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CENSUS OF INDIA, 1961

VOLUME XII—PART VIII-B

ORISSA

ADMINISTRATION REPORT

(TABULATION)

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Superintendent of Census Operations
Orissa

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CENSUS OF INDIA, 1961

Government of India Publications

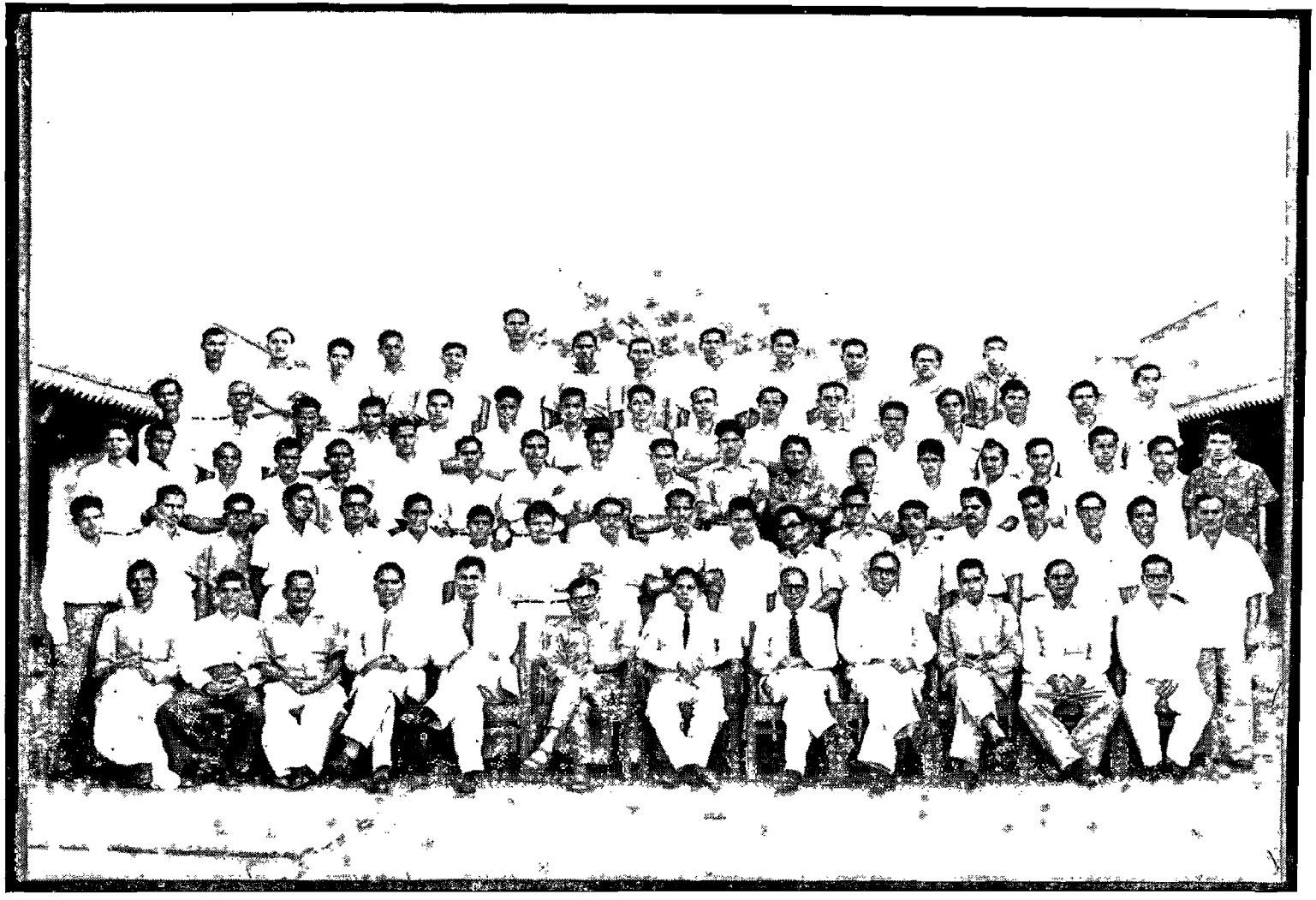
The Census Report, 1961, Volume XII (Orissa) is published in the following parts :

Part I-A (*i*) & (*ii*)	..	General Report
I-B	..	Report on Vital Statistics
I-C	..	Subsidiary Tables
II-A	..	General Population Tables
II-B (*i*)	..	General Economic Tables
II-B (*ii*)	..	General Economic Tables
II-C	..	Cultural and Migration Tables
III	..	Household Economic Tables
IV-A	..	Report on Housing and Establishments
IV-B	..	Housing and Establishment Tables
V-A	..	Tables on Scheduled Castes and Scheduled Tribes
V-B	..	Report on Scheduled Tribes
V-C	..	Report on Scheduled Castes
VI	..	Village Survey Monographs (in series)
VII-A	..	Survey of Traditional Crafts (in series)
VII-B	..	Fairs and Festivals
VIII-A	..	Administration Report—Enumeration (for official use only)
VIII-B	.	Administration Report—Tabulation (Ditto) (*the present volume*)
IX-A	..	Census Atlas
IX-B	..	Administrative Atlas

State Government Publications

District Census Handbooks	..	13 Volumes, one for each district of the State

The Registrar General, India
with
STAFF OF THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ORISSA
(March, 1964)



First Row (From left) Shri J. Pal (S. A.), Shri L. N. Misra (S. A.), Shri K. N. Patnaik (H. A.), Shri N. C. Nayak, O. A. S. (T. O.), Shri V. R. Rao, O. A. S. (Deputy Superintendent), Shri A. Mitra, I. C. S. (Registrar General), Shri M. Ahmed, I. A. S. (Superintendent), Shri J. Mahapatra, O. A. S. (Deputy Superintendent), Shri B. C. Mohanty, O. A. S. (T. O.), Shri S. K. Das, O. S. A. S. (T. O.), Shri N. P. Sathia (P. O.), Shri N. K. Raut, O. A. S. (T. O.)

CHAPTER I

GENERAL

Introduction—In the Census of 1961 an attempt was made to collect more comprehensive data than in the previous Indian Censuses. Three documents were prepared. The first is the House List which was prepared in the house-numbering stage. It furnished data on housing, such as, materials of wall and roof, number of rooms and essential data relating to establishments, which are: workshops and factories, name of the establishment or of the proprietor, name of the articles produced, number of persons working, etc. The second document which is the Enumeration Slip or Individual Slip, as it is called, furnished the usual demographic data along with social, cultural and economic particulars of each individual. The third document which is the Household Schedule furnished economic activities of each household. The Census Population Record at the back of the Household Schedule furnished essential information for each individual enumerated in the household, viz., name, sex, relationship to the Head of the household, age, marital status and description of work, if working. From the informations so Collected numerous Tables had to be prepared. Besides, various other materials had also to be collected through different sources and special studies like Socio-Economic Survey of villages, survey of traditional crafts and ethnographic study of Scheduled Tribes and Scheduled Castes for publication of the following Census Reports and the Administrative Atlas and Census Atlas, which are unique features of this Census.

Part	I-A	... General Report
	I-B	.. Report on Vital Statistics
	I-C	.. Subsidiary Tables
	II-A	.. General Population Tasles
	II-B(*i*)	General Economic Tables
	II-B(*ii*)	.. General Economic Tables
	II-C	.. Cultural and Migration Tables
	III	.. Household Economic Tables
	IV-A	... Report on Housing and Establishments
	IV-B	.. Housing and Establishment Tables
	V-A	.. Tables on Scheduled Castes and Scheduled Tribes
	V-B	.. Report on Scheduled Tribes
	V-C	.. Report on Scheduled Castes
	VI	.. Village Survey Monographs (in series)
	VII-A	.. Survey of Traditional Crafts
	VII-B	.. Fairs and Festivals
	IX-A	.. Census Atlas
	IX-B	.. Administrative Atlas
District Census Handbooks		.. 13 volumes, one for each district of the State

2. Tabulation comprised sorting out of millions of Individual Slips and extraction of information and compiling them in the prescribed forms. The work was very arduous and involved employment of hundreds of Sorters and Compiler Checkers besides an adequate number of supervisory staff as data had to be compiled by hand-sorting method.

3. Object of this Report—This Report is primarily meant for the guidance of successors. The work relating to sorting, compilation and tabulation of data for different Tables has been described here with the difficulties encountered at different stages. All administrative problems of genera nature along with all technical problems have also been dealt with for reference in the next Census.

CHAPTER II

HOUSING TABULATION

4. **Object and Scope**—In the history of Indian Census, an attempt was made for the first time to conduct a comprehensive housing survey a few months prior to the General Population Census for study of the growing magnitude of housing problem in the country. House Lists prepared during the Housing Census provided information about the types of houses existing in the country and the various uses to which they were put, together with details relating to the materials of construction, nature and extent of accommodation available, and the characteristics of dwelling house factories and workshops, etc. The complete list of information collected in the House Lists is given below:

(*a*) Purpose for which the house is used

(*b*) Whether the house is used as an establishment, workshop or factory, and if so,

(*i*) the name of establishment or of the proprietor,

(*ii*) the name of the product, or the description of repairs or servicing undertaken in the establishment, factory or workshop,

(*iii*) the average number of persons employed daily including the proprietor or household member, if any, and

(*iv*) the kind of fuel or power used if the establishment or factory works with the help of machineries.

(*c*) Materials out of which most of the walls of the house are made, i. e., grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement, concrete or timber.

(*d*) Materials out of which most of the outer roof exposed to the weather is made, i. e., tiles, thatch, corrugated iron, zinc or asbestos, cement sheets or concrete, etc.

(*e*) Name of the Head of the household

(*f*) Number of rooms in the household

(*g*) Whether the household lives in own or rented house

(*h*) Number of persons residing in the Census Household on the day of visit of the enumerator

5. The data so collected had to be compiled for preparation of various Tables for incorporation in the Report on Housing and Establishments (Part IV-A and Part IV-B). The work of house-numbering and preparation of House List and Abstracts was completed on 30-6-1960 and the records were despatched to the office of the Superintendent thereafter. The Central Tabulation Office was created with a nucleus staff as early as August, 1960 before creation of the Regional Tabulation Offices for receiving the records and to compile the required data for the following E-Series Tables:

Table E-I—Census Houses and the uses to which they are put

Table E-II Tenure Status of Sample Census Households living in Census Houses used wholly or partly as dwelling

Table E-III—Census Houses used as factories and workshops classified by industry, power and no power used and size of employment

Table E-IV Distribution of Sample Households living in Census House used wholly or partly as dwelling by predominant material of wall and predominant material of roof

Table E-V—Sample Households classified by number of members and by number of rooms occupied

6. Out of the above, Tables E-I and E-III were prepared on full count whereas the other three Tables, viz., E-II, E-IV and E-V were prepared on the basis of 20 per cent of sample households only. The data for the Tables were abstracted from the House Lists in respect of Total, Rural and Urban units of the State, District, Subdivision, Taluk, Police Station and in respect of Cities and Towns having a population of 50,000 and above.

7. **Location of Housing Tabulation Office**—As already stated above the Central Tabulation Office was entrusted with the responsibility of preparing the Housing Tables. Hence no separate Tabulation office was set up for the Housing Tabulation work. The Central Tabulation Office started functioning with effect from August, 1960 in a small hired building at Jhanjir Mangala, Cuttack and was subsequently shifted to the main office building at Ranihat which was a small residential house taken on hire. The accommodation here was also not sufficient. Fortunately the work of the Cuttack Rural Tabulation Office and the Urban Tabulation Office which were located in the two barracks of the Industrial Training Centre were completed in October, 1961. The Central Tabulation Office was then shifted to one of these barracks on 5-10-1961 where it was possible to create a separate section for Housing Tabulation work.

8. **Staff set up**—Sri Trilochan Prusty, Deputy Superintendent was in charge of the Housing Tabulation work till end of December, 1960. Considering the progress of work, he had to be relieved and Sri J. Mahapatra, Deputy Superintendent was put in charge of the work till 22-2-1961 when Sri K. M. Das, Deputy Superintendent joined this organization and the work was entrusted to him. Sri Das proceeded on leave from 25-10-1961 and thereafter Sri B. C. Mohanty, Tabulation Officer who was in charge of the Urban Tabulation Office was put in charge of the Housing Tabulation section of the Central Tabulation Office till the work was completed. No staff was exclusively recruited for the Housing Tabulation work as the Central Tabulation Office was able to spare some workers from time to time according to requirements.

9. **Equipment for Tabulation Office**—Since the Housing Tabulation section functioned as a part of the Central Tabulation Office, all equipments like furniture, stationery, etc., procured for the Central Tabulation Office were shared by the staff of the section and no difficulty was experienced.

10. **Method of Tabulation, Coding and Sampling**—The first and foremost work that had to be attended to by the Housing Tabulation section was to arrange the House Lists into convenient volumes. The House Lists and House List Abstracts prepared by the enumerators in the field were sent to the Tabulation Office in loose sheets. Hence the preliminary task was to arrange them according to the location code number of village and to get them bound into volumes, each volume approximately containing 50 sheets. The House Lists for villages were arranged according to the ascending order of the location code numbers of villages and for towns those were arranged in order of wards and blocks comprised in each town

11. According to instructions, the enumerators were required to prepare the House Lists in duplicate, but on check it was found that both the copies were not there in case of some villages. Where the first copy of House List was found missing the connected second copy was utilized as the first copy and another copy was prepared as second copy. In respect of a very few villages both the copies were found missing and since their number was too small it was not considered worthwhile to refer the matter to the concerned District Census Officers and to obtain the missing records from them. It may be interesting to mention here that the second copy of the House Lists of Koraput district which was despatched by Railway Parcel was not deliverd by the Railway Parcel Office at Cuttack for several months and it was presumed to have been lost in transit. Fortunately in the last minute one of our Statistical Assistants could locate the packets lying in one corner of the parcel office which were then delivered to us. The binding work of the first copy of House lists and

abstracts was completed in March 1961 and that of the second copy in July, 1961, although copying work of the missing House Lists and tagging them to the respective volumes continued till October, 1961, by a nucleus staff of one Compiler Checker and one Sorter.

12. Since Tables E-II, E-IV and E-V had to be prepared from 20 per cent samples, it was necessary to mark the sample households for collection of data for those Tables. The samples were marked separately for rural and urban areas and for every town with a population of 50,000 and over. Tefore marking the sample households, the House Lists were arranged in order of location code numbers in the case of rural areas for police stations, and in case of urban areas, other than towns with population of 50,000 and over. In the case of towns with population of 50,000 and over, the House Lists were arranged in order of blocks . The first sample household was chosen randomly among the first five households in the first House List. From that, every fifth household from the first random household was continuously marked. In the beginning it was done by giving a bold red tick at the right hand side of column 11. It was apprehended that the red tick mark may not be prominent and can be missed in subsequent operations. So a rubber stamp having "S" mark was procured and the samples were marked with "S". In practice, this procedure was also found time taking and hence had to be given up subsequently. The original procedure of marking the samples with a red tick either in ink or with a red pencil was adopted.

13. After completion of the sampling of the households, coding work was taken up. Different codes were prescribed for different items of entries in different columns of the House List which have been dealt with elsewhere. On completion of coding of different entries in the House List, a Frequency Table had to be prepared for a particular Table. The forms for the Frequency Table were got cyclostyled and supplied to the coders. The first column of the Frequency Table represented the codes with which the entries in the House List were marked and the second column indicated the frequency by tally marks. As the coder passed one type of code he put a tally mark in column 2 of the Frequency Table against that code number shown in column 1 and went on marking tally marks in the Table. As soon as a particular code number appeared for the fifth time he put a line across the four tally marks to indicate that five entries of the said code was passed. This process facilitated counting and compilation of figures for different Tables as follows:

(*i*) Table E-I - This Table was prepared from the entries in column 4 of the House List. The Tables furnished an account of the uses to which the Census Houses were put. Different types of use of the Census Houses were coded as follows:

Dwellings ..	A
Shop-*cum*-Dwellings ..	B
Workshop-*cum*-Dwellings ..	C
Hotels, Hostels, Sarais, Dharamshalas, Tourist homes and Inspection houses	D
Shops excluding eating houses ..	E
Business houses and offices ..	F
Factories registered under Factories Act	G
Worksheds and workshops not registered under Factories Act ..	H
Schools and other educational institutions including training classes, coaching and shop classes ...	J
Restaurants, sweetmeat shops and eating places ..	K
Places of entertainment and community gathering (Panchayat Ghar) ..	L
Public health and medical institutions, Hospitals, Health centres, Doctor's clinics, Dispensaries, etc. ..	M
Others ..	N
Census Houses vacant at time of house-listing	O

(*ii*) Table E-II—This Table was prepared from entries in columns 4 and 14 of the House List which were coded as follows. This Table furnished useful information in regard to the proportion

of rented households to owned households and provided some clue to the construction of activities.

Col. 4

Dwellings	..	D
Shop-*cum*-Dwellings	..	S
Workshop-*cum*-Dwellings	..	W
Others	..	O

Col. 14

Owned	..	O
Rented	..	R

(*iii*) Table E-III—This is an important Table which provided information relating both for small scale manufacturing, repairing or processing establishments (workshops), and large scale industries. Details of the product manufactured, processed or repaired under the 3 digit code of Indian Standard Industrial Classification Scheme along with number of workshops and factories and their distribution according to the different sizes of employment using various kinds of fuel or power as obtained from columns 6, 7 and 8 of the House List were furnished. The entries in column 6 were coded with 3 digit code of the Indian Standard Industrial Classification Scheme and columns 7 and 8 were coded as follows :

Col. 7

1 person	..	A
2— 5 persons	..	B
6— 9 persons	..	C
10—19 persons	..	D
20—49 persons	..	E
50—99 persons	..	F
100 persons and above	..	O

Col. 8

Electricity	..	I
Liquid Fuel	..	II
Coal, wood and bagasse	..	III
Others	..	IV

(*iv*) Table E-IV—Columns 9 and 10 of the House Lists were the relevant columns for this Table, the entries of which were coded as follows. The Table gives the structural conditions of the houses, namely, type of wall and type of roof.

Col. 9

Grass, leaves, reeds or bamboo	..	1
Timber	..	2
Mud	..	3
Unburnt bricks	..	4
Burnt bricks	..	5
C.I. sheets or other metal sheets	..	6
Stone	..	7
Cement concrete	..	8
All other material		9

Col 10

Grass, leaves, reeds, thatch, wood or bamboo		A
Tiles, slate, shingle	..	B
Corrugated iron, zinc and other metal sheets		C
Asbestos cement sheets	..	D
Brick and lime	..	E
Concrete and stone slabs	..	F
All other material	..	G

(*v*) Table E-V—The abstract for this Table was compiled from columns 13, 15 and 16 of the House Lists. The measurement of congestion and overcrowding of congestion can be judged from this Table.

14. **Preparation of Subsidiary Tables**—Eleven Subsidiary Tables were prescribed for the E-series Housing Tables, Tables E-I, E-II, E-IV and E-V having two each and Table E-III having three. The details of these Subsidiary Tables are furnished below :

(1) Subsidiary Table E-I.1—This Table gives the distribution of 1,000 Census Houses by vacant and different types of occupied Census Houses.

(2) Subsidiary Table E-I.2—The distribution of 1,000 Census Houses in each type of use among rural and urban areas was furnished in this Table.

(3) Subsidiary Table E-II.1—Distribution of 1,000 Census households living in Census Houses used wholly or partly as dwellings by types of Census Houses in rural areas was given in this Table.

(4) Subsidiary Table E-II.2—It gives the distribution of 1,000 Census households living in Census Houses used wholly or partly as dwellings by types of Census Houses and tenure status in urban areas.

(5) Subsidiary Table E-III.1—It gives the proportion of workshops and factories according to divisions, major groups and selected minor groups to 1,000 workshops and factories.

(6) Subsidiary Table E-III.2—The distribution of 1,000 workshops and factories in each kind of fuel used by size of employment is exhibited in this Table.

(7) Subsidiary Table E-III.3—It furnishes the distribution of 1,000 workshops and factories in each division, major group and selected minor groups by kind of fuel or power used.

(8) Subsidiary Table E-IV.1—It shows the distribution of 1,000 households living in Census Houses used wholly or partly as dwellings by predominant material of wall.

(9) Subsidiary Table E-IV.2—This gives the distribution of 1,000 households living in Census Houses used wholly or partly as dwellings by predominant material of roof.

(10) Subsidiary Table E-V.1—The distribution of 1,000 Census households according to number of rooms occupied is shown in it.

(11) Subsidiary Table E-V.2—The number of persons, males and females per room and persons per household in each category of household are furnished here.

15. **Winding up of Operations**—Simultaneously with the work of Coding and Compilation of data in the Frequency Tables, different E-Series Tables were also prepared. The Tables for the districts of Kalahandi and Baudh-Khondmals which were completed first were sent to the Central Tabulation Unit of the office of the Registrar General of India in May, 1961 for check. Thereafter Tables for other districts were taken up and sent to the Central Tabulation Unit from time to time. The last batch of the Tables were sent in December, 1961. The Check Slips received from the Central Tabulation Office from time to time on each of the Tables were attended to and all the E-Series Tables were finalised in January 1963. The work of preparation of Subsidiary Tables for the E-Series Tables was taken up in January 1962 and the first batch of the Tables was despatched to the Central Tabulation Unit in August 1962. Thereafter, the Tables were being sent to the Central Tabulation Unit from time to time as they were ready and the final batch was despatched in December 1962. The Check Slips issued from the Central Tabulaton Unit from time to time were attended and all the Subsidiary Tables were also finalised in January 1963.

CHAPTER III

GENERAL TABULATION

16. **The Tabulation Plan**—Sorting, Compilation and Tabulation is a stage in the Census Operations, after Enumeration, at which the Enumeration Slips are sorted with reference to the answers recorded on them. The results of sorting are first entered in the prescribed Sorter's tickets and later on posted in the Complier's Posting Statements from which different Tables are constructed. A printed booklet containing instructions on Sorting and Compitation was issued by the Registrar General. It contained the *pro forma* for all Sorter's tickets and Compiler's Posting Statements with detailed instructions for their preparation. Another printed booklet containing the Tabulation Plan and the *pro formas* of all the Tables to be prepared was also issued by the Registrar General. These booklets have been preserved in the office for reference in the next Census.

17. The second conference of the Superintendents was convened by the Registrar General in Delhi from 5th to 12th August, 1960. In this conference the working principles of Sorting, Compilation and Tabulation were discussed and finalised. The summary of proceedings of the conference giving the details of discussions and decisions is given in Appendix I. The progress of Sorting, Compilation and Tabulation was reviewed and the difficulties encountered were discussed in Darjeeling zonal conference held from 5th to 7th June, 1961 which was attended by me and my Deputy Superintendents.

18. **Procedural changes**—Unlike the previous Censuses the Census of 1961 aimed at collection of more comprehensive data in respect of individuals. Data in respect of economic activities of Households were collected for the first time along with collection of detailed information on housing. A significant change was introduced in the Primary Census Abstract wherein economic classification of population into eight livelihood classes adopted in 1951 Census had to be substituted by economic classification of population into nine categories of workers and non-workers. This economic classification had to be maintained throughout the process of sorting of the Individual Slips. The Census tracts as adopted in 1951 Census were substituted by Police station areas as the unit of sorting and compilation after preparation of Primary Census Abstract. Considerable imporvements were made in the General Population Tables and the number of Economic Tables were more than twice the number prepared in 1951 Census. Social and Cultural Tables and Migration Tables were also improved to a great extent and the Housing Tables were a new feature of 1961 Census. In 1951 there were no Special Tables for Scheduled Castes and Scheduled Tribes except aTable giving the total number of persons belonging to Scheduled Castes and Scheduled Tribes and their distribution among the eight livelihood classes. But in the present Census special Tables had to be prepared giving the population figures of each Scheduled Caste and Scheduled Tribe and their cross classification by religion, age, marital status and education, etc. Some special Tables had to be prepared only for the urban areas and in respect of some Tables more detailed informations were given for urban than for rural areas. Consequently the magnitude of sorting and compilation work was greater than the previous Censuses and the procedure adopted to cope with the work is contained in the printed booklets, namely, "1961 Census—Sorting and Compilation Instructions" and "1961 Census—Tabulation Plan". Amongst other changes made in the sorting and compilation procedure, concentration of the work of sorting, compilation and tabulation of data concerning the urban areas in a single Tabulation office at my Headquarters is important. This was done as more comprehensive data were required for the urban areas than in the previous Censuses.

19. **Central Training to Statistical Assistants**— In the middle of the year 1959 two Statistical Assitants joined in this Office on deputation from the Bureau of Statistics. The Sorting and Tabulation work of the Pre-test Schedules was done by them after the second pre-test was over in July-August, 1959. The experience in sorting and tabulation gained by these two Statistical Assistants was of no use to the Census Organization as both of them deserted before enumeration took place. Thereafter a Senior Auditor of the Directorate of Industries, a Junior Head Assistant of the Relief and Rehabilitation Department and a Junior Head Assistant of Hirakud Land Organization of Government of Orissa were brought on deputation as Statistical Assistants. All of them were trained and engaged in the tabulation of Housing Tables. Before the general sorting and compilation work was taken up one of the Statistical Assistants, namely, the Junior Head Assistant of the Relief and Rehabilitation Department had to be relieved as he was found anxious to return to his parent Department. So only two Statistical Assistants, who were centrally trained were available for the general tabulation work.

20. **Organization and Location of Regional Tabulation Offices**- The necessity of concentrating the sorting, compilation and tabulation of the urban slips in a single Tabulation office has been stated above. In order to have a close supervision on the working of the urban tabulation it was decided to locate the office at my Headquarters at Cuttack. Accordingly the Urban Tabulation Office of the State was established at Cuttack from the 11th May 1960 to deal with 1,109,650 urban Enumeration Slips. It was not possible to do the sorting, compilation and tabulation work of the Enumeration Slips of the rural areas numbering 16,439,196 in a single tabulation office on account of want of accommodation and problem for recruitment and appointment of a large number of staff. To overcome the difficulties the State was divided into three regions with Headquarters at Cuttack, Berhampur and Sambalpur where three Regional Tabulation Offices were set up from the 1st March 1961. The Districts allotted to these Tabulation Offices and the population covered by each of them were as follows :

Name of Region	Names of Districts included in the Region	Population
1. Cuttack ..	Cuttack, Balasore, Mayurbhanj and Keonjhar ..	6,062,715
2. Berhampur..	Ganjam, Puri, Koraput and Baudh-Khondmals ..	5,378,358
3. Sambalpur ..	Sambalpur, Dhenkanal, Bolangir, Kalahandi and Sundargarh ..	4,998,123

21. **Posting of Deputy Superintendents**- It was decided to put a Deputy Superintendent in charge of each of the three Regional Tabulation Offices and the Urban Tabulation Office. Shri Amiyasankar Roy, O.A.S., Shri V. Rajeswar Rao, O.A.S., Shri Jadumani Mahapatra, O.A.S., and Shri Krushna Mohan Das, O.A.S., who joined as Deputy Superintendents earlier were put in charge of different offices as follows :

Name of Tabulation Office	Name of Deputy Superintendent in charge	Period of charge
1. Cuttack Regional Office	Shri K. M. Das, O.A.S.	From 1-3-1961 to 15-6-1961
	Shri J. Mahapatra, O.A.S.	From 16-6-1961 to 30-4-1962
2. Berhampur Regional Office	Shri A. S. Roy, O.A.S.	From 23-10-1960 to 28-2-1962
3. Sambalpur Regional Office	Shri V. Rajeswar Rao, O.A.S.	From 1-3-1961 to 31-3-1962
4. Urban Tabulation Office	Shri K. M. Das, O.A.S.	From 11-5-1961 to 27-8-1961

Shri Binoy Charan Mohanty, Tabulation Officer remained in charge of the Urban Tabulation Office from the 28th August 1961 till the close of the office as Shri K. M. Das, Deputy Superintendent proceeded on leave and thereafter reverted to State Government.

22. **Arrangements for Accommodation** -Fixing of accommodation for different Tabulation Offices at different places was a great problem as sizable buildings to accommodate the staff were not available. At Cuttack the problem was very

acute as hired houses were very rarely available. The State Government were approached and on the intervention of the Revenue Minister two Barracks lying vacant in the compound of the Orissa School of Engineering were made over to this Organization by the Industries Department of Government.. These Barracks were constructed during the 2nd world war period and on the conclusion of the war were being utilized by the State Government for some time as hostels for the trainees of the Industrial Training Centre of the Orissa School of Engineering. Each of these Barracks having asbestos roof had one small room 8′ ×28′ and one hall 175′ ×28′ with a verandah of 7′ in width. The Barracks were lying in a damaged condition. The electric installation in the Barracks was also damaged to a great extent. The buildings were repaired and the electric installations were restored. Temporary bamboo mat ceiling in the two halls and cardboard ceiling in the two office rooms of the Deputy Superintendents were also provided. A temporary garage and a gate with a compound wall connecting the two Barracks were also constructed. All these were done with an expenditure of Rs. 6,478.14 P. The Urban Tabulation Office and the Rural Tabulation Office of Cuttack zone were located in these two Barracks.

23. At Berhampur there was also difficulty in getting a sizable building for the Tabulation Office. In the beginning a small building having 4 rooms was taken on hire from the 23rd October 1960 on a monthly rent of Rs. 50. This building was just sufficient for the Administrative Section of the Deputy Superintendent. From the 1st February 1961 another big building was taken on hire on a monthly rent of Rs. 275. These two buildings which had a floor area of about 6,000 Sq. ft were also found insufficient for accommodating the Tabulation staff. So a temporary shed 50′ ×18′ having asbestos roof and bamboo mat walls with mud plaster was constructed at a cost of about Rs. 1,700 inclusive of electrification. The Tabulation Office of Berhampur zone was thus located in the two hired buildings and the temporary shed constructed.

24. The Tabulation Office of Sambalpur zone was located in the Patna House at Sambalpur taken on hire from the Maharaja of Patna from the 19th February 1961 on a monthly rent of Rs. 550. This building which had a floor area of about 5,000 Sq. ft was also found insufficient. So another building at Sambalpur having a floor area of about 2,180 Sq. ft was taken on hire from the 1st July 1961, on a monthly rent of Rs. 260. The Tabulation Office of Sambalpur zone was located in these two buildings at Sambalpur.

25. **Staff set up** —The following staff were sanctioned for different Tabulation Offices:

	Statistical Assistant	Tabulation Assistant	Tabulation Supervisor	Compiler checker	Sorter	Head Clerk-*cum*-Accountant	Upper Division Assistant or Steno	Lower Division Assistant	Office peon	Orderly peon
1	2	3	4	5	6	7	8	9	10	11
Cuttack Rural Tabulation Office	2	4	20	40	203	1	1	3	9	1
Berhampur Rural Tabulation Office ..	2	4	18	36	180	1	1	3	8	1
Sumbalpur Rural Tabulation Office ..	2	4	17	34	167	1	1	3	9	1
Urban Tabulation Office ..	1	1	6	11	56	..	1	1	4	1

The Scale of pay sanctioned for different posts were as follows :

Statistical Assistant	Rs. 210—10—290—15—320 -E.B.- -15—425
Tabulation Assistant	Rs. 168—8- 256—E.B.—8—280 10—300
Tabulation Supervisor	Rs.150 (Fixed)
Compiler Checker	Rs.130 (Fixed)
Sorter	Rs.105 (Fixed)
Head Clerk-*cum*-Accountant	Rs.130—5 160 -8—200 E.B.—8- 256 -E.B.—8 -280—10 -300
Upper Division Assistant	Rs.130 —5—-160 -8 -200 E.B.—8—256- -E. B.-8 - -280—10 300
Lower Division Assistant	Rs.110 -3—131—4—155 E.B. -4—175—5—180
Stenographer	Rs.130—5 160—8—200 -E.B.—8 256—E. B.-8 -280—10 300
Peons and Orderly Peons	Rs.70—1—80—E B- 1 —85

26. Recruitment and appointment of staff in the superior posts presented a great difficulty as experienced hands from the State Government Offices were not available. Only 3 Non-Gazetted Tahasildars, 2 Junior Head Assistants, 1 Grade II Assistant, 5 Upper Division Asistants, 1 Stenographer and 5 Lower Division Assistants came on deputation from different offices of the State Government and they were appointed in different posts in the Tabulation Offices. All other posts in the Tabulation Offices were filled in by direct recruitment through the Employment Exchange.

27. In the direct recruitment of staff only Matriculates or candidates having passed High School Certificate Examination were taken in for the posts of Sorters, Lower Division Assistants and Upper Division Assistants. The standard of qualification for the posts of Sorters in the Sambalpur Regional Tabulation Office was, however, relaxed for want of adequate number of Matric passed candidates in that Region. Candidates having read up to Matriculation standard were, therefore, taken in as Sorters in the Sambalpur Regional Office on a pay of Rs.95 per month. The minimum qualification for the post of Compiler Checkers and Tabulation Supervisors was also fixed for direct recruitment. Candidates having passed I. A., I. Sc., I. Com. or equivalent examinations were taken in for the posts of Compiler Checkers and candidates having passed B. A., B. Sc., B. Com. or higher examinations were appointed as Tabulation Supervisors. Candidates for the posts of Compiler Checkers and Tabulation Supervisors were not available in plenty. So the posts in different Tabulation Offices had to be filled in by promotion. Good Sorters were promoted to the rank of Compiler Checkers and good Compiler Checkers to the rank of Tabulation Supervisors. This created better initiative and efficiency amongst the staff. No posts of Tabulation Assistant and Statistical Assistant were filled in by direct recruitment. Good Supervisors were promoted to the rank of Tabulation Assistants and the best Tabulation Assistants to the post of Statistical Assistants.

28. **Training to Tabulation Staff**—It was considered necessary that the staff appointed for the Tabulation Offices should have a primary knowledge of the different stages in the Census Operations in which different records, namely House List, House List Abstract, Enumeration Slip and Household Schedule were prepared since they had to deal with such records in the sorting and compilation operation. It was also necessary to fully acquaint them with the procedure for sorting and compilation work. Accordingly it was decided to impart training to all staff appointed for the Tabulation Offices. In the beginning training was imparted to the Tabulation Supervisors and Compiler Checkers in the Central Tabulation office to form a nucleus staff for the Regional Tabulation Offices. Subsequently regular training classes were opened in all the Tabulation Offices where the Deputy Superintendents trained the staff in batches as they were recruited. A regular syllabus was fixed covering

all Census Procedures for preparation of different Census records. In the beginning the training period was fixed for seven days and subsequently it was reduced to four days. After completion of training a regular examination used to be held for elimination of undesirable candidates. During the training period, the Tabulation Supervisors and Compiler Checkers were allowed Rs.4 per day and the Sorters at the rate of Rs.3 per day as allowance. No pay was allowed to them during the training period.

29. **Security from staff and maintenance of discipline**—The staff having been recruited mostly from outside had no knowledge and experience of official discipline. The. Deputy Superintendent and the Statistical Assistants of different Tabulation Offices, therefore, had to remain alert about the official conduct and decorum of each of the staff. No untoward situation arose in any of the offices as proper discipline was maintained throughout. Due to temporary nature of employment most of the staff were, however, found, deserting office without any intimation. This had a bad effect in the beginning for which progress of work became slow. To improve the position all staff directly recruited to the Tabulation Offices were asked to furnish security deposits equivalent to one month's pay payable in two instalments. All of them deposited the required amount in Postal Savings Bank Account pledged to the Superintendent of Census Operations, Orissa on condition that the amount will be forfeited in case they would leave work without prior permission. This had a good effect as it reduced the number of deserters to a great extent. A sum of Rs.3,504/- concerning the security deposit of 66 persons in Cuttack Regional Office, Rs.3,259/- concerning 40 persons in respect of Berhampur Regional Tabulation Office, Rs.4,443/- concerning 64 personnel in respect of Sambalpur Regional Tabulation Office and Rs.714/- concerning 13 persons of Urban Tabulation Office were, however, forfeited to Government on this account and the rest of the staff were released on full payment of their security deposit.

30. **Strength of Staff**—Although the three Rural Tabulation Offices at Cuttack, Berhampur and Sambalpur started functioning from the 1st March 1961 and the Urban Tabulation Office from 11th May, 1961, the staff sanctioned for the different offices were taken gradually according to necessity and volume of work. Monthly position of Tabulation Staff in each of the offices from the month of March 1961 is furnished in Appendix IV(*b*).

31. **Furniture and equipments for Tabulation Offices**—It was a problem to supply furniture like tables and chairs to all the staff employed in the Tabulation Offices which were very large in number. The problem was not on account of non-availability of furniture but was due to limited working space in the Tabulation Offices where furniture, if provided to all staff, could not be accommodated. It was accordingly decided that sorting work should be done by sorters squating over floor. They were, however, provided with carpets (Asans) to sit on. This system also proved convenient as it gave maximum free movement of the hands of sorters in sorting work without fatigue. A chair would have restricted the movement of the elbows and would have caused inconvenience in the work. Each of the sorters was provided with a pigeon hole having 20 holes, 4 vertical and 5 horizontal. The size of each hole was $6'' \times 5''$ with a depth of $8''$ Steel boxes of $16'' \times 15'' \times 10''$ size were also provided to the sorters for keeping the slips. The Compiler Checkers were provided with a stool and a small table of $2\frac{1}{2}' \times 1\frac{1}{2}'$ size each. The Supervisors, Tabulation Assistants, Statistical Assistants and other Ministerial staff were provided with one table and a chair each. The quantity of furniture purchased for different Tabulation Offices is given in Appendix II. After completion of work those furniture not required in the Central Tabulation Office were sold in auction and the amount realised has been furnished in the Appendix.

32. A telephone was set up in each of the Regional Tabulation Offices. Typewriters were procured on hire, but immense difficulty was

felt for non-availability of Facit calculating machines for use in the Tabulation Offices. In future arrangement for securing a calculating machine for each of the Tabulation Offices should be made.

33. **Stationery and Forms**--Sufficient quantity of paper and stationery articles like pencil, penholder, nib, inkpot with stand. eraser, desk knife, pot, tag, pin, round ruler, stamping pad with ink, etc., were received from the Central Stationery Office, Calcutta on indent. Rubber bands for tying bundles of slips and other stationery articles not supplied were locally purchased according to requirements of the Tabulation Offices. A statement showing the stationery articles supplied to the Tabulation Offices is given in Appendix III.

34. The required forms, sorter's tickets and compiler's posting statements were got printed and distributed to the Tabulation Offices along with other literatures, a list of which is given in Appendix VII. The number of forms used in the Tabulation Offices is given in Appendix VIII. The number of accounts forms and other routine forms consumed is also given in Appendix XI.

35. **Collection of enumeration records from Districts**—Under circular No. 10 detailed instructions were issued regarding collection and despatch of the 5 categories of records, namely, (*i*) used Enumeration pads, (*ii*) used Household Schedule pads, (*iii*) unused and blank pads of Enumeration Slips and Household Schedules ,(*iv*) extract of House List and (*v*) addition and cancellation list from the level of the enumerators onward. A firm programme for despatch of the records from the block level onward was also fixed. According to the programme all records reached the office of the Subdivisional Census Officers on the 16th March 1961. Thereafter the District Census Officers sent the records to their respective Tabulation Offices either directly from the subdivisional level or from the district level after collecting them from all the subdivisions in their respective districts.

36. The records of the four districts of Cuttack Zone were received in the Tabulation Office at Cuttack during the period from the 2th7 March 1961 to the 7th April 1961. The records of the four districts under Berhampur Zone were received in the Berhampur Tabulation Office during the period from the 17th March 1961 to the 4th April 1961 and those of the five districts in Sambalpur Zone were received during the period from the 26th March 1961 to the 4th April 1961 at the Tabulation Office at Sambalpur. The records relating to the Urban areas of the State which were received in the Rural Tabulation Offices along with the records of the Rural areas were subsequently transferred to the Urban Tabulation Office at Cuttack when it started functioning from 11th May 1961. No Census Enumeration records were lost in transit except the solitary instance of Nawapara subdivision in the district of Kalahand where one bundle containing the Household Schedules and Enumeration pads of one circle slipped from the jeep-trailor in the night unnoticed by the Census clerk and the driver. As soon as the missing was detected in the Sambalpur Regional Office, the Deputy Superintendent sent message to all the police stations on the roadside under intimation to Subdivisional Census Officer, Nawapara. . This missing bundle was fortunately picked by a Chaukidar on the next morning, who handed it over to the Charge Officer of Paikmal P.S. who later sent it to the Tabulation Office through the Subdivisional Officer, Nawapara.

37. The records for different categories which were despatched from district level in blockwise bundles were taken over blockwise in the Tabulation Offices with a view for not detaining the District staff for a long time in making them over villagewise or wardwise. Villagewise verification relating to rural areas and wardwise verification of records relating to the urban areas was done in the Tabulation Offices thereafter. In Cuttack Zone no difficulty was faced in locating the villagewise enumeration records in respect of

Cuttack, Mayurbhanj and Keonjhar Districts. In respect of Balasore District a great difficulty was felt in locating the villagewise records as enumerators' final abstract, circle summary and charge summary were not sent by the District Census Officer. The code numbers of the villages given in the village registers of Sadar Subdivision received from the district also did not tally with the code numbers mentioned in the Enumeration pads and Household Schedule pads. The office copies of the village registers which were then brought from the District Census Officer revealed that the code numbers allotted to the villages in Balasore Sadar Subdivision were different from those allotted in the register sent to this office. It was, however, found that the code numbers mentioned in the office copies of village registeres were adopted in the Census enumeration. Villagewise records could then be located with the help of office copies of the village registers of the district. No difficulty was faced in locating the villagewise records in respect of Berhampur Zone. In Sambalpur Zone the code numbers allotted to the villages in the village registers were found not tallying with the numbers mentioned in the Thana Total Registers of Sambalpur, Bolangir, Dhenkanal and Sundargarh Districts. The difficulty could be obviated as the code numbers mentioned in the Thana Total Registers mostly agreed with the numbers given in the Enumeration pads. In respect of Kalahandi District, considerable difficulty was faced in identifying the records of several villages as same code numbers were used in the pads of those villages. This was, however, clarified on reference to the concerned Subdivisional Officers and the District Census Officers and thereafter the records of the villages were traced out. No difficulty was faced in tracing out the wardwise records of the urban areas.

38. **Gradation of Census work in Districts**—The quality of Census work in a district is more or less proportional to the interest taken by the District Collector personally. However, the Census work is graded in the descending order as follows :

1. Dhenkanal
2. Sambalpur
3. Ganjam
4. Koraput
5. Puri
6. Mayurbhanj
7. Kalahandi
8. Bolangir
9. Cuttack
10. Keonjhar
11. Baudh-Khondmals
12. Sundargarh
13. Balasore

In the first five districts, the District Magistrates paid special attention to the Census work while in the remaining districts the District Census Officers carried out this task. The work was of very poor quality in Sundargarh and Balasore districts where frequent supervision had to be exercised as the work was lagging behind in all respects. However, the enumeration work was completed in time on account of the constant pressure given on the District Census Officers.

39. **Organization of Record Room**—Simultaneously with the scrutiny of the records received from the districts, a Record Room had to be organized in each of the Tabulation Offices. The used Enumeration pads and the Household Schedule pads were kept chargewise in the Record room being arranged serially according to the code numbers of the villages. Subsequently the records were issued from the Record room for other processes undertaken.

40. **Scrutiny of Enumeration Slips and Treatment of Omissions**—The first operation in the Tabulation Offices, before undertaking sorting and compilation work, was the checking of the Enumeration Slips for certain obvious internal consistencies and the correctness of the answers to the different questions and for omissions. In the past Censuses it was the practice to authorise the Supervisors and the Deputy Superintendents of the Tabulation Offices to fill in omissions or correct obvious mistakes in the Enumeration Slips with reference to the indications furnished by answers to other questions. At this Census, incorrect answers or omissions were considered to be very few in case of the questions pertaining to

which population record was prepared. The Registrar General accordingly directed to take up the work of checking of the Enumeration Slips before taking up sorting and compilation work. So the work of checking the Enumeration Slips was taken up in all the Tabulation Offices soon after receipt of the records from the district level.

41. A batch of sorters, compiler checkers and supervisors were trained for the work in each of the Tabulation Offices before they were put in the job. The following instructions received from the Office of the Registrar General regarding treatment of omissions were brought home to them and the work was done under the direct supervision of Deputy Superintendents.

Instructions for treatment of omissions in the Enumeration Slip

Question 1 (b) : Relationship to Head :

Where there is no entry, the person should be considered as ' unrelated '.

Question 2 : Age last birthday :

Omission of age should be left alone and should be treated as " age not stated " for purpose of tabulation.

Question 3 : Marital Status :

If there is no entry, males under 21 and females under 16 should be treated as unmarried and all others as married.

Question 4 (a) : Birth place :

Where there is no entry, 'PL' (i.e., born in village or town in which enumerated) should be entered.

Question 4 (b) : Born R/U :

Where 'PL' is written in answer to Q. 4(a) treat birth place as ' R' or 'U' if the slip relates to 'R' or 'U'.

In all other cases treat birth place as 'unclassifiable '.

Question 4(c) : Duration of residence if born elsewhere :

Where there is no entry 'X' should be entered.

Question 5(a) : Nationality :

Where there is no entry, the Nationality of the other members of the same houselhod should be entered.

Question 5(b) : Religion :

Where there is no entry, the Religion of the other members of the same household should be entered.

Question 5(c) : SC/ST

Where there is no entry, the omission should be filled in with reference to the answers recorded for other members of the same household.

Question 6 : Literacy and Education :

Where there is no entry, the person should be treated as illiterate unless the answer to any of the questions 11 and 12 clearly establishes that he is literate.

Question 7(*a*) : Mother-tongue :

Where there is no entry, the languages of the District should be entered, unless the entry relating to other members of the same household provided a different indication specifically.

Question 7 (*b*) : Any other language (s) :

Where there is no entry, the person should be treated as knowing no subsidiary language.

Questions 8--12 : If all the questions 8 to 12 are blank the persons should be treated as dependent (D).

Question 13 : Sex :

Where there is no entry, the sex of the persons should be determined from the name or the relationship in Q. 1.

42. The work of checking the Enumeration Slips and treatment of omissions therein was completed on the 14th July 1961 in Cuttack Zone. In Berhampur Zone, it was completed on the 11th July 1961 and in Sambalpur Zone on the 30th June 1961. In the Urban Tabulation Office the work was completed on the 14th August 1961. On the average a sorter could check 3,000 slips per day although the performances in some cases went

up to 5,000 slips per sorter per day. The following common type of mistakes and omissions were found in the Enumeration Slips.

1. Omission to mention the complete location code
2. Omission of age in Q. 2.
3. Omission in Q. 4(*a*), 4(*b*) and 4(*c*) regarding place of birth
4. Omission to mention the name of caste of S. C and S. T. in Q. 5(*c*)
5. Omission to mention the nature of household industry in Q. 10 (*b*)
6. Omission to mention the nature of industry, profession, trade or service in Q. 11 (*b*)
7. Incorrect mention of sex in Q. 13

43. **Coding of Enumeration Slips for Occupation and Industry**—The national classification of occupations and industries adopted by Government of India was followed in coding the answers returned in questions 10 and 11 of Enumeration Slips. Three digit code numbers had to be written on the right hand side on the line relating to the respective questions. Answers to questions 10(*a*) and 11(*a*), viz., "Nature of work" had to be coded with reference to the code numbers provided in the National Classification of Occupations and questions 10 (*b*) and 11(*b*),viz., "Nature of Industry, etc." had to be coded with reference to the code numbers given in the Indian Standard Industrial Classification. The booklets containing the Occupational and Industrial Code numbers have been preserved for future reference.

44. **Coding of Enumeration Slips for Urban areas**—The Enumeration Slips of the urban areas had to be coded before breaking up of the pads for sorting of the slips for different sorter's tickets. So a team of coders were selected in the Urban Tabulation Office from the ranks of Sorters, Compiler Checkers and Supervisors. They were trained by the Deputy Superintendent and their ability was tested before they were put in the job. The best ones were put in the job and they completed the work on the 12th August 1961. The average outturn of coding by a sorter per day was 1,800 slips. The coding of the rural slips which was taken up after sorting of the slips for Sorter's ckets 1,2 and 3 is dealt with in paragraph 60.

45. **Sorting Procedure**—The different stages of sorting and compilation operation in the Urban and Rural Tabulation Offices were as follows :

First stage—Breaking of the Enumeration pads for each village in rural areas and for each ward in urban areas and sorting of the slips for Sorter's tickets 1, 2 and 3 both for rural and urban areas and Sorter's ticket 4 for urban areas and preparation of the Primary Census Abstract for each village in the rural areas and for every ward in the urban areas

Second stage —Preparation of boxes of Enumeration Slips.

Third stage :—Distribution of boxes of Enumeration Slips among sorters for further sorting and preparation of all the prescribed sorter's tickets from Sorter's ticket 5 onward and preparation of all the Compiler's Posting statements.

46. **Formation of Sorting Teams**—Sorting teams were formed in all the Tabulation Offices. Each team consisted of one Supervisor, two Compiler Checkers and 10 to 12 Sorters. The Supervisors ts heads of teams were responsible for the accuracy of the work of the Sorters and Compiler Checkers of their respective teams whom they had to instruct about the method of sorting at every stage. The Compiler Checkers's main duty was to check the sorting while in progress and to verify that the slips had been properly sorted and the results correctly posted in the Sorter's tickets. The accuracy of the entries in the Sorter's tickets and posting of the figures in the Compiler's Posting Statements by the Compiler Checkers were the primary responsibility of Supervisors.

47. As already stated before the sorters were made to sit on floor over carpets (Asans) for doing the sorting work. Each of them were also provided with a wooden pigeon hole for sorting purpose. Of all the stationery articles supplied, wet sponges supplied in small aluminium cups were found very convenient in wetting fingers periodically during counting of slips.

48. **Sorting of Enumeration Slips for Sorter's Tickets 1,2 and 3**—The work of sorting of Enumeration Slips for Sorter's tickets 1,2 and 3 was taken up in April 1961 in all the Rural Tabulation Offices at Cuttack, Berhampur and Sambalpur simultaneously with the work of treatment of omissions. In the Urban Tabulation Office it was taken up in June 1961 along with the work of coding. Sambalpur Rural Tabulation Office completed the work on the 13th July 1961 whereas Berhampur Rural Tabulation Office and Cuttack Rural Tabulation Office completed it on the 17th July 1961 and the 25th July 1961 respectively. The work in the Urban Tabulation office was completed on the 17th August 1961.

49. For the purpose of sorting, the Supervisor of a team had to take pads of Enumeration Slips for all villages in a Police Station (Charge) relating to rural areas and pads of slips for all the wards of a town from the record room. Thereafter each sorter was given pads of Enumeration Slips either for one village or a ward for sorting and preparation of Sorter's tickets 1, 2 and 3. After completion of sorting each sorter had to make over 40 bundles of slips for each village or ward as follows:

(*a*) Ten bundles of slips relating to illiterate males separated and arranged according to nine industrial categories of workers, viz., (*i*) as Cultivator, (*ii*) as Agricultural labourer, (*iii*) in Mining and Quarrying, etc., (*iv*) at Household Industry, (*v*) in Manufacturing, etc., (*vi*) in Construction, (*vii*) in Trade and Commerce, (*viii*) in Transport, Storage and Communication, (*ix*) in Other Services and for Non-workers.

(*b*) Ten bundles of slips relating to literate and educated males separated as in (a) above,

(*c*) Ten bundles of slips relating to illiterate females separated as in (*a*) above, and

(*d*) Ten bundles of slips relating to literate and educated females separated as in (*a*) above. The Superivisors of each team had to preserve the bundles of slips for each charge and town for box making operation.

50. **Quality of Sorting for Sorter's Tickets 1, 2 and 3**—In course of sorting, the sorters were invariably found comitting mistakes in distinguishing the category of workers under category III to IX except category IV although comprehensive instructions were given to them. They were asked to refer all doubtful cases to the Supervisors of the teams and to choose the category according to his instructions. The habit of the sorters to sort the doubtful slips under category "IX -In Other Services" had to be stopped by close supervision. The Supervisors and the Compilet Checkers had also to conduct cent per cent check of the slips after those were sorted for nine categories of workers and non-workers. The difficulties of sorters in choosing categories of workers was gradually overcome as they gained experience. On the whole the sorting work was thorough and satisfactory in all the Tabulation Offices.

51. In the beginning of the sorting operation, the average outturn by sorters was very low. In Berhampur Rural Tabulation Office the average outturn was only 538 slips per sorter per day in the beginning but it went up to 1,574 slips per day per sorter on the average towards the close of the work. In Sambalpur Rural Tabulation Office, the average outturn of 855 slips in the beginning went up to 1,665 slips and in the Cuttack Rural Tabulation Office the average outturn went up to 1,691 slips per day per sorter although in the beginning it was 1,000. In the Urban Tabulation Office the average outturn also went up to 1,550 although in the beginning it was 569.

52. **Preparation of Sorter's Ticket 4**—After preparation of Sorter's ticket 3 in the Urban Tabulation Office the Enumeration Slips relating to the urban areas were also sorted for Sorter's ticket 4 before preparation of Primary Census Abstract for the urban areas. The forty bundles of slips obtained after completion of Sorter's ticket 3 were further sorted to obtain the age-groups 0—14, 15 - 34, 35—59, 60+ and Age not stated. This Sorter's ticket was prescribed in respect of urban areas only for preparation of B-I and B-II Tables

53. **Compilation of Primary Census Abstract**—Simultaneously with the sorting of Enumeration Slips for Sorter's tickets 1, 2 and 3 the work of preparation of the Primary Census Abstract was taken up in all the Tabulation Offices. Manuscript Registers for Primary Census Abstract were prepared in the Central Tabulation Office with the prescribed headings for all districts and were supplied to the Tabulation Offices after filling up Columns 1, 2 and 3 of the Registers. Columns 6, 7 and 8 relating to total persons by males and females, Columns 9 and 10 relating to Scheduled Caste by males and females and Columns 11 and 12 in respect of Scheduled Tribes by males and females of the Primary Census Abstract were filled up from Sorter ticket 1. Columns 13 and 14 relating to literate and educated persons by males and females were filled in from Sorter's ticket 2. Columns 15 and 16 relating to total workers by males and females and Columns 17 to 36 relating to nine categories of workers by males and females and non-workers by males and females were also filled in from Sorter's ticket 3. Columns 4 and 5 of the Primary Census Abstract were filled in from the Household Schedule Abstract relating to a village or a ward. Particulars relating to Houseless and Institutional Population were also obtained from Sorter's ticket 1 and after verification of the figures compiled from the Household Schedules relating to a village or a ward were also incorporated in the Primary Census Abstract. While posting figures from Sorter's tickets 1, 2 and 3 in the relevant columns of the Primary Census Abstract, the Compiler Checkers and the Supervisors did not make the postings correctly in the proper columns. This was timely detected and steps were taken in all the Tabulation Offices to rectify the defects by rechecking all the columns of the Primary Census Abstract with the Sorter's tickets. This re-check work delayed the submission of the Primary Census Abstract to the Central Tabulation Office. However, in Cuttack Rural Tabulation Office the work was completed on the 14th August 1961 and in the Berhampur Tabulation Office on the 23rd August 1961. The Sambalpur Tabulation Office completed the work on the 16th August 1961 and the Urban Tabulation Office on the 7th October 1961.

54. **Box-making**—A village was the unit of sorting in respect of rural areas till preparation of Sorter's ticket 3 and a ward was the unit in respect of the urban areas till preparation of Sorter's ticket 4. Thereafter the unit of sorting in respect of rural areas was a Police Station (Charge) and that of urban areas was a District as a whole taking all non-city towns together leaving Cuttack City, Rourkela, Berhampur and Puri Towns, each of which was taken as a unit. The villagewise bundles of Enumeration Slips obtained after sorting of Sorter's ticket 3 in respect of rural areas had, therefore, to be combined for each of the Police Stations and the 40 bundles of slips so obtained had to be kept in boxes separately by males and females for each Police Station area. Similarly the urban slips of each unit and city had to be combined into different bundles for each of the urban units and cities and kept in boxes separately by males and females to facilitate further sorting.

55. For the purpose stated above steel boxes of the size 16" × 15" × 10" were procured at an average cost of Rs. 4.50 to Rs. 7 and supplied to each of the Tabulation Offices. There were two types of boxes having two colours, i.e., black and red. Black boxes were meant to keep the male slips and the red boxes for keeping the female slips. This was done for distinguishing the boxe of slips by males and females without any difficulty. According to instructions received from the Office of the Registrar General, a Sorter was to deal with 30,000 slips for both the sex relating to a particular category or categories of slips of a charge, So there was necessity to prepare boxes of slips accordingly. The steel boxes supplied being small could accommodate only 10,000 slips in the maximum and 12,000 slips under pressure. It was, therefore, necessary to supply more than two boxes to each of the sorters as supply of two boxes originally contemplated could not contain 30,000 slips.

56. Separate teams had to be organized in each of the Tabulation Offices for preparation of boxes of slips. The operation being very importnant

only Supervisors and Compiler Checkers were entrusted with the work under the direct supervision of the Statistical Assistants and Tabulation Assistants. Slips of industrial category of workers and non-workers separated by illiterates and literate and educated persons had to be arranged in the boxes keeping each item distinct from the other. It was instructed to provide cardboard compartments to keep each of the items distinct from the other; but it was not possible. So different categories of slips weere kept separate in the boxes by paper partitions. This caused no difficulty at the time of sorting and also minimised expenditure as waste paper were used in providing partitions. The box-makers had to take adequate precautions so that slips of one category do not mix up with the slips of another category. At the time of box making some mistakes in the categorization of slips were noticed by the box-makers. This was due to the carelessness of the Supervisors of the sorting teams engaged in sorting of slips for Sorter's tickets 1,2 and 3. The mistakes detected by the box-makers were corrected and a record was maintained for making necessary corrections in the Primary Census Abstract. Although the primary object of preparing boxes of slips was for sorting of slips for Sorter's ticket 5 onward, the box making operation also helped to a great extent in keeping accuracy in the Primary Census Abstract.

57. After the boxes of slips were prepared, an identity card showing the contents of each box was pasted inside the lid of the box in the following two *pro formas*—one relating to boxes of slips of Urban areas and the other to Rural areas.

MISC. SORTING FORM 2(a)

(URBAN)

Identification Card

Box No..... District Code No .....
Name of City/Non-city..... Code No.....
Sex..... Illiterate .....
Literate & Educated Persons .....

Particulars	No. of Slips					
	Age-group					
	0—14	15—34	35—59	60+	Age not stated	Total
1	2	3	4	5	6	7
I. Cultivator	...	..	...	...	...	...
II. Agricultural Labourer ...	...	...	...	...	...	...
III. Mining, Quarrying, Live stock, Forestry, Fishing, Hunting, etc. ..	...	...	...	...	...	...
IV. Household Industry ...	...	...	...	...	...	...
V. Manufacturing other than Household Industry	...	...	...	...	...	...
VI. Construction ...	...	...	...	...	...	...
VII. Trade and Commerce ...	...	...	...	...	...	...
VIII. Transport, Storage and Communications ...	...	...	...	...	...	...
IX. Other Services ...	...	...	...	...	...	...
X. Non-workers ...	...	...	...	...	...	...
Total ...	...	...	...	..	...	...

Signature of Supervisor ..... Signature of Sorter .....

Date..... Date .....

MISC. SORTING FORM 2(b

(RURAL)

Identification Card

Box No..... Sex .....

Number and Name of District .....

Number and Name of Police Station .....

Category of worker/Non-worker		No. of Slips: Illiterate	Literate and Educated Person	Total
1		2	3	4
I. Cultivator	..		...	...
II. Agricultural Labourer	..			
III. Mining, Quarrying, etc.	..	...	..	...
IV. Household Industry	..	...	...	..
V. Manufacturing other than Household Industry	..	..	..	...
VI. Construction	..	..	..	..
VII. Trade and Commerce	..	..	..	...
VIII. Transport, Storage, etc.	..	...	..	
IX. Other Services	..	..	...	...
X. Non-workers	..	..	..	...
Total No. of Slips in the box	..	..	...	...

....

(Supervisor) (Sorter)

Date..... Date.....

58. **Register of Boxes**—A Register of boxes of slips was maintained in the Record Room of all the Tabulation Offices in the following *pro forma*. The serial number of the boxes in the Register were painted over the concerned boxes for easy reference and the boxes were then kept in the Record Room for issue to Supervisors of sorting teams according to their requirements.

Record Keeper's Register of Boxes of Slips

Number and Name of District.....

Box No.	Description of contents..... Name of Tahsil/ Taluk/Anchal/ Police Station or City/Non-city Urban	Category of Worker/Non-worker	Illiterate/ Literate and Educated persons	Age-groups	Sex	No. of Slips	Name of Supervisor to whom made over	Remarks
1	2	3	4	5	6	7	8	9

59. The box making operation in the Cuttack Rural Tabulation Office was completed on the 31st July 1961. Berhampur Rural Tabulation Office completed the operation on the 17th August 1961 and Sambalpur Rural Tabulation Office completed it on the 18th August 1961. In the Urban Tabulation Office it was completed on the 8th Sepetember 1961. In all 1,719 boxes were prepared as follows:

(*i*) Cuttack Rural Tabulation Office ..	549
(*ii*) Berhampur Rural Tabulation Office ..	544
(*iii*) Sambalpur Rural Tabulation Office ..	502
(*iv*) Urban Tabulation Office ..	124
Total ..	1,719

60. **Coding of Rural Enumeration Slips**—In the sorting and compilation instructions issued by the Registrar General it was indicated to do the coding of the Enumeration Slips of rural areas at the time of sorting of the slips for the Sorter's tickets 9,10, 12, 13 and 14. According to the instructions the Supervisor of a sorting team was to prepare a list showing the industries and their code numbers and to hand over the list to the sorters for sorting the slips according to the code numbers. Subsequently it was decided that coding of the rural Enumeration Slips should be done before taking up the sorting work for Sorter, ticket 5(*b*) onwards. So simultaneously with the preparation of boxes of slips, the coding of the answers under "Nature of Work" in question 10(*b*) and 11(*b*) were taken up in all the Rural Tabulation Offices.

61. A team of coders comprising Supervisors, Compiler Checkers and Sorters were first trained in each of the Rural Tabulation Offices before they were put in the work. The code numbers for different categories of occupations as provided under "National Classification of Occupations" and the code numbers for different industries as contained in the "Standard Industrial Classification" issued by the Government of India were fully explained and brought home to the coders. The code numbers of the common occupations and industries were practically got into heart by the coders through practice and experience after a few days of work. At the beginning although the outturn was about 600 slips per day per coder, it gradually went up to 2,500 slips per day per coder on the average. In the Cuttack Rural Tabulation Office the work was completed on the 10th August 1961. Berhampur Tabulation Office completed it on the 11th August 1961 and the Sambalpur Tabulation Office on the 21st September 1961.

62. **Pilot sorting**—A pilot team for sorting of Enumeration Slips for Sorter's tickets 5 onward was set up in each of the Tabulation Offices simultaneously with the work of box-making and coding of Enumeration Slips. The main object in setting up the pilot team was to acquaint the Supervisors, Compiler Checkers and Sorters with the technique of sorting for different tickets. It also helped in fixing up norms for different Sorter's tickets per sorter per day. A pilot team took up sorting of Enumeration Slips in respect of some charges in the Rural Tabulation Offices and sorted them for all tickets from 5 (*b*) to 29. In respect of urban areas the pilot team also took up two units relating to Keonjhar and Mayurbhanj Districts and did the sorting work for all the Sorter's tickets from 5(*a*) to 29.

63. **Fixation of norms for Sorters**—The pilot teams set up in the Tabulation Offices completed the sorting work of the Enumeration Slips for all the tickets up to Sorter's ticket 29 by end of July 1961. A meeting of the Deputy Superintendents was convened on the 1st August 1961, and the achievements of the pilot teams in each of the Tabulation Offices were discussed and the norms for sorting of different tickets was tentatively fixed. Those norms were subsequently revised when it was found that outturn went up higher due to increase in the speed of sorting through practice and experience. The norms for different Sorter's

tickets as originally fixed and subsequently revised are given below :

Sorter's Ticket	Norms tentatively fixed for a Sorter per day	Norms finally fixed for a Sorter per day	
		For Sorters who are Matriculates	For Sorters who are non-Matriculates
1	2	3	4
5(a)	2,000	2,000	..
5(b)	4,500	5,000	4,500
6	1,500	1,500	..
7	5,500	5,500	5,000
8	6,000	6,000	5,500
9	1;500	2,000	1,800
10	1,800	2,000	1,800
11	9,000	9,000	8,500
12	4,500	5,000	4,500
13	4,000	5,000	4,500
14	4,500	5,000	4,500
15	5,500	5,500	4,500
16(a)	3,000	3,000	..
16(b)	6,000	6,000	4,500
17	5,000	6,000	5,500
18	5,000	6,000	5,500
19	6,000	6,000	5,500
0	3,500	3,500	..
21	10,000	10,000	9,000
22	5,500	6,000	5,500
23	4,000	5,000	4,500
24	4,000	5,000	4,500
25(a)	3,500	3,500	..
25(b)	4,000	5,000	4,500
26	4,000	5,000	4,500
27	5,000	5,000	4,500
28	5,000	5,000	4,500
29	5,000	5,000	4,500

The reduced norms fixed for the Non-matriculate Sorters were meant for the Sambalpur Rural Tabulation Office where Non-matriculate Sorters were entertained on a reduced pay of Rs. 95 per month. The Sorters engaged in the different sorting teams were required to do the sorting work according to the above norms fixed and any Sorter failing to fulfil the target had to work overtime to reach the target. It was noticed that the Sorters could exceed the norms fixed to some extent in respect of all the Sorter's tickets except tickets 16(*b*), 23, 24, 25(*b*), 26 and 29 where the outturn fell a little short of the norms due to complicated type of sorting. On the whole the norms fixed were found to be realistic.

64. **Procedure of sorting for Sorter's ticket 5 onward**—In the original instructions for sorting and compilation issued by the Registrar General the Enumeration Slips had to be sorted for 32 Sorter's tickets of which 6 tickets, namely, 4,5(*a*), 6 16 (*a*), 20 and 25 (*a*) were meant only for the urban slips and three tickets, namely, 5(*b*), 16 (*b*) and 25 (*b*) were meant both for rural slips. The remaining 23 tickets were meant both for rural and urban slips. Subsequently instructions for sorting of the Enumeration Slips both for rural and urban areas for a new ticket, namely, 19 (*a*) was received raising the total number of orter's tickets to 33 of which 24 tickets were common for rural and urban slips. Thus the urban slips had to be sorted for 30 tickets and the rural slips for 27 tickets.

65. Boxes of Enumeration Slips were issued from the Record Room to the sorting teams, each of which consisted of 10 to 12 Sorters, 2 Compiler Checkers and a Tabulation Supervisor. According to the norm of 30,000 slips per Sorter, boxes of slips relating to one or more charges were made over to each of the sorting teams in the Rural Tabulation Offices. In respect of the Urban Tabulation Office boxes of slips relating to a City or a Non-city Urban unit were issued keeping the norm at 20,000 slips per Sorter. The Supervisors of the sorting teams on receipt of the boxes from the Record Room distributed them amongst the Sorters of their teams who checked the contents of the boxes according to the Identificiation Card and made over a copy of the Indentification Card to the Supervisors acknowledging receipt of the contents therein. Each Sorter had to maintain

a work card of his daily work which used to be checked by the Supervisor of the team at the close of the day's work. The *pro forma* of the work card concerning to Sorters of Rural and Urban Tabulation Offices is given in the Appendix X(*a*) and X(*b*). For correct maintenance of sequence of sorting for different tickets a diagram showing the flow of Sorter's tickets from ticket 5 onward was prepared and hung over the wall for guidance of the Sorters. Another chart showing the relative Compiler's Posting Statements to be prepared by the Compiler Checkers from different Sorter's tickets was also prepared and hung over the wall of the Tabulation Offices for easy guidance of the Compiler Checkers. The co-relationship between the Compiler's Posting Statements and different Tables was also shown in the chart which is given in Appendix IX (*a*).

66. The staff employed in the pilot teams were spread over in the regular teams for disseminating their practical experience to their co-workers A practical demonstration of sorting of slips of different Sorter's tickets used to be held in all the teams at every stage before sorting work for a particular Sorter's ticket was taken up. With the elaborate training imparted to the staff and the practical experience gained in the sorting work in the pilot teams, no difficulty was faced by the staff in sorting the slips for different tickets. The work, therefore, proceeded smoothly in all the Tabulation Offices.

67. **Synopsis of Sorter's Tickets prepared**—A synopsis of all the Sorter's tickets prepared and their relevancy to different Tables are given below:

Sorter's ticket 5(*a*)—This ticket was prepared in the Urban Tabulation Office for each of the nine categories of Workers and also for Non-workers by males and females. Urban Enumeration Slips under each category were sorted by educational standards for different age-groups and age not stated. The data obtained under this ticket was meant for "Table B-III Part A—Industrial Classification of Workers and Non-workers by Educational levels" and "Table C—III Part A—Age, Sex and Education".

Sorter's ticket 5(*b*)—This ticket meant only for the rural slips was prepared for all the nine categories of Workers and Non-workers under different age-groups and age not stated for different educational standards. The data required for "Table B-I—Summary Table of Workers and Non-workers classified by sex and broad age-groups", "Table B-III Part B—Industrial Classification of Workers and Non-workers by Educational Levels" and "Table C-III Part B—Age, Sex and Education" were compiled from this ticket.

Sorter's ticket 6—It was prepared only in the Urban Tabulation Office. The urban Enumeration Slips for all the categories of workers except 'Category I. Cultivator" and "Category II. Agricultural Labourers" were sorted for different occupational divisions by different educational standards. From the data collected under this ticket, "Table B-VI—Classification by occupational divisions of persons at work other than at cultivation by sex, broad age-groups and educational levels in urban areas only" was constructed.

Sorter's ticket 7—This ticket was prepared in all the Tabulation Offices. The Enumeration Slips were first sorted for different age-groups with reference to question 2 and then the slips under the different age-groups were sorted according to marital status recorded in question 3 of the slips. The result of sorting recorded in the ticket furnished data for "Table C-II—Age and Marital Status".

Sorter's ticket 8—It was also prepared both in the Urban and Rural Tabulation Offices. The slips under all the categories of workers and non-workers were sorted according to the actual age recorded in answer to question 2 of the slip. The figures obtained in the Sorter's ticket gave the data for "Table C-IV—Single year Age return".

Sorter's ticket 9—This ticket was prepared both for urban and rural areas. Answers to question 11(*b*) of the slips were previously coded according to the three digit code numbers provided in the Standard Industrial Classification. The slips under

Categories III—Mining and Quarrying, etc., V—Manufacturing other than Household Industry, VI—Construction, VII—Trade and Commerce, VIII—Transport, etc., and IX—Other Services had first to be sorted into major groups of Industries according to the code numbers recorded against the answers in question 11(*b*). The slips under each major group were then sorted by employer, employee, single worker and family worker with reference to the answers recorded in question 11(*c*). Thereafter the slips under each of the major groups had to be sorted into minor groups of Industries according to the minor group code numbers. It may be mentioned here that the first two digits of the three digit code number represented the major groups and the minor group was represented by the number taking the three digits together. This ticket was a very important ticket and accordingly the sorting operation of the slips had to be watched carefully with cent per cent check by the supervising officers. The information collected in this ticket supplied data for " Table B-VI—Occupational Classification of Persons at work other than at cultivation by sex and class of workers ".

Sorter's ticket 10—This ticket meant for both rural and urban areas was prepared in respect of slips under "Category IV—Household Industry ". The slips were first sorted for the major groups of industries, code numbers of which were recorded against the answers in question 10(b) of the slips and then by employee and others with reference to the answers recorded in question 10 (c). Thereafter the slips under each of the major groups were sorted for the minor groups and the data obtained were furnished in the Sorter's ticket which provided materials for "Table B-IV—Household Industries ".

Sorter's ticket 11—It was prepared both for rural and urban areas in respect of slips for persons working either as Cultivators or as Agricultural Labourers. The slips relating to persons working principally as cultivators had to be sorted for secondary work if the person had a secondary work either as an Agricultural Labourer or at Household Industry. The slips relating to persons working principally as Agricultural Labourers had to be sorted for secondary work either as Cultivator or at Household Industry. This sorting was done with reference to answers in questions 8, 9 and 10 of the slips and data obtained provided materials for the " Table B-VII Part A—Persons working principally (*i*) as Cultivators (*ii*) as Agricultural Labourers or (*iii*) at Household Industry classified by sex and by secondary work (*i*) at Household Industry, (ii) as Cultivator or (iii) as Agricultural Labourer ".

Sorter's ticket 12—This ticket was prepared both for rural and urban areas in respect of the slips for persons working principally at Household Industry. The slips had to be sorted for secondary work where the concerned person had a secondary work either as Cultivator or as Agricultural Labourer. From the data collected under this ticket " Table B-VII Part A in respect of Household Industry " was constructed.

Sorter's ticket 13—It was prepared both for rural and urban areas. The slips relating to workers under Categories III—Mining and Quarrying, etc., V—Manufacturing other than Household Industry, VI—Construction, VII—Trade and Commerce, VIII—Transport, etc., and IX—Other Services were kept in separate bundles for each major group of industries after sorting of slips for Sorter's ticket 9. The slips under each of the major groups had to be sorted for household industries with reference to answers recorded in question 10 of the slips and the data obtained, provided materials for " Table B-VII Part B—Industrial Classification by sex of Persons working in Non-household Industry, Trade, Business, Profession or Service, who are also engaged in Household Industry ".

Sorter's ticket 14—This ticket was prepared both for rural and urban areas in respect of the slips for Categories III—Mining and Quarrying, etc., IV—Household Industry, V—Manufacturing other than Household Industry, VI—Construction, VII—Trade and Commerce, VIII—Transport, Storage, etc., and IX—Other Services. Answers to

question 10 (*a*) and question 11(*a*) were previously coded according to the National Classification of Occupations. The slips under Category IV—Household Industry were sorted according to the code numbers recorded against the answers in question 10(a) of the slips and the slips relating to other Categories, viz, Mining and Quarrying, Manufacturing other than Household Industry, Construction, Trade and Commerce, Transport, etc., and Other Services were sorted according to the code numbers recorded against the answers under question 11(*a*). The data collected in this ticket provided materials for " Table B-V—Occupational Classification by sex of Persons at work other than Cultivation ".

Sorter's ticket 15—This ticket was prepared both for rural and urban areas in respect of the slips for non-workers. After sorting of the slips for Sorter's ticket 8 the slips for non-workers were kept separately for the age-groups 0—14, 15—34, 35—59, 60+and age not stated. The slips under each of the age-groups had to be sorted for different activities of the non-workers according to the answer recorded in question 12 of the slips. The data obtained furnished materials for "Table B-IX—Persons not at work classified by sex, broad age-groups and type of activity".

Sorter's ticket 16(*a*)—This ticket was prepared only for the urban areas. At the end of sorting for Sorter's ticket 15, the slips for non-workers were kept separate in two categories, viz. (*i*) Persons unemployed and seeking employment for the first time and (*ii*) Persons employed before but now out of employment and seeking work. Slips under these two categories of unemployed non-workers had to be sorted on their educational standard according to the answer recorded in question 6 of the slips and from the data obtained, " Table B-VIII Part A—Persons unemployed aged 15 and above by sex, broad age-groups and educational levels" was constructed.

Sorter's ticket 16(*b*)—This ticket was prepared only for rural areas. The slips of unemployed non-workers for "Persons who have not been employed before and seeking employment for the first time " and "Persons employed before but now out of employment and seeking work" obtained after sorting for Sorter's ticket 15 had to be sorted for different educational standards for the age-group 15+. The data obtained provided materials for construction of "Table B-VIII Part B—Persons unemployed aged 15 and above by sex and educational levels in rural areas only".

Sorter's ticket 17—This ticket was prepared both for rural and urban areas for all slips relating to nine categories of workers and for non-workers. The slips had to be sorted for languages and dialects returned as mother-tongue with reference to the answer recorded in question 7(*a*) of the slips and also for any other language known with reference to the answer recorded in question 7(*b*) of the slips. "Table C-V—Mother-Tongue" and "Table C-VI—Bilingualism" were constructed from the data obtained in this ticket.

Sorter's ticket 18—It was prepared both for rural and urban areas. The slips for all the nine categories of workers and for non-workers had to be sorted for this ticket with reference to the answer recorded in question 4(*a*)—"Birth Place" in the slips. The sorting provided data for the "Table D-II—Place of Birth" and columns 6 and 7 of "Table D-V—Cities showing population born locally. migrants from rural areas and migrants from other towns and cities".

Sorter's ticket 19—This ticket was prepared both for rural and urban areas. The Enumeration Slips of Persons born outside the place of enumeration but within the District of enumeration (separately for rural, urban and unclassifiable), Persons born in the state of enumeration but outside the District of enumeration (separately by rural, urban and unclassifiable), Persons born in each State other than the State of enumeration (separately by rural,urban and unclassifiable), Persons born in Pakistan, Persons born in Nepal, Persons born in other countries outside India and Birth place unclassified were obtained after completion of sorting for Sorter's ticket 18. Thes

slips had to be sorted with reference to the answers in question 4(c). The data collected in the ticket provided materials for "Table D-III—Migrants classified by place of birth and duration of residence in place of enumeration" and "Table D-V (Except Columns 6 and 7 in case of Cities)".

Sorter's ticket 19(A)—This ticket was prepared both for urban and rural areas. After completion of Sorter's ticket 19 the slips had been kept in separate bundles for persons born in each State other than the State of enumeration (separately for period of duration: less than 1 year, 1-2 years, and 3—5 years) and persons born in countries outside India (separately for period of duration of residence: less than 1 year, 1—2 years and 3—5 years). Each of these categories of slips had to be sorted into age-groups 0—2, 3—12, 13—22, 23—32, 33—42, 43—52, 53+ with reference to the answer in question 2 of the slips. The data collected provided materials for "Table D-III A—Migrants from other states and outside India (less than 5 years duration) classified by age-groups." This ticket was not prescribed in the original instructions for sorting and compilation. So the ticket was not prepared in respect of the districts for which sorting work for Sorter's ticket 19 had been completed by the time the instructions for sorting for Sorter's ticket 19(A) was received from the Office of the Registrar General. The ticket was, therefore, prepared only for the Districts of Cuttack, Balasore, Bolangir, Dhenkanal, Koraput and Puri in respect of the rural slips and for all the urban units except Mayurbhanj and Keonjhar.

Sorter's ticket 20—This ticket was prepared only in the case of a city in the urban area. The slips relating to persons born outside the place of enumeration relating to cities had first to be sorted by age-groups 0—14, 15—34, 35—59, 60+ and Age not stated and then for illiterate and different educational standards and finally by occupational groups. The data collected under this ticket provided materials for construction of "Table D-IV—Migrants to cities classified by sex, broad age-groups, educational levels and in case of workers also by occupational divisions and groups".

Sorter's ticket 21—It was prepared for both urban and rural areas. To obtain the data under this ticket the slips had to be sorted with reference to the answer to question 5 (a)—"Nationality" of the slip. The data collected furnished materials for construction of "Table D-I—Non-Indian Nationals".

Sorter's ticket 22—This ticket was prepared both for rural and urban areas. The Enumeration Slips under different categories of workers and for non-workers were first sorted for religion with reference to answer recorded in question 5(b) of the slips and then for Scheduled Castes and Scheduled Tribes with reference to the answer recorded in question 5(c) of the slips. The particulars obtained in the sorting furnished the data required for the "Table C-VII—Religion" and for "Table C-VIII—Scheduled Castes/Scheduled Tribes : Classification by literacy and industrial category of workers and non-workers among Scheduled Castes/Scheduled Tribes".

Sorter's ticket 23—This ticket was prepared both for rural and urban areas. The Enumeration Slips belonging to Scheduled Castes and Scheduled Tribes which were kept separate by religion after completion of Sorter's ticket 22 were further sorted into individual Scheduled Castes and individual Schedule Tribes with reference to the answer recorded in question 5(c) in the slips The particulars obtained in the Sorter's ticket furnished data for "Table SCT-I—Industrial Classification of Persons at work and of Non-workers by sex" and "Table SCT-IV—Religion both for Scheduled Castes and Scheduled Tribes."

Sorter's ticket 24—This ticket was prepared both for urban and rural areas. The slips for Scheduled Castes and Scheduled Tribes for all categories of workers and for non-workers had to be sorted separately for the age-groups 0—14, 15—44, 45+ and Age not stated with reference to the age recorded in question 2 of the slips. Thereafter the slips under each age-group had

to be sorted for different marital status recorded in question 3 in the slips. The particulars obtained in the ticket furnished data for "Table SCT-II—Age and Marital status" both for Scheduled Castes and Scheduled Tribes.

Sorter's ticket 25(a) -This ticket was prepared only for urban areas. For this ticket the slips for each of the Scheduled Castes and Scheduled Tribes were sorted according to educational standards with reference to answer recorded in question 6 of the slips. The data obtained furnished materials for preparation of "Table SCT-III Part A—Education" and Columns 6 to 9 of Part A of "Table C-VIII -Scheduled Castes/Scheduled Tribes : Classification by literacy and industrial category of workers and non-workers among Scheduled Castes/Scheduled Tribes".

Sorter's ticket 25 (*b*)—This ticket was prepared only for rural areas. The slips for each Scheduled Caste and Scheduled Tribe had to be sorted according to educational standard recorded in question 6 in the slips. The data collected furnished materials for Part B of "Table SCT-III—Education" and Columns 6 to 9 of Part B of "Table C-VIII" both for Scheduled Castes and Scheduled Tribes.

Sorter's ticket 26—This ticket was prepared both for rural and urban areas. The slips for Scheduled Castes under three categories of workers, viz., at Household Industry, In Manufacturing other than Household Industry and in Other Serivces had to be sorted for special occupation, namely, Tanning and Currying of hides and skins and Scavenging. The data obtained furnished figures for Columns 27 to 30 of "Table SCT-I Industrial Classification of Persons at work and of Non-workers by sex".

Sorter's ticket 27—This ticket was prepared both for rural and urban areas for Scheduled Caste non-workers only. The slips under each educational category were sorted for different occupations with reference to the answer recorded in question 12 of the slips. The data obatined in the Sorter's ticket furnished materials for preparation of "Table SC-I—Persons not at work classified by sex, type of activity and educational levels for Scheduled Castes".

Sorter's ticket 28- -It was prepared both for urban and rural areas in respect of Scheduled Tribes only. The slips under each of the Scheduled Tribes had to be sorted for mother-tongue recorded in question 7 (*a*) and for subsidiary language recorded in question 7 (*b*) of the slips. "Table ST-I—Mother-Tongue and Bilingualism" for Scheduled Tribes was constructed from the data obatined in this ticket.

Sorter's ticket 29- -This ticket was prepared both for urban and rural areas in respect of Scheduled Tribes only under non-workers. The slips under each of the Scheduled Tribe non-workers had to be sorted for their occupations recorded in question 12 of the slips. From data obtained in this ticket, "Table ST-II—Persons not at work classified by sex and type of activity" for Scheduled Tribes was constructed.

68. **Quality of Sorting and Compilation**—With the comprehensive training imparted to the staff at the time of their enrolment and periodical training and demonstrations arranged at every stage of sorting and compilation, no difficulty worth mentioning was encountered in any of the Tabulation Offices in completing the work. Due to pre-coding of the Enumeration Slips, no difficulty was also felt in sorting the slips for Sorter's tickets 9, 10, 12, 13 and 14 which were very important for construction of different economic Tables. Some amount of difficulty was, however, felt in re-conciling the figures for Scheduled Castes and Scheduled Tribes obtained after sorting of the slips for Sorter's ticket 22 with the figures obtained in Sorter's ticket 1 from which the Primary Census Abstract was constructed villagewise. At the time of sorting of the slips for Sorter's ticket 1 many slips were left unclassified by the sorters who had not gained sufficient experience then. These unclassified slips had to be classified with reference to the answers returned in other questions. In some case reference had also to be made to the concerned Household Schedules. The sorting work for Sorter's

icket 22, therefore, took a considerable time. The accuracy of the figures returned in Sorter's ticket 22 was further checked after sorting of the slips for Sorter's ticket 23 in which the names of the castes were obtained. The accuracy of Scheduled Caste and Scheduled Tribe figures was thus ensured. In some cases, the Primary Census Abstract which was constructed before had also to be corrected. This also delayed the submission of the Primary Census Abstract. On the whole, the sorting and compilation work in all the Tabulation Offices was thorough and satisfactory. A statement showing the actual Sorter months, Compiler Checker months and Supervisor months consumed in each of the Tabulation Offices is given in Appendix V.

69. **Bonus scheme for Sorters**—With a view to increase efficiency, a system of granting small sums by way of bonus for good outturn by Sorters was introduced and the bonus was given at the following rates on monthly basis on the weekly performances of Sorters at the initial stage for sorting for Sorter's tickets 1, 2 and 3:

(*i*) Rs. 15/- per month for an average outturn of 2,000 or more slips per day

(*ii*) Rs. 10/- per month for an average outturn of 1,800 to 1,999 slips per day

(*iii*) Rs. 5/- per month for an average outturn of 1,600 to 1,799 slips per day

This rate was applicable to sorters who were matriculates. For non-matriculate sorters working in Sambalpur Tabulation Office, the following rate was fixed:

(*i*) Rs. 15/ per month for an average outturn of 1,800 or more slips per day

(*ii*) Rs. 10/ per month for an average outturn of 1,600 to 1,799 slips per day

(*iii*) Rs. 5/ per month for an average outturn of 1,400 to 1,599 slips per day

This prompted some of the sorters to work for extra hours. Some sorters were, however, found adopting shortcut method of sorting to get higher figures; but such cases were very few and were always detected by the Supervisors and the Compiler Checkers. The sorters doing the shortcut method were suitably dealt with.

70. **Compilation**—The sorting work of Enumeration Slips for all Sorter's tickets up to 29 was completed on the 28th October 1961 in the Cuttack Rural Tabulation Office. Sambalpur Rural Tabulation Office completed the work on the 31st October 1961 and the Berhampur Tabulation Office on the 10th November 1961. The work in the Urban Tabulation Office was completed on the 4th November 1961. According to the instructions the compilation work of the data obtained in different Sorter's tickets had to be done by Compiler Checkers in the prescribed Compiler's Posting Statements simultaneously with the sorting work for construction of different Tables. The Compiler Checkers, however, could not keep pace with the work of sorting as they had to concentrate more in the checking work of the slips at the time of sorting. Preparation of Compiler's Posting Statements was, therefore, delayed. The work was, however, completed on 15th November 1961 by the Cuttack Rural Tabulation Office. Sambalpur and Berhampur Rural Tabulation Offices completed the work on 30th November 1961 and the Urban Tabulation Office completed it on 18th November 1961. The relative Compiler's Posting Statements prepared from each of the Sorter's tickets has been indicated in Appendix IX(*a*).

71. **Tabulation**—Soon after completion of the sorting of Enumeration Slips and preparation of Compiler's Posting Statements, Tabulation teams had to be organized in each of the Tabulation Offices for preparation of different Tables. Each team which consisted of Sorters, Compiler Checkers, Supervisors and a Tabulation Assistant was put in charge of preparation of all the Tables pertaining to a District. At the outset the figures in the Sorter's tickets had to be compared with the figures of the Compiler's Posting Statement

and Chargewise Tables were prepared for every District. From the Charge (Police Station) Tables, District Tables were constructed. This procedure was also followed in the Urban Tabulation Office where Tables for urban units and cities were prepared. All Tables as mentioned in Appendix IX(*a*) were completed on 28th February 1962 in the Urban Tabulation Office and Cuttack Rural Tabulation Office. Berhampur Rural Tabulation Office completed the work on 9th March 1962 and Sambalpur Rural Tabulation Office on the 28th Febuary 1962. The Tables prepared were then made over to the Central Tabulation Office for scrutiny and preparation of State Tables.

72. **Weekly and Monthly Progress Reports**—Weekly and monthly progress of work in all the Tabulation Offices had to be furnished to the Office of the Registrar General in a prescribed *pro forma* given in Appendix X (c). The Deputy Superintendents in charge of different Tabulation Offices had to submit a weekly and a monthly progress report on sorting and compilation to my office wherefrom a consolidated report for the State used to be sent to the Registrar General till the close of work of sorting and compilation in all the Tabulation Offices.

73. **Winding up of Tabulation Offices**—Soon after despatch of the Tables to the Central Tabulation Office arrangements to wind up the Regional Tabulation Offices and the Urban Tabulation Office were made. A large scale retrenchment of staff in all Tabulation Offices was done in November, 1961 when the sorting work was over and thereafter gradual retrenchment in the staff was made from time to time as the work in the Tabulation Offices gradually diminished. On the closure of the Tabulation Offices some of the staff were transferred to the Central Tabulation Office and the rest were discharged.

74. All records of the Tabulation Offices were transferred to the Central record room located in my office for preservation. The boxes of Individual Slips which were arranged police-stationwise at the time of sorting were kept arranged districtwise. The filled up Household Schedules were also arranged police-stationwise and district wise and kept in the record room. The unused Houselhod Schedules and Enumeration Slips were sold along with other waste paper and the sale proceeds were credited into Treasury. All surplus stores including furniture which were not required for the Central Tabulation Office were also disposed of by auction sale. Accommodations hired for Berhampur and Sambalpur Regional Tabulation Offices were surrendered and all the following Tabulation Offices were finally closed on the dates mentioned against each:

(1) Urban Tabulation Office ..	31-3-1962
(2) Cuttack Regional Tabulation Office ..	30-4-1962
(3) Berhampur Regional Tabulation Office ..	31-3-1962
(4) Sambalpur Regional Tabulation Office ..	31-3-1962

Cuttack Regional Tabulation Office had to continue till the end of April, 1962 as the compilation of data for the Fertility Survey and preparation of Tables thereunder were entrusted to it.

75. **Expenditure**—A sum of Rs. 708,029·09 P. was spent for Sorting, Compilation and Tabulation work in the three Regional Tabulation Offices and the Urban Tabulation Office. A statement showing the details of expenditure under different heads in each of the Tabulation Offices is given in Appendix VI (*a*).

CHAPTER IV

MECHANICAL TABULATION OF HOUSEHOLD SCHEDULES

76. **Household Schedule data**—Data relating to households had never been collected in the previous Censuses. It is a special feature in the 1961 Census. At the time of enumeration, a Household Schedule was filled up for each household which provided data on the chief economic activities of a household, viz., cultivation and household industry. At the back of the Household Schedule a "Census Population Record" was maintained giving essential information like name, sex, relationship to the Head of the household, age, marital status and description of work for each individual enumerated in the household. All these information provided data for construction of Household Economic Tables which, according to the Tabulation Plan, had to be prepared on the basis of 20 per cent sample households. It was decided to compile the data from the 20 per cent sample household schedules in the Office of the Registrar General by Mechanical Tabulation for which the sample Household Schedules had to be drawn and despatched.

77. **Selection of Sample Households**—Detailed instructions regarding selection of 20 per cent sample household schedules for tabulation purpose were received from the Office of the Registrar General under letter No. 6/7/61-RG., dated the 5th August 1961 [Appendix XVII (*a*)]. According to the instructions, the Household Schedules were sampled in all the Tabulation Offices. The answers returned in the sample schedules were also checked according to the instructions of the Registrar General which was issued on a reference made by the Superintendent of Census Operations, Gujarat [Appendix XVII (*b*)] and the omissions in the schedules were filled in and the mistakes were rectified. Thereafter the sample schedules were detached from the pads and stitched into volumes separately for each police station in respect of rural area and for each district in respect of urban areas.

78. **Coding of the Sample Household Schedules**—According to the instructions received from the Registrar General the answers returned in the Sample Household Schedues were coded in the Tabulation Offices before their despatch for Mechanical Tabulation. A team of coders were selected in each of the Tabulation Offices and after proper training imparted to them the work was taken up. At the bottom of each of the Sample Household Schedules, data concerning the household had to be furnished in the following *pro forma.*

32/68 Head			37/78 MALES				41/77 FEMALES			44/80
Sex	OCC'N	SP	MS	OMR	UNM-R	NR	MR	UNM-R	NR	T

Rubber stamps containing the *pro forma* were got prepared and supplied to all the Tabulation Offices for stamping the Table at the bottom of the Census Population Record of the Sample Household Schedules. Each of the coders was also provided with the printed instruction [Appendix XVII (*c*)] received from the office of the Registar General which contained detailed instructions for coding of answers to different questions in the Household Schedules.

79. **Despatch of the Sample Household Schedules to the Office of the Registrar General**—The sample schedules were despatched to the office of the Registrar General district by district directly from the Tabulation Offices. The sample schedules relating to urban areas were sent to the Rural Tabulation Offices for being despatched along with the rural sample household schedules for each district. The work was completed in the month of April 1962. The sample schedules for different districts were despatched to the Office of the Registrar General in the following months:

Month of	December	1961 ..	Sample Schedules of	Baudh—Khondmals and Kalahandi Districts
Ditto	January	1962 ..	Ditto	Keonjhar, Ganjam, Mayurbhanj, Sambalpur and Bolangir Districts
Ditto	February	1962 ..	Ditto	Puri, Koraput, Dhenkanal and Sundargarh Districts
Ditto	March	1962 ..	Ditto	Balasore District
Ditto	April	1962 ..	Ditto	Cuttack District

The Mechanical Tabulation of data from the Sample Household Schedules for Household Economic Tables B-X to B-XVI and C-I was done in the Office of the Registrar General in Hollerith

CHAPTER V

CENTRAL TABULATION

80. **Organization of the Central Tabulation Office**—Unlike the previous Censuses, the creation of the Central Tabulation Office preceded the location of the Regional Tabulation Offices. According to the Census calendar of 1961, the Houselisting operations were completed on the 30th June 1960 and the District Census Officers were instructed to send the House Lists to the Superintendent's office thereafter. In order to receive them and to carry out the miscellaneous work connected with their checking and preservation, the Central Tabulation Office with a nucleus staff began functioning as early as from the 1st week of August, 1960. The immediate task confronting them was the receipt of the House Lists and to keep them arranged in an organized manner to facilitate checking and compilation of data for the E-Series Tables (Housing Tables). Later the work of compilation and tabulation of data for different Tables was taken up according to the Tabulation plan prescribed by the Registrar General for 1961. The Tabulation plan which provides details of all Tables has been preserved in the office for reference in the next Census.

81. The Tabulation plan substantially differed from the previous Censuses, the new feature being the introduction of Housing Tables and to furnish elaborate data for the Migration and Scheduled Caste and Scheduled Tribe Tables. The sorting and compilation work in the three Regional Tabulation Offices and in the Urban Tabulation Office were completed by March, 1962 and the Tables prepared in those offices were despatched to the Central Tabulation Office for consolidation and finalization after check with the respective Compiler's Posting Statements.

82. **Accommodation**—It was a great problem to find out suitable accommodation for the office at the initial stage as sizable buildings were not available on hire. In the year 1960, a small building at Jhanjir Mangala (Cuttack) was taken on hire on a monthly rent of Rs. 180, but it was released after a few months as it was too small. From its inception the office was located in my office building where a small room was allotted to it as the building was also very small. Sufficient accommodation was available for the office in the two barracks of the Industrial Training Centre when the Regional Tabulation Office of Cuttack zone and the Urban Tabulation Office which were located in the barracks completed their work in October, 1961. The office was shifted to one of these barracks thereafter.

83. **Staff set up**—Shri Trilochan Prusty, Deputy Superintendent, remained in charge of the Central Tabulation Office from its inception in August, 1960 till he was relieved in December, 1960. Thereafter Shri Jadumani Mahapatra, Deputy Superintendent, remained in charge of the office till February, 1961 when Shri Krushna Mohan Das, Deputy Superintendent, joined and took over from him. Shri Das remained in charge of the office till October, 1961 when he proceeded on leave. Thereafter Shri Binoy Charan Mohanty, Tabulation Officer, was put in charge. After completion of sorting and compilation work of the Sambalpur Tabulation Office, the services of Shri V. Rajeshwar Rao, Deputy Superintendent, were available and he was put in charge of the office from March, 1962 till the completion of the work.

84. There was great difficulty in finding out experienced and qualified hands for the posts of Statistical Assistants, Tabulation Assistants, Tabulation Supervisors, Compiler-Checkers and Sorters, required for the office. The difficulties of getting the services of experienced employees of the State Government have been dealt with elsewhere. The

services of a Senior Auditor of the Directorate of Industries, who worked in 1951 Census from a lower rank to that of a Technical Assistant, were available and he was appointed as a Statistical Assistant in the office and he continued as such till the work was completed. The other posts were filled up from time to time according to requirements by direct recruitment. After the work of the Regional Tabulation Offices were closed, experienced personnel available in those offices were, however, taken in and they continued in different posts. The position of staff employed in the office from time to time is given in Appendix IV (*b*). The entire work was carried out with two Statistical Assistants and two to four Tabulation Assistants. The number of these supervisory staff was inadequate and they could not cope with the volume of checking work which had to be completed within a prescribed time-limit. Inadequacy of staff was not felt at the lower levels. The staff employed, however, worked hard at all levels and the quality of work turned out by them was up to mark. A small number of check-slips received from the Central Tabulation Unit of the Registrar General's office bears a testimony to it.

85. **Furniture and Equipment**—A sum of Rs. 1,962 was initially spent on purchase of furniture which was later on supplemented with the furuiture of the Cuttack Regional Tabulation Office when it was closed. Additional expenditure could be avoided by this arrangement. As regards equipments, one electrically operated Facit machine and one hand operated Facit machine were supplied and those could not meet with our requirements. A comptometer on hire basis was brought from Calcutta along with an operator for experiment, but it was found too costly as the work turned out by the operator was not satisfactory on account of his inexperience. The machine and the operator were, therefore, returned to Calcutta and the work was done by usual calculations without depending on machines, which partly attributed for the delay in finalizing hte Tables.

86. **Central Tabulation**—The compilation and tabulation work may be broadly grouped under three heads, namely,

(*i*) Compilation of Housing Tables,

(*ii*) Compilation of Primary Census Abstract-*cum*-Village Directory and the General Population Tables; and

(*iii*) Compilation of the Economic Tables, Social and Cultural Tables, Migration Tables, and Special Tables for Scheduled Castes and Scheduled Tribes.

The work of compilation and tabulation of the Housing Tables was taken up in a separate section of the Central Tabulation Office of which a Tabulation Officer was put in charge. The details of the work in that section have been furnished in Chapter I. The other two items of work are dealt with in the succeeding paragraphs.

87. **Compilation of Primary Census Abstract-*cum*-Village Directory**—The form of Primary Census Abstract-*cum*-Village Directory which had originally 40 columns was revised and finally reduced to 36 columns according to the instructions of the Registrar General. The revision of the form did not present any difficulty and the compilation work of the Primary Census Abstract was undertaken in three stages as follows :

(*i*) *Preparation of the subdivisionwise Registers*—Manuscript Registers with prescribed headings were prepared in the Central Tabulation Office for each subdivision and the villages in each police station were copied in it from the village registers. The columns relating to area of village, number of houses and number of households were also filled in and the registers were despatched to the respective Regional Tabulation Offices in March, 1961.

(*ii*) *Filling up of columns 6 to 40*—As soon as the sorting work for Sorter's tickets 1, 2 and 3 were completed in the Regional Tabulation Offices, separate staff were set apart for filling up the columns 6 to 40 relating to total populatio

Scheduled Castes, Scheduled Tribes, literate and educated persons, the nine industrial categories of workers and non-workers. After completion of posting for all villages, the registers were returned to the Central Tabulation Office. This work was completed in October, 1961 in respect of all districts.

(*iii*) *Final checking, typing and comparison*— Immediately on receipt of the registers, the Statistical Assistant assisted by one Tabulation Assistant, four Tabulation Supervisors, four Compiler Checkers and eight Sorters took up the final checking of the data for each district. Mistakes and wrong postings in the columns were detected and rectified. The totals for each police station in respect of each column were also checked as the total figures were most important for the compilation of the Primary Census Abstract for the State and districts.

88. About 12 typists were engaged for preparation of fair copy of the villagewise Primary Census Abstract and the typing work was completed in February, 1962. The changes introduced in the form of Primary Census Abstract had also to be carried out and four copies had to be carefully prepared. Although all the four copies were ready by March 1962 for despatch to the Central Tabulation Unit of the office of the Registrar General, it was felt desirable to conduct a thorough check once again. After detailed scrutiny the first set of Primary Census Abstract for one district was sent to the office of Registrar General in June, 1962 and the last batch of registers was sent in September, 1962. Other particulars relating to the Village Directory have been dealt with in Chapter VI.

89. **Compilation of General Population Tables**— Compilation work of Tables A-I to A-IV was also taken up side by side with the compilation of the Primary Census Abstract. One Tabulation Assistant, one Tabulation Supervisor, one Compiler Checker and four Sorters were earmarked for this work from November 1961 and they completed the Tables in February 1962. These were despatched to Central Tabulation Unit on the 7th March 1962 after final scrutiny by the Statistical Assistant.

90. Table A-I was prepared from the Primary Census Abstract. The Union Table furnished figures up to district level while the State Table included figures for all units up to police station. Two sets of area figures as given by the Surveyor General, India and the State authorities were shown in the Union Table only. For calculation of density, etc., the area figures supplied by the State authorities were adopted as the Surveyor General, India could not furnish the figures for lower units, namely, subdivisions and police stations. Appendix I of the Table giving the 1951 territorial units constituting the present set up of the State presented some difficulty at the time of preparation as the form of the Table was different from the mode of its presentation for printing and as adequate information were also not received from the districts. Police stations whose boundaries had not changed during the last decade despite the variation in area on account of survey, etc., have been omitted from this Appendix and only those police stations, taluks and subdivisions whose boundaries were affected have been shown. Appendix II and Appendix III of the Table are easily comprehensible.

91. Table A-II gives the variation of population during the last 60 years. The compilation of this Table did not present any difficulty as the districts had not undergone any change during the last decade.

92. Table A-III which shows villages classified by population differed from the corresponding Tables of 1951 Census in as much as the towns are excluded from it. In grouping the villages of different population sizes, few mistakes were detected in the last minute which were corrected at the time of printing.

93. Table A-IV relates to urban areas and shows towns classified by population in 1961 Census with variation since 1901. This Table traces the evolution of urbanization and indicates the growth of towns from decade to decade. No difficulties were experienced in preparing this Table.

94. **Compilation of Economic Tables**—The Economic Tables are divided into two parts: (*i*) General Economic Tables and (*ii*) Household Economic Tables. General Economic Tables B-I to B-IX had to be tabulated in this office while the Household Economic Tables B-X to B-XVII were centrally tabulated in the Mechanical Tabulation Unit of the Registrar General's office from the 20 per cent sample Household Schedules. Against three Economic Tables of 1951 Census, nine General Economic Tables and eight Household Economic Tables were prescribed in 1961 Census. Tables B-IV, B-V, B-VII, B-IX and all the Household Economic Tables B-X to B-XVII introduced during the present Census have no resemblance to any of the Tables of previous Census.

95. Table B-I and B-II which show workers and non-workers classified by sex and broad age-groups partly resemble the Table C-II of 1951 Census. Sorter's tickets 4 and 5 (*b*) provided the basic data required for these Tables which were posted in Compiler's Posting Statement Nos. 1 and 4 for the urban and rural areas respectively. No difficulties were experienced nor anomalies detected at the time of checking of these Tables.

96. Table B-III which corresponds to D-VII of 1951 Census shows educational standard of different categories of workers and non-workers. It is prescribed in two parts, A and B for Urban and Rural areas separately. Part A was prepared from the Compiler's Posting Statement No. 5, which was prepared from Sorter's tickets 5(*a*) and 5(*b*). While no incongruities were detected in Part B, few anomalies came to light in Part A relating to urban areas. Not a single person was there having degree in 'Agriculture' in Sundargarh and Mayurbhanj districts, and in 'Veterinary and Dairying' in Dhenkanal and Keonjhar districts. As the tabulation work was complete, local investigation on a limited scale suggested by the Central Tabulation Officer was not taken up in view of the fact that better results may not yield. The omissions were regarded as either due to the absence of degreeholders or inadequate description in the Enumeration Slips.

97. Tables B-IV and B-V deal with the classification of workers according to the Indian Standard Industrial Classification and the National Classification of Occupations. A team of Coders were trained in each of the Regional Tabulation Offices and they did the coding in the Enumeration Slips for each industrial category of workers. Vague answers returned in question Nos. 10 and 11 were left to the discretion of Coders, and no uniform principle could be prescribed for all the Regional Offices, as the confronting problem varied from region to region. Large number of workers in the rural areas could not be classified for want of clear description of ndustry as well as occupation. Although much care was taken for rationalising the figures, they are not completely free from errors for reasons beyond the control of tabulation staff. A small percentage also suffered from erroneous coding which may be either due to inadequate description in the Enumeration Slip or inadequate understanding in the reading of Enumeration Slip on the part of the Coders who had to turn over the slips quickly for achieving the fixed targets. The Tables were, however, prepared with great care. The difference between the industrial classification and occupational classification should be explained to the enumerators in the next Census to enable them to describe vividly in the Enumeration Slip. This will help to eliminate errors at the time of coding to a great extent.

98. Table B-VI is confined to urban areas only and it gives occupational division, persons at work other than cultivation classified by sex, broad age-groups and educational levels. It is compiled from the Compiler's Posting Statement No. 7 and it is intended to find out the occupations which attract educated personnel. Few anomalies which were detected at the time of checking have been rectified.

99. Table B-VII is presented in two parts. Part A deals with persons working principally (*i*) as cultivators, (*ii*) as agricultural labourers, or (*iii*) at household industry classified by sex and by secondary work (*i*) at household industry, (*ii*) as cultivator, or (*iii*) as agricultural labourer. Part B shows the industrial classification by sex of persons working in non-household industry, trade, business, profession or service who are also engaged in household industry. They were prepared from Compiler's Posting Statement Nos. 17, 18, 19 and 24. No difficulties have been experienced for the compilation of these Tables.

100. Tables B-VIII and B-IX relate to unemployed persons. Table B-VIII deals with unemployed persons aged 15 and above who are seeking employment, while Table B-IX gives the classification of non-workers by sex, broad age-groups and type of activity. These two Tables were compiled from the Compiler's Posting Statement Nos. 26 and 27 and they give the details of non-workers. No. peculiarities were observed at the time of tabulation except return of unusually large number of males attending to household duties. This has been fully explained in the Fly-leaf to Table B-IX.

101. **Compilation of Social and Cultural Tables**—The compilation work of these Tables were taken up side by side with the preparation of General Economic Tables. The heading, "Social and Cultural Tables" has been substituted for the heading "Household and age sample Tables" of 1951 Census and the number of Tables have been increased to eight as against five in 1951 Census. Table C-I was compiled in the Mechanical Tabulation Unit of Registrar General's office from the 20 per cent sample Household Schedules. The remaining seven social and cultural Tables which were compiled in this office are indicated below:

(*i*) Table C-II showing the age and marital status was prepared from Compiler's Posting Statement No. 8. The figures are shown separately or Total, Rural and Urban.

(*ii*) Table C-III dealing with age, sex and education was prepared from Compiler's Posting Statement Nos. 3 and 6 and presented in three parts. Part A gives the figures for all areas while the parts B and C give the figures for Urban and Rural areas respectively. In rural areas the educational level Matriculation and above are combined, whereas in the urban areas more details have been given.

(*iii*) Table C-IV gives the Single Year Age Returns. It was prepared from the Compiler's Posting Statement No. 9 and separate figures for Total, Rural and Urban have been given. The actual ages returned have been tabulated in groups and single years. Preference for round figures is more common in rural areas than the urban areas.

(*iv*) Talble C-V which gives the languages spoken as mother-tongue and the number of persons speaking each one of them was prepared from the Compiler's Posting Statement No. 30. The languages are presented in alphabetical order.

(*v*) Table C-VI shows the number of speakers conversant with another language subsidiary to their mother-tongue. It was also prepared from the Compiler's Posting Statement No. 30.

(*vi*) Table C-VII indicates the Religions arranged in alphabetical order. It has been prepared from Compiler's Posting Statement No. 36 . Separate columns for persons of indefinite belief and religions not returned are also provided.

(*vii*) Table C-VIII which is presented in two parts, A and B shows the figures of Scheduled Castes and Scheduled Tribes respectively by their literacy standards and industrial category of workers and non-workers. They were prepared from the Compiler's Posting Statement Nos.37, 41 (A), 41(B), 42 (A) and 42(B). The compilation of the above Tables did not present any difficulty nor any anomalies were detected.

102. **Compilation of Migration Tables**—The compilation work of these Tables was taken up after compilation of B-Series Tables. During 1951

Census there were only two Tables dealing with Migrants and Non-Indian Nationals (D-IV and D-VI) whereas six Tables under separate headings were prescribed in the present Census as follows:

(*i*) Table D-I which corresponds to Table D-VI of 1951 Census deals with Non-Indian Nationals and was prepared from Compiler's Posting Statement No. 35. It gives the number of persons belonging to different foreign nationalities who were residents in this country during the Census.

(*ii*) Table D-II shows the Place of Birth and was prepared from Compiler's Posting Statement No. 31. An important change, as compared to previous Censuses, is that births in rural and urban areas are given separately in case of those born in India.

(*iii*) Table D-III, Migrants classified by place of birth and duration of residence in place of enumeration, is a new Table based on the special question asked during the current Census regarding the duration of residence at the place of enumeration in case of persons born outside the place of enumeration. It is prepared from the Compiler's Posting Statement No. 32. This Table is intended to supplement the information given in the Table D-II relating to birth place for detailed study of in-migration. Table D-III A intended to show Migrants from other States and outside India (less than 5 years duration) classified by age-groups and is prepared from the Compiler's Posting Statement No. 32 (A). As the instructions for the compilation of this Table were received after sorting work for eight districts was complete, the information could be gathered only for five districts. The data collected from the five districts did not give a complete picture of the whole State. It was, therefore, decided not to publish the Table in Volume XII, Part II-C.

(*iv*) Table D-IV which is confined to cities only shows the Migrants to cities classified by sex, broad age-groups, educational levels and in the case of workers also by occupational divisions and groups. It was prepared from the Compiler's Posting Statement Nos. 33 and 34. This Table gives the educational standards of skilled and unskilled workers as well as occupations which attract migrants to cities.

(*v*) Table D-V is also confined to cities only showing the population born locally, migrants from rural areas and migrants from other towns and cities. It was prepared from the Compiler's Posting Statement Nos. 31 and 32. The extent of in-migration from rural and other urban areas into a city is available separately from this Table. The data is also shown separately for migration from urban areas outside the same district but within the same State and urban areas outside the State.

(*vi*) Table D-VI shows the distribution of Industrial categories of workers and non-workers by place of birth. It was prepared from Compiler's Posting Statement No. 31.

103. The compilation work of Tables D-II, D-III, D-IV and D-VI was confronted with several difficulties for want of sufficient experience and also due to the revision of the form to be prescribed in printing which delayed the finalization of the Tables.

104. **Compilation of Special Tables for Scheduled Castes and Scheduled Tribes** — Collection of detailed data in respect of the Scheduled Castes and Scheduled Tribes of the State is a new feature of 1961 Census. As against one Table (D-III) in 1951 Census, the following eight Tables were prescribed during the current Census. Each of the five SCT Tables had to be presented in two parts: Part A for Scheduled Castes and Part B for Scheduled Tribes. As these Tables were prepared for the first time, no comparable data from the previous Censuses could be obtained. There were few cases of omissions on the part of the enumerators in recording the actual Caste or Tribe. They simply recorded S. C. or S. T. in some slips. In the result the caste or the tribe had to be located by the surname at the time of treatment of omissions. Where it was impossible to determine the caste or the tribe, they were treated as

unclassifiable. Synonymous surnames also gave scope for wrong identity of the castes or tribes at the time of treatment of omissions. Much care, had, therefore, to be taken for the preparation of the following Tables.

(*i*) Table SCT-I shows the industrial classification of persons at work and of non-workers by sex. Part Adeals with the Scheduled Castes and Part B with Scheduled Tribes. They were prepared from the Compiler's Posting Statement Nos. 38 A, 38 B and 43.

(*ii*) Table SCT-II shows the age and marital status. Part A deals with Scheduled Castes and Part B with Scheduled Tribes. They were prepared from the Compiler's Posting Statement Nos. 40 A and 40 B.

(*iii*) Table SCT-III shows the educational levels, Part A is for urban areas and Part B is for rural areas. They were prepared from the Compiler's Posting Statement Nos. 42 A and 42 B. Each of the Parts A and B are again subdivided into Parts A(*i*) and A(*ii*), and Parts B(*i*) and B(*ii*). Parts A(*i*) and B(*i*) relate to Scheduled Castes and Parts A(*ii*) and B(*ii*) relate to Scheduled Tribes.

(*iv*) Table SCT-IV shows the Religion. Part A is for Scheduled Castes and Part B is for Scheduled Tribes. They were prepared from the Compiler's Posting Statement Nos. 39 A and 39 B.

(*v*) Table SCT-V which shows the sample households engaged in cultivation classified by interest in land and size of land cultivated in rural areas was mechanically tabulated in the Mechanical Tabulation Unit of the Registrar General's Office from 20 per cent sample Household Schedules.

(*vi*) *Table SC-I*—This Table was prepared for Scheduled Castes and shows the persons at work classified by sex, type of activity and educational levels. It was prepared from the Compiler's Posting Statement No. 44.

(*vii*) *Table ST-I and ST-II*—Table ST-I shows the Mother-tongue and Bilingualism of Scheduled Tribes while Table ST-II show the persons not at work classified by sex and type of activity. These were prepared from the Compiler's Posting Statement Nos. 45 and 46. The compilation of the above Tables was completed by the 29th May 1963 and could be despatched quickly to the Central Tabulation Unit as no difficulties were experienced.

105. One Statistical Assistant, two Tabulation Assistants, four Tabulation Supervisors, eight Compiler Checkers and six Sorters were employed for compilation of the Economic Tables, Social and Cultural Tables, Migration Tables and Special Tables for Scheduled Castes and Scheduled Tribes with effect from March 1962. All the B-Series Tables were completed on the 31st January 1963 and the final batch of the Tables were sent to the Central Tabulation Unit in the office of the Registrar General on the 1st February 1963. The work on the Social and Cultural Tables was completed on the 14th March 1963 and that of Migration Tables and Special Tables for Scheduled Castes and Scheduled Tribes on the 3rd April 1964.

106. **Preparation of Subsidiary Tables and Compilation of other statistics required for the descriptive report**—Along with the compilation work of main Tables for different series, different Subsidiary Tables were also worked out simultaneously. No separate staff were earmarked for this work and the staff engaged for preparation of the main Tables who were conversant with the intricacies of calculation were employed. A list of the Subsidiary Tables prepared is given in the Appendix IX (*b*).

107. The forms of the Subsidiary Tables are given in the Revised Subsidiary Table Forms. As there was no adequate supply of machines, the complicated calculations had to be made by the usual process which attributed for the delay. The only electrical Facit machine available was utilised for checking the figures and a difference of about 0·1 was noticed in the human calculations and mechanical calculations. Human calculations checked by mechanical calculation, however,

helped to ensure more accuracy. In all 77 Subsidiary Tables were prepared of which 9 were for A-series and 45 were for B-series Tables. There were 14 Subsidiary Tables for C-series and 9 Subsidiary Tables for D-series Tables. All these Subsidiary Tables were despatched to the Central Tabulation Unit in batches on 9-2-1962, 29-5-1963, 19-7-1963, 29-2-1964, 14-4-1964, and 25-4-1964 for check.

108. **Preparation of Inset Tables for Part I-A General Report**—The initial work on the inset Tables prescribed for the draft reporting programme commenced from 1-11-1962 by one Tabulation Superisor, two Compiler Checkers and one Computer. This strength of the staff was increased to one Tabulation Assistant, seven Tabulation Supervisors, seven Compiler Checkers, three Sorters and one Computer from January 1963. The work was slow during the period from March 1963 to May 1963 for want of adequate supervision, but it resumed in full swing from June 1963 and most of the inset Tabels were completed in December 1963. The staff position was then curtailed and the surplus staff were engaged in preparation of Subsidiary Tables. The Tabulation Assistant in charge who was promoted as Statistical Assistant did the checking work of all the Tables with the help of three Compiler Checkers and the work was completed in August, 1964. In all 291 inset Tables had to be prepared for different Chapters of Part I-A General Report of which 226 were to be based on Census data and the rest on non-Census data. Some of the Tables based on non-Census data had to be given up for non-availability of the required particulars. Some of the inset Tables based on Census Reports of 1901 to 1931 were also given up for non-availability of figures according to the present jurisdiction of the districts.

109. **Winding up of work**—The work of preliminary Tabulation done by the three Regional Tabulation Offices and the Urban Tabulation Office had to be scrutinised and final Tables prepared in the Central Tabulation Office. A set of qualified and experienced staff was necessary for the work, but it could not be secured. Out of the staff recruited on temporary basis, some of the good Assistants had to be released when they got appointments elsewhere. Paucity of experienced staff was great handicap during the finishing stages of the work. However, the compilation work was finished successfully with a very small number of experienced staff, though there was occasional delay in adhering to the time schedule prescribed by the Registrar General. Approval of the Registrar General was obtained for publication of the Tables in different series of Census publications.

CHAPTER VI

COMPILATION OF DISTRICT CENSUS HANDBOOKS

110. District Census Handbooks have been compiled, one for each of the 13 districts. Each Handbook contains three parts. Part I is an introductory essay on different topics, such as, physiography, history, population, housing, agriculture, public health, education and literacy, etc. Part II contains Census Tables and in Part III are given statistics concerning achievements of different Departments of Government.

111. The first circular on the subject issued by the Registrar General, India in September 1959 suggested that a Handbook should contain a coloured district map, police station, taluk or tahasil maps, introductory essay on various physical and administrative matters pertaining to the district and statistical Tables of both Census and non-Census origin. The Superintendent of Census Operations was to compile the Handbooks, and the State Government were expected to print 1,000 copies of each in Demy-quarto size at their cost. In November, 1960 the Chief Secretaries of all States were informed of the project. In January 1962 the Government of Orissa communicated their approval to print these Handbooks at their cost and subsequently in September 1962, they also approved of the contents suggested by the Registrar General, India.

112. In the first instance, in March 1961 the District Census Officers of all the districts were requested to supply relevent portions of the draft District Gazetteers, and the latest annual report on administration. After examining the Handbooks of 1951 Census of different States and keeping in view the instructions of the Registrar General, a table of contents for the introductory essay and official statistics was finally approved and detailed questionnaire was forwarded in May 1962 to all District Magistrates and concerned Heads of departments for supply of the required information. A circular was also issued earlier by the Secretary to Government of Orissa in the Revenue and Excise Departments to all Departments and Heads of Departments and Heads of Offices of the State Government for promptly attending to such regquisitions from the Superintendent of Census Operations in his letter No. VC-29/61-41487-R., dated the 13th September 1961 [Appendix XVII (*d*)]. Unfortunately the urgency of the matter was not realised by most of the District Magistrates and Heads of Departments and the questionnaire issued in May 1962 remained unanswered till the compilation of the Handbooks was over. The defaulters were frequently reminded through correspondence, telephone and personal contacts and when the required materials could not be gathered, the work was completed with whatever data was made available. The non-Census data utilized were collected from the published and unpublished reports and registers of the concerned Deparuments. The collection of data from these offices also was not very easy. No department was found to have published annual reports for the entire decade. In a few cases the annual reports for some of the earlier years of the decade had been compiled and others were under compilation. Except from a few offices like Inspector General, Police, Inspector General, Prisons, High Court, etc., the statistics were collected mostly by deputing staff from this organization. These had to be collected from old records kept in record rooms, from manuscript reports, registers, etc., and for this the staff had to move from section to section and from Department to Department. The work was laborious and time-taking. Due care was taken to ensure accuracy of the statistics collected by conducting checks at various levels both in the concerned Departments and in S. C. O's office for preparation of these Tables which are incorporated in Part III.

113. In addition to the statistics which were available in these Tables, certain additional information were collected for the chapter "Introducing the district" in Part I of the Handbooks. These information were obtained from some of the Heads of Departments and from the Gazetteers Section of the Revenue and Excise Departments. The drafting of this part was taken up district after district. Dr. N. K. Sahu, M. A., Ph. D., D. LITT., State Editor, District Gazetteers, Government of Orissa, an eminent historian of Orissa contributed notes on the history for the 13 districts. The drafting of other paragraphs was done by different officers of this organization, namely, Shri V.R. Rao, Deputy Superintendent drafted the para relating to area and population, Shri B.C. Mohanty, Tabulation Officer drafted the note on economic, industrial and some similar aspects of the district and Shri S. K. Das, Tabulation Officer prepared drafts on all other items included in Part I. The draft so prepared was finally approved by the Superintendent of Census Operations before printing. Drafting of Part I of all the Handbooks was completed by the middle of November 1964. A small section consisting of a U. D. Assistant, Two Tabulation Supervisors and a Typist was formed and Shri S. K. Das, Tabulation Officer was put in charge of compilation of Parts I and III.

114. Part II of the District Census Handbook contains the Village Directory and all the main Census Tables except D-Series. The Tables were compiled in the Central Tabulation Office under the supervision of Shri V. R. Rao, Deputy Superintendent and Shri B. C. Mohanty, Tabulation Officer. In the Third Conference of the Superintendents of Census Operations, a decision was taken regarding the extent of reproduction of the main Census Tables in the District Census Handbooks, but a discretion was left to the Superintendents of Census Operations to include or omit any of the Tables taking into consideration the available space in the volume. Accordingly it was decided to omit the Tables B-II, C-IV, and C-VI and to reproduce General Population Tables A-I and A-III, the General Economic Tables B-III Part B, B-VIII Part B, and B-IX, Household Economic Tables B-X to B-XII and B-XV and the Social and Cultural Tables C-II, C-VIII Part A and Part B up to the police station level. The data in Tables C-V and C-VII have, however, been given up to subdivisional level and the rest up to district level.

115. A section consisting of two Tabulation Supervisors, three Compiler Checkers and two Sorters was formed for preparation of the above Tables for Part II. The work started from 1st March 1964 and was completed on 15th August 1964. The Tables were scrutinized by a Statistical Assistant before they were sent for printing.

116. The compilation of Village Directory which had already been completed in September 1962, was rechecked and the coding of the five important topics as explained in the note to Village Directory was done. The villages in each police station were copied from the Village Registers originally prepared by the Subdivisional Census Officers. A few anomalies were detected regarding the jurisdiction of police stations over some villages. For example, some villages of Bansada police station were enumerated in Chandbali police station and vice-versa. When this matter was referred to the District Census Officer, he admitted the wrong recording of the villages and desired the Census records to be corrected. As sorting and tabulation were completed in all respects, it was too late to mend them. Similar errors were also noticed in Chaudwar and Tangi police stations of Cuttack district, and Rayagada and Nandapur police stations of Koraput district. Although these errors did not vitiate the Census data, they pinpoint the lack of thorough scrutiny of the Village Registers by the Subdivisional Census Officers in the early stages. Some complaints regarding omission of villages were also received at a very late stage, but nothing could be done as the compilation work of Tables was complete.

117. A list of the industries of the rural and urban areas of each police station was prepared and appended at the end of the Village Directory.

The Code numbers of the industries according to Indian Standard Industrial Classification together with the number of establishments were also furnished. Villagewise list of important fairs and festivals giving brief information about the time of occurrence of the festivals and the approximate congregation therein was prepared and furnished in the Village Directory.

118. In accordance with the instructions of the State Government the manuscripts were sent for printing direct to the Orissa Government Press. On request of the State Government the maps to be inserted in the Handbooks were got printed in the firm of Messrs Lalchand Roy & Co. 7/1, Grant Lane, Calcutta and made over to the Press.

119. The first Handbook was sent to the Orissa Government Press for printing in May 1964 and thereafter manuscripts began to be sent one after another and the last one was made over in November 1964. Due to their pre-occupation, the Government Press were unable to undertake printing of all these Handbooks in time. They, however, agreed to print only four Handbooks and the remaining nine Handbooks were diverted for printing in three local private presses which have facilities for mechanical composing, viz., the Goswami Press, the Satyabadi Press and the Saraswata Press. The private presses took up work in 1965. By the end of September, 1966 the Government Press printed three Handbooks and the three private presses together six Hadbooks (Satyabadi Press- 3, Saraswata Press-2, and Goswami Press -1). The remaining four Handbooks in respect of Sambalpur, Ganjam, Balasore and Mayurbhanj districts are likely to be brought out before the close of the current financial year, i. e., 1966-67. The correction of proofs of the Handbooks was done at two independent levels in addition to what the concerned presses did. The proofs were at first seen and corrected by the concerned sections of this office which prepared the manuscripts. Thereafter these were passed on to the Printing Section for final correction and issue of print orders. Day to day supervision over printing of the D. C. H. at the presses was made by the Tabulation Officer Shri S. K. Das till he left the organization on 31st August 1966.

120. A distribution list for supply of complimentary copies of these Handbooks to various State Government offices was drawn up by the State Government in the Revenue and Excise Departments and the Government Press was instructed to make the distribution accordingly (letter No. VC-1/65-36475-R., dated the 28th May 1965). The distribution list included all Departments of Government, Heads of Departments, all Zonal and District Officers, Government Colleges and Training Institutions, Zilla Parishads, Subdivisions, Tahasils and Blocks. 95 copies of each of these Handbooks, were also supplied free of cost to the Superintendent, Census Operations, Orissa for distribution as follows:

(*i*) Registrar General, India	40 Copies
(*ii*) For distribution by the S. C. Os. and for preservation till next Census	30 Copies
(*iii*) S. C. O. of other States and Union Territories	25 Copies
Total ..	95 Copies

A detailed distribution list for supply of these 95 copies was drawn up and approved by the Superintendent of Census Operations. The published copies were also released for sale which was mainly conducted at the Orissa Government Press. The Government of Orissa in the Commerce Department authorised the Superintendent, Orissa Government Press to fix the price of the District Census Handbooks on the same basis as the one adopted for fixation of the price of main Census Reports (letter No. PR-83/65-61 Com., dated the 4th January 1966) and the price of each volume was determined accordingly.

CHAPTER VII

FERTILITY SURVEY

121. **Selection of Blocks for Fertility Survey**—In October, 1961 the Registrar General in his letter No. 16-20/61.VS., dated the 11th October 1961 [Appendix XVIII (*e*)] wanted that sample survey of fertility of ever married women should be done. The object of the survey was to collect information on the fertility pattern of women and also to obtain information on working force in the households to be covered in the survey. It was decided to conduct the survey in 121 rural and 79 urban Blocks where post-enumeration check was previously done. The districtwise distribution of the blocks which were spread over throughout the State, excluding the inaccessible areas, are given below:

Name of District	Sample Urban Block	Sample Rural Block
Kalahandi ..	2	7
Bolangir ..	3	11
Sambalpur ..	10	15
Sundargarh ..	9	8
Dhenkanal ..	3	9
Koraput ..	6	5
Baudh-Khondmals ..	1	2
Ganjam ..	12	15
Puri ..	10	10
Keonjhar ..	2	3
Mayurbhanj ..	3	6
Cuttack ..	12	20
Balasore ..	6	10
	79	121

122. **Nature of Fertility Survey**—Two Schedules were prescribed for the survey. One is a Household Schedule [Appendix XVII (*f*)] and the other is a Fertility Slip[Appendix XVII (*g*)]. The Household Schedule had to be filled up for each of the households in the sample Blocks and the Fertility Slip had to be filled up for every woman, who was ever married and lived in the sample Block at the time of Investigator's visit. Instructions for filling up the Household Schedule and the Fertility Slip given in Appendix XVII (*h*) were also received from the Office of the Registrar General.

123. **Preparation of Household Schedules and Fertility Slips**—The Deputy Superintendents of the three Rural Tabulation Offices took up the survey work both in the rural and urban Blocks coming within their respective zones. They were supplied with sufficient number of Household Schedules and Fertility Slips which were got printed. Investigators for conducting the survey were selected from the Tabulation Staff employed in the Tabulation Offices and they were all trained by the Deputy Superintendents. Thereafter pilot survey was done in 2 rural and 1 urban Blocks of each of Cuttack and Berhampur zones and 2 rural and 2 urban Blocks of Sambalpur Zone and it provided practical training to the Investigators. Besides the practical training to the Investigators, the pilot survey also helped in finding out the difficulties in obtaining answers to different questions prescribed in the Household Schedule and in the Fertility Slip. The difficulties encountered in the pilot survey were got clarified from the Registrar General's Office.

124. Survey work in the remaining sample Blocks for preparation of Household Schedules and Fertility Slips was taken up on 23rd January 1962 in respect of the Blocks in Cuttack and Berhampur Zones and on 21st January 1962 in respect of the Blocks under Sambalpur Zone by

the Deputy Superintendents concerned. The Investigators trained during the pilot survey were deputed to different Blocks according to a programme drawn up and the survey was completed on 22nd February 1962 in Berhampur Zone, on 2nd March 1962 in Cuttack Zone and on 5th March 1962 in Sambalpur Zone and the Household Schedules and Fertility Slips were prepared. The Investigators deputed to the Blocks were allowed travelling allowance for their journey and daily allowance for the period of their halts according to Central Travelling Allowance Rules.

125. **Scrutiny and Processing Household Schedules and Fertility Slips**—A set of instructions were received from the Office of the Registrar General for scrutiny, processing, coding and tabulation of the data collected in the Household Schedules and the Fertility Slips. These instructions have been kept on record of the office for future reference. A processing and coding team was set up in each of the Tabulation Offices for scrutiny, processing and coding of the data collected in the Household Schedules and the Fertility Slips. This work was completed by the middle of March 1962 in all the Tabulation Offices. The Household Schedules and the Fertility Slips concerning the Blocks in Sambalpur and Berhampur zones were then brought to Cuttack Rural Tabulation Office, where sorting and compilation work was taken up centrally for the State.

126. **Sorting of Fertility Slips and Preparation of Tables**—Another set of instructions for sorting of the Fertility Slips, compilation of data and preparation of Tables was also received from the Office of the Registrar General. According to the instructions, a sorting team was set up in the Cuttack Rural Tabulation Office for sorting of the Fertility Slips and compilation of data. No sorting was prescribed for the Houseold Schedules, and the data therefrom were compiled by tally mark method for construction of two statements, namely, "Block Population Summary" and Block Summary of Section 3 of the Household Schedule" which were prepared in the following prescribed *pro formas*:

BLOCK POPULATION SUMMARY

1. Name of District
2. Block Number
3. Total Persons
4. Total Females
5. Total Males
6. Total Persons above age 10
7. Total never married females
8. Total ever married females

BLOCK SUMMARY OF SECTION 3 OF HOUSEHOLD SCHEDULES

1. Name of District
2. Block Number

Group A

3. Number working
4. Number unemployed
5. Number not economically active
6. Number over age 10

Group B

7. Number returned as "working" straightway
8. Additional number returned as working on a pointed reference
9. Number having a job though not working within last 15 days

Group C

10. Number of casual workers
11. Number of workers other than casual who had work in the last 15 days different from their usual work
12. Of the workers in column 10, the number which took to work other than the usual work, this being of seasonal nature

Group D

13. Number of non-casual workers who did not do any work during the last 15 days but had work of a nature different from their usual work

14. Number of seasonal workers who changed to casual work but did not do any work during the last 15 days
15. Number of casual workers who had no work during the last 15 days and were looking for work

127. The Fertility Slips had to be first sorted into four groups, namely, A—Women married only once and still in married state, B—Women married only once but now widowed or divorced, C—Women married more than once but in married state now, and D—Women married more than once but now widowed or divorced. Different Tables under each of the above groups had to be prepared by woman's religions and tribes, education, husband's education for which a Sorter's ticket was prescribed. Simultaneously with the sorting of the Fertility Slips, the work of compilation of data for different Tables was also taken up by a team of tabulators consisting of Compiler Checkers and Supervisors. In all 399 Tables for the rural unit and 298 Tables for the urban unit were prepared. A synopsis of the Tables prepared is given below :

TABLE A-I—This Table was prepared from the Fertility Slips relating to the women under group A. In the Table the number of children born to women of different age-groups were furnished to give the average number of children per woman. Separate Tables for different characteristics, viz., by religion and tribe, education, husband's nature of work, husband's nature of industry and husband's education were also prepared. There were 33 Tables for the rural unit and 27 Tables for the urban unit.

TABLE A-II—In this Table the number of children born to women under group A during the period of 12 months from Diwali 1960 to Diwali 1961 were furnished for study of rate of fertility by age. This Table was also prepared for different characteristics of women. 33 Tables for the rural unit and 27 Tables for the urban unit were prepared.

TABLE A-III—This Table was meant for study of onset of sterility of women in the age-group 38—42, 43—47 and 48+ belonging to group A. 10 Tables for the rural unit and 2 Tables for the urban unit were prepared for different characteristics of women.

TABLE A-IV—This Table which is meant for studying average number of children per woman, parity progression ratio, extent of infertility, effect of age at marriage and changes in them with duration of married life was prepared for women of all characteristics under group A. In all, 187 Tables for the rural unit and 153 Tables for the urban unit were prepared.

TABLE A-V—This Table was meant for study of average age at effective marriage relating to women under group A. 41 Tables for the rural unit and 24 Tables for the urban unit were prepared for women under different characteristics.

TABLE B-I—This Table was prepared for the women under group B. The number of children born to women of different age-groups were furnished for study of average number of children per woman. Only one overall Table for each of the rural and urban units was prepared.

TABLE B-II—Number of children born to women who had completed fertility and were in a married state throughout the reproductive period were furnished in this Table in respect of women belonging to group B. 73 Tables for the rural unit and 57 Tables for the urban unit were prepared.

TABLE C-I—Under this Table the number of children born to women of different age-groups were furnished in respect of women in Group C to give the average number of children per woman. Only one overall Table for each of the rural and urban units was prepared.

TABLE C-II—This Table was meant to indicate the extent of remarriages and births during 12 months. It was prepared in respect of women

under Group C. 11 Tables for the rural unit and 4 Tables for the urban unit under different characteristics were prepared.

TABLE D-I—This Table was prepared for women under Group D to show the average number of children per woman under different age-groups. Only one overall Table was prepared for each of the rural and urban units.

TABLE D-II—This Table was prepared for women belonging to Group D. It furnished the number of women under different age-groups who had married more than once. 9 Tables for the rural unit and 1 Table for the urban unit for different characteristics were prepared.

128. In all, 399 Tables for the rural unit and 298 Tables for the urban unit were prepared as above and despatched to the Office of the Registrar General on the 31st May 1962 for study and communication of the results. After proper examination of the results, the Deputy Registrar General forwarded on 7th May 1964 a set of Tables giving the results that could be drawn from the fertility data collected at this end. Further on the 1st October 1964 the results relating to differentials for the data collected in the Fertility Survey were forwarded by the Office of the Registrar General, India.

The report on Fertility Survey together with the Tables as approved by the Registrar General, India finds place in Part I-B Report on Vital Statistics for Orissa.

CHAPTER VIII

SOCIO-ECONOMIC (VILLAGE) SURVEY

129. The Census of 1961 is distinguished by many new features, one of which is the Socio-Economic Survey of some selected villages. The study of existing conditions of the selected villages is undertaken to find out to what extent economic and social changes are taking place in the wake of development activities. The villages were selected with great care to represent adequately geographical, occupational and ethnic diversity. Out of 15 villages of which the survey was undertaken, 8 were noted for some type of predominating occupations and 7 had a majority of Tribal population or were villages of old and settled character containing variegated occupations with multi-ethnic composition.

130. The number of villages selected for survey was rather small because of the difficulty in finding Investigators with suitable qualification. It was also apprehended that it would not be possible to complete survey of a large number of villages within the time schedule. According to the standard indicated, the work required highly qualified and trained personnel to achieve first rate results. The first phase of the study consisted of investigation in the selected village for collection of information in two prescribed schedules, one for each household in the village and the second for the village as a whole. It also included preparation of maps and lay out plans of the village, sketches of various household articles, agricultural and other implements and also taking of photographs for faithful presentation of the life and activity of the village and its people. Thus the field work required the services of talented persons combining sense of keen observation with power of accurate expression who might at the same time be willing to live for a couple of weeks in far-flung villages. Indeed there was dearth of such persons. Graduates and similarly qualified persons could have been appointed as Investigators, but it was apprehended that they would not be willing to live in villages under difficult conditions for about three weeks or more at a stretch. So it was thought worthwhile to commence the village survey with the help of personnel accustomed to do village administrative work, such as, Revenue Inspectors and Revenue Supervisors. Such persons having lived and worked in interior villages would not grumble to repeat the performance and with necessary training and guidance from time to time on approved lines, might be able to do fairly satisfactoty work. With this idea in view, some Revenue Inspectors and Revenue Supervisors were brought on deputation from the Collectorates of Ganjam, Sambalpur and Kalahandi in January 1961. All of them were at least matriculates. Only one Investigator was a graduate, a retired employee of the ex-state of Mayurbhanj. The Artists appointed for the section were fresh from Art school.

131. The second phase consisted of team of Sorters, Compiler Checkers and Tabulation Supervisors for tabulation of the data. The most important work was the processing of the mass of information collected from the spot and drafting of monographs for which University graduates were appointed as Research Assistants. But few of them were found up to the standard. They also did not continue for long periods, as the posts were temporary and left them whenever convenient. Consequently the progress of preparing draft reports suffered a great deal. Ultimately, the work of drafting monographs was entrusted to Shri N. C. Nayak, another Tabulation Officer of the Organization.

132. It would be worthwhile mentioning here that at the first Census Conference in September 1959, the mode of enquiry was suggested. The

scope of the survey was limited to recording of material, social and cultural traits and occupational mobility. In March 1960, specimen schedules, one for the household and the other for the village as a whole ,were received from the Registrar General, The conferences at Trivandrum in May 1961, and at Darjeeling and Srinagar in June 1961 resulted in adopting a series of Statistical Tables for the village survey. In addition to these, another schedule for the survey on consanguineous marriage for each household was also prescribed. Thus the scope of the village survey was enlarged from time to time. These schedules were somewhat modified in this office to suit the peculiarities in this State. It ensured greater flexibility in the recording of personal observations of the Investigators in their reports on topics which the schedules did not cover.

133. Before sending the Investigators to villages they had to be trained at headquarters. In the villages they had to contact the Heads of the Households to fill up the Household Schedules and the consanguineous marriage schedules. Some of the questions in the schedules were embarrassing to the illiterate villagers. At times they refused or avoided to answer some of the questions. Some of the answers given by them were exaggerated. The Investigators had to be tactful in eliciting correct information as far as possilbe by putting questions and cross questions. The information for the village schedule had to be collected from the village leaders and leading persons from each community residing in the village. Originally it was intended to complete investigation of each village in three week's time, but it was not possible in all cases. Further, re-visits to the villages were necessitated at subsequent stages.

134. The data collected by the Investigators had to be tabulated by the Tabulation staff at headquarters and the information processed for drafting of the monographs under the supervision of a Tabulation Officer who was in charge of the Socio-Economic Survey Section. After the first drafts were prepared the Investigators had to be sent to the villages again for collection of additional information. In some cases even a third visit was undertaken. The Tabulation Officer and the Superintendent also visited some of the villages to supervise the work. With a view to complete the initial target of 30 villages field survey was started in March 1961 and taken up vigorously during the fair weather seasons in 1961 and 1962. After completing survey in respect of 28 villages further village visits were suspended and attention was focussed on drafting of monographs which was lagging behind due to paucity of suitable staff. The presence of the Investigators at headquarters was also felt necessary at the time of drafting of reports. Ultimately, attention was confined to preparation of monographs on 15 villages. Some of the drafts prepared by Shri Nayak were again got scrutinized by other officers of the organization and the final drafts so prepared were submitted to the Superintendent for his approval. The approved drafts were then sent to press for printing. By the end of September 1966, four village survey monographs were already published while the printing in respect of the fifth one was in progress in the Orissa Government Press.

CHAPTER IX

SURVEY OF TRADITIONAL CRAFTS

135. The Census provided a unique opportunity for conducting and documenting a few varieties of cultural surveys. A survey of some of the traditional crafts of the State was one of them. Although such a survey was outside the usual terms and reference of Census work, it transpired that cultural investigations were voluntarily undertaken in the Censuses of earlier decades. In the Registrar General's first circular of 18th February, 1960, the desirability of undertaking new lines of investigation was indicated, but considering that the State Superintendents were hardly equipped with technique and personnel, it was suggested that the inquiry might be conducted through the agency of the Development Department, the State Director of Industries, the Director of Tribal Welfare, the Registrar of Co-operative Societies, and other organizations concerned with the promotion of household industry. A draft questionnaire containing 30 questions in three parts was recommended for canvassing. It was suggested that information on this questionnaire, village by village and area by area, might either be obtained through the regular departmental channels of the State Government, or through the hierarchy of the newly created Panchayats. Lastly, a new set up in the Census Organization itself was also to be considered. Stress was laid on the need of photographic documentation and illustration of designs and forms with the help of line drawings or sketches.

136. These suggestions were followed up in the Regional Conferences held in Trivandrum, Darjeeling and Srinagar in 1961. Ultimately, directions were received from the Registrar General to undertake study of a few important crafts and to prepare monographs which must be illuminating and instructive. Broad indications were given regarding the mode of selection of crafts which were to be grouped under three heads (*i*) those which are dying out, (*ii*) those which are thriving ,and (*iii*) new industries that are coming up. Emphasis was laid on the fact that the crafts must be very much indigenous, very much imbedded in our tradition. Some of these crafts may be traditionally associated with certain communities, while there may be some which may be associated with regional or extra-regional cultural complexes, being confined to no particular caste or community. Some of them, apart from being distinguished for considerable utilitarian value, should be objects of artistic excellence displaying creative imagination and depth of feeling. The survey wing of the office of the Registrar General, therefore, insisted on a comprehensive study not only from a techno-economic point of view but also in terms of their contribution to the upkeep of the cultural values of the localities where they flourish. The investigation was expected to embrace such aspects as the existing condition of the craft, availability of raw materials, details of working technique, improvement in quality and design, competition from foreign or factory-made products, problems of marketing and finance, reasons of decay, promotion and revival and grant of commercial protection. The physical distribution of the craft was required to be plotted within a geographical area for the purpose of tracing out the evolving pattern. Lastly, the study should include an exegesis of the continuity of the craft since the earliest times.

137. The terms of reference required considerable erudition and scholarship, as well as extensive research and local investigation if the indicated standard was to be maintained. The facilities offered in the shape of sanction for appointment of Research Assistants or persons versed in the technicalities of the craft remained a mere consolation, for it was at the utmost possible to come

across persons with some routine notions of the publicity aspect of attractive handicrafts but none having any insight into the science, the technique and the subtle skill behind the craft. Moreover, the time that could be set apart in proportion to other multifarious assignments and the conventional responsibilities of the Census Organization was too short to attempt a survey on the comprehensive scale as contemplated.

138. The work, however, was undertaken. An initial list of crafts to be surveyed was drawn up which included the following :

(1) Silversmithy with particular reference to village Tarbha in Sonepur subdivision

(2) Tasar weaving

(3) Iron smelting by indigenous method with particular reference to villages in Northern and Western Orissa

(4) Odasi Chitra with particular reference to the industries in the villages of Puri district

(5) Glass beads and bangles in and around Berhampur town

(6) Lacquer work in Nowrangapur subdivision

(7) Stoneware of Puri, Balasore and Mayurbhanj districts

(8) Embroidery with special reference to Sundargarh district and Baramba

(9) Shell work and terracotta toys in Baudh subdivision

(10) Brass and Bell-metal industry

(11) Grass mats of Bhograi and golden grass articles of Garh Madhupur

(12) Wood carving of Athgarh, Kendrapara and Jajpur

(13) Cane and Bamboo work of Dompara

(14) Filigree work of Cuttack

139. Ultimately, however, the work had to be narrowed down mainly due to the paucity of officers and staff. As one of the Deputy Superintendents was relieved after the end of tabulation work in 1962 without a substitute, the work was undertaken practically by the Superintendent. He was occasionally assisted by an officer in charge of some other section. But mainly speaking the work proceeded with the help of one Investigator under the direct supervision of the Superintendent. The help of an artist from the Village Survey Section was also taken. Photography was mostly done by the Superintendent himself.

140. Three monographs on indigenous crafts were completed as mentioned below:

(*i*) MONOGRAPH ON INDIGENOUS SMELTING OF IRON—The entire investigation, first draft and finalization was done by the Superintendent. In completing the work he received valuable assistance from the Metallurgical Department of the Rourkela Steel Factory.

(*ii*) MONOGRAPH ON BRASS AND BELL-METAL INDUSTRY—Investigations at the spot were done partly by a temporary Investigator Shri Narsing Rath and partly by another named Shri Arjun Sahu. The writing and completion of the Monograph was entirely undertaken by the Superintendent. Most of the photographs were also taken at the spot by the Superintendent, while a portion was taken with the help of professional photographers and the photographer of the Public Relations Department to the Government of Orissa. Some of the art work was done by the artist of the Village Survey Section and few others by an outsider Shri Satchidananda Raut.

(*iii*) MONOGRAPH ON SILVER SMITHY OF TARBHA—Preliminary investigations were done by the Investigator Shri Arjun Sahu. The Monograph was written by one of the Tabulation Officers, namely, Shri Nabakishore Rout, M.A., O.A.S. and was edited by the Superintendent. The art work was partly done by the artist of the Village Survey Section and partly by an outsider Shri Satchidananda Raut. Photographs were taken partly by the Superintendent and partly by a Tabulation

Assistant of this office, Shri Malay Kumar Mukherjee, B.A., and partly by a professional photographer.

The above three monographs are being published in one volume. By the end of September 1966 the manuscripts in respect of the first two monographs were already sent to the Statesman Press, Calcutta, who were entrusted with their printing while the editing in respect of the third one, namely, the monograph on Silver Smithy of Tarbha was nearing completion for being sent to the Press.

141. Besides completion of the Monographs on three crafts, materials were collected from the spot by investigator Shri Arjun Sahu, on a few other local crafts. The materials were not, however, complete. A second effort has to be made before an attempt to process them and produce the first draft is undertaken. This might be perhaps possible in the inter-censal period. The crafts on which such partial investigations were done are the following:

(*i*) Stone carving and stoneware making

(*ii*) Cane and Bamboo work

(*iii*) Tassar weaving

(*iv*) Odasi Chitra Painting

CHAPTER X

SURVEY OF FAIRS AND FESTIVALS

142. Survey of Fairs and Festivals in the State is one of several items of special studies undertaken is one present Census. Towards the latter part of July, 1959, the Registrar General of India indicated to all the Superintendents of Census Operations to give a careful thought as to how to enrich the Census Publications with special topics which would be unique and not treated in the previous Censuses and which may be a valuable contribution of permanent nature. It was left to the option of the Superintendents to select their own line of enquiry which may have a bearing on the social, economical or industrial aspects of the population. Subsequently in the 2nd Conference of the Superintendents held at New Delhi in the month of August, 1960 a decision was taken that among several other statistics, the District Census Handbook should also contain statistics on Fairs and Festivals besides the monographs to be written on them for publication in Part VII-B of Census report series.

143. In the Regional Conference held at Trivandrum from 23rd to 25th May 1961 it was decided that a preliminary volume should be brought out first arranging the materials village-wise under each police station and district giving information about (1) the location of the village, (2) month and date on which the fair is held, (3) the religious occasion for the fair, (4) the average duration of the festival in number of days, (5) distances from the nearest railway station, (6) average number of persons attending the fair and (7) important commodities bought and sold in the fair.

144. It was a tremendous task to collect the aforesaid data. It was decided to approach the primary school teachers who were considered to be the best persons for supplying such data about fairs held even at the remotest corner and most inaccessible parts of the State. It was also expected that the response from this class of persons would be quite encouraging. Accordingly a questionnaire was prepared and printed in Oriya wherein the teachers were also explained about the intention of Government for collection of the particulars. The different items on which they were to furnish the data were also indicated in the questionnaire.

145. Before the questionnaire was issued to the primary school teachers, it was necessary to obtain their correct official addresses. Hence all the District Inspectors of Schools were requested to direct the Sub-Inspectors of Schools under their administrative control to furnish a list of all primary schools under their respective jurisdiction particularly showing the name of the post office which serves the village in which the school is located. After receipt of the addresses of the primary schools, the questionnaire was despatched to the Head Pandits of the schools. Three cards intended for furnishing the replies were also sent to the Head Pandits along with the questionnaire for furnishing replies to different questions of the questionnaire according to instructions. The cards were got printed before despatch.

146. In order to ensure that the school teachers are not put to any inconvenience for furnishing the required information, a good deal of precaution was taken. The card intended for filling up the replies was so drafted that the teachers had to labour to the minimum for filling up the cards. Under arrangements with Postal Department the card was made a business reply card so that after filling it up the teachers would merely post it in the nearest post office without affixing any postage stamps.

147. The work of issue of questionnaire to all the primary school teachers which commenced from the month of January, 1962 was completed in April, 1962. This work could have been finished earlier put was delayed due to nonreceipt of addresses of all the primary school teachers in time from the school Sub-Inspectors. In all, 20,459 questionnaires were issued.

148. Replies from the teachers began to be received from the month of January, 1962. Arrangements were made to keep the cards police-stationwise, soon after their receipt, for which pigeon holes were provided in respect of each of the police stations. In all, 25,015 cards were received back from the school teachers in shape of reply.

149. **Staff set up**—In view of the heavy nature of work a small section consisting of 9 sorters was created in December, 1961. In the initital stage Sri K. C. Mohanty, Tabulation Officer was put in charge of the section till he reverted to the State Government on the 28th February, 1962. Thereafter Sri B. G. Mohanty, Tabulation Officer was put in charge of the work till its completion. The staff position was augmented from time to time according to requirements as furnished below:

Month		Tabulation Assistant	Tabulation Supervisor	Compiler-Checker	Sorter	Peon
1		2	3	4	5	6
December	1961	—	...	..	..	9	...
January	1962	...	...	1	1	10	1
February	1962	...	...	1	1	9	1
March	1962	...	...	1	1	8	1
April	1962	...	...	1	1	9	1
May	1962	...	1	..	1	9	1
June	1962	...	1	...	1	7	1
July	1962	...	1	..	1	7	1
August	1962	...	1	...	2	2	..
September	1962	...	1	...	2	2	..
October	1962	...	1	...	2	1	..
November	1962	...	...	..	2	1	...
December	1962	...	..	..	2	1	..

150. **Compilation of data**—Before compilation of the data furnished by the school teachers it was considered necessary to extract similar data as available in the House List Abstracts for reference and to utilise them in respect of villages for which information were not furnished by the school teachers.

151. The cards which were kept police-stationwise were then taken up for compilation of data furnished therein and to perpare Tables for all the 13 districts under the following heads:

(1) Serial number of the village in the P. C. A.
(2) Name of village
(3) Name of Fair or Festival
(4) Time of occurrence
(5) Duration of Fair or Festival in days
(6) Approximate number of persons attending
(7) Special entertainment in the Fair or Festival
(8) Special commodities sold and purchased

The tabulation work was completed in December, 1962 and the Tables were prepared.

152. Although the teachers were asked to furnish only details of those festivals having regional importance and attracting people from outside, many of them furnished particulars of festivals of lesser importance. As a result, the list of Fairs and Festivals became quite big and necessitated curtailment. The Fairs and Festivals having no regional importance were accordingly scored out from the Table to bring it to a reasonable size.

153. From the above list some important fairs as observed by different communities which have Statewide importance were selected for preparing descriptive notes on their performances, their religious, cultural, sociological and economic backgrounds behind such performance and similar other matters connected therewith. Materials for these notes were collected from different sources like periodicals, gazetteers and other publications.

The first draft of the report prepared by Shri B. C. Mohanty, Tabulation Officer was further scrutinised by Shri N. K. Raut another Tabulation Officer of the Organization. The second draft when finally approved, together with the Tables prepared will be published in Part VII-B of the Census Report series. Relevant extracts of the Tables have also been furnished in the District Census Handbooks.

CHAPTER XI

PREPARATION OF MONOGRAPHS ON SCHEDULED CASTES AND SCHEDULED TRIBES

154. Publication of monographs on Scheduled Castes and Scheduled Tribes is an important gift of the present Census. The desirability of undertaking the work was discussed in detail in the study camp held at New Delhi from the 20th December, 1961 to 23rd December, 1961 which was attended by the Superintendents of Census Operations and other officers of Census Organizations from all the States and Union Territories. The Registrar General who presided over the conference outlined the scope and coverage of the work in the following words:

"In 1950-51 the Census Organization brought out the figures for Scheduled Castes and Tribes as a whole in each State and these figures went down as far as the Census sorting tract. After the Tables were published or made available to the Ministries and States, certain difficulties were observed. There are certain reserved constituencies for Scheduled Castes and Scheduled Tribes and on the results of the Census the Election Commission tries to carve out special constituencies afresh and for this purpose they want the figures of the Scheduled Castes and Scheduled Tribes down to the village level because that alone helps them to reorganize the constituencies satisfactorily according to numerical strength. When we produce figures down only to the tract, which was sometimes one taluk as a whole or very often two or three taluks together, the Election Commission naturally had difficulties ; but since we had a National Register of citizens down to the village or the Block, as is called in the Census, it was with some difficulty that the Election Commission tried to make adjustments for the figures given for the tracts. Then again in 1953-54 the Government of India wanted certain estimations of population strength of individual Scheduled Castes and Scheduled Tribes not only for the use of the Election Commission but also for the Backward Classes Commission and the Commissioner for Scheduled Castes and Scheduled Tribes. These were made available on the basis of 1921, 1931 and 1951 Censuses. But demographic changes have been quite diverse in respect of various communities during these decades. So in 1958-59 primarily because of the persistent demand of the Election Commission as well as of the Commissioner for Scheduled Castes and Scheduled Tribes and also because of the fact that the State Welfare Departments found it necessary to have statistical data regarding each Scheduled Caste and Scheduled Tribe for taking various steps for the amelioration of such people, it became evident that more statistics for each Scheduled Caste and Scheduled Tribe should be collected during the Census. Then again the time has come for the President to revise the list of Scheduled Castes and Scheduled Tribes. And in this connection the Government would certainly need more figures of the conditions of the listed communities to find out how many of them have gone up in the social or the economic scale and how many call for descheduling. Further, the Census Commissioner will continue to have several responsibilities towards the Government. One would be the assessment of the population of Scheduled Castes and Scheduled Tribes and furnishing information on matters concerning special demographic and economic characteristics of such Castes and Tribes. Secondly, advising the Government as to the procedure to be adopted in descheduling any Scheduled Caste and Tribe. Thirdly, giving advice in dealing with representations from various Castes and Tribes for inclusion in the schedules. For the above purpose it was thought that it would be very desirable that our Census establishments throughout

the country should undertake preparation of Ethnographic Notes which would bring up-to-date information on matters of vital importance concerning the life of each community."

155. With the above background in view, arrangements were made in each State to prepare Ethnographic Notes. The task for Orissa in particular was enormous as out of 62 tribes and 94 castes scheduled in the Scheduled Castes and Scheduled Tribes Orders (Amendment) Act, 1956, the number of castes and tribes returned in 1961 Census was 60 and 91 respectively and field study and notes had to be attempted on all these communities. Considering other multifarious assignments in hand, the time that could be allotted for the work was found to be very short and it was apprehended that the work may have to be left incomplete if notes on all the tribes and castes were attempted. Accordingly it was decided to prepare Ethnographic Notes on tribes and castes each having a population of 1,000 or more. The number of such tribes and castes was 47 and 53 respectively. Besides these 100 communities, the Registrar General desired that ethnographic data on 6 more important tribes each having a population of less than 1,000 should also be collected. Thus the number of castes and tribes finally agreed upon for the purpose of the ethnographic survey was 53 each.

156. The main object of preparation of Ethnographic Notes was to present up-to-date information on matters of vital importance concerning the life of each tribe and caste through a general assessment of their state of development in the fast changing conditions of their social life. In the 1961 Census up-to-date data regarding population, geographical distribution, marital status, mother-tongue, bilingualism, literacy and education and occupation were collected. Inset Tables were, therefore, prepared on the above stated aspect of each community. The second stage of the work comprised collection of information on each tribe and caste from the field for which the services of trained and qualified ethnographres were necessary. An attempt was made to secure the services of Ethnographic investigators from the Tribal Research Bureau, but none were spared. There was also dearth of such personnel in the open market. The field investigation had, therefore, ultimately to be entrusted to the Investigators recruited for Socio-Economic (Village) Survey and Traditional Craft Survey work.

157. Selection of areas for study of each community was the next phase of the job. A broad sheet indicating the area of concentration of the community was prepared for the guidance of the Investigators who were later deputed to those areas for spot study. A questionnaire was prepared and furnished to the Investigators and they were instructed to describe their exact observations on the spot in respect of all the items of the questionnaire. Field study was taken up side by side with the Socio-Economic (Village) Survey and Traditional Craft Survey work. This work commenced in November, 1961 and was completed in March, 1963 in respect of all the 53 tribes and 53 castes.

158. Shri Jadumani Mahapatra, Deputy Superintendent was entrusted with the work of checking the data collected in the inset Tables and the investigation reports furnished by Investigators from time to time and to prepare Ethnographic Notes. A sample Ethnographic Note was required by the office of the Registrar General for submission to the Ministry of Home Affairs as requisitioned by them. An Ethnographic Note on Saora tribe was prepared by the Superintendent of Census Operations and was sent to the office of Registrar General in August, 1962 as a sample. By the end of October, 1964 Shri Mahapatra prepared Ethnographic Notes on 53 castes and 37 tribes.

159. Shri J. K. Das M. Sc., Deputy Superintendent (Special Studies) was entrusted with the assignment in April, 1965. He prepared notes on the remaining 16 major tribes. But certain later developments brought to focus the need for an enlarged scope and coverage of the work. An on-the-spot scrutiny of the data collected by the Investigators from the field was also deemed

desirable. A Research Officer of the Social Studies Section of the Registrar General's office meanwhile visited the State and scrutinized a few notes. The shift in emphasis was from mere enumeration of rituals to a study of the trends and processes at work among the communities, of the social mobility movements and of their general attitude to development and social change. The contours of the objectives, scope and methodology were defined and further stabilised in the Study camps at Kurseong and Hyderabad specially convened to discuss on the Ethnographic Notes. The Officer on Special Duty summed up the deliberations in the Kurseong study camp as follows:

"xx The approach towards various aspects connected with the drafting of Ethnographic Notes has now been stabilised. The notes drafted by the Census Organization should be precise and scientific avoiding superfluous and value-loaded statements. The authenticity of the statements should be verified. They should serve the need of the administration as well as the scholars."

160. In view of the above and in order to ensure accuracy and authenticity a programme of on-the-spot check and scrutiny of data earlier collected by the Investigators was drawn up for the Deputy Superintendent (Special Studies). As time was the greatest limiting factor for this spill-over work of 1961 Census, a sense of haste was inherent in this programme of field check and scrutiny by the Deputy Superintendent (Special Studies). Meanwhile comments received from the Officer on Special Duty (Special Studies Section) on some first drafts served as guide in the field during re-investigation.

161. Between April, 1965 and September 1966, 35 tribes had been studied in the field by the Deputy Superintendent (Special Studies). Data earlier collected by the Investigators had been checked, new facts elicited and photographs on most of these tribes had been taken. First drafts prepared earlier on the basis of the report of the Investigators had been revised in the light of experience gained and facts collected by the Deputy Superintendent (Special Studies) in respect of 30 tribes. 26 of these revised and final drafts had been sent to the Registrar General's office for further suggestions, if any.

CHAPTER XII

PREPARATION OF MAPS FOR CENSUS REPORT AND ATLAS VOLUME

162. The decennial Census operations face considerable difficulty every time the operations are started in ten-yearly intervals in the absence of maps showing up-to-date geographical limits of districts, subdivisions, taluks and police stations, as well as of village boundaries. These operations are expected to start with comprehensive delimitation of smaller territorial units within a police station, namely, Blocks and Circles in such a manner as to ensure complete coverage of the country. The Registrar General, therefore, desired in the very early stages of the present operations that Administrative Maps should be procured and if not available should be built up.

163. This was a hard task, for the required maps were not available in Orissa. Among the difficulties felt in the preparation of such maps were not only the factors, such as, non-availability of skilled personnel, required equipment and technical know-how but also the extreme paucity of data for drawing the maps. But in view of the indispensability of the task, the problem was seriously tackled, fresh recruits were locally given necessary training, some equipments of drawing and survey were purchased and action was taken to collect old maps as well as fresh data from the spot in order to build up the maps.

164. In view of the inexperienced staff and complete lack of technical knowledge, the responsibility proved to be highly strenuous. The Superintendent personally devoted a great deal of his time for nearly three years from the middle of 1961 to the middle of 1964. He was at times assisted by a Tabulation Officer who, however, was not a whole-time officer for maps in view of multifarious responsibilities and the shortage of officers. Even such a part-time officer was not available throughout and the Superintendent had to take direct responsibility of the Map Section on most occasions.

165. The maps prepared by the Map Section may be divided into four categories as mentioned below :

(*i*) *Notional Maps of Villages*—Under instructions of the Registrar General, maps of all the villages in the State were required to be drawn. They were not to be drawn to any particular scale, but on notional basis indicating approximate but adequate ideas about the location of the house sites, the village roads, the village common houses, sources of drinking and bathing water, crop fields, forests, etc. Accordingly, the District Census Officers were asked to undertake the work. It was completed in most of the districts under the supervision of the respective District Census Officers (Additional District Magistrates). There was failure in a few cases, however. Ultimately a large section of these village maps on notional basis was built up. The number of villages of which Notional maps were built up is 40,000 relating to the 13 districts of the State. Incomplete work was done in the districts of Keonjhar and Dhenkanal. All though this work was expected to be done free of charge, by the Census personnel, it was not possible to avoid completely some amount of expenditure in providing stationeries and other incidental charges.

These Notional maps were arranged police-stationwise and were bound into volumes. The volumes were duly numbered and the maps were indexed so that it might be possible to find out the map of any particular village out of several thousand maps. Under the orders of the Regi-

strar General all these volumes of maps were despatched to Delhi to be kept in the Registrar General's Map Library.

(*ii*) *Charge Maps*—Maps were drawn on large sheets of paper at the rate of one Census Charge per sheet. In this manner, there were as many maps as the number of Charges within a district. These maps were bound into volumes for each district separately.

The Charge maps are useful for reference in delimitation of Census territorial units. The boundary of all the villages together with their name and the Census code number were shown. The jurisdiction of Census Blocks and Supervisor's Circles within the Charge were also shown in the map. The Blocks and the Circles were also numbered properly according to the Census Register.

13 volumes of the Charge maps were sent to Delhi for preservation in the Map Library of the Registrar General, as desired by him.

(*iii*) *Administrative Maps*—This was the most difficult venture. It took the maximum time, money and attention. Ultimately, a large-sized Atlas was brought out and printed in the form of a saleable publication. The Administrative Atlas of Orissa contains a series of 355 maps including the District and State maps, but a large number of maps relate to the police stations because the whole number of police stations has been covered.

The manner of preparation of the maps, the difficulties faced, the special features depicted in the maps and many other connected details are given in the Introduction and the Preface of the Atlas Volume. 1,000 saleable copies of the Atlas were printed for distribution and sale. Although the publication is very costly (Rs. 43.10 for Ordinary Volume and Rs. 53.10 for Deluxe Volume), a large number of 1,000 copies had to be printed because even during the compilation time, requisitions came from many Government Departments for supply of the maps.

(*iv*) *Census Atlas*—This is a common project for all States in India. A series of 154 maps of the State relating to various facets of life and activities of the people were drawn. Technical instructions were received from the Headquarters indicating the procedure of drawing each map. The Preface to the Atlas Volume indicates all the details involved. The printing of this Volume was complete in August, 1965.

166. **Officers and staff engaged**—As mentioned above, the Superintendent was assisted occasionally by part-time officers in the Map Section. The work was started at first with Shri Nabin Chandra Nayak, Tabulation Officer, who was succeeded by Shri L. N. Murty Patnaik. A major part of the Administrative Atlas of Orissa was covered during tenure of office by these officers. In the final stages, however, the work was completed by the Superintendent himself. With regard to the Census Atlas, the work was also begun when Shri L. N. Murty Patnaik was the officer in charge but as he left on transfer in the beginning of the work, the section was managed directly by the Superintendent. In later stages, an honorary Map Officer was appointed particularly to write the Explanatory Notes to the Maps and for general checking. This honorary Officer, namely, Shri Ahmed A. Shahed, M. A. worked for about six months in 1964.

167. **Staff**—The work was carried on in charge of the chief ministerial officer Shri Lokanath Misra who was originally the Stenographer to the Superintendent, but later placed in full-time charge of the Map Section. In view of the proficiency attained, he was lifted to the rank of Statistical Assistant in charge of Map work. Among the draftsmen, the principal responsibility was undertaken by Shri Bibhuti Bhusan Mohanty who was recruited originally as a lower division draftsman but gained promotion quickly, ultimately rising to the rank of an Investigator. There were other draftsmen in the Map Section to carry on the work. Those who did good work are Mirza Harun Baig (U. D.), Lambodar Pat-

naik (U. D.), Ananta Charan Panda (U. D.), Rangadhar Mahanti (L. D.), E. Gurunath Rao (L. D.) and Jogendra Mahanti (L. D.), draftsmen.

168. **Recognition of Merit**—The work of the Map Section was widely appreciated. The Registrar General was pleased to grant special honorarium to the staff in recognition of hard, aduous and meritorious work. The Map Officer to the Registrar General, Dr. Miss P. Sen Gupta, after local inspection and verification of the maps expressed high satisfaction. As a result, the Registrar General desired that this set of excellent workers should be entrusted with the preparation of all the maps required for the Census Atlas of West Bengal and few maps of Bihar and Assam. The staff were accordingly engaged in preparation of maps of the above three states. By the end of September, 1966 they had prepared 100 maps of West Bengal, 4 maps of Bihar and 39 maps of Assam.

It is also a matter of high gratification that Shri B. Sivaraman, Chief Secretary to the Government of Orissa, after a visit to the Map Section was so satisfied with the performance that he sent a note to the concerned State Department to absorb as many of the draftsmen in the Directorate of Survey and Map Publication as may be spared from this Map Section from time to time. As a result of this, most of the staff of the Map Section, in the meantime, have been absorbed in the Map Publication Office of the State Government.

CHAPTER XIII

COMPILATION OF TABLES ON VITAL STATISTICS

169. Part I-B, Report on Vital Statistics is being published as a self-contained separate report for the first time in the series of 1961 Census publications. In the previous Censuses the subject used to be discussed in the General Report. The vital statistics data are required for analysing the observed growth rate with the contributions made by natural increase and migration, to determine the extent of under-registration, and lastly to comment on the state of health of population prognosis. For compilation of this report, the birth and death statistics for the decade 1951—60 available with the State Health Directorate had to be made use of. Certain materials were also to be collected from Hospital maternity case records in order to discuss about the birth order and sex ratio at birth. According to instructions received from the Registrar General India the figures of births and deaths were collected by deputing staff to the Statistical Unit attached to the Health Directorate, Orissa. District-wise figures of births and deaths were collected for each year and each month of the decade 1951—60 for various age-groups and sex. These were available in the registers maintained in the Health Directorate. As the collection depended on the availability of the records, the process of compilation took a long time. In addition to the birth and death statistics, certain additional information regarding the activities of different schemes of public health were also collected from the attached offices of the Health Directorate. The work of collection of all these statistics was taken up in August, 1962, and after compilation, the Tables for the Report were made ready by the end of the year Collection of information about mother's age birth order, sex and type of birth in respect of each case of maternity occurring in hospitals was also started simultaneously and it was confined only to three Hospitals as against 10 prescribed by the Registrar General. The reduction in the number of Hospitals was considered necessary as the statistics available in the Hospitals were themselves incomplete. Two compiler-checkers were employed on this work which was taken up in October, 1962 and was completed by January, 1963. On the basis of the materials collected from the Health Directorate and the Hospitals, a first draft Report on Vital Statistics was prepared After sometime, the recorded and computed birth and death rates were available in the published reports of Vital Statistics of India, and in A-III Table, etc. The Report was modified on the basis of these available data. History of registration system in different districts, and the principles of calculation of rates, etc. were also furnished. The report which was finalised in November, 1964 has been sent to the Registrar General, India for his approval.

170. The compilation work of the Report was done by the staff working in the District Census Handbooks section under the supervision of Sri S. K. Das, Tabulation Officer.

CHAPTER XIV

EXAMINATION OF LANGUAGE RETURNS

171. Question 7 (*a*) of the Individual Slip relates to the mother-tongue. The instructions issued to the enumerators for filling up the answers to this question are reproduced below from the Manual of Instructions for Census Personnel, Part II.

> Write the mother-tongue in full including dialect as returned by the person enumerated. Mother-tongue is language spoken in childhood by the person's mother to the person or mainly spoken in the household. If the mother died in infancy write the language mostly spoken in the person's home in childhood. In the case of infants and deaf mutes give the language usually spoken by the mother.
>
> If the mother-tongue is a non-Indian language, the correct name of the language (such as, English, German, Burmese, etc.) as given by the person should be recorded. If the mother-tongue is an Indian language, attempt should be made to record the name under one of the 14 languages laid down in the Constitution of India, a list of which is given below. If the person's mother-tongue is Oriya, the word "Oriya" should be recorded, as it is one of the 14 recognized languages. If the mother-tongue is given as "Laria" it will be seen that this is not a recognized language, but on enquiry it will appear that Laria is a dialect of Oriya. So the name of the language should both be recorded, such as, "Laria (Oriya)". If he gives out a tribal language, such as, Kui, the words "Kui (Tribal)" should be recorded. If he says that his mother-tongue is Marwari, you should see in the list that Marwari is not a principal language. So you should ask him, or otherwise ascertain under which principal language the Marwari language should be classified. If you are satisfied that the Marwari language spoken by him is a branch of Hindi, you should write "Marwari (Hindi)". Otherwise simply write "Marwari". Do not write any language as Hindustani which is vague, and which is not included in the recognized list. The list contains such names as Hindi, Urdu, etc. and you should write Hindi or Urdu as the case may be.

172. Examination of the Individual Slips exhibited the tendency on the part of Scheduled Tribes to identify their mother-tongue with the name of the tribe. This practice which was observed in the previous Censuses also manifested in the present Census. Eight tribal languages of 1951 Census were omitted in 1961 and five new dialects, which were not reported in 1951, were returned. In all, the following 58 names were returned as Mother-tongue.

1 Bengali
2 Bhuiya/Bhuyan-Oriya
3 Bhumij
4 Birjia/Brijia/Binjhia
5 Burmese
6 Chinese/Chini
7 Dheki-Oriya
8 Dutch
9 English
10 French
11 Gadaba
12 German
13 Gondi
14 Gujarati
15 Halabi
16 Hindi
17 Ho

18 Jharia
19 Juang
20 Kachchhi
21 Kannada
22 Karmali
23 Kashmiri
24 Kharia
25 Khond/Kondh
26 Kisan
27 Kisan-Bhumij
28 Koda/Kora
29 Kol
30 Konda
31 Koya
32 Kui
33 Kurukhr/Oaon
34 Laria
35 Mahili
36 Malayalam
37 Marathi
38 Marwari
39 Matia
40 Mirdha-Kharia
41 Munda-Unspecified
42 Mundari
43 Nepali
44 Oriya
45 Parenga
46 Parji
47 Pengu
48 Persian
49 Punjabi
50 Santali
51 Saunti
52 Savara
53 Sindhi
54 Spanish
55 Tamil
56 Telugu
57 Turi
58 Urdu

173. It was decided by the Registrar General, India to show all languages and dialects returned by the persons enumerated irrespective of their affiliation to the linguistic groups. Therefore, the Superintendent of Census Operations had no option to make any change. All these 58 languages were examined by the Linguist attached to the office of the Registrar General, India, who did not find any difficulty to trace the classification of 47 languages according to the existing classification of Grierson. Eleven dialects, namely, (1) Bhuyan, (2) Dhelki, (3) Gond, (4) Kisan, (5) Kol, (6) Kuduk, (7) Laria, (8) Mahali, (9) Mirdha, (10) Parenga, and (11) Saunti were doubtful to affiliation. Out of the 11 languages, eight are synonymous with the names of tribes, Bhuyan, Gond, Kisan, Kol, Mahali, Mirdha, Parenga and Saunti. Arguments of the Linguist in respect of treatment of the above eleven languages are as follows :

(1) *Bhuyan*—Bhuyan is the name of a tribe speaking Oriya. Dalton says that their origin is Dravidian while Russell says that their origin is Kolarian. But both say that they have forgotten their original language since a century. An enquiry was made from Padmasri L. N. Sahu and Shri Gopinath Mohanty who are well-versed scholars of tribal languages of this State. While late Sahu definitely opined that Bhuyan language had completely disappeared, Sri Mohanty says that there might be a small remote village of Bhuyans inhabited by a sub-tribe called Pabudi Bhuyans who still retain their original language. Their number is not large and they are supposed to be in one or two hill-villages in Keonjhar. 'Pabudi' means 'hill' in their language.

(2) *Dhelki*—The Enumeration Slips of this language which were examined mentioned the name of the language together with Oriya in brackets. Only 326 speakers were returned from only two districts of the State, namely, Sundargarh and Bolangir. Since most of the slips showed Oriya in brackets after Dhelki and as the language was also not returned in any of the previous Censuses, it was considered desirable to merge it with Oriya language.

(3) *Gond*—The Census return shows that the name of the language is Gond. Grierson has written the language as "Gondi". It was decided to adopt the Grierson's spelling "Gondi" for Gond.

(4) *Kisan*—This language can be equated partly with Oraon or Kurukh and partly with Koda. Therefore, this language was accepted.

(5) *Kol*—It is a group language of Santali, Mundari, Kurukh, Bhumij, etc.

(6) *Kuduk*—This is a spelling mistake for Kurukh. As Kurukh is another name for Oraon language, this has to be merged with Oraon.

(7) *Laria*—Because of the greater admixture of Oriya in this dialect within the bounds of Orissa, this has to be treated as a part of Oriya. However, the Linguist has shown this language under Hindi group.

(8) *Mahaili*—It is a Santali language.

(9) *Mirdha*—This is a dialect of Oriya language and most of the speakers were found in Sambalpur district.

(10) *Parenga*—This is a Munda group of language.

(11) *Saunti*—The Census reports of 1921 (Bihar and Orissa), 1931 (Mayurbhanj) as well as the Gazetteers of Orissa Feudatory States mention that the Sauntis are local people of different castes who were ex-communicated by the society or Rulers from time to time. They have come from castes who speak Oriya as their mother-tongue. The term Saunti refers to a social nomenclature and not to a linguistic group. Therefore, this language was merged with Oriya.

174. Besides the above dialects, Binjhia, as one of the languages, was returned in 1961. Binjhia is a tribe distinguished from Binjhia. But Russell says that Binjhias are one of the 4 subdivisions of the tribe Binjhia or Binjhwal. In 1951, no language as Binjhia was returned, but at present a population of 800 was shown in Sundargarh district under this language. Presumably the tribal people who speak Oriya have mentioned the name of their tribe as their mother-tongue. Jharia and Matia which are also dialects of Oriya language have been shown by their individual names.

175. Except for the differences noted above, no other difficulties were found in the language returns of present Census. For further details of classification of the languages, the fly-leaf to Table C-V and Chapter VIII of the General Report may also be referred.

CHAPTER XV

PAPER AND PRINTING

176. Unlike the previous Census, the programme of 1961 Census covered a wide range of subjects which necessitated a heavy printing programme. Separate volumes were prescribed for different subjects. In addition to the General Report, different Tables on the economic, cultural and migration trends of population, etc., and special reports on subjects, like Vital Statistics, Housing and Establishments, Ethnographic Notes on Schedule Castes and Scheduled Tribes, Village Survey Monographs, Survey of Traditional Crafts, and Fairs and Festivals were to be prepared and published. Two Atlas Volumes, one containing maps of districts and police stations, and the other depicting population and departmental statistics on various subjects, such as, agriculture, public health, etc., were also prescribed. The District Census Handbook series were to be printed in thirteen separate volumes, one for each district. The main Census Publications were decided to be brought out in nine Parts and some of them had also sub-parts. Part I series has three sub-parts, namely, General report (Part I-A), Report on Vital Statistics (Part I-B) and Subsidiary Tables (Part I-C). Part II series which also has three sub-parts, i. e., General Population Tables (Part II-A), General Economic Tables (Part II-B) and Cultural and Migration Tables (Part II-C). In order to make the volumes handy, Part I-A was published in two volumes, Part II-B containing General Econonic Tables was split up into two separate volumes, II-B(i) and II-B(ii). Part III is a single volume on Household Economic Tables, whereas Part IV series in two sub-parts present the Report on Housing and Establishments and the Tables separately. Part V pertaining to Scheduled Castes and Scheduled Tribes is brought out in three sub-parts. In Part V-A the Tables are presented and in the other two, Ethnographic Notes on Scheduled Tribes and Scheduled Castes have been given. Part VI contains Village Survey Monographs on fifteen villages. Similarly, in Part VII reports on three traditional crafts have been given. A sub-part of Part VII series, however, contains a Report on Fairs and Festivals. Part VIII in two sub-parts is the Administration Report and Part IX in two sub-parts contains Atlas Volumes, one of which depicts the population and economic activities and the other contains maps of districts and police stations.

177. It was decided to have the Census publications in Demy-quarto size ($8\frac{3}{4}$"x $11\frac{1}{4}$") throughout India. Regarding the lettering and lay out, instructions were also received from the Registrar General, India, prescribing use of different types for solid and tabular matters for different publications. In order to have a better visual effect and to bring down the number of printed pages to the minimum we had to deviate from the lay out plan in some cases. Serial numbers to different publications were allotted by the Registrar General on a unifrom basis for all the States and those were adopted except for Part V series. The suggestions from the Registrar General were that Part V should be in two parts, one of which was to contain the Tables and the Ethnographic Notes in the other. Orissa stands on an unique footing having as many as 60 Scheduled Tribes and 91 Scheduled Castes. It was considered that reports in respect of all of

them in one volume would make the same bulky. Accordingly, it was decided to split up the report into two parts, one for the Scheduled Tribes and the other for the Scheduled Castes. All the Census publications except Part VIII are offered for public sale. Part VIII being the report about the working of the organization is reserved for official use only.

178. The number of copies to be printed in respect of each volume was laid down by the Registrar General, India which was followed in all cases except for Part I-C, Part VI and Part VII-A. The number of copies to be printed in case of Part I-C was reduced to 1000 against 1,500 suggested by the Registrar General, whereas the same for Parts VI and VII series raised from 300 to 500 as it was necessary to print more number of copies since the reports were first of the kind in the State. A list of all publications together with the number of copies printed is given in the Appendix XIII(a).

179. The instructions of the Registrar General, India to have 10 per cent of the copies of all publications, subject to a maximum of 75 copies in Deluxe binding were followed. The maximum limit of 75 copies was not followed in respect of Atlas volumes which had 10 per cent of their total number in Deluxe binding. The Deluxe editions are full cloth bound volumes having silver embossing of title, etc., on the front cover and on the spine. The Ordinary editions have quarter-cloth binding and pasted with paper cover. Labels containing title, etc., are pasted on the spine except in the case of Part I A-General Report and Part IX A-Census Atlas whose spines are embossed with silver leaf. The instructions for printing and pasting of titles of volumes, etc., on the spines were received after some of the publications had been printed. The publications printed earlier, therefore, do not bear them. The symbol number for each publication was obtained from the Manager of Publications Government of India and printed on the title page. There are separate symbols for Deluxe editions and Ordinary editions.

180. The programme of printing was too heavy whereas the printing facilities available at Cuttack were poor. Since the reports were to be published according to a time schedule, the Chief Controller of Printing and Stationery, Government of India in his D. O. letter No. 8/15/61-P, dated the 19th February,1962 [Appendix XVII(J)] requested the Superintendent of Orissa Government Press for printing of the Census Reports either in the State Government Press or in any other Press of repute which would be in a position to undertake the job on rates comparable to the schedule of rates of Government of India. The Superintendent of Orissa Government Press agreed to take up the printing work on receipt of sanction from the State Government which was communicated in the Commerce Department letter No. PR-24-62-5469 Com, dated the 16th May, 1962 [Appendix XVII (K)]. Besides printing of the Census reports various other matters, such as, Art pulls required for cartographical section were also to be printed. To attend to the expeditious printing work a printing section was organized and Shri N. P. Sathia, a retired Deputy Superintendent of Orisa Government Press was appointed as Printing Officer with effect from the 1st June, 1962. Subsequently Shri S. K. Das, Tabulation Officer was put in overall charge of the printing work.

181. From July, 1962 manuscripts of Census reports began to be sent to the Orissa Government Press for printing as and when they were ready. The first report namely, Monograph on Village Penthabahal (Part VI series), was printed and published in September, 1962. Till September 1966, the following Census Publications were printed by the Orissa Government Press. Besides a large number of Art pulls had been printed as and when required.

Serial No.	Name of publication		Date when manuscript was made over to the Press	Date when printed publications were received
1	Part VI—Monograph on Village Penthabahal	..	26-7-1962	8-9-1962
2	Part VIII A—Administration Report (Enumeration)	..	13-9-1962	28-12-1962
3	Part VII A—Monograph on Indigenous Smelting of Iron	..	24-12-1962	30-4-1963
4	Part II A—General Population Tables	..	29-11-1962	7-2-1964
5	Part IV A—Report on Housing and Establishments	..	12-11-1963	23-9-1964
6	Part IV B—Tables on Housing and Establishments	..	9-9-1963	5-8-1964
7	Part IIB(i)—General Economic Tables	..	12-12-1963	1-9-1964
8	Part IIB(ii)—General Economic Tables	..	12-12-1963	9-10-1964
9	Part II C—Cultural and Migration Tables	..	21-4-1964	17-5-1965
10	Part V A—Tables on Scheduled Castes and Scheduled Tribes	..	14-5-1964	13-8-1965
11	Part I A—General Report	..	29-4-1965	1-1-1966
12	Part III—Household Ecomonic Tables	..	4-8-1964	19-1-1966
13	Part IC—Subsidiary Tables	..	29-4-1965	20-9-1966

Besides the above, the State Government Press have undertaken printing of Part VIII-B Administration Report (Tabulation) and one of the Village Survey Monograhs during 1966. The printing of the two Atlas Volumes and some other reports were not, however, entrusted to the Orissa Government Press as it involved colour printing and the Government Press was neither fully equipped nor free to prepare the Blocks required and print the same. Quotations were invited from the leading private presses at Calcutta and after due scrutiny the Administrative Atlas (Part IX B) was made over to M/S Lalchand Roy & Co., Caltcutta and the Census Atlas (Part IX A) to the Statesman Limited, Calcutta for printing in consultation with the Registrar General, India and the Chief Controller of Printing and Stationery, Delhi. The Government Press subsequently, expressed their inability to print some of our Village Survey Monographs and Craft Survey Monograph within the scheduled time. The job had, therefore, to be diverted for printing at a private press. The Statesman Ltd., Calcutta agreed to print a few of these books at their rates quoted for Atlas Volume in 1963 and accordingly orders were placed with them for printing of 3 Village Survey Monographs Printing of Craft Survey report also was entrusted to the Statesman Ltd., as the Orissa Government Press had previously declined to undertake this work. None of these reports could, however, be published within the stipulated period. It was not possible to keep close supervision over the work at Calcutta.

182. Blocks had to be prepared for the photographs, charts, sketches, etc., to be incorporated in the publications. At the initial stage blocks were made in some of the local private concerns, but the blocks were not up to the mark and the blockmakers took much time for their manufacture. For printing of Atlas Volumes a large number of blocks had to be prepared expeditiously and made available to the printers at Calcutta. These blocks were also to be prepared with utmost care so that the precision is duly brought out in the printed maps. It was thus necessary to prepare the blocks for the Atlas Volumes at Calcutta. Subsequently blocks were required for other reports which were also prepared at Calcutta. The

blocks for the Administrative Atlas were made in the firm of Messrs Commercial Reproduction Private Limited, Calcutta through the printers M/S. Lalchand Roy & Co. The blocks required for the Census Atlas and other reports were made by M/S. Commercial Reproduction(P) Limited. Some of the blocks for Village Survey Monographs were prepared by the Statesman Ltd., Calcutta who printed these reports. Towards the middle of 1966 the local firms were contacted for undertaking this work and after examining the quotations and specimen of work, line drawings were entrusted to M/S Saraswata Press whose performance was found to be satisfactory. Halftone blocks were, however, entrusted to M/S Commercial Reproduction (P) Ltd., Calcutta as before.

183. The price for saleable copies of Census publications was decided on a uniform basis for all States. The instructions received were faithfully followed. Copy of the circular laying down the principles on the subject is given in the Appendix XVII (i). The prices were depicted in Indian, English and American currencies.

184. A distribution list for supply of complimentary copies of Census publications was drawn up by the Registrar General which was common for all States. The list required some modifications in order to accommodate the special require ments of various official and non-official bodies of this State whose names were excluded from it. A revised list was drawn up and it was approved by the Registrar General, India. The total number of copies to be distributed free was fixed at 350 comprising 60 copies of Deluxe edition and 290 copies of Ordinary edition. The list of recipients of complimentary copies has been given in the Appendix XIII (b). The distribution lists in respect of two Atlas Volumes, Village Survey and Craft Survey reports were slightly different on account of less number of copies being allotted for complimentary distribution. The remaining copies of publications were given for sale which was conducted by the Manager of Publications, Government of India, Delhi and their authorised Agents, Orissa Government Press also conducted sale of the publications.

185. The materials required for printing and binding were arranged centrally by the office of the Registrar General and bulk supplies were made. The paper and binding materials were stored in this office and supplied to the printers from time to time according to their requirements. The sunlit off-set printing paper which was meant for printing of maps for the Administrative Atlas was found not suitable for the purpose on account of their thickness and roughness. The Registrar General subsequently decided not to use the paper and hence supply of a better variety of paper through the Controller of Stationery was made. The required quantity of Indian Coated Art Paper was obtained which was used in printing of both the two Atlas Volumes. The cover paper supplied was inadequate for all the reports. The prescribed variety was not available either with the Government of India Stationery Officer or in the local market. Another variety of paper which was nearer to the prescribed variety was supplied by the Orissa Government Press on payment of cost. Art board paper was used as cover for the Village Survery reports.

186. The bills of the private presses were paid after check by the Chief Controller of Printing and Stationery, New Delhi. There was, however, provision for making payment of 75 per cent of these bills pending their scrutiny by the Chief Controller of Printing and Stationery. The bills of Orissa Government Press, did not reqiure any scrutiny by the Chief Controller of Printing and Stationery, New Delhi and those were paid by book debit system through the Accountant-General, Orissa who made the adjustments.

187. The District Census Handbooks were printed at the cost of Orissa Government but all the volumes could not be printed in the Orissa Government Press. Out of the 13 Handbooks 9 were diverted to local private presses,

namely, Goswami, Saraswata and Satyabadi who had up-to-date printing equipments. These presses were selected by the Superintendent of Orissa Government Press after inviting quotations. Manuscripts for all the Handbooks were made over to Orissa Government Press who distributed them amongst the private presses. Proof correction was made by this office and the required paper and binding materials were supplied by the Orissa Government Press. Each of the Handbooks contained a district map and maps of all the police stations in the district. These maps were got printed at Calcutta from the blocks prepared for the Administrative Altas and were supplied to the Orissa Government Press. Arrangements for the printing of these maps were made by this office on the request of Orissa Government who, however, supplied the required printing paper and paid the cost of printing and transport charges.

[188. Out of the 1,000 copies printed, 95 copies were supplied to this office by the State Government for free distribution among the Centra Government offices including Supperintendents of Census Operations of other States and to others according to the discretion of the Superintendent of Census Operations, Orissa. The distribution and sale of the remaining copies were made by the Superintendent, Orissa Government Press according to the instructions given by the State Government in the Revenue and Excise Departments. There was no Deluxe edition and all the copies were in quarter-cloth binding with paper cover. According to the direction of the State Government issued under Commerce Department letter No. PR 83/65-61-Com., dated the 4th January, 1966 [Appendix XVII (L)] the price of the District Census Handbooks was fixed at the same rates prescribed by the Registrar General, India for other Census publications.

CHAPTER XVI

COST OF CENSUS

189. The office of the Superintendent of Census Operations was created with effect from the 1st March 1959, on which date the Superintendent joined. There was no office and the Superintendent had to work single-handed for a month during which he was busy in securing accommodation and staff for the office. The office actually started from April, 1959. No expenditure was, therefore, incurred during the year 1958-59, although the office was created during the year.

190. The expenditure incurred on 1961 Census Operations under different heads of accounts has been furnished in the statement given in Appendix XV(*a*). All expenditure shown in the statement were accepted by the Accountant-General, Orissa under different units and no discrepancy occurred at any time between the figures booked by this office and by the Accountant-General. In all, a sum of Rs.3,745,439 was spent from the 1st April, 1959 till the 31st March, 1966 under different heads of accounts, details of which have been furnished year to year. The figure includes cost of enumeration, cost of tabulation, cost of stationery and printing and other miscellaneous expenditure cost.

191. **Cost of Enumeration**—A sum of Rs. 1,004,586 was booked as expenditure on enumeration. The figurei ncludes a sum of Rs. 275,946 which was refunded to the State Government towards 50 per cent cost of enumeration paid by them. According to earlier decisions the State Government paid the amount during the year 1961-62 as 50 per cent of cost of enumeration which was taken as receipts. On a subsequent decision of Government of India, the cost of entire enumeration was ordered to be borne by the Central Government . Hence the amount of Rs. 275,946 was refunded to the State Government during the year 1962-63. As such the amount is not a real expenditure on enumeration. The actual enumeration cost, therefore, comes to Rs. 728,640 after deduction of the amonnt of Rs. 275,946 from the booked amount of Rs. 1,004,586.

192. This expenditure of Rs. 728,640 includes the expenditure of Rs. 550,876 on account of honorarium paid to Enumeration staff and expenditure incurred in District Offices on account of pay and allowances of establishment and contingencies, details of which have been furnished in Appendices XXXII and XXXI of Part VIII-A Report.

193. **Cost of Tabulation**—A sum of Rs. 1,386,042 was spent up to the 31st March, 1966 on Compilation and Tabulation work. The details have been furnished in the statement at Appendix XV(*a*). The amount includes the expenditure of Rs. 685,569 incurred for Compilation and Tabulation work in the three Regional Tabulation Offices and the Urban Tabulation Office, details of which have been given in Appendix VI(*a*). The balance of expenditure amounting to Rs. 700,473 relates to the Central Tabulation Office and the details of it have been shown in Appendix VI (*b*).

194. **Cost of Printing**—Printing work was an important item for the Census Organization. Various instructions and Enumeration Schedules had to be printed from the beginning of the work.

On completion of work the Census Publication Series had also to be printed. Till the end of March, 1966 the expenditure on printing and stationery stood at Rs. 355,368. A sum of Rs. 75,000 has been provided in the Budget Estimate for 1965-66 for printing of other Census Reports. Printing work will also continue during the year 1966-67 in respect of those Census Reports which cannot be finalized before the 31st March, 1967. Accordingly, a sum of Rs. 95,000 has also been proposed in the Budget Estimte of 1966-67 for completion of printing work.

195. **Cost of Superintendence**—A sum of Rs. 999,443 was spent up to the 31st March, 1966 towards the pay and allowances of Superintendent, other officers and staff employed in his office and for contingent charges. The details of expenditure on different heads have been furnished in the statement given in Appendix XV(*a*). The position ofstaff employed in the office of the Superintendent from time to time has also been given in Appendix IV(*a*).

196. A costing statement showing the actual expenditure of different items on work has been given in Appendix XVI. The actual expenditure as shown in the Costing Statement stands at Rs. 3,469,493 against the booked expenditure of Rs. 3,745,439. The difference of Rs. 275,946 is on account of the refund of the dues of the State Government as explained in para 191.

197. **Receipts**—In all, there was a receipt of Rs. 297,162·52 from different sources including the amount of Rs. 275,946 received from the State Government towards 50 per cent cost of enumeration which was subsequently refunded. The details of the receipts and recoveries have been furnished in Appendix XV(*b*).

CHAPTER XVII

PRESERVATION OF RECORDS

198. It was decided to preserve all the records of the present Census till 1971 Census to enable the nucleus staff to be retained during the inter censal period to take up different types of special work to be allotted to them from time to time and to make arrangements for the next Census. The records prepared during the Census were quite huge and involved a great task to keep them arranged in a suitable manner. Soon after the house-numbering work was completed a small Record Room had to be opened for preservation of village and town registers and the House Lists along with their Abstracts which were received from the District Offices. One small room measuring 28 ft in length and 8 ft in width in one of the barracks of Industrial Training Centre was utilized as Record Room at the initial stage and after completion of work in the Regional Tabulation Offices, a major portion of one of the barracks measuring about 140 ft in length and 28 ft in width was set apart for it. The manner of preservation of different types of important Census records is indicated below.

199. **Preservation of House Lists**—The House Lists and the House List Abstracts prepared by the Enumerators in the field were received in loose sheets from the District Offices. Those were arranged according to the ascending order of Location Code numbers of villages and in respect of towns they were arranged in order of wards and Blocks comprised in each town and were stitched into convenient volumes of 50 sheets each. These volumes were kept arranged police-stationwise in the Record Room over wooden racks procured for the purpose. The second copy of the House Lists were also kept arranged in the similar manner. The village and town registers, the thana total and town total registers which were received from the District Offices were also kept arranged district-wise along with the House Lists.

200. **Preservation of Enumeration Slips**—The Enumeration Slips received from the Regional Tabulation Offices were kept in steel boxes arranged police-stationwise. Due to scarcity of tin boxes in the Regional Tabulation Office at Berhampur, slips for some police stations were also kept in gunny bags. All these boxes of slips were sent to the Record Room after the Regional Tabulation Offices and the Urban Tabulation Office were closed. The arrangement of the slips in the boxes and the bags after completion of the sorting work for Sorter's Ticket No. 29 was not disturbed and the boxes and-bags were kept arranged district-wise separately by Rural and Urban in the Record Room. In all, there were 1,666 boxes and 202 bags of slips for different districts as given below:

District	Nature of Enumeration Slips	No. of boxes	No. of gunny bags
1. Cuttack ..	Rural	252	..
	Urban	22	..
2. Balasore ..	Rural	131	..
	Urban	9	..
3. Mayurbhanj ..	Rural	104	..
	Urban	4	..
4. Keonjhar ..	Rural	66	..
	Urban	5	..
5. Kalahand ..	Rural	88	..
	Urban	4	..
6. Sambalpur ..	Rural	160	..
	Urban	12	..
7. Bolangir ..	Rural	90	—
	Urban	6	..
8. Sundargarh ..	Rural	70	..
	Urban	16	..
9. Dhenkanal ..	Rural	94	..
	Urban	5	..
10. Koraput ..	Rural	193	..
	Urban	8	..
11. Baudh-Khondmals	Rural	..	58
	Urban	2	..
12. Ganjam ..	Rural	120	92
	Urban	16	..
13. Puri ..	Rural	174	52
	Urban	15	—

201. **Preservation of Household Schedules**—Household Schedule pads which were received in the Regional Tabulation Offices from the Subdivisional Census Offices were kept police-stationwise being serially arranged according to the Code Numbers of villages. 20 per cent of the Schedules were extracted from the pads and sent to the office of the Registrar General as samples for mechanical tabulation work. The remaining 80 per cent of the Household Schedules were received from the Regional Tabulation Offices and Urban Tabulation Office packed in gunny bags being arranged police-stationwise according to the serial number of villages in the police station. These bags were also kept in the Record Room district wise separately by rural and urban. The 20 per cent sample Household Schedules which were received back from Registrar General's Office were kept separately.

202. Besides the House List, Enumeration Slips and the Household Schedules, other important records like Sorter's Tickets, Compiler's Posting Statement, Enumerator's and Supervisor's Final Abstract, Addition and Cancellation Lists and records relating to Post-Enumeration Check and Fertility Survey were also preserved in the Record Room. All important files and records were also preserved and a list of the files has been furnished in Appendix-XIV. A number of books were purchased from the Census Budget for reference and those have been kept in the Library. A list of these books is given in Appendix-XII.

203. The records preserved are quite huge and bulky and it was a tremendous task to keep them arranged suitably so that they might not be damaged by insects and rats. No arrangement of permanent nature could be made as no permanent accommodation was there. There was a constant pressure from the State Government to release the I. T. C. barrack to them. It was, therefore, considered not to make any permanent arrangement in the I. T. C. barrack where the Record Room was located. The entire floor of the barrack in which the Record Room was located was, however, coaltarred as a preventive against white ants. The pigeon holes which were in use in the Tabulation Offices were then spread over the floor being painted with coaltar and the records were placed over them. Naphthalene balls were put inside the records and Gamaxine powder used to be spread over the floor at intervals to keep the white ants and rats away. Fire-fighting arrangement was also done by keeping buckets always filled with water and sand.

CHAPTER XVIII

APPOINTMENT OF NUCLEUS STAFF FOR INTERCENSAL PERIOD AND SUGGESTIONS FOR THE NEXT CENSUS

204. The major portion of the work relating to the present Census completed by September, 1966 including printing of nine District Census Handbooks. Printing in respect of the remaining four District Handbooks and Village Survey and Craft Survey monographs is in progress. According to the previous practice the office should have closed after the Census Reports are published, but it has been decided to retain a nucleus staff during the intercensal period till the work for the next Census begins. A list of such staff is furnished below. They have been retained with effect from the 1st March 1966.

1. Deputy Superintendent of Census Operations	..	1
2. Tabulation Officer	..	1
3. Head Assistant	..	1
4. Steno typist	..	1
5. U. D. Assistant	..	2
6. L. D. Assistant	..	2
7. Record Keeper-*cum*-Librarian	..	1
8. Investigator	..	2
9. Statistical Assistant	..	2
10. Senior Draftsman	..	1
11. Computor	..	4
12. Proof Reader	..	2
13. Assistant Compiler	..	8
14. Daftry	..	2
15. Peon	..	6
16. Driver	..	1
17. Chowkidar	..	1

205. It has been proposd to utilise the above staff on the following works during this intercensal period:

1. Preparation of village maps and town maps and up-to-date location code maps of Tehsils, etc.
2. Collection, verification and certification of area figures
3. Up-dating of administrative statistics required for the District Census Handbooks of 1971 Census
4. Permanent House-numbering
5. Linguistic tabulation for each individual town
6. Conducting a survey to assess the extent of under registration of births and deaths
7. To assist in implementing the various projects on vital statistics undertaken by the Registrar General's office through the State agency

206. It took a long time for the collection of area figures for the 1961 Census. Besides, survey operations are continuing and areas are being added to the existing towns to extend their limits resulting in the increment of their 1961 areas. It is, therefore, necessary to collect the area figures from now for the next Census.

207. The administrative statistics that have been presented in the 1961 District Census Handbooks also took long time for their collection. If they are made up-to-date from time to time it would be very useful for expeditious compilation of the 1971 District Census Handbooks. It is, therefore, necessary to take steps from now to bring the administrative statistics up-to-date year by year.

208. For linguistic tabulation in respect of each individual town, the work should first start with separating the townwise slips from the bundles of non-city-district urban and then their mother-tongue sorting taken up for each of the towns as and when feasible.

209. Appointment of nucleus staff during the intercensal period will solve the difficulty of securing experienced personnel during the next Census to a great extent in the office of the Superintendent and the Regional Tabulation Offices. This will, however, not solve the difficulty in the District and Subdivisional Offices where the field work is initiated. The success of Census operations depends mostly on the interest taken by the District and Subdivisional Officers. Major portion of Superintendent's time is spent to create interest among these officers when they do not give priority to the work and remain indifferent. It is suggested that some arrangements should be made to make the District Collectors responsible to the State and Central Government in future and they should be asked to furnish periodical returns of their work to both the Governments instead of the Superintendent furnishing such reports. This will make the District Collectors conscious of their responsibilities.

210. In the present Census and in all previous Censuses Police Sub-Inspectors working as Census Charge Officers have been found as the weakest link in the Census hierarchy. The entire State is likely to be covered by Community Development Blocks by the time of commencement of work for 1971 Census. The possibility of treating the area of a Block as a Census Charge and to appoint the Block Development Officers as Charge Officers require examination. Better work is expected if the Block Development Officers are appointed as Charge Officers since almost all of them belong to either Orissa Administrative Service or Subordinate Administrative Service.

211. As stated elsewhere it was a problem to secure proper accommodation for the State Census office. The question of having permanent accommodation for the Census Organization was under contemplation of the Registrar General. It has since been decided to locate the Superintendent's office at Bhubaneswar for which an extent of 3 acres of land at a cost of Rs. 41,250 has been purchased from the State Government. The amount has been deposited in the State Bank of India, Bhubaneswar under the head '103-Capital Outlay-Public Works-Deduct receipt and recoveries on Capital Account' in favour of the State Government on the 19th May, 1966. The draft lease deed for transfer of the land is under examination in the Registrar General's office and after the same is finally approved, necessary steps will be taken to execute the deed. Action is also being taken to furnish proposal for construction of permanent office building and residential quarters at Bhubaneswar for the staff and officers. Prompt steps have to be taken for construction of these buildings to avoid future difficulties in securing accommodation in the next Census.

212. In the body of this report and the report contained in Part VIII-A necessary suggestions for improvement of various items of work have been suggested. Attempts should be made for their implementation.

APPENDICES

APPENDIX I

Summary of Proceedings of the Second Conference of Superintendents of Census Operations held from the 5th to 12th August, 1960.

The Second Conference of the Superintendents of Census Operations was held in New Delhi between the 5th and the 12th of August, 1960. The Conference was inaugurated by Shri V. Viswanathan, I.C.S., Secretary to the Government of India, Ministry of Home Affairs, who wished the Conference every success. The Chairman welcoming the Superintendents of Census Operations briefly indicated the Tabulation Programme for the next Census.

The Conference then took up the review of work done in regard to enumeration. Each Superintendent explained in detail the work that has been done so far in his State in respect of the different items relating to Census enumeration work mentioned in the agenda.

The Chairman in reviewing the progress dealt in detail on the following points :

Language

The Registrar General stressed the importance of correct enumeration of the mother-tongue at the coming Census in those pockets where there is a dispute about the languages. This was particularly applicable to Assam where recently there was some tension in the State on issues based on the language, in Punjab where the language returns even at the 1951 Census were vitiated due to the tension between two principal communities and where the language problem has not yet been solved and in the border areas of Mysore and Maharashtra, especially the Belgaum area where even at the 1951 Census some special arrangements had to be made to ensure the correct returns of mother-tongue.

The Superintendent of Census Operations, Assam, explained that the linguistic division of the State is quite clear, namely, that districts in the Brahmaputra Valley consist mainly of Assamese speaking population, the Cachar district in the Surma Valley consists of mainly Bengali speaking and in between in the hill districts the people speak a large number of hill languages. He explained that the large increase in the Assamese speaking population according to 1951 Census was due to the influx of Muslims from East Pakistan who in order to be able to settle on land claimed themselves to be Assamese and returned their mother-tongue consequently as Assamese. These Muslims were, in actual fact, Bengali-speaking. He said that he would be on his guard to see that as true a return as possible is made at the next Census. If any complication is likely to arise he will report to the State Government authorities and the Registrar General for further instructions in the matter.

As regards Punjab, the Superintendent of Census Operations reiterated that the tension has already started in his State and it is not possible for him to suggest any manner by which the accuracy of language returns at the next Census could be ensured. He also stated that the returns of religion is also likely to be vitiated. He, therefore, requested that so far as Punjab is concerned as a special case the questions relating to mother-tongue and religion should be deleted. If both could not be dropped at least the language questions should be dropped. If this is done he could ensure that proper and correct answers could be obtained in the case of other questions in the Census schedule.

The Superintendent of Census Operation, Mysore, stated that it may be necessary to make special arrangements in Belgaum area as even after the reorganization of the States some areas in Belgaum, especially Belgaum town is still in dispute. He stated that the arrangements made

at the 1951 Census, viz., appointment of duplicate enumerators in each of the two languages is not desirable and the method suggested for adoption in the case of Madras in that Census for the Bellary district which was also under dispute would be preferable. This envisaged the appointment of a committee of respectable persons to whom the records would be shown in disputed cases of mother-tongue returns. The Registrar General stated that even this may not be desirable and, therefore, he wanted that a Deputy Superintendent of Census Operations should be located in Belgaum during the enumeration period. The enumeration personnel may be selected as far as possible from among Central Government Servants stationed in Belgaum. Any dispute about the record of mother-tongue in particular cases should be referred to the Deputy Superintendent of Census Operations who should examine the records and satisfy himself that they have been correctly made.

Maps

The Registrar General stated that he was not happy about the progress made in the procurement of maps and wanted that all Superintendents who are lagging behind should take immediate steps to have these maps prepared and the preparation completed in the course of next month or two. The national maps of villages and towns where there are no survey maps, should also be prepared wherever possible. The main deficiencies of the Indian Census Reports in the past were that they lack good maps and this should be rectified at the 1961 Census.

Reserve Enumerators

The next point touched by the Registrar General was 'Reserve Enumerators'. He stated that there should be a minimum reserve of 10 per cent enumerators. After some further discussion it was agreed that discretion should be left to the Superintendents who should ensure that adequate reserve is provided. It was also pointed out that the guiding principle should be that remuneration should be paid only to those who actually worked and that in the case of those reserve enumerators who attended the training classes travelling allowance, wherever it is admissible, should be paid.

Check Posts

As regards check posts (item No. 7) in the case of snowbound areas, Registrar General stated that there are two possibilities of duplication or under-enumeration. One is that persons from the snowbound areas may move to the plains after enumeration and the other is that people from the plains may move to the snowbound areas after enumeration in the snowbound areas. In the former case it is necessary that the people from the snowbound areas who come to the plains area after enumeration but before the enumeration in the plains areas should not be enumerated again in the plains areas. In the latter case it is necessary that those persons who have moved into the snowbound areas from plains areas after the enumeration in the snowbound areas but before the enumeration in the plains areas should be enumerated in the snowbound areas when they arrive there as otherwise there will be under-enumeration. This will apply only to Himachal Pradesh, Jammu and Kashmir, Punjab and Uttar Pradesh where there are snowbound areas and the enumeration in these areas will be conducted during September-October, 1960. Each *person* enumerated in the snowbound areas should be given a token to the effect that he has been enumerated at the Census. This token should also contain his/her name. It should also be widely publicised that every person who has been given a token should carry this token with him/her and should not lose it. If after the enumeration he wants to move into the plains he should produce this token at the Thana or police station on the border. If the person does not show this token he is likely to be harrassed and detained. In the case of Jammu and Kashmir the grazier who usually moves from snowbound areas to plains during the winter carry grazing permits with him. It should be given at the back of the grazing permit that he has been enumerated at the 1961 Census and full details of the person should also be given

for checking purposes. In the case of Jammu and Kashmir there are already Forest check posts which will be utilised as check posts for Census also. It will not be possible for the Census organization to establish any check post as they have no jurisdiction in the State territories for establishment of such check posts.

In the case of those persons who move into the snowbound areas after enumeration has been completed in the snowbound areas from the plains areas instructions should be issued that village officers should check up and enumerate these persons preferably at the time of enumeration in other parts of the country. Due publicity should be given for this also. It is understood that in each village there will be some sort of official who will be able to do this work.

Enumeration of Defence Personnel

Ministry of Defence have issued revised instructions clarifying most of the points raised by the Superintendents.

Enumeration of Floating Population

The Superintendents of Census Operations, Andhra Pradesh, Gujarat, Jammu and Kashmir, Rajasthan, Orissa, Punjab and Madhya Pradesh proposed to follow the Madras pattern.

Mysore and Bihar will do the enumeration on one night, i.e., 28th night by regular enumerators, Kerala and Maharashtra will do in two nights also wherever necessary. In the case of Uttar Pradesh special enumerators will be appointed in the case of Kanpur where the enumeration will be on two nights, 28th and 1st March, and in other areas on one night with the existing enumerators. In West Bengal enumeration will be on one night 28th, and will be done by the existing enumerators, and the Police will stand by for any emergency.

Special Enumeration of Technically Qualified Personnel

After discussion it was agreed that the proposal of the Registrar General that the special enumeration cards for technical personnel should be eft in the household at the time of enumeration and collected at the time of the revisional round, was agreed to. No compulsion should be exercised in the matter but those who did not hand over the filled up cards should be requested to post them. It was agreed that business reply cards should be used and the cards should be addressed to the Superintendent of Census Operations of the State concerned.

In the case of Assam, West Bengal, Bihar, Orissa, Uttar Pradesh, Madhya Pradesh, Rajasthan, Gujarat, Maharashtra and Jammu and Kashmir, the enquiry will be confined to all the urban areas and selected rural areas. In the case of other States, viz., Mysore, Madras, Andhra Pradesh, Kerala, NEFA, NHTA and Manipur the enquiry will be conducted to all parts of the States. It was agreed that each enumerator should be given certain number of cards for his use. It was decided that in the case of cities with over 5 lakhs of population 50 cards should be given to each enumerator. In the case of other urban areas 20 cards for each enumerator should be given. In the case of rural areas it would be sufficient if 5 cards are given. There should, however, be a reserve with Charge Officers for supply to the enumerators whenever necessary Printing will be done Centrally. For this purpose each Superintendent should give an estimate of the number of cards that would be required. The Superintendents of Census Operations were of the view that since they are collecting information the tabulation should also be done by them ; the tabulated material along with the cards should be handed over to the C. S. I. R. The Chairman stated that he would consult the C. S. I. R. in the matter and inform them. It was agreed that for the purpose of this enquiry only degrees in Science subjects and diplomas equal to degree should be taken into account. Some of the Superintendents wanted that clear instructions should be issued regarding the degrees and diplomas in respect of which information should be collected. It was also thought desirable by some of the Superintendents that the enquiry should be made in the form of a request to the person concerned. The Superintendent of Census Operations, Mysore,

desired that the place of birth should also be included in the card as this will give useful information in regard to the migration of technical personnel. The Chairman stated that the recording of permanent address might suffice but he would consult the C. S. I. R. in the matter.

Enumeration of Inland Coastal Population

The States concerned are Maharashtra, Andhra Pradesh, Kerala, Gujarat, Madras, West Bengal, Andaman and Nicobar Islands. The Superintendent of Census Operations, West Bengal has already issued special instructions for this purpose In the case of other States instructions based on. the 1951 Census will be sufficient. In the case of Andaman and Nicobar Islands it was decided that all ships lying in the Port before the 28th will have to be enumerated and signals sent to the Superintendent of Census Operations, Madras or West Bengal, that such and such a ship has been enumerated and that the persons there will not be enumerated again. In the case of those ships bound for Andamans from Madras or Calcutta leaving before the 28th February, the enumeration should be done at the Port of Calcutta of Madras and signals sent to the Andaman and Nicobar Islands. If no such signal is received the Superintendent of Census Operations, Andaman and Nicobar will enumerate all ships arriving between the 28th February and 10th March.

Publicity

The distribution list for pamphlets and posters were amended by the representative of the Information and Broadcasting at the request of the Superintendents of Census Operations. Some of the Superintendents raised the question of preparation of slides. The Chairman said that it was too late for the Ministry of Information and Broadcasting to prepare any slides and it would be done by each Superintendent.

House List Population

The Chairman stated that all Superintendents, as soon as the houselisting is completed, should prepare statements showing the population for each taluk/tahsil/ district/State according to the House List and the figures for districts and State should be communicated to the office of the Registrar General. Rural/Urban figures should be given separately. This will be useful for comparison when the provisional totals for the regular enumeration is compiled. It will also be useful to have these figures pasted on boards and hung in Superintendents' of Census Operations, offices.

Recognition of Census Work

The Chairman stated that he would write to the Home Ministry to address the Chief Secretaries in regard to the stoppage of transfer of officers appointed for Census duty. He also stated that orders from Chief Secretaries in the nature of Bihar and Maharashtra Governments for making entries in the character roll should be obtained in all other States. The Superintendent of Census Operations, Bihar, raised the question of running shield or trophy for the best Charge in a Subdivision. The Chairman said that there were many difficulties in adopting this but agreed to this being confined to Bihar, which should have one trophy for the entire State for the best district. The Superintendent of Census Operations, Kerala, wanted that one advance increment should be given for outstanding Census work and that Census medals should be presented to the recipients on the Independence Day at the district headquarters and that travelling allowance for travel to the district headquarters should be paid to the recipients. The Chairman did not agree to the first point about the advance increments as this will raise difficulties and the Census cannot be singled out as in the case of other emergency work like flood relief, etc., the Government have to concede to similar request for advance increments. He agreed to the other suggestions.

The question of issue of certificates was then raised but the Chairman said that wherever certificates were issued in the past and the Superintendents of Census Operations or the State Governments wanted them to continue, this could be

done. As regards the criteria for the award of medals the Chairman said that the proportion of medals that should be distributed to the different grades of Census personnel should be uniform for the States but the award of medals should be left to the State Government as in the last Census. After same discussion it was decided that 50 per cent of the silver medals and 70 per cent of the bronze medals should be reserved for enumerators. The others should be distributed to the higher grades of officers. Each Superintendent should work out the proportion and report to the Registrar General. The office staff and the district and taluk office staff should also be considered for award of these medals.

As regards the supply of copies of the Census films the Superintendents modified their requirements and the modified requirements are given below :

REQUIREMENTS OF CENSUS FILMS IN 16 AND 35 mm By S. C. Os.

	Language	16 mm	35 mm	
Andhra Pradesh	English	3		
	Hindi	10		
	Telugu	21		
Assam	Assamese	6		
	English	3		
	Hindi	2		
	Bengali	1		
Bihar ..	Hindi	70		*(to be dubbed in tribal language.)
	Tribal	*10		
Gujarat ..	Hindi	2	1	
	Gujarati	20	2	
Jammu and Kashmir ..	English	2		
	Urdu	12		
	Punjabi	5		
Kerala	English	2	8	(35 mm will be distributed through Commercial theatres.)
	Hindi	2	2	
	Malayalam	2	18	
	Tamil	2	8	
	Kannada	2	2	
Madhya Pradesh	Hindi	24		
Maharashtra ..	English	10		
	Marathi	40		
Madras ..	English	2		
	Tamil	18		
	Hindi	1		
	Malayaam	1		
	Telugu	1		
Mysore ..	Kanada	20		
	English	6		
	Marathi	1		
Orissa ..	Oriya	20		
	English	3		
	Hindustani	2		
Punjab	Hi,dustani	9		
	Punjabi	9		
	English	5		
Rajasthan ..	Hindi	40		
Uttar Pradesh	Hindi	54		
West Bengal	Bengali	5	20	Projectors of the Publicity Deptt. in Distts. are of 35 mm only.
	Nepali		3	
	Hindi	2		
Delhi	Hindustani	2		
	English	1		
Himachal Pradesh	Hindi	6		
Manipur ..	Manipuri	8		
	Hindi ..	1		
Tripura ..	Bengali	10		
	English	1		
Andaman & Nicobar Islands ..	English	1		
	Hindi	1		
	Bengali	1		
	Tamil	1		
	Telugu	1		
	Urdu	1		
N. E. F. A.				(No film is required as there are no theatres, etc.)
N. H. T. A.	English	3		
Pondicherry ..	English	1		
	Tamil	1		
	Telugu	1		
	Malayalam	1		

Post-Enumeration Check

Shri S. P. Jain explained the note prepared by him and circulated at the Conference in regard to the Post-Enumeration Check. The general principles enunciated in the note were accepted. It was thought that 12th March will be too early for conducting the Post-Enumeration Check. The other day recommended was 19th March. As this happens to be Telugu New Year's day and is an important festival in some parts of the country it was decided that the Post-Enumeration Check should be conducted on the 21st and 22nd March uniformly throughout the country. Shri Jain will send a technical note in this matter in due course.

Finalization of Table Forms and Draft Memorandum

The Table forms as revised with reference to the decisions reached at the Conference and the revised memorandum is being circulated to the Superintendents separately.

The following general points were discussed and decisions reached :

Housing Tables

In the case of Table III, it was decided that all Superintendents who have completed houselisting should carry out pilot tabulation on both the original draft form as well as the form as revised by the Conference and give an estimate of time taken separately.

Table V—It was decided that the special Table as drafted by the Superintendent of Census Operations, Kerala with modifications made by the Registrar General should be prepared for the slum areas of Calcutta, Bombay, Ahmedabad and Bangalore and for at least one congested city in each State. A copy of the modified form is given in the annexure. Each Superintendent can draft his own form on this basis, but the draft should be sent to this office for scrutiny and return.

The Chairman added that where it is not possible to take an entire city, a part of the city can be taken consisting of 20 to 25 thousand households, in which case the Superintendents should inform the Registrar General of the particular area they are taking for investigation. In choosing the particular locality some characteristic like overcrowding, congestion, etc., should be taken into consideration.

It was decided that the Housing Tables II IV and V should be prepared on a sample basis and I and II on full count. The three Tables II, IV and V will be prepared on a 20 per cent sample of the households. For this purpose every 5th household (column 11 of the House List) from the first random household will be taken In order to ensure the quality of the sample the sample households will be marked continuously for all the House Lists for the rural area of a tahsil/taluk/thana/anchal and for every town with a population of 50,000 and over and for all other towns of a district, that is to say, households left over in a House List should be carried over to the next House List for the selection of sample households.

Census Tables

Primary Census Abstract—It was agreed after discussion that the recommendations of the earlier conferences that the principal work should be distinguished from the other work, should be accepted. The number of the question which corresponds to the principal work of the individual (on which he spends most time) will be marked by a bold ring or circle around the question number (e.g. (8), (9), (10) or (11).) The instructions for enumerators should be modified accordingly. The Primary Census Abstract and the other economic Tables will be prepared on the basis of the principal work of a person. It was also pointed out by the Superintendent of Census Operations, Andhra Pradesh that there may be cases where a person may be engaged in more than two productive activities, i.e., in his case more than two of the questions 8 to 11 would be filled up. In such cases, he said that for preparation of Table B-VII an indication of the second work or activi

is necessary. It was agreed that in the case of the second work, i.e., which occupies most time after the principal work, a tick should be put on the right hand side of the question number of the second work.

Table B-IV—It was decided that the figures for 'Employee' and 'Others' in the case of household industry and 'Employer', 'Employee, 'Family worker' and 'Single worker' in other industry, trade, business, profession or service, should be given only for major groups and this classification is not necessary in the case of minor groups for the Table.

Table B-VII—Table B-VII, Part I, relates to cross-tabulation between cultivation, agricultural labour and household industry. Part II of the Table relates to cross-tabulation where principal work is non-household industry, trade, business, profession or service and aditional work is household industry. In the case of a person who is engaged in more than two productive activities the principal work and the secondary work will be indicated in the slip at the time of enumeration. For purposes of Table B-VII Part II, however, it will be necessary in the case of persons who are engaged in more than two productive activities of which household industry is one, that household industries should be taken as the secondary work even though it might not have been marked as the second important work at the time of enumeration.

Table C-VI—Bilingualism—A question was raised about tabulation in cases where two languages are returned in question No. 7 (*b*). The Chairman stated that the tabulation will take into account only one language and that will be the first language recorded against the question.

A question was raised about the presentation of the figures. The Chairman stated that it is proposed to follow the Grierson's classification as stated in the Table with such modifications as may be decided upon after consulting the various experts. For this purpose it is proposed to appoint several linguists in this office who will examine the whole scheme taking into consideration the views expressed by those experts who will be consulted. It is also proposed to take help from the section dealing with the languages in the Anthropological Department. A separate Table will also be prepared for languages in aplhabetical order.

Table D-II—In the case of Migration Table (D-II) the Conference agreed to the recommendations made by the earlier two meetings that a column should be opened for cases where it is not possible to ascertain whether the birth place was rural or urban in question No. 4(*b*). This column should be designated 'Unclassifiable'. It is also necessary that some indication should be made in the slip itself in the case of those persons who may not be able to give an accurate answer to the question whether their birth place was rural or urban. The Conference recommended that instead of putting a cross in the circle of question No. 4 (*b*) as recommended at the earlier meetings, the actual birth place should be recorded as this may enable the Tabulation office to find out whether at least in some cases the birth place was rural or urban. The following addition will accordingly be made in the instructions to question No. 4(*b*) :

> "3. If the person enumerated is not in a position to say whether the place of birth is a village or town, write the name of the place of birth as returned by him."

Special Tables for Scheduled Castes and Scheduled Tribes

It was decided that the population of Scheduled Castes and Scheduled Tribes should be given for each village and should be exhibited in the Primary Census Abstract.

The representative of the Ministry of Home Affairs desired that data on the tribal population employed in shifting or jhum cultivation should be collected. The Chairman stated that it would not be possible for him to collect this information in all States. The North East Frontier Agency has already provided for this in the special Household Schedule applicable to the tribal area. It

may be possible to collect this data by inserting a box in the Household Schedule in the case of Manipur, Tripura and Naga Hills Tuensang Area.

It was decided that the Age Tables C-II, C-III and C-IV should be prepared for total count and not for the 10 per cent sample as was originally proposed. After the completion of Tables B-I and B-II the slips will be arranged according to broad age-groups. They will have only to be further subdivided into the age-groups required for Tables C-II, C-III and C-IV.

Household Economic Tables

The question of recording of land in the Household Schedule in the case of persons whose lands are situated at a distance from their households was raised. It was pointed out that even if the land is situated at a distance from a household some Heads of household may return as actual cultivators arguing that they are actually engaged in cultivation as it is done under their supervision and direction. According to the Instructions to Enumerators the land should lie within the village or in adjacent villages or within such a distance as enables the household to work on the land or actively supervise the cultivation. It is not possible for the household to supervise the cultivation of land situated at a great distance from the household. But at the same time if the Head of the household insists that he is cultivating the land it would not be feasible to question his statement. It was, therefore, decided that in such cases the instructions should be strictly adhered to and the position should be explained to the Head of the household. Even after the explanation if the Head of the household insists that the land is cultivated by the household it should be recorded as such.

The Household Schedule provides for recording of two household industries. In case where two industries have been recorded the more important one will have to be taken for the preparation of the Household Economic Tables as the tabulation will be for only one household industry. For this purpose the industry which is conducted for greater number of months will be taken as the more important industry.

The Household Tables will be prepared on a 20 per cent sample of the households. Every 5th household from the first random household will be taken. The sample households will be marked continuously for rural areas of a tahsil/taluk/thana/anchal and for urban areas of a district, i. e., households left over in a Household book should be carried over to the next Household book for the selection of sample households. This procedure is essential to ensure the quality of the sample. The sample household will be indicated by a bold tick at the right hand top corner.

The entries in the Household Schedule will be copied on slips and sorted for the various Tables For this purpose the entries will be coded and only the code numbers will be copied on the slips. The slip will be designed by the Registrar General's office and sent to the Superintendents for printing and use.

Tabulation

The Chairman stated that as far as possible all the Superintendents including Union Territories except Laccadive, Minicoy and Amindivi Islands should do their own tabulation. The tabulation for Andaman and Nicobar Islands will have to be done in the Islands itself. The tabulation for Naga Hills Tuensang Area should be done by the Superintendent of Census Operations, Naga Hills Tuensang Area, either at Imphal, Calcutta or Shillong.

Tabulation of Housing Tables

The Chairman stated that Superintendents whohave [illegible] houselisting should set up their Tabulation offices in their own offices for preparing the Housing Tables. In doing so they should keep a note of the time that is consumed for each process. A copy of the instructions drawn up by this office will be sent to the Superintendents separately. The Superintendents

may suggest any modifications that may be required in the instructions as a result of the pilot tabulation. In the case of other States also the Superintendents should start tabulation of Housing Tables as soon as the houselisting is completed.

The work should start with two teams each of one Supervisor and 6 Compiler-Checkers which can be increased with the progress of work. The preparation of the Housing Tables will give training to the staff in coding because all items will be coded before they are carried to the compilation abstracts. This will also give the Superintendents valuable experience in the organization of Tabulation offices in March, 1961.

Number and Location of Tabulation Offices

As regards the number and location of Tabulation offices some of the Superintendents expressed a doubt whether it would be possible to complete the work within nine months with the existing number of Tabulation offices.

The Chairman stated that it is desirable that in all the States the urban slips are centralised in a Tabulation office at the headquarters itself because it will then be easy to ensure strict control in the pre-coding of House List schedules and slips for occupation, industry and other characteristics. For example, even educational qualifications may be pre-coded with reference to the several categories. A coding cell could be conveniently set up which would do the coding before handing over the Census records for sorting. A doubt was raised whether a Tabulation office should be set up entirely for the urban areas even if the urban population is below 5 to 6 million, the standard prescribed for a Tabulation office. The Chairman stated that there will be no objection to deal with the rural slips also in the same Tabulation office to work out the required quota provided the Deputy Superintendent is made entirely responsible for the urban area in addition to his general work and the Assistant Superintendent responsible for the slips of the rural areas.

It is necessary to code both occupation and industry returns in the case of all urban slips where answers are recorded in question Nos. 10 and 11. The coding should be done accurately and the code numbers should be written very legibly. In the case of these offices one of two teams of coding staff consisting of 10 coders under the supervision of the Statistical Assistant should be appointed early. The staff engaged for the tabulation of Housing Tables can be transferred to this work in case the Housing Tables are completed before the regular tabulation work is taken up. Otherwise, some of the experienced staff can be switched on to this work. These persons will also have experience in the three-digit coding according to the National Standard Industrial Classification Scheme of products, etc., recorded in column 6 of the House List. If fresh persons are selected for coding, they should be given sufficient training before they start work. They should at least be given a week or ten days' training. It is, therefore, desirable that they should be appointed in the second week of March so that they can begin work on coding as soon as the records come into the Tabulation offices.

It was pointed out by the Chairman that the Tabulation office dealing with urban areas can also deal with the tabulation of sample Household Schedules. A separate coding staff will be necessary for the Household Schedules also. Two separate sets of teams should, therefore, be set up in each Urban Tabulation office, one for coding the slips for occupation and industry and the other for coding the Household Schedules for all items for which coding is necessary for the preparation of the Tables. The Tabulation offices for rural areas will start functioning from 15th or 16th March.

In this connection, the Chairman stated that the Superintendent of Census Operations, West Bengal has prepared an alphabetical list of Occupations with Code Numbers. This will be checked in the Registrar General's office and copies circulated to all Superintendents.

Staff set up of Tabulation Offices

The question of staff set up of Tabulation offices was discussed. On the basis of the proposals made by the Superintendent of Census Operations, Mysore, it was agreed that the following

should be the set up of each Tabulation office which will be responsible for the tabulation of about 5 million population:

One Deputy Superintendent—He will be either a Provincial Civil Service Officer or a Statistical Officer and will be appointed by the Central Government. He will be eligible, in addition to his grade pay, for a special pay of Rs. 150 or 33⅓ per cent of his grade pay whichever is less.

One Assistant Superintendent or Tabulation Officer—on a par with the Head Assistants' grade, i. e., Rs. 250—15—400. It was suggested by the Chairman that the existing Statistical Assistants can be appointed to these posts with suitable additions to their emoluments in order to encourage the existing staff to take more interest in Census work.

One Statistical Assistant in the scale of Rs. 160—10—330

Four Tabulation Assistants in the scale of Rs. 120—8—200—10—220

Twenty Supervisors either on a fixed pay of Rs. 160 in cities and Rs. 150 in other areas or in the grade of Rs. 100—5—160.

Forty Compiler-Checkers on a fixed pay of Rs. 140 in cities and Rs. 130 in other areas

Two hundred Sorters on Rs. 120 in cities and Rs. 110 in other areas.

The Chariman stated that the above emoluments should be taken as maximum and it is left to each Superintendent to make internal adjustments within the pay of Sorters and Compiler-Checkers or give lower scales of pay.

The administrative staff of each Tabulation office should be as follows :

One Head Clerk-*cum*-Accountant on Rs. 80—220.

One Cashier

One Record Keeper on Rs. 60—130

One Daftry or an Attendant

Ten Class IV staff

One Typist

The Deputy Superintendents who have already been provided with one clerk will carry those clerks to the Tabulation offices at the tabulation stage. This post can be that of an Upper Division Clerk in which case he can also act as Stenographer to the Deputy Superintendent. The peon attached to the Deputy Superintendent will also be carried to the Tabulation office. In addition to the above staff each office will have to be provided with as many machine operators as there are machines.

A question was raised whether a Manager in the scale of Rs. 300—20—500 should not be appointed in each Tabulation office. The Chairman stated that it may not be desirable to have such a high paid officer in addition to the Deputy Superintendent in a Tabulation office but if any difficulty is felt in a particular State he may consider the matter.

Method of Recruitment

The Chairman acknowledged that the problem of recruitment of such a huge staff will be difficult especially as the Employment Exchanges may not offer good people and large number of suitable persons may not register themselves in the Employment Exchanges. He, therefore, advised all the Superintendents to notify, in consultation with Directors of State Employment Exchanges, in the local newspapers two or three months before the setting up of the Tabulation offices about the vacancies advising eligible persons to enrol themselves with the Employment Exchanges. He also stated that even if this advertisement failed to produce the desirable response, the Superintendents should make a request to the Officer-in-charge of Employment Exchange or the Labour Secretary of the State Government to permit him to recruit candidates directly if suitable candidates were not offered by the Employment Exchanges.

According to the existing financial powers the Superintendents will have to approach the Registrar General for sanction of posts on fixed pay if the pay exceeds Rs. 100. The posts of Sorters, Compiler-Checkers and Supervisors carry fixed pay exceeding Rs. 100. The Registrar General will have to be approached for sanctioning of the posts. Some of the Superintendents felt that a reference to the Registrar General may cause delay in the creation of the posts which may have to be done urgently. They, therefore, desired that they should be empowered to create posts on fixed pay up to Rs. 160. The Chairman said that he will move the Finance Ministry though he was not sure whether they would agree.

Organization of Tabulation Office

The Tabulation offices should start with a Statistical Assistant, Tabulation Assistant and 20 Sorters and 4 Compiler-Checkers. This pilot team should do the entire sorting and checking for one Taluk/Tahsil/Thana, etc. This team should consist of good Sorters as the norm for sorting outturn for the various tickets will be prescribed on the basis of the results achieved.

First 20 per cent of the Sorters will be recruited. The strength of the Sorters should be increased progressively with reference to the work and the maximum capacity should be in position by the 15th of April unless the enumeration records fail to reach the Tabulation offices by that date.

It is necessary to have some simple tests for recruitment of Sorters. A test on the capacity for addition and calculations should be given by giving a large number of arithmetical sums to be completed within a prescribed period of time, say 5 or 10 minutes. Those persons who are not found suitable in this test should be rejected.

It is also desirable to give some training to Sorters for 3 or 4 days. They should be given t he instructions which should be explained to them by the Statistical Assistant in the presence of the Deputy Superintendent and after 3 or 4 days of the training a further test should be held to see whether the Sorters have understood the instructions clearly especially the abbreviations given in the slip. The appointment of a Sorter should be done only after he successfully completes the training. Those Sorters who are appointed after the training should be paid at the rate of Rs. 3 per day for the period of the training. Those who fail to come up to standard in spite of the training will not be paid any remuneration for the period of their training. This should be made clear when the first test is held. These conditions should be clearly set out in writing in the appointment letter with the further stipulation that any employee will be liable to discharge without notice and subject to satisfactory police verification. They should be made to sign these conditions.

The question whether the Census tracts as adopted at the 1951 Census should be continued at the forthcoming Census was then discussed. In this connection, the Chairman stated that after the preparation of the Primary Census Abstract it would not be necessary to keep the identity for any unit less than a district for purposes of sorting. The Primary Census Abstract gives the basic figures which will be produced down to the village/ward and in the case of urban areas even to the level of enumerator's Block. So far as Scheduled Castes and Scheduled Tribes are concerned the basic figures, namely, total population, will be given for the areas mentioned above.

For facility of sorting each Sorter should have about 20 to 25 thousand slips and this division will have to be made in the initial stage soon after the completion of the Primary Census Abstract and preparation of Table B-II for individual cities and towns. On this basis a team of one Supervisor, 2 Compiler-Checkers and 10 Sorters will be able to handle about 2 to 2·5 lakhs of slips. The Superintendents were of the view that it may not be necessary to specify Census tracts as was done in 1951 Census but at the same time they can adjust the work in such a way between the different teams that

in the case of rural areas the talisil/taluk/thana/anchal identity can be maintained. The Chairman agreed that so long as there is not likely to be any confusion there is no need to have Census tracts as in the 1951 Census. The taluk/tahsil/thana/anchal figures can be had in manuscript but need not be printed.

In the case of urban areas, however, it would be necessary to combine small towns for a district if they do not make up a population of 1 to 1½ lakh. A city or a town-group with a population of 1 lakh and above will be a separate unit for purposes of sorting. If the total population of small towns is large then it can be split up into different units with reference to the geographical contiguity, etc. If, however, a district has got very small urban population the sorting will have to be done separately, however small the urban population of the district may be. All the Tables are prepared on a district level and urban and rural figures are kept separate.

The Compiler-Checker is responsible for the work of the Sorter. There will be a pair of Compiler-Checkers for every 10 Sorters. The duty of the Compiler-Checker is to check the work of the Sorters and also post the Compiler's Statement. Each Compiler-Checker will be responsible for the checking of the work of 5 Sorters and posting them in the Compiler's Posting Statements. It is expected that each Compiler-Checker will be able to check about 5 to 8 per cent of the work of each Sorter. The check should consist of looking for internal consistencies of the results (a list of inconsistencies to look for will be prepared by the Statistical Section of the Tabulation office) spot-checking of sorting, counting of sorted slips and also checking and tallying the Sorter's Tickets after the preparation of the tickets.

It should be a golden rule that all the Sorters should squat on the floor and work as this gives the maximum movement of the hands without fatigue. A chair with arms is inconvenient, because the arms restrict the movement of the elbows. Armless chair will also be inconvenient. The Sorters should be provided with *tat pattis* or jute carpet pieces or mattress to sit on. The Deputy Superintendent should show by personal demonstration that the sorting by sitting on the floor is the most convenient. Persuasion will be necessary for this purpose. Where, however, the Superintendent finds it impossible to convince his staff he may provide armless chairs and tables. For a Compiler-Checker a Munshi's desk may be provided.

It is desirable that each pigeon hole consist of 20 holes, 4 vertical and 5 horizontal. The depth of each hole should be 7½" or 8". The convenient size for a pigeon hole is 32"x 22½"x 8". The pigeon holes should be made of the cheapest material available.

Each Sorter should have two steel boxes with locking devices, one for keeping the unsorted slips and the other the sorted slips. The size of the box supplied in the Tabulation office of West Bengal was 14"x14"x10". As the size of slip is bigger, boxes of the size 15"X15"X10" would be convenient. Some of the Superintendents may be able to salvage boxes used at the last Census which may be more or less of this size. These can be utilised. As in the case of pigeon holes the boxes should also be made of the cheapest material available. It is desirable that these boxes are provided with locks and keys.

For purposes of tying bundles of slips rubber bands should be provided to the Sorters as strings are very inconvenient to use. For purposes of large bundles sutli or strings will have to be used.

It is desirable that at the Tabulation office, teams are arranged separately leaving sufficient space for the Deputy Superintendent and Assistants to move from one team to another. This will make for orderliness and also avoid the danger of slips being mixed up.

It is necessary to devise a norm for Sorters, for the various Sorter's Tickets. The norm should be fixed at 1½ times the outturn of the pilot team for each ticket. The pilot sorting is done at the

initial stage and as work progresses sorting speed increases. It is also desirable that the norm is increased periodically as work progresses. This should be left to the discretion of the Deputy Superintendent.

For the first week, the Sorters will be paid at a piece rate of Rs. 3 per day which will include the training period. The regular payment will start after the first week. In order to provide an incentive to the Sorter it is necessary to prescribe a system of bonus which has been found to have worked successfully in earlier Censuses.

The following grades of bonus should be prescribed : *For a Sorter* : If the performance is 20 per cent to 30 per cent above the norm he should get a bonus of Rs. 5 and if the performance is above 30 per cent, Rs 10. *For a Compiler-Checker*: If the performance of his team is above 30 per cent he will get a bonus of Rs. 15 and if it is between 20 per cent and 30 per cent, Rs. 10. The Chairman promised to work out the norm with reference to the test sorting undertaken in this office if possible and circulate to the Superintendents. The test sorting was done on the basis of the Tables that have undergone considerable changes and may not give a correct picture of the situation.

The question of holidays was raised. It was decided that all Sundays and Government of India holidays except the second Saturday may be treated as holidays in the Tabulation offices. The temporary staff of the Tabulation offices will be eligible for casual leave at the rate of one day in a month with pay. More than one day in a month will be treated as a day without pay. The staff can be allowed to accumulate one day per month if they do not take leave.

There is always scope for improvement in the work of the Tabulation offices which can be done with the co-operation of all the staff in the office. It is, therefore, desirable that the Deputy Superintendent holds frequent meetings with other officers and staff including sorters in the Tabulation office. The golden rule of avoiding trouble while working with such a large, hastily collected, extra-temporary staff is to maintain direct personal contact between the Deputy Superintendent or Assistant Superintendent and each employee, to the level of the sorter.

Adoption of National extension service Blocks for Tabulation

In cases of States other than Bihar the present administrative units will be adopted as the units for tabulation, wherever a unit below a district is given. In the case of Bihar, however, as the NES Blocks have been finalised and as State Government desire that all population figures should be given according to the NES Blocks, the Anchal has to be adopted as the unit. It will also be necessary in the case of Bihar to prepare a separate Table giving an abstract of the Primary Census Abstract for the subdivisions in the District Census Handbook.

The question of presenting the figures by natural divisions was then raised. The Chairman agreed that in the case of Kerala State natural divisions can be adopted in addition to the administrative divisions only for Table A-I.

Recasting of earlier Census Tables for present set up of States

Some of the Superintendents raised the doubt whether recasting should be done even for inter-district transfers or whether it should be confined only to the transfers consequent on the Reorganization Act. The Chairman stated that the recasting has already been done by this office according to the Reorganization Act and the Superintendents should now do the work for inter-district and inter-taluk transfers.

District Census Handbooks

It was decided that the District Census Handbooks should be printed as at the 1951 Census by the State Governments. Several Superintendents raised the question that if the State Governments are required to print they should also be shown in advance the contents of the Handbooks. The Chairman agreed that when the contents are finalised they can be sent to the State Governments for approval.

The Chairman pointed out that the copies of the Handbooks printed at the 1951 Census were exhausted immediately after their printing. He, therefore, thought that it would be desirable to print at least one thousand copies of the Handbooks of each district. The sanction of the State Governments should be taken for this. The Chairman said that it is essential that each Handbook should contain a map of the district in the scale 1″=8 miles or 1″=16 miles and the taluk/tahsil/thana map of the scale 1″=4 miles showing village boundaries.

The District Census Handbook should be kept distinct from the District Gazetteers. It is, therefore, essential that all material that are to appear in the District Gazetteers should not be reproduced in the Handbooks. The Handbook should, therefore, consist of minimum introduction with an account of the demographic and economic condition of the district from the Census data. The Handbook should contain the following Tables :

1. Primary Census Abstract
2. A-Series Tables
3. Handicrafts Tables
4. Special Tables for Scheduled Castes and Scheduled Tribes

In addition, the Handbook should contain the following Tables of official statistics :

(1) *Rainfall and Temperature*—Five to ten stations in the district may be selected and Mean Maximum, Mean Minimum, Highest and Lowest temperatures month by month between 1951 to 1960 may be given.

(2) *Vital Statistics*—(*a*) Births and Deaths records for each tahsil/taluk/thana/anchal for each month for 1951—60.

(*b*) Deaths from some selected causes

(3) *Agricultural Statistics (including irrigation)*—Principal crops, best cultivated region, area cultivated, irrigation projects, agriculture extension scheme, experiments in double and triple cropping, details of economic enquiries, if made, prices of food grains month by month.

(*a*) Persons' cultivated land with size of land

(*b*) Distribution of crops from 1951 to 1960

(*c*) Crops cultivated excluding orchards and gardens showing progress of cultivation

(*d*) Abstract of crops and produce of foodgrains in selected years. If possible give some illustrations of cost of cultivation in different years.

(4) *Statistics of Houshold, Cottage and Small-scale Industries*—(*a*) Give the explanation of the Tables which have been prepared including small scale industries.

(*b*) Distribution of small industries by taluk/tahsil, etc.

(*c*) Analysis of the types of people employed

(5) *Statistics of Large-scale Industries and Registered factories*—Growth of factories 1951-1960. Employment in textile and non-textile establishments by broad age-groups for rural and urban areas. Daily number of workers in each establishment over a particular year or per alternate years for over five years.

(6) *Administrative Statistics*—(*a*) Criminal Justice, number of criminal cases tried

(*b*) Persons convicted

(*c*) Strength of Police, Jails

(*d*) Co-operative Societies, 1951—60

(*e*) Receipt of excise revenue, sales tax, entertainment tax, motor spirit tax, stamps, etc.

(*f*) Land revenue for the decade

(*g*) Number of registered documents

(*h*) Values of property transferred

(7) *Public Health and Medical Statistics*—List of Hospitals and Dispensaries, Maternity and Child welfare centres, Public Health and anti-adulteration activities and Rural Health Centres, Other medical statistics like B. C. G. campaign, Malaria Control, Family Planning Centres, etc.

(8) *Education Statistics*—Public institutions in 1951—60. List of High Schools and Primary Schools.

(9) *Statistics of Public Entertainment, Press and Journals*—Printing Presses and newspapers, cinemas.

(10) *Communication Statistics including waterways*—Village roads, roads and bridges, railway stations, post offices, polymetrical Table of distances, list of important waterways.

(11) *Statistics of local bodies*—Public Works Department, Panchayats, etc.

(12) *Statistics of Community Development*

(13) *Calendar of important events*—Important events between 1951 and 1960 may be given.

(14) *Prices of staple food-stuff month by month and cost of living index* 1951—60 *showing average prices month by month of basic commodities*

(15) *Statistics of Banks and Insurances*—Insurance Policies, Small savings

(16) *Statistics of livestock*—Variation in the number of main livestock during 1920—1961.

(17) *Statistics of Fairs and Festivals*—Weekly and fortnightly Hats and markets. Places of fairs, time of the year and duration

(18) *Village Directories and Village statistics*

(19) *Census Tables by Taluks/Tahsils, etc., (A-Series)*

Contents of Village Directory—All itmes shown in the Primary Census Abstract except Houseless and Institutional population should be shown in Village Directory. In addition to this the following information should also be shown by means of symbols :

(1) Important cottage and household industries (three dgiit code) with number of households Information to be collected from House List

(2) Educational institutions under the following symbols:

P	for Primary School
M	for Middle School
H	for High School
C	for Higher institutions including colleges
T	for Technical Institutions

(3) Medical and Public Health facilities with the following symbols:

D	for Dispensaries
RHC	for Rural Health Centres
Hos.	for Hospitals
MP	for Medical Practitioners. Details by suitable symbols may be given if available.
MCW	for Maternity Child Welfare centres

(4) Communication and Transport facilities:

Po, To	for Posts and Telegraphs
RH	for Rest Houses and Choultries
R	for connected by road
Rly.	for connected by railway

(5) Drinking water facilities :

S	for Safe or protected water supply including pipes, tube wells, etc.
PW	for Pucca Well
KW	for Kuccha Well
TK	for Tank.
Riv.	for River

(6) Reading Room and Library facilities:

(7) Rural Electrification :

E	for Electricity
E(I)	for Industrial use
E(A)	for Agricultural use
E(D)	for Domestic use

(8) *Places of ancient monuments, places of worship*—After deleting the columns for houseless and institutional population there will be i36 columns in the Primary Census Abstract. it is the intention to have the Primary Census Abstract printed on two pages of the Royal-Quarto size so that the entire Abstract can be seen at a glance. Two pages of the Royal-Quarto size can easily accommodate 42 columns. Six columns will, therefore, be available for giving the information relating to Village Directory. In some cases, it may be necessary to make a selection of the more important information to be given in the Primary Census Abstract. For facility of reference at the end of the right hand side page the code number of the village should also be given. In column 2 on the left hand side the code number and the name of the village should be given. In the case of Punjab, the Hathwa number may also be given.

The Chairman stated that he would address the State Governments in regard to the printing of District Census Handbooks.

Socio-Economic Survey

In the case of Socio-Economic Survey the Chairman stated that the questionnaire circulated by the office should be taken as the minimum. This can be amplified or elaborated for instance by addition of information on the house types of cities and villages, different marriage customs, manners, etc. It is, however, essential that there is basic uniformity in the collection of information in all the States. It is only for this purpose that a uniform schedule was devised for all the States. The basic questionnaire should remain but any elaboration of the information in any State is quite welcome. In this connection the Chairman referred to the schedule that has been devised by the North East Frontier Agency.

He has also stated that he proposed to introduce a few more questions on consanguineous marriages. The questionnaire prepared by this office has been seen by Dr. Sanghvi who has proposed some modifications. It will be finalised shortly in consultation with Dr. Sanghvi and copies will be sent to all Superintendents for incorporation in the schedule for Socio-Economic Survey.

Rural Craft Survey and Fairs and Festivals

Mrs. Ruth Reeves, the representative of the All India Handicrafts Board, explained in detail the importance of the rural and tribal craft surveys. She also produced before the Conference the ethnological and tribal craft maps of Mexico produced by the United States of America. Some photographs of tribal arts and crafts were also exhibited by her at the Conference.

The Chairman stated that it will be useful to produce as part of the 1961 Census operations, the following four maps on all All-India basis :

(*i*) Tribal Crafts,
(*ii*) Village Crafts or Cottage Industries,
(*iii*) Ethnic Group and
(*iv*) Rural Habitat or Tribal Habitat.

These maps should be prepared on the model of the Mexico maps exhibited by Mrs. Reeves, where the maps give the actual human types, pictorial representation of the arts and crafts of the people. The information is already being collected by this office both in the Socio-Economic Survey and in the Rural Craft Survey. One way of collecting these photographs of handicrafts is to rummage the collection of the Directors of Publicity, Directors of Tribal Welfare, the All-India Bharat Sevak Samaj and other institutions of the kind in the respective State. These may be able to produce a representative collection of 60 to 70 worthwhile photographs. It will also be useful to contact one or two very good libraries in the State where they keep old books concerned with the people and tribes, collection of journals of Indian Art in Industry and also catalogues of exhibitions of art held since 1851 which may be available in these libraries or in the Divisional Commissioner's library. These will produce excellent material for different human types. Photostat copies of some of these tribes can be taken as the cost of taking these will be negligible. It may be necessary to have some coloured photographs also. In this case the Naga or NEFA tribe monographs that are still available may contain some photographs that may be printed in colour. If the photographs are available in black and white a local draughtsman can be employed or the local Art School can be asked to produce them in colour on a small payment. Some help can also be got from Dr. Van Mourick's organization. Mrs. Reeves herself has a large collection of photographs which she will place at the disposal of the Census organization for collection. Wherever there is a gap in the collection made by the Census office it can be filled up from her collection. These photographs will have to be properly placed in a geological map. This map need not be very elaborate as it is only to give a suggestion as to how far the geology of the area goes with the civilization. The Chairman also mentioned in this connection that monographs will be written by Anthropological experts on selected crafts.

The representative of the Handicrafts Board Mr. Gokhale, who was also present at the Conference, said that the information collected at the

1961 Census would be very useful to the Handicrafts Board and very helpful to them in putting them wiser about these crafts and also their future activities in different parts of the country as the information at present avai able regarding the location of rural crafts is very limited. In this connection, he stated that their organization in the field was very limited and their work was carried out mainly through the Directors of Industries. They have, however, five regional offices, viz., Bombay, Calcutta, Madras, Lucknow and Delhi for purposes of liaison and these regional offices will extend all their co-operation to the Census authorities in the collection of information relating to rural crafts and handicrafts. He also made available a copy of the Statistical Bulletin of the All India Handicrafts Board for March, 1960 which contained information on the location of crafts in the form of pictorial maps for all States. He also promised to put all the Census Superintendents in the mailing list for future publication of this Bulletin.

A question was then raised about the scope of the rural craft survey, whether it should extend to all village and cottage industries or only to some typical industries. The Chairman stated that it may be difficult to conduct a survey for all the household or cottage industries and each Superintendent should take up six industries which are typical for his area.

There can hardly be any question of overlapping in the Survey. If the same industry is found in two States, for example, bidri work in Mysore and Andhra Pradesh, the processes differ in many ways and it will be desirable to record both processes.

As regards the actual selection of the industries for Survey, the Chairman was of the view that all common industries like biri making, hand-pounding of rice, etc., should be eliminated. The lists of industries thrown out by the House List and Household Schedule should be the basis of selection. The information given in the Statistics and Maps produced by the All-India Handicrafts Board in their Bulletin which has been circulated to the Superintendetns will also be useful. From these a selection could be made of those industries which are available either at the purest or primitive form and are being worked in the economically profitable form. The industry should also be unique or very special for any particular area which no other area produces.

As regards the number of crafts that should be taken up for study, the Chairman stated that it is not necessary to restrict the number. Each Superintendent can take as many as possible. Each Superintendent will have to prepare a monograph. The design of maps, etc., to be included in the monographs of the Handicrafts will be circulated by this office. If necessary, the monographs will also be shown to some experts if they are available.

The Chairman reviewed the position in regard to the collection of information on fairs and festivals. In this connection a question was raised whether the information that is furnished by local persons, like School teachers, Headmen, etc., in respect of the questionnaire that has been addressed could be taken as authentic. The Chairman stated that such material should usually be authentic, but will, in some cases, need verification. But the monograph should acknowledge all information to persons who have given them. No responsibility should, therefore, be attached to the Superintendents. Even though some of the information may be not wholly capable of verification the monograph will furnish full information on fairs and festivals in different parts of the States.

Monographs on Scheduled Castes and Scheduled Tribes

Some of the Superintendents expressed the doubt whether it will be possible to prepare monographs on all Scheduled Castes and Scheduled Tribes as especially in the case of Mysore there are more than 400 Scheduled Castes and Scheduled Tribes. The Chairman stated that it would be sufficient if monographs are prepared on selected important Scheduled Castes and Scheduled Tribes.

It may be useful if monographs are prepared on some of the declining tribes about which a note has already been circulated to the Superintendents.

Publication of Monographs

The Chairman said that it was his intention that each Superintendent should produce in one volume of about 400 to 500 pages all the monographs relating to the Socio-Economic Survey, Rural Craft Survey and Scheduled Castes and Scheduled Tribes. The monographs should be split up into separate convenient parts if the material could not be published in a small volume of 400 to 500 pages. For example, each topic can have a monograph.

The size of the publication should be uniform in all the States and should follow the general Census publications for the 1961 Census. It is, therefore, necessary that all photographs and other pictorial material to be exhibited in the monographs should be reduced to the Demy-Quarto size.

Examination of Languages

The Chairman referred to the circular that he had issued to the Chief Secretaries and the Superintendents of Census Operations and said that the response was not very encouraging. In his circular to the Chief Secretaries he had requested them to appoint language experts who could analyse the language returns at the 1951 Census and give their comments as to whether a particular language was a language or a dialect, and if so, of which language and whether any of the languages returned seemed spurious. All States except Madhya Pradesh and Mysore have appointed experts and some of the experts have also given their comments which have been summarised by this office. When the replies are received from all the States the summaries prepared by this office will be circulated to the Superintendents for their further comments. In this connection he also stated that he proposed to appoint linguists in this office who will go into this question in great detail. When they are appointed he might send to each State a list of words and a few very short sentences which the interviewer would record in the native words of the person interviewed. This will be useful to find out the actual status of a language whether it is a distinct language or part of a bigger language.

The Chairman also referred to the circular that he had issued to the Superintendents on the 19th January requesting them to examine the less-spoken language returns according to the 1951 Census. He has only received replies from Andhra Pradesh and Andaman and Nicobar Islands. He wanted the other Superintendents to examine the matter and expedite their replies

Maps for Reports

The Chairman stated that he had already made arrangements for the preparation of State maps for the State Census volumes. The Tables and reports, in fact all the Census volumes of the 1961 Census, will be in one size, Demi-Quarto, i.e., the same size adopted in 1951 for the Census publications. The maps prepared by the Surveyor General of India for Madhya Pradesh were shown to the Superintendents at the Conference. It was pointed out by some of the Superintendents that the size is big and the Chairman stated that they should be put in a pocket attached to the cover of the report. The Chairman also stated that in view of the fact that larger use is made by the research scholars of State Tables, it will be desirable to have a map attached to the State Tables also. If the Tables are printed in two volumes the maps should be attached to the volume dealing with the General Population Tables.

Some of the Superintendents desired that it will give good appearance if the maps are in colour instead of black and white. The Chairman said that this may be difficult but some of the Superintendents desired that at least the elevations should be shown in colour. The Chairman said, he would consult the Surveyor General. It was also pointed out that the town populations

in the maps related to the 1951 Census and it will look odd if the map is published along with the 1961 Tables. The Chairman stated that it is not possible to prepare the maps on the basis of 1961 Census as this will take a long time.

Paper Requirements

The Chairman stated that he has already placed an indent for 400 tons of 52 lbs. Double Demy White printing (Wove) paper for printing of the reports and Tables. The paper required for the District Census Handbooks will have to be supplied by the State Governments. As regards reports and Tables the Chairman stated that the number of copies printed at the last Census may not be sufficient for this Census and the Superintendents may, therefore, make an estimate of the number of copies to be printed for the coming Census on the basis of those printed at the last Census. There is likely to be greater demand for Table Volumes. Each Superintendent should send to this office his estimate of the number of copies that are to be printed. It was understood that in the case of all States the paper that has already been supplied would be sufficient for enumeration and printing of tabulation forms and other tabulation work.

Revised Estimates for 1960-61 and Budget Estimates for 1961-62

A detailed circular will be sent to all Superintendents in this matter. The Superintendents were informed that they should make a firm estimate of their requirements under the head Honorarium to Enumerators' which they should include in the Revised Estimates. It is imperative that excess grants or huge surrenders should be avoided.

ANNEXURE

Households by Number of Rooms and Number of Persons Occupying

Special Table for Slum Areas

Number of Rooms	Total number of households	Number of households according to number of persons in the household				
		1 person	2—3 persons	4—6 persons	7—9 persons	10 persons and over
1	2	3	4	5	6	7
No Regular Room ..						
1 Room ..						
2 Rooms ..						
3 Rooms ..						
4 Rooms ..						
5 Rooms and over ..						

APPENDIX II

Statement showing the number and cost of furniture articles purchased for the Regional Tabulation Offices aud amounts realised by their disposal

Sl No.	Name of Regional Tabulation Office	Description of furniture	No.	Cost per each	Total cost	Amount realised by disposal	Remarks
1	2	3	4	5	6	7	8
1	Cuttack Rural Tabulation Office	Secretariat Table ..	1	110·00	110·00		
		Almirah ..	2	83·00	166·00		
		Almirah ..	1	78·00	78·00		
		Table ..	12	27·75	333·00		
		Table ..	40	11·50	460·00		
		Table ..	15	19·00	285·00		
		Table ...	1	28·00	28·00		
		Table ..	12	11·50	138·00		
		Chair ordinary ..	20	9·50	190 00		
		Chair caneseated ..	2	12·50	250·00		
		Ditto ..	6	14·75	88 50		
		Ditto ...	1	15·00	15 00		
		Tables,ordinary ..	5	11·50	57·50		
		Ditto ..	1	10 75	10·75		
		Whatnot ..	10	15·25	152·50		
		Stool ..	5	5·50	27·50		
		Stool ..	44	4·75	209·00		
		Stool ..	16	4·75	76·00		
		Bench ...	2	9·00	18·00		
		Tray ..	4	3·25	13·00		
		Steel trunk ..	20	8.56	171•20		
		Ditto ..	7	12.00	84·00		
		Pigeon hole ...	225	7·75	1,743·75		
		Wooden rack ..	3	38·50	115·50		
		Sorter box ..	200	4·50	900·00		
		Sorter box ..	360	5·00	1,800·00		
2	Berhampur Rural Tabulation Office	Secretariat Table ..	1	130·00	130·00		
		Almirah ..	1	115·00	115·00	72·00	
		Almirah ...	2	80·00	160·00		
		Table ..	4	36·00	144·00	639·50	
		Table ..	22	20·00	440·00		
		Table ..	8	25·00	200·00		
		Table ..	40	10·00	400·00		
		Table ..	1	12 00	12·00		

APPENDIX II—*concld.*

Sl. No.	Name of Regional Tabulation Office	Description of furniture	No.	Cost per each	Total cost	Amount realised by disposal	Remarks
1	2	3	4	5	6	7	8
		Chair ordinary ..	22	15·00	330·00	305·50	
		- Ditto ..	12	9·00	108·00		
		Chair cane seated ...	5	22·00	110·00		
		Chair cane seated ..	1	15·00	15·00		
		Ditto ..	1	14·00	14·00		
		Whatnot ..	7	10·00	70·00	45·00	
		Stool ..	2	6·00	12·00	109·20	
		Stool ..	44	4·00	176.00		
		Bench ..	1	19·00	19·00		
		Bench ..	2	10·00	20·00	18·00	
		Tray ..	2	4·00	8·00		
		Steel trunk ..	20	10·00	200·00		
		Pigeon hole ..	180	8·00	1,440·00	180·00	
		Sorter box ..	500	4·50	2,250·00		
		Wooden rack ..	8	40·00	320·00		
3	Sambalpur Rural Tabulation Office	Secretariat Table ..	1	75·00	75·00	576·32	
		Ordinary table ..	6	20·00	120·00		
		Ditto ..	5	23·00	115·00		
		Ditto ..	20	18·50	370·00		
		Ditto ..	41	10·50	430·50		
		Ditto ..	1	21·00	21·00		
		Chair, ordinary ..	16	10·00	160·00	296·55	
		Ditto ..	6	11·00	66·00		
		Ditto ..	1	11·00	11·00		
		Chair cane seated ..	5	9·60	48·00		
		Ditto ..	14	13·75	192·50		
		Whatnot ..	2	14·25	28·50	66·00	
		Ditto ..	7	10·00	70·00		
		Stool ..	2	5·00	10·00	115·40	
		Stool ..	42	4·50	189·00		
		Bench ..	3	10·00	30·00	27·00	
		Almirah ..	3	75·00	225·00	60·00	
		Steel trunk ..	1	12·50	12·50		
		Ditto ..	19	10·00	190·00		
		Pigeon hole ..	145	8·00	1,160·00	91·25	
		Sorter box ..	1	6·25	6·25		
		Ditto ..	501	5·00	2,505·00		
		Wooden rack ..	8	45·00	360·00	81·00	

APPENDIX III

Statement showing the stationery articles supplied to the Regional Tabulation Offices and Central Tabulation Office

Sl. No.	Description of stationery articles	Quantity supplied to :					
		Regional Tabulation Office, Cuttack	Regional Tabulation Office, Berhampur	Regional Tabulation Office, Sambalpur	Total	Central Tabulation Office	Grand Total
1	2	3	4	5	6	7	8
1	Blank book (3qrs) ..	6 nos	6 nos	6 nos	18 nos	14 nos	32 nos
2	Blank book (2qrs) ..	10 nos	10 nos	10 nos	30 nos	8 nos	38 nos
3	Note sheet ..	30 pads	30 pads	30 pads	90 pads	55 pads	145 pads
4	Envelope (S. E. 2) ..	2,000	2,000	2,000	6,000	2,000	8,000
5	Envelope (S. E. 5) ..	6,000	6,000	6,000	18,000	2,000	20,000
6	Short hand note books ..	12 nos	12 nos	12 nos	36 nos	24 nos	60 nos
7	Gum Arabic ..	5 lbs	5 lbs	5 lbs	15 lbs	15 lbs	30 lbs
8	Typewriter ribbon ..	6 nos	6 nos	6 nos	18 nos	36 nos	54 nos
9	Tags cotton ..	12,000	12,000	12,000	36,000	12,000	48,000
10	Empty gum bottle ..	½grs	½ grs	½ grs	1½ grs	½ grs	2 grs
11	Ink powder (blue black) ..	2 doz	2 doz	2 doz	6 doz	18 doz	24 doz
12	Ink powder red ..	1 doz	1 doz	1 doz	3 doz	14 doz	17 doz
13	Eraser (ink & pencil) ..	6 doz	6 doz	6 doz	18 doz	6 doz	24 doz
14	Ink stand (wooden) ..	3 doz	3 doz	3 doz	9 doz	3 doz	12 doz
15	Desk knife ..	2 doz	2 doz	2 doz	6 doz	2 doz	8 doz
16	Copying pencil ..	6 doz	6 doz	6 doz	18 doz	16 doz	34 doz
17	Red and Blue pencil ..	6 doz	6 doz	6 doz	18 doz	18 doz	36 doz
18	Pencil (Lead middling) ..	6 doz	6 doz	6 doz	18 doz	21 doz	39 doz
19	Penholder (Clerical) ..	12 doz	12 doz	12 doz	36 doz	8 doz	44 doz
20	Penholder (Officers) ..	1 doz	1 doz	1 doz	3 doz	1 doz	4 doz
21	Pen nibs ..	3 grs	3 grs	3 grs	9 grs	2 grs	11 grs
22	Wooden roller ..	3 doz	3 doz	3 doz	9 doz	½ doz	9½ doz
23	Bodkin ..	½ doz	½doz	½ doz	1½ doz	1 doz	2½ doz
24	Twine hemp ..	3 doz	3 doz	3 doz	9 doz	10½ doz	19½ doz
25	Twine jute ..	50 lbs	50 lbs	50 lbs	150 lbs	50 lbs	200 lbs

APPENDIX III—*concld.*

Sl. No.	Description of stationery articles	Quantity supplied to : Regional Tabulation Office, Cuttack	Regional Tabulation Office, Berhampur	Regional Tabulation Office, Sambalpur	Total	Central Tabulation Office	Grand Total
1	2	3	4	5	6	7	8
26	Paper Azurelaid (F. Cap-12 lbs) ..	1 rm	1 rm	1 rm	3 rms	2 rms	5 rms
27	Typewriter eraser ..	3 doz	3 doz	3 doz	9 doz	6 doz	15 doz
28	Paper Cream Wove (F. Cap-12 lbs)	5 rms	5 rms	5 rms	15 rms	5 rms	20 rms
29	Paper bleached (F. Cap-28 lbs) ..	1 rm	1 rm	1 rm	3 rms	15 rms	18 rms
30	Typewriting paper (½F. Cap-6 lbs)	6 rms	6 rms	6 rms	18 rms	18 rms	36 rms
31	Typewriting paper (F. Cap-3 lbs)	5 rms	5 rms	5 rms	15 rms	25 rms	40 rms
32	Type carbon ..	1 rm	1 rm	1 rm	3 rms	8 rms	11 rms
33	Pencil carbon ..	½ rms	½ rms	½ rms	1½ rms	2½ rms	4 rms
34	Pen carbon. ..	¼ rm	¼ rm	¼ rm	¾ rm	2¼ rms	3 rms
35	Paper brown wrapping (imperial)	8 rms	8 rms	8 rms	24 rms	28 rms	52 rms
36	Catridge paper (D. F. Cap) ..	8 rms	8 rms	8 rms	24 rms	15 rms	39 rms
37	Pencil (soft) ..	2 doz	2 doz	2 doz	6 doz	12 doz	18 doz
38	Alpin ..	24 pkt	24 pkt	24 pkt	72 pkt	300 pkt	372 pkt
39	Typewriter brush ..	½ doz	½ doz	½ doz	1½ doz	½ doz	2 doz
40	Jems clip ..	12 pkt	12 pkt	12 pkt	36 pkt	70 pkt	106 pkt
41	Double Royal White Paper ..	10 rms	..	6 rms	16 rms	75 rms	91 rms

APPENDIX IV(*a*)

Details of Staff engaged from time to time in the office of the Superintendent of Census Operations

Sl. No.	Designation and name	Number of posts	Duration of appointment	Scale of pay at the time of appointment	Pay drawn	Allowances if any	Remarks
1	2	3	4	5	6	7	8
			For the year 1959-60				
				Rs.	Rs.	Rs.	
1.	*Head Assistant*						
	Shri Satchidanand Das ..	1	1-4-1959 to 28-2-1960 ..	350—20—450—25—475 ..	350.00	..	
2.	*Stanographer* ..	1	..	210—10—290—15—320—E.B.—15—425.			
	Shri Lokanath Misra ..		11-4-1959 to 28-2-1960 ..		220.00	20.00	
3.	Shri *Accountant*-cum-*Cashier* ..	1	...	130—5—160—8—200—E.B. 8—256—E.B.—8—280—10—300.			
	Shri Raghuboro Goudo ..		14-9-1959 to 28-2-1960 ..	..	130.00 S. P. 10.00	10.00 H. R. 7.50	
4.	*Upper Division Assistant* ..	1	...	130—5—160—8—200—E.B. —8—256—E.B.—8—280—10—300.			
			Not filled in ..				
5.	*Lower Division Assistant* ..	3	..	110—3—131—4—155—E.B. —4—175—5—180.			
	(1) Shri Bimal Prasanna Acharya ..		28-5-1959 to 28-2-1960		110.00	D.A. 10.00 H.R. 7.50	—On deputation
	(2) Shri Banchhanidhi Sahu ..		1-6-1959 to 28-2-1960 ..	...	125.00	D.A. 27.00 D.P. 25.00 H.R. 7.50	
	(3) Shri Basanta Kumar Nanda ..		8-10-1959 to 28-2-1960 ..	..	110.00	D.A. 10.00 H.R. 7·50	
6.	*Statistical Assistant* ..	2	..	210—10—290—15—320—E.B.—15—425—15—425			
	(1) Shri Baidyanath Nanda ..		1-6-1959 to 28-2-1960 ..	..	160.00	D.A. 29.00 D.P. 32.00	—On deputation
	(2) Shri Shyamsundar Lenka ..		Ditto ..	..	155.00	D.A. 29.00 D.P. 31.00	

APPENDIX IV (*a*)—*contd.*

Sl. No.	Designation and name	Number of posts	Duration of appointment	Scale of pay at the time of appointment	Pay drawn	Allowances if any	Remarks
1	2	3	4	5	6	7	8
				Rs.	Rs.	Rs.	
7	*Draftsman* ...	1	--	130—5—160—8—200—E.B.—8—256—E.B.—8—280—10—300			
			Not filled in				
8	*Driver* ..	1	..	110—3—131—4—139			
	Shri Ershad Baig ..		1-1-1960 to 28-2-1960 ..	..	110.00	D.A. 10.00 H.R. 7.50	
9	*Daftry* ...	1	..	75—1—85—E.B.—2—95			
	Shri Udayanath Das ...		1-1-1960 to 28-2-1960	...	75.00	D.A. 10.00 H.R. 7.50	
10	*Peons* ..	5	..	70—1—80—E.B.—1—85			
	(1) Shri Bhramara Behera ...		2-4-1959 to 29-2-1960	...	70.00	D.A. 10.00 H.R. 5.00	
	(2) Shri Sarat Chandra Sabat ...		11-5-1959 to 28-2-1960 ..	...	70.00		Ditto
	(3) Shri Abdul Aziz ...		1-4-1959 to 31-6-1959 ..	...	70.00		Ditto
	(4) Shri Rajib Ali Khan ...		12-7-1959 to 7-9-1959 ...	...	70.00		Ditto
	(5) Shri Lakshman Das ..		8-9-1959 to 30-10-1959 ..	...	70.00		Ditto
	(6) Shri S. K. Sinha ..		12-2-1960 to 28-2-1960 ..	...	70.00		Ditto
	(7) Shri Abdul Azim ..		1-9-1959 to 31-12-1959 ...	...	70.00		Ditto
	(8) Shri A. Virayya ..		1-2-1960 to 28-2-1960 ...	...	70.00		Ditto
	(9) Shri Samsad Ali ..		13-12-1959 to 31-12-1959	..	70.00		Ditto
	(10) Shri Nanda Kishore Nanda ...		1-1-1960 to 28-2-1960 ...	...	70.00		Ditto

For the year 1960-61

1. *Head Assistant*	1	..	350—20—450—25—475 ..			
(1) Shri Satchidananda Das		1-3-1960 to 28-2-1961 ..	..	370.00		
2. *Stenographer* ..	1	..	210—10—290—15—300— —E.B.—15—425	..		..
Shri Lokanath Misra		1-3-1960 to 28-2-1961 ..	..	230.00	D.A.	20.00
3. *Accountant-cum-Cashier* ..	1	..	130—5—160—8—200—E. B. 8—256—E. B.— 8— 280— — 300	..		..
Shri Raghuboro Goudo		1-3-1960 to 28-2-1961	..	135.00	D.A. H.R.	10.00 7.50
4. *Upper Division Assistant* ..	2	..	130— 5— 160— 8— 200— E. B. — 8—256— E. B.— 8— 280 10— 300.			
(1) Shri Adikanda Mahapatra		6-4-1960 to 28-2-1961 ..	..	130.00	D.A. H.R.	10.00 7.50
(2) Shri Gopal Krushna Bhanja ..		31-8-1960 to 28-2-1961	..	130.00		Ditto
5. *Lower Division Assistant* ..	4	..	110— 180	..		
(1) Shri Bimal Prasanna Acharya ..		1-3-1960 to 16-3-1967 ..	..	110.00		Ditto
Shri Sk. Raisuddin ..		3-4-1960 to 17-1-1961		110.00		Ditto
Shri Yudhistir Singh ..		18-1-1961 to 28-2-1961		110.00		Ditto
(2) Shr Banchhanidhi Sahu ..		1-3-1960 to 31-5-1960		110.00		Ditto
Shri Parikshita Nayak ..		14-9-1960 to 28-2-1961		110.00		Ditto
(3) Shri Basanta Kumar Nanda ..		1-3-1960 to 28-2-1961		110.00		Ditto
(4) Not filled up						
6. *Statistical Assistant* ..	2	..	210— 425 ..			
(1) Shri Baidyanath Nanda ..		1-3-1960 to 27-8-1960	..	160.00	D.A. D.A.	29.00 32.00
Shri Jameswar Pal ..		1-9-1960 to 28-2-1961	..	210.00	D.A.	30.00
(2) Shri Shyamasundar Lenka ..		1-3-1960 to 31-3-1960	..	160.00	D. A. D.A.	29.00 32.00
Shri Sunit Kumar Sen ..		1-8-1960 to 28-2-1961	..	210.00	D A.	30.00
7. *Draftsman* ..	1	..	130— 300 ..		Not filled up	

APPENDIX IV (*a*)—*contd.*

Sl. No.	Designation and Name	Number of posts	Duration of appointment	Scale of pay at the time of appointment	Pay drawn	Allowances if any	Remarks
1	2	3	4	5	6	7	8
8.	*Driver* ..	1	..	110—139			
	Shri Ershad Baig ..		1-3-1960 to 8-3-1960	..	110.00	@D.A. 10 H.R. 7.50	
	Shri Digambar Das ..		11-4-1960 to 31- 5-1960	..	110.00		
	Shri Krushna Ch. Mallik ..		18-6-1960 to 30- 6-1960	..	110.00		
	Shri Dasarathi Muduli		28-8-1960 to 28- 2-1961	..	110.00		
9.	*Daftry* ..	1		75—95			
	Shri Udayanath Das ..		1-3-1960 to 28- 2-1961	..	75	Ditto	
10.	*Peons* ..	9		70—85			
	(1) Shri Bhramar Behera ..		1-3-1960 to 28- 2-1961	..	71	D.A. 10·00 H.R. 5·00	
	(2) Shri Nandakishore Nanda		1- 3-1960 to 31- 8-1960	..	70	Ditto	
	Shri Pitambara Mohanty		5-11-1960 to 28- 2-1961	..	70	Ditto	
	Shri Nabaghana Nayak ..		1-9-1960 to 31-10-1960	..	70	Ditto	
	(3) Shri Sarat Chandra Sabat ..		1-3-1960 to 31- 7-1960	..	70	Ditto	
	Shri Muralidhar Sahu ..		1-8-1960 to 31- 8-1960	..	70	Ditto	
	Shri Nabaghana Naik ..		1-9-1960 to 31-10-1960	..	70	Ditto	
	(4) Shri Syamsundar Das ..		1-5-1960 to 28- 2-1961	..	70	Ditto	
	(5) Shri Roshan Mohammed ..		1-11-1960 to 28-2-1961	..	70	Ditto	
	(6) Shri K. Rajendra Prashad Patra		9- 9-1960 to 28-2-1961	..	70	Ditto	
	(7) Shri Abdul Majid Khan ..		1-9-1960 to 31-10-1960	..	70	Ditto	
	(8) Shri Rama Chandra Swain ..		30-8-1960 to 16- 1-1961	.	70	Ditto	
	(9) Shri Dambarudhar Samal ..		11-7-1960 to 28-2-1961	..	70		

For the year 1961-62

1. *Head Assistant* ..	1		350—475		
Shri Satchindananda Das		1-3-1961 to 28- 2-1962		390·00	D.A. 10.00
2. *Stenographer* ..	1		210—425		
Shri Lokanath Misra ..		1-3-1961 to 28-2-1962		240·00	D.A. 30·00
3. *Accountant-cum-Cashier* ..	1		130—300		
Shri G. Ganesh Achari ..		29-6-1961 to 28- 2-1962		155·00	S.P. 15·00 D.A. 20·00
4. *U. D. Assistant* (Including Printing Asst. 1 & R.K. 1)	5		130—300		
(1) Shri Adikanda Mohapatra ..		1-3-1961 to 23- 6-1961		135·00	D.A. 20·00 H.R.A. 7·50
Shri Babaji Charan Sahoo ..		5-9-1961 to 30-9-1961		130·00	Ditto
Shri Hari Saran Susari		15-11-1961 to 28-2-1962		130·00	Ditto
(2) Shri Sk. Noor Mohammad		1-3-1961 to 31-10-1961		120·00	D.P. 24·00 D.A. 27·00 H.R.A. 7·50
(3) Shri Krushna Chandra Sahoo		1-3-1961 to 23- 6-1961		130·00	D.A. 15·00 H.R. 7·50
Shri Mukunda Madhab Das		1-1-1962 to 28- 2-1963		130·00	Ditto
(4) Sk. Raisuddin ..		1-3-1961 to 31-10-1961 & 15-11-1961 to 30-11-1961 16-1-1962 to 28- 2-1962		130·00	D.A. 15·00 H. R. 7·50 D.A. 20·00 H.R. 7·50
5. *L. D. Assistant*	3		110—180		
(1) Shri Yudhistir Singh ..		1-3-1961 to 28-2-1962		110·00	D.A. 15·00 H. R. 7·50
(2) Shri Parikshita Nayak ..		1-3-1961 to 15-1-1962		110·00	Ditto
Shri Sk. Mohammad Nasir ..		16-11-1962 to 28-2-1962		110·00	Ditto
(3) Shri B. K. Nanda ..		1-3-1961 to 17-6-1961		110·00	Ditto
Shri Gopinath Sahoo ..		4-7-1961 to 30-11-1961		110·00	Ditto
Shri M. Bhimeswar Rao ..		8-12-1961 to 28-2-1962		110·00	Ditto
6. *Statistical Assistant*	2		210—425		
(1) Shri Jameswar Pal ..		1-3-1961 to 28-2-1962		220·00	D. A. 20·00
(2) Shri Sunil Kumar Sen ..		1-3-1961 to 14-5-1961		220·00	D. A 20·00
Shri A. K. Bohidar ..		19-1-1962 to 28-2-1962		235·00	D. P. 47·00 D. A. 31·00

APPENDIX IV (*a*)—*contd.*

Sl. No.	Designation and Name	Number of posts	Duration of appointment	Scale of pay at the time of appointment	Pay drawn	Allowances if any	Remarks
1	2	3	4	5	6	7	8
				Rs.	Rs.	Rs.	
7.	*Driver*	1		110—139			
	Shri Dasarathi Muduli ..		1-3-1961 to 30-6-1961		110·00	D. A. 15·00 H. R. 7·50	
	Shri Wazir Khan ..		10-7-1961 to 28-2-1962		110·00	Ditto	
8.	*Daftry*			75—95			
	Shri Rama Chandra Swain ..		1-3-1961 to 28-2-1962		76·00	Ditto	
9.	*Peons*	8		70—85			
	(1) Shri Shyam Sundar Das ..		1-3-1961 to 30-10-1961		70·00	D. A. 15·00 H. R. 5·00	
	Shri Natabar Patra ..		1-11-1961 to 28-2-1962		70·00	Ditto	
	(2) Shri Rabindranath Bai ..		15-3-1961 to 28-2-1962		70·00	Ditto	
	(3) Shri Trinath Nayak ..		14-3-1961 to 28-2-1962		70·00	Ditto	
	(4) Shri S. K. Syamasu Idin ..		14-3-1961 to 29-4-1961		70·00	Ditto	
	Shri Panchanan Biswas Roy		1-5-1961 to 30-6-1961		70·00	Ditto	
	Shri Md. Sallauddin ..		1-7-1961 to 31-8-1961		70·00	Ditto	
	Shri Bijoy Bissoi ..		18-9-1961 to 30-9-1961		70·00	Ditto	
	Shri Gajendra Mohanty ..		1-11-1961 to 31-12-1961		70·00	D. A. 10·00 H. R. 7·50	
	Shri Jogendra Tripathy ..		22-1-1962 to 28-2-1962		70·00	Ditto	
	(5) Vacant						
	(6) Shri K. Rajendra Prasad Patra		1-3-1961 to 3-8-1961		70·00	Ditto	
	Shri Dhruba Charan Sahoo ..		4-8-1961 to 11-10-1961		70·00	Ditto	
	Shri Natabar Patra ..		1-11-1961 to 28-2-1962		70.00	Ditto	
	Shri Mahammed Akbaruddin		1-6-1961 to 31-10-1961		70·00	Ditto	
	(7) Shri Mirja Basir Beg ..		1-11-1961 to 28-2-1962		70·00	Ditto	
	(8) Shri Usman Ali Khan ..		22-6-1961 to 22-11-1961		70·00	Ditto	
	Shri Rossen Mohammed ..		23-11-1961 to 28-2-1962		70·00	Ditto	

For the year 1962-63

1. *Head Assistant*	1		350—475				
Shri S. N. Das ..		1-3-1962 to 31-12-1962			430·00		
2. *Stenographer*	1		210—425				
Shri Lokanath Mishra ..		1-3-1962 to 28-2-1963			260·00	D. A.	30·00
3. *Accountant*-cum-*Cashier*	1		130—300				
Shri G. Ganesh Achari ..		1-3-1962 to 28-2-1963			160·00	S. P. D. A. H. R.	25·00 15·00 7·50
4. *U. D. Assistants* ..	4	...	130—300	...	...	...	
(1) Shri Sk. Raisuddin ..		1-3-1962 to 28-2-1963 ..		...	140·00	D.A. H.R.	15·00 7·50
(2) Shri Parikshit Nayak ...		1-3-1962 to 30-4-1962 1-7-1962 to 31-7-1962 1-9-1962 to 28-2-1963		...	130·00	Ditto	
(3) Shri P. Sundar Sankar Rao ..		19-3-1962 to 28-2-1963 ...		...	130·00	Ditto	
(4) Shri Kasinath Beuria ..		1-3-1962 to 28-2-1963		...	185·00	D.P. D.A.	37·00 20·00
5. *L. D. Assistants* ...	5	..	110—180	...	...	...	
(1) Shri Sk. Mohammed Nasir ..		1-3-1962 to 28-2-1963 ...		...	113·00	D.A. H.R.	15·00 7·50
(2) Shri P S. K. Subudhi ..		3-4-1962 to 28-2-1963	...	...	110·00	Ditto	
(3) Shri Ramananda Patra ..		3-4-1962 to 28-2-1963 ...		...	110·00	Ditto	
4. Shri Parikshit Nayak ..		1-5-1962 to 30-6-1962 ... 1-8-1962 to 31-8-1962		...	110·00	Ditto	
(5) Shri Bhaskar Behera ...		1-3-1962 to 28-2-1963 ...		...	113·00	Ditto	
6. *Driver* ..	1	...	110—139	...	...	...	
Shri Wazir Khan ..		1-3-1962 to 31-5-1962 ...		...	110·00	Ditto	
Shri Dambarudhar Samal ..		2-8-1962 to 5-10-1962 ...		...	110·00	Ditto	
Shri Tek Bahadur ..		1-12-1962 to 28-2-1963 ...		...	110·00	Ditto	
7. *Daftry*	1	...	75—95	...	...	...	
Shri Rama Chandra Swain ..		...		...	77·00	Ditto	

APPENDIX IV (*a*)—*contd.*

Sl. No.	Designation and Name	No. of posts	Duration of appointment	Scale of pay at the time of appointment	Pay drawn	Allowances if any	Remarks
1	2	3	4	5	6	7	8
				Rs.	Rs.	Rs.	
7. *Peons and Orderlies*		9		70—85			
(1) Shri Sk. Ahmed Ali	..		1-3-1962 to 28-2-1963		71·00	D.A. 15·00 H.R. 5 00	
(2) Shri Natabara Patra	..		1-3-1962 to 28-2-1963		71·00	Ditto	
(3) Shri Rabindranath Bai	..		1-3-1962 to 28-2-1963		71·00	Ditto	
(4) Shri Rafik Mohammed	..		1-3-1962 to 28-2-1963		71·00	Ditto	
(5) Shri Sanyasi Mohapatra	..		1-12-1962 to 28-2-1963		70·00	Ditto	
(6) Shri Mirja Basir Beg	..		1-3-1962 to 30-4-1962		70·00	Ditto	
Shri Narendra Nath Mallik	..		1-6-1962 to 28-2-1963		70·00	Ditto	
(7) Shri Sadhu Charan Das	..		31-3-1962 to 16-7-1963		70·00	Ditto	
Shri Makar Swain	..		1-9-1962 to 28-2-1963		70·00	Ditto	
(8) Shri Mirja Erphan Beg	..		1-3-1962 to 28-3-1963		70·00	Ditto	
(9) Shri Sk. Rahamat Ali	..		1-9-1962 to 28-3-1963		70·00	Ditto	
			For the year 1963-64				
1. *Head Assistant*	..	1		350—475			
(1) Shri Kasinath Patnaik	..		1-3-1963 to 29-2-1964	..	350·00	D.A. 10·00	
2. *Stenographer*		1		210—425			
Shri Lokanath Misra	..		1-3-1963 to 29-2-1964		270·00	D.A. 30·00	
3. *Accountant*-cum-*Cashier*	..	1		130—300			
Shri Bhaskar Behera	..		1-3-1963 to 29-2-1964		113·00	D.A. 15·00 S.P. 25·00 H.R. 7·50	

4. *U. D. Assistants* ..	5		130—300		
1. Shri Sk. Raisuddin ..		1-3-1963 to 29-2-1964		145·00	D.A. 15·00 H.R. 7·50
(2) Shri Kasinath Beuria ..		1-3-1963 to 29-2-1964		195·00	D.A. 15·00 D.P. 39·00
(3) Shri Parikshit Nayak ..		1-3-1963 to 29-2-1964		135·00	D.A. 15·00 H.R. 7·50
(4) Shri P. S. S. Rao ..		1-3-1963 to 29-2-1964		135·00	Ditto
(5) Shri Jayant Kumar Bose ..		27-11-1963 to 29-2-1964		185·00	D.P. 37·00 D.A. 20·00
5. *L. D. Assistants* ..	2		110—180		
(1) Shri Sk. Mohammed Nasir ..		1-3-1963 to 6-1-1964		116·00	D.A. 15·00 H.R. 7·50
(2) Shri P. S. K. Subudhi ..		1-3-1963 to 29-2-1964		113·00	Ditto
6. *Driver* ..	1		110—139		
Shri Tek Bahadur ..		1-3-1963 to 29-2-1964		113·00	Ditto
7. *Daftry*	1		75—95		
Shri Rama Chandra Swain ..		1-3-1963 to 29-2-1964		77·00	D.A. 15·00 H.R. 7·50
8. *Peons* ..	8		70—85		
(1) Shri Sk. Ahmed Ali ..		1-3-1963 to 29-2-1964		72·00	D.A. 15·00 H.R. 5·00
(2) Shri Rafik Mohammed ..		1-3-1963 to 29-2-1964		72·00	Ditto
(3) Shri Makar Swain ..		1-3-1963 to 29-2-1964		72·00	Ditto
(4) Shri Natabar Patra ..		1-3-1963 to 29-2-1964		73·00	Ditto
(5) Shri Narendra Nath Mallik ..		1-3-1963 to 29-2-1964		71·00	Ditto
(6) Shri Sanyasi Mohapatra ..		1-3-1963 to 29-2-1964		71·00	Ditto
(7) Shri Mirja Erphan Beg ..		1-3-1963 to 29-2-1964		71·00	Ditto
(8) Shri Bishnu Charan Nayak ..		1-3-1963 to 29-2-1964		71·00	Ditto

APPENDIX IV (*a*)—*contd.*

Sl. No.	Designation and Name	Number of posts	Duration of appointment	Scale of pay at the time of appointment	Pay drawn	Allowances if any	Remarks
1	2	3	4	5	6	7	8
				Rs.	Rs.	Rs.	
			For the Year 1964-65				
1. *Head Assistant*	..	1		350—475			
Shri Kashinath Patnaik	..		1-3-1964 to 31-10-1964		370·00	D.A. 30·00	
2. *Stenographer*	..	1		210—425			
Shri Lokanath Misra	..		1-3-1964 to 20-10-1964		280·00	D.A. 50·00	
Shri Jayanta Kumar Bose	..		21-10-1964 to date		185·00	D.P. 37·00 D.A. 30·00	
3. *Accountant*-cum-*Cashier*	..	1		130—300			
Shri Bhaskar Behera	..		1-3-1964 to date		116·00 130·00	till 2-8-1964 from 3-8-1964	D.A. 25·50 H.R. 7 50 Sp. Pay 25·00
4. *U. D. Assistant*	..	5		130—300			
(1) Shri Sk. Raisuddin	..		1-3-1964 to date		145·00	D.A. 25·50 H.R. 7·50	
(2) Shri Kasinath Beuria	..		1-3-1964 to date		195·00	D.P. 39·00 D.A. 30·00	
(3) Shri P. S. S. Rao	..		1-3-1964 to 5-5-1964		140·00	D.A. 25·50 H.R. 7·50	
(4) Shri Parikshit Nayak	..		1-3-1964 to 12-10-1964		135·00	Ditto	
(5) Shri Jayant Kumar Bose	..		1-3-1964 to 20-10-1964		185·00	D.P. 37.00 D.A. 30.00	
5. *L. D. Assistants*		2		110—180			
(1) Shri P. S. K. Subudhi	..		1-3-1964 to 21-7-1964		116·00	D.A. 25·50 H.R. 7.50	
Shri M. A. Majid	..		22-7-1964 to date		113·00	D.A. 25·50 H.R. 7·50	
(2) Shri Parikshit Nayak	..		13-10-1964 to date	..	113·00	Ditto	
6. *Driver*	..	1		110—139			
Shri Tek Bahadur	..		1-3-1964 to date		113.00	Ditto	

7. *Daftry* ..	1	75—95			
Shri Ram Chandra Swain ..		1-3-1962 to date		78·00	D.A. 25·50 H.R.A. 7·50
8. *Peons* ..	8	78—85			
(1) Shri Sk. Ahmed Ali ..		1-3-1964 to date		73.00	D.A. 20·50 H.R.A 5·00
(2) Shri Makar Swain ..		1-3-1964 to date		73·00	Ditto
(3) Shri Rafik Mohammed ..		1-3-1964 to date		73·00	Ditto
(4) Shri Natabar Patra ..		1-3-1964 to 31-5-1964		73·00	Ditto
(4) Shri Dharmaraj Padhi ..		1-6-1964 to date		72·00	Ditto
(5) Shri Narendra Nath Mallik ..		1-3-1964 to date		72·00	Ditto
(6) Shri Sanyasi Mohapatra ..		1-3-1964 to date		71·00	Ditto
(7) Shri Pitambar Mohanty ..		1-3-1964 to date		73·00	Ditto
(8) Shri Babaji Charan Mohanty		1-8-1964 to date		70·00	Ditto
		For the Year 1965-66			
1. *Head Assistant* ..	1	350—475			
(1) Shri Kasinath Patnaik ..		1-3-1965 to 28-2-1966		390 ·00	D.A. 93·00 H.R.A. 29·25
2. *Printing Officer* ..	1				
(1) Shri N. P. Sathia ..		1-3-1965 to 28-2-1966	300 (Consolidated)	300 (Consolidated)	
3. *Upper Division Assistant* ..	4				
(1) Shri K. N. Beuria ..		1-3-1965 to 28-2-1966	195—325 (State Scale)+20 per cent D. Pay.	215·00 Pay 43.00 Special Pay.	D.A. 35·00 H.R.A. 19·35
(2) Shri J. K. Bose ..		Ditto	Ditto	205·00 Pay 41·00 Special Pay	D.A. 35·00 H.R.A. 18·45
(3) Shri Sk. Raisuddin ..		Ditto	130—300 ..	155.00	D.A. 76·00 H.R.A. 11·60
(4) Shri B. Behera ..		Ditto	Ditto	135·00 Pay 15·00 Special Pay	D.A. 76·00 H.R.A. 11·25
4. *Lower Division Assistant* ..	3		110—180		
(1) Shri P. K. Naik ..		1-3-1965 to 30-4-1965		122·00	D.A. 50·00 H.R.A. 7.50
Shri R. K. Palley ..		1-5-1965 to 28-2-1966		113·00	D.A. 58.00 H.R.A. 8.25
(2) Shri M. A. Majid ..		1-3-1965 to 28-2-1966		113·00	D.A. 58;00 H.R.A. 8·25
(3) Shri M. D. Misra ..		1-3-1965 to 28-2-1966		110·00	D.A. 58·00 H.R.A. 8·25

APPENDIX IV (*a*)—*contd.*

Sl. No.	Designation and Name	Number of posts	Duration of appointment	Scale of pay at the time of appointment	Pay drawn	Allowances if any	Remarks
1	2	3	4	5	6	7	8
				Rs.	Rs.	Rs.	
5.	*Statistical Assistant* ..	3	..	210—425 ..	..	..	
	(1) Shri L. N. Misra ..		1-3-1965 to 28-2-1966	..	290·00	D.A. 21.75 H.R.A. 93.00	
	(2) Shri J. Pal ..		Ditto	...	260·00	D.A. 93·00 H.R.A. 19·15	
	(3) Shri S. K. Swain ..		Ditto	...	230·00	D.A. 93·00 H.R.A. 17·25 C.C.A. 150·00	
6.	*Senior Draftsman* ..	1	..	168—300 ...	...	..	
	(1) Shri B. B. Mahanty ..	1	1-3-1965 to 28-2-1966	..	184·00	D.A. 76·00 H.R.A. 13·80	
7.	*U. D. Draftsman* ..	3	..	130—300 ..	..	..	
	(1) Shri M. H. Begg ..		1-3-1965 to 21-2-1966 ..	..	145·00	D.A. 58·00 H.R.A. 10·85	
	(2) Shri A. C. Panda ..		1-3-1965 to 28-2-1966 ..	..	140·00	D.A. 58·00 H.R.A. 10·50	
	(3) Shri Lambodar Patnaik ..		1-3-1965 to 19-7-1965 ..	..	140·00	D.A. 58.00 H.R.A. 10.50	
8.	*L. D. Artist* ..	1.	..	110—180 ..	..	..	
	(1) Shri J. N. Mahanty ..		1-3-1965 to 28-2-1966 ..	..	110·00	D.A. 58·00 H.R.A. 8·42	
9.	*Investigator* ..	1	..	210—425 ..	..	..	
	Post Vacant ..						
10.	*Junior Investigator* ..	4	..	208—(Consolidated) ..	..	..	
	(1) Shri K. Behera ..		1-3-1965 to 28-2-1966 ..	..	208·00	..	
	(2) Shri C. R. Mohanty ..		Ditto	..	208·00	..	
	(3) Shri A. K. Paul ..		Ditto	..	208·00	..	
	(4) Shri B. N. Patra ..		Ditto ..	..	208·00	..	

11. *Tabulation Assistant* ..	5	..	168—300	..	..	..	
(1) Shri M. K. Mukherjee ..		1-3-1965 to 28-2-1966 ..	..		200.00	D.A.	76.00
						H.R.A.	15.00
(2) Shri M. A. Rahman ..		Ditto ..	..		192.00	D.A.	76.00
						H.R.A.	14.40
(3) Shri N. Tripathy		Ditto ..	..		176.00	D.A.	76.00
						H.R.A.	13.20
(4) Shri A. K. Misra		Ditto ..	..		176.00	D.A.	76.00
						H.R.A.	13.20
(5) Shri N. Mahanty		Ditto ..	..		176.00	D.A.	76.00
						H.R.A.	13.20
12. *Tabulation Supervisor* ..	8	..	170—Consolidated		..	..	
(1) Shri M. D. Singh		1-3-1965 to 28-2-1966 ..	..		170.00	..	
(2) Shri M.A. Khalique ..		Ditto ..	..		170.00	..	
(3) Shri R. N. Patra ..		Ditto ..	..		170.00	..	
(4) Shri N. N. Samal ..		Ditto ..	..		170.00	..	
(5) Shri R. N. Panigrahi ..		Ditto ..	..		170.00	..	
(6) Shri P. S. K. Subudhi ..		Ditto ..	..		170.00	..	
(7) Shri P. K. Choudhury ..		Ditto ..	..		170.00	..	
(8) Shri G. Sengupta ..		1-3-1965 to 31-1-1966			170.00	..	
13. *Compiler Checker* ..	14	..	155—Consolidated		..	..	
(1) Shri B. B. Mohanty ..		1-3-1965 to 28-2-1966 ..	..		155.00	..	
(2) Shri Sk. Badiruddin ..		Ditto ..	..		155.00	..	
(3) Shri K. M. Ram ..		Ditto ..	..		155.00	..	
(4) Shri Kanhu Charan Swain ..		Ditto ..	..		155.00	..	
(5) Shri Ram Krushna Swain ..		Ditto ..	..		155.00	..	
(6) Shri H. H. Patsani ..		Ditto ..	..		155.00	..	
(7) Shri A. B. Dutta ..		Ditto ..	..		155.00	..	
(8) Shri J. B. Maharana ..		1-3-1965 to 26-2-1966 ..	..		155.00	..	
(9) Shri J. N. Pradhan ..		1-3-1965 to 28-2-1966 ..	..		155.00	..	
(10) Shri B. B. Kar ..		1-3-1965 to 21-1-1966 ..	..		155.00	..	
(11) Shri S. K. Das ..		1-3-1965 to 31-12-1965 ..	..		155.00	..	
(12) Shri R. K. Palley ..		1-3-1965 to 30-4-1965 ..	Promoted to L. D. A.	..	155.00	..	
(13) Shri Hiralal Jee ..		1-3-1965 to 9-9-1965 ..	..		155.00	..	
(14) Shri K. M. Samantaray ..		1-3-1965 to 7-4-1965 ..	..		155.00	..	

APPENDIX IV (*a*)—*concld.*

Sl. No.	Designation and Name	No. of posts	Duration of appointment	Scale of pay at the time of appointment	Pay drawn	Allowances if any	Remarks
1	2	3	4	5	6	7	8
				Rs.	Rs.	Rs.	
14.	*Driver*	1		110—139			
	(1) Shri Tek Bahadur		1-3-1965 to 8-3-1965		116.00	D.A. 42.00 H.R.A. 7.50	
15.	*Daftry*	2		75—95			
	(1) Shri R. C. Swain		1-3-1965 to 28-2-1966		80.00	D.A. 38.00 H.R.A. 7.50	
	(2) Shri Rafik Mohammed		18-11-1965 to 28-2-1966		75.00	D.A. 38.00 H.R.A. 7.50	
16.	*Chowkidar*	1		70—85			
	(1) Shri Makara Swain		1-3-1965 to 28-2-1966		74.00	D.A. 38.00 H.R.A. 7.50	
17.	*Peons*	12		70—85			
	(1) Shri B. Behera		1-3-1965 to 28-2-1966		76.00	D.A. 38.00 H.R.A. 7.50	
	(2) Shri Mirza Erfan Baig		1-3-1965 to 28-2-1966		74.00	D.A. 38.00 H.R.A. 7.50	
	(3) Shri Daitari Rout		1-3-1965 to 28-2-1966		74.00	D.A. 38.00 H.R.A. 7.50	
	(4) Shri Bishnu Charan Naik		1-3-1965 to 28-2-1966		73.00	D.A. 38.00 H.R.A. 7.50	
	(5) Shri Sukadev Barik		1-3-1965 to 28-2-1966		73.00	D.A. 38.00 H.R.A. 7.50	
	(6) Shri Narendranath Mallik		1-3-1965 to 28-2-1966		73.00	D.A. 38.00 H.R.A. 7.50	
	(7) Shri Dharmaraj Padhi		1-3-1965 to 28-2-1966		73.00	D.A. 38.00 H.R.A. 7.50	
	(8) Shri Krushna Chandra Naik		1-3-1965 to 28-2-1966		72.00	D.A. 38.00 H.R.A. 7.50	

(9) Shri Ananda Sahu ..	1-3-1965 to 28-2-1966 ...	...	70.00	D.A.	38.00
				H.R.A.	7.50
(10) Shri Rama Chandra Das ..	1-3-1965 to 31-3-1965 ...	..	70.00	D.A.	38.00
				H.R.A.	7.50
Shri Sk. Lokman ..	24-5-1965 to 28-2-1966 ..	..	70.00	D.A.	38.00
				H.R.A.	7.50
(11) Shri Sanyasi Mahapatra ..	1-3-1965 to 5-5-1965 ..	..	70.00	D.A.	38.00
				H.R.A.	7.50
Shri Sarathi Misra ..	24-6-1965 to 28-2-1966 ..	..	70.00	D.A.	38.00
				H.R.A.	7.50
(12) Shri Rafik Mohammed ..	1-3-1965 to 17-11-1965 ..	(Promoted to Dauftry)	74.00	D.A.	38.00
				H.R.A.	7.50
Shri Krushna Chandra Mohanty	1-8-1965 to 28-2-1966 ..		70.00	D.A.	38.00
				H.R.A.	7.50

APPENDIX IV (*b*)

Details of Staff of Regional Tabulation Offices and Central Tabulation Offices

Sl. No	Name of post	No. of posts	Duration of appointment with dates	Scale of pay	Allowances if any	Remarks
1	2	3	4	5	6	7
			Cuttack Regional Tabulation Office	**Rs. P.**	**Rs. P.**	
1	Head Clerk	1	1-3-1960 to 31-5-1962	Rs. 130—5—160—8—200—EB. 8—256—EB. 8—280—10—300	D A. 15.00 HR. 7.50	Dates in Col. 4 indicate the period for which the posts were sanctioned and the posts have been filled in from time to time according to the needs.
2	Stenographer & U. D. Assistant	1	,,	,,	Ditto	
3	L. D. Assistant & Typist	2	1-3-1960 to 28-2-1962	Rs. 110—3—131—4—155—EB. 4—175—5—180	Ditto	
4	L. D. Assistant & Typist	1	1-3-1960 to 31-5-1962	,,	Ditto	
5	Statistical Assistant	1	1-3-1960 to 28-2-1962	Rs. 210—10—290—15—320—EB. 15—425	DA. 30—00	
6	Statistical Assistant	1	1-3-1960 to 31-5-1962	,,	Ditto	
7	Tabulation Assistant	2	1-3-1960 to 31-5-1962	Rs. 168—8—256—EB. 8—280—10—300	Ditto	
8	Tabulation Assistant	2	1-12-1961 to 28-2-1962	,,	Ditto	
9	Tabulation Supervisor	6	1-7-1961 to 28-2-1962	Rs. 150—Consolidated	—	
10	Tabulation Supervisor	10	1-3-1961 to 28-2-1962	,,	—	
11	Tabulation Supervisor	7	1-3-1961 to 31-5-1962	,,	—	
12	Compiler Checker	27	Ditto	Rs. 130—Consolidated	—	
13	Compiler Checker	7	1-3-1961 to 28-2-1962	Rs. 130—Consolidated	—	
14	Compiler Checker	12	1-7-1961 to 28-2-1962	,,	—	
15	Sorter	202	1-3-1961 to 28-2-1962	Rs. 105—Consolidated	—	
16	Sorter	24	1-3-1961 to 31-5-1962	,,	—	
17	Sorter	28	1-7-1961 to 28-2-1962	,,	—	
18	Duftry	1	1-3-1961 to 28-2-1962	Rs. 75—1—85—EB. 2—95	D. A. 15.00 H. R. A. 7.50	
19	Peon	4	,,	Rs. 70—1—80—EB. 1—85	D. A. 15.00 H. R. A. 5.00	
20	Peon	4	1-3-1961 to 31-5-1962	,,		

Berhampur Regional Tabulation Office

1	Head Clerk	1	23-3-1961 to 31-5-1962	Rs. 130—300	D. A. 15.00
2	U. D. Assistant & Stenographer	1	1-12-1960 to 28-2-1962	,,	Ditto
3	L. D. Assistant & Typist	1	1-3-1961 to 15-3-1962	Rs. 110—180	Ditto
4	L. D. Assistant & Typist	2	1-3-1961 to 31-5-1962	,,	Ditto
5	Statistical Assistant	2	1-3-1961 to 31-5-1962	Rs. 210—10—290—15—320—EB. 1 —425	D. A. 30·00
6	Tabulation Assistant	2	1-3-1961 to 15-3-1962	Rs. 168—8—256—EB. 8—280—10—300	Ditto
7	Tabulation Assistant	2	1-7-1961 to 28-2-1962	,,	Ditto
8	Tabulation Supervisor	1	1-3-1961 to 31-5-1962	Rs. 150—Consolidated	..
9	Tabulation Supervisor	2	1-3-1961 to 31-3-1962	Rs. 150—Consolidated	..
10	Tabulation Supervisor	1	1-3-1961 to 15-3-1962	,,	..
11	Tabulation Supervisor	12	1-3-1961 to 28-2-1962	,,	..
12	Compiler Checker	5	1-7-1961 to 28-2-1962	Rs. 130—Consolidated	..
13	Compiler Checker	7	1-3-1961 to 31-5-1962	,,	..
14	Compiler Checker	9	1-3-1961 to 31-3-1962	,,	..
15	Compiler Checker	16	1-3-1961 to 28-2-1962	,,	..
16	Sorter	191	1-3-1961 to 28-2-1962	Rs. 105—Consolidated	..
17	Duftry	1	1-3-1961 to 15-3-1962	Rs. 75—1—85—E.B.—2—95—	D. A. 15.00
18	Peon	3	1-3-1961 to 31-5-1962	Rs. 70—1—80—EB.—1—85	Ditto
19	Peon	1	1-3-1961 to 15-3-1962	,,	Ditto
20	Peon	3	1-3-1961 to 28-2-1962	,,	Ditto

Sambalpur Regional Tabulation Office

1	Head Clerk	1	1-3-1961 to 31-5-1962	Rs. 130—300	D. A. 15.00
2	U. D. Assistant & Stenographer	1	1-3-1961 to 19-3-1962	,,	Ditto
3	U. D. Assistant & Stenographer	1	1-3-1961 to 15-3-1962	,,	Ditto
4	L. D. Assistant & Typist	1	1-3-1961 to 19-3-1962	Rs. 110—180	Ditto
5	,,	2	1-3-1961 to 28-2-1962	,,	Ditto

APPENDIX IV (*b*)—*contd.*

Sl. No.	Designation and Name	Number of posts	Duration of appointment	Scale of pay at the time of appointment	Allowances if any	Remarks
1	2	3	4	5	6	7
				Rs. P.	Rs. P.	
6	Statistical Assistant	1	1-3-1961 to 19-3-1962	Rs. 210—10—290—15—320—E B.—15—425	D. A. 30·00	
7	Statistical Assistant ..	1	1-2-1961 to 28-2-1962	,,	Ditto	
8	Tabulation Assistant	1	1-3-1961 to 19-3-1962	Rs. 168—8—256—E. B.—8—280—10—300	Ditto	
9	Tabulation Assistant ..	2	1-7-1961 to 28-2-1962	,,	Ditto	
10	Tabulation Assistant ..	1	1-3-1961 to 28-2-1962	,,	Ditto	
11	Tabulation Supervisor ..	2	1-3-1961 to 19-3-1962	150—Consolidated	..	
12	Tabulation Supervisor ..	3	1-3-1961 to 15-3-1962	150—Consolidated	..	
13	Tabulation Supervisor ..	1	1-7-1961 to 28-2-1962	150—Consolidated	..	
14	Tabulation Supervisor ..	10	1-3-1961 to 28-2-1962	150—Consolidated	..	
15	Compiler Checker ..	2	1-3-1961 to 19-3-1962	130—Consolidated	..	
16	Compiler Checker ..	11	1-3-1961 to 15-3-1962	130—Consolidated	..	
17	Compiler Checker ..	7	1-7-1961 to 28-2-1962	130—Consolidated	..	
18	Compiler Checker ..	17	1-3-1961 to 28-2-1962	130—Consolidated	..	
19	Sorter ..	15	1-3-1961 to 15-3-1962	105—Consolidated	..	
20	Sorter ..	164	1-3-1961 to 28-2-1962	105—Consolidated	..	
21	Duftry ..	1	1-3-1961 to 19-3-1962	75—1—85—E.B.—2—95	D.A. 15.00	
22	Peon ..	1	22-7-1960 to 19-3-1962	70—1—80—E.B.—1—85	D.A. 15.00	
23	Peon ..	1	1-3-1961 to 19-3-1962	,,	Ditto	
24	Peon ..	6	1-3-1961 to 28-2-1962	,,	Ditto	

Urban Tabulation Office

1	U. D. Assistant	..	1	1-7-1961 to 28-2-1962	130—300	D.A. 15.00 H.R.A. 7.50
2	L. D. Assistant	..	1	1-7-1961 to 28-2-1962	110—180	D.A. 15.00 H.R.A. 7.50
3	Tabulation Assistant	..	2	1-3-1961 to 28-2-1963	168—300	D.A. 30.00
4	Tabudtion Assistant	..	2	15-11-1961 to 28-2-1962	168—300	D.A. 30.00
5	Tabulation Supervisor	..	2	1-3-1961 to 28-2-1963	150—Consolidated	...
6	Tabulation Supervisor	..	3	1-7-1961 to 28-2-1963	150—Consolidated	..
7	Tabulation Supervisor	..	2	1-7-1961 to 28-2-1963	150—Consolidated	..
8	Compiler Checker	..	3	1-3-1961 to 28-2-1963	130—Consolidated	..
9	Compiler Checker	..	6	1-7-1961 to 28-2-1962	130—Consolidated	..
10	Compiler Checker	..	5	1-3-1961 to 28-2-1962	130—Consolidated	..
11	Sorter	...	34	1-7-1961 to 28 2-1962	105—Consolidated	..
12	Sorter	...	4	1-3-1961 to 28-2-1963	103—Consolidated	..
13	Sorter	..	41	1-3-1961 to 28-2-1962	105—Consolidated	..
14	Peon	..	1	1-7-1961 to 28-2-1962	70—85	D.A. 15.00 H.R.A. 5.00
15	Peon	...	1	1-3-1961 to 28-2-1962	70—85	D.A. 15.00 H.R.A. 5.00
16	Peon	..	2	1-3-1961 to 28-2-1963	70—85	D.A. 15.00 H.R.A. 5.00

Central Tabulation Office

1	U. D. Assistant	..	3	1-7-1960 to 28-2-1962	130—5—160—8—200—E. B.—8—256—E. B.—8—280—10—300	D.A. 15.00 H.R.A. 7.50
2	U. D. Assistant	..	1	1-3-1962 to 28-2-1964	130—5—160—8—200 E. B.—8—256—E. B.—8—280—10—300	D.A. 25.50 H.R.A. 7.50
3	L. D. Assistant & Typist	..	15	1-7-1960 to 28-2-1961	110—3—131—4—155—E. B.—4—175—5—180.	D.A. 15.00 H.R.A. 7.50
4	L. D. Assistant & Typist	..	21	1-3-1961 to 28-2-1962	110—3—131—4—155—E. B.—4—175—5—180	D.A. 15.00 H.R.A. 7.50
5	L. D. Assistant & Typist	..	8	1-3-1962 to 28-2-1963	110—3—131—4—155—E. B.—4—175—180	D.A. 15.00 H.R.A. 7.50
6	L. D. Assistant & Typist	..	6	1-3-1963 to date	110—3—131—4—155—E. B.—4—175—5—180	D.A. 25.50 H.R.A. 7.50

APPENDIX IV(*b*)—*concld.*

Sl. No.	Name of post	No. of posts	Duration of appointment with dates	Scale of pay	Allowances if any	Remarks
1	2	3	4	5	6	7
				Rs. P.	Rs. P.	
7	Comptomist ..	1	1-3-1961 to 28-2-1962	130—5—160—8—200—E. B. 8—256—E. B.—8—280—10—300	D.A. 15.00 H.R.A.7.50	
8	Statistical Assistant ..	3	1-3-1962 to date	210—10—290—15—320—E.B.—15—425	D. A. 50.00	
9	Tabulation Assistant ..	3	1-3-1961 to 28-2-1962	168—8—256—E. B.—8—280—10—300	D. A. 30.00	
10	Tabulation Assistant ..	4	1-3-1962 to 28-2-1963	168—8—256—E.B.—8—280—10—300	D. A. 30.00	
11	Tabulation Assistant ..	5	1-3-1963 to date	168—8—256—E.B.—8—280—10—300	D. A. 42.00	
12	Tabulation Supervisor ..	9	1-3-1961 to 28-2-1962	150—Consolidated	..	
13	Tabulation Supervisor ..	14	1-3-1962 to 28-2-1963	155—Consolidated	..	
14	Tabulation Supervisor ..	10	1-3-1963 to 29-2-1964	155—Consolidated	..	
15	Tabulation Supervisor ..	9	1-3-1964 to date	155—Consolidated	..	
16	Compiler Checker ..	12	1-3-1961 to 28-2-1962	130—Consolidated	..	
17	Compiler Checker ..	23	1-3-1962 to 28-2-1964	135—Consolidated	..	
18	Compiler Checker ..	13	1-3-1964 to date	135—Consolidated	..	
19	Sorter ..	55	1-3-1961 to 28-2-1962	105—Consolidated	..	
20	Sorter ..	53	1-3-1962 to 28-2-1963	110—Consolidated	..	
21	Sorter ..	14	1-3-1963 to 29-2-1964	110—Consolidated	..	
22	Sorter ...	9	1-3-1964 to date	110—Consolidated	..	
23	Investigator ..	1	1-7-1960 to 28-2-1963	210—425	D. A. 30·00	
24	Investigator ..	2	1-3-1963 to date	210—425	D. A. 50·00	
25	Junior Investigator ..	4	1-3-1961 to date	193—Consolidated	..	
26	Investigation Supervisor ..	6	1-3-1961 to 28-2-1963	155—Consolidated		

27	Senior Artist	..	1	19-2-1962 to 28-2-1963	300—Consolidated	..
28	Junior Artist (L. D.)	..	4	1-3-1962 to 28-2-1963	110—180	D. A. 15·00 H. R. A. 7·50
29	Junior Artist (L. D.)	..	2	1-3-1963 to 29-2-1964	110—180	D. A. 25·50
30	Junior Artist (L. D.)	..	1	1-3-1964 to date	110—180	Ditto
31	Senior Research Assistant	..	2	1-1-1962 to 31-12-1962	193—Consolidated	..
32	Junior Research Assistant	..	1	1-1-1962 to 31-12-1962	150—Consolidated	..
33	Junior Research Assistant	..	1	3-2-1962 to 2-2-1963	150—Consolidated	..
34	Junior Research Assistant	..	1	11-2-1962 to 10-2-1963	150—Consolidated	..
35	Junior Research Assistant	..	2	23-3-1962 to 2-2-1963	150—Consolidated	..
36	Junior Research Assistant	..	1	1-8-1962 to 3-1-1963	150—Consolidated	..
37	Junior Research Assistant	..	1	3-8-1962 to 2-8-1963	150—Consolidated	..
38	Junior Research Assistant	..	1	23-10-1962 to 22-10-1963	150—Consolidated	..
39	Senior Drafts man	..	1	1-8-1962 to 28-2-1963	168—300	D. A. 30·00
40	Senior Draftsman	..	1	1-8-1962 to 24-4-1964	168—300	D. A. 42·00
41	U. D. Draftsman	..	2	1-3-1962 to date	130—300	D. A. 25·50 H.R.A. 7·50
42	U. D. Draftsman	..	1	1-12-1962 to date	130—300	D. A. 25·50 H.R.A. 7·00
43	L. D. Draftsman	..	9	1-3-1962 to 28-2-1963	110—180	D. A. 15·00 H. R. A. 7·50
44	L. D. Draftsman	..	4	1-3-1963 to 29-2-1964	110—180	D. A. 25·50 H.R.A. 7·50
45	L. D. Draftsman	..	2	1-3-1964 to date	110—180	D. A. 25·50 H.R.A. 7·50
46	Comparer	..	8	1-3-1961 to 28-2-1962	95—Consolidated	..
47	Daftry	..	2	1-3-1961 to 28-2-1963	75—95	D. A. 15·00 H.R.A. 7·50
48	Daftry	..	1	1-3-1963 to date	75—95	D. A. 20·50 H.R.A. 7·50
49	Peons and Orderlies	..	14	1-3-1961 to date	70—85	D. A. 20·25 H.R.A. 7·50

APPENDIX V

Statement of actual Sorter Months, Compiler Checker Months and Supervisor Months consumed in each of the Regional Tabulation Offices

Calendar month	Berhampur Tabulation Office (Rural)	Cuttack Tabulation Office (Rural)	Sambalpur Tabulation Office (Rural)	Urban Tabulation Office (Cuttack)	Total
1	2	3	4	5	6
			SORTER MONTHS		
3/61 ..	7·95	1·29	3·48	..	12·72
4/61 ..	38·26	16·47	45·40	..	100·13
5/61 ..	81·81	46·90	83·77	11·55	224·03
6/61 ..	91·99	79·97	97·20	12·47	281·63
7/61 ..	160·90	133·47	112·41	54·85	461·63
8/61 ..	177·22	176·03	131·46	50·61	535·32
9/61 ..	161·73	200·53	140·39	56·46	559·11
10/61 ..	140·81	209·32	141·05	63·65	554·53
11/61 ..	98·13	29·23	53·30	21·70	212·36
12/61 ..	59·40	28·97	40·81	21·37	150·55
1/62 ..	50·42	27·26	30·23	12·84	120·75
2/62 ..	41·25	26·86	18·46	11·21	97·78
3/62 ..	..	23·65	5·68	4·51	33·84
4/62 ..	..	9·57	..	..	9·57
Grand Total ..	**1,109·87**	**1,009·52**	**903·64**	**320·92**	**3,343·95**
			COMPILER CHECKER MONTHS		
3/61 ..	0·72	2·41	2·23	..	5·36
4/61 ..	4·43	3·77	3·00	..	11·20
5/61 ..	4·61	10·10	8·74	2·68	26·13
6/61 ..	14·60	10·89	4·70	6·67	36·86
7/61 ..	17·81	39·06	16·98	12·57	86·42
8/61 ..	21·83	31·06	17·85	11·97	82·71
9/61 ..	29·10	40·57	17·45	12·47	99·59
10/61 ..	31·87	38·68	22·84	11·19	104·58
11/61 ..	35·93	37·20	21·40	11·64	106·17
12/61 ..	31·03	34·23	16·65	10·12	99·03
1/62 ..	32·51	32·00	15·97	8·25	88·73
2/62 ..	32·07	31·86	11·42	7·39	82·74
3/62 ..	16·10	24·36	3·16	0·03	43·65
4/62 ..	..	14·85	..	..	14·85
Grand Total ..	**272·61**	**351·04**	**162·39**	**94·98**	**881·62**

APPENDIX V—*concld.*

Calendar month	Berhampur Tabulation Office (Rural)	Cuttack Tabulation Office (Rural)	Sambalpur Tabulation Office (Rural)	Urban Tabulation Office (Cuttack)	Total
1	2	3	4	5	6
			SUPERVISOR MONTHS		
3/61 ..	1·00	..	1·00	..	2·00
4/61 ..	4·33	..	1·00	..	5·33
5/61 ..	5·00	..	3·97	..	8·97
6/61 ..	6·77	1·00	9·08	0·73	17·58
7/61 ..	11·84	12·55	11·74	4·84	40·97
8/61 ..	10·87	12·39	9·97	5·61	38·84
9/61 ..	12·43	22·50	10·63	6·77	52·33
10/61 ..	12·77	20·65	7·81	6·90	48·13
11/61 ..	15·00	18·90	7·93	5·30	47·13
12/61 ..	12·10	15·47	6·71	4·74	39·02
1/62 ..	10·87	13·12	7·00	4·93	35·92
2/62 ..	9·96	9·29	6·18	4·60	30·03
3/62 ..	3·00	6·87	1·16	1·80	12·83
4/62 ..	..	6·33	..	..	6·33
Grand Total ..	**115·94**	**139·07**	**84·18**	**46·22**	**385·41**

APPENDIX VI (a)

Statement of expenditure incurred in each of the Regional Tabulation Offices

Head of Account	Regional Tabulation Office, Berhampur	Regional Tabulation Office, Sambalpur	Regional Tabulation Office, Cuttack	Urban Tabulation Office, Cuttack	Total	Remarks
1	2	3	4	5	6	7
	Rs.	Rs.	Rs.	Rs.	Rs.	
C. Abstraction and Compilation						
C 1—Pay of Officers ..	10,334·00	7,842·00	6,465·00	3,515·00	28,156·00	
C 2—Pay of Establishment						
(a) Sorters ..	116,536·00	94,287·00	102,512·00	33,223·00	346,558·00	
(b) Compiler Checkers ..	33,246·00	20,700·00	40,538·00	12,341·00	106,825·00	
(c) Supervisors ..	16,956 00	12,453·00	18,880·00	6,663·00	54,952·00	
(d) Other staff ..	25,294·00	20,278·00	20,630·00	3,811·00	70,013·00	
C 3 —Allowances and Honoraria						
(a) Dearness allowance ..	2,815·00	2,729·00	2,190.00	1,083·00	8,817·00	
(b) House rent & other allowances	160·00	83·00	957·00	284·00	1,484·00	
(c) Travelling allowance ..	9,837·00	7,810·00	1,935.00	272·00	19,854·00	
(d) Bonus to Sorters, etc ..	401·00	763·00	902·00	175·00	2,241·00	
C 4—Other charges (as detailed below)	16,770·00	18,578·00	8,748·00	2,573·00	46,669·00	
**Grand Total .. **	**232,349·00**	**185,523·00**	**203,757·00**	**63,940·00**	**685,569·00**	

APPENDIX VI (*a*)—*concld.*

Details of C 4—Other charges incurred in Regional Tabulation Offices

Sl. No.	Details of C 4. Other charges	Regional Tabulation Office, Berhampur	Regional Tabulation Office, Sambalpur	Regional Tabulation Office, Cuttack	Urban Tabulation Office, Cuttack	Total
1	2	3	4	5	6	7
		Rs.	Rs.	Rs.	Rs.	Rs.
1	Purchase of furniture including Pigeon holes, Boxes, etc. ...	6,628·49	6,670·65	5,100·54	1,335·05	19,734·73
2	Local purchase of stationery including rubber bands, gunny threads, etc ...	1,890·59	1,292·81	977·49	799·56	4,960·45
3	Electric, hot and cold weather charges including the cost of arrangement of fans and lights ...	700·33	561·69	1,145·77	..	2,407·79
4	Railway freight and other conveyance charges for carrying Census papers from District and Subdivisions ...	666·58	900·65	272·32	13·08	1,852·63
5	Purchase of duplicating machines, etc. ..	..	..	..	..	..
6	Repairs and hire charges of furniture ..	..	..	..	..	..
7	Hire charges of comptometers ..	..	..	..	..	..
8	Telephone charges ..	11·56	105·65	..	..	117·21
9	Hire charges of typewriters ..	100·00	270·00	..	..	370·00
10	House rent ..	3,770·00	7,820·43	..	..	11,590·43
11	Office expenses and miscellaneous including the cost of postage, telegrams, locks and keys, petty conveyance and other maintenances ...	2,168·21	955·65	1,251·60	425·72	4,801·18
12	Re-imbursement to State Government, if any..	..	..	..	..	..
13	Other items, if any, addition and alterations	834·58	..	..	..	834·58
	Grand Total ..	**16,770·34**	**18,577·53**	**8,747·72**	**2,573·41**	**46,669·00**

APPENDIX VI (*b*)

Statement of expenditure incurred in the Central Tabulation Office up to 31st of March, 1961

Sl. No.	Head of Account		Amount
1	2		3
			Rs.
	C. Abstraction and Compilation		
	C. 1– Pay of Officers	..	90,725
	C. 2– Pay of Establishment	..	497,339
	C. 3– Allowances and Honoraria :		
	Dearness allowance	..	36,529
	Houserent and other allowance	..	9,397
	Travelling allowance	..	20,179
	C. 4—Other charges	..	46,304
	Total	..	700,473

APPENDIX VII

List of forms, instructions and other literature issued in connection with sorting, compilation and tabulation for the 1961 Census

Serial No.	Particulars		Page of the bound volume in the Record Room
1	2		3
	(*a*) SORTING AND COMPILATION		
1	Sorter's Ticket	1	199
2	Ditto	2	200
3	Ditto	3	201
4	Ditto	4	202
5	Ditto	5(b)	204
6	Ditto	6	205—208
7	Ditto	7	209
8	Ditto	8	210
9	Ditto	9	211
10	Ditto	10	212
11	Ditto	11	213
12	Ditto	12	214
13	Ditto	13	215
14	Ditto	14	216
15	Ditto	15	217
16	Ditto	17	221
17	Ditto	18	222
18	Ditto	19	223
19	Ditto	19(a)	224
20	Ditto	21	230
21	Ditto	22	231
22	Ditto	23	232
23	Ditto	24	233
24	Ditto	25(a)	234
25	Ditto	25(b)	235
26	Ditto	26	236
27	Ditto	28	238
28	Ditto	29	239

APPENDIX VII—*concld.*

Serial No.	Particulars		Page of the bound volume in the Record Room
1	2		3
	COMPILERS' POSTING STATEMENT		
29	Compilers' Posting Statement	1	.. 240
30	Ditto	2	.. 241
31	Ditto	4	.. 247
32	Ditto	5	.. 248
33	Ditto	6	.. 249
34	Ditto	8	.. 257—258
35	Ditto	17	.. 263
36	Ditto	18	.. 264
37	Ditto	25	.. 266
38	Ditto	29	.. 275
39	Ditto	35	.. 285
40	Ditto	36	.. 268
41	Ditto	37	.. 287
42	Ditto	38(a)	.. 288
43	Ditto	38(b)	.. 290
44	Ditto	39(a)	.. 289
45	Ditto	39(b)	.. 291
46	Ditto	40(a)	.. 292
47	Ditto	40(b)	.. 293
48	Ditto	41(a)	.. 294
49	Ditto	41(b)	.. 295
50	Ditto	42(a)	.. 296
51	Ditto	42(b)	.. 297
52	Ditto	43	.. 298
53	Ditto	46	.. 301
54	Miscellaneous Sorting Form	2(a)	.. 178
55	Ditto	2(b)	.. 177
56	Ditto	5(a) Urban	.. 153—154
57	Ditto	5(b) Rural	.. 166—167
58	Ditto	6	.. 158
59	1961 Census—Sorting and Compilation Instructions		.. E.52
60	1961 Census—Checks to test the Arithmetical accuracy of the Tables		.. E.55
	(*b*) TABULATION		
61	1961 Census—Tabulation Plan		.. E.52
62	A Standard Industrial Classification		.. E.91
63	National Classification of Occupations		.. E.92
64	Alphabetical list of Occupations		.. E.93

APPENDIX VIII

Number of Sorters' Tickets and other forms used in Tabulation Offices

Sl. No.	Names of forms	Used in Regional Tabulation Office				Total
		Cuttack	Berhampur	Sambalpur	Urban	
1	2	3	4	5	6	7
	I. SORTERS' TICKETS					
1	Sorters' Ticket-1 ..	20,300	15,250	15,250	2,400	53,200
2	Ditto 2 ..	12,000	15,500	15,500	2,250	45,250
3	Ditto 3 ..	21,100	15,250	15,250	2,400	54,000
4	Ditto 4 ..	..	..	..	2,100	2,100
5	Ditto 5(a) ..	..	..	..	400	400
6	Ditto 5(b) ..	3,000	2,750	4,050	400	10,200
7	Ditto 6 ..	..	..	..	450	450
8	Ditto 7 ..	3,400	4,000	2,600	1,200	11,200
9	Ditto 8 ..	2,400	3,800	2,600	1,200	10,000
10	Ditto 9 ..	4,000	4,800	4,800	2,500	16,100
11	Ditto 10 ..	4,000	4,800	4,800	1,500	15,100
12	Ditto 11 ..	500	700	750	100	2,050
13	Ditto 12 ..	3,250	800	375	400	4,825
14	Ditto 13 ..	1,850	1,420	1,820	1,350	6,410
15	Ditto 14 ..	2,000	2,000	2,000	1,000	7,000
16	Ditto 15 ..	1,000	1,000	1,000	100	3,100
17	Ditto 16(b) ..	475	575	575	100	1,725
18	Ditto 17 ..	3,100	4,100	4,100	550	11,850
19	Ditto 18 ..	2,550	3,550	3,550	1,000	10,650
20	Ditto 19 ..	2,650	3,450	3,350	1,050	10,500
21	Ditto 20 ..	2,650	3,450	3,350	1,050	10,500
22	Ditto 22 ..	2,650	3,450	3,350	1,050	10,500
23	Ditto 23 ..	2,650	3,350	3,350	1,050	10,400
24	Ditto 24 ..	4,350	4,350	4,350	1,650	14,700
25	Ditto 25(b) ..	4,650	6,000	6,000	2,000	18,650
26	Ditto 26 ..	1,000	1,000	1,000	400	3,400
27	Ditto 27 ..	875	700	700	400	2,675
28	Ditto 28 ..	2,650	3,350	3,350	450	9,800
29	Ditto 29 ..	225	350	350	75	1,000

APPENDIX VIII—*concld.*

Sl. No.	Name of forms		Used in Regional Tabulation Office				
			Cuttack	Berhampur	Sambalpur	Urban	Total
1	2		3	4	5	6	7
	II. COMPILERS' POSTING STATEMENT						
30	Compilers' Posting Statement	1	..	..	..	1,900	1,900
31	Ditto	2	..	..	..	400	400
32	Ditto	4	2,000	3,550	3,550	200	9,300
33	Ditto	5	2,000	2,500	2,500	..	7,000
34	Ditto	6	1,000	1,150	1,150	..	3,300
35	Ditto	7	..	..	..	250	250
36	Ditto	8	250	350	350	300	1,250
37	Ditto	10 to 16	10,000	11,000	11,500	5,000	37,500
38	Ditto	17	400	600	350	200	1,550
39	Ditto	18 to 24	12,000	9,050	9,050	8,000	38,100
40	Ditto	25	2,500	6,000	6,000	2,000	16,500
41	Ditto	28	3,400	4,000	4,000	500	11,900
42	Ditto	29	275	300	300	75	950
43	Ditto	32(a)	200	150	150	200	700
44	Ditto	35	240	350	350	200	1,140
45	Ditto	36	240	350	350	200	1,140
46	Ditto	37	2,075	2,500	2,500	375	7,450
47	Ditto	38(a)	2,575	2,300	2,300	1,800	8,975
48	Ditto	38(b)	2,575	2,300	2,300	1,800	8,975
49	Ditto	39(a)	1,940	2,350	2,350	360	7,000
50	Ditto	39(b)	1,440	1,450	1,450	210	4,550
51	Ditto	40(a)	4,025	4,600	4,600	1,000	14,225
52	Ditto	40(b)	4,025	4,600	4,600	1,000	14,225
53	Ditto	41(a)	..	..	..	900	900
54	Ditto	41(b)	..	..	..	900	900
55	Ditto	42(a)	1,225	1,300	1,300	175	4,000
56	Ditto	42(b)	1,225	1,300	1,300	175	4,000
57	Ditto	43	1,210	1,200	1,200	900	4,510
58	Ditto	46	775	800	800	275	2,650
	III. MISCELLANEOUS SORTING FORMS						
59	Miscellaneous Sorting form	2(a)	..	..	..	500	500
60	Ditto	2(b)	7,000	1,600	2,400	940	11,940
61	Ditto	5(a)	..	..	..	1,000	1,000
62	Ditto	5(b)	6,500	6,000	6,000	..	18,500
63	Ditto	6	2,750	2,750	2,750	..	8,250

APPENDIX IX (*a*)

Co-relation between Sorters' Tickets, Compilers' Posting Statements and Tables

Sorters' Tickets	*Compiler's Posting Statements*	*Tables*
1 (Both for Rural & Urban) 2 (Both for Rural & Urban) 3 (Both for Rural & Urban)		.. Primary Census Abstract
4 (For Urban only)	.. 1 (i-x)	.. B-I (Urban) & B-II
5(*a*) (For Urban only)	.. 2 (i-x)	.. B-III Part A (Urban)
	3	.. C-III Part A (Urban)
5(*b*) (For Rural only)	.. 4 (i-x)	.. B-I (Rural)
	5 (i-x)	.. B-III Part B (Rural)
	6	.. C-III Part B (Rural)
6 (For Urban only)	.. 7 (i-x)	.. B-VI (Urban)
7 (Both for Rural & Urban)	.. 8	.. C-II
8 (Both for Rural & Urban)	.. 9	.. C-IV
9 (Both for Rural & Urban)	.. 10 to 15	.. B-IV (Non-household Industry, etc)
10 (Both for Rural & Urban)	.. 16	.. B-IV (Household Industry)
11 (Both for Rural & Urban)	.. 17	.. B-VII Part A
12 (Both for Rural & Urban)	.. 18	
13 (Both for Rural & Urban)	.. 19 to 24	.. B-VII Part B
14 (Both for Rural & Urban)	.. 25 (i-vii)	.. B-V
15 (Both for Rural & Urban)	.. 26	.. B-IX
16(*a*) (For Urban only)	.. 27	.. B-VIII Part A (Columns 5—16)
	28	.. B-VIII Part A (Columns 17—30)
16(*b*) (For Rural only)	.. 29	.. B-VIII Part B
17 (Both for Rural & Urban)	.. 30	.. C-V and C-VI
18 (Both for Rural & Urban)	.. 31	.. D-II & D-V (Columns 6 and 7 in case of cities)
19 (Both for Rural & Urban)	.. 32	.. D-III &D-V (except columns 6-7 in case of cities)
19(*a*) (Both for Rural & Urban)	.. 32 A	.. D-III A
20 (For Urban only)	.. 33 & 34 (i-iii)	D-IV
21 (Both for Rural & Urban)	.. 35	.. D-I
22 (Both for Rural & Urban)	.. 36	.. C-VII
	37 (i-x)	.. C-VIII (except columns 6—9)

APPENDIX IX(*a*)—*concld.*

Sorters' Tickets	*Compilers' Posting Statements*	*Tables*
23 (Both for Rural & Urban)	38 (A) (i-x)	.. SCT-I(except cols.27—30) for Scheduled Castes
	38 (B) (i-x)	.. SCT-I for Scheduled Tribes
	39 (A)	.. SCT-IV for Scheduled Castes
	39 (B)	.. SCT-IV for Scheduled Trbies
24 (Both for Rural & Urban)	40 (A)	.. SCT-II for Scheduled Castes
	40 (B)	.. SCT-II for Scheduled Tribes
25(*a*) (For Urban only)	41 (A)	.. SCT-III Part A and C-VIII Part A (Columns 6—9) for Scheduled Castes
	41 (B)	.. SCT-III Part A and C-VIII Part B (Columns 6—9) for Scheduled Trbies
25(*b*) (For Rural only)	42 (A)	.. SCT-III Part B and C-VIII Part A (Columns 6—9) for Scheduled Castes
	42 (B)	.. SCT-III Part B and C-VIII Part B (Columns 6—9) for Scheduled Tribes
26 (Both for Rural & Urban)	.. 43	.. SCT-I (Columns 27—30) for Scheduled Castes
27 (Both for Rural & Urban)	.. 44	.. SC-I
28 (Both for Rural & Urban)	.. 45	.. ST-I
29 (Both for Rural & Urban)	.. 46	.. ST-II

APPENDIX IX(*b*)

List of Subsidiary Tables

A. Series

A-I. 1	.. Area and Population (actual and percentage) by Police station density
A-I. 2	.. Distribution of 1,000 occupied residential houses and 10,000 persons by rural and urban and comparison with 1951 and 1941 Censuses
A-I. 3	.. Persons per 1,000 houses and houses (*i*) per 100 square miles in rural areas and (*ii*) per square mile in urban areas and comparison with past Censuses
A-I. 4	.. Females per 1,000 males Total/Rural/Urban population and comparison with previous Censuses
A-I. 5	.. Variation and desnity (Total/Rural/Urban)
A-II. 1	.. Mean Decennial Growth Rates during four decades (Total/Rural/Urban)
A-III. 1	.. Distribution of Rural Population between villages of different sizes
A-IV. 1	.. Distribution of Urban Population between cities/towns
A-IV. 2	.. Number of females per 1,000 males and density per each city/town

B. Series

B-I. 1	.. Distribution of 1,000 persons by each industrial category of worker and by non-worker and by sex (Total/Rural/Urban)
B-I. 2	.. Number of female workers per 1,000 male workers in each industrial category (Total/Rural/Urban)
B-I. 3	.. Distribution of 1,000 of Total workers of each sex into age-groups and industrial category (Total/Rural/Urban)
B-I. 4	.. Distribution of 1,000 workers in each sex and each industrial category by age-group (Total/Rural/Urban)
B-I. 5	.. Workers per 1,000 population in each age-group (Total/Rural/Urban)
B-I. 6	.. Workers per 1,000 population in each of the Censuses 1901 to 1961
B-II. 1	.. Distribution of 1,000 workers in each class of town by age, sex and industrial categories
B-II. 2	.. Distribution of 1,000 workers in each city or town group with a population of one lakh and over by age, sex and industrial categories
B-II. 3	.. Distribution of 1,000 workers in each city and comparison of workers in industrial categories from 1901 to 1961
B-III Part A. 1	.. Distribution of 1,000 workers in each sex by educational levels in *Urban areas only*
B-III Part A. 2	.. Distribution of 1,000 workers in each industrial category and in each sex by educational levels in *Urban areas only*
B-III Part A. 3	.. Distribution of 1,000 persons not at work by educational levels in *Urban areas only*

APPENDIX IX(*b*)—*contd.*

B-III Part B.1	..	Distribution of 1,000 workers in each industrial category and in each sex by educational levels in *Rural areas only*
B-III Part B.2	..	Distribution of 1,000 persons not at work by educational levels in *Rural areas only*
B-IV.1	..	Number per 1,000 workers in Non-household Industry, Trade, Business, Profession or Service, who are employers, employees, single workers and family workers (Total/Urban)
B-IV.2	..	Number per 1,000 workers in III—Mining, Quarrying, Live stock, Fishing, Hunting and Plantations, Orchards and Allied Activities, who are employers, employees, single workers and family workers (Total/Urban)
B-IV.3	..	Number per 1,000 workers at IV—Household Industry who are employees and others (Total/Rural/Urban)
B-IV.4	..	Number per 1,000 workers in V—Manufacturing other than Household Industry who are employers, employees, single workers and family workers (Total/Urban)
B-IV.5	..	Number per 1,000 workers in VI—Construction who are employers, employees, single workers and family workers (Total/Urban)
B-IV.6	..	Number per 1,000 workers in VII—Trade and Commerce who are employers, employees, single workers and family workers (Total/Urban)
B-IV.7	..	Number per 1,000 workers in VIII—Transport, Storage and Communications who are employers, employees, single workers and family workers (Total Urban)
B-IV.8	..	Number per 1,000 workers in IX—Other Services who are employers, employees, single workers and family workers (Total/Urban)
B-IV.9	..	Distribution of 10,000 workers other than those working as Cultivators or as Agricultural Labourers by Division, Major Group and Minor Group of Indian Standard Industrial Classification (State/District)
B-V.1	..	Distribution of 10,000 workers other than those working as Cultivators or as Agricultural Labourers by Occupational Division, Group and Family of National Classification of Occupations (State/District)
B-VI.1	..	Distribution of 1,000 workers in each Occupational Division and in each sex by educational levels in *Urban areas only*
B-VII Part A.1	..	Number per 1,000 persons working principally as Cultivators, who are working (1) as Cultivators and Agricultural Labourers, (2) as Cultivators and at Household Industry in *Rural areas only*
B-VII Part A.2	..	Number per 1,000 persons working principally as Agricultural Labourers who are working (1) as Agricultural Labourers and Cultivators, (2) as Agricultural Labourers and at Household Industry in *Rural areas only*
B-VII Part A.3	..	Number per 1,000 persons working principally at Household Industry, who are working (1) at Household Industry and as Cultivators, (2) at Household Industry and as Agricultural Labourers (Total/Rural/Urban)
B-VIII Part A.1	..	Distribution of 1,000 males and females who are unemployed in each age-group according to educational levels in *Urban areas only*
B-VIII Part B.1	..	Distribution of 1,000 males and females who are unemployed by educational levels in *Rural areas only*

APPENDIX IX(*b*)—*contd.*

B-IX.1	..	Number per 1,000 of population aged 15+ and of population of each age-group 15—34, 35—59, 60 and Age not stated who are unemployed, separately for persons, males and females (Rural/Urban)
B-IX.2	..	Distribution of 1,000 persons not at work by age-groups (Total/Rural/Urban)
B-IX.3	..	Distribution of 1,000 persons not at work by sex and 1,000 non-workers of each sex by type of activity (Total/Rural/Urban)
B-X. 1	..	Distribution of 1,000 sample households (*i*) engaged neither in cultivation nor household industry, (*ii*) engaged either in cultivation or household industry but not in both and (*iii*) engaged both in cultivation and household industry for all areas
B-XI.1	..	Distribution of 1,000 sample households engaged in cultivation by interest in land and size of land cultivated in *Rural areas only*
B-XII. 1	..	Distribution of 1,000 sample households engaged in cultivation by size of land cultivated in *Rural areas only*
B-XII. 2	..	Distribution of 1,000 sample households engaged in cultivation by size of land cultivated and working strength in *Rural areas only*
B-XII. 3	..	Distribution of 1,000 sample household workers (Family/Hired) engaged in Cultivation with and without Household Industry by each size of land cultivated and size of employment by family and hired workers in *Rural areas only*
B-XII. 4	..	Average number of family and hired workers per cultivating household by each size of cultivated holding in *Rural areas only*
B-XIV Part A.1	..	Distribution of 1,000 sample households engaged in household industry only by prinicipal household industry and working strength in all areas
B-XIV Part B.1	..	Distribution of 1,000 sample households engaged in household industry only by principal household industry (Division/Major/Minor groups) in all areas
B-XVI. 1	..	Distribution of 1,000 sample households engaged in household industry (with and without cultivation) by principal household industry in each duration
B-XVI. 2	..	Distribution of 1,000 sample household workers engaged in principal household industry (with and without cultivation) by family and hired workers in each duration
B-XVI. 3	..	Average number of family and hired workers per household engaged in principal Household Industry (with and without cultivation) by the duration of Household Industry in *Rural and Urban areas*
B-XVII. 1	..	Distribution of 1,000 sample households by size of households

C-Series

C-I. 1	..	Family composition of 1,000 sample households Total/Rural/Urban Population
C-II. 1	..	Distribution of 1,000 persons of each sex by marital status
C-II. 2	..	Marital status of 1,000 persons of each sex in General Population and comparison with previous Censuses
C-II. 3	..	Distribution of 1,000 married persons by age-groups in each sex, and comparison with previous Censuses

APPENDIX IX(*b*)—*concld.*

C-III Part B. 1	..	Distribution of 1,000 persons in each age-group and sex by educational levels in *Urban areas only*
C-III Part C. 1	..	Distribution of 1,000 persons in each age-group and sex by educational levels in *Rural areas only*
C-IV. 1	..	Females per 1,000 males by age-group and comparison with 1951 Census
C-IV. 2	..	Distribution of 1,000 persons of each sex by age-group and comparison with 1951 Census
C-V. 1	..	Distribution of 1,000 persons by Mother-Tongue
C-VII.1	..	Distribution of 1,000 persons by Religion
C-VIII Part A. 1	..	Distribution of 1,000 persons of all Scheduled Castes by sex and literacy
C-VIII Part A. 2	..	Distribution of 1,000 persons of all Scheduled Castes by categories of workers and non-workers
C-VIII Part B. 1	..	Distribution of 1,000 persons of all Scheduled Tribes by sex and literacy
C-VIII Part B. 2	..	Distribution of 1,000 persons of all Scheduled Tribes by categories of workers and non-workers
D-Series		
D-I.1	..	Distribution of 1,000 non-Indian Nationals by countries of Nationality
D-II. 1	..	Variation in Natural Population
D-II. 2	..	Migration between the States and other parts of India
D-II. 3	..	Distribution of 10,000 persons enumerated in each State/District by place of birth, Rural/ Urban characteristics and sex (Total/Rural/ Urban)
D-III. 1	..	Propertion of 10,000 persons born outside the place of enumeration by place of birth, duration of residence at the place of enumeration and sex (Rural/Urban)
D-IV. 1	..	Distribution of 1,000 migrants to cities by age-groups
D-IV. 2	..	Distribution of 1,000 migrants to cities by sex and educational levlels
D-IV. 3	..	Distribution of 1,000 workers among migrants to cities by sex and occupation
D-V. 1	..	Distribution of 1,000 migrants (born in India) to cities by place of birth

APPENDIX X (*a*)

Miscellaneous Sorting Form 5 (*b*) (Rural)

WORK DONE BY SORTER

Name of Sorter.....

No. and Name of District..... Illiterate/Literate and Educated Persons.....

No. and Name of P. S..... Category of Worker/ Non-worker.....

	FIRST BOX	SECOND BOX
BOX No.	.....	.....
SEX	.....	.....
No. OF SLIPS	.....	.....

Date	Hours of		No. of box and ticket for which sorted	Date and hour		Time taken	Time allowed	Remarks
	Arr.	Dep.		Begun	Finished			
1	2	3	4	5	6	7	8	9

APPENDIX. X(*b*)

Miscellaneous Sorting Form 5 (*a*) (Urban)

WORK DONE BY SORTER

Name of Sorter .....

No. and Name of District ..... Category of Worker/Non-worker.....

Name of City/ Non-city Urban ..... Illiterate/Literate and Educated Persons.....

Age-group ....

FIRST BOX	SECOND BOX
BOX No.	.. ..
SEX	.. ..
No. OF SLIPS	.. ..

Date	Hours of		No. of box and ticket for which sorted	Date and hour		Time taken	Time allowed	Remarks
	Arr.	Dep.		Begun	Finished			
1	2	3	4	5	6	7	8	9

APPENDIX X(*c*)

Miscellaneous Sorting Form 6

WEEKLY/MONTHLY PROGRESS REPORT

Name of Office.....

Name of Sorter	District/ Charge	Total No. Rural/ Urban charge	Number of slips sorted during the week for Sorters' Tickets.					
			5 (*a*)	5 (*b*)	6	7	8	9
1	2	3	4	5	6	7	8	9

Number of slips sorted during the week for Sorters' Tickets—*contd.*

10	11	12	13	14	15	16(*a*)	16 (*b*)	17	18	19	19 (A)
10	11	12	13	14	15	16	17	18	19	20	21

Number of slips sorted during the week for Sorters' Tickets—*concld.*

20	21	22	23	24	25 (*a*)	25 (*b*)	26	27	28	29	Remarks
22	23	24	25	26	27	28	29	30	31	32	33

APPENDIX XI

Accounts Forms and Routine Forms Consumed in the Office of the Superintendent of Census Operations, Orissa and Tabulation Offices

Sl. No.	Names of forms	No. of forms consumed in the office of the						
		Superintendent of Census Operations	Cuttack Regional Tabulation office	Sambalpur Regional Tabulation office	Berhampur Regional Tabulation office	Cuttack Urban Tabulation office	Central Tabulation office	Total
1	2	3	4	5	6	7	8	9
1	TR. 4—Cash book ..	10	1	1	1	1	.	14
2	TR. 6 -Challan form .	2	1	1	1	1	..	6
3	TR. 16 -Gazetted pay bill forms	200	30	30	30	30	..	320
4	TR. 22(A) -Receipt of income tax	..	..	..	..	..	..	..
5	TR. 22(f) —Detailed pay bill forms	600	200	200	200	100	..	1,300
6	TR. 24 -Periodical increment certificate	200	50	50	50	25	..	375
7	TR. 28 —Acquittance roll ..	600	200	200	200	100	..	1,300
8	TR. 29 —Contingent Register	10	1	1	1	1	..	14
9	TR. 30 -Fully vouched contingent bill	600	50	50	50	50	..	800
10	TR. 31 —Abstract contingent bill	..	..	.	..	..	.	..
11	TR. 32 -Detailed contingent bill	600	20	20	20	10	..	670
12	TR. 55(L) —Scheduled of G.P.F. deduction	450	30	30	30	10	..	550
13	S. 5—Draft forms ..	600	10	10	10	5	45	680
14	S. 6—Express letter forms	150	5	5	5	3	12	180
15	S. 30 —Diary register ..	25	5	5	5	3	..	43
16	S. 31 —Receipt register ..	18	1	1	1	1	..	22
17	S. 32—Issue register ..	22	2	2	2	1	..	29
18	S. 37 —Attendance register	25	2	2	2	2	12	45
19	S. 38—Peon book ..	25	2	2	2	2	10	43
20	S. 59—Contingent bill ..	350	50	50	50	30	..	530
21	S. 74 -Priority slip ..	400	50	50	50	50	50	650
22	S. 76 —Immediate slip ..	600	50	50	50	20	60	830
23	S. 80—Flag A to Z ..	10	1	1	1	1	1	15
24	S. 82- D.F. A. slip ..	22	..	..	..	..	3	25
25	S. 90—File board ..	950	250	250	250	200	350	2,250
26	S. 97- -Fly leaves ..	2,000	500	500	500	300	600	4,400

APPENDIX XII

List of Books purchased with the help of Census Budget

Sl. No.	Name of Book	Name of Author or Publisher	Price
1	2	3	4
1	The Aboriginal Races of India	S. C. Sarkar	12.00
2	Orissa Civil List, November, 1958	Orissa Government Press	1.50
3	New Thinking	J. M. Loboprabhu	2.50
4	Orissa Civil List, May and November, 1960	Orissa Government Press	8.00 each
5	Social problems and Social disorganization in India	Dr. C. B. Mamoria, M. A., P. H. D.	12.00
6	Santals of the Santal Parganas	P. C. Biswas	10.00
7	Essential of Rural Welfare	Food and Agricultural Organization of United Nations	2.00
8	Caste and the Economic Frontier	F. G. Bailey	22.50
9	Agriculture in the World Economy	Food and Agricultural Organization of United Nations	4.00
10	Fact finding with Rural people	Food and Agricultural Organization United Nations	6.00
11	Report on Koraput Gramdans	A. W. Sahasrabudhe	4.00
12	Gramdan in Koraput	Ditto	1.00
13	Memoir No. 2, 1955 (The Santal)	Nabendu Datt Majumdar	6.25
14	Then and Now (19335—8)	Hashim Amir Ali	10.50
15	Ready Reckoner	Y. P. Chawala	5.00
16	Orissa General Financial Rules, Vol. I	Orissa Government Press	1.25
17	Orissa General Financial Rules, Vol. II	Ditto	128
18	Compilation of the Fundamental Rules, Vol. I	Manager of publications, Government of India, Delhi	2.75
19	Compilation of the Fundamental Rules Vol. II	Ditto	2.00
20	Compilation of General Financial Rules Vol. I	Ditto	2.37
21	Compilation of General Financial Rules Vol. II	Ditto	2.00
22	Chambers's Twentieth Century Dictionary	William Geddin, M. A., B. Sc.	17.85
23	Accounts Code Vol. I	Manager of Publications, Government of India, Delhi	1.12
24	Accounts Code Vol. II ..	Ditto	1.00
25	Handbook of Rules and Regulations for the All India services Vol. I	Ditto	5.25
26	Orissa Service Code Vol. I ..	Orissa Government Press ...	1.30
27	Chawdri's Compilation of the Civil Service Regulation, Vol. I	S. Lakhisingh Chawdri ...	6.00
28	Chawdri's Compilation of the Civil Service Regulation, Vol. II	Ditto ..	6.00

APPENDIX XII—*contd.*

Sl. No.	Name of book	Name of Author or Publisher	Price	Remarks
1	2	3	4	5
29	The Orissa Treasury Code, Vol. I ..	Orissa Government Press ..	3.20	
30	The Orissa Treasury Code, Vol. II ..	Ditto ..	2.25	
31	All India Civil List ,July, 1961 ..	Associated Advisors and Printers, Bombay ..	12.50	
32	Indian Paleography ..	G. Buhler ..	15.00	
33	Outlines of Indian Philology and other Philological papers	John Beames ..	5.50	
34	History of services of India Administrative Service ..	Ministry of Home Affairs, Government of India ..	13.00	
35	Standing room only ...	Karl Sax ..	12.50	
36	The New National Dictionary ..	William Collins Sons & Co., Ltd. ..	5.25	
37	Orissa Civil List, May, 1961 ..	Orissa Government Press ..	8.00	
38	Chambers's Twentieth Century Dictionary ..	William Geddie, M.A., B.Sc. ..	17.85	
39	Ditto ..	Ditto ..	17.85	
40	Orissa Civil List, November, 1961 ...	Orissa Government Press ...	8.00	
41	Orissa Civil List, May, 1962 ...	Ditto ...	8.00	
42	Rogets' Thesaurus of English words and phrases ...	John Lewes Roget, M.A. and Samuel Romilly Roget, M.A. ..	7.00	
43	Bulletin of the Anthropological Survey of India, Vol. X-No. 1 January, 1961 ..	Surajit Sinha ...	6.00	
44	Rogets Thesaurus of English words and phrases ..	P. M. Roget ...	18.00	
45	The Economic Geology of Orissa ...	Geological Survey of India ..	5.87	
46	Atlas of Economic Development ...	Norton Ginsburg ..	33.75	
47	Indian Industries, development and location	M. R. Chowdhury ..	10.00	
48	New Method English-Oriya Dictionary ...	K. C. Kar ...	8.40	
49	Applied statistics of India, 1962 ...	B. N. Asthana, M. Com ..	10.50	
50	Handbook of Rules and Regulations for All India Services, Vol. I ...	Manager of Publications, Government of India, Delhi ..	7.75	
51	Handbook of Rules and Regulations for All India Services, Vol. II ...	Ditto ...	0.55	
52	Bulletin No. 73—Final Report of the All India Soil Survey Scheme ..	U. N. Chatterjee ..	12.75	
53	Population Review, January, 1962 ...	S. Chandrasekhar ...	10.00	
54	Population Review, July, 1962 ...	Ditto ...	10.00	
55	Population Review, January, 1963 ..	Ditto ..	10.00	
56	Collin's English Gem Dictionary ...	J. B. Foreman, M. A. ...	5.25	
57	Origin and Development of the Board of Revenue and Divisional Commissioners	Indian Institute of Public Administration, Orissa Regional Branch ..	3.00	

APPENDIX XII—*contd.*

Sl. No.	Name of book	Name of Author or Publisher	Price	Remarks
1	2	3	4	5
58	Chambers's Seven figure logarithms of numbers up to 100,000	Jemes Pryde, F.E.I.S. ..	4.40	
59	Chambers's Twentieth Century Dictionary	William Geddie, M.A., B. Sc. ..	17.65	
60	Ditto ..	Ditto ..	17.65	
61	Compilation of General Financial Rules, 1963	Ministry of Finance, Government of India ..	2.80	
62	The Orissa Tenancy Act, 1913 (Bihar & Orissa Act 2 of 1913) ..	Orissa Government Press ...	0.75	
63	Glimpses of Bengal in the Nineteenth Century	R. C. Majumdar, M.A., Ph. D. ...	6.00	
64	Agricultural income by States, 1960-61 ..	National Council of Applied Economic Research, New Delhi ..	6.00	
65	The Population problem in India ..	P. K. Wattal ..	10.50	
66	A design for development of Village Industries in West Bengal ..	Nistaran Chakravarty, M. A. ..	5.00	
67	Study Village India ..	Ilslay Ingram ...	20.00	
68	Rural Economics and Co-operation ...	K. Kothari ..	6.25	
69	Industrial development ..	K. C. Lalwani ..	5.00	
70	Faiths, Fairs and Festivals of India ...	Major C. H. Buck ..	20.00	
71	Sun-worship amongst the aboriginal tribes of Eastern India ..	T. C. Das, M.A.	6.00	
72	Swamy's Compilation of the medical attendance rules ...	P. Muthuswamy ...	4.00	
73	Chambers's Twentieth Century Dictionary ..	William Geddie, M.A. B.Sc. ..	17.65	
74	Ditto	Ditto	17.65	
75	Call to Action ..	Dr. H. K. Mahtab ..	1.50	
76	India's Food Problem ..	Sunil Guha ..	0.50	
77	India's Five-years plan and socialist advance..	S. N. Misra ..	0.30	
78	The Culture of India ..	Sadique Ali ..	0.25	
79	Udayagiri and Khandagiri ..	Debala Mitra ..	0.75	
80	Development of Dandakaranya ..	National Council of Applied Economic Research, New Delhi ..	10.00	
81	Development of Paradip Port ..	Ditto ..	12.00	
82	The Constitution of India ..	G. N. Joshi, M. A., L.L.B. ..	8.00	
83	Orissa Factories Manual, 1960 ..	Labour Department, Government of Orissa ..	2.87	
84	General Provident Fund Rules (Orissa) ..	Orissa Government Press ..	0.34	
85	Hindustan Year Book ..	S. C. Sarkar ..	5.80	
86	Geology of India ..	N. D. Wadia ..	25.00	

APPENDIX XII—*concld.*

Sl. No.	Name of book	Name of Author or Publisher	Price	Remarks
1	2	3	4	5
87	Facilities for technical education in India ..	Ministry of Scientific Research & Cultural Affairs, Government of India	5.00	
88	Oxford Concise Dictionary ..	E. Mcintosh ..	10.50	
89	Scheduled Castes & Scheduled Tribes Orders (amendment) Act, 1956	Orissa Government Press ..	0.75	
90	Agricultural labour in India 1956-57—Vol. VI	Ministry of Labour & Employment ..	6.75	
91	Calcutta—India's City ..	Asok Mitra ..	8.00	
92	Report on Land Tenure and Revenue System of Orissa-Chhatisgarh States, Vol. I ..	R. K. Ramadhyani ..	1.20	
93	Ditto Vol. II	Ditto ..	0.48	
94	Ditto Vol. III	Ditto ..	3.13	
95	Orissa Civil List, November, 1962 ..	Orissa Government Press ..	8.00	
96	Report of the Land Reforms Committee, Orissa, 1958 ..	Revenue Department, Government of Orissa ..	1.00	
97	Making, Shaping & Treating of Steel ..	United States Steel Industry ..	54.00	
98	Tribal Demography in India	C. B. Memoria, M.A. ..	5.00	
99	Economic Atlas of Madras State—April,1962	National Council of Applied Economic Research, New Delhi. ..	35.00	
100	Handicrafts and Industrial Arts of India ..	Rustam J. Mehta ..	46.50	
101	Compilation of the Treasury Rules (Central)	Manager of Publications, Government of India, Delhi ..	3.15	
102	The Civil List—India Administrative Service & India Police Service, January, 1958. ..	Ditto ..	9.75	
103	The Orissa Gram Panchayat Manual, Vol. I	Orissa Government Press ..	1.25	
104	Techno-Economic Survey of Madras ..	Government of Madras ..	5.00	
105	Techno-Economic Survey of Madhya Pradesh	National Council of Applied Economic Research, New Delhi ..	20.00	
106	Techno-Economic Survey of Orissa ..	Ditto ..	20.00	
107	Mineral Production in India, 1958 ..	Ministry of Steel, Mines & Fuel, Government of India ..	13.50	
108	Orissa in the Making ..	B. C. Mazumdar ..	4.50	
109	Population growth and economic development in low income countries	Ansley J. Coale & Edgar M. Hoover..	25.00	
110	Memoir of a Bengal Civilian ..	John Beames ..	20.00	
111	The Reader's Digest—Great World Atlas ..	The Reader's Digest Association Ltd., Cape Town ..	45.00	
112	Pocket World Atlas ..	Pocket Books Inc., New York ..	4.50	
113	Memoir No. 7-1960 (Data on Caste Orissa)..	Nirmal Kumar Bose, Director of Anthropoligical Survey of India. ..	..	
114	School Atals—1st Edition, 1962 ..	Ministry of Scientific Research and Cultural Affairs, Government of India ..	5.00	
115	Land and Labour in India ..	Daniel & Alice Thorner ..	16.00	

APPENDIX XIII (a)

Statement showing the number of copies of the various Census Publications printed

Sl. No.	Name of publication	No. of copies printed		
		Deluxe edition	Ordinary edition	Total
1	I-A General Report ...	75	1,425	1,500
2	I-B Report on Vital Statistics* ...	75	925	1,000
3	I-C Subsidiary Tables ...	75	925	1,000
4	II-A General Population Tables ...	75	1,425	1,500
5	II-B(i) General Economic Tables ...	75	925	1,000
6	II-B(ii) General Economic Tables ...	75	925	1,000
7	II-C Cultural and Migration Tables ...	75	925	1,000
8	III Household Economic Tables ..	75	925	1,000
9	IV-A Reports on Housing and Establishment ...	75	925	1,000
10	IV-B Housing and Establishment Tables ..	75	925	1,000
11	V-A Tables on Scheduled Castes and Scheduled Tribes ..	75	925	1,000
12	V-B Report on Scheduled Tribes* ..	75	925	1,000
13	V-C Report on Scheduled Castes* ..	75	925	1,000
14	VI Village Survey Monographs (In series)† ...	...	500	500
15	VII-A Survey of Traditional Crafts ..	50	450	500
16	VII-B Fairs and Festivals* ...	50	450	500
17	VIII Administration Report (Enumeration) ...	..	200	200
18	Ditto (Tabulation) ..	..	200	200
19	IX-A Census Atlas ...	100	900	1,000
20	IX-B Administrative Atlas ...	100	900	1,000

*These publications were under preparation by the time this Administration Report was sent to press.

†Out of 15 monographs to be printed 5 had come out by this time and the others were under preparation.

APPENDIX XIII (*b*)

Distribution list of Complimentary copies of Census Publications

Sl. No.	Organization	No. of copies	
		Deluxe	Ordinary
1	2	3	4
I. Government of India			
1	Registrar General, India	25	50
2	Superintendents of Census Operations of other States	14	42
3	Superintendents of Census Operations of Union Territories	..	20
4	Director of Central Rice Research Institute	..	1
5	Station Director, All India Radio	..	1
6	Director, Small Scale Industries Services Institute	..	1
7	Superintendent of National Sample Survey	..	1
8	Director, Indian Institute of Publication Administration, Delhi	..	1
9	Regional Research Laboratory, Bhubaneswar	..	1
10	Press Information Bureau, Cuttack	..	1
II. State Government			
1	Governor of Orissa	1	..
2	Chief Minister, Ministers and Deputy Ministers	1	13
3	Speaker and Deputy Speaker of Legislative Assembly	..	2
4	Chief Justice	1	..
5	Chief Secretary	1	..
6	Additional Chief Secretary	1	..
7	Member, Board of Revenue	1	..
8	Commissioner, Land Reforms	..	1
9	3 Revenue Divisional Commissioners	..	3
10	Chief Editor, District Gazetteers	..	1
11	Commissioner, Commercial Taxes	..	1
12	Departments of State Government	..	20
13	Secretary, Legislative Assembly	..	1
14	Director of Community Development	..	1
15	Director of Grama Panchayats	..	1
16	Director of Industries	..	1
17	Director of Agriculture	..	1
18	Director, Bureau of Statistics and Economics	..	1
19	Director of Public Instruction	..	1
20	Director of Public Relations and Tourism	..	1

APPENDIX XIII (*b*)—*contd.*

Sl. No:	Organization	Nos. of copies	
		Deluxe	Ordinary
1	2	3	4
21	Director of Health Services	.. ..	1
22	Director of Land Records and Surveys	.. ..	1
23	Director of Employment	.. ..	1
24	Chief Electoral Officer	.. ..	1
25	Inspector General of Police	.. ..	1
26	Chief Engineer, Roads and Buildings	.. ..	1
27	Chief Engineer, Irrigation	.. ..	1
28	Principal, Administrative Officers' Training School, Hirakud	.. ..	1
29	Registrar, Co-operative Societies	.. ..	1
30	Tribal Research Bureau	.. ..	1
31	Curator, State Archives	.. ..	1
32	Collectors and District Magistrates	.. ..	13
III. Superintendent of Census Operations, Orissa			
1	Discretionary copies	.. 5	15
2	Personal copy	.. 1	..
3	Office use	.. ..	5
4	Office Library	.. 1	1
5	Preserved for next Census	.. 2	5
IV. Libraries			
1	Library of State Secretariat	.. 1	1
2	Legislative Assembly Library	.. 1	
3	National Libraries at Calcutta, Bombay and Madras	.. 3	3
4	24 Information Centres in India	.. ..	24
5	Utkal University Library	.. ..	1
6	Orissa High Court Library	.. ..	1
7	Orissa High Court Bar Council Library	.. ..	1
8	Kanika Library, Cuttack	.. ..	1
9	Pranakrushna Pathagar, Cuttack	.. ..	1
10	Servants of India Society Library, Cuttack	.. ..	1
11	Jeypore College Library	.. ..	1

APPENDIX XIII (*b*)—*concld.*

Sl. No.	Organization	Nos. of copies	
		Deluxe	Ordinary
1	2	3	4
V. Presses			
1	Leading newspapers of the State (Samaj, Prajatantra, Matrubhumi, Kalinga, Eastern Times) ..	..	5
2	Leading newspapers outside the State ..	..	13
VI. Semi-Government and Private Institutions			
1	Chairman, State Electricity Board ..	..	1
2	Chairman, Industrial Development Corporation ..	..	1
3	Divisional Manager, Life Insurance Corporation ..	..	1
4	Secretary, Orissa Red Cross Society ..	..	1
5	Managing Director, State Financial Corporation, Orissa ..	..	1
6	Vice Chancellor, Utkal University ..	..	1
7	President, University of Agriculture, Bhubaneswar ..	..	1
8	Other Dignitaries and Local Bodies ..	1	12
	Total ..	**60**	**290**

APPENDIX XIV

List of important files, documents and other records preserved till next Census

Sl. No.	Description	No. and year of file
1	2	3
1	Personal file of Shri M. Ahmed, I. A. S., S. C. O. ..	1/59
2	Declaration of S. C. O. to be the Head of office ..	2/59
3	Accommodation for the Census Office ..	3/59
4	Purchase of books and furniture ..	6/59
5	Purchase of typewriter and duplicating machine ..	5/59
6	Indent of forms ..	7/59
7	Indent of stationery ..	8/59
8	Enumeration of Scheduled Castes and Scheduled Tribes ..	16/59
9	First Pre-test ..	18/59
10	Experimental Sample Census of Population ..	19/59
11	Methods to be adopted for numbering of houses ..	20/59
12	Household file ..	21/59
13	Legislation by State Government for contribution ..	24/59
14	Expenditure statement under Census grant ..	25/59
15	Budget Estimate ..	31/59
16	Sanction of permanent advance ..	32/59
17	General Instructions and Circulars to D. C. Os. ..	41/59
18	Geographical area ..	44/59
19	Amendment to Census Act ..	45/59
20	Supply of books by Government of India ..	51/59
21	Printing of forms through private presses ..	52/59
22	Remuneration to Enumerators ..	54/59
23	Pre-test training ..	56/59
24	Publicity ..	59/59

APPENDIX XIV—*contd.*

Sl. No.	Description	No. and year of file
1	2	3
25	Files and Books pertaining to 1951 Census preserved by the Revenue Department	63/59
26	Census Medals ..	67/59
27	First Conference at Delhi ..	68/59
28	Special Investigation ..	71/59
29	Standard Industrial Classification ..	75/59
30	Preparation of Socio-Economic Survey ..	77/59
31	Vital Statistics ..	93/59
32	Procurement of maps for 1961 Census ..	96/59
33	District Census Handbook ..	98/59
34	Government instructions for enumeration in special areas ..	99/59
35	Pre-test Tabulation ..	103/59
36	Survey of traits in rural area ..	124/59
37	Delegation of Financial Powers to S. C. O. ..	125/59
38	Circular and order issued by the State Government ..	129/59
39	Collection of local names of rights ..	131/59
40	Tabulation plan ..	132/59
41	Correspondence with Government Press, Orissa ..	135/59
42	Preparation of Tables ..	1/60
43	Medical Attendance Rules ..	3/60
44	Location Code ..	4/60
45	Annual Administratior Report ..	5/60
46	Circular and instructions issued by S. C. O. ..	7/60
47	Accommodation for Tabulation offices ..	13/60
48	Programme of operations—First stage ..	15/60
49	Formation of Charges, Circles and Blocks ..	16/18/19/60
50	Compilation of Handicrafts of the State ..	20/60

APPENDIX XIV—*contd.*

Sl. No.	Description	No. and year of file
1	2	3
51	Creation of posts of Deputy Superintendents of Census ..	21/60
52	Training of Census Personnel ..	22/60
53	Monograph on Scheduled Castes and Scheduled Tribes ..	23/60
54	Payment of honorarium to enumeration staff ..	27/60
55	Preparation of town and village Register ..	29/60
56	Houselist population ..	30/60
57	Enumeration of other Backward Classes ..	35/60
58	Collectors' Conference ..	36/60
59	Second Conference of S. C. Os. .	37/60
60	Enumeration of houseless persons ..	43/60
61	Housing Tables ..	92/60
62	Allocation of paper for printing of Census Reports ..	97/60
63	Special Enumeration of Technically qualified persons ..	105/60
64	Table A.I ..	108/60
65	Occupation of I. T. C. Barracks ..	109/60
66	Primary Census Abstract ..	118/60
67	Training of Census Personnel ..	131/60
68	Preparation of historical maps ..	137/60
69	Sanction of staff for Zonal Offices ..	142/60
70	Calendar of Events ..	146/60
71	Preparation of Census Maps ..	148/60
72	Miscellaneous Circular from Registrar General ..	152/60
73	Circulars on accounts matters from R. G. ..	153/60
74	General Financial Rules ..	155/60
75	Circular regarding grant of T. A. and other Allowances ..	156/60
76	Printing of District Census Handbooks ..	3/61

APPENDIX XIV—*contd.*

Sl. No.	Description	No. and year of file
1	2	3
77	Sample Census, 1961 ..	4/61
78	Sorting and compilation instructions ..	15/61
79	Consanguineous Marriage ..	32/61
80	1961—Population total of Orissa ..	39/71
81	Provisional pupulation figures of different States ..	42/61
82	Regional meeting of S. C. Os. at Darjeeling ..	67/61
83	Proceeding of regional conference of S. C. Os. ..	71/61
84	Proceeding of the meeting at Srinagar ..	80/61
85	Administration report on Enumeration ..	82/61
86	Report on Housing Tables ..	83/61
87	Preparation of Notional Maps ..	96/61
88	Administration report on Sorting and Tabulation ..	98/61
89	Third conference of S. C. Os. at Delhi ..	101/61
90	Revenue Department Circulars on Census ..	103/61
91	Compilation of District Gazetteer ..	105/61
92	Demographic study of cities and towns ..	124/61
93	Sample survey of fertility of ever married women ..	126/61
94	Preparation of Atlas Volume ..	133/61
95	Central Civil Service (Revised pay) Rules, 1960 ..	189/61
96	Circular regarding medical examination and reimbursement ..	190/61
97	Staff car Rules ..	191/61
98	General Instructions from R. G. ..	6/62
99	Sampling and coding of Household Schedules ..	9/62
100	Audit report of Tabulation Office ..	19/62
101	Preparation and Printing of Village Directory ..	26/62

APPENDIX XIV—*contd.*

Sl. No.	Description	No. and year of file
1	2	3
102	Printing of Census Reports ..	27/62
103	Supply of printing paper, etc., for Census Publications ..	41/62
104	Collection of Statistics for flora and fauna ..	49/62
105	Payment of honorarium to Census Personnel ..	50/62
106	Budget for 1962-63 ..	63/62
107	Territorial changes in the jurisdiction of Police station ..	66/62
108	Correspondence with Government Press, Orissa ..	81/62
109	Tribe and Caste Survey ..	103/62
110	Special enumeration of technically qualified persons ..	107/62
111	Subsidiary Economic Table ..	124/62
112	Sex Ratio ..	125/62
113	List of rural crafts ..	131/62
114	Payment of bills—D—Printings ..	153/62
115	Special reports on cities ..	166/62
116	Draft Reporting Programme ..	184/62
117	Census Schedules and instruction regarding Migration Table ..	189/62
118	Programme of Printing ..	190/62
119	Statistics relating to S. C. & S. T. ..	191/62
120	Growth of urbanization in India ..	194/62
121	Fly-leaf to A-series Tables ..	196/62
122	Circular from R. G. ..	206/62
123	General report on Chapter VIII ..	218/62
124	D-Series Tables ..	221/62
125	B-Series Tables ..	223/62
126	Book Debits ..	224/62

APPENDIX XIV—*concld.*

Sl. No.	Description		No. and year of file
1	2		3
127	Clarification of doubts regarding preparation of Tables	..	228/62
128	Notes of Chief Secretary, Orissa on preparation of Maps	..	235/62
129	Proposal for nucleus staff for intercensal period	..	236/62
130	Writing of special monographs	..	237/62
131	Instruction for drawing of maps for Atlas Volume	..	1/63
132	Budget for 1963-64	..	7/63
133	Payment of honorarium to Enumerators, etc.	..	19/63
134	Preparation of maps for Atlas Volume	..	23/63
135	Printing of maps	..	73/63
136	Report on working force	..	106/63
137	Fixation of price of Census Publications	..	208/63
138	Continuance of staff for 1964-65	..	235/63
139	Printing of maps through M/s. L. C. Roy & Co., Calcutta	..	54/64
140	Budget Estimate for 1965-66	..	76/64
141	Adjustment of Book Debit bills	..	78/64
142	Copmulsory Deposit Scheme	..	86/64
143	Safe custody of restricted maps	..	87/64
144	Printing and Distribution of Administration Reports	..	88/64
145	Printing of State Atlas	..	150/64
146	Terms of deputation of Officers from Centre to State and *vice versa*	..	152/64
147	Permanent building for Census office	..	170/64

List of Registers

1. Acquittance Roll
2. Contingent Register
3. Bill book
4. Allotment Register
5. Register showing G. P. F. deduction
6. T. A. bill Register
7. Recurring expenditure Register
8. Book debit Register
9. Cash Book
10. Register of expenditure
11. Register showing reconciliation of figures of expenditure
12. Register showing progressive figures of expenditure
13. Stock Register of stationery
14. Stock Register of forms
15. Stock Register of furniture
16. Stock Register of books
17. Register of Maps
18. Register of Publications
19. Register of Blocks
20. Register of Printing works
21. Log book of motor vehicle
22. Petrol Account Register
23. Summary of log book
24. Printing bill register
25. Register of sanction of posts
26. Receipt Register
27. Despatch Register
28. Index Register

APPENDIX XV(*a*)

Actual expenditure incurred on the 1961 Census Operations under the prescribed Heads of Accounts

Head of Account	Actual expenditure incurred in 1959-60	1960-61	1961-62	1962-63	1963-64	1964-65	1965-66	Total
1	2	3	4	5	6	7	8	9
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
A. SUPERINTENDENCE								
A.1—Pay of Officers ..	19,750	29,479	26,380	39,550	57,778	69,135	21,484	263,556
A.2—Pay of Establishment ..	11,495	34,702	55,714	99,289	88,894	76,063	33,547	399,704
A.3—Allowance & Honoraria								
Dearness allowance ..	5,173	..	4,816	8,279	10,003	15,195	9,297	52,763
Travelling allowance ..	6,682	11,479	13,100	13,600	5,870	7,895	3,016	61,642
Other allowances ...	438	1,458	2,375	3,449	3,707	3,822	3,327	18,576
A.4—Other charges ..	31,516	40,260	32,011	32,774	17,713	24,311	24,617	203,202
Total ...	75,054	117,378	134,396	196,941	183,965	196,421	95,288	999,443
B. ENUMERATION								
B.1—Pay of Establishment ...	...	70,451	12,614	...	...	...	..	83,065
B.2 Allowances & Honoraria								
Dearness allowance ...	...	34,672	5,537	..	..	..	..	40,245
Travelling allowance ...	...	1,442	9,016	464	..	..	..	10,922
Other allowances ...	...	22,077	6,820	..	...	...	..	28,897
B.3—Honorarium to Enumerators ..	..	520,706	32,587	..	..	..	..	553,293
B.4—Other charges ..	..	11,600	618	275,946	..	..	...	288,164
Total ...	..	660,948	67,288	276,410	...	..	..	1,004,586
C. ABSTRACTION & COMPILATION								
C.1—Pay of Officers ...	..	7,441	35,458	38,599	15,929	6,089	15,365	118,881
C.2—Pay of Establishment ..	..	21,657	679,437	165,842	67,699	61,008	80,044	1,075,687
C.3—Allowances & Honoraria								
Dearness allowance ..	...	2,048	11,038	9,525	4,398	6,299	12,039	45,347
Travelling allowance ...	..	4,121	24,013	6,306	975	1,690	2,628	40,033
Other allowances ...	...	782	5,723	2,750	909	541	2,417	13,122
C.4—Other charges ...	..	15,446	47,919	18,007	4,257	3,413	3,930	92,972
Total ...	..	51,795	803,588	241,029	94,167	79,040	116,423	1,386,042
D. PRINTING & STATIONERY ...	37,900	39,636	8,475	29,952	34,499	138,933	65,973	355,368
Grand Total ...	112,954	869,757	1,013,687	744,332	312,631	414,394	277,684	3,745,439

APPENDIX XV(*b*)

Statement of Receipts and Recoveries

Sl. No.	Source of receipts	1959-60	1960-61	1961-62	1962-63	1963-64	1964-65	1965-66	Total	Remarks
1	2	3	4	5	6	7	8	9	10	11
				Rs. P.	Rs. P.	Rs. P.	Rs. P.		Rs. P.	
	RECOVERIES :									
1	Recoveries from State Government towards 50 per cent contribution of remuneration paid to Census Enumerators and Supervisors	..	..	275,946.00	..	..	..	..	275,946.00	..
2	Recoveries on account of stationery articles lost	..	..	..	97.80	..	..	..	97.80	..
	RECEIPTS :									
1	Sale proceeds of furniture, waste papers, etc.	..	..	2,319.15	3,718.04	87.74	108.87	..	6,233.80	..
2	Forfeiture of security deposits	..	..	7,036.80	3,615.50	2,786.00	60.00	..	13,498.30	..
3	Undisbursed pay and allowances	..	..	667.96	597.60	75.24	45.82	..	1,386.62	..
	Total ..	..	..	285,969.91	8,028.94	2,948.98	214.69	..	297,162.52	...

APPENDIX XVI

Costing statement by items of Census Expenditure including Special Studies up to the end of 1965-66

Sl. No.	Items		Amount
1	2		3
			Rs.
1	Expenditure on pay of Superintendent of Census Operations, other officers, his office establishment and allowances and honoraria	..	661,107
2	Expenditure on enumeration	..	728,640
3	Printing charges including cost of line blocks for maps, etc.	..	351,556
4	Paper and stationery charges	..	9,538
5	Expenditure on Compilation and Tabulation	..	1,371,315
6	Expenditure on Special Studies (Pay & Allowances)		
	(*a*) Socio-Economic (Village) Survey	..	109,435
	(*b*) Rural Craft Survey	..	36,495
7	Other contingent charges	..	201,407
	Total	..	3,469.493

APPENDIX XVII (*a*)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

No. 6-7-1961-R.G

KOTAH HOUSE ANNEXE
2/A MANSINGH ROAD, NEW DELHI-11
Dated the 5th August 1961

To

ALL SUPERINTENDENTS OF CENSUS OPERATIONS

(EXCEPT BIHAR, MAHARASHTRA, ANDHRA PRADESH, MYSORE, GUJARAT, DELHI AND UTTAR PRADESH)

Subject—Household Schedules Tabulation

SIR,

I am directed to say that it is proposed to prepare the Sample Household Table C-I and Household Economic Tables B-X to B-XVI on machines. For this purpose this office has been able to secure some machines. The Tabulation will be confined, as has already been explained in the Tabulation Plan, to only 20 per cent of sample Household Schedules. The sample schedules will be taken out by the Superintendent of each State and sent to this Office for each tehsil separately, arranged in separate bundles for village in order of location code and for urban areas by the towns for the district. I enclose herewith a copy of the instructions with sufficient spare copies for selection of 20 per cent sample schedules. The sample households can be taken out in the respective Tabulation offices and it is desirable that some responsible officer like Statistical Assistant or Tabulation Assistant is put in charge of this work. The sample schedules may be taken out and kept separate from the main schedules in the Tabulation office. It is proposed to take up the mechanical tabulation State by State. You may send the sample schedules for your State as soon as you receive instructions on that account.

Yours faithfully,
D. NATARAJAN
Deputy Registrar General, India

SELECTION OF SAMPLE HOUSEHOLD SCHEDULES FOR PREPARATION OF THE HOUSEHOLD ECONOMIC TABLES

For the purpose of tabulation every fifth household from the starting random household will be selected to make a 20 per cent sample. The sample household will be marked continuously for rural areas of a tehsil/taluk and for urban areas of a district, i.e., households left over in a household pad should be carried over to the next household schedule pad for the selection of sample households.

Before marking the sample households the household schedule pads should be arranged in the order of location code numbers of villages in a Taluk or Tehsil in the case of a rural area and in the order of the location code numbers of towns in a district for urban areas. The first sample household should be chosen randomly among the first five households in the first household schedule pad and stamped (s) as selected. This random number (random start) should be chosen separately for rural areas of each taluk/tehsil and for the urban area of the district. From the first random household every fifth household should be continuously stamped as selected. A rubber stamp will have to be specially prepared for that purpose. The sample should be continuously marked for all the pads of villages in a tehsil and urban areas in a district. If in a particular household schedule pad at the end, some households (these will be four or less) are left after the marking of the sample household, the households left over should be carried over to the next household schedule pad and the appropriate household in that pad should be marked as a sample household.

In short, the following points should be strictly followed while selecting the sample households:

(*i*) All pads of household schedules of rural areas on one tehsil should be arranged in order of ascending number of location codes of villages. If in a village more than one pad is used, these pads should also be arranged according to the serial number given to the pads for that village.

(*b*) Similarly all pads of urban areas in a district should be arranged in ascending order of location code numbers. Within an urban area these pads will be arranged in the order of Block numbers.

(*ii*) After selection of the first sample schedule the sample will be continuously picked up without a break until the last pad of the tehsil is exhausted in the rural areas and the district in urban areas

(*iii*) The sample households will be indicated by stamping the selected schedule in the rigt hand top corner with a rubber stamp (s).

(*iv*) The sample schedule (i.e., those having rubber stamp mark) will be carefully removed from the pad and tied together for a tehsil in the sequence of villages within the tehsil and in the sequence of towns in the case of urban areas the slips being arranged in the same order as when the samples were removed.

(*v*) These bundles should be despatched to this office.

(*vi*) In case two or more household schedules are utilised for a household on account of large size of the household all such schedules utilised for one household should be considered as one schedule for the purpose of counting every fifth schedule in the pad for sample selection.

(*vii*) The programme of selection of sample household schedules should be arranged in such a way that selected household schedules for one district are sent to this office every month by each Tabulation Office.

(*viii*) We are not concerned with institutions and, therefore, in taking out sample we should discard institutions and confine the samples only to family household. In counting every fifth household schedule, therefore, the schedule for institutional household should be left out, the order of the sample being confined only to the schedules of households.

APPENDIX XVII (*b*)

Instructions regarding Treatment of Omissions and Rectifications of Mistakes in Sample Household Schedules

Points raised by the Superintendent of Census Operations, Gujarat	*R. G. Office decision*
1. Land owned by widows is shown against A.1(*i*) as land under cultivation by household and yet there are crosses against C.1 relating to workers at Household cultivation only.	1. On reference to the 'Census Population Record, if cultivation is not shown under the heading 'Description of work', the presumption is that the land is given on lease and should be shown in A.2 as given to private persons for cultivation. In a similar instance, where the Head of the household is a male, for whom the description of work is shown in the Census Population Record as 'Cultivation', the presumption is that there is household cultivation and C.1 may be corrected with reference to the entries made in the Census Population Record. (Absence of Area entries under 'A' should be presumed to be 'not stated').
2. Household Industry is shown against B in the Schedule and there are crosses in the columns relating to A—Cultivation. But in Section C entries are made against C.3 relating to workers both in household cultivation and household industry.	2. Entries against C.3 should be crosses and shown against C.2 unless C.3 is corroborated by entries in the Census Population Record. But if the Census Population Record shows the entries for cultivators and no land is given under A.1, the area should be treated as 'not stated' under A.1(*i*).
3. There are crosses against A & B and entries in C.1. The Census Population Record does not show any member as engaged in cultivation or Household industry.	3. The entries in C.1 being wrong should be crossed out.
4. The Head of the household is a female shown as such at the top of the Household Schedule, as well as at the back of the Schedule in the Census Population Record, which further shows that she is engaged in cultivation. There are corresponding entries in A.1 also. But against C.1 she is shown under 'Other females', though the total number of workers is only one.	4. The figure 'I' should appropriately be entered under the column 'Head of the family' in C-I.
5. There are crosses in A and/or B, and entries appear to have been made sometimes against C.1 and sometimes against C.2.	5. This is wrong. There should be crosses in all the columns of C also if the Population Record does not show any worker in cultn vation or household industry.

6. The figures in C.1 or C.2 are repeated in C.3 though A/B is blank or crossed.	6. This is not correct. Entries in C.3 should be crossed out if the Population Record does not show any worker in cultivation where C.2 is entered or in household industry where C.1 is entered.
7. Entries both in A & B. Entries in C.1 and C.2 instead in C.3.	7. Entries in C.1 and C.2 should be crossed out and proper entries made against C.3 only, after necessary verification from the Census Population Record. In transferring the figures to C.3 care must be taken to see that the figures of C.1 and C.2 are not mechanically added up to make C.3, the reason being that at least several family workers will be commonly working in both cultivation and household industry. Though it may be possible to verify the number of family workers it will not be possible to verify the number of hired workers from the Population Record. The best thing would be to add the figures under C.1 and C.2 and enter the figures under C.3 for hired workers.
8. 'A' is crossed, ' B ' is blank and entries are made in C.2 and C.3.	8. If from the Population Record it is ascertained that the industry is household industry, B should be filled up with reference to the industry recorded and entry under C.2 only retained. Otherwise the entries under C.2 and C.3 should be crossed.
9. The Schedule is absolutely blank. There are neither crosses nor any entries made ; but the Census Population Record shows that the Head of the Household is engaged in Household Industry. There is also an indication from the Surname that this household industry should be ' Livestock raising ' as it belongs to the caste of Rabbari, i.e., cattle graziers.	9. Entry against B can only be made if the household industry is mentioned in the Population Record and not on the basis of Surname, the reason being that he may be a hired worker in somebody else's household industry.
10. A.1 shows 30 acres in household cultivation, but crosses against B & C ; Census Population Record shows the Head as engaged in cultivation and wife as agricultural labourer, who presumably works with him in his own field.	10. Under C.1 there should be ' 1 ' under Head and ' 1 ' under other females in family workers. Agricultural labourer for wife is clearly a mistake in classification.
11. In some stray instances trade is shown as household industry with corresponding entries in C.2.	11. There should be crosses in B as well as in C.2

12. There are entries against A.1(*i*) land under cultivation by a household giving local name of 'right on land', but there is no mention of the acreage. There are crosses in B. C. 1 shows 3 persons as engaged in Household Cultivation only.	12. The area should be treated as 'not stated' under A.1(*i*).
13. A shows 18 acres against A.1(*i*) and crosses against B and C.1. Census Population Record shows 2 persons in the household—husband and wife. Husband is shown as employed in Railway and 'domestic' work against wife.	13. The presumption is that there is no household cultivation and that entry in A.1(*i*) should be transferred to A-2.
14. A and B are blank, but entry against C.1 shows that the Head is engaged in cultivatio, a fact which is further confirmed by the description of work in the Census Population Record.	14. The area should be treated as 'not stated' under A.1(*i*).
15. The nature of 'right on land' is mentioned against A, but not the acreage. C.1 shows '1' against the Head and '1' against 'Other males', total 2. This is confirmed by the Census Population Record.	15. The area will be treated as 'not stated' under A.1(*i*) or A.1(*ii*) as the case may be.
16. 'Household duty' is taken as 'Household Industry' while making entries against C.2, though there is no entry against 'B'. On verification of Census Population Record, it is found that the entry in C.2 relates to the female of the household doing domestic work.	16. C.2 should be crossed.
17. The Schedule is blank. There is no indication from Census Population Record.	17. A big cross should be placed over the Schedule
18. There are entries against A.1. B and C are blank.	18. Entries should be made in C.1 with reference to the Census Population Record, which shows that the 'HEAD' is engaged in cultivation. If there are any hired workers they will not be taken into account, because they will not figure in the Census Population Record. Also any family worker who was not in the household during the period of enumeration will also be not included.
19. There is no entry, under B in the column relating to 'Number of months' in the year during which the household industry is conducted.	19. The period should be entered with reference to the nature of the Household Industry. If it is not possible, then the period may be treated as 'not stated'.
20. In the column for 'number of months worked' the figures are given in days instead of months.	20. The figures may be converted into months In cases where the number of days is less than a month, it should be treated as one month.

In addition to the above the sample Household Schedules may be checked for the following:

1. Check up the location code given at the top of the 'Household Schedule '. In no case if should be blank.

2. In the 2nd parallelogram in the right hand corner against SC/ST, if a Caste/Tribe name is written, verify from the list of S.C./S.T. whether the Caste/Tribe belongs to S.C./S.T. If so write S.C./S.T. as the case may be, otherwise cross the entry.

3. Check up the figure given in A.I(*iii*), it is the total of A.1 (*i*) & A.1 (*ii*).

4. In the 3rd col. against A, 'area in acres' is recorded. If the area is given in local measure and is not converted to acres then convert the area figures in acres.

5. If the household industry has not been described in detail, e.g., (*Kolhu Chalana*) complete the details with the help of Population Record if possible.

6. In case of omissions for ' Relationship to Head ' and ' martial status ' fill up the omissions with the help of Instructions for treatment of omissions given on page 5 of Sorting and Compilation Instructions.

7. Check up the figures given against ' Total Persons' at the bottom of the Census Population Record.

8. In case of big households which are accommodated in more than one household schedule in marking the sample the entire household should be taken and the figure for ' Total Persons ' has to be worked out for the entire household and given in the 2nd household schedule. In some cases the total may have been written for each schedule and not for the entire household.

APPENDIX XVII (*c*)

Instructions for Coders

Card Column	Description	Column in Household Schedule	Code Numbers		Where to Code
1	2	3	4		5
14/50	S.C./S.T.	Parallelogram at the right hand top	For Scheduled Castes For Scheduled Tribe For Others	1 2 3	Against the parallelogram in the right hand margin
15/51	Household Class	A.1 Cultivation & B.Household Industry	Households engaged only in Cultivation	1	Below the Code for S.C./S.T.
			Households engaged only in Houshold Industry	2	
			Households engaged both in Cultivation and Household Industry	3	
			Households engaged neither in Cultivation nor in Household Industry	4	
16/52	Interest in Land	A.1 (*i*) ...	Households cultivating land owned or held from Government	1	Below code for Household Class
		A.1(*ii*) ...	Households cultivating land held from private persons or institutions for payment in money, kind or share	2	
		A,1(*i*)+A.1 (*ii*) ..	Households cultivating land owned or held from Government and also held from private persons or institutions for payment in money, kind or share.	3	
			For Household engaged in Household Industry only put a (—).	—	
17/53	Size of Land	A.1. Col. 3 ..	Less than 1 acre ..	0	Below code for interest in land
			1·0— 2·4 acres ..	1	
			2·5— 4·9 ,, ..	2	
			5·0— 7·4 ,, ..	3	
			7·5— 9·9 ,, ..	4	
			10·0—12·4 ,, ..	5	
			12·5—14·9 ,, ...	6	
			15·0—29·9 ,, ..	7	
			30·0—49·9 ,, ...	8	
			50·0+ ,, ..	9	
			Unspecified ..	X	
			For Households engaged in Household Industry only put a (—).	—	
18—21/ 54—57	Household Industry	B. Col. 2 ..	Code according to the list of Household Industries. Where more than one Industries have been recorded code for the Industry conducted for a greater number of months.		Write in the space provided for in B Col.3 of the household Schedule.
22/58	Months worked	B. Col. 4 —	1—3 Months ..	1	Write against period in right hand margin.
			4—6 Months ..	2	
			7—9 Months —	3	
			10—12 Months ...	4	
			Unspecified ..	5	
23-24/ 59-60	Family workers Males & Females	C. Cols. 3 & 4 —	No coding. Include the Head in Col. 3 or 4 as the case may be and write Male and Female figures on the left hand side and underline these figures.		

APPENDIX XVII (*c*)—*contd.*

Card Column	Description	Column in Household Schedule	Code Numbers	Where to Code
25 26/ 61-62	Hired workers	C. Col. 6	No coding. Underline the figures to be punched.	
27/63	Total workers	C. Cols. 5+6	1 Person .. 1 2 Persons .. 2 3—5 Persons .. 3 6—10 Persons .. 4 More than 10 persons .. 5 Unspecified .. 6	Write in the right hand margin against C.
		CENSUS POPULATION RECORD		
8—31/ 4—67	Total Persons Males and Females	Rectangle against Total Persons at the bottom.	No coding. Actual figures as recorded in the Schedule are to be punched.	
	Write the code numbers or actual numbers in the appropriate column of the rubber stamped table at the bottom of the Household Schedule as per instructions, given below			
2 /68	Head: Sex & Marital Status	Cols. 2, 3 and 6	Male Never married .. 0 ,, Married .. 1 ,, Widowed .. 2 ,, Divorced or separated .. 3 ,, Not stated .. 4 Female Never married .. 5 ,, Married .. 6 ,, Widowed .. 7 ,, Divorced or separated .. 8 ,, Not stated .. 9 Where the Head of the Household is absent put a (—).	Code in the rubber stamped table under sex.
33—35/ 69—71	Occupation	Col. 7	Code according to the National Classification of Occupations in 3 digits code (list supplied). For Non-workers code XXX. Where the Head of the household is absent put (—).	OCCN.
36—72	Spouses	Col. 4	No coding. Find the number of spouses of the Head of household and write the actual number.	Sp.
37/73	Males Married sons	Cols. 4 and 6	No coding. Find the number of married sons in the household and write the actual number.	Males-MS
38/74	Other married relations	Cols. 4 and 6	No coding Find the number of other married male relations and write the actual number.	Males-OMR
39/75	Other relations	Cols. 4 and 6	No coding. Find the number of other male relations and write the actual number.	Males-UNM-R.
40/76	Unrelated males	Cols. 2 and 4	No coding. Find the number of unrelated males and write the actual number.	Males-NR
	Females			
41/77	Married relations	Cols. 4 and 6	No coding. Find the number of married female relations and write the actual number.	Females-MR
42/78	Other relations	Cols. 4 and 6	No coding. Find the number of other female relations and write the actual number.	Females-UNM-R
43/79	Unrelated females	Cols. 3 and 4	No coding. Find the number of unrelated females and write the actual number.	Females-NR
44/80	Size group of household	Rectangle at the bottom Total Persons	Single member .. 1 2—3 members .. 2 4—6 members .. 3 7—9 members .. 4 10 members or over .. 5	T

APPENDIX XVII (*d*)

GOVERNMENT OF ORISSA

REVENUE DEPARTMENT

No. VC-29/61—41487-R.

FORM

SHRI H. K. GHOSH, I. A. S.
SECRETARY TO GOVERNMENT

To

ALL DEPARTMENTS OF GOVERNMENT/HEADS OF DEPARTMENTS/HEADS OF OFFICES

Bhubaneswar, the 13th September 1961

SUBJECT—Supply of information required for the preparation of Census Report

SIR

The stage has now come for preparation of the Census Report of Orissa which will not only embody extensive interpretation and commentaries on the great mass of figures and statistics collected by several thousand field workers dispersed throughout the State, but also on the vast array of non-Census data that may be available with the various departments of the Government relating to Agriculture, Industry, Planning, Education, Health, Welfare, Co-operation and others. In order to facilitate collection of such information, the Superintendent of Census Operations, Orissa, will soon be contacting the various Departments of Government, Heads of Departments, etc., according to necessity from time to time.

It is, therefore, requested that all Departments of Government, Heads of Departments and Heads of Offices in the State may make necessary arrangements, so that whenever any information, statistics, reports etc., intended to be utilized in the Census Report is called for by the Superintendent of Census Operations, Orissa, they may be supplied forthwith.

Yours faithfully
H. K. GHOSH
Secretary to Government

MEMO NO. 41488-R.

The 13th September 1961

COPY forwarded to the Superintendent of Census Operations, Orissa, Cuttack, for information and necessary action.

H. K. GHOSH
Secretary to Government

APPENDIX XVII (*e*)

No. 16-20/61-VS

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

KOTAH HOUSE ANNEXE
2-A MANSINGH ROAD,
NEW DELHI-11, *the 11th October 1961*

To

ALL THE SUPERINTENDENTS OF CENSUS OPERATIONS

SUBJECT—Sample Survey of Fertility of eve -married Women

1. It will be recalled that at the first conference of Superintendents of Census Operations in 1959, most of us were anxious to have a question on fertility. It was the general opinion at that time that, in order to obtain reliable results, this question should be the subject of a sample survey to be conducted by investigators over whom we have control and whom we can give sufficient training.

2. In most States, the bulk of the sorting work will be finished by November. While the sorting and tabulation offices still exist, we have a good complement of staff consisting of the Deputy Superintendent and the intermediate supervisory strata down to the sorters who can be empolyed as enumerators in this special sample survey. The Deputy Superintendents can be trained first, who in their turn can conduct the training of their own staff. The enumerating agency will have a minimum educational standard, will be paid and fully under the control of the Deputy Superintendents and in this way quality of enumeration can be assured.

3. The idea is that the sample villages and urban Blocks should be mostly the same as those selected for the Post-Enumeration Check. These villages and urban Blocks will be picked out once again and Deputy Superintendents will so arrange the time-table that groups of Sorters and Compiler Checkers can be released from sorting and tabulation work in convenient batches to proceed to a group of villages, conduct the survey and bring back the results. In this way, by dividing this sorting and compilation staff in convenient batches, an arrangement can be so secured that the tabulation office will at any point of time have sufficient staff to go on with sorting and tabulation work while a section of it will be in the field conducting the Sample Fertility Survey. The whole process can be completed in the space of one month by suitably phasing the Sample Survey into three or four parts, covering the districts, which form the charge of that particular tabulation office. When the sorting and compilation staff return to the tabulation office with the material of the Survey, they may be set to the task of tabulating the results at the tabulation office.

4. This Survey can be conducted either before the sorting and tabulation staff are disbanded or even after they have been disbanded, by calling up the best persons, beacasue it is unlikely that very many of them will be employed elsewhere immediately after discharge. The staff employed for the Survey may be on their usual pay for the period during which they work in the field which can be shown against sorting and tabulation expenditure, and, if necessary, some extra T. A. can be paid for travelling to and from their places of work.

5. Shri S. P. Jain, Deputy Registrar General, has prepared a draft Household Schedule and Individual Fertility Slip, the latter to be used one for every ever-married woman. The explanatory note and instructions are also enclosed. It is necessary that these should be translated in the regional languages to obtain the correct nuances. It is also necessary to test them out as a pilot experiment in roughly one dozen places, say, six urban areas and six rural areas. The total number of pilot trials may be restricted to a maximum of 100, the object being to find out whether the questions would be acceptable and whether the instructions are comprehensive. You have sufficient experience of pre-testing to need any elaboration on this point.

6. It will be observed that the definition of work in this Survey has been purposely worded differently. The object is to find out whether this modified definition brings in results that are substantially similar to those of the main Census, where the concept of work was more illustrated and described that pointedly defined. The object of the Survey will be to obtain an assessment of every person's activity during the last fortnight.

7. But the main emphasis will be on the Fertility questionnaire. It is important to find out correctly the information on each item as without this type of Fertility Survey it will be very difficult for the Census to hand down to the Planning Commission and the State Government reliable material for population projections of the country. I do, therefore, hope that this Survey will be acclaimed with the same enthusiasm as other Census projects in the past. While you are pre-testing the questionnaire instructions for the selection of the samples will be issued from this office. The results of the pre-test together with comments, if any, may be sent to this office.

8. It is important to have the Survey in the urban as well as the rural Blocks. The Survey will be limited to persons actually found in the household at the time of the Survey. This will obviate difficulties about *de-jure* population. For the sake of uniformity, the standard schedules and instructions may be adhered to, while any necessary amplifications may be made, changes, if necessary, in view of local conditions, may be introduced only in consultation with this office.

A. MITRA

Registrar General, India

Explanatory Note

The object of the post-Census Survey is mainly to collect information on the fertility pattern of Indian women and incidentally to obtain information on working force, since each individual in the household is being followed in any case. A similar survey on fertility has been carried out in the Sample Census conducted practically in each State where only Still-Married women were taken into account and the study of fertility differentials was confined only to the wife of the Head of the household. In the present survey, all ever-married women are to be included and their fertility differentials by the various characteristics are to be studied. This variation requires that the details of the survey should be different.

2. Two schedules have been prescribed for this survey. One is a household schedule. It has three sections.

Section 1 is primarily meant to obtain a list of all persons including visitors in the household on the date of investigator's visit, which should lead to detection and complete count of all ever-married women. The particulars regarding relation to Head, sex, age, marital status have been provided mainly to yield clues about possible omissions in the list of inmates so prepared.

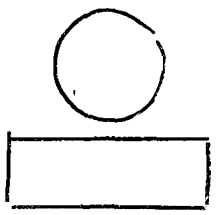
It is necessary to record separately the fertility experience of women married more than once but families which do not favour remarriage of women may resent a question if it is put as a matter of routine in respect of all women in the household regardless of their susceptibilities. It is for this reason that

Section 2 has been inserted to elicit information about households which possibly may have remarried widows or divorced women. On the right hand top of the Individual Slip particulars of remarriage are to be entered only in respect of those who are indicated as such in item (2) of this Section 2; if Section 2 of the Household Schedule contains no entry at all, it is to be presumed that an ever-married woman married only once.

Section 3 is designed to find out the number of persons working as defined in 1961 Census. According to Census defintion a person engaged in non-seasonal activity was taken as working, if he was at work on any day during the preceding 15 days. In the case of seasonal activity, the reference period was the current or last working season. A pointed opening question in 1 (*a*) will separate out the bulk of those who are clearly and easily classifiable as working for whom the further questio s 1(*b*) to (*d*) will be unnecessary. Q. 1 (*b*) is plainly a second stage question which will pick out and expose those who were engaged in some kind of work or other during the last 15 days, but whose activity is liable to be concealed in the beginning. Q. 1 (*c*) should account for those who are unemployed and looking for work. Q. 1 (*d*) will take account of those who are normally working but did not work during the reference period of last 15 days owing to special contingencies like sickness, off-season, etc. The 'working' groups will then comprise of those returned as 'Working in Q. 1 (*a*) or 'Yes' in Q. 1 (*b*) or 'Yes' in Q. 1 (*d*).

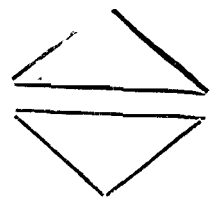
Questions 2 and 3 should also be put in respect of every person. Q. 2 (*a*) will account for casual workers, that is, those who owing to the uncertainties of employment are not always engaged continuously and work whenever they can get it, and may not have found work at all in any of the 15 days of the reference period. This will also help in the classification of thos returned as 'working' in Q. 1 into 'casual' and 'regular' workers.

Q. 2 (*b*) and (*c*) are meant to obtain information about usual occupation of non-casual workers. Q. 2 (*b*) should give the number of persons, who during the last 15 days, were doing some work other than their usual occupation. Q. 2 (*c*) should furnish information about the number of seasonal workers. These should throw light on the significance of occupational pattern based on 15 days' reference period and the position regarding seasonal workers.



APPENDIX XVII (*f*)

POST CENSUS SERVEY
HOUSEHOLD SCHEDULE



Census Location Code ..... S. No. .....

SECTION 1.

[Persons (including visitors) in the household
on the date of investigator's visit]

Name	Rel. to Head	Sex	Age	M. S.	Name	Rel. to Head	Sex	Age	M. S.
1					7				
2					8				
3					9				
4					10				
5					11				
6					12				

SECTION 2.

(*a*) Is remarriage after widowhood or divorce permissible in your family ? (Yes/No), ...

(*b*) If 'Yes' is the answer, is there any woman in the family who has been married more than once, give reference to S. No. in Section 1. .....

APPENDIX XVII (*f*)—*concld.*

SECTION 3. Fill for all males and females above age 10 listed in Section 1.

Activity during the last 15 days	S. N . in Section 1									
1. (*a*) What was the person doing most of last 15 days ? Wkg/H/O/UW.										
(*b*) If answer is H/O/UW, did the person do any work at all for pay or wages or in own business or profession or farm or as unpaid family worker on any day or days during the last 15 days ? (Yes/No)										
(*c*) If 'No' is the answer to (*b*), was the person looking for work ? (Yes/No)										
(*d*) If 'No' is the answer to (*c*), does the person have an occupation or business or profession, even though he or she did not work during last 15 days. (Yes/No)										
2. (*a*) Is the person a casual worker, that is, working whenever he or she gets some work. (Yes/No)										
(*b*) If 'No' is the answer to 2 (*a*), Whether his or her usual work is different from present work. (Yes/No)										
(*c*) If 'Yes' is the answer to 2 (*a*), whether his or her usual work is of seasonal nature, (Yes/No)										

Signature of Investigator.....

Date.....

APPENDIX XVII (*g*)

POST CENSUS SURVEY

FERTILITY SLIP

(For ever-married woman)

1. Household Schedule

   Ref..... .....

2. Location

   Code.....

3. Name ....

4. Present age

   (Completed years) .....

5. Religion.....

6. Education ....

8. (*a*) Age at wedding

   (Age at first wedding, if remarried) .. ..

   (*b*) Interval between wedding and the time she came to live with her husband .....

   (*c*) Her age, when she began to live with her husband ;

   [Total of (*a*) & (*b*)] | |

REMARRIAGES

A. If remarried after Widowhood or Divorce write R. | |

B. How many times remarried ? | |

C. Duration in years of current marriage | |

7. Marital Status (M/W/S) _____

9. If W/S, No. of years when marriage was broken by divorce.....

10. Duration of total married life [(4)—(9)—8 (*c*)]

11. Husband's particulars | Code

   (*a*) Nature of work

   (*b*) Nature of Indust y in which working

   (*c*) Education

APPENDIX XVII (*g*)—*concld.*

2. (*i*) Births after Diwali 1960

(*a*) Sex.....

(*b*) Type of birth.....

(L/SA/SB)

(*ii*) Did this birth occur before

or after Diwali 1961 (Before/After).....

3. All children born alive to this woman

Before Diwali 1960

	Present age if still alive 1		Age at death those now dead 2		No. of years passed since death 3	Total of (2) & (3) 4
	M	F	M	F		
1st						
2nd						
3rd						
4th						
5th						
6th						
7th						
8th						
9th						
10th						
No. of entries					Total children	M / F

14. Total No. of chlidren born alive including that given in Q. 12 but excluding still births.

.....Male.....Female Total

APPENDIX XVII (*h*)

Instructions regarding preparation of Household Schedules and Fertility Slips

A—Household Schebule

1 (*i*) In Section 1 all persons of the Household present in the village or town at the time of investigator's visit should be entered. The requirements are more or less the same as in filling Census Individual Slip.

(*ii*) It may be suggested to the respondent to give the name of residents in the sequence of their natural relationships, e.g., Head, wife, sons, son's wives and children, unmarried daughters and then any others. A wide variety of related and unrelated persons come under 'others', e.g., parents, married daughters and their husbands and children, nephews, nieces, grandsons, granddaughters.

(*iii*) Consideration of the entries of relation to Head, age and marital status will indicate whether any person has been missed in the list. This should be checked up in order to eatch omissions of residents.

2. Section 2 aims at finding out if there is any woman who married more than once. A direct question on the point may be resented by many families and hence a general question (*a*) is asked. Only if the answer is in affirmative, should question (*b*) be asked, otherwise not. If there is any woman who married more than once, it is desirable to complete forthwith her particualrs in respect of remarriages at the top right hand corner of this woman's fertility slip. This question of remarriages should not be broached lightly or more often than is necessary.

3 (*i*) Section 3 is to be filled only in respect of persons above age 10 to find out the number of working persons in the household . The following gives the definition of 'working' for the purpose of this survey :

A person is working' if his activity brings him or to his family earnings in cash or kind. Such earnings should arise from repairs done or services rendered or sale of own or somebody else's produce including manufactured goods. The earnings arising from interest, dividend, pension, rent, royalty and begging are not relevant in this connection.

The object is to see how this definition works operationally. In 1961 Census, the concept of work was made clear through a number of illustrative examples. The two basic concepts in the definition adopted for this survey should be particularly explained to the field Investigators. The first is that in return for the activity some earning in *cash* or *kind* should accrue to him or *to his family*. This does not involve any question of dependency. The other is that the earning should accrue from the type of economic activities specified in the definition. In the case of seasonal work like cultivation, livestock, dairying, household industry, etc. person should have had some regular work of more than an hour a day throughout most of the reference period of 15 days to be considered as 'working'. This should be particularly borne in mind in the case of a family worker

(*ii*) The answer to Q. 1 (*a*) may be recorded as

WKG—Working
H—Keeping house
O—Doing other work
UW—Unable to work

(*iii*) A person's usual work is what he considers it to be.

(*iv*) Seasonal work is one which can be carried on only during certain periods of seasons of the year and not throughout the year.

B—Fertility Slip

It is to be filled for every woman, who was ever married.

For Hindu	write	H
Muslim	write	M
Christian	write	C
Jain	write	J
Buddhist	write	B
Sikh	write	S

For others write the answer actually returned.

Q. 6—Education may be filled according to the highest standards reached as follows :

Formal schooling but high or equivalent examination not passed	E
Passed High School or equivalent examination ..	H
Graduated from College ..	G
Others comprising just literate and uneducated ..	O

Questions 8—10 are on marriage particulars, designed to elicit a woman's age, when she came to live with her husband and the duration of married life. Care should be taken to collect them correctly and tactfully without causing any annoyance to the informant. Collection of these particulars will present some difficulty in the case of women married more than once. Such women must have already been marked on the top right hand corner of the slip. In their case, special instruction given in (*iii*) below should be carefully followed.

(*i*) In some communities, there is a separate formal ceremony or occurrence, such as, gauna, mukhawa or dwiragaman which takes place quite some time after the wedding celebrations. This is a custom which continues from the time when girls used to be married before attainment of puberty but used to start married life with the husband some time after the attainment of puberty. This second ceremony, therefore, marks the time when the girl comes to live with her husband, and her age at this time is sought in Q. 8(*c*) through two subsidiary questions 8(*a*) and 8(*b*). Information on Q. 8(*b*) should be obtained tactfully in two stages; first by a preliminary sorting question as to whether she came to her husband's home to live with him immediately after her wedding. If answer is yes, 0 may be entered in 8(*b*) and age entered in 8(*a*) may be repeated in 8(*c*). If 'No' is the answer, the interval should be asked and entered in 8(*b*). Before entering the total of 8(*a*) and 8(*b*) in 8(*c*) it should be checked up with an apparently superfluous third question whether this total represents her age when she came to live with the husband.

(*ii*) The difference between the present age of a woman and her age in 8(*c*) gives the duration of total married life, only where the woman has been married once and still continues in the married state. However, even in this case the duration so obtained should be verified by a direct question on duration before recording in Q. 10. That is to say, if the informant gives the duration of married life to be the same as calculated above, the figure should be recorded in Q. 10. If it differs, her present age as recorded in question 4, her age when she began to live with her husband as recorded in Q. 8(*c*) and the duration as now returned in Q. 10 should be severally checked again with the informant in order to find out which one of these three items should be revised so that Q. 4 and Q. 10 can tally with each other. The necessary revisions in the recorded entries should be made.

(*b*) Where a woman was married only once and is now widowed, separated or divorced, the period that elapsed after she was widowed or divorced should be ascertained as required in Q. 9. Entry in Q. 10 then is given by subtracting the total of entries in Q. 9 and Q. 8(*c*) from that in Q.4.

(*iii*) Where a woman has been married more than once, duration of total married life is the total of several periods lived in the married state during each marriage. This can be conveniently obtained by first enquiring about the period of break between the earlier marriage and the re-marriage, and adding up the periods of breaks. This total of breaks in married life should be subtracted from the differnce between the entries in Q. 4 and 8 (*c*) to get the duration of total married life. The intervals have to be ascertained tactfully and carefully.

Q. 11—(*i*) In Q. 11 (*b*) on Nature of Industry the activities of the employer or the establishment where the person works should be fully recorded. The activity may relate to a production industry, business, trade, profession or service. The description should give the chief articles or goods produced or repaired or services rendered by the employer or the establishment.

Q. 12—If a child is born alive, it is a live birth, even though it may die soon after. However, if the child is born dead, i.e., it does not show any sign of life after birth, it is a still birth. In such cases, it should be ascertained whether the still birth occurred before or after the completion of six months of pregnancy. Thereafter the type of birth in Q. 12 (*i*) (*b*) should be entered according to the following Code:

Live birth	..	L
Still birth after six months of pregnancy	..	SA
Still birth before six months of pregnancy	..	SB

Q. 12—Children born are to be recorded in two sections. Those born after Diwali of 1960 are to be entered in Q. 12 (*i*) and (*ii*). All children born before Diwali of 1960 will be entered in Q. 13. In States, where Diwali is not readily recalled any other important festival, which occurred near about this time, may be taken. The object in Q. 12 is to find out if there was any birth during a period of 12 months. But most persons find it difficult to fix a span of 12 months and hence are unable to give correct information. Keeping this in view, Q.12 has been divided into two parts. Part (*i*) enquires about all births that took place after the preceding Diwali in 1960, which the informant can well fix his mind. Part (*ii*) requires the informant to fix his attention to the Diwali of 1961 (which will be just over) and say if the birth occurred before or after this date. By considering answers to parts (*i*) and (*ii*), it would be possible to locate births that occurred between the two Diwalis of 1960 and 1961.

APPENDIX XVII (*i*)

No. 13/6/62-RG.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

KOTAH HOUSE ANNEXE
2-A, MANSINGH ROAD
NEW DELHI-11, *the 25th January 1963*

TO

ALL SUPERINTENDENTS OF CENSUS OPERATIONS

SUBJECT—Fixation of sale price of 1961 Census publications for All-India as also for the States and Union Territories

SIR,

It has been decided that the following price structure should be adapted for the 1961 Census publications for All-India and the various States and Union Territories. This price structure has been fixed with the concurrence of the Chief Controller of Printing and Stationery and the Associated Finance of the Ministry of Home Affairs.

(*a*)	*Deluxe edition*	.. Rs. 13 *plus* 25 P. per 25 pages in any publication
(*b*)	*Cheap or half cloth bound edition*	.. Rs. 2 *plus* 25 P. per 25 pages in any publication
(*c*)	*Census of India Papers (with mottled grey cover paper).*	40 P. *plus* 25 P. per 25 pages in any Census of India paper
(*d*)	*Brochures consisting of Monographs on Socio-Economic Survey, Handicrafts Survey, etc.*	Price to be fixed as above *plus* 10 P. per page of photograph in any brochure.

Yours faithfully
D. NATARAJAN
Deputy Registrar General, India

No. 13/6/62-RG. NEW DELHI-11, *the 25th January 1963*

COPY to the Manager, Publications, Delhi, for information.

D. NATARAJAN
Deputy Registrar General, India

APPENDIX XVII (*j*)

D. O. No. 8/15/61-P

THE CHIEF CONTROLLER OF PRINTING & STATIONERY,
CURZON ROAD, NEW DELHI

Dated the 19th February, 1962

K. G. S. PISHARODY, I. A. S.

MY DEAR MISRA,

As you are aware the various Census Tables and Reports 1961 are required to be brought out by the State Census Superintendents according to the time schedule drawn up by the Registrar Greneral. On account of the magnitude and special nature of the jobs and the technicalities involved in the selection of suitable presses for farming out the work to private printers, the Registrar General had asked the Census Superintendent of your State to consult you in case of any doubt or difficulty that may arise and seek your assistance to farm it out to private printers in cases where it is not possible for you to undertake the job in your press. This job is of national importance because of the growing interest evinced both in this country and abroad i the compilation of this very useful data. It may be recalled that the State Governments had rendered valuable assistance in the printing of these reports during the last Census operations.

2. Recently in a meeting of the Census Superintendents held in Delhi in the first week of February, several State Census Superintendents explained their difficulties about printing of these reports. The volume of the work and its specialised character have presented innumerable practical difficulties i the matter of its accomplishment. On account of the limited capacity of the Government of India Presses on the one hand and the non-availability of suitable private presses on the other in some of the States the problem has become extremely difficult to tackle within the frame-work of the time schedule which has to be adhered to more or less scrupulously. We have been giving very careful thought to the practical measures that could be adopted to ensure that the printing of the Census Tables and Reports 1961 progresses satisfactorily. As the Census Superintendents have necessarily to function in various parts of the country threre is inevitably difficulties in giving them technical assistance from this office. I have, therefore, thought of addressing you demi-officially to seek your assistance and co-operation in helping the Census Superintendent in this very difficult task. It would be most desirable if the printing jobs could be undertaken by you in the State Government Presses or alternatively in any other press of repute which would be in a position to undertake such jobs on rates which are comparable to our schedule rates (a copy of which has already been given to the Census Superintendents).

3. I am fully aware of your own problems and can well imagine the additional strain that this would mean to you personally and to your officers, but I do hope that having regard to the national importance of this work and the essential need for the timely production of the valuable docuemnts, you will find time to render all necessary assistance to the Census Superintendent of your State in the successful completion of this very difficult assignment.

Yours sincerely
(K. G. S. PISHARODY)

To

Shri U. N. MISRA, B. A., A. M. B. I. M., A. M. I. Ptg. M., F. R. S. A.
Superintendent, Orissa Government Press, Cuttack.

Copy forwarded for information to:

1. The Registrar General of India, New Delhi
2. Superintendent of Census Operations. (Shri M. Ahmed)
   The College crossing at Chauliaganj, Cuttack-3

D. HERBERT
Supervisor
For *Chief Controller of Printing and Stationery*

APPENDIX XVII (*k*)

GOVERNMENT OF ORISSA

COMMERCE DEPARTMENT

No. PR-24-62-Com. May, 1963

FROM

SHRI R. K. TRIPATHY, M. A., O. S. S.,
Under-Secretary to Government

TO

The Superintendent, Orissa Government Press, Cuttack

SUBJECT—Printing of 1961 Census Report of Orissa and allied publications

SIR,

I am directed to refer to your letter No. 1678-Gl., dated the 30th March 1962 and to say that the Controller of Printing and Stationery, Government of India, on whose behalf the Census Report of Orissa and allied publications for 1961 has been sent was authorised to get his jobs printed at Government Press on payment of cost vide this Department letter No. 10839/Com.; dated the 7th October 1959 and Appendix 'D' of the Government Press Manual, Part I.

You are, therefore, requested to get the Census Report of Orissa and allied publications printed at Government Press on payment of cost which will include cost of paper, ink and labour.

Instructions regarding printing of the publications may be had from the Superintendent, Census, Orissa, Cuttack.

Yours faithfully
R. K. TRIPATHY
Under-Secretary to Government

MEMO. NO. 5470/Com. Bhubaneswar, *the 16th May, 1962*

COPY forwarded to the Superintendent of Census Operations, Orissa, Cuttack for information and necessary action with reference to his Memo. No. 327(2) Cen., dated the 16th January 1962.

R. K. TRIPATHY
Under-Secretary to Government

APPENDIX XVII (*l*)

GOVERNMENT OF ORISSA

COMMERCE DEPARTMENT

FROM

SHRI, R. K. TRIPATHY, M. A., O. S. S.,
Under-Secretary to Government

To

THE SUPERINTENDENT, ORISSA GOVERNMENT PRESS, CUTTACK

SUBJECT—Fixation of price of District Census Handbooks

SIR,

With reference to your letter No. 4096/Comptg.(P),dated the 26th October 1965, I am directed to say that Government have been pleased to approve the fixation of price of the District Census Handbooks at standard rate of Government of India as laid down in the Deputy Registrar General of India, New Delhi to all Superintendents of Census Operations in his letter No. 13/6/62, dated the 25th January 1965 in order to make the price of this publication uniform as far as possible.

Yours faithfully
R. K. TRIPATHY
Under-Secretary to Government

No. 62/COM *Bhubaneswar, the 4th January 1966*

COPY forwarded to the Superintendent, Census Operations, Orissa, Cuttack for information.

R. K. TRIPATHY
Under-Secretary to Government

OGP—MP-Mono. Cor. (Census) 1—200—11-5-1967