situated and then the Charges be assigned a number.

It may be recalled in this connection that each Development Block area in the rural sector constitutes a Charge irrespective of the population size. Similarly each town in the urban sector constitutes a Charge irrespective of its status, but the bigger towns may form more than one Charge, if the population exceeds 80,000. Circular No. 2 is referred to on this point.

If you have treated any area in your district as constituting a Special Charge for the purpose of the taking Census 1971, then such special Charges should be listed separately and be assigned a separate series of numbers like Sp-1, Sp-2, etc. Such special Charges should not be confused with other Special areas delineated for enumeration *e. g.*, Special Circles, Special Enumeration Blocks. The number of Special Charges in a district may not be too many. Formation of Special Charges should be considered carefully taking into view population size, their location and administrative convenience etc.

The Charge Nos. should be entered in relevant columns of the Census Registers. A list of such Charges along the numbers assigned to them may be sent to me as early as possible.

Please acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/4001(15)/1(3) The 22nd July, 1970

Copy forward for information to the Deputy Director, Central/West/North.

B. Ghose
Director of Census Operations
West Bengal

(ix) Census Registers

CENSUS 1971

Training Register

District_____ Charge No._____

Police Station/Town_____ Circle/Ward No._____

Serial No.	Name of Supervisor/ Enumerator	Number of Circle/ Block	Attendance in Training Class					Remarks
			1st Training class on	nd Training class on	3rd Training class on	4th Training class on	Practical Exercises on	
1	2	3	4	5	6	7	8	9

CENSUS 1971 Page No....

Register of Forms

Description of Forms or Booklet or Publicity materials.....

Language in which printed.....

Number of copies received from the Director of Census Operations, West Bengal with letter No. and date.....

Date of receipt.....

Number of copies kept in reserve.....

Details of Distribution			Details of Recovery			Remarks
Date of Issue	Name of Officer	Number Supplied	Date of Return	Used	Unused	
1	2	3	4	5	6	7

RURAL CENSUS REGISTER I

Page No.

District..... (Code No.....) Name of Police Station..... (Code No.....)

J. L. No.	Name of Mouza	Area of Mouza Acres/Sq. Miles	Number of Houses* (*To be filled in from layout Sketch *Map*)	Estimated Population in 1971 (Derived from enquries during preparation of notional maps)	Population as per Houselist (To be filled up after Hou*selisting*)	Number of Enumerator's Block (s) in mouza	Remarks (Write the corresponding name and J. L. No. of the mouza in 1961 if there is any change)
1	2	3	4	5	6	7	8

RURAL CENSUS REGISTER II

Page No.

District..... (Code No.....) Name of Police Station..... (Code No.....) Name and address of Charge Superintendent.....

Serial No. of House-numbering Block	Serial No. of Enumerator's Block	Name and J. L. No. of Mouza covered by the Block	Mouza-wise Serial No. of Buildings in a Block	Name and address of Enumerator for House-numbering	Name and address of Enumerator for Enumeration	Serial No. of Circle in which block is located	Name and address of Circle Supervisor	No. of houses in the Block* (*To be filled in from layout sketch map after delimitation,	Remarks
1	2	3	4	5	6	7	8	9	10

URBAN CENSUS REGISTER

Name of District.....(Code No.....) **Name of Police Station..... (Code No.....)**

Serial No.	Charge Number and boundary by street or lane numbers	Name and number of streets or lanes within Charge	Name and address of Charge Superintendent	Circle number and boundary by street or lane number	Name and address of Circle Supervisor	Housenumbering/ Enumerator's Block No.	
						House-numbering Block No.	Enumerator's Block No.
1	2	3	4	5	6	7	8

Page No.

Name of Town.....(Code No.....) **Ward No./J. L. No. (where applicable).....**

Description of Block Boundary by street or lane or Building No.	Total No. of Buildings in Block		Approximate Population on basis of Notional Sketch	Population according to Houselist (To be filled up after House-listing)	Name and address of Enumerator for House-numbering	Name and address of Enumerator for Enu-meration	Remarks
	Kutcha	Pucca					
9	10	11	12	13	14	15	16

III

Preparation of Notional maps and Layout sketches

Preparation of Notional Maps and Layout Sketches

The most important change that was introduced during this census in the methods of census taking in West Bengal was to have each district and Calcutta City, begin their work by preparing notional maps and layout sketches of each village, hamlet, inhabited area, and of every town and city. Housenumbering was done with these maps as guides ; the enumerator used them to cover his area, and the supervisors checked progress of work with their help. These maps are the most valuable documents that this Census can provide, and will more than repay their cost in the years to come. Now we have a visual presentation of every house in the State which existed when the sketches were prepared, and to trace any one of them becomes a very easy task.

For this the credit goes entirely to the Registrar General, Shri A. Chandra Sekhar. In 1961 the Census Superintendent of West Bengal refused to have such maps prepared, on the ground that they were all going to look the same, and would be worthless. In fact when I joined, Shri Sengupta told me, among other things, to avoid wasting time and money on these maps, and I was inclined to agree. When I went to Delhi for the first conference of Census Superintendents in May, 1969, the Registrar General asked me to get these maps prepared for West Bengal. It was his anxiety to see these maps prepared and his very cogent reasons for considering them valuable that persuaded me that notional maps had to be prepared for West Bengal as a preface to the Census Operations themselves. I brought with me a few specimen copies of maps prepared in other States when I returned to Calcutta.

My letters to the District Magistrates on this subject are reproduced in the Appendix to this Chapter and were the result of a good amount of study, consideration and discussion. Occasionally instructions had to be modified, since I did not believe that I (or, to be quite frank, anyone else) could issue perfect instructions which would never need alteration. Circumstances varied from district to district, the topography was not the same, and nor were the people who caused the inhabited them. My instructions were, therefore, in the nature of basic guidelines, and I frequently adapted them to the requirements of different districts.

In the circular on this subject I explained what these maps and sketches were. I assumed that the explanation I had given in my instructions would be sufficient, but this was, I found to my distress, far from true. There were some who thought I wanted cadastral survey maps, others who thought it was a highly technical business, and yet others who secretly smiled, because they were convinced I myself did not, know what I meant. Everywhere I went as soon as I had issued the instructions I had to spend a considerable amount of time explaining that it was a simple, almost childish business.

There was one basic difference in the preparation of these maps which needs to be set down. The instructions of the Registrar General were that these maps were to be prepared by the enumerators just before they began houselisting and enumeration. In other words, it was a part of the enumerator's job. I decided this was not possible in West Bengal. It would be difficult enough to get persons to work as enumerators, in the disorderly conditions of that time, and to ask them to draw maps would, I felt, be inviting trouble. The maps would have to be drawn independently of the houselisting and enumeration by a different agency. I explained my difficulties to the Registrar General, who promptly, and with some financial ju-jitsu, gave me enough money to pay a set of 'Cartographers' a small honorarium for their services. The State Government took over 1½ years to communicate this approval to the District Magistrates, but that is another, very depressing story.

Fortified with the cash, I asked the District Officers to start work on the preparation of the notional maps and sketches straight away. Gram Sevaks and V. L. W.s were to prepare the maps, for which they had to be trained well before the cold weather, when they would have to take up and finish their work. For Calcutta City, I asked the Dy. Director (Calcutta City) to use our Charge Inspectors to get this done.

In some districts this operation was completed without any trouble, but in some others it ran into heavy weather. The discipline of the district administration had, as I have said earlier, already begun to crack, thanks to the untiring efforts of some of our more "progressive" people ; one result was, therefore, that Gram Sevaks refused to do this work. In some cases all they wanted was a directive from their department ; I rushed across to Shri S. Sengupta, Jt. Secretary in the Agriculture and C. D. Department who looked after Community Development matters and he issued orders at once that this work should be done on a priority basis. These orders straightend things out in most of the districts, except in the Bishnupur Subdivision of Bankura. The D.M., Bankura informed me that the Gram Sevaks in his district would not draw these maps as they were considered "technical" and beyond their untrained abilities. He had tried to persuade them to see for themselves that the maps were anything but technical, but the Gram Sevaks were adamant. This happened long after the time prescribed for finishing the job, but I was anxious to get it done, whenever it was. I went down to Bankura and met these gentlemen. For three hours I tried persuading them to complete their maps, but they merely kept repeating it was technical work and beyond them. The real reason was, of course, quite different : they were deliberately being difficult, to force the State Government to yield to some grievances they had. I put this to them, and appealed to them to keep the census out of their disputes. This too did not work ; they repeated their conviction that it was technical. I thereupon took them to a nearby village—after successfully sidestepping their demand that I go with them to a village where we could not possibly have gone owing to its distance and the limited time I had—and drew a map of a portion of the village, and desired their valuable comments on my technical skill. Finally they conceded that it was not, really, technical, but, with breath-taking agility, they imposed a different set of conditions. I saw that it was useless, and left Bishnupur. The "struggle" of these worthies had no doubt been advanced ; but I could not help feeling a little sad. The days when work was set apart from one's grievances had for them, obviously passed. Not that it held up the census : the maps were drawn by other people, teachers, senior school students, etc., and before houselisting began all the maps were ready.

Towards the end of the summer of 1970 I visited the districts to check on the progress of work. It was satisfying to look at the maps, for they were of an almost uniformly good quality and testified mutely to long hours under the cruel sun, and to the fact that, by and large, barring those in some areas, our Gram Sevaks had accepted, and, devotedly carried out, this operation.

There were exceptions, of course. In the southern reaches of 24-Parganas district, which are laced with rivers and creeks, some of those who drew the maps had produced impressionistic, rather than notional maps : they sat on the banks of a stream and drew a map of the village on the other side, reclining, perhaps, in the shade of a tree. Fortunately, the Officer-in-Charge discovered these works of art in time, and had the maps redrawn. In Calcutta, our Charge Inspectors were asked to draw the maps for their wards. Since they were our own men I expected a little more from them, but not the truly excellent maps they finally brought in. The tortuous alleys, lanes, and teeming bustees were so carefully plotted, that the existence of several buildings and

streets which the Corporation records did not show were recorded by these young men, working alone. But this is not the full measure of their work. One must consider the times ; extremist violence had spread over large parts of the city, and to go alone into the narrow 6 feet wide alleys of North Calcutta was a risk that no insurance company would have underwritten. Nevertheless, these Charge Inspectors went to these lanes, and to the most turbulent spots, to complete their work. One Charge Inspector was used as a shield in a street fight between two political groups, and just managed to extricate himself ; another was locked up by the owner of a shop, who refused to believe he was doing something above board ; a third had a dog set on him. Another stumbled on a group of hairy men of evil aspect who were distributing money among themselves ; as soon as he saw this, he tried discreetly to retire, but the four toughs were keen that he stay, so he stayed. After a preliminary description of his ancestors, they asked him what he was about. Our hapless Charge Inspector explained as best he could, whereupon, on hearing the word "Census", the quartet lost all interest and summarily ejected him from the room. These and other vicissitudes were stoically accepted by our Charge Inspectors as part of the job and the set of maps preserved in the office will show how well they did what they were asked to.

The trials of those asked to do this work in the industrial areas of 24-Parganas and Howrah were no less : they went about their work armed only with an identity card, and a ready exposition of the harmlessness of their job.

All these tribulations turned my time schedule inside out ; the maps were to have been completed by December, 1969—January, 1970, but, in fact, work on them finally ended in August 1970. It did not, however, really hamper the next operation, houselisting, which started soon afterwards.

Most of these maps have been preserved, and I intend to have them printed and bound. Their uses are manifold : for intercensal surveys, the exact location of a block will be determined with these maps : cross checkings with other statistical organisations such as the National Sample Survey will become much simpler, and finally, they will be invaluable when the Census of 1981 is organised and conducted. Regrouping of blocks circles and charges into different units will be easily done, if it becomes necessary. Apart from this, it is very likely that various offices of the State Government will want copies of these maps from time to time.

Appendix

(i) Circular for Layout Sketches

No. 1C-3/1028(15) The 2nd April, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 6

Subject : **Layout sketches and their use**

Sir,

By this time notional maps and layout sketches have been completed in most districts, or are nearing completion. This circular deals with the manner in which they are to be used.

2. The notional maps and the layout sketches, it is believed, have been kept in the Charge Office. The first step should now be to tally these two maps, *i.e.*, it has to be ensured that the layout of buildings has been properly sketched for all the inhabited portions of a mouza. After this checking, there will be no more use of notional maps. Those should be arranged serially according to the ascending order of the J. L. Nos. and kept carefully in the Charge Superintendent's Office.

3. When the delimitation of census divisions is taken up, the layout sketches will naturally be the basis for constituting Enumerators' Blocks, as has been explained in the Circular No. 2. After the delimitation is over, and the details of each Block entered in the Census Registers, the boundaries of each Block must be outlined in blue ink.

4. For the houselisting operations each Enumerator should be given the sketch or sketches or portion of the sketch which constitute his area. It may be borne in mind that houselisting is a simpler process than enumeration and so the criterion for each Enumerator for houselisting is 150 houses in rural areas and 120 houses in urban areas. **In other words, the area assigned to each Enumerator during houselisting may consist of one or more Enumeration Blocks,** which are delimited on the basis of population.

5. The Enumerator will paint on each house the number given to it in the sketch ; he will also verify the sketch and fill in such houses as may have been left out, or alter wrong details. He will also use the sketch as an aid, to ensure full coverage of his area.

6. After houselisting is over, the Enumerator should return the sketch to the Charge Superintendent through his Circle Supervisor. Thereafter, on the basis of the fuller information collected during the operation, if some Enumeration Blocks need to be delimited afresh, this should be done in red ink, and the registers suitably altered.

7. Every revenue village is by definition an Enumeration Block except for the very large ones. Each revenue village of average size will have been sketched on one sheet ; for the large villages there will probably be more than one sheet. The distribution of sketches should not therefore be a problem ; in a few cases a sheet may have to be cut, and then handed over. The pieces should be carefully sub-numbered.

8. In urban areas all the sketches will probably have to be cut, so that each Enumerator gets that portion of the sketch which relates to his area. Para 4 of this circular may be studied in this connection. Since the houselisting area will be composed of more than one Block the danger of a portion of the sketch becoming too small to handle will be minimal. The possibility of this happening does, however, exist ; where the area shown on the sketch is too small to be cut out, the Enumerator should be invited to copy out his portion in the Charge Office. Each piece cut out from a sketch should be given a sub-number of the main sketch.

9. After the houselisting operations the sketches must be taken back by the Charge Superintendent and, where they have been cut up, pieced together with adhesive on a sheet of paper. Changes in Block boudaries should not normally be necessary but if they are these should be made on the maps in red ink and the Census Registers suitably altered.

10. The sketch maps must *not* be issued to Enumerators during the population enumeration in February 1971. They are to be kept by the Charge Superintendent for checking the progress and accuracy of the work in the field. Since each Enumerator will be given a copy of the Summary of the Houselist, he will have no difficulty in identifying his area.

11. After the Census Operations, the maps must be arranged neatly villagewise and police stationwise and sent to this office. They should be kept flat and not folded when packets are prepared for despatch.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/1028(15)/1(82) The 2nd April, 1970

Copy forwarded to :

1 The Registrar General, India, New Delhi-11.

2 The Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta-1.

3 The Director of Census Operations, _____

4 The Commissioner, _____ Division.

5 The Subdivisional Officer, _____ with _____ spare copies for onward distribution among the Block Development Officers, Chairmen of the Municipalities and other Town Census Officers in his Subdivision.

6 The Deputy Director of Census Operations, Central/West/North/Calcutta.

B. Ghose
Director of Census Operations
West Bengal

(ii) Important Census letters

No. 1M-2/1246/65 The 30th August, 1969

From : B. Ghose,
Director of Census Operations,
West Bengal

To : (i) The District Magistrate/Deputy Commissioner, _____

(ii) The Subdivisional Officer, _____

Subject : **Instructions on the preparation of layout maps and sketches of inhabited areas**

Sir,

In the course of the discussions held in July with District and Subdivisional Officers, the necessity of preparing layout maps and sketches of inhabited areas on which every building will be shown was emphasised. It is only after such maps and sketches have been made that the delimitation of Blocks for house-numbering and house-listing and for enumeration can be done with the exactness and care which is essential to ensure that not a single house is missed.

2. It has been explained in the note circulated during the discussions that the Census is of people. Since people live, work, study and, for other purposes, inhabit, buildings, a knowledge of the number of buildings and their location will be of great help. Apart from this, these maps and sketches will be valuable guides to the collection of further data during the inter-censal period 1971-1981.

3. Each layout map or sketch will have to show :

(1) The streets, lanes and bye lanes ;

(2) Every building in the area being mapped or sketched ;

(3) Prominent landmarks such as railway stations, schools, temples or mosques, ponds, canals etc. ;

(4) The number assigned to each building ;

(5) The direction of numbering by means of small arrows.

4. It is not necessary to stick to any scale ; the sequence of buildings, and their location in relation to one another is what is wanted.

Preparation of layout maps in urban areas

5. The preparation of detailed layout maps of municipal towns, town committees and other urban areas will be fairly simple if the local authority (municipality, town committee etc.) has a large scale map (say 16″=1 mile) which most of them do, showing the layout of buildings etc. Maps prepared in Civil Defence towns might be very useful. All that is required is to verify these on the ground and, if necessary, bring them up to date. These maps may not, however, show each building separately. In that case, the buildings will have to be shown on these maps after physical verification. It may be difficult to handle the map of the entire town in the field. Segments like Wards may be taken as the unit for urban layout maps in such cases.

6. If such maps are not available for any urban area, sketches will have to be prepared on the lines of those for rural areas.

Preparation of layout sketches in rural areas

7. It has been ascertained after field tests that layout sketches based on C. S. sheets are expensive and impractical. The high degree of accuracy in plotting buildings in the Revenue Survey maps is not necessary for Census purposes, as the chief concern of the Census is with people and buildings and not with land boundaries. C. S. sheets need not, therefore, be used.

8. The first step would be to make a notional sketch of each mouza. This is fairly simple, and a look at a mouza map should suffice to give one an idea of its shape. This should be outlined in an appropriate size and then filled in to show inhabited areas (villages, as commonly understood) and prominent features such as hills, rivers, ponds, a temple or mosque outside the inhabited area etc. This would then be the first sketch, the guide to the inhabited areas within a mouza.

9. The second step is the preparation of a layout sketch of each inhabited area. Here, it would be simple for the official doing it to sketch the main streets and lanes first and put down those buildings whose location on these streets and lanes he knows from memory. This would be as simple as the sketching of the Dalhousie Square area in Calcutta with the approximate positions of Telephone Bhavan, the G. P. O. and Writers' Buildings from memory is for most persons who have stayed in Calcutta.

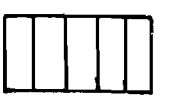
10. Then, with this half-finished sketch the official concerned must move around his area, and from time to time, as he visits a place, fill in the location of each building on the streets and lanes.

11. As a last stage, he should check the sketch to see if any building has been left out, or wrongly shown.

12. Buildings have to be indicated through symbols, which are, for our purposes, the following :



=pucca residential building



=pucca non-residential building

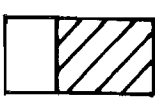


=katcha residential building



=katcha non-residential building

A "building" is defined as a single structure (but sometimes made up of more than one unit) used or likely to be used as a dwelling or an establishment (such as a shop, factory, godown, school, etc.). It could also be a combination of these *i.e.*, a shop-*cum*-dwelling. This combination could be depicted as

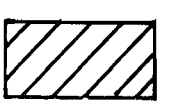


or



depending on the nature of the building.

13. In these sketches, it would suffice if a building with several households is shown as one building. Similarly, if within a compound there are a number of huts or structures used **together as a single unit** of dwelling or other activity, then these should be shown as one building *i.e.*, with one symbol and one number. For instance a Primary Health Centre need not be shown as several building but as one building, thus :



and the words Primary Health Centre could be written beside it. Similarly where a family stays in a cluster of huts, it should be shown as one building.

14. On the other hand where a number of buildings have been built wall-to-wall, as they often are in rural markets or "bandars", they should be shown as separate buildings.

Numbering of buildings on maps or sketches in urban and rural areas

15. As was explained earlier, each building must be numbered **on the map or sketch. In urban areas** the existing house-numbering system if any should be adopted in toto. Where there is no system of housenumbering, then numbering must be done by first numbering the streets preferably in a clockwise manner and then numbering houses **along each street** starting at one end, crossing over at the other and coming back down the street again. If all streets have names numbering of streets can be dispensed with, but it is essential that the maps being used are checked on the ground to ensure that no street, lane or bye-lane is left out before completion and numbering.

15. (a) At the time of verification of the location of buildings in a town, an idea about the approximate number of persons in each building will have to be obtained. The number of persons have to be written below the building number on the map. As an example, if the building 5 has 22 persons in it, it will be shown on the map as $\frac{5}{22}$ etc. Similarly $\frac{3}{7}$ means the building No. 3 has approximately 7 persons living in it.

16. **In rural areas** numbering of houses should be from North-East to South-West in a serpentine manner to cover the whole village. Any house situated beyond the main village should be numbered last.

Special problems

17. In some areas of the State, notably in North Bengal, a village in the shape of a cluster of huts close together does not exist. Villages consist of buildings scattered over the entire, mouza. An entire mouza could also be densely covered by houses specially when they are close to an urban area. In such areas, therefore, it is not necessary to prepare two sketches of a mouza in all cases ; one, showing the layout of buildings will suffice, unless the mouza does contain one or more clusters of buildings *e.g.*, at a 'hat', in which case, of course, two sketches (one of the mouza, one of these areas) will be necessary.

18. Divisional Forest Officers may be asked to prepare such sketches for forest villages within their areas.

19. Sketch maps of cantonments, and areas occupied by defence forces, need not, be prepared.

Standard sizes

20. To ensure some uniformity in the size of the maps and sketches, sketch pads are being supplied, with carbon paper between the pages. Once a map or sketch is finalised it can be copied in bold lines on this pad, thus producing four copies.

21. Two copies should be retained in the Block Development Officer or Subdivisional Officer's office, (as decided on by the District Officer) one copy may be kept in the District Office and one copy sent to this office.

Work on these sketches and maps should commence as soon as the rains are over and continue up to **December 31, 1969.** Within this period it should be possible to cover all the inhabited areas.

21 (a) Work should not be held up till the receipt of the sketch pads. The rough sketch map and notional layout plan should be drawn in a rough sheet. The pads should be used only for final drawing of the notional map of the mouza.

Checking

22. It is very essential that these maps and sketches are fully checked by a supervisory agency. District Officers may please devise their own system of checking, the object of which will be to ensure that not a single building is left out. Block Development Officers, Extension Officers, and Revenue Officers such as Circle Inspectors could be given this responsibility.

Agency for preparation of maps and sketches

23. In urban areas the services of the staff of the Municipality, or of Civil Defence volunteers if available may be used. In rural areas Gram Sevaks, Panchayat Supervisors, Anchal Secretaries, or any other local agency considered suitable could be given the job. What is important is that whoever does the work does it well, and with as much speed as possible. A test conducted in a nearby district has revealed that a densely populated village of 250-300 buildings takes about 3 days to do. Assuming that each worker covers 4-6 inhabited areas the time taken should be 12-18 days in the course of October, November and December. It should be borne in mind that we are concerned with the **populated areas** *i.e.*, villages or hamlets of each mouza only ; a considerable area of all mouzas (and, in some cases, whole mouzas) will be uninhabited as they consist only of fields, orchards etc. No. sketches of these portions of populated mouzas which consist only of field etc. or of uninhabited mouzas are to be prepared, except that, when preparing the layout sketch, the uninhabited portion should be shown as fields or forest.

Two notional sketches are attached to this letter with explanatory notes and may be used as models. Some spare copies are being sent for such use as is considered necessary.

It is presumed that letter No. 6329(15)-CDP dated the 22nd August, 1969 from the Department of Agriculture and Community Development authorising District Officers to utilise Gram Sevaks for this work has been received. A copy is attached.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Enclo :

GOVERNMENT OF WEST BENGAL

Agriculture & Community Development

(Community Development) Department

Raj Bhavan

No. 6329 (15)-CDP

Calcutta, the 22nd August, 1969

From : The Joint Secretary &
Joint Commissioner (ex-officio)

To : The District Magistrate/Deputy Commissioner,

Subject : **Utilisation of Block personnel for Census Operations, 1971**

Sir,

The Census Superintendent has requested this Deptt. to permit the Village Level Workers to take up such works as may be allotted to them in connection with the ensuing Census Operations from time to time.

The undersigned is accordingly directed to say that this Deptt. have no objection if the services of the Village Level Workers are utilised for census work by the District Officers provided this additional work does not hamper their normal agricultural work.

The District Officers have already been requested by the Census Superintendent to prepare notional sketches of all inhabited areas comprised in Development Blocks. This particular work may be taken up through the Village Level Workers by the Dist. Officers on a priority basis.

Sd/- S. Sen Gupta 22.8.69
Joint Secretary and
Joint Commr. (ex-officio)

No. 6329 (15)/1 (335)-CDP

Copy forwarded to the Block Development Officer, _____ for information and guidance.

Sd/- S. Sen Gupta 22/8
Joint Secretary and
Joint Commr. (ex-officio)

Calcutta,
The 22nd August, 1969

No. 6329(15)/2-CDP

Copy with a copy of the above endorsement forwarded to the Census Superintendent, West Bengal & Sikkim, 1/C, Chowrenghee Square, Avenue House, 4th Floor, Calcutta-1 for information with reference to his D. O. No. 1M-2/949 dt. 21st July, 1969 addressed to the Commissioner of this Deptt.

Sd/- S. Sen Gupta 22/8/69
Joint Secretary and
Joint Commr. (ex-officio)

Calcutta,
The 22nd August, 1969

No. 1M-2/1606 (65) The 21st October, 1969

From : B. Ghose,
Director of Census Operations,
West Bengal

To : (i) The District Magistrate/Deputy Commissioner, _____

(ii) The Subdivisional Offieer, _____

Subject : **Instructions on the preparation of notional sketches of urban areas**

Sir,

Your attention is invited to this office letter No. 1M-2/1246/65 dated the 30th August, 1969. In connection with the preparation of sketch maps of urban areas the Addl. District Magistrate, Murshidabad asked how we propose to show all houses on a map on a scale of 16″=1 mile. The matter is clarified below.

2. A map on a suitably large scale (16″=1 mile seems to be the most convenient one) has to be prepared in respect of each urban area of the State. The main object is to have a working map to indicate demarcation of Ward boundaries, all streets/roads and lanes in the town. After the map is prepared it has to be physically verified particularly in respect of the boundaries of the town and location of each street by field inspection. All roads are to be assigned a number according to a plan which will be sent to you later on.

3. For the preparation of notional maps it is obvious that this map is of no use. For this purpose each Ward map or, where no such map exists, each Ward as shown on the main map is to be copied out in different sheets from the town map prepared on scale. These Ward maps may then be enlarged notionally by free-hand drawing in your office. The enlargement would suit the purpose of showing the alignment of houses on different roads of the town. If any Ward is much too congested, it could be further divided into segments and each segment map should be enlarged suitably for the purpose of drawing the notional sketch map. It should be borne in mind that the enlargement should have an uniformity in respect of each town, though it may not conform to any scale. In urban areas not divided into Wards, the mouza or mouzas involved may be taken up instead.

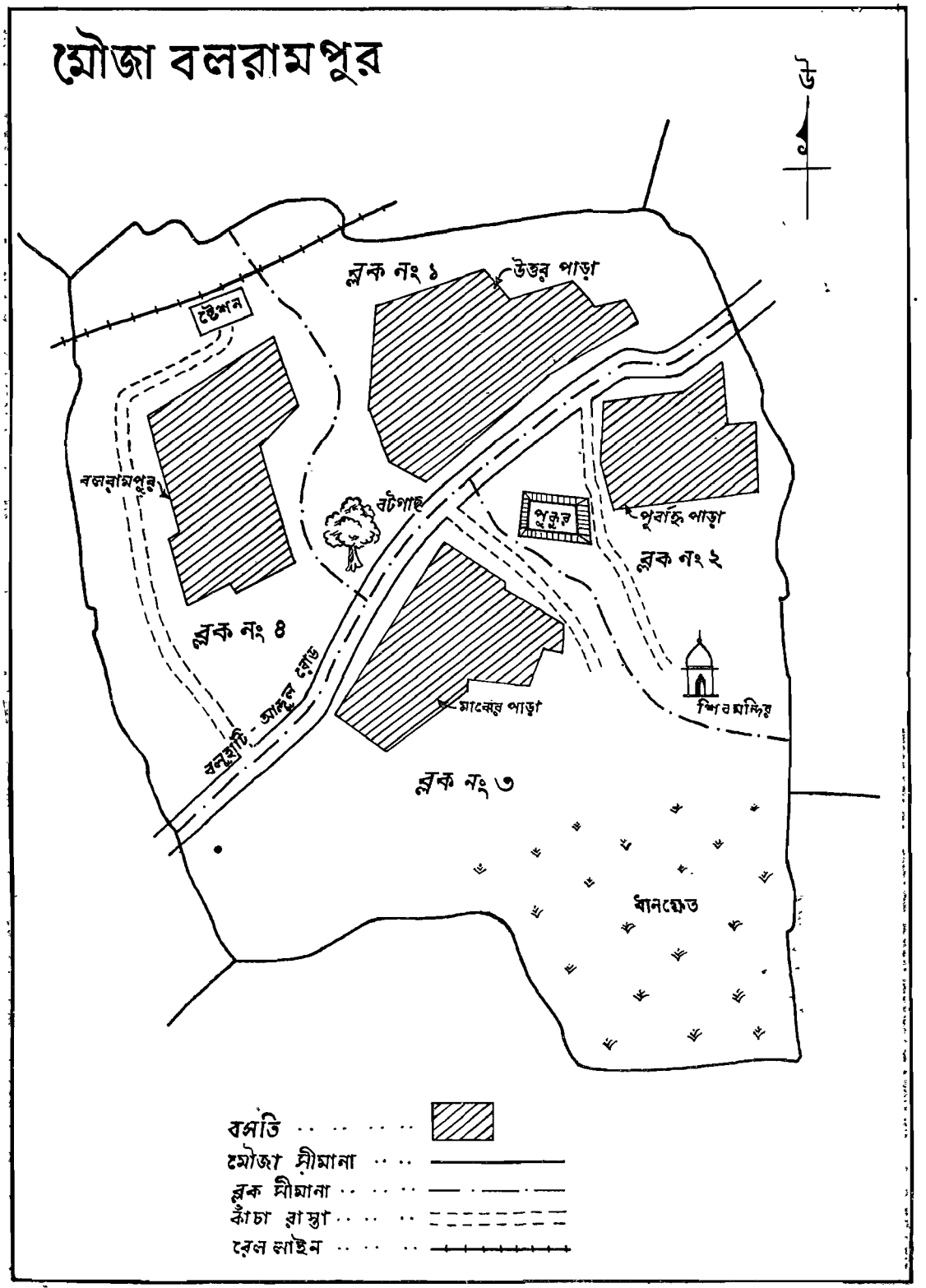
4. Separately, a few copies of specimen notional maps prepared for a part of the city of Calcutta working exactly on the lines delineated are being sent to you.

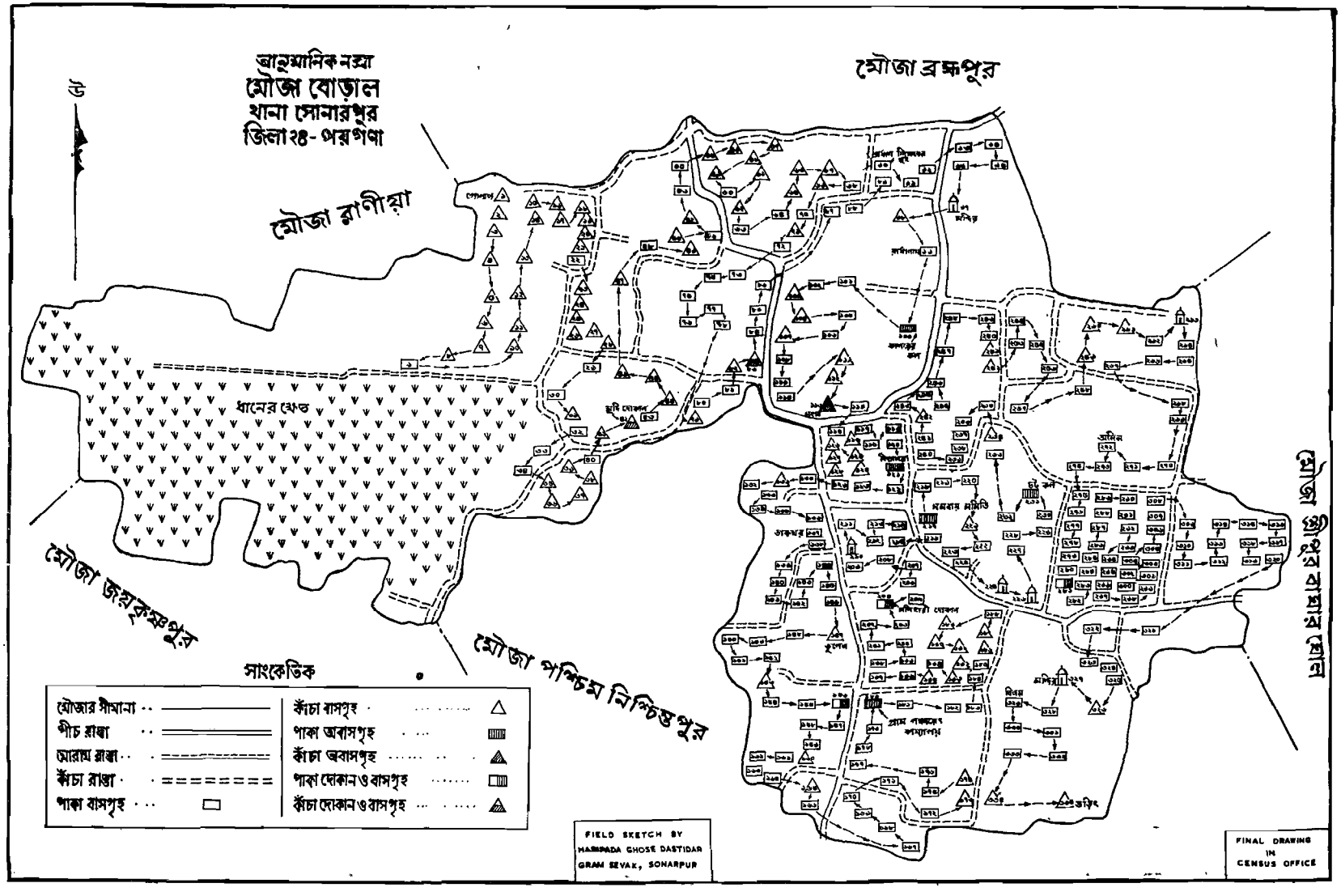
Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

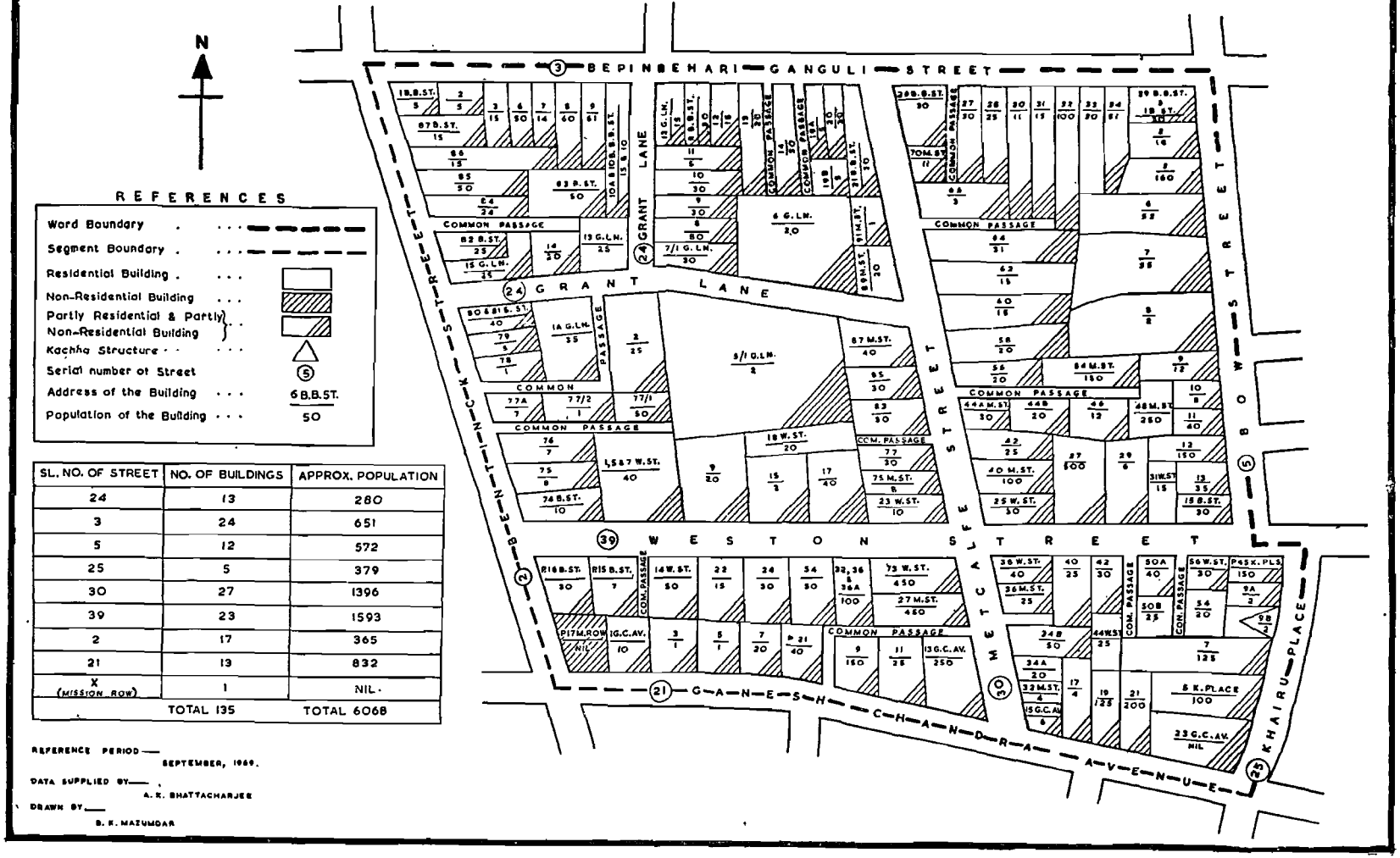
– (iii) Specimen of Maps

মৌজার আনুমানিক মানচিত্র




আনুমানিক নক্সা
মৌজা বোড়াল
থানা সোনারপুর
জিলা ২৪-পরগণা
উ
মৌজা রাণীয়া
মৌজা ব্রহ্মপুর
ধানের ক্ষেত
মৌজা জয়কৃষ্ণপুর
মৌজা পশ্চিম নিশ্চিন্তপুর
মৌজা শ্রীপুর বামার শোল
সাংকেতিক
মৌজার সীমানা
পীচ রাস্তা
মোরম রাস্তা
কাঁচা রাস্তা
পাকা বাসগৃহ
কাঁচা বাসগৃহ
পাকা অবাসগৃহ
কাঁচা অবাসগৃহ
পাকা দোকান ও বাসগৃহ
কাঁচা দোকান ও বাসগৃহ
FIELD SKETCH BY
HARIPADA GHOSE DASTIDAR
GRAM SEVAK, SONARPUR
FINAL DRAWING
IN
CENSUS OFFICE

NOTIONAL SKETCH MAP OF SEGMENT NO. III
WARD NO.53
CALCUTTA CITY



SL. NO. OF STREET	NO. OF BUILDINGS	APPROX. POPULATION
24	13	280
3	24	651
5	12	572
25	5	379
30	27	1396
39	23	1593
2	17	365
21	13	832
X (MISSION ROW)	1	NIL.
	TOTAL 135	TOTAL 6068

REFERENCE PERIOD — SEPTEMBER, 1969.

DATA SUPPLIED BY — A. K. BHATTACHARJEE

DRAWN BY — B. K. MAZUMDAR

IV

Houselisting and housenumbering

Houselisting and Housenumbering

I scheduled the houselisting operations for September-October 1970, calculating on the fact that by that time the rains would have either stopped or begun to give way to drier days. In North Bengal the rains do not really stop till well into October, and a margin of two weeks, *i.e.* up to mid November seemed adequate.

The Registrar General had let each Director determine when he would conduct this operation but had indicated that the earlier it was done the better, since it gave one plenty of time to plan and prepare for the actual enumeration. Many States completed this work early in 1970, well before the rains. I spent some time in considering the advantages and disadvantages of the various months and finally decided on September-October rather than an earlier period, for several reasons. One was that this operation is essentially an aid to enumeration. We have to count people, all of whom live in some kind of houses (except, of course, the houseless, who are relatively very few). Houselisting is what the word signifies, a listing of houses, methodically, unit by unit, and of the names of the heads of households, with the approximate number of males and females in each house. Consequently, when one starts enumerating the people, one has a rational basis on which it can be done, and a wild running from house to house, haphazardly, can be avoided. The enumerator consults his map, his list of houses, and calls at each house methodically, asks for the head of the household (from the names he already has) and proceeds to enumerate the members. It is, of course, very often nowhere nearly as methodical as this : when the head of a household is away the enumerator has to call again, after completing other households, or the list may itself be (and often is) defective, and some households are missing. But, nevertheless, it does serve as the only real aid to rational enumeration that we can give, and it is to prepare this list that the operation is conducted. The data on the material of wall, and roof, the use to which the house is put, etc. is secondary, something we gather since we are going to each house anyway. It is logical, therefore, that if our houselists are to be of any help they must contain information which is as up to date as possible. People are moving in and out of houses, structures are being pulled down, new ones are being built, and, as we saw in 1970, thousands of houses are washed away in floods. A houselist completed a year before enumeration would almost certainly not tally with the actual state of affairs when the enumerator started counting, and would confuse rather than help him. Ideally, houselisting should be done just before the enumeration but scheduling it very close to the counting would have meant administrative difficulties with training, distribution of forms, and so on. A little gap needs to be provided for between the two, and, with all this in mind, September-October seemed to be the best time.

Another reason was the monsoon. West Bengal gets a lot of rain and the census numbers painted on each house during houselisting are very often obliterated ; and what the rains spare the house-holder does not when he re-plasters his home with mud, or whitewashes it. The enumerator out counting heads would come across several unnumbered houses, and either leave them out or mix them up with others. Either way, the results would not have made for a very good census.

Finally, I felt that, difficult though it was to get hold of enumerators, we might get them, finally, but if we persuaded them to do one job—houselisting– and let them go, we would never get them for the second and more important one. Having got our enumerators once, I decided that we should put them through the process as if both operations were really one job, and then let them go, after enumeration ; to put it simply, I wanted to grab them, train them, get them to do the house-

listing, train them again, get them to enumerate the population, and then finally let them go, while we prudently disappeared from sight. This was what was called the "sustained tempo of work", and consequently the operations had necessarily to be brought as near to each other as possible. Looking back on it, I do not really regret the decision to conduct the houselisting as late as we could. The reasons I have mentioned override all others ; yet, at times, I could not help feeling that if we had completed houselisting very early, our housing data would have been available earlier. But this occurred to me only in my black moments when I was convinced that everything I was doing was wrong. The early publication of the housing data would have been convenient for me, but it would have meant that I had lost sight of the real intention of houselisting as an aid to enumeration and handicapped our enumerators, perhaps so seriously as to vitiate the counting. Ultimately, no one really bothers if the data is two or three months late : these are not newspaper items, which have to be presented as quickly as possible.

I cannot resist mentioning another reason ; a scholar took the tentative population totals of two States which did their houselisting earlier and found that the final enumeration a year later showed the population had declined. When I heard this I must admit I congratulated myself on the fact that I had completed houselisting only in December 1970, only two months before enumeration. The interval was too small for any scholar to play about with.

Having decided on the time, I had to select the units of operation. I could create house-numbering blocks, circles and charges, which would be larger than the units for enumeration, because the work involved was much less : one had to look at a house and ask a few questions of *one* person to have covered it, whereas enumeration meant asking seventeen questions of every individual in the house. These houselisting units could then be reconstituted into enumeration blocks, circles and charges.

I thought not. I had blocks carved out on the basis of the notional maps which were to serve for both operations. This was on the size of population, which I had collected, quite subtly, on the notional maps for precisely this purpose. Circles and charges also stayed the same. I told our officers in charge, however, that if the houselisting showed one block to be very large, they be could split up into a number of more or less equal parts and give them subnumbers. So, too, the person who did the houselisting was called 'enumerator' throughout. The uniformity of units eliminated the possibility of confusion, the dreary reconciliations and resultant frayed tempers which would have been inevitable had our people to convert houselisting blocks to enumeration blocks. Calling the Man on the Spot 'enumerator' was a psychological inducement to their thinking of both operations as one.

Housenumbering

The houselisting was done, as I have said, after a number was given to each house, and written on the building with coal tar or marking crayons. The system followed was this :

Each building was given a number ; a building was defined not only as a structure with four walls and a roof but also as a group of such structures which together formed a single unit—*e.g.*, a bungalow, its outhouses, garage etc. Within a building, each census house was given a number, if there were more than one census house in the building. This was written up as follows : 3(1), 3(2) etc. If the entire building was one census house, no number was written in brackets. The pattern of housenumbering in rural areas was the pattern followed by the Settlement Department when they number mouzas in a P. S. or plots within a mouza, *i.e.* Northwest to Southeast. In

urban areas the axis of roads and streets was followed. In Calcutta we followed the Corporation numbering system. This needed modification as we came across premises with no numbers—this is true, strange as it sounds—and some with more than one. Each variation was provided for as and when we came across it.

Houselisting Forms

There were a total of four forms that the enumerator had to fill in during the houselisting operation. These were :

The Houselist, a large form, which contained one set of questions relating to the house itself, and one set to the household occupying it :

The Establishment Schedule, wihich was used to record information on all establishments *i.e.* places where some kind of activity was carried on which was non-residential.

The Summary Houselist, which recorded a few items from the houselist, *i.e.* the number of the building and house, the use of the house, the household number and the name of the head of the household.

The Houselist Abstract, an abstract of the information collected, which formed the basis of the charge and District Abstracts.

The Houselist was, to begin with, unwieldy. To fill it in enumerators had to told it, and rest it against a wall or similar surface. This, unfortunately, was unavoidable, keeping in mind the kind of information we were collecting. Had it been merely a list, like our Summary Houselist, it would have been fairly manageable, with a slight reorganisation of the columns ; but, at the insistence of some of the expert bodies who seem perpetually to be conducting studies of various kinds, the form had been expanded in 1961 ; in 1971 the Registrar General wisely extracted questions relating to establishments and put them in a separate form, the Establishment Schedule. The Houselisting forms I first saw also featured a fertility schedule and a family planning schedule. Both were ultimately scrapped. Even among what remains we had unnecessary questions on the material used for the walls and roof of each building and house. These questions had been put in since 1961 to satisfy, as far as I can see, the curiosity of one particular organisation, called the National Buildings Organisation. The tables derived from these questions interest nobody else, which is natural, since all that anyone needs is a general idea of the extent to which different kinds of material are used in different parts of the country and state. The questions have no demographic significance whatsoever, and, to my mind, constitute a misuse of the census machinery which ought to be stopped. Although hundreds of scholars are eager to find out a thousand and one things, each of which is, according to them, a matter of life and death to the nation, there is a limit to the questions that can be asked during a census. We cannot afford all this, and we must reduce the workload of our enumerators, if we want a decent census. Esoteric questions should be summarily thrown out. I am not against gathering valuable knowledge ; let us get all that we can, by more modest means and at different times. What I am against is the tendency for everyone to jump on to the census bandwagon and jeopardise the credibility of the census by inducing resentment in person who have to answer too many questions.

Concepts

The Census House

The one concept which was talked practically out of existence during this operation was that of the census house. We had a *building*, which was a structure with four walls and a roof, and

this was easy to grasp. But the 'house' was often a part or the whole building, connoting functional use as a unit, rather than spatial use. For example, a flat was a 'census house' within a building. At this level it is simple enough. When we went to the villages it became more complicated, and different villages produced so very many quaint ways of living that the definition was twisted and stretched to extraordinary limits. The discussion started at the First Conference of Directors in May 1969 ; we reached some kind of agreement when the Registrar General said the definition would have to be flexible enough to cover different situations. I do not propose to dwell on it here, since it will be covered in the Report on Housing (Part IV). But I would refer the reader to an interesting exposition of the development of this concept in West Bengal given in Chapter II of Sri J. C. Sengupta's Report and Main Tables on Housing and Establishments (Part IV(i)) published after the 1961 Census. A peculiarly rigid definition in 1961 resulted in every structure, whether it was a latrine in the middle of a field or a makeshift stall for vegetables sellers open to the sky (the '*macha*' we find in all '*hats*') being classified as census houses. The 1961 report thus presents the extraordinary picture of every district having a huge excess of residential Census houses over households occupying census houses. Our definition, which is given in the appendix to this Chapter, was so pliable that I flatter myself that in 1971 we have been able to present a more realistic picture of the relationship between houses and the households occupying them.

But getting the concept across to the enumerators, supervisors and charge superintendents was not uniformly easy. In several places one had to battle against the preconceived ideas of a house and what it stood for : finally the penny did drop, though, and no major disaster occurred.

Establishment

For the 1971 Census the Registrar General defined an establishment as "a place where goods are produced or manufactured not solely for domestic consumption or where servicing and/or repairing is done such as factory, workshop or household industry, or servicing and/or repair workshop or a place where retail or wholesale business is carried on or commercial services are rendered or an office, public or private, or a place of entertainment or where educational, religious, social or entertainment services are rendered. It is necessary that in all these places one or more persons should be actually working. Thus an establishment will cover manufacturing, trade and other establishments where people work".

The definition was exhaustive, but had to be approached carefully so that a simple enumerator was not bewildered. We told him to think about a residential house, and then to think of these places which were not residential and where at least one man worked. This made it simpler. In such cases perhaps a careful avoidance of an itemised exhaustive list is better, but the definition certainly left nothing to chance.

Worker

This was not defined in the Instructions to filling up the Houselist and Establishment Schedule. It had to be extracted from the Instructions for the Individual Slip, where a worker was defined as "a person whose main activity is participation in any economically productive work by his physical or mental activity." Work was said to include supervision and direction of work.

This definition, which was evolved by the Registrar General after very careful analysis will stand out as one of the highlights of the 1971 Census, because it aimed at, and to my mind succeeded in achieving, a more exact outlining of what exactly was wanted. I will have discussed this more exhaustively in the General Report, but it needs to be recorded here that the object behind it

was a precise categorisation of persons which necessarily varied from the definition used in earlier Censuses. We found no difficulty with the definition at any stage, except for questions to clarify special situations, the definition and, was understood clearly by our census workers.

Household Industry

This was a concept which went a little astray in earlier Censuses and this time the Instructions contained an elaborate definition, indicating the four characteristics—nature of activity, participation, location and size—which were to be examined to ensure that the activity being recorded was a Household Industry. By and large, the concept was readily understood as the definition was almost painfully clear.

Personnel

The selection of enumerators began in June 1970, and with it, organised resistance to such selection in several districts. Our usual method was to employ primary school teachers, but in Bankura, Midnapore, Hooghly, 24-Parganas and Nadia various Associations of primary school teachers refused to do census work. One Association, the Nikhil Banga Prathamik Sikshak Samity, even wrote to all primary teachers to return their appointment letters. The resistance grew with the passage of time ; reports poured in of teachers returning their appointment letters to the Block Development Officers' offices. The use of the penal provisions of the Census Act seemed to be a direct means of inciting a State wide 'non-cooperation' movement by providing a convenient cause, and with the general situation in every district fairly tense, no District Officer wanted an additional problem to handle. The only method left was persuasion. This was tried at various levels ; in Hooghly the District Magistrate met groups of them and tried, successfully, to convince them that the Census should not be mixed up with their grievances against authority. I kept a very anxious vigil while this went on, and finally, asked the District Census Officers, very reluctantly, to use local unemployed youths, members of various clubs and anybody else they should get, as enumerators. The solution was not the best possible, as our experience in the tabulation offices showed, but there was no other. This resolved the impasse in some districts such as Bankura and 24-Parganas ; but in Midnapore these teachers created an even more desperate problem by refusing to work just before houselisting was due to start. This meant new enumerators had to be found, and trained, and supplied with papers (the recalcitrant teachers invariably made off with the papers issued to them) before work could begin. One complaint was that the honorarium for houselisting was too low ; I countered this by asking them to do two or more blocks so that they got more. In some cases this worked.

Except in 24-Parganas, work started generally all over the State in September. The work in 24-Parganas was, at that time, in a dreadful state : notional maps had not been finished, training for houselisting had not started ; even worse, the selection of enumerators was only partly complete. The prospect of getting anything done was very very dim. It took all the cajoling that we were capable of to get it going.

The chaos was greatest in the municipal areas ; not a single Municipality did anything to help, and, what was worse, some of them actually hindered work. Requests to Municipal Commissioners for volunteer enumerators were ignored, but as soon as we began to find people ourselves, angry protests came in from these civic daddies that they were being "bypassed". Back we went again to them, smiles plastered on our faces, but something less friendly in our hearts, only to wait, while time passed us by. Barrackpore subdivision looked at one time as if it

would become the graveyard of the Census ; we did not have Charge Superintendents till August 1970, and then only because I cajoled the Civil Defence authorities into releasing their staff officers to do this work, which, bless them, they did quickly ; once we had the Charge Superintendents we did not have maps ; and, of course, no enumerators. Work did however start, and this is owing in no small measure to the herculean efforts of the Officer in Charge Census, Shri K. J. Basu Rai Choudhury.

Meanwhile, another problem arose. Enumerators in most districts felt "degraded" at having to use coal tar to paint the housenumbers on each house, and either refused to do it or demanded that a man be provided to do it for them. Once again, persuasion was the order of the day, and this time with much greater success, except in 24-Parganas and Bankura where we had to supply marking crayons. These crayons are in fact very good substitutes, except that the impression is faint, and the crayon tends to break. Nevertheless, it is worthwhile talking to some of the reputed manufacturers of these crayons to get something tailormade for the census. The tin of coaltar has nearly had its day, at least as long as the honoraria rates remain what they are. The office has records of the firms which make them and they really cost very little. One pencil is good for over 250 numbers, *i.e.* for one block, and the cost is 19 *paise* only.

Work had barely started when a prolonged spell of torrential rain resulted in widespread floods in the southern districts : worst hit were 24-Parganas and Hooghly, while Midnapore and Howrah had large areas under water. Houselisting work came to a complete halt in these districts and I had perforce to wait until our officers and men, who were drafted for relief work, were free to take up census work again. This did not happen till the middle of November 1970 and in 24-Parganas till the end of that month. Thus, houselisting began again as winter was approaching and was finally completed in 24-Parganas by December. My Census Calendar was in tatters, but I had the satisfaction of knowing that it was finally over, something I had begun to think of as impossible.

With all the alarums and excursions, the coverage was good, even in Barrackpore. It leads one to believe that if one tries hard enough one is bound to succeed—and it is perhaps not so terrible if that success is not as perfect as one could have wished it to be. And such a success is sweeter than one more easily achieved.

I had prescribed a set of simple instructions on how to send the filled in forms to the Mechanical Tabulation Unit ; by the end of January the last of the forms were in that office and houselisting was over for the decade.

Appendix

(i) Statement of Charges, Circles and Enumeration Blocks in 1971 Census

Name of District	Number of Charges	Number of Circles	Number of Enumeration Blocks
1	2	3	4
Darjeeling	155	307	1,201
Jalpaiguri	182	452	2,244
Cooch Behar	20	255	2,140
West Dinajpur	23	252	3,969
Malda	17	280	2,920
Murshidabad	37	274	4,139
Nadia	30	247	3,257
24-Parganas	133	1,300	12,990
Howrah	54	306	3,441
Hooghly	36	423	4,491
Burdwan	66	648	6,048
Birbhum	25	187	3,448
Bankura	27	234	4,771
Midnapore	71	687	14,483
Purulia	27	211	3,376
Calcutta	110	700	6,000
Total	**1,013**	**6,763**	**78,918**

(ii) Defination of the Census House

A "Census house" is building or part of a building having a separate main entrance from the road or common court-yard or stair-case etc., used or recognised as a separate unit. It may be inhabited or vacant. It may be used for a residential or non-residential purpose or both.

If a building has a number of flats or blocks which *are independent of one another* having separate entrances of their own from the road or a common stair-case or a common court-yard leading to a main gate, they will be considered as separate census houses. If within a large enclosed area there are separate buildings, then each such building will be one or more separate census houses. If all the structures within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as a separate census house.

Each census house should be numbered. If a building by itself is a single census house, then the number of the census house is the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate census houses, each census house should be given a sub-number within brackets to the building number as 10(1), 10(2), etc. or 11(1), 11(2), 11(3), etc.

The order in which census houses within a building are to be numbered, should be continuous, preferably clockwise or in any convenient manner if it is difficult to do it clockwise.

The definition of census house may sometimes be difficult of application in its literal sense in the context of varying patterns of structures and their usage. For example, in cities and towns, one does come across a situation when a flat in the occupation of one household as residence may be made up of four rooms or so and all the rooms may have direct entrance from a common court-yard, or a stair-case. In terms of the definition of a census house each of these rooms having entrances from the common stair-case etc., may qualify to be treated as census houses. But it does not realistically reflect the situation of the number of houses. In such case, 'singleness' of use of these rooms alongwith the main house by the household should be taken into account and the entire flat comprising four rooms should be treated as one census house only and assigned one number. If on the other hand each one of these rooms had been separately occupied by independent households and if each portion had separate main entrance then each will be justified to be treated as a separate census house. In a hostel building even if the door of each room in which an inmate lives opens on to a common verandah or stair-case, as it happens almost invariably, the entire hostel building may have to be treated as one census house only. In some parts of the country in the rural areas, the pattern of habitation is such that a single household occupies a group of huts within an enclosed fence which has one main entrance. Each of the apparently separate structures is an integral part of the housing unit as such. In such cases it may be more realistic to treat the group as one census house. Care should be taken to ascertain if only one household occupies such a unit or shared by more than one household. Thus the definition of a census house will have to be applied having due regard to the actual situation in such exceptional cases.

It is usual to find in municipal towns/cities that every site whether built upon or not is numbered by the municipal authorities on property basis. Such open sites even if they are enclosed by a compound wall should not be listed for census purposes. Only where a structure with four walls and a roof has come up, should it be treated as a census house and listed. But in some areas the very nature of construction of houses is such that, for example, a conical roof almost touches the ground and an entrance is also provided, and there may not be any wall as such. Such structures should of course be treat d as buildings and houses numbered and listed.

—Instructions filling up the Houselist and Establishment Schedule, pages 9—10.

(iii) Circulars and Letters

No. 1C-3/1158(15) The 17th April, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 8

Subject : **The Houselisting Operations**

Sir,

The houselisting operations will be held in this State from 10th September to 31st October. The details of the operations, and the manner in which the forms are to be filled in are contained in the Instructions Booklet, a copy of which has been sent to you. Arrangements are being made to despatch an adequate number of copies to each district for distribution to Charge Superintendents, Circle Supervisors and Enumerators. These copies will be in Bengali (and Nepali for Darjeeling district). The instructions should be carefully studied as the accuracy of the operation will depend on the extent to which they are correctly followed.

2. Copies of the list of Scheduled Castes and Tribes are being sent separately ; these should also be distributed to all census personnel, so that Column No. 10 of the Houselist can be accurately filled. The lists should be preserved with some care as they will be needed for the population enumeration also, in February 1971, and it is desirable that duplication in issue is avoided.

3. You are aware that houselisting consists of (a) painting the number assigned to each census house with coal-tar on its front wall or other suitable place and (b) filling in the Houselist and Establishment Schedule in respect of each household and establishment. There are some features special to West Bengal which however need to be carefully noted.

4. From page 2 para 5 to page 8 para 17 the instructions deal with the preparation of notional maps and layout sketches. While every Census Officer must study these instructions, Enumerators must be told that they are not required to prepare maps since this has already been done. They will use the maps given to them as explained in Circular No. 6, which has been sent to you.

5. These maps give building numbers only. Paras 18 to 25 of the instructions deal with the method in which census houses and households are identified and numbered. **This the Enumerator will have to do himself,** and it is very important that supervising officers take all possible precautions during the operations to ensure that there is no confusion in their minds.

6. The painting of the numbers of each census house on the front wall or gate post has to be done by the Enumerator, and he will be advanced Rs. 5/- for materials out of the amount of Rs . 15/- which each of them will get as honorarium for houselisting work. This amount will be sufficient to cover the costs of a small quantity of coal-tar, a stick with cloth wrapped around one end (for use a marker), and two pencils. The amount should be advanced to each Enumerator between 1st September and 7th September, or in the last training class.

7. The Enumerators should be trained to ensure that the numbers are neatly written and a clearly visible but not very obtrusive portion of the front wall used for the purpose.

They should enter the number on the Houselist first, check it for inaccuracy, and then paint the number on the wall. This will eliminate their writing up a wrong number, defacing it and re-writing it correctly, a process which will disfigure the wall and may, rightly, be objected to by the householder.

8. For buildings made of mud, clay, or other material which is difficult to write upon or from which the numbering is likely to be washed away the number may be written on a small piece of planking or a tin plate obtained from the householder and left with him. In such cases the householder should be told to preserve it till the population enumeration is over.

9. It is important that each Enumerator does a regular amount of work each day. Exactly how much each of them will do should be determined by the Circle Supervisor in his preliminary meeting with his Enumerators.

10. There are four forms that the Enumerator must complete. These are :

(i) The Houselist
(ii) The Establishment Schedule
(iii) The Houselist Abstract
(iv) The Houselist Summary

Of these, the first two are dealt with in the instructions, and some additional instructions will be circulated shortly. The Houselist Abstract gives the totals for some of the data and must be carefully checked for accuracy by the Circle Supervisor. The Summary is a copy of Columns 2, 3, 8 and 9 of the Houselist, *i.e.*, Building Number, Census House Number, Household Number and Name of Head of the Household. This will be used later as an aid during population enumeration and by supervisory officers for checking the accuracy of the work. The Summary should be retained by the Subdivisional Census Officer for later issue.

11. A Charge Abstract has to be compiled from the Block Abstracts. This is in almost the same form and the totals need to be verified for arithmetical mistakes. Finally, two copies of a District Abstract will be prepared at the district headquarters, and one copy sent to me. This Abstract is also of a similar kind. Specimen copies of all these Abstracts including the Summary of Houselist are attached to this letter.

12. The Puja holidays fall within the period of houselisting, and it is because of this that the operation will go on for six weeks. The work must be completed by 31st October without exception. It may please be noted that two copies of the Houselist and Establishment Schedule will have to be prepared by the Enumerator (paras 60 and 100 of the Instruction). Supervisory officials should ensure that the required copies are prepared and the schedules packed and despatched early as possible. Detailed instructions on the manner of packing the schedules will be circulated shortly.

Please acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Enclo : As above

Memo No. 1C-3/1158(15)/1(55)

The 17th April, 1970

Copy forwarded to :

1 The Registrar General, India, New Delhi.

2 The Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta-1.

3 The Director of Census Operations,_____

4 The Subdivisional Officer,_____ _____ with_____ spare copies for onward distribution among the Block Development Officers and Town Census Officers.

5 The Deputy Director of Census Operations, Central/West/North/Calcutta.

B. Ghose
Director of Census Operations
West Bengal

CENSUS OF INDIA 1971

HOUSELIST ABSTRACT

Name of District..... Code No..... Name of Village/Town..... Code No.....

Name of Police Station..... Code No..... Name or number of Ward/Enumerator's Block.....

Page No. of Houselist	Number of Census Houses						Number of Households		Total Population		
	Occupied Residential Census Houses			Vacant Census Houses	Census Houses put to other uses	Total of Columns 4, 5 and 6	Total Households including Institutional Households	Institutional Households	Males	Females	Total
	Wholly Residential	Partly Residential	Total								
1	2	3	4	5	6	7	8	9	10	11	12
Total											

Checked and found correct.

Signature of Supervisor.....

Date.....

Signature of Enumerator.....

Date.....

CENSUS OF INDIA 1971

HOUSELIST ABSTRACT FOR CHARGES

Name of District..... Code No..... Name of Police Station..... Code No.....

Name of Charge..... Name of Town..... Code No.....

Name of Village/ Town and Code No.	Code No. of Enumerator's Block	Number of Census Houses						Number of Households		Total Population		
		Occupied Residential Census Houses			Vacant Census Houses	Census Houses put to other uses	Total of Columns 5, 6 and 7	Total Households including Institutional Households	Institutional Households	Males	Females	Total
		Wholly Residential	Partly Residential	Total								
1	2	3	4	5	6	7	8	9	10	11	12	13

CENSUS OF INDIA 1971

CONSOLIDATED HOUSELIST ABSTRACT

State/Union Territory.....

State/ District/ Subdivision/Police Station/ Town	Total Rural Urban	Number of Census Houses						Number of Households		Total Population		
		Occupied Residential Census Houses			Vacant Census Houses	Census Houses put to other uses	Total of Columns 5, 6 and 7	Total Households including Institutional Households	Institutional Households	Males	Females	Total
		Wholly Residential	Partly Residential	Total								
1	2	3	4	5	6	7	8	9	10	11	12	13

CENSUS OF INDIA 1971

SUMMARY OF HOUSELIST

Name of District..... Code No..... Name or No. of Ward/Enumerator's Block.....

Name of Police Station..... Code No..... Code No.....

Name of Village/Town..... Code No..... Name of Street..... Code No.....

Building No. (Municipal or Local Authority or Census No.)	Census House No.	Purpose for which Census House is used, *e. g.*, residence, shop, shop-*cum*-residence, business, factory, workshop, workshop-*cum*-residence, school, bank, commercial house, office, hospital, hotel, etc. or vacant	Household No.	Name of the Head of Household	Remarks
1	2	3	4	5	6

No. 1C-3/4176 (15) The 3rd August, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal.

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 10

Subject : **Houselisting—Collection and despatch of filled in schedules**

Sir,

The housenumbering and houselisting operation is due to take place between 10th September, 1970 to 31st October, 1970, in most areas of the State. In some areas this operation might be completed before this period as a special case. Immediately on completion of this operation, the Charge Superintendents and District Census Officers should prepare themselves for the collection and despatch of the filled in schedules to the district and State level respectively according to the instructions given below :

2. The Enumerator is required to deposit the following forms on completion of his job.

(1)	Houselist	2 copies
(2)	Establishment Schedule	2 copies
(3)	Houselist Abstract	2 copies
(4)	Summary of Houselist	1 copy
(5)	Layout Sketch	1 copy

3. While receiving these forms the Charge Superintendent should scrutinise each item of the documents mentioned above with the help of the Circle Supervisors and the clerk entrusted with the census job in his office and ensure at least the following checks ;

(i) All papers are kept flat and not folded.

(ii) Each item of records are stitched at the left hand top corner and the sheets arranged properly.

(iii) Every page of the Houselist, Establishment Schedule, Summary of Houselist has been numbered.

(iv) The names and location codes are neatly written on each sheet in the space provided for.

(v) Separate sheets are used for separate Blocks in case an Enumerator is entrusted with more than one Block.

(vi) All entries are written legibly and the space provided for coding enclosed by dotted lines are not encroached upon.

(vii) Houselist Abstract for the Block has been duly prepared taking all the pages of Houselists into account.

(viii) For uninhabited mouzas only the Block Abstract showing 'uninhabited' is furnished.

(ix) The records are duly signed legibly by the Enumerator and countersigned by the Supervisor.

The defects, if any, should be immediately rectified before the Enumerator is relieved of his duty.

4. The Charge Superintendent will sort the records out for each Block into two sets as under :

Set No. I (i) Houselist
(ii) Establishment Schedule
(iii) Houselist Abstract (in duplicate)

Set No. II (i) Houselist
(ii) Establishment Schedule
(iii) Summary of Houselist
(iv) Layout Sketch

5. The Charge Superintendents will be supplied with suitable-sized envelopes with a label printed on its back (Annexure 1) through the District Census Officer. Set No. I should be put inside the envelope. One envelope should be used for one Block only.

6. He should also prepare a Charge list in the form enclosed (Annexure II) in triplicate. This list shows the Blockwise contents of each item of records. One list may be retained at his office and the other two should be sent to the District Census Officer in a separate sealed cover. On the cover the words 'Charge List' should be clearly superscribed.

7. As and when the filled in schedules etc. are received in the Charge Office, the Charge Superintendent should prepare a Charge Abstract for the Charge in the form enclosed with the Circular No. 8 from the Block Houselist Abstracts. The Charge Abstract should also be sent to the District Census Officer in another sealed cover. The content should be specified on the envelope.

8. Thus the Charge Superintendent is required to send the following documents to the District Census Officer :

(i) Set No. I for each Block
(ii) Charge List
(iii) Charge Abstract

The envelopes containing Set No. I should be arranged in the serial order of the Block, with Block No. 1 on top and the last Block at the bottom. These should be properly packed either by wrapping paper or gunny cloth. More than one bundle can be made if thought convenient for handling and transportation. Each bundle should be numbered on the top sheet *e. g.*, 1/3, meaning that the serial number of the particular bundle is 1 out of a total number of 3 bundles for the entire Charge. A Top Sheet (Annexure III) should be pasted on each bundle after being duly filled in.

These should be sent through a responsible assistant to the district office.

9. Set No. II will be retained at the Charge Office for the time being. Each item of this set will be kept separately. Houselists should be arranged in the serial order of the Blocks, with Block No. 1 on top and the last Block at the bottom. The other papers should also be similarly arranged. These should be kept flat with the aid of card board covers, tied neatly and stored safely. The manner of use of these documents will be indicated by me later.

10. The Officer-in-Charge, Census of the District should receive the articles and scrutinise the contents of each bundle as described on the top sheet with reference to the Charge list sent in a different cover. He should not open the bundles and physically verify the contents.

11. The Officer-in-Charge may make bigger bundles, if he finds it necessary for despatch to this office. In that case he should assign a separate serial No. to each bundle and write it on the top of the bundle in the same manner as detailed in para 8. Bundles for rural and urban Charges should be kept separate.

12. The District Census Officer should prepare a Houselist Abstract for the district by compiling the figures from the Charge Abstract. The District Abstract as well as the Charge Abstracts should be sent to this office in a separate sealed cover along with the Houselists etc.

13. The records from the district should be sent to this office through the Census Head Clerk of the district by passenger train or road transport. They should not be despatched by lorry or goods train. He will carry with him.

(i) Bundles containing Set No. I for each Enumeration Block
(ii) Charge List (in duplicate)
(iii) District and Charge Abstracts

He may be instructed that he might be required to stay in Calcutta till this office takes complete delivery of the articles. The contents of each bundle will be scrutinised here with reference to the Charge list and one copy of list will be given back to him duly signed by the receiving officer of this office as a token of receipt of all articles as mentioned in the list. This list may be sent back to the Charge Superintendent for record.

14. The Subdivisional Census Officers should keep a close liaison with the Charge Superintendents and see that the receipt and despatch of the articles are done as expeditiously as possible.

15. It is requested that those concerned ensure that all records reach this office by October 31, 1970.

Please acknowledge receipt of this communication.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Enclo : As above

Memo No. 1C-3/4176(15)/1(60)

The 3rd August, 1970

Copy forwarded to :

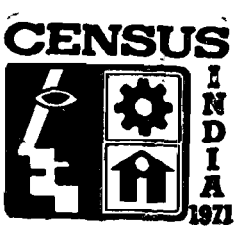
1 The Subdivisional Officer,_____ with_____ spare copies for distribution among the Charge Superintendents.

2 The Deputy Director of Census Operations, North/Central/West/Calcutta.

B. Ghose
Director of Census Operations
West Bengal

ANNEXURE I

Printed Label on the Envelope



Set No. I

Rural / Urban

District_____ Code No._____

Police Station/Town_____ Code No._____

Village/Ward_____ Code No. _____

CHARGE No._____

Block No.	No. of sheets of		
	Houselist	Establishment Schedule	Block Abstract
1	2	3	4

Place _____

Date_____ Signature of Enumerator or Receiving Clerk of the Charge Office

ANNEXURE II

CHARGE LIST

Charge No._____ Page No._____

Name of District_____ Code No._____

Name of Police Station/Town_____ Code No._____

Block No.	No. of sheets of				
	Houselist	Establish-ment Schedule	Houselist Abstract	Summary Houselist	Layout sketch
1	2	3	4	5	6

Date_____ Signature of Charge Superintendent

ANNEXURE III

Top Sheet on Bundles

Charge No._____ Rural / Urban

District_____ Code No._____

Police Station/Town_____ Code No._____

Block Nos._____ from _____ to _____

Place_____

Date_____ Signature of Charge Superintendent

No. 1C-3/1476(15) The 18th May, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Instruction on Houselisting and Housenumbering**

Sir,

The following clarifications to the Instructions and Circulars are circulated for guidance. If there is any apparent conflict with previous instructions these must be invariably followed.

1. The Enumerator will be supplied with the layout sketch of his area with his appointment letter. Before he starts the works on numbering and listing of houses, he will have to ensure the correctness of the layout of buildings and the numbers assigned to them. Any omission has to be noted in the sketch. If the numbering of the buildings has not been properly done on the sketch, he may be required to renumber the buildings afresh on the sketch according to the instructions issued from time to time. Such cases must be brought to the notice of the Supervisors and Charge Superintendents, who will in turn suitably modify the description of the Block boundaries in the appointment letters and the Census Registers. This might even lead to need for alteration in the delimitation of Blocks in some cases which is not desirable at all at this stage of the operations. It is therefore, emphasised that the Charge Superintendents should scrutinise the numbering of buildings plotted on the layout sketch and satisfy themselves that the numbering has been done properly at the time of delimitation of Enumeration Blocks and filling up of the Census Registers.

1.2 Layout sketches will serve as a very useful tool in the hands of the Enumerator. The Enumerator will go to the field identify the first building and paint the same number as shown against the same in the sketch on the wall with coal tar. At this stage he will also ascertain the number of census houses in each building and paint the census house No. on the front wall of each census house. If there are more than one census house in a building, the Enumerator should indicate the number of census houses along with Building No. on the wall at the main approach to the building. If the Building No. 5 has 10 census houses, on the main entrance to the building he should paint 5(1-10).

1.3 In the rural areas buildings are to be numbered from the NW to SE in a sepentine or any convenient manner. In the urban areas numbering will be done along the axis of each road, street or lane. The buildings on each street will bear the numbers in one serial.

1.4 After numbering the houses in his Block, the Enumerator will fill up the Houselists and Establishment Schedules.

2. The Enumerator will have to write PAGE No. on the right hand top of each page of the Houselists and Establishment Schedules used by him. Page Nos. will be in a one series starting from 1 separately for the Houselists and the Establishment Schedules for each Enumeration Block.

3. In the urban areas the Building Nos. in col. 2 of the Houselist will be profixed by the Road No. separated by a hyphen from the Building No. in the following manner and 6-14. It will help identification of any building situated on a particular road. The Code 6-14 means the Building No. 14 on the road No. 6. The Census House and the Household No. in cols. 3 and 8 will not be prefixed by the Road No._____the Building number need only be repeated as per instructions given in paras 20 and 45 of the Instruction Booklet.

4. The Building in Census concept is a structure or a group of structures readily distinguishable as a unit for housenumbering. Group of structures within an enclosed or open compound belonging to a person or an establishment will be assigned only one Building number. As an illustration all structures in the compound of a health centre or hospital will constitute as one building. Separate structures in a Housing Estate, though within a compound will be treated, however, as separate buildings.

5. A Census House is a building or part of a building having a separate main entrance from a common road, courtyard, staircase or passage. The concept of a census house is based on its being used or recognised as a separate units, used as a resident or an establishment or a combination of both. If a household or more than one occupies more than one hut adjacant to each other or a group of huts in an enclosed or open compound and this group of huts is used as a single, integral unit the entire groups will be treated as a census house. This is a common feature of rural West Bengal. But nevertheless such cases may occur in the urban areas also. Those might be innumerable variations. But the broad principle is that a census house should be recognised as a separate unit structurally and at the same time the functional aspect *i.e.*, the singleness of use should not be lost sight of. It there are four huts in an open compound and two huts each are occupied by two separate households in such a manner that the two households treat their respective portions entirely separately, wide independent means of ingress and egress, then there will be two census houses comprising two huts in each case. If a school hostel is located in two complete structures and a part of another structure where the other part is under occupation of the Superintendent who has a separate household of his own within a compound then the entire hostel comprising of two structures in full and the part of the third one adjacent to each other will form one census house and the part occupied by the Superintendent will form another census house. A big factory or a hospital may be located in different independent structures within a compound, each structure might be serving different functions. Here each structure should be reckoned as a separate unit and be assigned a separated census house No., though all such census houses might be under the same establishment. In urban areas a household may occupy more than one flat contiguous to each other, then all these flats should be treated as one housing unit and be given only one census house number.

5.2 Normally one household does not occupy more than one house but there may be cases where a household may occupy two houses located a little far off from each other or rather not adjacent to each other. There each house will be treated as separate census house. In urban areas one household may occupy one flat in one floor and another flat on a different floor intervened by other flats. Here also two census house numbers will be assigned to the two such flats. Similarly, an establishment may be located in two different census houses intervened by other census houses.

5.3 The specific use of each such census house as mentioned in para 5.2 has to be written in col. 6 of the Houselist. A household mainly hires in one house and uses the other as sitting room or guest room, then against the second census house in col. 6 'sitting room' or 'guest room' has to be mentioned and no entire will be made in col. nos. 8-16. But if both the houses by the household for residential purposes *i.e.*, people live or sleep in both the houses, then against both these census houses in col. 6 'residence' has to be written and two separate households are to be shown for these two houses, though the head of the household reported might be the same person and all the members of both these households eat in one place *i.e.*, one of the census houses. The number of persons for each such household has to be determined having regard to actual number of person normally residing or sleeping in each of the census houses. Similar will be the case of a household occupying more than one flat in a multistoried building interved by other flats. Here one point has to be borne in mind that a Census Household in not synonymous with a Family as commonly understood. Secondly a census house may have more than one household in it, but the reverse is not generally true. A household cannot ordinarily occupy more than one census house. The House to Household ratio is generally not 1+.

5.4 Exactly the same principle follows in case of establishments. An establishment may be located in different census houses either adjacent to each other or intervened by census houses used otherwise. In the first case only one establishment will be shown against all adjacent census houses occupied by the same unit having same functions. But in the second case different establishments will have to be shown against different census houses located far off from or rather not adjacent to each other, though all such different establishments might be under the same ownerships and where same type of activity is going on. On the other hand if an establishment different activities (which are identifiable as end products by themselves and not anciliary to the main Unit) are carried in adjoining census houses each such unit should be treated as separate Establishment even though these may be run under the same title ownership management.

5.5 For one establishment occupying more than one census house adjacent to one another, only one line may be used in the Establishment Schedule, noting all census houses in col. 2. Where such census houses are too many, more than one live may be needed in the Establishment Schedule for recording all the census house nos. in col. 2 of the Establishment Schedule. But the reference of the serial no. should be properly recorded in col. 7 of the Houselist ignoring the line (s) where the entry of the proceding line spills on.

6. There may not be any cross reference of the line no. of the Houselist against an establishment in Col. No. 1 of the Establishment Schedule. Col. No. 1 of the Establishment Schedule will be just the serial nos. of the establishments for which details have been recorded in the schedule.

7. When more than one establishment is located in one census house, the census house no. may be written only against the first establishment in Col. 2 of the schedule. Col. 2 should be left blank instead of repeating the same census house no. against the other establishment located in the same census house.

8. If there is any confusion about the categorisation of an establishment into Government or quasi Government or Local Authority, the return given by the establishment may by accepted without going to controversies.

9. In case of institutional households the abbreviation Inst., (প্রঃ in Bengali, प्र in Hindi and Nepali) must be written within a bracket in Col. No. 9 after the name of the head of the household.

10. The totals for Col. Nos. 13, 14 and 15 should be done for each page. It should not be carried over to the next page. The grand total for these columns may be derived by adding the totals for each page and written at the end of the houselist for each block.

11. In the case of Non-municipal urban areas not divided into wards, the Circle No., in which the enumeration block is located should be written instead of the Ward No. at the space provided on the right hand top of the Houselist and the Establishment Schedule.

12. In case of any doubt, the Enumerator should at once contact the Supervisor or higher authorities for clarification. He should not decide any doubtful can himself without referring it to his superior authorities.

13. Special vigilance must be exercised during housenumbering, for it is at that stage that census houses are located and numbered. Charge Superintendents should frequently check whether Supervisors and Enumerators are doing this part of the work correctly.

Yours faithfully,

B. Ray
for Director of Census Operations
West Bengal

Memo No. 1C-3/1476(15)/1(76) The 18th May, 1970

Copy forwarded to :

1 The Subdivisional Officer,_____with_____ _____spare copies for distribution to all Charge Superintendents in his subdivision.

2 The Deputy Director/Assistant Director,_____ for information.

3 Shri_____ _____Officer-in-Charge, Census, _____district.

B. Ray
for Director of Census Operations
West Bengal

No. II-3/1752(16) The 11th June, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : (i) The District Census Officer, _____

(ii) The Deputy Director, Calcutta City.

In the Houselist and Establishment Schedule forms that will be used for 1971 Census, there is provision for signature of Enumerators. It will be appreciated if the Enumerators in addition to the signatures also write their names within brackets in the space for the signatures. This is because if any enumerator inadvertently misses any element of the Location Code in a form, the missing particular will be located from the Census Registers with reference to the name of the Enumerator and unless the name is available from the form itself, there will be considerable difficulty in doing this.

For this purpose, the Mechanical Tabulation Section of my Office will need copies of the relevant registers in time. Therefore, you are also requested to ensure that one copy of Rural Census Register II for all the rural areas and one copy of the Urban Census Register for all the urban areas in your district are sent to my office just before the actual commencement of the houselisting operations. Obviously, there will be no entries in certain columns of these registers at that stage. This will not create any problem as this set of the registers will be put to limited use for checking Houselists and Establishment Schedules only. You may send any copy of these registers without dislocating the operations. For rural areas, it is suggested that the copies of Rural Census Register II maintained in the office of the Subdivisional Officers may be sent.

Necessary instructions may be issued to all concerned for needful.

B. Ghose
Director of Census Operations
West Bengal

Memo No. II-3/1752(16)/58 The 11th June, 1970

Copy to :

1 The Subdivisional Officer, _____

2 The Deputy Director of Census Operations, _____
for information.

B. Ghose
Director of Census Operations
West Bengal

No. 1C-3/2073(15) The 10th July, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Housenumbering**

Sir,

Further to this office circular letter No. 1C-3/1476(16) dated the 18th May, 1970 on the subject, I am to add the following :

2. In the Census Calendar of 1971, the period for Housenumbering and Houselisting has been fixed between 10th September 1970 to 31st October 1970. But the layout sketches which form the basis of housenumbering might have been drawn in most areas by March/April 1970. Between this sketching of houses and numbering them

in the field in September-October, 1970, there might occur some changes. Some of the houses might have been demolished and a few more newly constructed. To cover all such cases the sketches need be made up-to-date. This should be the first task of the Enumerator.

3. The Enumerator should between the 1st of September 1970 to the 9th of September 1970 move round his area (s) and verify the sketch with the actual layout of buildings in the field. The non-existent houses should be deleted and the newly constructed buildings plotted on the sketch. This may necessitate numbering the buildings afresh on the sketch. The renumbering would simply be paper work and will not pose a serious problem to the Enumerator. He will follow the same order of numbering as he finds on the sketch, only the numbers already assigned to the buildings will be altered.

4. Where an Enumeration Block has been carved out with a part of a big mouza, the re-numbering of houses in any of the Blocks will lead to alteration of the numbering in the other Block(s). The last number of the first Enumeration Block should be made known to the second Enumerator and so on, so that a continuous numbering of houses is done for the entire mouza. The Enumerator entrusted with such type of Blocks should be specifically instructed to communicate the last number in his Block after verification to his Supervisor. It will be the Supervisor's task to co-ordinate the numbering in between the Blocks in a big mouza. The Supervisor should also communicate the changes, if any, in the numbers of houses for such Blocks to the Charge Superintendent, who should correct the Charge Registers and other necessary documents accordingly.

5. This applies only to the **Rural Areas.** The housenumbering may be done in the urban areas as per my instruction already issued from time to time.

6. Please acknowledge receipt of this communication.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/2073(15)/1(54) The 10th July, 1970

Copy forwarded for information and necessary action to :

1 The Subdivisional Officer,_____with_____spare copies for distribution to the Charge Superintendents in his subdivision.

2 The Deputy Director of Census Operations, Central/West/North.

B. Ghose
Director of Census Operations
West Bengal

No. II-3/2094(15) The 15th July, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Cultivating Household**

Sir,

I am to inform you that during the eusuing Houselisting Operation (September-October 1970), informations are being collected on the number of cultivating household (Col. No. 16 of the Houselist). For this purpose, any member of the household cultivating **any land** will be treated as belonging to a cultivating household. Here cultivation means cultivation of any agricultural produce including vegetables, tubers, cash crops, fruits etc. Cultivation also includes supervision of cultivation, and implies that the person either holds the land directly or is a share-cropper.

This concept of cultivation is restricted to the Houselisting Operation only. This will not apply at the time of actual enumeration.

All concerned may be instructed accordingly.

Please acknowledge receipt of this letter.

Yours faithfully,
B. Ghose
Director of Census Operations
West Bengal

Memo No. II-3/2094(15)/(58) The 15th July, 1970

Copy to :

1 The Subdivisional Officer,_____with _____spare copies.

2 The Deputy Director of Census Operations,_____

B. Ghose
Director of Census Operations
West Bengal

No. 1C-3/4352(15) The 19th August, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Summary of Houselist**

Sir,

While preparing the "Summary of Houselist", a copy of which was sent along with this office Circular No. 8 *vide* this office letter No. 1C-3/1158(15) dated the 17th April, 1970, it is requested that "(I)" or "(প্র:)" which is the abbreviation of "Institutional Household" or "প্রতিষ্ঠান পরিবার" may kindly be noted after name of the Head of the Household in Col. 5 of the Summary of Houselist if it is an "Institutional Household". This information has to be posted from Col. 9 of the Houselist where "(I)" or "(প্র:)" was instructed to be noted after the name of the Head of the Institutional Household.

Please acknowledge receipt of this letter.

Yours faithfully,
B. Ray
Deputy Director
for Director of Census Operations
West Bengal

Memo No. 1C-3/4352(15)/1(61) The 19th August, 1970

Copy forwarded for information to :

1 The Subdivisional Officer,_____with_____spare copies for downward distribution to the Charge Superintendents.

2 The Deputy Director of Census Operations, North/Central/West/Calcutta.

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

(iv) Instructions to Enumerators for Filling up the Houselist and Establishment Schedule

INSTRUCTIONS : Part I

HOUSELIST

General

Census is a national undertaking of great importance, indispensable to intelligent and efficient public administration apart from the other multifarious ways it serves the scholar, the businessman, industrialist, the country's planners, the electoral authorities etc. Census has become a regular feature in every progressive country, whatever be its size and political set-up and they are conducted at regular intervals to fulfil well-defined objectives.

2. The job entrusted to you, *viz.*, the house-numbering and houselisting is an essential preliminary step to the population census. Apart from mere listing of houses, you will be collecting some essential data on housing, as also separately on manufacturing, trading and service establishments which will be useful to the country's planners. You have, therefore, an important role to play. The quality and quantity of your contribution depends on how well you apply yourself to this task, understand the instructions throughly and carry out your responsibilities with the care that it demands.

3. You will be required to prepare lay-out sketches showing the location of houses within the area allotted to you and number all the houses, residential or otherwise and list them and fill up some essential particulars in the schedules given to you. The house-numbering sketches prepared by you may from the basis for a permanent system of house-numbering that may be introduced and maintained by the local bodies concerned in future.

House-numbering and preparation of notional maps

4. *Rural areas* : The first operation will be allotment of distinguishing numbers to each building, house and household.

5. Before the actual affixing of house numbers on doors an essential step to be taken is to prepare a rough notional map of the entire village and decide on whether the village should be sub-divided into blocks and if so, how ? Normally a small village of less than 125 houses need not be sub-divided into blocks. But if a village has one or more hamlets, irrespective of the size, it is desirable to divide the area of the village into blocks so that each hamlet with the adjoining area is recognised as a separate house-numbering block of the village. It is important that the dividing lines between one block and another should be clearly demarcated. Such dividing lines, besides following some natural boundaries wherever possible should also be indicated by the Survey number that fall on either side of the dividing line in cadastrally surveyed villages. In villages which are not cadastrally surveyed, the line can be indicated by the name of the owners of the fields on either side of the line or by the name of the field, if any. A notional map showing the general topographical details of a whole revenue village particularly if a survey map is already available with the village revenue officials, will greatly help. This notional map should indicate the prominent features and land marks such as the village site, roads, cart tracks, hills, rivers, *nallahs*, etc. Clear demarcation lines of blocks are important so that any to define at the foot of the map the boundaries of a particular block is covered by a specific block without giving scope for any doubt. It may be desirable to define at the foot of the map the boundaries of each block clearly.

6. Having thus prepared the village map, each block of the village as demarcated on the village map should be taken up for a detailed sketching of the lay-out. In this detailed sketch the emphasis is mainly on the lay-out of the houses on the village site. The sketch should show all the roads, streets and cart tracks. The names of the streets, if any, should be shown on these sketches. All topographical details, important features and public buildings should be prominently shown. Then every single building or house should be located on this sketch. It will be of advantage if the *Pucca* and *Kachha* houses are shown by some conventional signs like a square □ for a *Pacca* house and a triangle △ for a *Kachha* house, further depicting them as residential or non-residential as follows :

□ *Pucca* residential house ; for *Pucca* non-residential house shade the square.

△ *Kachha* residential house ; for *Kachha* non-residential house shade the triangle.

It is difficult to evolve a comprehensive definition of the terms 'Pucca' and 'Kachha' houses to cover different patterns of structures all over the country. The categorisation of the houses as *Pucca* or *Kachha* for the purpose of depicting them on the lay-out sketches is purely to facilitate identification. Also, as *Kachha* houses are not likely to be long-lasting, any one referring to the lay-out sketches a few years later can easily distinguish settlement areas which are likely to have undergone a change. For the purpose of the preparation of lay-out sketches, a *Pucca* house may be treated as one which has its walls and roof made of the following materials :

Wall material : Burnt Bricks, stone (duly packed with lime or cement), cement concrete or timber, etc.

Roof Material : Tiles, GCI* sheets, asbestos cement sheets, RBC*, RCC* and timber, etc.

Houses, the walls and or roof of which are made of materials other than those mentioned above such as unburnt bricks, bamboo, mud, grass, reeds, thatch etc., or loosely packed stone, burnt bricks etc. may be treated as *Kachha* houses.

7. When once the location of every building/house is fixed on the plan, it will be a simple matter to decide on a convenient method of numbering the buildings/houses in one series following certain principles. No hard and fast rule can be laid as to the direction in which the house numbers should run *i.e.*, left to right or in a clockwise order or north-east to south-west and so on. Much depends on the lay-out. So long as some convenient and intelligible order is followed it should be all right. The numbers allotted to each house should be marked on the sketch and with the help of arrow marks at convenient intervals, the direction in which the house numbers run should be indicated. This is particularly important when streets cut across one another and the housenumbering series along a street get interrupted. It will be of advantage if the numbers are roughly marked in pencil on this sketch and leter verified with the actual state of things on ground to see if the order of numbering indicated on the sketch would be convenient or if any slight changes are needed, for, after all the sketch is only a rough one and the actual state of buildings on ground may suggest a more intelligible order of numbering at some places.

8. Where villages are not cadastrally surveyed and the village boundaries not fixed by survey, it is essential that the limits of each village are defined by some permanent features so that it may be known that any house falling in any such areas may be reckoned along with a particular village.

9. In the forest areas, all habitations are not on settled pattern. There are forest villages which may be just like other revenue villages or *mauzas*. For such villages procedure for preparing normal lay-out plan sketches may be followed. But apart from such villages, there would be clusters of habitations spread out in the forest. It will be facilitating, if for the purpose of netting such clusters a lay-out plan is prepared of the Forest area comprising the lowest administrative unit (such as, beat of a Forest Guard in some States). Then the clusters should be drawn on the lay-out sketch. Name of the cluster should also be written, if there be one. If there be no name, then it would be necessary to identify it with reference to any known permanent feature such as a hill stream, a range of hills, road and so on. After drawing the boundaries of such clusters on the lay-out, the location of each of the houses should be indicated on it and number assigned to each house. Habitations (clusters) falling within the area of the smallest forest administrative unit should be taken as one village for the purpose of housenumbering and houselisting.

Since it is likely that some of the tribal habitations may change their locations now and then, it is necessary to define the location of a habitation area with reference to any known permanent feature as indicated above in regard to the clusters in Forest areas.

10. *Urban Areas* : The preparation of notional maps and the house-numbering sketches in urban areas should essentially follow the same procedure as in the rural areas excepting that in most urban units the draughtsman of the Municipal Administration might have already prepared town maps perhaps even to scale and these may come extremely useful. It has been found from experience that the boundaries of towns are often times loosely defined and not properly demarcated giving rise to several doubts regarding the areas lying on the out-skirts of towns. It is important that the map should very clearly indicate the boundaries by means of definite survey numbers and also other permanent features. Sometimes one side of a road falls within the town limits and the other side excluded as it may be outside the defined boundary of the town. All these should be carefully verified

*Note : G.C.I.—Galvanized Corrugated Iron, R. B. C.—Reinforced Brick Concrete and R. C. C.—Rainforced Cement Concrete.

on ground before the maps are certified to be correct by the supervising authorities. Cases of sub-urban growth adjoining the limits of a town and such cases as one side of a street falling outside the limits of a town should be brought to the notice of the superior officers who will have to ensure that such built up areas are properly accounted for within the administrative units in which they fall.

11. But what is essential is that very detailed plans showing the location of every building and census house along every road and street in each ward, locality or *mohalla* of a town should be clearly prepared. In view of the very large number and close location of houses in urban areas it may be necessary to have a large number of sketches each covering a limited area. Each town would probably have already been divided into some permanent *mohallas* or localities or wards. A large map of the entire town indicating the boundaries of each of the sub-units into which the town has been divided should be prepared. On this map, the main roads and other topographical details and important public buildings etc., may be shown for clear identification of the boundaries of each *mohalla*/locality/ward etc. Next, a skeleton map of each locality/ward or block should be prepared in which all the roads and streets should be clearly indicated and their names also written. Then each building and house should be located on this skeleton map. May be that even a locality/ward may be too large an area to indicate all houses on a single map. In such a case a ward map showing the segments and separate lay-out map for each one of the segments may be prepared and on these segments the buildings and houses should be clearly located and the house-numbers shown. It may be an advantage if the non-residential houses are distinguished from the residential houses as indicated in para 6 of these instructions. Here again the important permanent buildings may be indicated such as say, town-hall, large office building, court building, post office, hospital, school, church, market building etc.

12. As stated earlier most towns may already be having a satisfactory house-numbering system. This need not be disturbed and may be adopted for the purpose of preparation of the house-numbering maps referred to above. The house-numbering can be brought up-to-date with the help of these lay-out maps. If there be no proper system of house-numbering in the town, then you will have to assign numbers to the houses in the lay-out sketch (es) of your jurisdiction in the manner indicated hereafter.

Numbering of Buildings and Census Houses in rural as wall as urban areas :

13. You have to give numbers to "Buildings" and "Census houses" in all areas. The instructions below will guide you to determine what a building and a census house are for the purpose of houselisting. The building is a readily distinguishable structure or group of structures which is taken as the unit for housenumbering. The entire building may be deemed one census house or sometimes parts of it, as will be explained. The objective is to ultimately number and list out all physical units of constructions which are used for different purposes, residential or otherwise.

14. *Building* : A "building" is generally a single structure but sometimes made up of more than one component unit, which are used or likely to be used as dwellings (residences) or establishments such as shops, workshops, factories, etc., or as godowns, stores, cattle-sheds etc. or in combination with any of these such as, shop-*cum*-residence, or workshop-*cum*-residence, etc.

15. Sometimes a series of different buildings may be found along a street which are joined with one another by common walls on either side looking like a continuous structure. These different units are practically independent of one another and likely to have been built at different times and owned by different persons. In such cases though the whole structure with all the adjoining units apparently appears to be one building, each portion should be treated as separate building and given separate number.

16. If there are more than one structure within an enclosed or open compound (premises) belonging to the same person *e.g.*, the main house, the servant's quarters, the garage etc., only one building number should be given for this group and each of the constituent separate structures assigned a sub-number like 1(1), 1(2), 1(3) and so on provided these structures satisfy the definition of a 'Census House' given hereafter.

17. The buildings should be numbered as follows :

(i) If the locality consists of a number of streets in a village, the buildings in the various streets in a village, should be numbered continuously. Streets should be taken in uniform order from North-east to South-west. It has been observed that the best way of numbering the buildings

is to continue with one consecutive serial on one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial, stopping finally opposite to where the first number began.

(ii) In a town/city, enumeration block, the numbering will have to respect the axis of the street and not any preconceived geographical direction like North-east etc.

(iii) Arabic numerals *e.g.* (1, 2, 3,.....) should be used for building numbers.

(iv) A building under construction, the roof of which has been completed should be given a number in the serial.

(v) If a new building either *Pucca* or *Kachha* is found after the house-numbering has been completed or in the midst of buildings already numbered, it should be given a new number which may bear a sub-number of the adjacent building number, *e.g.* 10/1.....*

18. *Census House*: A "Census house" is building or part of a building having a separate main entrance from the road or common court-yard or stair-case etc., used or recognised as a separate unit. It may be inhabited or vacant. It may be used for a residential or non-residential purpose or both.

19. If a building has a number of flats or blocks which *are independent of one another* having separate entrances of their own from the road or a common stair-case or a common court-yard leading to a main gate, they will be considered as separate census houses. If within a large enclosed area there are separate buildings, then such such building will be one or more separate census houses. If all the structures within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as a separate census house.

20. Each census house should be numbered. If a building by itself is a single census house, then the number of the census house is the same as the building number. But if different parts or constituent units of a building qualify to be treated as separate census houses, each census house should be given a subnumber within brackets to the building number as 10(1), 10(2) etc., or 11(1), 11(2), 11(3), etc.

21. The order in which census houses within a building are to be numbered, should be continuous, preferably clockwise or in any convenient manner if it is difficult to do it clockwise.

22. The definition of census house may sometimes be difficult of application in its literal sense in the context of varying patterns of structures and their usage. For example, in cities and towns, one does come across a situation when a flat in the occupation of one household as residence may be made up of four rooms or so and all the rooms may have direct entrance from a common court-yard, or a stair-case. In terms of the definition of a census house each of these rooms having entrances from the common stair-case etc., may qualify to be treated as census houses. But it does not realistically reflect the situation of the number of houses. In such case, 'singleness' of use of these rooms alongwith the main house by the household should be taken into account and the entire flat comprising four rooms should be treated as one census house only and assigned one number. If on the other hand each one of these rooms had been separately occupied by independent households and if each portion had separate main entrance then each will be justified to be treated as a separate census house. In a hostel building even if the door of each room in which an inmate lives opens on to a common verandah or stair-case as it happens almost invariably, the entire hostel building may have to be treated as one census house only. In some parts of the country in the rural areas, the pattern of habitation is such that a single household occupies a group of huts within an enclosed fence which has one main entrance. Each of the apparently separate structures is an integral part of the housing unit as such. In such cases it may be more realistic to treat the group as one census house. Care should be taken to ascertain if only one household occupies such a unit or shared by more than one household. Thus the definition of a census house will have to be applied having due regard to the actual situation in such exceptional cases.

Note: *These should not be numbered as 10 (1) or 10 (2) etc. as such numbering would apply to census houses within the same building. On the other hand, 10/1 would mean a separate building that has come up after building No. 10.

23. It is usual to find in municipal towns/cities that every site whether built upon or not is numbered by the municipal authorities on property basis. Such open sites even if they are enclosed by a compound wall should not be listed for census purposes. Only where a structure with four walls and a roof has come up, should it be treated as a census house and listed. But in some areas the very nature of construction of houses is such that, for example, a conical roof almost touches the ground and an entrance is also provided, and there may not be any wall as such. Such structures should of course be treated as buildings and houses numbered and listed.

24. *Household*: A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. There may be 'one-member household, two-member household or multi-member household'. For census purposes each one of these types is regarded as a "Household". Again, there may be a household of persons related by blood or household of unrelated persons ; the latter are Boarding Houses, Hostels, Residential Hotels, Orphanages, Rescue Homes, *Ashrams* etc. These are called "Institutional Households".

Each household will be listed according to the instructions that follow (*see* paras 44 and 45) and a distinguishing number allotted to each household. As each household will be related to the physical structure of a census house, the household number as such need not be painted on the door of each census house. Only the building and census house number will be painted.

HOUSELISTING

25. After the preparation of the notional housenumbering maps and the numbering of the houses, the next step is to list them in the prescribed form (Houselist).

26. At the 1971 Census, a houselist schedule and an establishment schedule will be canvassed on universal basis. Specimen forms of the schedules to be so canvassed are given at the end of this book.

The following instructions will guide you in filling the houselist :

27. On the top of the houselist form, provision is made to note the name of District with Code No., name of Taluk/Tehsil/Thana/Anchal/Island/Code No., name of Village/Town/Code No., name or No. of Ward, *Mohalla*, Enumerator's Block Code No. The entries here are to be filled in by you very carefully. The Location Code is the method by which every village or town in any tehsil or police station in every district of a State is identified by a combination of numbers. For this purpose every district, tehsil or police station, village or town/ward/mohalla/enumerator's block in your State would have been allotted code numbers. Your charge Superintendent or the Supervisor would have indicated to you the district, tehsil or police station and the village or town/ward/mohalla/enumerator's block code numbers pertaining to you. You shall have to enter them in the relevant spaces against the names of the various jurisdictional units. *Please note that the town number is to be given in Roman figures to distinguish it from the village number which will be indicated by Arabic numerals.*

Note : Please do not write anything in spaces enclosed by dotted lines in column Nos. 4, 5, 6, 10 and 12. These are meant for writing code numbers in the tabulation offices.

Col. 1 : Line Number

28. Every line in the Houselist is to be numbered serially. The line numbers should be continuous for you block. Arabic numerals should be used for this purpose, *e.g.*, 1, 2, 3, 4 etc..... .....

Col. 2 : Building No. (Municipal or local authority or Census No.)

29. Before you start houselisting, every building will bear a number. Some Municipal towns may have satisfactory system of numbering the buildings and after preparation of the lay-out sketch of your area, you would have given the same number to the building located on the sketch.

30. There would be cases where the Municipal numbers or local authority numbers are not found satisfactory and therefore you would have given numbers to various buildings by way of updating the numbering or revising it. In any case you would have assigned a number to every building in the lay-out sketch. The third contingency is that numbering did not exist earlier and you have numbered the buildings and assigned them the number on the lay-out sketch and marked them on the building itself.

31. The number which has been assigned in the lay-out sketch in any of the three modes described above and marked or put on the building should be written in this column.

32. If the building has a well-known name then the name of the building should also be recorded in this column in addition to the number of the building.

The purpose of this column is to readily identify every building by the number found on it and by local name if any the building may bear.

Col. 3 : Census House Number

33. The attributes of a census house have been described earlier and in accordance with those instructions you would have allotted census house number to a building or to a part of a building.

34. If there is only one census house in the building, then the number of the census house will be the same as the building number, which will be repeated in this column.

35. If there be more than one census house in a building (as mentioned in paras 19 and 20) *e.g.*, in building No. 10, there are three census houses—then against the first census house, you will record "10(1)", for the second "10(2)" and for the third "10(3)" in this column. Column 2, Building number, will be entered in the first line only against which census house No. 10(1) would have been mentioned in Col. 3. Column 2 will remain blank against census house No. 10(2) and 10(3).

Note : You should *not* indicate them as 10/1 or 10/2 etc. as that would be followed in the allotment of a number to a new building not previously numbered that has come up after building No. 10.

Columns 4-5 : Predominant construction material of census house.

36. In these columns you will have to note the materials of wall and roof.

Col. 4 : Material of Wall

37. Under this column, the material out of which the major portion of the walls of the house are made, as for example, grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement concrete, timber etc., should be written. Where a house consists of separate structures each having walls made out of different materials, the material out of which the walls of the main portion of the house mostly used for living or sleeping are made, are to be recorded.

Col. 5 : Material of Roof

38. The material out of which most of the outer roofs, exposed to the weather and *not the celling* is made *i.e.*, tiles, thatch, corrugated iron, zinc or asbestos cement sheets or concrete, slate, tiles, etc., should be written. In the case of a multi-storeyed building the intermediate floor or floors will be the roof of the lower floor. If the roof is mainly made of bricks, stone etc., and has a mud plaster, cement plaster or lime plaster exposed to the sky, the material of roof in such cases will *not* be "mud", "cement", or "lime" respectively but it will be "bricks", "stone" etc., which constitute the fabric of the roof.

Col. 6 : Purpose for which Census House is used, *e.g.* residence, shop, shop-*cum*-residence, business, factory, workshop, workshop-*cum*-residence, school, bank, commercial house, office, hospital, hotel, etc., or Vacant

39. The actual use to which a census house is put is to be recorded here keeping in mind the broad categorisation such as : (these are purely illustrative) ;

(1) Residence, shop-*cum*-residence, workshop-*cum*-residence.

(2) Factory/workshop and workshed etc. Factory should be written if it is registered under Indian Factories Act. A 'workshop' is a place where any kind of production, repair or servicing goes on or where goods and articles are made and sold, but is not large enough to be a factory. It is not necessary that some machinery should exist. Even a place where some household industry (as defined in Para 78) such as say, handloom weaving, *biri* rolling, *papad* making,

toy making etc., is carried on, it should be noted as a workshop here. If it is also used as a residence it should be noted as workshop-*cum*-residence. Make searching enquiry if a house is used for the purpose of production of any goods or engaged in some processing or repairing even on a Household Industry basis as these are not likely to be apparent to a casual observer.

Shop :

(3) Shop : A shop is a place where articles are bought and/or sold or cash or for credit.

(4) Office, business house, bank, etc. Business house is that where transactions in money or other articles take place.

(5) Hospital, dispensary, Health centre, Doctor's clinic, etc.

(6) School and other educational institution.

(7) Hotel, *sarai*, *dharamshala*, tourist house, inspection house, etc.

(8) Restaurant, sweetmeat shop and eating place. (A sweetmeat-shop where sweetmeat is being made and sold should be recorded as a Workshop).

(9) Place of entertainment such as cinema house, theatre, community-gathering (Panchayat-ghar) etc.

(10) Place of worship *e.g.*, temple, church, mosque, gurudwara, etc.

(11) Institution such as orphanage, rescue home, jail, reformatory, children home, etc.

(12) Others *e.g.*, cattle-shed, garage, godown, laundry, petrol bunk, passenger shelter, etc., the exact use to be fully described.

(13) If the census house is found vacant, *i.e.* if no person is living in it at the time of enumeration and it is not being used for any of the purposes listed above, write 'vacant' in this Col. If the census house is locked because the occupants have gone on journey or pilgrimage, then it may *not* be treated as "vacant", but the use to which it is put recorded here and the fact that the occupants have gone on a journey/pilgrimage, noted in the 'Remarks' column a "House locked, occupants on journey/pilgrimage etc."

Note : The reason for vacany such as 'dilapidated' 'under repair', 'incomple e construction', 'want of tenant', etc., may be recorded in the "Remarks" column.

Col. 7 : Is it used wholly or partly as an Establishment ? Yes or No. If yes, enter further details in the Establishment Schedule and indicate the Serial No. of that entry here

Definition of an Establishment

40. An "Establishment" is a place where goods are produced or manufactured not solely for domestic consumption or where servicing and/or repairing is done such as factory, workshop or household industry or servicing and/or repair workshop or a place where retail or wholesale business is carried on or commercial services are rendered or an office, public or private or a place of entertainment or where educational, religious, social or entertainment services are rendered. It is necessary that in all these places one or more persons should be actually working. Thus an establishment will cover manufacturing, trade and other establishment where people work.

Examples

A factory or a workshop or workshop-*cum*-residence or a trading or other establishment, *i.e.* where some kind of production, processing repair or servicing is undertaken or where goods or articles are made and sold, or some business is being carried on such as a grocery shop, a *pan* shop, restaurant, bank, hotel, or an office is functioning such as Government office, commercial office, or an institution is being run such as school, college, hospital, dispensary, etc., and where one or more persons are working.

An Establishment may occupy a census house or a group of census houses or a part of a census house.

41. This column applies only in cases where the census house is used as an Establishment as defined above. Sometimes the act of production, processing or servicing may not be apparent especially if carried on as a household industry *e.g.*, when a handloom is located inside a house and is not in operation at the time of enumerator's visit or if some other type of household industry such as *papad* making or toy manufacturing or *bidi* rolling etc., is done, say in some interior portion of the house. You should make searching enquiries to see if any production, processing or servicing is done or any business is carried on or any institution is being run in any part of the house not readily seen from outside.

If 'Yes' is recorded here, go to the Establishment Schedule, and fill up further particulars in that Schedule. Please fill in the Serial No. of the entry as given in the Establishment Schedule in this column after 'Yes'.

42. It is possible that some kind of production or processing is undertaken in the house by the members of the household for *purely domestic consumption.* For example, hand pounding of rice, preparation of spices like, *haldi* (turmeric), chillies, etc., or say, knitting of woollen garments, embroidery work, loinloom weaving and so on, meant for household use only and not for sale. In such cases, the house should not be treated as an 'establishment'.

COLUMNS 8 to 16

43. These columns will relate to census houses which are used wholly or partly as a residence. If, therefore, a particular census house is not being used for residential purposes at all even partly, as will be evident from entry in Col. 6, put 'X' in each of the columns 8 to 16.

Col. 8 : Household No.

44. A 'household' is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so. It may be made up of related or un-related persons. A cook or a servant living in the house of his employer and taking his food there is part of that household. A hostel where a number of un-related persons live together is an institutional household. So also a Jail.

45. There may be more than one household in a census house. Each household should be given a separate number. This can be done by using the alphabets as (a), (b), (c), etc., as affixes to the census house No. For example, if building No. 2 is also a census house and has three households, the household numbers will be 2(a), 2(b) and 2(c). If building number 4 has two census houses, the houses will be numbered as 4(1) and 4(2). If within these houses there are respectively 3 and 2 households then they will be numbered as 4(1) (a), 4(1) (b), 4(1) (c) and 4(2) (a) and 4(2) (b) respectively. If, however, building No. 3 is also a census house and has only one household, the household No. to be entered in this column will be No. 3 only.

46. In the above cases of households Nos. 2(b), 2(c), 4(1) (b), 4(1) (c) and 4(2) (b), there will be no entries against them in Cols. 3 to 7. Cols. 3 to 7 will be filled for the entire census house, 2, 4(1) or 4(2) as the case may be, once. There is no need to repeat Cols. 3 to 7 in each line for which entries are made for more than one household against that census house in Cols. 8 to 16.

Col. 9 : Name of the head of household

47. The name of the Head of each household should be written. The Head of the household for census purposes is a person who is recognised as such in the household. He is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The Head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. You need not enter into any long argument about it but record the name of the person who is recognised by the Household as its Head. In the case of institutions like boarding houses, messes, chummeries which should be regarded as households of un-related persons living together and which may be called Institutional Households, the manager or superintendent or the person who has administrative responsibility or who by common consent is regarded as the Head should be recorded as the Head of the household. In the case of an absentee *dejure* 'Head', the person on whom the responsibility of managing the affairs of the household falls at the time of enumeration, should be regarded as the Head.

Col. 10 : If S. C. or S. T., write name of caste/tribe

48. You will have been furnished with a list of Scheduled Castes and Scheduled Tribes notified for your area. Ascertain if the head of the household belongs to a Scheduled Caste or a Scheduled Tribe and check whether the Caste/Tribe is scheduled as per your list. If so,

for Scheduled Caste write "S.C." and record name of caste,
for Scheduled Tribe write "S.T." and record name of tribe,
for others write "X"

For a household belonging to Scheduled Caste, check religion of the head of the household. He or she should be either a Hindu or a Sikh. There cannot be a S.C. in any other religion. Scheduled Tribes may belong to any religion.

49. In a case where the head of the household belongs to Scheduled Caste/Scheduled Tribe even if any other member of the household (except institutional households) does not belong to SC/ST then write SC/ST as the case may be and mention the Caste/Tribe to which he belongs. On the other hand if the head does not belong to SC/ST but any other member of the household does belong to SC/ST ; write 'X' in this column.

In the case of all 'Institutional Households' write 'X' in this column irrespective of whether the head belongs to a S.C./S.T. or not.

Col. 11 : No. of living rooms in the occupation of Census Household

51. A room should have four walls with a door way with a roof over head and should be wide and long enough for a person to sleep in *i.e.*, it should have a length of not less than 2 metres and a breadth of at least $1\frac{1}{2}$ metres, and 2 metres in height. An enclosed room, however, which is used in common for sleeping, sitting, dining, storing and cooking etc., should be regarded as a room. An unenclosed verandah, kitchen, store, garage, cattle-shed and latrine and rooms in which a household industry such as a handloom is located which are not normally usable for living or sleeping etc., are excluded from the definition of a room for the purpose of this column.

52. If there is only one household in a census house the counting of rooms will not be difficult. But if a census house consists of a number of household, the number of rooms occupied by each household has to be entered against the name of each Head of household. In cases where a room is occupied by more than one household or they share more than one room, the number of rooms should be given together against a bracket as common to such households.

53. One is likely to come across conical shaped hut or tent in which human-beings reside. In such improvised accommodation, there will be no four walls to a room and, therefore, the above definition would not strictly apply to such types of accommodation. In such cases, the tent or conical hut etc., may in itself be construed to be a room.

Col. 12 : Does the household live in owned or rented house : (i) Owned (o), (ii) Rented (R)

54. If a household is occupying a census house owned by itself and is not paying anything to anybody in the form of rent then the household may be considered as living in own house. This should be recorded by 'O'. A household living in a flat or a house taken on 'ownership' basis on payment of instalments, should be regarded as living in its own house, notwithstanding that all instalments have not been paid.

55. If the household lives in rented house write 'R'. A housing unit is rented if rent is paid or contracted for, by the occupants in cash or in kind. Where an owner permits a household to live in a house, rent free even then the household should be treated as living in a rented house. For example, rent free accommodation provided to employees by Government, Institutions, Companies etc. In such cases, you should treat the house as rented and write 'R'.

Cols. 13 to 15 : No. of persons normally residing in census household on day of the visit of the enumerator

56. Enter the number of males normally residing in the household in column 13 ; females in column 14 and total number of persons in column 15 (Col. 13+Col. 14).

57. In these columns normal residents are to be recorded even though some of them may be absent on the day of enumerator's visit. Casual visitors should be excluded as they will be considered at their respective places of normal residence. But a person who has stayed with the household for a period of 3 months or more should, however, be included. Correspondingly, normal residents absent for over 3 months or more should be excluded from the household in which they normally reside.

Total of these columns should be struck at the end of each page and after completion of houselisting grand total of the block should be struck at the bottom of the last form.

Col. 16 : Does the household cultivate land ? (Yes or No)

58. If the household is cultivating any land then you have to record the answer 'Yes' otherwise 'No'. For determining whether a household is cultivating or not, it should be necessary to ascertain if one or more persons in the household are engaged in cultivation of land or supervision or direction of cultivation of land owned or held from Government or from private persons or Institutions for payment in money, kind or share. Enchroachers who cultivate land encroached upon will be regarded as cultivating households for the purposes of this column. If the household has a visitor who cultivates land elsewhere, it can not be deemed that the household as such is a cultivating household, unless the Head/ or other members of the household are engaged in cultivation of their own, the household should not be reckoned as a cultivating household. A household whose members merely work on somebody else's land for wages should not be treated as a cultivating household.

Col. 17 : Remarks

59. If there is an entry in Col. 6 as "Vacant", you have to record the reason such as "dilapidated," "under repair", "incomplete construction", "want of tenant" etc. in this column.

60. After you have completed filling up of the houselist for your block, you will prepare a duplicate copy of the houselist, for which you would be given adequate number of blank forms.

INSTRUCTIONS : Part II

ESTABLISHMENT SCHEDULE

61. Instead of loading the main Houselist form itself with questions pertaining to Establishments, it has been decided to have a separate schedule in which particulars of each establishment are to be recorded. (See the Establishment Schedule given at the end of this book).

62. The term "Establishment" has been defined in para 40 of this booklet. You are requested to study it carefully, before filling the 'Establishment Schedule'.

63. *The respondents should be fully assured that the information collected in these schedules will be treated as completely confidential and is meant for statistical purposes and will not be used as evidence against any individual or establishment for any purpose. The respondents should be encouraged to furnish truthful replies without any reservation.*

64. At the top of the schedule provision is made for noting the Location Code No. and name of the areas concerned. This should be the same as those noted on the top of the Houselist which you will be canvassing simultaneously. You should fill the Location Code Nos. etc., correctly.

65. The columns of the Establishment Schedule can be classified into four broad groups :

(i) Columns 1 to 5 are of uniform applicability and entries have to be made in respect of all the establishments ;

(ii) Columns 6 to 8 pertain to manufacturing, processing, etc.—establishments ;

(iii) Columns 9 to 10 relate to trading establishments ; and

(iv) Column 11 refers to "other" Establishments which are not covered in columns 6 to 10.

Thus, it will be seen that the columns falling within groups (ii) to (iv) are mutually exclusive, while those in group (i) are common to all.

Col. 1 : Sl. No.

66. In this column the establishments are to be entered one after another serially. Arabic numerals should be used for this purpose, *i.e.*, 1, 2, 3 etc.

Col. 2 : Census House No.

67. The Census house number to be noted is the same as that in column 3 of the Houselist and against which 'Yes' is written in column 7 of the Houselist indicating that the Census house is used as an establishment.

68. A point to be noted here is that it is likely that a single factory or workshop may be spread over more than one Census house adjoining one another. Therefore, while in Col. 2 of this schedule a number of Census houses may be noted in respect of that particular unit of production, processing or repairing, trade or business etc., the entries in Col. 3 onwards will be one only for that group of houses covered by a single unit of production or business etc. establishment. For examp e, if a single tea factory in Assam or business establishment in Calcutta should be spread over two or three adjacent buildings, each of the buildings should not be shown as a separate factory or establishment but the House Nos. of all these buildings shown in Col. 2 should be bracketted together and the particulars of the single tea factory or establishment entered in the subsequent columns against this group of houses. If on the other hand the activities of a large firm or an office are carried on in buildings located far away in different localities, each of the Census houses in the different localities will have to be treated as a separate establishment and the particulars of the establishment relating to that particula Census house should be listed in this schedule.

Col, 3 : Name of the Establishment or of the proprietor

69. In this column write the name of the establishment in the case of factories, large manufacturing concerns, a shop or business establishment, banks, office etc. which usually bear a distinct name. Where an establishment has no separate name as in the case of small workshops and establishments like confectionaries, small tea shops, Dhobi's establishment, household industries etc. write the name of the owner as "So and so's Halwai shop" etc. This is to help easy identification.

Col. 4 : Is the Establishment—(a) Govt./Quasi Govt. (b) Private (c) Co-operative Institution

70. Enter here whether establishment enumerated belongs to public sector *i.e.*, Govt./Quasi Govt. managed, including establishments run by local authorities, or to private sector, or a co-operative enterprise. Please do not write in the column only (a) or (b) or (c) but write

(1) "Govt.—Public Sector, or Quasi Govt.—Public Sector, or Local Authority—Public Sector

(2) Private
or
(3) Co-operative

There may be many schools or libraries etc. which are not owned by any particular individual or group of individuals. These may be owned by people in general and managed by Managing Committees. Such establishments should be treated as "private" as distinguished from Govt./Quasi Govt. or run by local authorities or co-operative enterprises.

71. An establishment will be treated as a Govt./Quasi Govt. institution if the Central or State Govt. or a Local Authority such as the Zilla Parishad, City Corporation or Municipality etc. completely owns or has a majority of shares as to control the management of the establishment.

72. Private establishments are those owned and managed by private individuals or corporate bodies not being co-operative institution or Govt. or Quasi Govt. Institutions.

73. Establishments registered under the Co-operative Societies Registration Law of the State, alone fall in the category of "Co-operative".

Col. 5 : Average number of persons working daily last week or in the last working season, including proprietors and/or family workers

74. In this column, the information has to be entered relating to the total number of workers including the apprentices, paid or unpaid and also including owner(s) or proprietor(s) of the establishment and any of their family members if they also work in the establishment and also the hired workers, if any. It is not necessary that an establishment should necessarily have paid workers. A small shop run in the same house where the owner lives and the business is attended to by just one person of the household is also an establishment. The average number of persons working per day in the establishment during the week preceding the day of your visit should be recorded. For computing the average number of persons working per day, if the establishment remained closed owing to holiday etc., such day(s) should be ignored and only the 'days' on which the establishment worked should be taken into account. If during the week preceding your visit, the establishment remained closed either due to strike or lock-out, the week during which the establishment worked preceding such strike or lock-out should be taken into account for reckoning the average number of persons working. The hired workers should normally be in full time employment.

75. Some establishments such as a sugar factory, rice mill etc. may be seasonal in character and may not be actually working at the time of the present listing. You should then ascertain the particulars of such establishments with reference to the last working season.

76. In case more than one product is produced, or more than one item of business is conducted or several types of services are rendered, it is not necessary to enquire the number of persons employed in the production/business/servicing of each type of product, business or service that is covered against that serial number. For example in a large textile mill there may be the weaving section, dyeing section, laboratory, repairing section, sales section etc. It is not necessary to ascertain the employment in each section. The total employment has to be ascertained. The major activity of the establishment will be described in subsequent columns.

"Columns 6, 7 and 8 : If any manufacturing, processing or servicing is done".

77. These columns relate only to such establishments in which goods are manufactured or some kind of processing or servicing is done and/or repairs are carried on.

Col. 6 : Is it (a) Household Industry (b) Registered Factory (c) Unregistered workshop

78. *Household Industry : Definition*

A 'Household Industry' is defined as an industry conducted by the Head of the household himself/herself and/or mainly by the members of the household at home or within the village in rural areas, and only within the premises of the house where the household lives in urban areas. The industry should not be run on the scale of a registered factory.

79. Thus, there are four ingredients of a household industry :

(i) nature of activity
(ii) participation
(iii) location
(iv) size

80. (i) *Nature of activity :* A Household industry should relate to production, processing, servicing, repairing, or making and selling (but not merely selling) of goods. It *does not* include professions such as a pleader or doctor or barber, musician, dancer, washerman (Dhobi), astrologer etc. or merely trade or business even if such professions trade or services are conducted at home by members of household.

81. (ii) *Participation :* The Head of the household and/or one or more members of the household must participate in such an industry. If it is run primarily by hired labourers, the 'participation' ingredient of the household members will not be satisfied and it will not be a 'Household Industry'. The industry may run with the help of hired workers but the head and/or members of the household must be mainly participating in the industry and not solely dependent on hired workers. Besides "actual work", participation also includes "supervision and direction".

82. (iii) *Location :* The industry should be located within the premises of the house where the household lives in urban areas ; if it is situated at a place other than at home, it will not be termed as household industry in urban areas. In rural areas, however, the industry may be either at home or anywhere within the village limits. In rural areas, even though, the industry is not situated at home, there is a greater possibility of the members of the household participating in it if it is located within the village limits.

83. (iv) *Size :* The industry should not be on the scale of a registered factory. Irrespective of the location and participation by the members of the household, if the industry or workshop is registered under the Factories Act, then it will not be a household industry.

84. Thus it will be clear that any industry which can be termed as 'Household Industry' must satisfy all the four ingredients mentioned above.

85. (b) *Registered Factory :* A factory which is registered under the Indian Factories Act should be treated as a "Registered Factory". Any other workshop merely licenced by the Municipal or any other authority or registered for any other purpose should not be treated as a registered factory unless it is registered under the Indian Factories Act.

86. (c) *Unregistered Workshop :* Workshop is a place where some kind of 'production' processing, servicing, repairing or making of goods for sale' is going on. A workshop which is registered under the Indian Factories Act should be treated as a registered factory and others as unregistered workshops. Workshops which are run as household industry should be treated as household industry and entered as such.

87. When you come across an establishment where some kind of manufacturing, processing or servicing etc., is done, you should ascertain whether it is a Household Industry or a registered factory or a workshop not registered under the Factories Act and write whatever it actually is in this column. Please note that workshops merely licenced, or entered in the registers of a local authority are not to be considered as registered factories unless registered under the Indian Factories Act. All workshops other than household industries and not registered under the Indian Factories Act should be treated as unregistered workshops even if they are merely licenced as workshops by the local authorities. Please do not write (a) or (b) or (c) in the column but write "Household Industry", or "Registered Factory" or "Unregistered Workshop", as the case may be.

Col. 7 : Description of the products, processing or servicing done

88. The description of the actual work relating to product, processing and servicing which is done in the Household Industry, factory or workshop that is being listed is to be recorded here, *e.g.*, handloom weaving, lace knitting, *oil ghani* etc., manufacturing of G. I. pipes, electroplating, motor or cycle repairing, iron foundry, paper making, or book binding, printing and dyeing, shoe making, sweetmeat making etc. If in any establishment more than one article is produced or more than one kind of processing or servicing or repairing is done, indicate only the major kind of products or processing or repairing or servicing etc.

Col. 8 : Type of fuel or power used

89. Enter here the description of the power or fuel used for the running of the factory, workshop (or household industry if it is run on power or fuel). The fuels can be kerosene, soft coke, petrol, diesel, gas, coal, wood, etc., Electricity and steam etc. are some of the sources of power. Some units may be run by animal power such as *oil ghani*. Some may be run by merely human energy such as carpet-making, pottery making etc. Enter the description of fuel or power used for the production, processing, servicing etc. that is carried on in the establishment. There may be instances where more than one fuel or power is used, in such cases, only the fuel or power which is used in running the primary unit of the industry will be noted in this column.

90. *Columns 9 and 10 are to be filled in respect of trading establishments or establishments which render commercial services only.*

91. Trading or business establishments are those where some trading *i.e.*, transactions involving sale and/or purchase of goods go on.

Establishments rendering commercial services are the banks, money lending firms, Pawn shops, etc.

Col. 9 : Description of goods bought/sold

92. If it is a trading establishment, you should ascertain what are the goods bought and/or sold and write the description in this column. If there are more than one type of goods bought/sold by the establishment, you should give description of the main item of goods bought/sold by the establishment.

93. In the case of establishments rendering commercial services such as in the case of Banks etc., you should write the description of the services rendered, as in the case of a bank, you should write "banking services".

Col. 10 : Whether (a) wholesale or (b) retail

94. For all trading establishments, you should ascertain in respect of the goods mentioned in column 9, whether they are sold/bought in wholesale or in retail and write as the case may be.

95. You may come across certain establishments wherein both types of trade *i.e.* wholesale and retail go on. In such cases, you should ascertain in which category (*i.e.* wholesale or retail) the volume of trade is greater and record the category accordingly.

96. In the case of establishments rendering commercial services, *e.g.*, bank etc. please do not write any of the two categories *i.e.* 'wholesale' or 'retail' but put an 'X' in this column.

Col. 11 : If used as any other establishment, describe e. g., Govt. office, School, Hospital, Railway Station, Barber's Saloon, Cinema Theatre, Hotel, Tea shop, etc.

97. Two specific types of establishments have been covered in columns 6 to 10. Column 11 relates to the remaining types of establishments not covered by columns 6 to 10. You have to describe such establishments in this column, *e.g.*, Govt. Office, school, hospital, Railway Station, orphanage, Rescue Home, Barber's saloon, cinema, theatre, hotel, tea shop, lawyer's office, doctor's clinic, laundry, etc.

General

98. It is possible that in a particular establishment, more than one activity is being undertaken within the same premises. For example, say in a betel shop, *bidi* rolling is also being undertaken or in a grocery shop a

flour mill is also located, or in the doctor's clinic medicines are sold. In such cases, the establishment should be identified having regard to the major activity and recorded as such in the relevant columns pertaining to the major activity.

99. But if different activities are undertaken in different census houses quite cut off from one another though under the same title or ownership, each such census house should be treated as a separate establishment and recorded as such against that census house in this schedule. It may, however, be noted that where processing for the production of an article is carried on, in separate adjoining census houses, all the census houses should be treated as a single establishment and recorded as such. If on the other hand the activities of a large firm or an office are carried on in buildings located far away in different localities, each of the census houses in the different localities will have to be treated as a separate establishment and the particulars of the establishment relating to that particular census house should be listed in this schedule.

100. After you have completed filling up of the Establishment Schedule for your block, you will prepare a duplicate copy of the Establishment Schedule, for which you which be given adequate number of blank forms.

CENSUS OF HOUSE-

Name of District..... Code No..... .....

Name of Taluk/Tehsil/Thana/Anchal/Island..... Code No.....

Line. No.	Building No. (Municipal or Local Authority or Census No.)	Census House No.	Predominant construction material of Census House		Purpose for which Census House is used, *e.g.* residence, shop, shop-*cum*-residence, business, factory, workshop, *workshop - cum - residence*, school, bank, commercial house, office, hospital, hotel, etc. or vacant	Is it used wholly or partly as an establishment ? Yes or No. If yes, enter further details in the Establishment Schedule and indicate the serial No. of that entry here
			Material of Wall	Material of Roof		
1	2	3	4	5	6	7
			.....	.....	.....	
			.....	.....	.....	

Note : Please do not write in the spaces enclosed by dotted lines in

Signature of Enumerator..... ..... Date.....

CENSUS OF ESTABLISHMENT

Name of District..... ..... Code No.....

Name of Taluk/Tehsil/Thana/Anchal/Island.. ..... Code No..... ..

Serial No.	Census House No.	Name of the Establishment or of the proprietor	Is the establishment (a) Govt./Quasi Govt. (b) Private (c) Co-operative Institutions	Average number of persons working daily last week or in the last working season, including proprietors and/ or family workers
1	2	3	4	5
			.....	
			.....	

Note : Please do not write in the spaces enclosed by dotted lines in

Signature of Enumerator..... ..... Date.....

INDIA 1971

LIST

Name of Village or Town..... Code No.....

Name or number of Ward/Mohalla/Enumerator's Block..... Code No.....

If used wholly or partly as a residence									
Household No.	Name of the Head of Household	If S.C. or S.T., write name of Cast/Tribe	No. of living rooms in the occupation of Census Household	Does the household live in owned or rented house ? (*i*) Owned (O) (*ii*) Rented (R)	No. of persons normally residing in Census Household on day of visit of the enumerator			Does the household cultivate Land ? (Yes or No)	Remarks
					Males	Females	Total		
8	9	10	11	12	13	14	15	16	17
				Total					

cols. 4, 5, 6, 10 & 12. These are meant for use in the Tabulation Offices for coding.

Signature of Supervisor..... Date.....

INDIA 1971

SCHEDULE

Name of Village or Town..... Code No.....

Name or No. of Ward/Mohalla/Enumerator's Block..... Code No.....

If any manufacturing, processing or servicing is done			If used as a trading establishment		If used as any other establishment, describe *e.g.* Govt. Office, School, Hospital, Railway, Station, Barber's saloon, Cinema theatre, Hotel, Tea shop, etc.
Is it (a) Household Industry (b) Registered Factory (c) Unregistered Workshop	Description of the products, processing or servicing done	Type of fuel or power used	Description of goods bought/ sold	Whether (a) Wholesale or (b) Retail	
6	7	8	9	10	11

cols. 4, 6, 7, 8, 9, 10 and 11. These are meant for use in the Tabulation Offices for coding.

Signature of Supervisor..... Date.....

V

Enumeration

Enumeration

The enumeration was scheduled for the same period as in 1961, *i.e.*, counting was to have began on 10th February and continued up to the 28th, and the figures were to be revised in the field from March 1st to March 3rd—the "revisional round"—and then, by March 6th the District Census Officers were to communicate the provisional totals to the Registrar General, India. Houseless persons were to be counted on the night of February 28th. By a notification dated 3. 7. 69 under section 3 of the Census Act, the Government of India fixed the sunrise of March 1st as the 'reference date' : the population totals reported would be as they were on that date and time.

The population has obviously to be counted with reference to one such point in time, since the population is never static. We count the people throughout the enumeration period, then revisit their houses during the revisional round to eliminate deaths, count births, and record details or visitors who have stayed on throughout the enumeration period. The first Censuses were synchronous, in the sense that on a given day thousands of enumerators ran about counting people—the idea was that if every enumerator was about his job no one could avoid being counted. This was, as one can imagine, a dreadful business, and in 1941 a non-synchronous system was devised by which one counted the people in one's area over a period of time, and then 'revised' the figures to make it refer to a specific date, the reference date. Only houseless persons were counted in a synchronous operation on the night preceding the revisional round all over the country. This is the system we used in 1971.

The method we employ is called the 'canvasser' method, since we send an enumerator to every house in his area to 'canvass' a set of census questionnaries. In other countries other methods are used, such as sending questionnaries by post. For obvious reasons, we cannot do that in this country.

As soon as the revisional round is over, the enumerator has to fill in an abstract—a specimen of the form we used is in the Appendix—and send it or take it as quickly as possible to his Circle Supervisor, and thence through the Charge Superintendent to the District Census Officer who quickly compiles the district abstract and sends it by telegram to the Registrar General, India, and to the Director of Census Operations. The schedules and forms are then collected and despatched to the Regional Tabulation Offices set up in selected towns for sorting. With this the enumeration is completed and the field organisations disbanded.

The actual programme of work appears to be orderly and logical. In normal times it undoubtedly is. In 1971, however, everything was turned topsyturvy, and the final schedule of work was a patched up and extraordinary business : nevertheless it worked, which was a great achievement.

With the completion of the houselisting all over the State, a fresh round of training began for the enumeration. I have set this down in the chapter on Training. I had assumed that the training would go on up to late January 1971 and on January 27th there would be a trial Census with the specially printed red ink pads. Training had hardly started when the mid-term elections were announced, to be held early in March 1971. Obviously our Census, for which we had been preparing for two years, was going to prove difficult to take. The Registrar General hastily summoned some of us to Delhi to discuss what we could do. Before going, I took the precaution of sounding some nearby District Magistrates and the Home Secretary. The general opinion was that with elections in March, a Census in February was impossible. At Delhi I told the Registrar General this, and

found I was the sole advocate of postponement. Everyone else felt it could still be taken on the dates fixed but that it might suffer in quality. A decision was promptly taken to continue with the Census despite the elections, and I was told to do whatever I could to get it done. I rang up my office in Calcutta and told them to ask the districts to go ahead, elections notwithstanding. No sooner was this done than exactly what I had suggested was made a demand by several State Chief Electoral Officers in a meeting with the Chief Election Commissioner ; the Census would have to be postponed. Eventually this was what happended, and we were informed in the middle of January, that the Census was postponed to March-April ; enumeration would begin on March 10 and go on up to March 31st, the houseless would be counted on the night of March 31st and the revisional round would be completed from April 1st to April 3rd. The reference date was the sunrise of April 1st.

Although I had pleaded for a postponement, since it was not allowed, I had asked our people to go ahead as fast as they could, so that the preliminary work—training, distribution of forms etc.—was finished well before the districts were infected by election fever. The news of the postponement was, as a result, a calamity, for it meant a shutting down of work already begun and in progress ; and when I heard that the polling date for West Bengal was 10th March—the day we were supposed to start our work—I realised that if we stuck to the timetable given it would mean no Census at all. It was not a question of election frenzy alone ; the district administration simply would not be able to cope with the Census and the elections at the same time. The organisation and conducting of elections is, as any District Officer knows a dreadfully exhausting and nerve wracking affair, and the ordeal does not end with the taking of the poll. There is the counting of votes, and the tedious business of winding up the organisation, wrestling with accounts, payments and a thousand and one minor but nevertheless inescapable tasks. To switch straight over to the Census would be humanly impossible ; and the increase of lawlessness which was, in the circumstances of the time, inevitable, was not going to make things easier.

It was clear that I would have to take the Census either well ahead of the elections or well after. I chose the former course and took my proposal to the State Government, since they could very well direct their officers not to do Census work till March. I proposed the following programme : 1st February to 19th February—enumeration ; 19th February to 31st March—no work ; the night of 31st March—counting of houseless persons ; and April 1st to April 3rd—the revisional round. In effect what I did was to advance the actual enumeration only, the rest of the programme being the same as the new one sent from Delhi. The reference date, 1st April 1971, was not changed either. The Registrar General agreed to my programme but provided it was acceptable to the State Government, and would for official purposes, be approved for "disturbed regions" only.

The matter came up before the Principal Adviser to the Governor (since all this took place during the second spell of President's Rule in the State) at a meeting with the Chief Secretary, Home Secretary, the I. G., Commissioner of Police, Calcutta and the Chief Electoral Officer. I explained the difficulties I faced and the fact that I had to advance enumeration or face a breakdown of the operations. To my relief, my proposal was promptly accepted and the strenuous objections of the Chief Electoral Officer dismissed. It only remained for the Governor to approve ; I took the proposal to him myself, got his permission and sent telegrams to all District Census Officers to go ahead with my schedule.

I accompanied the enumerator to Raj Bhavan when he enumerated the Governor and his family on February 1st 1971. With it census taking began all over the State.

I followed the example of Shri J. C. Sengupta in 1961 and did not stir out of headquarters during the enumeration, in case any officer wanted help or some kind of guidance. There were however very few such requests ; most of them wanted extra forms, often very irresponsibly, since we had calculated their requirements carefully and sent considerable reserve stocks. I have set this out in the chapter on the Printing and Despatch of Forms.

On the whole the enumeration was peaceful, but not entirely so. In Howrah an enumerator was killed, though not because of the Census ; and in Calcutta enumerators came up against the rather surprising hostility of extremists. In several areas filled in pads were burnt, and enumerators threatened with death if they went to those areas again. Large areas of North and East Calcutta—Cossipore, Kumartuli, Maniktala, Tangra—were so affected, and at one time I thought I would have to call off the Census there. But our Charge Inspectors and some enumerators never let up, and tried all the ways they could think of to complete the count. Enumerators kept the pads in their pockets, and brought them out only when they were inside a house. Filled in pads were brought to Zonal Officers concealed in ration bags, one or two at a time. Finally, though not before the 31st March, counting was finished in all these areas. In Howrah and 24-Parganas, however, there were some areas which were so ridden by the extremists that no work was possible in some blocks for a long time. Eventually Howrah was fully covered, but a few blocks in Ashoknagar and a few in Behala could not be censused. It was, however, a small price to pay for the successful completion of this bedevilled operation.

The counting of houseless persons was scheduled for the night of March 31st. In Calcutta, with its climate of violence, the enumeration was done in the early hours of the morning as well. Fortunately, no unpleasant incident occurred anywhere during the nocturnal count. A precaution that was taken during the revisional round was the use of the population record form for revision ; additional entries, if any, being made in a 25-page blank pad. The filled in pads were not taken out, just in case they were burnt.

From the 3rd April we began to press the District Census Officers to collect the provisional figures and send them to the Registrar General. The last of these was despatched on the 7th at night, after several frantic telephone calls to the officers concerned. But the figures did, finally go, and the first phase of work was finally over. It now remained to collect the filled in slips and other papers and have them sent to the Regional Tabulation Offices.

I have mentioned the last minute change in the programme and the action we took to get our work completed There are a few other aspects of the work which I would like to touch upon.

Personnel

The selection of personnel was not as difficult as it was when houselisting was done, since those who had done the houselisting were available. But every district required more enumerators at this stage, because the work-load was greater ; consequently they had, perforce, to go to the teachers once again and get hold of unemployed youths when teachers were not available. The large scale resistance being asked to do Census work dwindled a little but an adequate number of persons were, in several places, difficult to find. The problem was the most acute in Calcutta. I tried to persuade Central and State Government offices to send their staff, and had a circular issued by the Chief Secretary, but it was fruitless. A ludicrously small number of Government employees turned up, and of these, the greater number vanished after one training class. They knew, as did those who did not bother to come, that the Census Act would never be used against them, organised as they were,

and that their own officers had no power to make them do Census work. Once again, we had to fall back on local persons, the "parar cheley". In the districts the word of the District Magistrate brought in a few people but this too was not enough. A consequence was that one enumerator had to be given more than one block to cover.

The honorarium specified for each enumerator per block was Rs. 25/-. Since blocks varied in size, a rigid application of this would have meant some discontent ; I therefore apportioned out the same amount for each person covered, so that for covering 750 persons in rural areas and 600 persons in urban areas each enumerator received Rs. 25/-. I also specified that he would also receive a minimum of Rs. 25/- for each block : in other words, he got Rs. 25/- for each block, which was what was sanctioned, but for doing additional work he got a little extra. This course of action I had to take, since even those whom I got as enumerators would not have worked for less. This question has been discussed in greater details in a separate chapter.

Forms and Concepts

For the enumeration, four forms were prescribed by the Registrar General : 1. *The Individual Slip*, which is the main Census document and on which the data for each individual was recorded. These were bound in pads of 100 and 25. 2. *The Population Record*, which collected some data household-wise. 3. *The Enumerator's Daily Posting Statement*, in which some items of information for every individual censused in a day were recorded columnwise ; this was also used as the basis for the 1% sample drawn for the advance tables prepared in the Registrar General's Office, and 4. *The Enumerator's Abstract*, in which the totals for each block categorywise were recorded, on the basis of which the provisional population totals were struck. A specimen of these forms is given in the Appendix.

There was a fifth form, which I prescribed, and this was to make the transmission of provisional totals easier : it consisted only of those columns of the abstract which had to be sent by telegram.

The Individual Slip was designed after pretesting several forms in several sizes ; the size finally adopted was found to be most convenient. The type was a little too small, as a result, and this was a common complaint : I think however, that it would have been wrong to have adopted a bigger form, since it would have been far too cumbersome. The contents of the form were laid out after carefully verifying the pros and cons and was generally satisfactory except on one score : questions 16 could, to my mind, have been designed better ; the non-worker category should have preceded the workers *i.e.*, 16(a) (i) and 16(a) (ii) should have been interchanged, as 16(b) (c) (d) (e) and (f) related to workers only and should therefore have followed the initial categorisation into non-workers and workers.

The Population Record was useful as a cross check, a kind of family individual slip. In Calcutta, especially, it was used for the revisional round, to safeguard the slips. But it added considerably to the enumerators' work, something we often lost sight of in our eagerness to collect all the data we could. Perhaps the household identity could be extracted from the Individual Slip in future.

The Enumerators' Daily Posting Statement was filled separately for males and females; it was meant to make things easy for the enumerator and, if they filled it in every day, conscientiously, it should have been so ; unfortunately, some of them left this till the very last minute and, as a result, did not really fill them up with accuracy. This was very unfortunate, because it then became just another form to fill in, and caused a considerable amount of trouble in the Tabulation Offices, when the 1% sample slips were selected from the entries in the Daily Posting Statement. I think it would be wiser

not to insist on this in 1981 ; its utility could be explained to the enumerators, and they should determine whether they would use it or not.

There is hardly anything to say about the Abstract, since it is necessary and the ultimate product of the enumerators' work. My own abstract was not an addition to the enumerators' burden : it merely reproduced some of the entries in the main Abstract and each enumerator had to fill just one of these up, or may be two.

Concepts

The concepts used in these forms were on the whole, very clear ; some confusion did arise, though, with Question 16 (Main Activity). While the categorisation of workers into Cultivators, Agricultural Labourers, those engaged in Household Industries and Other Workers was clear, the division of Non-Workers was blurred ; a 'dependent', for instance was defined as a person who is 'dependent on others' even if ablebodied. This made little sense of the next category—Others—which was supposed to net unemployed persons. It is true that an ablebodied non-worker was a dependent only if he was 'not seeking employment' but such persons would be obviously impossible to find, for ablebodied persons who were not looking for work would obviously have some source of income of their own, and would therefore be classified as 'Rentiers', if anything.

There was, then, the inevitable confusion between 'Nature of Industry, Trade, Profession or Service' [16(d)] and 'Description of Work' [16(e)]. Perhaps if 16(e) had been 'Description of Duties' or 'Actual duties performed' it would have been a little more easily understood. It was even more difficult to translate into Bengali and convey the difference between the two : we had "শিল্প ব্যবসা অথবা পেশার বিবরণ" and "কাজের বিবরণ". These had to serve, but I wish it had been possible for us to distinguish them a little more clearly.

On the whole, the forms were well thought out and we found them easy to explain. All that one can add is that the effort should always be to find how much we can gather by loading the enumerator least. The more we ask him to do, the less accurate his work will be. With a simple self explanatory from which requires no training if a persons can read, and an abstract, I have no doubt that the standard of work would improve.

Unrevised and Revised abstracts

The extraordinary situation in the State caused, quite naturally, considerable concern to the Registrar General ; as soon as enumeration was complete in the State, he instructed me to collect abstracts from the unrevised figures, in case the revisional round became difficult to undertake. This was a wise precaution, and acted as a check on the revised figures—unfortunately, in a good many charges the Census Officers either found it difficult to collect or did not give it the pressing importance it needed, and we did not receive all the unrevised abstracts in time. That we could think of this was only because of the gap between the enumeration and the revisional round ; under normal circumstances it would not have been possible or necessary.

The Census of houseless persons

I have explained earlier that this is done one particular night, simultaneously all over the country. This eliminates the possibility of thsee people being counted twice.

The uncertain conditions at the time of the census made it impossible to do any counting late at night : I asked our enumerators to do if as far as possible at dawn, when even bomb throwers

would, presumably, retire. In Calcutta the counting of houseless persons went on for three or four nights ; this was not as grave an error as it looks, since the persons so covered were 'regulars' and had been sleeping on one place for years. Besides, our workers kept an eye on the usual places where the houseless settled for the night and instructed each of them to see that they were not counted over again. These precautions seemed to me to be adequate ; the alternative was a count into the small hours, which even local youths were not willing to do.

Despatch of totals to the Registrar General

The revisional round ended on April 3rd, and from the 4th we began to urge the district offices to send their provisional totals in to the Registrar General, as they were expected to ; the deadline was April 6th, and I had issued fairly elaborate instructions to all districts on the methods to be followed to send their figures in as fast as possible to Delhi. The telephone, telegraph and police wireless network were to be used for this and the channel of communication fixed beforehand. We received the first figures from Birbhum, on the 5th : the others followed thereafter but on the 7th (a day after the dead-line) two districts had still not sent their figures in. One was Jalpaiguri and the other 24-Parganas. Jalpaiguri had its host of tea gardens, each of which was a charge, and the collection of the figures proved a terrible task. Finally, with my permission, the Additional Deputy Commissioner hired 4 vehicles which collected the figures and brought them back to the district. In 24-Parganas everything was held up because the figures from some of the charges in the Sunderban areas—accessible only by boat at high tide—had not come. To make things worse, a storm, came up and made even radio communications very chancy. Finally, of course, the figures did come, thanks to the energetic Subdivisional Officers of Diamond Harbour and Basirhat and on the 8th all the figures were sent to Delhi.

It was with this last bit of frenzied activity that the Census Operations in the field came to an end. All of us relaxed for a day, before beginning our work on the publication of Paper No. 1 which contained the provisional figures for West Bengal.

Special categories

There were some people who had to be covered separately, owing to the terrain or where they lived These were :

Dwellers in Boats

A good number of persons were on board country boats in the rivers, or off the coast for periods of time which either overlapped the enumeration period or covered it completely. These people were enumerated wherever they were found, during the enumeration period, provided they were going to be away from their homes for the entire period. Enumerators in areas which such boats usually passed were asked to watch for these boats and cover them.

Military Areas

All military areas were classified into operational and non-operational areas. In operational areas only civilians and non combatants were covered ; in non operational areas the census covered all persons. The census arrangements in both these areas were done under Military Census Officers specially appointed for this purpose. The instructions issued were that the Military Census Officers were to keep in direct touch with me : this would have been troublesome in West Bengal because we had a very large number of these officers. I therefore asked them to keep in touch with the

District Census Officer within whose district the military unit fell and work out training programmes, and supply of forms. Each District Census Officer was given a list of the Military Census Officers in his area : he got them over for training and ensured that they were given all the help they needed.

Forest areas

The big forest divisions in the State were divided into convenient units by ranges. Officials from the forest division were placed in charge of the census of forest villagers and other persons found in those areas. A special location code was evolved to distinguish the forest areas from the rest of the district. Some forest divisions spread across two police stations or even two districts. Here I apportioned the areas within each district to that district, so that at all times our district boundaries stayed intact.

Tea Gardens

For these areas I constituted each garden into a charge, and kept their identity separate from the villages nearby. Each Manager was appointed Charge Superintendent, and had one or two enumerators under him. As a class the Tea Garden managers were some of the most stubborn, and reluctant census officials we had. It took a good amount of persuasion and occasional threats to get them to do their work.

The Sunderbans

This giant forest division has no residential population but a number of persons go into the forest and stay there for varying lengths of time to collect honey or to fish. The Divisional Forest Officer was appointed District Census Officer for the division and reported directly to me. He was entrusted with the task of checking each person at the different points of entry into the reserved forest and to census each one if he had not been covered before. This was only if the person had not been censused at his home and was not likely to return till after the reference date, or was staying in the forest for the entire enumeration period.

In the Appendix to this Chapter, all the circulars and letters I wrote which covered this operation have been reproduced, with the forms.

Appendix

(i) Census Circulars

No. 1C-3/49(15) The 7th January, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 1

Subject : **The Census Operations and the Census Organisation**

Sir,

The time has now come to begin the task of organising and conducting the census of 1971. It is necessary, right at the beginning, to consider the nature of the census and what we hope to achieve by it, because it is only after this is clearly understood and appreciated that the work to be done will assume a measure of significance.

2. There is a false notion current among some people that the census is nothing more than a detailed counting of heads, and while is conceded by these gentlemen that this has some value, in the process of doing so some apparently irrelevant questions appear to need answering, to satisfy, according to them some Government expert's obsession for detail, and really serve no purpose at all. The hole business is, therefore, dismissed as a waste of every body's time : of the persons who have to ask the questions, the persons who answer them, and of course, of those unfortunate officials who are saddled with the task of organising and completing this dull and largely meaningless work.

3. It is true that most of those who will have to organise the census are more used to dealing with floods, modified rationing, law and order situations, licenses, elections, etc., and, set against that sort of work, the census does look a little tame, but to consider the census to be what has been indicated a little earlier is not only to underrate it, but to take an avoidably superficial view of what ultimately an administrator is working for.

4. At some time or the other all of us have to accept the fact that the issuing of licenses and permits is not as important to Government as the task of lifting the people to levels of greater economic prosperity, more mature social relations and personal well-being. In order to do so, it is necessary for Government to know what is the nature and condition of the population now, in specific terms, so that our planning starts from a clear, distinct baseline, and so that the progress made so far can be carefully evaluated. A significant portion of this knowledge is provided by the census, because the census is not a mere count of the people, though it is that as well ; it is "the total process of collecting, compiling and publishing demographic, economic and social data pertaining at a specified time or times to all persons in a country". ("Principles and Recommendations for National Population Censuses"—U. N. Population Division.)

5. Our plans and programmes for economic and social advancement will, therefore, be shaped very materially by the data which the census will present, and errors in the data will mean plans which will be distorted and ineffective. The paramount importance of ensuring that the data is as correct as is humanly possible, and obtained for every single individual and from no one more than once cannot be overemphasised.

6. Specimen copies of the questionnaries to be filled in are enclosed. An examination of these will indicate the quality and extent of the information that will be available from them.

The Reference Date

7. The Census will be of the population as it is at sunrise on March 1st 1971. This degree of exactness is not anybody's fetish, but an essential pre-requisite to the taking of the Census. The population of any place

continuously changes in size and characteristics; the Census "catches" the population, so to speak, at a particular instant of time, and presents detailed informetion on its characteristics at that moment. Exactness cannot be achieved otherwisc; since people are constantly dying, getting married, being born, finding jobs, losing them, on moving from place to place, unless they are "frozen" at one point in this ceaseless flux we would never be able exactly to study their characteristics and features in the mass.

The legal basis for the Census

8. The operations are conducted under the authority and protection of a specific statute, the Census Act (Act XXXVII of 1948). Under this Act, those taking the census are given the requisite power to do all the tasks that are required of them, without hindrance. It has also been made obligatory for all persons to answer the questions asked of them. A copy of the Act has already been sent to each district with this office letter No. 7C-1/1921/1(65) of 25th November 1969.

The Census Organisation

9. In each district, the District Magistrate or Deputy Commissioner has been appointed the District Census Officer, and the responsibility for conducting the census within his district rests on him. To assist the District Officer, one of his officers has been appointed Officer-in-Charge, Census. Each Subdivisional Officer has been appointed Subdivisional Census Officer and will supervise the census operations within his subdivision. In the bigger subdivisions the Subdivisional Officer might require the assistance of another officer. District Census Officers should, in such cases appoint suitable officer in the subdivision a Census Officer under Section 4(2) of Census Act read with Notification No. 3673-A.R., dated the 20th November 1969, issued by the Home (C & E) Department.

(a) Rural

Charge Superintendents

10. Within each subdivision, each development block will be considered a Census Charge, and the Block Development Officers will have to be designated Census Charge Superintendents for this purpose by the District Census Officer under the provision of the Act mentioned earlier. It will be the Charge Superintendents' function carefully to supervise the field operations and deployment of personnel under the supervision of the Subdivisional Census Officer. A Charge may be taken to be, very approximately, 80,000 persons but the population of each Block will naturally vary. In bigger Blocks, for facility of work, Extension Officers can be appointed Deputy Charge Superintendent, and given a Zone within the Block to look after, but the overall responsibility remains with the Charge Superintendent.

Circle Supervisors

11. Each Census Charge will be split up into a number of Circles, to aid the process of controlling the operations, and each Circle will consist of a number of Enumerator's Blocks that is, one or more mouzas covering a population of 750 persons. For each Circle there will be a Circle Supervisor; these Supervisors should be locally know non-officials. Anchal Pradhans would be the best suited for this kind of supervision and each Anchal should be taken to be a Circle. The Supervisors' work will be part-time and will consist of two main functions : they will have to generate local consciousness of the census, and ensure that their Enumerators take the training required of them; they will also have to supervise the field operations by regular visits to each Enumerator's Block. All of these an Anchal Pradhan can easily do.

Enumerators

12. Enumerators are the key personnel in the census organisation, since it is they who actually reach out to the people and fill in the schedules. The validity of the operations will depend entirely on how well they can be trained and how complete and correct their work is. The selection of the right kind of person, and his training must be the personal concern of all the supervisory officials, not the least that of the District Census Officer.

13. It is advisable to appoint local people as Enumerators, such as primary school teachers, or Panchayat members, but Government employees such as Gram Sevaks can be utilised if they are able to engender the sort of confidence a local man would. Since there is no question of paying Enumerators any salary, unemployed persons are not suitable. College students could, however, be given this task if they reside in the village. The Enumerator

must, in any case, have passed at least the School Final Examination ; illiterate or barely literate persons will not do. Past experience shows that most Census Enumerators in rural areas were primary school teachers.

14. The Education Department is being requested suitably to instruct all Administrators of District School Boards to ensure that teachers under their control are permitted to work as Enumerators.

(b) Urban

Town Census Officer

15. For urban areas which have a local authority such as a Municipality, Town Committee, Notified Area Authority, etc., a Town Census Officer should be appointed. This should be the Chairman or Vice-Chairman, the Executive Officer, Administrator or even a Commissioner of the Municipality. What is essential is that he is a person who is of some standing in the town and will help in organising census work in his area. He should be charged with the task of supervising the operations in the town.

Charge Superintendents

16. It may not be necessary to have a number of Charges in each town, the approximate population in each Charge should be roughly 80,000. Towns with less than this will form one Charge, and those with more will be split into Charges of 60,000. If the population left after so dividing the town is less than 30,000, the balance can be distributed among the other Charges and if the balance exceeds 30,000, it should form a separate Charge. There must be a Charge Superintendent for every Charge drawn from among Gazetted Officers in Government offices located in the town. This is necessary even if there is only one Charge in a town.

Circle Supervsiors

17. An Enumerator's Block in a town should consist of 600 persons approximately. Five or six of these should be placed under a Circle Supervisor ; it would be advisable to appoint suitable officials as Supervisors from among the more senior staff such as Upper Division Assistants either of the Municipality or Government offices located in the town. Local citizens can also be entrusted with this task if they are willing to take it on.

Enumerators

18. Enumerators would be easier to find in towns ; school teachers, college students, local educated citizens, employees of different Government offices, etc., would be suitable for this work.

19. The Officer-in-Charge, Census should be instructed to collect right from now the names and address of persons to be appointed as Supervisors and Enumerators.

Appointment of Census Personnel

20. All these selected for appointment as Charge Officers, Circle Supervisors and Enumerators must be appointed Census Officers under Section 4(2) of the Census Act by the District Census Officer, in exercise of the powers conferred on him by Home Department Notification No. 3673-A.R., dated the 20th November 1969. Specimen copies of appointment letters are enclosed. These are being printed and will be despatched to each district shortly.

The main operations

21. It is mentioned once again that there will be two main operations ; the first, House-numbering and House-listing is in September-October 1970 when all houses will be listed and certain data regarding them and the number of inmates will be collected in the Houselist. Detailed information on establishments will be collected in the Establishment Schedule. Copies of both have been attached. In addition every building will have to be numbered and the number painted on the building. Following this, the main operation, *i.e.*, the population count, and collection of data from every person, will begin on the 10th February 1971 and end on the 28th February ; on the night of the 28th all houseless persons will be enumerated and from the first to 3rd March the enumerators have to make a revisional round of their Blocks to check on births or deaths occurring after there first visits and correct their schedules accordingly, to make them report the population as it stood at sunrise on March 1, 1971.

Thereafter, by means which will be spelled out later, the figures have to be reported by the District Census Officer direct to the Registrar General, India, and to the Director of Census Operations.

22. All Census Officers appointed by the District Census Officer under Section 4(2) of the Census Act will have to work for both the operations, *i.e.*, house-listing and enumeration.

The Census Calendar

23. The Census Calendar for the State has already been circulated. A copy is enclosed for reference. The paramount importance of sticking to it should be impressed on all officers and staff. The census has a fixed date and we simply cannot afford to jeopardise this nationwise operation by failing to stick to the date given for repeating the results. It is essential, therefore, that the preliminary and preparatory work is completed well in time. The time schedules given in the Calendar have been worked out keeping all considerations in mind; there will, therefore, be no occasion to change in the dates given, under normal circumstances. This is vital to the successful completion of the census.

Circulars

24. Detailed circulars will be issued from time to time on all aspects of census work. These should be carefully studied and followed to ensure uniformity in the operations all over the State.

25. Please acknowledge receipt of this letter.

Yours faithfully,

B. Ghose

Director of Census Operations
West Bengal

Enclo. :

1 Specimen copies of Schedules

2 Specimen copies of Appointment Letters

3 10 Spare copies of Census Calendar

CENSUS OF  INDIA 1971

WEST BENGAL

LETTER OF APPOINTMENT OF CHARGE SUPERINTENDENT

1. In ezercise of the power conferred on me by Subsections 2 and 4 of Section 4 of the Census Act (Act XXXVII) of 1948 read with Notification No. 3673-A. R.,-dated the 20th November 1969 of the Government of West Bengal, I hereby appoint you, Shri..... ..... as a Census Officer to take the census in the area specified in the Schedule below and designate you Charge Superintendent.

2. You shall have to train up the Circle Supervisors, Enumerators and other Census personnel working in your area to ensure the complete and exact conduct of the operations, *viz.*, housenumbering and houselisting, and the actual taking of the Census in your area. At the time of the actual operations you shall have to test check the filling up of different Census Schedules by the Enumerators and eusure that work is progressing regularly in in all Blocks. You will have to give the Circle Supervisors and Enumerators such guidance as they may require in the proper discharge of their duties.

3. In discharging your duty as specified above, you should act in accordance with the provisions of the Census Act of 1948 and instructions, as may be communicated to you from time to time by the District or Subdivisional Census Officers or other officers of the Census Organisation.

4. While discharging your duty, you will have the status of a public servant within the meaning of the Indian Penal Code.

.....

District Census Officer
and
District Magistrate.....

Seal of Office

The Schedule

Extent of the Charge :—

Circle No.(s).....

Consisting of Mouza(s).....

in..... Police Station in..... District.

OR

Circle No.(s).....

in Ward No.(s)..... in..... town in..... District.

Bounded on the North by.....

on the South by.....

on the East by.....

on the West by.....

CENSUS OF INDIA 1971

WEST BENGAL

LETTER OF APPOINTMENT OF CIRCLE SUPERVISOR

1. In exercise of the power conferred on me by Subsections 2 and 4 of Section 4 of the Census Act (Act XXXVII) of 1948 read with Notification No. 3673-A.R., dated the 20th November 1969 of the Government of West Bengal, I hereby appoint you, Shri..... as a Census Officer to take the census in the area specified in the Schedule below and designate you Circle Supervisor.

2. You shall have to train up the Enumerators and other Census personnel working in your area to ensure the complete and exact conduct of the operations, *viz.*, housenumbering and houselisting and the actual taking of the Census in your area. At the time of the actual operations you shall have to test check the filling up of different Census Schedules by the Enumerators and ensure that work is progressing regularly in all Blocks. You will have to give Enumerators such guidance as they may require. You shall also have to make a cent per cent check of the Houselist Abstract, Enumerator's Abstract and such other forms as may be prescribed and sign these forms in token of such checking.

3. In discharging your duty as specified above, you should act in accordance with the provisions of the Census Act of 1948 and instructions, as may be communicated to you from time to time by your Charge Superintendent or other officers of the Census Organisation.

4. While discharging your duty, you will have the status of a public servant within the meaning of the Indian Penal Code.

.....
District Census Officer
and
District Magistrate.....

Seal of Office

The Schedule

Extent of the Circle :—

Block No.(s).....

Consisting of Mouza(s) .....

in..... Police Station in..... District.

OR

Block No.(s).....

Consisting of Street No.(s).....

in Ward No..... of..... town in..... District.

Bounded on the North by.....

on the South by.....

on the East by.....

on the West by.....

CENSUS OF INDIA 1971

WEST BENGAL

LETTER OF APPOINTMENT OF ENUMERATOR

1. In exercise of the power conferred on me by Subsections 2 and 4 of Section 4 of the Census Act (Act XXXVII) of 1948 read with Notification No. 3673-A.R., dated the 20th November 1969 of the Government of West Bengal, I hereby appoint you, Shri..... .... as a Census Officer to take the census in the area specified in the Schedules below and designate you as Enumerator.

*2. Your duties will be :

(1) You shall affix to or paint a number on every building and Census house within the area specified in the Schedule A below and fill up the forms called the Houselist, Establishment Schedule, Houselist Abstract and such other forms as may be required for the houselisting. You shall also verify and bring up-to-date the layout sketch of the specified area so that all buildings and features of the area are correctly depicted. This work will commence on.....and must be completed by 31st October 1970 without fail.

(2) You shall enumerate every individual in the area specified in Schedule B and fill up the forms called the Individual Slip in respect of every person within the area or areas, and also complete the Population Record, Enumerator's Daily Posting Statements and Enumerator' Abstract and such other forms as may be required. You shall have to commence the enumeration on 10th February 1971 and complete it by 28th February 1971. The information about the persons in your Block collected by you during this period shall have to be corrected to report the exact population as at sunrise of 1st March 1971, by a revisional round of visits to every household between 1st and 3rd March 1971.

3. In discharging your duty as specified above, you should act in accordance with the provisions of the Census Act of 1948 and instructions, as may be communicated to you from time to time by your Circle Supervisor or other officers of the Census Organisation.

4. While discharging your duty, you will have the status of a public servant within the meaning of the Indian Penal Code.

.....
District Census Officer
and
District Magistrate.....

Seal of Office

The Schedules

A

For Para 2(1) :—

Block No..... in Mouza(s)..... ..... J. L. No.(s).....

in..... Police Station in..... District.

OR

Block No. .... bounded by..... .....

in Ward No..... ..... of..... town in..... ....District.

*Strike out the clause which is inapplicable.

B

For Para 2(2) :—

Block No..... consisting of Mouza(s)..... .....

.. ../that part of Mouza..... .....

in which buildings numbered..... ..... to..... are situated

in... .... Police Station in ..... District.

OR

Block No..... consisting of Building No.(s).....

to..... .... situated in Street No.(s).....

in Ward No..... of .. .. town in.....District.

No. 1C-3/1157(15) The 17th April, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 7

Subject : **Census Operations in Tea Garden and Forest Divisions**

Sir,

The Census Operations in tea gardens and in forest divisions should be conducted through the tea gardens and forest authorities.

Tea Gardens

2. Notional maps and layout sketches have to be prepared for the inhabited areas of tea gardens through the management. This must already have been done.

3. Each tea garden will be treated as a Special Charge and the Tea Garden Manager should be appointed Charge Superintendent. He will recruit suitable literate employees to conduct the operations ; the number will depend on the number of persons residing within the garden. The yardstick which has been employed for formation of Enumerators' Blocks (*i.e.*, 750 persons per Block) may be used, unless topographical and other factors make it necessary to reduce the size.

4. Enumerators and the Charge Superintendent should be trained carefully in the filling up of the forms prescribed for both houselisting and enumeration. An adequate number of forms should be made available to the Charge Superintendent.

5. The location code will be slightly modified for tea gardens as follows :

District No./Police Station No./Tea Garden No./(Block No.)

It will follow therefore that each tea garden must be assigned a number which should be a continuous serial for one police station. This should be done by the District Census Officer and the number communicated to the Charge Superintendent well in time. This number will **always** bear the suffix "T.E.". The Block No. devotes the **Enumerators'** Block, determined by the yardstick indicated earlier in this letter. There might be

just one Block in one tea garden ; nevertheless, it should be given a serial number. These numbers will be used for houselisting as well as enumeration.

6. Tea gardens are often spread out over several revenue villages. It is not desirable to use the mouza number at all, since in the reporting of data the tea garden will be considered as a single revenue village. A note of the numbers of the **complete** revenue villages within a tea garden should be maintained in Rural Census Register I. If there are any villages which are partly within a tea garden and partly outside it, then it should be treated by the District Census Officer as any other village which is being censused by him directly. An appropriate entry in Rural Census Register I should be made to indicate that part of the mouza is within a tea garden which should be specified by number, not by name.

7. It is extremely important that the boundaries of tea gardens be verified by both the Charge Superintendent for the garden and the Charge Superintendent for the area adjoining it to ensure that no house situated on the border and no person in it is left out or counted twice. It must however be made clear to the Charge Superintendents of the tea gardens that the responsibility for **all** inhabitants residing within the tea garden is theirs whether they are employees of the garden or outsiders. Each garden must maintain Rural Census Register II.

8. All completed forms, abstracts and other papers should be forwarded to the Subdivisional Census Officer who will ensure that they are kept with the schedules of Charges within the same police station.

Forest Divisions

9. All forest divisions (except 24-Parganas Forest Division) should be formed into Special Charges. The Divisional Forest Officer or an officer nominated by him should be appointed Special Charge Superintendent for the division. The forest divisions should be split into Enumerators' Blocks by constituting each Beat into one Block. Range Officers should act as Circle Supervisors.

10. Employees of the Forest Department working in that division should be utilised as Enumerators. They, the Range Officers and the Superintendent must be trained thoroughly in census procedures and concepts.

11. The location code must be altered for forests and should be written up as follows :

District No./Police Station No./Range No./(Enumerators' Block No.)

The District Census Officer should number each Range in a continuous series for each police station and each Enumerators' Block within a Range in the same way. The Range number will invariably bear the suffix "F". Rural Census Register II should be maintained by the Charge Superintendent.

12. It should be ascertained from the Divisional Forest Officers whether porsons other than forest villagers are permitted to enter the forest and stay within it for any length of time. If so, it will be necessary for the Charge Superintendent to arrange for the censusing of those persons who stay there beyond March 1, 1971, having entered the forest before 10th February. Such prolonged sojourns in forest is not perhaps, the rule but District Census Officers should get this clarified from the Divisional Forest Officers.

Completed schedules for each forest should be sent to the Subdivisional Census Officer concerned who will keep them with the schedules from Charges within the same police station.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose

Director of Census Operations
West Bengal

Memo No. 1C-3/1157(15)/1(65) The 17th April, 1970

Copy forwarded to :

1 The Registrar General, India, New Delhi.

2 The Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta-1.

3 The Director of Census Operations, _____

4 The Subdivisional Officers, _____ with _____ spare copies for onward distribution among the Block Development Officers or the Town Census Officers.

5 The Deputy Director of Census Operations, Central/West/North/Calcutta.

B. Ghose
Director of Census Operations
West Bengal

No. 1C-3/1159(15) The 17th April, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 9

Subject : **Census in Military Areas**

Sir,

Your attention is invited to this office letters Nos. (1) 2C-19/1727(63) dated the 31. 10. 69, (2) 2C-19/1726(63) dated the 31. 10. 69, (3) 2C-19/576(17) dated the 21. 2. 70, (4) 2C-19/647(18) dated the 27. 2. 70 and (5) 2C-19/781(20) dated the 11. 3. 07, which were copies of instructions issued by the Ministry of Defence, Army Headquarters and Air Headquarters regarding the Census Operations in Military areas. These may please be carefully examined.

2. All these letters have stressed the importance of clearly demarcating the military areas from the civil area surrounding it. This verification is necessary to ensure that each and every person and his residence is clearly within either the Military or Civil Census Officer's area. A list of Military Census Officers has been circulated already and you should get in touch with them as early as possible so that the boundary demarcation is completed as quickly as possible.

3. The letters referred to above will show that no preparation of notional maps will be undertaken in military areas. The operations will be limited to (i) houselisting in non-operational areas or where military personnel are residing with their families and (ii) the enumeration of (a) all persons residing within military areas which are non-operational and (b) non-combatants only, in operational areas.

4. Training the Enumerators and supervisory staff appointed by each Military Census Officer should be taken up, in consultation with him, intensively. The training will be geared to the restricted operations stated in para 3 above.

5. It is not necessary to maintain any register in military areas. Military Census Officers will devise their own if it is considered necessary.

6. It is requested that close liaison be maintained with the Military Census Officers in your district. Their requirement of forms, and instruction booklets must be ascertained and met from the district stocks ; a copy of these requirements should be sent to this office very early in order that there is no delay in starting the work.

7. A meeting should be called by the District Census Officer of the Military Census Officers within the district, at which the nature and scope of the operations should be explained and requirements ascertained.

8. Military Census Officers should be asked to send the filled up schedules direct to the District Census Officer for further action.

This will apply **mutatis mutandis** to Air Force units in your area.

9. For BSF units, separate instructions, formulated in consultation with the Director General, Border Security Force, have been sent to you with this office letter No. 2C-19/1156(8) dated 17. 4. 70. As far as West Bengal is concerned there are two unit areas, *viz.*, Siliguri and Barrackpore. The census operations in these areas will be on the lines indicated for non-operational military areas where personnel live with their families. BOPs will not be censused by the civil census authorities. Charge Superintendents should be clearly instructed on this point.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose

Director of Census Operations
West Bengal

Memo No. 1C-3/1159(15)/1(65) The 17th April 1970

Copy forwarded to :

1. The Registrar General, India, New Delhi.
2. The Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta-1.
3. The Director of Census Operations, _____
4. The Subdivisional Officer, _____ with _____ spare copies for onward distribution among the Block Development Officers and the Town Census Officers.
5. The Deputy Director of Census Operations, Central/West/North/Calcutta.

B. Ghose

Director of Census Operations,
West Bengal

No. 1C-3/4815(16)

The $\frac{24th}{29th}$ September, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

The Deputy Director of Census Operations, Calcutta City

CIRCULAR NO. 11

Subject : **Enumeration**

Sir,

The second, and main, census operation, the actual census count, will take place in February-March 1971. This will be done by recording some demographic, economic and social data in respect of **each individual** on a form called the Individual Slip. A specimen is enclosed. As it is not possible to census every individual in one instant of time, the census taking is spread over 19 days, from 10th February 1971 to 28th February, 1971, both days inclusive. This is called the Enumeration Period.

The Enumerator will have to perform the following tasks :

1 Fill in one Individual Slip for every individual in his areas who is eligible to be censused.

2 Record the daily progress in a form called the Enumerators' Daily Posting Statement ;

3 Record details of each household in another form called the Population Record ; and

4 Compile an abstract for his Block(s) which will give the totals for some broad categories, in a form called the Enumerator's Abstract.

He will do items 1, 2 and 3 during the Enumeration Period, as far as possible every day after the day's enumeration is over.

On the night of February, 28th all Enumerators, supplemented, if necessary by extra hands, will move out in their areas and census all houseless persons *i.e.*, those who sleep on pavements, or have no fixed place of residence. This is a synchronous operation and will be conducted all over the country on that date. It must be noted that in the case of houseless persons the household number is 'O'.

From March 1 to March 5 every Enumerator will, **very quickly,** re-visit all the houses and households in his area. He will ascertain whether there have been any deaths, births, arrivals or departures, since his last visit and will correct, cancel or write out new slips, so that he has an exact record of the population as it stood **on sunrise March 1, 1971,** which is the Census Reference Date. In other words he will keep asking for arrivals, departures, deaths and births which took place up to sunrise on March 1, since the date of his first visit, and reflect the position in his schedules. This period March 1 to March 3 is called the Revisional Round, and it is through this operation that the data is corrected to reflect to the population as it stands on the Reference Data.

Finally the Enumerator will complete item 4 above *i.e.*, the filling of the Abstract, and will collect and check in all papers. He will then hand them over to the Supervisor, in a manner to be specified in a later circular.

The provisional totals will however, be obtained separately and send by telegram to the Registrar General, India and to the undersigned on March 5th positively. The procedure for this too will be spelt out in a later circular.

In my previous circular I have indicated the basis on which census Enumeration Blocks, Circles and Charges are to be formed. For the population enumeration, the same units will be utilised. It may however, be necessary to alter the boundaries of some Blocks or Circles whose population which will have been obtained from the Houselists are grossly the variance with the standards already laid down. Such units should be re-defined, but in such a manner that the consequent disturbance caused to adjoining units is kept to the minimum.

It is essential that Charge Superintendents check the boundaries of all units once again and for Officers-in-Charge, Census, to do the same for all Census Charges within their areas. Once this is complete and the number of Blocks, Circles and Charge reviewed, the recruitment and training of personnel should be taken up.

Training should start from November, beginning with the trainers. A minimum of three classes should be attended by each and one practical exercise, which should be taken before the last training class. At the last class the common mistakes make should be pointed out so that they are not reported. The training of Supervisors and Enumerators should be taken from December 1 up to January 20. All classes should be decentralised to avoid claims for T. A. for Enumerators and Supervisors.

On January 27th all Charge Superintendents should organise a trial census in each Enumerators' **Block using the red training slips.** After this is over, the slips should be scrutinised for mistakes both in the manner of recording and in the content. In other words, field verification of each slip must be made by re-visits to the houses by Supervisors and trainers and mistakes detected there should be pointed out to the Enumerators. The number of persons to be censused at this stage need not exceed 25 per Enumerator. The red slips should be collected and sent to the district headquaters by January 31. In addition to using the Individual Slips, the Population Record, Enumerators' Daily Posting Statement and Enumerators' Abstract meant for training, all of which have been supplied to each district in adequate numbers, should be filled in by each Enumerator, and scrutinised for mistakes, which must be pointed out to each Enumerator and Supervisor. This trial census is extremely important and must be conducted in every Block. **No honorarium will be paid to an Enumerator who does not complete the trial census.**

Census packets may be made and handed over to each Enumerator in January ; these should consist of Individual Slips in pads, Population Record, Enumerator's Daily Posting Statement, Enumerator's Abstract forms, and some stationery if necessary *e. g.*, a pencil, some tags, etc. The packets should be issued against proper receipts, and the unused forms etc. must be returned by the Enumerators before the honorarium is disbursed.

Full details of the various census workers should be entered in the Rural Census Register II and Urban Census Register.

Close and effective supervision is vital to this operation ; it is the only way to ensure the accuracy of the data collection. Supervisors, Charge Superintendents and other Census Officers should frequently test the accuracy of the data collected. Supervisors are expected to make continuous and detailed checks as the work progresses.

Your attention is invited to para 45 on page 13 of the Instruction Booklet, which explains Question 6(b) of the Individual Slips ; this question, to be asked of currently married women only, is whether a child was born to such a woman in the previous year. The year is to be determined with reference to a well-known local festival in February-March and not according to the English calendar ; for West Bengal, this will be Doljatra or Id-Uz-Zoha. Either of these will do. This may please be communicated to all Charge Superintendents, who should brief Circle Supervisors and Enumerators accordingly.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose

Director of Census Operations
West Bengal

Memo No. 1C-3/4815/(16)/1(65) The $\frac{25th}{29th}$ September, 1970

Copy forwarded to :

1 The Registrar General, India, New Delhi-11.

2 The Deputy Director of Census Operations, Central/Tabulation/North/West.

3 The Subdivisional Officer,_____with_____spare copies for distribution to the Charge Superintendents.

B. Ghose
Director of Census Operations
West Bengal

CONFIDENTIAL

CENSUS OF INDIA 1971

Individual Slip

Pad No. ☐

Slip No. _____

Location Code _ _ _ _ _ _ _ _ _ _ _ _ _ _ ( ) Household No. ☐☐☐☐

1. Name _____

2. Relationship to head _____ ☐☐

3. Sex ◯ ☐

4. Age _____ ☐☐

5. Marital status _____ ☐

6. For currently married women only

(a) Age at marriage _____ ☐☐

(b) Any child born in the last one year _____ ☐

7. BIRTH-PLACE

(a) Place of birth _____

(b) Rural/Urban _____ ☐

(c) District _____ ☐☐

(d) State/Country _____ ☐☐

8. LAST RESIDENCE

(a) Place of last residence _____

(b) Rural/Urban _____ ☐

(c) District _____ ☐☐

(d) State/Country _____ ☐☐

9. Duration of Residence at the Village or town of Enumeration _____ ☐☐

10. Religion _____ ☐☐

11. S. C. or S. T. ☐☐☐☐☐☐

12. Literacy (L or O) △ ☐

13. Educational level _____ ☐☐

14. Mother Tongue _____ ☐☐☐

15. Other languages _____ ☐☐☐

16. MAIN ACTIVITY

(a) Broad category

(i) Worker (C, AL, HHI, OW ▱ ☐

(ii) Non-Worker (H, ST, R, D, B I, O.) ▱ ☐

(b) Place of work (Name of Village/Town) _____

(c) Name of Establishment _____

(d) Nature of Industry, Trade, Profession or Service _____

_____ ☐☐☐

_____

(e) Description of Work _____

_____ ☐☐☐

_____ ☐

(f) Class of worker _____ ☐

17. SECONDARY WORK

(a) Broad category (C, AL, HHI, OW) _____ ☐

(b) Place of work (Name of Village/Town) _____

(c) Name of Establishment _____

(d) Nature of Industry, Trade, Profession or Service _____

_____ ☐☐☐

_____

(e) Description of Work _____

_____ ☐☐☐

_____ ☐

(f) Class of worker _____ ☐

No. 1C-3/4871(15) The $\frac{3rd}{5th}$ October, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 12

Subject : **Census of Persons on Board Boats**

In a few districts there are some people who live in boats either permanently or for a considerable portion of a years. If such people live on board their boats during the entire enumeration period they will have to be censused in their boats. It is essential that, with immediate effect, an approximate idea of the number of such persons and boats which are usually found at each place of anchorage be arrived at quickly. These figures should be communicated to the undersigned by each district without loss of time to enable the despatch of adequate number of Individual Slips and other forms. It is fully realised that the estimates would be extremely approximate, but some working figure is necessary.

2. During enumeration these boats will have to be numbered as a part of the Enumeration Block within which the place of anchorage is located. The numbers should, however, be in a separate series from that of the houses within the Enumeration Block. In other words, if the place is contiguous to an Enumeration Block, with houses numbered 1 to 150, the boats will be numbered again from 1 onwards. The number assigned to boats will invariably carry the prefix 'নৌ' if forms in Bengali are used. If English is being used the word "Boat" may be prefixed to the number. Each boat may be treated as one Census House.

3. In writing up the location code the number assigned to the boat should be entered in the space reserved for the household number in the Individual Slip.

4. When taking the Census of the inhabitants of boats it must be ensured that they have been away from their places of normal residence prior to the commencement of the enumeration period and will not be returning until after enumeration period, *i.e.*, 10th February to 28th February, is over. After they have been enumerated, all persons on board should be warned not to allow anybody to census them again.

5. The number assigned to a boat should be marked boldly on the body with paint or some other suitable material with lasts for a while ; this should be done after the census of the persons on board has been taken, The presence of a number will, therefore, indicate a censused boat, whenever it may be found.

6. Enumerators should be advised to census the boat population early in the morning as some boatmen usually take the boats out into the stream during the day.

Receipt of this letter may kindly be acknowledged.

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/4871(15)/1(16) The $\frac{3rd}{5th}$ October, 1970

Copy forwarded to :

1 The Registrar General, India, New Delhi-11.

2 The Deputy Director of Census Operations, Calcutta/West/Central/North.

3 The Subdivisional Forest Officer, 24-Parganas, 35 Gopalnagar Road, Alipore, Calcutta-27

B. Ghose
Director of Census Operations
West Bengal

CIRCULAR NO. 13

Census Operations within the 24-Parganas Forest Division, 1971

1. The population enumeration of the 24-Parganas Forest Division will be taken under the supervision of the Divisional Forest Officer, 24-Parganas who has been appointed District Census Officer for the Forest Division.

2. In dealing with the Census in the area three types of persons will have to be censused :

(1) Employees of the Forest Department who live within forest division at the various stations ; (2) Workers who enter the reserved forest to collect forest produce and remain there during the enumeration period *i.e.*, from 10th February, 1971 to 29th February, 1971 ; (3) Inhabitants of boats who may have entered the forest division and who stay there during the entire enumeration period. Since there are no forest villages in this division the question of forest villagers does not arise.

3. The census of Forest Department employees should be taken in the manner described in the various circulars issued by the undersigned from time to time. The other two categories of persons will, however, have to be dealt with in a slightly different fashion.

4. Barring Forest Department employees, all persons who enter the forest division reside there from the period 10th February, 1971 to 28th February, 1971, do so on the strength of permits issued by the Divisional Forest Officer or his subordinate officers. It would, therefore, be possible to ascertain from those people who enter the forest during this period whether they intend staying there until March 1st, 1971. In fact, since it is the Forest Department officials who decide on the duration of stay, at the time of issuing the permits. The permits are issued at different places which are listed in the Appendix to this circular. Persons who will staying within the reserved forest for the enumeration period should be censused before they enter the forest, at the Forest Department station. It must be remembered that no person should be censused if he arrives at one of the entry points and asks for a permit after the 10th February, 1971. This is because it may be then safely presumed that he will have been censused in his place of normal residence as instructions to this effect have been issued to all Enumerators. A rubber stamp with the word "Censused" may be given to the Census officials at each of the points of entry and they may be instructed to stamp the permit with this as soon as the persons concerned has been censused. Naturally, only those who qualify to be censused by the Forest Department officials will have their permits stamped. All permits should be checked for this stamp when a person leaves the reserved forest. If, after the enumeration period persons are found to have been residing within the reserved forest wilh unstamped permits they may be questioned regarding the date of entry. If the date of entry is prior to 10th February, 1971 or on the 10th February, 1971, they should be enumerated.

5. It is not possible to hold the revisional round in the forest division. Instead, any reports received of deaths in the area which occured during the enumeration period may be checked to ascertain if the persons have been censused (by going through the filled in pads of Individual Slips) and the relevant slips cancelled.

6. The entire forest division will constitute one Census Charge. Each Range will correspond to a Census Circle and each Beat to an Enumerator's Block. It is understood that there are some areas where the Beats fall within two separate police stations. The exact boundary of the police stations is presumably known to the Forest Department employees. In such cases the Beats concerned should be constituted into separate Blocks each of which will cover that portion of the Beat which falls within a police station entirely. The work may be carried on by the same Enumerator but the pads, other schedules etc., should be kept separately.

7. The Location Code will be as follows :

District No./P. S. No./Range No./Block No. (which may be allotted by the DFO, 24-Parganas and given the prefix F)

8. The Divisional Forest Officer, 24-Parganas, may kindly select persons who will act as Census Circle Supervisors and Census Enumerators from among his staff.

9. All those selected for Census work should be given adequate training in consultation with the Deputy Director of Census Operations (Central), 10th Floor, 20, British Indian Street, Calcutta-1, according to the Census Calendar.

Receipt of the letter may kindly be acknowledged.

B. Ghose

Director of Census Operations
West Bengal

No. 1C-3/4919/(3) The $\frac{5th}{6th}$ October, 1970

Copy forwarded to :

1 The Divisional Forest Officer, 24-Parganas, 35 Gopalnagar Road, Alipore, Calcutta-27.

2 The Registrar General, India, 2A, Mansingh Road, New Delhi-11.

3 The Deputy Director of Census Operations, Central.

B. Ghose

Director of Census Operations
West Bengal

APPENDIX

The points of entry and exit into and from the Reserved Forests.

(1) Rampura	(opposite Sandeshkhali thana Lot No. 139)
(2) Pagna	In Lot No. 140
(3) Sajnakhali	(in the Forest area—opposite Lot No. 148)
(4) Kultali	(in the Forest area—opposite Durgapur village Lot No. 122)
(5) Nalgora	In J Plot.
(6) Pathar-Protima	In E Plot.
(7) Namkhana	
(8) Shikarpur	

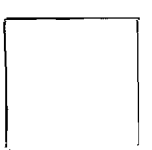
No. 1Ce3/1799 (15) The 22nd December, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 14

Subject : **Filling up of cover page of each pad of Individual Slip**

1. PAD NO.  :

Before the pads are handed over and the Enumerators in and to the last training class, it has to be ensured that each pad has been assigned a number at the appropriate place on the cover page of the pad. **Pads**

are to be numbered in a continuous serial for each Enumerator's Block and NOT FOR EACH CHARGE. Suppose 7 pads (say 5 pads each of 100 slips and 2 pads each of 25 slips) are given to an Enumerator of a particular Enumerator's Block. The continuous serial number of the pads of the Enumerator's Block will be 1, 2, 3, 4, 5, 6 and 7. For the next Enumerator's Block, say 8 pads have been issued. Its pad numbers will start from 1 and end with 8. The pads should be distributed to each Enumerator against his signature in the suitable Record to be maintained at each Charge level.

2. Location Code .....

First two elements of the location code, *i. e.*, Code No. of the District and Code No. of the Police Station in the case of rural areas and Code No. of the District and Code No. of the Town in the case of urban areas should be **rubber stamped** at the appropriate place on the cover page of each pad. The third element of the location code, *i. e.*, the J. L. No. of the mouza in the case of rural areas and Ward No. (for Municipal town) or Circle No. (for Non-Municipal town) in the case of urban areas should be written by hand.

3. Enumerator's Block No. (

The Enumerator's Block No. should be clearly written within brackets on the cover page of all the pads to be issued for the Enumerator's Block concerned.

It may please be ensured that on the cover page of the individual slip pads meant for each Enumerator's Block, Pad No., Location Code and Enumerator's Block No. are properly written before the Enumerators leave the last training class with the relevant census forms.

4.

Total No. of slips in the pad	No. of slips used	No. of slips cancelled
100	90	10

"No. of slips used" means those slips which are used and treated as valid slips, *i. e.*, which are accountable in the Enumerator's Daily Posting Statement. The "Cancelled" slips should **not** be included in the count for "Used" slips. If some slips of a pad are left blank, they should also be treated as "cancelled" and their number should be written in the column for "No. of slips cancelled". It means the total of the columns "No. of slips used" and "No. of slips cancelled" should tally with that of column "Total No. of slips in the Pad". Suppose, there are 100 slips in a 100 slip pad, of which 90 slips are with valid entries *i. e.*, they are accountable in the Enumerator's Daily Posting Statement and 10 slips are "cancelled". The entries in such case in the three columns will be as shown above.

Receipt of this letter may please be acknowledged.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/179(15)/1(62) The 22nd December, 1970

Copy forwarded to :

1 The Deputy Director of Census Operations, North/Central/West/Calcutta. They may please ensure that these instructions are followed carefully.

2 The Subdivisional Officer,_____with _____spare copies for distribution to the Charge Superintendents.

B. Ghose
Director of Census Operations
West Bengal

No. IC-3(ii)/258(16) The 19th January, 1971

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

The Deputy Director of Census Operations, Calcutta City

CIRCULAR NO. 15

Subject : **Revised Census Programme and consequent action**

Dear Sir,

You have by now been informed of the revised Census programme which became necessary owing to the proximity of the elections. Enumeration will accordingly commence on February 1st and end on February 19th. The counting of houseless persons will be done on the night of March 31st and the revisional round on 1st, 2nd and 3rd April. The reference date is April 1st 1971.

Importance of ensuring Correct Coverage

This Census will be the first time that there will be a considerable time lag between the enumeration period and the revisional round. This will not have a very great effect on the validity of Census data provided the categories of persons who are to be enumeraetd are clearly grasped. In para 14 of the Instruction Booklet the categories of persons to be enumerated have been listed. Please substitute the dates "10th February to 28th February" by "1st February to 19th February." In para 14 (iii) '1st March' may be substituted by "20th February." A strict observance of the four categories with the substituted dates will ensure that the coverage is as accurate as possible.

Custody of Papers

After enumeration is over, the Enumerator should deposit his papers in each Charge Office. On doing so, a sum of Rs. 15.00 may be paid to each of them, **provided** he has completed his task. A glance through the pads will reveal this. A separate sanction order is attached.

The papers must be kept in separate bundles in a safe place and distributed to the Enumerator on 28th March 1971, so that he may take up the enumeration of houseless persons and the revisional round.

Revisional Round

A great deal of importance is attached, by virtue of the new programme, to the revisional round. It must be ensured that it is thoroughly done, and that not a single household left unvisited. Unless the revision is exhaustive the data will necessarily be defective. With the elections out of the way, Charge Superintendents and other officers can devote care and time to ensure a completely thorough and accurate revision.

Report on Commencement and Completion of Enumeration

As soon as enumeration operations commence and **in any case not later than February 4th,** I should be informed by telegram or radiogram of the commencement in every Charge in the district. Suitable arrangements may please be made with subdivisions to ensure speedy communication of the information. Similarly, a telegram reporting completion of enumeration should reach my office by 22nd February. My telegraphic address is "STACENSUS Calcutta".

Kindly acknowledge receipt.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo. No. 1C-3(ii)/258(16)/1(70) The 19th January, 1971

Copy forwarded to :

1 The Subdivisional Officer, _____ with _____ spare copies.

2 The Deputy Director of Census Operations, North/West/Central/Calcutta.

3 Shri _____ , Officer-in-Charge Census _____ with a request that these points may please be carefully followed.

B. Ghose
Director of Census Operations
West Bengal

No. 1C-3(ii)/266 The 25th January 1971

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

The Deputy Director of Census Operations, Calcutta City

CIRCULAR NO. 16

Sir,

It has been decided by the Registrar General, India that each Enumerator should put a circle round the serial number of the married women who have given birth to a child during last one year in the Population Record, *i.e.*, where 'YES' has been recorded in Q. 6(b) pertaining to a married woman.

It is required for the Evaluation Study with the help of Sample Registration data. The Enumerators be instructed accordingly.

Yours faithfully,

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

Memo No. 1C-3(ii)/266/1(75) The 25th January, 1971

Copy forwarded for information and necessary action to :

1 The Deputy Director of Census Operations, North/Central/West.

2 The Subdivisional Officer, _____ with _____ spare copies for onward distribution to the Charge Superintendents.

B. Ray
Deputy Director
for Director of Census Operations,
West Bengal

STRICTLY SECRET

No. 1C-3(ii)/390(16) The 1st February, 1971

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

The Deputy Director of Census Operations, Calcutta City

CIRCULAR NO. 17

Subject : **Instruction for filling in Q. 16 of Individual Slips for defence personnel**

Sir,

I am to inform you that the Q. 16 of Individual Slip for any defence personnel may be filled in the following manner :

16 (a) (i)	'OW'
16 (a) (ii)	'X'
16 (b)	'PL'
16 (c)	'X'
16 (d)	'Service' (Not Govt. Service or Central Govt. Service as instructed earlier)
16 (e)	'Service'
16 (f)	'EE'

It is possible that a Civil Census Enumerator may come across a defence personnel living in his area of enumeration either as normal resident or as visitor to any household. In such case also the Civil Census Enumerator should fill in Q. 16 of the Individual Slip in same manner as noted above.

In case of defence personnel, Q. 17 of the Individual Slip should not be filled in and the entire question 17 should be crossed out.

Yours faithfully,

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

Memo No. 1C-3(ii)/390(16)/1(3) The 1st February, 1971

Copy forwarded to the Deputy Director of Census Operations, North/Central/West for information.

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

No. 1C-3(II)/1021(15) The 17th March, 1971

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 18

Subject : **Counting of Houseless persons and Revisional Round of enumeration**

Sir,

It is gratifying to note that the census enumeration in West Bengal has been completed through the untiring efforts of the Charge Superintendents and other census officials. But now remains the most crucial part of the operation, which makes the enumeration exact, and gives census figures validity. You are aware that the Government of India have shifted the reference day of the 1971 Census of India as on *sunrise of 1st April 1971*. It is imperative, therefore to report the population of country as on sunrise of 1st April, 1971. For this it will be necessary to correct the population figure already arrived at by a quick revisional round in each enumeration block.

2. In my Circular No. 15 dated 22. 1. 71, it was stated that the filled-in individual slips and other completed schedules may be taken back from the enumerators on completion of their work. In that case, the enumerators should be again given back their papers by 28th March, 1971. At that time they should be thoroughly briefed about their work in the final phase of the operation.

3. Each enumerator should be told to move around his areas(s) and count the houseless persons, if any, found on the night of 31st March, 1971. As all the enumerators would be moving about the same time, there should be no scope for any omission of any houseless person in the State. More than one enumerator may have to be deployed in some areas where a considerable number of houseless persons may be found in one place. *If necessary, having regard to the law and order situation, police escorts may be provided to enumerators.*

4. The revisional round will have to be completed between 1st—3rd April 1971. The points to be remembered by the enumerators for the revisional round, have been set down in the enclosed sheet. This is being printed as handy cards and will be sent to you shortly for distribution among the enumerators. If, for any reason, the printed cards do not reach you in time, please cyclostyle the points and distribute them to all enumerators.

5. Separate communications will follow on the transmission of provisional population totals and despatch of completed schedules.

6. Please acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Enclo :

Memo No. 1C-3(II)/1021(15)/1(77) The 17th March, 1971

Copy forwarded to :

1 The Deputy Director, North/Central/West, Calcutta, for information and necessary action.

2 The Subdivisional Officer, _____ with _____ spare copies for distribution to the Charge Superintendents.

3 Shri _____, Officer-in-Charge, Census, _____ district.

B. Ghose
Director of Census Operations
West Bengal

No. 1C-3(II)/1062(15) The 20th March, 1971

From : B. Ghose,

Director of Census Operations
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 19

Subject : **Communication of Provisional Population Totals**

Sir,

In my earlier circulars, I had mentioned that the provisional population totals for each district have to be communicated by the quickest means available to the Registrar General, India, and to me. The procedure to be followed to ensure speedy and accurate despatch is outlined below.

2. As soon as the revisional round of enumeration is completed, the enumerator should fill up the Enumerator's Abstract check up the figures posted with relevant documents and ensure accuracy. Then he should post the figures noted in columns 2 and 5 of the Abstract in another from called Block Summary. He should fill up only one copy of the Abstract as well as the Summary for each block.

3. The Charge Superintendents should arrange collection of the Block Abstract and summary from each enumerator for all blocks under his charge by *the 4th April, 1971*. The Circle Supervisors should be instructed to ensure that the abstracts and summaries are completed and to arrange for their delivery at the Charge Superintendent's office in time.

4. The Charge Superintendents should, on receipt of the Block summaries get the figures consolidated for males, females and total population, as well as male literates, female literates and total literates for each charge. These figure should be entered into the Charge Summary. As soon as the Charge Summary is filled up, the Charge Superintendent should immediately communicate the provisional figures by the quickest possible means, to the District Census Officer and to me by *the 5th April, 1971*, in the following standard form :

1971 Census Provisional Totals

Charge_____ District_____ Males_____

Females_____ Total Population_____ Literate Males_____

Literate Females_____ Total Literate_____

5. This may be sent by telegram or Police wireless. District Census Officer may please make arrangements, with the local police authorities to locate wireless sets at as many Charge headquarters as possible. The Govt. of India have already issued their clearance for use of police wireless in transmitting provisional population totals for 1971 Census. If it is not possible to send the figures by telegram or wireless from the nearest such facility, a special messanger may be sent by the quickest means transport to carry the message to the district headquarters. A copy with the message should also be sent to me. If a Charge Superintendent is entrusted with the work of more than one charge, separate communications should be sent for each charge.

6. On receipt of the totals from all the charges, the District Census Officer should arrange consolidation of the figures by posting them in a register in which all the charges should be listed out first in the following manner :

	Population			Literates		
Name & No. of Charge	Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7

When the figures are posted for all the charges and totals arrived at for the whole district, the District Census Officer should fill up the District Summary and communicate the figures to the Registrar General, India, and to me in the following standard form :

1971 Census Provisional Totals

State_____ District_____ _____ Males_____

Females _____ _ _ ___ Total Population_____ _____ Literate Males_____ ____

Literate Females ___ _ _____ _____ Total Literates _____ _____ _____ ____

7. The message to the Registrar General, India, must be sent by *the 6th April, 1971* by an express telegram. The Registrar General's telegraphic address is :

REGGENLIND, New Delhi

His office address is Registrar General, India, 2A, Mansingh Road, New Delhi-11.

8. The message to me should be either a radiogram or an express telegram or over telephone. It must also reach me *by the 6th April, 1971.* Particulars regarding the address are :

Telegraphic address : STACENSUS, Calcutta

Telephone numbers to which messages may be sent by telephone : 23-0029, 23-8531, 23-8532, 23-8533. After office hours : 47-2057.

Postal address : 20, British Indian Street, 10th floor, Calcutta-1.

9. All message sent must be *in words* and not *in figures* e.g, four thousand seven hundred, and not 4700.

10. It may be seen therefore, that the communication of provisional population totals will rest on Block/Charge/District Summaries. The other form *viz*, the Abstract remains now to be consolidated at the Charge level and District level.

11. The Enumerator's Abstracts my be arranged serially. At the Charge level three different abstract forms have been sent, two charge abstracts, one for males printed in black ink and the other for females printed in blue ink and the third one the consolidated charge abstract. Figures for males and females may be posted separately on the respective set for all the columns against each enumeration block. The name of the village, location code No. and the Enumeration Block No. *i.e.* Col. Nos. 1, 2 and 3 may be filled in at the Charge office well ahead of the receipt of the block abstracts. The final totals for males and females may be posted in the consolidated Charge Abstract and totals arrived at. The figures of the residential houses, households, institutional households and houseless households given in the Enumerator's abstracts may also be consolidated for each charge and posted on the top of the consolidated Charge Abstract. The consolidated charge abstract should be sent by the Charge Superintendent to the District Census Officer by the 7th April 1971. A duplicate copy of the consolidated charge abstract should also be sent to me by post simultaneously.

12. The district office should, on receipt of the charge abstracts, consolidate the figures for the district and prepare a district abstract in the same form as the consolidated charge abstract. The District Abstract should be sent to the Registrar General, India, by the 12th April, 1971 by post. A copy should also be sent to me by post or through special messenger so as to reach me by 12th April, 1971.

13. Please acknowledge receipt of this circular.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3(II)/1062(15)/1(65) The 20th March, 1971

Copy forwarded to :

1 The Deputy Director, North/Central/West/Calcutta. They may please ensure that these instructions are followed carefully.

2 The Subdivisional Officer, _____ with _____ spare copies for distribution to the Charge Superintendents.

B. Ghose
Director of Census Operations
West Bengal

No. 1C-3/(II)/1173(16) The 26th March, 1971

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

The Deputy Director, Calcutta City.

CIRCULAR NO. 20

Subject : **Despatch of filled in Individual Slip pads and other forms and schedules**

Sir,

The enumeration *i.e.*, the final phase of 1971 Census Operations will be completed on 3rd April, 1971. On completion of this operation, the Charge Superintendents should collect all the papers from all Enumerators and send them to the District Ceusus Officers. The District Census Officers in their turn should send the papers to the Regional Tabulation Office. The District Census Officers will, very shortly, be told which Regional Tabulation Officer the papers of his district are to be sent.

2. Each Enumerator is required to make a Block bundle containing the following papers separately for each Enumeration Block.

1 Individual slips pads (100 slip pads and 25 slip pads)
2 Population Record Pads (50 slip pads and 25 slip pads)
3 Enumerator's Daily Posting Statement (Male and Female)
4 Summary of Houselist
5 Report on Revisional Round
6 Layout sketch (if given to him for this operation)
7 Degree holders and Technical Personnel Cards
8 Other papers including unused pads etc. (if any)

The Block bundle should be tied carefully placing the Enumerator's Block bundle identity slip on each bundle. The bundle should be so carefully tied that no papers including the Block identity slip should slip out in tran-shipment. Particular care has to be taken to ensure that where one enumerator has been entrusted with the work of more than one block, separate bundles are made for separate blocks. *In no case should papers of one block be mixed up with those for another block.*

3. Before the Block bundles are tied up, the Charge Superintendents should, with the help of Circle Supervisons and the clerk entrusted with the census work, check and scrutinise each item of the abovenoted documents and should also ensure that all the said papers placed in each block bundle and papers are received for each block under his charge.

4. The Charge Superintendent should then pack all the block bundles of his charge in one or two or more gunny bags and send them to the District Census Officers by 12th April, 1971.

5. The Charge Superintendent would have already collected the Enumerator's Abstract and Block Summaries. These abstracts and summaries need not be placed in the block bundle. The abstracts and summaries should be arranged serially for all the Blocks in the charge in separate bunches and be sent to the District Census Officer along with Census Registers Part I and Part II in a separate packet along with other papers mentioned above.

6. The District Census Officer should keep separate the papers for the rural charges from those of the urban charges. The despatch of these papers and the slip from the district office to the Regional Tabulation Office will be notified later.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3(II)/1173(16)/I(62) The 26th March, 1971

Copy forwarded to :

1 The Deputy Director, North/Central/West.

2 The Subdivisional Officer, _____ with _____ copies for distribution to the Charge Superintendents.

B. Ghose
Director of Census Operations
West Bengal

(ii) Important Census Letters

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DEPUTY COMMISSIONER, JALPAIGURI,
CENSUS SECTION

Memo No. 551/Cen — Dated, Jalpaiguri, the 14th August, 1970

To
The Director of Census Operations,
West Bengal,
20, British Indian Street,
Calcutta.

Subject : **Allotment of Special Charge No. in respect of Forest Division.**

Sir,

The following Divisional Forest Officers have been appointed as Special Charge Superintendents of this district. Their headquarters are noted against each.

1	D. F. O.	Jalpaiguri	Division	Hq.	Jalpaiguri Town	P.S.	Jalpaiguri
2	,,	Buxa	,,	,,	Buxaduar	,,	Kalchini
2	,,	Baikunthapur	,,	,,	Siliguri	,,	Siliguri (Dt. Darjeeling)
2	,,	Cooch Behar	,,	,,	Cooch Behar	,,	Cooch Behar

In terms of circular No. 7 para 11, the Range Nos. are being given in a continuous series for each Police Station. There are some ranges covering more than one Police Stations. In such cases, the Range Nos. are being allotted to the Police Stations in which the Range Nos. are situated. It may kindly be confirmed if the above procedure to be followed in numbering the Ranges.

As regards Special Charge Nos. of the Forest Division, there are two D. F. O's whose headquarters are situated in other districts as stated above though their Forest areas belong to this district. The major portions of the Forest of Cooch Behar Division and Baikunthapur Division are in Kalchini P. S. and Rajganj P. S. respectively. The following points may kindly be clarified.

(1) Whether Spl. Charge of the D. F. O. Jalpaiguri Division and Buxa Division should be shown in the Jalpaiguri P. S. and Kalchini P. S. respectively which are their places of Headquarters.

(2) The Headquarters of the Baikunthapur Forest Division and Cooch Behar Division are at Siliguri and Cooch Behar respectively. It may kindly be instructed as to the procedure of giving Spl. Charge No. of the said two Charges of this district.

In this connection, it may be stated here that the New Jalpaiguri Rail area in Rajganj P. S., of this district has been treated as a special charge. The Assistant Engineer of the N. F. Rly. at New Jalpaiguri nominated by the Divisional Superintendent Katihar Division has been appointed as Charge Superintendent. It may be conformed whether this rail area should be treated as a apecial or normal charge.

The list of the Charges of this district is being sent shortly.

An immediate reply is requested.

Yours faithfully,

Sd/-
for District Census Officer &
Dy. Commissioner, Jalpaigur

B. Ghose, I.A.S.,
Director

D. O. No. 2C-23/1341
September 9, 1969

Dear Shri Lahiri,

As you know we have commenced preliminary work on the Census of 1971. The Census will be held into two stages, the preliminary stage during which housenumbering and houselisting will be completed in October, 1970 and the main Census in February-March 1971.

Owing to the vast size of the forest areas of the Sunderbans it has always been the practice to appoint the Divisional Forest Officer, 24-Parganas as Census Officer for his area. It means that the Divisional Forest Officer will, through his staff, take the Census of the population of the forest areas at the time of enumeration in his capacity as Census Officer under Section (2) of the Census Act of 1948.

I have moved the Home Department to issue the necessary notification to appoint the D. F. O. 24-Parganas as Census Officer for his area and hope this meets with your approval.

I would also deeply appreciate it if you were kind enough to instruct all Conservators and D. F. O's o render to the District Magistrates and Deputy Commissioners whatever assistance may be necessary to take the Census in the other forest areas of West Bengal.

With regards,

Yours sincerely,

B. Ghose

Shri K. L. Lahiri, I. F. S.,
Chief Conservator of Forests,
225/C, Lower Circular Road.
Calcutta.

Shri K. L. Lahiri, I. F. S.,
Chief Conservator of Forests,
West Bengal

D. O. No. 11010/2M-326

Dated 19. 9. 69

My dear Ghose,

Kindly refer to your D. O. letter No. 2C-23/1341 dated the 9th September, 1969.

I have my approval to your proposal for appointment of the Divisional Forest Officer, 24-Parganas, as Census Officer for his area.

As desired by you, all Conservators and Divisional Forest Officers are being instructed to render to the District Magistrates and Deputy Commissioners all possible help to take the Census in forest areas.

Yours sincerely

K. L. Lahir

Shri B. Ghose, I. A. S.
Director of Census Operations,
West Bengal & Sikkim.

No. 237/A/A
Government of India
Ministry of Defence
Directorate General, Ordiance Factories

6, Esplanade East,
Calcutta-1,
The 7th August, 1969

To

All Factories

Subject : **Census of India 1971—Cantonments and Defence Services**

*Copy of Ministry of Defence, O. M. No. 32(23)-69/D (Coord), dt. 30. 5. 69.(with enclo)

*Forwarded for information and necessary action.

2. Fullest Co-operation may be extended to the local Census Superintendents and District Officers concerning the Census in the Ordance Factories. The list enclosed to the Ministry of Defence O. M. as forwarded contains only the names of Superintendents/Deputy Superintendents of the States where Ordnance and Clothing Factories are located.

3. Kindly acknowledge receipt.

V. S. Vaidyalingam
D.A.D.G/I
for Director General, Ordnance Factories

Copy to :

Ministry of Defence/D(Coord), New Delhi.
The Registrar General of India, Ministry of Home Affairs. New Delhi.
Addl. DGOF/OEF. (10 copies)
The ADTD(I & QC) Calcutta.
ADOS (OF) Liaison, Calcutta.
NALO, Cal. TLO, DTD & P (Air), Calcutta.
CDA/Fys., Calcutta. All Admin. Sections A/E. I Cir. Pad 'C' Sec.

Copy of M of D.O.M. No. 32(23)-69/D(Coord), dated 30. 5. 69., addressed to DGOF., Calcutta amongst others.

Subject : As above

The preparation for the 1971 Population Census of India has already been started by the Registrar General of India, Ministry of Home Affairs. The Census will be taken in February-March 1971. In all the States/Union Territories preparatory work of Census Operations is in full swing under the direction of the Superintendent of Census Operations of the respective State/Union Territory. A List of Superintendent/Deputy Superintendents of Census Operations is enclosed.

2. Army Headquarters etc., are requested to issue necessary instructions urgently to the authorities concerned to extend their fullest co-operation to the Census Superintendents and District Officers concerning the Census in Defence Establishments etc. A copy of such instructions may kindly be endorsed to the Registrar General, of India, Ministry of Home Affairs.

M. G. Gupta
Under Secretary to the Govt. of India

No. 9/27/69-CTU(CEN) New Delhi-11, the 4th Aug. 1969

A copy of Directorate General, Ordnance Factories, Calcutta letter No. 237/A/A, dated the 7th August, 1969 is endorsed to the Superintendent of Census Operations, West Bengal. Haryana, Madhya Pradesh, Maharashtra, Tamil Nadu, Punjab, Chandigarh, Uttar Pradesh and Delhi.

K. K. Chakraborty
Central Tabulation Officer

No. 2C-19/1726 (63) The 31st October, 1969

Copy forwarded to :

1 The District Magistrate/Deputy Commissioner, _____

2 The Subdivisional Officer, _____

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

No. 32 (23)-69/D (Coord)
Government of India
Ministry of Defence

New Delhi, the 30th May, 1969

OFFICE MEMORANDUM

Subject :- **Census of India 1971—Cantonment and Defence Service**

The preparation for the 1971 Population Census of India has already been started by the Registrar General of India, Ministry of Home Affairs. The census will be taken in February—March, 1971. In all the States/Union Territories preparatory work of Census Operations is in full swing under the direction of the Superintendent of Census Operation of the respective State/Union Territory. A list of Superintendents/Deputy Superintndents. Census Operations is enclosed.

2. Army Headquarters etc., are requested to issue necessary instructions urgently to the authorities concerned to extend their fullest cooperation to the Census Superintendents and District Officers concerning the Census in Defence Establishments etc. A copy of such instructions may kindly endorsed to the Registrar General of India, Ministry of Home Affairs.

G. M. Gupta
Under Secretary to the Govt. of India

To

Army Headquarters
Naval Headquarters
Air Headquarters
All Inter Service Organisations
DGOF Calcutta
CAO/Coord
Section D (PS) in respect of Public Sector undertakings
D (HAL-II)—in respect of Hindustan Aeronautics Ltd.
D (BEL)—inrespect of Bharat Electronics Ltd.

D (Q&C)—It has been suggested by the Registrar General, India that expenses in connection with the 1971 Census in Cantonments should be borne by the cantonment board as in the case of 1961 Census. It is requested that a copy of the instructions issued in this regard may be endorsed to the Registrar General, India and Section D (Coord).

No. 2C-19/1727 (63) The 31st October, 1969

Copy forwarded to :

1 The District Magistrate/Deputy Commissioner,_____

2 The Sub-di· isional Officer,_____

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

Copy of letter No. 9/27/69-CTU (CEN) dated 17. 1. 1970 from the Central Tabulation Officer, office of the Registrar General, India, Ministry of Home Affairs, New Delhi-11 to all Directors of Census Operations.

I am directed to enclose a copy of Army Headquarters' letter No. 94998/AG/ASO Mech (a) dated the January, 1970 addressed to the various Commands along with its enclosures for your information, guidance and favour of necessary action.

It is understood that the Ministry of Defence are issuing necessary instructions to all concerned in course of the next few days. Copies of these instructions will be sent to you as soon as the same are received in this office.

Kindly acknowledge receipt of this letter.

No 2C-19/576(17) The 21st February, 1970

Copy forwarded to :

1 The District Magistrate/Deputy Commissioner,_____

2 The Deputy Director of Census Operations, West/North/Central/Calcutta.

B. Ray
Deputy Director of Census Operations
West Bengal

DELHI TELEPHONE : 373145
MILTRUNK : 583

ARMY HEADQUARTERS
Adjutant General's Branch
DHQ PO NEW DELHI-11

No. 94998/AG/ASO. Mech. (A)

7th January, 1970.

To
The Headquarters
Southern Command (20)
Master Command (20)
Western Command (25)
Central Command (20)

Subject : **Census of India 1971 : Defence Services**

The population census for 1971 is due. While carrying out the enumeration of military personnel during this census it is necessary to safeguard the interests of security and at the same time ensure that all persons are counted. Careful consideration has been given to all aspects of this matter at this headquarters in consultation with the Registrar General, India, and the decisions arrived at are embodied in the Instructions given below. Paras 2—11 cover the arrangements to be made in all military areas other than operational areas. Paras 12—15 deal with arrangements to be made in operational areas.

Arrangements in Military Areas other than Operational Areas

2. Officers Commanding Stations will function as Military Census Officers for the purpose of the census. Where an OO Station is unable to devote constant attention to the Census Operations, he may designate another officer from the station as the Military Census Officer, but he will continue to maintain executive control over the census operations in his station.

3. Headquarters Commands will furnish to Census Superintendents of the States a complete list of all the Station Commanders in the different States who are designated as Military Census Officers. A copy of the list will also be sent to this Headquarters.

The following particulars will be furnished for each Military Census Officer :

(a) Rank
(b) Name
(c) Appointment
(d) Office Address
(e) Residential address
(f) Office telephone No.
(g) Residential telephone No.

Amendment to the list will be forwarded as and when they occur.

4. The Military Census Officers will immediately contact and maintain close liaison with the Civil Census Superintendents in their respective States. A list of the Census Superintendents is given in Appendix 'A' to this letter.

5. State Census Superintendents will not be given lists of Military formations/units/establishments or their location, but the areas covered by the Military Census Officers should be clearly made known to the Census Superintendents. Commands will ensure that every formation/unit/establishment under them where people are in residence is covered by the census operations.

6. Military Census Officers will be responsible for the enumeration of all persons residing within the strictly military areas. These strictly military areas should be determined in consultation with the local authorities who are responsible for civil census arrangements, so that respective census limits are clearly known to both civil and military agencies. The military Census Officers will obtain necessary enumeration slips and instructions from the Census Superintendents of the State concerned. All enumeration slips after completion will be handed over to the census superintendents. In question 19 of the enumeration slip, the entry for army personnel will be "Central Government Employee".

7. Each Military Census Officer will nominate the required number of Charge Officers, Supervisors and Enumerators for his station. The Superintendents of Census Operations of the States are organising courses of instruction in census operations. Military Census Officers should arrange that all persons engaged in enumeration either in a supervisory or in an enumerating capacity receive the full course of instructions.

8. Enumeration of Air Force and Navy Personnel, if any, attached to Army Units and residing within military formation/units/establishments will be the responsibility of the Military Census Officer.

9. Enumeration of military personnel not actually present with the units/establishments *e.g.*, away on leave or duty will not be the responsibility of the Military Census Officer.

10. Enumeration of military personnel and civilians residing in Army messes/hostels not attached to units/formations (*e.g.*, Armed Forces Officers Mess, New Delhi) will be the responsibility of Civil Census Superintendents.

11. Enumeration of military personnel pesiding outside military areas will be the responsibility of the Civil Census Superintendents.

Arrangements in Operational Areas

12. Instructions relating to the nomination of Military Census Officers, Charge Officers and Supervisors, will apply to stations in operational areas in the same way as for non-operational areas.

13. Enumeration of all persons (residing within the Military areas) other than combatants will be carried out by Military Census Officers in Operational areas in the same way as in non-operational areas. The persons to be enumerated will include :

(a) Civilians (*e.g.*, Dhobi and Canteen employees)
(b) Civilians on the pay rolls of the Army
(c) Non-combatants (enrolled)

The enumeration slips in respect of these persons will be handed over after completion to the Census Superintendents concerned.

14. The Military Census Officer will also be responsible for enumeration of personnel of units and formations like Police Battalions, Assam Rifles, J & K militia which are under the operational command of the Army. In respect of these personnel, the responsibility of the Military Census Officers in the Operational areas will be the same as for non-operational areas under paras 2 to 11 above.

15. Enumeration of combatants in operational areas will not be done by the Military or Civil Census Officers on the spot.

Sanction for Tours

16. A certain amount of touring by officers may be necessary in connection with the execution of their duties for the census. The Government has accorded sanction to the moves of service personnel in order to contact the respective officials of the Civil Census Agency for instructions and guidance in connection with the census. The moves will be treated as on duty and TA/DA, would be admissible under normal rules vide Government of India, Ministry of Defence letter No. 32(41)-69/D(Coord) dated 3rd Jan. 1970 copy attached as Appendix 'B').

17. Please acknowledge.

Mr. Rajwade
Maj Gen.
DAG
ADJUTANT GENERAL

Copy to :

The Min. of Defence, D(Coord)
Naval Headquarters
(Dte of Personnel Services)

The Registrar General, India, Min. of Home Affairs,
Kotah House Annexe, 2/A, Mansingh Road, New Delhi.

Air Headquarters (Dte of Personnel Services)

Appendix 'B' to Army HQ letter No.
94998/AG/ASO Mech(a) dated 7 Jan., 70

No. 32(41)-/69/D(Coord) Government of India,
Ministry of Defence, New Delhi, the 3rd January, 1970

To
The Chief of the Army Staff
The Chief of the Naval Staff
The Chief of the Air Staff.

Subject : **TA/DA incurred by Service personnel in connection with All India Census, 1971**

Sir,

I am directed to convey the sanction of the President to the moves of Service/Civilian Personnel paid from Defence Services Estimates in order to contact the respective officials of the Census Operations for instructions and guidance in connection with the All India Census 1971 being treated as on duty and to the grant of T.A./D.A. where admissible under normal rules.

2. The expenditure is debitable to relevant head of the Defence Services Estimates.

3. The issues with the concurrence of Ministry of Finance (Defence) vide their u.o.no. 9010/QA of 1969.

Yours faithfully,
M. G. Gupta
Under Secretary to the Govt. of India

Copy of the above is forwarded to :
The CGDA

The Director of Audit, Defence Services all Deputy, Assistant, Directors of Audit, Defence Services and All Controllers of Defence Accounts. DFA(Q) DFA(AG) DFA(AF), DFA N)

Appendix 'A' to Army HQ. letter No. 94998/AG/Aso Mech(a) dated 7 Jan. 70

LIST OF CENSUS SUPERINTENDENTS IN STATES/UNION TERRITORIES

1. Shri T. VEDANTAM, IAS
   Superintendent of Census Operations
   Andhra Pradesh. No. 11-4-646
   A. C. Guards, "Khushre Manzil"
   HYDERABAD

2. Shri NEWMAN PHILIP
   Deputy Superintendent of Census Operations
   Assam, Laitumkrah
   SHILLONG-1

3. Shri B. L. DAS, IAS
   Superintendent of Census Operations
   Bihar, New Dak Bungalow Road
   PATNA

4. Shri C. C. Doctor, IAS
   Superintendent of Census Operations
   Gujarat, Kerawala Building
   Printramrai Road, Ellis Bridge
   AHMEDABAD-6

5. Shri ABDUL GANI
   Deputy Superintendent of Census Operations
   Jammu & Kashmir, No. 77, Gogji Bagh
   SRINAGAR

6. Shri I. E. N. CHAUHAN, IAS
   Superintendent of Census Operations
   Haryana, No. 54, Sector 2-B
   CHANDIGARH

7. Shri K. NARAYANAN, IAS
   Superintendent of Census Operations
   Kerala 'Casket' (T. C. 1845).
   Pattom High Level Road
   TRIVANDRUM-4

8. Shri U. K. TRIVEDI
   Deputy Superintendent of Census Operations
   Madhya Pradesh, "EROS", T. T. Nagar
   BHOPAL

9. Shri R. B. Chari, IAS
   Superintendent of Census Operations
   Maharashtra, Exchange Building,
   2nd floor, Sprott Road, Ballard Estate
   BOMBAY No. 1 (BR)

10. Shri K. CHOCKALINGAM, IAS
    Superintendent of Census Operations
    Madras, No. 10, Poe's Gardens
    Cathedral Road
    MADRAS-6

11. Shri P. PADMANABHA, IAS
Mysore, No. 1, Ali Askar Road
BANGALORE-1

12. Shri B. TRIPATHI, IAS
Superintendent of Census Operations
Orissa, Kishore Bhavan, Purighat
CUTTACK-1

13. Shri P. L. SONDHI, IAS
Superintendent of Census Operations
Punjab, No. 72, Sector 5
CHANDIGARH

14. Shri V. S. VERMA, IAS
Superintendent of Census Operations
Rajasthan, Rambagh Palace Annexe
Swami Ram Singh Road
JAIPUR

15. Shri D. M. SINHA, IAS
Superintendent of Census Operations
Uttar Pradesh, Upper Flat
Capital Building, Vidhan Sabha Marg
LUCKNOW

16. Shri J. DATTA GUPTA
Superintendent of Census Operations
West Bengal and Sikkim
1/C, Chowringhee Square, 4th Floor
CALCUTTA-1

17. Shri BALDEV RAJ
Ex-officio Superintendent of Census Operations
Delhi, Room No. 71
Tis Hazari Courts
DELHI

18. D. S. MISRA, IAS
Superintendent of Census Operations
Himachal Pradesh, 'Boswel'
SIMLA-5

19. Shri R. K. BIRENDRA SINGH
Ex-officio Superintendent of Census Operations
Manipur, Chinga Mathak
IMPHAL

20. Shri C. R. PAUL
Ex-officio Superintendent of Census Operations
Tripura
AGARTALA

21. Shri M. B. MALHOTRA
Ex-officio Superintendent of Census Operations
Andaman & Nicobar Islands
PORT BLAIR

22. Shri S. M. KRISHNATRY, IAS
Ex-officio Superintendent of Census Operations
North-East Frontier Agency
SHILLONG

23. Shri RH. M. D' SILVA
Ex-officio Superintendent of Census Operations
Nagaland
KOHIMA

24. Shri P. PADMANABHA, IAS
Incharge of the office of the
Superintendent of Census Operations
Goa, Daman & Diu
Behind Post Office, Shri Gailandi's Building
Rua De Ouum
PANAJI

25. Shri P. L. SONDHI, IAS
Incharge of the office of the
Superintendent of Census Operations
Chandigarh, Union Territory
72, Sector 5
CHANDIGARH

Copy of letter No. 9/27/69-CTU(CEN) dated 19. 2. 70 form the Central Tabulation Officer, Office of the Registrar General, India, New Delhi-11 to all Directors of Census Operations regarding Census of India 1971—Cantonments and Defence Services.

In continuation to this office circular letter No. 9/27/69-CTU(CEN) dated the 17th January 1970, I am directed to enclose herewith a copy of Ministry of Defence letter No. 36(23)/69/D(Coord.) dated the 28th Jan. 1970 for your information and necessary action. The revised list of Director of Census Operations with up-to-date addresses has been sent to the Ministry for circulation.

Kindly acknowledge receipt of this letter.

No. 2C-19/647(18) The 27th February, 1970

Copy forwarded to :

1 The District Magistrate/Deputy Commissioners,
2 The Deputy Director, Calcutta/West/North/Central.

B. Ray
Deputy Director of Census Operations
West Bengal

No. F. 36(28)/69/D(Coord)
GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

New Delhi-11, the 28th January, 1970

OFFICE MEMORANDUM

Subject : **Census of India—Defence Services**

Services Headquarters are already aware that the next Census of India is to be held in February/March 1971. Instructions of a General Character have already been issued about the co-operation to be extended by local Service Formations to the Census Superintendents now known as Director of Census in the States vide office Memorandum No. 32(23`/69/D(Coord) dated 30th May, 1969. Census involves two main operations *viz.*, house-numbering and houselisting and enumeration. The following instructions for conduct of Census operations is Defence Establishments are hereby issued for guidance and necessary action.

2. The procedure for the enumeration of Service personnels as the same as for the rest of the population. Some departure from general procedure as explained in the subsequent paras is, however, necessary keeping in mind our national security.

3. Houselisting—In strictly Military areas, no formal houselisting need be done. However, in areas where military personnel live with their families side by side with civilian houselisting may be done as per general instructions issued by the Census authorities.

4. Enumeration—(a) In military areas other than operational areas, Officers Commanding Stations will, in the three Services function as Military Census Officers for the purpose of census. Where the Officer Commanding is unable to devote constant attention to the Census Operations, he may designate other Officers in the station as the Military Census Officers but he will continue to maintain executive control over the census operation in his Station. Headquarters Commands will furnish to Director of Census of the State a complete list of all the Station Commanders in the different States who are designated as Military Census Officers. Military Census Officers will maintain close liaison with the civil Census Officers in their respective States. A list of the Directors of Census is given in the Appendix to this office Memorandum.

State Directors of Census will not be given lists of Military formations, units, etc., or their location, but the areas covered by the Military Census Officers should be clearly made known to the Director of Census. Commands will ensure that every formation/unit/establishment under them where people are in residence is covered by the Census Operations either through Military Census Officers or through the agency in liaison with the State Director of Census concerned. Military Census Officers will be responsible for the enumeration of all persons residing within the strictly military areas (*viz.*, areas controlled and managed by Service personnel such as barracks, unit lines etc.). Families of Defence personnel residing in Civil areas may be enumerated by civil Census Officers just like other citizens. Persons in civilian areas falling in Cantonments may also be enumerated by civilian Census Officers.

(b) In Operational Areas there will be no counting at all of combatants. The census in respect of combatants in operational areas will be carried out by the Chief Statistical Officer. Military Census Officers will be appointed in operational areas to enumerate non-combatants personnel, and enumeration will be carried out exactly in the same way as in non-operational areas.

5. For Defence personnel (all ranks in the Army, Navy and Air Force) answers against all questions except questions 16 and 17 in Individual Slips, will be recorded as per general instructions issued by the Civil Census Authorities. In question 16 of the enumeration slips the entry for Army personnel well be as under :

16 (a) (i)	'O' may be recorded in the trapezium.	
(b)	Place of work	PL
(c)	Name of Establishment	'Central Government' may be written.

(d)	Nature of Industry, Trade, Profession or Service.	'Central Government Service' may be written.
(e)	Description of work	If technician or professional details of Trade like Doctor, Carpenter, Blacksmith, Electrical Engineer, Mechanical Engineer, etc., may be given. For others 'Government Administration' may be recorded. Rank shall not be mentioned in any case.
(f)	Class of worker	'EE' may be recorded.

Fer question 17, 'K' should be entered against 17 (a) to 17(f).

6. It is a first principle in all Census taking that separate administrative units should be completely indentifiable and distinct throughout enumeration. This implies the drawing up of Census units in such a form as to secure this end throughout. No. census unit should, therefore, be partly in a military area and partly in a civil area. Even within a strictly military area *i. e.*, an area controlled and managed by Service personnel, it is necessary to make separate units as far as passible for portions meant for the residence of Service personnel alone and portions where Service personnel reside jointly with civilian (*e. g.*, with their families). In portions where Service personnel reside jointly with the civilian, the population record should also be prepared in addition to the Individual Slips. Ships of the Indian Navy should *mutatis muntadis* be brought within the compass of the above instructions. Each ship at sea should be considered as a separate Census Unit. Wherever possible, enumeration of the ship's personnel should be brought within the enumeration of their home port.

7. Each Census unit should be assigned a charge officer who will be a supervisor officer, and as intermediate officer who will be a supervisor and finally, incharge of the local officer who will be the Enumerator. It is important to maintain the hierarchy in order to ensure adequacy of instructions and timely distribution of forms. Such hierarchies will help to fix up responsibility at each stage between the superior officer and the supervising officer. Whenever in doubt over any procedure or *minute* of instructions, the advice of the State Director of Census who is responsible for the arrangements for the Census for the entire State or the District Census Officer who is responsible for arrangements within the district in all matters relating to the Census including training etc., should be freely sought.

8. It is important to ensure that the geographical coverage of the Census is cent percent complete and that even within each Census unit the count is complete.

9. It is requested that these instruction should be conveyed by the Services Headquarters to lower formations immediately under intimation to this Ministry.

M. G. Gupta,
Under Secretary to the Government of India

To

Army Headquarters (Adjutant General's Branch—5 copies)
Naval Headquarters (Dte of Personnel Services—5 copies)
All Inter-Service Organisations
All attached offices of the Department of Defence Production

Copy for information to :

1 The Registrar General, India, 2/A, Mansingh Road, New Delhi.

Copy also to :

D(AG. II)/D(N. II)/D(Air. III)/D(Med), D(Q & C),/D(Eys), (PA) for keeping necessary watch on the progress and action.

Copy of letter No. 9/27/69-CTU(CEN) dtd. 5. 3. 70 from the Central Tabulation Officer, office of the Registrar General, India, New Delhi-11 to all Directors of Census Operations regarding Census of India 1971—Cantonment and Defence Services.

In continuation of this office Circular letter No. 9/27/69-CTU(CEN) dated the 3rd December, 1969, I am directed to send herewith a copy of the Air Headquarters letter No. Air HQ/23464/2/PS dated the 19th February, 1970 for your information and necessary guidance.

No. 2C-19/781(20) The 11th March, 1970

Copy forwarded for information to :

1 The Deputy Director of Census Operations, _____

2 District Magistrate/Deputy Commissioner, _____

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

Telephone 390231/319

Air Headquarters
New Delhi-11

No. Air HQ/23464/2/PS 19th Feb., 1970

As per distribution Lis 'A'

CENSUS OF INDIA—DEFENCE SERVICES

Further to this HQ letter No. Air HQ/23464/2/PS dated 31st Octo., 1969.

2. While carrying out the enumeration of Air Force personnel during this census, it is necessary to safeguard the interests of security and at the same time ensure that all persons are counted. In this connection the Government decision arrived at, in consultation with Registrar General, are indicated in the following paragraphs.

Arrangements in areas other than operational areas

3. Officer Commanding Stations/Units will function as Air Force Census Officers for the purpose of the census. Where and O. C. Station is unable to devote constant attention to the census operations, he may designate another officer from the Station as the Air Force Census Officer, but he will cotinue to maintain executive control over the census operations in his station.

4. The following particulars in respect of Officers Commanding/Stations/Units, who are appointed as Air Force Census Officers, are to be furnished to the Census Superintendents of the State concerned, under intimation to this Headquarters :

(a) Rank
(b) Name
(c) Appointment
(d) Office address
(e) Residential address
(f) Office telephone No.
(g) Residential teleph ne No.

5. The Air Force Census Officers will immediately contact and maintain close liaison with the Civil Census Superintendents in their respective States. A list of Census Superintendents has already been forwarded to you under this HQ letter No. Air HQ/23464/2/PS dated 31st Octo., 1969.

6. State Census Superintendents will not be given lists of Air Force formations/units/establishments or their location, but the areas covered by the Air Force Census Officers should be clearly made known to the Census Superintendents, Commands will ensure that every formation/unit/establishment under them where people are in residence is covered by the census operations.

7. Air Force Census Officers will be responsible for the enumeration of All persons residing within the strictly military areas. These areas should be determined in consultation with the local authorities who are responsible for civil census arrangements, so that respective census limits are clearly known to both civil and military agencies. The Air Force Census Officers will obtain necessary enumeration slips and instructions from the Census Superintendents of State concerned. All enumeration slips after completion will be handed over to the Census Superintendents. In question 19 of the enumeration slip, the entry for A. F. personnel will be "Census Government Employee".

8. Each Air Force Census Officer, will nominate the required number of Charge Officers, Supervisors and Enumerators for his station. The Superintendents of Census Operations of the States are organising courses of instruction in census operations. Air Force Census Officers should arrange that all persons engaged in enumeration either in a supervisory or in an enumerating capacity receive the full course of instructions.

9. Enumeration of Army and Navy personnel, if any, attached to Air Force Units and residing within Air Force formations/units/establishments will be the responsibility of the Air Force Census Officer.

10. Enumeration of military personnel not actually present with the units/establishment *e.g.* away on leave or duty will not be the responsibility of the Air Force Census Officer.

11. Enumeration of military personnel and civilians residing in Air Force messes/hostels not attached to units/formations will be the responsibility of the Civil Census Superintendents.

12. Enumeration of military personnel residing outside military areas will be the responsibility of the Civil Census Superintendents.

Arrangements in operational areas

13. Instructions relating to the nomination of Air Force Census Officers, Incharge Officers and Supervisors, will apply to stations in operational areas in the same way as for non-operational areas.

14. Enumeration of all persons (residing within the Military Areas) other than combatants will be carried out by Air Force Census Officers in operational areas in the same way as in non-operational areas. The persons to be enumerated will include :

(a) Civilians (*e.g.*, Dhobi and Canteen employees)
(b) Civilians on the pay rolls of the Air Force
(c) Non-combatants (enrolled), as applicable.

The enumeration slips in respect of these persons will be handed over after completion to the Census Superintendents concerned.

15. Enumeration of combatants in operational areas will not be done by the Air Force or Civil Census officers on the spot.

Sanction for tours

16. A certain amount of touring by officers may be necessary in connection with the execution of their duties for the Census. The Government has accorded sanction to the moves of service personnel in order to contact the respective officials of the Civil Census Agency for instructions and guidance in connection with the census. The moves will be treated as on duty and TA/DA would be admissible under normal rules vide Government of India, Ministry of Defence letter No. 32(41)-69/D(Coord) dated 3rd January, 1970 (copy attached as Appendix to this letter).

17. Please acknowledge.

S. K. C. GUPTA
Wing Commander,
Deputy Director Personnel Services
for Air Officer i/c Administration

Copy to :

Ministry of Defence—D(Coord)
Registrar General of India, Ministry of Home Affairs,
2/A, Mansingh Road, New Delhi.

Appendix to Air Headquarters letter
No. Air HQ/23464/2/PS dated 19th Feb. 1970.

No. 32(41)-69/D(Coord)
Government of India,
Ministry of Defence,
New Delhi, the 3rd January, 1970

To

The Chief of the Army Staff
The Chief of the Naval Staff
The Chief of the Air Staff

Subject : **TA/DA incurred by Service personnel in connection with all India Census—1971**

Sir,

I am directed to convey the sanction of the President to the moves of Service/Civilian personnel paid from Defence Services Estimates in order to contact the respective officials of the Census Operations for instructions and guidance in connection with the All India Census 1971 being treated as on duty and to the grant of T.A./D.A. where admissible under normal rules.

2. The expenditure is debitable to relevant head of the Defence Services Estimates.

3. This issues with the concurrence of Ministry of Finance (Defence) vide their u.o. No. 9010/QA of 1969.

Yours faithfully,
M. G. Gupta
Under Secretary to the Govt. of India

Copy of the above is forwarded to :

The C. G. D. A.,
The Director of Audit, Defence Services, all Deputy/Assistant,
Directors of Audit, Defence Services
and all Controllers of Defence Accounts.

DFA(Q) DFA(AG) DFA(AF) DFA(N)

No. 2C-19/1156(8)

The 17th April, 1970

To : The District Magistrate/Deputy Commissioner,

Subject : **Census of India 1971 BSF personnel**

Sir,

I have been directed to send you a copy of the letter No. 32/1/70-Estts/BSF, dated the 23rd February, 1970 of the DTE. General Border Security Force, Ministry of Home Affairs, Government of India, New Delhi-11 with a request to look after the Census, arrangements for each Border Security Force Unit/Area in your district made by the Border Security Force Authorities.

Receipt of this letter may please be acknowledged.

Yours faithfully,
B. Ray
Deputy Director of Census Operations,
West Bengal

Enclo : As above

No. 32/1/70-Estts/BSF
Government of India
Ministry of Home Affairs
DTE. General Border Security Force

To

New Delhi-11, the 23rd February, 1970

1 All ISG BSF
2 All DISG BSF
3 The Commandants,
All BSG Trg Centre & School
4 The Commandant,
BSF Signal Trg School
R. K. Puram
5 The Commandant,
BSF Signal Regiment
New Delhi
6 The Commandant, All BSF Bns.

Subject : **Census of India 1971 BSF personnel**

Sir,

The work of population census for 1971 is due to be taken up shortly. While carrying out the enumeration of the BSF personnel during this census, it is necessary to safeguard the interests of security and at the same time ensure that all BSF personnel are counted. The following instructions are issued in the matter in consultation with the Registrar General, Census India. The areas in which this BSF personnel live may be divided into the following categories :

(i) **Forward areas**

2. This will cover census at the Battalion Headquarters, Coy Headquarters and the BOPs/pickets in respect of BSF units deployed near the international Indo-Pak border or in Manipur. All BSF units other than the 5 Reserve Battalions namely 100, 101, 102, 103 and 104 will fall in this category.

(ii) **Unit areas**

3. This will cover areas controlled and managed by service personnel such as with Hqs. barracks, unit lines etc. of BSF units not in forward areas. In this will fall the Headquarters IsG, the Headquarters DIsG, the Training Institutions namely BSF Academy, Tekanpur, the BSF Training Centre & School, Hazaribagh and the OSWT Indore as also the reserve battalions, *viz.* 100, 101, 102, 103 and 104 Bns.

Civil areas

(iii) **Personnel staying in areas other than mentioned in (i) *i.e.*, civil areas Arrangements in Unit areas**

4. Officers incharge of the units (except AD in the case of Headquarters IsG BSF) will function as BSF Census officers for the purpose of the census. Where the head of the unit is, however, unable to devote constant attention to the census operations, he may designate another sufficiently senior and responsible officer from his unit as the BSF Census Officer but he will continue to maintain executiae control over the census operations in respect of his unit. A copy of the list will also be sent to this Dt. General.

The following particulars will be furnished for each BSF Census officer.

(a) Rank
(b) Name
(c) Appointment
(d) Office Address
(e) Residential Address
(f) Office Telephone No.
(g) Residential Telephone No.

Amendment to the list will be forwarded as and when they occur.

5. The BSF Census Officers will immediately contact and maintain close liaison with the Civil Census Supdts. in their respective States. A list of the Census Supdts. is given in Appendix 'A' to this letter.

6. State Census Superintendents will not be given lists of BSF units/establishments or their location. But the areas covered by the BSF Census Officers should be clearly made known to the Census Superintendents. Headquarters ISG BSF will ensure that every unit/establishment under them where people are in residence is covered by the Census Operations.

7. BSF Census Officers will be responsible for the enumeration of all persons residing strictly within the unit areas. These strictly unit areas will be determined in consultation with the local authorities who are responsible for civil census arrangements, so that respective census limits are clearly known to both civil and BSF agencies. The BSF Census Officers will obtain necessary enumeration slips and instructions from the Census Superintendents of the State concerned. All enumeration slips after completion will be handed over to the census superentendents. In question 16 of the enumeration slip, the entry for BSF personnel will be "Central Government Employee".

8. Each BSF Census Officer will nominate the required number of Charge Officers, Supervisors and Enumerators for his unit. The Superintendents of Census Operations of the States are organising courses of instruction in census operations. The BSF Census Officers should arrange that all persons engaged in enumeration either in a supervisory or in an enumerating capacity receive the full course of instructions.

9. Enumeration of BSF personnel not actually present with the units/establishments as for example those away on leave/duty will not be the responsible of the BSF Census Officer.

10. Enumeration of BSF personnel residing outside unit areas will be the responsibility of the Civil Census Superintendents.

Arrangements in forward areas

11. Instructions relating to the nomination of BSF Census Officers, Incharge Officers and Supervisors, will apply to units in forward areas in the same why as for non-forward areas.

12. Enumeration of all BSF persons other than combatants (as for example medical staff, members of the non-combatant ministerial staff etc.) will be carried out by BSF Census Officer in forward areas in the same way as the non-forward areas. The enumeration slips in respect of those persons will be handed over after completion to the Census Superintendents concerned.

13. The BSF Census Officers will also be responsible for enumeration of personnel of units and establishments like Police Battalions, J & K Militia which are under the operational command of the BSF. In respect of these personnel, the responsibility of the BSF Census Officers in the forward areas will be the same as for non-forward areas as mentioned above.

14. Enumeration of combatants in forward areas will not be done by the BSF or Civil Census Officers on the spot.

Sanction for Tours

15. A certain amount of touring by officers is necessary in connection with the execution of the duties for the census. The moves by BSF personnel in this connection will be treated as on duty.

16. Please acknowledge.

Yours faithfully,
G. Majumdar
Deputy Director (Admn.)

No. 1C-3(II)/688(4) The 19th February, 1971

To : The Deputy Director of Census Operations, Calcutta City,
The District Magistrate, 24-Parganas,
The District Magistrate, Howrah,
The District Magistrate, Midnapore.

Subject : **Enumeration of Floating Population—population on the ships and vessels**

Sir,

In this office Circular No. 12, it has been clearly explained how the population on boats have to clearly explained how the population on boats have to be enumerated. In the present circular the principle of enumeration of population ships and vessels is laid down.

2. *Naval Ships*—An Officer has to be specially nominated as a Charge Superintendent for enumeration of Naval Ships. Special instruction have been issued by the Naval Headquarters to the Naval Officers concerned. Civilian Charge Superintendents need not take any action in this respect.

3. *Ocean Lines*—Only such ocean liners coming from foreign countries which touch any Indian port on or before 31st March, 1971, and are found at that port at sunrise of 1st April, 1971, are to be enumerated. Any ocean liner having been at port earlier and leaving that port on 31st March, 1971, will not be enumerated.

4. Enumeration of liners staying at port at sunrise of 1st April, 1971, should be done either on 31st March, 1971 or on 1st April, 1971. Persons from among the staff of Port Trust or of the Collector of Customs should be appointed special Enumerators for enumerating such liners and other categories of sea population.

5. *Indian Mercantile ships plying between Indian Ports and Foreign Ports*—Indian Mercantile ships plying between Indian and Foreign ports should be enumerated as explained in paragraphs 2 and 3 above if they are at Indian Port at the time of sunrise of 1st April, 1971.

6. Customs authorities are being requested not to issue clearance for any ocean liner or mercantile ship on 1st April, 1971. unless its enumeration work is completed.

7. *Coasting Vessels and other types of Vessels*—Passengers travelling in mercantile ships plying between Indian Coastal Ports or other vessels need not be enumerated as they may not have been absent from their places of residence during the enumeration period. The members of the crew on all such vessels, etc. should, however, be enumerated if they are residing on those vessels and have not already been enumerated anywhere on land. Enumeration of such members of crews should be done on 31st March, 1971 or 1st April, 1971, wherever such vessels, etc., are found during those two days.

8. *Vessels at Sea on 1st April, 1971*—Vessels which are at sea on the 1st April, 1971 will be enumerated at the first port at which they touch after that date. As some of them may be at sea for as long as 20 days the Enumerator will have to keep a watch over vessels arriving at the ports upto 20th April, 1971. The masters of the vessels should be questions as to whether their vessels have already been enumerated elsewhere. If not, they should be enumerated. When a Port Enumerator enumerates any coasting vessels either on 1st April, 1971 or subsequently, he should give the master a slip of paper on which he should give the name of the vessel, the name of the port and the date of enumeration, and tell the master to preserve it till the 20th April, 1971, and produce it if questioned by the Enumerator of any other port at which he may touch subsequently.

9. The entire sea population will be confined to floating vessels, etc. There will, therefore, be no house number to be entered as an element of Location Code. The name of the port should be written by the Enumerator as well as the name of the vessels, etc. in place of the Location Code.

10. In respect of the entire sea population only Individual Slips should be filled in.

Receipt of this circular may please be acknowledged.

Yours faithfully,

B. Ray
Deputy Director
for Director of Census Operations,
West Bengal

Memo No. 1C-3(II)/688(4)/1(2) The 19th February, 1971

Copy to the Chairman, Calcutta Port Commissioners. He is requested to kindly issue necessary instructions to the officers entrusted with census work at different ports.

Copy to the Collector of Customs, Calcutta. He is requested not to issue clearance to the vessels to leave the Port on 1.4.71 until the census enumeration in that ship is completed.

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

From : B. Ghose,
Director of Census Operations,
West Bengal

D. O. No. 1C-3(II)/1089(15)
22nd March, 1971

To :
The District Magistrate,/Deputy, Commissioner,

Dear.....,

I have already written to you about the counting of houseless persons and revisional round of enumeration scheduled for the period April 1st to April 3rd. I would request you kindly to ensure that this final phase of the Census Operations is speedily and accurately conducted. On three points I would be grateful to you for your personal supervision :

(A) *The enumeration of houseless persons on the night of 31st March :* In your district there may be no houseless persons ; nevertheless, the enumerators must ascertain this by going round

their areas. In the disturbed areas you might like to make adequate security arrangements so that the enumerators may move about freely. Since the only time to enumerate houseless persons is at night, it may be necessary to make security arrangements in a large number of areas.

(B) *The Revisional Round:* This intended to eliminate all deaths which have occurred prior to 1st April and to include all births. Visitors who are present or absent on 1st April will also be suitably enumerated. During the period April 1st to April 3, enumerators will have to revisit all houses quickly and, if necessary correct their records to reflect the position as on April 1st. What will be required is intensive supervision to ensure that this is done as comprehensively as was the actual enumeration in February.

(C) *Despatch of Provisional Totals*: A detailed circular has already reached to you on this subject. My intention in mentioning it again is to invite your personal attention to it because it is absolutely imperative that provisional totals of the population sex-wise and the break up of the literates and illiterates sex-wise be despatched with the maximum speed possible to the Registrar General, India, New Delhi and to me as soon the revisional round is over and in any case *not later than 6th April, 1971.* I cannot over-emphasise the urgency attached to this. The release of the provisional totals of the population to the country will be made from Delhi on the 6th April, 1971. If any district fails to submit the totals in time the announcement of the population will be help up. The Government of India have sent instructions to the State Government to make full use of the police wireless system to collect this information. My circular spells out the details steps to be taken. I would request you kindly to give this your personal attention so that you may be able to send the information within the stipulated time. Local arrangements will have to be made for collecting information from outlying and inaccessible areas. The telephone, telegraph system, the police wireless system and special messengers may be utilised in the best manner possible so that there is no delay on this score.

Yours sincerely,
B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3(II)/1089/1(4) 23rd March, 1971

Copy forwarded for information to :

The Deputy Director of Census Operations, Central/West/North/Calcutta.

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

No. 5P-3/1231(7) The 1st April, 1971

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate,/Deputy, Commissioner,

Subject : **Communication of Provisional Population figures for Urban agglomeration**

Sir,

Further to my Circular No. 19 dated the 20th March, 1971, I have the honour to inform you that the Registrar General, India, desires to have the provisional population figures of what are called "Urban

agglomerations" in your district along with the district figures. These agglomerations are urban charges which are *contiguous* to one another, one of which is treated as a core town. A list of these urban agglomerations in your district is attached to this letter.

2. I would request you to please instruct the Officer-in-Charge, Census of your district to consolidate the Charge Summaries of the urban charges forming an urban agglomeration and transmit the provisional figures for the agglomeration to the Registrar General, India, as well as to me by the 6th April, 1971 along with the District total figures in the standard form as :

1971 Census Provisional Totals

State_____ District _____ Males_____ Females_____

Total Population_____ Literate Males_____ Literate Females_____

Total Literates_____ Urban Agglomeration : Males_____ Females_____

Total Population_____ Literate Males_____ Literate Females_____

Total Literates_____

It there are more than one urban agglomeration in your district the message should continue for the second agglomeration and so on.

3. On receipt of the Charge Abstracts by the 7th April, 1971 from the various Charges, a Consolidated Abstract for the Urban agglomeration should also be prepared at the District office. The abstract for the agglomeration should also be sent along with the District Abstract to the Registrar General, India, and to me by the 12th April, 1971.

4. Please acknowledge receipt of this communication.

Yours faithfully,
B. Ghose
Director of Census Operations
West Bengal

No. 5P-3/1231(7)/1(13) The 1st April, 1971

Copy forwarded for information and necessary action to :

1 The Deputy Director, Calcutta/Central/North/West/S.S./Tabulation.

2 The Officer-in-Charge, Census, _____ District.

3 The Registrar General, India, 2A, Mansingh Road, New Delhi-11,

B. Ghose
Director of Census Operations
West Bengal

LIST OF URBAN AGGLOMERATION

District		Name of the Urban agglomeration	Praticular of the Towns forming each Urban agglomeration		
Code No.	Name		Code No. of Town	Urban Charge No.	Name of Town
1	2	3	4	5	6
2	JALPAIGURI	Alipur Duar	VII	U—7	Alipur Duar (M)
			VIII	U—8	Alipur Duar Rly. Jnc. (NM)
3	COOCH BEHAR	Cooch Behar	IV	U—4	Cooch Behar (M)
			V	U—5	Guriahati (NM)
6	MURSHIDABAD	Baharampur	X	U—9	Baharampur (M)
			XI	U—10	Cossimbazar (NN)
8	24-PARGANAS	Habra	III	U—3	Habra (NM)
			IV	U—4	Ashoknagar-Kalyangarh (M)
		Krishnapur	V	U—5	Krishnapur (NM)
			VI	U—6	Jyangra (NM)
			VII	U—7	Arjunpur (NM)
		Barasat	VIII	U—8	Madhyamgram (NM)
			IX	U—9	Nabapally (NM)
			X	U—10	Barasat (M)
		Naihati	XIV	U—14	Naihati (M)
			XV	U—15	Deulpara (NM)
		Bhatpara	XVI	U—16	
				U—17	Bhatpara (M)
				U—18	
			XVII	U—19	Madrail-Fuigapara (NM)
			XVIII	U—20	Narayanpur (NM)
			XIX	U—21	Panpur (NM)
			XX	U—22	Gurdaha (NM)
		Khardaha	XXVII	U—30	Khardaha (M)
			XXVIII	U—31	Patulia (NM)
			XXIX	U—32	Kerulia (NM)
		North Dum Dum	XXXIV	U—40	North Dum Dum (M)
			XXXV	U—41	Bisarpara (NM)
			XXXVI	U—42	Bandra (NM)
			XXXVII	U—43	Sultanpur (NM)
		South Dum Dum	XL	U—46	Garui (NM)
			XLI	U—47	South Dum Dum (M)
				U—48	
		Jadabpur	XLIX	U—61	Purba Putiari (NM)
			L	U—62	Chakdaha (NM)
			LI	U—63	Bansdroni (NM)
			LII	U—64	Kamdahari (NM)
			LIII	U—65	Bademasar (NM)
			LIV	U—66	Rajapur (NM)
			LV	U—67	Santoshpur (NM)
			LVI	U—68	Jadabpur (NM)
			LVII	U—69	Garfa (NM)
			LVIII	U—70	Kasba (NM)
		Budge Budge	LXI	U—73	Budge Budge (M)
			LXII	U—74	Uttar Raypur (NM)
9	HOWRAH	Uluberia	XXII	U—33	Banitabla (NM)
			XXIII	U—34	Uluberia (NM)

LIST OF URBAN AGGLOMERATION—*contd.*

District		Name of the Urban agglomeration	Particular of the Towns forming each Urban agglomeration		
Code No.	Name		Code No. of Town	Urban Charge No.	Name of Town
1	2	3	4	5	6
9	HOWRAH—*contd.*	Bauria	XXV	U—36	Burikhali (NM)
			XXVI	U—37	Bauria (NM)
			XXVII	U—38	Fort Gloster (NM)
10	HOOGHLY	Uttarpara-Kotrung	XIV	U—16	Nabagram Colony (NM)
			XVI	U—18	Makhla (NM)
			XVII	U—19	Uttarpara-Kotrung (M)
11	BURDWAN	Kulti	III	U—2	Barakar (NM)
			IV	U—3	Kulti (NM)

(iii) Instructions to enumerators for filling up the Individual Slip

GENERAL

• As a Census enumerator, you are performing a duty which is of great national importance. The data you provide through the census form the basis for the demarcation of electoral constituencies ; the national planning largely depends on the accuracy of the census data. Census data are also depended upon heavily by the public and Government Organisations. You are privileged to be a Census enumerator. At the same time, your responsibilities are also heavy. You have to fulfil them with a sense of pride and devotion to duty.

2. For your information certain provisions of the Indian Census Act which clothes you with the legal power to canvass the census questionnaire and also prescribes your responsibilities are reproduced in Appendix I.

3. Please take particular note of the provision of sections 11 (1) (a) and (b) of the census Act which require you to perform your duty as a census officer diligently and to keep the information collected at the census confidential.

4. The Indian Census has a rich tradition and has enjoyed the reputation of being one of the best in the world. It is hoped that you will help in keeping up this good name.

REFERENCE DATE AND ENUMERATION PERIOD

5. The reference date for the population Census of 1971 is the sunrise of 1st March 1971 *i.e.*, the census is expected to provide a picture of the population of the country as it exists at sunrise of **1st March 1971.** It is obviously not possible to ascertain the particulars of every individual throughout the length and breadth of the country at this fixed point of time. Therefore, the enumerator will actually commence his work of enumeration on 10th February, 1971 and end it on 28th February, 1971. You will, therefore, have to cover your jurisdiction and enumerate every person as will be explained in the succeeding paragraphs during that period of 19 days. But in order to bring the picture up-to-date as at sunrise of 1st March, 1971 *i.e.*, the reference date for the census, you will have to quickly go round your jurisdiction again on a revisit from 1st to 3rd March, 1971 and enumerate any fresh arrival in your jurisdiction who might not have already been enumerated elsewhere and also take account of any fresh births that might have taken place in any of the households after your previous visit and before the sunrise of 1st March, 1971 and fill in fresh census schedules to cover such cases. As a corollary you will have to also cancel the census schedules relating to persons who may have unfortunately died since your last visit to a household but prior to the sunrise of 1st March, 1971. Births or deaths and arrivals of visitors that had taken place after the sunrise of 1st March, 1971 need not be taken note of by you.

PAD NO. AND SLIP NO.

6. The census charge officer or the supervisor would have issued the required number of enumeration schedule pads of individual slips to you. Some may be in pads of 100 schedules and some of 25. On the top of the pad, the pad number would have been noted prominently by the Charge Officer. Soon after you receive your pad, you should check them and note on the right hand corner of each individual slip, within each book in the space provided for the purpose, the Pad No. as given on the top of the cover and you should also allot serial number to each schedule. The serial number of the schedules will have to be given by yourself in one sequence starting with one on the first schedule of the pad and ending with 100 in case of pads of 100 schedules and ending with 25 in case of pads of 25 schedules. In some pads the actual number of schedules may by mistake be a little more or little less. The last serial number in such pads may, therefore, vary accordingly. The ultimate idea is that every slip should be allotted the pad number as well as the distinct serial number.

LOCATION CODE AND YOUR JURISDICTION

7. On the top cover page of each book you will also find the location code number of your village or town indicating the district number, the tehsil or thana or town number and the village number. You may find that the district No. and the tehsil No. have been already stamped on each slip in the rural pads. In the case of urban areas, the town No. may also be rubber stamped along with the district No. In rural areas you will have to note in addition the village No. and the enumerator Block No. and for towns ward No., if any, and enumerator Block No. But if on any slip, location code has not been stamped through oversight, you will have to note the combined location code No. made-up of the district No., tehsil or thana or town No. and the village/ward No. and enumerator

block No. on each schedule on the left hand top corner in the space provided for the purpose. Elements of each code should be separated by oblique strokes. The enumerator block number may be noted within round brackets at the end of the location code. Please also see the instructions in para 22 below. You must get yourself fully acquainted with the complete code numbers allotted to your area. This will be intimated to you by your Census Charge Officer.

8. If you have, by any chance, been put in charge of more than one village or urban block, please make sure that you have separate pads for each village or urban block. Do not enumerate the population of a second village or a second urban block in continuation of the first in a common pad. The enumeration schedule pads of each village or urban block will have to remain separate.

9. Your appointment order would have defined your census jurisdiction. You must acquaint yourself with your jurisdiction immediately your appointment order is received. You should get to know the relevant house numbers of the houses which you are expected to visit for enumeration. Any new houses that might have come up within the limits of your jurisdiction for which no number had been allotted before, should be indicated by a sub-number to the adjoining house number. You should also know the dividing line between you and the adjoining enumerator. Make sure that he also knows the boundaries of your jurisdictions so that there is no ambiguity, and overlapping or omission. In case of any doubt you should immediately consult your Supervisor or the Charge Officer.

10. Immediately you are appointed a Census Enumerator please prepare a detailed sketch of the area allotted to you showing the streets, other prominent land marks and also the location of the actual houses that you enumerate. This sketch is important in order that your area may be identified by any one even at a later date. This sketch will also ensure complete coverage at the census. You will be required to give this sketch with your final abstract to your Supervisor immediately after the census enumeration is completed.

PERSONS TO BE ENUMERATED

11. While your appointment order may indicate all the houses that fall in your jurisdiction you will have to locate every household in your area. A **household** is defined as 'the entire group of persons who commonly live together and take their meals from a common mess unless the exigencies of work prevent them from doing so.' A household can be either a one person household *i.e.*, a person who makes provision for his own food or other essentials for living without combining with any other person to from part of a multi-person household. It may be a multi-person household *i.e.*, a group of two or more persons who make common provision for food or other essentials for living. They may be related or unrelated persons or a combination of both. Households usually occupy a whole or part of not more than one housing unit but they may also be found living in camps, in boarding houses or hotels or other institutions or they may be homeless.

12. You will have to make note of the areas within your jurisdiction where there is a likelihood of houseless persons such as the pavement dwellers or nomads living. Those houseless persons should all be censused on the night of 28th February 1971. You will also have to cover that night, persons living in boats, if any, in your jurisdiction.

13. All persons normally residing at a place within your jurisdiction during the census enumeration period are eligible for enumeration. A person is considered as normally residing there if he normally stays in that place during the enumeration period *i.e.*, from 10th February till 28th February 1971, and had in fact actually resided there during any part of the enumeration period. If a person had been away throughout the enumeration period he is not to be considered eligible for enumeration here. He will be enumerated wherever he is actually found during the enumeration period. Similarly, a person who would have normally resided at another place during the enumreation period but in fact was absent during the entire period from that place will be enumerated if he is to be found in any household in your jurisdiction as a visitor. Such persons should, however, be cautioned that they should not get themselves enumerated again in case they may move from this place.

14. Thus when you visit a household for the purpose of enumeration, you will enumerate the following persons :

(i) All those who normally stay and are present in that household during the entire period of enumeration *i.e.* from 10th February to 28th February ; (both days inclusive).

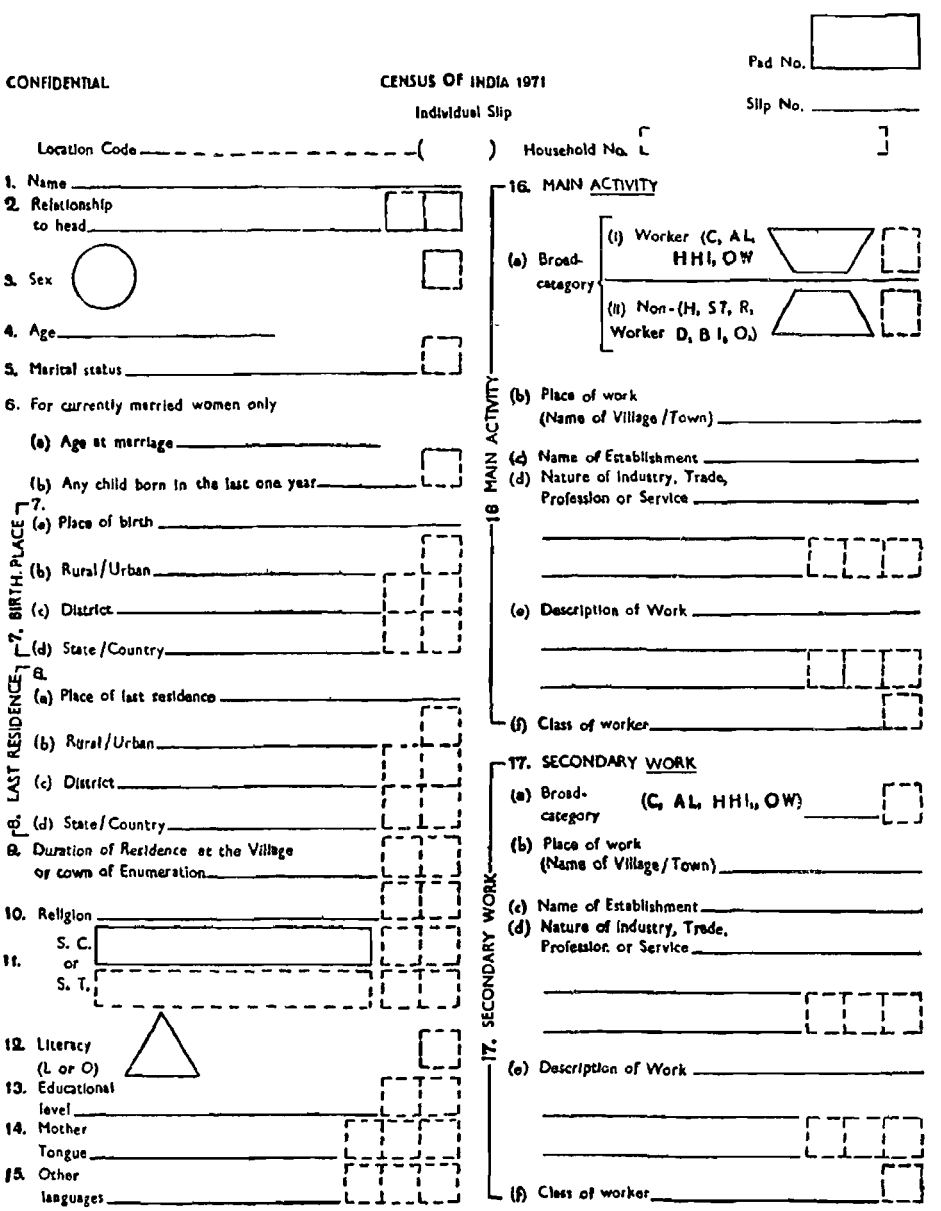
(ii) Also those who are known to be normally residing, and had actually stayed during a part of the enumeration period (10-28 Feb.) but are not present at the time of your visit ;

(iii) Also those who are known to be normally residing and are not present at the time of your visit but are expected to return before 1st March 1971 ; and

(iv) Visitors who are present in household censused by you but had been away from the place(s) of their usual residence during the entire enumeration period. For the purpose of enumeration such visitors will be treated as normal residents of the place (household) where they were actually found during the enumeration period provided they have not been enumerated elsewhere.

15. You should plan out your work in such a way that you will be able to cover your entire jurisdiction in a systematic manner and you do not leave the work to be accumulated towards the end.

16. Your task is simple. You will be required to canvass only one simple Individual Slip containing 17 questions for each individual to be enumerated in your jurisdiction. You will have to later post some particulars on the Population Record and you have to also prepare an Abstract. You have to record the answers as laid down in the succeeding constructions briefly.



CENSUS SCHEDULE (INDIVIDUAL SLIP)

17. The census schedule which is called the Individual Slip that you will be required to canvass is given on opposite page.

18. One slip will have to be filled for each individual in each household that you visit in your jurisdiction. You should first enumerate the Head of the household followed by the other members of the household in the most convenient order and ensure that none of the persons in the household is left out. Perhaps it is best that after enumerating the Head of the household, you cover the near relatives first such as, the wife, sons and daughters, son's wife and son's children, daughter's husband and their children forming part of the household, then distant relatives, and domestic servants or other boarders or visitors, forming part of the household and entitled to be enumerated here. *Please make repeated enquiries about infants and very young children for they are often liable to be left out of count.*

19. The various items to be canvassed on the Individual Slip are explained in the following instructions ;

Pad No. and Slip No.

20. Make sure that the Pad No. and the Slip No. have been noted by you on the top right hand corner of each schedule against the item provided as already indicated earlier under the general instructions. The noting of Pad No. and the Slip No. is necessary for, you will be later required to tabulate in an Abstract certain items of information of each schedule on a separate form where you will have to indicate the Slip No. concerned against which you will be posting the data. The Pad No. is the number already furnished on the top of the enumeration schedule Pad and the Slip No. is the serial number that you will be giving for each schedule in this Pad. You are also advised to use the Pads in a sequence starting with the lowest Pad number.

21. In case your jurisdiction covers more than one village or more than one urban block please ensure that you do not make use of a common pad of schedules for all the villages or urban blocks in your charge. There should be separate pads for each village or urban block even if there were a few blank schedules left over in the pad of a particular village or urban block.

Location Code

22. Though this has already been referred to generally earlier, it is worth elaborating. The location code is the method by which every village or town in a tehsil/taluk/police station/anchal/Island in every district of a State is identified by a combination of numbers. For this purpose, every district, tehsil, taluk, police station, anchal or Island, village or town in your State would have been allotted code numbers. Your Charge Officer would have indicated to you the district, tehsil, taluk, police station, anchal or Island and the village or town numbers as also the ward number of the town pertaining to your jurisdiction. By a combination of these numbers one can exactly locate your village or town. Thus, a code number running as 10/3/46 would mean village No. 46 in Tehsil No. 3 of District No. 10 of a State, or a code number running as 6/II/5 would mean ward No. 5 in Town No. II of District No. 6. Note that the Town No. is given in roman figure to distinguish it from rural code No. At the end of the location code you should add within round brackets the enumeration block number that has been allotted to you by your Charge Officer thus 10/3/46(60) or 6/II/5(4). You will be identified by enumerators' block number and this has to be entered in your Daily Posting Statement. (The enumerators' block numbers will be a continuous number for the tehsil/taluk/town etc.).

23. Make sure that you know the correct location code of the area allotted to you. You should note down the location code on each blank individual slip immediately the enumeration pads are issued to you. This will save you the trouble of noting the location code number later when you actually visit each household within your block for enumeration. When you visit the household you may have to then note only the household number as indicated in the next para by the side of the location code number which you would have already indicated.

Household No.

24. The identifying household number of the household that you are covering at the Census should be noted within the square brackets provided for the purpose. As you may be aware, Houselisting and Housenumbering operation was undertaken during 1970 with a view to numbering each census house and locating all households living in census houses. In the course of this operation, each census house was given a number and households found

therein would also have been allotted a number. The census house numbers would be painted on the houses at prominent place, like the pillar of the main gate, top of the main door etc. Sometimes there may be more permanent housenumbering plates affixed. In the case of thatched houses, numbers may have been written out on a tin plate or wooden board and left with the households with a request to preserve the same. You should use this number.

25. It may happen that when you visit your area for census taking you may come across some census houses which did not exist at the time of houselisting and therefore, no numbers had actually been allotted to them. You should allot a number after consulting the order of numbering prevailing in your jurisdiction and locate the households living therein. For example, if in between buildings 9 and 10 another building has come up ; you should allot the number 9/1 to this structure and in case more than one building has come up numbers like 9/1, 9/2, 9/3 and so on should be used for the new structures then locate the census houses in accordance with the instructions in Appendix II and thereafter locate the households and allot numbers in the prescribed manner. The household number will be the same as the house number if only one household is living in a house. If there were more than one household then alphabetical sub-numbers within brackets as 19(a), 19(b), etc. will have to be added to the house number to distinguish each household. It may also happen that the number given at the time of houselisting has been obliterated. You should allot the correct number having regard to the preceding and succeeding buildings.

26. For the purpose of conveniently understanding the housenumbering system, the instructions governing the numbering of buildings, census houses and households are given in Appendix II.

27. *If the household happens to be an institutional household such as a boarding house, hostel, hotel, chummery etc. where a group of unrelated persons stay together then add 'INST' to the household number.*

28. *If you are enumerating the houseless persons, you should record 'O' boldly in the space provided for the household number.*

29. In all the individual slips pertaining to the members of the same household, the household number will be repeated. You will then start recording the particulars of each individual against questions indicated in the Individual Slip according to the instructions that follow.

Please do not write anything in the spaces enclosed by dotted lines in question Nos. 2, 3, 5, 6(b), 7(b), 7(c), 7(d), 8(b), 8(c), 8(d), 9—15, 16(a), 16(d), 16(e) 16(f), 17(a), 17(d), 17(e) and 17(f). These are meant for writing code numbers in the Tabulation Offices.

Question 1 : Name

30. Write the name of the person enumerated. If a woman's name is not given out, describe her as 'so and so's wife, mother or daughter'. By custom if a woman finds it difficult to give the name of her husband and if the man is absent at the time of enumeration but his particulars have to be recorded write 'so-and-so's husband' if you have failed to ascertain the name even from the neighbours.

For newly born infants who have not yet been given the name write "baby" and add father's or mother's name.

Question 2 : Relationship to Head

31. In the case of the Head of the household write 'Head'. The Head of the Household for census purposes is a person who is recognised as such in the household. He is generally the person who bears the chief responsibility for the maintenance of the household and takes decisions on behalf of the household. The Head of the household need not necessarily be the eldest male member, but may even be a female or a younger member of either sex. You need not enter into any long argument about it but record the name of the person who is recognised by the Household as its Head.

32. In the case of institutions like boarding houses, messes or friends living together in one census house, which should be regarded as households of unrelated persons living together, which may be called institutional Households, the manager or Superintendent or the person who has administrative responsibility or who by common consent is regarded as the head should be recorded as the Head of the household.

33. The Manager or Superintendent who does not stay normally in the institution should be enumerated at his place of normal residence. You should make sure before filling up the slip for the Manager or Superintendent etc. of an institutional household, that he/she has not been enumerated at any other household.

34. In the case of absence of a normal 'Head', the person on whom the responsibility of managing the affairs of the household falls, should be regarded as the Head.

35. All relationships in this question should be recorded in relation to the Head of the household. Write the relationship in full. Do not use words like 'nephew', 'niece or uncle', but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother (for uncle), 'Son' will include 'adopted son' or 'step son'; similarly for a daughter. In the case of visitors, boarders, or employees, write 'visitor', 'boarder', or 'employee' as the case may be. In the case of institution, the members should be recorded as 'unrelated'.

36. If on the check of revisional round between 1st and 3rd March 1971 the Head of the household as recorded previously is found to have died, the person in the household who succeeds him by common consent as head should be recorded as Head and the relationships in all other slips will have to be suitably corrected. The slip of the deceased Head of the household will, of course, be cancelled.

Question 3 : Sex

37. For males write 'M' and for females write 'F' within the circle indicated against this question. Even for eunuchs and hermaphrodites, write 'M' only. Verify with reference to the name and relationship to Head against questions 1 and 2 respectively that you have noted the sex correctly.

Question 4 : Age

38. Record the age of the person in total years completed last birthday. Very often there is a tendency on the part of the individuals to return 'years running' rather than the 'years completed'. Make sure that only the actual number of years completed is recorded.

39. In respect of infants who *might not have completed one year* by the day of enumeration their age in completed years should be invariably shown as 'O' as they have not yet completed one year of age and add 'Infant' in brackets. As was stated under general instructions make sure that infants even if a day old are invariably enumerated. *You should not enter the age in months.* The age of an infant who has not yet completed one year should invariably be noted as 'O' only.

40. Age is one of the most important items of demographic data and you should ascertain the age with greatest care. Many persons particularly in the rural areas cannot give their age correctly. They should be assisted to state the correct age by stimulating their memory with reference to any historical event etc., well known in the area. Sometimes the age can be ascertained with reference to the age of another person of a known age that may be in the same household or in the neighbouring household or that of a well known person of the village such as Headman of the village. A person can more easily say whether he was older or younger to such a person and by how many years. This will help you to record the age more accurately.

Question 5 : Marital Status

41. In answering this question use the following abbreviations :

NM : Never Married
M : Currently Married
W : Widowed
S : Separated or Divorced

42. For a person who has never been married at any time before, write 'NM'. For a person currently married, whether for the first or another time and whose marriage is subsisting at the time of enumeration with the spouse living, write 'M'. Write 'M' also for persons who are recognised by custom or society as married and for the persons in stable *de facto* union. Even if a marriage is disputed in the locality write 'M' if the person concerned says he or she is married or is in stable *de facto* union. For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'. For a person who has been separated from wife or husband and is living apart

with no apparent intention of living together again or who has been, divorced either by a decree of a law court or by an accepted social or religious-custom but who has not remarried, write 'S'. For a prostitute return her marital status as declared by her.

Question 6 : For currently married women only

43. This question has to be answered in respect of all currently married women only *i.e.*, all women whose marital status is shown as 'M' against Q. 5. For all others a cross may be put through the two sub-parts of this question.

Question 6(a) : Age at marriage

44. **Age at marriage :** You should ascertain the age at which the currently married woman whom you are enumerating was married and record that age in completed years. If the currently married woman had been married more than once, the age at which she got married for the first time should be recorded.

Question 6 (b) : Any child born in the last one year

45. **Any child born in the last one year :** You should ascertain if the currently married woman whom you are enumerating gave birth to a child in the last one year prior to the date of enumeration. Since it may be difficult for a person to reckon the exact year with reference to the English calendar dates, the period of one year may be ascertained with reference to a well known festival day which falls close to Feb-March, as determined by the Census Superintendent of the State. You should ask if a child was born on or after this festival day last year to the date of enumeration. Only if the child was born alive, even if the child had died soon after birth, should the answer be 'Yes' to this question. *Still birth, i. e. a child which is born dead should not be taken into account for this purpose.* So while you should make sure that every case of birth of child born alive, even if it is not alive on the date of enumeration, is reported, you should not reckon it if the child was born lifeless.

46. It is common experience that the birth of the child may not be reported readily if the child is not actually surviving at the time of enumeration. Infant deaths are still high in the country. There is a chance of a number of such cases being missed unless specifically questioned about them. It is necessary to record all live births even if the child had died soon thereafter or had not survived to the day of enumeration. Therefore where the initial answer to this question is 'no', you should ask a specific question if there has been a case of child having been born alive in the last one year and later dying before the enumeration date. This is a delicate question and should be asked with tact in a manner not to offend the sensibility of the respondent. Where a currently married woman first answers that she had no child born in the last one year, you may perhaps question her as follows :

"It has been found in some houses that a child was born and had died soon after or a few days or months later and such cases had not been reported. It is my hope that there are no such cases here. Am I right ?"

This may bring in the required response. If she reports 'no' then you can be sure that no birth has been missed. You have to make sure that any live birth that has occurred to the currently married woman in the last one year is netted whether the child is surviving till the date of enumeration or not. Similarly, probe to eliminate still births may be necessary. For example, when the answer is 'yes' under question 6(b) the enumerator might ask if the child is here in this house. If the answer is 'yes', no further question is needed. If 'no,' the enumerator might ask where he has gone. The answer may be 'dead' or he has gone elsewhere. If 'dead' then the enumerator might ask when did the child die and this will bring out the fact whether or not it was a still birth.

47. Write 'Yes', if the currently married woman had given birth to a live child from the prescribed festival day last year to the date of enumeration or 'no' if she had not. In case of twin or multiple births, write 2, 3, etc., as the case may be within round brackets after the entry 'Yes'.

Note : You may find on your revisional round from 1st to 3rd March, 1971 that a child is born to a married woman in a household after your last visit but before the sunrise of 1st March, 1971. You will have to take this into account and correct the answer against the Q. 6 (b) accordingly. You must enquire specifically if any such birth has taken place. While ignoring still births all other births where the child was born alive even if it did not survive long should be taken into account.

Question 7 : Birth Place

48. Answer to this question has to be filled with reference to the place of birth of the persons enumerated and the particulars recorded under the four sub-items of this question.

Question 7 (a) : Place of Birth

49. Write 'PL' for a person born in the village or town where he is being enumerated. Where 'PL' is noted against this question put 'X' against sub-items (b), (c) and (d).

For those born outside the village or town of enumeration write the actual name of the place against sub-item (a) and fill the other details against sub-items (b), (c) and (d).

Question 7 (b) : Rural/Urban

50. For those born outside the village or town of enumeration ascertain if the place of birth was a village or town at the time of his birth. To enable a person to determine whether the place was a town or a village he may be required to indicate the status of the place of birth in comparison with a known town in the neighbourhood of the place of enumeration. You may mention some important urban characteristics to enable the person to make out if the place of his birth was rural or urban *e.g.* existence of a local administrative body, Industrial townships declared as towns etc.

For a person born in a village, write 'R'.

For a person born in a town/city, write 'U'.

For a person born in a foreign country put 'X' against this sub-item and also against sub-item (c). If all efforts to classify the place of birth as rural/urban fail, write 'not known'.

Question 7 (c) : District

51. For a person born outside the village or town of enumeration but within the district of enumeration write 'D'. For a person born in another district of the State of enumeration, or other State/Union Territory in the country, write the name of the district. If the person cannot name the district, write 'not known'.

Question 7 (d) : State/Country

52. For persons born within the State of enumeration write 'X' against this item, Make sure that the earlier entries made in sub-items (a), (b) and (c) are consistent with such an answer ; that is 'PL' might have already been written against sub-item (a) or 'D' is written against sub-item (c) or any other district of the State of enumeration is mentioned against sub-item (c).

53. For persons born outside the State of enumeration but within the country, write the name of the State/Union Territory where born.

54. For those born outside India, note merely the name of the country and there is no need to enter the name of the constituent State of the foreign country. Where a person cannot name the country, the name of the continent may be noted.

55. For a person born on sea, record 'born at sea', against this sub-item and put 'X' against sub-items (a,) (b) and (c). If a person was born in a train, boat or bus etc., within the country, write the particulars in (a), (b) and (c) with reference to the administrative territory where the event occurred or was registered.

Question 8 : Last Residence

56. Answer to this question will have to be filled in respect of every person if he had another place of normal residence irrespective of his place of birth, before he came to the present place where he is enumerated. Even if a person were born at the place of enumeration, by the nature of his work or for studies etc. he had shifted subsequently to another village or town and had come back again to the place of enumeration, he should be deemed to have had another place of residence prior to his enumeration here.

The last previous residence is relevant only if he had been outside the village or town of enumeration and not simply in another house or locality in the same place. For example, if a person born in one part of Bombay City is found residing in another part of Bombay at the time of enumeration, the change of residence should not be treated as change of place of residence because both the areas are comprised in the same City of Bombay. Similarly, a person born in hamlet 1 of village Rampur and found in hamlet 2 of the same village at the time of enumeration, should not be deemed to have had any other place of residence than the village where he is enumerated. Where a person had merely gone out to another place or had been shifting from place to place purely on tour or pilgrimage or for temporary business purposes, he should not be deemed to have had another residence different from the place where he or his family normally resides but if the person had his normal residence, *i.e.*, if his normal home had been elsewhere at any time before he is enumerated at his place of present residence, irrespective of where he was born, such place of his previous residence should be recorded here.

Question 8 (a) : Place of last residence

57. For a person who had been in the village or town of enumeration continuously since birth (except for shifting to other places outside the village or town of enumeration for a purely temporary stay) write 'PL' against sub-item (a) and put 'X' against sub-items (b), (c) and (d).

For a person who had his last previous residence at any place outside the village or town of enumeration (irrespective of his place of birth), write the actual name of the village or town where his last residence was against sub-item (a) and fill the other details against sub-items (b), (c) and (d).

Question 8 (b) : Rural/Urban

58. For a person who had previously resided outside the place of enumeration ascertain if the place of last previous residence was rural or urban and record the answer. For a person whose last previous residence was a village write 'R'. For a person whose last previous residence was a town/city, write 'U'. For a person who last resided in a foreign country write 'X'. For a person whose last previous residence cannot be classified, write 'Not known'.

Rural or Urban status has to be determined with reference to the time of migration from the place of last previous residence to the place of enumeration.

For helping the person to determine whether a place was rural or urban, you may mention important urban characteristics as indicated in the instructions against item 7(b) in para 50.

Question 8 (c) : District

59. For a person who had previously resided in another place, *i.e.*, for whom 'PL' is not written against sub-item (a) you have to fill in this item in the manner indicated below :

For a person who previously resided in another village or town within the district of enumeration write 'D'. For a person who previously resided in another district of the State/Union Territory of enumeration or of other State/Union Territory in the country, write the name of the district. If he cannot name the district write 'Not known'. For a person whose last previous residence was outside India write 'X' against this sub-item.

Question 8 (d) : State/Country

60. For a person whose last previous residence was out-side the village or town of enumeration but within the State or Union Territory of enumeration write 'X' against this item but if it was outside the State or Union Territory of enumeration but within the country write the name of the State/Union Territory. For a person whose last previous residence was outside the country write the name of the country and if name of the country is not forth-coming write the name of the continent.

For persons who had not moved out at all from the present place of enumeration from birth (except for purely temporary stay) this sub-item need not be filled and 'X' should be put in respect of persons against this sub-item.

Question 9 : Duration of Residence at the village or town of Enumeration

61. Note here the period of the existing continuous residence in the village or town where the person is being enumerated, in completed years. This will apply to even a person born at the place of enumeration. If

he had left this village or town and had lived elsewhere for sometime *i.e.*, in Q. 8 another place of last residence is reported and has come back again to this village or town, then the duration of residence to be noted against this question is the period of the last continuous residence. But if a person had been away on a temporary visit or tour etc., that should not be taken as a break in the period of his continuous residence here. If the person was born at the place of enumeration and also had no other place of last residence *i.e.*, 'PL' has been noted in Q. 8(a) then 'X' may be put against Q. 9.

For a person whose duration of continuous residence at the place of enumeration is less than 1 year, it should be noted as 'O'.

Question 10 : Religion

62. In answering this question use the following abbreviations :

H : Hinduism
I : Islam
C : Christianity
S : Sikhism
B : Budhism
J : Jainism

for others record the actual religion as returned fully.

63. If a person says that he has no religion it may be recorded accordingly. Do not mistake religion for caste which will not be recorded here.

Question 11 : Scheduled Caste or Scheduled Tribe

64. You have been furnished with a list of scheduled castes and scheduled tribes notified for your State. Ascertain if the person enumerated belongs to a scheduled caste or scheduled tribe and if he does, then record the name of the scheduled caste or scheduled tribe which should find place in the list furnished to you. The answer should be recorded against the correct rectangle provided for the purpose against this question. For a person who is not a member of any scheduled caste or scheduled tribe write 'X' in both the rectangles.

65. If the person belonging to a scheduled caste or scheduled tribe returns his caste or tribe by synonym or generic name of a caste or a tribe it should be entered only if it finds a place in the list furnished to you. Do not write the names of scheduled castes in general terms as 'Harijan' or 'Achhut.' You should ascertain the name of the caste when it is returned and write it in the rectangle provided for recording the name. Similarly, do not write the names of scheduled tribes in general term as 'Adivasi'. You should ascertain the name of the tribe when it is returned and write it in the rectangle with broken lines provided for recording the same. If a person is negligent and insists on calling himself merely 'Harijan' or 'Achhut' or 'Adivasi' as the case may be, tell him that this description is not adequate for census purposes and persuade him to give out the actual name of the caste or tribe. You should make all efforts to ascertain the correct name of the scheduled caste or scheduled tribe as found in the notified list. If the person merely claims to be a scheduled caste or scheduled tribe but says that he does not belong to any of the notified communities applicable to the area, he will not be entered as a scheduled caste or scheduled tribe.

66. Scheduled castes can belong only to the Hindu or Sikh religions. If a person belongs to scheduled caste, there will be either 'H' or 'S' in the answer to question 10. Scheduled tribes may belong to any religion.

Question 12 : Literacy (L or O)

67. *Definition of a literate* : A person who can both read and write with understanding in any language is to be taken as literate. A person who can merely read but can not write is not a literate.

68. It is not necessary that a person who is literate should have received any formal education or should have passed any minimum educational standard.

69. For a person who is literate *i.e.*, who can both read and write, record 'L' in the triangle against question 12. If there is any doubt about a person's ability to read or write, the test that may be applied for reading is his/her ability to read any portion of the printed matter in the Enumerator's Instructions and similarly for writing he/she should be able to write a simple letter. Ability merely to sign one's name is not adequate to qualify a person as being able to write with understanding. If a person claims to be literate in some other langauge with which the

enumerator is not acquainted, the respondent's word has to be taken as correct. Other members of the household may also be able to testify to the literacy of the person enumerated.

70. For a person who is illiterate *i.e.* who can neither read nor write or can merely read but cannot write, in any language, write 'O' in the triangle against question 12. All children of the age of 4 years or less should be treated as illiterate even if the child is going to a school and may have picked up reading and writing a few odd words.

Question 13 : Educational level

71. This question will be asked of those for whom 'L' has been recorded against question 12. For a person who is illiterate and 'O' has been put against him in the answer to question 12, there is no advantage in ascertaining the educational level even if he had at some stage attended school and passed a standard and had relapsed into illiteracy. In such a case you should put 'X'. You have to ascertain and record the highest educational level attained by a person for whom 'L' is recorded in answer to question 12.

72. For a person who is still studying in a particular class, the highest educational level attained by him will be one that he has actually passed and not the one in which he is studying. For example, a person studying in 1st year B.A. should be recorded as only 'PUC' or 'Higher Secondary', as the case may be. Similarly, a person studying, say, in the 4th year of 'MBBS' should not be noted as 'MBBS' but as 3rd year 'MBBS' which is the highest level he has actually attained. If you are not sure whether a person has passed Primary, Middle, Higher Secondary or other definite levels, you may record the actual standard passed such as say IIIrd standard, VIIIth standard, 1st year B. Com. etc.

The highest educational level attained by the person enumerated should be recorded. When a person holds both general and technical qualifications both of which are of equivalent level such as say B.Sc. (Zoology) and M.B.B.S. or B.A. (Maths.) and B.E. (Bachelor in Engineering), the technical qualification should be given preference in recording the highest educational level attained. Where the general educational level is higher than the technical educational level or where it is not possible to decide which of the two levels is relatively higher, the highest level of education as returned by the person concerned should be recorded.

In recording the highest educational level of a graduate or a post-graduate, subject of specialisation such as (B.Sc.) (Maths.)', M.A. (Economics), M.Sc. (Botany)', B.Sc. (Agriculture), etc., should be noted. You should not use abbreviations which are not in common use. In such cases, the degree or diploma should be spelt out fully.

73. Whenever you come across graduates or post-graduates as also those with a technical diploma or degree, you will have to issue him a "Degree-holder and Technical Personnel Card" and ask the person concerned to fill it. You should note the location code on the card while issuing it. Put a tick (√) after noting the educational level against question 13 immediately after you issuse a card. When you collect it after some time but before you complete the enumeration of your area, cross the tick and put a circle as (W).

You will have to ensure that the card issued to all the graduates and the technical degree or diploma holders are collected back. The non-crossed tick, if any, against question 13 will show that the card has not been collected.

Question 14 : Mother-tongue

74. *Definition*: Mother-tongue is the language spoken in childhood by the person's mother to the person If the mother died in infancy, the language mainly spoken in the person's home in childhood will be the mother-tongue. In the case of infants and deaf mutes the language usually spoken by the mother shall be recorded.

75. Record mother-tongue in full whatever be the name of the language as returned and avoid use of abbreviations. You are not expected to determine if the language returned by a person is the dialect of another major language and so on. You should not try to establish any relationship between religion and mother-tongue. *You are bound to record the language as returned by the person as his mother-tongue and you should not enter into any argument with him and try to record anything other than what is returned.* If you have reason to suspect that in any area due to any organised movement, mother-tongue was not being truthfully returned, you should record the mother-tongue as actually returned by the respondent and make a report to your superior Census Officers for verification. You are not authorised to make any correction on your own.

Question 15 : Other languages

76. After recording the mother-tongue in question 14 enquire whether the person knows any other language(s), Indian or foreign and record language(s) returned by him against this question. In case he does not know any language apart from his mother-tongue put 'X' against this question.

77. The number of languages recorded under this question need not be more than two. These languages should be other than his mother-tongue and they should be recorded in the order in which he speaks and understands best and can use with understanding in communicating with others. He need not necessarily be able to read and write these languages. It is enough if he has a working knowledge of these subsidiary languages to enable him to converse in that language with understanding.

Question 16 : Main Activity

78. Every person will be asked what his main activity is, that is how he engages himself mostly. For the purpose of this question, all persons will get themselves divided into two broad streams of main activity namely, (1) as workers and (2) as non-workers according as the type of main activity that the person returns himself as engaged in mostly.

79. *'Worker' defined*: A 'worker' is a person whose main activity is participation in any economically productive work by his physical or mental activity. Work involves not only actual work but effective supervision and direction of work.

80. *Reference periods*: The reference period is one week prior to the date of enumeration in the case of regular work in trade, profession, service or business. If a person had participated in any sueh regular work on any one of the days during this reference period and this has been returned as his main activity, the person will be categorised accordingly. A person who normally works but had been absent from work during this reference period on account of illness or travel, holiday, temporary breakdown, strike etc., the person should be treated as engaged in regular work in which he would have otherwise been employed but for his temporary absence. Persons under training such as apprentices with or without stipends or wages should be considered as economically active and recorded as working. A person who has merely been offered work but has not actually joined it, is not to be treated as engaged in work.

81. There are certain types of works which are not carried on throughout the year such as cultivation, livestock keeping, plantation work, some types of household industry, etc. A person's main activity should be ascertained with reference to such work in the last one-year even if he was not economically active in the week prior to enumeration. It is likely that even when a person is engaged in some other work during the period of one week prior to the date of enumeration, the main activity of the person may be cultivation, agricultural labour or some other work attended to normally by him in the course of the year. Care must be taken to see that the main activity is properly ascertained in such cases. For example, a person's main activity may be agricultural labour and in the week prior to enumeration he may be engaged as a sugarcane factory labourer or as a road cooly. He should be categorised for his main activity as agricultural labourer only as returned by him as he engages himsalf mostly in that work and the other work should be treated as his subsidiary work.

82. A man or woman who is engaged primarily in household duties such as cooking for own household or performing one's own household duties or a boy or a girl who is primarily a student attending institution, even if such a person helps in the family economic activity but not as a full time worker should *not* be treated as a worker for the main activity. On the other hand, if a person is primarily engaged in some economic activity but at the same time does also attend to some household chores or attends a night school etc., he or she should be treated basically as a worker for the main activity and categorised accordingly.

83. A person who merely receives an income such as a rent receiver or a pensioner who does not have to work for receiving the income, will not be treated as economically active unless the person is also engaged in some economic activity and if that activity is returned as the main activity of the individual.

Question 16(a) : Broad Category (i) Worker (C,AL, HHI, OW) (ii) Non-worker (H, ST, R, D, B, I, O).

84. The main activity returned by the person will entitle him to be categorised either as a worker in 16 (a) (i) or as a non-worker under 16 (a) (ii).

Question 16(a) (i) : Worker (C, AL, HHI, OW)

85. Where the main activity of a person qualifies him to be treated as a worker he should be further categorised according to the type of work and one of the appropriate abbreviations indicated against this question should be entered in the box provided for the purpose. If the person is not engaged in any economic activity an 'X' should be noted in the box. The abbreviations to be used for workers are explained below :

C : CULTIVATOR

86. For a person who returns his main activity as working as a cultivator, the abbreviation 'C' should be used.

87. *Definition of Cultivator* : For purposes of the census a person is working as Cultivator if he or she is engaged in cultivation by oneself or by supervision or direction in one's capacity as the owner or lessee of land held from Govt. or as a tenant of land held from private persons or institutions for payment of money, kind or share.

88. Cultivation involves ploughing, sowing and harvesting and production of cereals and millet crops such as wheat, paddy, jowar, bajra, ragi etc., and pulses, raw jute and kindred fibre crop, cotton etc., and other crops such as sugar-cane, groundnuts tapioca, etc., and does not include fruit growing, vegetable-growing or keeping orchards or groves or working of plantations like tea, coffee, rubber, cinchona and other medicinal plantations.

89. A person who merely owns land but has given out land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly, a person working in another person's land for wages in cash, kind or share (Agricultural labourer) will not be treated as cultivator in this question.

AL : AGRICULTURAL LABOURER

90. A person who returns his main activity as engaged as agricultural labourer, the abbreviation 'AL' should be used in the box.

91. *Definition of an Agricultural Labourer* : A person who works in another person's land for wages in money, kind or share should be regarded as an agricultural labourer. He has no risk in the cultivation but he merely works in another person's land for wages. The labourer could have no right of lease or contract on land on which he works.

H. H. I. : HOUSEHOLD INDUSTRY

92. For a person who returns his main activity as engaged in some production, processing, servicing or repair of articles of goods such as, say, handloom weaving, dyeing, carpentry, *bidi* rolling, pottery manufacturer, bicycle repairing, blacksmithy, tailoring etc., it has to be ascertained if it is a household industry, and if so, it should be indicated by the abbreviation 'HHI' in the box.

93. *Definition of a Household Industry*

A Household Industry is defined as an industry conducted by the Head of the household himself/herself and/or mainly by the members of the household at home or within the village in rural areas and only within the premises of the house where the household lives in urban areas. The industry should not be run on the scale of a registered factory.

94. The main criterion of a Household Industry is the participation of one or more members of a household. This criterion should apply to urban areas too. Even if the industry is not actually located at home in rural areas there is greater possibility of the members of the household participating even if it is located anywhere within the village limits. In the urban areas where organised industry takes greater prominence, the Household Industry should be confined to the precincts of the house where the participants live. In urban areas even if the members of the household by themselves run an industry but at a place away from the precincts of their home, it will not be considered a household industry. It should be located within the precincts of the house where the members live.

95. A Household Industry should relate to production, processing, servicing, repairing or making and selling (but not merely selling) of goods. It does not include professions such as a pleader or doctor or barber,

musician, dancer, waterman, *dhobi*, astrologer, etc., or merely trade or business, even if such professions, trade or services are run at home by members of household. A list of a few typical Household Industries is appended to these instructions at Appendix II.

96. Sometimes it is likely that the person who may not be working in his own Household Industry may be working as a petty employee in another Household Industry. You should, therefore, enquire whether the person who is not working in his own Household Industry is working in any other Household Industry as an employee and record as per instructions given above.

OW : OTHER WORKERS

97. If a person gives his main activity as engaged in any other work which is not cultivation, agricultural labour or household industry, this may be indicated by merely noting 'OW' in the box. The type of workers that may come under the 'Other Workers' category are factory workers, those working in trade or transport, all Government servants, municipal employees, teachers, mining workers, political or social workers, building labourers, etc. In effect, all types of economic activity not covered by cultivation, agricultural labour or household industry will come under this residual category. Workers engaged in plantation or forestry should not be treated as cultivators or agricultural labourers but as 'Other workers'.

98. Further details pertaining to this 'Other' category of workers as also those engaged in household industry, will be recorded in the subsequent sub-parts (b) to (f) of question 16.

Question 16(a)(ii) : Non-worker (H, ST, R, D, B, I, O)

99. As was stated earlier, question 16 is intended to ascertain the main activity of every individual whether he or she is economically active or not. While 16 (a) (i) helps to broadly categorise all those who have returned some work as their main activity, 16 (a) will help to categorise those whose main activity is not engaged in any economically productive work, but are basically non-workers. These may be categorised under seven broad heads whose abbreviations are indicated against this question. The appropriate abbreviation will have to be entered in the box provided. The abbreviations are explained below :

H : HOUSEHOLD DUTIES

100. This covers all those persons basically engaged in unpaid home duties doing no other work, or even if such a person may also be participating in some other work, it is not to the same extent as a whole-time worker and if the person has returned his or her main activity as attending to household duties. The main activity of such a person should be entered as 'H'. If a person whose main activity is attending to household duties, also engages oneself in some other economic activity such as helping in family cultivation or preparing cowdung cakes at odd times for sale etc., that economic activity will be covered as secondary work under question 17. On the other hand, a woman who works primarily as a factory worker or a plantation labourer or an agricultural labourer or in some office or shop etc., and also attends to household duties, obviously her main activity will be the economic activity in which she is mostly engaged in and should not be categorised as 'H' for her main activity in this question. She should have been treated basically as a worker and her main economic activity should have been recorded against 16 (a) (i).

ST : STUDENT

101. This refers to those whose main activity is returned as a student. This will cover all fulltime students or children attending school. Even if such persons participated in some work but not to the same extent as a full-time worker, by merely helping casually as an unpaid family worker in family cultivation, household industry, trade or business, they should be treated primarily as students, if that is their main activity. 'ST' should be entered in the box. The other economic activity, if any, that such persons attend to will be reflected under question 17 as secondary work.

R : RETIRED PERSON OR A RENTIER

102. A person who has retired from service and is doing no other work *i.e.*, not employed again in some full-time work or does not engage himself in some other work as cultivation, in business, trade, etc., or a person who is a rentier or living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means for securing which he does not have to work, will come under this category. 'R' should be noted in the box for a person coming under this category.

D : DEPENDENT

103. This category will include all dependents such as infants or children not attending school or a person permanently disabled from work because of illness or old age. If a girl or an old woman attends to household duties she should be categorised under 'H' for her main activity rather than 'D'.

Dependents will include all non-workers even if ablebodied who have no other activity coming under any of the categories of non-workers and who are not seeking any work either but are purely dependent.

B : BEGGARS ETC.

104. This will cover beggars vagrants or such cases as independent women without indication of source of income and those of unspecified sources of subsistance and who are not engaged in any economically productive work.

I : INSTITUTIONS

105. This will cover convicts in jails or inmates of a penal mental or charitable institution, even if such persons are compelled to do some work such as carpentry, carpet weaving, vegetable growing etc., in such institutions. An under-trial prisoner in a jail should not, however, be brought under this category but has to be indicated according to the main activity he was engaged in before he was apprehended. Inmates of such institutions will be noted as 'I'.

O : OTHER NON-WORKERS

106. This will include all non-workers who may not come under any of the six categories above but are seeking work, they should be noted as 'O' in the box. A boy or girl who has completed education or has stopped studying and is seeking work, will come under this category. If a person is merely spending his time at home as a dependent and is not doing any work and is not seeking any work will come under 'D' rather than 'O'. A person irrespective of age and whether educated or not, if he reports that he is not engaged in any other activity but is seeking work will come under this category.

107. If the main activity of the person who is enumerated does not qualify a person to be treated as a worker and he does not fall under any of the four broad categories of workers covered by 16 (a) (i) and an 'X' has been put in the box against that question, then he must necessarily be categorised under any one of the seven broad types of non-workers and the appropriate abbreviation entered in the box opposite to question 16(a) (ii). Conversely if a person has already been treated as a worker and his main activity has been indicated in the box against question 16(a) (i), then question 16(a) (ii) will not apply to the person and an 'X' should be put in the box against question 16(a) (ii). Thus 16(a) (i) and 16(a) (ii) are mutually exclusive.

Question 16(b) to 16(f)

108. These sub-parts of question 16 will have to be filled only to describe the details of the household industry or other work indicated against question 16(a) (i). If the main activity has been shown as 'C' or 'AL' against 16(a) (i), there is no need to give the details of the cultivation or agricultural labour in these sub-sections.

109 Similarly, if the main activity of an individual has been returned as a non-worker against 16(a) (ii), sub-sections (b) to (f) will not apply and a 'X' may be put right across all these questions.

Question 16(b) : Place of work (Name of village/town)

110. Ascertain from each person who is already taken as a worker other than in cultivation or agricultural labour *i.e.* question 16(a) (i) has been answered as HHI or OW, the village or town where he or she works. If the place of work is the same as the village or town of enumeration write 'PL'. In all other cases you should write the name of the place fully. If a person has no fixed place of work such as, say, a travelling vendor of vegetables or a pedlar or a rickshaw puller who may go from one village or town to another, note 'No fixed place of work'. If he works in one particular town or village that should be noted.

Question 16(c) : Name of Establishment

111. This question and the subsequent sub-sections of question 16 need not be answered for cultivators and agricultural labourers who are already noted as 'C' or 'AL' against question (16) (a) (i).

Record here the exact name of the factory, firm, workshop, business house, company ; shop, office etc., and in respect of public offices you should clearly indicate whether they are Central or State Government or local body offices, etc. If the establishment does not have any definite name such as, say, in the case of a household industry like hand pounding of rice, gur making, bee keeping, handloom weaving, potter's house, blacksmithy etc., note 'No particular name'.

Question 16(d) : Nature of Industry, Trade, Profession or Service

112. The answer to this question will have to be adequately precise to enable proper classification of the sector of economy in which the person is working. The sector of economy in which a person works may relate to (i) Plantation, Forestry, Fishing, Livestock etc., (ii) Mining and/or Quarrying (iii) Manufacturing (iv) Construction (v) Electricity, Gas or Water Supply (vi) Transport and Communications (vii) Trade and Commerce (viii) Professions and Services. Full details of the type of industry, trade-profession or service in which the person is engaged will have to be recorded here. To help you to appreciate the details that may have to be furnished to classify the economic activity appropriately, substantial description of various economic activities are furnished in Appendix III, categorised under certain broad classifications. The list in Appendix III is not exhaustive. You shall have to describe the nature of Industry, Profession, Trade or Service whatever it is, in as precise a detail as possible.

Question 16(e) : Description of work

113. This question has to be filled up for all persons for whom the main activity is shown as 'HHI' or 'OW' in question 16(a) (i) and for whom you should have also to answer the other sub-sections of question 16. Under this question, the description of the actual work that the person enumerated is doing is to be recorded irrespective of which type of industry, trade, profession or service he may be working and which is already recorded under question 16(d). His actual work should also be given in sufficient detail. If for example a person is merely recorded as say, clerk with no other details, it will be impossible to properly categorise him as the type of work he does. He may be a clerk attending to correspondence or book keeping or accounting. Similarly if a person were merely to be recorded as a mechanic, it will not help to determine what type of mechanic--electrical mechanic or a motor mechanic or a locomotive mechanic, etc., he is. The description of the actual work done by a person should be ascertained in adequate detail and recorded against this question.

114. To guide you in answering question 16(e), the types of particulars that need to be ascertained in respect of a few typical occupations are given in Appendix IV.

Appendix V is by no means exhaustive. This just illustrates the need to ascertain the full details of the particulars of work performed by an individual for being recorded against question 16(e).

115. It has been found in the past that substantial number of persons are recorded merely as general labourers. It is necessary to make a probe and find out in which type of work he is mostly engaged as a labourer such as, say, a road coolie, a loader or unloader at a market, a construction labourer, etc.

116. For those in Military service it is enough if it is merely noted as 'in the service of the Central Government'. Other details need not be given.

General

117. There need be no confusion as to the scope of 16 (d) and 16 (e). 16 (d) would represent the nature of industry, trade, profession or service *i.e.* the field of economic activity in which a person is engaged in work and 16 (e) represents the occupation or the actual work that the person does in the industry, trade, profession or service in which he is engaged. Thus, for example the answer to question 16 (d) may be say Cotton Textile manufacture and the answer to question 16 (e) may be Chemical Engineer in that industry or a clerk or an accountant in that industry or a labourer in that industry or a truck driver or the managing director of that industry and so on. Similarly in question 16 (d) the nature of service may be some department of the State Government Service and in question 16 (e) the description of work may be a clerk or an accountant, a Director of the Deptt, jeep driver in the Deptt. etc., etc. Again say, against question 16 (d) the answer may be private medical practice and in 16 (e) may cover orthopaedic surgeon, or nurse or a sweeper etc., working in that private medical practitioner's nursing home. The sample answers furnished in the specimens (Appendix V) at the end of this book, the Industrial and Occupational lists in Appendices III & IV and the instructions given by your superior Census Officers may help you to clear any

doubts you may have in your mind regarding the scope of questions relating to Nature of Industry, Trade, Profession or Service covered by question 16 (d) and the description of actual work of the individual enumerated covered by question 16 (e).

Question 16 (f) : Class of Worker

118. For a person who is :

(i) an Employer, that is, who hires one or more persons in his work described in question 16 (e), write ER

(ii) an Employee, that is, who does his work described in question 16 (e) under others for wages or salary in cash or kind, write EE

(iii) a Single Worker, that is, who is doing his work described in question 16 (e) without employing others except casually, and without the help of other members of the family except casually and a participant in work as members of co-operatives, write SW

(iv) a Family Worker, that is, who is doing his work described in question 16 (e) in a family enterprise alongwith other members of the family without wages or salary in cash or kind write FW

For a person for whom an 'X' is put in questions 16 (d) and 16 (e) put an 'X' in this question also.

Explanation

119. An Employer is a person who has to employ other persons in order to perform the work entered in question 16 (e). That is to say, such a person is not only responsible for his own personal work but also for giving work to others in business mentioned in question 16 (e). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an employer, even if he has the power to employ another person in his office on behalf of his own employer or employers.

120. An Employee is a person who usually works under some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers.

121. A Single Worker for the purpose of question 16 (f) is a person who works by himself. He is not employed by any one else and in his turn does not employ anybody else, not even members of his household except casually. This definition of a Single Worker will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producer's co-operative. Each one of the partners or members of such producers' co-operatives should be recorded as 'Single Worker.'

122. A family Worker is a member who works without receiving wages in cash or kind, in an industry, business, trade or service. For example, the working members in a family of *Dhobies* where they all participate and each does not receive wages separately will be family workers. There may be family workers in industry, trade or professions as well. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or Head of the Household or other relative.

123. Members of the household who help solely in household duties should not be treated as family workers.

124. In the case of persons engaged in household industry *i.e*, in the case of persons for whom the answer to question 16 (a) (i) is 'HHI,' there will be three classes of workers *viz.*, Family Worker, Single Worker and Employee. There will be no Employer. Household industry by its very definition is conducted by the head of the household himself or/and other members of the household, the role of hired workers being secondary. If the head alongwith the members of the household is working in a household industry employing hired workers, the head and other members who are working should be treated as 'Family workers.' If the head alone is working with the assistance of hired worker (s) whose role would be secondary as indicated above, he would be treated as a single worker.'

Some illustrations for filling the questions 16 or 17 are given in Appendix V.

Question 17 : Secondary Work

125. This question should be asked of every person whether he has returned some work as his main activity against 16 (a) (i) or had returned himself under any of the basically non-working categories against question 16 (a) (ii). As was noted earlier, 16 (a) (ii) will cover cases like persons performing household duties or students who may not be engaged in any other economically productive work at all, as also those who, though basically are performing household duties or students etc., for the purpose of their main activity, still participated in some other economic activity such as helping the household in several items of work, as in cultivation or in household industry or in looking after the cattle, in attending to family business etc, but not to the extent as a full-time worker. Such participation will be considered as secondary work of these persons.

126. Ask of each person if, besides what he had already returned as his/her main activity against questions 16 (a) (i) or 16 (a) (ii), he/she participated in any secondary work. A number of unpaid family workers participating in the household enterprises, who might have returned themselves mainly as 'H' or 'ST' or 'R' under question 16 (a) (ii) for their main activity will be netted here for their economic activity which is subsidiary. Mere rendering of service for ones own home or production of goods for purely domestic consumption are not to be treated as economic activity. For example, a servant who works as a cook in his or her employer's home for wages will be considered economically active but, a housewife, even if she may work much more than a paid servant, in having to cook for the family or looking after the household will not be treated as economically active for the purpose of this classification. Similarly, women who may produce cloth on a loin loom at home for domestic consumption will not be treated as economically active unless the products are sold and the household derives an income. Participation in work that goes to augment the income of the household will only be treated as economic activity. A boy whose main activity is shown as a student under 16 (a) (ii), can have the secondary work of say, cultivation if he helped the head of the household in the family cultivation during some parts of the season. But if a girl student, whose main activity is shown as 'ST' under 16 (a) (ii), also helped in weaving cloth purely for domestic consumption on a loin loom at home, or helped in attending to household chores, she will not be treated as having any secondary work. Secondary work will be reckoned only if the person is engaged in some economic activity even if marginal in addition to whatever is the main activity under question 16. A person whose main activity is shown as, say, a clerk in a Government Office or a teacher under question 16, also attends to some cultivation by his direct supervision or undertakes some tuition, this will be shown as secondary work under question 17. A person's main activity may be cultivation in question 16 and his subsidiary activity money lending in question 17. Again main activity may be agricultural labourer and subsidiary work sugar factory labourer and so on and so forth.

127. The instructions for the usage of abbreviations in categorising workers under 16 (a) (i) and filling in the details under 16 (b) to (f) will apply *mutatis mutandis* to question 17 (a) to (f), except that while question 16 (a) (i) will cover the main work, Q. 17 (a) is intended to cover secondary work which may be possibly part-time. It may also be noted that the non-working categories of activity will not be reported as secondary work under question 17.

128. A few slips showing specimen entries (not reproduced) and some illustrations for recording answers against Q. 16 are given in Appendix V. You are advised to study these specimen entries and illustrations before starting actual enumeration and also consult these and the instructions whenever you are in doubt in recording any answer during field operation.

POPULATION RECORD

129. Soon after you complete the enumeration of all the persons in the household you are expected to transfer certain items of information of all the individual members of each household to the Population Record. Population Record form is reproduced as Appendix VIII. If you feel that the filling of the Population Record in the field is likely to take considerable time there is no objection to the details being posted by you later at home at the end of the day. However, soon after you complete the enumeration of all the persons in a household you must note down the Location Code No. and the Household No. on the Population Record and also copy out in Col. 2 all the names of the persons enumerated in the household. This will help you to check with the members of the household and verify if all the persons qualified to be enumerated in the household have been fully enumerated.

The Population Record forms would have been supplied to you in convenient books and each page will normally take the entries of one household. However, if in a large household there are more number of persons

than what a single Population Record form can accommodate, you may continue the entries on the next form but note boldly on the top of the continued Population Record as "Continued".

The Population Record hardly calls for any detailed explanation. On the top of each form please note correctly the Location Code No. and the Household No. It is important that you note the Household No. correctly as has been explained in paragraphs 24 to 28 of these instructions. Do not fail to note boldly "INST" in respect of institutional households as explained in paragraph 27 and "O" in respect of houseless households as explained in paragraph 28.

You will be required to furnish information in the Enumerator's Abstract on the total number of occupied residential houses, the census households, the institutional households and houseless households in your block with reference to the entries made in this Population Record So please make sure that you have entered the Household No. correctly as this will guide you in posting the required particulars in the Enumerator's Abstract. At the right hand side below the Household No., you will have to record information if the household belongs to S.C./S.T. You would have already ascertained if the head of the household belongs to a Scheduled Caste/Scheduled Tribe with reference to Question 11 of the Individual Slip. If the head belongs to any S.C./S.T., write S.C./S.T. as the case may be and also the name of S.C./S.T. to which the head of the household belongs.

The columns in the main body of the Population Record are self-explanatory. You have to post them with reference to the information you have collected of each member of the household in the Individual Slip against the relevant questions. However, column 9 of the Population Record may require some explanation. For those who have returned themselves as workers for their main activity against Question 16 (a) (i) of the Individual Slip, while you may note 'C', 'AL' as the case may be, as recorded in the box against Question 16 (a) (i), in respect of those other than cultivators and agricultural labourers, you may please indicate briefly the description of work as recorded in Question 16 (e) of the Individual Slip. For those who have returned themselves as non-workers for their main activity you may note the same abbreviation as recorded against Question 16 (a) (ii).

ENUMERATION OF HOUSELESS POPULATION

130. You must complete the enumeration of all the persons in all the households in your jurisdiction between 10th February and 28th February, 1971. During this period you should also take note of the possible places where homeless population is likely to live such as on the road side, pavements or in open temple mandaps and the like. On the night of 28th February, 1971 you will have to quickly cover all such houseless population and enumerate them. If there is likely to be a very large number of houseless persons in your jurisdiction whom you may not be able to enumerate single handed in one night you should report to your supervisor so that one or more extra enumerators may be deputed to assist you in the one night enumeration of such houseless persons. You should keep particular watch on the large settlements of nomadic population who are likely to camp on the outskirts of villages. These people will have to be covered on the 28th February. You should of course make sure that they have not been enumerated elsewhere. As per instructions in para 28 you should record 'O' in bold letters for houseless persons in the space provided for household number.

REVISIONAL ROUND

131. In the next three days, *i.e.* from 1st March, 1971 to 3rd March, 1971, you will have to revisit all the households in your jurisdiction and enumerate any new births that had taken place after your last visit but before the sunrise of 1st March, 1971 and any visitor(s) that had moved into the household and who had been away from his/their place of normal residence throughout the enumeration period *i.e.*, from 10th February to 1st March, 1971 or an entire household that has moved into your jurisdiction during this period and had not been enumerated anywhere before. In respect of every new birth make sure that you correct the entry in question 6 (b). Please also see the note under para 47.

You will have to ascertain if any death(s) had taken place in any of the households between your last visit and the sunrise of 1st March, 1971, and cross out the individual slip of the dead person writing boldly across it as 'Died'.

If such a deceased person was recorded as 'Head of the Household' then you will have to find out who is recognised as 'Head' in that household after the deceased person. Accordingly, you will have to put 'Head' in Q. 2 in the individual slip of the person who is now recognised as 'Head' and correct the relationship of all members of the household in their respective individual slips, with reference to their relationship with 'Head' now recognised.

Consequential changes in the Population Record shall also have to be made by you. If you have exhausted the entire population record for recording the particulars of any household and it becomes necessary to record a new birth or any visitor you will fill in another population record form in continuation taking care that the location code etc., are noted on the second form properly. The serial numbering in the succeeding form for the household should be in continuation of the last serial number of the earlier sheet relating to that household.

ENUMERATOR'S DAILY POSTING STATEMENT

132. Each day you will have to carefully post the information on certain items of each Individual Slip in the prescribed posting forms which have been supplied to you. Do not allow this work to fall into arrears. You are likely to commit errors if you tried to post particulars of a large number of persons after the lapse of more than one day. You will have to total up the columns of the statements and put the information in an Abstract and hand it over along with the complete schedules to your Supervisor. The posting statements should be filled at the end of each day soon after completion of the enumeration for the day. This will make your work lighter and avoid accumulation and pressure of work at the end and consequent errors in posting. Separate posting forms have been provided for Males and Females and you should take care to post particulars of a person in the right form. This will make it easier to strike the totals of each sex and post the statements. The totals can be struck after the entries are brought up-to-date soon after you complete the enumeration of houseless persons and you have also accounted for the births and deaths since your last visit at the revisional round. You will observe that the information to be posted pertains to the items against which geometrical designs are found in the Individual Slip such as the one relating to Q. 3 Sex, Q. 11 Scheduled Caste/Scheduled Tribe. Q. 12 Literacy, Q. 16 (a) (i) and 16 (a) (ii) Worker or Non-worker. It is necessary that you should fill the Posting Statement with the greatest care.

133. First of all you should enter Location Code, Name of the village/town, Enumerator's Block No. (No. allotted to you) and your name (enumerator's) in all the Posting Statements. Then start making relevant entries in the Posting Statements taking care that you enter particulars for 'males' in Males Posting Statement (Form M) and for 'females' in Females Posting Statement (Form F).

134. You are advised to make entries in a sequence starting with lowest Pad No. used by you starting with Slip No. 1 in each Pad so as to avoid duplication or missing of any entries. Both the statements are similar except that one is meant for Males and the other for Females. You should not fill up Col. 1 (Final Serial No.) at the first instance. This col. will be filled after the revisional round *i.e.*, after you have brought the count up-to-date with reference to sunrise of 1st March 1971 (see pare 131) and also after you have struck the grand total of cols. 4 to 13. In cols. 2, 3 and 4 you have to copy Pad No., Slip No. and sex as recorded by you in the slips. Even though there are separate forms of Posting Statements for males and females, yet you are required to copy the sex in col. 4 from the Individual Slip as this will hlep as a check in avoiding mistakes in posting. In the remaining columns a tick (√) may be put against the appropriate columns, wherever information is found against the relevant question and a dash ( ) may be put where it is not applicable.

135. Cols. 5 and 6 are to be posted with reference to the entries against Q. 11 of the Individual Slip. If a person is noted as belonging to a Scheduled Caste put a tick under Col. 5 and a dash in Col. 6. If a Scheduled Tribe, put the tick in col. 6 and dash in col. 5. If the person is neither a Scheduled Caste nor Scheduled Tribe put a dash under cols. 5 and 6 of the Posting Statement.

136. Cols. 7 and 8 of the Posting Statement have to be filled with reference to the answer to Q. 12 of the Individual Slip. A person can be either 'L' or 'O'. Put the tick or dash in the corresponding column accordingly. It must be noted that there cannot be a dash in both the columns.

137. Cols. 9-13 must be posted with some care. For a person for whom 'C' has been entered in the box against Q. 16 (a) (i) a tick (√) should be put under col. 9 and dash (—) under cols. 10 to 13. Similarly for a person for whom 'AL', or 'HHI' or 'OW' or 'X' has been recorded against Q. 16 (a) (i) a tick (√) may be put under col. 10 or 11 or 12 or 13 respectively and dash (—) under remaining cols. from 9—13. You may please note that where a tick is put in col. 13 it means the person is a non-worker and there must be a dash in cols. 9 to 12. For your guidance specimen entries have been made in Enumerator's Posting Statement appearing as Appendix VI. As you are likely to use more than one Posting Statement you are advised to strike totals by counting the number of ticks (√) in the relevant column (s) as soon as you have completed entries in one form

and strike the grand totals after the Revisional Round. Now proceed to fill up col. 1 in a continuous manner starting with the first entry in the posting statement, while assigning serial number in col. 1, you should ignore scoredout lines. Thus the grand total of col. 4 will be the last serial number in col. 1.

ENUMERATOR'S ABSTRACT

138. After striking the grand totals in Enumerator's daily posting statement you have to fill in another form given at Appendix VII (Form T). Specimen entries have been made in this form to give you an idea as to how an Abstract will be filled up. It is most important that this should be done with the greatest care. These abstracts will form the basis of the publication of the first results of the census. In the past censuses the enumerators had given very accurate abstracts and there was hardly any difference between the finally tabulated figures and those furnished in the abstract. You should post these abstracts with care and pass on to your Supervisor as quickly as possible. You should hand over the enumeration pads neatly bundled along with a sketch of your Enumeration Block as prescribed in para 10 and the posting statements and the abstract the very next day after the completion of the enumeration. Your work in the posting of the abstracts will be closely checked by your Supervisor. Any carelessness on your part will be taken serious notice of.

With the completion of enumeration and the handing over of the posting statements and the abstract and the census schedule pads your burden is over. If you have done your work well you can have the satisfaction that you have made your humble but invaluable contribution to a vital national task.

APPENDIX I

PROVISIONS OF THE INDIAN CENSUS ACT RELATING TO THE ENUMERATORS

(See para 2)

Asking of questions and obligation to answer

"8. (1) A census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief.

Occupier or manager to fill up schedule

10. (1) Subject to such orders as the State Government may issue in this behalf, a census officer may, within the local area for which he is appointed, leave or cause to be left a schedule at any dwelling-house or with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may be at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the ease may be shall fill it up or cause it to be filled up to the best of his knowledge or belief so far as regards the inmates of such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census officer or to such person as the census officer may direct.

Penalties

11. (1)(a) Any census officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

(b) Any census officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government discloses any information which he has received by means of, or for the purpose of a census return,.....

(c) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer.

× × × × × × ×

shall be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees."

APPENDIX II

LIST OF A FEW TYPICAL INDUSTRIES THAT CAN BE CONDUCTED ON A HOUSEHOLD INDUSTRY BASIS

(*See paras* 92-95)

Foodstuffs

Production of flour by village chakkis or flour mills, milling or dehusking of paddy, grinding of chillies, turmeric, etc., production of gur, khandsari, boora, etc., production of pickles, chutney, jams, etc., processing of cashew nuts, making of dried vegetables, manufacture of sweetmeats and bakery products, production of butter, ghee, etc., slaughtering and preservation of meat and fish, fish curring, etc., oil pressing ghani.

Beverages

Manufacture of country liquor, toddy, production of soda water, ice, ice-cream, sharbats, etc. processing of coffee etc.

Tobacco Products

Manufacture of bidi, cigars, cherroots, tobacco, snuff, etc.

Textile Cotton

Cotton ginning, carding, pressing and baling, spinning, etc., dyeing and bleaching of cloth, weaving in handlooms or powerlooms or manufacture of khadi, cloth printing, making of fishing nets, mosquito nets, cotton thread, rope, twine, etc.

Textile Jute, Wool or Silk

Similar type of production or processing as mentioned under Textile Cotton but pertaining to the material concerned.

Textile Miscellaneous

Making of *durries*, carpets, hosiery, embroidery, chrochet work, lace garland making, manufacture of headgear, making of *Newar*, bed covers, (curtains, pillow, pillow cases, etc., making of mattress, quilt (rezai), etc., making of namda felt, coconut fibre for upholstery, making of brushes, brooms etc., from coconut fibres, coir spinning, manufacture and repair of umbrellas, manufacture of dolls and toys (rags and cotton) etc.

Manufacture of Wood and Wood Products

Sawing and planing of wood, manufacture of wooden furniture, structural goods like beams, door and window frames, etc., wooden agricultural implements and their repair, wooden lacquerware, wooden toys, wood carving, sawdust and plaster figure making, inlay work, match splinters, plywood and veneers, etc , making palm leaf mats, fans, umbrellas, etc. baskets and broomsticks, caning of chairs, making of chicks and khas khas tatties, making of cart wheels, wooden sandals, etc.

Paper and Paper Products

Manufacture of pulp and paper by hand, making of envelopes, paper mache articles, card board boxes, paper flower, paper kites, toys, etc.

Printing and Publishing

Printing works, lithography, block making, book binding, etc.

Leather and Leather Products

Flaying and processing of hides and skins, making leather footwear, wearing apparel of leather and fur, repair of shoes or other leather products.

Rubber, Petroleum and Coal Products

Vulcanising tyres and tubes, manufacture of chappals from torn tyres and other rubber footwear, manufacture of rubber products from natural and synthetic rubber.

Chemicals and Chemical Products

Manufacture of toys, paints, colours, etc., manufacture of matches, fireworks, perfumes, cosmetics, manufacture of ayurvedic medicines, soap, plastic products, celluloid goods, manufacture of ink, candles, boot polish, etc.

Non-metallic Mineral Products and other than Petroleum and Coal

Making of bricks, roofing tiles, sanitary fittings, cement statues, stone or marble carvings, manufacture of stone structurals, stone dressing and stone crushing, mica splitting and manufacture of other mica products, making of earthenware and pottery, crockery, glass beads and bangles, earthen toys, manufacture of glass products, etc.

Basic Metals and their Products except Machinery and Transport Equipment

Manufacture of iron arms and weapons and their service and repair, iron and steel furniture, brass, bell-metal utensils, aluminium utensils, tin utensils, copper utensils, etc., nickeling and electroplating, blacksmithy, manufacture and repair of agricultural implements such as ploughshare, etc., making and repairing of locks and trunks, cutlery, manufacture of scales, weights and measures and foundry industry, etc.

Machinery (all kinds other than Transpost) and Electrical Equipment

Manufacture of small machine tools and parts, repairing and servicing of fans, radios, domestic electrical appliances, etc.

Transport Equipment

Repairing and servicing of automobiles, manufacture of cycle parts, rickshaw parts, boats and barges, manufacture of animal-drawn and hand-drawn vehicles such as bullock carts, wheel barrow, etc.

Miscellaneous Manufacturing Industries

Repair of spectacles, photographic equipment, goldsmithy, silver filigree industry, gold covering work, bidriware, musical instruments, fountain pens, making of cowdung cakes, manufacture of sports goods, repairing of petromax lights, making of buttons and beads from conchshell and horn goods.

APPENDIX III

CLASSIFIED LIST OF ECONOMIC ACTIVITIES

(*See para* 112)

AGRICULTURE, HUNTING, FORESTRY & FISHING

(Do not merely say plantation or fishing etc. but indicate the appropriate details as given here.)

Plantation Crops

Indicate the type of plantation such as Tea, coffee, rubber, tobacco, edible nuts, fruits, ganja, betal nuts, etc.

Livestock Production

Indicate what kind of livestock is reared such as goats, sheep, horses, pigs, ducks, bees, silk worm, etc. Production of wool, raw silk, etc. also covered in this.

Agricultural Services

Indicate what type of agricultural service, *e.g.*, Pest destroying, spraying, operation of irrigation system, animal shearing and livestock services (other than veterinary services), grading agricultural and livestock products, soil conservation soil testing etc.

Hunting

Indicate hunting, trapping and game propagation for commercial purpose only.

Forestry and Logging

Apart from planting and conservation of forests, felling and cutting of trees, etc , this would cover production of fuel, gathering of fodder, gums, resins lac, etc.

Fishing

Sea, coastal and inland water, fishing, pisciculture, collection of pearls, conches, shells, sponges, etc.

MINING AND QUARRYING

(Do not merely say mining or quarrying but indicate further details.) Indicate what is mined such as coal, lignite, crude petroleum, natural gas, iron ore, manganese, gold silver, copper ore, quarrying of stones clay and sand pits, precious and semi-precious stones ; mica, gypsum, etc.

MANUFACTURING AND REPAIR

(Do not merely say engaged in a factory, but indicate what the manufacturing is concerned with as detailed here.)

Manufacture of Food Products

Slaughtering, preparation and preservation of meat, dairy products, canning and preservation of fruits and vegetable, fish, grain mill products, backery products, sugar, boora, common salt, edible oils including vanaspati, processing of tea or coffee, manufacture of ice, animal feeds, starch, etc.

Manufacture of Beverages, Tobacco and Tobacco Products

Rectifying and blending of spirits, wine industries, country liquor and toddy, carbonated water industries, bidi, cigar, cigarettes, zerda, snuff, etc.

Manufacture of Cotton Textiles

Cotton ginning, cleaning and baling, spinning weaving and finishing of cotton in textiles mills, printing, dyeing and bleaching of cotton textiles, cotton spinning other than in mills (charkha), khadi production, weaving, etc. in handlooms and powerlooms, etc.

Manufacture of Wool, Silk and Synthetic Fibre Textiles

Wool cleaning, baling and pressing ; weaving and finishing in mills and other than in mills ; dyeing and bleaching ; printing of silk, synthetic textiles ; etc.

Manufacture of Jute, Hemp and Mesta Textiles

Spinning and pressing and baling of Jute and Mesta ; dyeing ; printing and bleaching of jute textiles and manufacture of jute bags are also covered in this.

Manufacture of Textile Products

(Including wearing apparel other than footwear) knitting mills ; manufacture of all types of threads, cordage, ropes, etc ; embroidery ; carpets ; rain coats ; hats ; made up textiles goods (except garments), Oil cloth, tarpaulin ; coir and coir products ; linoleum, padding, wadding, etc. are also covered in this.

Manufacture of Wood and Wood Products Furniture and Fixtures

Manufacture of veneer, plywood and their products ; sawing and planing of wood ; wooden and cane boxes, crats, drums, barrels, etc. beams, posts, doors and windows ; wooden industrial goods like blocks, handles ; etc. ; cork products ; wooden, bamboo and cane furniture and fixture, etc.

Paper and Paper Products and Printing, Publishing and allied Industries

Manufacture of pulp ; paper, paper boards and newsprints ; container and paper boxes ; printing and publishing of newspapers ; periodicals, books, etc. ; engraving, block making, book binding, etc.

Leather and Leather and Fur Products

Training, currying, etc. of leather ; footwear (excluding repair) ; coats, gloves, currying, dyeing, etc. of fur, fur and skin rugs, etc.

Rubber, Plastic, Petroleum and Coal Products

Tyre and tubes industries ; footwear made of vulcanized or moulded rubber ; rubber and plastic products ; petroleum refineries ; production of coaltar in coke ovens, etc.

Chemicals and Chemical Products

Manufacture of gases such as acids, alkalis, Oxygen, etc. ; fertilisers and pesticides ; paints, varnishes ; drugs and medicines ; perfumes, cosmetics, lotions ; synthetic resins, etc., explosive and ammunition and fireworks, etc.

Non-metallic Mineral Products

Structural clay products ; glass and glass products ; earthen ware and earthen pottery ; china ware and porcelain ware ; cement, lime and plaster ; asbestos, cement, etc.

Basic Metal and Alloys, Industries

Iron and Steel Industries ; casting foundries ; ferroalloys ; copper, brass, zinc and brass manufacturing, etc.

Metal Products and Parts except Machinery and Transport Equipment

Metal cans from tin-plate, sheets metal, barrels, drums, pails, safe, etc. ; structural metal products ; metal furniture and fixture ; hand tools ; utensils, cutlery, etc.

Machinery, Machine tools and parts except Electrical Machinery

Agricultural machinery ; cranes ; road rollers, boilers, diesel engine ; refrigerators, air conditioners, etc.

Electrical machinery, Apparatus, Appliances and Supplies and parts

Electrical motors, generators transformers ; insulated wires and cables ; dry and wet batteries ; radio, television, etc. ; X-ray apparatus ; electric computors, etc.

Transport equipments and parts

Ship building and repairing locomotives and parts ; Railway wagons ; coaches, etc. ; rail road equipment ; motor vehicles ; bicycles ; aircrafts ; push-carts and hand-carts, etc,

Other Manufacturing Industries

Do not say other manufacturing industries but write clearly what is being manufactured like manufacture of medical, surgical and scientific equipments ; photographic and optical goods ; watches ; minting of coins ; musical instruments, etc.

ELECTRICITY, GAS AND WATER

Indicate if generation and transmission of electric energy or distribution is involved, *e.g.*, manufacture of gas in gas works and its distribution ; water supply, *i.e.* collection, purification and distribution of water, etc.

CONSTRUCTION

(Do not merely say engaged in construction but give further particulars.) Clear details of the type of construction and maintenance such as buildings, road, railway, telegraph, telephone, water ways and water reservoirs, hydro electric projects, Industrial plants, activities allied to construction such as plumbing, heating and air conditioning installation, setting of tiles, marble, brick, etc. ; construction of electrical installations, etc. should be given.

WHOLESALE AND RETAIL TRADE AND RESTAURANTS AND HOTELS

Food, Textiles, Live Animals, Beverages and Intoxicants

Indicate clearly that the wholesale trade is done in cereals, pulses ; foodstuff ; textiles and textile products ; *e.g.* garments, shirtings etc., ; beverages, intoxicants like wines, opium, ganja, tobacco, etc. ; wholesale trade in animals, straw and fodder is also covered in this.

Fuel, Light, Chemicals, Perfumery, Ceramics, Glass

Wholesale trade in medicines, chemicals ; fuel lighting products ; toilets ; porcelain, glass utensil, crokery, etc.

All types of Machinery, Equipment, including Transport and Electrical Equipment

Agricultural and industrial machinery, *e.g.*, harvestors, threshers, etc. ; electrical machinery ; transport equipments, etc.

Miscellaneous Manufacturing

Wholesale trade in furniture, rubber and rubber products ; building materials ; clocks, etc. ; eye-glasses, etc. ; medical and surgical instruments ; precious metals, stones and jewellery, etc.

Retail Trade in food and food articles, beverage, tobacco and intoxicants

Indicate clearly that the retail trade is carried in grocery, vegetable, fruit selling, meat, poultry, bakery products, dairy products, pan, bidi, aerated water, etc.

Retail Trade in Textiles

Do not merely say engaged in retail trade in textile, but indicate clearly what the retail trade is concerned with Dealers in textiles (non-ready made), ready-made garments, are some examples.

Retail Trade in Others

Indicate clearly what kind of retail trade it is like, medical shops, booksellers, building material, etc.

Restaurants and Hotels

Restaurants, cafes and other eating places, hotels, rooming houses, camps and other lodging places.

TRANSPORT, STORAGE AND COMMUNICATION

(Do not merely say engaged in land, water, air transport but give further particulars.) Indicate what kind of transport such as packing, crating, travel agencies, etc. It also lock carts, *ekka*, tonga, etc. ; ocean and coastal water, inland water transport. air transport, services rendered to transport such as packing, crating, travel agencies, etc. It also includes storage, warehousing, communication such as postal telegraph, wireless, telephone, etc.

FINANCING, INSURANCE, REAL ESTATE AND BUSINESS SERVICES

Indicate clearly whether services belong to Banking ; credit institutions other than banks, *e.g.*, loan societies, agricultural credit institutions, etc. ; money lenders, financiers, etc. ; provident services ; insurance carriers life ; fire marine accident, health, etc. It also includes business services *e.g.*, purchase and sale agents and brokers ; auctioneering ; accounting ; data processing ; engineering ; advertising services, etc. ; legal services rendered by advocates, barristers, pleaders, etc.

COMMUNITY, SOCIAL AND PERSONAL SERVICES

It should be clearly indicated whether service belongs to public administration, union government, state government, police service, quasi-government bodies, sanitary services, education, scientific and research, etc.

Personal Services

Do not merely say engagad in personal service but indicate clearly whether it is domestic service, services relating to laundries, cleaning and dyeing plants, hair dressing, photographic studios, international and other extra territorial bodies, etc.

APPENDIX IV

Classified List of Occupations *i.e.*, Description of work

[*Q.* 16 (*e*) *and* 17 (*e*) *See Paras* 113-114]

Professional, Technical and Related Workers

(Do not merely say an Engineer, Doctor, Teacher etc., in describing the work of an individual but furnish more precise paticulars as given below.) Indicate clearly in respect of engineers to what branch they belong such as civil, mechanical, electrical, metallurgical, mining etc. In respect of physicians, state if they are allopathic, ayurvedic, homoeopathic, etc. Physiologists and dentists etc., should be recorded. As regards teachers, state if they are university teachers, secondary school, middle school, primary school or kindergarten teachers. There are various other types of chemists, physicists, archaeologists, nurses, pharmacists, health technicians, jurists, social scientists such as economists, statisticians, geographers, historians, anthropologists, etc., as also artists, writers, painters, sculptors, actors, etc., draughtsmen, laboratory assistants, librarians, ordained religious workers, astrologers etc., who will have to be recorded with particulars of their work.

Administrative, Executive and Managerial Workers

(Do not merely say Govt. Officer, an officer in a private firm or concern but give further particulars.) They may be in Government service or under a local body or in a business firm, manufacturing establishment or a catering establishment or a transport company and so on. Their full description should be recorded such as for example, Secretary to the Government of India, District Collector, Municipal Commissioner, Executive Officer of a Panchayat, Director of a firm, Manager of a business concern, Proprietor and Manager of a hotel, elected and legislative officials, aircrafts and ships officers, etc.

Clerical Workers

(Do not merely denote the work of a person as clerk or office worker but furnish further particulars.) State clearly the type of work done such as cashier, accountant, stenographer, typist, computing clerk, key punch operator, office assistant, guard, brakesman traffic controller, railway ticket inspector, postman, telephone/teleprinter/wireless operator, record keeper, despatcher, etc., office workers would also include peons, daftaries etc.

Sale Workers

(Do not merely say a worker in a shop but give details.) It should be clearly recorded whether the proprietor of a business concern engages himself in wholesale or retail trade. Salesman or shop assistants, agents of insurance, brokers in share, auctioneers, commercial, travellers, hawkers and street vendors, money lenders, pawn brokers etc., will also be covered.

Service Workers

(There are all types of service workers such as those engaged as domestic servants or in personal services or in police service or watch and ward etc. Give precise particulars.) Hotel and restaurant keepers, house-keepers, matrons, and stewards (domestic and institutional), cooks, waiters, bartenders and related workers (domestic and institutional) maids and related house-keeping service workers, building caretakers, sweepers, cleaners, and related workers, launderers, dry cleaners and pressers, hair dressers, beauticians and related workers, protection service workers, such as watchmen, chowkidars, gatekeepers, etc., other service workers.

Farmers, Fishermen, Hunters, Loggers etc., and Related Workers

Deep sea fishermen, inland or river water fishermen, shell gatherers, forest rangers, charcoal burners, forest produce gatherers, plantation managers, farm machine operators, gardeners, toddy tappers, rubber tappers, hunters, bird trappers, etc. will be covered.

Production and other Related Workers, Transport Equipment Operators and Labourers

(This may cover a very large variety of craftsmen and operators etc., whose work will have to be given in adequate detail.) Examples : miners, quarrymen, well drillers, cotton ginners, spinners, dyers knitters, lace makers, carpet makers, etc., tailors, cutters, hat makers, embroiderers, shoe makers or repairers, saddle makers, leather cutters etc., blacksmiths, furnacemen, moulders, etc., cart builders, wheel wrights, cabinet makers, etc.. stone cutters, bricklayers, masons, hut builders, thatchers, well diggers, etc., jewellers, goldsmiths, watch and clock makers or repairers, welders and plate cutters, sheet metal workers, machine tool operators, electricians, electrical and electronic wire fitters, radio mechanic, electric linesmen, cable jointers, carpenters, joiners, sawers, etc., printing type machine operators, proof readers, photo-litho operators, book-binders, potters, moulders, firemen, kilnsmen, blowers and makers of glass, millers, bakers, confectioners, sweetmeat makers, food canners, coffee or tea planters, tobacco curers, graders and blenders of tobacco, bidi or cigar makers, snuff or zarda makers, tyre builders, crane or hoist operators, loaders and unloaders, etc.

APPENDIX V

Some illustrations for filling the economic characteristics falling under Q. 16 or Q. 17 are given below

Q. 16 (a) (i) Broad Category	Q. 16 (a) (ii) Non-worker	Q. 16 (b) Place of Work	Q. 16 (c) Name of Establishment	Q. 16 (d) Nature of Industry, Trade, Profession or Service	Q. 16 (e) Description of Work	Q. 16 (f) Class of Worker
1	2	3	4	5	6	7
1. C	X	X	X	X	X	X
2. AL	X	X	X	X	X	X
3. HHI	X	PL	No particular name	Spinning yarn in Ambar Charkha	Spinning yarn	FW
4. HHI	X	PL	No particular name	Cotton Handloom Weaving	Dyeing and Spinning yarn	FW
5. HHI	X	PL	No particular name	Flour making chakki	Winnowing and cleaning grains	EE
6. HHI	X	PL	No particular name	Oil ghani	Running oil ghani	SW
7. HHI	X	PL	No particular name	Blacksmithy (making Agricultural implements)	Tempering and polishing implements	FW
8. HHI	X	PL	No particular name	Earthenware pottery	Making pottery on the wheel	FW
9. HHI	X	PL	No particular name	Earthenware pottery	Making and firing kiln	EE
10. HHI	X	PL	No particular name	Carpentry-manufacturing of wooden doors and windows	Carpenter	FW
11. HHI	X	PL	Sarafa-di-Hatti	Goldsmithy	Filling gold ornaments with lac	FW
12. HHI	X	New Delhi	Gupta Hosiery Works	Production of Hosiery goods	Operator, Hosiery machine	EE
13. OW	X	New Delhi	Verma Hosiery Works	Production of Hosiery goods	Account Clerk	EE
14. HHI	X	PL	No particular name	Electroplating	Scraping and Polishing metal	FW
15. HHI	X	PL	No particular name	Production of Cart wheel rings	Putting Iron hoop on Cart wheels	EE
16. OW	X	PL	No particular name	Hair cutting	Barber	SW
17. OW	X	PL	No particular name	Production of honey	Bee-keeping	SW
18. OW	X	PL	No particular name	Livestock raising	Tending cattle	FW
19. OW	X	Gir Forest	Govt. Forest Department	Logging in forest	Cutting trees in forest	EE
20. OW	X	PL	No particular name	Private tuition	Tutor	SW
21. OW	X	PL	No particular name	Fruit growing	Gardener in mango orchard	EE
22. OW	X	PL	Muthuswamy Coffee Estate	Coffee Plantation	Farm labourer	EE
23. OW	X	New Delhi	Northern Railway	Rail Transport	Travelling Ticket Inspector	EE
24. OW	X	PL	Indian Ceramic Institute	Research in manufacturing of ceramic products	Senior Scientific Officer (Ceramic Research)	EE

APPENDIX V—*contd.*

Q. 16 (a) (i) Broad Category	Q. 16 (a) (ii) Non-worker	Q. 16 (b) Place of Work	Q. 16 (c) Name of Establishment	Q. 16 (d) Nature of Industry, Trade, Profession or Service	Q. 16 (e) Description of Work	Q. 16 (f) Class of Worker
1	2	3	4	5	6	7
25. OW	X	PL	Office of the Registrar General, India	Central Govt. Service	Senior Research Officer (Vital Statistics)	EE
26. OW	X	PL	Gypsum Supply Co.	Supplying Gypsum on Orders	Contractor supplying Gypsum to Sindri Fertilizer Factory	ER
27. OW	X	PL	Chittaranjan Locomotive	Locomotive Factory	Accountant	EE
28. OW	X	PL	Delhi Railway Station	Railway Station Porter	Goods Shed Porter	EE
29. OW	X	Rampur village	C.P.W.D.	Road Construction	Manual Labourer (on muster roll) digging earth	EE
30. OW	X	PL	No particular name	House Construction	Labourer brick laying	SW
31. OW	X	PL	No particular name	Vegetable market labourer carrying goods	General Labourer	SW
32. OW	X	PL	Delhi Electric Supply Corporation Sub-Station	Transmission of electricity with the help of transformer	Machine Operator Electricity	EE
33. OW	X	PL	Madan Brothers	Retail shop in stationery stores	Shop Assistant	FW
34. OW	X	PL	Sahu and Co.	Wholesale Store for grains and cereals	Proprietor, wholesale trade	ER
35. OW	X	PL	Dayanand and Sons	Retail shop of readymade gaments and hosiery	Salesman	FW
36. OW	X	PL	Kaka Agrico	Dealing in Hardware	Sales Manager	EE
37. OW	X	PL	Indian Iron and Steel Company, Burnpur	Manufacturer of iron and steel structurals	Boiler Room Foreman	EE
38. OW	X	New Delhi	Indian Airlines Corporation	Air Transport	Air Pilot	EE
39. OW	X	Chandigarh	State Motor Transport Undertaking	Motor Transport Service	Bus Driver	EE
40. OW	X	PL	Prakash Transport Service	Goods Transport by Motor Truck	Working Proprietor	ER
41. OW	X	PL	Medical College, Calcutta, Radiology Deptt.	Medical and Health Service of State	Radiologist	EE
42. OW	X	PL	I.C.A.R., Pusa, Delhi	Plant Protection Research	Plant Nutritionist	EF
43. OW	X	PL	Bimbla Sugar Factory	Sugar Factory	Chemist	EE
44. OW	X	PL	Akash Chemical and Pharmaceutical Factory	Manufacture of antibiotics	Chemist	EE
45. OW	X	PL	L.I.C., Delhi	Life Insurance Business	Secretary Administration	EE
46. OW	X	PL	Govt. of Tamil Nadu (Commerce and Industry Department)	State Government service	Assistant Secretary	EE
47. OW	X	PL	ditto	ditto	U.D.C.	EE
48. OW	X	PL	Kundan Brothers, Jewellers, Jaipur	Jewellery Works	Supervisor	FW

APPENDIX V—*concld.*

Q. 16 (a) (i) Broad Category	Q. 16 (a) (ii) Non-worker	Q. 16 (b) Place of Work	Q. 16 (c) Name of Establishment	Q. 16 (d) Nature of Industry, Trade, Profession or service	Q. 16 (e) Description of Work	Q. 16 (f) Class of Worker
1	2	3	4	5	6	7
49. OW	X	PL	No particular name	Domestic Service	Cook	EE
50. OW	X	PL	Asoka Hotel, New Delhi	Residential Hotel	Cook	EE
51. OW	X	Bangalore	XYZ Club	Recreation Club	Bearer	EE
52. OW	X	PL	No particular name	Retail trade in grocery	Working proprietor	SW
53. OW	X	PL	Bhilai Steel Plant	Steel Production	Chartered Accountant	EE
54. OW	X	Howrah	Howrah Jute Mill	Jute Mill	Accountant	EE
55. OW	X	PL	ABC Film Studios	Production of feature films	Cinema Actor	SW
56. OW	X	PL	Ruparekha Company	Commercial Sign painting	Sign painter	EE
57. OW	X	PL	Portland Cement Co.	Cement manufacturing	Canvas bag maker	EE
58. OW	X	PL	ABC Stock Exchange	Share broker	Share broker in tea and jute	SW
59. OW	X	PL	ABC Business House Ltd.	Discounting of bills of business firms	Managing Director	EE
60. OW	X	PL	Ramachandra Engineering Co.	General Engineering Works	Die Caster	EE
61. OW	X	PL	ABC Paint Factory	Manufacture of paints	Ochre Grinder	EE
62. OW	X	PL	Solan Breweries	Brewery Factory	Distillation Plant Operator	EE
63. OW	X	PL	ABC Chemical Factory	Manufacture of Hydrochloric Acid	Grinder	EE
64. OW	X	PL	ABC Rerolling Mills	Steel Rerolling Works	Cleaner	EE
65. OW	X	PL	ABC Cinema	Cinema House	Gate keeper	EE
66. OW	X	PL	ABC Engineering Works	Iron and Steel Foundry	Moulder	EE
67. OW	X	PL	ABC Oil Mill	Manufacture of mustard oil	Foreman, Packing Department	EE
68. OW	X	PL	ABC Company	Motor body building Factory	Foreman, Saw Mill	EE
69. OW	X	Shahdara	ABC Aluminium Company	Aluminium Factory	Foundry Caster	EE
70. OW	X	Tata Nagar	ABC Iron Factory	Iron Foundry Works	Furnaceman Boiler shop	EE
71. OW	X	New Delhi	Govt. Printing Press	Printing Works	Mono Operator	EE
72. OW	X	PL	ABC Small Tool Company	Small Tools Production	Brass Turner	EE
73. OW	X	PL	State Social Welfare Board	Social Welfare Organisation	Honorary Social Worker	SW
74. OW	X	New Delhi	Parliament, Delhi	Parliamentary Work	Member of Parliament	SW
75. OW	X	PL	No particular journal	Writing for newspapers and periodicals	Freelance journalist	W
76. OW	X	PL	ABC Party	Promotion of party's Political Work	Political Worker	SW

APPENDIX VI

ENUMERATOR'S DAILY POSTING STATEMENT

(Form M)

Location Code 10/4/64 — Enumerator's Block No. 6

Name of Village Dandori — Name of Enumerator.....Prithipal

MALES

Final Sl. No.	Pad No.	Slip No.	Sex	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16(a)(i)				
				S. C.	S. T.	Literacy	Illiterate	Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers
			Q.3			L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	1	M	—	—	✓	—	—	—	✓	—	—
2	15	22	M	—	—	—	✓	—	—	—	—	✓
3	15	29	M	—	—	—	✓	✓	—	—	—	—
4	16	3	M	—	✓	—	✓	—	—	—	—	✓
5	16	7	M	✓	—	✓	—	✓	—	—	—	—
6	16	16	M	✓	—	✓	—	—	✓	—	—	—
7	16	25	M	—	—	—	✓	—	—	—	✓	—
8	16	47	M	—	—	—	✓	✓	—	—	—	—
			8	2	1	3	5	3	1	1	1	2

Verified 100% with Schedules and found correct.

Signature of Enumerator————————

Date————————

Note : Make sure that total of col. 4 = total of cols 7+8
= total of cols. 9+10+11+12+13

Signature of the Supervisor————————

Date————————

ENUMERATOR'S DAILY POSTING STATEMENT

(Form F)

Location Code 10/3/64(10) — Enumerator's Block No. 10

Name of Village Dandori — Name of Enumerator.....Prithipal

FEMALES

Final Sl. No.	Pad No.	Slip No.	Sex	S.C. or S.T. Q. 11		Literacy Q. 12		Main Activity Q. 16(a)(i)				
				S.C.	S.T.	Literate	Illiterate	Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers
			Q.3			L	O	C	AL	HHI	OW	X
1	2	3	4	5	6	7	8	9	10	11	12	13
1	15	2	F	—	—	—	✓	—	✓	—	—	—
2	15	23	F	✓	—	—	✓	—	—	—	—	✓
3	15	39	F	✓	—	—	✓	✓	—	—	—	—
4	16	56	F	—	—	✓	—	—	—	✓	—	—
5	16	62	F	—	—	—	✓	—	—	—	—	✓
6	16	14	F	—	—	—	✓	—	—	—	—	✓
7	16	16	F	—	—	—	✓	—	—	—	—	✓
			7	2	—	1	6	1	1	1	—	4

Signature of Enumerator————————

Date————————

Note : Make sure that total col. 4 = total of cols. 7+8
= total of cols. 9+10+11+12+13

Verified 100% with Schedules and found correct.

Signature of the Supervisor————————

Date————————

APPENDIX VII

ENUMERATOR'S ABSTRACT (Form T)

Location Code 10/3/64(10) Enumerator's Block No. 10

Name of Village Pandori Name of Enumerator·····Prithipal

No. of occupied residential houses 130

Total No. of Households 140 No. of Institutional Households 1 No. of Houseless households 1

Sex	Population	S.C.	S.T.	Literate	Illiterate	MAIN ACTIVITY					Houseless population	Institutional population
						Cultivator	Agricultural labourer	Household Industry	Other worker	Non-workers		
1	2	3	4	5	6	7	8	9	10	11	12	13
M	381	52	25	173	208	139	20	10	77	135	3	24
F	369	50	21	75	294	42	12	4	69	242	2	1
Total	750	102	46	248	502	181	32	14	146	377	5	25

Signature of the Enumerator———— Signature of the Supervisor————

Date———— Date————

Note : The Information on the occupied residential houses, households, institutional households and houseless households will have to be provided with reference to entries in the Population Record. Make sure that you have counted the houses and households correctly. See paras 24-29 of the instruction for filling up the Individual Slip.

The number of households can be same as/or more than the census houses, but normally there will not be more houses than the households. The information for columns 12 & 13 will be obtained by counting the population in houseless households (household number noted 'O') and institutional households (household number with 'INST' indicated) respectively in the Population Record.

APPENDIX VIII

POPULATION RECORD

CONFIDENTIAL (To be compiled from Individual Slip) CENSUS 1971

Location Code ..... Household No .....

Name of village or town ..... If the head belongs to S.C. or S.T.? .....

Sl. No.	Name	Relationship to head	Sex		Age	Marital Status	Literacy (L or O)	Description of Main Activity
			M	F				
1	2	3	4	5	6	7	8	9

Signature of Enumerator ..... Signature of Supervisor .....

Date .....

Date .....

APPENDIX IX

OTHER CENSUS FORMS

CENSUS OF INDIA 1971

BLOCK SUMMARY

Location Code .....

Enumeration Block No .....

Name of Village ..... J. L. No .....

	Population	
	Total	Literates
Male		
Female		
Total		

Dated .....

Signature of Enumerator

CENSUS OF

CHARGE

MALE

District..... Code No.....

No. of Occupied Residential Houses..... ...

Total No. of Households.....

Village/Ward of Town	Location Code No.	Enumeration Block No.	Population	Scheduled Castes	Scheduled Tribes	Literate	Illiterate
1	2	3	4	5	6	7	8
Total for page							

CENSUS OF

CHARGE

FEMALE

District..... Code No.....

No. of Occupied Residential Houses.....

Total No. of Households.....

Village/Ward of Town	Location Code No.	Enumeration Block No.	Population	Scheduled Castes	Scheduled Tribes	Literate	Illiterate
1	2	3	4	5	6	7	8
Total for page							

INDIA 1971 *Page No.*

ABSTRACT

RURAL/URBAN/SPECIAL

Charge..... Code No.....

No. of Institutional Households.....

No. of Houseless Households.....

Main Activity					Houseless Population	Institutional Population
Cultivator	Agricultural Labourer	Household Industry	Other workers	Non-workers		
9	10	11	12	13	1	15

INDIA 1971 *Page No.*

ABSTRACT

RURAL/URBAN/SPECIAL

Charge..... Code No:.....

No. of Institutional Households.....

No. of Houseless Households.....

Main Activity					Houseless Population	Institutional Pupulation
Caltivator	Agricultural Labourer	Household Industry	Other workers	Non-workers		
9	10	11	12	13	14	15

RURAL/URBAN/SPECIAL

CENSUS OF INDIA 1971

CONSOLIDATED CHARGE ABSTRACT

District..... Code No..... Charge..... Code No.....

No. of Occupied Residential Houses..... No. of Institutional Households..... .....

Total No. of Households..... No. of Houseless Households..... .....

M F T	Population	Scheduled Castes	Scheduled Tribes	Literate	Illiterate	Main Activity					Houseless Population	Institutional Population
						Cultivator	Agricultural Labourer	Household Industry	Other workers	Non-workers		
1	2	3	4	5	6	7	8	9	10	11	12	13
M												
F												
T												

CENSUS OF INDIA 1971

CHARGE SUMMARY

District..... Code No.....

Charge..... Code No.....

The numbers of those Blocks with which the Charge has been formed.....

	Population	
	Total	Literates
Male		
Female		
Total		

Dated..... Signature of Charge Superintendent

CENSUS OF INDIA 1971

DISTRICT SUMMARY

Name of District.....

Code No.....

	Population	
	Total	Literates
Male		
Female		
Total		

Date..... Signature of
Officer-in-Charge Census of District

CENSUS OF INDIA 1971

QUESTIONS TO BE ASKED DURING REVISIONAL ROUND,
1—3 APRIL, 1971

1. Any baby born since the enumerator's last visit before sunrise of 1st April, 1971.	If, yes, fill up a fresh Individual Slip for the new born baby.
2. Any death during the above period.	If, yes, cancel the slip filled up for the deceased person.
3. If the deceased person was the head of the household.	Amend question 2 in slips of other members of the household suitably.
4. If the deceased has left a widow.	Cross the entries in 6(a) & 6(b) in the slip for the widow. Also change the marital status in Q. 5.
5. If a baby born, for whom a fresh slip is filled up now—	Write 'yes' against Q. 6(b) in the slip for the baby's mother.
6. Any visitor in the household—	Ascertain if he was counted elsewhere in the country. If, yes, leave him. If, no, fill up a fresh slip for him/her.
7. Any individual or household now being found in the block, not covered during the enumeration.	Ascertain if he/they had been counted elsewhere in West Bengal or any other State. If, yes, leave him/them. If, no, count him/them. Assign a new household number for such household.
8. For any visitor(s) or immigrant(s) coming from other states.	Ascertain if he/they left home before 10th March and was/were away from his/their place of normal residence during the entire period of 10—31 March, 1971. If, yes, count him/them here.

DO NOT FORGET TO CORRECT POPULATION RECORD AND ENUMERATOR'S DAILY POSTING STATEMENTS DUE TO CHANGES, IF ANY, EFFECTED DURING THE REVISIONAL ROUND

CENSUS OF INDIA 1971

Report on Revisional Round of Visits

(To be attached to the Abstract for the Block)

Location Code..... Enumeration Block No.....

Name of village..... J. L. No.....

1. The number of persons whose slips were cancelled between the 1st and the 3rd April 1971 on account of death, the death having taken place between the date of first visit to the household and the sunrise of the 1st of April 1971.....

2. The number of new born babies in respect of whom fresh enumeration slips were filled up between the 1st and the 3rd April 1971, the birth having taken place between the date of first visit to the household and the sunrise of the 1st of April 1971.....

3. The number of visitors if any in respect of whom fresh enumeration slips were filled up during the revisional round, as they were not enumerated elsewhere before.....

Dated..... Signature of Enumerator

CENSUS OF INDIA 1971

ENUMERATOR'S BLOCK BUNDLE IDENTITY SLIP

(To be placed firmly on the Block Bundle)

Name of District..... Code No.....

Name of Police Station..... Code No.....

Name of Village..... J. L. No.....

Name of Town..... Code No.....

No. of Ward..... Enumerator's Block No.....

PARTICULARS OF THE CONTENTS IN THE BUNDLE

1. Individual Slip Pads :

   (a) No. of 100 Slip Pads.....

   (b) No. of 25 Slip Pads.....

   (c) Total No. of Pads.....

2. Population Record Pads :

   (a) No. of 50 Slip Pads.....

   (b) No. of 25 Slip Pads.....

   (c) Total No. of Pads.....

3. Enumerator's Daily Posting Statements :

   (a) Male..... (b) Female..... (c) Total.....

4. Total No. of Sheet of Report on Revisional Round of Visits .....

5. Total No. of Summary Houselist.....

6. Total No. of Sheets of layout sketch of the Block.....

7. Any other Papers (please specify).....

....

Date..... Signature of Enumerator (in full)

VI

Touring

Touring

If anyone thinks that organising a census is a desk job he has not really understood what a census is. No amount of planning and issuing of circulars can serve as substitutes for actually going out into the cities and villages to see things for oneself. This helps one to get the measure of the job and of the effort required. The Registrar General made it clear that we were to start by getting to know the State and my own experience served only to reinforce the wisdom of this requirement. I find the importance of touring a little difficult to communicate in specific terms without the shelter of cliches ; we deal with people in a census, and so we must know what their ways are like, their houses, towns and villages. Only journeys through the State can make one aware of it as a part of one's general awareness, if not in terms which can be easily set down.

Touring was, I need hardly add, one of the attractions that this job held for me. Before joining the census organisation I had visited a number of districts, but not all, and only a few subdivisional towns. I made up for this as Director of Census Operations, as far as I could. For this census I was first given a jeep, which was soon replaced by a car. This made touring even easier.

Apart from the personal pleasure of touring and the general importance I mentioned, it is, in fact, indispensable if one wishes to deal with the numerous problems which crop up in every district and subdivision ; they can be solved best by a visit to the place, and there is the paramount necessity of keeping in touch with the field organisation.

Soon after I joined, I made a tour of the State in July 1969. I visited each district to call on the District Officer, and acquaint the officers who would be involved in census work—the D. M. A.D.Ms, S.D.Os, and B.D.Os,—with the fact of the census and its importance. The times were not opportune for such an operation, as I have repeatedly said, but wherever I went I was able to meet most of these officers, talk to them, and clarify whatever confusion or wrong notions existed about the operations. In almost all the districts the District Magistrates made it a point to be present at these meetings, for which I was grateful to them, for it immediately made the census important to the other officers. Such are the conventions of district administration. In a few districts formal meetings were not held, but this did not make much of a difference because I could spend a good deal of time with the District Officer, and his colleagues, and brief them about the census.

I soon discovered the great value of Shri J. C. Sengupta's advice to take a cook along, and provisions. He said the cook had to be good, for he would be responsible for keeping the Director alive ; consequently, I rapidly acquired a good orderly who cooked and solved this problem.

On my first round of tours I visited Gangtok, to set about organising the census there. I have explained in another chapter how the relationship of the Director of Census Operations, West Bengal with Sikkim changed : on my first visit it was still vague, and made it necessary for me to feel my way around a bit. I called on the Chogyal, who was keenly interested in the Census and not only asked searching questions but made some very sound observations on the operations in the light of which the census was later organised ; the Chief Secretary to the Govt. of Sikkim was a very helpful person, and had been in office during the 1961 Census. I found it very useful to draw on his experience. I also called on the Political Officer, Mr. N. B. Menon, and the Sidlon, or Prime Minister of Sikkim.

Mr. Tashi Chhophhel, then Secretary, Panchayats Department, had been appointed Director of Census, Sikkim. I got to know this only in Gangtok, and from him, a fact which came as a considerable surprise, because I had thought I was the Director of Census for Sikkim ! I flatter myself that I did not show any of the bewilderment I felt, which was very great, since I then started wondering what exactly I was doing there. Fortunately, the Political Officer set things right when I saw him. Mr. Chhophel was an energetic, very enthusiastic Director, and the Census of Sikkim—the first taken as a separate Census—is a monument to his organisational ability and hard work.

My first set of tours ended by July, 1969. After our little interlude in Darjeeling, that is, the All India Training Seminar (described elsewhere), I took to the road again in the winter of 1969-70. This was a shorter tour, to Birbhum and then to the North Bengal districts, to check the progress of work on the notional maps and layout sketches. I also visited the Settlement Training Camp at Balurghat to talk to the trainees on the census, which proved to be very useful, since a number of them became S.D.Os during the operations. This particular tour was a bit of a disaster, because I tried to overreach myself and travelled in a borrowed vehicle—an apparently glamourous Jeep Wagoneer, which was an imported Station Wagon. The wretched vehicle broke down at Malda ; fortunately the D. M. lent me his own station wagon which spoke volumes for his kindness, but I soon discovered, that I had exchanged a bad vehicle for a very eccentric driver ; he seemed to think that if he refused to leave the road, oncoming lorries would automatically do so. This was a mistaken notion, to which anyone who has encountered trucks on N. H. 34—an appallingly ill kept and narrow road, whose shoulders were veritable car traps—will readily testify. After some hair-breadth escapes, we came to Siliguri at sunset, with the prospect of an even wilder drive at night to Cooch Behar, where we were to stay the night. I persuaded him to rest, and let me drive, though I had never driven that monstrosity which passed as a station wagon before. It was more like a small truck. Nevertheless, that drive from Siliguri to Cooch Behar became very pleasant indeed. It was a moonlit night, and we passed through fields made silver and ghostly, sleeping towns, and still, dark forests with the moon tracing a brilliant light and shadow pattern on the trees. It was all familiar, and for a time I was poignantly reminded of much happier days as Deputy Commissioner at Cooch Behar, when I often returned home late, from some village or town, pleasantly tired, and entranced by the magic of moonlit nights such as this one, with a white mist rising from the rivers, the delicate, abstract shapes of bamboo clumps, silver fields, the silence, the ponds and jheels which are so common in North Bengal shining in the pale light, a lonely group of villagers going home, a line of carts creaking slowly along beside the road, and the scents of jute and freshly harvested paddy ; these were blended by the alchemy of North Bengal, into a total experience which I had grown to love. Cooch Behar town was asleep when we got there, at almost midnight.

My tour of North Bengal ended with a talk I gave to the under-training officers at the Settlement Training Camp. I had jumped at the chance when the D. L. R. asked me to speak to them for many among them would in districts and subdivisions when the Census was actually taken and some advance training would mean that they would be fairly familiar with the work involved. It also meant I would spend a couple of nights in the camp, which was always an attraction. Perhaps it was the tents, or the fact that, unlike our usual ways, life in a camp is not really bound to the clock—whatever it was, it was a refreshing change, and I made the most of it. Perhaps a little too much, for the Jeep Wagoneer, which had now come back, duly repaired, from Malda, collapsed dramatically on our way back to Calcutta barely 10 miles from Balurghat. I left it there, and came down to Baharampur in a jeep, our luggage piled on a trailer. After a night's halt, I decided I had had enough of jeeps and station wagons, and got into a train for my journey back to Calcutta.

I set out again in the summer of 1970 on a long tour, starting with Purulia, Bankura and Midnapore and ending up with the North Bengal districts. This time I tried to visit as many subdivisional headquarters as I could ; my purpose was to train the Charge Superintendents and the 'trainers' in the each Charge for the houselisting operations. All the "classes" that I took were well attended ; in fact, in several classes the District Officer or the Additional District Magistrate made it a point to be present, which not only encouraged their own officers but, I flatter myself, made the District Officers themselves a little more aware of the fact that the census was not as simple to organise as they had imagined. The solitary exception to this was Darjeeling ; perhaps because of the holiday mood—it was summer, there was sunlight, colour and interesting persons were abroad on the Mall, and the census was, compared to them, a dreary shabby affair—my class went unadorned by the luminaries of the district ; I had the Charge Superintendents, however, who were really the persons I needed. Towards the end of the tour my voice began to give out—it is a wise Director who invests in some throat lozenges from the start and I was not one—but I finished the tour before losing my voice completely.

Soon after this tour ended I left for Courtallam for the Second Conference of Directors, which served not only to clear many of the problems we faced but as a period of rest. I have dwelt on this in another chapter.

The Registrar General paid a visit to the State in August, 1970 ; he visited Burdwan, Birbhum, Murshidabad and Nadia where the local officers met him and he was able to assess the way in which we were going about our work. Before he left, we went to the Sunderbans, with the D.F.O., Twenty Four Parganas, in his little launch "Banashri". Although there was hardly anything to see from the Census angle, our journey down through the dense mangrove jungle for two days was memorable, because it was for the first time that one saw a region which is so hostile to man that living there, even on the shores, is out the question.

The ground is viscous, blackish mud, out of which mangrove trees rise with their roots clear of the clay, looking like giant, evil spiders ; more inland the vegetation is nothing but scrub, with an occasional clump of taller trees. The tide rises and falls 14 feet, and at high tide everything except the taller trees and bushes, and the land further away from the creeks and rivers, is under water. Down many stretches of the river the Banashri was the only vessel in the area, twisting from side to side to avoid shoals. At dawn on the morning after we left Port Canning we stopped at the Sajnakhali bird sanctuary and went up to an observation post : all one could see, however, in that grey light were a few pelicans. More interesting was what looked like an armoured lizard fully a foot long which we saw moving ponderously up from the water. It looked primeval, but in that primeval forest, none of us were surprised by this strange creature. It seemed only natural that it should live there.

My last journey though the districts before the enumeration was in November, 1970. To me this was an unsatisfying tour on two counts : firstly, my worthy Deputy Directors had already held training classes in most of the charges which made my visits occasions to check on progress rather than for training ; secondly, I could not visit all the places I wanted to, since my programme was upset by the announcement of the midterm poll, the Registrar General's hurried summons to Delhi, and the consequent scurrying about to finalise a new programme for the census which I have described in the previous Chapter. But it was not an altogether dismal affair ; I was able to gauge the possibilities of a proper census in different areas and what I saw in the different places I visited gave me hope.

Visits to Delhi

I believed that the closer my touch with the Registrar-General and his officers, the better it would be for the conducting of the operations. Problems, which would have meant a series of letters, and

produced, often, fat files, but no solutions, were disposed of by personal visits and discussions. I visited Delhi as often as I thought it necessary and I found this paid good dividends.

Travel by Air

When I joined I discovered that every time I needed to fly, I had to get permission from the Home Ministry. This could never be taken for granted either. In 1961 the Census Superintendent of West Bengal was given blanket permission to fly from Calcutta to Bagdogra for certain specified periods ; I asked for this facility for the 1971 Census and the Ministry insisted that more facts and figures justifying it be produced before they would agree. But soon after this Registrar General was declared to be ex-officio Joint Secretary to the Govt. of India, and our troubles came to an end. Our requests for air travel were always, and promptly, acceded to ; consequently, journeys to Sikkim and North Bengal by air, and to Delhi, became much quicker, and saved me a great deal of time. Among other things, for this very real, and constant, help I have to thank the Registrar General, who made our travel so much easier by allowing us to avoid the heat and dust of time consuming rail journeys.

Journeys by Road

For the first time in West Bengal, the Director had official transport. On my assuming charge I found a jeep attached to the office. While this was very useful in getting about from district to district, long journevs in it were a little boring ; in January, 1970 the jeep was sent to Manipur, and I got a car, which is still here. I used this for almost all my tours : the use of my own car I thought was an unnecessary complication, and took it out only when the official car gave trouble, or was being serviced. I was fortunate with the office car : it was that rare commodity, a good car, and never gave any trouble while I was on tour. I rarely travelled by train, except twice to Delhi and once from Baharampur to Calcutta, chiefly because of the fact that rail routes never coincided with the routes I had to take to cover all the places on my itinerary.

Halts

In the districts I never had to face any trouble at all in finding a room in the Circuit Houses or Inspection Bungalows ; for this I have to thank our District and Subdivisional Officers who never considered me an outsider, and who not only arranged for my stay but very frequently made it a point to invite me to their homes for a meal. The "brotherhood" which I discovered during my tours is another and abiding source of and pleasant memories.

My first visit to New Delhi was different. I had one ghastly night in the Central Govt. Guest House on Curzon Road, where an irascible caretaker informed me, with what I am sure was malicious pleasure, that there would be no drinking water, no tea and no bed linen though everything was available from a contractor on payment of certain charges. I hastily shifted over to the much warmer atmospher of Banga Bhavan but discovered to my discomfiture that I was charged double the normal rates since I was a Central Govt. officer. It is a minor point, but could be straightened out with the P. W. D.

General comments

In the Appendix to this Chapter I have given my tour programmes ; it will be obvious that my tours were a bit lopsided, in the sense that I visited North Bengal more often than any other region. This I plead guilty to ; it has to do with my attraction for the place. In all fairness, however, I must say that I had planned a very comprehensive tour of Southern Bengal over December, 1970 and January, 1971, which had to be abandoned when the original programme of work collapsed.

Appendix

Tour programme of Shri B. Ghose I.A.S., Director of Census Operations, West Bengal.

1969

Wednesday 2nd July (Govt. Vehicle)	Left Headquarters for Malda and halted at Murshidabad.
Thursday 3rd July (Govt. Vehicle)	Proceeded to Malda from Murshidabad. Held meeting with District Magistrate and other officers in the morning. Left Malda for Balurghat and met District Magistrate and other officers, discuss the Census Operations, returned to Malda. Halted at Malda.
Friday 4th July (Govt. Vehicle)	Left Malda at morning and arrived Headquarters.
Monday 7th July (By Car)	Left Headquarters at morning for Chinsurah and met District Magistrate and other officers, discuss Census work. Left Chinsurah for Burdwan. Halted at Burdwan.
Tuesday 8th July (Private Car)	Met District Magistrate and other officers and discuss Census work. Left Burdwan and arrived Headquarters.
Wednesday 9th July (By Govt. Vehicle)	Left Headquarters at morning for Krishnagar. Arrived Krishnagar and met District Magistrate and other officers. Left Krishnagar for Murshidabad. Halted at Murshidabad.
Thursday 10th July (Govt. Vehicle)	Met District Magistrate, Murshidabad and other officers and discussed Census work. Left Murshidabad and arrived Headquarters.
Saturday 19th July (Private Car)	Left Headquarters at morning for Midnapore. Met District Magistrate and his officers and discuss Census work. Left Midnapore and arrived Headquarters.
Tuesday 22nd July (Plane & Govt. Vehicle)	Left Headquarters by plane for Bagdogra. Proceeded from Bagdogra to Darjeeling.
Wednesday 23rd July (By Govt. Vehicle)	Met Deputy Commissioner, Darjeeling and his officers and discuss Census work. Left Darjeeling for Cooch Behar. Halted at Cooch Behar.
Thursday 24th July (By Govt. Vehicle)	Met Deputy Commissioner, Cooch Behar and his officers and discuss Census work. Halted at Cooch Behar.
Friday 25th July (By Govt. Vehicle)	Left Cooch Behar for Jalpaiguri at morning. Arrived Jalpaiguri and met Deputy Commissioner, Jalpaiguri and his officers and discuss Census work. Halted at Jalpaiguri.
Saturday 26th July (By Govt. Vehicle and Plane)	Left Jalpaiguri at morning for Bagdogra and thence Headquarters by plane.
Tuesday 5th August	Left Headquarters for Delhi by train.
Wednesday 6th August	Arrived Delhi and halted
Thursday 7th August	Met the Registrar General, India and latter Joint Secretary, Home Ministry to discuss the question for hiring accommodation. Halted at Delhi.
Friday 8th August	Met the Deputy Registrar General (Census), discuss some administrative problems and halted at Delhi.

1969

Saturday 9th August	Left Delhi by train.
Sunday 10th August	Arrived Headquarters.
Monday 25th August (By Plane)	Left Headquarters by plane for Darjeeling. Halted at Darjeeling. Met Deputy Commissioner, Darjeeling and inspected the accommodation and arrangement for the seminer to be held in September, 1969.
Wednesday 27th August (By Govt. Vehicle)	Met Officer-in-Charge, Darjeeling and discuss the above questions. Left Darjeeling for Siliguri. Arrived Siliguri and discuss some problems with Sub-divisional Officer, Siliguri and halted.
Thursday 28 August (By Plane)	Left Bagdogra for Headquarters.
Thursday 18th September (By Plane)	Left by plane for Bagdogra and halted at Darjeeling.
Friday 19th Sept. to Friday, 26th Sept.	Attended seminer of Census Directors at Darjeeling.
Saturday 27th September (By Plane)	Left Darjeeling by Govt. Vehicle. Left Bagdogra by plane and arrived Headquarters.
Sunday 16th November (By Govt. Vehicle and Plane)	Left Headquarters for Gangtok. Halted at Gangtok.
Monday 17th Nov.& Tuesday 18th Nov.	Met the Chogyal, Chief Secretary, Political Officer and Director of Census Operations, Sikkim and discuss Census matters.
Wednesday 19th November (By plane and Govt. Vehicle)	Left Gangtok for Headquarters.
Wednesday 26th November	Left Headquarters for Krighnagar at morning. Met District Magistrate and his officers and discuss the Census work and inspected some areas to ascertain whether it was urban or not. Left Krishnagar for Ranaghat and met Sub-divisional Officer, Ranaghat, discuss Census work. Left Ranaghat for Headquarters.
Sunday 30th November (By Plane)	Left Headquarters for Delhi by plane and halted at Delhi.
Monday 1st December	Met Registrar General and Deputy Registrar General to discuss the problems connected with Census of Sikkim and Calcutta city.
Tuesday 2nd December	Met Deputy Registrar General to discuss some administrative problems.
Wednesday 3rd December	Left Delhi for Headquarters by plane at morning.
Thursday 4th December (Private Car)	Left Headquarters for Suri at morning and halted at Suri.
Friday 5th December	Met District Magistrate and Officer-in-Charge and visited some Blocks' Headquarters.
Saturday 6th December (Private Car)	Left Suri for Headquarters at morning.
Tuesday 23rd December	Left Headquarters for Malda and halted at Malda.
Wednesday 24th December	Met District Magistrate and Officer-in-Charge Census, Malda and discuss progress of work. Left Malda to Cooch Behar and halted at Cooch Behar.

1969

Thursday 25th December	Met Deputy Commissioner and Officer-in-Charge Census, Cooch Behar and visited some local areas. Halted at Cooch Behar.
Friday 26th December	Left Cooch Behar at morning and visited Hamiltonganj. Returned to Cooch Behar and halted.
Saturday 27th December	Left Cooch Behar for Jalpaiguri. Met Duputy Commissioner and Officer-in-Charge Census, Jalpaiguri and ascertain progress of work.
Sunday 28th December	Proceeded to Siliguri and halted. Left Siliguri for Raiganj and halted..
Monday 29th December	Met Sub-divisional Officer, Raiganj and visited some blocks. Left Raiganj for Balurghat and visited the Settlement Training Camp. Halted at Balurghat.
Tuesday 30th December	Left Balurghat for Berhampore and halted.
Wednesday 31st December	Left Berhampore by train.

1970

Friday 6th February	Left Headquarters for Delhi by train.
Saturday 7th Feb. & Sunday 8th Feb.	Arrived Delhi and called on Registrar General and Deputy Registrar General (C). Halted at Delhi.
Monday 9th February	Met officials of Town and Country Planning Organisation and Deputy Registrar General (C). Halted at Delhi.
Tuesday 10th February	Met Deputy Registrar General (C) and Central Tabulation Officer. Left Delhi for Headquarters by plane.
Sunday 19th April (By Govt. Vehicle)	Left Headquarters for Durgapur. Halted at Durgapur.
Monday 20th April	Left Durgapur for Purulia at morning. Halted at Purulia.
Tuesday 21st April	Left Purulia for Adra. Visited Adra and returned to Purulia. Halted at Purulia.
Wednesday 22nd April	Left Purulia for Bankura at morning. Met District Magistrate and officials. Halted at Bankura.
Thursday 23rd April	Left Bankura for Vishnupur. Met Sub-divisional Officers, Block Development Officers and Village Label Workers. Returned to Bankura and halted.
Friday 24th April	Left Bankura for Durgapur. Halted at Durgapur.
Saturday 25th April	Left Durgapur for Headquarters.
Tuesday 5th May	Left Headquarters for Midnapore. Halted at Midnapore.
Wednesday 6th May	Left Midnapore for Jhargram at morning and returned to Midnapore. Halted at Midnapore.
Thursday 7th May	Left Midnapore for Contai, Junput and Digha and returned to Midnapore. Halted at Midnapore.
Friday 8th May	Left Midnapore for Tamluk. Halted at Tamluk.

1970

Saturday 9th May	Left Tamluk for Ghatal. Visited Ghatal and returned to Headquarters.
Monday 11th May	Left Headquarters for Diamond Harbour and returned to Headquarters.
Wednesday 13th May	Left Headquarters for Bongaon and returned to Headquarters.
Thursday 14th May (Private Car)	Left Headquarters for Basirhat and returned to Headquarters.
Monday 18th May	Left Headquarters for Bagdogra by plane and proceeded by Government Vehicle to Kalimpong.
Tuesday 19th May	Left Kalimpong for Gangtok by Government Vehicle. Halted at Gangtok.
Wednesday 20th May	Discuss Census matters at Gangtok and halted at Gangtok.
Thursday 21st May	Left Gangtok for Kalimpong and attended a training class at Kalimpong.
Friday 22nd May	Left Kalimpong for Darjeeling at morning. Met District Officers and held a training class.
Saturday 23rd May & Sunday 24th May	Met Census Officers. Halted at Darjeeling.
Monday 25th May	Left Darjeeling for Siliguri. Halted at Siliguri.
Tuesday 26th May	Left Siliguri for Jalpaiguri at morning and attended a training class and proceeded to Cooch Behar. Halted at Cooch Behar.
Wednesday 27th May	Held training class at Cooch Behar. Visited Alipur Duars by Government Vehicle and held a training class there. Returned to Cooch Behar.
Thursday 28th May	Left Cooch Behar for Siliguri. Halted at Siliguri.
Friday 29th May	Left Siliguri for Raiganj and thereafter proceeded to Balurghat and halted.
Saturday 30th May	Left Balurghat for Malda at morning. Held training and proceeded to Berhampore.
Sunday 31st May	Left Berhampore for Headquarters.
Tuesday 2nd June	Left Headquarters for Barrackpore and held a training class. Returned to Headquarters.
Wednesday 3rd June	Left Headquarters for Howrah and held a training class there. Returned to Headquarters.
Thursday 4th June	Left Headquarters for Ranaghat and attended training class. Returned to Headquarters.
Tuesday 4th August	Left Headquarters for Delhi by plane. Met Registrar General, Deputy Registrar General (Census) to discuss some problems regarding houselisting. Halted at Delhi.
Wednesday 5th August	At Delhi for there discussion with Registrar General, Deputy Registrar General (Census) and halted,

1970

Thursday 6th August	Left Delhi for Headquarters by plane.
Wednesday 26th August	Left Headquarters for Chinsurah by Government Vehicle. Met District Magistrate Hooghly, District Magistrate Burdwan and arrived Suri *via* Bolpur and halted.
Thursday 27th August	Left Suri and arrived Krishnagar *via* Kandi and Murshidabad and halted.
Friday 28th August	Left Krishnagar for Headquarters *via* Cooper Camp and Kanchrapara.
Saturday 29th August	Left Headquarters for Canning. Arrived bourder Forest Department by launch and visited Sundarban areas and halted.
Sunday 30th August	Returned to Canning. Left Canning for Headquarters.
Monday 26th October	Left Headquarters for Burdwan *via* Chinsurah. Halted at Burdwan.
Tuesday 27th Oct. & Wednesday 28th Oct.	Left Burdwan for Midnapore *via* Bankura and Bishnupur. Halted at Midnapore.
Thursday 29th October	Left Midnapore for Digha. Halted at Digha.
Friday 30th October	Left Digha for Headquarters.
Tuesday 3rd Nov. & Wednesday 4th Nov.	Left Headquarters for Malda and halted at Malda.
Thursday 5th November	Left Malda for Headquarters.
Monday 9th November	Left Headquarters for Bagdogra by plane. Proceeded to Gangtok by Government Vehicle and halted.
Tuesday 10th November	Discuss Census matter with Director of Census Operations Sikkim and Chief Secretary and halted at Gangtok.
Wednesday 11th November	Left Gangtok for Darjeeling *via* Kalimpong by Government Vehicle. Left Darjeeling for Siliguri by Government Vehicle and halted.
Thursday 12th November	Discuss the Census matter with Sub-divisional Officer, Siliguri and local officers. Left Siliguri for Jaldhaka Hidel Project and halted.
Friday 13th November	Met Superintendent, Siliguri and Census office at Jaldhaka. Left for Cooch Behar and arrived Cooch Behar. Meeting at Cooch Behar. Left Cooch Behar for Jalpaiguri and halted.
Saturday 14th November	Meeting with D. C. at Jalpaiguri at morning. Left Jalpaiguri for Siliguri. Left Bagdogra for Headquarters by plane.
Monday 23rd November	Left Headquarters for Suri by Government Vehicle. Meeting with District Magistrate. Halted at Suri.
Tuesday 24th November	Left Suri for Rampurhat and arrived. Proceeded to Nalhati. Met local officers. Returned to Rampurhat. Meeting with Sub-divisional Officer and local officers. Left Rampurhat for Suri and halted.
Wednesday 25th November	Left Suri for Durgapur by Government Vehicle. Meeting with District Magistrate and local officers. Left Durgapur for Asansol. Met local officers and halted.
Thursday 26th November	Left Assansol for Purulia. Met Deputy Commissioner and local officers. Visited Jhalda and surrounding places. Halted at Purulia.

1970	
Friday 27th November	Left Purulia for Bankura by Government Vehicle. Met District Magistrate and other officers. Left Bankura for Arambag. Discussed census matter with Officer-in-Charge and Sub-divisional Officer. Halted.
Saturday 28th November	Met officers in a meeting. Left Arambag for Headquarters *via* Burdwan by Government Vehicle.
Thursday 31st December	Left Headquarters for Delhi by place. Halted.
1971	
Friday 1st January	Met Registrar General and Deputy Registrar General in conference. Halted.
Sunday 2nd January & Monday 3rd January	Met Deputy Registrar General (Census) and discuss outstanding problems. Halted.
Tuesday 4th January	Met Deputy Registrar General (Census) to discuss Census data. Left Delhi for Headquarters by plane.

VII

Translation, Printing and Despatch of forms

Translation, Printing and Despatch of Forms

(One of the most arduous tasks that has to be taken up and completed well before each census operation is the printing and despatch of the various forms, and one does not need to be told of this. What one does need to be made acutely aware of is the enormity of the task. For the enumeration, for instance, there has to be at least one slip per individual, which meant 45,000,000 slips as the minimum plus the reserve stocks. Similarly, Houselists and Establishment Schedules, Enumerator's Daily Posting Statements and Population Records have all to be printed in lakhs and millions. The volume of work is enough to tax the resources of any press.

This task is made up of three operations. There is, first, the procurement of paper, so much of which needed that the Government of India's paper stocks were practically wiped out in 1970; secondly the schedules have to be translated into the local languages—Nepali for the hill subdivisions of Darjeeling, Bengali for the rest of the State, and some Hindi forms for pockets in West Dinajpur, Calcutta, and Twenty Four Parganas. The third is the actual printing and despatch.

The Registrar General had told us that procurement of paper and printing of Hindi and English forms would be centralised ; as far as we were concerned, our task was to get the schedules translated and printed off at the old Government of India Press, Calcutta at 8, K. S. Roy Road and the new giant rotary press in Santragachi, Howrah.

But in practice it was unfortunately slightly different for two reasons : Calcutta happens to be the headquarters of the Controller of Stationery, who supplies paper to all the Government of India Presses and to those State Directors who have no Government of India Press nearby and had to print their forms in the local or State Government Presses. The second reason was that the Government of India Presses here were printing not only the Bengali schedules but Kannada, Oriya, Assamese, and Manipuri forms. Consequently my office became, finally, an agency for the Registrar General to have paper sent to various States and to get the forms printed, and despatched.

I entrusted all this work to Shri B. Ray, Deputy Director (Headquarters), who, with the able assistance of Shri R. C. Bhar, Tabulation Officer (Printing), got this stupendous task done, and also saw to it that our own forms were sent to each district well in time.

I have asked him to write a report on this operation and am reproducing it below.)

Early February, 1969, before the First Conference of the Directors of Census Operations was held at New Delhi, the Registrar General's Office circulated the requirement of different kinds of census schedules and instruction booklets and invited comments on it. The requirement was calculated on the basis of the estimated population of the state at 1971. We modified our requirements slightly. The Registrar General's estimation of 10% as emergency reserve appeared to us a bit low and we demanded at least 15-20% as the reserve. Our requirements were, however, accepted by the Registrar General's Office. The working sheets for our calculations may be found in our File No. 1R-1.

The field operation of Census 1971 was carried out in three different phases—firstly, preparation of notional maps and layout sketches in respect of all villages in the rural areas and wards of a town in urban areas, secondly houselisting and filling up of the establishment schedules and finally actual enumeration *i.e.*, filling up of individual slip in respect of every individual and filling up of population

record in respect of each household in the State. In conducting all these three operations printed standardised forms and schedules were used in the field. The essential schedules were printed centrally at different Government of India presses under the direct supervision of the Registrar General's Office. But as an aid to the field operations many other ancillary forms, leaflets and papers were printed and all of them were printed by this office. As many as 57 different types of materials were printed for conducting the census 1971. Of them, only 5 items were printed centrally by Registrar General's Office. The Appendix to this chapter enlists all different types of forms and other things printed.

We began our printing work with the layout sketch and notional map sheets and also a model sketch, and a map for two villages and a ward of Calcutta city. These sheets were printed in order to ensure a standard and uniform size of all the sketches. We then devised the formats of different Census Registers that would be useful for ensuring correctness in conducting the operations. The registers and their use were detailed out in our Circular No. 4. Then came the printing of the instructional booklets and different schedules other than those centrally printed also used in the operations, and other items essentially meant for publicity and as aids in census taking.

The Government of India Press, Calcutta was approached every time for printing of all different materials. Whatever they could not accept because of the time factor, they were farmed out to private printers.

The centrally printed forms were the Houselist, Establishment Schedule, Individual Slip, Population Record in all languages and Enumerator's Abstract in English language only. Rendering in regional languages (Bengali and Nepali in this state) of all the above mentioned forms were done by this office and artpulls prepared for the Bengali and Nepali versions and supplied to Registrar General's Office. We had the privilege of supervising the actual printing of the individual slips in various languages at Government of India Press, Santragachi. Taking advantage of this fact, we could examine the flongs prepared on the artpulls in Bengali supplied by us earlier and suggest modifications to ensure as much legibility as possible on the printed form. Even then, it may be mentioned that complaints were voiced by the field workers in almost all the training classes about the small faces of the types and narrow space for writing the returns to the census questions on the individual slip.

Of the essential schedules, we printed under our direct supervision the Houselist Abstract in Bengali and Nepali, Summary Houselist in English, Bengali and Nepali ; Enumerator's Daily Posting Statement, Block Summary, Charge Summary in English, Bengali and Nepali languages. The total indent of these forms included the requirements of Tripura and Assam. These forms were printed at the Government of India Press, Calcutta.

We devised quite a number of additional forms which we thought would be useful in conducting the field operations. To name some, Houselist Abstract for Charges, Consolidated Houselist Abstracts for Police Station/Town/Subdivision/District to be prepared at different levels, Summary Houselist which was nothing but an extract of some of the columns from the actual houselist and as such served us the same purpose as the 'Abridged Houselist' circulated by the Registrar General's Office at a very late stage.

In order to ensure safe and expeditious despatch of filled in houselists and other forms, certain other forms like Charge List, Top Sheet, Bundle Label, Envelope etc. were devised, printed and circulated to all concerned. These proved very useful indeed. For actual enumeration the additional forms printed were Charge Abstracts separately for males and females and Consolidated Charge Abstract,

Questionnaire for revisional round, Report on Revisional Round, Block Summary and Charge Summary for transmission of the provisional totals quickly. A specimen of each type of such forms has been given in the Appendix to the relevant chapter.

We received the Houselist and Establishment Schedules from the Registrar General's Office well in time and we could also send them down to the district office well in advance. All our consignments relating to the houselisting operation were booked by rail and there was no difficulty in their reaching the district offices in due time.

Some delay eventually occurred in despatch of the instructional booklets on houselisting because of some bottlenecks occurring at the binding stage in the Government of India Press, Calcutta. With personal intervention of Shri M. Roy, Assistant Manager, (Tech.) of the Press that crisis could be tided over.

Our prudence in adding 15% as the reserve to our total requirements of houselists and establishment schedules proved futile at the eleventh hour. Crisis message were received from almost all the districts about supply of additional forms. The more demanding districts were Midnapore, Burdwan, Twenty Four Parganas, Jalpaiguri and West Dinajpur. In fact, of the total 15% reserve stock, we distributed 10% to the districts and retained the rest 5% as the State reserve. In the month of October, 1970 during the puja holidays the Officer-in-Charge of Midnapore came down to Calcutta personally with a fresh demand of additional forms when our own reserve stock completely ran out. On an emergency basis we arranged for local printing of both the Houselists and Establishment Schedules. It was possible only because we had the blocks of both the forms collected from the Registrar General's Office before hand.

The shortage of Houselist forms occurred at the district and lower level due to various factors, one of which was the non-cooperation of some primary school teachers with the census operations. Some of the teachers had earlier been appointed as enumerators and were given their required quantity of different kinds of forms and schedules, but at a later stage they did not turn up, nor did they return the forms taken by them. Lack of proper supervision and irrational distribution were also observed in some areas resulting in shortage of schedules at the time of actual operation.

In Calcutta English Houselist forms were used, as in the past. But most of the enumerators being Bengali speaking, it was decided to fill up the Individual Slips in Bengali. As a result of this we placed an additional demand of about 4 million Individual Slips in Bengali and proportionately other types of forms. We had thus a surplus of equivalent quantity of those forms in English language. This surplus stock in English language saved us a lot from last minute indents from the districts. Even from this stock we could cater to the last minute additional demands of the neighbouring Directors like Orissa, Meghalaya, Assam, Tripura, Nagaland and Bihar.

The individual slips and other forms needed for enumeration were sent to the district offices well in advance and they included their own requirements plus 15% reserve. No reserve was kept at the state level. This was adequately explained in this office letter No. IF-2/5401(16) dated 21.11.1970. Inspite of all that West Dinajpur sent an SOS, when enumeration was due to have started all over the State stating that in some areas of that district enumeration could not start due to shortage of forms. The Officer-in-Charge came down to Calcutta himself to apprise us of the situation. He was adequately briefed about the procedure to be followed in distribution of forms. To assist him the Tabulation Officer (Printing) was asked to rush to Balurghat with whatever spare forms could be

located in the headquarters office. After carefully going through the exercise of redistribution of forms, the shortage could be overcome.

The instructional booklets needed to be translated into two regional languages in the State—Bengali and Nepali. The first draft of the Bengali translation was done by Shri M. N. Sarkar, Tabulation Officer, which was revised and finalised by the undersigned. The Nepali renderings were done through the Home (Publicity) Department, Government of West Bengal. There are two instances of unhappy renderings in Bengali. Both 'Establishment' and 'Institutional' were denoted as 'প্রতিষ্ঠান' in Bengali. The other instance was the question on Economic Activity in the individual slip. No separate Bengali word could be found other than 'কাজ' both for 'Activity' under 'Main Activity' and 'Work' under 'Secondary Work'. Similarly distinction between industry and occupation in question 16/17(d) and (e) could not also be properly conveyed through the Bengali version, though a literal translation of this portion was done.

A line needs be told about the printing of instructional booklets in Nepali language. The booklet for Houselisting was directly found out to the Government of India Press, Gangtok by the Registrar General's Office. The printing was done there but under our direct supervision and guidance. The booklets covered the entire requirement of Sikkim Census as well as our own for the hill subdivisions of the Darjeeling district. The Nepali booklet for enumeration was done at the Govvernment of India Press, Calcutta to obviate the difficulties of time-gap in communication of proofs and print orders. The forms despatched to Sikkim for the conduct of their Census has been detailed out in Appendix (vi) to this Chapter.

Appendices (iv) and (v) give the quantity of different kinds of forms printed at Government of India Press, Santragachi for various states of the country under our direct supervision on behalf of the Registrar General's Office. Appendix (vii) gives the quantity of printing and other papers procured through the Government of India Stationary Office from different paper mills for different states. This huge job of printing and despatch could be done only through the personal efforts extended by Shri A. K. Ghatak, Manager, Government of India Press, Santragachi and Shri T. S. Roy, Assistant Controller of Stationary.

Special mention may be made of the dedicated services rendered by the team headed by Shri Ram Chandra Bhar, Tabulation Officer (Printing) and assisted by Shri Himangshu Saha Choudhury and Shri Apurba Sengupta and a band of devoted packers in the discharge of the colossal work of printing of forms and their speedy despatch to various destinations.

B. Ray

Deputy Director of Census Operations
(Headquarters)

Appendix

(i) Statement of Forms, Schedules and other materials printed for conducting the Census 1971

Serial No.	Description of form	Total No. of copies printed	Remarks (No. of copies printed centrally by RG'S office
1	2	3	4
1	Printed layout sketch map of mouza Balarampur	1,000	
2	Printed notional map of mouza Boral	1,000	
3	Printed notional sketch map of segment No. III, Ward-53, Calcutta City	1,000	
4	Pad of layout sketch map	45,000	
5	Pad of notional map	45,000	
6	Instructions for compilation of Village Directory	5,000	
7	Village Directory	27,000	
8	Instructions for compilation of Town Directory	1,000	
9	Town Directory	3,000	
10	Training Register	18,000	
11	Register of forms, booklet etc.	80 (Books)	
12	Rural Register—Part-I	2,088 (,,)	
13	Rural Register—Part-II	2,088 (,,)	
14	Urban Register	1,190 (,,)	
15	Letter of appointment of Charge Superintendent	1,500	
16	Letter of appointment of Circle Supervisor	18,000	
17	Letter of appointment of Enumerator	98,000	
18	Enumerator's Identity Card	100,000	
19	Instructions for filling up Houselist and Establishment Schedule :		
	(i) Bengali	93,779	
	(ii) English	8,600	8,600
	(iii) Nepali	613	
	(iv) Hindi	900	900
20	Houselist form for Training in English	10,000	10,000
21	Houselist form for actual Census :		
	(i) Bengali	855,000	790,000
	(ii) English	85,500	85,500
	(iii) Hindi	4,400	4,400
	(iv) Nepali	18,000	15,000

(i) Statement of Forms, Schedules and other materials printed for conducting the Census 1971—*contd.*

Serial No.	Description of form	Total No. of copies printed	Remarks (No. of copies printed centrally by RG'S office
1	2	3	4
22	Houselist Abstract for Block :		
	(i) Bengali	205,000	
	(ii) English	21,000	
	(iii) Hindu	500	500
	(iv) Nepali	3,000	
23	Houselist Abstract for Charges :		
	(i) Bengali	8,000	
	(ii) English	3,000	
	(iii) Nepali	1,000	
24	Consolidated Houselist Abstract :		
	(i) Bengali	2,000	
	(ii) English	2,000	
	(iii) Nepali	1,000	
25	Summary of Houselist :		
	(i) Bengali	434,000	
	(ii) English	44,000	
	(iii) Nepali	7,000	
	(iv) Hindi	5,000	
26	Establishment Schedule for training (English)	10,000	10,000
27	Establishment Schedule :		
	(i) Bengali	312,000	302,000
	(ii) English	119,600	119,600
	(iii) Nepali	6,000	6,000
	(iv) Hindi	1,000	1,000
28	List of Scheduled Castes/Tribes	125,000	
29	Folder in Bengali for Houselisting	70,000	
30	Envelope for Houselist form	100,000	
31	Charge List for Houselist	18,000	
32	Top of bundle label for Houselist	8,000	
33	Appeal to people by D. M., Bankura in Bengali	22,000	
34	Appeal to people by D. M., West Dinajpur in Bengali	15,000	
35	Appeal to people by D. M., West Dinajpur in Hindi	5,000	
36	Appeal to the Principals/Headmasters/Headmistress	1,000	

(i) Statement of Froms, Schedules and other materials printed for conducting the Census 1971—*contd.*

Serial No.	Description of form	Total No. of copies printed	Remarks (No. of copies printed centrally by RG'S office
1	2	3	4
37	Instructional booklet on Enumeration :		
	(i) Bengali	124,000	
	(ii) English	3,950	3,950
	(iii) Hindi	1,003	1,003
	(iv) Nepali	1,900	
38	Folder in Bengali on Enumeration	80,000	
39	Individual Slip Pad of 25 slips for training :		
	(i) Bengali	183,000	183,000
	(ii) English	21,320	21,320
	(iii) Hindi	840	840
	(iv) Nepali	3,400	3,400
40	Individual Slip Pad of 100 slips for actual Census :		
	(i) Bengali	475,860	475,860
	(ii) English	54,346	54,346
	(iii) Hindi	8,000	8,000
	(iv) Nepali	8,969	8,969
41	Individual Slip Pad of 25 slips for actual Census :		
	(i) Bengali	190,296	190,296
	(ii) English	20,658	20,658
	(iii) Hindi	888	888
	(iv) Nepali	4,764	4,764
42	Population Record for training :		
	(i) Bengali	789,900	789,900
	(ii) English	225,000	225,000
	(iii) Hindi	10,000	10,000
	(iv) Nepali	4,100	4,100
43	Population Record—Pad of 50 slips for actual Census :		
	(i) Bengali	166,260	166,260
	(ii) English	13,649	13,649
	(iii) Hindi	1,620	1,620
	(iv) Nepali	3,228	3,228
44	Population Record—Pad of 25 slips for actual Census :		
	(i) Bengali	127,256	127,256
	(ii) English	8,510	8,510
	(iii) Hindi	1,000	1,000
	(iv) Nepali	1,940	1,940

(i) Statement of Forms, Schedules and other materials printed for conducting the Census 1971 *contd.*

Serial No.	Description of form	Total No. of copies printed	Remarks (No. of copies printed centrally by RG'S-office
1	2	3	4
45	Enumerator's Daily Posting Statement for training :		
	(i) Bengali—Male	111,000	
	Bengali—Female	111,000	
	(ii) English—Male	1,000	1,000
	(iii) Nepali —Male	1,500	
	Nepali —Female	1,500	
46	Enumerator's Daily Posting Statement for actual Census :		
	(i) Bengali—Male	1,056,000	
	Bengali—Female	966,000	
	(ii) English—Male	80,000	80,000
	English—Female	50,000	50,000
	(iii) Hindi—Male	7,000	7,000
	Hindi—Female	7,000	7,000
	(iv) Nepali—Male	16,000	
	Nepali—Female	16,000	
47	Enumerator's Abstract for training :		
	(i) Bengali	111,000	
	(ii) English	1,000	1,000
	(iii) Nepali	1,500	
48	Enumerator's Abstract for actual Census :		
	(i) Bengali	201,000	
	(ii) English	12,000	12,000
	(iii) Hindi	1,000	1,000
	(iv) Nepali	2,500	
49	Degreeholder Card	1,300,000	1,300,000
50	Charge Abstract—Male :		
	(i) Bengali	30,000	
	(ii) English	5,000	
	(iii) Nepali	2,500	
51	Charge Abstract—Female :		
	(i) Bengali	30,000	
	(ii) English	5,000	
	(iii) Nepali	2,500	
52	Consolidated Charge Abstract :		
	(i) Bengali	3,000	
	(ii) English	2,500	
	(iii) Nepali	500	

(i) Statement of Forms, Schedules and other materials printed for conducting the Census 1971—*concld.*

Serial No.	Description of form	Total No. of copies printed	Remarks (No. of copies printed centrally by RG's office
1	2	3	4
53	Block Summary :		
	(i) Bengali	99,000	
	(ii) English	13,000	
	(iii) Nepali	1,700	
54	Charge Summary :		
	(i) Bengali	2,800	
	(ii) English	500	
	(iii) Nepali	500	
55	District Summary	100	
56	Questionnaire of Revisional Round of Visits :		
	(i) Bengali	99,000	
	(ii) English	15,000	
57	Revisional Round of Visits form :		
	(i) Bengali	99,000	
	(ii) English	13,000	
	(iii) Nepali	1,700	
58	Block bundle identity slip :		
	(i) Bengali	111,000	
	(ii) English	15,000	
59	Individual Slip Pad in Blue ink—Pad of 100 slips :		
	(i) Bengali	4,975	4,975
	(ii) English	565	565
	(iii) Hindi	28	28
	(iv) Nepali	100	100
60	Individual Slip Pad in Blue ink—Pad of 25 slipr :		
	(i) Bengali	1,220	1,220
	(ii) English	140	140
	(iii) Hindi	8	8
	(iv) Nepali	40	40

(ii) Statement of Forms and Census Schedules supplied to different District Headquarters in 1971 Census

Name of District	Printed layout sketch map of mouza Balarampur	Printed notional map of mauza boral	Printed notional sketch map of segment No. III, ward No. 53 calcutta city	Pad of layout sketch map	Pad of notional map	Instructions for compilation of village directory	Village directory
1	2	3	4	5	6	7	8
Darjeeling	175	175	20	602	602	100	320
Jalpaiguri	75	75	20	832	832	130	380
Cooch Behar	35	35	20	1,850	1,206	135	530
West Dinajpur	25	25	20	3,333	3,333	181	1,420
Malda	25	25	10	2,492	2,292	161	690
Murshidabad	25	25	25	2,363	2,063	368	750
Nadia	25	25	40	2,587	1,487	184	390
24-Parganas	260	260	210	4,216	4,212	488	1,880
Howrah	25	40	55	1,090	990	156	415
Calcutta	..	..	300	..	..	..	..
Hooghly	25	25	40	2,078	2,078	207	1,160
Burdwan	25	25	50	2,990	2,865	400	830
Birbhum	25	25	20	2,370	2,370	404	950
Bankura	50	25	15	3,749	3,749	239	1,230
Midnapore	60	60	50	11,215	11,215	582	7,620
Purulia	25	25	15	2,929	2,929	274	1,010
Total	**880**	**870**	**910**	**44,696**	**42,223**	**4,009**	**19,575**

(ii) Statement of Forms and Census Schedules supplied to different District Headquarters in 1971 Census—*contd.*

Name of District	Instructions for compilation of town directory	Town directory	Training register	Register of forms, booklet etc.	Rural register Part-I	Rural register Part-II	Urban register	Letter of Appointment of charge superintendent
1	9	10	11	12	13	14	15	16
Darjeeling	21	22	471	5	189	189	12	221
Jalpaiguri	29	59	540	7	42	42	24	328
Cooch Behar	27	39	400	6	44	44	26	21
West Dinajpur	31	39	579	4	56	56	30	59
Malda	20	11	470	2	39	39	6	90
Murshidabad	46	61	904	5	75	75	33	94
Nadia	36	72	721	3	48	48	39	35
24-Parganas	131	371	2,858	7	225	225	267	143
Howrah	54	211	973	4	42	42	120	66
Calcutta	..	..	1,846	1	..	..	3,220	232
Hooghly	45	99	1,962	10	57	57	135	47
Burdwan	93	121	1,295	6	99	99	72	69
Birbhum	33	39	566	3	57	59	21	32
Bankura	33	28	653	3	63	63	15	32
Midnapore	86	255	1,706	7	156	156	57	87
Purulia	32	39	531	2	57	57	21	32
Total	**717**	**1,466**	**16,475**	**75**	**1,249**	**1,251**	**4,098**	**1,588**

(ii) Statement of Forms and Census Schedules supplied to different District Headquarters in 1971 Census—*contd.*

Name of district	Letter of appointment of circle supervisor	Letter of appoint-ment of enumerator	Enumerator's identity card	Instructions for filling up houselist & establish-ment schedule	Houselist form for training	Houselist form for actual census	Houselist abstract for block
1	17	18	19	20	21	22	23
Darjeeling	321	1,351	2,482	3,020	4,228	21,950	3,702
Jalpaiguri	940	3,696	2,696	3,483	2,451	33,964	7,192
Cooch Behar	418	2,238	4,366	2,623	1,812	32,862	5,986
West Dinajpur	719	3,598	1,993	3,708	2,362	38,312	10,696
Malda	470	2,546	3,211	2,837	2,133	26,380	7,093
Murshidabad	904	4,523	4,533	5,475	4,112	50,790	13,816
Nadia	720	3,600	3,600	4,357	3,273	34,332	8,701
24-Parganas	2,858	16,289	15,718	18,553	14,490	162,028	39,218
Howrah	972	4,864	3,833	5,933	4,422	48,938	14,278
Calcutta	1,956	9,776	6,110	6,149	1,000	73,004	20,292
Hooghly	981	5,308	4,778	6,133	4,462	65,018	13,166
Burdwan	1,295	7,475	7,473	7,512	6,886	76,498	17,149
Birbhum	565	2,829	3,748	3,426	2,572	36,830	9,158
Bankura	652	6,011	3,025	3,948	2,965	42,144	11,823
Midnapore	1,706	11,352	16,021	10,374	7,756	125,022	34,813
Purulia	531	2,656	3,672	3,267	2,415	34,664	10,313
Total	**16,008**	**88,112**	**87,259**	***90,798**	***67,339**	***902,736**	***227,396**

Note :

*Detailed description see Appendix (iii)

(ii) Statement of Forms and Census Schedules supplied to different District Headquarters in 1971 Census—*contd.*

Name of district	Houselist abstract for charges	Consolidated houselist abstract	Summary of houselist	Establishment schedule for training	Establishment schedule for actual census	List of schedule castes/ tribes	Folder in bengali for houselisting	Envelope for houselist
1	24	25	26	27	28	29	30	31
Darjeeling	364	400	9,310	1,228	7,810	1,622	448	1,662
Jalpaiguri	320	200	17,550	2,451	10,354	3,236	2,451	2,574
Cooch Behar	136	200	15,620	1,812	9,748	2,393	2,072	253
West Dinajpur	284	200	22,352	2,362	12,344	4,117	2,362	4,463
Malda	498	100	1,126	2,133	9,032	2,816	2,133	3,023
Murshidabad	368	250	32,190	4,112	22,948	5,427	4,112	5,859
Nadia	266	200	18,920	3,273	13,092	4,321	3,273	3,437
24-Parganas	1,226	300	82,130	12,990	64,880	19,147	13,990	25,804
Howrah	630	200	32,070	4,422	20,748	5,837	4,422	3,760
Calcutta	1,100	250	24,703	8,388	41,306	5,775	5,700	..
Hooghly	330	150	32,380	4,462	26,348	5,889	4,776	4,560
Burdwan	584	200	40,280	5,886	27,744	7,369	6,386	8,020
Birbhum	334	200	18,920	2,572	12,688	3,395	3,072	3,578
Bankura	410	200	23,660	2,695	13,086	3,914	2,965	7,888
Midnapore	1,918	300	75,510	7,756	31,074	11,238	9,256	15,208
Purulia	238	200	15,710	2,415	10,160	3,188	2,415	3,506
Total	***9,006**	***3,550**	***462,431**	**63,957**	***333,362**	**89,684**	**69,833**	**93,595**

Note :

*Detailed description see Appendix (iii)

(ii) Statement of Forms and Census Schedules supplied to different District Headquarters in 1971 Census—*contd.*

Name of District	Chargelist	Top of Bundle Label	Appeal in form of Letter	Appeal to Principal/ Headmaster/ Headmistress	Census poster- 'Next Census'	Census poster- 'complete 100 years Census'	Instructional booklet on enumeration
1	32	33	34	35	36	37	38
Darjeeling	795	235	..	20	817	817	2,514
Jalpaiguri	765	185	..	25	3,116	2,016	3,566
Cooch Behar	240	80	..	15	1,395	1,395	2,207
West Dinajpur	345	115	6,500	15	3,198	3,198	5,058
Malda	475	75	..	20	2,214	2,214	3,539
Murshidabad	555	185	..	40	3,448	3,448	4,945
Nadia	420	140	..	50	2,507	2,507	3,920
24-Parganas	1,555	865	..	100	11,666	11,666	11,305
Howrah	810	270	..	70	2,814	2,814	4,371
Calcutta	..	..	..	..	5,352	5,852	7,864
Hooghly	540	180	..	80	3,802	3,802	5,479
Burdwan	735	245	..	70	5,280	5,280	7,638
Birbhum	495	165	..	40	2,637	2,637	4,023
Bankura	505	135	2,200	45	7,688	7,688	5,565
Midnapore	1,565	355	..	100	12,825	12,825	16,966
Purulia	405	138	..	15	2,565	4,865	4,050
Total	**10,205**	**3,368**	***8,700**	**705**	***7 ,324**	***73,024**	***93,010**

Note :

*Detailed description see Appendix (iii)

(ii) Statement of Forms and Census Schedules supplied to different District Headquarters in 1971 Census—*contd.*

Name of District	Folder in Bengali on enumeration	Individual slip pad for training (Pad of 25 slips)	Individual slip pad for actual Census (Pad of 100 slips)	Individual slip pad for actual Census (Pad of 25 slips)	Population record for training	Population record for actual Census (Pad of 50 slips)	Population record for actual Census (Pad of 25 slips)
1	39	40	41	42	43	44	45
Darjeeling	450	400	10,908	4,342	4,984	3,618	2,281
Jalpaiguri	2,451	3,118	19,202	8,646	17,703	6,634	4,223
Cooch Behar	2,200	2,674	14,258	5,136	16,045	4,887	3,800
West Dinajpur	4,000	5,160	20,290	8,020	30,960	6,804	4,832
Malda	3,000	3,796	21,800	9,100	22,776	7,125	7,500
Murshidabad	4,200	5,381	30,808	12,192	32,283	10,357	9,071
Nadia	3,300	4,235	23,331	11,740	25,405	8,450	5,137
24-Parganas	14,015	16,890	96,440	36,419	101,322	36,770	22,715
Howrah	3,600	4,575	29,210	17,084	26,960	6,738	7,430
Calcutta	6,000	7,900	26,853	44,598	47,800	10,587	14,257
Hooghly	4,900	5,646	31,359	23,093	33,882	11,140	9,893
Burdwan	8,000	7,865	44,285	17,412	47,175	16,365	10,597
Birbhum	3,600	4,485	19,458	8,637	26,895	6,418	4,704
Bankura	4,800	6,205	35,752	10,048	37,215	7,369	5,913
Midnapore	10,000	18,827	63,062	31,394	112,968	20,641	20,026
Purulia	3,400	4,390	56,825	15,040	26,335	12,139	8,092
Total	**77,916**	***101,547**	***543,841**	***262,901**	***610,708**	***176,042**	***140,471**

Note :

*Detailed description see Appendix (iii)

(ii) Statement of Forms and Census Schedules supplied to different District Headquarters in 1971 Census—*contd.*

Name of District	Enumerator's daily posting statement for training (Male & Female)	Enumerator's daily posting statement for actual Census (Male)	Enumerator's daily posting statement for actual Census (Female)	Enumerator's abstract for training	Enumerator's abstract of actual Census	Degree holder card	Charge abstract (Male & Female)
1	46	47	48	49	50	51	52
Darjeeling	3,328	18,622	18,622	..	5,043	14,900	8,400
Jalpaiguri	5,836	28,498	29,206	3,118	5,462	30,300	5,000
Cooch Behar	5,348	25,720	25,720	2,674	4,942	14,100	1,060
West Dinajpur	10,320	58,954	48,154	5,160	9,569	14,200	290
Malda	7,592	49,425	49,425	3,796	7,630	9,000	200
Murshidabad	10,762	47,599	47,599	5,381	10,020	22,900	860
Nadia	8,470	39,191	39,191	4,235	7,686	36,400	910
24-Parganas	33,880	164,176	157,800	17,100	34,729	210,430	4,080
Howrah	8,950	41,107	181,652	4,515	8,103	83,900	2,460
Calcutta	12,600	70,030	66,030	6,200	16,200	460,200	3,540
Hooghly	11,292	52,520	52,466	5,646	11,727	77,300	2,080
Burdwan	15,730	70,552	70,522	7,865	14,111	115,000	1,940
Birbhum	8,970	41,296	40,666	4,485	8,534	26,600	780
Bankura	12,410	54,867	54,876	6,205	10,973	29,200	640
Midnapore	37,654	168,555	168,555	18,827	36,812	101,100	1,840
Purulia	8,780	78,273	78,273	4,390	15,650	20,100	840
Total	***201,922**	***1,009,385**	***1,128,757**	***99,597**	***207,191**	**1,265,630**	***34,920**

Note :

*Detailed description see Appendix (iii)

(ii) Statement of Forms and Census Schedules supplied to different District Headquarters in 1971 Census—*concld.*

Name of District	Consolidated charge abstract	Block summary	Charge summary	District summary	Questionaire of revisional round of visit	Revisional round of visit form	Block bundle identity slip
1	53	54	55	56	57	58	59
Darjeeling	600	3,390	610	5	3,390	3,390	3,390
Jalpaiguri	300	3,080	240	5	3,080	3,080	3,080
Cooch Behar	160	2,770	60	5	2,770	2,770	2,770
West Dinajpur	70	4,620	50	5	4,620	4,620	4,620
Malda	50	3,360	30	5	3,360	3,360	3,360
Murshidabad	110	4,760	50	5	4,760	4,760	4,760
Nadia	40	3,800	50	5	3,300	3,800	3,300
24-Parganas	600	2,000	220	5	7,000	2,000	15,000
Howrah	270	4,060	90	5	4,060	4,060	4,060
Calcutta	430	7,500	190	5	7,500	7,500	7,500
Hooghly	320	10,740	130	5	5,370	10,740	5,370
Burdwan	400	7,900	210	5	7,400	7,500	7,400
Birbhum	180	4,080	70	5	4,080	4,080	4,080
Bankura	90	5,490	40	5	5,490	5,490	5,490
Midnapore	320	17,180	130	5	17,180	17,180	2,180
Purulia	190	4,030	70	5	4,030	4,030	4,030
Total	***4,130**	***88,760**	***2,240**	**80**	***87,390**	***88,360**	***80,390**

Note :

*Detailed description see Appendix (iii)

(iii) Languagewise distribution of Forms and Census Schedules to different district Headquarters in 1971 Census

Description of Form/ Schedule	Total No. of Forms supplied	Language		
1	2			3
1 · Instructions for filling up Houselist and Establishment Schedule	90,798	Nepali	1,230	(Darjeeling 1,230)
		Hindi	905	(West Dinajpur 350, 24-Parganas 100, Howrah 100, Calcutta 155, Hooghly 200)
		English	7,748	(Darjeeling 398, Jalpaiguri 227, Cooch Behar 30, West Dinajpur 31, Malda 21, Murshidabad 48, Nadia 36, 24-Parganas 276, Howrah 146, Calcutta 5,844, Hooghly 244, Burdwan 167, Birbhum 31, Bankura 34, Midnapore 136, Purulia 79)
		Bengali	80,915	(All Districts of West Bengal)
2 Houselist form for training	67,339	Nepali	780	(Darjeeling 780)
		English	6,500	(Darjeeling 3,000, 24-Parganas, 1,500, Calcutta 1,000, Burdwan 1,000)
		Bengali	60,059	(All Districts of West Bengal)
3 Houselist form for actual Census	902,736	Nepali	12,650	(Darjeeling 12,650)
		Hindi	3,992	(West Dinajpur 3,872, Howrah 120)
		English	88,124	(Jalpaiguri 1,100, 24-Parganas 20, Howrah 1,000, Calcutta 73,004, Hooghly 1,500, Burdwan 1,000, Midnapore 10,000, Purulia 500)
		Bengali	797,970	(All Districts in West Bengal except Calcutta)
4 Houselist Abstract for Block	227,395	Nepali	1,716	(Darjeeling 1,716)
		Hindi	500	(West Dinajpur 450, Howrah 50)
		English	22,592	(Darjeeling 500, Jalpaiguri 300, 24-Parganas 700, Calcutta 20,292, Hooghly 350, Burdwan 400, Midnapore 50)
		Bengali	202,588	(All Districts in West Bengal except Calcutta)
5 Houselist Abstract for Charges	9,006	Nepali	112	(Darjeeling 112)
		English	1,610	(Darjeeling 200, Jalpaiguri 10, Howrah 300, Calcutta 1,100)
		Bengali	7,284	(All Districts in West Bengal except Calcutta)
6 Consolidated Houselist Abstract	3,550	Nepali	200	(Darjeeling 200)
		English	1,775	(All Districts in West Bengal)
		Bengali	1,575	(All Districts in West Bengal except Calcutta)
7 Summary of Houselist	462,431	Nepali	4,840	(Darjeeling 4,840,)
		Hindi	3,992	(West Dinajpur 3,872, Howrah 120)
		English	44,273	(Darjeeling 1,500, Jalpaiguri 500, 24-Parganas 1,320, Howrah 1,300 Calcutta 24,703 Burdwan 1,400, Purulia 13,550)
		Bengali	409,326	(All Districts in West Bengal except Calcutta)
8 Establishment Schedule for actual Census	333,362	Nepali	4,576	(Darjeeling 4,576)
		Hindi	860	(West Dinajpur 800, Howrah 60)
		English	53,526	(Darjeeling 500, Jalpaiguri 550, 24-Parganas 920, Howrah 1,000, Calcutta 41,306, Hooghly 1,500, Burdwan 1,200, Midnapore 6,050, Purulia 500)
		Bengali	274,400	(All Districts in West Bengal except Calcutta)

(iii) Languagewise distribution of Forms and Census Schedules to different district Headquarters in 1971 Census—*contd.*

Description of Form/ Schedule	Total No. of Forms supplied	Language		
1	2			3
9 Appeal in form of letter	8,700	Bengali	3,700	(West Dinajpur 1,500, Bankura 2,200)
		Hindi	5,000	(West Dinajpur 5,000)
10 Census Poster 'Next Census'	71,324	English	8,824	(Darjeeling 617, Jalpaiguri 816, Cooch Behar 295, West Dinajpur 298, Malda 314, Murshidabad 348, Nadia 307, 24-Parganas 1,566, Howrah 414, Calcutta 952, Hooghly 502, Burdwan 780, Birbhum 237, Bankura 288, Midnapore 825, Purulia 265)
		Bengali	62,500	(Darjeeling 200, Jalpaiguri 2,300, Cooch Behar 1,100, West Dinajpur 2,900, Malda 1,900, Murshidabad 3,100, Nadia 2,200, 24-Parganas 10,100, Howrah 2,400, Calcutta 4,400, Hooghly 3,300, Burdwan 4,500, Birbhum 2,400, Bankura 7,400, Midnapore 12,000, Purulia 2,300)
11 Census Poster 'Complete 100 years Census'	73,024	English	8,824	(Darjeeling 617, Jalpaiguri 816, Cooch Behar 295, West Dinajpur 298, Malda 314, Murshidabad 348, Nadia 307, 24-Parganas 1,566, Howrah 414, Calcutta 952, Hooghly 502, Burdwan 780, Birbhum 237, Bankura 288, Midnapore 825, Purulia 265)
		Bengali	64,200	(Darjeeling 200, Jalpaiguri 1,200, Cooch Behar 1,100, West Dinajpur 2,900, Malda 1,900, Murshidabad 3,100, Nadia 2,200, 24-Parganas 10,100, Howrah 2,400, Calcutta 4,900, Hooghly 3,300, Burdwan 4,500, Birbhum 2,400, Bankura 7,400, Midnapore 12,000, Purulia 4,600)
12 Instructional Booklet on Enumeration	93,010	Nepali	1,300	(Darjeeling 1,300)
		Hindi	468	(Cooch Behar 5, West Dinajpur 310, 24-Parganas 50, Howrah 40, Calcutta 50, Hooghly 13)
		English	3,341	(All Districts in West Bengal except in Malda)
		Bengali	87,901	(All Districts in West Bengal)
13 Individual Slip Pad for training (Pad of 25 Slips)	101,547	English	3,400	(Darjeeling 400, Jalpaiguri 200, Howrah 100, Calcutta 2,700)
		Bengali	98,147	(All Districts in West Bengal except Darjeeling)
14 Individual Slip Pad for actual Census (Pad of 100 Slips)	543,841	Nepali	5,525	(Darjeeling 5,525)
		Hindi	4,088	(West Dinajpur 900, 24-Parganas 1,000, Howrah 188, Midnapore 2,000)
		English	16,211	(Darjeeling 2,160, Jalpaiguri 900, Cooch Behar 45, West Dinajpur 45, Nadia 5, 24-Parganas 4,580, Howrah 533, Calcutta 4,415, Hooghly 687, Burdwan 1,800, Birbhum 36, Midnapore 700, Purulia 305)
		Bengali	518,017	(All Districts in West Bengal)

(iii) Languagewise distribution of Forms and Census Schedules to different district Headquarters in 1971 Consus—*contd.*

	Description of Form/ Schedule	Total No. of Forms supplied	Language		
	1	2			3
15	Individual Slip Pad for actual Census (Pad of 25 Slips)	262,901	Nepali	2,188	(Darjeeling 2,188)
			Hindi	876	(West Dinajpur 300, 24-Parganas 500, Howrah 76)
			English	18,397	(Darjeeling 960, Jalpaiguri 400, Cooch Behar 20, West Dinajpur 20, Nadia 10, 24-Parganas 2,416, Howrah 214, Calcutta 7,235, Hooghly 292, Burdwan 400, Birbhum 8, Midnapore 6,300, Purulia 122)
			Bengali	241,440	(All Districts in West Bengal)
16	Population Record for training	610,708	Hindi	20	(Howrah 20)
			English	21,884	(Darjeeling 4,984, Jalpaiguri 200, Howrah 100, Calcutta 16,600)
			Bengali	588,804	(All Districts in West Bengal except Darjeeling)
17	Population Record for actual Census (Pad of 50 Slips)	176,042	Nepali	1,821	(Darjeeling 1,821)
			Hindi	1,362	(West Dinajpur 300, 24-Parganas 1,000, Howrah 62)
			English	9,899	(Darjeeling 800, Jalpaiguri 300, Cooch Behar 215, West Dinajpur 139, Nadia 10, 24-Parganas 1,711 Howrah 1,176, Calcutta 3,282, Hooghly 228, Burdwan 524, Birbhum 15, Midnapore 1,400, Purulia 99)
			Bengali	162,960	(All District in West Bengal)
18	Population Record for actual Census (Pad of 25 Slips)	140,471	Nepali	1,216	(Darjeeling 1,216)
			Hindi	742	(West Dinajpur 200, 24-Parganas 500, Howrah 42)
			English	7,208	(Darjeeling 400, Jalpaiguri 200, Cooch Behar 10, West Dinajpur 122, Nadia 10, 24 Parganas 1,245, Howrah 1,118, Calcutta 2,977, Hooghly 152, Burdwan 698, Birbhum 10, Midnapore 2,00, Purulia 66)
			Bengali	131,305	(All Districts in West Bengal)
19	Enumerator's Daily Posting Statement for training (Male and Female)	201,922	Nepali	2,028	(Darjeeling 2,028)
			English	2,200	(Calcutta 2,200)
			Bengali	197,694	(All Districts in West Bengal)
20	Enumerator's Daily Posting Statement for actual Census (Male)	1,009,385	Nepali	8,970	(Darjeeling 8,970)
			Hindi	1,430	(West Dinajpur 1,200, Howrah 230)
			English	32,380	(Darjeeling 4,500, Jalpaiguri 1,300, Cooch Behar 110, West Dinajpur 110, Nadia 10, 24-Parganas 8,570, Howrah 805, Calcutta 10,780, Hooghly 1,570, Burdwan 1,000, Birbhum 1,000, Midnapore 2,000, Purulia 625)
			Bengali	966,605	(All District in West Bengal)
21	Enumerator's Daily Posting Statement for actual Census (Female)	1,128,757	Nepali	8,970	(Darjeeling 8,970)
			Hindi	1,430	(West Dinajpur 1,200, Howrah 230)
			English	31,935	(Darjeeling 4,500, Jalpaiguri 1,400, Cooch Behar 110, West Dinajpur 110, Nadia 10, 24-Parganas 8,570, Howrah 950, Calcutta 10,780, Hooghly 1,510, Burdwan 1,000, Birbhum 370, Midnapore 2,00), Purulia 625)
			Bengali	1,086,422	(All Districts in West Bengal)

(iii) Languagewise distribution of Forms and Census Schedules to different district Headquarters in 1971 Census—*contd.*

Description of Form/ Schedule	Total No. of Forms supplied	Language		
1	2			3
22 Enumerator's Abstract for training	99,597	English	1,240	(Jalpaiguri 200, Howrah 40, Calcutta 1,000)
		Bengali	98,357	(All Districts in West Bengal except Darjeeling)
23 Enumerator's Abstract for actual Census	207,191	Nepali	1,792	(Darjeeling 1,792)
		Hindi	548	(Darjeeling 300, Howrah 28, West Dinajpur 220)
		English	7,136	(Darjeeling 920, Jalpaiguri 300, Cooch Behar 30, Malda 50, Nadia 4, 24-Parganas 1,626, Howrah 161, Calcutta 2,950, Hooghly 235, Burdwan 200, Birbhum 40, Midnapore 500, Purulia, 120)
		Bengali	197,715	(All Districts in West Bengal)
24 Change Abstract (Male and Female)	34,920	Nepali	4,000	(Darjeeling 4,000)
		English	6,080	(Male : Darjeeling 500, Jalpaiguri 500, Cooch Behar 300, West Dinajpur 20, Nadia 20, 24-Parganas 510, Howrah 100, Calcutta 500, Hooghly 200, Burdwan 100, Birbhum 100, Midnapore 100, Purulia 100 and Female : Darjeeling 500, Jalpaiguri 500, Cooch Behar 300, Nadia 20, 24-Parganas 510, Howrah 100, Calcutta 500, Hooghly 200, Burdwan 100, Birbhum 100, Midnapore 100, Purulia 100)
		Bengali	24,840	(Male : All Districts in West Bengal and Female : Darjeeling 1,700, Jalpaiguri 2,000, Cooch Behar 230, Murshidabad 430, Nadia 510, 24-Parganas 1,530, Howrah 1,130, Calcutta 1,270, Hooghly 840, Burdwan 870, Birbhum 290, Bankura 320, Midnapore 820, Purulia 320)
25 Consolidated Charge Abstract	4,130	Nepali	300	(Darjeeling 300)
		English	1,220	(Darjeeling 100, Jalpaiguri 100, Cooch Behar 100, Nadia 20, 24-Parganas 200, Howrah 100, Calcutta 100, Hooghly 100, Burdwan 100, Birbhum 100, Midnapore 100, Purulia 100)
		Bengali	2,610	(All Districts in West Bengal)
26 Block Summary	88,760	Nepali	1,500	(Darjeeling 1,500)
		English	3,950	(Darjeeling 500, Jalpaiguri 500, Cooch Behar 300, West Dinajpur 50, Nadia 50, 24-Parganas 500, Howrah 100, Calcutta 500, Hooghly 400, Burdwan 400, Birbhum 50, Midnapore 500, Purulia 100)
		Bengali	83,310	(All Districts in West Bengal)
27 Charge Summary	2,240	Nepali	400	(Darjeeling 400)
		English	380	(Darjeeling 30, Jalpaiguri 30, Cooch Behar 30, West Dinajpur 10, Nadia 10, 24-Parganas 50, Howrah 20, Calcutta 50, Hooghly 30, Burdwan 30, Birbhum 30, Midnapore 30, Purulia 30)
		Bengali	1,460	(All Districts in West Bengal)

(iii) Languagewise destribution of Forms and Census Schedules to different district Headquarters in 1971 Census—*concld.*

Description of Form/ Schedule	Total No. of Forms supplied	Language		
1	2			3
28 Questionaires of Revisional Round of Visit	87,390	English	4,750	(Darjeeling 2,000, Jalpaiguri 500, Cooch Behar 300, West Dinajpur 50, Nadia 50, Howrah 100, Calcutta 500, Hooghly 200, Burdwan 400, Birbhum 50, Midnapore 500, Purulia 100)
		Bengali	82,640	(All Districts in West Bengal)
29 Rivisional Round of Visit form	88,360	Nepali	1,500	(Darjeeling 1,500)
		English	3,550	(Darjeeling 500, Jalpaiguri 500, Cooch Behar 300, West Dinajpur 50, Nadia 50, 24-Parganas 500, Howrah 100, Calcutta 500, Hooghly 400, Birbhum 50, Midnapore 500, Purulia 100)
		Bengali	83,310	(All Districts in West Bengal)
30 Block bundle identity Slip	80,390	English	4,750	(Darjeeling 2,000, Jalpaiguri 500, Cooch Behar 300, West Dinajpur 50, Nadia 50, Howrah 100, Calcutta 500, Hooghly 200, Burdwan 400, Birbhum 50, Midnapore 500, Purulia 100)
		Bengali	75,640	(All Districts in West Bengal)

(iv) Statement of Forms printed at Govt. of India Press, Santragachi in 1971 Census

Type of Form	Languages in which form was printed	Black Ink		Red ink
		Pad of 100 slips	Pad of 25 slips	Pad of 25 slips
1	2	3	4	5
Individual Slip Pad	Assamese	141,535	56,660	59,440
	Bengali	512,911	206,996	200,040
	English	258,760	140,052	123,480
	Hindi	616,473	246,628	282,040
	Kannada	302,052	144,765	130,300
	Manipuri	15,018	6,008	5,440
	Oriya	259,825	96,000	92,000
Individual Slip Pad (in Blue Ink)	Assamese	1,460	400	
	Bengali	5,360	1,360	
	English	2,770	720	
	Kannada	3,066	820	
	Manipuri	160	120	
	Oriya	2,480	640	

		Black Ink		Red Ink
		Pad of 50 slips	Pad of 25 slips	(Loose)
Population Record	Assamese	55,885	32,800	296,700
	Bengali	176,911	120,658	985,000
	Nepali	3,228	1,940	4,100
	Oriya	85,000	55,894	445,000

(v) Statement of Forms supplied to different State/U.T 's Headquarters in 1971 Census

A. INDIVIDUAL SLIP PAD

Language in which form was printed	Name of State/U.T.	Black Ink		Red Ink
		Pad of 100 slips	Pad of 25 slips	Pad of 25 slips
1	2	3	4	5
Assamese	Assam	141,492	56,632	59,360
	North East Frontier Agency	43	28	80
	Total	**141,535**	**56,660**	**59,440**
Bengali	Assam	21,536	8,616	9,040
	Tripura	15,500	8,000	8,000
	Total	**37,036**	**16,616**	**17,040**
English	Andhra Pradesh	9,000	3,600	4,000
	Assam	20,909	8,364	8,960
	Bihar	150	200	..
	Gujarat	545	220	400
	Haryana	15,453	6,188	6,760
	Jammu & Kashmir	3,000	4,000	1,200
	Kerala	980	400	440
	Madhya Pradesh	136	56	80
	Maharashtra	76,352	35,090	37,360
	Mysore	25,575	12,256	10,000
	Nagaland	5,455	4,180	2,040
	Orissa	4,809	1,924	2,000
	Punjab	22,667	9,092	10,200
	Tamil Nadu	6,293	10,068	3,680
	Uttar Pradesh	36	16	40
	Andaman & Nikobar Islands	1,364	1,944	960
	Chandigarh	900	400	480
	Delhi	16,485	6,620	9,920
	Goa, Daman & Diu	1,620	720	720
	Manipur	755	300	280
	Meghalaya	4,000	1,000	..
	North East Frontier Agency	1,550	19,288	1,680
	Pondicherry	430	720	280
	Tripura	1,400	800	680
	Total	**219,864**	**127,446**	**102,160**
Hindi	Bihar	612,825	245,800	281,200
	Total	**612,825**	**245,800**	**281,200**
Kannada	Andhra Pradesh	100	40	40
	Kerala	4,191	4,516	560
	Mysore	296,761	138,609	129,220
	Tamil Nadu	1,000	1,600	480
	Total	**302,052**	**144,765**	**130,300**

(v) Statement of Forms supplied to different State/U. T.'s Headquarters in 1971 Census—*contd.*

A. INDIVIDUAL SLIP PAD—*contd.*

Language in which form was printed	Name of State/U.T.	Black Ink		Red Ink
		Pad of 100 slips	Pad of 25 slips	Pad of 25 slips
1	2	3	4	5
Manipuri	Manipur	15,018	6,008	5,440
	Total	**15,018**	**6,008**	**5,440**
Oriya	Orissa	259,825	96,000	92,000
	Total	**259,825**	**96,000**	**92,000**

B. INDIVIDUAL SLIP PAD IN BLUE INK

Language in which form was printed	Name of State/U.T.	Pad of 100 slips	Pad of 25 slips
1	2	3	4
Assamese	Assam	1,460	396
	North East Frontier Agency	..	4
	Total	**1,460**	**400**
Bengali	Assam	220	80
	Tripura	165	60
	Total	**385**	**140**
English	Andhra Pradesh	95	20
	Assam	215	60
	Gujarat	9	4
	Haryana	160	40
	Jammu & Kashmir	37	12
	Kerala	11	4
	Madhya Pradesh	..	12
	Maharashtra	660	160
	Mysore	235	60
	Nagaland	76	16
	Orissa	56	16
	Punjab	235	60
	Tamil Nadu & Pondicherry	94	24
	Uttar Pradesh	9	4
	Andaman & Nicobar Islands	18	8
	Chandigarh	9	4
	Delhi	180	40
	Goa, Daman & Diu	18	8
	Manipur	9	4
	North East Frontier Agency	56	16
	Tripura	23	8
	R. G.'s Office	50	20
	Total	**2,255**	**600**

(v) Statement of Forms supplied to different State/U. T.'s Headquarters in 1971 Census—*contd.*

B. INDIVIDUAL SLIP PAD IN BLUE INK—*contd.*

Language in which form was printed	Name of State/U.T.	Pad of 100 slips	Pad of 25 slips
1	2	3	4
Kannada	Andhra Pradesh	4	4
	Kerala	80	24
	Mysore	2,968	788
	Tamil Nadu & Pondicherry	14	4
	Total	**3,066**	**820**
Manipur	Manipur	160	120
	Total	**160**	**120**
Oriya	Orissa	2,480	640
	Total	**2,480**	**640**

C. POPULATION RECORD

Language in which form was printed	Name of State/U.T.	Black Ink		Red Ink
		Pad of 50 slips	Pad of 25 slips	Loose
1	2	3	4	5
Assamese	Assam	55,885	32,800	296,700
	Total	**55,885**	**32,800**	**296,700**
Bengali	Assam	7,786	4,580	45,100
	Tripura	5,365	11,622	25,000
	Total	**13,151**	**16,202**	**70,100**
English	Orissa	2,000	500	..
	Meghalaya	1,000	..	..
	North East Frontier Agency	200	..	..
	Tripura	300	200	2,200
	Total	**3,500**	**700**	**2,200**
Hindi	Orissa	258	258	..
	Total	**258**	**258**	..
Manipuri	Manipur	4,419	4,510	27,200
	Total	**4,419**	**4,510**	**27,200**
Oriya	Orissa	85,000	55,894	445,000
	Total	**85,000**	**85,894**	**445,000**

D. ESTABLISHMENT SCHEDULE

Language in which form was printed	Name of State/U.T.	Black Ink
1	2	3
Bengali	Tripura	3,000
	Total	**3,000**

(v) Statement of Forms supplied to different State/U.T.'s Headquarters in 1971 Census– *concld.*

E. INSTRUCTIONAL BOOKLET ON HOUSELISTING

Language in which form was printed	Name of State/U.T.	No. of copies
1	2	3
Assamese	North East Frontier Agency	2,000
	Assam	22,900
	Total	**24,900**
Bengali	Assam	4,000
	Tripura	3,500
	Total	**7,500**

F. INSTRUCTIONAL BOOKLET ON ENUMERATION

Language in which form was printed	Name of State/U.T.	No. of copies
1	2	3
Bengali	Assam	8,100
	Tripura	3,500
	Total	**11,600**

G. ENUMERATOR'S DAILY POSTING STATEMENT

Language in which form was printed	Name of State/U.T.	Black Ink	Blue Ink	Red Ink
1	2	3	4	5
Bengali	Assam	34,100	33,000	16,000
	Tripura	30,000	28,000	4,000
	Total	**64,100**	**61,000**	**20,000**

H. ENUMERATOR'S ABSTRACT

Language in which form was printed	Name of State/U.T.	Black Ink	Red Ink
1	2	3	4
Bengali	Assam	10,000	8,000
	Tripura	11,000	2,000
	Total	**21,000**	**10,000**

(vi) Statement of Forms and Census Schedules supplied to Sikkim Government in 1971 Census

Serial No.	Name of Forms	No. of copies	Remarks
1	2	3	4
1	Pad of layout sketch Map	300	
2	Pad of Notional Map	300	
3	Training Register	60	
4	Register of Forms, Booklet etc.	5	
5	Rural Register—Part I	12	
6	Rural Register—Part II	12	
7	Urban Register	3	
8	Instructions for filling up Houselist and Establishment Schedule	427	Nepali—377, English—50
9	Houselist Form for Training in Nepali	270	
10	Houselist Form for actual Census	5,216	Nepali—4,716, English—500
11	Houselist Abstract for Block	645	Nepali—50, English—595
12	Houselist Abstract for Charge	112	Nepali—62, English—50
13	Consolidated Houselist Abstract	100	Nepali—50, English—50
14	Summary of Houselist	1,775	Nepali—1,725, English—50
15	Establishment Schedule in English for Training	270	
16	Establishment Schedule in Nepali for actual Census	1,280	
17	Instructional Booklet on Enumeration	530	Nepali—400, Hindi—50, English—80
18	Individual Slip Pad for Training	350	Nepali—300, English—50
19	Individual Slip Pad of 100 slips each	2,255	Nepali—2,155, Hindi—100
20	Individual Slip Pad in Nepali— Pad of 25 slips each	860	
21	Population Record for Training	1,550	Nepali—1,500, English—50
22	Population Record in Nepali— Pad of 50 slips each	728	
23	Population Record in Nepali— Pad of 25 slips each	440	
24	Enumerator's Daily Posting Statement for Training Male & Female	800	Nepali—600, English—200
25	Enumerator's Daily Posting Statement in Nepali for actual Census Male & Female	6,400	Nepali—6,000, English—400
26	Enumerator's Abstract in English for Training	50	
27	Enumerator's Abstract for actual Census	800	Nepali—300, English—500
28	Degree holder Card	1,000	

(vii) Statement of papers despatched to different States/U.T.'s and Government Presses in 1971 Census

Name of State/U.T./ Govt. Press	White Printing Paper			Flax X-key cover paper 44.5 x 58.5 cm.-136 GSM 18.1 kg. per ream (in reams)
	61 x 86 cm.-75 GSM-19.7 kg. per ream (in reams)	61 x 86 cm.-60 GSM-15.7 kg. per ream (in reams)	69 x 86 cm.-75 GSM-22.3 kg. per ream (in reams)	
1	2	3	4	5
Andhra Pradesh	430	..	..	47
Assam	102	142	..	14
Gujarat	245	..	..	..
Kerala	200	238	..	24
Maharashtra	480	..	..	..
Mysore	277	450	..	45
Orissa	222	..	..	27
Punjab	302	..	..	24
Tamil Nadu	625	288	..	46
Manipur	10	..	..	2
Govt. of India Press, Faridabad (Haryana)	312	694	..	..
Govt. of India Press, Ring Road (New Delhi)	782	..	735	..
Govt. of India Press, Simla	..	..	586	..
Govt. of India Press, Coimbatore (Tamil Nadu)	..	..	1,556	..
Govt. Press, Baroda	..	354	..	35
Govt. Press, Nagpur	..	632	..	63
Total	**3,987**	**2,798**	**2,877**	**327**

VIII

Orders issued by the State Government

Orders issued by the State Government

The census is conducted in the field by the echelons of the State Government ; it follows, therefore, that unless the State Government direct their officers to give the census some importance, very little can be achieved. Recognising this, the Census Act has given the State Governments the powers to appoint census officers, to authorise the asking of questions by enumerators, and the powers to punish erring census officers and recalcitrant members of the public. In getting the census under way, I had necessarily to keep the closest possible link with the Home Department, which performs agency functions for the Census, not only to get the statutory notifications issued but to have orders passed to put behind my pleadings with the various offices the weight of Governmental decree. This close contact was all the more necessary because of the crisis-laden atmosphere, which made many officers reluctant to do anything which was not sanctioned by a Government Order. My trips to the Secretariat were frequent ; so frequent, that many were under the impression that I was a functionary of the State Government. In fact, I still get copies of all orders issued by the State Government to their attached offices, which status I seem to have been given by the Home Department if not in law, in actual practice. There must never be any illusion, though, about this particular matter : the closer one's links with the State Government, the better it is for census work. In Assam, my counterpart was made ex-officio Secretary to the State Government, in spite of the fact that he was a Central Government Officer ; it showed the confidence and trust that the Government reposed in him, since they authorised him to speak on their behalf to all offices. I did not broach this subject with the Government of West Bengal for a very good reason : I was too junior to be anything but a Deputy Secretary, and, rightly or wrongly, in the official world I felt this would not really help. Not that I was handicapped in any way ; by and large, I was made to feel that I could get more or less what I wanted. A glance at the orders issued by the Government will show this to be true.

Soon after I joined I called on the Chief Secretary ; he was kind enough to issue a letter to all District Officers and Heads of Departments introducing me and requiring them to give me all the assistance I needed to conduct the Census.

Apart from this, four circulars were issued by the Chief Secretary at different times. In January 1970, in his circular No. 220-A.R. dated 29. 1. 70 he requested all departments to spare as many of their staff as possible for Census duty, and to relax the hours of attendance at the office for such staff ; District Magistrates were also so instructed, and this circular served as a substitute for the powers that Returning Officers have to require someone to do election work. Almost similar powers do exist in the Census Act; the circular made clear to the Departments the importance the State Government attached to the Census Operations.

In April 1970, in his Circular No. 855-A.R. dated 22. 4. 70 the Chief Secretary addressed the District Officers alone, emphasising that they had a personal responsibility to ensure that the Census was well conducted, and requiring them to give this work their personal attention.

In spite of the first circular, I found that, for the Census of Calcutta, most of the departments did not send the names of persons who would work as enumerators ; a few sent a token number of 4 or 5. When my own efforts to get more names failed I sought the State Government's help once again, and, in September, 1970, the Chief Secretary again wrote to all Heads of Departments in his letter No. 1659-A.R. dated 10. 9. 70 urging them to help. It is a matter of shame to all the departments

of the State Government that even this produced no effect whatsoever. The various departments merely sent copies of the circular to their attached offices who put them aside. This was the level to which an order from the Chief Secretary had been reduced, and there is no use blaming the times or the non-gazetted staff ; officers had merely given up control over them.

The last circular was issued in February 1971—No. 1342-A.R. dated 28. 2. 71, and in this the Chief Secretary instructed all Departments to permit such of their staff who were on Census duty to stay away from their offices for the revisional round.

Two other Departments of the State Government issued orders to their staff which were not only helpful but actually made it possible us to take the Census. The first was the Community Development Branch of the Agriculture and Community Development Department. In the Chapter on Houselisting I have mentioned the reluctance of the Gram Sevaks to do any census work, particularly the preparation of notional maps and layout sketches ; the first order from the Department was to dispel this, and the instructions given in it (Circular No. 6329(15) CDP dated 22. 8. 1969 addressed to the District Officers) resulted in the removal of all notions that the Gram Sevaks had of not doing census work. This Department issued another circular, direct to all Block Development Officers in 1970, (No. 8199-CDP dated 22. 9. 70) pointing out that *all* Block staff would have to do Census work and mentioning the penalties which would follow any disobedience. This had a very salutary effect, indeed, on the operations, and the atmosphere of indifference was replaced in considerable measure with a recognition of the inevitability of census duties. For both these I am personally indebted to Shri S Sengupta, Joint Secretary in the Department, in charge of Community Development. He was one of the few officers who saw my difficulties and considered them important enough to warrant the attention of the Department. Had he not been there I know that the circulars would never have issued. It was this kind of help, arising out of a sympathetic appreciation of the work I had to do which I treasure as one of the most rewarding experiences that I got out of the operations.

Shri J. C. Sengupta and the Education Department

By far the greatest assistance that I got for this Census, both personally and officially, was from Shri J. C. Sengupta, the Education Secretary. Shri Sengupta had conducted the Census of 1961, and the Census had, obviously fascinated him, for he remembered his circulars and procedure almost exactly, even after a decade.

There was no one in the State Government who had a better idea of precisely what I was up against. In fact, since he had actually been through the operations and I was at any given moment, through only a portion of it, he was more aware of the vicissitudes of the job than I, in some material respects.

The help that I got from him was of two kinds : advice, which I badly needed often, on matters relating to the actual organisation and procedure, and secondly, specific orders from his Department to all District School Boards to make available all primary school teachers, and, further, to treat the time these teachers spent on census work as their normal duty. He also instructed the Board of Secondary Education to issue similar instructions to cover secondary school teachers, and, what was more, checked on the fact that School Boards actually gave the names of teachers to the local census authorities, and pulled up those Boards which were dragging their feet. These instructions were contained in his circulars numbered S-2/101 dated 19. 2. 70 ; 1106-Edu(A) dated 21. 2. 70 ; 3479-Edu (A) dated 3. 10. 70 and 47-Edu(A) dated 9. 2. 71.

It is unlikely that, in 1981, the Education Secretary will be a Census man. This kind of help is possible only in those circumstances, and if he is as helpful and knowledgeable as Shri Sengupta.

The Civil Defence Organisation

The most substantial help in the shape of personnel came from the Civil Defence Organisation. There was nothing like this when earlier censuses were held ; and, in 1971, amidst the general reluctance to do census work which afflicted State Government employees like an epidemic disease, the Civil Defence authorities went out of their way to help us. Their help was in the shape of personnel ; we used Civil Defence Staff Instructors as trainers and, in Barrackpore Subdivision, as Charge Superintendents. Those who worked with us did very good work, on the whole ; in Barrackpore, especially, the census operations were organised and conducted by them. Most often they worked single handed, without an office room. They were usually on their own, and the help they received from the municipalities was negligible. Nevertheless, they did their work with a diligence which cannot but be admired. Most of the trainers were also unsparing in their efforts to ensure that census concepts and procedures were clearly understood. There were, of course, one or two exceptions, but they can hardly be taken as typical.

The fact that we could get so much help from the Civil Defence organisation was owing mainly to the clear directions issued in this regard by the then Director of Civil Defence, Shri B. R. Gupta. Shri Gupta not only made Civil Defence personnel easily available but on several occasion personally intervened to see that they were made available even by depriving other departments. The newly formed Octroi setup under the Directorate of Octroi Taxes took away a large number of the staff instructors of Civil Defence just after house listing was over in Barrackpore Subdivision. Shri Gupta had them returned within eight days. In fact, without his constant help in such matters it is unlikely that the census could have been taken in many of the more disturbed areas around Calcutta.

Other Departments

All the other Departments merely sent copies of the orders issued by the Chief Secretary to their directorates and other offices. One—the Cooperation Department—actually ordered the withdrawal their officers from census work or tried to do so, before the Census, but the District Magistrates simply hung on to them nonetheless. This was the only instance of a difficulty being created by a department, officially. The Local Self Government Department asked all Municipalities to help us in whatever way they could. This was kind of them, but it produced practically no effect on the apathy towards the census in which most of those august bodies were steeped.

By and large, keeping in mind the times, I got what I wanted from the State Government. Each circular was issued after I had pleaded with the Government that it be done, and in some cases I even drafted them for the Chief Secretary's signature. The very first circular from the Chief Secretary has an interesting history. Shri M. M. Basu, the then Chief Secretary, decided that a circular of that kind could only issue after Cabinet approval ; the Home Secretary thereupon merely handed me the file and asked me to prepare a Cabinet Memorandum. This was a bolt from the blue, became I had never written one before, and also because I had deluded myself into believing I was an officer of an 'outside' Government and therefore above all this. This particular notion of mine was very rapidly dispelled, when I sat down with the late Shri M. K. Talukdar, Deputy Secretary in the Home (C & E) Department, to compose the memo. It was more his than

mine, finally, but I took it to the Home Secretary ; I considered, even then, that my wholly unwarranted work was over but it was not. The Home Secretary told me to get the Chief Minister's approval and at this I jibbed. I pointed out I was not—lest the Home Secretary have forgotten—a State Government official and had no business traipsing around in the State Secretariat with a Cabinet Memo. It did not, regrettably, cut any ice, and I found myself in the Chief Minister's room explaining, rather haltingly, what had come to pass. The Memo was, of course, approved, and instructions went out ; in itself nothing much, but an instance of the fact that I, as the Census Director, was considered as much the State's man as the Centre's. This attitude helped me immensely : a formal, distant relationship would have meant, in 1971, no census.

Statutory Notifications

Apart from the letters and orders I have referred to earlier there are some notifications which the State Government issued in exercise of powers conferred on them by the Census Act. These are :

(a) *The notifications appointing all Census Officers* : The Director of Census Operations, Deputy Directors, District Magistrates, Sub-Divisional Officers and Officers-in-Charge, Census, are appointed Census Officers under Section 4 of the Act ; this gives all of them the power actually to conduct the Census. I had these notifications issued very early, in June-July 1969.

(b) *Notification by which answers to the questions in the Individual Slip become mandatory* : The State Government, in exercise of their powers under Section 8 of the Census Act, publish the questions contained in the individual slip and require all persons to answer them correctly. This time the instructions to enumerators were not published, as the Registrar General felt that it was unnecessary.

The important thing is to take up the issue of these notifications with the State Government well in time to avoid complications. The powers under Section 4 are delegated, by virtue of Section 4(4) of the Act, to all District Census Officers so that the appointment of enumerators is done by them. I deliberately kept the District Census Officers as the appointing authorities and forbade further delegation, as I wanted to cash in on the District Magistrate's authority which automatically accrued to an appointment made in his name.

(c) *Order freezing all changes in boundaries :* On a request from the Registrar General, the State Government prohibited the redelineation of all boundaries till the Census was over. No major change was fortunately being planned, so one did not have requests from any office to relax the ban. This too was issued in 1969, but was not a statutory order ; it is merely done to facilitate census work.

Appendix

Orders and Important Letters

Government of West Bengal
Home Department
General Administration

NOTIFICATION

No. 3715-GA/8P-274/69 Calcutta, the 14th August, 1969

In exercise of the power conferred by Sub-section (2) of Section 4 of the Census Act, 1948 (Act 37 of 1948), the Governor is pleased to appoint all District Magistrates and Sub-divisional Officers to act, in addition to their duties, as Census Officers within their jurisdictions and to designate them as District Census Officers and Sub-divisional Census Officers respectively.

By order of the Governor,
S. B. Ray
Secy. to the Government of West Bengal

No. 3715/1-GA

Copy forwarded to the District Magistrate,_____for information and communication to the Sub-divisional Officers concerned.

N. Ray
Dy. Secy. to the Govt. of West Bengal

No. 3715/2(6)-GA

Copy forwarded to :

1 The Commissioner,_____ Division.
2 The Accountant General, West Bengal.
3 The Home (C & E) Department.
4 The Superintendent, Census Operations, West Bengal for information.

The appointment is made in the public interest.

N. Ray
Dy. Secy. to the Govt. of West Bengal

Government of West Bengal
Home Department
General Administration

NOTIFICATION

No. 3716-GA/8P-274/69 Calcutta, the 14th August, 1969

In exercise of the power conferred by Sub-section (2) of Section 4 of the Census Act, 1948 (Act 37 of 1948), the Governor is pleased to appoint the officers specified in column 1 below to act, in addition to their duties, as Census Officers within the districts specified against their names in column 2, and to designate them Officers-in-Charge, Census Operations for the purpose of the Census of 1971.

	Name (1)	District (2)
1	Shri R. M. Saha, Sub-Deputy Magistrate and Sub-Dy. Collector	West Dinajpur
2	Shri A. N. Bhattacharjee, Dy. Magistrate and Dy. Collector	Malda
3	Shri B. Bhattacharya, Dy. Magistrate and Deputy Collector	Twenty Four Parganas
4	Shri N. Kusari, Sub-Dy. Magistrate and Sub-Dy. Collector	Jalpaiguri
5	Shri D. C. Sarkar, Dy. Magistrate and Dy. Collector	Bankura
6	Shri H. P. Manna, Sub-Dy. Magistrate and Sub-Dy. Collector	Nadia
7	Shri N. C. Sen, Dy. Magistrate and Deputy Collector	Purulia
8	Shri J. N. Roy, Dy. Magistrate and Deputy Collector	Howrah
9	Shri A. K. Bose, Dy. Magistrate and Deputy Collector	Cooch Behar
10	Shri S. Dutta, Dy. Magistrate and Deputy Collector	Hooghly
11	Shri C. R. Kar Gupta, Dy. Magistrate and Deputy Collector	Burdwan
12	Shri R. N. Datta, Dy. Magistrate and Deputy Collector	Midnapore
13	Shri K. N. Sen, Dy. Magistrate and Deputy Collector	Birbhum
14	Shri R. K. Dey, Sub-Dy. Magistrate and Sub-Dy. Collector	Murshidabad

By order of the Governor,
S. B. Ray
Secy. to the Government of West Bengal

No. 3716/1-GA

Copy forwarded to the Accountant General, West Bengal for information.

The appointment is made in the public interest.

N. Ray
Dy. Secy. to the Govt. of West Bengal

No. 3716/2(20)-GA

Copy forwarded to :

1 The District Magistrate,-_____

2 The Commissioner,_____

3 The Home (C & E) Department.

4 The Superintendent of Census Operations, West Bengal for information.

N. Ray
Dy. Secy. to the Govt. of West Bengal

Government of West Bengal
Home Department
General Administration

NOTIFICATION

No. 1765-GAC Dated Calcutta, the 12th September, 1969

In exercise of the power conferred by Sub-section (2) of Section 4 of the Census Act, 1948 (Act 37 of 1948), the Governor is pleased to appoint Shri K. K. Chakraborty, Deputy Magistrate and Deputy Collector, Darjeeling to act, in addition to this duties, as Census Officer within the district of Darjeeling and to designate him Officer-in-Charge, Census Operations for the purpose of the Census of 1971.

By order of the Governor,
N. Ray
Dy. Secy. to the Govt. of West Bengal

No. 1765/1-GAC

Copy forwarded to the Accountant General, West Bengal for information.

The appointment is made in the public interest.

N. Ray
Dy. Secy. to the Govt. of West Bengal

No. 1765/2(4) GAC

Copy forwarded to :

1 The Deputy Commissioner, Darjeeling.

2 The Commissioner, Jalpaiguri Division.

3 The Home (C & E) Department.

4 The Director of Census Operations, West Bengal, 1/C, Chowringhee Square (4th floor) Calcutta-1, for information.

N. Ray
Dy. Secy. to the Govt. of West Bengal

ORDER

In exercise of the power delegated on me under Notification No. 3673-A.R. dated 20. 11. 69 of Home Deptt. (Constitution and Election), Government of West Bengal, I, Shri H. P. Shabong, I. A. S., District Census Officer, Nadia do hereby appoint Shri P. N. Roy, Deputy Magistrate and Deputy Collector, Nadia as Officer-in-Charge, Census Operations, Nadia for the purpose of Census of 1971, in term of Sub-section (2) of Section 4 of the Census Act 1948 (Act 37 of 1948).

H. P. Shabong
District Census Officer, Nadia

Memo No. 74/1(22) Census Dated 5. 12. 69

Copy forwarded to the Director of Census Operations, West Bengal, 20, British Indian Street, 10th floor, Calcutta-1 for information.

Copy forwarded to the Sub-divisional Officer,_____

Copy forwarded to the Block Development Officer,_____for information.

Sd/-
Officer-in-Charge,
Census Operations, Nadia,
Krishnanagar

ORDER

In exercise of the Powers delegated in Home Department Notification No. 3673-AR dated 20. 11. 69 to me by the Governor of West Bengal under Sub-section 4 of Section (4) of the Census Act 1948 (Act 37 of 1948), I do hereby appoint Shri Prafulla Kumar Chakraborty, Sub-Deputy Magistrate and Sub-Deputy Collector to Act as Officer-in-Charge of the Census Operations for the whole of the Jalpaiguri District.

S. Banerjee
District Census Officer
and
Deputy Commissioner, Jalpaiguri

Memo No. 69(4)/Census — Dated, Jalpaiguri, the 3.3.1970

1 Copy forwarded to the Secretary to the Govt. of West Bengal, Home (G. A.) Department, Writers' Buildings, Calcutta-1 for information in continuation of this Office Memo. No. 54-Cen. dated 19. 2. 70.

2 Copy forwarded to the Director of Census Operations, West Bengal, 20, British Indian Street, Calcutta-1 for information with reference to his memo No. 2A-9/472 dated 28. 2. 70.

3 Copy forwarded to the Sub-divisional Officer, Sadar/Alipurduar for information.

4 Copy forwarded to Shri P. K. Chakraborty, Sub-Deputy Magistrate and Sub-Deputy Collector, Jalpaiguri for information.

S. Banerjee
District Census Officer
and
Deputy Commissioner, Jalpaiguri

ORDER

In exercise of the power conferred on me by Sub-section (2) and (4) of the Census Act 1948 (Act 37 of 1948) read with Notification No. 3673-A. R. dated the 20th November, 1969 of the Government of West Bengal, I hereby appoint Shri P. C. Sarkar, Sub-Deputy Magistrate and Sub-Deputy Collector to act, in addition to his own duties, as Census Officer within the district of Midnapore and designate him Officer-in-Charge, Census Operations for the purpose of the Census of 1971.

Sd/-
District Census Officer
and
District Magistrate, Midnapore

Memo No. 629(12)-G — Dated the 10. 3. 1970

Copy forwarded to :

1 The Commissioner, Burdwan Division.

2 The Home (G. A.) Deptt.

3 The Home (C & E) Department.

4 The Director of Census Operations, West Bengal.

5-10 The Sub-divisional Officer, Contai/Tamluk/Ghatal/Jhargram/(N)/(S) for information.

11 The Establishment Deptt., Midnapore Collectorate.

12 The clerk-in-charge, District Census Office, Midnapore.

Sd/-
District Magistrate,
Midnapore

Government of West Bengal
Office of the District Magistrate,
Birbhum

Memo No. 3004-RG

Dated Suri, 4. 4. 1970

From : Shri S. L. Bose, I A.S.
District Magistrate, Birbhum

To : Shri B. Ghose, I.A.S.
Director of Census Operations,
West Bengal

Sir,

Shri K. N. Sen, Deputy Magistrate and Deputy Collector has been working as Officer-in-Charge, Census in this disirict in addition to his normal duties as Senior Deputy Collector. As the pressure of work in connection with Census Operations has increased recently Shri Sen is no longer in a position to do justice to census matters.

Under this circumstances I suggest the name of Shri Barin Kumar Basu, W. B. C. S., Special Officer, Planning and Development for appointment as Officer-in-Charge, Census in this district. Shri Basu has been asked to work as Officer-in-Charge, Census in anticipation of your formal order.

Yours faithfully,
Sd/-
for District Magistrate,
Birbhum

Government of West Bengal
Office of the Deputy Commissioner, Purulia
General (Census) Department

ORDER

In exercise of the power delegated to me in Government of West Bengal, Home (C & E) Deptt. order issued under Notification No. 3673-A.R. dated 20.11.69, I appoint Shri A. Chanda, WBJCS, Sub-Deputy Magistrate and Sub-Deputy Collector, Purulia to act, in addition to his duties, as Census Officer within the district of Purulia and to be designated as Officer-in-Charge, Census Operations, Purulia for the purpose of Census 1971 with immediate effect.

P. S. Chaudhuri,
Deputy Commissioner, Purulia

Memo No. 11(5)/G.

Purulia, dated the 21st April, 1970

Copy forwarded to :

1 Shri A. Chanda, WBJCS, Sub-Dy. Magistrate and Sub-Deputy Collector, Purulia.

2 The Director of Census Operations, West Bengal, 20, British Indian Street, Calcutta-1.

3 The Commissioner, Burdwan Division, Chinsurah.

4 The Secretary, Home (G. A.) Department, West Bengal, Calcutta.

5 The Secretary, Home (Constitution and Elections) Department, West Bengal, Calcutta, for information and necessary action.

P. S. Chaudhuri,
Deputy Commissioner, Purulia

Government of West Bengal
Office of the District Magistrate, Burdwan
Census Operations Department

No. 121(7)/Census — Dated 23. 5. 1970

ORDER

In exercise of the power conferred by Sub-section (2) of Section 4 of the Census Act, 1948 (Act 37 of 1948) read with Home Department Notification No. 3673-A.R. dated 20th November, 1969 and in cancellation of order issued under No. 68-Census dated 10.4.70 the undersigned is pleased to appoint the officer specified in column I below to act, in addition to his own duties, as Census Officer within the area specified against the name in column 2 and to designate him as Officer-in-Charge, Census Operations, Burdwan, for the purpose of Census of 1971.

Name	District
Shri C. H. Sen Gupta, W. B. C. S., Deputy Magistrate and Deputy Collector, Burdwan	Burdwan

S. Banerjee
District Magistrate, Burdwan

No. 121(7)/Census — Dated 23.5.1970

Copy forwarded to :

1 The Secretary to the Govt. of West Bengal, Home Department (General Admn.), Writers' Buildings, Calcutta.

2 The Director of Census Operations, West Bengal, 20, British Indian Street, Calcutta (Top Floor).

3 The Sub-divisional Officers (All) of Burdwan District for information.

S. Banerjee
District Magistrate, Burdwan

Extract Copy of D. M., 24-Parganas Order, dated 15. 1. 1971

Ref : **Distribution of work of the Gazetted Officers at Headquarter**

It is learnt that the actual Census work, *i.e.* enumeration is scheduled to start from 10. 3. 1971. It was further learnt from the Director of Census Operations, West Bengal, that he is going to propose to start enumeration work in his state from 27. 1. 1971.

As such, there should be one whole-time Officer for Census work at Headquarters. It is suggested that Shri Balai Chandra Chakraborty, W.B.C.S. may take over charge as Officer-in-Charge, District Census Operations in addition to his present duties as Officer-in-Charge, Sadar Census. Shri Chakraborty may be relieved of Election duties.

If approved, Shri S. K. Roy Chowdhury, W.B.C.S. may be formally designated as Officer-in-Charge, Sadar Election Office.

These charges are suggested because the General Election, 1971 is likely to be held early in March, 1971 and also because the work of enumeration *i.e.*, actual census work is not going to start by the middle of April.

Sd/- K. Basu Raichoudhury, 15.1.71.
O/C. Dist. Election and
O/C. Dist. Census Operations

Sd/-R. N. Sen Gupta
15. 1. 71
District Magistrate,
24-Parganas

Memo No. 194(6)/ Elect. Dated 17. 1. 1971

Copy forwarded to :

1 The Officer-in-Charge, General Department.

2 Shri B. C. Chakraborty, W.B.C.S.

3 The S. D. O., Sadar

4 Shri S. K. Roy Chowdhury, W.B.C.S.

5 The Director of Census Operations, West Bengal, for information and necessary action.

Sd/-
for District Magistrate,
24-Parganas

Government of West Bengal
Home Department
Constitution and Election

No. 220-A.R. Dated, the 29th January, 1970

From : Shri M. M. Basu, I.C.S.
Chief Secretary to the Government of West Bengal

To : The _____ Deptt. of this Govt.

Subject : **Utilisation of services of State Government servants in connection with the Census of 1971**

Preparations for the 1971 Census have already been started and the appointment of staff necessary for preparation of sketch-maps showing lay-out of buildings in villages and towns, for house-numbering and house-listing and also for enumeration will have to be made immediately. Preparation of lay-out maps and sketches is to be completed as early as possible. House-numbering and house-listing will be done in September-October, 1970 and actual enumeration will take place in February-March, 1971. The enumeration will, as in the past, be done mostly by the fullest use of all establishments under the control of Governments and local bodies.

2. Census enumeration is a nation-wide administrative operation involving demands on services of staff which will have to be met from the resources of all establishments throughout the country. It is necessary that the burden is shared by all establishments under the control of Government.

3. It has been decided by Government that instructions be issued to all departments to permit such of their officers and staff, as may be required to do so, to act as Census Officers in connection with the Census Operations, similar permission being also accorded in respect of the officers and staff posted in Calcutta. In the districts, District Officers will be primarily responsible for the work and will need the assistance of Gazetted Officers and other staff of the local offices of different departments of this Government. In Calcutta, the Deputy Director of Census Operations, Calcutta, will be in charge of the work and will require the assistance of (a) Gazetted Officers of supervisory ranks, (b) Upper Division Assistants and (c) Lower Division Assistants of the Secretariate Departments, Directorates and other offices located in Calcutta. The services of all such officers will be on a part-time basis.

4. As Government attaches great importance to this work, all such employees of the State Government as may be spared by their head offices should accept and perform readily any work connected with the census which is placed on them by responsible local Census Officers. They should be specifically instructed that they should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. This will necessitate the grant of concessions regarding office attendance of such census workers both during the enumeration period and the period of their training which will precede it. The details of the concessions likely to be required will be settled locally.

5. All departments are requested to extend their fullest co-operation for the work connected with Census. It is also requested that suitable instructions to this effect may be issued by them to all Directorates and subordinate offices under them in Calcutta and in the districts. Copies are being sent to all Commissioners of Divisions, District Officers and Sub-divisional Officers direct.

Sd/- M. M. Basu
Chief Secretary to the Govt. of West Bengal

No. 220/1-A.R.

Copy forwarded for information and necessary action to :

1 The Commissioner,_____ Division.

2 The District Officer, _____

3 The Sub-divisional Officer,_____

4 The Director of Census Operations, West Bengal.

Sd/-
Deputy Secretary

Shri J. C. Sengupta, IAS.,
Secretary, Education Department,
Govt. of West Bengal

D.O. No. S-2/101

Dated : Calcutta, the 19.2.1970

My dear Ghose,

Please refer to your letter D.O. No. 4S-1(71)/S/1838/19 dated the 15th November 1969. I am enclosing a copy of the Circular which has been issued by the Education Department, Government of West Bengal, in response to your letter.

You may contact Shri B. Dutta, Deputy Secretary, Education Department in all matters connected with the Census Operations that may arise in future.

Yours sincerely,

J. C. Sengupta

Shri B. Ghose,
Director of Census Operations,
West Bengal.

Government of West Bengal
Education Department
Appointment Branch

No. 1106(100)-Edn. (A)
1'O'-4/70

Dated Calcutta, the 21st February 1970

From : Shri J. C. Sengupta, I.A.S.,
Secretary to the Govt. of West Bengal

To : The District Inspectors of Schools,

The District Inspectresses of Schools,

The District Social Education Officer,

The District Officers for Physical Education,

Sir,

I am directed to inform you that as on the occasion of the past Censuses a village directory and a town directory containing non-census data will be published by the Director of Census Operations, West Bengal along with other census data, that will be collected during the Census of 1971. The Director of Census Operations will naturally have to depend on the assistance of the officers of the different Departments of the State Government. Stationed in the districts, in collecting such non-census data for the village directory and town directory. You are, accordingly directed to render all assistance to the District Magistrates in compilation of such data as may appeartain to the Department of Education. Copies of this letter are being sent to the District Magistrates/Deputy Commissioners and the Director of Census Operations, West Bengal.

Yours faithfully,
J. C. Sengupta
Secretary

No. 1106/1(25)-Edn (A)

The 21st February, 1970

Copy forwarded to :

1 The District Magistrate,

2 The Deputy Commissioner,

3 The Director of Census Operations, West Bengal.

J. C. Sengupta
Secretary

Government of West Bengal
Home Department
Constitution and Elections

No. 855-A.R. Dated Calcutta, the 22nd April, 1970

From : Shri M. M. Basu, ICS,
Chief Secy. to the Govt. of West Bengal

To : _____

Sir,

There are barely four months left before the Census Operations for the Census of 1971 begin. In view of this, it is essential that you as the District Magistrate, take a personal interest in the preparatory work now being done in your district to ensure that the time schedule prescribed is adhered to. Unless this is done, it will not be possible for the other departmental officers and the Census Officers at various levels to discharge their duties with enthusiasm. We appreciate that supervision of this work is a considerable addition to your numerous responsibilities but this is a task which has to be performed once every decade.

I would, therefore, request you to keep a personal and close watch over the progress of work in your district, and to impress on all concerned the importance Government attach to the accuracy and thoroughness of the coverage of the population. Such problems as occur in setting up the district census organisations must be speedily tackled by the District Officers themselves. It may please be remembered that lack of attention during the preparatory period will inevitably result in faulty work during the main operations ; it must, therefore, be a voided and those involved with the actual preparations given advice, guidance and encouragement at every stage.

Yours faithfully,

Sd/- M. M. Basu
Chief Secy. to the Govt. of West Bengal

Memo No. 855/1-A. R. The 22nd April, 1970

Copy forwarded for information to :

_____

Sd/- M. M. Basu
Chief Secy. to the Govt. of West Bengal

Government of West Bengal
Home Department
Constitution and Elections

No. 1659-A.R. Dated the 10th September, 1970

From : Shri S. Mullick. ICS,
Chief Secretary to the Government of West Bengal

To : _____

Subject : **Utilisation of services of State Government servants in connection with the Census of 1971**

A reference is invited to this Department circular No. 220-A. R. dated the 29th January, 1970, wherein all Departments were instructed to permit such of their officers and staff, as might be required to do so, to act as Census Officers in connection with the Census Operations.

2. It has, however, been brought to the notice of Government that the Director of Census Operations, West Bengal, is experiencing some difficulty in mobilising the necessary enumeration and supervisory agency in

Calcutta City. It is also learnt that some departments have specifically issued orders to their Field Officers to perform census work only after they have done their own departmental work. A circular of this nature issued by those departments has relegated the Census Operations to the background.

3. It is reiterated that the State Government is committed to help the Director of Census Operations with the services of State Government servants for the successful completion of Census Operations. It will be clear from the circular under reference that the period for which the services of State Government servants spared for Census work will be required is limited.

4. All departments of this Government are accordingly requested to give priority to Census work and spare as many of their officers and staff for census duty on part-time basis as possible. It is also requested that suitable instructions to this effect may be issued by them to all Directorates and subordinate offices under them in Calcutta and in the districts. Copies are being sent to all Commissioners of Divisions, District Officers and Sub-divisional Officers direct.

S. Mullick
Chief Secretary to the Govt. of West Bengal

No. 6057(16) F. S. Dated the 16th September, 1970

Copy forwarded for information and necessary action to :

1 All Directors and other heads of offices of this department in continuation of this department memo no. 1322(15)FS dt. 28. 2. 70. They are requested to give priority to Census work and spare as many of their officers and staff for Census duty on part-time basis as possible.

2 The Director of Census Operations, West Bengal, 20, British Indian Street, Calcutta-1.

Sd/-
Deputy Secretary,
Food and Supplies Department

Government of West Bengal
Agriculture and Community Development
(Community Development) Department
Raj Bhavan

Memo No. 8199(335)-CDP/ Calcutta, the 22nd September, 1970

From : The Joint Secretary and Jt. Commissioner (*ex-officio*)

To : The Block Development Officer, _____.

Subject : **Participation of Village Level Workers and Other Block staff in Census work**

Reports have been received from several districts that a number of block staff as well as Village Level Workers of several blocks have refused to do Census work. It may be mentioned here that any person—be he a Government Servant or a member of the public once appointed as a Census enumerator is automatically treated as a public servant within the meaning of the Indian Penal Code. Refusal to work as a census enumerator or in any other capacity in connection with census work makes one liable to prosecution under Sec. II(2) of the census act read with sec. 187 of the Indian Penal Code.

Census work is of paramount importance. Therefore the Block Development Officers are requested to impress upon the block staff to co-operate with the local census authorities in connection with census work. The names of the recalcitrant staff who will wilfully violate the order of the census authorities to work in connection with the census operation may be reported to the District Magistrate/Deputy Commissioner concerned for taking necessary action.

This may be treated as extremely urgent.

Sd/-
Joint Secretary and
Jt. Commissioner (*ex-officio*

No. 8199(335)/1(63)-CDP/ The 22nd September, 1970

Copy forwarded to :

1 The District Magistrate/Dy. Commissioner,_____

2 The Director of Census Operations, West Bengal, 20, British Indian Street, Calcutta-1.

3 The Sub-divisional Officer,_____

Sd/-
Joint Secretary and
Joint Commissioner (*ex-officio*)

EXPRESS DELIVERY

Government of West Bengal
Education Department

No. 3479(16)-Edn. (A).
1'0'-4/70. Dated, Calcutta, the 3rd October, 1970

From : Shri J. C. Sengupta, I.A.S.,
Secretary to the Govt. of West Bengal

To : The Administrator,
District School Boards

Sir,

I am directed to inform you that instructions may please be issued to treat the time spent by the teachers of Primary Schools on Census work as time spent on duty.

Yours faithfully,
J. C. Sengupta
Secretary

THE CALCUTTA GAZETTE
EXTRAORDINARY
PUBLISHED BY AUTHORITY

[Asvina 16] Thursday, October 8, 1970 [Saka 1892]

Part I—Orders and notifications by the Governor of West Bengal, the High Court, Government Treasury etc.

Government of West Bengal
Home Department
Constitution and Elections

NOTIFICATION

No. 1829-A. R.—5th October, 1970—In exercise of the powers conferred by section 8 of the Census Act, 1948 (Act 37 of 1948), the Governor is pleased to issue the following instructions for the guidance of Census Officers within the State of West Bengal, namely :

Instructions

Every Census Officer is authorised to ask of all persons within the limits of the local area for which he is appointed, such questions as may be necessary in order to fill in, in respect of such persons, the particulars which require to be recorded upon the Enumeration Slips in answer to the list of questions contained in the *Annexures* hereto :

Provided that no Census Officer shall ask to see any woman who is not voluntarily produced before him or seek any information which is not required for the purpose of the census.

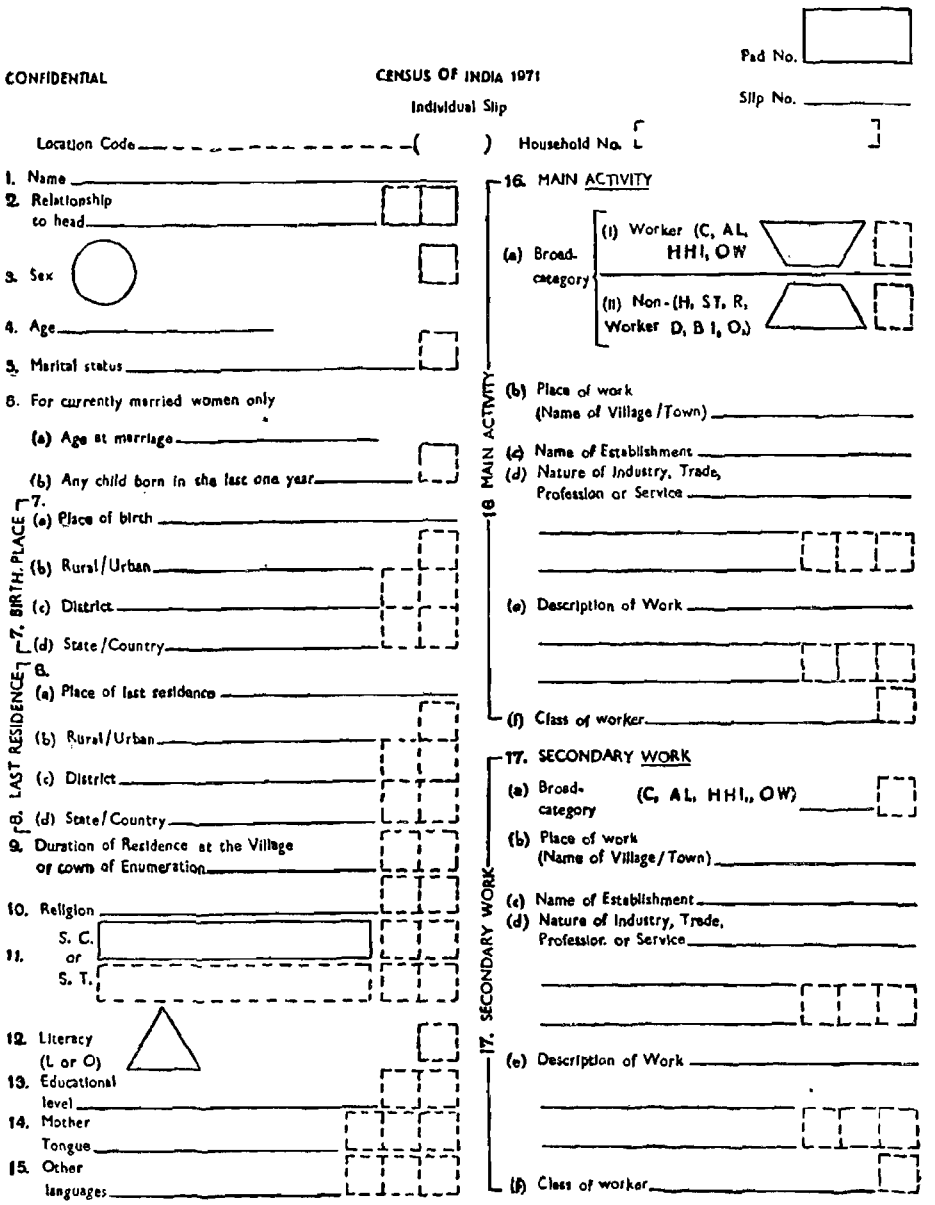
Provided further that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name is forbidden by custom to mention.

ANNEXURE

Census Questionnaire

1 Name
2 Relationship to head
3 Sex
4 Age
5 Marital status
6 For current married women only :
   (a) Age at marriage
   (b) Any child born in the last one year
7 Birth place :
   (a) Place of birth
   (b) Rural/Urban
   (c) D.strict
   (d) State/Country
8 Last residence :
   (a) Place of last residence
   (b) Rural/Urban
   (c) District
   (d) State/Country
9 Duration of residence at the village or town of enumeration
10 Religion
11 S. C. or S. T.
12 Literacy (L or O)
13 Educational level
14 Mother-tongue
15 Other language
16 Main activity :
   (a) Broad category—
      (i) Worker (C, AL, HHI, OW)
      (ii) Non-worker (H, ST, R, D, BI, O)
   (b) Place of work (name of village/town)
   (c) Name of establishment
   (d) Nature of industry, trade, profession or service
   (e) Description of work
   (f) Class of worker
17 Secondary work :
   (a) Broad category (C, AL, HHI, OW)
   (b) Place of work (name of village/town)
   (c) Name of establishment
   (d) Nature of industry, trade, profession or service
   (e) Description of work
   (f) Class of worker

FACSIMILE OF AN "INDIVIDUAL SLIP"



By order of the Governor,
B. R. GUPTA
Secretary to the Govt. of West Bengal

Government of West Bengal
Education Department
Appointment Branch

No. 47-Edn. (A)
1'0'—4/70

From : Shri J. C. Sengupta
Secretary to the Govt. of West Bengal

Dated Calcutta, the 9th January, 1971

To : The President,
West Bengal Board of Secondary Education,
77/2, Park Street, Calcutta

Sir,

I am directed to inform you that at the request of the Director of Census Operations, West Bengal, the Administrators of District School Boards in West Bengal have been requested to issue necessary instructions to treat the time spent by the teachers of primary schools on census work as time spent on duty.

The Director of Census Operations, West Bengal in his D. O. No. 2A-18(ii)/61 dated the 4th/6th January, 1971 (copy enclosed) has requested the Education Department to take similar action in respect of Higher Secondary and other school teachers some of whom have also been drafted as enumerators.

I am therefore to request you to kindly issue necessary instructions to the Heads of Higher Secondary and other Secondary Schools in West Bengal to treat the time spent by the teachers of these schools on census work as time spent on duty.

Yours faithfully,

J. C. Sengupta
Secretary

No. 47/1(1)-Edn.(A)

The 9th January, 1971

Copy forwarded to Shri B. Ghose, I.A.S., Director of Census Operations, West Bengal, 20 British Indian Street, 10th floor, Calcutta-1 for information with reference to his D. O. No. 2A-18(ii)/61 dated the 4th/6th January, 1971.

J. C. Sengupta
Secretary

ELECTION URGENT

Government of West Bengal
Home Department
Constitution and Elections

No. 1342-A.R.

Dated the 28th February, 1971

From : Shri N. C. Sen Gupta, ICS,
Chief Secretary to the Govt. of West Bengal

To : The_____Department of this Govt.

In pursuance of circular No. 1659-A.R., dated the 10th September, 1970, all Departments of this Government have sent the names of officers and staff resident in Calcutta to the Director of Census Operations for appointment as Census Officers of different categories. These Officers and staff are needed for the Census Operations in Calcutta City.

2. The enumeration period which was fixed from 1. 2. 1971 to 20. 2. 1971 is over. The next stage of the work is from 1. 4. 71 to 2. 4. 71 when the enumertions will be required to go round their respective areas quickly for revising and finalising their data in the field.

3. It is, therefore, requested that those who have been selected for Census work may be permitted to stay away from office from 1. 4. 71 to 3. 4. 71, the period of absence being treated as on duty.

N. C. Sen Gupta
Chief Secretary to the Govt. of West Bengal

No. 1342/1-A.R. The 28th February, 1971

Copy forwarded to the Director of Census Operations, West Bengal for information.

N. C. Sen Gupta
Chief Secretary to the Govt. of West Bengal

IX

Publicity

Publicity

It is obvious that, for a census to be reasonably accurate, one of the most essential conditions is that people must know about it, so that they expect the census man, and his questions. Since it is not the world's most exciting topic, the publicity must necessarily be fairly intensive, so that some basic notions trickle down to every person, or nearly every person. We discussed this at length in the First Conference at Delhi in May 1969 and in Courtallam in June, 1970 and those who had been with the census offices in 1961 were able to point to the shortcomings of the publicity done then. The basic and worst drawback was that all publicity for all departments of the Government of India was in the hands of the Ministry of Information and Broadcasting, and we had no discretion whatever. After much persuasion, the Registrar-General got the Directorate of Advertising and Visual Publicity to agree that we could insert advertisements in local papers provided we sent up a list of papers to the Directorate of Advertising and Visual Publicity and got their approval. This, however, was for enumeration. For houselisting the D.A.V.P. insisted on inserting advertisements themselves. All posters, slides and stickers were to be printed and supplied by the D.A.V.P. Radio talks and discussions would be broadcast by A.I.R., and here the restrictions were not so stifling, since we could get in touch with the local stations and arrange for our programmes directly. Apart from this, a documentary was to be produced by the Films Division on the enumeration and copies sent to us for screening in the districts with the help of the audio-visual units of the State Government. Shortly before the start of the houselisting operations a census emblem was devised and sent to us : all our circulars letters carried it. The object was to draw attention to the census operations. A facsimile has been placed in the appendix.

Publicity for Houselisting

Of the two operations, the one which is less interesting to the public is houselisting ; this is natural because it is not the 'count', which people associate with the Census, and no dramatic figures are released after it is over. Publicity has, therefore, to overcome not only ignorance but well-entrenched apathy ; yet the only help I got from the Ministry of Information & Broadcasting was the radio. No posters and no advertisements. No permission to print posters, either.

Nevertheless I got one or two things done. These were :

1. *A Press Conference :* A press conference was called and the nature of the operations explained. Most of the papers wrote about it, though not as prominently as it could have been.

2. *Radio Talks :* I gave a talk on the radio, and Shri B. Ray, Deputy Director (Headquarters) discussed various aspects of the operations in the Rural programme. Houselisting was also discussed in the Women's, Industrial, and Students programmes.

3. *Handbills :* Every District Magistrate brought out a special handbill seeking the cooperation of citizens and these were widely distributed in markets, villages and towns. In Calcutta I took a leaf out of the 1961 Census book and sent printed appeals with every electric bill, by courtesy of the Calcutta Electric Supply Corporation, who were extremely helpful. They did this free, and I should imagine this is a very rare example of a private concern doing so much for the census.

4. *Cinema Slides :* A number of slides were screened in every cinema in Calcutta and some were sent to the districts for a similar purpose. I got these done on my own, on the Registrar General's suggestion.

5. *Discussions :* I asked every District Census Officer and District Inspectors and Inspectresses of Schools to organise discussions and debates in each school and college on the census, with the emphasis on houselisting. Whether this was, in fact, done or not I cannot say, but I imagine some schools and colleges did organise such discussions.

These measures were hopelessly inadequate, but that was all we could do. The worst drawback was the financial impotence. I was not empowered to spend a naya paise on publicity since, this was the I & B Ministry's affair, and each Ministry jealously guards its sphere of work. It would not have mattered, provided they had actually done something. But they did practically nothing, and we were not allowed to do anything. The result was a dismal failure on this score—yet another collapse brought about by perfectly ridiculous procedures devised by stupid people whose only qualification to foul things up is the fact that they hold their particular posts.

Publicity for Enumeration

The actual Census was a little better publicised than houselisting, and could have been even better had the programme of work not been upset. We "sold" the census by the following means :

1. *Radio Talks :* A.I.R. was as helpful as they were earlier, and we had two talks,– one in English, one, in Bengali I doing the English and Ray the Bengali—a series of discussions, in the various programmes, and frequent coverage in the local news, radio newsreel and news commentaries.

2. *Posters :* The D.A.V.P. came through with posters in Bengali and English which we sent out just before our work started, and reached a few places after the census.

3. *Film :* A documentary was released in November and copies in Bengali and Hindi (35m and 16m) were sent to me. These were shown by the audio-visual units of the State Government in the subdivisions and districts. The early release of this film, and the supply of copies, does great credit to the Registrar General's office and the Films Division.

4. *Slides :* I had slides prepared again and shown in every cinema hall in Calcutta and other towns. The slides from the D. A. V. P. came to us after our work was over.

5. *Newspaper coverage :* A Press Conference I called on the eve of the operations was featured on the front pages of all the local newspapers ; apart from this, articles appeared in almost all the leading newspapers, some by Dilip Sen, one of our Junior Investigators who was a Zonal Census Officer in the Calcutta Census set up. There were editorials and commentaries as well in a few Bengali papers. Photographs of the operation in progress appeared in a number of papers.

6. *Handbills :* The District Magistrates sent out a large number of printed handbills to as many villages and towns as possible—in remote areas these handbills were of great value.

7. *Advertisements :* I inserted, at the cost of the D.A.V.P., large advertisements in all the papers and the effect was extremely good. Most people knew about the Census by the time we had finished, which is a fairly creditable achievement, because we had to compete with the elections and the daily list of murders for the common man's attention. More could have been done and should have been done, but apart from being financially hamstrung, the change

in the census calendar made a carefully planned programme impossible : for instance, we could not send out our printed appeals with electric bills, as we did during houselisting.

General

My experience of this census had convinced me that, to have a really meaningful campaign—which one must—the Director has to be given greater power to issue advertisements, print posters, make cinema slides. If one has to depend on another agency the campaign simply will not get off the ground. These things cannot be done by remote control from New Delhi.

Another "must" is an early preparation of not only the campaign, but the material : articles, posters, slides etc. One inevitably tends to get caught out on this and then to make do with hastily conceived ideas. It would be wise to earmark one Dy. Director only for this because it can be and should be a whole-time job.

In 1971 we were up against the general sensation ridden atmosphere where things of far greater public interest were happening all the time. This tended to push the census to the background. We did not have the advantage of a stable State Government, whose Chief Minister could speak to the people on the subject ; I had thought of asking the Governor, Shri S. S. Dhavan, but he was so very busy with State affairs that I did not, finally, bother him.

I learned to my cost not to underestimate the very great value that adequate publicity has ; people are conditioned by good publicity to listen, to answer questions, even to point to missed houses and persons. Had a more dynamic campaign been mounted the enumerators would, I am sure, have found their tasks much easier.

One particular feature I must mention. Our work started in February but all the other States began enumeration in March. The publicity programme organised by the Registrar General's Office was geared only to that date ; this was as it should have been, except that publicity was carried out in West Bengal as well. The A.I.R. country-wide news said that the census was being taken from 10th March ; advertisements appeared in *all* the newspapers saying the same thing and Vividh Bharati the commercial programme of A.I.R., had a "spot" saying that the census has started or would start on 10th March. I was able to take off only the Vividh Bharati 'spot' and that because of the kindness of the A.I.R. people who asked me if they should broadcast it, since they knew that the census was over in West Bengal. The other two publicity measures caused a great deal of easily avoidable confusion, and a fortunately not very widespread feeling that we in the census organisation had no idea what we ourselves were up to. If—God forbid—the enumeration period is again de-linked in this State from the all-India schedule, this is a factor to guard against because the chances are that it will happen again.

The Appendix has my circular and letters on this subject, the census emblem, and reproductions of the posters, and advertisements. The scripts of my radio talks are not reproduced ; they are available in the office.

Appendix

(i) Important Census Letters etc.

No. 1C-2/2082 July 10/13th, 1970

From : B. Ghose
Director of Census Operations,
West Bengal

To : The Station Director,
All India Radio,
Kurseong

Dear Sir,

Thank you for your letter No. KSG.9(1)70-P5/4006, dated 16.6.70, in which you have asked me for material on the 1971 Census. I am enclosing two notes which will give an idea of the operations being undertaken. Would you also kindly contact Shri A. K. Dutta, WBCS, Deputy Director of Census Operations (North), College Para West, Siliguri and Shri K. K. Chakraborty, WBCS, Officer-in-Charge, Census, Darjeeling, Office of the Deputy Commissioner, Darjeeling, who will be able to give you detailed information on the work being undertaken in northern areas ?

Your interest in publishing the Census Operations is deeply appreciated. If you so desire, I may send you one or two five-minute script which could be profitably broadcast in Nepali.

Thanking you,

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

LOOKING AT OURSELVES—THE CENSUS OPERATIONS IN WEST BENGAL

One hears almost everyone talk every gravely about the population explosion in India, the overcrowding in Calcutta, and the effect that the increase in our numbers is having on the economy. At some time or the other we must have wondered what the actual size of the population is, and what their characteristics are—such as : the number of persons in West Bengal who are married, or how many are literate, or just how fast the population is growing.

Once in ten years we are able to get the answers to these questions when the decennial Census of India is taken. The next one is going to report on the population as it stands at sunrise on March 1st, 1971.

The general reaction to the Census is that it is a counting of heads. It is that, and it is much more than that. A modern Census has been defined as "the total process of collecting, compiling and publishing demographic, economic and social data pertaining at a specified time or times to all persons in a country". The Census of India presents to the scholar, the administrator, the planner and indeed to all those who are concerned about the condition of the people a wealth of data on the migration of population, the pattern of employment, the levels of education, and languages spoken. It is on Census data that the economic and social planning of the country and State depend to a significant extent, and the information not only reveals what the condition of the population actually is but also what the priorities in future programmes could be.

In West Bengal extensive preparations have been and are being made for the Census. To enable us to collect the information we need from every individual in the State and from no one more than once, the first step is to list as accurately as possible, every single house in the State, and number them all, so that we could, by visiting each house in turn, account for all those we live in them. This does leave us with the problem of tackling houseless persons such as those who live on the pavements, but this will be treated separately.

Apart from merely listing the houses, we will be collecting some basic and valuable data on them, such as the materials with which each house is built, the use to which it is put, the number of rooms, the number of households in each and the number of persons in each household. In the case of establishments such as factories, shops, schools and offices information will be collected regarding the actual work done, average number of workers working every day, the type of fuel or power used,—if it is a shop, whether it does wholesale or retail business and what commodities it deals in mainly. This is not a housing Census but a comprehensive survey of the houses in the State, and it is the first of the two major Census Operations. To conduct these gigantic surveys we begin by dividing the State into a number of territorial units. To begin with we have the 15 districts and Calcutta. Each districts is divided, as every one knows, into a number of development blocks. Each development block is, for our purposes, divided into a number of Census Circles and each Circle is further split into a group of Census enumeration blocks, each of which consists of roughly 700-750 persons. Towns and cities are divided into small enumeration blocks of about 600 persons. The Enumeration Block is where the actual Census taking is done; for the houselisting operations the voluntary worker for each block whom we call the Enumerator, will visit every house in turn and record the information in respect of each one on two forms—the Houselist and the Establishment Schedule. When he finishes his work the forms will be collected at one place in Calcutta and tabulated. It is worth repeating that this is not the actual Census count, but basically a preliminary step towards it ; this operation identifies each house—and therefore makes an accurate Census of the individuals in these houses possible. The houseless will, as we said, be enumerated, at the appropriate time by using a slightly different method. As many as 70,000 Census workers will be engaged in collecting this information all over the State

Our houselisting begins early in September, and we hope to conclude it either by the middle or end of October. During this time our volunteer workers and supervising staff will be calling at every house and place of work ; they will always identify themselves and will ask some questions connected with the topics I had mentioned earlier. We would appeal to all citizens to help us make this Census as accurate and precise as possible ; without the sympathetic co-operation of every citizen, by which we mean giving the Census enumerator clear and correct answers to the questions that he asks, the operation cannot succeed.

A great deal depends on our being able to take the Census accurately ; a United Nations document on National Census says, among other things : "Although the economic and social development of a country requires the strengthening of the entire range of Statistics, it is recognised that the population Census is one of the important methods of collecting basic data required for many national purposes". Ranging from adjustment of electoral constituencies to the planning for educational facilities, a very great part of the developmental effort will be guided by the results of our work now and in 1971. It is of paramount importance, therefore, that correct answers are given. I would like to assure every person that Census data is treated as confidential and no names are mentioned in any of our reports. We are interested in the total numbers, not in any individual. The confidential nature of our data is something that is strictly followed, so that not even other departments of the Government are allowed access to our forms and schedules.

Another request—our houselisting makes it necessary to write the number of each house on the front wall. While our people will try their best to make these as unobtrusive as possible we would appeal to all house-holders to permit them to write these numbers and preserve them till the enumeration is over in March, 1971.

The Indian Census has a tradition of which we can be proud and this is due, in no small measure ; to the excellent rapport between the enumerators and the enumerated. Information has been gladly supplied and the enumerators guided and advised when they have come across some problem, such as a locked house. We look forward to this help during the Houselisting operations which will commence on the 10th September all over the State, with which we can, there is no doubt, do our work accurately and in keeping with the fine traditions of previous Censuses.

B. Ghose, IAS
Director

D. O. No. 1C-2/4129
The July 29, 1970

Dear Shri Biswas,

This is with reference to our discussions in your room regarding publicity for the Census Operations.

The first major operation *viz.*, Houselisting is being started ahead of schedule in some places. While we could still continue with the programmes on the dates we agreed upon, could I request you to have a mention of this made in the local news early in August ? I am attaching a small note which indicates the sort of news item we have in mind.

With best wishes,

Yours sincerely,

Enclo :

B. Ghose

Shri D. K. Biswas,
Assistant Station Director,
All India Radio, Akashvani,
Multi Storied Buildings,
Eden Garden, Calcutta-1

REGARDING THE HOUSELISTING OPERATION

The first major operation in the taking of the Census Operations in West Bengal will commence very shortly. In some areas of Calcutta and a few districts work is scheduled to begin within this month. A large band of voluntary workers will go for house to house, collecting basic information regarding each house and household. It is on this information that the main Census Operations which are scheduled for February, 1971 will be based. It is learnt that during this operation important data concerning establishments such as factories, workshops, shops, offices etc. will be collected.

B. Ghose, IAS
Director

D. O. NO. 1C-2/4174(11)
The August 1, 1970

Dear Shri.....,

While the Eleventh Census of India will be taken in February-March, 1971, a preliminary operation will be started in the first week of August, during the course of which our workers will list every house and collect some details on the use to which these houses are put. This operation is conducted basically to help enumerate the population accurately, but it also affords us an opertunlty to make an extensive economic survey into housing conditions, the number of establishments such as factories, workshops, the number of persons employed in each such establishment etc. This data will be presented in my Report on Housing and Establishment during the course of next year.

Since we intend to cover every single house within the State the operation is, naturally, an extremely large and complex affair. It has taken months of planning and training ; we will be putting over 70,000 Census workers into the field.

You will agree, I am sure, that, for this operation to be conducted effectively, it is essential that we place as much information as we can about it before the public. I would be extremely grateful, therefore, if you could send a correspondant to a press conference we are holding on this subject on August 7th at 3.30 P. M. at my office. You may have a correspondent who has a special interest in the Census Operations ; if so, we would be happy to meet him at the conference.

Shri.....
Editor,
.....,

Yours sincerely,

B. Ghose

Memo No. 1C-2/4390(15) The 22nd August, 1970

From : B. Ghose
Director of Census Operations,
West Bengal.

To : The District Magistrate/Deputy Commissioner,

Subject : **Publicity Campaign —1971 Census—through All India Radio**

Sir,

I have the honour to inform you that the following Publicity programme in connection with the 1971 Census will be broadcast over All India Radio, Calcutta.

1 A talk in English entitled "The Census Operations in West Bengal" by the Director of Census Operations, West Bengal on 1st September, 1970 at 8 P. M.

2 Rural Broadcast—An interview Shri B. Ray, Deputy Director of Census Operations on 5th September, 1970 between 7.00 P. M. to 7.30 P. M.

3 Industrial Broadcast *i.e.* Mazdor Mandali on 6th September, 1970 (in Bengali) and on 8th September, 1970 (in Hindi) and Women's Programmes in Bengali on 7th September, 1970 between 1.50 P. M. and 2.26 P. M.

The Field Information Officer, Subdivisional Field Information Officers and Block Development Officers may please be informed so that they may arrange for the reception of these publicity programmes on community listening sets in rural areas and also whenever possible in urban areas.

Yours faithfully,

B. Ghose
Director of Census Operations,
West Bengal

Memo No. 1C-2/4390(15)/1(3) The 22nd August, 1970

Copy to :

1 The Registrar General, India, New Delhi-11 for information.

2 The Deputy Director, _____

B. Ghose

Director of Census Operations
West Bengal

B. Ghose, IAS
Director

D. O. No. 1C-2/4424(15)
The August 24/25, 1970

Dear Shri..... ,

The first of the Census Operations is scheduled to begin in your district early next month. It is necessary for us to consider some measures to publicise this, so that the people are aware of the operation and give us all the co-operation required. I have already written to you about the radio programmes we have arranged. In addition to this, advertisements will appear shortly in all leading daily newspapers on the Census Operations.

This, however, leaves the vast majority of the rural people untouched.

I would request you kindly to ask your Field Information Officer to arrange for film shows followed by a talk on the Census at the Block Headquarters starting from the first week of September. In addition, some meetings

could be arranged in each town, so that the local citizens can be told about the nature and object of Census work. In 1961, in some districts, leaflets were prepared and distributed widely. This is an excellent idea and I would commend it to covery District Officer. It would be most effective if the leaflet could be issued over your signature, or in your name and printed in each of the local papers circulated in the district.

I would be grateful if you informed me of the action taken in due course.

Shri_____

District Magistrate/Deputy Comissioner,_____,

Yours sincerely,

B. Ghose

B. Ghose, IAS
Director

D. O. No. 1C-2/4603
September 14, 1970

Dear Shri Sen,

Please accept my earnest thanks for the courtsey you have shown in agreeing to distribute the Census publicity leaflet along with the electricity bill to each consumer of your company. As per your discussion with Shri B. Ray, Deputy Director of Census Operations, I am sending 90,000 leaflets for distribution separately to Shri S. K. Roy, Assistant Commercial Manager.

Thanking you once more,

Yours sincerely,
B. Ghose

Shri A. K. Sen,
Commercial Manager,
Calcutta Electric Supply Corporation,
Victoria House,
Calcutta.

Memo No. 1C-2/4603/1(1)

September 14, 1970

Copy forwarded to Shri S. K. Roy, Assistant Commercial Manager, Calcutta Electric Supply Corporation, for information and necessary action.

B. Ghose

Director of Census Operations
West Bengal

CENSUS OF INDIA 1971

The Census is an all-India survey which collects and publishes data of vital importance to the planner, scholar, administrator, industrial and commercial organisations.

Houselisting : September-October 1970

- **Ask the Census Enumerator for his letter of appointment.**
- **Please answer his questions correctly.**
- **Houselisting questions :**

1 Material of wall/roof of house.

2 Purpose for which it is used.

3 Is it an establishment ?

4 Name of the head of household.

5 Is he a member of a Scheduled Caste or Tribe ? If so, the name of the Caste/Tribe.

6 How many rooms are used by the household for living ? *e.g.*, bed/drawing/dinning room and/or etc.

7 How many persons normally reside in the house ? Male/Female.

8 Does the household cultivate land ?

If it is an establishment :

9 Name of establishment.

10 Daily average number of workers.

11 Is it Govt. or Quasi Govt./Private/Co-operative ?

12 If Servicing, Manufacturing or Processing is done—is it a factory, unregistered workshop or household industry *i.e.*, above activity carried on by a family mainly, within the same house ? What is the product and type of fuel or power used ?

13. If it is a trading establishment, is it wholesale or retail, and what commodities are bought and/or sold ?

14. If it is any other establishment what is the nature of activity ?

- Please receive the enumerator with courtesy and help him record the answers promptly and correctly.
- **All information collected through the Census Operations are treated as confidential.**
- Please see that your house is not left out during the Houselisting Operation (Sept.-Oct. 1970).
- For any enquiry please contact the Deputy Director of Census Operations, Calcutta City, 1/C, Chowringhee Square, Calcutta-1, (Phone : 23-2267).

B. Ghose, IAS
Director

D. O. No. IC-2/4614

The September 15, 1970

Dear Shri Bhowmick,

I would like to inform you that the first phase of the Census Operations—1970 has duly commenced in this State with effect from 10th September. Some public awareness need to be created so that our enumerators are able to collect correct information from each household. As such the nature of the questionnaire that are being canvassed should also be told to the public.

I shall be obliged if you kindly arranged coverage of the Census news through the local news broadcast over the Calcutta Station of All India Radio.

Thanking you,

Yours sincerely,

B. Ghose

Enclo :

Shri D. C. Bhowmick,
News Editor,
All India Radio, Akashvani,
Multi Storied Buildings,
Eden Gardens, Calcutta-1

The first phase of the 1971 Census Operations has started in West Bengal on the 10th September, 1970. Each house in the State is going to be numbered and listed by the Census enumerators, who are about 60,000 in number all over the State. In calcutta this work started even earlier by about the middle of August and by this time more that half of its area has been covered. In Calcutta City along about 6,000 persons are working for this purpose.

Due to the recent floods, work has not been taken up in some parts of Southern West Bengal like the districts of Twenty Four Parganas, Uluberia Subdivision, Hooghly district, parts of Ranaghat Subdivision, Ghatal Subdivision of Midnapore.

Houselisting is almost complete in Cooch Behar town and nearing completion in some areas of Malda and Midnapore district.

In the flood affected areas Census work is due to start immediately after the Pujas and this phase of the operation is due to be completed by 31st October, 1970.

During the Houselisting Operations, information are also obtained on the material of wall and roof of a each house, purpose for which it is used, if it is an establishment, number of living rooms, name of the head of household, if the head belongs to scheduled caste or tribe, number of persons (males and females) in the household, if the household cultivates land etc. for the houses used as an establishment, detailed information on the type of establishment, if it is Government, Quasi-Government, local bodies, co-operative or private, number of daily average workers, products manufactured or bought or sold, type of fuel or power used, retail or wholesale trading etc. are also being collected.

The Census Directorate have received complaints about the non-cooperation of some public in giving the detailed information to the enumerators. The Government assures the confidential nature of the Census returns. Under the Census Act all information collected through Census are created as strictly confidential. They cannot be furnished to any other department of the Government nor produced before the Court of Law as evidence.

No. IC-2/4640(30) Dated the 17th September, 1970

From : B. Ghose
Director of Census Operations,
West Bengal

To : The Manager,

_____Cinema Hall, Calcutta

Subject : **Exhibition of Slides on Census 1971**

Sir,

I have the honour to refer to the Collector of Calcutta's letter No. 7025(30) A.T., dated 16. 9. 70, addressed to you on the subject mentioned above.

The first phase of the Census Operations is going on currently all over the State. I shall be obliged if you kindly exhibit the enclosed slide for about a week in all the shows screened in your cinema hall free of charges. The slide will be collected back from you on 26th September, 1970.

Thanking you,

Yours faithfully,

B. Ray
Deputy Director,
for Director of Census Operations
West Bengal

No. IC-2/4716(15) Dated the 22nd September, 1970

From : B. Ghose
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Exhibition of Cinema Slide—1971 Census**

Sir,

In connection with the publicity of the Housenumbering and Houselisting of 1971 Census, we have prepared a few cinema slides for exhibition in the cinema Halls of West Bengal. One Hindi and one Bengali slides are sent herewith. Arrangement may please be made to exhibit this slides for 2 or 3 days in each cinema house of your district and subdivisional headquarters. This slides may please be returned as soon as done with.

B. Ray

Deputy Director,
for Director of Census Operations
West Bengal

No. 1C-2/5366(16) Dated : the 21st November, 1970

From : B. Ghose
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Publicity for Census of 1971**

Sir,

We are sending separately.....copies of census posters and census stickers for display in prominent places in your district. These copies have been received from the Directorate of Advertising and Visual Publicity, Ministry of information and Broadcasting. A specimen copy of both the kinds is enclosed herewith for your information.

Yours faithfully,

B. Ray
Deputy Director
for Director of Census Operations
West Bengal

No. 1C-2/335 The 28th January, 1971

From : B. Ghose
Director of Census Operations,
West Bengal

To : The Branch Manager,
Films Division,
15/1 Chowringhee Square,
Calcutta-1

Sir,

Apropos of my telephonic discussion with you I write to inform you that the Census enumeration will commence in the State of West Bengal on the 1st February, 1971. The counting of population will continue till 19th February, 1971. This Programme is in slight variance with the All-India Enumeration Schedule. In the rest of the country the Census enumeration is due to commence on the 10th March and end on 31st March , 1971.

During the Census enumeration period it is imperative that an all out effort should be made to make the people a little bit Census minded. With a view to this the Films Division, Government of India have already prepared a film on "Operation Census 1971." I would request you to kindly make necessary arrangements for exhibition of the Census film in all the cinema houses in Calcutta and suburbs during the enumeration period *i.e.* 1st to 19th February, 1971.

Yours faithfully,

B. Ray
Deputy Director,
for Director of Census Operations
West Bengal

The 29th January, 1971

PRESS NOTE

Because of the ensuing mid-term poll, the Government of India have notified the Reference Day of Census—1971 as the Sunrise of 1st April, 1971. It was originally fixed as the 1st March, 1971. The Census enumeration will commence in most of the States on the 10th March and end on 31st March.

But in West Bengal the Census enumeration period has been advanced a little. It will commence on 1st February and end on 19th February. Within these nineteen days the entire population living in houses of this State will be counted. The enumeration of the houseless persons including the payment dwellers etc. will be done on the night of 31st March with the rest of the country. This will be followed by a revisional round of counting from 1st to 3rd April to correct the population figure of the State so that it reflects the position on the Sunrise of 1st April, 1971. During the revisional round all new births and deaths that might have taken place between the enumerator's last visit to a household and the sunrise of 1st April, will be accounted for.

The enumeration period in West Bengal has been advanced mainly owing to the proximity of the polling date. West Bengal is going to the polls on the 10th March. It would have been extremely difficult to launch two mass operations like the Election and the Census on the same date by virtually the same agency. The district authorities which conduct the Elections are also responsible for conducting the census enumeration in their respective jurisdictions. The District Magistrates have been appointed District Census Officers by the State Government under the Census Act.

It was also felt that the entire enumeration agency which consists of Government employees, primary school teachers and local persons has been thoroughly trained for the job and the machinery has been geared up for the Census count, and if the Census was done a little earlier, there would be no scope for a clash between the two programmes—Census and the Elections.

About 80,000 persons are going to the field as enumerators and will be covering the entire population of the State. There will be about 10,000 more officials who will supervise the enumeration work.

An enumerator who is an honorary worker will be given an honorarium at the rate of Rs. 3. 33 *paise* per person enumerated in the rural areas and Rs. 4. 17 *paise* in the urban areas subject to a minimum of Rs. 25/-

Each enumerator will have a duty authenticated identity card. He will collect information in respect of every individual about name, relationship to head, age, sex, marital status, birth place, place of last residence, duration of stay at the place of enumeration, religion, if scheduled caste or tribe, mother-tongue, other languages spoken, literacy, educational level, principal activity and secondary work, if any. For married women he will also collect information on age at marriage and if any child was born in the last one year.

The questions on last residence, secondary work and age at marriage and if any child born the last one year for the married women will be asked for the first time during this Census.

The advancement of the Census enumeration period in West Bengal will not affect the validity of the Census figures as such. Though there will be a time-gap between the last date of enumeration *i. e.* 19th February and the Reference Date *i. e.* 1st April, all the vital events *i. e.* births or deaths that would take place between this period will be adequately covered during the revisional round between 1st to 3rd April.

B. Ghose
Director of Census Operations
West Bengal

No. 1C-2/407 1st February, 1971

From : B. Ghose
Director of Census Operations,
West Bengal

To : Shri G. P. S. Nair,
Director of Sales, Central Sales Unit,
Commercial Broadcasting Service,
All India Radio, Post Box No, 11106,
Bombay-20

Subject : **Census 1971—Radio Spots**

Sir,

I have the honour to refer to the Deputy Registrar General India's endorsement No. 23/2/69-Ad. II dated the 28th January, 1971.

The Census in West Bengal has already commenced from today *i. e.*, 1st February, 1971. The enumeration will be completed on the 19th February, 1971. It will be followed by a revisional round of visit by the Enumerators to each household again between the 1st and 3rd April, 1971 to report exact population as on sun-rise of 1st April, 1971 which has been notified to be the reference day by the Government of India. This deviation from the All India Census Programme has been approved by the Government of India and we have launched the Census enumeration also with the concurrence of the State Government.

To make the Radio Spots really useful for the purpose of publicity in the State of West Bengal, I would request you to kindly instruct the Calcutta Station of All India Radio to put out a 15-second Radio spot for the period from 1st February to 19th February, 1971, followed by another period from 25th March to 1st April, 1971.

The scripts should also be modified accordingly showing the census enumeration period in West Bengal to be from 1st to 19th February, 1971, counting of houseless persons on the night of 31st March, 1971 and a revisional round from 1st April, to 3rd April the reference date being the sun-rise of 1st April, 1971.

I shall be grateful if you kindly treat it on a top priority basis as the Census enumeration has already started in this state.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

CENSUS WORK IN WEST BENGAL—FEBRUARY 1,1971 (FOR LOCAL NEWS)

The Census of the population of West Bengal began all over the State today. Over 80,000 enumerators will cover the State and enumerate every individual in villages, towns and cities. The work will continue up to February 19, and, after a revision of the figures from 1st to 3rd April, it is expected that the provisional totals of the population for the State and the Country will be announced on April, 7th. A highlight of today's work was the enumeration of Shri Shanti Swaroop Dhawan, Governor of West Bengal and his family, which was done at Raj Bhavan this morning.

(ii) Advertisement, Leaflets etc.

জনগণনা ১৯৭১

পশ্চিমবঙ্গে লোকগণনার কাজ ১লা ফেব্রুয়ারী, ১৯৭১ সুরু হবে।

গণনাকারী ঐ তারিখের পর আপনার বাড়ীতে আপনার সাথে দেখা করবেন ও বাড়ীর প্রত্যেক ব্যক্তির সম্বন্ধে নিম্নলিখিত খবরগুলি সংগ্রহ করবেন।

- নাম।
- পরিবারের কর্তার সহিত সম্পর্ক।
- বয়স, বিবাহিত কিনা।
- জন্মস্থান ; পূর্ব বাসস্থান ; বর্তমান বাসস্থানে বাসের মেয়াদ।
- ধর্ম ; মাতৃভাষা ; অপরভাষা ; তপশীলী জাতি বা উপজাতি কিনা (হইলে জাতি / উপজাতির নাম)।
- সাক্ষরতা ; শিক্ষার মান।
- মুখ্য কাজ ও গৌণ কাজ (যদি কিছু থাকে)।
- বিবাহিতা মহিলা হইলে তাঁহার বিবাহের সময় বয়স ও গত এক বৎসরে কোন সন্তানাদি হইয়াছে কিনা ?

সেন্সাস এ্যাক্টের বলে আপনার দেওয়া সমস্ত খবর গোপন রাখা হবে। এই কাজের সঙ্গে জড়িত ব্যক্তি ছাড়া অন্য কাহাকেও ঐ খবর দেখান নিষিদ্ধ। সেন্সাস এ্যাক্টের ১৫ নং ধারা অনুসারে ঐ সমস্ত খবর আদালতে সাক্ষ্যপ্রমাণ হিসাবেও দাখিল করা যাবে না। কাজেই নির্ভয়ে গণনাকারীকে সঠিক উত্তর দিন। ইচ্ছা করে ভুল তথ্য দিলে উত্তরদাতা সেন্সাস এ্যাক্টের ১২ নং ধারা অনুসারে দণ্ডনীয় হতে পারেন।

১৯৭১ সালের ১লা এপ্রিলের সূর্যোদয়ে ভারতীয় জনগণনার নির্দ্দিষ্টক্ষণ স্থির করা হয়েছে। কাজেই ১লা এপ্রিল, ১৯৭১-এ পশ্চিমবঙ্গে ঠিক লোকসংখ্যা কত জানার জন্য গণনাকারী আবার ১লা থেকে ৩রা এপ্রিলের মধ্যে প্রতি বাড়ীতে যাবেন ও পূর্বগণনার পর জন্ম মৃত্যুর হিসাব নেবেন।

গণনাকারীকে সমস্ত প্রশ্নের সঠিক উত্তর লিখতে সাহায্য করুন। এটা আমাদের জাতীয় কর্তব্য।

প্রতি গণনাকারীর কাছে তাঁর পরিচিতিপত্র থাকবে।

পশ্চিমবঙ্গের জনগণনা অধীক্ষক

CENSUS 1971

THE CENSUS IN WEST BENGAL WILL COMMENCE ON FIRST FEBRUARY, 1971.

A census enumerator will call on you after this date and collect information on every member of the household. He will ask questions concerning every individual on :

* Name
* Relationship to Head of the Household.
* Age and Marital Status.
* Place of birth ; place of last residence ; duration of stay at the place of enumeration.
* Religion ; Mother tongue ; Languages spoken ; whether he or she is a member of a Scheduled Caste or Tribe, if so, name of Cast or Tribe.
* Literacy ; Educational Qualifications.
* Main Activity and Secondary work (if any).
* All married women will be asked their age at marriage and if they have borne a child in the last year.

YOUR ANSWERS ARE TREATED AS STRICTLY CONFIDENTIAL BY LAW, NO BODY OTHER THAN A CENSUS WORKER IS PERMITTED TO SEE THE ANSWERS GIVEN BY ANY INDIVIDUAL. THE INFORMATION RECORDED BY THE ENUMERATOR CANNOT, UNDER SECTION 15 OF THE CENSUS ACT, BE PRODUCED AS EVIDENCE IN COURT. THIS SAFEGUARD HAS BEEN PROVIDED SO THAT ALL QUESTIONS CAN BE FRANKLY ANSWERED.

If any answers are found to be intentionally false the person responsible is liable to be prosecuted under Section 12 of the Census Act.

TO ENSURE ACCURACY EVERY HOUSE WILL BE REVISITED FROM 1ST TO 3RD APRIL SO THAT THE CENSUS REPORTS ON THE POPULATION AS IT IS ON APRIL 1ST 1971.

Please receive the enumerator with courtesy and answer his questions correctly. You will be helping us to provide very valuable information to the nation. Census enumerators will all have indentity cards.

Director of Census Operations
West Bengal

CENSUS INDIA 1971

ভারতের জনগণনা ১৯৭১

বালুরঘাট,
পশ্চিম দিনাজপুর
১২ই সেপ্টেম্বর, ১৯৭০

প্রিয়বন্ধু,

ভারতের একাদশতম জনগণনা খুব শীঘ্রই শুরু হচ্ছে, এবং ইতিমধ্যেই জনগণনার প্রাথমিক তথ্য সংগ্রহের কাজ শুরু হয়ে গিয়েছে।

জনগণনা কি? প্রত্যেক পরিবারের কর্ত্তার কাছে কেনই বা এত সব প্রশ্ন করার দরকার? এই প্রশ্নগুলিও খুব যুক্তিসঙ্গত এবং এর প্রত্যেকটির সঠিক এবং পরিষ্কার উত্তর পাওয়া বিশেষ প্রয়োজন।

জনগণের সামাজিক, অর্থনৈতিক এবং আরও অনেক আনুসঙ্গিক তথ্য সংগ্রহ, সংকলন ও প্রকাশন হল জনগণনার কাজ। জনগণনার মাধ্যমে জানা যাবে কোন্ গ্রাম বা শহরে ঠিক কত লোক, কোন্ বয়সের কত লোক, কত লোকের শিক্ষা কতদূর, কত কর্মী, কত বেকার, কোন্ ভাষায় কত লোক কথা বলে, কোন্ জায়গা থেকে কত লোক কোথায় এসে কাজ করে ইত্যাদি। এ ছাড়া দেশের বাড়ীঘর সম্পর্কেও কিছু তথ্য সংগ্রহ করা হয়, যথা—কোন্ অঞ্চলে কি প্রকারের বাড়ীঘর অর্থাৎ বাড়ীঘরের ছাদ বা চাল কিসের তৈরী, দেওয়াল বা বেড়া কিসের তৈরী, কত লোক একটি ঘরে বাস করে ইত্যাদি। আবার কতগুলো বাড়ীঘরে কোন প্রতিষ্ঠানের, যথা—কল, কারখানা, ফ্যাক্টরী, দোকান স্কুল, অফিস ইত্যাদির কাজ চলে। কিসের কারখানা, কিসের দোকান, কিসের অফিস, এবং কোন্ প্রতিষ্ঠানে কত লোক কাজ করে ইত্যাদি তথ্যও সংগ্রহ করা হয়।

এই সকল তথ্য পরিকল্পনা রচয়িতা, অর্থনীতিবিদ, সমাজবিজ্ঞানী, শিল্পপতি এবং জনসংখ্যাতত্ত্ববিদদের কাছে কত দরকারি, তা আপনি সহজেই বুঝতে পারেন। জনগণনার মাধ্যমে সংগৃহীত এই সকল তথ্যের অভাবে সরকারী এবং বেসরকারী কাজকর্ম পরিচালনা করা কঠিন হয়ে পড়ে।

বাড়ীঘর ও প্রতিষ্ঠান সম্পর্কে তথ্য সংগ্রহ করবার জন্য এই বৎসরের সেপ্টেম্বর-অক্টোবর মাসে, এবং ব্যক্তিবিশেষের গণনার জন্য আবার ১৯৭১ সালের ফেব্রুয়ারী-মার্চ মাসে আমাদের স্বেচ্ছাসেবক-গণনাকারী আপনার বাড়ীতে হাজির হবেন। **তাঁদের প্রত্যেকের কাছে থাকবে নিয়োগ পত্র। আপনার সন্দেহ হ'লে তাঁর নিয়োগ পত্র দেখাতে বলতে পারেন।**

বাংলাদেশে জনগণনা নূতন নয়। আমাদের দেশে প্রথম জনগণনা অনুষ্ঠিত হয় ১৮৭২ সালে। তারপর ১৮৮১ সাল থেকে প্রতি দশ বৎসর অন্তর অন্তর এই জনগণনার কাজ চলে আসছে। আমাদের দেশের প্রতি পরিবারের কর্ত্তা প্রথম থেকে আমাদের গণনাকারীকে নিঃশঙ্কোচে নির্ভুল তথ্য প্রদান ক'রে জনগণনার এই বিশাল কাজে সহযোগিতা ক'রে আসছেন। এটা হ'ল আমাদের এক গৌরবজনক ঐতিহ্য। আমরা অনুরোধ করছি, আপনি অতীতের ন্যায় এবারেও আমাদের গণনাকারীর সকল প্রশ্নের সঠিক উত্তর দিয়ে তাঁর কাজে সাহায্য করবেন এবং অতীতের গৌরবময় ঐতিহ্যকে অক্ষুণ্ণ রাখবেন।

জনগণনার মাধ্যমে পরিবারগত বা ব্যক্তিগত যে সকল তথ্যই সংগ্রহ করা হয়, তা সবই সম্পূর্ণ গোপন রাখা হয়। এই সব তথ্য এমন কি সরকারের অপর কোন বিভাগকেও দেখান হয় না।

দেশের সকল পরিবার বা ব্যক্তি সম্বন্ধীয় তথ্যগুলিকে সামগ্রিক পরিসংখ্যান হিসাবে প্রকাশ করা হয়। এতে পরিবারবিশেষ ব্যক্তি বিশেষের কোন তথ্য পৃথকভাবে খুঁজে পাওয়া যাবে না।

সুতরাং আমাদের গণনাকারী আপনাকে যে সব প্রশ্ন করবেন তার যথাযথ উত্তর আপনি নির্ভয়ে এবং নিঃশঙ্কোচে দেবেন বলে আমরা আশা করি। আপনার সহানুভূতিসূচক সহযোগিতা ১৯৭১ সালের জনগণনাকে নির্ভুলতম করে তুলবে এটাই আমাদের দৃঢ় বিশ্বাস।

নিবেদন, ইতি—

জে. মিশ্র

জেলাশাসক, পশ্চিম দিনাজপুর

CENSUS INDIA 1971

ভারতের জনগণনা ১৯৭১

আগামী ১০ই সেপ্টেম্বর ১৯৭০ হতে বাঁকুড়া জেলায় জনগণনার কাজ প্রথম পর্যায়ে আরম্ভ হচ্ছে। আগামী ফেব্রুয়ারী মাসে এই কাজ সম্পূর্ণ হবে। দেশ ও জাতির সার্বিক অগ্রগতি মূল্যায়নে জনগণনা অপরিহার্য। সঠিক জনগণনা ব্যতিরেকে জাতীয় উন্নয়ন পরিকল্পনার সফল রূপায়নও সম্ভব নয়। তাই জনগণনার কাজটিকে অত্যন্ত গুরুত্ব দেওয়া হয়।

এই বিরাট দায়িত্বপূর্ণ কাজে কেবলমাত্র সরকারী প্রয়াসই যথেষ্ট নয়; জনসাধারণের সক্রিয় সাহায্যও অপরিহার্য্য। তাই বাঁকুড়ার জনসাধারণকে অনুরোধ করি, তাঁরা যেন জনগণনার কাজে সর্বপ্রকারে সহযোগিতা করেন।

গণনাকারী ও অন্যান্য সেন্সাস কর্মচারীগণ গণনাকালে প্রতিটি বাড়িতে গিয়ে কয়েকটি তথ্য জানতে চাইবেন। তাঁদের সঙ্গে সদয় ব্যবহার করে কাজে সহযোগিতা করুন। সেন্সাস কর্মীদের নির্ভয়ে সঠিক তথ্য জানান। ভুল তথ্য জানানো দেশের পক্ষে ক্ষতিকারক ও আইনত দণ্ডনীয় অপরাধ। অবশ্য গণনাকালে যে সকল তথ্য সংগ্রহ করা হবে, তা গোপন রাখা হয়। যদি কোন বাড়ী ভ্রমবশতঃ বাদ পড়ে যায়, তবে তা নিকটস্থ সেন্সাস কর্মীকে অথবা বি. ডি. ও. অফিসে জানাবেন। মনে রাখবেন, সঠিক তথ্য সংগ্রহ করাই জনগণনার উদ্দেশ্য।

আশাকরি, সকলের সহযোগিতায় এই কাজ সুষ্ঠুভাবে সম্পন্ন হবে।

শ্রীকমলাকান্ত রায়বর্ম্মা

জেলাশাসক, বাঁকুড়া

CENSUS INDIA 1971

भारत की जनगणना १९७१

बालुरघाट,
पश्चिम दिनाजपुर
१५ सितम्बर, १९७०

प्रिय बन्धु,

भारत की ११ वीं जनगणना शीघ्र ही की जायेगी और जनगणना के आंकड़ों के जुटाने का काम आरम्भ भी हो चुका है।

जनगणना क्या है? और अनेक तथ्यों की जानकारी के लिए परिवार के कर्ता को कष्ट देना क्यों आवश्यक है? ये युक्तिसंगत प्रश्न हैं और इनका स्पष्टीकरण आवश्यक है।

जनगणना जनसंख्या से संबंधित महत्वपूर्ण जनसांख्यिकी, आर्थिक एवं सामाजिक तथ्यों के इकट्ठा करने की और उनके संकलन एवं प्रकाशन की एक प्रक्रिया है। इन तथ्यों के अन्तर्गत ऐसे विषय आते हैं जैसे प्रत्येक गांव, नगर और शहर की वास्तविक जनसंख्या जनसंख्याके आयु-वर्ग, शिक्षा के स्तर, रोजगार के तरीके, बोली जानेवाली भाषायें और काम करने के लिए एक स्थान से दूसरे स्थान में आने-जाने के तरीके आदि। इसके अतिरिक्त निवासस्थानों से संबंधित तथ्यों जैसे विभिन्न क्षेत्रों में मकानों के प्रकार, एक कमरे में व्यक्तियों की संख्या, आदि का भी संग्रह किया जाता है। इसम कारखानों एवं दूकानों की संख्या, उनमें क्या उत्पादन किया जाता है या बचा जाता है और उनमें कितने आदमी काम करते हैं, जादि तथ्य भी रहेंगे।

आप आसानी से समझ सकते हैं कि आयोजकों, अर्थशास्त्रियों, समाज शास्त्रियों, उद्योग पतियों और उन तमाम लोगों के लिए--जो जनसंख्या की विशेषताओं को विशेष रुप से जानते हैं, ये तथ्य कितने महत्यपूर्ण एवं आवश्यक हैं। इनके विना सरकारी और निजी दोनों ही क्रिया कलापों में उस दिशा-बोध का अभाव होगा जो जनगणना की देन हैं।

इन सब तथ्यों का संग्रह काने के लिए हमारे वालंटीयर प्रगणक (एन्यूमरेटर=enumerator) सितम्बर और अक्टूबर के महीने में (मकान और प्रतिष्ठान संबंधी तथ्यों के लिये) और इसके बाद फरवरी और मार्च १९७१ में (जनसंख्या के आंकड़ों के लिए) आपके पास जायेंगे। उनके पास उनका नियुक्ति पत्र होगा जिसपर उनका नाम लिखा होगा। यदि आपको कोई संदेह हो तो कृपया उस (नियुक्ति पत्र) की मांग करें।

पश्चिम बंगाल के लिए जनगणना कोई नयी बात नहीं है। पहली जनगणना १८७२ में हुई थी और उसके बाद १८८१ से लेकर हर दसवें वर्ष एक बार जनगणना होती रही है। यह हमारी उत्कृष्ट परम्परा रही है

कि हमारे प्रगणकों को प्रत्येक परिवार के कर्ता के द्वारा युक्त रुप से शुद्ध तथ्य प्राप्त करने का सहयोग मिलता रहा हैं। हम निवेदन करते हैं कि पहले की तरह ही, हमारे प्रगणकों की, उनके द्वारा पूछे गये प्रश्नों के उत्तर में संपूर्ण विवरण देकर उनके कार्य में पूरी सहायता दें।

जनगणना के सभी आंकड़े, चाहे वे परिवार से संबंधित हों अथवा व्यक्ति से, नितांत गोपनीय होते हैं; और सरकार के दूसरे विभागों को भी इन्हें नहीं दिखाया जाता। केवल आंकड़ों का योग सांख्यिकीय सारणी के रुप में हमारी रिपोर्टों में प्रकाशित किया जाता है।

इसलिए हमारे द्वारा अपेक्षित तथ्य बिना किसी भय के दिये जा सकते है। हम आपके सहानुभूतिपूर्ण सहयोग की आशा करते हैं और हमें विश्वास है कि इस सहयोग के फलस्वरुप १९७१ की जनगणना अबतक की जनगणना में एक बहुत ही शुद्ध जनगणना होगी।

भवदीय—

ये. मिश्र

जिला हाकिम, पश्चिम दिनाजपुर

No. The 25th August, 1970

From : B. Ghose
Director of Census Operations,
West Bengal

To : The Principal,_____ College,

The Headmaster/Headmistress,_____ School,

_____

Sir/Madam,

This letter is being written to you about the Eleventh Census of India. The Census is taken once a decade, and through it, we get an opportunity of looking at the people of India, to observe what changes in their characteristics have come about since the last Census, and what this means to us in terms of progress on the social and economic levels. The primary task of the Census is to compile statistics on the demographic, social and economic characteristics of the people. It has several other functions, not the least of which is a myriad-faceted enquiry into the urban condition, and village life, into the dimensions and dialectics of development and social change.

The data for the Census is collected through two major operations : *houselisting*, when the characteristics, functions, occupancy rate and other significant features of each house will be ascertained, and the *enumeration*, when the population is counted, and demographic, economic and social data gathered for every person. What makes the Census unique is the fact that it touches every living human being and no one more than once. It is so only because thousands of citizens have come forward to help ; and collect the information, and millions have responded to these questions freely. In this sense it is an exercise in collective cooperative work which enriches the corpus of knowledge we have on our country to an immeasurable degree.

I am sure you will agree that the subject of the Census, the way it is taken, and what information we gain from it, would be an excellent subject for a discussion among the students of your institution, and I would request you to be so good as to arrange one so that the young among us are made conscious of it and of the fact that the operations are being conducted now, all around them. Houselisting, which has already begun in Calcutta, begins in early September all over West Bengal ; the population enumeration begins in February, 1971.

If any additional information is required, I would request you kindly to get in touch with the Census authorities in each district and Calcutta City ; they will be only too glad to help. These authorities are :

For each District :
The Officer-in-Charge, Census,
Office of the District Magistrate/Deputy Commissioner.

For each Subdivision :
The Subdivisional Officer-in-Charge, Census,
Office of the Subdivisional Officer.

Besides, each Block Development Officer is a Census Charge Superintendent and can be asked for information if necessary.

In Calcutta, the person to contact is :
The Deputy Director of Census Operations (Calcutta City),
1/C, Chowringhee Square,
Avenue House (4th floor),
Calcutta-1
Telephone : 23-2267

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

X

A Seminar and a Conference—

Darjeeling and Courtallam

The Seminar at Darjeeling

Soon after the First Conference of Directors in May, 1969, the Registrar General held a seminar at Darjeeling where we discussed the concepts to be used in the census operations and were also told of some of the technical exercises involved in population studies such as sampling, age-specific fertility and mortality rates, and cons ruction of life tables. The seminar was held in September, 1969.

Having little arithmetic and less algebra, I approached the mathematical formulae with a considerable amount of wariness ; it goes to the credit of the Assistant Registrar General, Shri Raghavachari, that he succeeded in making them less sinister than they looked. The seminar did certainly affect our attitude to the census ; I hesitate to say that I became a mathematician, but the manner in which equations were worked out was interesting. One saw a side of the work involved in the analysis of demographic data which had been quite unknown to me, at least, before that.

The seminar served also as a clearing ground for our confusion on some of the concepts being used ; we had the time to discuss them at length and were able to sort our ideas out fairly clearly. A seminar such as this is, I think, essential ; one tends somehow to take for granted that the Director knows all about the census as soon as he joins, and the truth is that most of them do not. Rather than leave them to arrive at what might be extraordinary interpretations to the definitions, a seminar like the one at Darjeeling eliminates all vagueness, and pins each concept down to terms which every Director comprehends and accepts. If uniformity is desirable in a census, this is how one sets about achieving it.

I must mention the organisation of the Seminar, since it was within West Bengal, and I was necessarily involved in the arrangements. I had pointed out to the Registrar General that September was about the worst time one could choose to go to Darjeeling, since it is in that month that the monsoon is the heaviest, the rain-sodden hills slip, roads are blocked, and the town is wrapped in a damp fog. But Darjeeling was selected as the venue, and the weather was surprisingly not as bad as it could have been. Accommodation for all the officers was a problem, as Darjeeling had very little Government accommodation, and hotels were either too far or very expensive. I managed to get practically everything that could be spared from the P. W. D , P. W. D. (Roads) and the Deputy Commissioner ; their Inspection Bungalows, with the Leave Hostel, Circuit House and Meadowbank, and the Deputy Secretary to the Governor's house together with Swaika Villa, a private building. I managed to get each person a bed, but as far as cooking was concerned all my arrangements broke down. I had planned to provide a cooklocally hiredto each building and even got hold of some people ; they turned out to be worthless, and were got rid of by the officers as soon as they came. Finally, my Head Assistant (now Office Superintendent) and a few of the staff got a small kitchen going and provided hot water and breakfast to those living close by. The rest had to look after themselves, and, I fear, quite a few had a fairly grim time.

To add to the disarray into which my arrangements were thrown, I fell ill two days before the Seminar. I could not go up to see what was being done, and when I did go up, I was practically an invalid. An excursion to Kalimpong which a number of delegates went to, was far less of an experience than we could have made it.

If, and this is likely, a conference or seminar is held again in West Bengal, I would advise that much more time be spent in organising it. This would be time well spent in terms of the goodwill and affection one gets. I got my share, to my surprise, in the shape of an exquisitely crafted rosewood plate given to me by my colleagues at the Reporting Conference at Pahalgam.

The Conference at Courtallam

Our Second all India Conference of Directors was held at Courtallam, in Tamil Nadu—a health resort whose attractions are quietness and a number of waterfalls, which have medicinal properties. We spend most of our free time bathing ; the standard of cleanliness was distinctly higher than it was at Darjeeling. The Director of Census Operations, Tamil Nadu, Shri K. Chockalingam, had made superb arrangements for our stay and our food, and with the waterfall to supplement this, the Conference was as much a holiday as a spell of serious work.

Actually we did quite a lot of solid work : the Tabulation Plan was discussed table by table, column by column, more carefully, in fact, than the schedules had been in Delhi. This Conference was concerned with the presentation of data, and the Plan as it exists today was a result of our deliberations amidst the waterfalls. Thoughts of Courtallam bring back some very vivid and pleasant memories of hills, green with trees, the white columns of spray around the falling water, the lines of bathers, and the worn rock, and the faint spray of water on one's face which passed as rain. The Conference took us also to Kanyakumari ; unfortunately I was so ill on that last day that all I remember is the sound of the sea and the wind ; nothing, alas, which could be called relevant to the census.

At the Conference we also discussed the plan of publication. The plan was geared, for the 1971 Census, to the order in which data would become available : thus, we would be able to publish some volumes as soon as we completed different stages of the work. A highlight was the splitting up of the District Census Handbooks into three parts. It is as a result of this that the publication of Parts A & B of all the District Census Handbooks will be possible by 1972. After the 1961 Census, as a contrast, the publication of District Census Handbooks was completed in 1969 : Similarly, the General Report was split into two parts but on a functional basis, depending on the data available at certain points of time. This meant that Part I (A) (Part I of the General Report) would be released sometime in 1972. We also decided at this Conference to bring out a paper immediately after the enumeration was over. It would give the provisional totals including literacy rate, work participation rate and sex ratio. As a result, the public had got these totals as early as April, 1971. We cannot under-estimate the importance of this decision. Most people including scholars and administrators are interested not so much in exact figures as much as trends : the provisional totals established the trends in certain important fields such as literacy, work force etc, and, therefore, served a very useful purpose. Most of the copies that I had printed for West Bengal disappeared very rapidly after its publication. It might be useful to make this a priced publication for a future census ; that would ensure that the expenses incurred in bringing it out would be recovered to the full. The note sounded throughout the Conference and, in fact, in the first Conference as well, was of functional utility, realistic assessments of what was possible and not possible, and an awareness that, to be meaningful, census data had to be supplied in time to the people. With these in mind, priorities re-arranged themselves : the Registrar General made it clear that we would concentrate on getting the task we had been appointed to do completed first, namely, the Census, and to take up ancillary work such as Social Studies later, if time permitted.

This helped us immensely as we were able to keep ourselves free from everything other than the Census : if we have been able to complete our work earlier than previous censuses, this is owing only to the Registrar General's insistence that the census should get priority over everything else. As I write this it is difficult to say when exactly our volumes will be ready, but even if they are late, it would be owing to factors which are local or technical ; it will not be because we were given too much to do. The sorting procedures and the setting up of the Regional Tabulation Offices were also discussed at length. For the first time, sampling was an integral and major part of the sorting programme, and so was the mechanical tabulation of a portion of the data. Since, I for one, was totally unfamiliar with this phase of the operation, I am afraid I merely sat back and listened

The detailed minutes of the Conference are available in the office and can be looked up if any one is interested. I am not attaching it to this Chapter since it would become very bulky and because it is already available as a booklet. It would, in my opinion, also detract from the note on which I would like to end—that of hospitality abounding, of kindness, good nature and courtesy. We were wrapped in these by our colleagues in Tamil Nadu. Most of us, including myself, will not be in the organisation very much longer ; but wherever I am, the sojourn at Courtallam will always remain a refreshing memory—of quietness, of the presence of green hills, and white, falling water.

XI

Training

Training

Without adequate training, a census is meaningless, since one has to be sure that the concepts and methods have been properly grasped. There are two ways of training census men : one can attempt manfully to train them alone, and end up training none, or one can, more wisely, decentralise the training as far as possible. I chose the second course ; the decentralisation is, however, good, provided one can ensure that all those who give the training talk in one voice. The key lay, therefore, in training the trainers. Shri B. Ray, Deputy Director (HQ) had, in 1969 been to Bangalore for a training seminar on the census. I myself had already been exposed, to use a fashionable term, to the concepts and procedures at Darjeeling. As a start, therefore, I sat with the Regional Deputy Directors and we waded through the procedure and forms again and again till we felt fairly sure of ourselves. Then started with the rest.

I began with the Officers in Charge. Well before each operation, I called them all to Calcutta for training seminars. The first, on houselisting, was a large, unwieldly affair, because the officers in charge of Census at the subdivisional level were also called ; we conducted the Seminar in the Calcutta Information Centre. Each step of the operation was carefully spelled out, and the different forms were studied column by column. I concluded it by sending them in groups to nearby areas, and making them actually canvass the schedules. These were later corrected, in group meetings, and mistakes pointed out. The seminar was held in June 1970.

Soon after this, the Charge Superintendents were trained at the subdivisional headquarters. Each Regional Deputy Director ensured that they were given at least two to three classes each with practical exercises. During this period I took classes myself at district headquarters.

The real job was training the 80,000 odd supervisors and enumerators. I decided that it was impossible for the Charge Superintendents to do it alone ; consequently, I asked each Block Development Officer to utilise the services of his Extension Officers as "trainers". Each trainer was given a fixed number of enumerators and asked to ensure that all of them attended the required number of classes. This training went on till late August and early September 1970.

In September 1970, I called the officers in charge Census in each district once to Calcutta to train them for the enumeration I left the Officer-in-Charges of subdivisions out, since they were too many, and no one profited from a seminar attended by a large number of persons. The pattern was the same ; I took them through the instructions and the forms, but confined the theoretical classes to the filling up of slips, population records and abstracts for a set of fictitious persons whom I created. The seminar was attended by the Zonal Officers of Calcutta City as well.

Regional Deputy Directors held seminars to train subdivisional Officer-in-Charge, and the pattern thereafter was the same as for houselisting with one deviation. I made provision for a trial Census—for which pads printed in red had been supplied—on January 27, 1971 to be held all over the State : each enumerator was to fill up one pad of 25 pages, and the other related forms. This programme had, however, to be abandoned because of the change in dates : red slips were, however, used for practical training in the field, but on days which suited the trainers,

Equipment and Aids

There was provision to use rolled up enlarged facsimiles of the forms, but I personally found them of little use, except to small groups. Actual forms were given to each trainee and he followed the procedure by looking at this form rather than the enlarged facsimile. Apart from this none of us used any other equipment.

I had some pamphlets printed, one for houselisting and one for enumeration. These spelled out, in point form, the different steps involved ; the universal feeling was that they were invaluable but that they reached the enumerators rather late. I had wanted some delay, so that they would then be induced to read the instruction booklets, but I think that was unwise. Had they reached the enumerators sooner they would have been of very great help. They were deliberately written as if for children, leaving no discretion to the enumerator in any matter : I have reproduced these in the Appendix.

Training schedule and decentralisation

I prescribed a minimum of four classes for all census enumerators and supervisors, both before houselisting and before enumeration two theoretical and two practical, and asked trainers to refrain from telling them about the possible answers and replies *i. e.* confusing them with such remarks as "If the reply is X, write A, if it is Y write B, if it is X but not quite X write C, if it is Y but a bit of X is present write D etc". I asked them to confine illustrations to actual persons and houses in the area.

Since No. T. A. was admissible to the enumerators and supervisors training classes were held as close to their houses as possible, in rural areas, and within the locality in big cities. This also had the advantage of making references to local persons or types of persons possible and the data collecting process became more real.

I also asked all trainers to limit classes to not more than 40-50, since a bigger class wou'd have meant ineffective training.

The use of "red schedules"

For training enumerators for the actual count we used training pads printed in red ink. This was to eliminate their being used when the census was taken. We gave each enumerator a few to practice on, then organised a Trial Census scheduled for January 27, 1971. On that day all the enumerators were to census 25 persons *i.e.* to fill up one pad of 25 pages—and later the mistakes were to be discussed in the last training class. It would also have enabled me to assess whether the organisation could actually work to a strict time schedule and where the weak spots were. This did not, however, finally materialise as I have explained, but the pads were valuable in giving the enumerators a feel of the real count.

General assessment

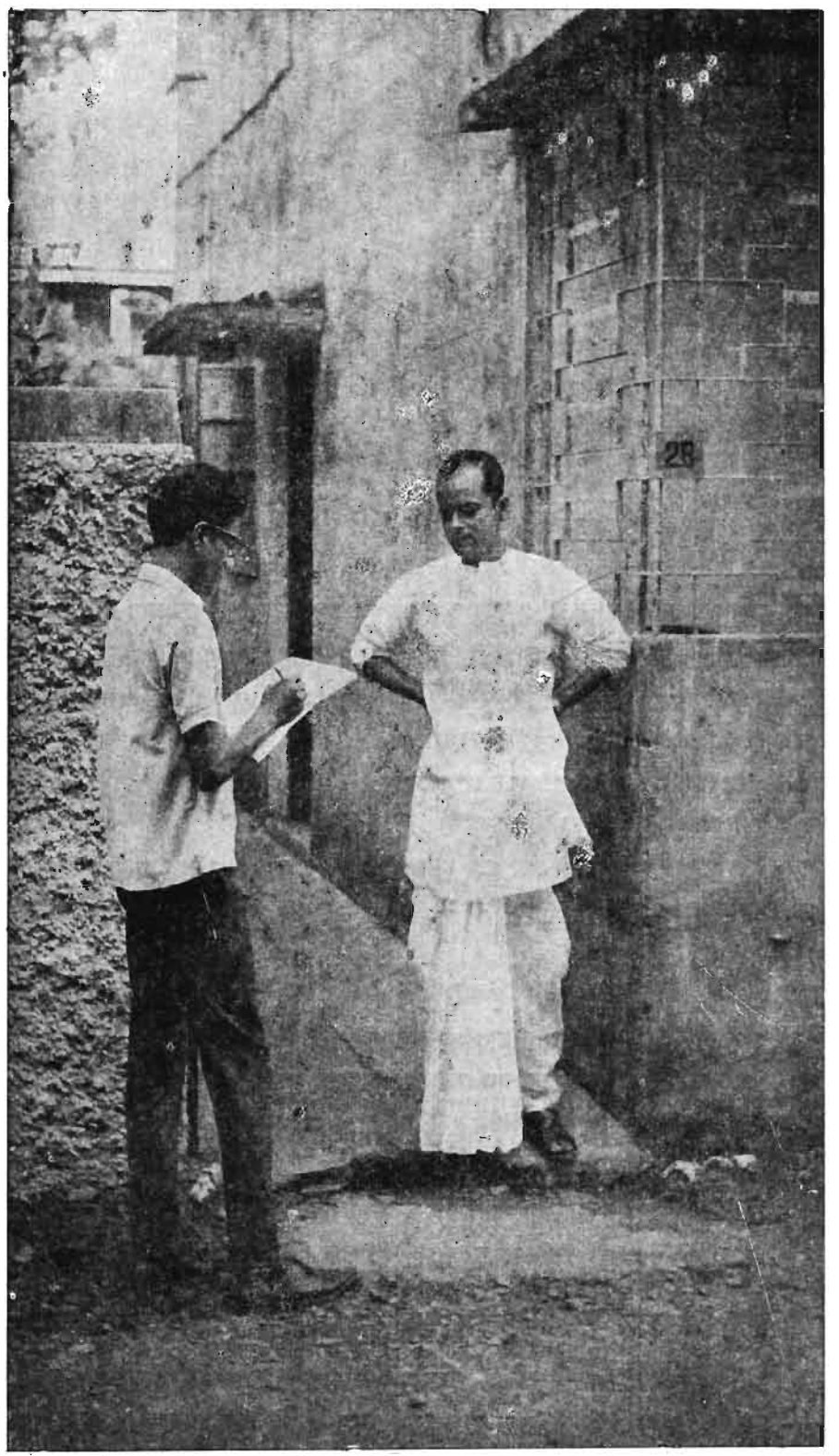
If I said I was fully satisfied with the training I would be telling a lie. I was not. At the level where it mattered most, *i.e.* in the classes for enumerators, the training was often perfunctory, and even in the classes for Charge Superintendents, I came across that peculiar fixed look which a person has when he is not listening or does not understand. Yet whenever I asked them they said they understood but failed to explain a simple point clearly. Efforts to stir such gentlemen

into a more receptive state of mind did not have all the effects I would liked to see, but I cannot really blame them. The harrowing events of these years, which one had to live through to know, had bludgeoned many overworked officers into a state of dull apathy. Right become wrong, knowledge of the dimensions of one's work, which one had acquired through years of experience, had to be forgotten, and always around them was the deliberately got up frenzy of "mass movements",—the abusive shouting which passed as public feeling. Merely to continue one's routine work one had, in a sense, to cut oneself off from it. For such officers eagerly to hang on my every word was obviously an effort which some of them were simply not able to make. But it was not bad, either, by any standard. The basic ideas were communicated, and that was what was really needed.

A word about our methods. Frankly, we expect far too much from our workers. Reams of instructions, and a rigid pattern to follow in every conceivable unusual case which the imagination conjures up is simply making things difficult. Ideally, the forms should be self explanatory, but if this cannot be done—though why it cannot is beyond me—our instruction booklets should be five or six page pamphlets, giving brief explanations of each entry that we need. If, in 1981, or later, this is done, census taking will be much easier and quicker to organise.

Appendix

(i) Instructional Folder on Houselisting



জনগণনা ১৯৭১

প্রথম পর্য্যায়ে
আপনার কাজ

গণনাকারীর জন্য

আপনার কি কাজ



১। আপনি যে অঞ্চলে কাজ করবেন সেটা গ্রামাঞ্চল কী শহরাঞ্চল এবং তার স্থান সংকেত (Location Code) ভালভাবে জেনে নিন। আপনার নিয়োগপত্র পাবার পর ম্যাপের সংগে এলাকা মিলিয়ে নিন।

২। স্মরণ রাখবেন যে প্রত্যেক ফরমের নির্দিষ্ট স্থানে অতি অবশ্য স্থান সংকেত শুদ্ধভাবে ও পরিষ্কারভাবে লিখতে হবে।

৩। আপনাকে বর্তমানে যে ৪টি ফরম পূরণ করতে হবে সেগুলো হ'ল ঃ (১) গৃহতালিকা (Houselist), (২) প্রতিষ্ঠান তালিকা (Establishment Schedule), (৩) গৃহতালিকার সারাংশ (Houselist Abstract) ও (৪) গৃহ-তালিকার সংক্ষিপ্তসার (Summary Houselist)। গৃহতালিকা, প্রতিষ্ঠান তালিকা ও গৃহতালিকার সারাংশ দুকপি করে করতে হবে। ফরমগুলি পাওয়ার পর গুনে দেখে নেবেন।

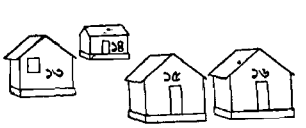
৪। কোনো কলমের পাশের ছোট দাগকাটা ঘরে কিছু লিখবেন না।

৫। প্রতি ধরনের ফরমের একটি করে পৃষ্ঠা পূরণ করা শেষ হলে তাতে ধারাবাহিক ভাবে পৃষ্ঠা নম্বর বসাবেন।

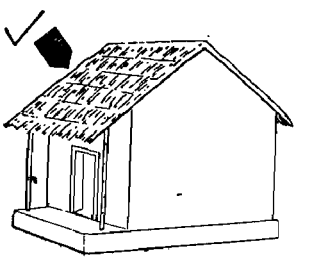
৬। প্রত্যেক জিনিস ফরমে লেখার আগে ঠিকভাবে জেনে নেবেন, যাতে কাটাকাটি বেশী না হয়। তাতে আপনারও কাজে সুবিধা হবে।

৭। গৃহতালিকাতে আগেই লাইন নম্বর বসাবেন না। একটি পৃষ্ঠা পূরণ শেষ হলে বাতিল করা বা ফাঁকা লাইন বাদ দিয়ে অন্য সকল পূরণ করা লাইনে ধারাবাহিক ভাবে একটানা নম্বর বসাবেন। একই ব্লকের (Block) ক্ষেত্রে প্রথম পৃষ্ঠার শেষ লাইনে যে নম্বর দেবেন, পর পৃষ্ঠার জন্য সেই নম্বরের পরের থেকে লাইন নম্বর দিয়ে যাবেন।

৮। আপনি ব্লকের যে ম্যাপ পাবেন, তা থেকে যে বাড়ীতে (Building) যাচ্ছেন তার নম্বর জেনে মিলিয়ে নিন এবং গৃহতালিকার ২নং কলমে বসান। যদি দেখা যায় যে বাড়ীটির অবস্থান বা নম্বর ম্যাপের সাথে মিলছে না, বাড়ীটিতে নূতন করে নম্বর দিন ও ম্যাপে বসান। নূতন বাড়ীর ক্ষেত্রে এটা হবে।



৯। যে বাড়ীতে যাচ্ছেন সেটা মোটামুটি লক্ষ্য করে ও যে কোন নির্ভরযোগ্য ব্যক্তির কাছে খোঁজ করে অনুমান করুন ঐ বাড়ীতে একের বেশী সেন্সাসগৃহ (Census House) হবে কিনা। যদি তা না হয় তবে বাড়ীর নম্বর ৩নং কলমে আবার লিখবেন। একের বেশী সেন্সাসগৃহ হলে প্রতিটি সেন্সাসগৃহের জন্য আলাদা নম্বর দিতে হবে।



১০। সেন্সাসগৃহটির দেওয়ালের ও ছাদের প্রধান উপকরণ কি তা খোঁজ নিয়ে লিখুন। কাঁচা বা পাকা লিখবেন না।

১১। সেন্সাসগৃহটি কি কি কাজে ব্যবহৃত হয় ভাল করে খোঁজ নিয়ে ৬নং কলমে লিখুন।

১২। যদি দেখেন সেন্সাসগৃহটিতে কোন প্রতিষ্ঠান (Establishment) আছে তবে ৭নং কলমে "হ্যাঁ" লিখুন ও প্রতিটি প্রতিষ্ঠানের জন্য একটি ধারাবাহিক নম্বর তার পাশে লিখুন। এই নম্বরই হবে প্রতিষ্ঠান তালিকার লাইন নম্বর। প্রতিষ্ঠান তালিকাতে লাইন নম্বর বসিয়ে সেন্সাসগৃহের নম্বর ২নং কলমে বসিয়ে নিন।

১৩। যদি সেন্সাসগৃহটিতে কোন প্রতিষ্ঠান না থাকে তবে গৃহতালিকার ৭নং কলমে "না" বসান।

১৪। গৃহতালিকার ৬নং কলম পূরণ করার সময় আপনি আগেই জেনেছেন গৃহটিতে কেউ বাস করেন কিনা। যদি কেউ বাস না করেন তবে ৮—১৬নং কলমে ঢেঁড়া (×) দিন। গৃহটি যদি বন্ধ থাকে সেক্ষেত্রে গৃহের বাসিন্দাদের বিষয় পরে অতি অবশ্য খোঁজ করবেন। লক্ষ্য রাখবেন যেন একেবারে বাদ না পড়ে।
এই গৃহ ও তার বাসিন্দাদের বিষয় লেখার জন্য যে কটি লাইন লাগতে পারে বলে আপনার মনে হয়, ততগুলি লাইন ও আরো দুটি লাইন খালি রেখে যান। পরে প্রয়োজনীয় তথ্য এখানে লিখবেন।
যদি জানতে পারেন যে গৃহটিতে আপাততঃ কেউ থাকে না, তাহ'লে না থাকার কারণ ১৭নং কলমে লিখুন।

১৫। গৃহটিতে কটি পরিবার থাকেন খোঁজ করুন। প্রত্যেক পরিবারের জন্য (Household) একটি করে লাইন পূরণ করতে হবে। গৃহটিতে একটিমাত্র পরিবার বাস করলে গৃহের নম্বরই পরিবারের নম্বর হবে। একাধিক পরিবার বাস করলে প্রত্যেক পরিবারের জন্য আলাদা নম্বর দেবেন।

১৬। একটি সেন্সাসগৃহে একাধিক পরিবার বাস করলে প্রথম পরিবারটি ছাড়া অপর পরিবারগুলোর তথ্য যে সব লাইনে লিখবেন সে লাইনগুলোর ২—৭নং কলম খালি (Blank) রাখবেন। কারণ প্রথম পরিবারের জন্য ২—৭নং কলমে লেখা তথ্যগুলোই ঐ গৃহের সকল পরিবারের জন্য প্রযোজ্য। প্রত্যেক সেন্সাসগৃহের জন্য অবশ্যই ২ থেকে ৭নং কলম আলাদা করে পূরণ করবেন।

১৭। গৃহটি বাসগৃহ হিসাবে ব্যবহৃত হ'লে প্রত্যেক পরিবারের জন্য আলাদা করে ৮—১৬নং কলম পূরণ করবেন।

১৮। ৮নং কলমে একটি পরিবারের নম্বর লেখার পর সেই পরিবারের কোন লোকের কাছ থেকে পরিবারটির কর্ত্তার নাম জেনে ৯নং কলমে লিখে নিন; সাথে সাথে তিনি তপশীলী জাতি বা উপজাতিভুক্ত হলে ১০নং কলমে আপনাকে দেওয়া তালিকার সংগে মিলিয়ে নিয়ে লিখে নিন।

১৯। পরিবারটি যদি প্রতিষ্ঠান পরিবার (Institutional Household) হয় তবে ৯নং কলমে তা সংক্ষেপে 'প্রঃ' প্রথম বন্ধনীর মধ্যে লিখবেন। প্রতিষ্ঠান পরিবারের ক্ষেত্রে ১০নং কলমে ঢেঁড়া (×) দেবেন।

২০। পরিবারটি বসবাসের উদ্দেশ্যে কটি ঘর ব্যবহার করেন তা জেনে নিয়ে ১১নং কলমে লিখুন। রান্নাঘর, স্নানেরঘর, গোয়ালঘর, গ্যারেজ প্রভৃতি ঘরকে, যেখানে সাধারণতঃ কোন লোক বাস করেন না, এ হিসেব থেকে বাদ রাখবেন। যদি কোন ক্ষেত্রে এই শ্রেণীর ঘরে কোন ব্যক্তি বাস করেন তবে ঘরটিকে গুণতির মধ্যে অবশ্য ধরতে হবে। যদি দেখা যায় কোন পরিবার যেখানে বাস করেন তাকে প্রকৃতপক্ষে ঘর হিসেবে গণ্য করা চলে না (ছোট পানের দোকান, খোলা বারান্দা ইত্যাদি), সেক্ষেত্রে ১১নং কলমে শূন্য (0) বসাবেন।

২১। ১১নং কলমে পরিবারটি গৃহের মালিক হলে 'নিঃ' (নিজ) আর অন্য সব ক্ষেত্রে 'ভাঃ' (ভাড়া) লিখবেন।

২২। পরিবারটির স্থায়ী বাসিন্দার সংখ্যা ১৩ ও ১৪ নং কলমে লিখুন। এই দুই কলমের যোগফল ১৫নং কলমে বসান।

২৩। পরিবারটি চাষ করলে ১৬নং কলমে 'হ্যাঁ' লিখবেন, নচেৎ 'না' লিখবেন। যাঁরা নিয়মিতভাবে দূরের কোন জমি

চাষের কাজও দেখাশোনা করেন তাঁদের ক্ষেত্রেও 'হ্যাঁ' লিখবেন, কিন্তু নিছকমাত্র জমির মালিক বা ক্ষেতমজুরদের ক্ষেত্রে 'না' লিখবেন।

এমনি ভাবে গৃহের অপর সকল পরিবারের তথ্য পর পর লিখে নেবেন এবং গৃহটির যাবতীয় তথ্য সংগ্রহ করা হলে তবেই পরের গৃহটির বিষয় লিখবেন।

২৪। একার প্রতিষ্ঠান তালিকাতে দেখুন এই সেন্সাসগৃহের জন্য আপনি এক বা একাধিক লাইনে ১ ও ২নং কলম পূরণ করেছেন কি না। তা করে থাকলে ৩নং কলমে প্রথম প্রতিষ্ঠানটির নাম বা মালিকের নাম লিখবেন। এখানেও প্রতি প্রতিষ্ঠানের জন্য একটি করে লাইন পূরণ করতে হবে। অবশ্য পাশাপাশি একাধিক সেন্সাসগৃহে কোনো প্রতিষ্ঠান থাকলে ২নং কলমের পাশে বন্ধনী দিয়ে প্রতিষ্ঠানটির বিবরণ একবারই লিখবেন।

২৫। ৪নং কলমে প্রতিষ্ঠানটি সরকারী না আধা-সরকারী না সমবায় খোঁজ নিয়ে লিখবেন আর এর কোনটিই না হলে 'ব্যক্তিগত' লিখবেন। এটা সাধারণতঃ প্রতিষ্ঠানটিতে কোনো সাইনবোর্ড থাকলে তা থেকেই বুঝতে পারবেন।

২৬। প্রতিষ্ঠান তালিকার ক্ষেত্রে মনে রাখবেন যে ৬—৮নং কলম যদি পূরণ করা হয় তবে ৯—১১নং কলমে ঢেঁড়া (×) পড়বে। যদি ৯—১০ বা শুধু ৯নং কলম পূরণ করা হয় সেক্ষেত্রে ৬—৮ এবং ১১নং কলমে ঢেঁড়া (×) পড়বে। অনুরূপে ১১নং কলম পূরণ করলে ৬- ১০ নং কলমে ঢেঁড়া (×) পড়বে।

২৭। যে প্রতিষ্ঠানটির বিষয় আপনি লিখছেন তার মূল কার্য্য লক্ষ্য করে বিচার করে নেবেন যে প্রতিষ্ঠানটি কোন্ ধরনের। তারপরই কলমগুলো পূরণ করবেন। যেখানে জিনিস উৎপাদনের সাথে সাথে বিক্রয়ও হয় সেক্ষেত্রে ৬—৮নং কলম পূরণ করবেন। কিন্তু প্রধানতঃ বিক্রয়ই প্রতিষ্ঠানটির কাজ হলে ৯—১০নং কলম পূরণ করবেন। অনেক দোকান ঘরে জিনিস বিক্রয় হয় না কিন্তু যে কাজ করা হয় তা কোনো জিনিসের উৎপাদন বা উৎপাদন প্রক্রিয়ারই অংশ সেক্ষেত্রেও ৬—৮নং কলম পূরণ করবেন।

২৮। ৬—৮নং কলম পূরণ হলে ৬নং কলমে প্রতিষ্ঠানটি পারিবারিক শিল্প, না রেজিষ্ট্রীকৃত ফ্যাক্টরী প্রশ্ন করে খোঁজ নিয়ে লিখবেন আর অন্য সবক্ষেত্রে অরেজিষ্ট্রীকৃত কারখানা লিখবেন এবং ৭নং কলমে সেখানে কি হয় তার বিশদ বিবরণ লিখবেন। প্রতিষ্ঠানটিতে কি ধরনের জ্বালানী বা শক্তি ব্যবহার হয় তাহা ৮নং কলমে লিখবেন। একাধিক শক্তি বা জ্বালানী ব্যবহৃত হলে মূল কাজের প্রাথমিক পর্যায়ে (Primary Unit) যে শক্তি বা জ্বালানী ব্যবহৃত হয়, সেটাই লিখবেন।

২৯। ৯ ও ১০নং কলম পূরণ হলে, প্রতিষ্ঠানটির কাজের বিশদ বিবরণ ৯নং কলমে লিখবেন ও জিনিস কেনা বা বেচা হলে সেটা খুচরা না পাইকারী তা ১০নং কলমে লিখবেন। দুই ধরনের কেনাবেচা হলে 'খুচরা' লিখবেন। কেনাবেচা না হলে ১০নং কলমে ঢেঁড়া (×) দেবেন।

৩০। অন্যধরনের কোন প্রতিষ্ঠান হলে বিশদ বিবরণ ১১নং কলমে লিখবেন। যে সব দোকানে তৈরী চা বিক্রয় হয় তার বিবরণ ১১নং কলমেই লিখতে হবে।

৩১। এভাবে একটি সেন্সাসগৃহে প্রতিষ্ঠানগুলোর বিবরণ লেখা হয়ে গেলে পরের সেন্সাসগৃহটিতে যাবেন। একই বাড়ীর মধ্যে হলে এটির ক্ষেত্রেও গৃহতালিকার ২নং কলম খালি (Blank) রাখবেন। অপর সকল বিবরণ একইভাবে লিখবেন। এই সেন্সাসগৃহটির জন্য আলাদা নম্বরও দিতে হবে।

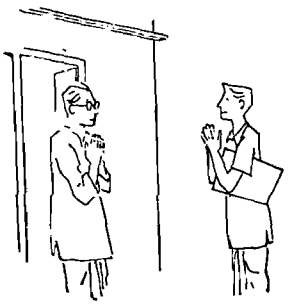
৩২। গৃহতালিকার প্রতিটা পৃষ্ঠার শেষে ১৩ ১৫নং কলমের যোগফল লিখবেন।

৩৩। অন্যান্য ফরমও ঠিক সময় ঠিকভাবে পূরণ করবেন।

৩৪। বসতিহীন গ্রাম বা এলাকা আপনার ব্লকে থাকলে একবার ঘুরে দেখবেন যে আপনার যাওয়ার সময়ও সেটা বসতিহীন আছে কিনা। না থাকলে আগের ম্যাপে বাড়ীর অবস্থান দেখিয়ে অন্য সব কাজ করবেন। বসতিহীন গ্রামের কথা শুধুমাত্র গৃহতালিকার সারাংশে উল্লেখ করবেন

৩৫। বিভিন্ন ফরমের যেখানে আপনার সই করার কথা সেখানে তারিখ দিয়ে সই করবেন ও বন্ধনীর মধ্যে পরিষ্কারভাবে নাম লিখবেন।

ঃ কি ভাবে প্রশ্ন করবেন ঃ



⁂ বাড়ীতে কে আছেন ?
⁂ আপনি কি বাড়ীর কর্তা ?

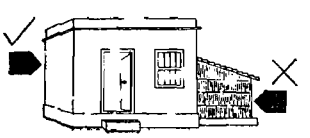
- (যদি না হয় তবে,) আমরা লোকগণনার জন্য এসেছি। আপনাদের বাড়ীঘর এসব সম্বন্ধে কিছু খবর নেব। আপনাকেই কি প্রশ্ন করব না অন্য কেউ উত্তর দেবেন ?

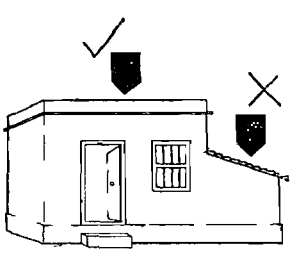
⁂ এ বাড়ীতে আপনারা ছাড়া অন্য কোন পরিবার থাকেন কি ?

- (যদি হ্যাঁ হয়) আচ্ছা ঐ পরিবারেও আমি যাব। কোথা দিয়ে যাব ও কোথায় খোঁজ করব ?
- আচ্ছা, এই বাড়ীতে আপনাদের বাস করা ছাড়া কোন কিছু কাজ যেমন ধরুন কোন কিছু তৈরী বা বেচাকেনা বা আর কিছু হয় কি ?
- (যদি হ্যাঁ হয়)— ঐ কাজের জায়গায় যেতে গেলে কোথা দিয়ে যেতে হয় ?

[এই চারটি প্রশ্নের উত্তরের উপর আপনাকে ঠিক করতে হবে ঐ বাড়ীতে একের বেশী সেন্সাসগৃহ আছে কি না এবং যে সেন্সাসগৃহে আপনি প্রশ্ন করছেন সেখানে একের বেশী পরিবার বাস করেন কি না। বাড়ীটিতে কোন প্রতিষ্ঠান আছে কিনা তাও আপনার জানা হয়ে গেল।]

⁂ (৪ ও ৫ নং কলমের জন্য দেওয়াল ও ছাদের মূল উপাদন যদি বাইরে থেকে বুঝতে না পারেন তবে,)—আপনার





শোবার ঘরের দেওয়াল ও ছাদ কি দিয়ে তৈরী ? ছাদ বলতে আমরা বাইরের ছাদ বোঝাচ্ছি।

⁂ (৬নং কলমের জন্য—বাড়ীতে একটিমাত্র সেন্সাসগৃহ থাকলে)—বাড়ীটা আপনি কিভাবে ব্যবহার করছেন ?

[বাড়ীতে একের বেশী সেন্সাসগৃহ থাকলে প্রত্যেক সেন্সাসগৃহের জন্য ঐ একই প্রশ্ন করতে হবে। আপনি বাইরে থেকে সেন্সাসগৃহের ব্যবহার সম্বন্ধে যা বুঝতে পারছেন ও প্রতিষ্ঠান সম্বন্ধে প্রশ্ন করে যা জেনেছেন তার সংগে এই প্রশ্নের উত্তরটি মিলিয়ে নেবেন।]

⁂ (৯নং কলমের জন্য—উত্তরদাতা নিজেই পরিবারের কর্তা হ'লে) —আপনার কি নাম ?

- (না হলে)—আপনাদের পরিবারের কর্তার কি নাম ?

⁂ (১০নং কলমের জন্য—কর্তার নাম থেকে যদি বোঝেন যে তিনি তপশীলী জাতি/উপজাতিভুক্ত হ'তে পারেন তবেই এ প্রশ্ন করবেন) উত্তরদাতা নিজেই কর্তা হলে—আপনি কি তপশীলী জাতি বা উপজাতির লোক ?

● (উত্তরদাতা অন্য কেহ হ'লে)—এই পরিবারের কর্তা কি তপশীলী জাতি বা উপজাতিভুক্ত ?

● (যদি হ্যাঁ হয়)—কি জাতি/উপজাতি ?

[আপনি তপশীলী জাতি/উপজাতির নামটি তালিকার সাথে মিলিয়ে নিন। যদি না মেলে তালিকাটি উত্তর-দাতাকে পড়ে শুনান ও জিজ্ঞেস করুন তিনি তালিকার কোন্ জাতি/উপজাতিভুক্ত ?]

⁂ (১১নং কলমের জন্য)—আপনাদের দখলে কটি ঘর আছে ? তাদের মোটামুটি মাপ কি বলতে পারেন ? আপনারা ঘরগুলি কি কি কাজে লাগান ?

[এর উত্তর থেকে কটি বাসের ঘর বলে গণ্য হতে পারে ঠিক করবেন।]

⁂ এ বাড়ীর মালিক কি আপনারাই ? (১২নং কলমের জন্য)।

⁂ এখন আপনাদের পরিবারের লোকসংখ্যা কত ? কজন পুরুষ আর কজন মহিলা ?—ছোট বাচ্চাদেরও ধরেছেন ত ?—এ ছাড়া আর কেউ কি আপনাদের এখানে রয়েছেন ?

[১৩, ১৪, ১৫নং কলম পূরণ করবেন এর উত্তর থেকে। অতিথির ক্ষেত্রে তিন মাস এখানে আছেন কিংবা থাকবেন কিনা জেনে নেবেন।]

⁂ (১৬নং কলমের জন্য)—আপনাদের পরিবারের কেউ কি চাষবাসের কাজ করেন ? চাষ বলতে যে কোন জমি চাষ বা তার দেখাশুনা করাকে বোঝাচ্ছি।

প্রতিষ্ঠান তালিকা

⁂ (প্রতিষ্ঠানের কোন সাইনবোর্ড বা এই গোছের জিনিস থাকলে নাম তাই থেকে লিখে নেবেন। না থাকলে)—এই প্রতিষ্ঠানের মালিক কে ?

[এর উত্তর থেকে ৩ ও ৪ নং কলম পূরণ করবেন।]

⁂ এখানে মালিককে ধ'রে সবশুদ্ধ কতজন লোক কাজ চলার সময় রোজ গড়ে কাজ করেন ?

[৫নং কলমের উত্তর এর থেকে পাবেন।]

⁂ (৬, ৭, ৮নং কলমের জন্য)—এখানে কি তৈরী বা মেরামত হয় ?

● (একের বেশী হ'লে)—প্রধানতঃ কি কাজ হয় ?

[এর উত্তর ৭নং কলমে লিখুন।]

● কি ধরনের শক্তি বা জ্বালানী ব্যবহার করেন ? (একের বেশী হ'লে)—মূল কাজের প্রাথমিক পর্যায়ে কি শক্তি বা জ্বালানী ব্যবহার হয় ? (৮নং কলম পূরণ করুন)।

● এই কারখানাটি কি ইণ্ডিয়ান ফ্যাক্টরী এ্যাক্টে রেজিষ্টার্ড ?

● (যদি না হয় তবেই পরের প্রশ্নগুলি করবেন)—এখানে উৎপাদনের কাজ প্রধানতঃ কারা করেন—মালিক না তাঁর পরিবারের লোকেরা না মাইনে করা বাইরের লোক ?

● মালিক কি এই বাড়ীতে (সেন্সাসগৃহে—শহরের ক্ষেত্রে) বা এই গ্রামে বাস করেন ?

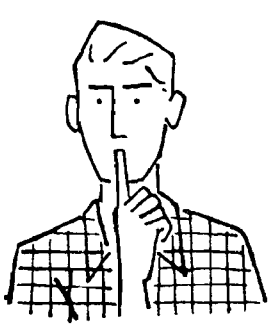
[এই দুটি প্রশ্নের উত্তর থেকে স্থির করবেন এটা পারিবারিক শিল্প হ'তে পারে কিনা ? যদি রেজিষ্টার্ড বা পারিবারিক শিল্প না হয় তবে অরেজিষ্ট্রীকৃত কারখানা হিসাবে ৬ নং কলমে লিখবেন।]

⁂ (৯নং ও ১০নং কলমের জন্য)—এখানে কি কি কেনাবেচা হয় ?

একের বেশী হ'লে—কোনটা প্রধান ? এটা খুচরা বেচার দোকান না পাইকারী ?

[যদি কেনাবেচা ছাড়া অন্য কিছু কাজ হয় যেমন—গদি, ব্যাংক, বন্ধকী, দালালী—তা হলে শুধু ৯নং কলমে যা কাজ হয় তাই লিখবেন।]

⁂ অন্যান্য কলমের জন্য প্রশ্নের নমুনা দেওয়া হোলনা। সেগুলি কিভাবে পূরণ করতে হবে তা প্রথমেই বলে দেওয়া হয়েছে।



⁂ সেন্সাসের সংগৃহীত সকল তথ্যই গোপনীয়। এটা আপনি মনে রাখবেন ও উত্তরদাতাদেরও জানাবেন। আপনার সংগৃহীত তথ্য আপনার কাজের সংগে সংশ্লিষ্ট নয় এমন কোনো সরকারী কর্মচারীকেও দেখাবেন না।

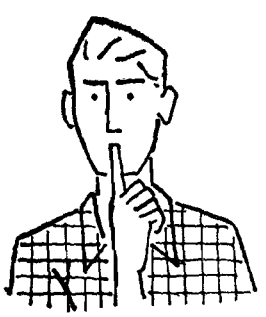
(ii) Instructional Folder on Enumeration

CENSUS INDIA 1971

গণণাকারীর জন্য

জনগণনা ১৯৭১

নির্দিষ্টক্ষণ (Reference Day)	ঃ	১লা এপ্রিলের সূর্যোদয়
গণনাকাল	ঃ	১লা ফেব্রুয়ারী হইতে ১৯শে ফেব্রুয়ারী
গৃহহীন ব্যক্তিদের গণনা	ঃ	৩১শে মার্চ রাত্রি
পুনর্গণনা	ঃ	১লা-৩রা এপ্রিল
ব্লক সারাংশ ও অন্যান্য ফরম চার্জ সুপারিন্‌টেণ্ডেণ্ট-এর নিকট জমা দিবার তারিখ	ঃ	৪ঠা এপ্রিল



* সেন্সাসের সংগৃহীত সকল তথ্যই গোপনীয়। এটা আপনি মনে রাখবেন ও উত্তর দাতাদেরও জানাবেন। আপনার সংগৃহীত তথ্য আপনার কাজের সংগে সংশ্লিষ্ট নয় এমন কোনো সরকারী কর্মচারীকেও দেখাবেন না।

ঃ আপনার কাজ ঃ

১। গণনাকারী হিসাবে আপনাকে যে নিয়োগপত্র দেওয়া হবে তাতে আপনার এলাকার বর্ণনা লেখা থাকবে। কাজ আরম্ভ করার আগে আপনার এলাকাটি নিজে ঘুরে একবার ভাল করে চিনে নেবেন। কাজের সময় আপনার নিয়োগপত্রটি (Identity Card) আপনার সংগে রাখবেন।

২। আপনাকে চার রকমের ফরম পূরণ করার জন্য দেওয়া হবে। ব্যক্তিগত স্লিপ প্যাড্, পরিবার বিবরণী প্যাড্, দৈনিক পোষ্টিং ষ্টেট্‌মেণ্ট (পুরুষ ও স্ত্রীর জন্য আলাদা কালিতে ছাপা) ও গণনাকারীর সারাংশ। এর সংগে পূরণ করা গৃহতালিকার সংক্ষিপ্তসার দেওয়া হবে। বিভিন্ন রকমের ফরম পাওয়ার পর প্রত্যেকটি গুনে দেখে মিলিয়ে নেবেন।

৩। আপনার প্রধান কাজ—আপনার এলাকার প্রতিটি ব্যক্তির জন্য একটি করে ব্যক্তিগত স্লিপ পূরণ করা। অন্যান্য ফরম ব্যক্তিগত স্লিপ থেকে পূরণ করতে হবে।

৪। কাজে বাহির হবার সময় শুধু আপনার সংগে গৃহতালিকার সংক্ষিপ্তসার ও ব্যক্তিগত স্লিপ প্যাড্ নেবেন। অন্যান্য ফরমগুলি প্রতিদিনের কাজের শেষে বাড়ীতে বসে পূরণ করবেন।

৫। ব্যক্তিগত স্লিপে প্রতিটি প্যাড্‌ের মলাটের ওপর প্যাড্ নং, জেলা, থানা/শহর, গ্রাম/ওয়ার্ড ও গণনাকারীর ব্লক নং লেখা থাকবে। প্যাড্‌গুলি পাওয়ার পরই আপনি প্রতিটি স্লিপে প্যাড্ নং ও স্লিপ নং লিখে নেবেন। এক একটি প্যাড্‌ের সমস্ত স্লিপগুলিকে ১ থেকে শুরু করে একটি ধারাবাহিক নম্বর দেবেন। দ্বিতীয় প্যাডে অনুরূপভাবে আবার ১ থেকে স্লিপ নম্বর দিয়ে যাবেন।

৬। তারপর প্রতিটি স্লিপে স্থান সংকেতের বাঁদিকের অংশটুকু পূরণ করে নেবেন। আপনার এলাকার সমস্ত স্লিপের জন্যই স্থান সংকেতের এই অংশটুকু একই থাকবে। এটি হবে—জেলা নং/থানা বা শহর নং/গ্রাম বা ওয়ার্ড নং (ব্লক নং)।

৭। স্থান সংকেতের ডানদিকের অংশটুকু অর্থাৎ পরিবার নং আপনি যখন যে বাড়ীতে গণনা করবেন সেই পরিবারের জন্য আগেই দেওয়া নম্বরটি গৃহতালিকার সংক্ষিপ্তসারের কলম থেকে দেখে লিখে নেবেন। ঐ পরিবারের সকল ব্যক্তির জন্যই পরিবার নং একই হবে। পরিবার নং তৃতীয় বন্ধনীর মধ্যে [ ] লিখতে হবে।

৮। নূতন বাড়ী বা সেন্সাসগৃহ বা পরিবার পেলে তার জন্য একটি নূতন নম্বর দিতে হবে। যেমন, ৯'ও ১০নং বাড়ীর মধ্যে একটি নূতন বাড়ী হলে তার নম্বর হবে ৯/১। সেই রকম ১৫নং বাড়ীতে আগে দুটি সেন্সাস গৃহ ছিল ১৫(১) ও ১৫(২)। এখন তিনটি হয়েছে। নূতন সেন্সাস গৃহটির নম্বর হবে ১৫(৩)। আবার ১৭নং বাড়ীতে একটি মাত্র পরিবার ছিল—তার নম্বরও ছিল ১৭। এখন দুটি পরিবার হয়েছে। তাদের নম্বর ১৭(ক) ও ১৭(খ)। এই ধরনের নূতন বাড়ী বা সেন্সাস গৃহ বা পরিবারটির নম্বরসহ অন্যান্য বিবরণ (বাসগৃহ ও কর্তার নাম) গৃহতালিকার সংক্ষিপ্তসারের শেষে লিখে নিতে হবে। এই নূতন করে দেওয়া নম্বরটিই ব্যক্তিগত স্লিপে পরিবার নং হিসাবে ঐ পরিবারের সকল ব্যক্তির স্লিপে লিখতে হবে।

৯। শহরের ক্ষেত্রে পরিবার নং এর আগে রাস্তার নম্বরটি লিখতে হবে। গৃহতালিকার সংক্ষিপ্তসারের ২নং কলমে রাস্তার নম্বরসহ বাড়ীর নম্বর লেখা আছে। রাস্তার নম্বরের পাশে ড্যাস্ '—' দিয়ে পরিবার নং লিখতে হবে, যেমন, ৩—২৭(১) (ক)।

১০। প্রতিষ্ঠান পরিবারের ক্ষেত্রে পরিবার নম্বর লিখে পাশে 'প্রঃ' কথাটি লিখতে হবে।

১১। আপনার এলাকার মধ্যে কোন নৌকায় বসবাসকারী ব্যক্তি থাকলে, নৌকাটিতে একটি নম্বর দেবেন। ঐ নম্বরের আগে 'নৌ' কথাটি লিখতে হবে। নৌকার গায়ে ঐ নম্বরটি লিখে দেবেন, যা থেকে বোঝা যাবে যে ঐ

নৌকার বাসিন্দাদের গণনা করা হয়ে গেছে। ঐসব ব্যক্তির স্লিপে পরিবার নম্বরের স্থানে 'নৌ' নম্বরটি লিখবেন, যেমন নৌ-১, নৌ-২ ইত্যাদি।

১২। গৃহহীন পরিবারদের গণনা করা হবে ৩১শে মার্চ্চ রাত্রে। এদের জন্য পরিবার নং হবে 0-১, 0-২ ইত্যাদি। একজন গণনাকারী যতগুলি গৃহহীন পরিবার গুনবেন তাদের প্রত্যেকটির নম্বর হবে 0 লিখে পাশে ১, ২, ৩ ইত্যাদি। এইরকম এক একটি পরিবারের সকল ব্যক্তির স্লিপেই ঐ পরিবারের জন্য দেওয়া নম্বরটি লিখতে হবে। এক ব্যক্তি বিশিষ্ট পরিবার হলেও 0 লিখে ১, ২ দ্বারা পৃথক পৃথক পরিবার সূচিত করতে হবে।

১৩। আপনাকে যদি একের বেশী ব্লকের কাজ দেওয়া হয়, তবে প্রতিটি ব্লকের জন্য পৃথকভাবে সমস্ত ফরম দেওয়া হবে। একটি ব্লকের কোন কাগজে অন্য ব্লকের কোন তথ্য লিখবেন না। প্রতিটি ব্লকের কাগজপত্র আলাদা করে রাখবেন। একটি ব্লকের কাজ শেষ হয়ে গেলে শেষের প্যাড্‌টির খালি পাতাগুলিতে অন্য ব্লকের গণনা করার জন্য ব্যবহার করবেন না।

১৪। প্যাডে স্লিপ নম্বর লেখার পর কোনক্রমেই কোন স্লিপ ছিঁড়ে বা খুলে ফেলবেন না।

১৫। অব্যবহৃত স্লিপগুলিকে বাতিল করে দেবেন। ঐগুলিকে প্যাড্‌ের মলাটের উপর বাতিল স্লিপের হিসাবে দেখাবেন।

১৬। ১লা ফেব্রুয়ারী আপনার কাজ শুরু হবে। প্রতিদিন গড়ে অন্ততঃ ৪০টি স্লিপ পূরণ করবেন। আপনার ওপর দুটি ব্লকের ভার থাকলে অন্ততঃ ৭০টি স্লিপ পূরণ করবেন। দিনের শেষে পূরণ করা সমস্ত স্লিপের জন্য পরিবার বিবরণী ও দৈনিক পোষ্টিং ষ্টেটমেণ্ট পূরণ করবেন।

১৭। শেষের দিকে করব বলে কাজ জমিয়ে রাখবেন না। তাতে আপনারই অসুবিধা হবে।

১৮। পরিবারের কর্তা বা সকলের সম্বন্ধে যথাযথ খবর দিতে পারেন এমন কোন ব্যক্তিকে প্রশ্ন করে পরিবারের সকলের জন্য ব্যক্তিগত স্লিপ পূরণ করবেন। প্রত্যেককে আলাদা করে ডেকে প্রশ্ন করার প্রয়োজন নেই।

১৯। কোন শিশু বা অপরিণত বয়স্ক কারও কাছ থেকে তথ্যাদি সংগ্রহ করবেন না।

২০। উত্তরদাতার সংগে অযথা তর্কে লিপ্ত হবেন না, বিশেষতঃ ধর্ম ও মাতৃভাষার প্রশ্নে।

২১। পরিবারের কর্তাকে প্রথমে গণনা করবেন। তারপর তাঁর স্ত্রী, পুত্র, পুত্রবধূ, পৌত্র, দ্বিতীয় পুত্র ইত্যাদি—এইভাবে পর পর সকলের সম্বন্ধে প্রশ্ন করবেন। শেষে অনাত্মীয়, অতিথি—এদের সম্বন্ধে জানবেন।

২২। বিশেষভাবে নজর রাখবেন যেন কোন শিশু এমনকি সদ্যোজাত শিশুও গণনা থেকে বাদ না পড়ে।

২৩। যাঁদের একবার অন্যত্র গণনা হয়েছে তাঁদের যেন দ্বিতীয়বার গণনা করবেন না।

২৪। আপনার ব্লকের মধ্যে পরিবারে সাধারণভাবে বসবাসকারী যে সকল ব্যক্তি সমস্ত গণনাকাল ধরে অর্থাৎ ১লা ফেব্রুয়ারী ১৯৭১ থেকে ১৯শে ফেব্রুয়ারী ১৯৭১ পর্যন্ত ওখানেই আছেন তাঁদের গণনা করবেন।

২৫। পরিবারে সাধারণভাবে বসবাসকারী কোন ব্যক্তি গণনার সময় অনুপস্থিত কিন্তু সারা গণনাকালের মধ্যে কোন না কোন সময় ওখানে ছিলেন—তাঁকেও গণনা করবেন। অর্থাৎ যদি কেহ ১লা ফেব্রুয়ারীর পরে বাইরে যান বা ১লা ফেব্রুয়ারীর আগে গেলেও ১৯শে ফেব্রুয়ারীর মধ্যে ফিরে আসবেন—তাঁকে ঐ পরিবারের মধ্যে সাধারণভাবে বসবাসকারী হিসাবে গণনা করতে হবে।

২৬। অতিথির ক্ষেত্রে জেনে নিতে হবে তিনি সারা গণনাকাল (১লা ফেব্রুয়ারী থেকে ১৯শে ফেব্রুয়ারী পর্যন্ত) বাড়ীর বাইরে আছেন কিনা। যদি তাঁকে অন্য কোথাও গণনা করা না হয় তবেই তাঁকে এখানে গণনা করবেন।

২৭। যদি কেহ সপ্তাহের অধিকাংশ দিন শহর বা তাঁর কাজের জায়গায় থাকেন এবং সপ্তাহের শেষে বাড়ীতে আসেন—তাঁকে তাঁর বাড়ীতে গণনা করা হবে না। তাঁকে গণনা করা হবে তাঁর কাজের জায়গায়—যেখানে তিনি সাধারণতঃ বসবাস করেন।

২৮। হাসপাতাল বা জেলের অধিবাসীদের ক্ষেত্রে যাঁরা ১লা ফেব্রুয়ারীর আগে বাড়ী থেকে বেরিয়েছেন ও ১৯শে ফেব্রুয়ারীর মধ্যে বাড়ী ফিরছেন না—তাঁদের হাসপাতালে বা জেলে গণনা করা হবে। হাসপাতালে গণনাকালের

শেষের দিকে গণনা করা সুবিধাজনক হতে পারে— কারণ তখন হাসপাতাল কর্তৃপক্ষ হয়তো বলতে পারবেন কোন কোন রোগী ১৯শে ফেব্রুয়ারী পর্যন্ত হাসপাতালে থাকতে পারেন।

২৯। ব্যক্তিগত স্লিপের ৩, ১১, ১২ ও ১৬(ক) প্রশ্নের পাশে কোন না কোন জ্যামিতিক চিহ্ন আছে (যেমন, O, □, ▽)। ঐ সব প্রশ্নের উত্তর ঐ চিহ্নের ভেতরে লিখবেন।

৩০। স্লিপে প্রশ্নের ডানদিকে ছোট দাগকাটা চৌকা ঘরে যেন কিছু লিখিবেন না।

৩১। তপশীলী জাতি বা উপজাতির ক্ষেত্রে ১নং প্রশ্নে তপঃ জাঃ বা তপঃ উপজাঃ লিখলে হবে না। জাতি বা উপজাতির নাম লিখতে হবে।

৩২। আপনার ব্লকে যদি কোন গৃহহীন ব্যক্তি থাকেন তবে তাঁদের গণনা করবেন ৩১ মার্চ রাত্রে।

৩৩। আপনাকে আবার ১লা থেকে ৩রা এপ্রিলের মধ্যে প্রতি বাড়ীতে গিয়ে জিজ্ঞেস করতে হবে যে, আগে যেদিন গণনার জন্য এসেছিলেন তার পর থেকে ১লা এপ্রিলের সূর্যোদয়ের মধ্যে কোন শিশু জন্মগ্রহণ করেছে কিনা বা কেউ মারা গেছেন কিনা। কোন শিশু জন্মগ্রহণ করলে তার জন্য আর একটি স্লিপ পূরণ করতে হবে। এর জন্য স্থান সংকেত হবে ঐ পরিবারের জন্য যা স্থান সংকেত লেখা হয়েছে তাই। আর কেউ মারা গেলে তার জন্য পূরণ করা স্লিপটি বাতিল করে দিতে হবে।

ঃ কি ভাবে প্রশ্ন করবেন ঃ

- বাড়ীতে কে আছেন ?
- এ বাড়ীর কর্তা কি আপনি ?

(যদি না হয়) আপনাদের পরিবারের কর্তাকে একটু ডেকে দেবেন ? আমি লোকগণনার জন্য এসেছি। বাড়ীর সকলের সম্বন্ধেই কিছু প্রশ্ন করে তার উত্তর আমাদের এই ফরমে লিখে নেব।

(এখানে প্রয়োজনবোধে আপনার নিয়োগপত্র দেখাবেন।)

গৃহকর্তাকে প্রথমে শুনবেন

- আপনার নাম কি ?
- আপনার বয়স কত ? (বয়স পূর্ণ বৎসরের হিসাবে লিখবেন। কত বৎসর চলছে বললে ১ বৎসর কমিয়ে লিখতে হবে।)

[বয়স সঠিক বলতে না পারলে, উত্তরদাতার বয়সের একটা মোটামুটি আন্দাজ করে ব্যক্তিগত স্লিপ পূরণের নির্দেশাবলী পুস্তিকার ১২নং পরিশিষ্ট-এ দেওয়া সম্ভবপর কোন ঘটনার উল্লেখ করে জিজ্ঞেস করুন—আচ্ছা এই ঘটনা কি আপনার জন্মের পর ঘটেছিল ? যদি হ্যাঁ হয় তবে,—আচ্ছা তখন আপনার বয়স কত ছিল বলতে পারেন ?—এ ছাড়াও গ্রামের মোড়ল বা অধ্যক্ষ (যার বয়স আপনার পক্ষে জানা সম্ভব) সম্পর্কেও জিজ্ঞেস করতে পারেন, যেমন—আচ্ছা মোড়ল মশাই আপনার থেকে কি বয়সে বড় না ছোট ? কত বড় বা ছোট মোটামুটি বলতে পারেন কি ?]

- আপনি কি বিবাহিত ? আপনার স্ত্রী এখানেই আছেন ত ? (এর উত্তর থেকে বিবাহিত না মৃতদার বা পৃথক স্থির করে ৫নং প্রশ্নের উত্তর লিখবেন।)
- আপনার জন্ম কোথায় হয়েছিল ? [গণনার গ্রামে বা শহরে জন্ম হ'লে ৭ নম্বরের বাকী প্রশ্ন করার দরকার নেই। ৭ (খ) (গ) (ঘ) তে 'x' দেবেন। ভারতের বাইরে অন্য কোন দেশে জন্ম হলেও ৭(খ) (গ) তে 'x' দিয়ে (ঘ) তে সেই দেশের নাম লিখবেন। তবে পূর্ব পাকিস্তানে জন্ম হলে ৭(খ) (গ) ও (ঘ) পূরণ করবেন।]

⁂ আপনার জন্মস্থান আপনার জন্মের সময় গ্রাম না শহর ছিল ? (সঠিক বলতে না পারলে কাছাকাছি শহরের উল্লেখ করে জিজ্ঞেস করবেন—জায়গাটা কি ঐ শহরের মতো ছিল ? তাছাড়াও জিজ্ঞেস করতে পারেন—ওখানে কি স্কুল, কলেজ, হাসপাতাল, কোন সরকারী অফিস, ইলেকট্রিসিটি বা টেলিফোন এই সমস্ত কিছু ঐ সময়ে ছিল কি ?—এর উত্তর থেকে স্থির করবেন উত্তরদাতার জন্মস্থান তাঁর জন্মের সময় শহর না গ্রাম ছিল। যদি কোনক্রমেই বোঝা না যায় গ্রাম না শহর তাহলে 'অজ্ঞাত' লিখবেন।)

⁂ ঐ জায়গাটা কোন জেলার মধ্যে পড়ে ? (বর্তমানে যে জেলার মধ্যে অবস্থিত তার নাম লিখবেন। যে জেলায় আপনি গণনা করছেন সেই জেলার মধ্যে অন্য কোথাও জন্ম হ'লে শুধু 'জ' লিখবেন। জেলার নাম বলতে না পারলে 'অজ্ঞাত' কথাটি লিখবেন।)

⁂ (পশ্চিম বাংলার বাইরে ও ভারতের মধ্যে অন্য রাজ্যে জন্ম হ'লে)—আপনার জন্মস্থানটি কোন রাজ্যের অন্তর্ভুক্ত ?

(ভারতের বাইরে হ'লে) কোন দেশে আপনার জন্ম হয়েছিল ? (দেশের নাম বলতে না পারলে অন্ততঃ মহাদেশের নাম লিখবেন)।

● এই গ্রামে বা শহরে জন্ম হওয়ার পর থেকে আপনি কি একটানা এখানেই আছেন ? (যদি 'হ্যাঁ' হয় তবে ৮নং প্রশ্নের ৮(ক) তে 'স্থা' লিখে বাকী সব কটি অংশেই '×' দেবেন।)

⁂ (যদি 'না' হয়)—এখানে বাস করার ঠিক আগে আপনি কোথায় বসবাস করতেন ? (নিছক বেড়ানো, তীর্থযাত্রা বা সাময়িক কাজের জন্য বাইরে থাকলে তা ধরা হবে না। সাধারণভাবে বসবাস করার জন্য বা তার উদ্দেশ্যে অন্য কোথাও থাকলে তবে তা পূর্ব বাসস্থান হিসাবে গণ্য করবেন।)

● আপনি যখন সেখানে ছিলেন বা আপনি যখন সেখান থেকে চলে আসেন তখন কি সে জায়গাটা গ্রাম ছিল না শহর ছিল ?

● কোন জেলার মধ্যে সেই জায়গাটা পড়ে ?

● কোন রাজ্যে ? (জেলা বা রাজ্য বর্তমান ভৌগলিক সীমানা অনুযায়ী লিখতে হবে)।

[অতিথিদের ক্ষেত্রে তাঁদের বাড়ী যেখানে সেটাই হবে পূর্ব বাসস্থান।

জন্মস্থান অন্যত্র হ'লে এবং জন্মের পর এই স্থানে এসে অবধি অন্য কোথাও না গেলে, জন্মস্থানটিই হবে পূর্ব বাসস্থান।]

● পূর্ব বাসস্থান থেকে এসে এখানে আপনি কত বৎসর বাস করছেন ? (বাসের মেয়াদ পূর্ণ বৎসরের হিসাবে লিখতে হবে। ১ বৎসরের কম হলে '0' লিখলেই হবে। ৭নং এবং ৮নং প্রশ্নের (ক) অংশে 'স্থা' হলে ৯নং প্রশ্নে '×' দেবেন।)

● আপনার ধর্ম্ম কি ?

● [নাম থেকে যদি নিশ্চিতভাবে বোঝেন যে উত্তরদাতা তপশীলী জাতি বা উপজাতিভুক্ত নহেন, যেমন—মুখার্জী ইত্যাদি, তাহলে এ প্রশ্ন করার প্রয়োজন নেই। অন্যথায়—] আপনি কি তপশীলী জাতি বা উপজাতির লোক ?

⁂ যদি হ্যাঁ হয়, তবে কি জাতি বা উপজাতি ? [যদি উত্তরদাতা বলেন তিনি তপঃ জাতি বা উপজাতির লোক, কিন্তু তিনি তালিকার বাইরের কোন জাতি বা উপজাতির নাম বলেন, তবে তাঁকে তালিকার নামগুলি পড়ে শোনান ও জিজ্ঞেস করুন—আচ্ছা, আমি কতকগুলি জাতির নাম আপনাকে পড়ে শোনাচ্ছি, এর কোন নামে আপনাদের জাতির/উপজাতির পরিচয় আছে কি ? যদি হ্যাঁ বলেন, তবে তালিকাভুক্ত জাতি বা উপজাতির নাম ১১নং প্রশ্নের উত্তরে লিখবেন।]

● আপনি কি লিখতে ও পড়তে পারেন ? [শুধু লিখতে বা পড়তে বা কেবলমাত্র নাম সই করতে পারলে তাঁকে সাক্ষর ধরা হবে না। ৪ বছরের নীচে সমস্ত শিশুর (লিখতে পড়তে পারলেও) ক্ষেত্রে '0' লিখবেন।]

- [১২নং প্রশ্নের উত্তর 'সা' লেখা হ'লে তবেই ১৩নং প্রশ্ন করবেন। ১২নং এ 'ঙ' হলে ১৩ নং প্রশ্নের উত্তর '×' দেবেন।]

  আপনি কতদূর লেখাপড়া করেছেন ? [শেষ পরীক্ষা যা পাশ করেছেন তাই লিখবেন।]

  [গ্র্যাজুয়েট বা ততোধিক বা টেক্‌নিকাল কোন ডিগ্রী বা ডিপ্লোমাপ্রাপ্ত হলে উত্তরদাতাকে একটি 'টেকনিকাল পার্সোনেল কার্ড দেবেন ও বলবেন ঐটি পূরণ করে রাখতে। আপনি ১লা থেকে ৩রা এপ্রিলের মধ্যে পুনর্গণনার সময় কার্ডটি ফেরত নিয়ে যাবেন। এই ক্ষেত্রে ১৩নং প্রশ্নের পাশে একটি টিক্ (√) চিহ্ন দিয়ে রাখবেন ও কার্ডটি ফেরত পেলে টিক্ চিহ্নটি (√) বাতিল করে দেবেন।]

- আপনি কি করেন ? অর্থাৎ বেশীর ভাগ সময় আপনি নিজেকে কিভাবে নিযুক্ত রাখেন ?

  [যদি তিনি কোন কাজের কথা বলেন তবে তাঁর কাজ অনুযায়ী ১৬ (ক) এর ১নং অংশে কর্মীর শ্রেণী বিভাগ লিখবেন।]

  (যদি তিনি কোন কাজের কথা না বলেন তবে)—আপনি তাহলে কিভাবে সময় কাটান ?

  [তাঁর উত্তর অনুসারে ১৬ (ক) এর ২নং অংশে অকর্মীর শ্রেণী বিভাগ লিখবেন।]

  [১৬ (ক) এর ১ অংশে 'কৃঃ' বা 'চাঃ মঃ' অথবা ১৬ (ক) এর ২ অংশে উত্তর লেখা হলে ১৬নং প্রশ্নের বাকী অংশগুলিতে অর্থাৎ (খ) থেকে (চ) পর্যন্ত অংশের প্রত্যেকটিকে ঢেঁড়া '×' দেবেন।]

  ১৬ (ক) এর ১ এ 'পাঃ শিঃ' বা 'অঃ কাঃ' হলে—

- আপনি যেখানে কাজ করেন সেই গ্রাম বা শহরটির নাম কি ?

  [১৬ (খ)] [কর্মের কোন নির্দিষ্ট স্থান না থাকলে 'নির্দিষ্ট স্থান নাই' লিখবেন।]

- আপনি যে প্রতিষ্ঠানে কাজ করেন সেই প্রতিষ্ঠানের কোন নাম আছে কি ? কি নাম ? [১৬ (গ)]

  [যদি কোন নাম না থাকে তবে 'নাম নাই' লিখবেন।]

- আপনি যেখানে অর্থাৎ যে প্রতিষ্ঠানে কাজ করেন সেখানে কি ধরনের কাজ হয় ? [১৬ (ঘ)]

- আপনি ওখানে নিজে কি কাজ করেন ? [১৬ (ঙ)]

  বা যে পদে আপনি ওখানে কাজ করেন সেই পদের নাম কি ?

- আপনি কি ঐ প্রতিষ্ঠানের মালিক না চাকুরিয়া ?

  [কিছু কিছু কাজের প্রকৃতি থেকে আপনি বুঝতে পারবেন যে উত্তরদাতা একক কর্মী কিনা। তাঁকে প্রশ্ন ক'রে জেনে নিতে হবে যে তিনি অন্য কাউকে তাঁর অধীনে কাজ করার জন্য নিযুক্ত করেছেন কিনা ? যদি হ্যাঁ হয় তবে তিনি নিয়োগকারী হিসাবে গণ্য হবেন।

  কোন শিল্প বা ব্যবসায় নিযুক্ত কর্মী হলে তাঁকে জিজ্ঞেস করতে হবে তিনি যেখানে কাজ করেন সেটা তাঁদের পরিবারের দ্বারা পরিচালিত কোন শিল্প বা ব্যবসা কিনা ও সেখানে তার পরিবারের অন্য কেউ এক সংগে কাজ করেন কিনা ? যদি হ্যাঁ হয় তবে তিনি পরিবার কর্মী হিসাবে গণ্য হবেন।]

- এ ছাড়া আপনি কি আর কোন কাজ করেন ?

  [যদি হ্যাঁ হয়, তবে কাজের প্রকারভেদে ১৭ (ক) এ শ্রেণী বিভাগ লিখবেন। ১৭ (ক) তে 'পাঃ শিঃ' বা 'অঃ কাঃ' লিখলে (খ) থেকে (চ) প্রশ্নগুলি ঠিক আগের মত জিজ্ঞেস করে উত্তর লিখবেন।]

গৃহকর্তাকে গণনা করার পর

- আপনার পরিবারে আর কে কে আছেন ? আমরা একে একে সকলের সম্বন্ধেই এই সব খবর নেব। আপনার স্ত্রী কি এখানে আছেন ?

- তাঁর কি নাম ?

  (যদি নাম না বলেন তবে অমুকের স্ত্রী লিখবেন।)
- তাঁর বয়স কত ?
- তাঁর বিবাহের সময় কত বয়স ছিল ?

  (এক্ষেত্রে যদি কোন স্ত্রীলোকের একের অধিকবার বিবাহ হয়ে থাকে তবে প্রথম বিবাহের সময় বয়স কত ছিল তা জানতে হবে।)

⁂ গত বৎসরের দোল বা বকর্-ঈদের পর তাঁর কি কোন সন্তান হয়েছে ?

(এখানে যে সমস্ত সন্তান জীবিত অবস্থায় ভূমিষ্ঠ হয়েছে—তাদের কথা ধরা হবে। হয়ত কোন সন্তান জীবিত অবস্থায় ভূমিষ্ঠ হওয়ার পরই মারা গেছে—তার কথাও ধরা হবে। শুধু মাত্র মৃত অবস্থায় ভূমিষ্ঠ সন্তানদের ধরা হবে না। একথা জানার জন্য প্রশ্ন করতে পারেন—

দু'একটি বাড়ীতে দেখেছি শিশু জন্মাবার পর দুর্ভাগ্যবশতঃ মারা গেছে। ওঁরা সেই শিশুর জন্মের কথা বলতে ভুলে গেছিলেন। আমি আশা করি এ বাড়ীতে সেরকম কোন দুর্ঘটনা ঘটেনি।)

বাকী প্রশ্ন ঠিক কর্তার প্রশ্নের মতই করে উত্তর লিখবেন।

- গৃহকর্তার স্ত্রীর পর তাঁদের পুত্র, পুত্রবধূ, পৌত্র, দ্বিতীয় পুত্র ইত্যাদি—এইভাবে পর পর যাঁরা বর্তমানে এবাড়ীতে আছেন তাঁদের কথা লিখবেন।

  এছাড়া এ বাড়ীতে সাধারণতঃ বসবাস করেন অথচ এখন নেই এমন কি কেউ আছেন ?
- (যদি হ্যাঁ হয়) –তিনি কবে এ বাড়ী থেকে বেরিয়েছেন ? কবে ফিরতে পারেন ?

  (যদি ১লা থেকে ১৯শে ফেব্রুয়ারীর মধ্যে কোন না কোন সময় এই বাড়ীতে তিনি থেকে থাকেন বা থাকার সম্ভাবনা থাকে তবেই তাঁকে এখানে গুনবেন। যদি কেউ ১লা-র আগে বাড়ী থেকে বেরিয়েছেন ও ১৯শে ফেব্রুয়ারীর আগে ফিরে আসবেন—তবে তাঁর জন্যও স্লিপ পূরণ করবেন।)
- এ বাড়ীর বাসিন্দা নয় এমন কেউ কি এখানে অতিথি হিসাবে আছেন ?

  (অতিথি থাকলে তাঁকে জিজ্ঞেস করবেন—তিনি কবে বাড়ী থেকে বেরিয়েছেন ও কবে তাঁর নিজের বাড়ীতে ফিরবেন ?)

⁂ যদি তিনি পুরো গণনার সময় (১-১৯ ফেব্রুয়ারী) বাড়ীর বাইরে থাকেন—তবেই তাঁকে এখানে গুনবেন ও তাঁকে বলে দেবেন তাঁকে যেন অন্য কোথাও না গণনা করা হয়। গণনার আগে জেনে নিতে হবে তাঁর অন্য কোথাও গণনা হয়নি ত ?

⁂ অতিথির ক্ষেত্রে অন্যান্য সব প্রশ্ন আগের মতই হবে। শুধু গৃহকর্তার সহিত সম্পর্ক লিখবার সময় 'অতিথি' কথাটি লিখবেন। যদি সত্যই কর্তার সঙ্গে কোন সম্পর্ক থাকে তা 'অতিথি' কথাটির পাশে বন্ধনীর ( ) মধ্যে লিখবেন।

- সমস্ত গণনা শেষ হয়ে গেলে—
- আপনার বাড়ীর সকলকেই গণনা করা হয়েছে ত ? কোন শিশু, বিশেষ ক'রে নবজাতক কোন শিশু বাদ যায় নি ত ?

(iii) Circulars Important and Letters

No. 1C-3/827(15) The 12th March, 1970

From : B. Ghose
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

CIRCULAR NO. 5

Subject : **Training of Census Personnel**

Sir,

The success of the Census Operations depends entirely on how well the personnel doing the field work have been trained. This part of the preparatory work is of the greatest importance, training clas es must be carefully planned and continued until it has been ensured that the Enumerators and Supervisory staff are thoroughly acquainted with census concepts and procedures.

Each district will have to devise its own calendar of clásses to suit local conditions ; there such a calendar, or programme, is essential for every district. It should be drawn up in March 1970 and a copy sent to me by the end of March at the latest.

It must be settled very early who the trainers will be and how many. Since it is impossible for a Charge Superintendent to do all the training himself, Circle Supervisors will have to be utilised where it is feasible and where it is not, an adequate number of officers or staff detailed for training, on the basis of a fixed number of Enumerators to each trainer. The number could be whatever is considered suitable ; it may be borne in mind, however, that one person cannot train too many persons. Apart from the time factor, large classes dissipate the direct relationship between the trainer and trainees which is essential to ensure the fullest comprehension by each and every person. Forty to fifty persons to a trainer would therefore be the outside limit.

Having fixed the number of trainers, the training of the trainers must naturally be taken up first. In March 1970 all Officers-in-Charge, Census will be trained in Calcutta. Thus the Officer-in-Charge, Census and Regional Deputy Directors of Census Operations will be available to train the trainers throughout April and May. I will also take training classes for these tainers in every subdivision from April to the end of May 1970. Trainers should also do a certain amount of field work with the forms, as they must have a complete grasp of the entire mechanism before they venture to take classes themselves.

By early June the trainers should be ready to take classes. They should be assigned one group of census personnel and should be made responsible for their training. Four to six classes and practical work consisting of actually filling up all forms in respect of a few households, should suffice, but if a trainer feels that this is not enough he should take as many more classes as may be necessary. The Training Registers should be carefully maintained by each of them. When he is satisfied that his trainees have a good grasp of census work he should send the Charge Superintendent a written certificate to this effect.

Charge Superintendents, District and Subdivisional Officers-in-Charge, Census, Subdivisional Officers and District Magistrates should make it a point to take as many classes as they can, to ensure that training and attendance is satisfactory. Any person who does not attened his class regularly should be warned and his attention should be invited to the penalties laid down for infringement of census work in the Census Act.

Training should be given in three stages. The first stage would be the explanation of the census concepts and definitions, *e.g.*, census house, establishments, household industry, etc. Printed lists of these will be supplied to each district well in time. If necessary, two classes should also be devoted to this. Once all the trainees have understood each of these definitions clearly, the second stage, *i.e.*, the filling up of forms and other procedural aspects of the work should be taken up with the help of blank forms and a blackboard. Finally using the training forms that are being sent to each district, field training should be given, and trainees required to fill in the schedules in

respect of a few households and establishments. Each trainee should be given as far as possible such households or establishment as occur commonly in his area.

Census personnel should be trained for houselisting from June to August 1970 and for population enumeration from November 1970 to January 30, 1971. Training classes should be, as far as possible, decentralised. Classes may be taken in each Anchal, preferably in a primary school, where a blackboard is available. Calling Enumerators to the Block headquarters or other places fairly distant from their homes must be avoided.

The Calendar of training should show the dates on which classes will be held in each Circle. This should be finalised in consultation with the Regional Deputy Director of Census Operations, who will be taking training classes in each district.

Kindly acknowledge receipt of this letter.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/827(15)/1(82) The 12th March, 1970

Copy forwarded to :

1 The Registrar General, India, New Delhi-11.

2 The Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta-1.

3 The Director of Census Operations, _____

4 The Commissioner, _____ Division.

5 The Subdivisional Officer, _____ with _____ spare copies for onward distribution among the Block Development Officers, Chairmen of the Municipalities and other Town Census Officers in his Subdivision.

6 The Deputy Director of Census Operations, Central/West/North/Calcutta.

B. Ghose
Director of Census Operations
West Bengal

D. O. No. 5T-2/1179(15) The 18th April, 1970

Dear Shri....., .

The time has come to take up the next phase of Census work with a sense of urgency, as time is fairly short. I am writing to you separately about recruitment of personnel ; this is about training. You will have received Circular No. 5 by now. I enclose a copy of it, in case you have missed it. Please go through it carefully. It is necessary for you to draw up the training scheme very quickly for importing thorough training to the trainers for Housenumbering and Houselisting operation.

2. You should first obtain an idea of the number of Enumerators and Supervisors for each Charge. On its basis the trainers should be fixed up for each Charge.

3. You should take at least one training class with the Charge Superintendents, Dy. Charge Superintendents and all trainers at the Block headquarters. Similarly the Officer-in-Charge of each Subdivision should also take

a similar training class. Your training programme should be independent of that of the Officer-in-Charge, Subdivision.

4. Dy. Director of Census Operations will take training classes with all Charge Superintendents, Dy. Charge Superintendents at each Subdivisional headquarters. You should see that your programme does not clash with the programme of the Dy. Director.

5. Your scheme should envisage that all trainers in your district should receive adequate training before they themselves set out for training the Supervisors and Enumerators. The training of the trainers must be completed by the middle of June, 1970. You should start taking training classes immediately for which you have already been trained.

6. A copy of your training programme should be sent to me and another copy to the Regional Dy. Director of Census Operations. The programme of the Officer-in-Charge of Subdivision should also be similarly sent to me and the Dy. Director concerned.

7. Each training class should continue for two days, the first day preferably for concepts and the second day on filling up of the forms and schedules and practical demonstration in the field.

8. When Dy. Directors take classes as I have indicated I would be happy if you made it a point to be present.

Yours sincerely,

B. Ghose
Director of Census Operations
West Bengal

Shri_____

Officer-in-Charge of Census,

_____ _____District

XII

Honoraria to Census Personnel

Honoraria to Census Personnel

The real measure of the effort that has to be put in to conduct a census can be gauged by the fact that the census army—enumerators, supervisors, and higher echelons— are expected to do their work free, as a service to the community. In return, each is given an honorarium, as a token of appreciation. Up to 1951, it was entirely free ; the appreciation being given in the form of a certificate which the enumerator (or supervisor) was presumably supposed to frame and proudly point to with a trembling finger in later years as a token of the noble part he played in helping the Sarkar and how the Sarkar had graci usly acknowledged it.

That the days of the Raj, of the splendour of the Sarkar, had vanished was admitted, though painfully, in 1961, and provision was made for paying each census worker an honorarium ; the amount was, however, so laughably small that, as Shri J. C. Sengupta writes in his Administration Report, some District Magistrates returned the money sent for disbursemen' saying that had they offered it, the census workers would consider it an affront.

For this Census, the Registrar General ensured that the amounts to be paid at each level were raised ; although the final scale fixed was lower than the one he had recommended, it was more than double the 1961 scale. This was a very considerable improvement and made our work easier to that extent. In the Appendix I have given the scales sanctioned. There were slight modifications in West Bengal which have also been shown.

For the hill Subdivisions of Darjeeling I could not get the rates enhanced, but reduced the size of the blocks, which meant that each enumerator got almost double the standard amount. This facility was given to them only for enumeration.

One could not entirely eliminate all the complaints. In several districts census workers felt that the amount was far too inadequate compared to the actual labour involved. This was very true ; there was among some of us in the census, a tendency to treat these workers as full time employees and make excessive demands on their time and energy. However, I could do nothing except persuade and cajole.

I asked the District Census Officers to pay each enumerator the amount due to for houselisting soon after that operation was over, to demonstrate that we were going to pay and not make off, under cover of a cloud of official letters. Those who worked for both operations were, therefore, paid in two instalments.

I also authorised small payments to one clerk in each Community Development Block Office, and also to a few hardworking people in each district. This I thought was eminently necessary, since these officials did in fact put in a good deal of work to get this Census completed.

After the operations, some complications came up : one was that Deputy and Assistant Charge Superintendents were not originally in the list of recipients of honoraria, and another was that the honoraria at the District level for the officer who actually got the census done was put down for "District Census Officers"—in West Bengal this meant the District Magistrates, and while they were very cooperative, on the whole, I wanted the Officer-in-Charge, Census, to get the amount. Special orders from the Registrar General were obtained to cover these cases.

Another complication arose over the payment of an honorarium to the Officer-in-Charge, Census in each subdivision. I felt that a reference to Delhi would not really help as the All India Scheme did not envisage the subdivision at any place. I sanctioned them an amount of Rs. 200/-, but found that it was beyond my powers. Finally I requested the three Divisional Commissioners, who had the powers, to authorise the payments and thus avoided what would have become an unpleasant tangle

The entire question of honoraria to be paid for census work is really not as simple as it looks. An enumerator thinks his remuneration inadequate, but even at this rate our expenditure for enumerators' honoraria alone exceeded Rs. 28,00,000/-. It is not very realistic, therefore, to talk glibly about full time workers on a regular wage. A possible answer may be to cut down the contents, and canvass a very few questions, so that one full time employee can cover a larger area in the same time : another is to take Sample Census only. Neither is very probable. But the days of honorary enumeration are quite clearly over, at least in this State, and the sooner all of us realise this, the better for all concerned. Perhaps, in 1981, we shall, in spite of everything, be flogging the very dead idea of patriotic zeal and fervour which will inspire people to dedicate themselves to the Census with no thought of monetary gain. We can do so, but it would be as well to bear in mind that the census will be less valuable and dependable than it would be if the workers were paid. In 1971 we have got by—and only just—by doubling the amounts paid to each person ; no mean achievement, and the Registrar General must have had to do a good deal of persuading to obtain this huge amount of money. The all India bill for honoraria alone exceeded 4.5 crores.

The decentralisation of payment was another boon. I was spared the mountains of grubby papers which only a lunatic would have expected me to scrutinise, and would consequently have been an exercise in signing my name thousands of times.

The Appendix has a statement showing the amounts actually spent in each district for payment of honoraria.

Appendix

(i) All India Scale of Honoraria

No. 8/17/69-Ad. II
Government of India
Ministry of Home Affairs
Office of the Registrar General, India

2/A, Mansingh Road,
New Delhi-11, The 24th January, 1970

To

All Directors of Census Operations and *ex-officio* Superintendents of Census Operations

Subject : **Payment of a small honorarium to the eoumeration staff in connection with the 1971 Census**

Sir,

I am directed to convey the sanction of the President to the incurring of an expenditure not exceeding Rs. 4,09,05,650/- (Rupees four crores nine lakhs, five thousand six hundred and fifty) only on the payment of honorarium at the following rates to the enumerators, Supervisors, Charge Superintendents and District Census Officers, appointed in connection with the 1971 Census in the various States, Union Territories/Administrations :

1. Enumerators	
(i) Honorarium for housenumbering houselisting and filling up of the establishment schedule (including the cost of the Housenumbering material) for an enumerator's block (An average block in rural areas will consist of about 150 houses and an average block in urban areas of about 120 houses. Of this amount Rs. 5/- is for the cost of Housenumbering material, which may, if necessary be drawn in advance and paid to the Enumerator.	Rs. 15/- (Rupees fifteen only).
(ii) Actual Census enumeration of an enumerator's block. (An average block in rural areas will cover about 750 persons or 150 Households, and in urban areas, it will cover about 600 persons or 120 Households).	Rs. 25/-. (Rupees twenty five only).
2. Supervision charges	
(i) Housenumbering and Houselisting and filling up of establishment Schedule for a Supervisor's Circle consisting of 4 to 5 enumerator's blocks.	Rs. 15/- (Rupees fifteen only).
(ii) Actual Census enumeration for a Supervisor's Circle consisting of 4 to 5 Enumerator's Blocks.	Rs. 25/- (Rupees twenty five only.)
3. Charge Superintendent	Lump sum Honorarium of Rs. 150/-(Rupees one hundred and fifty only) for the entire operation (*i.e.* Housenumbering & Houselisting and Actual Census enumeration).
4. District Census Officers	Lump sum Honorarium of Rs. 300/-(Rupees three hundred only) for the entire operation (*i e.* Housenumbering and Houselisting and Actual Census enumeration).

2. The honoraria for the enumerators and Supervisors may be paid in suitable instalments, if necessary, according to the discretion of the Director of Census Operations and the honoraria to the Charge Superintendents and District Census Officers may be paid after the Census Operations are over.

3. The expenditure in this respect is debitable to the Head "39-Miscellaneous Social and Developmental Organisations-Census-B-Enumertion-B : 3-Honorarium to the Enumeration Staff" in the year 1969-70 in such States and Union Territories/Administrations, where the housenumbering and houselisting operations are expected to be completed within the financial year 1969-70 and to the financial years 1970-71 and 1971-72 subject the voting of funds by the Parliament.

4. This issues with the concurrence of the Ministry of Finance, vide their U. O. No. 467-H.F./70 dated 15. 1. 1970.

Yours faithfully,

A. Chandra Sekhar
Registrar General, India and *ex-officio*
Joint Secretary to the Government of India
Ministry of Home Affairs

No. 8/17/69-Ad. II

New Delhi-11, the 24th January, 1970

Copy forwarded to :

1 All Accountants General.

2 Ministry of Finance (Home Finance) with reference to their U. O. cited.

3 Ministry of Home Affairs (Shri S. Samanta, Under Secretary).

A. Chandra Sekhar
Registrar General, India and *ex-officio*
Joint Secretary to the Government of India
Ministry of Home Affairs

(ii) Scale of Honoraria Adopted for West Bengal

	Housenumbering and Houselisting	Enumeration	Entire Census Operations
(i) Enumerator	*Rs. 15.00 for 150 houses in Rural areas and 120 houses in Urban areas.	@ 3.33 *paise* per person enumerated in Rural areas and @ 4.17 *paise* per person enumerated in Urban areas Subject to a minimum of Rs. 25.00.	
(ii) Circle Supervisor			Rs. 8/- for Supervision of one enumerator's block for entire operation subject to a maximum of Rs. 80/- in each case.
(iii) Clerical Assistance— Block Development Office			Rs. 75.00 for the Operation
(iv) Deputy/Assistant Charge Superintendent			Rs. 125.00 ,,
(v) Charge Superintendent			Rs. 150.00 ,,
(vi) Officer-in-Charge, Sub-division Census Operations			Rs. 200.00 ,,
(vii) Officer-in-Charge, District Census Operations			Rs. 300.00 ,,

(iii) Statement to Honorarium paid

District	Honorarium paid					
	Houselisting		Enumeration		Total	
	1970-71 (Rs.)	1971-72 (Rs.)	1970-71 (Rs.)	1971-72 (Rs.)	1970-71 (Rs.)	1971-72 (Rs.)
1	2	3	4	5	6	7
Darjeeling	31,989	..	47,635	..	79,624	..
Jalpaiguri	74,642	2,801	20,865	63,144	95,507	65,945
Cooch Behar	37,141	..	35,194	32,475	72,335	32,475
West Dinajpur	41,060	23,099	13,305	38,030	54,365	61,129
Malda	39,286	738	31,980	37,398	71,266	38,136
Murshidabad	53,030	..	2,413	137,567	55,443	137,567
Nadia	45,795	..	42,525	40,693	88,320	40,693
Twenty Four Parganas	211,530	12,535	126,089	238,647	337,619	251,182
Howrah	80,392	..	42,150	81,888	122,542	81,888
Hooghly	77,947	..	46,230	84,709	124,177	84,709
Burdwan	N.A.	N.A.	N.A.	N.A.	95,397	40,801
Birbhum	40,778	29,186	36,410	..	77,188	29,186
Bankura	43,778	6,441	23,409	61,019	67,187	67,460
Midnapore	194,000	10,818	140,030	73,671	334,030	84,489
Purulia	42,869	..	29,643	52,722	72,512	52,722
Calcutta	113,841	2,774	..	192,727	113,841	195,501
Total	**1,128,078**	**88,392**	**637,878**	**1,134,690**	**1,861,353**	**1,263,883**

N.A.—Not available

XIII

The Census of Calcutta City

[The Census of Calcutta City was organised and conducted by a Deputy Director of Census Operations assisted by an Assistant Director. Shri Hironmoy Chakravarty, WBCS and Shri Mrinal Kanti Bose, WBJCS were appointed to these two posts and the data for the city is a testament to their patrint and courageous work in the face of nerve wracking situations. I reproduce the report given to be by Shri H. Chakravarty below. The reader will find it to very valuable.

—B. G.]

Appointment of the Deputy Superintendent and Assistant Superintendent of Census Operations, Calcutta City, and initial difficulties

Although I had been informed in April, 1969 of my selection as the Deputy Superintendent of Census Operations, Calcutta City, it was not before early August that I was released from my existing post of S.D.O. (Sadar), Howrah. I joined my new post on 7. 8. 69 and received preliminary instructions from the Superintendent of Census Operations, West Bengal. The Assistant Superintendent of Census Operations, Calcutta City, joined on 29. 8. 69. The conduct of Census Operations was not a foreign experience to me in as much as I had remained in charge of the Census of the Serampore P.S., Hooghly District, in 1961. But the Census of the metropolitan city of Calcutta seemed to be an altogether different proposition. In other Presidency towns and big cities like Bombay, Madras or Delhi, the city corporation directly conducted the Census Operations and even shared with the Government part of the expenses incurred in this connection. The Deputy Superintendent of Census Operations was there only to help the Calcutta Corporation and offer his technical advice at different stages of the Census Operations. The Calcutta Corporation, however, had discarded its responsibility in the matter of conducting the Census of the city by virtue of the provisions of the Calcutta Municipal Act of 1951. Since 1961, therefore, it was the State Superintendent of Census Operations who had toconduct the census of this city through a Special Officer or Deputy Superintendent appointed for this purpose. Being a Presidency town, Calcutta has no such central administrative authority as the District Magistrate or the Deputy Commissioner, who traditionally exercises enormous influence owing to his unique position as the pivot of the general administration. The District Officers have indeed little difficulty in conducting the census through their officers and men. But in Calcutta there was neither the direct involvement of the Calcutta Corporation nor any administrative authority analogous to the District Magistrate to whom the Superintendent of Census could entrust the onerous duties of conducting the Census of this uniquely problem-ridden and complex city with its numerous lanes and bye-lanes, cosmopolitan population, numerous congested slums as well as multi-storeyed buildings, the boat population, army and police barracks, railway colonies and, above all, a huge floating population. Even in the best of times Calcutta has tended to be one of the severest headaches of the State Superintendents. Even then there can hardly be any comparison between the difficulties faced in earlier operations and those which were to be faced by us in course of time in connection with the Census of 1971. At the outset, however, little did the Superintendent or myself imagine how far the public order in the city would deteriorate bringing it its wake a host of problems that would at times seem to jeopardise the entire operations in a manner inconceivable in the past Census Operations.

Preliminary preparatory steps

The immediate task before me was to set up my field unit and take necessary steps for the copying of Assessment Registers of the Calcutta Corporation as well as for the preparation of Notional Maps and Layout sketches showing the sequence of buildings and roads, streets, lanes, bye-lanes, and other land-marks. The Calcutta City Wing, functioning as a field unit of the Head Office as distinguished from a separate office, was set up by me by the middle of August, 1969, and old hands, mostly selected from surplus sections, were deputed to man it in early September. Shri Nirmalendu Sanyal, a senior- U.D.Clerk of the Alipore Collectorate, joined as the Head Clerk of the City Wing in September. The office was, for a brief period, housed in the Modi Buildings at 146/7B, Rabindra Sarani, from where it was shifted to the 4th floor of 1/C, Chowringhee Square in October, 1969. At the outset, besides accompanying the Superintendent of Census Operations in his visit to the Commissioner, Town and Country Planning and the Commissioner, Calcutta Corporation, to discuss the nature and magnitude of help that might be expected from the Calcutta Metropolitan Planning Organisation and the Calcutta Corporation respectively in connection with preparation of maps as well as the subsequent operations, I went through the old files with a view to making myself conversant with various aspects of my assignment. I also drew up a census calendar for the city of Calcutta and got it approved by the Superintendent of Census Operations, whose designation had meanwhile changed to that of a Director, followed by corresponding changes in our designations. I had to devote considerable time to the planning of the organisation of the census set-up of Calcutta as well as of the course of action to be followed in implementing the census programme according to the calendar drawn up by me. I had also to spend a good deal of time in contacting various authorities like the Corporation of Calcutta and the C.M.P.O. with the object of securing essential materials which the subsequent operations would require, such as the Ward maps of Calcutta drawn to as large a scale as available, maps of the city as a whole, copies of Assessment Registers, lists of Streets and the like. The Assessor of the Calcutta Corporation explained to me that for administrative reasons it would not be possible for the Calcutta Corporation to part with the Assessment Registers even temporarily for copying, but that the same purpose would be served by purchasing printed copies of registered postal tax demand notice from the Calcutta Corporation. A proposal for purchase of tax notices for all the Wards of Calcutta was accordingly sent to the Commissioner, Calcutta Corporation, by the Director of Census Operations and within a short period the Assessment Department got the entire set of tax notices printed. I had of course to keep constantly in touch with the printing section of that department in order to have the notices printed quickly. Both the Assessor and Shri Aurobinda Chowdhury, the Adrema Superintendent, who was in charge of printing, were very helpful in this regard. Several copies of these notices were prepared and were later varified with reference to the original Registers.

Preparation of layout sketches

The idea behind the preparation of layout sketches was to find out the distribution of buildings throughout the city as well as the approximate distribution of population residing in them. They were calculated to facilitate the demarcation of Enumerator's Blocks. It was of course advantageous to demarcate the Housenumbering Blocks in such a fashion that it might subsequently be possible to mark out the Enumeration Blocks merely by subdividing a Housenumbering Block into two or more Enumeration Blocks. With these aims in view I addressed myself to the task of preparing the layout sketches. To start with,

institutions like the Corporation of Calcutta and the C.M.P.O. were approached in order to find out what help could be had from them by way of men and materials in this regard. The Commissioner, Corporation of Calcutta, suggested that the C.M.P.O. might be in a position to lend the services of its staff. As regards maps, he made it clear that here there was a big gap, the last detailed survey of Calcutta having been conducted in the early part of the century, after which considerable changes had taken place in the layout of roads and buildings. When I approached the Chief Engineer of the Corporation of Calcutta for these maps, he let me have a look at the settlement maps in question, called Smutts' Sheets, which were drawn on a scale of 50" to a mile. The total cost of printing one complete set of these maps for the city excluding the area formerly belonging to the Tollygunge Municipality worked out to about four thousand rupees. The idea of purchasing these maps was abandoned not so much because of the prohibitive cost as in view of the apprehension that most of them might have by then become out of date and consequently of little use owing to the drastic topographical changes in certain parts of the city since the first decade of the present century when they had been prepared. Moreover, there could hardly be any substitute for a first hand execution of layout sketches by making a field survey. Therefore, in the absence of up-to-date detailed maps of the city drawn on a large scale, the only source of cartographical information was the C.M.P.O. and, for certain areas, the Calcutta Improvement Trust. But the C.M.P.O. did not seem to possess any more reliable or up-to-date maps than the Corporation of Calcutta, although its maps incorporated the results of a few aerial photography of parts of the eastern region of Calcutta that had been taken for cartographical purposes.

It was, therefore, decided that all the available sources of maps would be tapped. To begin with, the survey would have to be done purely on an experimental basis with a view to assessing the probable requirement of manpower for completing the job within a specified period of time. For the present, however, the work would have to remain on an experimental scale, mainly because it would necessarily take a little time to recruit the requisite number of field surveyors, organise them and train them up.

In conducting the experimental work we had to rely on a map of Calcutta drawn on the scale of 6" to a mile, which was available with the C. M. P. O. I discussed with Sri M. N. Sharma of the Map Section of that Organisation the pros and cons of enlarging Ward maps or other detailed maps of Calcutta with the help of pentagraph for the purpose of preparing large skeleton layout maps on which buildings were to be designated by means of symbols through field survey. The Director was in favour of resorting to such pentagraphic enlargement of Ward maps prepared by the Calcutta Corporation on the scale of 12" to a mile to serve as skeleton maps. Later on, however, Sri M. N. Sharma convinced us that it would be much more economical and at the same time less time-consuming to enlarge Ward maps by free-hand drawing. Accordingly, a few draughtsmen were deputed to the City Wing from the Head Office for this purpose and at a still later date the strength of draughtsmen was further augmented by direct recruitment in order to cope with the large volume of work and to keep pace with field work.

Pending receipt of Ward maps from the Calcutta Corporation, we started the work on an experimental basis in Ward no. 53 in the heart of the city by enlarging a segment of the Ward map received from the C. M. P. O. On 23.8.69 the work was launched by Sri M. N. Sarkar, T. O., and myself, when the four Computers deputed to my unit and earmarked for the post of Zonal Census Officers had their first field training. The experimental work was calculated to give the supervisory staff a foretaste of the difficulties to be faced in this Operation at a more mature stage. After

completing the layout sketches of ward No. 53 through the agency of the Computers, each assisted by an Assistant Compiler, the experimental work was extended to ward No. 32 in the V. I. P. Road area with its new habitations in order to gain further experience pending a decision on which agency should be engaged for the stupendously expensive and time-consuming task of preparing the layout sketches for the entire city.

Meanwhile, the division of Wards into Circles and enlargement of the segments of Calcutta Corporation Ward maps (on a scale of 12'' to a mile) corresponding to a Circle were taken up as ancillary to the preparation of layout sketches. The division of Wards into Circles was done by the Assistant Director and myself with the help of old Ward maps of 1961. Our aim was to divide the Wards in such a way that the constituent parts could very well serve as Census Circles, and skeleton maps for the Circles prepared by enlarging these maps, on which the layout of buildings was to be shown by field survey, so that Blocks could be demarcated direct on the layout sketch of the Circle mainly on the basis of the approximate population as given in the sketch, with a view to ensuring the coincidence of a Housenumbering Block with the Enumeration Block or Blocks. With this objective in view, we collected necessary data from the District Census Handbook and other old records. In 1961 there were 0 Wards in Calcutta, which had since been reorganised into 100 Wards. Since no Circle map of 1961 was available in the office, we had to take recourse to the laborious process of demarcating the 1961 Census Circles on the old Ward maps in addition to noting the corresponding new Ward numbers, because new Ward maps were yet to be received from the Calcutta Corporation. The older Circle divisions were very much helpful as they furnished a basis to start with for demarcating the Circles for 1971 Census. For one thing, the population, the density of population, the area and the number of houses for a particular Circle of 1961 Census were available on record while our previous exercise with older maps had given us a precise idea of the relationship of the new Wards with the older Wards and Circles. The readjustment of Wards following the last census coupled with the fact that many of the older Circles contained too small or too large a population necessitated a redemarcation of Circles in many cases whereas in others it was quite convenient to retain the older Circles with its attendant benefit of ensuring inter-censal comparability of data. With the arrival of new Ward maps the Circles for 1971 Census were tentatively demarcated on them and passed on to the draughtsmen for enlarging these Circle maps into skeleton layout maps. In demarcating the Circles a verification of the streets sometimes became essential. The boundaries of some of the older Circles were not very clear from the available description, having used imaginary lines or obscure pathways. In some cases again an old Circle had to be divided into more than one new Circle or distributed among several new Circles, which necessitated a local verification in order to assess the probable results of such readjustments. Then there were areas where it was imperative to find out if there really was an inter-connecting lane or pathway in order to facilitate subdivision of an over-populated Circle without any cross-roads having been shown on the map. Above all, it seemed to be necessary to identify all the roads and streets constituting the boundaries of a Circle for its precise description. Initially, the Assistant Director and myself covered a few Wards on foot after office hours or on holidays. In view of the magnitude of the work, however, the Computers and other staff were entrusted with it at a later stage.

Meanwhile, the Computers and Assistant Compilers were proceeding with the preparation of the layout sketch of segments of ward No. 32. It soon, however, became apparent that in order to prepare the lay-out sketches of the entire city what was needed was a large force of paid staff, including supervisors. Accordingly, I prepared a scheme for engaging a hundred Charge Clerks, one each for the 100 Wards of the city, to take up the preparation of the layout sketches by visiting

their respective areas from door to door, which would incidentally help in detecting discrepancies or anomalies in the system of numbering the buildings as followed by the Calcutta Corporation and would also make the Charge Clerks thoroughly familier with their respective Wards. The scheme was approved by the Director of Census Operations. Although I had suggested therein that preliminary steps for the recruitment of the Charge Clerks be taken early, so that they might start functioning from early December, 1969, the Director wanted to probe the possibilities of entrusting the preparation of layout sketches to the employees of C. M. P. O. against a nominal honorarium. This scheme had to be abandoned, as the C. M. P. O. was not in a position to release the requisite number of staff for this purpose and also because no agreement could be reached about the amount of honorarium to be paid to the deputed staff.

The Director and myself also had several rounds of discussion with Sri K. K. Sen, ICS, Member, Board of Revenue and Director of Civil Defence, West Bengal, in presence of the Controller of Civil Defence, Calcutta, and other officials as well as with the Home Secretary to the Government of West Bengal in presence of the Additional Director of Civil Defence, West Bengal, on the subject of help and co-operation to be extended by the Civil Defence authorities for the taking of the census of the city, including preparation of layout sketches. It was decided that so far as the city of Calcutta was concerned Civil Defence volunteers would be engaged for the purpose of preparing the layout sketches under the supervision of the Civil Defence Inspectors, whereas the staff of my unit (who had already gained some experience in this work) would impart theoretical and practical training. I pursued the matter at my end, keeping in touch with the Controller of Civil Defence and his Deputy Controllers. The latter had proceeded far in the matter of selecting the volunteers, when this scheme too had to be abandoned, because the Director of Census Operations came to learn from the Delhi Office that any honorarium to be paid to a person for preparing layout sketches would be at the cost of the honorarium to be paid to the Enumerators for houselisting operations. So there seemed to be no alternative but to recruit whole-time field workers, as suggested in my earlier proposal.

Nine Lower Division Clerks had already been appointed in December, 1969, to work as Charge Clerks for Ward No. 69, 70, 94, 95, 96, 97, 98, 99 and 100, according to a proposal submitted by me. These Wards were either wholly or partly outside the jurisdiction of the Calcutta Police as well as the Calcutta Civil Defence Organisation. The Computers were then entrusted with the supervision of the work of these Charge Clerks. The Assistant Director and myself too frequently supervised the work of these Charge Clerks. Meanwhile, three more employees of the State Government were brought on deputation to work as Zonal Census Officers. They too were entrusted with supervisory functions. The city was divided into eight Zones, each consisting of 12 or 13 Wards and placed under a Zonal Census Officer. Charge Clerks were not, however, recruited all at a time. The Director was initially not in favour of recruiting more than 50 or so for preparing the sketches. As the work progressed, however, he was convinced of the necessity of appointing a Charge Clerk for each of the Wards.

It was, however, not before June, 1970, that the full quota of Charge Clerks could be recruited. The Charge Clerks were later designated Charge Inspectors. But even with piecemeal recruitment of fieldworkers the progress of preparation of layout sketches was quite satisfactory. The Charge Inspectors were given a brief theoretical training by me, followed by practical exercises on the field under the supervision of Z. C. O's. I also had prepared a set of instructions for their benefit. A tentative programme was drawn up for the various phases

of the work including enlargement of Circle maps and circulated among all concerned for guidance. Despite certain amount of dilatoriness on the part of some staff, the work was, however, complete by July, 1970 for the entire city excepting the Special Areas, for which no maps were to be prepared for security reasons.

Although there had been little uncongenial about the general condition of the public order of the city at the time the work was first started, it was not long before disorder, chaos and tension were to overtake the city life with an accelerated increase in violent inter-party clashes. Naturally, this posed serious problems for our job, which demanded peace and tranquillity that were conducive to unstinted public co-operation. Since our aim was not only to collect data relating to the identity of a building but also to obtain the approximate number of the residents of the same (which was put down as a denominator below the building number, *e.g.*, 25A/32), the field workers often had to face apathy, indifference and, rarely though, even hostility from some members of the public. They had to take great pains at times to explain the civic significance of their assignment and also establish the bonafide of their business. Public response was of course not the same either all over the city or during all these months. While people did not object, in the initial stage, to our Charge Inspectors going on top of the roofs of their houses in order to verify the alignment of buildings drawn on the map, in course of a few months it became risky for a stranger to enter certain areas for preparing sketches, as any such movement was viewed with suspicion. The Charge Inspectors had to visit all manner of places. One of them once found himself all of a sudden in the midst of anti-social elements busy in dividing the spoils in a desolate corner of a *bustee*. It was with considerable luck and presence of mind that he was able to scrape through. In similar other areas, particularly the congested slums, the Charge Inspector had sometimes to convince the local leaders or roughs that his work was in fact beneficially connected with the fate of the community. In ward No. 99, in Jadavpur, the Charge Inspector was even assaulted severely by a band of political roughs on a mistaken identity taking him for a political opponent. The Z. C. O. and myself, however, attended the case immediately, and the matter was amicably settled through the intervention of the local Councillors and other leaders, after obtaining an assurance of co-operation from the Councillor and members of his party. In Beliaghata and Maniktala the Charge Inspectors had to complete their work at a great risk to their personal security arising from continuously violent inter-party confrontations. Considerable tact and courage were demanded of them. In Burrabazar, Chittaranjan Avenue and certain other areas with a connection of the rich, an under-current of inherent suspicion, mistrust and fear about any official inquiry about the number of residents was discernible. The gatekeepers or caretakers of big mansions refused to part with any figure without the express orders of their masters, who might be living away. In Kasba a gentleman, alleged to be a teacher of a college, went to the length of insisting on the actual figure returned by his wife in his absence being revised upwards to correspond with the number of ration cards held by him. In the congested slum areas of Kalabagan, Belgachia and Kidderpore with a concentration of muslims, it proved to be rather difficult to overcome the resistance of the inmates, particularly the female folks, to any attempt to interrogate them about the number of residents, lest it might violate their privacy. By and large, however, the poorer sections of the citizens extended a much better co-operation, once their initial distrust of official agencies was overcome, than their wealthier counterparts.

The Charge Inspectors later prepared extra copies of the sketch for use by the Circle Supervisors and Enumerators. At the time of Houselisting and Enumeration these maps

proved to be quite useful, and it was the reliability of these maps which enabled us to do without painting housenumbers with coal-tar on the entrance to the individual buildings. It is not that all the maps are equally accurate. Some of them were found to be defective at the time of Housenumbering and were rectified accordingly. Wide discrepancies were detected, subsequently, particularly in respect of the population recorded, in the maps of Ward Nos. 24, 46, 61, 68, 74, 85, 94 and 95. In the last four Wards the defects were detected and rectified by the Charge Inspectors who were posted there in the middle of the operation following a reshuffle. In general, however, the layout sketches may be said to be a creditable achievement on the part of the field unit and form a fairly reliable initial framework for conducting the operations in the next decade. The maps of Ward Nos. 8, 12, 14, 17, 19, 33, 38, 40, 41, 43, 48, 57, 60, 62, 69, 70, 72, 75, 78, 82, 90, 92, 93, 94, 99 and 100 deserve special mention for their precision and neatness.

Census Divisions and the Census Set-up

The division of the city into Charges had been finalized at the very outset. The Calcutta Corporation Wards, numbering 100, were to form a Census Charge each, to be placed under a Charge Superintendent. Then, there were 9 Special Charges consisting of areas under the exclusive jurisdiction of special authorities like the Defence Services, Railways, Police, Port Commissioners etc. Each Charge was divided into a number of Circles consisting of approximately a population of 4,000 to 8,000, as originally assessed. Since a Circle had to comprise a well-defined geographical area bounded by roads, streets, lanes, canals or other unmistakable boundary-lines, some of the Circles as tentatively delimited by the Assistant Director and myself in November, 1969, of necessity exceeded this ceiling. By and large, this delimitation of the Circles seemed justified in the light of the population figures for the same, as revealed from the layout sketches. As such, most of the originally delimited Circles were kept in tact for the rest of the census period, only a few being reconstructed in order to bring them within reasonable proportions. At the time of Houselisting, however, some of the larger Circles had to be further subdivided, only for administrative convenience, by assigning sub-numbers to them but without disturbing the layout sketch.

Delimitation of Blocks was taken up immediately after the layout sketches had been prepared. This work included the recording of a detailed description of the boundary and the component units of a Circle or Block and was naturally intricate and laborious. I had issued to the Charge Inspectors a set of detailed instructions in this regard. They were enjoined to delimit the Blocks mainly on the basis of the approximate population of the buildings as earlier ascertained, also having due regard to the ease of accessibility and compactness of the area under the jurisdiction of a Block. Although a Block contained on an average a population of six hundred or so, exceptions had to be made in marginal cases. Due care was also taken to ensure that the Blocks had, as far as practicable, well-defined boundaries. Where the boundary had to run along an imaginary line in between two or more buildings, the description of the Block boundary was written in such a way as to eliminate the risk of any intervening building being included either twice in one or more Blocks or altogether not. The description of the Block boundary was followed by a detailed list of buildings included in the Block, which was subsequently handed over to the Enumerator at the time of houselisting. The Urban Census Register also contained a similar detailed description of the Blocks. The Charge Inspectors were asked to make allowances for foreseeable changes in the population of a Block in the immediate future in order that the Blocks once carved out might be kept in tact till enumeration. They were also instructed to make the blocks as far as practicable homogenous. A

model delimitation was included in the instructions issued by me. The Assistant Director and myself also frequently gave the Charge Inspectors practical training in this exercise in presence of the Z. C. O's. The Charge Inspectors were instructed also to verify the accuracy of the delimitation through checking on the field. Moreover, they had also been instructed earlier to check the layout sketches with the copies of the Assessment Registers in order to ensure that no building was included in more than one Block or missed altogether. The delimitation of Blocks had subsequently to be changed during or after the-houselisting in only marginal cases in order to cope with unforeseen exigencies or unexpected discrepancies. The delimitation was complete by the end of July, 1969, for almost the whole of the city. So far as the Special Charges were concerned, special care had to be taken in delimitation of Blocks as explained below.

Special Charges and Special Blocks

There are certain special areas in Calcutta where the census is customarily taken by the respective authorities whose exclusive jurisdiction extends to such areas. For purposes of the Census of 1971, these areas were treated as so many additional Wards and constituted Special Charges. There were nine such Special Charges as detailed below :

1 Fort (including other Military areas) with Code No. 101 (Fort) ;

2 Port (Land Area) with Code No. 102 (Port-land) ;

3 Canals (Water Area) consisting of (a) Tolly's nullah, (b) Beliaghata canal, (c) New cut canal with Code No. 103 (Canals) ;

4 Sea-going Vessels (Port) with Code No. 104 (Port-Sea-going Vessels) ;

5 Inland Vessels (Port) with Code No. 105 (Port-Inland Vessels) ;

6 Eastern Railway (Sealdah Division) with Code No. 106 (E. R. S.) ;

7 Eastern Railway (Chitpur Division) with Code No. 107 (E. R. C.) ;

8 South Eastern Railway (Garden Reach) with Code No. 108 (S. E. R.) ;

9 Calcutta Police with Code No. 109 (C. P.).

Housenumbering and houselisting in Special Charges were the responsibility of the Special Charge Superintendents concerned and should have been completed by them by engaging their own agencies for this purpose. The Charge Superintendents of these special areas were supposed to send names of a suitable number of Circle Supervisors and Enumerators from amongst their own personnel to me for appointment as such. There was, however, no need for housenumbering and houselisting in Special Charges like (a) Canals, (b) Port-Inland Vessels and (c) Port-Sea-going Vessels. The Charge Superintendents of these three Special Charges only conducted enumeration of boat population.

Enumeration in all these 9 Special Charges was supposed to be done by the Charge Superintendents concerned with the help of Enumerators appointed from their own staff. So far as these Special Charges are concerned, the Deputy Director and the Assistant Director of Census Operations, Calcutta city, were only to train up, guide and co-ordinate the work of the Special Charge Superintendents concerned. Separate sets of special instructions for each of them were prepared and necessary forms and booklets supplied. But the responsibility for organising the census operations of these Special Charges, for delimiting the Census Divisions according to official instructions, for

recruiting and training the necessary Census Personnel and, finally, for conducting the main Census Operations properly and on time rested entirely with the respective Special Charge Superintendents, and it was chiefly they who were to be responsible for the accuracy and comprehensiveness of the census of the geographical area under their respectively declared jurisdiction. In point of fact, however, quite a few of the Charge Superintendents of the Special Charges proved to be only figureheads, barely finding the time and energy needed to do justice to their onerous duties. Sri Ratan Bahadur, an exceptionally devoted and painstaking U. D. Clerk attached to the City Wing, had been entrusted with organising the census of the Special Charges. But for his dauntless determination, superb organising ability and marvellous performance there would have been hardly any census in some of the large Special Charges. He had to raise his own troop of volunteers, train them, distribute the forms, exhort the enumerators for timely completion of job, take emergency measures for this purpose, ensure a satisfactory coverage, effect a thorough checking of the filled-in schedules and forms in order to ensure the quality of the work, collect papers and prepare abstracts, and so on and so forth with the help of a small number of volunteers loyal to him. The way he accomplished this feat, that is really much more difficult than may appear to one not familiar with the realities on the field, deserves the highest recommendations. Sri Bahadur was also enjoined to guide the delimitation of the Blocks of the Special Charges. One of the aims of the Calcutta census being the collection of the demographic data according to the Calcutta Corporation Ward divisions, the census divisions of the Special Charges were delimited in such a manner that the constituent Circles or Blocks or preferably both did not cut across two or more such Wards. In other words, a particular Block or Circle of any Special Charge, spread over the length and breadth of the city as it was, fell entirely within a Calcutta Corporation Ward. Its location code for the Charge Number was accordingly not that of the Special Charge alone but also included the corresponding Calcutta Corporation Ward number, shown as enumerator and denominator respectively. For instance, for the Special Charge of Port-land Area, the Charge Number for a Block was $\frac{102 \text{ (Port-land)}}{84}$, where 84 denoted the Calcutta Corporation Ward number of the Block in question. This procedure did not apply to the three Special Charges concerning the boat population, as Calcutta Corporation Ward number ceased to have any significance for them.

Besides these Special Charges, there were certain Special Blocks in Calcutta comprising buildings occupied for a special purpose such as Hospitals, Jails, Hostels, Municipal Institutions etc., where the ordinary Enumerator might find difficulty in taking the census. The population of such Special Blocks was not to be less than 100. Houselisting and enumeration of Special Blocks were to be entrusted to responsible officers or staff of these institutions. But such Enumerators had to work under the supervision of Circle Supervisors and Charge Superintendents of the respective Wards. Actually, however, the census of very few of the Special Blocks could be left to the care of the respective authorities even at the time of houselisting. The work could be completed only by engaging Enumerators from elsewhere. At the time of enumeration only a few Special Blocks were retained as such. Even there the initiative was provided mostly by the Charge Inspectors and seldom by the authorities concerned. Special difficulties were faced in respect of the jails. On the one hand the Warders who could be spared by the jail authorities were too few in number and had to be supplemented by engaging outsiders. On the other hand, it was difficult to obtain the co-operation of the undertrial prisoners and convicts who were alleged to be extremists. As regards the Police Personnel of Twenty Four Parganas district with their quarters in or around the Bhawani Bhawan, which comprised a set of Special

Blocks, it was quite a problem to collect their particulars, as they were seldom available for interview.

Recruitment of Charge Superintendents and Circle Supervisors

From the very outset the selection of Charge Superintendents proved to be a thorny problem. In view of the supposed importance of their role, different sources were tapped for enlisting the honorary services of influential and capable men. The Director was in favour of associating the Calcutta Corporation with the census of the city as intimately and at as many levels as possible. The idea of placing the services of the Deputy Director at the disposal of the Calcutta Corporation or of placing the Z.C.O.'s under the District Health Officers or the District Engineers with a jurisdiction over a co-terminus area failed to materialise, not having been received with any enthusiasm in the civic quarters. The Commissioner of Calcutta Corporation was then requested to spare some responsible Officers for the part-time honorary posts of Charge Superintendents. The Director had also requested all the Secretaries to the Government of West Bengal, in pursuance of the Cabinet decision and the circular issued by the Chief Secretary, to send to me the particulars of officers and staff working in the offices under their control who could be spared for census duty. But the total number of Gazetted Officers of the Government of West Bengal or the Calcutta Corporation, as officially sponsored, was utterly inadequate. Many of the Officers were again residents of the same Ward as others from the list or residents outside Calcutta. Consequently, in order to fill the remaining vacancies, a search had to be made among the leading local citizens. Divisional and Post Wardens of the Calcutta Civil Defence Organisation whose names had been forwarded by the Controller of Civil Defence, Calcutta, proved to be a ready source to be drawn upon. Meanwhile, as requested by the Director of Census Operations, West Bengal, the Mayor of Calcutta was kind enough to issue an appeal to all Councillors to help census officials in all matters connected with the census of the city, including recruitment of honorary census workers. The Z.C.O.'s were asked to contact and consult the local Councillors regarding the selection of Charge Superintendents, particularly in respect of those Wards where no suitable and willing person was readily available. As the matter brooked no delay, the Z.C.O.'s had to make haste in finalising the selection according to this procedure. Many of the Councillors took a keen interest in the matter and offered to act as Charge Superintendents. As a result in many of the Wards the person tentatively selected earlier as the Charge Superintendent had to be replaced by the Councillor himself or his nominee. However, no such change was made in those Wards where Government officials had been appointed the Charge Superintendent. In yet others where the Councillor could not readily be contacted or where he failed to nominate a suitable candidate, the selection had to be made from Divisional or Post Wardens of Civil Defence or from other respectable citizens of the locality. At a subsequent stage, however, some of the Councillors, realising, or rather imagining, the political benefits that might be reaped from such an appointment, tended to evince a keener interest in having themselves or their nominees appointed the Charge Superintendent. But, except in those cases where the existing Superintendent proved to be unsuitable or unwilling, no further change was effected. Even then, however, the fact remained that in the existing atmosphere of almost universal political characterisation very few appointments would fail to evoke criticism from interested political quarters, despite all our attempt to impress upon the critics the apolitical character of the census operations. The selection of Charge Superintendents and others of necessity gave rise to controversies, although the co operation of almost all the political parties and groups had been sought and enlisted in accordance with their respective local influence.

From the official point of view a strictly neutral but pragmatic attitude was sought to be assumed and the Director's advice frequently obtained.

By June, 1970, the appointment of Charge Superintendents was complete. Subsequently, however, some of them had to be replaced by other persons, while many others proved to be, to all intents and purposes, mere figureheads, the brunt of the burden being borne by the Charge Inspectors. However, some of the Charge Superintendents were really helpful, if only in that they condescended to exercise their good offices and local influence in securing Enumerators as well as in overcoming various obstacles. I should particularly like to mention the co-operation received from the Charge Superintendents of Ward No. 26, 27, 29, 37, 41, 54, 65, 76, 78 and 82.

The Circle Supervisors were recruited about the same time as the Charge Superintendents from among Civil Defence Post Wardens, Government officials and local people nominated by the Charge Superintendents or contacted through the Charge Inspectors. Unlike in 1961 Census, they were paid a token amount as honorarium, which failed to attract worthy people. As a matter of fact, the Circle Supervisors were by and large a useless stratum of supervisory officials, who seldom cared either to check the filled-in schedules or pads or to exhort the Enumerators to complete the work on time. However, some of them had to be suffered, because they were the nominees of the Charge Superintendents, or because they were locally influential persons, or because their help had to be enlisted in recruiting Enumerators. There were of course a limited few who took an exceptionally keen interest in their work and helped the Charge Inspectors in numerous ways.

Appointment of Enumerators for conducting Houselisting Operations

The Enumerator is the person on whose intelligence, sincerity and sense of responsibility depend in the ultimate analysis the quality and success of enumeration. Unless the enlightened and public-spirited section of the citizens offer their services in the requisite number, there is every apprehension that the census of an area of a city like Calcutta will be either incomplete in its coverage or not as accurate as humanly possible, and all because men of tolerably good quality could not be secured to work as Enumerators. This was sought to be impressed upon the Councillors, the local leaders and public men, some heads of educational institutions and social organisations, clubs and associations. The Charge Inspectors had been asked from the very outset to be on the look out for willing and suitable candidates for appointment as Enumerators, and it was through their initiative and contact that a large number of Enumerators were ultimately recruited. Some of the Charge Superintendent and the Circle Supervisors also helped in enlisting the services of volunteers over whom they exercised some sort of influence, although very few of these recruits stayed on till the end. But the official sources failed us miserably, so that we were forced to depend mostly on other sources, although few persons could be expected to be more desirable for census work than Government servants except in certain special circumstances. All possible attempts had been made to utilise the services of Government servants. The outgoing Cabinet had adopted a resolution in this regard thanks to the efforts of the Director of Census Operations. The Chief Secretary had issued a circular, and the Director had requested the Secretaries of various Departments to send to me by 31.3.70 the names of the employees working in offices under their control as could be spared for census duty. The response from the various Government offices was both tardy as well as poor. No name was received from them before April, 1970, and such names totalled only about 700 at the end of June, 1970, while our requirement was to the tune of 5,000, excluding the Special Charges. Thus, securing an adequate number of suitable persons to work as Enumerators

proved to be one of the most difficult hurdles. In most of the Wards, local people did not come forward in the required number to act as honorary census workers, chiefly because the rates of honorarium were, according to them, much below their expectations in view of the prevailing hard days, and also because political rivalry stood in the way of acceptance of a position subordinate to a supervisory official belonging to the opponent group. The lack of response was of course not uniform in all the Wards. But the heartening degree of response received in some of the Wards was attributable to the initiative of the Charge Superintendents or the Circle Supervisors as well as the local Councillors, motivated probably by considerations of the possible electoral benefits of such association with census. We had been trying to impress upon the Councillors and other leaders the national character of census above political, factional or other differences, which should not, therefore, stand in the way of persons of diverse political affiliations being brought together for the common purpose of taking the census of a Ward as accurately as possible. Still then, however, some of the Councillors and other leaders unfortunately were inclined to regard it a political or personal affront if Supervisors or Enumerators were not appointed exclusively from those whose names had been sponsored by them. While some could not or rather would not furnish names of Enumerators before the scheduled date of training, others went on sending the names of obviously unworthy fellows, including little boys of ten or twelve, regardless of the importance and complexity of the census operations or of the limited capacity of a Ward to absorb volunteers in honorary posts of census officials. Moreover, it often happened that, on grounds of political or similar maladjustments, a Councillor or a Charge Superintendent or a Supervisor expressed his disapproval of some census officials under him who had been recruited through some other source on considerations of merit. Again, in certain areas the local Councillor was found to have no local influence whatsoever, but on the contrary it seemed that it would be nearly disastrous for the entire census operations if the branded followers of him largely formed the body of Enumerators for the Ward and got involved in violent clashes with their political opponents for reasons not connected at all with census. In fact, in quite a few areas in the eastern and north-western parts of the city, seriously violent interparty clashes compelled us to adjust the strategy of recruitment (by taking in neutral people alone in border areas) and training of honorary workers and even that of the main operations so as to avoid the census operations being jeopardised by political unrest and rivalry and the resultant public disorder. For instance, in Beliaghata and Narkeldanga under Zone No. 4, the Z. C. O. had to exercise a good deal of tact and discreet caution in recruiting census officials in respect of areas where no single party enjoyed exclusive influence and where violent confrontations took place almost as a matter of routine. There were certain areas, particularly in Ward No. 30, where even training classes for the entire Ward could not be held together because of the existence of animosity among some sections of the census officials, who had nevertheless to be recruited, as the census of those areas could otherwise not be taken at all. Again, in those Wards where the residents are mostly persons of non-Bengali origin, Enumerators were hard to find. However, ultimately we had to launch the houselisting operations with a much smaller number of Enumerators than that of Blocks.

Preparation for Houselisting Operations—Training

Since ultimately it would be the Charge Inspectors whom the Enumerators and Supervisors would approach for guidance at the time of the actual operations, a great importance was attached to their training. I myself took a number of training classes for each of them, and both the Assistant Director and myself examined the trial census schedules filled in by them in course of their practical training and discussed with them the mistakes detected. The Charge Inspectors were also asked

to attend the training classes arranged for the Supervisors. Moreover, the Z. C. O.'s were also discussing the concepts now and then with them.

Simultaneously with the process of selection of honorary census officials, their training in census concepts and procedures was also planned and arranged. The Charge Superintendents were invited in two batches in the middle of May and early June. The training of Circle Supervisors started from the end of May but could not be started in full swing before the middle of June owing to delay in receipt of names from official and non-official sources. The Assistant Director and myself made it a point to take the first two classes covering nearly all the points, which were followed by one or two more classes of a recapitulatory nature taken by the Z. C. O.'s. Practical classes were also held, where the Charge Inspectors acted as the guide. It was, however, discouraging to note that many of the Charge Superintendents did not attend any training class arranged for them or for their Supervisors and Enumerators. As was becoming evident day by day, very few of the Charge Superintendents proved their readiness to devote sufficient time and energy to the training of the Supervisors and Enumerators or to the building up of the census organisation in their respective Wards. It ever remained the responsibility of the paid Government servants alone to attend to the thousand details necessary for conducting the operations. While the Supervisors received their initial training at the hands of the Deputy Director or the Assistant Director, a more elaborate training programme for the Enumerators was drawn up which entailed the engagement of the Z. C. O.'s, the Charge Inspectors and a handful of trainers from the Head Office, besides the Assistant Director and myself. The Enumerators were generally required to attend four training classes, including practical exercise. It was at the training class again that they were notified about further course of action and introduced to the Circle Supervisors and others. In most of the cases the Charge Inspectors personally served the letter inviting the census officials to attend classes and thus could keep track of the progress of training. Besides, a Training Register was also maintained. A token sum of honorarium was paid to those Supervisors and Enumerators who attended at least four training classes by way of inducement. The classes were held mostly in Zone Offices or Charge Offices as well as in educational institutions, for which prior permission had to be obtained. In certain areas, schools were hard to get in view of the apprehension of the authorities about allowing any kind of classes to be held in the prevailing atmosphere of violent attacks on educational institutions. Although the Calcutta Corporation had granted such permission on being approached, most of its Primary schools had no arrangement for light and fan.

Besides training and recruitment, attention was devoted to the setting up of Charge offices in Wards so that these might serve as nuclei of census activities where Enumerators and Supervisors might occasionally meet for checking on training, distributing or collecting forms and schedules and ascertaining the progress of work. Most of the Charge Offices were set up in schools. But the Calcutta Corporation Free Primary Schools generally had no electric facilities, whereas many of the school authorities often hesitated or even declined to spare any room to be used for this purpose presumably for fear of attack by extremist elements. The Civil Defence authorities had helped us considerably by allowing us to set up the Zone Offices at their sub-control centres, some of which were subsequently used as Charge Offices too.

Houselisting Operations

In view of the special circumstances prevailing in parts of the city of Calcutta, the scheduled programme of houselisting according to the census calendar had to be revised, and it was decided to start the houselisting operations much earlier in certain areas than the scheduled date of

10th September. This necessiated an acceleration of the pace of preparatory proceedings, including training of personnel and preparation of extra copies of Block layout maps and description of the boundaries and buildings of Blocks that were to be handed over to the Enumerators and Supervisors. But since the training programme had been drawn up well in advance, it was hardly possible to get ready to start the work simultaneously all over the city. As a matter of fact it was deliberately intended for strategic reasons to stagger the inauguration of census operations of various Wards and also of various Circles within the same Ward, in order that the limited number of dependable non-official workers together with the Charge Inspectors could be deployed with utmost effectiveness, and also that the supervision, co-ordination and resolution of difficulties, as the work progressed, became easier for the authorities. Accordingly, wherever the progress of recruitment and training of census officials were tolerably adequate, the operations were started quietly and without fanfare. Although the number of Enumerators seldom matched the requirement, the work was not allowed to be held up on that account, but the existing resources of manpower were exploited to the utmost extent by allotting more than one Block to those who appeared to be willing and capable of coping with the additional burden of work. Additional Blocks were again entrusted to a handful of enthusiastic Enumerators, sometimes working on a whole-time basis, when the persons originally appointed as Enumerators failed or declined to discharge their duties according to our programme.

The reasons behind the early launching of the operations were mainly two. In the first place, the atmosphere of Calcutta seemed to be getting less and less congenial for taking the census, which needed a peaceful and co-operative situation as opposed to the tense and violence-ridden conditions prevailing in many parts of the city. Therefore, it was thought advisable to start the work as early as possible so that the work might be completed by the target date of 31st October, temporary interruptions here and there notwithstanding. Another reason prompting this course of action was to find out how far suitable and adequate the existing machinery was for the taking of the census, particularly the final phase of enumeration, so that necessary changes could be effected in advance. The subsequent progress of work seemed to justify this decision.

The progress of houselisting was on the whole satisfactory except in certain Wards. The operations were launched in August in full swing. Although it hardly took more than ten days or so far an Enumerator to complete the work of one Block, it was not possible to cover virtually the entire city before the middle of October. The reasons for slow progress and delay in coverage included delay in recruitment and training of Enumerators in certain Wards, water-logging in low-lying areas and intermi tent violent disturbances in certain pockets of North Calcutta, East Calcutta and South-Eastern Calcutta. In some areas, however, the delay was mainly attributable to the failure on the part of the Enumerators, without any valid reason, to comply with the time-bound schedule. These Enumerators, mostly Councillors' nominees, proved to be callous, negligent or simply unruly in the matter of submission of paper in time. Some of them, again, being political workers, gave priority to their party programme in preference to census work.

In general, however, the houselisting progressed satisfactorily and smoothly, contrary to current apprehensions. In view of the abnormal situation and also in consideration of the good quality of the layout sketches and the systematically arranged Calcutta Corporation building numbers, the Director agreed to do without the painting of housenumber on entrances to the buildings, as elsewhere. It was decided that the Charge Inspector should not only supply the Enumerators with

the layout sketches and description of the Block but also physically identify the buildings, especially in slum areas or where buildings without a Calcutta Corporation number or with a common number were situated. The Enumerator was required to note the total number of census houses as found in a building against the symbol representing the same in the layout sketch. But for this expedient it might not have been possible in certain areas to enlist the co-operation of the members of the public as well as of the Enumerators themselves. However, the Charge Inspectors made a thorough scrutiny of the papers to verify, among others, whether any building had been left out, mainly with reference to the layout sketch and the description of the Block. As soon as any case of omission or double inclusion was detected, the mistake was rectified.

On the whole, the strategy of recruiting Enumerators mostly from among the local people seemed to have paid its dividends. In the situation that was prevailing in many parts of the city, it would certainly not have been prudent to employ only Government servants, even if available, as Enumerators unless from the same locality where they would have to take the census. In many of the areas, particularly in the lanes away from the main roads, a stranger was generally viewed with suspicion and was likely to face difficulty and even hostility in collecting the statistical data as required by us. On the other hand, local volunteers, many of them unemployed youths, encountered little difficulty in having access to the houses in their locality as well as in getting the required pieces of information from the inmates. Moreover, unlike Government employees, they could be put to cover a number of Blocks, if need be. It is true that not all the local recruits were of such quality as the Government employees might reasonably be expected to be. But on the other hand it had practically been more useful to employ local people rather than the Government employees, who were in any case hardly available for conducting the houselisting operations.

As far as practicable, a close watch was being kept on the quality of work rendered by the Enumerators, in order that it might be possible to effect a screening at the time of selecting them for enumeration. Since the quality of work was not uniform, no census form was subsequently submitted to the Tabulation Office without prior scrutiny by the Charge Inspector under the supervision of the Z. C. O. Most of the scrutiny was done before the second copy was prepared so that the latter could be sent to the Tabulation Office as much free from defect as could physically be ensured. The Assistant Director and myself too went round the Zone Offices as well as the Ward offices and scrutinised the schedules. The drive and initiative shown by the Charge Inspectors deserve particular mention. Without their ever vigilant supervision and exhortation it would not have been possible to cover the entire city within the scheduled period and also to collect, scrutinise and rectify the schedules. In fact many of the Enumerators had not filled the Houselist and the Establishment Schedule in duplicate nor the Summary Houselist, so that this work had to be completed by the Charge Inspectors themselves with the help of a handful of trusted followers. Unfortunately, however, but perhaps true to the tradition of Calcutta, only a handful of Charge Superintendents and Circle Inspectors took active interest in the actual operations. As a consequence, the main brunt of the burden had to be borne by the Charge Inspectors. The entire business of organising the work, supervising it and getting the work completed systematically became the exclusive concern of the paid officials.

The notable features of the operations in the various Zones may briefly be touched upon. In Zone No. 1 it had been prudent to start the work early. For, immediately after the work was over, extremely violent inter-party clashes took place in Ward No. 7, 8, 9, 10 and 11 under this Zone. In fact, houselisting was still going on in a few Blocks in some of the Wards when the

disturbance started. The Charge Inspectors and the Enumerators had to work under great strain and at great risk to their personal security. In Zone No. 2 too the work had to be completed in the midst of disturbances in Ward No. 17, 18, 39 and 41. In Zone No. 3, which mostly consisted of business centres in the heart of the city and certain areas in the Western part of the city, some of the Wards were first to start work in view of the growing disturbances there. In most of these areas, particularly in Ward No. 20 and 21, extremists were active. Fortunately, however, the work could be completed before the incidence of violent disturbances increased to the extent of making these places almost inaccessible. Great care was taken to engage such persons as Enumerators as were known to be neutral, in order that they might have no difficulty in having access to these places. Situated in the eastern parts of Calcutta, Zone No. 4 had already gained some notoriety for its violent inter-party strifes. Here too the Charge Inspectors under the supervision of the Z. C. O. had to exercise a good deal of tact and initiative in getting the work done by Enumerators, who might often belong to two or more opposing political groups. Particular care had to be taken in allotting Blocks to the Enumerators in order that no stranger was required to visit an area where his personal security might be in danger. A good many politically neutral persons had to be engaged in areas where no single group or party held its sway in order to guard against the possibility of the entire operations being jeopardised through a series of demoralising attacks on the persons of the Enumerators for reasons not connected at all with census. It was indeed quite an achievement on the part of the Z. C. O. and his Charge Inspectors that they succeeded in getting the work done despite the prevailing tension. In some of the Wards of this Zone disturbances of the worst possible type took place almost daily and it often seemed to be a matter of luck that the Enumerators escaped unhurt. In one place, at least, the Enumerators belonging to opposing parties came to a temporary understanding about covering Enumerators belonging to the opponent camp with necessary protection while on enumeration duty. Zone No. 5 was the least affacted by disturbances, but the Enumerators of certain Wards under it proved to be rather turbulent. One gentleman in Ward No. 51 stubbornly refused to furnish any information whatsoever to the Enumerator or the Charge Inspector, despite a notice being served on him. Similar cases were reported from other Zones too, though in all few in number. In one of the Wards of Zone No. 4, an arrogant nephew of the Charge Superintendent himself snatched away the papers from the Enumerator and tore them into pieces merely because some of the nominees of the Charge Superintendent had been kept on the waiting list. This Charge Superintendent, who was also a Councillor, was indeed rather difficult to tackle. However, on this occasion he was firmly told that a recurrence of such misconduct on the part of any one would entail necessary legal consequences, whereupon the census of the area was taken without further hindrance. In fact, the entire credit for conducting the census of this Ward goes to the Charge Inspector concerned. In Ward No. 74, under Zone No. 7, too, a highly educated, wealthy and influential gentleman snatched away the papers, including the Identity card, of the Enumerator and misbehaved with him, indignant, under a misconception, at his gatekeeper being shown as the head of a separate household. Even when the Supervisor and, later on, the Charge Inspector and the Charge Superintendent explained to him that there was nothing wrong in this, as the person concerned had a separate mess, the self-righteous gentleman was not convinced, but on the other hand called the merits of the census questionnaire into question. Unfortunately, an exchange of heated words followed between him and the Charge Superintendent. The former, however, went to the length of lodging a complaint with not only the local police but also with the Director of Census and even the Governor of West Bengal. The Director ultimately sent a suitable reply to him, and we had to take some pains in assuaging the outraged feelings of the census workers,

In Ward No. 59, under Zone No. 6, the papers relating to some of the Blocks were snatched away by extremists. It was with great difficulty that work was completed. Work was started in September in this Zone and was soon overtaken by the torrential rains that caused persistent waterlogging in the low-lying slums on the eastern side of the railway line in Ward Nos. 59, 60, 61 and 69. In Zone No. 7 too in the Kidderpore area water-logging hampered the progress of work to some extent. In Zone No. 8 similar difficulties had to be faced on account of water-logging in low-lying areas. Besides, some parts of this zone in the Jadavpur and Tollygunge area were already notorious for violent disturbances, where normal life was frequently brought to a halt. It was creditable on the part of the Z. C. O. and the Charge Inspectors that they could get the work done even in the midst of such disturbances.

In some of the Special Blocks consisting of institutions like hospitals, jails etc., the official Enumerators sent by the authorities concerned did not take sufficient interest in their work, resulting in unsatisfactory progress of work. In fact in many of such Blocks the work had finally to be completed by engaging Enumerators from other areas of the same or the neighbouring Ward.

The picture was much the same with the Special Charges too. Except in the case of Eastern Railway (Chitpur yard) and South Eastern Railway (Garden Reach), the entire brunt of the burden had to be shouldered by us, starting from recruitment and training to the houselisting operations themselves, including supervision and correction of entries. In fact, it was Shri Ratan Bahadur who organised and supervised the houselisting operations of almost all the Special Charges entirely on his own, visiting them by rotation and working round the clock.

Preparation for Enumeration—Recruitment and Training

No sooner had the Houselisting Operations come to an end than we set about getting ready for enumeration, the final stage of the census. One of the main causes of our concern was the utter dearth of Enumerators in many Wards, in as much as the fixed time-schedule of about 19 days within which to complete the canvass of census schedules of necessity demanded a far larger force of Enumerators, preferably in the ratio of one each for every Block, than had been possible to collect for conducting the Houselisting Operations. While a negligible number of Government employees, selected locally rather than through their respective offices, had been engaged in houselisting, we looked forward to a substantial degree of participation by them in enumeration. For one thing, the perfunctory manner in which many of the Enumerators had discharged their duties seemed to indicate the engagement of the Government employees, being an expectedly more responsible lot, for the next operations. Again, even as early as November, there was talk in the air of a mid-term poll in the event of which there seemed to be little likelihood of securing the services of the Councillors' men to the same extent as before.

Therefore, all possible attempts were made to recruit as many of the Enumerators from the various Government Offices as might be spared by the respective authorities. The Registrar General had arranged to issue an instruction by the respective Ministries to the offices under them situated in Calcutta to the effect that, with certain exceptions, the names of all the employees should be sent to us for appointment as Enumerators. The Director of Census Operations, West Bengal, on his part made similar requests with the Heads of these offices. He was kind enough to take up again with the Chief Secretary to the Government of West Bengal the matter of employing the employees of the State Government for census work. As a result of tenaciously pursuing these steps, we found ourselves in receipt of about 2,500 names of Government employees, of whom about 1,500 were residents

of Calcutta. We sought to draft all of them for census work. They were officially informed, through their respective Heads of Offices, the Block and Ward number where they were appointed as an Enumerator together with the venue and date of the first two training classes and the particulars of the Charge Superintendent, the Circle Supervisor and the Charge Inspector. To our great disappointment, however, not more than two or three hundred of them did turn up for training, while hardly a hundred finally condescended to do the actual chore of enumeration. It was indeed a pity that the authorities of many of the offices themselves sponsored proposals for the withdrawal of names on a large scale or recommended prayers for exemption submitted by the individual employees on such flimsy grounds as pressure of personal work, illness of relatives, urgent business at home, and, above all, the threat to personal security posed by the prevailing public disorder. In many cases the prayer for exemption was conceded by us, if the grounds were deemed to be genuine. But in others the employees concerned were not only informed through their superior officers about the rejection of their prayers but were also apprised of the alarming paucity of census workers in the city in the light of which their whole-hearted co-operation was sought. They as well as those who had been found not to have attended the classes without any prior intimation were also warned that dereliction of census duties would entail severe consequences. Even then, however, most of them continued to ignore all appeals and directions calling upon them to fulfil their moral and statutory obligations, probably confident of the protection they would get from their Heads of offices. It may be mentioned that the response from the employees of the State Government was even poorer than that from their counterparts in the Central Government.

As before, all other alternative sources were being tapped simultaneously. The Director requested the Commissioner, Calcutta Corporation, in November to send the names of Corporation employees for engagement in census. This had been preceded by a detailed discussion in this regard. We were therefore disappointed to find, after several inquiries, that the Corporation chose to issue a circular only in January, 1971 to its various departments calling upon the employees to notify their willingness to act as honorary census workers. As enumeration was due to start by the end of January, 1971, this was practically of no use at all. No Calcutta Corporation employee in fact worked as an Enumerator in 1971 Census. As the mid-term elections advanced, those of the Charge Superintendents who had political affiliations started taking less and less interest in census and, what was more important, their followers too found it more attractive, and profitable, to devote their time and energy to electioneering rather than to census. This caused not a little stress to our manpower. To make up this loss, Enumerators had to be recruited from wherever possible. The Charge Inspectors, the Z. C. O.'s, the Circle Supervisors and the enthusiastic Enumerators all joined hands in persuading their friends and acquaintances to accept the posts of Enumerators. It even so happened that students attending post-graduate classes in Calcutta from Uluberia in Howrah District worked as Enumerators in College Street area at the instance of the Charge Inspector, who was a resident of Uluberia. Enumerators from Ward No. 19 and 20 worked not only in their own locality but also in Ward Nos. 43, 44, 45, 46, 53 and 54 in the area extending from Burrabazar upto Chowringhee, where very few local volunteers were available. Again, there were disturbed areas where no one was willing to take the census, and it was with great difficulty and after a good deal of persuasion that outsiders could be got to do the work.

Training of census personnel was started early without waiting for the full quota of Enumerators to be recruited. As before, I started with the training of the Charge Inspectors. In order to decentralise the training we requisitioned the services of a large number of Staff Officers-*cum*-Instructors of Calcutta Civil Defence Organisation. They were given preliminary training by the Assistant Director and myself. This was followed by practical training and group discussions. Unfortunately for us,

however, most of these Instructors were soon deputed to man the Octroi department of the Government of West Bengal. Even among those who were left, only a handful took sufficient interest in imparting training to Enumerators. Thus, in training the census officials for enumeration, little outside help was available, and all of us, from the Deputy Director down to the Charge Inspector, had to work round the clock to complete the training. Classes were held in the city office in three batches and also in the Zone offices, the Modi Buildings, and a few educational institutions that were available for this purpose. With more and more deterioration in public order, the Enumerators of disturbed areas declined to go outside their own "safe zones", so that a larger number of classes attended by smaller groups had to be arranged at many more places, including private houses, than before.

Enumeration

At the outset there was a little uncertainty about the date of commencement of enumeration. When the mid-term poll had become a certainty with its formal announcement being a only a matter of days, the Director, on the eve of his departure for Delhi to attend a conference, told us that we might have to get ready for the commencement of enumeration being advanced from 10th February, 1971 to early January. This meant a hurried readjustment of the training programme and generally accelerating the pace of preparations. In the context of an initial handicap of shortage of manpower this obviously meant a considerable strain on our efforts and resources. In view of the emergency, however, we were in the midst of adapting our plans and programmes to the requirement of this anticipated change in census schedule, when the Director came back to inform us that in all probability the date of commencement would be advanced by only ten days or so without any change in the Reference Date. This meant a reversal of the process of readjustment started by us. But this was not the end of it. A few more rounds of speculation regarding the census schedule were to follow. Ultimately, the Reference Date was changed to 1st of April, 1971, the entire programme being postponed by a month. In view of the increasingly serious public disorder in Calcutta and other places, however, a deviation from this all-India pattern was allowed in West Bengal in that the census was to be taken here from 1st February upto 19th February, the Reference Date remaining the same as elsewhere in India. This decision, approved by the Registrar General with the concurrence of the State Government, was prompted by our conviction that it would be well neigh impossible to hold the census of the city at a period of time too close to the mid-term poll when neither the Enumerators would be available for performing census duty nor would the general condition of the city, including the law and order situation, be conducive for this statistical operations. In fact, in many disturbed parts of the city, we were never sure until the end if the operations could at all be completed successfully, even though commenced earlier than the all-India programme. Determined resistance, obstruction and intimidation by sections of misguided extremists as well as continual armed clashes between political parties continually made it difficult to make any headway with the census of the disturbed areas. We could at best watch the situation and, as and when the situation permitted, negotiate with and persuade the obstructive elements to let us carry on with our task. Our strategy was to cover as many areas as possible while the going was good, so that any specially stringent measures that might have to be taken ultimately in respect of the ordinarily unmanageable localities might not interfere with the census in the rest of the city. Indeed, in a sense, the whole of the city may be said to have been at that time in an extremely sensitive, if not explosive, mood so that the slightest indiscretion or miscalculation on our part in dealing with the situation at any single place, let alone taking recourse to intervention by the police, would certainly have had the most serious repercussions all over the city, ending perhaps with

â total collapse of the entire census endeavour. Therefore, it may safely be concluded in retrospection that had we not set about the enumeration about a month earlier and proceeded to cover the seemingly impossible localities with extreme patience, caution and discretion, it would not have been possible at all to cover the entire city, as we finally did, before the Reference Date.

Enumeration was formally started from the 1st of February, while in some of the trouble-prone localities the work had already been started. The highlight of the first day's programme was the enumeration of the household of His Excellency the Governor of West Bengal by the Director himself, where I too remained present.

The initial reports received from the Z. C. O.'s and the Charge Inspectors revealed that the reaction of the people of Calcutta to the Enumerators' visit to collect statistical data relating to individuals was by and large encouraging except in certain trouble-prone areas. Considering the violence-ridden atmosphere of Calcutta and the consequent apprehension of the citizens in general about unfamiliar faces visiting their households and collecting a variety of intimate information as prescribed in the census forms, the response of the public in general cannot be said to have been unsympathetic. It is true that in certain areas, particularly where non-Bengalis reside, there was possibly a good deal of misgiving among the householders about the purpose of census, which led them to harass the Enumerators or even flatly to deny any information to them. In fact, in Ward No. 23, near the Burrabazar area, the Councillor's intervention had to be sought time and again to make certain non-Bengali families furnish any information. In the Kolutola area in Ward No. 46 a section of the Rickshaw pullers and others had to be warned of police intervention in order to get their co-operation. Local leaders and influential persons had to be approached in many places with a request to exercise their good offices in settling specific cases of non-cooperation. The Charge Inspectors had frequently to attend these cases. In one of the Wards of Zone No. 6, a community of sweepers residing in a bustee became antagonised when the Enumerator, of his own, had brought police help following a misconduct on the part of the sweepers in a drunken daze. It was through the intervention of the Z. C. O. that the census of this bustee could be taken. In certain areas quite a few persons belonging to the illiterate sections were found to be generally reluctant to furnish the particulars of their age, place of birth or place of last residence. In general, however, the poorer sections were more co-operative except in certain slum areas. It was particularly difficult to obtain precise and detailed information from businessmen or service-holders about the nature of the industry, trade, profession or service to which the institution where they worked belonged as well as the description of their individual work in that institution. In one household in Zone No. 6 both the available members were found to be deaf and dumb, and so the necessary pieces of information had to be collected with the help of the neighbours. Language difficulty had to be encountered in respect of a few foreigners too. In certain households in New Alipore the gate-keeper or the care-taker refused to allow the Enumerator entry into the house, nor would they supply the information unless contacted at the office address of the owner. Barring such cases, being exceptions rather than the rule, by and large the Calcuttans may be said to have received their Enumerators cordially. In some places, notably in Ward No. 40 and 65, people even entertained the Enumerator with a cup of tea and snacks. Again, just as there were uncivic or uncommunicative citizens, so there were ill-behaved Enumerators, as could be gathered from complaints received from certain quarters. We had of course had to bear with many a fuming Enumerator or Circle Supervisor, with their temper frayed by such diverse causes as our inability to fulfil their demand for an upward revision of their honoraria, the harassment at the hands of householders, or intimidation and attack by anti-social elements, including political opponents. However, every case of complaint, whether originating

from a householder or from a census official, was promptly looked into, and, to the extent possible, appropriate action was taken. In certain cases of alleged non-cooperation we had issued notices to householders, informing them about the consequences of not answering questions legally put to them by the Enumerator and requesting them to co-operate with the Enumerator on his next visit. On receipt of such a notice some people took exception and even threatened us with legal action for defamation, alleging either that the Enumerator had not at all been denied any information or that the latter had been impolite, and so on. In such cases the Z. C. O. was sent to the person concerned, or I talked to him, and the matter was usually settled amicably.

On the whole, enumeration did not suffer seriously at all from either the reservedness or hostility of householders or from friction of temper between them on the one hand and the Enumerators on the other. But towards the end of the operations we began to receive a stream of complaints about households being missed by the Enumerator. Although such allegations in all probability did not number more than those in any other census, we did not ignore or put aside any of them. In fact, we promptly attended such cases even up to the 31st of March. Our procedure was to trace the Block number of the household in question and find out from the Enumerator concerned and his pads if the household had in fact been visited or not. If missed, the household was immediately covered by the Enumerator or some other census official. But in most of the cases it was found that the Enumerator had already collected necessary data from some member of the household in the absence and without the knowledge of the person who had lodged the complaint. In fact, the Charge Inspectors of certain Wards became openly vexed at having to run on such wild goose chases. In one instance, a Z. C. O. having his jurisdiction in the northern part of Calcutta informed me that a certain retired I. C. S. officer living in South Calcutta had complained to him that no Enumerator had visited his household. I at once asked the Charge Inspector concerned to look into the complaint. After locating the Block, a search was made into the pads only to find that the household had indeed been covered long ago. The gentleman's wife was contacted over the phone and, when requested, she confirmed the particulars recorded by the Enumerator. Her husband was gracious enough to write of his own to the Director explaining that it was the aforesaid Z. C. O. who had asked him if any Enumerator had visited his household, and that thereupon he had replied that, although someone had visited his house a month or so back none had come after the 10th of March, the official date of commencement of the census as he gathered from newspaper reports and the like. This instance not only shows how irresponsible or ill-informed the rumourmongers could be but also the fact that many people were probably under the impression that a visit by the Enumerator after the 10th of March was due as in other parts of India. While a certain vernacular newspaper carried on an uniformed and misconceived compaign of vilification against the census authorities for alleged cases of large-scale omission, no communication media, unfortunately for us, were effectively made to explain to the householders certain important aspects of the census of West Bengal, which resulted in popular confusion. Although the Reference Date was the 1st of April, in this state enumeration started from 1st February, purely for administrative reasons. There was, therefore, nothing wrong if a household was visited in February and not after 10th March, and also if a household that could not be visited before 19th February, either owing to a shortage of Enumerators or because of disturbances, was covered any time before 1st April, 1971. That the conditions prevailing in the city were by no means normal and that the people had come to accept the cessation of the normal functioning of day-to-day life in many areas were easily forgotten while making uncharitable comments on the performance of the census workers. It is on the other hand a matter of no mean achievement that in certain parts of Beliaghata, Tangra, Jorabagan, Ahiritolla, Kumartooli and the like the Enumerators were perhaps the only representa-

tives of a public authority to move about without protection on official duly for the first time in several weeks or months. The condition of law and order and the attitude of the public being what they were, it would have been naive to expect the same extent of co-operation and participation on the part of either the Enumerators or the householders as in 1961. If an Enumerator abjured his duties or if in certain disturbed pockets none ventured to go, we simply could not take any strignent measures against the Enumerators but had to persuade them patiently, keeping a watch over the situation. Even no action against the recalcitrant Government employees was practicable. Moreover, we were compelled to swallow all manner of cowardly attacks by misguided extremists on Enumerators in Beliaghata, Ahiritola, Jorabagan or Cossipore for fear of retaliatory measures against police intervention jeopardising the census of the entire city. In view of these limitations on our part, better results could neither be ensured nor expected. What necessarily suffered by way of accuracy of the census related both to coverage as well as individual particulars. Both the Enumerator and the householder were in a hurry to get the enumeration over, paving the way for errors and omissions to take place. In certain cases presenting an occasion for verifying the data collected by the Enumerator, it was found that he had failed to include one or two members of the household, the reason being in all probability that he could not or would not wait to collect the data from the head of the household but collected them from someone else instead. It is also not imporbable that in inaccesible areas the Enumerator, pressed as he was for time, relied more on his own information as a local boy than undergo the botheration of visiting every household. It often happened that particulars of one household were collected from the neighbouring household, residing either in the same building or next door. However severe we were in criticising such lapses on the part of the Enumerators, we could neither plug these loopholes in the system nor expect a more faithful count in the given situation. For one thing, the same degree of sincerity and devotion as in 1961 could hardly be expected of the Enumerators in general in the prevailing atmosphere. It was true that a certain section of them gave a superb account of themselves by braving all sorts of hazards and doing the work of more than one Block. But they were few in number and had been mostly recruited by the Charge Inspectors from their own faithful circle and were motivated by considerations of employment prospect. So far as the remaining Enumerators were concerned, an alarming dearth of volunteers in as many as forty Wards seriously restricted our ability to discipline those who had somehow been prevailed upon to do this work.

I had of course devised other measures to verify the coverage of census rather than merely relying on occasional complaints. In fact, in the absence of the usual appeal to the householders contained in a brief printed leaflet accompanying Electricity Bills as sent by the Calcutta Electric Supply Corporation in 1961, many people of Calcutta did not have an occasion to know whom to complaint to if no census was taken of their household. Since the Circle Supervisors were in general of little use in verifying the coverage of census, the Charge Inspectors and the Z. C. O.'s were asked to follow certain checks prescribed by the Director of Census Operations, to which I added a few of my own. These included a checking of the pads with reference to the Summary Houselist and the layout sketch, a comparison of the population and the sex ratio of the Block with that found at the time of houselisting in order to detect cases of unusual variations to be checked on field, a comparison of the population of the Ward with that in 1961 (as calculated by me), and the like. The Z. C. O.'s were asked to ensure that these checks were exercised and appropriate measures taken to rectify lapses. In a good many cases the Charge Inspector, if he was well-informed and energetic, detected missed households and arranged to get their inmates counted. I had of my own prepared a redistribution of certain demographic data of 1961 for the 100 Wards of 1971. It

was found that in 40 of the Wards figures could be recast with precision as the old constituent Circles had not been disturbed at all on the occasion of the reconstitution of the old Wards. In others, certain amount of guess work was unavoidable in apportioning the population of a Circle of 1961 among its portions fragmented between two, if not more, new Wards. I had prepared a comparative chart showing among other things the population of the present Wards in 1961 as well as the distribution of the old Circles among the new Wards. The Z. C. O.'s were asked to cause a thorough verification if the population of any Ward fell unusually short of that in 1961. At the end of enumeration it was found from the provisional figures that in as many as 37 wards the population fell short of that in 1961, as calculated by me, a list of which is furnished in Appendix (iii).

Some idea of how the population figures for particular Wards or Zones were found to vary at successive stages of the 1971 Census Operations can be had from the comparative analyses made in Appendices (iv) and (v). It may be seen therefrom that the houselist population fell from the population ascertained through maps in as many as 59 Wards of Calcutta but that the magnitude of the fall was less than 5 per cent in as many as 35 Wards. The net fall for the city as a whole was 4.12 per cent only. Coming to individual Zones, the net variation in two of them was less than one per cent and in three others only 1.05 per cent, while in two others still it was 2.39 per cent and 3.54 per cent respectively. But in Zone No. 3, the population fell in as many as eleven Wards, the magnitude of the net fall being 24.78 per cent. The enormity of this unusual variation may partly be explained by the fact that, while returning the approximate number of the inmates of a building, the caretakers and the gate-keepers of the numerous big mansions, market places and commercial centres in the Burrabazar and other areas under this zone unnecessarily took account of the large number of floating population too who spend the night by arrangement with them under the staircase, in the courtyard or on the roof. That is why the population, as finally enumerated, which included houseless persons, came nearer the figures according to the maps. Even then a large gap remains to be accounted for. As against this it may be added that, whereas there was no alternative but to collect the figures from the caretaker, landlord or some of the tenants in respect of the entire building if it contained an unmanageably large number of tenants, it often happened that they either did not co-operate or evinced little sense of responsibility for the answers returned by them. The figures relating to Wards Nos. 24, 44 and 46 registered a fall of 47 per cent, 39 per cent and 39 per cent respectively and proved to be utterly unreliable. At the other extreme may be mentioned the 28 per cent rise in Ward No. 94 in Zone No. 8. The smallest variation was a fall by 0.14 per cent only in Ward No. 90 in the same zone. As preparation of maps in Ward No. 84 was taken up rather late and as most of it consisted of factories, the figures relating to this Ward should not be take into account in assessing the comparative results.

At the end of enumeration it was detected that population had registered a fall from houselist figures in 66 Wards. The difference between the houselist figures and the provisional figures was less than one per cent in 13 Wards and between one and five per cent in as many as 50 Wards. In the following fourteen Wards, however, the population figures persistently went down from Notional Maps to houselisting and from houselisting to enumeration : 15, 16, 26, 27, 31, 48, 57, 59, 60, 64, 89, 95, 99 and 100. In all of them, however, excepting Ward Nos. 27, 31 and 89, the provisional population exceeded the figures for 1961. The greatest percental rise (36 per cent) from houselist figures was noticed in Ward No. 46 and the greatest percental fall (27 per cent) in Ward No. 17. Similarly, the smallest percental rise (0.03 per cent) was noticed in Ward No. 93 and the smallest

percental fall (0.04 per cent) in Ward No. 60. The net fall for the entire city was about 1.77 per cent. Among the Zones the smallest percental variation took place in Zone No. 6, namely, an increase by 0.08 per cent, whereas the greatest percental rise (14.2 per cent) and fall (7.3 per cent) took place in Zone Nos. 3 and 4 respectively. In Zone No. 1 too the fall was large, being to the tune of 6.3 per cent.

In comparing the provisional figures with the 1961 figures on the other hand, it may be noted that the greatest percental rise (81 per cent) took place in Ward No. 32, closely followed by a 74 per cent rise in Ward No. 83 and a 61 per cent rise in Ward No. 69. The greatest percental fall (25 per cent) took place in Ward No. 24. The smallest rise (0.06 per cent) took place in Ward No. 88. Comparing the figures for a Zone as a whole, the only Zone to register a net fall was Zone No. 1 (1.8 per cent). The greatest rise (16.5 per cent) took place in Zone No. 3, which was closely followed by a 16.2 per cent rise in Zone No. 6 and a 15.8 per cent rise in Zone No. 8.

In certain Wards the figures varied within a small range. Thus, in Ward Nos. 15 and 49 it was by less than 1 per cent that the houselist population varied from either the population according to maps or from the provisional population. In 31 other Wards, as follows, the variation of the houselist population from the provisional population as well as from the population according to the maps was confined to one to five per cent : 5, 12, 14, 16, 25, 26, 28, 29, 31, 37, 40, 48, 51, 59, 61, 66, 67, 70, 71, 75, 79, 83, 86, 88, 89, 90, 93, 95, 96, 99 and 100. Of these again the following twelve Wards registered a less than five per cent rise of the provisional population from the 1961 figure : 12, 16, 26, 29, 40, 48, 49, 51, 59, 71, 75 and 88.

In all, the population of Calcutta registered a rise of about 7.3 per cent from 1961 which was not altogether unexpected. But there was a general decline all over the city except in 34 Wards from the houselist population. After houselisting I had sought to inquire into the fall from 1961 population. Accordingly, at the time of enumeration, the Charge Inspector of Ward No. 40, seriously exercised as he was about the decline of population in his Ward by a nominal figure, got his Enumerators to enquire of certain landlords about the probable discrepancies between the population figures for their houses between 1961 and 1971. This Ward is situated in the area between College Street and Raja Ram Mohan Sarani. It was significant to learn from many landlords that during the past decade they had preferred to let out hitherto residential flats to establishments like book-binders or shops against higher rents. Incidentally, in this Ward the figures relating to the population of 1961, that of houselisting and that of enumeration as provisionally calculated, all vary within a range of 2 per cent. In fact, in all the Wards around College Street population slightly fell. In many Wards the fall from 1961 figures or houselist figures was partly to be explained by the exodus of people to other parts of the city or even outside the State. In certain areas entire barracks of labourers were found to be empty following lock-outs. The mid-term election and increasing lawlessness caused many people of non-Bengali origin temporarily to leave Calcutta. Even then the fact remains that in certain Wards the discrepancy between the figures for 1961 and 1971 can only be explained by admitting a failure to cover the entire population. Even if very few buildings or households were missed, individuals were not covered fully, as explained before. The picture is of course not entirely to the discredit of 1971 census workers. For instance, in 1961 only about eighteen thousand homeless persons were counted while more than fifty one thousand homeless people were counted in 1971, in course of operations carried over several nights, especially in Wards of Zone No. 3. Again, in the Tangra and Topsia area under Zone No. 6, the population rose by 61 per cent, which indicates a much better coverage in 1971 than in 1961. In fact, the same conclusion may perhaps be applicable to the

registration of more than 30 per cent rise in as many as ten Wards where no phenomenal growth of habitation is known to have taken place. Taking every thing into account, it will perhaps not be an exaggeration to claim that the extent of coverage was not altogether unsatisfactory in view of the limitations under which we had to work, if not in comparison with previous census operations.

A summary of the salient features of enumeration in different areas of Calcutta is given below.

In Zone No. 1, the Naxalites and other political activists posed a great problem in certain parts of Ward No. 1, 2, 3, 4, 7, 8, 9, 10 and 11. In Koomartolly area in Ward Nos. 8 and 9, the Charge Inspectors managed to get friendly with the local boys and somehow got the work done at great risks to their personal security. In the other areas the resistance was not very severe, except in Cossipore, where enumeration continued till the last day in the face of many odds and an alarming shortage of Enumerators. Judging from the variations in inter-censal population figures, the census of most of the Wards of this Zone seems to have been taken rather unsatisfactorily. The Charge Inspectors of this zone were particularly handicapped by the accommodation of their Zone Office in one part of the Cossipore police station, used as a Sub-control room by the Civil Defence Authorities.

In Zone No. 2, those extremists who had taken shelter in Ward No. 19 in Ahiritolla area physically obstructed our work by repeatedly snatching away the pads from some of the Enumerators at the point of pipe-guns and daggers and destroyed the pads and the Identity Cards of the Enumerators. Panic spread among all the Enumerators, who ceased work. The Charge Inspector, a local person, succeeded in convincing the miscreants that such hindrances to census work would merely mean the loss of remuneration to the Enumerators, who were poor and unemployed young men. This had the desired effect of putting an end to intimidations, if only temporarily. Successive waves of extremists using this ward as their hideout refused to abide by the pledge earlier given by their local counterparts. At one stage they even threatened the Charge Inspector with dire consequences out of apprehension that the data collected by the Enumerators were being passed on to the police. Similar complaints were received from Ward No. 26 and others too. To nip this rumour in the bud several steps were taken, including a request to the Commissioner of Police to ensure that no Police Officer meddled in census except in the Special Police Charge. I sought an interview with a premier vernacular newspaper too in order to disabuse the public mind of this baseless notion. Meanwhile, some working arrangement for taking the census of Ward No. 19 was evolved and the census of its remaining Blocks was ultimately taken in March, 1971. In Ward Nos. 17 and 18 too under this Zone inter-party clashes often resulted in temporary cessation of work. In fact the enumeration of houseless persons in these Wards was performed by brave local Enumerators in the midst of explosion of crackers. Obstruction by extremists led to slow progress in parts of Ward No. 27 too. In this Zone some of the Charge Superintendents proved to be quite helpful.

In Zone No. 3, the entire Jorabagan area, comprising parts of Ward Nos. 20, 21 and 24, became virtually inaccessible for many days owing to incessant disturbances and police operations. Here too a certain section of the extremists, operating in Ward No. 20, frequently attacked the Enumerators and destroyed the pads and burnt their Identity Cards. Their acts of deprepadation assumed an interesting pattern. In order to cope with the dearth of Enumerators in the Burrabazar and the Chowringhee area, we had to borrow many Enumerators from the surplus area of Jorabagan. The extremists were fully aware of the movement of these boys and quietly allowed them to leave for their place of work. But when the Enumerators returned after the day's work, the miscreants intercepted them and destroyed the filled-in pads. After this had happened several

times, we arranged for some sort of a rendezvous for them at a Councillor's house in between their locality and the place of work, where they could meet our Charge Inspectors and deposit the pads at the end of the day. In Ward No. 24 the Enumerators, being supporters of a political party, neglected census work to our utter dismay. In Ward Nos. 43 and 44, members of the Mobile Civil Defence Emergency Force had to be engaged besides Enumerators from Jorabagan and other areas. In Ward No. 54 the Councillors' nominees proved to be very useful as Enumerators. Zone No. 3 leads others in the abundance of the floating population. We took special steps to ensure that houseless persons were counted properly. It seemed to be utterly impossible to count them in course of a single night, especially in view of the reluctance of many of the Enumerators to come from afar to attend the nocturnal expeditions. We, therefore, arranged to spread the counting over a number of nights towards the end of March. As most of the houseless persons made it a point to pass the night at a fixed place for a stretch of time, there seemed to be not much risk of omission or overcounting to be run by this procedure. Even then the Enumerators took the additional precaution of ascertaining from the person concerned if he or she had already been counted elsewhere. Every evening a group of reliable Enumerators of some Ward used to gather at the City Office and set out at about 9 P. M. under the leadership of the Charge Inspector concerned. The counting continued till 2 P.M. or so, when they returned to the City Office to take rest. Three or four such rounds by batches of eight to ten Enumerators were generally sufficient for most of the Wards. It goes to the credit of the Charge Inspectors of Zone No. 3 that they were able to count more than 18,000 houseless persons in this manner without taking any police help, although the Police had been kept informed before-hand. Many interesting incidents took place in this connection. In Ward No. 45 in the area near the Eden Garden, the Enumerators and the Charge Inspector were challenged by intoxicated bus drivers. Near the Writers' Buildings they were even challenged by the policeman on his beat. The beggars who use the footpath in this area were apprehensive that a count of heads would be followed by the imposition of further levy in addition to the one being charged by some guardians of law. The Enumerators were intrigued to find a postal peon as well as a class IV staff of the Writers' Buildings among the footpath dwellers. It was again found that many of the boys working in tea stalls or sweetmeat shops had to spend the night on the footpath in front of the shop. Beggars came mostly from certain areas of Twenty Four Parganas and Howrah and many of them had come to the city after the recent floods. Again, mainly the womenfolk lived solely on begging. One of the shoe-shine boys was found to be a Brahmin and another a graduate. Almost all the porters from Kerala, living a houseless life, were literate. Incidentally, a candidate for the Higher Secondary Examination was found to reside inside an empty concrete pipe lying by the road at Moulali. In Ward No. 46 in the Tiretta Bazar area, the Charge Inspector and another Enumerator were attacked by an armed, professional snatcher. However, the Charge Inspector somehow scraped through, explaining that the counting of houseless persons was in their own future interest. In counting the houseless population of the various market places too in Ward No. 44 and 54, special groups of Enumerators from different Wards were formed. For the sake of administrative convenience, special Blocks were constituted comprising such congregations of houseless persons in one place.

Coming to Zone No. 4, the law and order condition had deteriorated menacingly fast since houselisting in the Beliaghata area. In certain localities murderous assaults and inter-party clashes with the help of lethal weapons had become the order of the day. Streets became deserted at the slightest sign of trouble and it often happened that for days on end people virtually kept indoor. A person, particularly if a young man, could visit an area under the sway of an

opponent party only at the risk of becoming the victim of brutal assaults. It was mostly in this pervasive atmosphere of violence, hatred and tension that the census of this Zone had to be taken. Our problem was aggravated by a serious dearth of Enumerators in Ward Nos. 34, 35 and 30. In Ward No. 34 the very Enumerators who had previously worked during houselisting operations refused in a body to work this time for fear of opposition by the extremists. The Councillor and Charge Superintendent, whose nominees they were, merely made himself scarce when I sought his help. However, the Z. C. O. and the Charge Inspector somehow managed to engage a few Enumerators in some of the Blocks as a tentative venture. When the work had proceeded a little, the Enumerators were challenged by the local extremists although one group was known to the other. The extremists maintained that, in their view, Enumerators were nothing but informers of the police. In some of the Blocks pads were snatched away and destroyed. The Enumerators were even threatened with dire consequences if they resumed work. After a temporary suspension of work the Z. C. O., being an extremely capable organiser with an enviable fund of tact and suavity, gradually came to an understanding with isolated groups of extremists who had so long been hindering our work, and at the same time he persuaded courageous Enumerators from the neighbouring Wards to conduct the census of Ward No. 34. The census of not only this Ward but also Ward Nos. 30, 31, 32, 33, 35, 40 and 49 gave us enough cause for anxiety. The peculiar distribution of political influences and the incidence of violence in the Wards of this Zone demanded an adroit balancing of opposing interests, for which task the Z. C. O. was eminently suitable. But for his tactful and vigorous leadership and the tireless drive on the part of some of the Charge Inspectors, the census of most of the disturbed Wards of this Zone could not have been taken.

Zone No. 5 on the other hand mostly comprised peaceful areas. But there ever remained a dearth of Enumerators in those Wards where non-Bengalis and Anglo-Indians constituted the bulk of the population. As a consequence, the quality of enumeration could not always be ensured because of the varying quality of the Enumerators, who had to be drafted from whatever source was readily available. In some Wards of this Zone Enumerators were again somewhat unruly. In Ward Nos. 48, 72, 76 and 77 under this Zone, however, enumeration progressed smoothly, owing both to the quality of the Enumerators as well as the commendable guidance they received from the Charge Inspectors.

Zone No. 6 had a considerable part of its area almost continuously under disturbance, which caused a good deal of anxiety to us. On top of this there was a big gap in the recruitment of Enumerators in some of the Wards, especially in the fashionable areas of Ballygunge. The nominees of the Councillors working as Enumerators were also not always found to be adequately devoted to work or amenable to discipline. We often had to replace or supplement the Enumerators originally appointed in a Block. In areas suffering from a scarcity of volunteers some energetic Enumerators from Entally and other surplus areas were sent. The Z. C. O., who is a hard-working, thorough and methodical officer, tenaciously pursued the gaps in our organisation and also kept at taking the frequently interrupted enumeration of the disturbed areas of Tangra, Tiljala and Kasba in Ward Nos. 59, 60, 61 and 70. In the Rashmoni Garden area of Tangra in Ward Nos. 59 and 60, the extremists from Beliaghata had taken shelter, and continual disturbances were taking place in this locality, comprising about a dozen Blocks. The Enumerators were intimidated and even assaulted, their pads were destroyed and for a time they became panicky. The Charge Inspectors and the Z. C. O., however, ultimately succeeded in gradually covering all the incomplete Blocks with the help of a handful of trusted people, including lady Enumerators. In the Kasba area certain streets and lanes had virtually become out of bounds for even Enumerators living only a few

hundred metres away because of violent political clashes taking place every now and then. The nominees of the Councillor were not engaged here as their party affiliation would have been a positive disadvantage. The Charge Inspector managed to get the work done with the help of his own set of boys. The Chinese people of the Chinese Colony in Ward No. 69 had proved to be extremely reserved and non-cooperative even at the time of the houselisting, and we had to take recourse to Police help in one or two cases in order to expedite the completion of work. During Enumeration too no local volunteer was agreeable to work in the obnoxious and unfriendly tannery area of the Chinese Colony. There, the Z C. O. prevailed upon certain enthusiastic Enumerators from afar and, got the work completed somehow by 31st March.

In Zone No. 7 the situation in most of the Wards was comparatively peaceful, although towards the end of the enumeration period sporadic murders and assaults took place in Ward Nos. 74, 78 and 85. A large proportion of the Enumerations in some of the Wards of this Zone having been recruited through the Charge Superintendents, the progress of work often suffered owing to the diverting attraction of the election. Even without the prospect of election it would, however, have been well neigh impossible to secure Enumerators for the non-Bengali localities in Ward Nos. 79, 80, 81, 82 and 83 in the Khidderpore area. The Charge Inspectors of this Zone had to take great pains in ensuring adequate coverage despite shortage of Enumerators.

In Zone No. 8 some of the Wards in Jadavpur and Kasba had long since been in the grip of severe inter-party clashes, which took a particularly nasty turn since January, 1971, in Chanditala, Bejoygarh, Azadgarh, Regent Park and especially in the Kasba area comprising parts of Ward Nos. 94, 95, 96, 97, 98, 99 and 100. Street fights, assaults and murders had become the rule of the day. The presence of the patrolling police parties on the other hand instilled little confidence in the hearts of terrified Enumerators. Fortunately, however, the census organisation had been able to build a goodwill for its neutral and social character over the past few months, thanks to the ability of the Z. C. O. and the Charge Inspectors. An officer endowed with a rare organizing ability and qualities of leadership, the Z. C. O. had succeeded in enthusing the local boys and leaders of Jadavpur and Tollygunge in census work from the very outset of our operations, and it was mainly because of his personal contacts and intimate relationship with the bulk of the Enumerators of most of the Wards that they willingly performed their honorary work defying all sorts of difficulties and hazards. The wonderful team work among the Charge Inspectors of this Zone is also largely attributable to the inspiring character of the leadership provided by the Z. C. O. In almost all the Wards of this Zone an excellent rapport had been established between the census officials, stipendiary and honorary, on the one hand and the members of the public on the other. That is why the people of this Zone by and large extended their co-operation in getting themselves counted in between spells of violence. Moreover, we had already completed the counting in certain vulnerable areas at the first sign of trouble. Even then, however, our enumerators could not escape being harassed at some places in Chanditala, where eventually lady Enumerators had to be engaged to get the work completed unostentatiously. In Ward No. 90 the local Councillor and Charge Superintendent initially was opposed to holding the census before the election. He would neither spare the Enumerators selected by him for enumeration for the implicit harm to his electioneering efforts nor allow the census to be taken with the help of outsiders. The Enumerators were willing to work, if only for the financial benefit. However, we ultimately prevailed on him to spare some of his Enumerators, and the work was done mostly with the help of the Charge Inspector's own set of followers.

It was in this manner that the enumeration of all the eight Zones comprising the city of Calcutta was completed, in most of the areas before the end of February, 1971, and in the rest too

before the end of March. In some of the Wards, the houseless persons were counted not in course of a single night, but over several nights preceding the Reference Date in order ensure the coverage of many more than had been possible in previous census operations.

In almost all the Wards, Enumerator's Abstracts were prepared by the Charge Inspectors themselves, who also prepared the Charge Summary and the Charge Abstract. Arrangement had been made to obtain these tables at the City Wing by the third and the sixth of April respectively. Almost all the Charge Inspectors were able to compile and send through their respective Z. C. O.'s the figures relating to their Wards. Therefore, I was successful in despatching figures on time.

A word or two may be added about the difficulties faced by the Enumerators with regard to the census questions. Most of the questions posed little problem in eliciting answers. Contrary to our apprehensions Question No. 6, which sought to elicit the age at marriage of currently married women as well as whether any child had been born in the last one year, did not lead to any serious trouble anywhere except for inviting certain sharply critical comments from a section of conservative people. Returns on the questions relating to Religion and Mother tongue too did not present any serious difficulty. In Burrabazar area the Jain community had set up a committee specially for the purpose of alerting the Jains from Rajasthan to return their religion as Jainism. No such organised effort on the part of the Mohammedan community in keeping with the 1961 practice, however, came to my knowledge. The Anglo-Indian Association sent a complaint about incorrect recording of the mother tongue of the Anglo-Indians residing in Calcutta. The authorities of the Association were promptly contacted and specific particulars of affected persons were asked for. On investigation, however, it was found that in almost all the cases, as reported by the members of the community, enumeration had in fact been completed and that, contrary to the allegation, English had in fact been recorded as their mother tongue. Another controversial question was that relating to Scheduled Castes and Tribes. According to latest departmental instructions, only those castes and tribes were to be recorded against Question No. 11 which appeared in a printed list based on the schedules given in the constitution and supplied to each of the Enumerators. Unlike in 1961, no synonyms for a scheduled caste or tribe were to be accepted and recorded against this question. The experience of most of the Enumerators, however, was that many people who actually belonged to one or other scheduled caste either refused to declare themselves as such or returned a caste that was not included in the list or merely returned a positive answer without indicating any specific caste. Some specific complaints about failure to record scheduled castes were received from an organisation in respect of a slum area in Ward No. 4, which were immediately attended to. Question No. 16 (d), which related to the Nature of Industry, Trade Business or Profession to which a gainfully employed person belonged, was not properly filled in many cases, especially in many of the Blocks of Ward Nos. 4, 11, 13, 24, 26, 35, 50, 64, 97, 98 and 99. As against this, one should perhaps make reasonable allowance for the fact that many citizens refused to co-operate with the Enumerators by furnishing full economic particulars as required for this question or that often an inmate of a house to whom this question was put in respect of some other member of the household proved to possess insufficient knowledge of the details of the occupations of the other members in question. Again, in disturbed areas the Enumerators were in a hurry to cover the households residing therein, as a result of which the answers recorded by them often tended to be cryptic. Mistakes in respect of Sex (Question No. 3), literacy (Question No. 12) and Mother tongue (Question No. 14) were also detected in some cases. Location code was again not written on every slip, as required, in certain Blocks in many Wards and in almost all the Wards of Zone No. 8. It was rarely again that an Enumerator collected particulars of a person's secondary occupation.

Although the quality of the answers recorded is by no means a reliable index of the performance of a Charge Inspector, it certainly reflected, among other things, the quality of the Enumerators and of the training they received. The quality of work was of course not uniform in all the Blocks of a Ward. Moreover, precision and thoroughness in recording the answers to census questionnaire did not necessarily imply an equally effective coverage. However, judging from the trend of the quality of the slips of most of the Blocks, Ward Nos. 76 and 40 are among the most exquisitely enumerated Wards. In eighteen other Wards, such as Ward Nos. 8, 14, 17, 19, 23, 25, 27, 31, 33, 45, 48, 54, 57, 72, 78, 82, 84 and 88, the work is on the whole commendable. In eighteen other Wards such as Ward Nos. 1, 2, 3, 4, 5, 9, 38, 44, 50, 61, 67, 89, 90, 92, 93, 96, 97 and 98, the quality of the slips may be said to be poor. Again, in Ward Nos. 4, 63, 65, 91 and 99 the quality of work is exceedingly bad. The remaining fifty seven Wards may be placed under the category of 'Indifferent' so far as the quality of the answers is concerned.

Acknowledgement

The census of Calcutta in 1971 can perhaps claim no distinctive merit in relation to other decennial census operations of the city in the past except for layout sketches. But, in the cbntext of the vastly changed circumstances and particularly the condition of the city on the eve of the census, what merits attention is the fact that such a large-scale public operation in its various phases could at all be completed all over the city without any serious dislocation. From the very outset the conduct of the census of the city was beset with an endless variety of problems, some of which have been discussed before, while the others can hardly be printed. It would not have been possible to carry through the census of Calcutta without the dedication, team spirit and energetic drive on the part of the majority of the Z. C. O.'s, the Charge Inspectors and others as well as ,the brilliant co-operation extended by a handful of Enumerators. But for the ungrudging willingness on their part to bear the brunt of the burden even beyond the confines of their assigned duties it would not have been possible to see a thankless and relatively unalluring public operation like the census through. The Census Organisation has reasons to feel grateful to them, although to most of them the satisfaction of being instrumental to the successful completion of the census was a reward in itself.

Iam particularly indebted to Sri B. Ghosh, IAS, Director of Census Operations, West Bengal for the kind advice and indulgent guidance I received from him. He was always patient with me even when I proposed to follow a course of action which, presumably for its risky implications, was at variance with that he had in mind. In retrospect, incidentally, some of the measures actually followed seem to have been injurious in the long run, if also unavoidable at the moment. However, the exigencies of the situation often prompted us to take recourse to certain expedients and also to decide upon a particular course of action at a rather short notice. It was extremely reassuring to find the Director to be putting all his weight on our side in carrying out these decisions. The considerable latitude he was gracious enough to grant me in such matters as the timing of the various phases of the operation and the like was in fact essential for carrying through the census.

I must also record the wonderful support I received all throughout from Sri M. K. Bose, WBJCS, Assistant Director of Census Operations, Calcutta city. His brilliant organising capacity, tenacity, endurance and industry were responsible for much of the success of the Calcutta Census of 1971.

Among the Z.C.O.'s, I wish to convey my special thanks to Sarvasree Tapas Ghoshal, Amal Kumar Bhattacharyya and Arun Kumar Bhattacharyya. It must be noted, however, that all the Z C.O.'s had to work under great strain and their qualities of leadership, fortitude and tactfulness were put to the most severe test. I am particularly grateful to Sri Ratan Bahadur, Computer, placed in charge of the Special Charges, for the wonderful support he gave me all throughout the operations, especially in respect of those Special Charges the census authorities of which took only a perfunctory interest in census. His enthusiasm and zeal are practically boundless, and he is one of the most devoted and self-effacing Government officials I ever met. He has all along been a source of inspiration to many official and non-official census workers.

Among the members of the clerical staff, I should like to record the meritorious and dedicated services rendered by Sri Nirmalendu Sanyal, Head Clerk, Sri Rishin Mitra and Sri Gouri Shankar Das of the Accounts Section and Sri Bipulendra Chakrabarty, the Record and Forms Clerk. Sri Nirmal Dutta and Sri Umasankar Bhattacharyya, Peons attached to Zone Offices, also rendered extremely commendable services.

I am also deeply indebted to the Controller of Civil Defence, Calcutta, for allowing us to use a portion of some of the Sub-control rooms in various parts of Calcutta as Zone Offices or Charge Offices and also to use the telephone of the Civil Defence Organisation. He also helped us to an important extent by way of securing honorary census workers from various ranks of Civil Defence Volunteers. But for the kind and generous co-operation extended by him and his officers it would have been much more difficult and inconvenient to conduct the census of Calcutta in 1971.

Hironmoy Chakravarty

Deputy Director of Census Operations
(Calcutta City)

Appendix

(i) Name of the Zonal Census Officer

Zone No.	Name of the Z. C. O. together with the Zonal Office address	Jurisdiction of the Zone
1	2	3
I	Shri Dilip Kumar Sen 58A, B. T. Road, (Cossipore P.S.) Calcutta-2	Ward Nos. 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11 and 12 Total No. of Wards : 12
II	Shri Asoke Sen 18, Jatindra Mohan Avenue, Calcutta-6 146/7B, Rabindra Sarani, Calcutta-1 (During the Enumeration Period)	Ward Nos. 16, 17, 18, 19, 25, 26, 27, 28, 29, 38, 39, 41 and 42 Total No. of Wards: 13
III	Shri Swapan Kumar Guha 1C, Chowringhee Square, (4th floor) Calcutta-1	Ward Nos. 20, 21, 22, 23, 24, 43, 44, 45, 46, 47, 53, and 54 Total No. of Wards : 12
IV	Shri Tapas Kumar Ghosal 16, Bagmari Lane, Calcutta-54	Ward Nos. 13, 14, 15, 30, 31, 32, 33, 34, 35, 36, 37, 40 and 49 Total No. of Wards : 13
V	Shri Aniruddha Sen Gupta 85, Acharyya Jagadish Ch. Bose Road, (Lower Circular Road) Calcutta-16	Ward Nos. 48, 50, 51, 52, 55, 56, 63, 64, 65, 72, 73, 76 and 77 Total No. of Wards : 13
VI	Shri Arun Kumar Bhattacharyya 85, Acharyya Jagadish Ch. Bose Road, Calcutta-16	Ward Nos. 57, 58, 59, 60, 61, 62, 66, 67, 68, 69, 70 and 71 Total No. of Wards : 12
VII	Shri Aparesh Chandra Sarker 'Bhowani Bhavan' (Anderson House), Alipore, Calcutta-27	Ward Nos. 74, 75, 78, 7 , 80, 81, 82, 83, 84, 85, 86, 87 and 88 Total No. of Wards : 13
VIII	Shri Amal Bhattacharyya 199, Netaji Subhas Chandra Bose Road, Surjya Nagar, Calcutta-40	Ward Nos. 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99 and 100 Total No. of Wards : 12

(ii) Name of the Charge Superintendents and Charge Inspectors

Ward No./ Charge No.	Name and Address of the Charge Superintendent	Name of the Charge Inspector
1	2	3
1	Shri Bejoy Bhattacharya, Councillor, 11, Satchasipara Road, Calcutta-2	Shri Pulak Kumar Goswami
2	Shri Dwipen Ghosh, Councillor, 22A, South Sinthee Road, Calcutta-30	Shri Tarit Kumar Banerjee
3	Shri Satya Banerjee, Councillor, 32, Paikpara Raja Manindra Road, Calcutta-37	Shri Bijon Kumar Samanta
4	Shri Rathindra Nath Ghosh, Councillor, 6/3D/IJ, Umakanta Sen Lane, Calcutta-30	Shri Kanai Tarafdar
5	Shri Saroj Kumar Chatterjee, Additional Divisional Warden, Chitpur C. D. Division, 72/B, Khelat Babu Lane, Calcutta-2	Shri Chanchal Banerjee
6	Shri Sudha Sankar Sing, Councillor, 3/4, Turner Road, Calcutta-2	Shri Partha Sarathi Gupta
7	Shri Paresh Nath Banerjee, Councillor, 1-2, Thakur Radha Kanta Lane, Calcutta-2	Shri Subrata Chakraborty
8	Shri Kumar Dutta, Councillor, 36A, Raja Raj Ballav Street, Calcutta-3	Shri Dulal Mandal
9	Shri Haraprosad Chatterjee, Councillor, 67/42, Strand Road, Calcutta-6	Shri Ramtanu Bhattacharya
10	Shri Purnendu Sen Gupta, Councillor, 79/4H, Raja Naba Kissen Street, Calcutta-5	Shri Raj Kumar Roy
11 (a)	Shri Snehesh Kumar Sur, Divisional Warden, Burtalla C. D. Division, 12 A Raja Raj Kissen Street, Calcutta-6 (For Houselisting only)	Shri Amitava Bagchi
(b)	Shri Ajoy Dey, Councillor, 138, Bidhan Sarani, Calcutta-4 (For Enumeration only)	
12	Shri Mihir Lal Gangully, Divisional Warden, Maniktola Post I Division, 2, Shyamlal Street, Calcutta-4	Shri Shankar Kumar Mandal
13	Shri Narayan Chandra Gangully, Deputy Divisional Warden Maniktola PL I Division, 12B, Shyamlal Street, Calcutta-4	Shri Harigopal Goswami
14	Shri Dinesh Kumar Palit, Post Warden for W. P. 6 Maniktola PL I Division, 24/1, Badridas Temple Street, Calcutta-4	Shri Anil Krishna Pal
15	Shri Aditinath Banerjee, Post Warden for WP 6 Maniktola PL I Division, 6D, Kali Banerjee Lane, Calcutta-6	Shri Dipak Kumar Biswas.
16	Shri Dhiraj Basu, C. D. Warden, 18/1, Shahitya Parisad Street, Calcutta-6	Shri Nemai Chandra Ghosh

(ii) Name of the Charge Superintendents and Charge Inspectors—*contd.*

Ward No./ Charge No.	Name and Address of the Charge Superintendent	Name of the Charge Inspector
1	2	3
17	Shri Santi Ranjan Banerjee, Local Person, I, Darjipara Bye Lane, Calcutta-6	Shri Satyananda Das
18	Shri Nrisingha Prosad Basu, Local Person, 28, Arabinda Sarani, Calcutta-4	Shri Rajani Kanta Basak
19	Dr. Kanai Lal Bera, Sanitary Officer, Calcutta Corporation, 129, Maharshi Debendra Road, Calcutta-5	Shri Arun Kumar Mukherjee
20	Shri Satya Sadhan Mukherjee, Councillor, 20/4/1A, Brindaban Basak Street, Cacutta-5	Shri Madan Mohan Saha
21	Shri Saktipada Ghosh, Councillor, 4A, Nimtalaghat Street, Calcutta-5	Shri Sunil Ranjan Chandra
22	Shri Santosh Kummar Lodh, Councillor, 60, Hariram Goenka Street, Calcutta-7	Shri Sushil Kumar Prodhan
23	Shri Shyam Sundar Goenka, Councillor, 14/15, Banshtola Lane, Calcutta-7	Shri Sakti Bhusan Chandra
24	Shri Asoke Chandra Banerjee, Councillor, P 88, B. K. Paul Avenue, Calcutta-5	Shri Santi Bhusan Biswas
25	Shri Gostho Behari Seth, Councillor, 270, Rabindra Sarani, Calcutta-1	Shri Raghunath Roy
26	Shri Ram Chandra Bhar, T. O., (Printing) Census Department, West Bengal, 45/6A, Ramdulal Sarker Street, Calcutta-6	Shri Rabindra Nath Bhar
27 (a)	Shri Krishna Chandra Kundu, Councillor and Additional Divisional Warden, C. D., 42, Sitanath Road, Calcutta-6 (For a short period during Houselisting)	Shri Balai Chand Manna
(b)	Shri Sukumar Chakravorty, Headmaster, Central Calcutta Academy, 11, Bhuban Chatterjee Lane, Calcutta-6 (For the remaining period of Houselisting and Enumeration)	
28	Shri B. B. Roy, Post Warden for W. P. I., Amherst Division, 9, Amherst Street, Calcutt-9	Shri Sanat Kumur Ghosh
29	Shri Sambhunath Mallick, Divisional Warden, Amherst Street Division, 24 C, Amherst Street, Calcutta-9	Shri Satyanarayan Das
30	Dr. Subodh Dey, Councillor, 19, Narkeldanga North Road, Calcutta-11	Shri Swapan Kumar Banerjee
31	Shri Tarapada Ghosh, Advocate, 14, Sasthitolá Road, Calcutta-11	Shri Debabrata Chakraborty
32	Shri Paltu Das Gupta, Councillor, Block-H, Flat No. 1, 30, Ramkrishna Samadhi Road, Calcutta-54	Shri Manindrá Nath Sikdar
33	Shri Pradip Sarkar, Councillor, 69, Beliaghata Main Road, Calcutta-10	Shri Prithwis Kumar Dey

(ii) Name of the Charge Superintendents and Charge Inspectors—*contd.*

Ward No./ Charge No.	Name and Address of the Charge Superintendent	Name of the Charge Inspector
1	2	3
34	Shri Sailen Dey, Councillor, 146A, Beliaghata Main Road, Calcutta-10	Shri Subodh Bhusan Chowdhury
35	Shri Suresh Chandra Sarker, Post Warden for W.P. 6 Beliaghata PL I Division, P/23B, Narkeldanga Main Road, Calcutta-11	Shri Mriganka Sekhar Bose
36	Shri Sivkumar Khanna, Councillor, 10, M. G. Road, Calcutta-9	Shri Gurupada Sinha
37	Shri Sushil Kumar Mukherjee, Superintendent, Entally Market, 126A, Raja Ram Mohan Sarani, Calcutta-9	Shri Malin Kumar Roy Chowdhury
38	Shri A. R. Chowdhury, Post Warden for W.P., 8, Amherst Street Division, 33B, Amherst Street, Calcutta-9	Shri Swapan Kumar Goswami
39	Shri Hrishikesh Dutta, C.D. Warden, 22/4A, Jhamapukur Lane, Calcutta-9	Shri Manoj Kumar Chakraborty
40	Shri Barendra Krishna Daw, Councillor, 30/1, Beniatala Lane, Calcutta-9	Shri Ujjalmoy Mallick
41	Shri Debdas Mukherjee, Local person, 28, Mitra Lane, Calcutta-7	Shri Raghabendra Nath Ghosh
42	Shri Raj Kishore Chowdhury, Councillor, 6A, Balmukunda Macker Road, Calcutta-7	Shri Sukhendu Nath Ghosh
43	Shri Bhagat Ram Agarwalla, Councillor. 26/4, Armanian Street, Calcutta-1 (Worked only during Houselisting)	Shri Subhas Chandra Mitra
44	Shri Sacchinanda Pande, Coucillor, 197, Rabindra Sarani, Calcutta-1 (Worked only during Houselisting)	Shri Gobinda Chandra Das
45	Shri Krishna Lal Verma, Councillor, 205, Old China Bazar Street, Calcutta-1 (Worked only during Houselisting)	Shri Tridibesh Mitra
46	Shri Abdul Sattar, Councillor, 6, Eden Hospital Road, Calcutta	Shri Jiban Chandra Acharya
47	Dr. Suresh Chandra Ray, Councillor, 23, Sagar Dutta Lane, Calcutta-12 (For Houselisting only)	Shri Mintu Baran Kanungo
48	Shri Arun Kanti Matilal, Lecturer, Com. Department, City College, 18, Durga Pithuri Lane, Calcutta-12	Shri Sailesh Chandra Roy
49	Shri Benoy Banerjee, Councillor, 13, Acharya Prafulla Chandra Road, Calcutta	Shri Manoj Kumar Roy Chowdhury
50	Shri Ranji Chatterjee, Local person, 6B, Ram Narayan Matilal Lane, Cacutta	Shri Mahadeb Shaw
51	Shri Benoy Sengupta, 2, Narshingha Mukherjee Lane, Calcutta	Shri Asoke Chakraborty
52 (a)	Shri Niranjan Dasgupta, Lecturer, Com. Department, City College, 1/1, Lalbehari Thakur Lane, Calcutta-12 (For Houselisting only)	Shri Durgapada Mitra
(b)	Shri Amiya Banerjee, Local person, 8, Madan Boral Lane, Calcutta, (For Enumeration only)	

(ii) Name of the Charge Superintendents and Charge Inspectors—*contd.*

Ward No./ Charge No.	Name and Address of the Charge Superintendent	Name of the Charge Inspector
1	2	3
53	Shri Bibhuti Bhusan Maulick, 29A, Bentick Street, Calcutta-1 (For Houselisting only)	Shri Manohar Mandal
54	Md. Quasimuddin Aska, Councillor, 96B, Chitta Ranjan Avenue, Calcutta-19	Shri Kalipada Biswas
55	Shri Dilip Kumar Das, Sanitary Officer, Calcutta Corporation, 3A, Collin Street, Calcutta	Shri Mrinal Kanti Ghosh
56	Shri Aloke Kumar Banerjee, Home (Transport) Department, 69A, Durga Charan Doctor Lane, Calcutta-14	Shri Tapan Kumar Roy
57	Shri Dwipesh Pal, Local person, 4A, Sambhu Babu Lane, Calcutta-14	Shri Sunil Kumar Majumder
58	Dr. Debdas Ghosh Dastidar, Councillor, 15A, Pottery Road, Calcutta-15	Shri Sukumar Haldar
59	Shri Akshay Kumar Dey, Councillor, 3B, South Sealdah Road, Calcutta-14	Shri Sanat Kumar Sarkar
60	Shri Anil Dey, Local person, Block-X, Flat-1, Housing Estate, 45/1, Tangra Road, Calcutta-15	Shri Jnanendra Chandra Nath
61	Shri Amalendu Banerjee, Councillor, 5, Mahendra Chatterjee Lane, Calcutta-46	Shri Swapan Kr. Bhattacharjee
62	Md. Allauddin, Assistant Transport Commissioner, Home (Transport) Department, 11B, Anjuman Road, Calcutta-14	Sk. Saukat Ali
63	Md. Nayllmuddin, Head Teacher, Corporation School, 1A, Sandal Street, Calcutta-15	Shri Anser Uddin Ahmed
64	Shri Aby. Jifiz Md. Ismail, Local person, 32, Elliot Lane, Calcutta	Shri Swapan Kumar Bose
65	Shri D. N. Bose, Local person, 32, Shakespere Sarani, Calcutta	Shri Badal Kumar Ghosh
66	Dr. R. R. Bhowmik, Councillor, 10, Beniapukur Road, Calcutta-14	Shri Prafulla Chandra Paul
67	Dr. S. N. Dutta, Sanitary Officer, Calcutta Corporation, 39D, Broad Street, Calcutta-19	Shri Karuna Ketan Ganguly
68	Shri Salil Kumar Ghosh, Assistant Director, District Distribution Department of Food, W. B. 18/45, Ballygunge Place, Calcutta-19	Shri Amal Kumar Saha
69 (a)	Shri Ashish Guha, Assistant Engineer, Calcutta Corporation, 196, Picnic Garden Road, Flat No. 1, Calcutta-39 (For Houselisting only)	Shri Asoke Kumar Bhattacharjee
(b)	Shri Joytish Roy Chowdhury, Local person, (For Enumeration only)	
70	Dr. Patit Kumar Banerjee, Councillor, 293/1, B. B. Chatterjee Road, Calcutta-42	Shri Mihir Kumar Sinha Roy

(ii) Name of the Charge Superintendents and Charge Inspectors—*contd.*

Ward No./ Charge No.	Name and Address of the Charge Superintendent	Name of the Charge Inspector
1	2	3
71	Shri Ajoy Kumar Sinha, Councillor, 171/2C, Rash Behari Avenue, Calcutta-19	Shri Anupam Kumar Das
72	Sm. Purnima Dasgupta, Councillor, 6/1B, Beltala Lane, Calcutta-26	Shri Paritosh Karmaker
73 (a)	Shri Asoke Roy Chowdhury, Assistant Engineer, District III, Calcutta Corporation, 10, Chowringhee Terace, Calcutta (For Houselisting only)	Shri Sibaprasad Sen Gupta
(b)	Shri Arup Banerjee, 54 D, Paddapukur Road, Calcutta-20 (For Enumeration only)	
74	Shri Kunal Duttagupta, Local person, 5D, Bijoy Mukherjee Lane, Calcutta-25	Shri Jay Kumar Pal
75	Shri B. K. Chakraborty, Labour Officer, 15C, School Row, Calcutta-25	Shri Gangadhar Mukherjee
76	Shri Dilip Kumar Ghosh, Assistant Engineer, Calcutta Corporation, Sakharipara Road, Calcutta-25	Shri Bimal Kumar Majumder
77	Shri Suresh Chandra Mukherjee, Post Warden for W. P. 2, Bhowanipur, 11, Harish Mukherjee Road, Calcutta-25	Shri Saumendra Kumar Basu
78	Shri Tara Kumar Mazumder, Post Warden for W. P. 3 Alipore, 18/1, Chetlahat Road, Calcutta-27	Shri Prosanta Kumar Roy
79	Shri Azizul Haque, Local person, 14, Watgunge Street, Calcutta-23	Shri Dhirendra Nath Chowdhury
80	Shri Manoj Kanti Dutta, Local person, 33/1B, Hem Chandra Street, Calcutta-23	Shri Netai Chandra Dey
81	Shri Bijan Mitra, Senior Tubewell Inspector, Calcutta Corporation, Calcutta Corporation	Shri Basudeb Mandal
82	Shri Loken Ghosh, Local person, 4L, Rajab Ali Lane, Calcutta-23	Shri Bhabatosh Chandra Saha
83	Dr. Purnendu Jha, Local person, 4C, Meher Ali Mandal Street, Calcutta-23	Shri Samir Kumar Roy
84	Shri Ram Payare Ram, Councillor, P38/4, Hyde Road, Calcutta-43	Shri Shibsadhan Bhattacharjee
85	Shri Sunil Kumar Kar, Councillor, 9B, Brajendra Nath Ganguli Lane, Calcutta	Shri Tarapada Ghosh
86	Shri Chitta Ranjan Mukherjee, Post Warden for W. P. 2 New Alipore, 7 C, Sankar Bose Lane, Calcutta-27	Shri Aloke Kumar Sen
87	Shri Ajit Mandal, Local person, 13, Kali Lane, Calcutta-26	Shri Arun Kumar De
88	Shri Kamalesh Mukherjee, D. E. IV, Calcutta Corporation, 14A, Bhabananda Road, Calcutta-26	Shri Asis Kumar Chowdhury

(ii) Name of the Charge Superintendents and Charge Inspectors—*concld.*

Ward No./ Charge No.	Name and Address of the Charge Superintendent	Name of the Charge Inspector
1	2	3
89	Shri Birendra Chandra Bose, Councillor, 122/1/14A, Monahorpukur Road Calcutta-26	Shri Manish Kumar Majumder
90	Dr. Mrinal Kumar Dutta, Local person, 54, Sadananda Road, Cacutta-26	Shri Santosh Kumar Rakshit
91	Shri Shyamal Kumar Dutta, Councillor, 29, Mahanirvan Road, Calcutta-29	Shri Dipak Kumar Das
92	Shri Biswanath Chakraborty, Post Warden for W. P. 3 Ballygunge, 2B, Ramani Chatterjee Road, Calcutta-19	Shri Dipak Kumar Dutta
93	Shri S. N. Bhattacharya, Councillor, 98, Kankulia Road (1st floor), Calcutta-19	Shri Swapan Kumar Mukherjee
94	Shri Nripendra Nath Banerjee, Councillor, 73, Beni Banerjee Avenue, Calcutta-31	Shri Kamal Chandra Saha
95	Dr. Pran Sankar Saha, Local person, 414/6, Prince Anwar Shah Road, Calcutta-45	Shri Santosh Kumar Saha
96	Shri Nilmohan Roy, Assistant Engineer, D. E. III, 4E, Russa Road East 1st Lane, Calcutta-33	Shri Utpal Kumar Modak
97	Shri Tejendra Nath Sarkar, Gazetted Officer (Retired), 12/1N, Chanditala Lane, Calcutta-40	Shri Manik Chandra Dey
98	Shri Pijus Dasgupta, Principal, Netajinagar College, Netajinagar	Shri Bhiba Prosad Mukherjee
99	Shri Tushar Roy Chowdhury, Local person, 4, Kalipara Lane, Jadavpur, Calcutta-32	Shri Pranab Kumar Dutta
100	Shri Arabinda Chowdhury, Superintendent (Adrema Sec.), Calcutta Corporation, Chittaranjan Colony, Central Park, Jadavpur	Shri Ahindra Nath Das

(iii) A broad picture of the population trend over the last decade in various Wards, arranged Zone wise :

Zone No.	Wards with a decennial increase of population	Wards with a decennial decrease of population
1	2	3
I	1, 2, 4, 10, 12=Total 5 Wards	3, 5, 6, 7, 8, 9, 11=Total 7 Wards
II	16, 18, 25, 26, 38, 41, 42=Total 7 Wards	17, 19, 27, 28, 29, 39=Total 6 Wards
III	20, 21, 22, 23, 43, 44, 46, 47, 54=Total 9 Wards	24, 45, 53=Total 3 Wards
IV	14, 15, 30, 32, 34, 36=Total 6 Wards	13, 31, 33, 35, 37, 40, 49=Total 7 Wards
V	48, 55, 63, 64, 65, 72, 77=Total 7 Wards	50, 51, 52, 56, 73, 76=Total 6 Wards
VI	57, 58, 59, 60, 61, 62, 66, 67, 68, 69, 70, 71 =Total 12 Wards	Nil
VII	78, 82, 83, 84, 85, 86, 88=Total 7 Wards	74, 75, 79, 80, 81, 87=Total 6 Wards
VIII	90, 91, 92, 93, 94, 95, 96, 98, 99, 100 =Total 10 Wards	89, 97=Total 2 Wards
	Grand Total = 63 Wards	**Grand Total = 37 Wards**

Note : Each of the following forty Wards consists of a number of undisturbed, complete 1961 Circles, making a precise comparison of intercensal data possible in respect of it ; 1, 2, 4, 6, 16, 17, 18, 25, 26, 27, 28, 29, 30, 31, 37, 38, 39, 40, 41, 44, 45, 49, 50, 56, 57, 61, 63, 64, 68, 73, 74, 75, 76, 77, 79, 80, 87, 90, 96, 99

(iv) Comparative population Chart for the Zones of the Calcutta City

Zone No.	Provisional Population (1971)	Population of 1961	Houselist Population	Population according to Notional Maps	Difference between 2 and 3	Difference between 2 and 4	Difference between 4 and 5
1	2	3	4	5	6	7	8
I	362,347	369,270	386,951	383,920	− 6,923	−24,604	+ 3,031
II	352,479	342,294	358,342	355,692	+ 10,185	− 5,863	+ 2,650
III	354,040	303,863	309,990	412,162	+ 50,177	+44,050	−102,172
IV	409,014	382,781	441,300	445,138	+ 26,233	−32,286	− 3,838
V	371,882	363,433	389,261	395,342	+ 8,449	−17,379	− 6,081
VI	432,136	371,819	431,753	436,337	+ 60,317	+ 383	− 4,584
VII	377,177	349,410	386,210	377,189	+ 27,767	− 9,033	+ 9,021
VIII	393,133	339,362	398,549	399,226	+ 53,771	− 5,416	− 677
Special Charges	88,972	105,057	95,510	..	− 16,085	− 6,538	..
Grand Total	**3,141,180**	**2,927,289**	**3,197,866**	**3,205,006**	**+213,891**	**−56,686**	**− 7,140**

(v) A comparative chart showing percentage variation between various sets of population figures

[NMP=Population according to Notional Maps, HLP=Population according to Houselist PP'71=Provisional population of 1971 Census. Figures in the chart indicate the total number of Wards within a particular range of percentage variation between two sets of population figures. The figures placed within brackets indicate the total number of Wards within the range where the variation is in a positive direction. The population figures forming the basis of this chart exclude the figures for the Special Charges.]

Category	Less than 1%	Between 1% and 5%	Between 5% and 10 %	Between 10% and 15%	Between 15% and 20%	Between 20% and 30%	Above 30%
1	2	3	4	5	6	7	8
Difference between NMP & HLP	13 [6]	50 [22]	18 [7]	7 [3]	6 [1]	2 [1]	4 [1]
Difference between HLP & PP'71	13 [7]	34 [8]	31 [8]	11 [5]	7 [3]	3 [2]	1 [1]
Difference between 1961 population and PP'71	6 [2]	28 [13]	20 [12]	11 [6]	11 [7]	13 [12]	10 [10]

Note : As Ward No. 84 entirely consists of areas included within Special Charges in 1961, no comparison between the 1961 and the 1971 figures are attempted.

XIV

Transport

Transport

Throughout the Census Operations I was repeatedly asked for vehicles, by Deputy Directors, Officers-in-Charge Census,. and even Charge Superintendents. In 1961 the census organisation had no transport of its own ; nevertheless, the census was taken. Perhaps, ten years later, the times were less easy but the often petulant demands for a jeep were difficult to understand.

As far as the officers of the Directorate were concerned, the problem was a real one, because it meant we had to borrow vehicles, after much cajoling, from State Government Offices. The District Magistrate of Murshidabad did, in fact, refuse to give the Deputy Director, Central Region, a vehicle ; on such occasions one had to accept it and try again. Nevertheless, the dimensions of the problem were reduced, because this time the Registrar General was extremely generous : he gave me not one, but three vehicles : a jeep, which was replaced in 1970 by a car, a Willys Station Wagon which was attached to the Language Division, and a Volkswagen Station Wagon which was a gift made to the office by the Cooch Behar Refugee Service. The tragedy was that the Willys Station Wagon was in such a terrible condition that it hardly moved, and was, therefore, confined to Calcutta alone, and the Volkswagen being an imported vehicle, was a hazard for long journeys. I gave the Willys Station Wagon over to the Calcutta census wing, and used the Volkswagen mainly for transport of material from presses or for short trips to nearby areas. Since it was not built for the tropics, its windows opened only an inch or so, and the only air which entered the vehicle was through a vent in the roof. It was, consequently, a kind of slow oven ; we simply could not use it for long journeys in summer.

One was left, therefore, with the car. I used this for all my journeys, and it turned out to be a very reliable vehicle : very rarely did I have any trouble with it. The Regional Deputy Director at Midnapore bought a car and solved his problem, and the Regional Deputy Director (Central) being located in Calcutta used the office car occasionally ; it was the Deputy Director at Siliguri who had no transport at all, and had to borrow a jeep from various offices. This was a very depressing exercise, but I could not do anything other than ask the District Officers to help him whenever they could.

The Officers-in-Charge had access to the Collector's vehicles and most of them managed to get about without trouble. West Dinajpur, a district which had only two or three vehicles, was more difficult and the poor Officer-in-Charge had to rely on a bicycle, but his work was excellent, which meant that he had used the bicycle and local buses very frequently.

The Registrar General had specified that the "costs of propulsion" of borrowed vehicles would be met, *i.e.* p.o.l costs. We would not be able to pay hire charges. In spite of this concession, several Charge Superintendents sent in requisitions for jeeps, and complained that they were unable to do any census work unless they had transport. Some of them had problems one could appreciate : the jeeps in many Development Blocks were out of order and had been so for some time. But I did not see why the census should pay for the maintenance of jeeps which were not ours and which had not broken down owing to their use for census work, but long before our work started. No repairs (except when a vehicle broke down while on census duty) were allowed. Harrassed Block Development Officers from whom the Government expects a fantastic amount while pretending that their means of moving about their jeeps are in perfect order, did not go delirious with joy at my decision but I could not help that. The only answer is, I think, in

teaching them how to ride, and giving them horses. The maintenance of vehicles at the Block level is too expensive for this Government and the sooner they admit this the better.

As far as transport arrangements are concerned the census organisation could not have done anything more and the arrangements were the best possible. All that could have been attempted by way of improvement was to provide each Deputy Director with a jeep and sell it after the enumeration was over. This would not, in the long run, have been very expensive and the officers would be much more effective if they did not have to rap a Charge Superintendent over the knuckles for shoddy work and the next instant ask him for a lift.

The transport of the schedules was, in West Bengal, almost entirely by road. I had made it a point to avoid the railways as far as possible, and relied on trucks. Sometimes a district sent a jeep and trailer for forms and schedules which was really ideal, but all of them could not do so; at least, they did not, for whatever reasons.

XV

Establishment matters

Establishment matters

In Chapter-I I have mentioned that I inherited a fairly large office, so that the question of looking around for suitable people did not arise. A different kind of problem did. The origin of the census office was adhoc appointments, and, very unfortunately, this formed the basis for all promotions, for fresh recruitment and transfers. There were no recruitment rules or promotion rules for a long time. The result was a certain amount of uncertainty, since no one knew when his services would be terminated ; everyone was hired, so to speak, from day to day.

To a very large extent, this was inevitable. The census office was a regular office only since 1951 ; before that a group of people were taken on deputation from different offices and, after the census was over, they all went back, including the Superintendent of Census Operations. After the 1951 census, however, a few persons stayed on, working on a few intercensal projects. They formed the nucleus for the 1961 census office, and after that census, a much larger number of persons stayed on, as a very comprehensive array of ancillary projects were taken up. This did not mean that there was a prior decision to maintain the office, by itself. A project came up, and the Superintendent kept a few persons, then another was worked out and a few more were diverted to that and so on. The office continued, with the staff, on a practically adhoc basis.

As I write this, however, things are certainly quite different. All those eligible for that status have been declared quasi permanent ; and permanency is round the corner for some of them. These steps have meant a great deal of stability to the staff and the office is gradually losing its patchwork character.

At the Officer level, however, the 'patchwork', if one can call it that, continues. The Director, and all the Deputy and Assistant Directors are Officers from the State Government, on deputation to the Government of India. Most of the Deputy and Assistant Directors will return as soon as the Tabulation is over, and the Director not long after them. In the inter-censal period there will probably be only one Deputy Director from the State Government, or perhaps a suitable person appointed by the U. P. S. C.

This pattern cannot be bettered or changed. The conducting of the Operations will never be possible unless it is supervised by Officers who belong to the Administration ; for every written instruction sent by this office there were a dozen unofficial requests, or suggestions, which made the administrative apparatus move. In future, therefore, as in the past, the Director and his Deputy Directors will have to be drawn from among those who have a fairly good grounding in district administration. Sophisticated analyses of the data will, in all probability, be beyond them, unless they are students of demography ; but the conduct of the operations can never be handled by anyone else. It is, first and last, a purely administrative task.

There are those who would like to see technical persons handle the Census Operations but these gentlemen have no idea of the work involved. Perhaps we make it look easy ; I would like to emphasise, however, that it is anything but that, and a briliant demographer would certainly end up with no data collected, but a lot of noise.

Proccdure for securing accommodation and rent

Calcutta is a bad place to look for accommodation in, but the economic slump had lowered rents and coincided with the completion of several new buildings, and so finding accommodation was

not so difficult. One cannot, however, proceed without observing certain formalities. No accommodation can be hired by any Central Government Office unless it is cleared by the Estate Manager *i. e.* unless he says he has no pool accommodation to give. Thereafter the rent has to be certified by the Hiring Committee, which consists of a Superintending Engineer and an Executive Engineer of the C. P. W. D., and the Estate Manager, who is the member secretary. A representative of the hiring office of the landlord are invited to attend. The meeting of the Committee has to be preceded by an inspection of the premises by the Committee, and later the rate of rent is fixed. Thereafter the building is measured by the C. P. W. D. so that the total floor space is available. Then one writes to the Registrar General, if the rent exceeds one's own powers, and on receipt of the sanction order, payment of rent starts. One can easily imagine the multitude of points at which a proposal can get stuck ; sometimes it meant telephone call after telephone call, visits, letters, in fact, everything short of tears to get things moving. I had to go through this for my own Office at 20, British Indian Street, and for the two Tabulation Offices at 26, Hindusthan Park. For the Coding and Punching Cell I got a building but because I avoided the hiring committee. I came to grief, however, over the payment of rent.

In the districts one needs the fair rent certificate issued by the Collector, in case there is no C. P. W. D. Office in that town. Usually the formalities outside took less time than in Calcutta, because one could always persuade a District Magistrate to hurry things up a bit. It is, however, wise to get one's Tabulation Offices well before the commencement of the enumeration operations.

Furniture and Stationery

The question of obtaining furniture for this Office and for the Tabulation Offices was not very complicated, at least not any more than in other offices, except for steel almirahs. These had to be obtained through the Director General of Supply and Disposals, an office whose existence seems to me quite unnecessary, and therefore one got a steel cabinet or almirah so late that it was, at least for the Tabulation Offices, useless.

Stationery was, most of it, available from the Controller of Forms and Stationery—but only because of the personal contacts that Shri R. C. Bhar, our Printing Inspector who became Tabulation Officer (Printing), maintained with that office. There were several items we could not get from there, though, and had to make do with substitutes.

Telephones

To get a telephone installed in an office was a measure of one's diplomacy, tenaciousness and even unscrupulousness. Letters I wrote to various telephone people never got to them, and even if they did, the answer was usually no. One of the major achievements for the Census of 1971 was the installation of telephones in the new office : it compares, in terms of effort, with the census itself. Elsewhere, in district towns, it was not as bad as this ; all that one really needed was the sanction. All telephones should always be O. Y. T. telephones in Calcutta ; otherwise one simply cannot get them. Fortunately the telephones were O. Y. T. telephones—thanks to the foresight of Shri A. Mitra in 1951—and initially I had no difficulty. Things get out of hand, however, when I asked for new lines. There were four direct lines sanctioned for my office. Three were surrendered, and a 3X9 PBX was installed. As a result, several officers had telephones and intercom facilities. I kept a direct line for myself. All the Regional Deputy Directors and Deputy Director and Assistant Director for Calcutta were provided with telephones. Apart from me, only the Deputy Director (hq.) had a residential telephone, although the Deputy Director (Calcutta) was also sanctioned one. The Calcutta Telephones could not find a spare line for him.

Permanent Advance

The office has a pitifully low permanent advance of Rs. 100/-. Even during the intercensal period it was far too meagre and members of the staff often paid bills from their own pockets, and then recovered it. I wrote for an increase of the permanent advance but this proposal ran into the mire of queries and lost letters, and quietly died. The Registrar General more than compensated for this, though, and gave me the power to draw an abstract contingency bill of Rs. 1,500/-. This virtually replaced the permanent advance and made the thousand and one odd jobs infinitely easier.

Accounts

The Expenditure for all census work is booked under the head "39-Miscellaneous Social Service Organisation." This is divided into three heads: A-Superintendence, B-Enumeration and C-Abstraction and Compilation.

All expenditure on the Director's Office is booked under A-Superintendence, and the expenditure in the districts under B-Enumeration. The third head was for the Tabulation Offices, mainly, and the Regional Deputy Director's pay and allowances were drawn under this.

The operative head for the census was B-Enumeration. By special arrangement, District Officers, who are State Government employees, were authorised to draw and disburse money from this head. I had a set of financial rules circulated, based largely on the 1961 rules, for their guidance. I had all T. A. bills sent to me for counter-signature and contingency bills were countersigned by the Regional Deputy Directors. The pay and allowances of the staff in the districts were drawn and disbursed by the District Officers. Earlier rules were in parts a little too stringent, and the justification given was that the stringency would deter excessive expenditure and the District Officers would take shelter behind their own contingency funds. I thought this wrong, since expenditure under State Government heads was not economy—it meant only expenditure from other heads. I, therefore, allowed a little more discretion to District Officers for contingencies. They also drew and disbursed the honoraria paid to all census workers, without any reference to me. This resulted in prompt payments, which was welcomed and I did not feel that any District Officer abused this trust that I placed in them.

In the Appendix I have given the annual expenditure figures for the Census Operations year by year. It is far greater than in 1961, mainly owing to the increased honoraria rates, but also because of the liberalisation of contingency expenditure. The census still got the reputation of a major operation done on the cheap, but it was not accompanied with any bitterness or indignation, as in the past.

Staff in Districts and for Calcutta City

As in 1961, we made some clerical assistance available to the districts for the census. This time, however, the procedure for paying them was slightly different: funds were allotted to each district and the District Officer drew the salaries and allowances for the census staff from this amount. The posts were created by the Home (C & E) Department and each District Officer appointed suitable persons to the posts. The advantage of this system was that the scales of pay were uniform in the Collectorates—the State Government scale—and there was no heartburning.

There was, naturally enough, pressure for more and more posts. I countered this by pointing to what Shri J. C. Sengupta had said about the delusion some District Officers had that not they, but the clerks, had to take the census, and refused to allow most of the posts sought. Some

had to be admitted, though, since the West Bengal administration was so dishevelled that without them no work would have been done : I have given a list of all the posts in each district in the appendix to this chapter. The major addition was the use of clerks in each Block Development Officers Office, part-time. A lot of real work was done in these offices but, regrettably, there were no posts sanctioned. I asked each Block Development Officer to put one of his own clerks on census work and paid them an honorarium of Rs. 75/- each.

By and large, the clerical assistance was adequate, but something needs be done in the urban areas. Without at least one clerk in each urban charge, irrespective of size, the work is really unwieldy and frustrating ; I had to refuse honoraria to clerks in urban charges but I am not personally persuaded that this was wise.

The Census Act

The Census Act (No. XXXVII of 1948) is the law which sanctions each census, and makes the Operations a legal requirement. The intention of the Government of India to take a census is notified under Section 3 of the Act and it is only then that all the rest follows.

The Act gives the power to the State Government under Section 4(2) to appoint census officers, "to take, or aid in or supervise the taking of the census." In other words the Director and all those connected with the census have to be appointed census officers if they are to perform the functions laid down ; the significant phrase is, in the same subsection, "and such persons, when so appointed shall be bound to serve accordingly." There are corresponding penalties laid down in Section 11(1), which stipulates that an erring census officer can be punished.

Section 8 makes it mandatory that questions duly notified in the Gazette by the State Government are answered by all persons and Section 11 contains a corresponding penalty. Section 4 gives one ample scope to force a person to do census work, and this, together with the Penal Section, gives legal sanction to all that one does to get an enumerator to enumerate.

In West Bengal, however, the Act was never involved, because everyone felt that it would "precipitate things." The wheedling and coaxing was necessary only because of this trepidation to enforce the census law. There was a further complication, in that the sanction of the State Government was necessary before a prosecution was launched, and although in a few cases I recommended that this permission be given to the District Census Officer. I was not favoured with a reply, and that was that. I then suggested that the power to sanction prosecutions be delegated, under Section 12, to the District Magistrates. But even this request was lost in the bog of papers which the Home Department seems to have managed to create.

The only things one cannot do under the Act is requisition buildings and transport. I mention this for academic interest only. When a Government will not prosecute a person for refusing to work as an enumerator, in spite of the fact that this is provided for and recommended, then any additional powers would exist only on paper. It seems to me that, had the State Government agreed to use the Act, we could have got over the personnel problems we faced in the State, and the census would have been taken very smoothly. As I have said, however, the Act remained a dead Act, for all that the State Government did.

In 1961, I understand there were quite a few prosecutions, and they all had the effect aimed at. 1971 was the time when the mention of a law by an officer provoked derision but nothing else.

Appendix

(i) Budget Estimate and Actual Expenditure for the year 1969-70 and 1970-71

Head of Account	Budget Estimate		Actual Expenditure	
	1969-70 (Rs.)	1970-71 (Rs.)	1969-70 (Rs.)	1970-71 (Rs.)
1	2	3	4	5
A. Superintendence				
A. 1—Establishment Charges				
Salary of Officers	25,050	27,000	25,100	27,000
Salary of Establishment	69,350	61,800	69,300	61,800
Dearness Pay and Allowances	46,800	41,500	46;300	41,000
Other Allowances	29,400	30,500	29,400	29,500
Total Establishment Charges	170,600	160,800	170,100	159,300
Interim Relief	..	7,800	..	7,800
A. 2—Travelling Expenses	8,450	8,500	7,300	8,400
A. 3—Other Charges	68,900	180,000	67,600	174,000
Total Superintendence	*247,950*	*357,100*	*245,000*	*349,500*
B. Enumeration				
B. 1—Establishment Charges				
Salary of Establishment	34,600	325,000	34,600	296,000
Dearness Pay and Allowances	28,200	267,100	28,200	226,300
Other Allowances	13,500	83,300	13,100	97,200
Total Establishment Charges	76,300	675,400	75,900	619,500
Interim Relief	..	35,700	..	35,700
B. 2—Travelling Expenses	300	60,000	300	71,400
B. 3—Honorarium to Enumerators	..	1,998,100	..	1,381,800
B. 4—Other Charges	15,300	80,000	3,100	81,600
Total Enumeration	*91,900*	*2,849,200*	*79,300*	*2,190,000*
C. Abstraction and Compilation				
C. 1—Establishmet Charges				
Salary of Officers	22,250	53,800	21,400	50,400
Salary of Establishment	113,550	210,500	113,700	209,700
Dearness Pay and Allowances	87,800	165,700	87,700	165,700
Other Allowances	54,500	96,100	56,700	96,100
Total Establishment Charges	278,100	526,100	279,500	521,900
Interim Relief	..	36,400	..	36,400
C. 2—Travelling Expenses	10,350	20,000	9,000	19,100
C. 3 - Other Charges	36,600	200,000	38,700	200,200
Total Abstraction and Compilation	*325,050*	*782,500*	*327,200*	*777,600*
D. Printing and Stationery	**98,150**	**200,000**	**78,100**	**121,800**
Grand Total	**763,050**	**4,188,800**	**729,600**	**3,438,900**

(ii) Staff sanctioned for District, Subdivision and Municipality

District/Subdivision/ Municipality	District Office Establishment			Subdivisional Office Establishment			Municipal Office Establishment		
	Particulars of Staff	From date	To date	Particulars of Staff	From date	To date	Particulars of Staff	From date	To date
1	2	3	4	5	6	7	8	9	10
Darjeeling District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
Kalimpong Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Kurseong Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Siliguri Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Jalpaiguri District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
Alipur Duars Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Cooch Behar District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
Mekliganj Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Mathabhanga Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Tufanganj Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Dinhata Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
West Dinajpur District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
Islampur Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Raiganj Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Malda District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			

(ii) Staff sanctioned for District, Subdivision and Municipality—*contd.*

District/Subdivision/ Municipality	District Office Establishment			Subdivisional Office Establishment			Municipal Office Establishment		
	Particulars of Staff	From date	To date	Particulars of Staff	From date	To date	Particulars of Staff	From date	To date
1	2	3	4	5	6	7	8	9	10
Murshidabad District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	30.6.71						
	1 Peon	1.3.70	30.6.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
Jangipur Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
				1 Peon	1.3.70	31.5.71			
Lalbagh Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
				1 Peon	1.3.70	31.5.71			
Kandi Subdivision				1 L.D. Clerk	1.3.70	31.6.71			
				1 Peon	1.3.70	31.5.71			
Nadia District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Krishnagar Subdivision				*2 L.D. Clerk	1.3.70	31.5.71			
Nabadwip (M)							1 U.D. Clerk	1.3.70	31.5.71
Ranaghat Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Twenty Four Parganas District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
Garden Reach (M)							1 U.D. Clerk	1.3.70	31.5.71
South Suburban (M)							1 U.D. Clerk	1.3.70	31.5.71
							2 L.D. Clerk	1.3.70	31.5.71
Bangaon Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
				1 Peon	1.3.70	31.5.71			
Barasat Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
				1 Peon	1.3.70	31.5.71			
Barrackpore Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
				1 Peon	1.3.70	31.5.71			
Bhatpara (M)							1 U.D. Clerk	1.3.70	31.5.71
Panihati (M)							1 U.D. Clerk	1.3.70	31.5.71
Baranagar (M)							1 U.D. Clerk	1.3.70	31.5.71
Kamarhati (M)							1 U.D. Clerk	1.3.70	31.5.71
South Dum Dum (M)							1 U.D. Clerk	1.3.70	31.5.71
Basirhat Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
				1 Peon	1.3.70	31.5.71			
Diamond Harbour Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
				1 Peon	1.3.70	31.5.71			

*1 L.D. Clerk for North and 1 L.D. Clerk for South.

(ii) Staff sanctioned for District, Subdivision and Municipality—*contd.*

District/Subdivision/ Municipality	District Office Establishment			Subdivisional Office Establishment			Municipal Office Establishm nt		
	Particulars of Staff	From date	To date	Particulars of Staff	From date	To date	Particulars of Staff	From date	To date
1	2	3	4	5	6	7	8	9	10
Howrah District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	30.6.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
Howrah (C)							1 U.D. Clerk	1.3.70	31.5.71
							4 L.D. Clerk	1.12.69	31.5.71
							3 L.D. Clerk	1.3.70	31.5.71
							1 Peon	1.3.70	31.5.71
Uluberia Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Hoogly District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
Hooghly-Chinsurah (M)							1 U.D. Clerk	1.3.70	31.5.71
Arambagh Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Chandernagore Subdivision				1 L.D. Clerk	1.3.70	3 .5.71			
				1 Peon	1.3.70	31.5.71			
Serampore Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Serampore (M)							1 U.D. Clerk	1.3.70	31.5.71
Burdwan District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
Burdwan (M)							1 U.D. Clerk	1.3.70	31.5.71
Asansol Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Asansol (M)							1 U.D. Clerk	1.3.70	31.5.71
Durgapur Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Durgapur (N.A.)							1 U.D. Clerk	1.3.70	31.5.71

(ii) Staff sanctioned for District, Subdivision and Municipality—*concld.*

District/Subdivision/ Municipality	District Office Establishment			Subdivisional Office Establishment			Municipal Office Establishment		
	Particulars of Staff	From date	To date	Particulars of Staff	From date	To date	Particulars of Staff	From date	To date
1	2	3	4	5	6	7	8	9	10
Katwa Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Kalna Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Birbhum District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
Rampurhat Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Bankura District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	30.6.71						
	1 Peon	1.3.70	30.6.71						
Sadar Subdivision				*2 L.D. Clerk	1.3.70	30.6.71			
Bishnupur Subdivision				1 L.D. Clerk	1.3.70	30.6.71			
				1 Peon	1.3.70	31.5.71			
Midnapore District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				*L.D. Clerk	1.3.70	31.5.71			
Khargapur (M)							1 U.D. Clerk	1.3.70	31.5.71
Jhargram Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Ghatal Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Tamluk Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Contai Subdivision				1 L.D. Clerk	1.3.70	31.5.71			
				1 Peon	1.3.70	31.5.71			
Purulia District	1 U.D. Clerk	1.3.70	30.6.71						
	1 L.D. Clerk	1.3.70	31.5.71						
	1 Peon	1.3.70	31.5.71						
Sadar Subdivision				*2 L.D. Clerk	1.3.70	31.5.71			

*1 L.D. Clerk for North and 1 L.D. Clerk for South.

(iii) Circulars and Important Letters

No. 1C-3/156(15) The 15th January, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

_____

Sir,

I have the honour to enclose herewith Circular No. 3 Rules of Census Accounts. The circular is not intended for distribution to any other authority and is meant for your own use and that of the Subdivisional Officers, Treasury Officers and Officer-in-Charge, Census of your district.

The rules have the concurrence of the Registrar General, India, the Government of West Bengal and the Accountant General, Central. They follow the lines of the Accounts Rules framed for the Census of 1961 with minor modification. The bills (except pay-bills) will require countersignature by me before they are presented for encashment. I desire, therefore, to impress upon you the importance of submitting all bills and statements with the greatest promptitude. It is important to note that travelling allowance for routine tours on which certain amount of census work is done will not be debited to the Census.

I would request you that all bills submitted to you for signature should be thoroughly examined and any charge which can be avoided should be eliminated before the bill is sent to me for countersignature.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 1C-3/156(15)/1(65) The 15th January, 1970

Copy forwarded for information to :

1 The Registrar General, India, New Delhi-11.

2 The Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta-1.

3 The Accountant General, Central.

4 The Treasury Officer, _____

5 The Subdivisional Officer, _____

6 The Deputy Director, _____

B. Ghose
Director of Census Operations
West Bengal

CIRCULAR NO. 3

Rules for the Classification and Record of Receipts and Expenditure in connection with the Census to be held under the Indian Census Act, 1948

1. All Census charges should be recorded under the major head "39-Miscellaneous Social Service Organisation" in the Central Budget. The detailed classification in the accounts should follow the heads adopted in the Central Demands for grants.

2. Only expenditure authorised by the Director of Census Operations, West Bengal or a Deputy Director of Census Operations when so authorised by the Director, should be billed for as a Central charge.

3. Pay and allowances of wholetime officers and any remuneration authorised to others for Census work should be drawn on separate bill and charged direct to the Census grant under "39-Miscellaneous Social Service Organisation".

4. Travelling allowance authorised by the Director of Census Operations, West Bengal for debit to Census Operations should be drawn on separate bills and taken to the Census grant under "39-Miscellaneous Social Service Organisation."

5. Postage and telegraph charges on Census business should be drawn on separate bills and debited against the Census grant.

6. Receipts and recoveries of expenditure in connection with the Census Operations, should be credited as receipts under the head "XXXII-Miscellaneous Social and Developmental Organisation" in the Census Grant (West Bengal Circle of Account).

7. When charges for Stationery and Printing are incurred they should be treated as Census expenditure and should not be taken to "56-Stationery and Printing."

8. Authorised charges debitable to Census should never be presented in bills containing charges debitable to other accounts.

9. All bills for contingent expenditure on Census work must be countersigned by the Director of Census Operations, West Bengal.

10. (1) The heads in the Central Demands for Grants will be as follows :

A—Superintendence :

A-1—Establishment Charges

Salary of Officers
Salary of Establishment
Dearness Pay and Allowances
Other Allowances
Total Establishment Charges

A-2—Travelling Expenses
A-3—Other Charges
Total—Superintendence

B—Enumeration :

B-1—Establishment Charges

Salary of Establishment
Dearness Pay and Allowances
Other Allowances
Total Establishment Charges

B-2—Travelling Expenses
B-3—Honorarium to Enumerators
B-4—Other Charges
Total—Enumeration

C—Abstraction and Compilation:

C-1—Establishment Charges

Salary of Officers
Salary of Establishment
Dearness Pay and Allowances
Other allowances
Total—Establishment Charges

C-2—Travelling Expenses
C-3—Other Charges

Total—Abstraction and Compilation

D—Printing and Stationery

(2) There will be no local printing and expenditure will not be incurred in the Districts and Subdivisions under Minor Head "D-Printing and Stationery Charges." District and Subdivisional Officers are, therefore, concerned only with Heads "B-Enumeration." District Officers will be drawing and disbursing officers for expenditure from the Census budget upon enumeration in their districts.

(3) The provision as regards the entertainment of staff, the provision of funds and the encashment of bills in districts and subdivisions are as follow :

(a) **Establishments**—(i) Sanction for the entertainment of staff in the district and subdivisional offices on account of enumeration will be accorded by the component authority. In district and subdivisional offices it is intended that exclusively census work shall be done by the clerks appointed for the purpose on the scale to be laid down by the Registrar General, India and the State Government. The order creating a temporary post will specify the sub-head of account against which the charge will proceed and will allot a sum of money to covor the charges on account of the appointment. The appointment of incumbents to posts thus created will be made by District Officers.

(b) **Allowances**—(i) An allotment will be made to each district to cover all district expenditure on account of travelling allowances for officials on Census duty. Census inspections by Officer-in-Charge, Census and other officials should be conducted as far as possible during tours in the course of their ordinary duty and travelling allowance will not be debited to the Census unless the journeys are necessarily undertaken exclusively on Census work.

(ii) The Director of Census Operations, West Bengal is the Controlling Officer for all travelling allowance bills, which consequently requires his countersignature before presentation at the treasury. In forwarding bills for countersignature, District Officers should certify that they are for journeys necessarily undertaken exclusively on Census work. Travelling allowance bills for the previous month should be drawn up and forwarded for countersignature as early as it convenient after the 7th of the month.

(c) **Contingencies**—(i) Allotments for contingencies will be made to districts. Contingency bills must be countersigned by the Director of Census Operations before presentation at the treasury and bills for the preceding month should consequently be forwarded for countersignature on the 3rd of each month together with the copy of the register and slips as provided in sub-article (4) below.

(ii) Actual out of pocket expenses of supervisors and other subordinate Census Officers are ordinarily expected to be borne by the Census Officers themselves, but may be met in exceptional cases from the allotment made to the district. They will be debitable to contingencies whether incurred on journeys (in the case of non-officials) or on other accounts in the course of their duty. When contingency bills are submitted for payment to the subordinate census staff, the circumstances in which the payments are recommended should be invariably stated in every case,

(iii) Stationery and stamps will in the first instance be advanced from the District Officer's stock and special care will be necessary to prevent debit to the wrong account of charges for stationery and for postage and telegrams. District Officers should keep an account of the charges on these two items actually incurred on census business in their own offices and offices subordinate to them and should submit bills for the total amount for countersignature by the Director of Census Operations, West Bengal, or by the District Census Officer when so authorised by the Director. The first bills will be for the period from 1st March, 1970 to 31st August, 1970 subsequent bills should be submitted in December, 1970 for the period from 1st September, 1970 to 30th November, 1970 and thereafter quarterly in March, 1971 for the period from 1st December, 1970 to 28th February, 1971, in June 1971 for the period from 1st March, 1971 to 31st March, 1971, etc. Each bill must contain a certificate signed by the Officer-in-Charge, Census Operations as follows :

"I certify that stationery/stamps to the amount of this bill was/were actually used in this district on census business during the period from.....to.....19....."

Bills for stationery submitted by District Officers will be debited to Census after countersignature by the Director of Census Operations, West Bengal, and the amount will be set off against the district expenditure for stationery by book transfer in the office of the Accountant General, West Bengal and Central.

(iv) Charges for freight will be incurred only within the district and should be minimised by all possible means (*e.g.*, by the employment of chaukidars, peons travelling on duty, etc.). Freight will be prepaid on forms, etc., despatched by the Director of Census Operations, West Bengal.

(d) Pending encashment after countersignature, payment of contingency bills may be made from the Collector's permanent advance.

(4) The procedure to be followed by District Officer for submitting claims for money and for enabling a watch to be kept upon expenditure is as follows :

(a) To each bill there must be attached a slip in Bengal Form 2604. The Treasury Officer will return the slip with the cash or cheque after noting upon it the voucher number and date assigned to the bill.

(b) On each bill must be entered in red ink the accounts classifications of the proposed expenditure (major and minor head and sub-head). Where a single bill included several items, full details of each item must be given so that they may be correctly distributed over the details heads in the office of the State Director.

(c) On each bill and on each slip (Bengal Form 2604) must be entered the progressive total of expenditure up-to-date under the sub-head or sub-heads to which the bill relates, including the amount of the bill on which the entry is made.

(d) A separate register in Bengal Form 2605 must be kept for each sub-head of account with which the District Officer is concerned. In this must be entered particulars of the charges drawn on each bill.

(e) On the 3rd day of each month a copy of the entries in this register, so far as they record sums actually drawn from the treasury during the preceding month, must be sent in full detail to the Director of Census Operations, West Bengal. As certain of the entries in each month will represent bills which were not actually cashed before the end of that month, the copy sent to the State Director will include a few entries of a previous month and will exclude a few made in the month for which the return is submitted. With the copy must be forwarded all the slips (Bengal Form 2604) relating to the bills entries in it. If there are no entries in the register in any month, a "nil" statement must be sent.

No. 2B-1/1683 The 5th June, 1970

To : The Accountant-General, Central,
Calcutta

Subject : **Allotment of Fund for 1970-71 Grant No. 46-Census (West Bengal Circle of account)**

Sir,

In enclosing herewith a copy of letter No. 4/45/70-Ad. II dated the 24th April, 1970, I am to state that the District Magistrates who have been declared as Drawing and Disbursing Officers in respect of Sub-head B-Enumeration under major head "39-Miscellaneous-Social Service Organisation," are asking for allotment of fund to meet the Census expenditure of the districts. Since the provision for West Bengal Circle of account has not been shown separately in the Book of Demand by the Ministry of Finance as stated in last para of the enclosed letter it would not be possible for me to allot fund now in each district until and unless Re-appropriation audit order, providing funds in each circle of account are issued by the Registrar-General, India.

I would accordingly request you kindly to issue immediate instruction to All Treasury and Sub-Treasury Officers to honour the bills submitted by the District Officers which are debitable to the Census Grant pending allotment of fund in accordance with the Census Accounts rules continued in this office Circular No. 3 (copy enclosed), to avoid dislocation of Census Programme. The District officers are being instructed of Census Programme. The District officers are being instructed to incur expenditure on account of pay and allowances of Census staff, T. A. and contingencies, honorarium etc. during the current financial year 1970-71, pending allotment of fund.

This may please be treated as extremely urgent.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Enclo :

Memo No. 2B-1/1683/1(15) The 5th June, 1970

Copy forwarded to All District Magistrates for information and necessary action. They may incur expenditure on the abovementioned account pending allotment of fund.

All Treasury Officers.

B. Ghose
Director of Census Operations
West Bengal

Enclosure :

Copy of letter No. 4/45/70-Ad. II dated 24. 4. 1970 from the Central Tabulation Officer, office of the Registrar General, India, New Delhi-11 to all Directors of Census Operations and *ex-officio* Supdts of Census Operations and Asstt. Registrar General (Languages) reg : Vote on account for the year 1970-71 under Grant No. 46-Census and Grant No. 112-Loans and Advances.

I have the honour to say that the 'Vote on Account' has since been passed by Parliament and the connected Appropriation Bill assented to by the President. This amount represents one sixth of the total provision included in the Book of Demands for Grants under Grant No. 46-Census for the year 1970-71. The distribution of the funds for your office has already been communicated to you vide this office letter No. 4/125/69-Ad. II dated the 2nd Feby. 1970 and letter No. 4/136/69-Ad. II dated the 24th Jany. 1970.

It is accordingly requested that the expenditure during the first two months of the current financial year 1970-71, *i. e.*, April and May 1970, may be restricted to one sixth on the total provision made in your Circle of Accounts unless by that time the Demands for Grants, as a whole are passed by the Parliament.

It may be stated here that the Ministry of Finance have not shown the provision for each Circle of Accounts in the Book of Demands for Grants, Grant No. 47-Census for the year 1970-1971 and they have shown in the provision lumped together in India Circle of Accounts. Re-appropriation audit order for providing the funds from India Circle of Accounts to the State Circle of Accounts will be issued during the course of the financial year 1970-71.

No. 3A-3/1684(15) The 5th June, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Census Accounts Rules**

Sir,

In partial modification of Circular No. 3, I am to state that for facility of the payment of contingent charges in the District offices, it has since been decided that the contingent bills should be scrutinised and countersigned by the Regional Deputy Directors *viz.* Central, West and North. I am accordingly authorising Shri S. Basu, W. B. C. S., Deputy Director (Central), Shri A. K. Mitra, W. B. C. S., Deputy Director (West) and Shri A. K. Dutta, W. B. C. S., Deputy Director (North) to countersign all contingent bills in respect of the districts allotted to them, on my behalf. Other bills will as usual be countersigned by me.

The Accountant General, Central and all the Treasury Officers are being informed.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 3A-4/1684(15)/1(59) The 5th June, 1970

Copy forwarded to :

1 The Accountant General, Central, Calcutta.

2 The Subdivisional Officer, _____

3 The Treasury Officer, _____

4 The Deputy Director of Census Operations, _____. He is requested to send his specimen signature duly attested to all the Treasury and Sub-Treasury Officers of his jurisdiction.

B. Ghose
Director of Census Operations
West Bengal

No. 3A-13/1765(15) The 11th June, 1970

From : B. Ghose,
Director of Census Operations,
West Bengal

To : The District Magistrate/Deputy Commissioner,

Subject : **Monthly Expenditure statement for the year 1970-71 head "39-Misc. Social Service Organisation"**

Sir,

I have the honour to invite your attention to Circular No. 3 and to say that most of the District Officers are not sending monthly expenditure statements for the month of April, 1970 on wards. It is, therefore, requested that the monthly expenditure statement in respect of Census Grant for the month of April, 1970 onwards in the enclosed proforma may kindly be sent by return of post, as this office has to compile the figures for the Census grant as a whole for West Bengal Circle and send them to the office of the Registrar General, India.

The monthly return should reach this office positively by the 5th of the succeeding month and any delay will cause all round dislocation.

This may kindly be treated as most urgent as the office of the Registrar General, India and Ministry of Home Affairs are very particular in timely submission of this return.

The receipt of this letter may please be acknowledged.

Yours faithfully,

B. Ghose
Director of Census Operations
West Bengal

Memo No. 3A-13/1765(15)/1(3) The 11th June, 1970

Copy to Regional Deputy Director, North/West/Calcutta City. He should submit the expenditure statement as indicated above in the prescribed proforma.

B. Ghose
Director of Census Operations
West Bengal

MONTHLY STATEMENT of Expenditure of the District of _____for the month of _____Head of Account : 39-Miscellaneous Social Service Organisation B-Enumeration.

	Expenditure upto previous month	Expenditure for the current month	Progressive total
	1	2	3
B—Enumeration :			
B-1—Establishment Charges			
Salary of Establishment			
Dearness Pay and Allowances			
Other allowances (CCA, HRA, Medical etc)			
Total Establishment Charges :			
B-2—Travelling Expenses			
B-3—Honoraria to Enumerators			
B-4—Other Charges (Contingency)			
Total Enumeration :			

(iv) Census Act

THE CENSUS ACT (NO. XXXVII) OF 1948

Amended by Acts XL of 1949, LI of 1950, the Adaptation of Laws Order, 1950 and the Census (Amendment) Act of 1959

An Act to provide for certain matters in connection with the taking of Census

WHEREAS it is expedient to provide for the taking of census in India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census ;

It is hereby enacted as follows :

Short title and extent

1. (1) This Act may be called the Census Act, 1948.

(2) It extends to the whole of India.

Rule of construction respecting enactments not extending to Jammu and Kashmir

[2. Any reference in this Act to the Indian Penal Code (Act XLV of 1860) or the Indian Evidence Act, 1872 (I of 1872), shall, in relation to the State of Jammu and Kashmir be construed as a reference to the corresponding enactment in force in that State.]

Central Government to take census

3. The Central Government may, by notification in the Official Gazette, declare its intention of taking a census in the whole or any part of the territories to which this Act extends, whenever it may consider it necessary or desirable so to do, and thereupon the census shall be taken.

Appointment of census staff

4. (1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the census within the several provinces.

(2) The State Government may appoint persons as census officers to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

(3) A declaration in writing, signed by any authority authorised by the State Government in this behalf, that any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.

(4) The State Government may delegate to such authority as it thinks fit the power of appointing census officers conferred by sub-section (2).

Status of Census authorities as public servants

5. The Census Commissioner, all Superintendents of Census Operations and all census officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

Discharge of duties of census officers in certain cases

6. (1) Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order so directs :

(a) every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war, of India,

(b) every person (except a pilot or harbourmaster) having charge or control of a vessel,

(c) every person in charge of a lunatic asylum, hospital, work-house, prison, reformatory or lock-up or of any public, charitable, religious or educational institution,

(d) every keeper, secretary or manager of any sarai, hotel, boarding-house, lodging-house, emigration depot or club,

(e) every manager or officer of a railway or any commercial or industrial establishment, and

(f) every occupant of immovable property wherein at the time of the taking of the census persons are living,

shall perform such of the duties of a census officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

(2) All the provisions of this Act relating to census officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (XLV of 1860).

Power call npon certain persons to give assistance

7. The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon—

(a) all owners and occupiers of land, tenure-holders, and farmers and assignees of land revenue, or their agents,

(b) all members of the district, municipal, panchayat and other local authorities and officers and servants of such authorities, and

(c) all officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

Asking of questions and obligation to answer

8. (1) A census officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask.

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief.

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

Occupier to permit access and affixing of numbers

9. Every person occupying any house, enclosure, vessel or other place shall allow census officers such access thereto as they may require for the purposes of the census and as, having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the census.

Occupier or manager to fill up schedule

10. (1) Subject to such orders as the Provincial Government may issue in this behalf, a census officer may, within the local area for which he appointed, leave or cause to be left a schedule at any dwelling-house or

with the manager or any officer of any commercial or industrial establishment, for the purpose of its being filled up by the occupier of such house or of any specified part thereof or by such manager or officer with such particulars as the State Government may direct regarding the inmates of such house or part thereof, or the persons employed under such manager or officer, as the case may by, at the time of the taking of the census.

(2) When such schedule has been so left, the said occupier, manager or officer, as the case may be, shall fill it up or cause to be filled up to the best of his knowledge or belief so far as regards the inmates or such house or part thereof or the persons employed under him, as the case may be, at the time aforesaid, and shall sign his name thereto and, when so required, shall deliver the schedule so filled up and signed to the census officer or to such person as the census officer may direct.

Penalties

11. (1) (a) any census officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing, any such duty or in obeying any such order, or

(b) any census officer whs intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of, or for the purposes of a census return, or

(c) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulations of census results, or

(d) any person who intentionally gives a false answer to, or refuses answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by Section 8 to answer, or

(e) any person occupying any house enclosure, vessel or other place who refuses to allow a census officer such reasonable access thereto as he is required by Section 9 to allow, or

(f) any person who, removes, obliterates, alters or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(g) any person who, having been required under Section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions, of that section, or makes any false return thereunder, or

(h) any person who trespasses into a census office,

shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under Part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

Sanction required for prosecutions

12. No prosecution under this Act shall be instituted except with the previous santion of the State Government or of any authority authorised in this behalf by the State Government.

Operation of other laws not barred

13. Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act :

Povided that no such prosecution shall be instituted except with the previous sanction referred to in Section 12.

Jurisdiction

14. No Court inferior to that of a Presidency Magistrate or a Magistrate of the second class or in a Part B State, a Magistrate corresponding to a Magistrate of the second class shall try, whether under this Act or under any other law, any act or omission which constitutes of offence under this Act.

Records of census not open to inspection nor admissible in evidence

15. No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under Section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (I of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

Temporary suspension of other laws as to mode of taking census in municipalities

16. Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Superintendent of Census Operations or with such other authority as the State Government may authorise in this behalf, shall, at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

Grant of statistical abstracts

17. The Census Commissioner or any Superintendent of Census Operations or such person as the State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for India or any State as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to required.

Power to make Rules

18. (1) The Central Government may make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of census officers and of persons to perform any of the duties of census officers or to give assistance towards the taking to be issued to such officers and persons.