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सत्यमेव जयते

CENSUS OF INDIA 1961

VOLUME XIV

RAJASTHAN

PART VIII-A

ADMINISTRATION REPORT

(Enumeration)

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Superintendent of Census Operations, Rajasthan

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PREFACE

Census is a state-wide operation and requires alround co-operation of the state governmen. and the district administration. At the tenth census of India, held in February-March, in Rajasthan, the collectors of all the districts rose to the occasion under instructions of the state government and carried out the operation according to the prescribed programme. It was a formidable task to recruit and train large number of staff required to operate in all the villages and towns of the state and to supervise their work. Several difficulties arose regarding interpretation of instructions and organisational matters which had to be primarily dealt with. It was possible to conclude such a large scale operation with encouraging co-operation and constant guidance of Shri A. Mitra, I. C. S., Registrar General of India, and Shri B. Mehta, I. A. S., Chief Secretary to the Government of Rajasthan. Very often monthly meetings were held in the chamber of the Chief Secretary to remove difficulties.

2. It has been the practice at the Indian censuses to publish Administration Report after completing the enumeration of population. This report has been prepared containing all the essential details of administration connected with the 1961 Census, difficulties experienced and surmounted and a few suggestions for effecting improvements in the machinery at the time of the next census. It is hoped that this report will prove useful to my successor.

"Chandra-Alok",
Bapunagar, Jaipur.
Dated 15th August, 1962.

C. S. GUPTA, I. A. S.
Superintendent of
Census Operations, Rajasthan.

1961 CENSUS PUBLICATIONS FOR RAJASTHAN STATE

The Rajasthan 1961 Census Publications, which will have volume No. XIV in All India Census series, will be published in the following parts:—

Part I A	.. ..	General Report.
Part I B	.. ..	Subsidiary Tables.
Part II A	.. ..	General Population Tables (A series) and Primary Census Abstract.
Part II B	.. ..	Economic Tables (B series, Table I-IX).
Part II C	.. ..	Cultural and Migration Tables (C and D series).
Part IV A	.. ..	Report on Housing and Establishments.
Part IV B	.. ..	Housing & Establishment Tables (E series).
Part V A	.. ..	Tables on Scheduled Castes and Scheduled Tribes.
Part V B	.. ..	Ethnographic notes on Scheduled Castes/Scheduled Tribes.
Part VI A to F	.. .. ..	Village Survey Monographs.
Part VII A	.. ..	Survey of Selected Crafts.
Part VII B	.. ..	Notes on Selected Fairs & Festivals.
Part VIII A	.. ..	Census Administration Report (Enumeration). } Not for sale.
Part VIII B	.. ..	Census Administration Report (Tabulation).
Part IX A & B	.. .. ..	Census Atlas.

A separate District Census Handbook prepared by this office will be issued by the Government of Rajasthan for each of the 26 districts.

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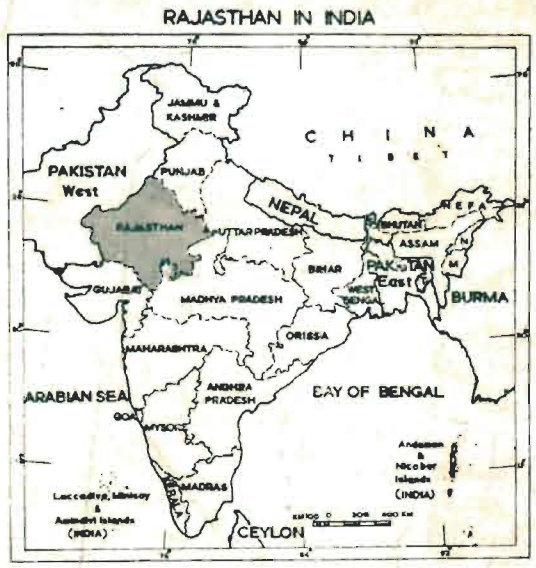
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RAJASTHAN

ADMINISTRATIVE UNITS



MILES 20 10 0 20 40 60 80

KILOMETRES 20 0 20 40 60 80 100 120 140

BOUNDARY INTERNATIONAL

BOUNDARY STATE

" ZONAL

" DISTRICT

" TEHSIL

DISTRICT Hq.

TEHSIL Hq.

Note

WHERE DISTRICT & TEHSIL HAVE THE SAME NAME THE TEHSIL NAME IS OMITTED

70° E

74° E

78° E

N. 30°

N. 26°

N. W. ZONE

C. ZONE

W. ZONE

GANGANAGAR
Karanpur
Padampur
Hanumangarh
Raisinghnagar
Suratgarh
Nohar
Bhadra
Anupgarh
Rajgarh
Taranagar
Lunkaransar
Sardarshahar
CHURU
JHUNJHUNU
Chirawa
BIKANER
Dungargarh
Ratangarh
Fatehpur
Khetri
Kolayat
Sujangarh
Lachhmangarh
Udaipur wati
Neem-ka-thana
Khetri
Nokha
Ramgarh
Nachna
Ladnu
SIKAR
Sri Madhopur
Dantaramgarh
Bairath
Didwana
NAGAUR
Jayal
Perbatsar
Nawa
Phulera
Amber
JAIPUR
Jamwa Ramgarh
Baswa
Mahua
Rupbas
Degana
Kuchaman
Sanganer
Bassi
Dausa
Sikrai
Todabhim
Bayana
Basseri
Bari
Dholpur
Dudu
Kishangarh
Chaksu
Phagi
Nadayti
Hindaun
Lalsot
Bamanwas
Gangapur
Karoulli
JAISALMER
Phalodi
Sam
Pokaran
Osian
Merta
AJMER
Arain
Matpura
Nawai
Malarnachor
Sapotra
Potehgarh
Shergarh
JODHPUR
Jaitaran
Bilara
TONK
Todaraisingh
Sarwar
Khandar
Shea
Pachpadra
Sojat
Raipur
Beawar
Kekri
Uniara
S. MADHOPUR
Deoli
BARMER
Siwana
PALI
Khairchi
Asind
Jahazpur
Nainwa
Pipalda
Chohtan
Desuri
Deogarh
Mandal
Shahpura
Nimbo
Baran
BUNDI
Keshoraipatan
Mangrol
Shahbad
JALOR
Ahore
Bali
Ajeet
Sohara
BHILWARA
Mandalgarh
Talera
KOTA
Digod
Anta
Ladpura
Kishanganj
Sanchore
Jaswantpura
SIROHI
Sheogani
Kumbhalgarh
Rajsamand
Nathdwara
Railmagra
Kapasan
CHITORGARH
Bhopalsagar
Bhadesar
Gangrar
Badgun
Rashmi
Gulabpura
Sangod
Chechat
Aklera
Gogunda
Pindwara
Reodhar
UDAIPUR
Vallabh nagar
Girwa
Dungla
Nimbahera
Chhipabarod
JHALAWAR
Jhalrapatan
Abu Road
Kotra
Pratapgarh
Lasadia
Sarada
Khorwara
Salumbar
Pachpahar
Bakani
Manoharthana
Pirawa
Aspur
DUNGARPUR
Ghatol
Sagwara
Garhi
BANSWARA
Bagidora
Kushalgarh
Deg
Gangdhar
Mundawar
Kishangarh
Tijara
Behror
ALWAR
Kaman
Deeg
Nagar
Thanagazi
Rajgarh
Lachhmangarh
BHARATPUR
Nadbai
Weir
Jamwa
Mahua
Rupbas
Roja
Aher

CENSUS 1961

CHAPTER I

INTRODUCTION

General.—This Report refers to Census administration of the Tenth Census in India held in Rajasthan during the period 10th February to 5th March, 1961, under the close supervision of the District Collector who was designated as District Census Officer. An administrative frame-work was set up for holding enumeration of people by systematic visits made by trained Enumerators from house-hold to household. Such a wide-spread net work of administration was created from a scratch and a big army of workers was recruited, trained intensively and then put to the job after providing with full equipment. The work of field workers was supervised from the State level down to the Charges and numerous difficulties encountered at the pre-enumeration and the enumeration stages were boldly faced and surmounted by the Officers. This Report succinctly describes all that happened from the stage of preparation down to the final enumeration of population in Rajasthan.

2. *Formation of Rajasthan.*—The Rajasthan State, as now constituted, has come about as a result of merger of 21 Princely States of Rajputana, Ajmer-Merwara and small enclaves transferred from the neighbouring States. As a consequence of re-organisation of States in India during 1956, the erstwhile Part 'C' State of Ajmer, the Abu Road Taluka which was originally a part of former Sirohi State but had been transferred to Bombay State and Sunel Tappa area of former Madhya Bharat State were given to Rajasthan State and Sironj sub-Division of Rajasthan was taken away and merged in Madhya Pradesh State. These historical changes necessitated alterations in the administrative boundaries of small units within the Rajasthan State and its entire administration was re-modelled on the pattern of similar type of organisation to be found in other States in India. Its territories were divided up into well defined districts and Commissioners' Divisions. It was, therefore, possible to conduct the enumeration operation in Rajasthan for the first time with the active assistance and co-operation of a properly re-constituted administrative machinery of the State Government at the 1961 Census.

3. *Census in Rajasthan.*—Although the first population Census, according to the modern methods, was held in India in 1872, the first general enumeration of population in the native States of Rajputana could take place only in 1881. It was followed by another Census in 1891, but all the areas of Rajputana were not covered by these operations. Actually, the first complete Census of Rajputana that was ever taken was held on 1st March, 1901, when the Bhil areas of Mewar, Banswara, Dungarpur, Kushalgarh, Pratapgarh and the tribal Girasia areas of the Sirohi State were covered by the enumeration. After 1901, at regular decennial intervals, Census of population has been taken in Rajputana. After the independence of India, the first complete Census of population was held in the newly constituted State of Rajasthan in 1951. The population Census held in Rajasthan State in 1961 was the ninth Census in the Rajputana series but was actually the tenth Census in the All India series of Censuses. The 1961 Census was taken in the re-organised Rajasthan State.

4. *Census Legislation.*—For the first time the 1951 Census was carried out under a permanent Central Act, the Census Act (XXXVII of 1948) in India. This Act empowers the Central Government to hold Census by issuing Notification to this effect in the Gazette of India applicable to either whole or part of any territory of India. The Central Government appoints a Census Commissioner for India under the Act, who has come to be known as the Registrar General, analogous to the Registrar General of the United Kingdom of Great Britain and Ireland although such a

designation does not find any mention in the Act itself. Under his close supervision and guidance the Census Operations are undertaken in each State. For each State a Superintendent of Census Operations is appointed by the Central Government for similar purposes. The State Government is, however, authorised to appoint Census Officers for local areas to take or aid in taking Census. There is no provision in the Act that the Census Officers will be appointed by the State Government after consultation with the State Superintendent of Census but, in practice, such appointments are made actually on his recommendation. The 1961 Census was taken under the permanent Census Act in Rajasthan. The State Government was pleased to delegate powers to appoint Census Officers in Districts to the State Superintendent of Census Operations. The powers to sanction prosecutions under the Census Act were also delegated to the State Superintendent of Census Operations and all the Collector-District Magistrates. A number of Notifications were issued by the Central and State Governments under the Census Act which have been reproduced in Appendix I.

5. The Census Act does not appear to be quite comprehensive and complete in several respects. Some of the points are discussed for consideration:—

(i) The designation of "Superintendent of Census Operations" for an Officer having authority and jurisdiction extending over an entire State is not just and revealing. Such a designation is normally carried by an Officer whose authority does not extend beyond a District. Suitable designation should be evolved which may be appreciated at all levels. The Superintendent of Census Operations can have the designation of either the Director of Census or Commissioner of Census for a State. The Census Commissioner for India can then have the designation of Director General of Census (See Page 25 of the Hand Book of Population Census Methods—Vol. I, 1958, published by the Statistical Office of the United Nations, New York) or Chief Commissioner of Census for India. The other alternative can be that he may be designated merely Registrar General for India. Any change in designation will, however, require amendment of the Census Act.

(ii) The Act does not specifically provide that information collected from the population at any Census shall be kept confidential and not revealed for individual cases to other Government agencies, such as Income Tax, National Defence, other Taxation Departments etc., or to any private organisation. Without such a provision for secrecy the people cannot be expected to relate, with open heart and confidence, any information required by a Census enumerator. Under the present Act the Government can use Census statistics in any manner deemed proper. A clear assurance to the people is essential that information collected from them at the Census will be kept confidential and not utilised for any purpose other than statistical by the Government and that individual information will not be disclosed to any Government Departments or institutions. Actually, this type of assurance was required to be given in all areas before people agreed to answer questions relating to their economic activities at the 1961 Census.

(iii) There is no provision in the Act authorising to hold Sample Census for training and other statistical purposes or to undertake surveys e.g. study of fertility, socio-economic conditions, crafts etc. A training Sample Census was held under instructions of the Registrar General and several ancillary studies in the form of surveys were undertaken e.g. village survey, craft survey, fairs and festivals survey, consanguineous marriages survey, fertility survey of ever married women, survey of maternity data in selected hospitals, ethnographic study of Scheduled Castes and Scheduled Tribes etc. without any provision in the Act. Fortunately, nobody raised any objection and refused to answer questions otherwise such surveys would have been hampered.

(iv) Any information collected in the Census Schedules at the time of Census cannot be amended under the Act at subsequent stages. Entries in the Census Slips were, however, required to be corrected at the scrutiny stage before tabulation was commenced. This was done on the basis of

instructions issued by the Registrar General so far.

(v) To undertake Census covering the whole population requires mobilisation of huge staff. Very often staff provided by the State Government Departments and Municipalities or other local bodies falls short of requirement. Autonomous bodies like the Life Insurance Corporation etc. have to be requested to spare staff to assist in Census taking. The provisions of Section 7 of the Act are not comprehensive enough to call upon any establishment or firm to spare staff to undertake Census in any area and of persons not related to such establishment. Such a difficulty was encountered in Ajmer at the 1961 Census and much bad blood was created between the Additional District Magistrate and the Divisional Manager of the Life Insurance Corporation but it was subsequently set right at the higher level after visit of the State Superintendent of Census Operations to Ajmer.

(vi) The Act does not cast duty on adult citizens, literate in particular, to aid in Census-taking as and when called upon by the Census Officers.

(vii) The Act contemplates framing of Rules but this has not been done so far. All Census administration and procedure is governed by the instructions of the Registrar General.

6. From the foregoing brief account it is, therefore, apparent that the Census Act requires several substantial amendments. Moreover, the Central Government should assume powers to requisition private buildings to house the Census Offices in the States without which considerable difficulty is experienced in securing suitable accommodation required for locating such offices and stores.

7. *Appointment of Superintendent of Census Operations.*—It had been usual practice, prior to the present Census, to appoint the State Superintendents of Census Operations quite late in the day. This time, the Registrar General arranged for early appointment of the State Superintendents of Census Operations in order to provide ample time to them to study the organisational matters and procedure and effectively prepare themselves for organising large scale operation covering whole of the State. Information was received early in March, 1959, about my assignment in the Census Department but actual charge as Superintendent of Census Operations was taken on 1st April, 1959. The Government of India issued Notification No. 2/45/58-Pub. I, dated the 29th April, 1959, regarding this appointment in the Gazette of India. As the appointment was made almost two years before the actual enumeration of population took place in February-March, 1961, ample opportunity was available to study the Census Administration Reports not only of Rajasthan but of several other States in India relating to 1951 Census and to evolve plan for tackling several administrative problems that were likely to arise at the pre-enumeration stage and during the course of actual enumeration operation. The Scheme for Census taking was evolved after close study of United Nations Organisation publications and Census Reports of other States in India. Gradually the presence of the Census Department was impressed on the District Administration in Rajasthan by a careful issue of classified instructions covering each stage of Census Operation and their co-operation was obtained by making available all types of facilities to lighten their burden. Fortunately, the State Government did not recall the Superintendent of Census Operations from his special assignment before the operations were concluded so he could pay full attention to Census work without being compelled to think of other extraneous matters.

8. *Status of Superintendent of Census Operations.*—The Government of India declared the post of Superintendent of Census Operations under Rule 9 of the Indian Administrative Service (Pay) Rules, 1954, as equivalent in status and responsibilities to the post of Deputy Secretary to the Government of India in their Order No. 2/45/58-Pub. I, dated the 30th April, 1959, and consequently a Special Pay of Rs. 300/- p.m. was allowed over and above the normal grade pay. The status so defined by the Government of India did not have any appreciable effect so far as the relations of Superintendent of Census Operations with the State Administration in this State were concerned. In view of my deputation to the Census Department of the Government of India from the State

Cadre of Indian Administrative Service and my seniority in that Service, this status and Special Pay were already admissible. There was, however, a suggestion made by the Registrar General to the State Government that the Superintendent of Census Operations should be given some Secretariat status in the State Administration in order that he may effectively perform his functions *vis-a-vis* the District Administration. The State Government did not agree to appoint him as Secretary or Joint Secretary in the State as they felt that an Officer sent out on deputation cannot be given any position in the State Administration. Non-investment of such powers did not materially effect the Superintendent of Census Operation's position in relation to the Collectors of Districts in Rajasthan for his past status as Secretary to the Government in different Departments for a number of years before joining the Census Department was sufficient to maintain proper relationship with the District Collectors who were in over-all charge of Census Administration at their level in each District. They extended fullest possible co-operation to the Superintendent of Census Operations at all times. Some of them even undertook special tours to organise and supervise work within their Districts. Every one of them gave personal attention to important Census matters and kept themselves fully informed with the progress of Census. Some Commissioners took lively interest and obtained regular progress reports from the Districts under them. All this happened because the Chief Secretary to the State Government was all the time alive to the importance of Census.

9. *Census work at State level.*—The subject of Census was being initially dealt with by the Revenue Department at the level of the State Secretariat. It was soon realised by me that directions emanating from any Secretary other than the Chief Secretary to the State Government relating to Census will not produce the desired result at the level of Heads of Departments. At my suggestion the Chief Secretary kindly agreed to take over the subject of Census under his direct charge and the matter was dealt with in the General Administration Department thereafter after obtaining sanction of the State Cabinet. It took sometime before this change of subject could be effected and, therefore, the first letter No. F. 8 (7)-Rev. (B)/59, dated the 5th June, 1959, was issued by the Chief Secretary rather late introducing the Superintendent of Census Operations to all the Secretaries to the Government and the Heads of Departments in the State and instructing them to extend fullest possible assistance in Census operations by providing reasonable staff and material required. All Departments co-operated and no special difficulty was faced. Frequent meetings at the Chief Secretary's level used to be held and all difficulties were solved under his guidance. A number of instructions were issued at his level to speed up the Census work.

10. *Office Accommodation.*—As soon as it was known in March, 1959, about my proposed appointment in the Census Organisation, a note was sent to the State Government to provide office accommodation in some Government building in Jaipur for it was proposed to keep the Office of the Superintendent of Census Operations at the State Capital in order to maintain effective liaison with the State Government at the highest level. The Registrar General also addressed the State Government in this matter. The State Government could not make any arrangement as its several subordinate offices were lodged in private houses taken on hire. The Registrar General was requested to arrange for accommodation through the Ministry of Works, Housing and Supply, New Delhi. There was an Officer on Special Duty (Estate) in Jaipur at that time who was appointed to establish the Office of the Salt Commissioner. He was instructed to arrange accommodation for the State Census Office but he could not take any action. After my assumption of charge of the Superintendent of Census Operations, the Office continued to occupy a room in the State Secretariat building for some time with the permission of the Chief Secretary who had a clear understanding that a private building for Census Office will be managed as early as possible. But for this assistance the Office could not have been established from 1st April, 1959, and work started to some extent. Ultimately, the Ministry instructed the Central Public Works Department to make nacessary arrangement for my Office. The Assistant Engineer, Central Public Works Department, Jaipur, was shown round a few private vacant houses in Jaipur situated in the vicinity of the State Government Secretariat but he could not

secure any house as the landlords were not willing to offer their houses at the rent determined by him. The Central P.W.D. fixes fair rent at the rate of 6 per cent over the total capital cost of a building while the rate of rents prevalent in the market ranged from 9 to 10 per cent over the capital cost. It is a very peculiar position that the Central Public Works Department is required to fix the rent of a private house taken for establishing a Government Office but it does not shoulder the responsibility of searching out and providing adequate accommodation. In the absence of any provision to requisition private buildings for establishing Census Offices, there is hardly any meaning in authorising the Central Public Works Department to fix fair rent of private buildings for the landlords are not bound to accept such assessment of rent as fair. As much valuable time was wasted in search of private houses and persuading landlords to accept rent assessed by the Central Public Works Department and preparations for the Census were being delayed, two-third portion of Superintendent of Census Operations' own house in Jaipur was offered to establish the office. The Registrar General paid a hurried visit to Jaipur on 29th April, 1959, inspected the house and then discussed the matter with the Chief Secretary to the State Government but even his mission failed to produce any results as no Government accommodation was made available for establishing the State Census Office. Finally a portion of Superintendent of Census Operations' house was got vacated from the tenants and the Office was shifted from the Secretariat to this building on 4th May, 1959. Thus a major difficulty regarding Office accommodation was solved. As the work of Census progressed and it became necessary to build up the Central Census Store in Jaipur, need for additional accommodation was felt. Another private house in the vicinity belonging to Shri Indra Raj, the then Registrar of the State Secretariat, was taken on rent on 4th November, 1959, at a monthly rent of Rs. 180/- p.m. fixed by the Central Public Works Department, which the landlord accepted after much persuasion.

11. *Appointment of Deputy Superintendent of Census Operations.*—At the Censuses prior to 1951 the Government of India used to appoint one Superintendent of Census Operations for Rajputana States and Ajmer-Merwara and each State, in its turn, appointed one Superintendent of Census. After the disappearance of Princely States, one Superintendent of Census Operations was appointed for the whole of Rajasthan State to conduct the 1951 Census and an Assistant Superintendent was provided in the main Office to assist him. At the current Census the services of Dr. U. B. Mathur from the State Directorate of Economics and Statistics were obtained on deputation to work as Deputy Superintendent of Census Operations (Headquarters). He brought his statistical experience to Superintendent of Census Operations' aid and joined on 4th June, 1959.

12. *Appointment of Regional Deputy Superintendents of Census Operations.*—The Registrar General agreed that five Regional Deputy Superintendents of Census Operations required to manage the five Tabulation Offices to be established in Rajasthan may be appointed six months ahead in order to assist the Superintendent of Census Operations in the training of Census workers and to supervise the Census Operations. Consequently, the following Officers were taken from the State Government on deputation who joined on the dates mentioned against them and supervised the operational work in districts allotted to them:—

S. No.	Name of Officer.	Date of joining	Jurisdiction (Districts)
1.	Shri Shyam Karan, R.A.S.	3-8-60	Alwar, Bharatpur, Jaipur and Ajmer.
2.	Shri I. S. Mehta, R.A.S.	3-8-60	Dungarpur, Banswara, Chittorgarh, Udaipur & Bhilwara.
3.	Shri B. L. Bhatnagar, R.A.S.	5-8-60	Kota, Bundi, Jhalawar, Sawai Madhopur and Tonk.
4.	Shri H. M. Mathur, R.A.S.	5-9-60	Ganganagar, Bikaner, Churu, Sikar and Jhunjhunu.
5.	Shri Pratap Singh, R.A.S.	18-9-60	Nagaur, Jodhpur, Pali, Jaisalmer, Barmer, Jalore & Sirohi.

13. *Office Staff.*—Shri H. C. Mehta, who was Personal Assistant of the Superintendent of Census Operations when he was Home Secretary, agreed to come along with him to the Census Organisation on deputation. He was the first amongst the ministerial staff to join the State Census Office on 1st April, 1959. His wide experience and contacts in the State Secretariat proved of considerable assistance to the Superintendent of Census Operations in recruiting further experienced staff for the Office. In the first instance Shri Y. L. Dashora was contacted, who had conducted the 1951 Census, to advise the Superintendent of Census Operations about some dependable staff employed by him. A few persons suggested by him were contacted but they declined to join temporary Census Organisation and to give up advantageous positions that they had attained in their parent departments. Thereupon experienced staff was recruited from the State Secretariat and the Election Department where several persons of known calibre and experience were known to the Superintendent of Census Operations or Shri H. C. Mehta. The services of Shri R. K. Sharma were obtained from the Election Department, who had worked at one time as Superintendent of Census Operation's Personal Assistant there. He had to labour very hard with the Superintendent of Census Operations during the preparatory stage of Census Operations as well as during the course of operations. All circular instructions were taken down by him. Shri S. M. Tambi agreed to come as Accountant from the State Finance Department and Shri V. P. Kala as Accounts Clerk from the Election Department. Shri V. D. Ojha, Storekeeper of the State Central Government Press, Jaipur, was appointed Storekeeper in the Census Office. His experience of handling huge stocks of paper and stationery proved a great asset in this Office. Thus, the Office of the Superintendent of Census Operations was provided with adequate staff and the accounts and the stores sections were equipped particularly with dependable and experienced staff. Shri Murarilal Mathur, who had worked in the Accounts Section in the last Census and possessed fairly good knowledge about the old record, was also employed. Except Shri Mathur, the rest of the staff was new to the Census Organisation. Shri O. P. Gupta and Shri R. N. Sinha, two very capable and senior Assistants from the State Secretariat were obtained to handle files. The statement given in Appendix II indicates how the staff in the State Census Office grew gradually until the Enumeration Operation was completed. No difficulty was experienced in the management of Superintendent of Census Operations' Office due to the presence of hard-working and enthusiastic band of workers. As a matter of fact, the step taken by the Superintendent of Census Operations to recruit staff mostly from the State Secretariat and other State Government Departments proved beneficial in the end for they maintained the record in proper order and handled all correspondence with promptness.

14. *Census Inspectors.*—Three Tehsildars were taken on deputation from the Rajasthan Board of Revenue to serve as Census Inspectors. They were sent out during the stage of training to weak points noticed in particular districts and tehsils. It very often happened that the District Census Officers and the Deputy District Census Officers could not find time to organise properly the training of field workers. Some of the Charge Officers who were trained by the Superintendent of Census Operations showed lack of enthusiasm in this matter and in all such cases the Census Inspectors undertook training of field workers and improved the situation considerably. Originally, it was suggested to the Registrar General to provide at least one Census Inspector of the status of a Tehsildar in each District. He took the view that this work should be done by the District Administration. It is regretfully recorded that except in a few districts the District Census Officers could not arrange for proper training of Census workers and Regional Deputy Superintendents of Census Operations and Census Inspectors had to strain every nerve to speed up the training programme. The Superintendent of Census Operations had to train all Officers up to the level of Deputy Charge Officers by undertaking tours of all districts. Inadequacy of Inspectorate staff was felt at the training stage without which several pockets were left over in the districts where training remained far from satisfactory. It is suggested that at the next Census, one Census Inspector of the grade of a Tehsildar should be provided in each district for a period of six months beginning from 1st September, 1970, so

as to properly organise the training of field workers.

15. *Printing Inspector.*—A Printing Inspector was also appointed. He proved of great assistance in arranging printing of various forms and Manuals of Instructions etc. at the State Government Central Press, Jaipur.

16. *Deputation Terms.*—This time the Registrar General arranged for finalisation of deputation terms for the staff taken from the State Government Departments early in March, 1959. The State Government employees taken on deputation in the Census Department were allowed a deputation Special Pay at 20 per cent of their grade pay in the parent scale of pay. The Special Pay, if any, attached with their parent scales and if certified by the State Government that it would have been admissible but for their deputation was also protected and allowed under the deputation terms. Dearness allowance was, however, permitted at the State Government rates but house rent and other allowances were paid at the Central Government rates. The Rajasthan Government has been rather liberal in granting house rent allowance at better rates than what is admissible to the Central Government employees, and, therefore, some persons enjoying this benefit under the State Government had to suffer loss of house rent allowance on account of their deputation to the Census Department. Inspite of the fact that their case was recommended to the Ministry of Finance to remove the invidious distinction that all allowances were admissible to deputationists at the State Government rates but the house rent allowance was payable according to the Central Government rates, the proposal was not accepted. The staff was, however, persuaded to continue in the Census Department inspite of this set-back. It is suggested for the next Census that no cut should be imposed in the pay and all types of allowances admissible to the State Government employees taken on deputation in the Census Department and a clear deputation Special Pay at 20 per cent over and above their grade pay should be allowed to make their onerous assignments quite attractive.

17. *Office Procedure.*—The State Census Office was organised on the pattern of a Secretariat Department. It was divided up into three Sections viz:—

(a) General—To deal with the conduct of Census Operations

(b) Statistical, and

(c) Accounts, Establishment and Stores.

No Head Clerk or Office Superintendent was appointed in the beginning to supervise the staff. An experienced Senior Clerk was placed incharge of each Section and other staff worked under his close supervision. All important communications received from the Registrar General, State Government or Districts were first examined by the Superintendent of Census Operations and action to be taken was invariably indicated on all such communications. In very important cases requiring prompt action connected files were called and replies were dictated or instructions were issued. Throughout, the work was done in Secretariat style and note sheet system was kept in respect of each file. A register of files was maintained and a separate file was opened for each subject. Considerable difficulty was experienced in sorting out information for the last Census, as and when required, because files had not been maintained subject-wise and there were no note sheets. It will be possible to obtain all the information pertaining to 1961 Census from the files maintained in the State Census Office. A list of files opened is given in Appendix III and important files have been indicated by the word 'Imp.' placed within a bracket against each such file.

18. *Furniture.*—As the Census Organisation rises like a phoenix from almost nothing, there was no furniture available to begin with. So long the Office occupied a room in the State Secretariat, the Registrar, Government Secretariat had kindly given some furniture on loan. As soon as the Office of the Superintendent of Census Operations was shifted to a private building some furniture was taken on loan from the Election Department on the condition that it will be returned in original shape as early as possible. It took sometime before specifications and requirement of furniture were finalised and sanction of the Registrar General was obtained. Ultimately, the State Census Office was equipped with new furniture on austerity scale. Attempt

was made to obtain furniture on hire from the State Public Works Department and the local furniture makers, but the required items of furniture were not generally available and for a few available items, the rates of hire demanded were quite high. It was, therefore, considered economical to purchase new furniture for the State Census Office. Some furniture was ordered when the Office was established and as its strength grew up more furniture was added according to barest requirements. The position with regard to the furniture provided may be seen in Appendix IV.

19. *Other Office Equipment.*—The State Census Office had to be equipped further with typewriters, duplicators and calculating machines. It was also necessary to make hot and cold weather arrangements by providing electric fans, heaters etc. At the outset one standard English typewriter was obtained on loan from the Election Department and two standard size typewriters—One English and one Hindi—from the State Secretariat until new typewriters and duplicators etc. could be arranged through the Registrar General. When old store of the 1951 Census lying in a building inside Jaipur City was sorted out, three big roller size Olivetti typewriters and one portable Olivetti typewriter, together with a duplicator, were found but they were all out of order. It took sometime before they could be repaired because the case had to be referred to the Controller of Stationery, Calcutta, and then to the firms concerned. The Office equipment provided in the State Census Office has been shown in Appendix V.

20. *Telephone.*—A telephone was provided in the State Census Office with an extension to the table of the Deputy Superintendent of Census Operations (Headquarters) and one was installed at the Superintendent of Census Operations' residence. The Registrar General did not agree to provide telephone connection at the residence of the Deputy Superintendent of Census Operations (Headquarters) although it was a necessity during the period of Census Operations.

21. *Stationery and Forms.*—Stationery and forms were taken on loan from the State Secretariat and Election Department when the State Census Office was established to carry on day to day work. Postage stamps were also taken on loan from the Election Department. There was no permanent advance at that time sanctioned for the Office of Superintendent of Census Operations and, therefore, even articles of petty nature required for daily Office use could not be purchased from the market. It took sometime before the procedure of placing indents for Office stationery and forms with the Controller of Printing and Stationery, Calcutta, was known and the indent forms were obtained with code numbers for various items to be indented. At quite an early stage an arrangement was made with the Superintendent of State Government Central Press, Jaipur, to release paper and stationery etc. required to manage Superintendent of Census Operations' Office until supply could be arranged from the Central Stationery Office, Calcutta. The Director of Printing and Stationery, Rajasthan, and the Superintendent of the State Government Central Press, Jaipur, treated the State Census Office with great consideration in the matter of supply of paper, forms and other stationery articles. Considerable difficulty was experienced in obtaining stationery and forms from Calcutta in time and according to requirement. The Forms Stores, Calcutta, defaulted most and even the matter had to be reported to the Registrar General more than once. But for the arrangement made with the Government Central Press, Jaipur, it would have been difficult to run the State Census Office and to provide stationery and forms required by the District Census Offices when they were established. Ample quantity of paper was, however, received under instructions of the Registrar General from the Controller of Printing and Stationery, Calcutta. Even stationery was supplied though quite late in the day but want of forms was throughout felt and they had to be printed locally. It would save much worry and time of the Superintendent of Census Operations if he could be permitted to obtain full quota of stationery and forms in future through the State Government Stationery Depot located at the State Government Central Press, Jaipur. In a few cases when stationery was not available at the State Government Stationery Depot, purchases were made from the local market after inviting competitive quotations. In Appendix VI are given the full particulars about paper, stationery and

forms purchased from various sources from time to time to equip the Census Offices.

22. *Assistance from State Government.*—The State Government gave instructions to all departments to provide staff for undertaking enumeration. It was, therefore, possible to hold Census by employing staff of different categories drawn from the Central and State Government departments and Local Bodies, e.g. Municipalities, Panchayats etc. The State Government also agreed to grant several other facilities without which it would not have been possible to complete the Census within the prescribed period. Various concessions granted by the State Government are summarised hereunder:—

S.No.	Circular No. and Date.	Facility granted.
1	2	3
1.	No. F.8(7)-Rev./B/59 dated 5th June, 1959.	All Heads of Departments were instructed to give fullest possible assistance at the time of Census by providing reasonable staff.
2.	No. 19120 dated 22nd March, 1960 of Joint Development Commissioner, Panchayats, Rajasthan.	Panchayats were directed to render all possible assistance in Census-taking by providing staff.
3.	No. F.34(16)GA/A/60 dated 18th April,1960.	The Government ordered that transfers of Enumerators, Supervisors, Deputy Charge Officers, Charge Officers employed for Census should not be made after 15th May,1960, without prior consultation with the District Census Officer (Collector) concerned.
4.	No. F.34(18)GA/A/60 dated 25th April,1960.	(1) The State Government servants employed as Enumerators, Supervisors, Deputy Charge Officers and Charge Officers were permitted to attend Office late by two hours in the beginning and leave their Offices one hour earlier than the prescribed time during the enumeration period from 10th February, 1961 to 5th March, 1961. (2) The Census workers were exempted from Office work *from 1st to 5th March, 1961, during the final check* of enumeration.
5.	No. F.34(17)GA/A/60 dated 25th April,1960.	The Government banned further territorial changes in the boundaries of districts and tehsils after April, 1960, until the Census was over.
6.	No. F.34(13)GA/A/60 dated 21st June, 1960.	The Government instructed all the Municipalities, Zila Parishads, Panchayat Samitis and Village Panchayats to give fullest possible co-operation to the District Administration in the conduct of Census by providing staff for the purpose.
7.	No. F. 34 (27) GA/A/60 dated 21st June, 1960.	The Government declared holidays from 1st to 5th March, 1961, for Census Enumerators and Supervisors for doing final check of enumeration.
8.	No. F. 34(25) GA/A/60 dated 8th August, 1960.	The Chief Secretary addressed a Demi-official letter to all Collectors to intensify training of Census workers.
9.	No. F. 34 (16) GA/A/60 dated 13th August, 1960.	The State Government took serious objection to the transfers made by certain Heads of Departments and directed that no transfers should be brought into effect of the staff employed on Census work until the Census Operations were over.

1	2	3
10.	No. F 9 (39) DD/60/AA/4507 dated 3rd September, 1960 of the Joint Development Commissioner.	The Joint Development Commissioner instructed the Block Development Officers not to permit teachers to proceed on leave granted by the Panchayat Samitis and to attend training classes.
11.	No. F. 34(16) GA/A/60 dated 6th October, 1960.	The Collectors were called upon to report cases in which transfers of Census officials were made in clear violation of the Government orders.
12.	No. F. 34(37) GA/A/60 dated 6th October, 1960.	The State Government informed all the Additional District Magistrates, Sub-Divisional Officers and Tehsildars that they should organise and conduct the Census Operations in satisfactory manner and any failure on their part will be recorded in their Annual Confidential Reports.
13.	No. F. 34(18) GA/A/60 dated 6th October, 1960.	The State Government permitted the Census workers to attend their Offices two hours late in the beginning and to leave one hour earlier than the prescribed time both during the house-numbering and house-listing Operation from 1st October, 1960 to 30th November, 1960 and during the Enumeration Operation from 10th February to 5th March, 1961.
14.	No. F. 34(17) GA/A/60 dated 6th October, 1960.	The State Government directed that Principal Census Officers in-charge of work in Cities and the Districts under the District Census Officers (Collectors) should give more attention to Census work and they should be relieved of their normal duties to some extent to facilitate Census management.
15.	No. F. 34. (16) GA/A/60 dated 18th October, 1960	The State Government directed that Census workers should not be granted any kind of leave or vacation without the express consent of the District Census Officers.
16.	No. D. 8180/F. 1-b (219) GA/B/60 dated 29th October, 1960.	The State Government permitted supply of District Pool Vehicles to Additional District Census Officers in Cities and Deputy and Additional District Census Officers for Jaipur District on payment of propulsion charges to facilitate touring in connection with Census work.
17.	No. D. 180/F. 1-b (219) GA/B/60 dated 5th/11th November, 1960.	The Regional Deputy Superintendents of Census Operations were authorised to draw District Pool Vehicles for Census work on payment of propulsion charges.
18.	No. F. 34 (25) GA/A/60 dated 19th December, 1960.	The Chief Secretary emphasised the importance of imparting adequate training to Census workers and directed that as soon as Panchayat Elections were over full attention should be paid to Census work.
19.	No. F.34 (37) GA/A/Gr.-II/60 dated 26th December, 1960.	The Chief Secretary directed that the Commissioners and Collectors should report about energy and enthusiasm shown by the officers in performing Census duties and any failure on their part to discharge the Census duties should be intimated to the Government.
20.	No. D. 8880/F. 1-b (219) GA/B/60 dated 18th January, 1961.	The State Government permitted the use of District Pool Vehicles by the Deputy Superintendents of Census Operations for a period of 7 days during the months of January and February, 1961, on payment of propulsion charges.

1	2	3
21.	No. F. 34 (25) GA/A/Gr.-II/60 dated 28th January, 1961.	The Chief Secretary pointed out that Enumeration Blocks were not constituted correctly in some districts necessitating appointment of Additional Enumerators. He emphasised that all the staff including additional Enumerators should be given intensive training.
22.	D.O. No. F. 23 (4) GA/A/61 dated 10th/31st January, 1961.	The Deputy Secretary to the State Government, General Administration Department, requested the Board of Revenue to postpone Departmental Examinations of Tehsildars as it collided with Enumeration Operation.
23.	No. F. 34 (18) GA/A/Gr. II/60 dated 31st January, 1961.	The Chief Secretary directed that Census workers who have been placed on Census duty more than 5 to 6 miles away from their normal place of work should be relieved from their Office work from 10th February to 5th March, 1961, and treated throughout as on duty.

23. It is, therefore, evident from the above mentioned Circulars that the State Government extended fullest co-operation in Census-taking by providing staff and other facilities. Even they agreed to provide vehicles to the supervisory staff to enable them to check Census work. The propulsion charges for such vehicles were, however, paid from the Census budget.

24. *Pre-tests of Census Schedules.*—As the Registrar General joined the Census Department in July, 1958, this time, he could immediately initiate action to finalise the drafts of various Census Schedules. He convened the meeting of the representatives of the various Ministries of the Government of India and several other Statistical Organisations in September, 1958, when draft Census Schedules prepared by him were discussed in detail. Thereafter these draft Census Schedules were put before the meeting of the Directors of the State Statistical Bureaux in October, 1958. It has been a firm practice in foreign countries to pre-test the draft Census Schedules by actual field operation in order to bring out any likely defects therein. The Registrar General requested the Directors of the State Statistical Bureaux to pre-test the Census Schedules. The first pre-test was held by the staff of the Directorate of Economics and Statistics, Rajasthan, during second fortnight of December, 1958, and the report of this pre-test was submitted to the Registrar General in June, 1959. The drafts were amended in the light of the first pre-test and the Registrar General referred the revised Census Schedules to the State Superintendents of Census Operations who had joined the State Census Offices by this time to hold the Second Pre-test by employing the very agency which was to be called upon to hold the Census. The Second Pre-test was held in five selected districts of Rajasthan during the month of August, 1959, under the supervision of a District Pre-test Officer, usually of the rank of a Sub-Divisional Officer, who was selected by the District Census Officer (Collector) of the District. The District Pre-test Officers were trained by the Superintendent of Census Operations in Jaipur and thereafter they imparted training to the Supervisors and Enumerators in the districts. The Superintendent of Census Operations undertook tours of the selected districts to address the selected staff and explained to them the instructions and the prescribed forms and what they were expected to observe and report on, after the pre-test had been completed. At the second Pre-test the time taken in completing the Census Schedules, format of the Census Schedules, reaction of the Enumerators and the general public and usual type of mistakes committed due to imperfect understanding of the Census concepts and definitions were analysed and a report was submitted to the Registrar General in September, 1959. Soon after the Registrar General convened the first All India Census Conference in late September, 1959, of all the Superintendents of Census Operations when the Census Schedules were finalised in the ultimate form they were to be used at the actual Census Operations. So much precaution taken by the Registrar General before finalising the Census

Schedules proved of immense practical value with the result that no major difficulty was experienced at the time of Census taking by the field workers.

25. *Census Conference 1959 and 1960.*—The first Census Conference of all the State Superintendents of Census Operations was held during the last week of September, 1959, in New Delhi. At this Conference, problems relating to the classification of urban areas for purposes of Census, format of various Census Schedules including instructions therefor, requirement of staff for conducting actual Census Operations, training of Census staff, remuneration to be paid to the field workers and procedure to be adopted for Census publicity were discussed in detail. The post enumeration work relating to the publication of provisional totals of population soon after Census, post-Enumeration check to determine percentage error in Census and how to recognize meritorious work done by Census workers were also examined. The Registrar General commended the practice of publishing a District Census Handbook for each district which was introduced for the first time at the 1951 Census. He also suggested that socio-economic survey of typical villages should be undertaken in each State so that result of the 1961 Census may be appreciated against a proper socio-economic background. This Conference proved of great practical utility to the Superintendent of Census Operations in building up necessary organisation for conducting the Census. The Registrar General circulated the proceedings of this Conference in a booklet form during October, 1959. This booklet was constantly consulted at the preparatory stage of the Census Operations.

26. The Registrar General held the second Conference of all the Superintendents of Census Operations in New Delhi during first part of August, 1960. This Conference was also held prior to holding of actual enumeration of population and proved of immense benefit in clearing several important problems. The Registrar General recommended that a minimum reserve of 10 per cent of Enumerators should be maintained, who should be thoroughly trained in the Census procedure so that the Census Operations may not be held up in any part of the State. The instructions for enumeration of Defence personnel and floating population were amended after discussion and it was agreed that special enumeration of technically qualified personnel should be undertaken along with the Census of population on a specially devised separate card. The Deputy Registrar General for Vital Statistics explained the procedure to be followed with regard to the Post Enumeration Check. Several other matters relating to Census Tabulation etc. were also discussed at this Conference which will be dealt with in a separate report.

27. *Census Schedules House List.*—As a result of prolonged discussions at the first All India Census Conference, 1959, a separate form for "Houselist" was devised containing 18 columns. For the first time, Houselist was introduced on an uniform pattern in all the States. It has been the usual practice to number the houses in order to identify the households residing therein and then to prepare a list of households with persons found in each household. This preliminary Operation of Housenumbering-Houselisting always precedes the actual enumeration of population. The Houselist form was so designed this time that it did not only provide information about the inmates of each household classified by sex, number of households living in separate identifiable Census houses in a building but information about the rooms occupied by each household, whether the household lived in its own or rented house and the type of material used in the construction of walls and roofs of the census house, were also collected. Households belonging to the Scheduled Castes and Scheduled Tribes were also required to be recorded in the "Remarks" column. Apart from this information in respect of those Census houses which were not used for residential purposes but wherein some sort of business, factory, workshop or other institutions were being run, was also compiled. In the case of establishments where some sort of production or repair work was undertaken, full particulars about the products made or work undertaken, average number of workers employed and the type of fuel used to run the machinery were gathered. Such a comprehensive Houselist was not prepared at the previous Censuses in India. The State Government also wanted to have information regarding buildings constructed

after the year 1951 and, therefore, this information was also collected by recording the year of construction in respect of such buildings in the "Remarks" Column. Elaborate system for numbering of buildings and their component parts viz. Census Houses and Census Households, was undertaken on a scientific and easily understandable basis at the 1961 Census.

28. *Household Schedule.*—A separate form for the "Household Schedule" containing two parts was designed. Its second part called the "Census Population Record" gives a summary of particulars of members of each household showing their sex, age, marital status and work performed together with their relationship with the head of the household and it replaces the National Register of Citizens which was prepared at the 1951 Census. In the first part information regarding majority of households which are engaged in cultivation and household industry was collected together with workers employed therein.

29. *Census Slip.*—A separate "Census Slip" for each individual member of a household was designed in which 13 questions were provided besides location. Several questions had more than one part. Geometrical designs were printed on the Slip to record answers of the questions and a system of abbreviations to record replies to questions was introduced. Apart from usual demographic questions indicating relationship with the head of household, age, marital status, sex etc., an attempt was made to study the migratory habits of the people by ascertaining from them not only the place of birth and whether it was situated in an urban or rural area, but by further ascertaining the duration of residence at the place of enumeration; provided the birth had taken place elsewhere. Apart from migration effected from one district to another, migration within a district from place to place could also be studied by the data to be compiled on the basis of modified question No. 4. Social questions were asked as usual about nationality, religion, literacy and education, mother tongue and any other language, if known, and whether a person belonged to Scheduled Caste or Scheduled Tribe. The definition of literacy was made a little more strict this time by defining a person as literate who could, with understanding, both read and write any language. The usual economic questions were, however, completely amended. More emphasis was laid on actual work. A person was deemed a worker who actually performed any productive work. But the work also included effective supervision and direction of work. Principal and Secondary work was to be noted down in each case by using specific symbols. In case of regular work, if a person was found employed during any of the 15 days preceding the day of visit to a household he was to be treated as a worker. In case of seasonal work, if a person had done some regular work for more than one hour a day throughout the greater part of the working season, the basis of work was satisfied. Keeping in view the prevalent form of economy in this country, a separate question was devised for all persons engaged in cultivation. Another question was kept for those persons who were merely engaged as agricultural labourers and did not own their own land. Apart from these two important economic activities, a separate question was devised for workers engaged in household industry for large number of households are found in India engaged in one or more industries which are run by the household members at their houses on a small scale. One omnibus question was provided for all other types of workers engaged in service, trade, industry and other professions. The non-workers were specifically defined and divided into 8 well-classified categories and a separate question was provided for them. All persons who did not find place among non-workers were to be included in workers under one or more questions reserved for the workers. This new economic classification attempted by coding of occupations and industries according to the standard classification approved by the Government of India, is bound to throw up very useful statistical information which will be of great help in building up development plans for the country. The Registrar General arranged for printing of the Census Schedules. The House-list forms were printed loose in the size of 20″×12.9″ at the Government of India Forms Press, Aligarh. Similarly, the Household Schedules and Individual Census Slips were printed at the same Press. The Household Schedules of 8.5″×6.7″ size were issued in the form of pads containing 50 or 25 forms while the

Individual Slips each slip of 6.4"×4.9" size in pads containing 100 or 25 slips.

30. *Translation of Census Schedules and Instructions.*—As the Census Schedules and instructions to fill them were drafted in English by the Registrar General, it became necessary to arrange for translation in regional language viz. Hindi so far as this State was concerned. The Registrar General decided that as several States in India had Hindi as their regional language, they should prepare drafts of Census Schedules and Instructions in Hindi and the translation should be fowarded to him to ensure correct nuances of translation and to ensure uniformity in all Hindi speaking States. A "Manual on House-numbering-House-listing Operation", containing all the Instructions relating to this Operation was prepared and various prescribed forms were provided in the Appendices. This Manual was drafted in English and then got translated in Hindi. Final touches to Hindi translation were given by the Superintendent of Census Operations. Similarly, a "Manual on Enumeration" was prepared in English and translated in Hindi to cover the actual Census Operation. A "supplement to the Enumeration Manual" was also issued but only in English. These Manuals were so designed that they could be used both by the field workers and their senior Officers. Manuals in English were issued for the use of the senior Census Officers while those in Hindi were distributed to all the field workers. The size of the Manuals was made so handy that they could be easily carried in pockets. The field workers were requested to study the Manuals before attending training classes and to keep them constantly in their pockets during the course of Operations for consultation whenever required.

31. *Printing of Census Schedules and Forms and Distribution thereof.*—The forms of House-list, Household Schedule and Individual Census Slip were got printed by the Registrar General at the Government of India Forms Press, Aligarh, as already mentioned as these forms had to be printed in huge quantities and such printing could not be arranged within the State of Rajasthan due to the want of a rotary press. The Government of India Forms Press, Aligarh, printed these forms and stitched them in prescribed size of pads and packed them and the whole stock was delivered to the Central Census Store situated in Jaipur. The Chief Controller of Printing and Stationery, Government of India, New Delhi, was requested at the All India Census Conference, 1959, to arrange for distribution of printed forms from the Aligarh Press directly to the District Headquarters in the State but he expressed his inability to undertake such an arrangement. All the forms were therefore, obtained in Jaipur first and then redistributed to all the Districts. As several types of other forms prescribed in the Manuals together with the plain paper and other stationery articles were also to be supplied to the Districts, the printed forms received from Aligarh Press were distributed with all such supplies. The other prescribed forms were got printed at the State Government Central Press, Jaipur. As the State Government Central Press, Jaipur, remains over-burdened with work, constant supervision was required to ensure timely delivery of printed material by this Press. The services of the Printing Inspector proved of great assistance in this matter and sometimes the Office Superintendent and the Deputy Superintendent (Headquarters) had also to visit the State Government Press to expedite printing of forms. Fortunately, full supplies of all types of required forms and stationery were made to the District Census Officers (Collectors) in time. In Appendix VII-A and VII-B is shown the number of forms of different types printed and distributed to the Districts. From the District Offices the forms were supplied to Tehsil and Town Offices and the field workers obtained their quota of supplies from their charge Officers. No complaints were received from any District regarding non-supply or short supplies of any forms, Manuals of Instructions and stationery etc.

32. *Publicity.*—The work of publicity relating to 1961 Census was actually entrusted to the care of the Ministry of Information and Broadcasting, Government of India. They issued several multi-coloured posters, both in English and Hindi, which were distributed to all the Districts with the request that they should be exhibited at prominent places in all the towns and villages. The Ministry also distributed small booklets about Census printed both in English, Hindi and Urdu. These were forwarded to Districts for distribution principally in towns

and big villages with the further request that at least one booklet should reach each village so that Patwari or village headman could read it aloud to the people of the village. The Ministry also widely published advertisements in important newspapers and magazines on the Census 1961 at various stages. Special Folders were, however, designed with the assistance of the local artists in the State Census Office separately for House-numbering, House-listing and Enumeration Operations and these were distributed widely all over the State. Such folders were not issued in any other State. This Office also issued a specially designed multi-coloured poster which was prepared by local Artist, Shri L. R. Pendharkar. Except Himachal Pradesh no State attempted to issue its own posters to give publicity to Census Operations. A specially designed cinema-slide was prepared locally and exhibited through the good Offices of the District Magistrates at all the cinema houses in the State. This Office also issued two Census Features—one regarding preparatory work of Census and the other on the House-numbering House-listing Operations and a printed demi-official letter drafted in Hindi addressed to each Enumerator was distributed widely in which the object of Census and what was expected from an Enumerator was described in detail. The Ministry of Information and Broadcasting also supplied a film on Census called "National Roll-Call". Copies of this film were supplied in Hindi to all the Districts and to the Director of Public Relations, Rajasthan, for arranging wide exhibition thereof through the agency of cinema houses and the State Publicity vans. Apart from this type of publicity, the All India Radio Station, Jaipur, was approached to initiate several programmes for the benefit of their listeners viz. adults, women, children and the people in rural areas. Short talks were initiated by the Superintendent of Census Operations on the Radio News Reels, while the Deputy Superintendent of Census Operations (Headquarters) gave three talks on the Radio. In the Rural Programme of the All India Radio, the salient features relating to Census Operations were discussed quite a large number of times in the form of questions and answers and this practice was very much appreciated by the public in general. Thus, adequate publicity was arranged for the first time in Rajasthan to convey the message of Census to all parts of the State and a cordial atmosphere was created which resulted in uneventful completion of the Census with the full co-operation of the people. Distribution of films, cinema-slides, posters, folders etc. is shown in Appendix VIII.

33. *Maps.*—In order to pin-point all local areas correctly, it is always necessary to possess good maps. The District Census Officers (Collectors) were addressed quite early in 1959 to provide a copy of a District map showing boundaries of Tehsils comprised therein and a separate Tehsil map in which boundaries of towns and villages had been delineated. The maps received from the districts were not accurately drawn. They supplied maps hastily copied on plain paper wherein boundaries had been mutilated. Moreover, it was found that maps received from districts were drawn on quite divergent scales. An attempt was, therefore, made to obtain maps from the Settlement Department of the State. They supplied blue-prints after prolonged correspondence and when these were checked in the Office it was discovered that numerous territorial changes effected in the boundaries of the districts, tehsils and villages etc. had not been incorporated in these maps. As the Registrar General was very keen to have two copies of maps of districts and Tehsils showing up-to-date boundaries, the maps received from the Settlement Department were got amended in the State Census Office by employing an Artist-cum-Draftsman, who was assisted by Statistical Assistant taken on deputation from the Board of Revenue, Land Records Section. There are some areas still in Rajasthan, particularly in Jaisalmer and Barmer Districts, where survey and settlement operations have not been completed and, therefore, accurate maps of such areas are not available. On the basis of maps received, it was possible to ensure that no area remained without being covered by the Census Operations. These maps were not, however, suitable for Census publications. Under the supervision of the Deputy Superintendent (Head quarters) a special Cell was established in the State Census Office in which a few well-known local Artists were engaged to transform these maps into suitable size and to prepare plates thereof for purposes of printing. This work proved to be very tedious and expensive but quite justified in the long run as it would be

possible to publish a Census Atlas for the first time in this State.

34. *Urban Classification.*—To facilitate study of urban growth and Census-taking in highly congested urbanised areas, it has been the normal practice to demarcate such areas at the commencement of each Census. The Registrar General drew attention of all the State Superintendents of Census Operations in March, 1959, towards the importance of this matter and suggested that only such places which fulfil the following conditions should be treated as urban areas at the 1961 Census:—

(a) Minimum population is 5,000,

(b) Three-fourth of the adult male population is engaged in non-agricultural occupations, and

(c) Density of population approximates 1,000 persons per square mile.

At the last Census 227 places were treated as urban. The list of such places was thoroughly scrutinised and after consulting the District Census Officers (Collectors) and the State Government, a list of 145 places was finally prepared for being treated as urban area. Every Tehsil Headquarter was treated as a town at the last Census without any obvious reason and, therefore, the total number of 227 towns which existed at 1951 Census was reduced to 145 for the 1961 Census in which Sojat Road is a newly sprung up urban area and the old town of Pilani has been split up into two separate towns called Pilani and Vidya Vihar. At the 1951 Census the Cement Works at Lakheri was treated as a separate town but it was found on local enquiry that it formed part of Lakheri town itself. A districtwise list of urban areas determined for 1961 Census is given in Appendix IX. All urban areas where Municipal administration existed at the past Census were classified as urban irrespective of the minimum population being 5,000 as prescribed by the Registrar General. In the case of other places at least two, if not all, conditions prescribed by the Registrar General are usually applicable.

35. *Tours by the Superintendent of Census Operations—Touring facilities.*—The State Government was requested in March, 1959, to permit the use of Central and District Pool vehicles at the time of touring of Districts. The State Government agreed to provide vehicles on payment of propulsion charges and so sanction of the Registrar General was obtained to utilise the State Government vehicles and to pay propulsion charges therefor by debit to the Census budget. The State Government, by their Order No. D. 5012/F. 1-b (14)GA/B/59, dated the 3rd/7th August, 1959, permitted the use of pool vehicles by the Superintendent and the Deputy Superintendents of Census Operations on payment of prescribed propulsion and haltage charges. As the prescribed rates of propulsion charges were very high, as much as Rs. 0.69 nP. per mile for the jeep apart from haltage charges, the matter was referred again to the Registrar General to provide a Willys Station Wagon at the cost of the Government of India. The Government of India sanctioned supply of one new Willys Station Wagon which was received on 21st December, 1959.

36. With the concurrence of the Registrar General, the State Government vehicles were also obtained for the use of the Regional Deputy Superintendents of Census Operations. Additional District Census Officers and the Deputy District Census Officers of the Districts later on to facilitate their tours firstly in connection with the training of Census workers and secondly to check the work of Census at the time of actual operation. But for the assistance given by the State Government it would have been difficult for these Officers to undertake tours within their wide jurisdiction and to supervise the work. Some of the District Census Officers (Collectors) undertook tours to inspect the work of Census but they did not ask for payment of propulsion charges as they combined their tours for Census work with their other normal duties. The Superintendent of Census Operations undertook tour of selected districts to train Census workers in connection with second Pretest of Census Schedules during the month of December, 1959, and then tours of all the Districts were undertaken to intensify the preparatory work of Census. A complete round of all the Districts was made in this connection before undertaking another round to impart training to Census Officers in the procedure of House-numbering-House-listing and Enumeration Operations. Training Classes were followed by practical



हम कितने हैं ?
क्या करते हैं ?

Poster Issued by the Superintendent
Census Operations, Rajasthan.

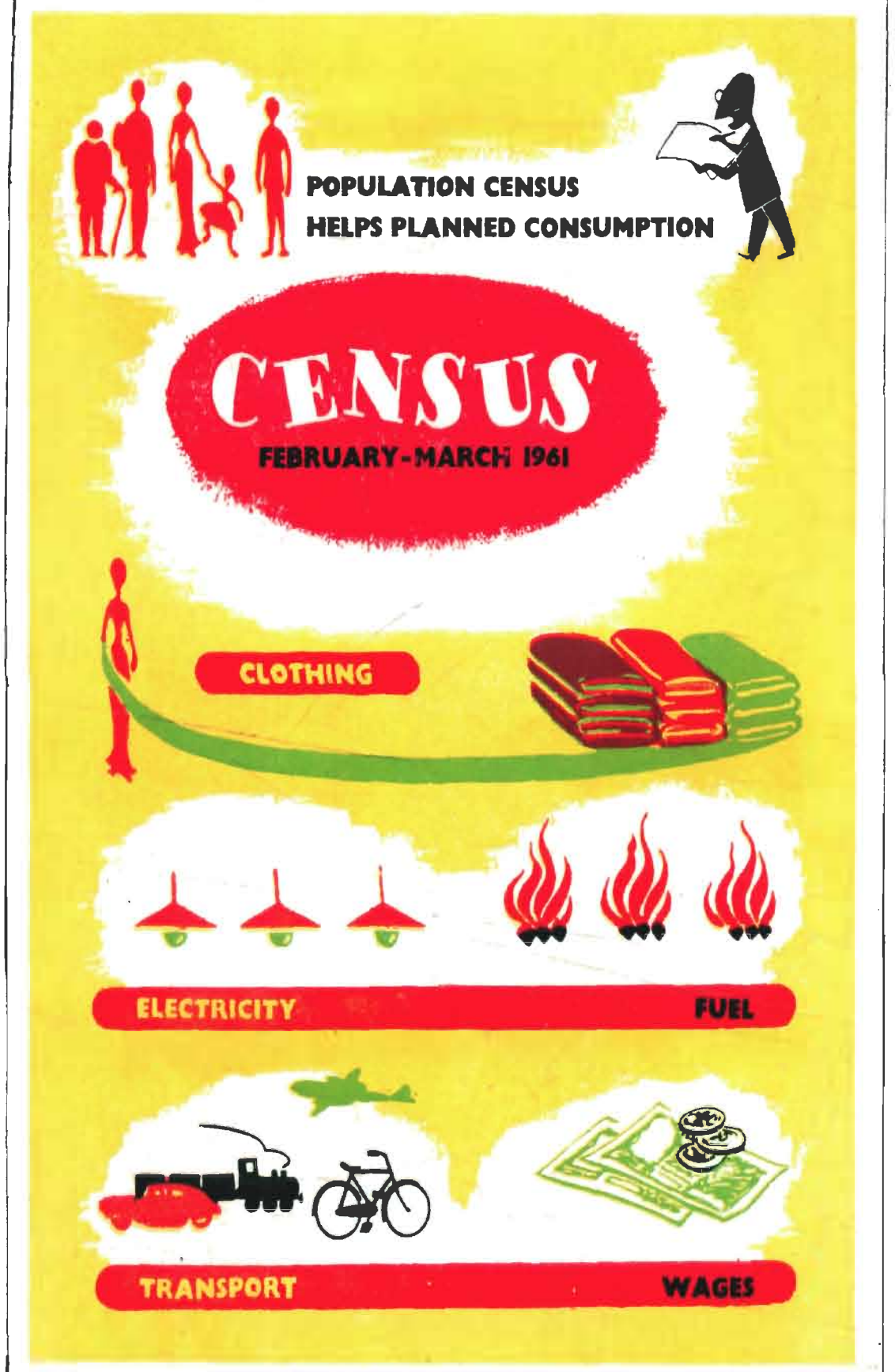


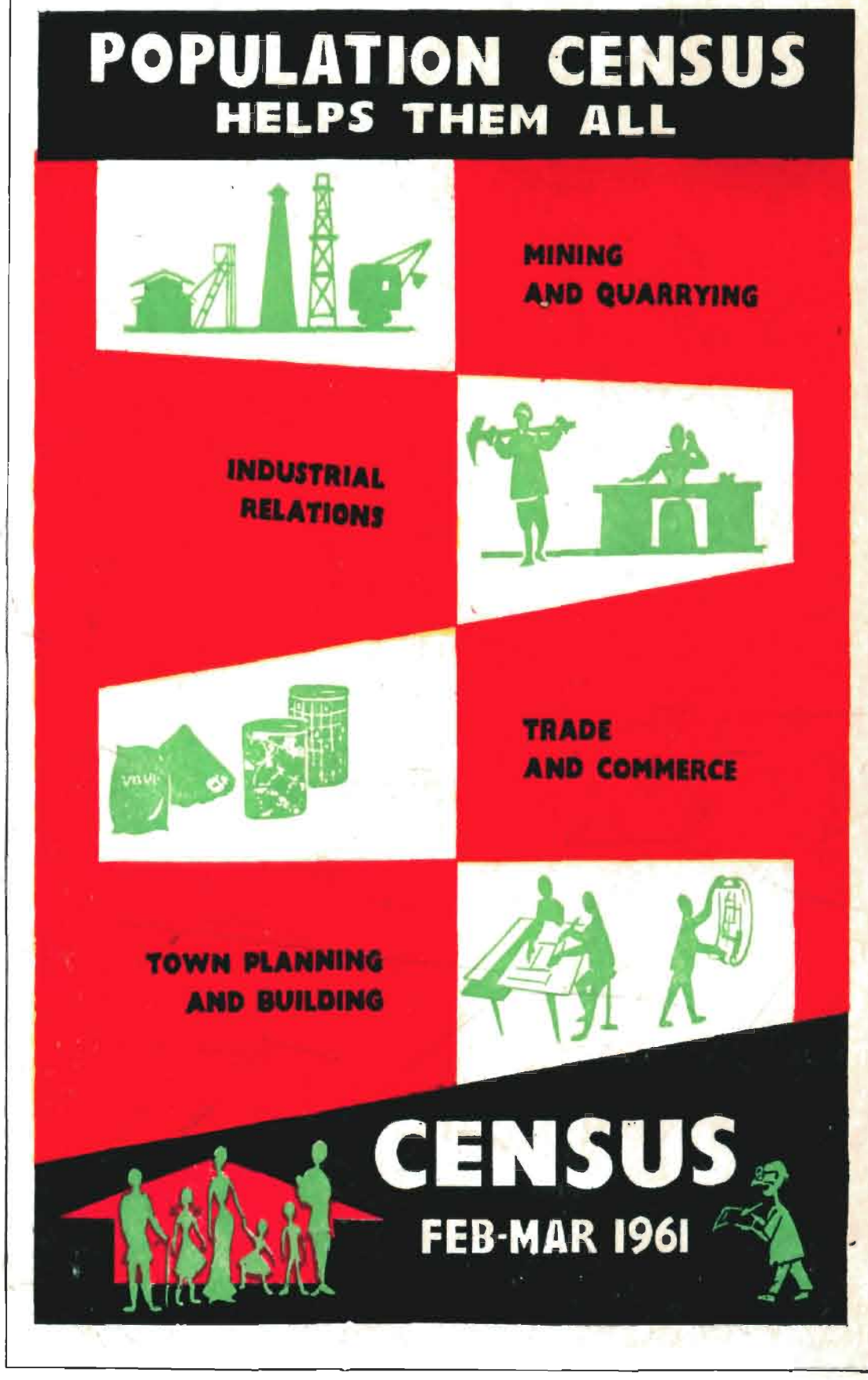


Cinema Slides Issued by the Superintendent Census Operations, Rajasthan.



Emblem of Census 1961, Rajasthan.





Posters Issued by the Directorate of Advertising & Visual Publicity

POPULATION CENSUS

1961

(February-March)

VITAL

TO YOU

AND

THE NATION

PLEASE DO YOUR BEST
TO MAKE IT A SUCCESS

FOR PLANNED DEVELOPMENT



POPULATION CENSUS IS ESSENTIAL



CENSUS

FEBRUARY-MARCH
1961

Posters Issued by the Directorate of Advertising & Visual Publicity

demonstration in each case. Thereafter tours were undertaken to check up work in various Districts and to remove local bottle-necks encountered in the preparation for the Census. Similarly, the Regional Deputy Superintendents of Census Operations undertook tours of districts and tehsils to intensify training of Census workers and to supervise actual Operations within their respective regions. A Statement given in Appendix X depicts the position with regard to tours made by different Officers.

37. *Budget.*—As the Census Organisation is created from almost nothing and rapidly develops covering the entire State, it becomes really difficult to prepare complete budget, from year to year, for such a rapidly growing organisation. In the past the Superintendents of Census operations were confronted with no budget provision when they assumed charge of the Office. This time the Registrar General took precaution to estimate the requirements for the Offices of the Superintendent of Census Operations of each State and intimated early in April, 1959, a token grant under the Head "No. 56 - Census" for the year 1959-60. A nucleus staff was sanctioned for the State Census Office by the Registrar General to begin with after my discussion with him in New Delhi. A final grant of Rs. 1,77,250/- was sanctioned for the year 1959-60 against which expenditure of Rs. 1,75,228/- was actually booked. The initial grant made by the Registrar General was helpful in running the State Census Office to start with, for without such a grant the bills presented to the Treasury would not have been honoured. During the year 1959-60 the State Census office was organised and equipped with necessary furniture and other things and preparatory work for the Census was done.

38. During the year 1960-61 preparations for actual conduct of Census Operations were intensified. Firstly, the House-numbering-House-listing Operation was carried out and then actual enumeration of the entire population was undertaken. The final grant for this year rose to Rs. 10,04,850/- against which an expenditure of Rs. 8,89,196/- was registered in account books. The Enumerators and Supervisors who actually did field work were paid honoraria for the first time in the history of Census in Rajasthan State. Some wholetime fully paid field-workers were also engaged in Barmer District due to non-availability of Government staff. In this year the strength of staff in the State Census Office was increased to cope with work. Three Census Inspectors were appointed who undertook extensive tours. Some more type-writers were purchased during the year for Office use. Two calculating (Facit) machines were purchased by the Registrar General and supplied to the State Census Office during this year. Apart from this expenditure, District Census Offices, Tehsil Census Offices and Town Census Offices were established and assistance of ministerial and Class IV Staff was provided to these Offices with the sanction of the Registrar General. During this year five Regional Deputy Superintendents of Census Operations joined and they were also provided with skelton staff. Although the Enumeration Operation ended with the year 1960-61, it was not practically possible to pay all the liabilities incurred during this year as well as during the following year 1961-62 and some expenditure flowed over to the year 1962-63. Inspite of clear and repeated instructions, the bills were prepared rather late by the Districts and very often they became time-barred by the time they reached the State Census Office. The bills of expenditure relating to House-numbering-House-listing Operation were not received even by the end of the year 1960-61, although the District Census Officers (Collectors) had been requested to send bills as soon as a particular operation was completed. Since bills were received in bulk, it became difficult to handle them promptly in the State Census office and special staff was appointed to sort them out and to preaudit them before the Superintendent of Census Operations could countersign such bills with confidence. Special auditors were appointed during the year 1961-62 and they had to work overtime to clear such bills. As the additional staff provided in the District Census Offices was maintained only up to June, 1961, nobody cared to handle Census papers in those Offices after this staff was withdrawn. Several instances were noticed when large number of T.A. bills countersigned by the Superintendent of Census Operations and returned to the District Census Offices remained lying there without being presented to the Treasury. In Appendix XI is given a summary of Budget Estimates and the actual expenditure booked for the year 1959-60 to 1961-62.

39. *Accounts Rules—Method of Keeping Accounts.*—The procedure for maintenance of accounts in a Central Government Department is governed by the provisions of the General Financial Rules, Treasury Rules, Civil Accounts Code Volumes I to IV, Fundamental Rules and Supplementary Rules apart from the various administrative instructions received from the Government of India and the Registrar General from time to time.

40. It has been noticed that there is no mention of Census Department in any of the Appendices to the various Accounts and Financial Rules of the Government of India by which authority is delegated to the various Departments. As Census is a permanent feature in this country, the name of this Department should also appear in these Appendices so that it may be quite clear that advantages conferred and powers delegated to other Departments are also applicable to this Department.

41. As experienced staff for accounts was engaged at this Census, no difficulty was experienced in maintaining accounts according to the prescribed procedure. The first audit of the accounts was carried out by an audit party of the Accountant General's Office in July, 1961, and no major flaws were noticed. The power of signing the Cash Book was not delegated to any other Officer which was signed by the Superintendent of Census Operations himself so long he was available at the Headquarters. Only during his absence the Deputy Superintendent (Headquarters) signed the Cash Book. Proper registers for Bills and Advances were maintained as required under the Rules. The Rules for classification and record of receipts and expenditure were received from the Registrar General and were slightly amended subsequently. All receipts pertaining to Census were booked under the Major Head "XXXVI—Miscellaneous Departments Statistics—Minor Head Census". The expenditure was booked under the Major Head "47-Miscellaneous" under the following Minor Heads and Sub-Heads:—

A. Superintendence.

A. 1—Pay of Officers.

A. 2—Pay of Establishment.

A. 3—Allowances, Honoraria, etc.

A. 4—Other Charges.

B. Enumeration.

B. 1—Pay of Establishment

B. 2—Allowances, Honoraria, etc.

B. 3—Payment of Honoraria to Supervisors and Enumerators.

B. 4—Other Charges.

C. Abstraction and Compilation.

C. 1—Pay of Officers.

C. 2—Pay of Establishment.

C. 3—Allowances and Honoraria, etc.

C. 4—Other Charges.

D. Printing and Stationery.

D. 4—Other Charges.

42. The ministerial and Class IV staff provided in the District, Tehsil and some of the Town Census Offices was paid pay and allowances at the rate prevalent in the State and not according to the Central Pay Scales. Similarly, travelling and daily allowances admissible for journies on Census work were allowed to the District Census staff and the field workers at the State Government rates provided they were called to attend training classes at Tehsil or District Headquarters or to operate in areas situated more than at a distance of five miles from their normal headquarters. An arrangement was made with the State Government to meet the charges on account of pay and allowances for the District, Tehsil and Town Census Staff initially from the State budget and to obtain reimbursement of expenditure from the Central Census grant at a later stage. Although the expenditure was drawn from month to month from the Treasuries and the staff was paid in time, the State Government could not present its claim for reimbursement at proper time. Ultimately, it was suggested to the Accountant-General that the expenditure booked at the Treasuries which had been duly scrutinised by the re-conciliation accounts party of the State Census Office may be accepted for reimbursement. All bills on account of

contingent charges pertaining to districts and their subordinate offices were obtained in the State Census Office for scrutiny and counter-signatures of the Superintendent of Census Operations and constant vigilance was exercised over this matter throughout the Census operations. Printed forms, stationery and postage stamps required by the districts were released from the State Census Office according to the requirement of each District. All T. A. bills from districts were obtained for counter-signatures of the Superintendent of Census Operations and a section of special auditors was provided in the Accounts Branch to preaudit and pass these bills. Although this arrangement resulted in considerable saving of expenditure under this head to the Government of India, this procedure proved very cumbersome for the Superintendent of Census Operations who had to sign large number of T. A. bills from day to day. Ultimately, the Deputy Superintendent of Census Operations (Headquarters) was also authorised to countersign such bills. It is recommended that even at the next Census it would be beneficial for the Census Organisation to centralise the accounts in the above mentioned manner if expenditure on census is to be reduced to the minimum. If District Census Officers (Collectors) had been authorised to countersign the bills, they would have signed the bills without strictly observing the Rules on account of their other pre-occupations and lot of expenditure would have been booked under the Census Budget heads without any reasonable cause. It was not considered feasible to provide experienced Accountants in each District office for this purpose. The District Census Officers (Collectors) were advised to utilise their own Accountants to supervise the Census accounts but it appears that their Accountants did not like to undertake additional responsibility without being paid for it. The Accounts Section of the Superintendent of Census Operations' Office faced considerable difficulty in liquidating expenditure incurred in connection with Census Operations because the ministerial assistance that was provided in the District Census Offices was for a period of 15 months only and thereafter withdrawn. In future it would be better if the Accountant or some other senior Accounts Clerk in the District Office is made responsible for rendering account of Census expenditure and he is permitted an allowance of Rs. 25/- per mensem until all bills have been cleared. The expenditure on account of Census was controlled by the Accounts Section of the State Census Office and adjustments against various appropriations of the Census Grant No. 51 were carefully watched. One experienced Accounts Clerk was deputed to the Office of the Accountant-General for reconciliation of expenditure booked in that Office and prompt action was always taken to rectify the mistakes or misclassification of booked expenditure. In order to watch the flow of expenditure monthly statements of expenditure were obtained from the District Census Offices but when the State Government undertook the responsibility of paying the District Census staff from their own budget and obtain reimbursement therefor such statements were discontinued. As already described above, bills relating to travelling allowances and contingent charges were, however, received from the District Offices directly and returned after counter-signatures. The account of countersigned bills under appropriate heads was properly maintained by the Accounts Section in the State Census Office.

43. The Superintendent of Census Operations rendered a monthly statement of expenditure to the Registrar General and also quarterly statements reviewing budgetary position on the basis of which excess expenditure incurred was explained and supplementary grant was requested from the Registrar General to make up the deficiency. If there were savings under any head, surrender of funds was arranged at appropriate time before the close of the financial year.

44. The State Census Office issued detailed instructions to the District Offices regarding keeping of Census accounts and preparation of bills to be sent for counter-signatures and their attention was frequently drawn when any of them departed from these instructions.

45. The Cashier of the State Census Office was allowed Special Pay for handling cash by the Registrar General after protracted correspondence. The State Census Office also took security from the Storekeeper and the Assistant Storekeeper but when the instructions were received from the Registrar General that

no such security was required, the securities offered were returned to them. As the Storekeeper and the Assistant Storekeeper have to keep huge stocks of paper, stationery and printed forms etc. it is felt that security should be taken from them.

46. *Financial Powers of the Superintendent of Census Operations.*—In order that the Superintendent of Census Operations may start functioning as Head of the Office immediately on assumption of the office, it is essential that the Registrar General should intimate to the Accountant General of the State that a Census Office has been established under a Superintendent and that he has been declared a "Head of the Office" under the General Financial Rules. This had to be arranged by the Superintendent of Census Operations before the Accountant General, Rajasthan, authorised the Treasuries to accept the bills issued by the State Census Office. The Delegation of Financial Powers Rules, 1958, provide for the delegation of financial powers to the Head of the Department and the Heads of the Offices. The Superintendent of Census Operations was given various financial powers subsequently by the Ministry of Home Affairs. The powers delegated to the Superintendent of Census Operations are summarised below for ready reference.—

Reference to D. F. P. R. 1958	Subject	Powers Delegated
Rule 9	Creation of posts in scales approved by the President.	Power to create temporary posts in Class III and IV for a period not exceeding two years.
Rule 9	Creation of temporary posts not carrying any approved scales.	Posts whose pay does not exceed Rs. 160/- p. m.
Rule 10	Contingent expenditure.	Rs. 1,000/- p. m. recurring in each case. Rs. 5,000/- p. m. non-recurring in each case subject to Rule 10 (5) and Schedule V.
Rule 10	Miscellaneous Expenditure.	Up to Rs. 200/- per annum on entertainments (on light refreshment) subject to general instructions of the Ministry of Finance. Expenditure not to exceed Re. 1/- per head per meeting.
Rule 10	Grant of Honoraria.	Recurring and non-recurring up to Rs. 100 in each case to Government officials other than those in the Office of the Superintendent of Census Operations and to non-officials for work done in connection with 1961 Census.
Rule 10	Purchase of Stationery.	Local Purchase of Stationery in emergency up to Rs. 500 per annum.
Rule 10	Rent for buildings taken on hire for Census Offices.	Up to Rs. 500/- per mensem for each building taken for a Census Office.
Central Government Servants Medical Attendance Rules.	Reimbursement of Medical charges of Government servants.	Full powers.

No special difficulty was experienced regarding the above-mentioned financial powers except local purchase of stationery for which delegated authority up to Rs. 500/- per annum was found to be insufficient in practice. Even the stationery purchased from the State Government Stationery Depot, Jaipur, clearly comes under the definition of local purchase of stationery. It is suggested that this power should be enhanced to Rs. 2,000/- per annum for at least two years when actual Census Operations are conducted and Tabulation Offices are organised in the first instance.

47. The Chief Controller for Printing and Stationery had permitted the Superintendent of Census Operations to get his printing work done through the State Government Presses and the Superintendent was authorised to entrust the work to private presses only when the State Government Presses could not undertake the work. The procedure outlined by the Chief Controller made it necessary to invite quotations or tenders from the private presses and to report the entire case to him for approval before the printing order could be placed. This could not always be done when printing work had to be got executed in emergency. As provision for printing and stationery was made in the Census budget of each year, the Office of the Superintendent of Census Operations should be treated completely as a "Paying Department" and the Superintendent of Census Operations may be delegated full powers to decide for himself to what presses work should be entrusted in the best interest of the Government. The Superintendent of Census Operations can, however, consult the Director of Printing and Stationery of the State in technical matters before taking decision. The present system of reporting the entire case to the Chief Controller of Printing and Stationery is both cumbersome and one which results in unnecessary delay.

48. The District Census Officers (Collectors) and their subordinate Officers were not delegated any financial powers with regard to Census expenditure.

49. *Permanent Advance.*—The State Census Office was given a permanent advance of Rs. 200/- in April, 1959. As the tempo of Census work mounted, it became necessary to increase it to Rs. 500/- for which sanction of the Registrar General was received in October, 1960. The Accountant General's system of calculating permanent advance is not easily applicable to the temporary organisation like Census. During the first year the expenditure incurred is generally quite low which grows to almost ten times in the next year when actual Census Operations take place and large number of payments are required to be made. This Office, however, did not experience any difficulty in running the Office with a permanent advance of Rs. 500/- which proved to be quite adequate. An arrangement was made with Messrs. Burmah Shell and Oil Distributing Company of India Ltd. to supply petrol for the Staff Car throughout the State on coupon system from their authorised dealers. All material was despatched from Jaipur to the District Census Offices on Railway Credit Note system. These special arrangements obviated the necessity of making immediate cash payments. The District Census Offices were not granted any permanent advance and all contingent expenditure to be incurred by them for Census was either to be arranged from their own District imprest or work was got done on bill system which were thereafter forwarded to the State Census Office for arranging payment.

50. *Miscellaneous.*—(1) A telegraphic address "CENSUS" Jaipur was got registered with the Post and Telegraphs Department for the Superintendent of Census Operations and it worked very satisfactorily.

(2) Special arrangement was made with the Director General of Posts and Telegraphs, India, that postal packages bearing the inscription "Census—Urgent" should be handled by all Post Offices and Railway Mail Service Sections expeditiously and not detained unnecessarily at any stage. Similarly, telegrams beginning with the indicator word "CENSUS" were to get priority over other telegrams amongst the ordinary and express class of telegrams.

(3) An arrangement was also made through the Railway Board with the Western Railway to exercise special care in the movement of consignments containing Census papers and forms. The instructions were issued that packages marked "Census—Immediate" by the

consigners should be closely watched to ensure that they are not mis-despatched or otherwise detained. The Divisional Superintendent of Western Railway issued instructions that particular care should be observed at junction points to eliminate delay.

(4) The State Census Office as well as the District Census Offices were directed to keep a guard file of all the circulars issued. For this purpose each District Census Office used to be supplied with two copies of each Circular—one copy to be placed on guard file and the other in the relevant file on the subject. The guard-file of circulars for the State Census Office has been preserved for the next Census.

(5) The State Government did not agree that the Superintendent of Census Operations should communicate any remarks about Census work done in respect of any of its Officers which may be placed on their Service Books. The Chief Secretary was quite averse to this sort of arrangement and hence good or bad work done in connection with the Census was to be judged by the Collectors only. As a matter of fact the Superintendent of Census Operations was alone in the best position to judge good or bad work done by an Officer in connection with Census.

(6) Several other important miscellaneous points have already been mentioned under the head "Assistance from the State Government".

51. *Administrative Difficulties.*—Fortunately, as it was possible to establish direct contacts with the Collectors quite early, no administrative difficulties were experienced either at the preparatory stage or during the actual Census Operations in any district. The Collectors took lively interest and in some of the districts their Deputy District Census Officers played a very important role in organising training of Census workers and in bringing the entire Operation to a successful end by the due date.

CHAPTER II

ENUMERATION

52. *General.*—The preparations for holding general enumeration of the population began in April, 1959. The Census Circular No. 1/1959 was addressed to all the District Census Officers (Collectors) on 27th April, 1959, in which the Census plan was outlined and their opinion on various matters was invited by a fixed date. Among various matters mentioned in the circular, the following mainly constituted the preparatory work at the pre-enumeration stage:—

(1) A districtwise list of territorial changes effected in the boundaries of the district, tehsils as well as villages was to be compiled.

(2) Maps were to be prepared for districts, tehsils and towns.

(3) Classification of urban areas on the basis of criteria prescribed by the Registrar General was to be completed after close scrutiny of the list of existing towns.

(4) The location code numbers were to be assigned to all the districts, tehsils, towns and villages.

(5) An assesment of available personnel belonging to the Central as well as State Government Departments in each district was to be made out of which large number of Census workers were to be drawn together with a provision for "reserve".

(6) The delimitation of Census Divisions viz. Charges, Special Charges, Supervisors' Circles and Enumeration Blocks was to be completed on the basis of prescribed instructions. The Special Charges were to be constituted to deal with population living in Defence Establishments, Railway areas, labour colonies and such institutions as hospitals, jails, hostels, hotels, welfare homes etc.

(7) A list of local names of Scheduled Castes and Scheduled Tribes was to be prepared for each District.

(8) A calendar of important local events for correct determination of age of persons was to be compiled for each District.

(9) The District Census Officers (Collectors) were to select and appoint Census Officers of different categories viz. Charge Officers, Deputy Charge Officers, Supervisors and Enumerators to carry out actual Census Operation.

It was further suggested to all the District Census Officers to complete the above mentioned preparatory work for the Census by the 31st March, 1960, as thereafter training of Census Officers was to be undertaken.

53. *Census Programme.*—With the approval of the Registrar General the following Census Calendar or the Census Programme was fixed for this State to complete different stages of Census Operations:—

S .No.	Nature of Census Work.	Last date of completion.
1	2	3
1.	List of territorial changes in boundaries	31st January, 1960.
2.	Preparation of maps	31st January, 1960.
3.	Classification of urban areas	31st January, 1960.
4.	Tehsilwise list of villages	31st January, 1960.
5.	Assignment of location Code Numbers	31st January, 1960.

S. No 1	Nature of Census Work. 2	Last date of completion. 3
6.	Assessment of staff available in District	29th February, 1960.
7.	Delimitation of Census Divisions	29th February, 1960.
8.	List of local names of Scheduled Castes and Scheduled Tribes ..	29th February, 1960.
9.	Preparation of Calendar of local important events	29th February, 1960.
10.	Selection and appointment of Census Officers	31st March, 1960.
11.	Training of District Census Officers, Sub-Divisional Census Officers and Charge Officers by the Superintendent of Census Operations for House-numbering-House-listing and Enumeration Operations.	April to June, 1960.
12.	Training of Enumerators and Supervisors by the District Census Officers, Sub-Divisional Census Officers and Charge Officers for House-numbering-House-listing and Enumeration Operations.	May to July, 1960.
13.	Training of Enumerators and Supervisors by the District Census Officers, Sub-Divisional Census Officers, Charge Officers for House-numbering-House-listing and Enumeration Operations.	September to October, 1960.
14.	Rapid survey of buildings and households in towns and provisional House-numbering.	1st October to 31st October, 1960.
15.	House-numbering and house-listing Operation	1st November to 30th November, 1960.
16.	Training of Enumerators and Supervisors by the District Census Officers, Sub-Divisional Census Officers and Charge Officers for Enumeration Operation.	1st December, 1960 to 31st January, 1961.
17.	Training Sample Census in Districts	15th January, 1961.
18.	Enumeration of Population	10th February to 28th February, 1961.
19.	Revisional Round for final Enumeration	1st March to 5th March, 1961.
20.	Provisional Total of Population for Districts to be reported to the Registrar General and Superintendent of Census Operations.	12th March, 1961.
21.	Publication of Provisional Totals of population for Rajasthan State ..	14th March, 1961.

Considerable time was taken by the Districts in completing the preparatory work. Instructions in circular form had to be repeatedly issued to invite attention of the District Census Officers (Collectors). As many as 26 Census Circulars were issued during the year 1959, 74 Circulars during the year 1960 and 23 Circulars during the year 1961 on different subjects as shown in Appendix XII. It was, however, possible to adhere broadly to the Census Calendar and to ensure completion of the Enumeration in each District by the due date.

54. *Appointment of District Census Officers and other Subordinate Senior Census Officers.*— It was decided at an early stage in consultation with the State Government that the

Collector of each District should be designated as the District Census Officer. Each District has two or more Sub-Divisions. Each Sub-Division is administered by a Sub-Divisional Officer. The Sub-Divisional Officer was named as the Sub-Divisional Census Officer for the Sub-Division. Each Sub-Division consists of one or more Tehsils and Tehsildar is the Officer-in-Charge of each Tehsil. The Tehsildar was, therefore, designated as the Tehsil Census Officer or the Charge Officer for the Tehsil as it was decided that each Tehsil, irrespective of its size, should constitute one Charge. Within each Tehsil, a number of towns are located, some of which are administered by Municipalities and there are a few of them where Municipal Administration has not been established so far. It was, therefore, decided for Census administration in urban areas that in all towns administered by Municipalities, the Executive Officer or the Secretary of the Municipality should be made responsible for holding the Census within such a town and be designated as the Municipal Census Officer or Charge Officer for the town as a whole provided the population of the town does not exceed 50,000. If the population of the town exceeded 50,000, it was necessary to carve out more than one Charge and appoint equal number of Charge Officers. In large Cities having more than one lac of population several Charges were constituted and to co-ordinate the activities of several Charge Officers, the State Government agreed to appoint the Additional District Magistrates as the Additional District Census Officers for such Cities. Accordingly, Additional District Census Officers were appointed in Jaipur, Ajmer, Jodhpur, Udaipur and Kota Cities while the City Magistrate was appointed as the Deputy District Census Officer for Bikaner City as no Additional District Magistrate was available there. Towns where Municipal Administration did not exist were to be administered by the Tehsildar just like other villages within his Tehsil Charge. After preparatory work for Census had finished to some extent, it was felt that an Officer available at the District Headquarters should be specifically appointed as the Deputy District Census Officer for each District to assist the District Census Officer in Census administration as the latter had already large number of other multifarious duties to perform. The District Census Officers, Sub-Divisional Census Officers, Tehsil Census Officers and Municipal Census Officers were appointed in July, 1959, while the Deputy District Census Officers drawn from the Rajasthan Administrative Service were appointed in April, 1960, for each District. The Additional District Census Officers for Cities and Deputy District Census Officer for Bikaner City were similarly appointed in April, 1960. Thus top hierarchy of Census Administration was finalised by the State Government upto April, 1960.

55. *Transfers of Senior Census Officers.*— Inspite of Superintendent of Census Operations' repeated requests to the Chief Secretary that these Senior Census Officers should not be transferred until the Census Operation was over, transfers of these Officers continued to happen. Even several Collectors who were District Census Officers were changed. Such transfers adversely affected the preparations for the Census for sometimes new persons took position who had not participated in the Census Administration before and had, therefore, no background of this work. Even after Superintendent of Census Operations' complete round of all the Districts large number of changes were effected in District Administration with the result that the points that were emphasised in his lectures lost their importance for the new Officers who did not have the opportunity to hear him. In his second round of the State new Tehsildars, Sub-Divisional Officers and Collectors were met within Districts who had to be told again what was required to be done and where a particular District was lagging behind. It is extremely difficult to prevent the State Government and the Board of Revenue from effecting transfers these days but if something could be done about it, much headache of the Superintendent of Census Operations would be removed which he had to face in repeating his instructions over and over again to new Officers.

56. *Formation of Census Divisions.*—The Rajasthan State was comprised of 26 Districts, 211 Tehsils, 145 towns and 34,528 villages at the 1961 Census. Each Tehsil was to be sub-divided for purposes of Census administration into small manageable areas which could be entrusted to an Enumerator in which he could make round of all the households within a specified period and collect information after interrogat-

ing the heads of the households or some other adult person belonging to each household who could reply to his questions. As each Tehsil consisted of villages—some quite large, some of the medium size and some very small—it was decided that Enumeration Blocks should be carved out in each Tehsil either by grouping small contiguous villages so that population of such area approximated to 750 persons or 150 households or by breaking down larger villages into more than one Enumeration Block. One village could also be constituted into one Enumeration Block where its population happened to be 750 souls or nearabout. Similarly, in the case of towns each ward of a town was to be sub-divided into Blocks consisting of about 120 households or 600 persons. A Supervisor was to be appointed for a group of five Enumerators and his area was to constitute a Circle. Thus, each Tehsil was sub-divided into Enumeration Blocks and Circles for rural and urban areas separately. The Naib-Tehsildar available at each Tehsil Headquarter was appointed as Deputy Charge Officer and if the Tehsil happened to be quite large one or more Deputy Charge Officers were appointed to assist the Charge Officer in the performance of his duties. The administration of Cities and big towns was, however, to be managed directly by the District Census Officer through his Deputy District Census Officer. In Appendix XIII may be seen the Census Divisions and the Census hierarchy built up in each District for the 1961 Census.

57. A register of Census Divisions was got prepared Charge-wise and then for the District as a whole in Form C. F. No. 2 prescribed in the House-numbering-House-listing Manual, in which the Census Officers appointed in different Census Divisions were also to be mentioned. This ensured that no area of the State remained uncovered by the Census administration and was properly manned by staff required to hold the Census.

58. *Urban and Rural Location Code.*—In order to ensure that no area of any District was left out of Census Operations, a list of villages and a Tehsil map wherein each village was demarcated were prepared for each Tehsil of a District. These lists were compared with the lists of villages printed in the District Census Handbooks of the 1951 Census. Both populated and unpopulated villages were included in these lists and then each village was given a specific serial number beginning from the north-west corner of the Tehsil map and ending at its south-east corner. In this manner all the villages comprised in a Tehsil were assigned a definite serial number which became their "location code" number. Similarly, if a village contained hamlets then each hamlet was given a sub-number after the village number. A register of location code numbers in form No. C. F. 1-A was prepared for towns and in form No. C. F. 1-B for the rural areas of a Tehsil. For Census purposes a Revenue Mauza, for which separate revenue papers and map are prepared by the State Government at the time of settlement operations, was considered to be a village. Each Tehsil was assigned a definite serial number in the map of a district beginning from the north-west and ending at the south-east Corner of the map. All the Districts were similarly given a definite code number according to their location in the State map. Within each District all the towns were given definite serial number according to their location in the district map. To differentiate between the location code numbers given to the towns and the Tehsils, the location code numbers of the towns were written in Roman numerals while all other location code numbers were denoted by the Arabic numerals. It was possible for the State Census Office to issue location code numbers of all the Districts, Tehsils and Towns by the end of March, 1960, as the State Government took sometime in agreeing with the list of towns prepared for the 1961 Census. The assigning of location code numbers to villages in each Tehsil was, however, entrusted to the Tehsildars but they could not complete this work correctly and in time. It, therefore, became necessary to establish a separate cell in the State Census Office for this purpose. It took several months before it was possible to denote each village in a Tehsil with a specific serial number. The difficulties arose because tehsilwise lists of villages did not conform with the tehsil maps, showing location of these villages and discrepancies had to be reconciled by making several back references. In several instances on-the-spot enquiry had to be made by the Census Inspectors. This pains-taking effort has been amply rewarded in the sense that the State Census Office now possesses an

accurate and up-to-date list of villages both populated and unpopulated which are comprised in each tehsil. This information will facilitate preparation of correct village directories for the District Census Handbooks to be issued for the 1961 Census.

59. *Preparation of Maps.*—Barring Jaisalmer District and portions of Barmer District, the entire area of the Rajasthan State has been surveyed and covered by Settlement operations. Maps for districts and tehsils drawn at the time of Settlement are available although they have been prepared on different scales and latest boundary adjustments have not been made in them. Maps of large cities drawn on quite divergent scales are also available but they are not up-to-date as they have not kept pace with the expansion of the municipal boundaries. In order to ensure that no area of the State remained uncovered at the time of assignment of location code numbers, a copy of the District map, showing boundaries of tehsils and location of towns and a map of each tehsil indicating boundaries of all the villages contained therein were obtained from the District Census Officers. These maps proved very helpful in checking up the formation of Census Divisions and in the assignment of location code numbers. These maps were, however, not so accurate or so well-drawn that they could be used for being reprinted in the Census Reports or the Census Atlas. A separate cell was, therefore, established in the State Census Office wherein some local artists were engaged to reduce these maps to proper size and to set their boundaries in order so that proper plates could be prepared for printing purposes. As a result of this effort it would be possible to provide district and tehsil maps in the District Census Handbooks and to reproduce them in a separate Census Atlas showing not only details of administrative importance but various demographic, industrial and other economic data. In order to facilitate formation of Blocks correctly in large cities whose maps had not been accurately drawn, assistance of the National Sample Survey Organisation was secured. The staff of the National Sample Survey Organisation laboured hard for several months to produce maps of Jaipur, Bikaner, Jodhpur, Udaipur, Kotah, Alwar and Beawar towns whose population was more than 50,000. They demarcated Blocks in these maps having definite geographical boundaries. These maps were provided to the District Census Officers and proved quite helpful in the delimitation of Enumeration Blocks. In those instances where the Block fixed by the National Sample Survey Organisation was found to contain more than the prescribed number of households and population viz. 120 households or 600 persons, it was split up into more than one Block for enumeration purposes. It can be realised that delimitation of Enumeration Blocks in highly congested areas was a big problem. The number of households was found varying from building to building depending upon the use to which it was actually put. An Enumeration Block could, therefore, be delimited with respect to specific number of buildings assigned to it on the basis of estimated number of households and persons living therein. No such difficulty was, however, faced in rural areas except in large villages where more than one Block had to be formed.

60. *Census Staff in Districts, Tehsils, Towns.*—The Registrar General agreed to provide for 15 months, beginning from 1st March, 1960, wholetime staff consisting of one U.D.C., one L.D.C. and one Class IV servant (Peon) in each of the 26 District Census Offices in this State. In each tehsil Census Office one wholetime L.D.C. was provided. In addition to this staff, the following ministerial staff was also sanctioned for Census Offices in several big Cities and large towns:—

S.No.	Name of City or Town.	Name of Office.	Ministerial staff provided.
1	2	3	4
1.	Jaipur City.	Additional District Census Officer.	One U.D.C. and three L.D.Cs.
2.	Jodhpur City.	Additional District Census Officer.	One U.D.C. and One L.D.C.
3.	Udaipur City	Additional District Census Officer.	One U.D.C.

1	2	3	4
4.	Kota City.	Additional District Census Officer.	One U.D.C.
5.	Ajmer City.	Additional District Census Officer.	One U.D.C. and one L.D.C.
6.	Bikaner City	Deputy District Census Officer for city.	One U.D.C.
7.	Tonk.	Charge Officer of the Town.	One L.D.C.
8.	Bharatpur.	Charge Officer of the Town.	One L.D.C.
9.	Sikar.	Charge Officer of the Town.	One L.D.C.
10.	Alwar.	Charge Officer of the Town	One L.D.C.
11.	Churu.	Charge Officer of the Town.	One L.D.C.
12.	Ganganagar.	Charge Officer of the Town.	One L.D.C.
13.	Beawar.	Charge Officer of the Town.	One L.D.C.
14.	Bhilwara.	Charge Officer of the Town.	One L.D.C.
			TOTAL .. 6 U.D.Cs and 13 L.D.Cs.

This staff was disbanded on 31st May, 1961, except one U.D.C. in each of the District Census Offices whose period of employment was extended by one more month after obtaining approval of the Registrar General. After withdrawal of this staff from the District Census Offices considerable difficulty was experienced in getting replies to various communications addressed to the District Census Officers and in obtaining census accounts not rendered for the House-numbering and House-listing and Enumeration Operations. It is felt that the staff provided in the District Census Offices should have been continued until the end of the year 1960-61 for at least rendering full account of the liabilities incurred in connection with Census in each District. It was, however, not necessary to retain any staff in tehsil and town Census Offices after May, 1961. As full-time staff was provided at the 1961 Census up to the district level, all communications were properly handled by it so long it was available.

61. *Census Instructions.*—As it was necessary to circulate Census instructions down to the level of the village in rural areas and Blocks in towns it was decided at an early stage to compile all possible Census instructions and other relevant information required for frequent consultation by field workers in the form of pocket size manuals. One manual containing instructions for House-numbering-House-listing Operation and another Manual for Instructions relating to Enumeration were, therefore, provided both in English and Hindi. The Manuals in English were distributed up to the level of Charge Officers while Manuals in Hindi were given to each Enumerator and Supervisor. It became necessary to amend Census Instructions to a certain extent at a later stage. Consequently, the relevant paragraphs in the Manuals of Instructions were amended and these amendments were circulated to all the Charge Officers for being incorporated in the Manuals distributed by them to the field workers. In this manner Census Instructions circulated to all the Census Officers down to the lowest level were kept up-to-date. The Regional Deputy Superintendents of Census Operations and the Census Inspectors were further instructed to check up during the course of their tours that amendments made in the instructions had really percolated to the level of field workers.

62. *Instructions about Scheduled Castes and Tribes.*—Under the Constitution of India, the President has named certain Castes and Tribes as Scheduled Castes and Scheduled Tribes.

These Castes and Tribes are also known by several synonyms and generic names in different localities and very often several sub-clans of Scheduled Tribes are found in the rural areas. The President's Order gives only names of main Castes or Tribes and, therefore, there was every possibility of incorrect enumeration of such Castes and Tribes when reported to the Enumerator by local synonyms or generic names or by the name of a sub-tribe or clan. The attention of the District Census Officers (Collectors) was drawn in Circular No. 3/1959, dated the 1st May, 1959, towards this matter and they were asked to arrange for the preparation of a separate list of local names of Scheduled Castes and Scheduled Tribes for each district on the basis of information so collected. A Supplement to the Enumeration Manual was issued in August, 1960, wherein local variations in the names of Scheduled Castes and Scheduled Tribes were printed for the use of the field workers.

63. *Instructions about Languages and Religion.*—In several meetings of the Census Officers addressed by me at each District Headquarter, it was made quite clear to them that every citizen had always the freedom to return his language as it pleased him. Consequently, they were advised to take special care at the time of Census to strictly instruct all the Enumerators to record the name of the mother-tongue and other languages spoken by a citizen only as returned by him. A list of languages and dialects recorded at the time of 1951 Census was circulated to all the districts and a request was made to prepare a revised list of languages and dialects usually spoken in each tehsil. In this manner an effort was made to compile a list of languages and dialects usually spoken in various tehsils of a district. The response from districts was not, however, quite encouraging in this respect as no real effort was made by Tehsildars through the subordinate revenue agency to collect the required information. A representation was made by "Anjuman Taraqqui Urdu, Rajasthan", that Urdu should be recorded as mother-tongue of all the Muslims of Rajasthan. It was made clear to them that the Census Organisation could not issue any directive to the Enumerators to record language of the citizens in a particular manner. The Enumerators had no freedom in this respect except to record the language as stated by a person. It was, therefore, for the citizens to decide what they desired to get recorded as their mother-tongue or other languages spoken by them. Similarly, instructions were issued that religion should be recorded as reported by the respondents for some representations were received that Enumerators may record religion in their own way.

64. On the whole the Census instructions prepared for the 1961 Census were quite intelligible and fairly comprehensive. Once the Manuals of Instructions had been studied and couple of training classes followed by practical demonstration attended by a Census worker, the Census procedure became quite crystal clear to him.

65. *Assessment and Appointment of Census Enumeration Agency.*—The District Census Officers were requested quite early during the year 1959 to obtain lists of staff available in different Central and State Government Departments within each district. After delimitation of Census divisions they could easily assess their requirements regarding number of Enumerators, Supervisors, Deputy Charge Officers and Charge Officers required to conduct the Census. Keeping in view their estimated requirement of staff, they could easily draw a fixed percentage of staff from different departments without jeopardizing the normal public work in various Offices. As usual staff was drawn from big departments whose ramifications were widespread and reached up to the level of villages. In particular, staff of the Revenue and Development Departments, educational institutions which are mostly run by the State Government Departments, Local Bodies, etc. was selected and employed to hold the Census although several other small departments like Co-operatives, Panchayats, etc. also contributed their staff to a limited extent. Non-officials were not employed at the 1961 Census in this State. Nowhere whole time Enumerators were appointed except in Barmer District where due to shortage of Government staff, one Enumerator in Tehsil Chohtan and 13 Enumerators in Barmer Tehsil were appointed on fixed monthly wages. In the first instance attempt was made to divert some staff from Jodhpur District to Barmer but as no Government servant was willing to go there, the District Census Officer (Collector), Barmer, was

ultimately authorised to recruit and appoint new staff for purposes of Enumeration only.

66. *Distribution of Manuals of Instructions, Census Schedules and other Forms.*—In the Manuals of Instructions issued for Housenumbering-Houselisting and Enumeration Operations, not only the proformas for the prescribed Census Schedules were given but specimens of all other type of forms and registers were reproduced. All the forms other than Census Schedules were got printed at the State Government Central Press, Jaipur, and were distributed to all the Districts for use at all levels. Each Charge Officer, Deputy Charge Officer, Supervisor and Enumerator was given a letter of appointment by the District Census Officer (Collector), under the provisions of Section 4 of the Central Census Act, 1948. In Appendix XIV is shown the distribution of Manuals and Census Schedules to all the Districts. As the Census Schedules, particularly the Household Schedules and the Individual Census Slips were provided in the form of Pads of different sizes this time, considerable difficulty was experienced at the District level in distributing these pads to the Enumerators. Where villagewise and Block-wise population was correctly estimated, no difficulty was experienced in allocating pads to the Enumeration agency, but in districts where pains were not taken in this respect, difficulty arose and the Census Inspectors were sent to the spot to remove bottlenecks. Some of the Districts became so panicky about shortage of pads of Household Schedules and Individual Slips that more stock had to be obtained at the eleventh hour from the Government of India Forms Press, Aligarh, to allay their anxieties. Reserve stock of Census pads was kept at District, Charge and Supervisor's level. When the Enumeration Operation actually commenced, all Enumerators had sufficient stock of pads. Not a single Enumerator reported shortage of Census Schedules as a result of which his work might have been held up anywhere. It appeared to me that the system of having two types of pads was largely responsible for creating a fear of possible shortage of slips and it is suggested that in future pads of one type, preferably containing 25 slips only, be issued.

67. *Training for Housenumbering-Houselisting and Enumeration Operations.*—It was decided at the All India Census Conference held in 1959 that each Enumerator and Supervisor should compulsorily attend at least two consecutive training classes for the Housenumbering-Houselisting Operation and at least four classes for Enumeration, before they could be considered fully trained for the job to be undertaken by them. Modern Census consists of several complicated processes and, therefore, it is essential that both the supervising staff and the actual field workers should fully understand their duties and the instructions prescribed for the Census Operations. The Superintendent of Census Operations held training classes for the benefit of District Census Officers, Sub-Divisional Census Officers, Additional District Census Officers, Deputy District Census Officers and the Charge Officers. A few selected Supervisors were also invited to attend these classes. The Superintendent of Census Operations carried rolled up cloth-board to give demonstration and explained the instructions fully to the Census workers. He also held practical demonstration and explained the instructions fully to the Census workers. He also held practical demonstration within the town or nearby village to demonstrate how the work was to be completed step by step on the spot. The Charge Officers were made responsible to train the Supervisors and Enumerators. In several Districts the Deputy District Census Officer of the District took lot of interest and carried out extensive tours within the District to help in the training of Supervisors and Enumerators. In other Districts the training was entirely left to the Charge Officers. It was found that in several towns and tehsil charges adequate training was not imparted by the Charge Officers to the field workers. Wherever lack of training was noticed, the Regional Deputy Superintendents or the Census Inspectors were directed to take up the work of training in their own hands. In Jaipur City the Enumerators and Supervisors had to be trained by me as District Officer could not well manage this work. The success of Census and its accuracy mainly depends on the training imparted to the field workers. This important work of training the field workers should only be entrusted to special staff which may be under the administrative control of the Superintendent of Census Operations. It is not safe

to entrust this work to Tehsildars and other Officers who generally do not take that amount of interest which is required to maintain uniformity of concepts and accuracy at the Census. It is recommended that at the next Census each district should be provided with a Census Inspector of the Tehsildar's grade for training the field workers as fairly high standard of training was not achieved through the agency of the State Government Officers at the current Census.

68. *Housenumbering-Houselisting Operation.*— At the previous Census "Households" and "Houses" were numbered but at the time of 1961 Census the concept of "Census Building" was introduced in order to effectively locate the household. The "Building" was defined to be the entire structure standing on the ground. A building could consist of one census house or more depending on the fact whether the building consisted of one or more independent parts having a separate main entrance. Within a Census-house there could be found one household or more. The "Census Household" was defined as a group of persons commonly living together and taking their meals from a common kitchen unless exigencies of work prevented any of them from doing so. As rooms were also to be counted which may be in possession of a household, a "room" was defined as a structure having four walls with a door-way and a roof overhead and sufficiently wide and long to enable a person to sleep in. The room was to be considered as such only when it was ordinarily used for living and sleeping purposes. In the first instance, housenumbering was to be done. In the case of towns and large villages where more than one Enumeration Block was to be constituted, rapid survey of building was ordered in order to mark provisional numbers on all such buildings by chalk or charcoal and to prepare a provisional list of Census Households and the number of persons resident in each building. After such a rapid survey it became convenient to delimit the Blocks and to entrust the actual house-numbering to the Enumerators concerned. The mode of numbering the houses was laid down and it was ordered that numbers should be painted in prescribed abstract form on or near the main door or gate of a building. During my extensive tour of urban and rural areas it was gratifying to find that instructions regarding painting of numbers were scrupulously followed in this State. The procedure for housenumbering was laid down in consultation with the Registrar General and is contained in the Manual of Instructions for Housenumbering-Houselisting. This must, however, be recorded that as the numbers were painted on the buildings by using a mixture of "Geru" (red ochre) mixed with rapeseed oil and the country gum in the proportion of 4:1:1, the numbers got washed away by rains. The Chief Secretary to the State Government was approached before this Operation was commenced to call the representatives of the Village Panchayats, Municipalities and of the State Election Department in order to pool all the available resources and to arrange for affixation of permanent tin plates on the buildings bearing the building number as well as the numbers of census houses and the census households but the matter got delayed and was ultimately dropped as the State Government could not undertake this work. It would be in the larger interest of the administration if before the next census, buildings are permanently numbered. If sufficient funds cannot be made available by the State and the Central Governments, the work of affixation of tin plates can be entrusted to some Companies and small charge for tin plates can be easily recovered from the heads of households residing in a building. This point of providing permanent tin plates was also raised at the All India Census Conference, 1959, but it was dropped as the Registrar General could not find sufficient funds for this purpose. Actually, it should be the concern of the State Government and the Local Bodies to provide permanent house numbers for it will facilitate local administration in the recovery of taxation and other ancillary matters. During the month of October, 1960, the Operation of Housenumbering including rapid survey of buildings was completed in all the towns and large villages while in small villages it was not considered necessary to undertake rapid survey of buildings and actual housenumbering-houselisting Operation was carried out. By the end of November, 1960, this Operation was completed in almost all the areas of the State.

69. An elaborate Houselist was prepared for each village in the rural area and for each block of a ward in a town in the urban areas in the

prescribed form. All types of census houses were listed whether they were used for dwelling or non-dwelling purposes. Special information regarding census houses where some sort of production, repairs or servicing was being undertaken was obtained and detailed information regarding things produced and fuel and power used were collected. For the first time, information regarding the material used in the construction of the census houses particularly in the roofs and the walls was compiled. The Houselists were prepared in duplicate. Each Enumerator prepared a Houselist Abstract and after getting it checked by his Supervisor, the same was forwarded to the Charge Officer. Each Supervisor was also required to prepare a Supervisor's Abstract of Houselist which was to be supplied to each Enumerator later at the time of enumeration of population to facilitate his work.

70. The Housenumbering-Houselisting Operation was not conducted in respect of Defence Establishments (Military, Air and Naval).

71. *Training Sample Census.*—Houselist forms were not supplied for purposes of training. It was realised by me that the use of such a complicated form required a practical training. A number of forms were therefore, reserved for this purpose. Such forms, stamped with the seal "FOR TRAINING" were supplied for the use of Enumerators which they were required to fill after undergoing training for Housenumbering-Houselisting Operation. Further a training sample Census was organised on 15th January 1961 for enumeration. This enabled the Enumerators to learn handling of actual Household Schedules and Individual Census Slip forms which they were required to fill at the time of actual Enumeration of population. Small pads containing 50 forms of individual Census slips and 10 forms of Household Schedules printed in red ink were supplied to each Enumerator for Training Sample Census and he was required to fill these forms within his Block by conducting enumeration from house to house. These forms were scrutinised in detail by the Supervisors and the Charge Officers and the usual mistakes committed were explained in the next training class. This sort of Training Sample Census proved of great practical value to the field workers apart from training classes and practical demonstrations attended by them. As already stated, the Forms for Training were printed in red. As the type used was very small, the red colour printing created some inconvenience in reading the matter. It would have been better to print them in black and to have superimposed "FOR TRAINING" over them.

72. *Enumeration Operation.*—Before the enumeration of population could be undertaken in widespread villages and towns of Rajasthan, it was necessary not only to train an army of Census workers but also to equip it with necessary enumeration material. Every Enumerator and Supervisor was given an appointment letter in prescribed form by the District Census Officer and they were equipped with an Enumeration Manual containing all possible instructions for carrying out the Operation and with pads of Household Schedules and Census Slip as well as several other forms. Fortunately, it was possible to supply all the required enumeration material to the field workers before the Operation commenced.

73. *Enumeration Period.*—As it is not possible to take an instantaneous photograph of the population and its living conditions even during one day, the period of enumeration was extended over 19 days beginning from the morning of 10th February upto 28th February, 1961. During this period of enumeration the Enumerator could conveniently visit every household living within his block and even if he failed to contact any household during his first visit on account of the absence of the head of the household or other adult member, he could arrange to visit it again to collect the required information. All the information so collected in respect of a household was to be corrected and brought up-to-date with reference to the "Census Moment" which was fixed to be the sunrise on 1st March, 1961, during the period of revisional round from 1st to 5th March, 1961. In this manner all the Census data collected was made valid with reference to the condition of the household obtaining at the time of sunrise on 1st March, 1961.

74. *Census Inquiry.*—The Enumerators were instructed to interview the head of the household as far as possible and if he was not available,

the Enumerator was to meet some other adult member of the household who could answer accurately the questions pertaining to the Census enquiry in respect of the other members of the household. The Enumerator was required to enumerate such persons who were normally resident of the household, that is, those who had lived in the household for more than six months and those who had become recently members of the household through marriage or birth or other vital social or domestic ties and were present in the household at the time of the visit of the Enumerator. It was further laid down that normally resident persons of the household would be enumerated even if they were temporarily absent at the time of the visit of the Enumerator, provided they left the household on or after the 10th February or if they had left earlier than 10th February, were likely to return to the household before the sunrise of 1st March, 1961. A visitor, a border or a guest found in the household at the time of visit of an enumerator was to be enumerated if such a person had not been enumerated before. Such a person was, however, to be warned not to permit himself to be enumerated again even if he went back to his household before the 1st March, 1961. A person belonging to a household was to be enumerated only once. The Enumerators were firmly told to maintain a courteous and conciliatory manner under all circumstances while trying to elicit information and to treat all information as confidential and not to divulge it to anybody. Quite detailed procedure was laid down for making Census enquiry in the Enumeration Manual.

75. *Special Areas.*—In respect of population living in special areas belonging to the Defence, Railway, Cantonment or Industrial areas and Institutional population residing in hospitals, prisons, hostels, welfare homes, mental or charitable institutions etc., special arrangement for Enumeration was made. Depending on the population to be enumerated in such areas or institutions, "Special Charges" or "Special Circles" were established. In respect of Defence areas, a list of Defence Establishments was prepared in consultation with the Defence authorities and Officer Commanding of each Unit was named as the Military Census Officer and they were asked to provide Enumerators to undertake Census enquiry within their areas. The Military Census Officer or his nominee and some of the subordinate staff were trained in Census procedure by the Superintendent of Census Operations during his tours of the districts by inviting them to attend his training classes and subsequent training was imparted by the Military Census Officer or his nominee to the field workers. Similar arrangement was made in respect of Railway Colonies with the Railway Administration. So far as Industrial areas and other institutional population was concerned the work was entrusted to the District Census Officers concerned who were to appoint Special Charge Officers after making selection from their local lists. Thus, the Cement Factory in Lakheri provided staff to enumerate the industrial population living within its industrial area and similarly several other institutions provided staff to carry out the Census enquiry. So far as the method of Census-taking was concerned it was uniform for all types of population for same types of Census Slips were to be filled up. The Household schedules were not filled up in respect of the household residing in strictly Defence areas and also in respect of houseless or floating population. In large Municipalities and one Cantonment Area of Nasirabad town, the work of enumeration was carried out with the assistance of Municipal and Cantonment Authorities who were assisted by the local District Administration.

76. *Houseless and Floating Population.*—In respect of houseless or floating population the Enumerators were instructed to enumerate such persons during the night of 28th February, 1961, at the places where they were found and to warn them not to get themselves re-enumerated at any other place, if they happened to move on to any other place. No special Enumerators were appointed for this purpose. Each Enumerator was required to locate the houseless or floating population during his normal rounds between 10th to 28th February, 1961, and to note down the place or places at which they congregated during the night so that he could meet them during the night of 28th February to collect required information. No assistance was taken either from the Police or from any other public organisations in the enumeration of such population.

Individual Census Slips only were filled up in respect of such persons.

77. *Difficulties about Enumeration.*—On account of wide publicity about Census and intensive training imparted to Census workers, no special difficulty was experienced in enumerating the population anywhere. One or two cases occurred when a head of the household refused to give the required information in respect of his household to the Enumerator. Even in such cases, the difficulty was overcome by the intervention of senior Census Officers like the Supervisor or the Charge Officer. So far as Census procedure is concerned, it was decided by the Registrar General after considerable thought and actual pretesting. In a few cases Enumerators experienced difficulties in using the abbreviations or in understanding the full concept behind each question given in the Census Schedules. But this was largely due to lack of training or due to carelessness on the part of the Enumerator himself. The enumeration of all types of population was completed according to the Census Calendar by the 5th March, 1961, in all districts.

78. *Assessment about quality of Enumeration.*—No areas remained uncovered by Enumeration Operation. The Enumerators covered entire population within their Blocks whether fixed, institutional or houseless/floating. Since the Housenumbering-Houselisting Operation was carried out on an elaborate scale this time, it was difficult to miss any building from enumeration. It is, however, just possible that in highly congested areas of large cities wherein large number of households normally live in a building, some households may have been left over from enumeration either due to the carelessness of the Enumerator or on account of his failure to make a return call to a household whose members were not found at the time of his first visit. A couple of cases were reported by certain households that they were not enumerated, but on enquiry it was found that they had already been covered by the Enumerator. The Head of the household was absent at the time of the visit of the Enumerator and so he felt that his household had not been enumerated but actually the Enumerator collected information in respect of such a household from other members present at the time of his visit. On the whole, part-time Enumerators drawn from various Departments of the Central and State Governments did a good job and completed enumeration entrusted to them within the prescribed time.

79. *Honoraria to Enumeration Staff.*—At the previous Censuses no honorarium was granted to the field workers for undertaking the Housenumbering-Houselisting and Enumeration Operations. After considerable discussion at the All India Census Conference held in 1959, it was decided that honorarium should be paid to the Enumerators and Supervisors for doing this work as conditions had considerably changed in the States after Independence and nobody could be compelled to work for the Census without making any payment. It has, however, not been possible to pay any substantial honorarium to these workers on account of financial stringency. Each Enumerator was paid an honorarium of Rs. 8/- for Housenumbering-Houselisting and Rs. 12/- for Enumeration per Block. Out of this honorarium, the Enumerator was required to make arrangement for marking material to number the houses and stationery and the rest of the amount was utilised to cover his out-of-pocket expenses. Each Supervisor was, similarly, paid an honorarium of Re. 1/- per Block for Housenumbering-Houselisting Operation and Rs. 3/- per Block for the Enumeration. Normally, a Supervisor was required to control the work of five Enumerators and, therefore, he also got Rs. 20/- in all for both the Operations. No honorarium was allowed to ten per cent staff of Enumerators kept in reserve which was not actually required to undertake any Census Operations. In congested areas where the National Sample Survey Organisation had delimited Blocks originally and it was subsequently discovered that the population covered by such Blocks was almost double than that of the prescribed criteria for delimitation of Census Blocks, it was decided to provide additional Enumerators and such additional Enumerators were given honoraria for the Operations just like other Enumerators. No additional Supervisors were appointed in any District. The grant of honoraria to Enumerators and Supervisors proved a good incentive to them to take lively interest in Census work. No honoraria was, however, given to Charge Officers or other senior Census Officers. In Appendix XV

is shown distribution of honoraria up to the year 1961-62.

80. *Provisional Totals of Population.*—The District Census Officers were required to telegraph by the 12th March, 1961, the provisional totals of population of each District. Due to lack of communication in several parts of Rajasthan, particularly desert areas, special arrangement had been made to relay information right from the Block level through the Supervisor to the Charge Officer and from the latter to the District Headquarters. The revisional round of Census enumeration ended on 5th March, 1961, and thereafter Block, Circle, Charge and District totals had to be struck after rapid scrutiny within a period of six days. In desert areas information was conveyed through camel Sowars to the Charge Headquarters. It was required to publish provisional totals of population for Rajasthan on 14th March, 1961, according to the Census Calendar, but as all the Districts fully co-operated, it was possible to release the entire information a day earlier. Provisional totals for districts started pouring into the State Census Office from 8th March and by the 12th March, 1961, entire information had been received and totalled up.

81. As a result of detailed processing of Census data, the final figures of population became available in December, 1961, and a comparative table of the provisional totals of population and final totals is given in Appendix XVI.

82. *Post Enumeration Check.*—In 1951 Census an attempt was made on a random sample basis to determine the percentage of error in the Census count. In order to have a precise estimate of the extent of error in the Census count, it was decided to hold Post Enumeration Check in all the States at the current Census. This Post Enumeration Check was undertaken in Rajasthan during the month of March, 1961, soon after the completion of the Census Operations. On sample basis 1 per cent Enumeration Blocks and 10 per cent houses were taken from the rural areas and 2 per cent Enumeration Blocks and 5 per cent houses from the urban areas in the State sample. On this basis 324 Enumeration Blocks were selected—106 in urban and 218 in rural areas—where this Post Enumeration Check was undertaken. According to the instructions of the Registrar General, enumeration agency was utilised to hold the Check in selected Blocks. For each selected Block, a Verification Officer of the status of a Supervisor was appointed from amongst the total strength of the Supervisors available within the Charge and the Charge Officer was made responsible to supervise the Operation. The entire record of this Operation was furnished to the Office of the Registrar General in November, 1961 and the result of the Check will be announced by that Office. The period in which this work was to be undertaken collided with the preparations that were being made in the State to hold the Panchayat Elections and the revenue staff could not put the effort that was really required to do the job.

83. *Recognition of Census work.*—It has been the usual practice at all the Censuses to recognise outstanding work done by various categories of Census Officers employed at the Census enumeration. It was decided at the All India Census Conference held in 1959 that President's Silver and Bronze Medals should be awarded to the Census workers. At the previous Censuses every worker employed at the Census was also granted a certificate as a mark of approbation of his good work. This practice was discontinued at the current Census as it was decided only to recognise meritorious services and not to grant certificate to each and every worker as a mark of his participation in the Census Operations. The District Census Officers were instructed to make necessary recommendations. It took considerable time to obtain recommendations from the Districts and medals could not be awarded before the year 1962. In Appendix XVII is shown the list of recipients of medals with Certificates of Honour.

84. *Special Studies.*—Side by side with the Census Operations, the following special subjects were also undertaken at the 1961 Census:—

1. Socio-economic Survey of 36 selected villages.
2. Survey of 15 typical handicrafts and cataloguing of all the handicrafts in Rajasthan.
3. Survey of fertility of ever-married women,

4. Anthropometric study of Bhils.
5. Survey of Fairs and Festivals.
6. Survey of consanguineous marriages.
7. Survey of Infirmities in rural areas of Rajasthan.
8. Ethnographic study of selected Scheduled Castes and Scheduled Tribes.
9. Electoral behaviour of the people in selected rural areas.
10. Study of Child Marriages in Rajasthan.
11. Preparation of Census Atlas.

Apart from these surveys and studies, following the practice of the last Census, a District Census Handbook was compiled for each District of Rajasthan with a Village Directory. All this work was in hand at the time of the preparation of this Report

85. *Cost of Enumeration.*—Although the stage of enumeration ended in March, 1961, the expenditure incurred on account of grant of honoraria to field workers and travelling allowances payable to the Census workers for attending training classes etc. could not be finally adjusted before the end of the financial year 1962-63. During the years 1959-60 and 1960-61 the Office of the Superintendent of Census Operations remained in existence to prepare for and organise actual Census Operations and, therefore, expenditure incurred on "A—Superintendence" should be added to "B—Enumeration" for these years to arrive at the correct estimate of expenditure up to the stage of Enumeration. From the year 1961-62 the expenditure incurred on "A—Superintendence" will be added to "C—Abstraction and Compilation" when the Office of the Superintendent of Census Operations existed to supervise the Tabulation work. Under the head "D—Printing", expenditure incurred on paper and printing charges, both for Enumeration and Tabulation Operations, has been booked. Actual expenditure spent up to the enumeration stage sorted out after scrutiny of items and actual paper and printing charges incurred on forms and Manuals of Instructions, publicity material etc. up to the Enumeration stage have been included in the expenditure for Enumeration. The total expenditure incurred up to the Enumeration stage comes to Rs. 18,51,780.00 and the cost of Enumeration per capita comes to 9 Naya Paisa for the Rajasthan State. The Superintendent of Census Operations, Rajasthan, reported a cost of 4½ pies per capita for the Census 1951 but he had not included in it the cost of Superintendence, Printing and Stationery. The cost per capita for the current Census has increased due to payment of honoraria to the Enumeration and Housenumbering Agency and general rise in the prices of materials.

APPENDIX I

Notifications of the Government of India and Government of Rajasthan issued under the Census Act, 1948 (XXXVII of 1948).

Sl. No.	Section of the Act	No. and date of Notification	Subject
1.	Section 4	Government of India, Ministry of Home Affairs, No. 2/5/57-Pub. I dated 24-7-1958.	Appointment of Shri A. Mitra, I. C. S., as Registrar General and *ex-offi io* Census Commissioner with effect from the forenoon of 21st July, 1958.
2.	Section 4	Government of India, Ministry of Home Affairs No. 2/45/58-Pub. I dated 29-4-1959.	Appointment of Shri C. S. Gupta, I. A. S., as Superintendent, Census Operations, Rajasthan, with effect from the forenoon of 1-4-1959.
3.	Sub-section (2) of section 4	Government of Rajasthan, Revenue (B) Department No. F. 8 (12) Rev. B/59 dated 14-7-1959.	Appointment of following Officers in Rajasthan as Census Officers within the limits of their respective jurisdiction. (*i*) The Collector of a District. — District Census Officer of a District. (*ii*) The Sub-Divisional Officer of a Sub-Division. — Sub-Divisional Census Officer of a Sub-Division. (*iii*) Tehsildar of a Tehsil — Tehsil Census Officer. (*iv*) The Executive Officer or Secretary of Municipality. — Municipal Census Officer of a Municipality.
4.	Section 12	Government of Rajasthan No. F. 8 (12) Rev. B/59 dated 14-7-1959.	Authorising the Superintendent of Census Operations and Collector and District Magistrate to accord sanction for prosecution under the Census Act.
5.	Sub-section (3) of section 4	Government of Rajasthan No. F. 8 (12) Rev. B/59 dated 14-7-1959.	Authorising following authorities to sign appointment orders of Census Officers within their respective jurisdiction:— (1) State Superintendent of Census Operations. (2) District Census Officer for a District (3) Sub-Divisional Census Officer for a Sub-Division. (4) Tehsil Census Officer for a Tehsil. (5) Municipal Census Officer or Secretary for a Municipality.
6.	Sub-section (4) of section 4	Government of Rajasthan No. F. 8 (12) Rev. B/59 dated 14-7-1959.	Delegation of Powers of appointing Census Officers to the following Officers:— (1) State Superintendent of Census Operations. (2) The Collector of a District. (3) Sub-Divisional Officer of a Sub-Division. (4) Tehsildar of a Tehsil. (5) Executive Officer or Secretary of a Municipality.
7.	Section 3	Government of India No. 2/115/59-Pub. I dated 15-12-1959.	Central Government declared that a Census of population of India shall be taken during the year 1961 and reference date for the same would be sunrise on the 1st March, 1961.
8.	Sub-section (1) of section 8	Government of Rajasthan No. F. 34 (5)/ GA/A/60 dated 27-2-1960.	Authorising all Census Officers to ask prescribed 12 questions for collecting information in respect of House-numbering and House-listing Operation.
9.	Sub-section (1) of section 8	Government of Rajasthan No. F. 34(2)/ GA/A/60 dated 27-2-1960.	Authorising all Census Officers to ask all persons within the limits of the local area for which they have been respectively appointed, the questions in respect of Enumeration Operations.
10.	Sub-section (2) of section 4	Government of Rajasthan No. F. 34(14)/ GA/A/60 dated 12-4-1960.	Appiontment of all Sub-Divisional Officers of Sub-Divisions in which the Headquarters of a District are situated as Census Officers to be designated as Deputy District Census Officers for their respective Districts.
11.	Sub-section (2) of section 4	Government of Rajasthan No. F. 34(14)/ GA/A/60 dated 26-4-1960.	Appointment of Additional District Magistrates of Ajmer, Jodhpur, Kota and Udaipur Districts and the Additional District Magistrate (I) of Jaipur District as Additional District Census Officer for the respective Cities and City Magistrate, Bikaner, as Deputy District Census Officer of Bikaner City.
		No. F. 34(5)GA/A/60 dated 27-6-1960.	Notification regarding substituting Additional District Magistrate (II) of Jaipur District for Additional District Magistrate (I) of Jaipur District.
12.	Sub-section (2) of section 4	F. 34 (14)GA/A/60 dated 25-10-1960.	Appointment of Sub-Divisional Officer, Amber, as Deputy District Census Officer for Jaipur District.

APPENDIX II

Summary of Staff employed in the Office of the Superintendent, Census Operations, Rajasthan. (Years 1959-60 and 1960-61)

S. No.	Designation	No. of posts	Period		Rate of Pay excluding allowances	
			From	To	Basic Pay	Deputation Special Pay
1	2	3	4	5	6	7
					Rs.	Rs.
1	Superintendent of Census Operations	1	1-4-59	28-2-61	1,180.00	300.00 Upto 29-2-60.
					1,240.00	300.00 Upto 31-3-60.
					1,360.00	300.00 Onwards.
2	Dy. Superintendent of Census Operations (Head-quarters)	1	4-6-59	28-2-61	475.00	150.00 Upto 8-5-60.
					500.00	150.00 Onwards.
3	Office Superintendent	1	3-8-60	28-2-61	287.50	57.50
4	Stenographers	2	1-4-59	28-2-61	312.50	62.50 Upto 31-3-60.
					325.00	65.00 Onwards.
			1-5-59	28-2-61	220.00	44.00 Upto 31-5-59.
					230.00	46.00 Upto 3-5-60.
					240.00	48.00 Onwards.
5	Accountant	1	18-4-59	28-2-61	190.00	38.00 Upto 20-1-60.
					200.00	40.00 Upto 20-1-61.
					210.00	42.00 Onwards.
6	Upper Division Clerks	10	1-5-59	28-2-61	105.00	21.00 Upto 31-1-60.
					110.00	22.00 Upto 31-1-61.
					115.00	23.00 Onwards.
			21-5-59	28-2-61	100.00	.. Upto 30-6-59.
					150.00	.. Upto 20-5-60.
					155.00	.. Onwards.
			5-9-59	28-2-61	190.00	38.00 Upto 4-4-60.
					200.00	40.00 Onwards.
			12-9-59	28-2-61	128.00	25.60 Upto 28-6-60.
					136.00	27.20 Onwards.
			18-9-59	28-2-61	200.00	40.00
			18-9-59	28-2-61	200.00	40.00
			30-5-60	28-2-61	90.00	18.00
			1-7-60	28-2-61	200.00	40.00 Upto 7-12-60.
					210.00	42.00 Onwards.
			23-8-60	28-2-61	170.00	34.00
			11-10-60	28-2-61	90.00	18.00
7	Upper Division Clerks (Typist)	2	1-4-60	28-2-61	170.00	34.00
			6-4-60	28-2-61	152.00	30.40 Upto 23-1-61.
					160.00	32.00 Onwards.
8	Lower Division Clerks	6	21-5-59	28-2-61	60.00	.. Upto 30-6-59.
					110.00	.. Upto 20-5-60.
					113.00	.. Onwards.
			21-5-59	9-7-59	60.00	..
			1-8-59	28-2-61	110.00	.. Upto 31-7-60.
					113.00	.. Onwards.
			1-8-59	11-9-59	60.00	..
			5-1-60	28-2-61	110.00	.. Upto 4-1-61.
					113.00	.. Onwards.
			12-4-60	29-5-60	85.00	17.00
			4-10-60	28-2-61	80.00	16.00
9	Statistical Assistants	2	16-5-59	28-2-61	170.00	34.00 Upto 16-8-59.
					180.00	36.00 Upto 16-8-60.
					190.00	38.00 Onwards.
			16-5-59	28-2-61	170.00	34.00 Upto 5-4-60.
					180.00	36.00 Onwards.

APPENDIX II (*Concld.*)

S No.	Designation	No. of Posts	Period		Rate of Pay excluding allowances		
			From	To	Basic Pay	Deputation Special Pay	
1	2	3	4	5	6	7	
					Rs.	Rs.	
10	Investigators	6	20-3-60	2-11-60	265.00	53.00	
			3-11-60	28-2-61	210.00	..	
			14-9-60	28-2-61	210.00	..	
			14-9-60	28-2-61	210.00	..	
			14-9-60	28-2-61	210.00	..	
			24-9-60	28-2-61	210.00	..	
			3-11-60	28-2-61	210.00	..	
11	Census Inspectors	3	7-6-60	14-6-60			
			6-7-60	28-2-61	175.00	35.00	
			12-7-60	28-2-61	175.00	35.00	
			5-8-60	28-2-61	275.00	55.00	
12	Printing Inspector	1	9-4-60	28-2-61	265.00	53.00	
13	Computors	2	18-6-60	28-2-61	120.00	24.00	Upto 7-10-60.
					128.00	25.60	Onwards.
			Vacant up to	28-2-61	..	..	
14	Draftsman	1	10-11-60	28-2-61	130.00	..	
15	Driver	1	21-12-59	28-2-61	110.00	..	Upto 20-12-60.
					113.00	..	Onwards.
16	Daftry	1	9-11-59	8-2-60	35.00	..	
			16-3-60	28-2-61	75.00	..	
17	Class IV Servants	17	3-4-59	20-12-59	30.00	..	Upto 30-6-59.
					70.00	..	Onwards.
			11-1-60	28-2-61	70.00	..	Upto 10-1-61.
					71.00	..	Onwards.
			4-4-59	28-2-61	30.00	..	Upto 30-6-59.
					70.00	..	Upto 3-4-60.
					71.00	..	Onwards.
			4-4-59	28-2-61	30.00	..	Upto 30-6-59.
					70.00	..	Upto 3-4-60.
					71.00	..	Onwards.
			6-4-59	28-2-61	30.00	..	Upto 30-6-59.
					70.00	..	Upto 5-4-60.
					71.00	..	Onwards.
			6-4-59	28-2-61	30.00	..	Upto 30-6-59.
					70.00	..	Upto 5-4-60.
					71.00	..	Onwards.
			9-5-59	14-3-60	30.00	..	Upto 30-6-59.
					70.00	..	Onwards.
			23-3-60	28-2-61	70.00	..	
			26-5-59	28-2-61	30.00	..	Upto 30-6-59.
					70.00	..	Upto 27-5-60.
					71.00	..	Onwards.
			9-7-59	28-2-61	70.00	..	Upto 12-7-60.
					71.00	..	Onwards.
			24-2-60	28-2-61	71.00	..	Upto 1-7-60.
					72.00	..	Onwards.
			3-8-60	28-2-61	70.00	..	
			4-8-60	28-2-61	73.00	..	
			31-12-60	28-2-61	70.00	..	
			2-1-61	28-2-61	70.00	..	
			5-1-61	28-2-61	70.00	..	
			16-1-61	28-2-61	70.00	..	
			19-1-61	28-2-61	70.00	..	
			18-2-61	28-2-61	70.00	..	

APPENDIX III

List of Files in the Office of the Superintendent, Census Operations, Rajasthan.

(Years 1959, 1960 and 1961)

Sl. No.	File No.	Subject.	
1.	F. 1/Census/G/59	Organisation for Census Operations in other States in India	IMP.
2.	F. 2/Census/Estt/59	Organisation for Census Operations in Rajasthan	IMP.
3.	F. 3/Census/G/59	Office Accommodation for Census Superintendent, Rajasthan, at Jaipur	IMP.
4.	F. 4/Census/Estt/59	Appointment of Superintendent of Census Operations for Rajasthan	IMP.
5.	F. 5/Census/Estt/59	Appointment of Office Staff for Superintendent of Census Operations.	
6.	F. 6/Census/Str/59	Furniture for the Office of Superintendent of Census Operations.	
7.	F. 7/Census/Str/59	Typewriters and Duplicators for Office of Superintendent of Census Operations.	
8.	F. 8/Census/Str/59	Almirahs for the Office of Superintendent of Census Operations.	
9.	F. 9/Census/Str/59	Stationery and Printing for Office of Superintendent of Census Operations and Instructions of Census Commissioner.	
10.	F. 10/Census/Acctts/59	Service Postage Stamps for the Office of Superintendent of Census Operations.	
11.	F. 11/Census/Str/59	Cycles for Office of Superintendent of Census Operations.	
12.	F. 12/Census/G/59	Transport facilities for tours of Superintendent of Census Operations	IMP.
13.	F. 13/Census/G/59	Transport arrangement through State Government for the Superintendent/Deputy Superintendent of Census Operations	IMP.
14.	F. 14/Census/G/59	Installation of Telephone	IMP.
15.	F. 15/Census/G/59	Library for the Office of Superintendent of Census Operations	IMP.
16.	F. 16/Census/Acctts/59	Budget for the Office of Superintendent of Census Operations. 1959-60	IMP.
17.	F. 17/Census/Acctts/59	Instructions to the Accountant General, Rajasthan, about financial powers of the Superintendent of Census Operations	IMP.
18.	F. 18/Census/Str/59	Hot and Cold Weather Arrangements for the Office of Superintendent of Census Operations.	
19.	F. 19/Census/G/59	Arrangement for stay of Superintendent/Deputy Superintendent of Census Operations at State Circuit Houses, Dak Bungalows etc. during tours	IMP.
20.	F. 20/Census/G/59	Senior Administrative Officers' Conference at Abu—Discussion of Census Matters	IMP.
21.	F. 21/Census/G/59	Instructions of Census Commissioner, India, about Census 1961	IMP.
22.	F. 22/Census/Acctts/59	Instructions of Census Commissioner, India, about financial and executive matters	IMP.
23.	F. 23/Census/G/59	Programme of Census work for 1959-60	IMP.
24.	F. 24/Census/G/59	Appointment of Census Officers in Districts	IMP.
25.	F. 25/Census/Comp/A/59	House Numbering	IMP.
26.	F. 26/Census/Comp/59	Pre-Testing of House Lists and Household Schedules	IMP.
27.	F. 27/Census/Comp/B/59	Preparation of lists of villages and towns for Districts	IMP.
28.	F. 28/Census/Comp/A/59	Preparation of Maps for Villages and Towns	IMP.
29.	F. 29/Census/G/59	Co-operation of State Government Departments/ Municipalities in Census work	IMP.

APPENDIX III (*Contd.*)

Sl. No.	File No.	Subject.	
30.	F. 30/Census/G/59	Tours of Superintendent, Census Operations.	
31.	F. 31/Census/G/59	Tours by Deputy Superintendent of Census Operations.	
32.	F. 32/Census/Estt/59	Charge reports of Superintendent of Census Operations, Deputy Superintendent of Census Operations and Office Staff.	
33.	F. 33/Census/Acctts/59	Electricity charges for Office of Superintendent of Census Operations.	
34.	F. 34/Census/Acctts/59	Water charges for Office of Superintendent of Census Operations.	
35.	F. 35/Census/Acctts/59	Telephone Bills for Office of Superintendent of Census Operations.	
36.	F. 36/Census/Acctts/59	Pay Bills of Superintendent of Census Operations.	
37.	F. 37/Census/Acctts/59	Pay Bills of Deputy Superintendent of Census Operations.	
38.	F. 38/Census/Acctts/59	Pay Bills of Establishment.	
39.	F. 39/Census/G/59	Holidays for 1959 in Government Offices.	IMP.
40.	F. 40/Census/Comp/B/59	Correspondence regarding collection of past Census Record etc.	
41.	F. 41/Census/Comp/B/59	General literature and Reports on Census of Foreign countries/United Nations Organisation, etc.	
42.	F. 42/Census/Str/59	Liveries for Class IV Servants.	
43.	F. 43/Census/G/59	Census Act, 1948. (No. XXXVII of 1948)	IMP.
44.	F. 44/Census/Acctts/59	Monthly Expenditure Statements under Census grant for the year 1959-60.	
45.	F. 45/Census/G/59	Legislation by the State Government for paying contribution by Local Authorities towards cost of Census.	
46.	F.46/Census/Acctts/59	Permanent Advance for the Office of Superintendent of Census Operations.	
47.	F. 47/Census/G/59	Rules and Notifications under the Census Act, 1948	IMP.
48.	F. 48/Census/G/59	General Instructions to District Census Officers about Census 1961	IMP.
49.	F. 49/Census/Acctts/59	Accounting procedure for the Office of the Superintendent of Census Operations.	
50.	F. 50/Census/G/59	Miscellaneous papers.	
51.	F. 51/Census/Comp/B/59	Formation of Census Divisions in Districts (Charges, Circles, Blocks)	IMP.
52.	F. 52/Census/Acctts/59	Purchase of Miscellaneous Office equipment.	
53.	F. 53/Census/Acctts/59	Rubber Seals for the Office of Superintendent of Census Operations.	
54.	F. 54/Census/G/59	National Register of Citizens.	
55.	F. 55/Census/Estt/59	Leave applications of the staff of Superintendent of Census Operations' Office.	
56.	F. 56/Census/Comp/B/59	Territorial changes in Districts of Rajasthan since 1951.	IMP
57.	F. 57/Census/Comp/B/59	Census 1961—translation of forms and instructions for Census in Hindi.	
58.	F. 58/Census/Comp/B/59	Enumeration of Scheduled Castes and Scheduled Tribes at 1961 Census	IMP.
59.	F. 59/Census/G/59	Tour programmes of Census Commissioner and other important persons	
60.	F. 60/Census/G/59	Addresses of Superintendents of Census in India.	
61.	F. 61/Census/G/59	Abbreviated telegraphic address of the Office of Superintendent, Census Operations, Rajasthan.	
62.	F. 62/Census/Estt/59	Office Orders of Superintendent of Census Operations, Rajasthan.	
63.	F. 63/Census/Acctts/59	Specimen signatures.	

APPENDIX III (*Contd.*)

Sl. No.	File No.	Subject.	
64.	F. 64/Census/G/59	Publicity about Census.	IMP.
65.	F. 65/Census/Acctts/59	Adjustment of old Census bills.	
66.	F. 66/Census/Acctts/59	Reconciliation.	
67.	F. 67/Census/Str/59	Articles received from Superintendent, Gazetteers, and disposal thereof.	
68.	F. 68/Census/G/59	Change of designation of the Superintendent of Census Opraetions.	
69.	F. 69/Census/Acctts/59	Sanctions for T.A. Advances.	
70.	F. 70/Census/Acctts/59	Fully vouched contingent bills.	
71.	F. 71/Census/Comp/A/59	One Percent Sample Enumeration in Rajasthan.	
72.	F. 72/Census/Acctts/59	Government Servants Oath of Allegiance to the Constitution version in Regional Languages.	
73.	F. 73/Census/Comp/A/59	1961 Census—Census Statistics required by Districts and Tehsils etc.	
74.	F. 74/Census/Comp/B/59	Geographical area of the territories of Rajasthan State.	IMP.
75.	F. 75/Census/Comp/B/59	Basic information regarding Developmental activities of State Government Departments for period 1951-61	IMP.
76.	F. 76/Census/Estt/59	Employment of retired Government servants for Census work.	
77.	F. 77/Census/G/59	Census 1961—cuttings from newspapers etc.	
78.	F. 78/Census/Comp/B/59	Principal Agrarian Terms in use in all the States	IMP.
78.A.	F. 78-A/Census/Acctts/59	Subscribing of Newspapers, Periodicals.	
79.	F. 79/Census/Estt/G/59	Census 1961—Census Staff for Districts and Tehsil Offices.	
80.	F. 80/Census/G/59	Agency for Census Enumeration.	
81.	F. 81/Census/Str/59	Supply of stationery articles and printed forms etc. to Districts.	
82.	F. 82/Census/G/59	Weeding and sale of old Census and scrap material.	
83.	F. 83/Census/Acctts/59	Quarterly statement for 1959-60 in respect of grant No. 51 Census.	
84.	F. 84/Census/Str/59	Issue of stationery articles for Office use.	
85.	F. 85/Census/G/59	General correspondence with the Superintendents of Census Operations of other States.	
86.	F. 86/Census/G/59	Census 1961—Remuneration to Enumerators.	IMP.
87.	F. 87/Census/G/59	Census 1961—Forms prescribed by the Superintendent of Census Operations.	
88.	F. 88/Census/Estt/59	Appointment of Deputy Superintendent, Census Operations, Headquarters.	
89.	F. 89/Census/Acctts/59	Budget Estimates for 1960-61.	IMP.
90.	F. 90/Census/Str/59	Repairs to old duplicators and typewriters of the Office of Superintendent of Census Operations, Rajasthan.	
91.	F. 91/Census/Acctts/59	Census Meetings—Light Refreshment Charges—Payment of.	
92.	F. 92/Census/Acctts/59	Security Deposits.	
93.	F. 93/Census/Comp/A/59	Census Instructions in other States	
94.	F. 94/Census/Acctts/59	Audit objections—1961 Census—disposal of	
95.	F. 95/Census/G/59	1951 Census—undistributed Medals available in the Office of the Superintendent, Census Operations.	
96.	F. 96/Census/Comp/A/59	1961 Census—Enumeration,	IMP.
97.	F. 97/Census/Comp/A/59	Standard Industrial Classification.	

APPENDIX III (*Contd.*)

Sl.No.	File No.	Subject.	
98.	F. 98/Census/Comp/A/59	Special Enquiry on Census matters.	
99.	F. 99/Census/G/59	All India Census Conference, 1959.	IMP.
100.	F. 100/Census/Estt/59	Statistics of Employment in the Central Government Establishment—Return in Form S.R.R. I (Revised).	
101.	F. 101/Census/Str/59	Supply of Telephone Directory to Registrar General, India.	
102.	F. 102/Census/Acctts/59	Rates of Dearness Allowance, Compensatory (City) Allowance and House Rent Allowance admissible to the Central Government servants.	
103.	F. 103/Acctts/Census/59	T.A. Bills—countersignatures on.	
104.	F. 104/Census/Comp/B/59	Analysis of Urban growth (Amalgamated with file No. 74)	
105.	F. 105/Census/Acctts/59	Accepted Liabilities—clearance of.	
106.	F. 106/Census/Acctts/59	Contingent expenditure in districts —countersignatures on.	
107.	F. 107/Census/Acctts/59	Challans—Remmittance of money into Treasury.	
108.	F. 108/Census/Acctts/59	T.A. Bills of Gazetted Establishment.	
109.	F. 109/Census/Acctts/59	Advance—T.A. bill of Gazetted and non-Gazetted Establishment.	
110.	F. 110/Census/Acctts/59	T.A. bill of non-Gazetted establishment.	
111.	F. 111/Census/Comp/B/59	Vital Statistics.	IMP.
112.	F. 112/Census/Comp/B/59	Analysis of Investment.	IMP.
113.	F. 113/Census/Comp/A/59	Tabulation Results—First Protest.	
114.	F. 114/Census/Str/59	Purchase of Challenger Power Mikes.	
115.	F. 115/Census/Estt/59	All India Civil List corrected upto 7-7-59.	
116.	F. 116/Census/Estt/59	Violation of Conduct Rules by Government Servants.	IMP.
117.	F. 117/Census/Comp/B/59	Languages and Dialects in Rajasthan.	IMP.
118.	F. 118/Census/Str/59	Comptometer.	
119.	F. 119/Census/Comp/A/59	Sampling for 1961 Census —Post Enumeration check.	
120.	F. 120/Census/Comp/B/59	Fairs and Festivals.	IMP.
121.	F. 121/Census/Comp/B/59	Districts Hand Books—contents.	IMP.
122.	F. 122/Census/G/59	Printing.	IMP.
123.	F. 123/Census/G/59	Instructions of Superintendent of Census Operations for Tabulation.	IMP.
124.	F. 124/Census/Comp/B/59	Preparation of Local Calendar of important events for determination of age at the time of enumeration.	IMP.
125.	F. 125/Census/Acctts/ 59	Introduction of Civil Credit Notes.	
126.	F. 126/Census/Acctts/59	Conveyance charges—payment of.	
127.	F. 127/Census/Acctts/59	Verification of Statement of Revenue under the Head XXXVI Misc.	
128.	F. 128/Census/G/59	Co-operation by Railway Authorities in connection with 1961 Census.	IMP.
129.	F. 129/Census/G/59	Co-operation by Defence and Cantonment Services in connection with 1961 Census.	IMP.
130.	F. 130/Census/Comp/A/59	Socio-Economic Survey of selected villages in Rajasthan.	IMP.
131.	F. 131/Census/Estt/G/59	Grant of Festival Advance.	
132.	F. 132/Census/G/59	Census Forms prescribed by the Registrar General,	IMP.
133.	F. 133/Census/Comp/B/59	Census of Handicrafts.	IMP.

APPENDIX III *(Contd.)*

Sl. No.	File No.	Subject.	
134.	F. 134/Census/G/59	Minutes of Meetings held by Superintendent of Census Operations, Rajasthan, in Districts.	
135.	F. 135/Census/Str/59	Purchase of stationery articles from State Government Press, Stationery Department, Jaipur.	
136.	F. 136/Census/Acctts/59	Payment of bills and removal of objections thereof.	
137.	F. 137/Census/Comp/B/59	Location Code for Districts, Tehsils and Villages.	IMP.
138.	F. 138/Census/Str/59	Permanent fixtures in the Chandra Alok Building taken on rent for the Office of Superintedent of Census Operations, Rajasthan—repairs of amaged fixture	
139.	F. 139/Census/Acctts/59	Delegation of powers by the Administrative Ministries to lower Authorities and its proper exercise by them and submission of returns.	IMP.
140.	F. 140/Census/Str/59	Indent for Census Forms to be printed centrally at the Government of India Presses.	
141.	F. 141/Census/Comp/A/59	Preparation of Household Sample Tables.	
142.	F. 142/Census/Acctts/59	Disbursement of Pay and Allowances for October, 1959.	
143.	F. 143/Census/Comp/B/59	Metropolitan Areas and principal Cities of India—changes in (Amalgamated with file No. 74).	
144.	F. 144/Census/G/59	Appointment of Deputy Superintendent of Census Operations for Census work in the Districts of Rajasthan.	
145.	F. 145/Census/Comp/B/59	List of towns and villages which have sprung up or gone out of existence since 1951 in Rajasthan	
146.	F. 146/Census/Estt/59	Distribution of Central Government/Public Enterprise Employees according to pay range.	IMP.
147.	F. 147/Census/Estt/59	Revised Estimates for 1959-60 and Budget Estimates for 1960-61—Expenditure on account of the implementation of the recommendations of Pay Commission as accepted by the Government.	IMP.
148.	F. 148/Census/Str/59	Maintenance of Willy's Station Wagon.	
149.	F. 149/Census/Estt/59	Loan and Advances to Government Employees.	
150.	F. 150/Census /Comp/A/59	1961 Census—Monthly progress report on Census work.	
151.	F. 151/Census/Estt/59	Representation from State Government Employees on deputation.	
152.	F. 152/Census/Acctts/59	Expenditure in connection with preparation of maps in Tehsils of Rajasthan.	
		1960.	
153.	F. 153/Census/Str/60	Preparation of Blocks.	
154.	F. 154/Census/G/60	Annual Administration Report.	IMP.
155.	F. 155/Census/Str/60	Purchase of Calculating Machines.	
156.	F. 156/Census/Comp/B/60	Recasting of 1951 Census Tables.	
157.	F. 157/Census/G/60	Priority for Census communications at Posts and Telegraph Offices and use of special stamp cancellation slogans.	IMP.
158.	F. 158/Census/G/60	Miscellaneous Circulars from Government of India.	
159.	F. 159/Census/G/60	Hiring of accommodation for Tabulation Offices.	
160.	F. 160/Census/Estt/60	Hindi Teaching Scheme.	
161.	F. 161/Census/Estt/60/PA	Confidential Reports of Ministerial Staff for the year 1959.	
162.	F. 162/Census/Str/60	Supply of Stationery articles to District Census Officers (Collectors) in Rajasthan.	
163.	F. 163/Census/Comp/A/60	Tabulation of Census Data by N.E.S. Blocks.	IMP.

APPENDIX III (*Contd.*)

Sl.No.	File No.	Subject.	
164.	F. 164/Census/Comp/A/60	Census 1961—Household Industries—Statistics for Tribal Arts and Crafts and non-tribal industries and crafts.	IMP.
165.	F.165/Census/Comp/B/60	Statistics of Registered Birth & Death for the years 1956, 57 & 58.	IMP.
166.	F. 166/Census/Estt/60	National Savings Urban Drive.	
167.	F. 167/Census/Str/60	Purchase of Gunny Bags.	
168.	F. 168/Census/60	Survey of Handicrafts produced in Rajasthan.	Merged into F. 164/Cen/(G)/59.
169.	F.169/Census/Str/60	Issues and stock of Royal Long D. Paper.	
170.	F. 170/Census/G/60	Training of District Officers in Census work.	
171.	F.171/Census/Comp./B/60	Village Directory.	IMP.
172.	F. 172/Census/Str/60	Purchase of Fire Extinguisher.	
173.	F.173/Census/G/60	Correspondence with State Govt. (G.A.D.) reg. expediting disposal of pending cases.	
174.	F.174/Census/G/60	Suggestions from State Govt. Census Work.	
175.	F.175/Census/Accts/60	Allotment of funds.	
176.	F.176/Census/G/60	Copies of Census Record.	
177.	F.177/Census/Str/60	Arrangement for loading & unloading and stocking of packages.	
178.	F.178/Census/Estt/60	Census 1961—Appointment of Regional Dy. Superintendent, Census Operations.	IMP.
179.	F.179/Census/Accts/60	Duplicate bills—drawal of.	
180.	F.180/Census/Accts/60	Delegation of powers or authorising D.C.O's for Census Expenditure.	
181.	F.181/Census/Accts/60	1961—Enumeration charges—Payment of.	IMP.
182.	F.182/Census/Estt/60	Appointment of Staff on work charge basis.	
183.	F.183/Census/Estt/60	Medical Attendance Rules (Central Services.)	
184.	F.184/Census/G/60	Special Conveyance for desert areas—arrangement for.	IMP.
185.	F.185/Census/G/60	Grant of Medals, Certificates and Sanads to Census Officers.	IMP.
186.	F.186/Census/Estt/60	Annual Establishment Returns.	
187.	F.187/Census/G/60	1961 Census—Coordination between Census Enumeration & Remission of Electoral Rolls.	
188.	F.188/Census/Accts/60	Counter-signatures on Pay claims and claims of Medical reimbursement.	
189.	F.189/Census/Comp/B/60	District-wise list of Primary Schools—Assessment of Literacy.	
190.	F.190/Census/G/60	Notice under Sec. 80 CPC Received from Bundi in favour of Chief Secretary.	
191.	F.191/Census/G/60	Progress reports from Districts regarding Census Training.	
192.	F.192/Census/Accts/60	Record of monthly expenditure Salary Bills.	
193.	F.193/Census/Accts/60	Broadsheet watching the receipt of monthly expenditure statement.	
194.	F.194/Census/G/60	Second All India Census Conference 1960.	IMP.
195.	F.195/Census/Comp/B/60	Agricultural Statistics 1961 Census.	IMP.
196.	F.196/Census/Accts/60	Financial control.	
197.	F.197/Census/Comp/A/60	Monographs on Scheduled Castes & Scheduled Tribes.	IMP.
198.	F.198/Census/G/60	Telephone connections to Census Officers in Distt.	

APPENDIX III (*Contd.*)

Sl. No.	File No.	Subject.	
199.	F.199/Census/Comp/A/60	Establishment of Regional Tabulation Offices.	IMP.
200.	F.200/Census/Str/60	Purchase of Chalk Boxes in connection with House numbering & House Listing.	
201.	F.201/Census/Comp/B/60	Census report 1961.	IMP.
202.	F.202/Census/Accts/60	Twenty-fifth Report of the Public Accounts Committee (Second Lok Sabha).	
203.	F.203/Census/Accts/60	Maintenance of the G.P.F. Accounts of Class IV staff of the Central Govt.	
204.	F.204/Census/G/60	1961 Census—Parliamentary and Assembly Questions on Census matters in Rajasthan.	
205.	F.205/Census/Accts/60	Revised Budget Estimates for 1960-61.	IMP.
206.	F.206/Census/Estt/60	Compensatory leave to staff.	
207.	F.207/Census/G/60	Disposal of publications of 1951 Census.	
208.	F.208/Census/Estt/60	Personal File of Shri B. L. Bhatnagar, Reg. Dy. Supdt.	
209.	F.209/Census/Accts/60	Budget Estimates of 1961-62.	
210.	F.210/Census/Estt/60	Personal File of Shri Shyam Karan, R.A.S., Reg. Dy. Supdt.	
211.	F.211/Census/Estt/60.	Personal File of Shri Inder Singh Mehta, Reg. Dy. Supdt.	
212.	F.212/Census/Comp/A/60	Tabulation—List of Household Industries—coding of.	
213.	F.213/Census/Estt/60	Organisation of Tabulation Offices in Rajasthan.	
214.	F.214/Census/G/60	Office equipment for Tabulation Offices.	Transferred to Store Section.
215.	F.215/Census/Str/60	Purchase of Miscellaneous Articles in Stores	
216.	F.216/Census/Comp/A/60	Tabulation Instructions for preparation of Tables from R.G. India.	IMP.
217.	F.217/Census/Comp/A/60	Historical Atlas of India—for the period 1500-1850 A.D. publication of—List of available Historical Maps.	IMP.
218.	F.218/Census/Str/60	Allocations of paper for printing of reports and Tables of 1961 Census.	
219.	F.219/Census/Accts/60	Information regarding payments made to contractors & other non-official Instructions of Collection Branch, Madras.	
220.	F.220/Census/Accts/60	Financial Powers to Reg. Dy. Superintendents.	IMP.
221.	F.221/Census/Estt/60	Tour programme of Reg. Dy S.C.Os.	
222.	F.222/Census/Comp/A/60	Weekly Reports from Reg. Dy. S.C.Os.	
223.	F.223/Census/G/60	Procurement & Supply of Typewriters to Regional Tabulation Offices.	
224.	F.224/Census/G/60	Procurement & Supply of Cycles to Regional Tabulation Offices.	
225.	F.225/Census/G/60	Installation of Telephone in the Regional Tabulation Offices.	
226.	E.226/Census/Str/60	Supply of Paper and Stationery to Regional Tabulation Offices.	
227.	F.227/Census/Str/60	Supply of Furniture to Reg. Tabulation Offices.	
228.	F.228/Census/Str/60	Procurement of Furniture for Regional Tabulation Offices.	
229.	F.229/Census/Str/60	*Procurement of Paper & Stationery Articles for Regional Tabulation* Offices.	
230.	F.230/Census/Str/60	Supply of Tabulation Equipment for T.T.O's. Office.	
231.	F. 231/Census/Str/60	Procurement of Tabulation Equipment for R.T.O's. Office.	
232.	F. 232/Census/G/60.	Cyclostyle of Census circulars and wastage of Duplicating papers.	

APPENDIX III (*Contd.*)

S.No.	File No.	Subject.	
233.	F.233/Census/Estt/60	Personal File of Shri Babu Lal Sharma, Investigator.	Cancelled see F.5 (48) Cen/Estt/60.
234.	F. 234/Census/Estt/60	Personal file of Shri Narain Dutta Sharma, Investigator.	Cancelled see F.5 (46) Cen/Estt/60.
235.	F. 235/Census/Estt/60	Personal file of Shri R.C. Bhargava, Investigator.	Cancelled see F. 5(47) Cen/Estt/60.
236.	F. 236/Census/Str/60	Issue of articles for rapid survey.	
237.	F. 237/Census/Estt/60	Personal file of Shri Pratap Singh, R.A.S., Reg. Dy. S.C.O.	
238.	F.238/Census/Acctts/60	Economy in Travelling Allowance.	
239.	F. 239/Census/Comp/A/60	Special enumeration of Technically qualified personnel.	IMP.
240.	F. 240/Census/G/60	Instructions for printing of Census reports from R.G. India	IMP.
241.	F. 241/Census/Str/60	Issue of Publicity material to District Census Officers.	
242.	F.242/Census/Acctts/60	T A.Bills to be received under Head C-Abstraction & Compilation.	
243.	F. 243/Census/G/60	Live Stock Census 1961 List of Households.	
244.	F. 244/Census/Comp/A/60	Census Atlas project.	IMP.
245.	F. 245/Census/Estt/60	Compilation of List of Invitees.	
246.	F.246/Census/Acctts/60	Use of Pool Vehicles by Census Officers for Census Works.	
247.	F. 247/Census/Acctts/60	Bill of Special conveyance Arrangement for Desert Areas Countersignatures	IMP.
248.	F. 248/Census/G/60	1961 Census—Enumeration Training Sample Census.	
249.	F. 249/Census/Str/60	Repair to Office furniture & equipment.	
250.	F. 250/Census/Comp/B/60	Blockwise Statistical information.	
251.	F. 251/Census /Acctts/60	Monthly expenditure by Regional Dy S.C.Os.	
252.	F. 252/Census/Acctts/60	Watching the receipt of monthly statements.	
253.	F. 253/Census/Estt/60	Personal file of Shri Hari Mohan Mathur, R.A.S., Regional Dy. S.C.O., Bikaner.	
254.	F. 254/Census/Comp/A/60	Census Results of Other States.	
		1961.	
255.	F 255/Census/Comp/A/61	Compilation of Housing Tables—Weekly progress reports.	
256.	F. 256/Census/Acctts/61	Counter-signatures on Contingent bills received from Regional Tabulation Offices.	
257.	F. 257/Census/Comp/A/61	Progress Report received from Investigators appointed for Socio-Economic Survey.	
258.	F. 258/Census/Acctts/61	Audit of Census Accounts by A.G. Rajasthan and report thereof.	
259.	F. 259/Census/G/61	Transport arrangements—equipment & furniture for Tabulation Offices.	
260.	F.260/Census/Estt/61	Rules regarding G.P.F.	
261.	F. 261/Census/Acctts/61	Pilot survey of layman's cause of death in two blocks in Rajasthan undertaken by Director of M. & H. Services—Procedure reg. Expdt.	IMP.
262.	F. 262/Census/G/61	Tour programme of Asstt. Census Officers.	
263.	F.263/Census/Comp/A/61	Provisional Totals of population—Compilation.	
264.	F. 264/Census/Str/61	Hot & Cold Water arrangements for the Regional Tabulation Offices, Rajasthan.	
265.	F. 265/Census/Str/61	Stock & Issue of Bronze and Silver Medals.	
266.	F. 266/Census/Comp/A/61	Census 1961—Data in Form CF 17, 22, 23 and 24 compilation.	
267.	F. 267/Census/Acctts/61	Medical claims of staff working under all the Regional Dy. S.C.Os., Countersignatures.	
268.	F. 268/Census/Acctts/61	Payment of Bills of Honorarium for 2nd Instalments.	

APPENDIX IV

List of Furniture purchased for the office of the Superintendent, Census Operations, Rajasthan.

S.No.	Name of Articles.	Quantity.	Cost Rs. nP.
1	2	3	4
	1959-60		
1.	Officer's Tables	2	386.00
2.	Tables for Section Incharge	4	340.80
3.	Tables for Stenos.	2	130.00
4.	Tables for Staff	6	325.20
5.	Armless Chairs for Stenos.	2	27.50
6.	Chairs for staff	30	487.50
7.	Wooden Trays for Officers	4	26.00
8.	Wooden Trays for Staff	10	60.00
9.	Wooden Stools	4	22.00
10.	Wooden Name Plates	2	6.00
11.	Wooden Benches	2	96.00
12.	Side Rack for Officers	2	58.50
13.	Paper Rack for Officers	2	14.50
14.	Wooden Stand for Urine Pots	2	24.20
15.	Paper Rack for Staff	6	40.50
16.	Side Rack for Staff	10	240.00
17.	Book Rack for Officers	2	24.50
18.	Foot Mat	3	11.25
19.	Office Board Steel	1	24.75
20.	Small Tables	2	20.20
	TOTAL ..		2,365.40
	1960-61		
1.	Special Designed Chairs	6	300.82
2.	Drawing Tables	1	65.00
3.	Type Tables	5	246.25
4.	Side Rack for Staff	3	76.80
5.	Tables for Staff	12	516.00
6.	Wooden Stools	8	43.68
	TOTAL		1,248.55

APPENDIX V

List of Office Equipment for the Office of the Superintendent, Census Operations, Rajasthan.

Sl. No. 1	Articles. 2	Quantity 3	Cost. 4	Remarks. 5
	1959-60			
	A. Articles received from the ex-Superintendent of Census Operations.			
1.	Typewriter Olivetti Portable No. 122841	1		
2.	Typewriter Olivetti Big Roller No. 586659 and 566176	2		
3.	Duplicator Gestetner No. 160-T	1		
4.	Table Fan.	1		
5.	Table Lamp.	1		
6.	Electric Heaters.	2		
7.	Safe Boxes.	1		
8.	Iron Dak Boxes (big).	2		
9.	Iron Dak Boxes (medium).	7		
10.	Iron Dak Boxes (small).	2		
	B. Articles Purchased.		Rs. nP.	
11.	Typewriter Remington No. 'C' 44-K-Pica-IJ-164746-K	1	855.36	Purchased through Registrar General.
	IJ-164654-K	1	855.36	-do-
	F.44-K-Pica-IJ-165331 (big roller).	1	1,349.51	-do-
12.	Duplicator Gestetner No. 160-T	1	2,014.95	-do-
13.	Ceiling Fans "Usha".	6	982.26	Purchased by Superintendent of Census Operations, Rajasthan.
14.	Electric Heaters.	8	144.00	-do-
15.	Electric Challanger Power Mikes.	2	545.49	-do-
16.	Steel Cup-boards.	2	430.00	Purchased through Registrar General.
17.	Cycles Hercules.	2	305.00	Purchased through Registrar General.
18.	Iron Boxes.	2	25.00	Purchased by Superintendent of Census Operations.
19.	Durries.	6	895.72	-do-
20.	Iron Dak Box.	1	13.00	-do-
21.	Torch 3 cells.	1	10.00	-do-
	TOTAL ..		8,425.65	
	1960-61.			
22.	Remington Typewriter—			
	(1) No.C-44-K-IJ-17279-K	1	836.00	Purchased through Registrar General.
	(2) ,, 172806-K	1	836.00	-do-
	(3) ,, 172827-K	1	1,320.00	-do-
	(4) ,, 172809-K	1	1,320.00	-do-
	(5) ,, 175409-K	1	1,320.00	-do-
	(6) Hindi Typewriter No.JJ-174551-K	1	839.00	-do-
23.	Facit Calculating Machines Hand and Power.	2		-do-
24.	Cycle Hercules.	1	168.15	-do-
25.	Ceiling Fan Usha 48 inches	1	180.50	Purchased by Superintendent of Census Operations.
26.	Table Fan Usha 16 inches	3	330.50	-do-
27.	Table Lamps.	2	18.00	-do-
28.	Petromax Gas Lamps.	3	157.50	-do-
29.	Iron Boxes White Sheet.	6	94.50	-do-
30.	Time Piece.	1	40.00	-do-
	TOTAL ..		7,460.15	

APPENDIX VI

Statement of Paper, Stationery and Forms for the Office of the Superintendent, Census Operations, Rajasthan.

S. No.	Item	Unit	Number of Unit. 1959-60	1960-61
1	2	3	4	5
	(A) *Paper*			
1.	Paper white 27 × 34in. D.020	Qrs.	40	..
2.	Paper Badami D.026	,,	5	28
3.	Paper Yellow Big. D.031	Sheets	95	..
4.	Paper white 10 lb. 13½ × 17in. D. 047	Qrs.	85	22
5.	Paper Ruled D.051	,,	..	32
6.	Paper Blotting E.002	Sheets	231	500
7.	Paper Khaki E.008	,,	125	..
8.	Paper Brown Wrapping E.016	,,	425	800
9.	Paper Brown Wrapping E.018	Qrs.	..	112
10.	Paper Duplicating E.046	Reams	121¼	244
11.	Paper Type 3 lb. E.076	,,	76	180
12.	Paper Drawing 133 lbs. 27 × 40 inches	Sheets	12	96
13.	Paper Kraft 66 lbs. Imperial	Qrs.	..	16
14.	Paper Bleached 40 lbs. Q'F' Cap	Sheets	..	375
	(B) *Stationery.*			
15.	Brushes Drawing No. 'O'	Nos.	12	..
16.	Brushes Drawing No. 3	,,	6	..
17.	Brushes Drawing No. 6	,,	2	..
18.	Brushes Drawing No. 8	,,	1	..
19.	Brushes long for Typewriter	,,	5	15
20.	Brushes small for T.W.	,,	6	15
21.	Brushes Gum	,,	3	..
22.	Blotters Superior	,,	2	..
23.	Blotters Ordinary.	,,	6	..
24.	Bodkin	,,	12	..
25.	Bastas.	,,	12	..
26.	Covers for files.	,,	100	..
27.	Call Bell.	,,	2	..
28.	Chalks.	Box contg. 100 st.	21	..
29.	Clips Gem.	Box 144 Nos.	10	12
30.	Correcting Fluid.	Nos.	6	..
31.	Crowquill Nibs.	Dozen	2	..
32.	Dusters.	Nos.	12	..
33.	Envelops small size.	,,	425	2,400
34.	Envelops medium size.	,,	2,300	13,200
35.	Envelops big size.	,,	560	..
36.	Eraser Ink and Pencil.	,,	16	34
37.	Eraser Pencil.	,,	36	..
38.	Gloy Paste.	,,	6	15
39.	Gum Arabic.	Lbs.	3½	16
40.	Gum Bottle empty.	Nos.	4	..
41.	Ink Blue Black (Powder.)	Pkt. contg. 1 Oz.	38	75
42.	Ink Red (Powder.)	,,	11	21
43.	Ink for Fountain Pen (bottle.)	Nos.	4	15
44.	Ink for Stencil (tubes of one Lb.)	,,	30	45
45.	Ink pots glass Ordinary.	,,	30	24
46.	Ink Black for thumb Impression.	,,	2	..
47.	Ink Reeves.	,,	12	..
48.	Ink Rubber stamping.	,,	6	24
49.	Ink Drawing assorted colour (Phials.)	,,	20	..
50.	Inkstand wooden.	,,	1	5
51.	Inkstand Glass Superior.	,,	2	..
52.	Inkstand Glass Ordinary.	,,	6	..
53.	Letter balance with weights.	,,	1	..
54.	Laces for file.	Gross.	4	..
55.	Measuring Tape Metalic 25ft.	Nos.	1	..
56.	Note Paper Small size.	,,	1,100	..
57.	Note sheet Block Buff.	Pad	120	..
58.	Note Book Phon.	Nos.	34	20
59.	Oil for Typewriter.	,,	8	..
60.	Pad for Signature.	,,	1	..
61.	Pad for Rubber Stamping	,,	9	14
62.	Pad Files.	,,	150	..
63.	Pad for Officer's Tables.	,,	2	..
64.	Paper cutter	,,	1	..
65.	Paper weights glass.	,,	21	34

APPENDIX VI (Con

Statement of Paper, Stationery and Forms for the Office of the Superintendent, Census Operations, Rajasthan.

S. No.	Item	Unit	Number of Unit.		S. No.	Item	Unit	Number of Unit.	
			1959-60	1960-61				1959-60	1960-61
1	2	3	4	5	1	2	3	4	5
66.	Pencil moveable for Artists.	Nos.	1	..	101.	Sponges	No.	1	..
67.	Pen Rack for Officers.	,,	2	..	102.	Stamp Stand	,,	1	..
68.	Pencil Red & Blue.	Dozs.	2	4	103.	Scissors	Nos.	3	..
69.	Pencil Black Lead	,,	7	13½	104.	Sealing Wax	Pkt. contg. 20 St.	22	160
70.	Pencil Shorthand	,,	2	..	105.	Stencil Paper Gestetner	Qrs.	18	166
71.	Pencil Copying	,,	4½	2	106.	Stencil Paper Plate	Nos.	2	
72.	Pencil Drawing H. B.	Nos.	6	..	107.	Saucers Enamelled	Set contg. 6 Nos.	1	..
73.	Pencil Drawing 1. B.	,,	6	..	108.	Thread Ball Cotton	Nos.	12	..
74.	Pencil Drawing 2B	,,	6	..	109.	Twin hump in Balls	,,	6	12
75.	Pencil Drawing 1H	,,	6	..	110.	Twin Jute	Lbs.	4	40
76.	Pencil Drawing 4H	,,	6	..	111.	Twin Ball White	Nos.	6	24
77.	Pencil Sharpners	,,	2	..	112.	Tape White	Yds.	450	200
78.	Pen Holders Ordinary	,,	30	69	113.	Tags Cotton 7" long	Lachi contg. 100 Nos.	20	143
79.	Pen Holders Superior	,,	10	14	114.	Tags Cotton 5" long	,,	20	..
80.	Pen Nibs Drawing No. 404	,,	12	..	115.	Type Carbon Brief size	Ream	1½	1
81.	Pen Nibs Ordinary	Gross	5	10	116.	Type Carbon F' Cap Size	,,	4	12
82.	Pen Stylus	Nos.	3	..	117.	Water Colour tubes assorted	Nos.	16	..
83.	Pen Knife	,,	3	18	118.	Water colour cakes	,,	36	..
84.	Pins Ordinary	Pkt. Contg. 1 Oz.	38	82	119.	Waste Paper Baskets	,,	15	..
85.	Pins Drawing	Gross	1	..	120.	Absentees slips	,,	100	..
86.	Pin Cushion Superior	Nos.	..	2	121.	Cash Book G.A. 48	Book	4	4
87.	Pin Cushion Ordinary	,,	4	6	122.	Cash Receipt Book	,,	6	..
88.	Punch Double hole	,,	1	..	123.	Cash Books	,,	4	1
89.	Punch Docket	,,	3	..	124.	Cash Challan G.A. 57	Nos.	150	..
90.	Registers Blank 4 qrs.	,,	6	18	125.	Contingent bill forms G.A. 108	,,	600	400
91.	-do- 3 qrs.	,,	6	..	126.	Contingent bill forms	,,	500	..
92.	-do- 2 qrs.	,,	12	..	127.	Contingent Register	,,	1	..
93.	-do- 1 qr.	,,	12	40	128.	Continuation Note Sheet	,,	2,000	..
94.	-do- ½ qr.	,,	12	10	129.	Calendar Superior for 1960	,,	..	6
95.	Ruler wooden Big	,,	4	..	130.	Calendar Superior for 1961	,,	15	..
96.	Ruler wooden Small	,,	2	..	131.	Credit Note Book Blank		..	6
97.	Ruler Stamps Brass Seals	,,	36	5	132.	D. O. Letter Big & Medium	,,	4,000	750
98.	Ribbon for Typewriter	Dozs.	2½	7½	133.	Draft form S. 5 Pad	,,	..	10
99.	Stapling machine	Nos.	2	..	134	Despath forms	,,	200	100
100.	Stapling Pins	Box Contg. 1000 Nos.	3	14	135.	D. F. A. Forms	,,	2,000	25

APPENDIX VI (*Concld.*)

Statement of Paper, Stationery and Forms for the Office of the Superintendent, Census Operations, Rajasthan.

S. No.	Item	Unit	Number of Unit. 1959-60	Number of Unit. 1960-61	S.No.	Item	Unit	Number of Unit 1959-60	Number of Unit 1960-61
1	2	3	4	5	1	2	3	4	5
136.	Deduction of Income Tax	Nos.	200	..	154.	Peon Books	Nos.	26	54
137.	Deduction of Insurance G.A. 80	,,	300	..	155.	Register Receipt S. 31	,,	..	52
138.	Engagement Pads	,,	5	4	156.	Register Service Postage Stamp G.A. 115	,,	..	2
139.	Economy Slips	,,	500	1,000	157.	Requisition Slip S. 43 Pad	,,	..	5
140.	File Slips S. 90 A	,,	..	300	158.	Reminder Cards	,,	500	1,000
141.	Flags A to Z	,,	25	..	159.	Slips to accompany bills, Form No. 1-G.A. 18	,,	1,500	..
142.	File Register	,,	..	2	160.	Slips S. 73	,,	100	..
143.	Immediate Slips	,,	600	500	161.	Slips P. U. C.	,,	25	..
144.	Inner Pay bill G.A. 76	,,	1,000	..	162.	Signature Slips	,,	25	125
145.	Linked Slips S. 83	,,	..	50	163.	Secret Slips S. 183	,,	100	100
146.	Official Letter Superior	,,	..	2,499	164.	Section Diary S. 30	,,	3	..
147.	Official Letter Ordinary	,,	..	4,500	165.	Schedules of G. P. F. G.A. 77	,,	200	..
148.	Pay bill outer (Non-Gazetted) G.A. 76	,,	50	550	166.	T.A. Bills Form (Gazetted) G.A. 94	,,	100	700
149.	Pay bill outer -do-	,,	700	..	167.	-do-	,,	250	..
150.	Pay bill of Gazetted Officers G.A. 75	,,	800	..	168.	T. A. Bills Form(Non-Gazetted) G.A. 95	,,	600	200
151.	Pay bill inner G.A. 76	,,	100	..	169.	-do-	,,	500	..
152.	Periodical increment certificate forms	,,	..	100	170.	Voucher for petty expenses	,,	2	
153.	Priority Slips S. 74	,,	100	..	171.	Voucher petty contingent expenditures	,,	1	..

APPENDIX VII-A

List of Census Schedules and Forms Printed in Rajasthan.

S. No.	Item	Quantity Printed
1.	Household Schedules Forms in Hindi	20,000 For Pretest.
2.	Enumerator's Report Forms	300
3.	List of articles issued to Enumerators	300
4.	House List Forms in (Hindi)	600
5.	Instructions to Enumerators to fill up Census questionnaire in (Hindi)	200
6.	Instructions to fill up the Houselist in (Hindi)	200
7.	Pocket Book Census of India 1961—Manual of Instructions for Housenumbering and Houselisting Operations in (English)	970
8.	Census Circular No. 1/60	1,000
9.	-do- No. 3/60	1,000
10.	-do- No. 9/60	2,000
11.	-do- No. 28/60	3,000
12.	Enumeration Manual in (English)	2,600
13.	Instructions for Housenumbering and Houselisting Operations in (Hindi)	50,000
14.	Supplementary to Enumeration Manual in (English)	2,000
15.	D.O. No. 7380 to Enumerators	34,100
16.	Amendment to Hindi Manual	39,800
17.	Village Information Schedules	70,000
18.	Census Form No. 1-A	2,000
19.	-do- 1-B	14,900
20.	-do- 2	35,000
21.	-do- 3-A	2,000
22.	-do- 3-B	11,000
23.	-do- 3-C	45,000
24.	-do- 6	8,000
25.	-do- 8	50,100
26.	-do- 9	50,000
27.	-do- 10	9,000
28.	-do- 11	2,000
29.	-do- 12	11,000
30.	-do- 13	45,000
31.	-do- 16	39,200
32.	-do- 17	60,000
33.	-do- 21	163,000
34.	-do- 22	60,000
35.	-do- 23	15,000
36.	-do- 24	2,000

APPENDIX VII-B

Statement of Census Forms supplied

Sl. No.	District	Appointment Parwanas of Charge Officers C. F. No. 11	Appointment Parwanas of Circle Supervisors C. F. No. 12	Appointment Parwanas of Block Enumerators C. F. No. 13	Mauza Register C. F. No. I-A & I-B	Charge/Circle Registers C. F. No. 2	Enumerators Abstract C.F.No.22	Circle Summary C. F. No. 23	Charge Summary C.F .No. 24
1	2	3	4	5	6	7	8	9	10
1.	Ajmer	45	325	1,564	110	940	2,560	525	75
2.	Alwar	25	510	1,523	115	1,015	2,480	530	65
3.	Bharatpur	45	310	1,656	120	1,030	2,536	510	80
4.	Jaipur	60	780	3,619	190	1,730	3,635	530	90
5.	Jhunjhunu	20	200	990	80	670	1,990	400	70
6.	Sawai Madhopur	25	460	1,341	95	870	2,315	460	70
7.	Sikar	20	240	1,304	85	770	2,220	440	65
8.	Tonk	20	120	650	55	460	1,150	220	40
9.	Bikaner	30	245	747	55	390	1,240	245	50
10.	Churu	30	180	974	80	600	1,370	280	45
11.	Sri Ganganagar	60	230	1,222	210	720	2,180	430	80
12.	Barmer	10	170	890	70	550	1,390	270	35
13.	Jaisalmer	17	60	230	30	140	170	160	40
14.	Jalor	10	230	980	60	480	1,180	230	35
15.	Jodhpur	25	240	1,200	95	770	2,150	440	70
16.	Nagaur	25	270	1,645	100	870	2,300	470	70
17.	Pali	20	220	1,200	85	210	2,100	420	65
18.	Sirohi	20	105	542	45	340	1,035	305	40
19.	Bundi	15	100	484	60	320	960	200	35
20.	Jhalawar	29	139	810	55	460	1,170	238	40
21.	Kotah	45	225	1,181	90	770	2,110	525	80
22.	Banswara	15	110	650	55	420	1,225	300	35
23.	Bhilwara	25	270	1,235	90	830	2,235	470	65
24.	Chitorgarh	35	206	1,189	80	670	1,425	290	50
25.	Dungarpur	10	105	550	50	360	1,050	205	30
26.	Udaipur	95	490	2,455	155	1,350	2,865	580	85
	TOTAL ..	776	6,540	30,831	2,315	17,735	47,581	9,673	1,505

APPENDIX VIII

Distribution of publicity material in Rajasthan.

Sl. No.	District.	Publicity Material Issued						
		Supplied By the Centre			By the Superintendent of Census Operations, Rajasthan			
		Cinema Films.	Posters	Booklets	Cinema Slides.	Posters	Folders	New Features.
1.	Ajmer	2	8,600	15,900	14	5,000	10,000	1
2.	Alwar	2	6,200	9,750	2	1,250	4,250	1
3.	Bharatpur	2	6,200	9,750	2	1,000	4,000	1
4.	Jaipur	2	11,600	24,900	12	5,000	15,400	1
5.	Jhunjhunu	2	2,600	6,450	4	1,000	2,000	1
6.	Sawai Madhopur	2	2,200	6,750	4	1,000	2,000	1
7.	Sikar	2	3,000	3,300	2	1,000	2,000	1
8.	Tonk	2	2,200	4,050	2	1,000	2,000	1
9.	Bikaner	2	3,400	6,450	4	3,000	5,000	1
10.	Churu	2	2,200	3,150	10	500	2,500	1
11.	Sriganganagar	2	2,300	12,450	8	1,000	2,000	1
12.	Barmer	2	1,900	3,150	..	1,000	2,000	1
13.	Jaisalmer	2	1,000	3,075	..	500	1,000	1
14.	Jalor	2	1,450	3,150	..	1,000	2,000	1
15.	Jodhpur	2	8,000	12,600	14	4,000	9,000	1
16.	Nagaur	2	2,300	6,300	..	1,000	2,000	1
17.	Pali	2	2,200	9,300	4	2,000	3,000	1
18.	Sirohi	2	1,500	3,150	4	1,000	1,500	1
19.	Bundi	2	1,400	6,300	6	1,000	1,500	1
20.	Jhalawar	2	2,200	6,300	6	1,000	1,500	1
21.	Kota	2	6,200	16,500	4	4,000	4,500	1
22.	Banswara	2	1,500	6,300	2	500	1,000	1
23.	Bhilwara	2	2,300	9,450	4	2,000	3,000	1
24.	Chitorgarh	2	2,300	9,300	6	1,000	1,500	1
25.	Dungarpur	2	1,500	3,150	2	500	1,000	1
26	Udaipur	2	4,200	15,900	8	5,000	9,000	1
	Total ..	52	50,450	2,16,750	124	46,250	94,650	

APPENDIX IX

List of Urban areas for 1961 Census in Rajasthan.

District 1	Name of Town 2	Status 3	Code No. 4
Ganganagar	Ganganagar	(M)	I
	Karanpur	(M)	II
	Sangaria	(M)	III
	Gajsinghpura	(M)	IV
	Raisinghnagar	(M)	V
	Hanumangarh	(M)	VI
	Suratgarh	(M)	VII
	Anupgarh	(M)	VIII
	Nohar	(M)	IX
	Bhadra	(M)	X
Bikaner	Bikaner	(M)	I
	Gangashahar	(M)	II
	Bhinasar	(M)	III
	Napasar	(M)	IV
	Deshnoke	(M)	V
	Nokhamandi	(M)	VI
Churu	Taranagar	(M)	I
	Rajgarh	(M)	II
	Sardarshahar	(M)	III
	Churu	(M)	IV
	Ratan Nagar	(M)	V
	Ratangarh	(M)	VI
	Rajaldesar	(M)	VII
	Dungargarh	(M)	VIII
	Bidasar	(M)	IX
	Chhapar	(M)	X
	Sujangarh	(M)	XI
Jhunjhunu	Pilani	(M)	I
	Vidya Vihar	(M)	II
	Surajgarh	(M)	III
	Chirawa	(M)	IV
	Bagad	(M)	V
	Jhunjhunu	(M)	VI
	Mandawa	(M)	VII
	Mukandgarh	(M)	VIII
	Khetri	(M)	IX
	Nawalgarh	(M)	X
	Udaipurwati	(M)	XI
Alwar	Alwar	(M)	I
	Rajgarh	(M)	II
	Kherli	(M)	III
Bharatpur	Kama	(M)	I
	Deeg	(M)	II
	Bharatpur	(M)	III
	Nadbai	(M)	IV
	Weir	(M)	V
	Bayana	(M)	VI
	Bari	(M)	VII
	Dholpur	(M)	VIII
	Rajakhera	(M)	IX
Sawai Madhopur	Todabhim	(M)	I
	Hindaun	(M)	II
	Karauli	(M)	III
	Gangapur	(M)	IV
	Sawai Madhopur	(M)	V
Jaipur	Kotputli	(M)	I
	Chomu	(M)	II
	Bandikui	(M)	III
	Amber	(M)	IV
	Jobner	(M)	V
	Sambhar	(M)	VI
	Phulera	(M)	VII
	Jaipur	(M)	VIII
	Dausa	(M)	IX
	Chaksu	(M)	X
Sikar	Ramgarh	(M)	I
	Fatehpur	(M)	II
	Lachhmangarh	(M)	III
	Sikar	(M)	IV
	Khandela	(M)	V
	Neem-ka-Thana	(M)	VI
	Sri Madhopur	(M)	VII
Ajmer	Kishangarh	(M)	I
	Pushkar	(M)	II
	Ajmer	(M)	III
	Nasirabad	(C)	IV
	Beawar	(M)	V
	Sarwar	(M)	VI
	Kekri	(M)	VII
	Bijainagar	(M)	VIII
Tonk	Niwai	(M)	I
	Malpura	(M)	II
	Tonk	(M)	III
	Uniara	(M)	IV
	Deoli	(M)	V
Jaisalmer	Jaisalmer	(M)	I
	Pokaran	(M)	II
Jodhpur	Phalodi	(M)	I
	Jodhpur	(M)	II
	Pipar	(M)	III
	Bilara	(M)	IV
Nagaur	Ladnu	(M)	I
	Deedwana	(M)	II
	Nagaur	(M)	III
	Kuchaman	(M)	IV
	Makrana	(M)	V
	Nawa	(M)	VI
	Parbatsar	(M)	VII
	Merta	(M)	VIII

APPENDIX IX (*Concld.*)

List of Urban areas for 1961 Census in Rajasthan.

District 1	Name of Town 2	Status 3	Code No. 4
Pali	Sojat	(M)	I
	Sojat Road		II
	Pali	(M)	III
	Bali	(M)	IV
	Sadri		V
Barmer	Barmer	(M)	I
	Balotra	(M)	II
Jalor	Jalor	(M)	I
	Bhinmal	(M)	II
Sirohi	Sheoganj	(M)	I
	Sirohi	(M)	II
	Pindwara	(M)	III
	Mount Abu	(M)	IV
	Abu Road	(M)	V
Bhilwara	Shahpura	(M)	I
	Bhilwara	(M)	II
	Gangapur	(M)	III
Udaipur	Deogarh	(M)	I
	Rajsamand	(M)	II
	Nathdwara	(M)	III
	Udaipur	(M)	IV
	Bhindar	(M)	V
	Salumbar	(M)	VI
Chitorgarh	Kapasin	(M)	I
	Chitorgarh	(M)	II
	Nimbahera	(M)	III
	Chhotisadri	(M)	IV
	Barisadri	(M)	V
	Partapgarh	(M)	VI
Dungarpur	Dungarpur	(M)	I
	Sagwara	(M)	II
Banswara	Banswara	(M)	I
	Kushalgarh	(M)	II
Bundi	Nainwa	(M)	I
	Lakheri	(M)	II
	Bundi	(M)	III
	Keshoraipatan	(M)	IV
Kota	Indergarh	(M)	I
	Kota	(M)	II
	Baran	(M)	III
	Chhabra	(M)	IV
	Ramganj Mandi	(M)	V
Jhalawar	Jhalawar	(M)	I
	Jhalrapatan	(M)	II
	Bhawani Mandi	(M)	III
	Sunel	(M)	IV

NOTE:—The words (M) or (C) respectively denote existence of a Municipality or a Cantonment in the town.

APPENDIX X

A—Tours undertaken by the Superintendent of Census Operations, Rajasthan.

Date of Departure	Date of Return	Destination	No. of hours of Conference & Discussions.	Place visited en-route	No. of Miles Travelled by	
					Road	Rail
1	2	3	4	5	6	7
20-7-59	21-7-59	Ajmer	3 Hours.		..	168
22-7-59	24-7-59	Alwar	3 ,,		..	188
26-7-59	31-7-59	Jhalawar	6 ,,	Kota	110	300
12-8-59	12-8-59	Alwar	3 ,,		180	..
13-8-59	13-8-59	Ajmer	3 ,,		168	..
22-9-59	4-10-59	Delhi	38 ,,		..	384
16-10-59	20-10-59	Udaipur	6 ,,	Bhupalsagar	..	497
10-11-59	13-11-59	Alwar	3 ,,		..	188
15-11-59	21-11-59	Jhunjhunu	23 ,,	Bikaner Ganganagar Churu Sikar	..	974
26-11-59	26-11-59	Tonk	3 ,,		116	..
17-12-59	23-12-59	Udaipur	12 ,,	Ajmer Bhilwara Chitorgarh	536	..
11-1-60	21-1-60	Udaipur	17 ,,	Kota Jhalawar Bundi Ajmer Bhilwara Chitorgarh Banswara Dungarpur	1378	..
25-1-60	31-1-60	Delhi	12 ,,	Alwar Kishangarh	446	..
4-2-60	7-2-60	Kota	5 ,,	Sawai Madhopur	..	300
9-2-60	11-2-60	Sirohi	5 ,,		..	492
27-2-60	28-2-60	Bharatpur	4 ,,		234	..
2-4-60	5-4-60	Bharatpur	13 ,,	Alwar	281	..
6-4-60	11-4-60	Churu	22 ,,	Sikar Jhunjhunu	280	..
12-4-60	29-4-60	Banswara	66 ,,	Sawai-Madhopur Bundi Kota Jhalawar Bhilwara Chitorgarh Udaipur Dungarpur	1088	..

APPENDIX X—(*Contd.*)

A—Tours undertaken by the Superintendent of Census Operations, Rajasthan.

Date of Departure	Date of Return	Destination	No. of hours of Conference & Discussions	Place visited en-route	No. of Miles Travelled by	
					Road	Rail
1	2	3	4	5	6	7
3-5-60	22-5-60	Pali	60 Hours	Nagaur Bikaner Ganganagar Jaisalmer Barmer Jalor	1059	398
19-5-60	22-5-60	Mount Abu	7½ „		36	548
16-6-60	17-6-60	Tonk	7½ „		120	..
3-6-60	8-6-60	Mount Abu	7½ „		650	..
3-8-60	15-8-60	Delhi	54 „		384	..
31-8-60	31-8-60	Bharatpur	7½ „		234	..
29-9-60	29-9-60	Ajmer	2½ „		164	..
6-11-60	9-11-60	Jodhpur	7 „	Ajmer	448	..
19-12-60	21-12-60	Bikaner	4½ „		..	468
25-12-60	30-12-60	Jodhpur	10 „	Ajmer	382	..
1-1-61	4-1-61	Kota	5 „		300	..
7-1-61	11-1-61	Udaipur	15 „	Chitorgarh Bhilwara	536	..
29-1-61	31-1-61	Alwar	4 „	Kishangarh	242	..
25-2-61	3-3-61	Bharatpur	6 „	Alwar	285	..
17-3-61	20-3-61	Jodhpur	8 „	Ajmer	448	..
23-4-61	25-4-61	Jodhpur	4 „		448	..
11-5-61	11-5-61	Kotputli	2 „		134	..
29-5-61	30-5-61	Alwar	3 „		180	..
17-6-61	1-7-61	Shrinagar (Kashmir)	22 „		..	523
1-7-61	4-7-61	Jodhpur	4 „		448	..
17-8-61	20-8-61	Bikaner	5 „		..	468
21-1-61	21-1-61	Ajmer	2½ „		164	..
31-1-61	11-2-61	Delhi	2 „ 29 „	Alwar	384	..
16-2-61	16-2-61	Nangal-Susthan	4 „		25	..
12-4-62	16-4-62	Jodhpur	9 „		448	..

B—Tours undertaken by the Deputy Superintendents of Census Operations, Rajasthan.

Dy. Superintendent. Census Operations, (Headquarter).

26-7-59	31-7-59	Jhalawar	6 Hours	Kota	110	300
12-8-59	12-8-59	Alwar	3 „		180	..
13-8-59	13-8-59	Ajmer	3 „		168	..
22-9-59	4-10-59	Delhi	38 „		..	384

APPENDIX X—(*Contd.*)

A—Tours undertaken by the Dy. Superintendents of Census Operations, Rajasthan.

Date of Departure	Date of Return	Destination	No. of hours of Conference & Discussions	Place visited en-route	No. of Miles Travelled by	
					Road	Rail
1	2	3	4	5	6	7
5-12-59	13-12-59	Pali	16 Hours	Jodhpur Nagaur Jaisalmer Barmer Jalor	575	731
19-5-60	22-5-60	Mount Abu	7½ ,,		36	548
23-10-60	30-10-60	Kota	6 ,,	Bundi Jhalawar	462	..
8-3-61	10-3-61	Delhi	6 ,,		..	384
17-4-61	17-4-61	Ajmer	2 ,,		164	..
18-5-61	22-5-61	Udaipur	6 ,,		..	538
17-6-61	1-7-61	Shrinagar (Kashmir)	22 ,,		..	523
17-8-61	20-8-61	Bikaner	5 ,,		..	468
31-1-61	9-2-61	Delhi	2 ,, 29 ,,	Alwar	..	384
		Regional Dy. Superintendent, Census Operations (Urban), Jaipur.				
15-9-60	16-9-60	Alwar	4 Hours		178	..
20-9-60	20-9-60	Ajmer	2 ,,		164	..
6-10-60	8-10-60	Bhilwara	3½ ,,	Ajmer	164	..
27-10-60	27-10-60	Amber	6½ ,,	Lalwas Harmara	299	..
3-11-60	8-11-60	Mahuwa	16 ,,	Bharatpur Deeg Alwar		
7-12-60	10-12-60	Jodhpur	1½ ,,	Ajmer	456	..
26-12-60	1-1-61	Bharatpur	18½ ,,	Bari Dholpur Deeg Mahuwa	220	..
3-1-61	..	Bassi	8 ,,	Dausa Lalsot	112	..
4-1-61	..	Chaksu	5½ ,,	Sanganer	52	..
6-1-61	..	Jamuwa Ramgarh	6 ,,	Amber	42	..
10-1-61	..	Govindgarh	6½ ,,	Chomu	48	..

APPENDIX X (*Contd.*)

A—Tours undertaken by the Dy. Superintendents of Census Operations, Rajasthan.

Date of Departure	Date of Return	Destination	No. of hours of Conference & Discussions	Place visited en-route	No. of Miles travelled by	
					Road	Rail
1	2	3	4	5	6	7
12-1-61	13-1-61	Charge No. 9 Jaipur City	6 Hours		..	..
15-1-61	..	Charge No. 1 Jaipur City	4 ,,		..	..
17-1-61	..	Charge No. 2 Jaipur City	3 ,,		..	..
18-1-61	..	Police Special Charge	3½ ,,		..	..
	Regional Dy. Superintendent (Rural), Census Operations, Jaipur.					
11-9-60	2-10-60	Sawai-Madhopur	35 hours 7 ,,	Kota, Bundi, Jhalawar, Tonk.	346	434
26-10-60	8-11-60	Kota	40 ,,	Kaithoone, Kishorepura, Kansuwa, Badana, Bundi, Deoli & Sawai-Madhopur.	208	300
1-12-60	6-12-60	Kota	20 ,,		10	300
28-12-60	15-1-61	Chhabra	48 ,,	Tonk, Kota, Bundi, Talera, Sawai-Madhopur, Nainwa, Baran	583	286
18-1-61	31-1-61	Kota	45 ,,	Ramganj-Mandi, Sultanpur, Pipalda, Itawah, Indergarh, Gangapur & Jhalawar.	621	514
19-2-61	24-2-61	Kota	15 ,,		155	150
8-3-61	9-3-61	Tonk	5 ,,		120	..
10-3-61	14-3-61	Kota	13 ,,	Sawai-Madhopur	10	300
	Regional Dy. Superintendent (Rural), Census Operations, Jodhpur.					
17-12-60	18-12-60	Nagaur	7½ ,,		84	..
22-12-60	24-12-60	Barmer	6 ,,		..	130
24-12-60	25-12-60	Pali	12 ,,		45	..
11-1-61	11-1-61	Shergarh	6 ,,		64	..
17-1-61	17-1-61	Pali	5 ,,		..	45
18-1-61	18-1-61	Pipar	6 ,,	Bilara, Khejarla, Hariadna	152	..

APPENDIX X (*Contd.*)

A—Tours undertaken by the Dy. Superintendents of Census Operations, Rajasthan.

Date of Departure	Date of Return	Destination	No. of hours of Conference & Discussions	Place visited en-route	No. of Miles travelled by	
					Road	Rail
1	2	3	4	5	6	7
19-1-61	22-1-61	Jaswantpura	10½ Hours	Jalor, Bhinmal,	..	86
24-1-61	25-1-61	Nagaur	6½ „		84	..
29-1-61	30-1-61	Sajjan Road	6 „		..	140
30-1-61	1-2-61	Sirohi	6 „		14	..
2-2-61	8-2-61	Jaisalmer	29 „	Pokaran.	70	120
9-2-61	11-2-61	Barmer	6 „		..	130
Date not mentioned		Jodhpur	50 „		..	..
Regional Dy. Superintendent, (Rural), Census Operations, Udaipur.						
29-9-60	30-9-60	Chitorgarh	9 Hours		..	138
5-10-60	7-10-60	Bhilwara	6 „		103	103
8-10-60	16-10-60	Jaipur.	16 „	Jaisamand, Jawar, Rikhabhdeoji, Udaipur.	421	269
24-10-60	30-10-60	Banswara	21 „		177	305
6-11-60	9-11-60	Bhilwara	13 „		210	..
24-11-60	1-12-60	Jaipur	30 „		..	538
11-12-60	16-12-60	Jaipur	12 „		..	538
23-12-60	25-12-60	Bhilwara.	18 „	Chitorgarh	210	..
6-1-61	6-1-61	Mavli	5 „		184	..
7-1-61	8-1-61	Bhim	9 „	Rajsamand	103	..
13-1-61	13-1-61	Bhilwara	2 „		128	..
15-1-61	17-1-61	Dungarpur	9 „	Sagwara	..	103
17-1-61	24-1-61	Kushalgarh	9 „	Bhilwara, Banswara, Pipalkhunt.	222	305
7-2-61	12-2-61	Jaipur	12 „		..	538
16-2-61	16-2-61	Chitorgarh	3 „		..	69
17-2-61	18-2-61	Pratapgarh	3 „	Mandsaur, Chitorgarh	264	335
23-2-61	1-3-61	Jaipur	..		..	538

APPENDIX X (Contd.)

A—Tours undertaken by the Dy. Superintendents of Census Operations, Rajasthan.

Date of Departure	Date of Return	Destination	No. of hours of Conference and Discussions	Place visited en-route	No. of Miles Travelled by	
					Road	Rail
1	2	3	4	5	6	7
9-3-61	12-3-61	Bhilwara	12 Hours	Chitorgarh	..	206
31-3-61	5-4-61	Jaipur	..		..	538
Regional Dy. Superintendent, (Rural), Census Operations, Bikaner.						
15-9-60	25-9-60	Ganganagar,	36½ ,,	Sikar, Jhunjhunu, Churu, Raisinghnagar, Hanumangarh.	333	493
23-10-60	31-10-60	Ganganagar	31 ,,	Sikar, Jhunjhunu, Churu.	247	191
14-11-60	19-11-60	Sadulpur	21 ,,	Ratangarh, Sardarshahar, Taranagar, Rajgarh and Churu.	73	520
21-12-60	23-12-60	Nokha	7 ,,		80	..
24-12-60	31-12-60	Ganganagar	23¾ ,,	Karanpur, Padampur, Raisinghnagar, Hanumangarh, Nohar.	306	398
5-1-61	19-1-61	Sadulpur	38½ ,,	Ratangarh, Rajgarh, Churu, Ratannagar, Ramgarh, Sikar, Fatehpur, Ranoli, Jhunjhunu, Nawalgarh, Khetri, Pilani and Chirawa.	354	476
26-1-61	30-1-61	Neem-ka-thana.	13¼ ,,	Ringas, Sikar.	38	554
5-2-61	6-2-61	Kolayat	3 ,,		30	..
7-2-61	7-2-61	Nokha	3 ..		80	..

APPENDIX XI

Budget estimates for the Office of Superintendent of Census Operations, Rajasthan.

Head of Account	1959-60			1960-61			1961-62		
	Estimate Rs.	Actual Expenditure Rs.	Variations Rs.	Estimate Rs.	Actual Expenditure Rs.	Variations Rs.	Estimate Rs.	Actual Expenditure Rs.	Variations Rs.
A. Superintendence—									
A-1. Pay of Officers	21,650	21,743	+93	32,200	28,271	—3,929	32,350	38,333.36	+5,983.36
A-2. Pay of Establishment	25,750	25,684	—66	82,300	83,031	+731	121,300	129,377.23	+8,077.23
A-3. Allowances & Honoraria	16,050	14,953	—1,097	23,850	21,792	—2,058	33,900	31,548.21	—2,351.79
A-4. Other Charges	41,900	42,092	+192	39,200	39,205	+5	32,500	33,917.69	+1,417.69
TOTAL A—Superintendence	105,350	104,472	—878	177,550	172,299	—5,251	220,050	233,176.49	+13,126.49
B. Enumeration —									
B-1. Pay of Establishment				252,400	193,137	—59,263	70,650	70,643.23	—6.77
B-2. Allowances & Honoraria				143,900	133,991	—9,909	431,550	407,048.26	—24,501.74
B-3. Honoraria to Enumerators				244,000	231,890	—12,110	374,250	377,285.97	+3,035.97
B-4. Other Charges				15,600	16,947	+1,347	21,500	21,900.60	+400.60
TOTAL B—Enumeration				655,900	575,965	—79,935	897,950	876,878.06	—21,071.94
C. Abstraction and Compilation —									
C-1. Pay of Officers				28,800	27,030	—1,770	57,500	59,236.61	+1,736.61
C-2. Pay of Establishment				22,700	16,715	—5,985	1,414,750	1,420,536.26	+5,786.26
C-3. Allowances & Honoraria				9,300	8,492	—808	61,600	60,689.74	—910.26
C-4. Other Charges				44,600	37,285	—7,315	84,900	87,141.59	+2,241.59
TOTAL C—Abstraction & Compilation				105,400	89,522	—15,878	1,618,750	1,627,604.20	+08,854.20
D. Printing and Stationery	71,900	70,756	—1,144	66,000	51,410	—14,590	45,000	42,732.12	—2,267.88
TOTAL—Rajasthan Circle of Accounts									

APPENDIX XII

List of Circulars issued by the Superintendent of Census Operations, Rajasthan.

Sl. No.	No. and date of Circulars.	Subject.
		1959
1.	D. 97/F. 48/Census (G)/59, dated 27-4-59	Census 1961—General Instructions to District Census Officers.
2.	D. 108/F. 56/Census (G)/59, dated 30-4-59.	Territorial changes in Districts of Rajasthan since the year 1951.
3.	D. 114/F. 58/Census (G)/59, dated 1-5-59	Enumeration of Scheduled Castes and Scheduled Tribes.
4.	D. 115/F. 48/Census (G)/59, dated 1-5-59.	Supply of extra copies of Census Circulars to District Census Officers
5.	D. 166/F. 48/Census (G)/59, dated 12-5-59.	Preparation of lists of villages and towns for Districts.
6.	D. 226/F. 48/Census (G)/59, dated 25-5-59.	Preparation of local calendar of important events for determination of age at the time of enumerations.
7.	D. 287/F. 51/Census (G)/59, dated 2-6-59.	Formation of Census Divisions (Charges, Circles, Blocks) in Districts.
8.	D. 345/F. 26/Census (G)/59, dated 15-6-59.	Pre-testing of the Second Draft of the House List and Enumeration Schedule.
9.	D. 403/F. 23/Census (G)/59, dated 24-6-59.	Preparation of maps for the Districts, Tehsils, Towns etc.
10.	D. 453/F. 23 /Census (G)/59, dated 1-7-59.	Programme of Census work for the year 1959-60.
11.	D. 454/F. 27/Census (G)/59, dated 1-7-59.	Preparation of lists of villages and towns and tehsil maps for each tehsil.
12.	D. 763/F. 25/Census (G)/59, dated 31-7-59.	House numbering—Form of Numerals and Alphabets to be used.
13.	D. 832/F. 48/Census (G)/59, dated 5-8-59.	Prepararion of Local Calendar of important events for determination of age at the time of enumeration.
14.	D. 1063/F. 48/Census (G)/59, dated 17-8-59.	1961 Census—House numbering—Form of Numerals and Alphabets.
15.	D. 1386/F. 56/Census (G)/59, dated 26-10-59.	Territorial changes in Districts of Rajasthan since the year 1951.
16.	D. 1403/F. 28/Census (G)/59, dated 26-10-59.	Preparation of maps for the Districts, Tehsils, Towns etc.
17.	D. 1404/F. 27/Census (G) /59, dated 26-10-59.	Urban and Rural classification—List of towns and villages for Districts.
18.	D. 1405/F. 137/Census (G)/59, dated 26-10-59.	Location Code for Districts/Tehsils/Towns/Villages.
19.	D. 1406/F. 80/Census (G)/59, dated 24-10-59.	Agency for Census Enumeration—Assessment of available staff in each District.
20.	D. 1407/F. 51/Census (G)/59, dated 24-10-59.	Formation of Census Divisions in Districts.
21.	D. 1408/F. 124/Census (G)/59, dated 24-10-59.	Determination of age—Preparation of Local Calendar of important events of Tehsils in a District.
22.	D. 1409/F. 58/Census (G)/59, dated 24-10-59.	Enumeration of Scheduled Castes and Scheduled Tribes at 1961 Census.
23.	D. 1451/F. 48/Census (G)/59, dated 3-11-59.	General instructions to District Census Officers.
24.	D. 1662/F. 23/Census (G)/59, dated 23-11-59.	Census Calendar.
25.	D. 1696/F. 137/Census (G)/59, dated 25-11-59.	Location Code for Districts, Tehsils, Towns etc.
26.	D. 1990/F. 28/Census (G)/59, dated 26-12-59.	Preparation of maps—Districts, Tehsils, Towns etc.
		1960
1.	D. 14/F. 48/Census (G)/59, dated 1-1-60.	General Instructions.
2.	D. 2124/F. 28/Census (G)/59, dated 5-1-60.	Preparation of District, Tehsil and Town maps.
3.	D. 65/F. 25/Census (G)/59, dated 9-1-60.	House-numbering and House-listing Operation.

APPENDIX XII (*Contd.*)

Sl. No.	No. and date of Circulars.	Subject.
4.	D. 798/F. 117/Census (G)/59, dated 2-2-60.	Co-operation by Defence Cantonment and Railway Services in Census Operations.
5.	D. 798/F. 117/Census (G)/59, dated 7-3-60.	List of Languages and Dialects spoken in Rajasthan.
6.	D. 797/F. 28/Census (G)/59, dated 7-3-60.	Preparation of maps for Districts, Tehsils and Towns.
7.	D. 867/F. 170/Census (G)/59, dated 9-3-60.	Training of Census Officers.
8.	D. 897/F. 25/Census (G)/59. dated 16-3-60.	House-numbering —House-listing Operations in Districts.
9.	D. 1057/F. 96/Census (G)/59, dated 22-3-60.	Enumeration of Population.
10.	D. 1222/F. 137/Census (G)/59, dated 29-3-60.	Location Code Numbers for Districts, Tehsils and Towns of Rajasthan.
11.	D. 1221/F. 27/Census (G)/59, dated 29-3-60.	Urban and Rural Classification—List of Towns.
12.	D. 1326/F. 170/Census (G)/59, dated 5-4-60.	Training of Senior Census Officers in Districts.
13.	D. 2177/F. 25/Census (G)/59, dated 14-5-60.	House-numbering.
14.	D. 2306/F. 96/Census (G)/59, dated 24-5-60.	Enumeration—Classification of Cultivation for P. 8.
15.	D. 2320/F. 170/Census (G)/59, dated 25-5-60.	Training—Use of House-listing forms.
16.	D. 2389/F. 96/Census (G)/59, dated 30-5-60.	Enumeration—Extension of the period of Revisional Round.
17.	D. 2390/F. 80/Census (G)/59, dated 31-5-60.	Enumerators and Supervisors—Appointment of.
18.	D. 2423/F. 170/Census (G)/59, dated 1-6-60.	Training of Census Officers.
19.	D. 2424/F. 51/Census (G)/59, dated 1-6-60.	Formation of Blocks.
20.	D. 2430/F. 25/Census (G)/59, dated 2-6-60.	Location Code numbers of villages.
21.	D. 2568/F. 157/Census (G)/59, dated 9-6-60.	Priority for all Census communications at Posts and Telegraph Offices
22.	D. 2603/F. 27/Census (G)/59, dated 10-6-60.	Urban and Rural Classification—List of Towns.
23.	D. 2628/F. 23/Census (G)/59, dated 13-6-60.	Census Calendar—Modification of.
24.	D. 2691/F. 130/Census (G)/59, dated 18-6-60.	Training of Census Officers.
25.	D. 2719/F. 130/Census (G)/59, dated 21-6-60.	Socio-Economic Survey of selected villages in Rajasthan.
26.	D. 2729/F. 185/Census (G)/59, dated 21-6-60.	Award of Census Medals for meritorious work.
27.	D. 2938/F. 51/Census (G)/59, dated 4-7-60.	Formation of Census Divisions/Blocks etc.
28.	D. 3167/F. 25/Census (G)/59, dated 21-7-60.	House-numbering and House-listing Operation—Important points to remember.
29.	D. 2954/F. 96/Census (G)/59, dated 4-7-60.	Enumertaion—Fisheries.
30.	D. 3055/F. 103/Census/Acct./59, dated 14-7-60.	Payment of T. A. and D. A. to Census Officers in Districts—Instructions for.
31.	D. 3097/F. 106/Census/Acct./59, dated 14-7-60.	Contingent expenditure in Districts—Countersignatures on.
32.	D. 3084/F. 25/Census (G)/59, dated 16-7-60.	House-numbering and House-listing Operation—Instructions regarding filling of Census Forms.
33.	D. 3063/F. 96/Census (G)/59, dated 15-7-60.	Enumeration—Abbreviations in Hindi to be used in filling Census slips.
34.	D. 3067/F. 51/Census (G)/59, dated 15-7-60.	Formation of Census Divisions—Demarcation of wards in Municipal Towns.
35.	D. 3529/F. 170/Census (G)/59, dated 17-8-60.	House-numbering and House-listing Operation—Training of Census Officers.
36.	D. 3540/F 25/Census (G)/59. dated 18-8-60.	House-numbering and House-listing Operation in Defence Establishments.

APPENDIX XII (*Contd.*)

S.No.	No. and date of Circular	Subject.
37.	D. 3544/F. 84/Census (G)/59, dated 18-8-60.	Census Publicity.
38.	D. 3543/F. 96/Census (G)/59, dated 18-8-60.	Enumeration of Houseless and Floating Population.
39.	D. 3545/F. 25/Census (G)/59, dated 18-8-60.	House-numbering and House-listing Operation—Certain Clarifications.
40.	D. 3551/F.96/Census (G)/59, dated 18-8-60.	1961 Census—Enumeration—Instructions for Principal and Secondary Work.
41.	D. 3684/F. 129/Census (G)/59, dated 24-8-60.	Co-operation by Defence Services
42.	D. 3728/F. 79 /Census (G)/59, dated 29-8-60.	Provision for Census Staff in the Districts, Tehsils and Town Offices
43.	D. 3767/F. 25/Census (G)/59, dated 2-9-60.	House-numbering and House-listing Operation.
44.	D. 3794/F. 181/Census/Accts./60 dated 5-9-60.	Payment of enumeration charges to Supervisors and Enumerators.
45.	D. 3909/F. 170/Census (G)/59. dated 8-9-60.	Training of Census Officers in Districts—Appointment of Regiona Deputy Superintendents of Census Operations to supervise training programme.
46.	D. 3913/F. 64/Census (G)/59, dated 9-9-60.	1961—Census Publicity.
47.	D. 3970/F. 96/Census (G)/59, dated 13-9-60.	Enumeration—Instructions—Amendment of.
48.	D. 4015/F. 96/Census (G)/59, dated 15-9-60.	Enumeration of foreign diplomatic personnel at 1961 Census.
49.	D. 5008/F. 25/Census (G)/59, dated 16-9-60.	House-numbering and House-listing Operation—Rapiy Surved of buildings in towns and large villages for delimitation of Blocks—Supply of coloured chalks.
50.	D. 4063/F. 140/Census/Str./59, dated 16-9-60	Supply of bundles containing pads of Enumeration Slips.
51.	D. 5060/F. 25/Census (G)/59, dated 17-9-60.	House-numbering and House-listing Operation—Amendment to the Enumeration Manual (English Version).
52.	D. 5087/F. 150/Census (G)/59, dated 19-9-60.	Monthly Progress Report on Census work.
53.	D. 5227/F. 25/Census (G)/59.	House-numbering and House-listing Operation—Instructions for Storage and despatch of filled-in-Houselists.
54.	D. 6200/F. 27/Census (G)/59, dated 24-9-60.	Urban classification—List of Towns.
55.	D. 5251/F. 25/Census (G)/59, dated 26-9-60.	House-numbering and House-listing Operations.
56.	D. 5284/F. 51/Census (G)/59, dated 27-9-60.	Formation of Blocks.
57.	D. 5343/F. 96/Census (G)/59, dated 5-10-60.	Household Schedule Form—Collection of area up to one decimal point.
58.	D. 5465/F. 171/Census (G)/59, dated 10-10-60.	Village Information Schedule.
59.	D. 5484/F. 25/Census (G)/59, dated 10-10-60.	House-numbering and House-listing Operation.
60.	D. 5688/F. 117/Census (G)/59, dated 18-10-60.	Enumeration—Recording of language spoken against Question No. 7 (a) and (b) of Census Slip.
61.	D. 5715/F. 79/Census (Est)/59, dated 24-10-60.	Census Staff in District, Tehsil and Town Offices.
62.	D. 5811/F. 96/Census (G)/59, dated 26-10-60.	1961 Census—Enumeration—Mistakes in filling Household Schedule Forms in U.P.
63.	D. 5870/F. 25/Census (G)/59, dated 1-11-60.	House-list—Recording of.
64.	D. 6208/F. 51/Census (G)/59, dated 16-11-60.	House-numbering and House-listing Operation—Filling of Census Forms—Difficulty in filling form No. C.F. 2.
65.	D. 6815/F. 96/Census (G)/59, dated 17-11-60.	Enumeration Operation—Supplementary Enumeration Manual.
66.	D. 6824/F. 185/Census (G)/59, dated 17-11-60.	Recognition of Census Work.
67.	D. 6856/F. 51/Census (G)/59, dated 18/19-11-60.	Enumeration—Formation of Census Divisions.

APPENDIX XII (*Contd*).

S.No.	No. and date of Circular.	Subject.
68.	D. 6857/F. 170/Census (G)/59, dated 18/19-11-60.	Enumeration—Training of Census Officers.
69.	D. 6858/F. 242/Census (G)/59, dated 18/19-11-60	Enumeration—Training Sample Census.
70.	D. 6875/F. 170/Census/G/59. dated 19-11-60.	Training to Upper Division Clerks of Districts.
71.	D. 6901/F. 64/Census (G)/59, dated 21-11-60.	Enumeration—Publicity.
72.	D. 7279/F. 140/Census (G)/59, dated 5-12-60.	Supply of pads of Census slips and Household Schedules and their distribution to Enumerators.
73.	D. 7287/F. 96/Census (G)/59, dated 7-12-60.	Enumeration Operation.
74.	D. 7706/F. 175/Census (Acctts.)/59, dated 24-12-60.	Drawal of Medical Charges bills.
		1961
1.	D. 281/F. 140/Census (Str)/59, dated 14-1-61.	Enumeration—Distribution of Pads of Census Slips and Household Schedules to Enumerators.
2.	D. 285/F. 170/Census (G)/59-II, dated 16-1-61.	Enumeration Training—Transfer of Officials appointed as Enumerators/Supervisors.
3.	D. 312/F. 96/Census (G)/59-I, dated 16-1-61.	Provisional figures of population.
4.	D. 446/F. 96/Census (G)/59, dated 17-1-61.	Amendment in the Enumeration Manual.
5.	D. 535/F. 96/Census (G)/59, dated 20-1-61.	Enumeration Operation—Distribution of enumeration material and Enumeration procedure.
6.	D. 637/F. 239/Census (G)/59, dated 24-1-61.	Special Enumeration of technically qualified persons.
7.	D. 883/F. 96/Census (G)/59, dated 3-2-61.	Enumeration of population in famine ridden areas.
8.	D. 1002/F. 96/Census (G)/59, dated 6-2-61.	Enumeration of Pilgrim Railway Specials.
9.	D. 1036/F. 129/Census (G)/59, dated 7-2-61.	Census of Defence Services.
10.	D. 1125/F. 96/Census/G/59, dated 10-2-61.	Enumeration—Submission of C.F. 24.
11.	D. 1338/F. 96/Census (G)/59-I, dated 18-2-61.	Instructions for packing and despatch of pads of Census slips and Household Schedules.
12.	F. 119/Census/Compilation/60, dated 16-2-61.	Post Enumeration Check—Intimation of Blocks selected for.
13.	D. 1343/F. 96/Census (G)/59, dated 18-2-61.	Enumeration—Recording of Institutional population in abstract of household Schedules by Enumerators.
14.	D. 1363/F. 96/Census (G)/59, dated 20-2-61.	Enumeration—Filling of question No 5 (b) on individual Census Slips.
15.	D. 1506/F. 96/Census (G)/59, dated 23-2-61	Time table for despatching filled in pads of Household Schedules and Enumeration Slips.
16.	D. 1530/F. 119/Census/Compl./59, dated 24-2-61.	Post Enumeration Check—Payment of Honorarium to Verification Officers (Supervisors).
17.	D. 1734/F. 96/Census (G)/59-I, dated 6-3-61.	Provisional Total of population—Proforma of telegram.
18.	D. 2561/F. 268/Census/Acctts/60, dated 31-3-61.	Payment of Second Instalment of remuneration to the Supervisors and Enumerators for Enumeration work.
19.	D. 2567/F. 164/Census (G)/59, dated 31-3-61.	Survey of Rural and Tribal Crafts in Rajasthan.
20.	D. 2581/F. 121/Census (Compl)/61, dated 1-4-61.	District Census Hand Books.
21.	D.O. No. D. 3727/F. 79/Census/Estt/59, dated 29-4-61.	Clearance of account of Census Expenditure.
22.	D. 3497/F. 79/Census/Estt/59, dated 22-4-61.	Census Staff for District, Tehsil and Special Charges of Cities and Towns.
23.	D. 8219/F. 150/Census (G)/59, dated 4-9-61.	Payment of Honoraria or T.A. through money orders to Census workers.

APPENDIX XIII

Census Divisions and Census Agencies in Rajasthan.

S. No.	Name of District	Number of								Average No. of houses per:		
		Inhabited Villages	Cities & Towns	Charges	Circles	Blocks	Charge Officers	Super-visors	Enumera-tors	Charge Officer	Super-visors	Enume-rators
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Ganganagar	1,538	10	26	235	1,177	26	235	1,308	5,955	698	118
2.	Bikaner	525	6	22	141	701	22	141	715	3,332	519	102
3.	Churu	843	11	19	178	883	19	178	887	4,880	520	104
4.	Jhunjhunu	693	11	16	200	982	16	200	1,060	5,114	409	92
5.	Alwar	1,853	3	14	289	1,464	14	289	1,502	10,497	508	97
6.	Bharatpur	1,838	9	26	302	1,504	26	302	1,573	5,799	499	95
7.	Sawai Madhopur	1,523	5	20	259	1,324	20	259	1,360	7,308	564	107
8.	Jaipur	2,694	10	39	539	2,634	39	539	2,888	7,051	510	95
9.	Sikar	798	7	13	227	1,141	13	227	1,275	7,687	440	78
10.	Ajmer	950	8	21	324	1,567	21	324	1,643	6,376	413	81
11.	Tonk	1,002	5	11	119	641	11	119	659	6,391	590	106
12.	Jaisalmer	485	2	9	52	205	9	52	206	2,679	463	117
13.	Jodhpur	716	4	19	236	1,149	19	236	1,190	7,478	602	119
14.	Nagaur	1,199	8	16	271	1,295	16	271	1,371	8,963	529	104
15.	Pali	826	5	11	220	1,096	11	220	1,219	12,914	645	116
16.	Barmer	822	2	5	162	885	5	162	885	21,705	669	122
17.	Jalore	591	2	6	129	677	6	129	677	15,601	725	138
18.	Sirohi	417	5	13	104	532	13	104	542	5,114	639	122
19.	Bhilwara	1,500	3	14	267	1,234	14	267	1,246	11,340	594	127
20.	Udaipur	3,159	6	31	384	1,891	31	384	2,054	9,093	734	137
21.	Chitorgarh	2,025	6	20	185	960	20	185	1,030	6,654	719	129
22.	Dungarpur	816	2	5	105	553	5	105	604	14,795	704	122
23.	Banswara	1,426	2	7	103	525	7	103	650	12,129	824	130
24.	Bundi	718	4	10	100	461	10	100	491	5,932	593	120
25.	Kota	1,860	5	28	221	1,110	28	221	1,230	5,219	661	118
26.	Jhalawar	1,423	4	13	131	659	13	131	696	6,816	676	127
	Total ..	32,240	145	434	5,483	27,250	434	5,483	28,961	7,310	578	109

APPENDIX XIV

Distribution of Manuals and Census Schedules in Rajasthan.

S. No.	District	Manuals	House List Forms		Household Schedules				Individual Slips			
			Supplied	Used	Pads of 50 Supplied	Pads of 50 Used	Pads of 25 Supplied	Pads of 25 Used	Pads of 100 Supplied	Pads of 100 Used	Pads of 25 Supplied	Pads of 25 Used
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Ganganagar	1,844	23,840	13,005	3,240	2,115	4,100	1,957	10,050	9,010	10,150	7,905
2.	Bikaner	1,190	9,550	7,150	1,800	781	2,400	265	4,620	4,214	3,300	1,962
3.	Churu	1,518	14,160	7,896	2,520	1,400	2,700	358	7,590	6,340	5,500	2,190
4.	Jhunhunu	1,690	15,150	9,150	2,880	1,826	1,200	540	9,570	7,249	5,500	1,351
5.	Alwar	2,551	22,380	17,403	3,980	3,385	2,729	966	9,240	9,073	11,500	8,955
6.	Bharatpur	2,720	24,590	18,694	4,320	3,402	3,000	1,318	11,220	10,911	7,700	3,859
7.	Sawai Madhopur	2,228	28,450	15,871	4,320	3,275	2,400	972	8,853	8,853	14,300	3,979
8.	Jaipur	4,467	41,570	29,459	8,280	4,805	3,646	1,389	19,272	17,571	17,655	6,830
9.	Sikar	2,052	17,941	10,205	2,880	2,229	2,400	574	7,260	7,168	7,700	5,211
10.	Ajmer	2,435	20,720	15,046	4,860	1,877	2,400	926	9,010	8,289	12,000	4,155
11.	Tonk	1,533	10,810	8,082	2,160	1,458	1,500	657	4,620	4,568	6,600	2,442
12.	Jaisalmer	402	6,000	2,560	720	580	2,036	344	1,460	1,214	1,578	1,032
13.	Jodhpur	2,193	17,030	11,740	3,118	2,207	4,800	533	11,220	8,328	7,700	1,870
14.	Nagaur	2,233	18,450	12,986	3,960	2,930	3,300	982	10,890	9,078	7,700	3,064
15.	Pali	1,556	23,280	11,494	3,240	2,259	2,400	1,070	7,601	7,601	6,600	3,139
16.	Barmer	1,389	12,150	8,194	2,520	1,844	1,800	620	6,700	6,332	4,400	2,060
17.	Jalor	1,244	13,410	7,323	2,880	2,021	1,800	363	5,450	4,889	4,400	3,037
18.	Sirohi	890	14,310	5,822	1,440	1,083	1,800	489	3,630	3,440	3,300	1,053
19.	Bhilwara	2,062	17,780	14.(	3,600	2,790	2,400	1,560	8,580	8,342	7,700	2,914
20.	Udaipur	3,508	36,880	30,789	5,440	4,201	6,600	2,993	13,530	13,360	13,200	7,175
21.	Chitorgarh	1,751	15,150	12,785	3,240	2,415	2,400	1,161	8,250	6,702	5,500	2,783
22.	Dungarpur	916	9,400	5,512	2,174	1,211	2,200	862	3,300	3,290	3,850	3,662
23.	Banswara	1,139	10,110	5,323	1,440	1,134	1,800	1,425	4,260	4,180	5,800	4,177
24.	Bundi	843	11,770	5,210	1,440	910	1,800	593	2,640	2,607	5,500	3,703
25.	Kota	1,911	17,020	13,910	3,240	1,983	3,000	1,211	6,939	6,853	9,950	7,510
26.	Jhalawar	1,131	11,330	8,389	1,800	1,570	1,800	1,085	4,620	4,405	4,400	2,961
	TOTAL	47,396	463,231	308,039	81,492	55,691	68,411	25,213	199,912	183,867	193,483	98,979

APPENDIX XV

Statement of Honoraria distributed to Enumeration Staff in Rajasthan.

S.No.	District.	Total Number of		Honoraria Distributed (in Rupees)						Total 1960-61	Total 1961-62
				Houselisting		Enumeration					
		Supervisors.	Enumerators.	1960-61	1961-62	Supervisors. 1960-61	Supervisors. 1961-62	Enumerators. 1960-61	Enumerators. 1961-62		
1	2	3	4	5	6	7	8	9	10	11	12
1.	Jaipur	539	2,888	23,706	..	..	7,737	..	33,840	23,706	41,577
2.	Ajmer	324	1,643	14,103	..	..	4,614	..	18,672	14,103	23,286
3.	Sawai Madhopur	259	1,360	11,913	..	..	3,000	..	12,516	11,913	15,516
4.	Tonk	119	659	5,769	..	..	1,923	..	7,908	5,769	9,831
5.	Sikar	227	1,275	10,152	117	..	2,691	..	11,556	10,152	14,364
6.	Jhunjhunu	200	1,060	8,838	..	..	1,035	..	4,452	8,838	5,487
7.	Alwar	289	1,502	13,176	..	..	4,383	..	17,940	13,176	22,323
8.	Bharatpur	302	1,573	13,534	..	..	4,503	..	18,864	13,534	23,367
9.	Ganganagar	235	1,308	10,593	..	..	2,616	..	11,520	10,593	14,136
10.	Churu	178	887	7,947	..	..	2,445	..	10,092	7,947	12,537
11.	Bikaner	141	715	6,299	..	..	1,215	..	5,016	6,299	6,231
12.	Jodhpur	236	1,190	10,341	..	..	3,075	..	12,708	10,341	15,783
13.	Jaisalmer	52	206	1,845	..	..	609	..	2,448	1,845	3,057
14.	Nagaur	271	1,371	11,655	..	..	3,228	..	13,404	11,655	16,632
15.	Barmer	162	885	7,965	..	..	1,380	..	5,520	7,965	6,900
16.	Jalor	129	677	6,093	..	..	576	..	2,268	6,093	2,840
17.	Pali	220	1,219	9,864	..	..	3,183	..	13,836	9,864	17,019
18.	Sirohi	104	542	4,788	..	..	1,581	..	6,432	4,788	8,013
19.	Udaipur	384	2,054	17,019	..	..	5,586	..	24,144	17,019	29,730
20.	Dungarpur	105	604	4,972	..	..	1,644	..	7,188	4,972	8,832
21.	Chitorgarh	185	1,030	8,634	..	..	2,820	..	12,036	8,634	14,856
22.	Banswara	103	650	4,725	..	..	1,575	..	6,912	4,725	8,487
23.	Bhilwara	267	1,246	11,106	..	..	3,702	..	14,928	11,106	18,630
24.	Kota	221	1,230	9,990	..	..	3,066	..	14,064	9,990	17,130
25.	Jhalawar	131	696	5,921	..	..	1,947	..	8,232	5,921	10,179
26.	Bundi	100	491	4,113	35	..	1,380	..	5,928	4,113	7,343
	Total	5483	28,961	245,061	152	..	71,514	..	302,424	245,061	374,090

APPENDIX XVI

Statement of the provisional and final totals of population in Rajasthan.

Sl. No.	District	Name of District Census Officer (at the time of Enumeration)	Population according to House List	Date of receipt of telegram or telephone of Provisional population	Population		Variation (of final from provisional population)	Percentage of variation (of final from provisional population)
					Provisional	Final		
1	2	3	4	5	6	7	8	9
1.	Ganganagar	Shri C.L. Kochar.	1,045,131	9-3-1961 (forenoon)	1,037,646	1,037,423	—223	—0.02
2.	Bikaner	Shri R. K. Saxena.	454,830	10-3-1961 (forenoon)	444,056	444,515	+459	+0.10
3.	Churu	Shri R. N. Madhok.	677,541	13-3-1961 (forenoon)	658,499	659,011	+512	+0.08
4.	Jhunjhunu	Shri Naresh Chandra.	747,513	13-3-1961 (forenoon)	719,299	719,650	+351	+0.05
5.	Alwar ..	Shri S. N. Shukla.	1,063,659	9-3-1961 (forenoon)	1,089,333	1,090,026	+693	+0.06
6.	Bharatpur	Shri Sher Singh.	1,148,604	9-3-1961 (forenoon)	1,150,333	1,149,883	—450	—0.04
7.	Sawai Madhopur	Shri V. Nath.	942,534	10-3-1961 (forenoon)	943,144	943,574	+430	+0.05
8.	Jaipur	Shri Ram Singh.	1,896,606	13-3-1961 (afternoon)	1,900,902	1,901,756	+854	+0.04
9.	Sikar	Shri K. K. Joshi.	849,429	9-3-1961 (forenoon)	819,852	820,286	+434	+0.05
10.	Ajmer	Shri T. N. Chaturvedi.	966,801	10-3-1961 (forenoon)	976,375	976,547	+172	+0.02
11.	Tonk	Shri R. R. Jain.	495,942	13-3-1961 (forenoon)	498,075	497,729	—346	—0.07
12.	Jaislamer	Shri R. Mookarjee.	130,608	13-3-1961 (forenoon)	138,049	140,338	+2,289	+1.66
13.	Jodhpur	Shri J. M. Lalwani.	894,549	9-3-1961 (forenoon)	883,380	885,663	+2,283	+0.26
14.	Nagaur	Shri Alauddin Khilji.	939,968	10-3-1961 (forenoon)	932,677	934,948	+2,271	+0.24
15.	Pali	Shri K. L. Baraya.	843,971	9-3-1961 (forenoon)	806,840	805,682	—1,158	—0.14
16.	Barmer	Shri K. S. Ujjwal.	666,898	12-3-1961 (forenoon)	648,734	649,794	+1,060	+0.16
17.	Jalor	Shri V. B. L. Mathur.	491,048	13-3-1961 (forenoon)	545,862	547,072	+1,210	+0.22
18.	Sirohi	Shri M. N. Pancholi.	352,277	9-3-1961 (forenoon)	352,528	352,303	—225	—0.06
19.	Bhilwara	Shri G. K. Bhagat.	837,572	9-3-1961 (forenoon)	865,835	865,797	—38	—0.00
20.	Udaipur	Shri P. K. B. Kurup.	1,439,927	13-3-1961 (forenoon)	1,465,456	1,464,276	—1,180	—0.08
21.	Chitorgarh	Shri Sharaf Ali.	702,337	10-3-1961 (forenoon)	710,880	710,132	—748	—0.11
22.	Dungarpur	Shri H. S. Rawat.	406,415	10-3-1961 (forenoon)	407,382	406,944	—438	—0.11
23.	Banswara	Shri V.I. Rajgopal.	466,780	13-3-1961 (forenoon)	474,192	475,245	+1,053	+0.22
24.	Bundi	Shri N. D. Mehta.	334,277	8-3-1961 (forenoon)	338,208	338,010	—198	—0.06
25.	Kota	Shri S. P. Singh Bhandari.	817,493	13-3-1961 (forenoon)	847,424	848,389	+965	+0.11
26.	Jhalawar	Shri Tej Singh Kothari.	486,188	10-3-1961 (forenoon)	490,635	490,609	—26	—0.01
		TOTAL ..	20,108,888		20,145,596	20,155,602	+10,006	+0.05

APPENDIX XVII

List of Recipients of Census Silver and Bronze Medals, with certificates, for 1961 Census in Rajasthan.

Sl. No.	District	Silver Medals								Bronze Medals			
		Additional District Census Officers	Deputy District Census Officers	Sub-Divisional Census Officers	Charge Officers	Deputy Charge Officers	Supervisors	Enumerators	Total	Supervisors	Enumerators	District Ministerial Staff	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14
1.	Ajmer	1	..	1	2	2	2	1	9	..	18	1	19
2.	Alwar	..	1	..	2	..	3	1	7	1	19	1	21
3.	Banswara	..	..	..	1	.	1	..	2	1	8	1	10
4.	Bundi	..	1	..	1	.	1	..	3	.	6	1	7
5.	Barmer	..	1	..	2	..	1	1	5	1	11	1	13
6.	Bikaner	1	1	..	1	..	1	..	4	1	7	..	8
7.	Bharatpur	..	1	..	2	1	3	2	9	2	20	1	23
8.	Bhilwara	..	1	..	2	1	3	1	8	1	32	2	35
9.	Chitorgarh	..	1	.	2	..	1	1	5	1	12	1	14
10.	Churu	..	1	..	2	.	..	2	5	.	12	1	13
11.	Dungarpur	..	..	..	1	..	1	..	2	.	7	1	8
12.	Ganganagar	..	..	..	2	1	2	1	6	..	19	1	20
13.	Jhunjhunu	..	..	..	2	.	1	1	4	1	12	1	14
14.	Jhalawar	.	..	.	1	..	1	1	3	1	8	1	10
15.	Jalor	..	..	.	2	..	1	1	4	1	9	1	11
16.	Jodhpur	..	..	.	3	.	2	1	6	1	15	1	17
17.	Jaisalmer	.	1	..	1	.	1	..	3	.	3	1	4
18.	Jaipur	1	1	..	5	..	4	2	13	1	33	2	36
19.	Kota	1	1	..	3	.	2	1	8	2	15	1	18
20.	Nagaur	..	1	..	2	1	2	1	7	2	15	..	17
21.	Pali	..	1	..	2	.	2	1	6	1	14	1	16
22.	Sawai Madhopur	..	1	..	2		2	1	6	1	16	..	17
23.	Sikar	..	..	..	3	.	2	1	6	1	14	1	16
24.	Sirohi	..	1	..	1	.	1	..	3	..	7	1	8
25.	Tonk	..	1	..	1	..	1	1	4	..	4	1	5
26.	Udaipur	..	1	..	1	1	1	1	5	1	6	1	8
	TOTAL	4	17	1	49	7	42	23	143	21	342	25	388

APPENDIX XVIII

Important instructions for House—numbering, House-listing, and Enumeration Operations.

(1) Registrar General's D. O. letter No. 3/9/59-RG of 12th March, 1959 regarding preparations for Census 1961.

(2) Chief Secretary's Circular No. F. 8 (7)Rev. B./59 dated the 5th June, 1959 regarding Cooperation by Government Departments/Local Authorities in Census work.

(3) S. C. O's Circular No. 1/1960 dated 1st January, 1960 regarding general instructions for Census 1961.

(4) S. C. O's Circular No. 3/1960 dated 9th January, 1960 regarding House-numbering and House-listing Operations, Census 1961.

(5) S. C. O's Circular No. 9/1960 dated 22nd March, 1960 regarding Enumeration of Population, Census 1961.

(6) S. C. O's D. O. letter No. 3879/F. 25/Census (G)/59 dated 8th September, 1960 to all District Census Officers regarding House-numbering and House-listing Operations, Census 1961.

(7) S. C. O's. Circular No. 73/1960 dated 7th December, regarding Enumeration Operations, Census 1961.

3/9/59-RG

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India

2-*A*, *Mansingh Road*,
New Delhi,
12 *March* 1959.

Dear Gupta

The next decennial Indian census will be the 10th of the Indian census series and the second since independence. The reference date for the census will be 1 March, 1961.

2. It should be our earnest endeavour to make the next census one of our very best.

3. We are lucky to have secured the early appointment of Census Superintendents in the States. In previous censuses, Census Superintendents were appointed just about a year or less before the enumeration date. My modest experience of the 1951 Census showed that the time at the disposal of a State Census Superintendent was quite insufficient to obtain a proper background of the census and of the conditions of his State which are so essential. The merger and integration of former princely States presented complex problems to some of the Superintendents in 1951. In the forthcoming census, too, the recent reorganisation of States is likely to create diverse problems constantly demanding your attention.

4. The Indian Census has, in the past, been compared to the mythical phoenix, which, arises with renewed vigour from its ashes. The census organisation, similarly, is set up one or two years before the census date and lasts for three or four years and is heard of no more till the next census. Though the Government of India, after Independence, passed a permanent Census Act and created a permanent post of Registrar General, this post was never filled up continuously by a full time officer. Fortunately, however, the core of the Census Commissioner's Office has this time continued uninterruptedly from the last census. In the States, the West Bengal Office has been in continuous existence since 1950, while Mysore too, has continuously maintained its census Department following the tradition of the erstwhile princely State. There is no running census office in any other State and the S. C. O. has, therefore, to start from scratch.

You will start with the following staff for your office but you should be very careful in choosing your men, as you cannot afford to go in for indifferent quality for your key men:—

1.	Head Assistant	1
2.	Accountant-Cashier	1
3.	Statistical Assistants	2
4.	Stenographer	1
5.	Clerks	4
6.	Peons	3

5. The State Governments have already been requested to arrange office accommodation for you. But should they be unable to secure it (indeed, this will really be the work of the local Estate Officer of the Government of India), it should be your foremost duty to find out suitable accommodation for your office. It will repay to select accommodation as near as possible to the main offices of the State Government, as you will have constantly to deal with them.

6. The records of the 1951 and previous censuses, if any, should be fetched to your office. Due to the reorganisation of States, your present jurisdiction may have greatly changed from the last Census. You may not have access to the records of those parts which were outside the 1951 jurisdiction of your State. You might, therefore, try to obtain the reocrds of these parts from your colleagues in the neighbouring States, provided they could be conveniently spared without any inconvenience. It may be necessary for you to send some of your staff to fetch them or copies of them from neighbouring States. You should have a complete set of 1951 Census Publications, both for All India and for the different States, which will probably be among the census records. But if they are not, you will doubtless ask officers of the State Government keeping charge of census papers and obtain these reports. You should

also have in your office all other census publications that might have been used by your predecessor which may be either in the census records or with the State Government. Reports of previous censuses should be available in the State Secretariat library or other good libraries.

7. Enclosed you will find the following papers on various administrative and financial matters connected with your offices:—

1. Orders of the Government of India in regard to your financial powers;
2. Orders in regard to permanent advance for your office;
3. Auditor-General's rules for classification of accounts;
4. Instructions of the Chief Controller of Printing & Stationery in regard to supply of stationery to your office and printing.

The Deputy Controller of Stationery, Calcutta, has been advised to supply you with a modest quantity of stationery, so that you may have no difficulty in starting an office.

8. It will be rewarding to study the 1951 All India Census Reports and as many other State reports as possible. You should also study the Administration Report of your State and any papers recommended therein for your study. It should be extremely profitable to spend some time with your predecessor of 1951. If you do not know your State well enough at first hand, it will be useful to acquire working first hand knowledge by visiting different parts of the State as quickly as possible.

9. I propose to hold as soon as practicable a conference this year of all State Census Superintendents at which the preliminary arrangements for census enumeration will be discussed and finalised. By that time you should have made a preliminary study of previous censuses, papers and documents, brushed up your knowledge of statistics and also formed your views on various aspects of census enumeration that are dealt with in the following paragraphs. Most of them will be discussed and finalised at the conference on the basis of which a calendar of operations will have to be devised on a strict time schedule, for the most sacred thing in a census operation is the census calendar.

10. A census, according to the late Mr. Yeatts, could be summed up as "first you count and then you tabulate." Enumeration is the more important of the two operations because at the census enumeration the aim should be to catch every man only once and leave out none. It involves the building up of a counting organisation which should be so perfect that there will be no likelihood of anyone being omitted from the count.

11. In India the canvasser method is used for enumeration which means that a census officer designated "Enumerator" should visit every house within his allotted block of houses during a prescribed enumeration period. This involves first a clear delimitation of territories by which the meanest household will be accounted for. The most essential pre-requisite of census work is a graduated breaking up of the entire district to distribute the work and the building up of a pyramid of jurisdiction and responsibility from below. In the censuses earlier than 1951, it was the practice to create artificial divisions in a district like charges, circles and Blocks for census purposes. At the 1951 Census, this practice of artificial divisions was given up and the usual administrative divisions of districts for revenue or general administration purposes, e. g., tehsil/thana, town, village, ward, etc., was maintained whole hog for the census. This helped to establish a naturally acceptable location code on the basis of territorial units in a district. By giving a number to a district, a number to a thana, tehsil, taluk or town, a number to the village or ward of a town and a number to the census house, a census house can be located easily by a code consisting of four numbers viz., (1) number of the district,(2) number of thana, tehsil, taluk or town, (3) number of the village or ward and (4) number of the census house.

12. At the 1951 Census some latitude was given to the State Census Superintendents in developing a location code. But in 1961, in order to make the location code really worthwhile for the whole of India, it should have a uniform structure for all States. The location code of a dwelling in a non-municipal area will consist of four numbers: (1) number of the district,(2) number of the thana, tehsil or taluk, (3) number of the revenue village or *mouza* and (4) number of the dwelling in the village or *mouza*. The location code of a dwelling in municipalities and non-municipal towns will similarly consist of four numbers:(1)number of the district, (2) number of the municipality or non-municipal town to be described by a Roman numeral, (3) number of the territorial ward or block or locality, if there is no ward, and (4) the number of the dwelling in the territorial ward, etc.

13. It was the 1951 Census practice to have a separate serial for districts in each State. For the next census, however, it is proposed to number all districts in a continuous serial so that each district will be assigned a unique number for the country as a whole The actual system of numbering, i.e. whether the States will be taken in alphabetical order or arranged geographically and what order should be followed within each State for numbering the districts will be decided later.

14. Within each district in the rural areas, thanas/tehsils/taluks will be numbered serially based on the entity of recognised administrative sub-divisions. In the case of towns all the towns in a district will be given one serial. Roman numbers will be given to them to distinguish them from the thana/tehsil/taluk numbers. Towns will be numbered serially in the order to be decided upon.

15. Revenue villages or survey *mouzas* in a thana/tehsil/taluk will be serially numbered according to their geographical location. In cases where a revenue village consists of more than one hamlet or there are distinct hamlets attached to a revenue village, the hamlets may be given sub-numbers under the main number of the village. In the case of urban areas where there are wards, the wards can be numbered serially according to the order adopted by the municipality. Where, however, the municipalities have not been divided into wards, distinct localities can be demarcated bounded by well-defined roads, streets or lanes and given numbers.

16. A list of places to be treated as towns for the forthcoming census is drawn up by State Superintendents at the beginning of Census operation. The lists should be approved by respective State Government concerned. In the past it has been the practice to designate as towns all municipalities, cantonments and other places having a local administration, e.g. civil lines. All other places with a total population of not less than 5,000 persons were also treated as towns if, according to the State Government and the Census Superintendent, they possessed urban characteristics. In actual practice, however, many States sometimes declared as towns even those places which were not municipalities, cantonments or civil lines with populations much less than 5000. Since urbanisation is going to be a major field of study from 1961 onwards, greater strictness and uniformity should hence-forth prevail in the definition of 'town' so that precise criteria may be set up in the interest of comparability.

17. For census purposes a town is defined as an area of 5,000 population or over not less than three-fourths of whom live on non-agricultural livelihoods. Where the population is predominantly agricultural the back-ground is rural and the place cannot therefore, be classified as urban. Where the livelihood is predominantly non-agricultural, there is likely to be a more urban back-ground and the place can be treated as a town.

18. At the 1951 Census, in West Bengal, it was prescribed that, in order that a place may be classified as a town it should have (1) a population of not less than 5,000, (2) a density of not less than 1,000 persons per square mile and that (3) at least three fourths of the *audlt male* population should be employed in pursuits other than agriculture. It is possible that in many States, where the average urban density is not as high as in West Bengal, urban localities may not attain such a high density. But it should be possible to apply the other two criteria uniformly to all States. I would, therefore, suggest that in the case of all States, localities other than municipalities, cantonments or civil lines should be treated as towns for purposes of the census, if their population is not less than 5,000 and their adult male population in non-agricultural livelihoods is at least 3/4 ths of the total male population of the locality. From the 1951 District Census Hand Books, you will be able to find out the proportion of agricultural and non-agricultural classes for each village or town, from which you can draw up a tentative revised list of towns on the above basis. The criteria to be adopted can be further discussed at the conference and the list finalised and approval of the State Governments taken where necessary.

19. You should have an up-to-date tehsil/thana/taluk map showing the location and boundaries of villages and towns in as big a scale as possible but preferably $1'' = 1$ mile. You should have at least two copies of this map and one copy may be kept in the tehsil/thana/taluk office. I have written to the various State Governments for the preparation of these maps. In case the maps are not available in your State, you should take immediate steps to have them prepared and copies taken. These maps will ensure complete coverage of the census. They will also be useful in your tours.

20. The ultimate unit so far as the census is concerned is the household. This was defined at the 1951 Census as "a group of people who live together and take their meals from a common kitchen". It is proposed to follow this definition in the next census also. Above the household is the census house where also it is proposed to follow the 1951 Census definition viz., "a dwelling with a separate main entrance". There may be a number of households in a census house or a census house may consist of only one household.

House-numbering and preparation of Houselists are distinct operations in the population census. I shall deal with them separately below.

21. The head of the enumeration hierarchy in a district is the District Census Officer who will usually be an Administrator or Revenue Divisional Officer, at the headquarters of the District. He acts on behalf and on the authority of the District Officer and is the key person for making all arrangements for the census in the district-delimitation of territories, preparation of various registers, the training of enumerators. You should secure the appointment of the District Census Officers as early as possible and also obtain the State Government's *assurance that he will not be disturbed from this post* till the completion of enumeration and the handing over of the necessary documents to the Census Tabulation Office. In the past, State Superintendents were not infrequently much inconvenienced by frequent transfers of the District Census Officers even at the final stages of preparation for the census. Such transfers cannot but affect the quality of enumeration in the district.

22. Below the District Census Officer is the Officer designated as "Charge Superintendent". Where possible, a whole thana/tehsil/taluk may be constituted into a charge and the general administration or revenue officer of the thana/tehsil/taluk may be appointed as Charge Superintendent. Otherwise, the district may be divided into a number of Charges and suitable officers of government or local bodies may be appointed Charge Superintendents. Charge Superintendents will be the principal channel of

communication between District Census Officers and Supervisors and enumerators. In the beginning, they will, by virtue of their local knowledge, assist in the appointment of competent supervisors and enumerators and, in the later stages, they will effectively instruct and train enumerators and keep the census on a strict time-table.

23. The District Census Officer and the thana/tehsil/taluk Census Officer usually have to attend to a great deal of correspondence. No whole-time clerical assistance was ever given before 1951. At the 1951 Census however, one clerk was attached to each District Census Officer and in some cases a clerk was also sanctioned for each thana/tehsil/taluk Census Officer. It will be possible in 1961 to render uniform clerical assistance to all District and thana/tehsil/taluk Census Officers. In the case of districts, each District Census Officer will be provided with one Upper Division Clerk, two Lower Division Clerks and two peons and each sub-divisional Census Office with one Lower Division Clerk and one peon for a period of fifteen months, *i.e.* from 1 March, 1960 to 31 May, 1961.

24. Next to the Charge Superintendent in the census hierarchy is the 'Census Supervisor'. The Supervisor will be in charge of a number of enumerators. The number of enumerators under a supervisor differed in the past from State to State.

25. The supervisors are an important link in the chain of census officers. They will have to master the instructions and rules issued for their guidance and explain them to and instruct the enumerators. They will have to move about their circles and inspect the work of the enumerators.

26. Below the supervisor is the' Census Enumerator' who does the housecounting and makes out the houselists and visits every house during the enumeration period and fills up the enumeration schedules. The success of enumeration depends on the quality of the enumerator and the training that has been imparted to him. The enumerator's charge has differed in the past from State to State. The charge was necessarily smaller in urban areas than in rural areas. In the case of small villages consisting of 150 to 200 houses, one enumerator will suffice to do the enumeration of the entire village. In the case of big villages, they may have to be split up into blocks, each block being assigned to an enumerator. In the case of urban areas, blocks will have to be formed for enumerators. Past practice will be your guide in the matter.

27. The census has, in the past, relied on the revenue officials, officials of Union Boards, local bodies, school teachers, etc., for carrying out the enumeration. Although this system has worked satisfactorily, it will still be worthwhile if you could investigate whether enumerators could not be recruited from a single agency, e.g., village school masters, in rural areas. This implies that there should be a sufficient supply of school masters so that all the enumerators could be recruited from this source.

28. In addition to the school masters, thanks to developmental activities, educated personnel may be available at the village level who could supplement the school masters, should sufficient number of school masters be not available. I would request you to make on the spot studies consultation with the district officers and formulate views on the agency that should be used for enumeration purposes in your State. This can be discussed further at the Conference and finalised.

29. We have effected considerable reduction in the army of enumerators employed in the censuses since 1931. This was because the 1931 and earlier censuses were confined to one night and arrangements had to be made for visiting all the houses during the census night and also for enumeration of travellers by train and other floating population. After the 1931 Census, the 'one night' census was given up and enumeration spread over a number of days.

At the 1951 Census, enumeration was spread over twenty days from 9th to 28th February, 1951, followed by another period of three days from 1st to 3rd March, 1951 to check births and deaths that took place subsequent to enumeration but before the reference date (1 March) and for the enumeration of casual visitors not enumerated elsewhere. At the next census also, enumeration will be spread over a number of days. The period of twenty days was fixed at the last census primarily for administrative convenience. The experience of the 1951 Census suggests that a period of 20 days may be on the high side and may have to be reduced a little. The reduction in the period will also reduce omissions in recording new births and deaths and migration. The period will, however, have to depend on so many factors, like the availability of enumeration staff and the time taken for filling up the schedule. The enumeration schedules are being pretested which will give an indication of the average time taken for filling up the schedule. On this basis, we can fix a norm for each enumerator which will help us in determining the period of enumeration and the optimum strength of enumeration staff that should be appointed. The matter can be further discussed at the conference on the basis of the results of the pretest. You can yourself have some pretesting of the schedules made in order to examine this aspect of the question.

30. Various forms and registers are usually prepared to show the census divisions and allotment of enumerators, supervisors, etc. The forms varied from State to State in the past. I propose to have a uniform set of forms for all the States and also of uniform sizes. I have asked the Controller of Printing & Stationery to supply you 23 lbs. Royal white printing paper ($20'' \times 26''$) for preparation of these forms. We shall, at the conference decide on the forms and registers to be prepared for enumeration and their exact contents and sizes.

31. Soon after the delimitation of territory and appointment of enumeration staff, viz., enumerators, supervisors and Charge Superintendents, the house-numbering and houselisting operations should be started. House-numbering can start after the rains in 1960.

32. In 1948, Mr. Yeatts, the first Registrar-General issued instructions for the numbering of houses and their permanent maintenance. Though some of the State Governments issued instructions for numbering and even their maintenance, it was found at the time of the First Conference for 1951 Census, held early in 1950, that in most of the States this housenumbering had to be done over again as the first numbers were not continuously maintained.

33. It will be useful for you to study whether in any part of your State the house-numbers given for the 1951 Census have been maintained, *i.e.*, kept up-to-date. In Madhya Pradesh, for example, the late Sri Kerawalla, the 1951 Census Superintendent, has stated in his Administration Report that in his State, the State Government had taken steps to number the houses even before the arrangements for the 1951 Census started and permanent number plates were introduced in many municipalities. I give below an extract from the Administration Report of Madhya Pradesh :—

> "In almost all places, the house-numbering was originally done by painting the numbers on the door shutters or walls of the houses and the real work concerned with the house-numbering done in 1950 was about repainting the obliterated numbers in rural areas and getting permanent numbers affixed in the more important municipal areas. As a result of intensive efforts, sixty out of one hundred and ten municipalities in Madhya Pradesh agreed to have permanent number-plates throughout their jurisdiction, and it is a matter of satisfaction that in many of these towns permanent number-plates were affixed before the Census actually commenced. These numbers were checked very intensively by several officers. In the Wardha district, the Deputy Commissioner personally checked the house-numbers in a number of villages and took strong disciplinary action against a Revenue Inspector who had failed to comply with his instructions in the matter".

But I have no information that house-numbering has been maintained after the 1951 Census either in Madhya Pradesh or in any other state. You should, therefore, make a careful study whether any numbering exists and, if so, whether the numbering is up-to-date. If the numbering is not up-to-date, renumbering should be done for the 1961 Census.

34. There are two methods which could be adopted for the numbering of houses. In rural areas, a village may or may not consist of a number of streets in a certain order. If the streets are arranged in a certain order, the best method of numbering would be to number the houses continuously in the various streets, the streets being taken in order starting from the north and ending in the south. Within a street, there are two alternatives: either the houses can be numbered in one continuous series clockwise or odd numbers may be given to houses on one side and even numbers to those on the other side. The first method is preferable as there will be continuity in the house-numbers. If in a village, there is no division into regular streets, the houses can be numbered continuously starting from the north-western end and ending in the south-eastern, taking care to see that no house is omitted.

35. In the case of urban areas, there can be a continuous numbering of houses in the same manner as in rural areas on the basis of the municipal ward, if the wards are small. If the wards are big and consist of a number of long streets which cut across the boundaries of wards, each street can be given a continuous serial of house numbers for its entire length. In the case of urban areas, different methods can be followed depending on the size and nature of the locality. The system followed in the 1951 Census would be a useful guide. You may study the numbering system adopted at the last census in your State and formulate proposals for numbering for the next census. These can be finalised at the conference in which an attempt will be made to confirm as closely as possible to the method adopted for the preparation of electoral rolls of the State. You may also study the numbering system used for electoral rolls and compare it with the 1951 Census system.

36. The marking material used at the last census could be repeated in the next. But municipalities which agree to maintain permanent number-plates at their own expense should be encouraged to do so.

37. The maintaining of house numbers will be useful for statistical studies. The Statistical Adviser to the Government of India has also emphasised the need for maintaining house-numbers given at the census. You should, therefore, try to maintain the house-numbers. How we should set about to do so may be discussed at the next Conference.

38. The Houselist should be prepared almost simultaneously with house-numbering. I enclose a copy of the draft Houselist and the instructions for filling it. The Houselist is being pretested along with the enumeration schedule by the various State Statistical Bureaus and other agencies. The results will help us to take a decision on its final form. It would also be useful if you could have the draft Houselist pretested in a few localities. The results of your pretest will also be useful in coming to a decision on the contents of the Houselist.

39. In past censuses, the contents of the Houselist were left to the discretion of State Superintendents. At this census, it is proposed to have a uniform Houselist, for all States.

40. In order to meet the wishes of the National Buildings Organisation, it is proposed to have at the next census information on "buildings", a "building" being defined as a separate structure on the ground. The adoption of "Building" will, however, depend on whether it is possible to put across the concept at the pretesting stage. If we adopt three Sub-numbers for a household: namely Building No., Census house No., and Household No., a household may consist of either one number, or two numbers or three numbers as explained below: if in a building, there should be more than one census house and if in each of them or in

any of them, there should be more than one household, the households will have three sub-numbers : Building No., Census house No., and Household No. If, however, a building and a census house are the same and there are a number of households, there will be only two sub-numbers: Building No., and Household No. If in a building there should be only one census house and one household, there will be only one number, namely the Building No.

41. We should give the number in such a way that it would be easy to distinguish between these different categories. Arabic numerals may be given to distinguish the building, Roman numeral to distinguish the census house and alphabets to denote the households, in which case 4/I/A will denote the first household in the first census house of building No. 4. This matter will have to be gone into in greater detail after the pretesting and we will have to take a decision in this matter at the Conference.

42. It will be very useful to have a map for every village and ward of a town showing the broad lay-out of the village and the house-numbers shown therein. The map need not be drawn to scale but a map large enough to show the house-numbers would be sufficient. A map of this kind, if prepared, will also help the maintenance of house-numbers. It may not be difficult to prepare such village maps now since most of the villages are likely to be covered by the Community Development Programme before the 1961 Census. This map will also be useful to the Community Development Programme work.

43. India's tradition of honorary enumeration will have to be continued in the next Census also. It is unique that in this country Census is acknowledged as a national undertaking in the taking of which all the State Governments extend their unstinted support and ready assistance and a very large number of officials and non-officials cooperate.

44. At the 1951 Census, a small remuneration was paid to the enumeration staff in some States by way of scriptory charges for the National Register of Citizens which was prepared at that Census. It is not proposed to prepare such a register at the next Census. But the question whether the enumerators and the supervisors should not be given a small honorarium to cover their out-of pocket expenses and other incidental charges that may be incurred by them will have to be examined at the next conference to which you will no doubt carry the views of the State Government. We can write to the State Government requesting their co-operation as in the past.

45. The Census medal introduced in the last census was much appreciated and we can also think of instituting a similar medal for the 1961 Census. These matters can be discussed further at the Conference.

46. I enclose a copy of the draft enumeration schedule and the draft instruction for the next Census. I enclose also a copy of the note which I sent to the Home Ministry as a brief rational of the questionnaire which gives the background of the schedule and the questionnaire. Two meetings were held, one with the representatives of the Ministries, Planning Commission, Central Statistical Organisation, National Sample Survey, Indian Statistical Institute, etc., and the other with the Directors of State Statistical Bureaus. In the first meeting, the schedule and questionnaire for the the next Census were discussed. These were also discussed at the second meeting among other matters. I enclose a copy each of the proceedings of these two meetings.

47. The Directors of State Statistical Bureaus kindly volunteered to pretest the questionnaire with the help of their staff and also with the help of school teachers and patwaris who are our usual agency for enumeration. I enclose a copy of the letter I sent them in regard to pretesting. The pretesting has either been completed in some of the States or is under completion. The results of the pretesting will be analysed in this office in order to find out the changes that might be required in the form of the questions or instructions. The Directors of State Statistical Bureaus have also undertaken the translation of the questionnaire and instructions into the regional languages for purposes of pretesting. You can get copies of these translations from the Directors.

48. It would be convenient at this stage, preparatory to the Conference, if you could also undertake pretesting of the schedules and instructions in the rural and urban areas in some districts of your State by employing the same agency as we propose to use for the next Census. This can be done during the months of May-June and you can take about 5,000 households consisting of 2,500 in urban and 2,500 in rural areas. You can yourself analyse the results of the pretest. We can finally settle the modifications, etc. required in the questions and instructions at our conference.

49. On you rests the ultimate responsibility for correct enumeration of the population of your State. You should, therefore, be satisfied that the questionnaire can be put through and correct answers ensured. The scope of misinterpretation of the questions should be reduced to a minimum. The pretest offers you ample opportunity to secure this objective.

50. In addition to the usual instructions, it will be desirable to have typical answers printed and circulated to enumerators along with the instructions. These will especially be useful in illustrating the questions on occupations and industries where the enumerators will be liable to record incomplete or incorrect answeres. Typical entries can also be drawn up on an all India basis and Superintendents can use the local vernacular terms in their own instructions to enumerators.

51. The household population will be enumerated in the household enumeration schedules. In addition to the household population, we shall have to make arrangements for the enumeration of population residing in institutions like hospitals, etc., and for the enumeration of floating population like wandering tribes, tramps, sadhus etc. In the case of the floating population

enumeration can be done on the night preceding the sunrise of 1st March. It will not be necessary to fill up the Household schedules for this class of population. We can, therefore, either use the enumeration slips in the schedule or have different schedules. This also we can discuss and decide at the Conference.

52. It has been tentatively decided to have the enumeration schedules and instructions printed centrally at Central Government Presses. This will ensure uniformity in the quality of printing, which is important and uniformity of instructions in the regional languages. It is necessary, however, that before the translations are sent for printing the Superintendent of Census Operations concerned should be satisfied that the translations will work well in his region since in the case of Hindi and a few other regional languages, more than one State will have to use the same schedules. I enclose a copy of a discussion I had with the Controller of Printing & Stationery in this connection. Manuals, circulars or other local instructions can be printed by you at the local Government presses. It is also proposed to have a uniform size for all material issued in connection with the Census as you will see from the summary of discussions enclosed. You will have to work out your requirements of the enumeration schedule and instructions and place an indent with this office before the end of this calendar year.

53. As I have already stated, enumeration of household population will be spread over a number of days in Feburary, ending with 28 Feburary, 1961. The exact period for enumeration will be fixed later. As at the 1951 Census, the first three days of March, 1961 will be devoted for the final check during which every house will be revisited by the enumerator concerned. The object of this second visit wil be to bring enumeration up to the reference date (i. e. 1 March, 1961). For this purpose, the enumerator should (1) enumerate every birth that has taken place in a household since his last visit, (2) cancel the slip for any death that might have taken place in any house since his last visit and (3) enumerate any visitor whom he finds in the household and who has not been enumerated anywhere else during the period of enumeration. These points have been incorporated in the general instructions to enumerators.

54. India has a tradition of publishing provisional population figures within a month or six weeks of completion of enumeration For the 1951 Census, the provisional totals were published in April 1951. In many States they were published around the 10th of March. The provisional figures published and the final figures of population differed only to a very small extent. In a population of 357 million, the provisional totals showed an excess of only about 60,000 persons.

We should publish the provisional totals at the next Census as early as possible after the completion of enumeration. This is a matter of organisation. The enumeration schedule for each household provides for an Enumerator's Abstract showing the total population and literates. There will also be an Enumerator's Abstract for his entire block. The enumerator should be trained to add up the population and the literates in his block from each schedule Abstract and post them in his block abstract which he should hand over to the supervisor on 3 March, 1961. The Supervisor should, in turn, add up these abstracts and send the total recorded on his Supervisor's Abstract together with the Enumerator's Abstracts to his Charge Superintendent. The Charge Superintendent will in his turn, add up the totals of his Supervisor's Abstracts in his Charge Superintendent's Abstract, from where it should be sent to the district head-quarters. The District Census Officer should consolidate the figures for the district and telegraphically intimate the figures to you and to me without the slightest delay. The figures for the States can be consolidated both by you and by me and will be published for general information after you have tallied it with me over the telephone. When all the States have been tallied, the all India figures will be published by me.

55. It takes two to make a Census: the citizen and the enumerator. The success of a Census depends on the training of the enumeration staff and the cooperation of the public. Intensive training should be given to the enumerators and you should work out a programme of training for all the enumeration staff. The quality of training and the enthusiasm of the public will depend, to som, extent, upon the number of training classes you can yourself take both at District and Sub-division headquarters. At the last Census in some of the States, a training Sample Census was held about three months before the Census date. In a certain State, each enumerator was called upon during the Sample Census to census fully only three Census households selected according to a particular pattern within his jurisdiction. The Sample Training Census served to infuse confidence and thoroughness into Census enumerators. In other States, where a training Sample Census was conducted the supervisors carried out the actual enumeration and the Charge Superintendents acted as supervisors. In these cases, intensive training was given to the Supervisors and Charge Superintendents. It will be profitable to follow a uniform procedure at the next Census. A sample Census, where enumerators, supervisors and Charge Superintendents, all partake, would be more useful than the one where only the higher officials partake. If we take the households on a random sample, it may be possible to have some preliminary tabulations also.

56. Publicity is as important as training. The citizen's role in the Census is perhaps more important than that of the enumerator in the Census since, by and large, it is for the citizen to understand the questions and give the correct answers. Various methods of publicity were adopted in the States in 1951 and you might study them with profit.

The Information and Broadcasting Ministry have made a provision of Rs. 4.5 lakhs for the year 1959-60 for Census publicity which includes the following items, (i) preparation of seven million copies of folders in the various regional languages explaining and illustrating Census methods and procedure and (ii) seven lakhs of broad-sheets explaining the importance of the Census.

In addition, it is also proposed to have an Information Film of educational value which will explain the purpose of the Census,its importance in the context of planning and also how it is taken. The script for the film is under preparation and it is likely to be produced during the year 1959-60.

Publicity can be discussed at the conference so that we can adopt a variety of procedure calculated to secure the widest and most effective publicity.

57. Tabulation follows enumeration. The tables have not yet been finalised. This office has framed certain tentative tables on the basis of the draft questionnaire. With the help of the enumeration schedules completed during the pretesting operations, it will be possible to carry out test sorting and tabulation in my office to finalise the table forms and table headings and also the best sequence of sorting so that the greatest economy of effort and money can be secured.

58. We have to follow the traditional method of tabulation adopted in India, namely, by handsorting. It would be necessary to open *ad hoc* tabulation offices which should start operating immediately after the completion of enumeration. It will be desirable to have one tabulation office for every six million population and you will have to locate the tabulation offices at convenient places depending upon the availability of accommodation and of temporary staff who will be requisitioned for service for about five or six months. Right from now, you might be on the look-out for suitable buildings for these offices. You should also make early arrangements for locating the officers who will be in charge of these various tabulation offices. They should be officers belonging either to the State Civil Service or Junior State Civil Service and should be capable of successfully running these offices by maintaining a high standard of discipline and extracting work of good quality from purely *ad hoc* and temporary staff.

The Deputy Superintendents can be appointed a few months ahead of the enumeration so that they can help you in training enumeration staff in the districts of their tabulation offices. They will also get to know the quality of enumeration in their charge.

59. We shall have a Tabulation Conference around October 1960, when we shall finalise the arrangements for tabulation in addition to reviewing the progress of work in regard to enumeration.

60. One of the most important publications of the 1951 Census was the District Census Handbook. This should be continued at the next Census. We should endeavour to enrich the publication by adding general information of value in regard to each village. like existence of primary or secondary schools, nearness to railway station, drinking water facilities, etc., etc. You can think over the useful information that could be given in the District Census Handbook in regard to each village. We can have a final list prepared which you can start compiling with the help of the various governmental authorities.

61. Last but not least is reporting and the publication of reports. I shall take this up later.

62. I enclose for your study (a) the following publications of the United Nations:—

1. Handbook of Population Census Methods-Vols. I to III.
2. Population Census Methods.
3. Demographic Yearbook 1955.
4. Demographic Yearbook 1956.
5. Principles and Recommendations for National Population Censuses.

and (b) a copy of a circular 'Summary of Census Operations' published for 1951.

Yours Sincerely,

A. MITRA

Shri Chandra Shekhar Gupta, I. A. S.,

Superintendent of Census Operations,

JAIPUR,

Rajasthan.

GOVERNMENT OF RAJASTHAN

REVENUE 'B' DEPARTMENT

CIRCULAR

Jaipur, June 5, 1959.

SUBJECT :—Co-operation by Government Departments/Local Authorities in Census work.

No. F. 8 (7) *Rev. B*/59. The Government of India, Ministry of Home Affairs, have established the office of Superintendent of Census Operations for Rajasthan in Jaipur with effect from 1st April, 1959 and Shri C.S. Gupta, I.A.S. has been appointed as Superintendent of Census Operations. The 1961 Census will be held in Rajasthan under the general superintendence of this office.

2. Although Census is technically a Central subject but enumeration of the population and compilation of statistics regarding their mode of living etc. can not be effected without active assistance and unstinted support of the District Officers and other Heads of Departments of the State Government. As Census Operations are carried on a large scale requiring employment of great number of officers of various categories whose work is to be supervised and guided at every stage, it is essential that all Heads of Departments in general and the Commissioners, Collectors, Director of Economics and Statistics, Director of Public Relations, Director of Education, Chief Electoral Officer and the Local Authorities (Municipalities, District Boards and Panchayats) in particular, fully co-operate with the Superintendent of Census Operations, Rajasthan and give him fullest possible support in organising Census Machinery in is State by providing reasonable staff and the material required for the Census work under requisition made by him directly to them.

3. It is the desire of the State Government that Census Operations should be considered to be the part of the duty of each District Officer and that the condition and efficiency of Census Operations in their districts would be accounted among the features bearing on their own provincial record. All persons who are appointed as Census officers should work with zeal and enthusiasm to make Census operations a great success in this State. The communications received from the Superintendent of Census Operations should be given the same attention as a letter received from the State Government for Census Operations will have to be moved with reasonable expedition on the lines laid down by the Registrar-General of India and Superintendent of Census Operations, Rajasthan.

4. To achieve accuracy in Census Operations, it is essential that each person entrusted with this work takes interest and trives hard to obtain correct information for each member of a house-hold. Future planning for the develcpment of the country will much depend on the type of Census that we shall hold this time. The Government, therefore, expects that the District Officers in particular and all the Heads of the Departments in general in this State will rise to the occasion in giving fullest possible assistance to the Superintendent of Census Operations, Rajasthan, in holding the next Census.

By Order,
B. MEHTA,
Chief Secretary to Government.

Copy forwarded to the :—

1. All Commissioners.
2. All Secretaries to the Government.
3. All Collectors.
4. All Heads of Departments and Offices.
5. All Private Secretaries to the Ministers/Dy. Ministers.
6. All Departments/Sections of the Secretariat.

Revenue Secy. to the Govt. of Rajasthan, Jaipur.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Superintendent,
Census Operations, Rajasthan,
"Chandra-Alok", Bapunagar.

JAIPUR, *dated the* *1st January, 1960.* / *11 Pausa, 1881 Saka.*

Circular No. 1/1960.
No. D. 14/F. 48/Census (G) 59.

From,
Shri C. S. Gupta, I.A.S.,
Superintendent of Census Operations, Rajasthan.

To,
All District Census Officers (Collectors), in Rajasthan.

Subject:—Census 1961—General Instructions.

Sir,

I have been in correspondence with you since the 27th April, 1959, in respect of preparatory work which has to be completed before actual census operations can be undertaken for the Tenth Decennial Census in India. As many as 26 Circulars have been addressed to you so far on different subjects. I now take this opportunity to recapitulate all the earlier instructions and to place them before you and other officers in the district who will be associated with you in this work in a consolidated form.

2. 1961 Census:—As you know census is a large scale operation for which effective planning has to be made in advance and a well-trained organisation is to be built up to ensure that operations are conducted smoothly right from the village/town to the district level and all stages of work are concluded according to the prescribed Census Calendar. Census as an institution goes back to the remote past but in its modern form it started in India in 1871 and we shall be holding the Tenth Census in 1961. Census is no longer a mere counting of heads ; it involves extracting of information from all the households and in respect of each member of the household which plays a vital role in the scientific study of economic and sociological data on which economic policies of the country as a whole and progress of the planning in different spheres are based. The 1961 Census will be the second Census after the Independence of the country and will provide quite useful statistical information for building up our Third Development Plan.

3. Census Act and Reference Date:—The census operations are conducted under the provisions of the Indian Census Act, 1948 (XXXVII of 1948), as amended by Act XL of 1949, Act LI of 1950, the Adaptation of Laws Order, 1950 and Act XXII of 1959. A copy of this Act as amended is enclosed (Appendix A) for close study. Under Section 3 of this Act the Central Government has declared that a census of the population of India shall be taken during the year 1961 and the reference date for the census will be *Sunrise on the 1st March, 1961.* The State Government has also issued Notifications under section 4 appointing census officers for the district, sub-divisions, tehsils and municipal areas and powers have also been delegated to senior census officers to make appointments of different categories of census officers within their jurisdiction. The State Government has also delegated powers for sanctioning prosecution under the Act as required by section 12. The questions to be asked from persons both at the Houselisting and Enumeration stages of census will be shortly notified under section 8 by the State Government. The notifications are also enclosed (Appendix B) for ready reference. The provisions of the census Act should be carefully studied and every effort should be made by all the census officers to conduct the census operations in such a manner that we may not have to resort to any appreciable number of prosecutions under the Act. This will depend upon the type of approach of the census officers for all kind of opposition can be brushed aside by tactful handling and gentle approach. The provisions of sections 16 and 17 are particularly important which lay stress on the confidential nature of the census work and documents connected with the census operations.

4. Special features:—The census procedure has been undergoing evolutionary change and the Census 1961 has certain new features about it. Information relating to economic activities of the household as an entity will be gathered apart from the information in regard to the individuals. A new concept for the collection of economic data has been introduced and great stress will be laid on work so that all people who work including family workers who are not in receipt of any income, or working children who cannot earn for their maintenance will be included as workers. A much more comprehensive Houselist form for

the 1961 Census has been designed wherein data on housing such as materials of walls and roof, number of rooms as well as essential data relating to establishments, workshops or factories will be collected. A Household Schedule form of an entirely new pattern is being introduced to replace the National Register of Citizens. The Household Schedule and the Individual Questionnaire Slip provide for an opportunity for the collection of detailed occupational data of the persons to be enumerated than was hitherto possible. In addition to this work it is also proposed to undertake a Socio-Economic Survey of selected villages in Rajasthan apart from the District Census Handbooks which will be prepared with appropriate modifications for each district. A good deal of effort will, therefore, be required to complete all this work accurately and within the prescribed time schedule.

5. The Houselist, the Household Schedule and the Individual Slip of Questionnaire will be issued in Hindi and form in English are appended (Appendix C) here for information . The Houselist form will be supplied loose but the Household Schedule and Individual Census Slips will be issued in book/pad form.

6. **Preparatory work**:—I have already requested you to take measures to complete the following preparatory work in respect of 1961 Census:—

(i) List of Territorial Changes.

Since the last Census which was the first Census after the Independence, considerable territorial changes have been effected in the boundaries of the State, Districts. Tehsils and new Tehsils as well as villages have come into existence. This fact in itself has created a great problem for the previous census data cannot be easily compared with the statistical information that will be compiled at the forthcoming Census.

A list of all territorial changes effected in the boundaries of each district and the tehsils, towns and villages comprised therein since the year 1951 is to be prepared giving reference of orders of the State Government under which such changes were brought about and the same is to be furnished with an explanatory map, if necessary, to the State Census Office.

(ii) Preparation of Maps.

In order to ensure full coverage of all the areas, a detailed map of each tehsil is to be prepared showing boundaries of all the villages and towns included therein. Similarly, maps have to be prepared for cities and towns and a complete map for the district. In these maps important items of interest such as railways, roads, important physical features like hills, rivers, etc., educational institutions, hospitals and dispensaries, administrative headquarters, posts and telegraph offices, etc., are to be indicated by means of special signs. A detailed Circular has already been issued to you separately on the subject, according to which this work should be completed. One copy of the district map, one copy of each town map and one copy of each tehsil map are required neatly drawn on durable paper.

(iii) Classification of Urban Areas.

The list of places which are to be treated as towns in each district for the forthcoming census is to be prepared along with reasons. The basis for classification of urban area has already been communicated to you separately in a Circular on the subject. Briefly stated, all towns which had municipalities in 1951 and where the same have continued to subsist even now shall be included in urban area for the 1961 Census. As regards other places where municipalities do not now exist or new areas are to be treated as urban the following factors should be satisfied in each case:-

(a) minimum population is 5,000;

(b) 3/4 of the male adult population is engaged in non-agricultural occupations; and

(c) the density of population approximates 1,000 persons per square mile.

The list of towns for 1951 Census should be scrutinised and a fresh list is to be suggested in the light of above-mentioned criteria.

(iv) Determination of Location Code.

The State Census Office will be communicating to you Location Code Numbers for the district, tehsils and towns. The Tehsildars have, however, been required to give Location Code Numbers to villages for each tehsil which they can indicate in the map of each tehsil. Necessary instructions have already been communicated to you in this respect. In order to facilitate the location, districts, tehsils, towns and villages etc., are assigned specific code numbers. The practice to be followed in giving such numbers to villages is that beginning from the North-West corner of a tehsil map code numbers should be given to each village and the process should end at the South-East corner. The prescribed Location Code Numbers will be entered in Census Forms by the Enumerators.

(v) Assessment of Personnel.

As the census work will be quite heavy this time, large number of Enumerators, Supervisors will be required apart from Charge Officers and Deputy Charge Officers to supervise their work. You were requested to assess the personnel available in the

district belonging to Central and State Government Departments and Local Bodies in order that subsequent selection and appointment of different categories of census officers required for the forthcoming census may be facilitated. Enumerators will be drawn for rural areas from village patwaries and school teachers but ministerial staff will have to be utilised for this purpose in urban areas. Supervisors can be taken from Revenue Inspectors and inspectorial staff of other offices.

(*vi*) *Delimitation of Census Divisions.*

Instructions have already been conveyed to you for the formation of Enumeration Blocks, Supervisors' Circles and Charges in the district. This work is of primary importance for successful conduct of census operations. Keeping in view the local topography and the availability of man-power, you have to carve out the Blocks in such a manner that it may conveniently be possible for an Enumerator to execute the assigned task within the prescribed period. An Enumeration Block should ordinarily consist of 120 households or 600 persons in urban areas and of 150 households or 750 persons in rural areas. Marginal adjustments are permissible in the number of households to be allotted to each Block. In sparsely populated areas where people live scattered, the number of households will have to be considerably reduced per Block to enable the Enumerator to cover the entire area within the time schedule. A Supervisor can effectively control the work of five Enumeration Blocks only which should normally constitute his Circle. Tehsil will form a Charge and the Tehsildar will be the Charge Officer. Non-Municipal towns will be kept as usual under the Tehsil Charge. The Executive Officer or Secretary of the Municipality will act as the Charge Officer for his municipal town if population does not exceed 50,000. In case of big cities several Charges will have to be carved out and there will be appointed a senior officer as Charge Officer to supervise the census work of each Charge. The Chief Census Officer of a city can be a Rajasthan Administrative Service Officer to co-ordinate the work of all the Charge Officers.

Special Charges, Special Circles or Special Enumeration Blocks can be formed for dealing with special population living in Defence areas, Railway areas, Labour colonies and institutions such as hospitals, jails, hostels, hotels, welfare-homes, etc., depending upon the size of the population in each case. The Officer-in-charge of such areas or institutions or any officer nominated by him can be appointed Charge Officer or Supervisor or Enumerator as the case may be to deal with such population. If a Special Charge or Circle is formed it would be necessary to appoint Supervisors and/or Enumerators in consultation with such a Charge Officer.

This work should be completed as early as possible. However, the Census Divisions so formed will be tentative which shall be finalised after the Houselisting operation is over on a firm basis for then the total number of households will be correctly known.

(*vii*) *List of local names of Scheduled Castes and sub-clans of Scheduled Tribes.*

A list of local variations in the names of the prescribed Scheduled Castes and Scheduled Tribes was required to be prepared for each tehsil of the district. Its importance has already been explained to you in the Circular on the subject and in the meetings of the District Level Officers held in several districts this point has been fairly made clear. It was not possible to include all the local variables of the names of Scheduled Castes and Scheduled Tribes in the relevant orders issued by the President of India. The citizens will, however, return their caste or tribe in local name. In order that Scheduled Castes/Tribes may be correctly enumerated it is essential to prepare a list of such local variations in the names of Castes and Tribes and to furnish a list of the same to each Enumerator.

(*viii*) *Preparation of Calendar of Important Local Events.*

You have already been apprised of the importance of this work in the Census] circular on this subject. If such calendars of local important events would be compiled according to instructions for each tehsil in the district the work of Enumerators in rural areas will be considerably facilitated. It very often happens that elderly persons in rural areas are unable to state their correct age but if their memory is awakened with reference to any important local event which occurred in a particular year already known and further inquiry is made, they can give out their approximate age.

(*ix*) *Selection and Appointment of Census Officers.*

It has already been suggested to you in the Circular on the subject that appointment of the Charge Officers, Deputy Charge Officers, Supervisors and Enumerators is to be made by you in the district. For census operations you shall have to depend mostly on the staff of the Central or State Government Departments and of Municipalities and Panchayats etc., but in case of Special areas, e. g., Defence, Railways, Industries and other institutions staff will have to be taken from the management.

I have already requested you that all preparatory work should be completed by the end of March, 1960, for I propose to start training of census officers thereafter.

7. House-Numbering & House-Listing and Enumeration Operations:—You are primarily concerned with preparations for the next Census and to complete the following two operations in the district:—

(1) House-Numbering & House-Listing, and

(2) Enumeration of households and members thereof.

I will be addressing you separately with regard to these major operations and separate Manuals of Instructions will be provided to facilitate your work.

8. Census Calendar:—I have already communicated to you the Census Calendar which has been prescribed with the approval of the Registrar General, India, for executing the different stages of census operations in this State. The House-Numbering and House-Listing operations will be held in November, 1960 and Enumeration of population will be carried out from 10th February to Sunrise of 1st March, 1961, followed by revision from 1st March to 3rd March, 1961. Excluding the rainy season most of your time will have to be devoted to the training of census officers before the two major census operations can be carried out with success in the district. The Census Calendar will have to be followed implicitly whose summary is reproduced for ready reference:—

	Last date for completion
(i) Preparatory work for census	31st March, 1960.
(ii) Training of senior census officers for House-listing and Enumeration	April and May, 1960.
(iii) Training of Enumerators and Supervisors for House-listing and Enumeration	June and July. 1960 and September & October, 1960.
(iv) House-numbering and House-listing operation	November, 1960.
(v) Training of senior census officers for Enumeration	October & Nov., 1960.
(vi) Training of Enumerators and Supervisors for Enumeration	November, 1960 to Jan, 1961.
(vii) Training Sample Census	Dec., 1960 to Jan., 1961.
(viii) Enumeration of population	10th Feb., 1961 to Sunrise of 1st March, 1961.
(ix) Revisional round	1st March to 3rd March, 1961
(x) Provisional total of population for the district	8th March, 1961.
(xi) Post Census check of enumeration results	April, 1961.

9. **Training:**—Training will form a very essential part of the census programme for without it the large army of Enumerators and Supervisors, etc., employed by you in the district who may not understand the importance of statistical information to be compiled in respect of the households, will not be able to properly discharge their duties. The concepts which form the basis for designing the census forms are to be fully explained and brought home to them before they will be in a position to handle the entire scheme of census operations in a proper manner. It would be impossible to guide each individual Enumerator on the spot when the operations are on. They will have to take decisions on the spot which should be correct. This would be possible only if intensive training has been imparted to them by their senior officers. Although all the senior census officers will be trained by the State Superintendent of Census Operations or his Deputy at the Headquarters, it is expected that the District Census Officers and the Charge Officers will themselves effectively train their supervisors and Enumerators in the census procedure. I have already communicated to you in detail the minimum number of training classes and demonstrations to be held for House-Numbering and House-Listing as well as for Enumeration. The Enumerators and Supervisors should attend at least two training classes for House-Numbering and House-Listing and six classes for Enumeration and all the practical demonstrations held.

10. Training Sample Census:—To provide practice in enumeration to the Enumerators, a Training Sample Census will have to be held during December, 1960 and January, 1961, in each district. The Household Schedule and Individual Census Slip forms (specially printed in red ink to distinguish them from the actual forms) will be provided and each Enumerator will be expected to enumerate a certain number of households in order to understand handling of forms and to instil confidence in him. The Supervisors will check the work of Enumerators during Training Sample Census and will acquire practical experience in their work.

11. **Fixed and floating population:**—Most of the people live in well-defined houses and generally sleep there. They will be enumerated at the place of their residence or where they ordinarily sleep. There are, however, people who have no homes and generally lead nomadic life or sleep in the open. The houseless or floating population will have to be enumerated where they will be found. If in any particular village or town houseless or floating population is found to be quite large in number, special Enumerators can be appointed but otherwise the Enumerator incharge of the Block will be able to enumerate them. During the period of enumeration beginning from 10th February, 1961, each Enumerator should try to locate such population if it is to be found within his Block and he should enumerate them on the nights of 28th February to 2nd March, 1961, with the assistance of local social workers and other social organisations. The assistance of the police need not be taken as far as possible for it causes unnecessary scare.

12. Responsibilities of Census Officers:—Although the census will be conducted in the district under the supervision of the District Census Officer who shall be solely responsible for proper organisation and conduct of census operations, the main brunt of work will normally fall on the shoulders of the Charge Officers. The Charge Officer will assist the District Census Officer in the appointment of suitable Enumerators and Supervisors and to impart training to them. He will be responsible to ensure that the work of census is completed according to the prescribed Census Calendar. He will tour during the actual period of census operations to check the work of Supervisors and Enumerators to a certain extent. The Supervisors will form an important link in the chain of census officers. They alone shall be in a position to effectively supervise the work of Enumerators in the field. They should master the instructions in order that they may be in a position to advise the Enumerators on the spot and give effective guidance to them. The success of census operations, however, depends entirely on the Enumerators and largely on the type of training imparted to them. Great care is to be taken in the selection and training of Enumerators for a person with wrong approach if appointed as Enumerator, will create such problems that it will be difficult to carry out the census operations smoothly.

13. Publicity:—In order to educate public and make them census conscious, publicity will be undertaken by the State Census Office by all available means. It is important to acquaint each citizen what is census and what type of questions he is expected to answer when put by an authorised Enumerator. The Enumerators should also plan their visits to different parts of their Block in such manner that it may be conveniently possible to cover their areas within the prescribed time in easy stages. He should select time of his visits in such a manner that he may not put the population to unnecessary inconvenience and majority of heads of households may be found at the houses during that time. The District Census Officers, Charge Officers, Supervisors and Enumerators should all facilitate dissemination of census information in order to educate the public in each district.

14. Provisional Totals.—Soon-after the enumeration has been completed on 3rd March, 1961, an efficient system will have to be introduced by the District Census Officer to ensure that provisional totals of population are quickly passed on by the Enumerators to their Supervisors. Each Supervisor will prepare the provisional total for his Circle after necessary checking and pass on the information to his Charge Officer. The Charge Officer will convey the provisional total for his Charge by the quickest means possible to the District Census Officer so as to reach him by the evening of 6th March, 1961. The District Census Officer will arrange for the compilation of provisional totals for his district separately for rural and urban areas and will telegraph the information simultaneously to the Registrar General, India, New Delhi and the State Census Office, Jaipur, on 8th March, 1961 positively (Telegraphic addresses: "REGGENLIND", New Delhi; and "CENSUS", Jaipur). Considerable pre-planning will be necessary to ensure that this information is promptly relayed from the Block level through successive intermediary stages to the District level within the prescribed time.

15. Recognition of services of Census Officers:—The good work done by the Enumerators, Supervisors and Charge Officers will be recognised by the grant of silver and bronze census medals and certificates. The work of senior census officers will undoubtedly be recognised by making suitable entries in their service record by the Government. Detailed instructions will be conveyed at appropriate time in this matter. It should, however, be the endeavour of every census officer to perform his duties to the best of his ability as he is going to have the signal honour of taking part in a great national undertaking viz., the Census. Mere participation in census operations should be considered in itself a great privilege.

16. Remuneration for Enumeration.—India has held the unique tradition of honorary enumeration. The Central and State Governments have always placed their personnel at the service of the census organisation and each Government servant selected to take part in census has always undertaken the work in the past and has borne responsibilities without asking for any remuneration. It is not intended to part with this tradition at the forthcoming census but it is being examined what small remuneration can be paid to the Enumerators and Supervisors purely to meet their out-of-pocket expenses. The decision of the Government will, however, be communicated in due course.

17. Exigency of work:—I am again addressing this Circular to you to high-light the importance of preparatory work which has to be completed for the forthcoming census in each district as early as possible. I am sure you will do your best to complete the preparations in time so that further work may be facilitated.

The receipt of this Circular may be acknowledged in the form appended.

Yours faithfully,

C. S. GUPTA,

Superintendent,

Census Operations, Rajasthan.

Copy to:—

1. Registrar General, India, Kotah House Annexe, 2/A Mansingh Road, New Delhi.
2. Chief Secretary to the Government of Rajasthan, General Administration Department (A), Jaipur.
3. All Divisional Commissioners in Rajasthan.

4. Secretary to Chief Minister, Rajasthan.

5. Private Secretary to Revenue Minister, Rajasthan.

6. Joint Development Commissioner (Panchayats), Rajasthan.

7. Director of Local Bodies, Rajasthan.

8. Secretary, Board of Revenue, Rajasthan, Ajmer.

9. All Sub-Divisional Census Officers (Sub-Divisional Officers), in Rajasthan.

10. All City Magistrates in Rajasthan.

11. All Tehsil Census Officers (Tehsildars), in Rajasthan.

12. All Municipal Census Officers (Municipal Commissioners/Executive Officers/Secretaries of Municipal Councils or Boards) in Rajasthan.

13. Special Census Officers for Railway Areas.

14. Special Census Officers for Defence Establishments.

C. S. GUPTA,
Superintendent,
Census Operations, Rajastan.

APPENDIX A

THE CENSUS ACT

Amended by Acts XL of 1949, LI of 1950, the Adaptation

Act No. XXXVII of 1948.

of Laws Order 1950 and Act XXII of 1959.

(*Passed by Dominion Legislature*)

[*Received the assent of the Governor General on the 3rd September*, 1948.

An Act to provide for certain matters in connection with the taking of census.

Whereas it is expedient to provide for the taking of census in †(.....) India or any part thereof whenever necessary or desirable and to provide for cetrain matters in connection with the taking of such census;

It is hereby enacted as follows :—

1. *Short title and extent.*—(1) This Act may be called the Census Act, 1948.

‡[(2) It extends to the whole of India ×(.....)]

**[2. *Rule of Construction respecting enactments not Extending to Jammu and Kashmir.*—Any reference in this Act to the Indian Penal Code (45 of 1860), or the Indian Evidence Act, 1872 (1 of 1872), shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State].

3. *Central Government to take Census.*—The Central Government may, by notification in the official Gazette, declare its intention of taking a census in the whole or any part of the territories to which this Act extends, whenever it may consider it necessary or desirable so to do, and thereupon the census shall be taken.

4. *Appointment of Census Staff.*—(1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the census within the several Provinces.

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

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

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

5. *Status of census authorities as public servants.*—The Census Commissioner, all Superintendents of Census Operations and all census officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

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†Deleted by the Adaptation of Laws Order, 1950.

‡ Substituted ibid.

× Deleted by 2 Act. 22, of 1959.

** Inserted by section 3, ibid. Original Section 2 was omitted by the Adaptation of Laws Order, 1950.

* Substituted by the Adaptation of Laws Order, 1950.

6. *Discharge of duties of census officers in certain cases.*—(1) Where the District Magistrate, or such authority as the ‡State Government may appoint in this behalf, by a written order so directs :—

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

(*b*) every person (except a pilot or harbourmaster) having charge or control of a vessel,

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

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

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

(*f*) every occupant of immovable property wherein at the time of the taking of the census persons are living, shall perform such of the duties of a census officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

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

7. *Power to call upon certain persons to give assistance.*—The District Magistrate, or such authority as the ‡State Government may appoint in this behalf for any local area, may, by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon :—

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

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

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

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

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

(2) Every person of whom any question is asked under sub-section (1) shall be legally bound to answer such question to the best of his knowledge or belief :

Provided that no person shall be bound to state the name of any female member of his household, and no woman shall be bound to state the name of her husband or deceased husband or of any other person whose name she is forbidden by custom to mention.

9. *Occupier to permit access and affixing of numbers.*—Every person occupying any house, enclosure, vessel or other place shall allow census officers such access thereto as they may require for the purposes of the census and as, having regard to the customs of the country, may be reasonable and shall allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the census.

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

‡Substituted by the Adaptation of Laws Order, 1950.

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

11. *Penalties.*—(1) (*a*) any census officer or any person lawfully required to give assistance towards the taking of census who refuses or neglects to use reasonable deligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

(*b*) any census officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the †State Government, discloses any information which he has received by means of, or for the purposes of, a census return, or

(*c*) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulations of census results or,

(*d*) any person who intentionally gives a false answer, to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

(*e*) any person occupying any house, enclosure, vessel, or other place who refuses to allow a census officer such reasonable access thereto as he is required by section 9 to allow, or

(*f*) any person who, removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or

(*g*) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or

(*h*) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (*b*) or (*c*) shall also be punishable with imprisonment which may extend to six months.

(2) Whoever abets any offence under sub-section (1) shall be punishable with fine which may extend to one thousand rupees.

12. *Sanction required for prosecution.*—No prosecution under this Act shall be instituted except with the previous sanction of the †State Government or of any authority authorised in this behalf by the †State Government.

13. *Operation of other laws not barred.*—Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act :

Provided that no such prosecution shall be instituted except with the previous sanction referred to in section 12.

14. *Jurisdiction.*—No court inferior to that of a Presidency Magistrate or a Magistrate of the second class ‡or in a Part B State, a Magistrate corresponding to a Magistrate of the second class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. *Records of census not open to inspection nor admissible in evidence.*—No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and not withstanding anything to the contrary in the Indian Evidence Act, 1872 (1 of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. *Temporary suspension of other laws as to mode of taking census in municipalities.*—Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Superintendent of Census Operations or with such other authority as the †State Government may authorise in this behalf, shall at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

17. *Grant of statistical abstracts.*—The census Commissioner or any Superintendent of Census Operations or such person as the †State Government authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census return for †India or any State as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

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†Substituted by the Adaptation of Laws Order, 1950.

‡Inserted by section 4, Act LI of 1950.

18. *Power to make rules.*—(1) The Central Government may make rules for carrying out the purposes of this Act.

(2) In particular, and without prejudice to the generality of the foregoing power, the Central Government may make rules providing for the appointment of census officers and of persons to perform any of the duties of census officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.

APPENDIX B (1)

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

NOTIFICATION

New Delhi-11, *the 5th December* 59/19 *Agrahayana* 81.

No. 2/115/59-*Pub.I.*—In pursuance of section 3 of the Census Act, 1948 (XXXVII of 1948) the Central Government is pleased to declare that a census of the population of India shall be taken during the year 1961. The reference date for the census will be sunrise on the 1st March, 1961.

FATEH SINGH,
Joint Secretary to the Government of India

APPENDIX B (2)

GOVERNMENT OF RAJASTHAN

REVENUE (B) DEPARTMENT

NOTIFICATIONS

Jaipur, July 14, 1959.

*No. F.*8(12) *Rev.B*/59.—In exercise of the powers conferred by section 12 of the Census Act, 1948 (XXXVII of 1948), the State Government hereby authorises the following officers to accord sanction for any prosecution under the said Act within the limits of their respective jurisdiction:

(1) The State Superintendent of Census Operations.

(2) The Collector and District Magistrate.

APPENDIX B (3)

Jaipur, July 14, 1959.

*No. F.*8(12) *Rev. B*/59.—In exercise of the powers conferred by sub-section (2) of section 4 of the Census Act 1948 (XXXVII of 1948), the State Government hereby appoints the following officers in Rajasthan as Census Officers within the limits of their respective jurisdiction:

(*i*)	The Collector of a District.	as District Census Officer of a District.
(*ii*)	The Sub-Divisional Officer of a Sub-Division.	as Sub-Divisional Census Officer of a Sub-Division.
(*iii*)	The Tehsildar of a Tehsil.	as Tehsil Census Officer of a Tehsil.
(*iv*)	The Executive Officer of a Municipality.	as Municipal Census Officer of a Municipality.

APPENDIX B (4)

Jaipur, August 29, 1959.

No. F.8(12) Rev. B/59.—In partial modification of this Department notification of even number dated 12-6-1959, published in Rajasthan Rajpatra, Vol. II No.21, Part IV C, of 20-8-59, at page 469, the State Government hereby appoints "Secretary to the Municipal Committee" as Census Officer of a Municipality, where a separate post of an Executive Officer does not exist.

APPENDIX B (5)

Jaipur, July 14, 1959.

No. F.8 (12) Rev.B/59.—In pursuance of sub-section (4) of section 4 of the Census Act, 1948 (XXXVII of 1948), the State Government hereby delegates the power of appointing Census Officers conferred upon it by sub-section (2) of the said section to the following officers in Rajasthan within their respective jurisdiction:—

(1) The State Superintendent of Census Operations.

(2) The Collector of a District.

(3) The Sub-Divisional Officer of a Sub-Division.

(4) The Tehsildar of a Tehsil.

(5) The Executive Officer of a Municipality.

APPENDIX B (6)

Jaipur, July 14, 1959.

No. F.8(12) Rev. B/59.—In pursuance of sub-section (3) of section 4 of the Census Act, 1948 (XXXVII of 1948), the State Government hereby authorises the following authorities to sign appointment orders of Census Officers for any local area within their respective jurisdiction :—

(1) The State Superintendent of Census Operations.

(2) The District Census Officer for a district.

(3) The Sub-Divisional Census Officer for a Sub-Division.

(4) The Tehsil Census Officer for a Tehsil.

(5) The Municipal Census Officer for a Municipality.

By Order of the Governor,
R. K. CHATURVEDI,
Secretary to the Government.

APPENDIX C (1)

CONFIDENTIAL **CENSUS 1961**

Location Code _____

1(a) Name _____

1(b) Relationship to Head _____ 2 Age last birthday [ ]

3 Marital Status _____ 4 (a) Birth-place _____

4 (b) Born R/U ◯

4(c) Duration of residence if born elsewhere [ ]

5(a) Nationality _____ 5(b) Religion _____

5(c) S.C./S.T. _____ 6 Literacy & Education _____

7(a) Mother tongue _____ 7(b) Any other language(s) _____

8 Working as Cultivator _____ 9 Working as Agricultural labourer _____

10 Working at Household Industry
- (a) Nature of Work _____
- (b) Nature of Household Industry _____
- (c) If Employee △

11 Doing Work Other than 8, 9 or 10
- (a) Nature of Work _____
- (b) Nature of Industry, Profession, Trade or Service _____
- (c) Class of Worker ▽
- (d) Name of Establishment _____

12 Activity if Not Working ▱

13 Sch

APPENDIX C (2)

CONFIDENTIAL

CENSUS OF INDIA 1961

(To be filled up during Enumeration)

Part I—HOUSEHOLD SCHEDULE

Is this an institution ?

LOCATION CODE

Full Name of Head of Household

S.C.
S.T.

A. Cultivation	Local name of right on land	Area in acres.
1. Land under cultivation by Household (*i*) owned or held from Government		
(*ii*) held from private persons or institutions for payment in money, kind or share		
(*iii*) Total of items (*i*) and (*ii*)	.....	
2. Land given to private person for cultivation, for payment in money, kind or share		

B. Household Industry	Nature of Industry		Number of months in the year during which conducted.
Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas. (*a*)			
(*b*)			

C. Workers at Cultivation or Household Industry

Members including Head of family working and/or hired workers kept whole-time during current or last working season	Members of family working: Head	Other males	Other females	Total	Hired workers
1. Household Cultivation only					
2. Household Industry only					
3. Both in Household Cultivation and Household Industry					

.....
Dated Signature of Supervisor.

.....
Dated Signature of Enumerator.

NOTE:—Part II—Census Population Record overleaf should be filled up during the first round of enumeration (10 February to 28 February) from the enumeration slips relating to the household and brought up-to-date with corrections, if any, after the second visit during check period 1 March to 3 March, 1961.

Part II—CENSUS POPULATION RECORD

(To be compiled from Individual Census Slips)

Name	Sex		Relationship to Head	Age	Marital Status	Description of work in the case of worker
	Male M	Female F				

APPENDIX C (3)

CENSUS OF INDIA, 1961

HOUSE LIST

Name of District.....(Code No.)
Name of Island/Taluk/Tehsil/Thana/Anchal/Town.....(Code No.)
Name of Village/Ward/Mohalla/(Enumerator's Block).....(Code No.)

Line No.	Building Number (Municipal or local authority or Census Number, if any)	Building Number (column 2) with sub numbers for each census house.	Purpose for which census house used e.g., dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other institution, Jail, Hostel, hotel etc.	If this census house is used as an establishment, work shop or factory: Name of establishment or proprietor.	If this census house is used as an establishment, work shop or factory: Name of product (s) repair or servicing undertaken	If this census house is used as an establishment, work shop or factory: Average No. of persons employed daily last week (including proprietor, or household members, if working)	If this census house is used as an establishment, work shop or factory: Kind of fuel or power if machinery is used.	Description of census house: Material of wall	Description of census house: Material of roof	Sub-number of each census household with census house number (Column 3)	Name of Head of Household	No. of rooms in census household.	Does the household live in own or rented house‡ (a) own (O), (b) Rented (R)	No. of persons residing in census household on day of visit: Males	No. of persons residing in census household on day of visit: Females	No. of persons residing in census household on day of visit: Total	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
0																	
1																	
2																	
3																	
4																	
5																	
6																	
7																	
8																	
9																	
0																	

Certified that the information is correct to the best of my knowledge.
Signature of Enumerator.....Date..... .....Total for page. | X

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

Office of the Superintendent,
Census Operations, Rajasthan,
"Chandra-Alok," Bapunagar

JAIPUR, *dated* *the 9th January*, 1960.
19 *Pausa*, 1881 *Saka*.

Circular No. 3/1960
No. D.65/F.25/Census (G)/59.

From,

Shri C. S. Gupta, I.A.S.,
Superintendent of Census Operations,
Rajasthan.

To,

All District Census Officers (Collectors), in Rajasthan.

Subject.—1961 Census—House Numbering and House Listing Operation.

Sir,

I have already indicated to you in the Census Circular No.1/1960 that the first basic operation in the conduct of the population census would be the House Numbering and House Listing operation which will be undertaken in the districts during the month of November, 1960. Detailed instructions for holding this operation are being communicated to you separately in the form of a 'Manual of Instructions for House Numbering and House Listing' printed both in English and Hindi. This Circular is being addressed to you to high-light salient features of the House Numbering and House Listing operation and administrative arrangements to be made in that connection.

2. **Value of House Numbering and House Listing operation.**—The main object of population census is to enumerate every person only *once* and at the place where one ordinarily resides. Barring small percentage of population which is houseless, most of the people live in well-defined houses. In order to ensure accuracy of enumeration, it is, therefore, necessary to number each house wherein one or more persons live. As such House Numbering becomes an essential part in fixing the location of houses and of the population residing in them. The operational unit of identification is a household for census purposes although census data is collected for individuals and so numbering of houses is of primary importance. Afterwards a list of such houses is prepared so that people may be enumerated properly at their residences and any omission or duplication may be avoided. The location of fixed population is thus made easy by the House Numbering and House Listing operation. As regards houseless population, separate measures have to be undertaken to enumerate them on a particular day where they are found.

3. **Basic definitions.**—In the previous censuses we used to deal with the Houses and Households but now three concepts of (i) 'Building', (ii) 'Census house', and (iii) 'Census household' have to be understood and followed in connection with the House Numbering and House Listing operation for the 1961 Census. These terms have been defined in the Manual in detail but they are redefined in brief for guidance as follows:—

'Building'—refers to the entire structure built on the ground. Such structure may be quite separate from one another or they may be so situated that there may not be any intervening space. In highly congested urban areas you will find buildings after buildings standing in a row with common walls adjoining each other. In developed areas bungalow type buildings will be found with enclosed or open compounds. It is just possible that in the enclosed or open compound there may be several small structures apart from the main building belonging to the owner. In the latter case all such small subsidiary structures situated within the compound of the main building will all be treated as one building. If a building has been partitioned or portions of which have been sold, which have distinct, separate main exits on the road and which belong to separate owners then each such distinguishable structure will be treated as a separate building.

'Census house'—is a structure or part of a structure, inhabited or vacant, or a dwelling, shop, a shop-cum-dwelling, or a place of business, workshop, school etc. with a separate main entrance. Thus the Census house covers all types of structures which are being used for dwelling or non-dwelling purposes. There may be one or more census houses within a building. Particularly in a building having a number of flats or blocks which have separate entrances of their own and are independent of each other giving out on the road or a common staircase or a common courtyard leading to a main gate, they will be treated as separate Census houses. If within an enclosed or open compound, there are several buildings belonging to an owner then each structure will be

considered as a separate census house. It should, however, be borne in mind that number of census houses in a building should be determined on the basis of actual usage to which each part of the building is being put at the time of the visit of the enumerator and not on any structural possibility or design of the building.

'Census household'—refers to a group of persons who commonly live together and take their meals from common kitchen unless the exigencies of work prevent any of them from doing so. The household may consist of a family group with or without servants, lodgers etc. It may consist of a group of all related or partly related and partly unrelated persons or wholly unrelated persons or of one person living alone as the case may be.

4. Scope of operation.—The scope of house numbering and house listing operation is, therefore, first to number all the buildings, census houses and census households within each enumeration block and subsequently to prepare a list of the buildings, census houses and census households so numbered, in duplicate, in the prescribed pro forma of House List.

5. Census Divisions and Census Officers.—The estimated population of Rajasthan State would be approximately 2 crores in 1961 and the number of households would be nearabout 40 lacs. It is estimated that these households would be found living in about 10 lac houses. In order to complete such a large scale operation of house numbering and listing of houses, you are required to set up an adequate organisation so as to cover all the rural and urban areas within the district. The Tehsildar is the Tehsil Census Officer who will be incharge of this operation in each Tehsil and he will look after the work in non-Municipal towns as well in addition to all the rural areas within his territorial jurisdiction. In the case of towns administered by the Municipalities or Cantonments the Executive Officer or Secretary concerned who are the Municipal Census Officers will have to be made responsible for conducting this operation within their respective territorial limits. Their territorial area will constitute a 'Charge'. These Officers will employ enumerators and supervisors for carrying out actual operation. It would be profitable to devide each town into a number of 'blocks.' Similarly small villages can be clubbed together to form block of appropriate size and a large village can be suitably divided into a number of blocks. Normally a block should consist of 120 households in urban and 150 households in rural areas but you can always make marginal adjustments. In the case of hilly tracts or desert areas where means of communications are extremely difficult and sparse population lives widely scattered, you can even further reduce the number of households in a block to facilitate the conduct of this operation. The enumerators will normally be drawn from the category of patwaries and School teachers in rural areas and from ministerial staff and school teachers in urban areas. The enumerators must be active, tactful and energetic persons of good judgement. They must have sufficient education to understand their job and should be physically fit to carry out their onerous duties. It would ensure best results if enumerators are residents of the locality in which they are required to perform their duty for they will be familiar with the territory and the people.

The Supervisors will normally be selected from the junior inspecting agency, such as, Revenue Inspectors, Sub-inspectors and Inspectors of other departments or Upper Division Clerks etc. Supervisors should be persons who have the capacity to control and supervise the work of a number of persons working under them in the field. They should also be physically fit to undertake journeys and check work from place to place within their circle. Normally one Supervisor will be required to check the work of 5-6 enumerators and his territorial jurisdiction will constitute a 'Circle'. You will, therefore, appreciate that for the success of this operation proper delimitation of blocks, circles and charges, and selection and appointment of suitably qualified enumerators, supervisors and charge officers is important. The Tehsil Census Officers and Municipal Census Officers will act as Charge Officers for Tehsils and Municipal towns but in the case of big cities, several Charge Officers will have to be appointed, for a charge should consist of 50,000 population or nearabout. You will form special charges or circles for Defence establishments, Railways areas, Government forests having habitations, project labour colonies etc.

6. Mode of House Numbering.—The procedure for numbering of houses has been described in detail in the Manual. It need only be mentioned here that the numbering of houses will present a complicated problem in the case of cities having large number of streets, lanes and by-lanes although it would be quite simple in the case of villages and very small non-municipal towns. In small villages the buildings can be numbered continuously beginning from the North-West end and ending at the South-East moving in clock wise direction. If the village is large and has well defined localities the numbering of buildings can be done according to these localities. In towns having streets, by-streets, lanes and by-lanes where streets and lanes are quite long and bisected by other streets or lanes and the number of buildings in each sector is quite large, it would be essential to number the buildings following the axis of such streets or lanes up to the point of their bisection. In such cases it would be essential to mention the number of streets or lanes along with the house numbers for it would not be possible to number the houses continuously throughout such a town or even for a ward of such town. The instructions contained in the Manual should be carefully studied and the order of numbering of the houses should be decided by you in consultation with the Charge Officer of each town where such complexities are likely to occur.

7. Marking Mixture and painting of numbers.—You will be using a mixture of 'geru', 'til oil' and 'country gum' in the proportion of 1 seer: 4 chhataks: 4 chhataks for the purpose of painting house numbers on the buildings. The ingredients of this

mixture are easily available in all local areas. You would arrange to paint the number on the left side of the main door of the building in the space on the wall just above man-height.

The number so painted would consist of the number of the building together with the total number of Census houses and the Census households situated within that building and it would be depicted in the following form:—

No. of building.

No. of Census houses.

No. of Census households.

If a building has its number as 100 and it contains 8 Census houses and 12 Census households, the numbers would be painted as illustrated below:—

B—100

H—1 to 8

HLD—1 to 12

Inside the building the number of the Census houses would be painted on the main entrance of each Census house just above man-height as indicated below:—

(1), (2), (3) etc.

as the case may be. It would not be necessary to paint the number on the entrance of each census household as people generally object to the enumerator's reaching the innermost portions of the census house. Where a house consists of a hut with walls and doors made of leaves, pulas or sticks or like material etc. on which numbers cannot be painted, a small piece of card-board should be used for painting the numbers thereon and the same should either be tied to the wall of the hut near the main door just above the man-height or the card-board be handed over to the house owner with instructions to preserve it carefully. If the house owner can provide a piece of wooden plank the same can be used for painting the house numbers.

8. Numerals for House Numbering.—It has been decided that the building number would be denoted by Arabic numeral in international form. A Census house will also be written in the form of same numeral but such number will be placed within a bracket after the building number. Each household will be denoted by a separate alphabet in Hindi. Thus, if a building is numbered 2, and it contains two Census houses and each Census house contains 2 and 3 Census households respectively, the number assigned will be as follows:—

2 (1 क); 2 (1 ख);
2 (2 क); 2 (2 ख); 2 (2 ग).

9. Rapid survey and provisional numbers.—The enumerators will give provisional numbers in chalk to all the buildings and census houses in the first instance within their area after making rapid survey thereof. The Supervisors should inspect their work before they are permitted to paint numbers on the buildings and census houses. The Charge Officer should also inspect the work to ensure accuracy. After House numbering the house list should be prepared by visiting each house and eliciting the required information from the Heads of households or any other adult member of the family who may be in a position to give the required information.

10. Training.—Without adequate and proper training it would not be possible to carry out this operation successfully. The senior Census Officers will be trained in the procedure by the State Census Superintendent or his Deputy during the month of April and May, 1960. Thereafter it will be the duty of the District Census Officers (Collectors), Sub-divisional Census Officers (S. D. Os.), and the Charge Officers (Tehsil Census Officers, Municipal Census Officers and other Charge Officers) to train the Supervisors and enumerators. They can hold training classes and demonstrations during the months of June to July and September to October, 1960 for this purpose. The definitions of the basic terms should be clearly brought home to them and each enumerator and supervisor should understand the procedure to be followed.

11. House List Form.—Elaborate instructions for filling up the House List Form are contained in the Manual. The House List Form has been made quite elaborate for the 1961 Census. As it has been decided to undertake fresh numbering of houses in Rajasthan because the existing house numbers even in the case of Municipal towns are not in accordance with the concept of Census, it would be necessary to mention the building numbers painted on each building in column 2 of the House List and the same number will be repeated in column 3 along with Census house numbers in brackets, if any. If a census house is used for an establishment, workshop or a factory, required information will have to be inserted in columns 5 to 8 but it is being used for dwelling or for other purposes then no entry will have to be made in these columns and mere sign of '×' can be written. This time we are attempting to find out the material used in the construction of walls and roofs in the census house and also the number of rooms which

are being occupied by a Census household. It is also being ascertained whether a household lives in an owned or rented Census house. The State Government has further desired that information regarding houses constructed during the year 1951 or after should also be collected which will have to be indicated in the remarks column No. 18. The enumerator will also have to find out the number of Census household living within a Census house, the names of Heads of household and the number of male and female persons living in each household on the date of his visit. All this information is quite simple and if the enumerator approaches the people in a courteous and appropriate manner, there would not be much difficulty in obtaining the correct information.

12. **Honorarium.**—A lump sum honorarium will be given to each enumerator and supervisor for conducting this operation which would be paid by you through the Charge Officer concerned. This honorarium will cover the cost of House numbering mixture and another expenses such as the travelling expenses of enumerators etc. The Charge Officers and other senior Census Officers will be entitled to Travelling Allowance provided they undertake journey solely for the purposes of census work. They are, however, requested to combine their tours for census work with their normal tours as far as possible to keep expenditure on census as low as possible. The T. A. Bills for census work will have to be countersigned by the State Superintendent of Census Operations, before they will be paid by the treasury from the Census budget.

13. **Progress Reports.**—As this operation will have to be carried through according to the prescribed Census calendar, it is of paramount importance that you should keep a close eye over the progress of work from time to time. You have to complete preparation for this operation including training in the first instance and then actual operation is to be carried out during the month of November, 1960. You should also arrange through your Charge Officers to keep the State Superintendent of Census Operations fully posted about the progress of work. During the period of this operation weekly progress reports will have to be sent by the Charge Officers directly to the Superintendent of Census Operations with a copy to you.

14. **Enumerator's House List Abstract.**—After the house numbering and house listing operation is over each enumerator should prepare the house list abstract in the prescribed form and hand over the same to his Supervisor who will check it and after authenticating it with his signature, pass it on to his Charge Officer.

15. **Supervisor's House List Abstract.**—The Supervisor will also prepare a House List Abstract for each block in the prescribed form which he will later supply to the enumerator concerned. This abstract will be utilised by the enumerator at the time of enumeration of population during the period 10th February to 3rd March, 1961.

16. **Preservation of House Lists.**—One copy of the House List should be carefully preserved in the office of the Charge Officer and another copy should be sent to the State Census Officer, Jaipur. The House List will not be supplied to the Supervisors and enumerators at any time. These lists should be stored after they have been fully checked and if any defects have been noticed the same should be rectified by the Supervisors and enumerators before they are kept in the office store.

17. You will, therefore, kindly appreciate that by completing the House Numbering and House Listing operation properly and according to the prescribed Census calendar, you will be laying the foundation for the next major census operation, viz. Enumeration of the population which you will be required to organise and conduct in your district. It is of utmost importance that this operation is completed by the end of November, 1960 at all cost for you will require at least two months thereafter to train the enumerators and supervisors for enumerating the population. The enumeration will be done from the 10th February to 3rd March, 1961. It is expected that you will spare no pains to complete preparations for this operation immediately.

18. **Special Areas.**—In the case of Defence Establishments, well defined Railway areas and Government forests having residential colonies, this operation will be carried out under the supervision of principal officers incharge of such establishments/areas and with the assistance of staff provided by them. You should immediately contact the Officers concerned to provide necessary staff and to participate in the training programme.

19. The receipt of this Circular may be acknowledged in the form appended.

Yours faithfully,

C. S. GUPTA,
Superintendent,
Census Operations, Rajasthan.

Copy forwarded to:—

1. **Registrar General, India, 2/A Mansingh Road, Kotah House Annexe, New Delhi-2.**
2. **Chief Secretary to Government of Rajasthan, General Administration Department (A), Jaipur.**
3. **Secretary to Chief Minister, Rajasthan, Jaipur.**
4. **Private Secretary to Revenue Minister, Rajasthan, Jaipur.**
5. **Secretary, Board of Revenue, Rajasthan, Ajmer.**
6. **Joint Development Commissioner (Panchayats), Jaipur.**
7. **Director of Local Bodies, Rajasthan, Jaipur.**
8. **All Special Census Officers for Railway Areas in Rajasthan.**
9. **Special Census Officers, Defence Establishments in Rajasthan.**
10. **All Sub-Divisional Census Officers in Rajasthan (S. D. Os).**
11. **All Tehsil Census Officers in Rajasthan (Tehsildars).**
12. **All Municipal Census Officers.**
13. **Chief Conservator of Forests, Rajasthan, Jaipur.**

C. S. GUPTA,
Superintendent,
Census Operations, Rajasthan.

Telegram: "CENSUS"

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Superintendent,
Census Operations, Rajasthan,
"Chandra Alok", Bapunagar.

JAIPUR, *dated* *the 22nd March*, 1960.
2 *Chaitra*, 1882 *Saka*.

Circular No. 9/1960
No. D. 1057/*F.* 96/*Census* (*G*) 59.

From,

Shri C. S. Gupta, I. A. S.

Superintendent of Census Operations,

Rajasthan.

To,

All District Census Officers (Collectors), in Rajasthan.

Subject.—1961 Census—Enumeration of Population.

Sir,

I have to inform you that an "Enumeration Manual" has been prepared to facilitate your work of enumerating all types of population in the district. It is being printed at the State Government Central Press, Jaipur, and will be separately provided to you. This Circular is, however, being addressed to you to highlight important features of the Enumeration Operation and the various organisational matters connected therewith.

2. *Value of Census.*—We will be holding the tenth Census of population from 10th February to 28th February, 1961, followed by a Revisional Round on 1st to 3rd March, 1961. It will be the second Census after achievement of the Independence of the country and the period of this census-taking will correspond with the completion of two Five Year Plans undertaken in the country for overall development. We will, therefore, have a unique opportunity of analysing the growth of population and its economic condition.

3. *New Features of Tenth Census.*—The census technique has undergone evolutionary changes from decade to decade. The scope of census has been extended in order not only to serve national and local requirements but also to make it internationally comparable. The scope of this census will be universal and all households and individual members who live in each household will be covered together with houseless or floating population. The Census Questionnaire (Individual Census Slip) has been designed to obtain information in respect of each person and contains the following demographic, social and economic questions:—

FOR IDENTIFICATION.

Location Code—

Question 1 (a)—Name

,, 1 (b)—Relationship to the Head of the household.

DEMOGRAPHIC QUESTIONS.

,, 2—Age

,, 3—Marital Status

,, 4 (a)—Birth place

,, 4 (b)—Born, Rural or Urban.

,, 4 (c)—Duration of residence, if born elsewhere.

SOCIAL QUESTIONS.

Question 5 (a)—Nationality.
" 5 (b)—Religion.
" 5 (c)—Scheduled Caste or Scheduled Tribe.
" 6 —Literacy and education.
7 (a)—Mother-tongue.
7 (b)—Any other language (s).

ECONOMIC QUESTIONS.

" 8—Working as Cultivator.
" 9—Working as Agricultural Labourer.
" 10—Working at Household Industry—
(a) Nature of work;
(b) Nature of Household Industry;
(c) If employee.
" 11—Doing work other than 8, 9 or 10—
(a) Nature of work;
(b) Nature of industry, profession, trade or service
(c) Class of worker;
(d) Name of establishment.
" 12—Activity, if not working.

4. The demographic questions 4(b) and 4(c) have been introduced to study migration in detail. The concept for economic questions has undergone complete change as compared with the criteria followed at the last few Indian Censuses for measuring the economy of the country. At the forthcoming census the classification based on the categories of economically independent and economically dependent persons, has been given up and more stress has been laid on "work" so that all people who may be engaged in work (including family workers, persons who are in receipt of any income, or working children who cannot earn enough for their maintenance) will all be included as workers. The categories of "non-workers" have also been specifically divided into 8 categories which will be denoted by means of separate abbreviations under question 12.

5. Another important change from the past censuses is the categorisation of persons engaged in agriculture and other work into (1) working as Cultivator, (2) working as Agricultural Labourer, (3) working at Household Industry and (4) working in any other economic activity. Nearly 65 to 70% of the working population will be classified into first three categories as this country is mostly dependent on agriculture and household industry.

6. Another innovation introduced at the coming census is the "Household Schedule" through which information in respect of the economic activities of each household will be collected. It was felt that greater part of economic activity in this country is carried out by the households and not by individuals. To make Household Schedule complete in all respects, Census Popuea-tion Record on the basis of Individual Census Slips will be incorporated in Part II of the Household Schedule showing the following main characteristics in respect of every person of a household:—

(1) Name,

(2) Sex,

(3) Relationship to the Head of the household,

(4) Age,

(5) Marital status, and

(6) Description of work, in the case of worker.

The Census Population Record will serve as a substitute for the National Register of Citizens prepared at the time of Census, 1951.

7. At the coming census all questions will be briefly printed on Individual Census Slips and the Schedules and so the Enu-merator need not remember the questions or their sequence by heart which he had to do at the time of the Census, 1951. To facilitate prompt and correct recording of answers to some of the questions abbreviations will be used this time. These abbreviations will generally be denoted by the first letter of the word used in different sets of typical answers and thus the answer obtained will suggest itself the correct abbreviation to be used. Further to record answers at appropriate place various geometrical designs

have been printed on the Census Slips. Operations in Tabulation Offices will be greatly facilitated by the use of abbreviation and geometrical designs at the sorting stage.

8. *Census concepts.*—The following are few important concepts adopted for the forthcoming census:—

(*i*) "*Building*".—refers to the entire structure on the ground. Such structures may be quite independent or a series of such structures may be joined each to each by common walls or with walls abutting each other without any space in between but having separate main exits on the road and which may belong to separate owners or occupiers.

(*ii*) "*Census House*".—is a structure or part of a structure inhabited or vacant having separate main entrance. The separate entrance may be opening into a public street or into a common staircase or a common gate or courtyard.

(*iii*) "*Census Household*".—means entire group of persons who commonly live together in the same house and take their meals from a common kitchen or mess unless the exigencies of work prevent any of them from doing so.

(*iv*) "*Work*".—The work can be properly classified into two categories.—

(*a*) regular work ; and
(*b*) seasonal work.

In the case of regular work, namely,in service, business, commerce trade or profession the basis of work will be satisfied if a person was employed during any of the 15 days preceding the day on which Enumerator visited the household. In case of seasonal work like cultivation or household industry, a person will be treated as worker if he had worked for more than an hour a day during the greater part of the working season.

(*v*) "*Place of enumeration*".—refers to the normal residence of the persons to be enumerated and not to the place of his work The persons normally residing in the households during the period of enumeration will have to be enumerated at their households irrespective of the fact whether they are acutally present at the time of Enumerator's visit or not provided they were present during the period of enumeration at any time.

(*vi*) "*Household Industry*"—is an industry conducted by the Head of the household himself and/or mainly by the members of the household at home or in the village in rural areas and only at home in urban areas and which is not run on a scale of as registered factory, but machinery and power can be utilised to run such an industry. Hired workers can be engaged in such industry but their role should be only of secondary importance.

9. *Need for training.*—As usual the "Canvasser Method" will be used at the forthcoming census. Enumerators specially trained in census-taking will have to be sent out to interview members of the household and to obtain required information in respect of each member on the prescribed Census Slips and the Household Schedules. This is the only method practicable in India as we have a large percentage of illiteracy. The "Household Method" cannot be adopted in this country in which Census Questionnaire and instructions are distributed by hand or mailed in advance to all the households and are collected after they have been filled in by the Heads of the households themselves.

10. Due to large percentage of illiteracy it is necessary that not only the Enumerators who are required to interview the population are fully trained in census techinque and procedure but it is all the more important that they should be in a position to put across the census concepts on which various census questions are based in proper and easily understandable manner to the illiterate person from whom necessary information is to be obtained. For this purpose intensive training of census officers is an absolute necessity. There would be many of them who will have to be given lessons not only once or twice but perhaps six times before they would be able to carry out the complicated and arduous task that they are required to perform. This is the reason why it was decided at the All India Census Conference of State Superintendents of Census Operations that each Enumerator and Supervisor should necessarily be made to attend at least six training classes in the methods of enumeration. As census Officers will be drawn from various offices and categories of Government servants who do not know the census procedure, it should be your special concern to arrange for their intensive training through your subordinate officers particularly the Charge Officers.

11. *Census Legislation.*—The legal basis for the census is the Indian Census Act, 1948, copies of which have been furnished to you already. It has also been reprinted as an Appendix in the Enumeration Manual. Several notifications have been issued under the provisions of this Act by the Central Government and the State Government notifying the intention of taking census in the whole of the country during the year 1961 and announcing the Reference Date for this purpose viz. Sunrise on the 1st March, 1961, with reference to which all information in respect of the population will be collected. The State Government have appointed census officers and prescribed questions which are to be asked at the enumeration stage and further powers have been delegated to sanction prosecution etc. The provisions of this Act should be carefully studied by each census officer if he has to perform his duties according to law.

12. *Census Record Confidential.*—The Census Act stipulates that the census record is of confidential nature and not open to inspection by the public or other departments of the Government and that it is not admissible in evidence in the courts generally,

except in criminal cases which relate to offences under the Census Act itself. There is a legal guarantee under the Census Act that information supplied by the Citizens shall be kept strictly confidential and not disclosed to any body. It is, therefore, of utmost importance that all categories of census officers employed at the Census, 1961 do not divulge information collected at the time of census as it will amount to an offence under the Census Act. Any failure on their part to do so will also affect the accuracy of the census for suspicion of citizens will be aroused and they will not be persuaded to give truthful answers at the census inquiry.

13. *Behaviour of Census Officials.*—You have to impress on all categories of census officers who will come in contact with the people at the time of census-taking that their behaviour should be very gentle and cordial for otherwise it would be difficult to persuade the people to find time to give answers to long querries which an Enumerator is called upon to make before he can properly fill up Census Slips and Household Schedule for a household. Every citizen is in law bound to answer the questions truthfully and to the best of his knowledge but his co-operation has to be sought so that he may be willing to answer all the questions and disclose proper information. It is never intended to prosecute people in large numbers. General instructions for enumeration contained in the Enumeration Manual should be carefully mastered by the Census officers for such a study will considerably facilitate per formance of their duties.

14. *Census Calendar.*—You have to follow the following programme to complete the Enumeration Operation in this State:—

(1)	Training of Enumerators and Supervisors	May to July, 1960 Sept. to Oct., 1960, and Dec., 1960 to Jan., 1961.
(2)	Delimitation of Blocks, Circles and Charges of enumeration to be finally completed	30th November, 1960.
(3)	Enumeration of household population	10th Feb. to 28th February, 1961.
(4)	Training Sample Census for Census Officers in each district	December, 1960.
(5)	Enumeration of Houseless or floating population ..	28th Feb., to 2nd March, 1961.
(6)	Revisional Round or Final Check	1st to 3rd March, 1961.
(7)	Preparation of provisional totals of population for the district	8th March, 1961.

15. *Urban and Rural Classification.*—The census statistics are separately presented for urban and rural areas as has been the practice at the previous Indian Censuses. All municipal areas and cantonments will be treated as urban area. In addition, places having population of 5,000 or over and having three-fourth of the working adult population engaged in non-agricultural occupations will also be included in urban areas. All other places will be included in rural areas. This classification has been made and finalised in consultation with the district administration and a tentative list of urban areas has been communicated separately to you. You have, therefore, to arrange for compilation of census data in such a manner that the statistics for urban and rural areas do not get mixed up but remain separate throughout.

16. *Administrative Set-Up.*—The State Government has already agreed to nominate one of the R.A.S. officers posted at each district headquarter to work as Deputy District Census Officer who will be incharge of census organisation in your office and will ensure that instructions issued by you or State Census Office are duly implemented in all areas of your district. The State Government has also agreed to appoint Additional District Magistrates in respect of six large cities of Rajasthan viz., Jaipur, Ajmer, Jodhpur, Bikaner, Udaipur and Kota as Additional District Census Officers. In these cities more than one Charge will have to be constituted and so the Additional District Census Officer will be responsible for co-ordinating the work of various Charge Officers appointed in such a city and to supervise generally the census-taking in these highly congested urban areas.

17. *Formation of Census Divisions.*—I am sure, you have finalised the formation of Charges, Special Charges, Supervisor's Circles and Enumeration Blocks. On proper and correct delimitation of Blocks, Circles and Charges will mainly depend the success of census for if the Census Divisions will not be properly constituted, there will be unequal load on the census officers which they will not be able to discharge successfully at appropriate time. A complete list of Charges, Special Charges, Circles and Blocks constituted for enumeration should be furnished to the State Census Office latest by the 30th October, 1960 which you may have formed after taking all relevant factors into consideration for the successful conduct of enumeration.

18. *Estimation and Appointment of Census Staff.*—You must have estimated the requirement of personnel for census purposes and must have also decided from what sources such personnel would be drawn. The list of Enumerators, Supervisors, Charge Officers and Deputy Charge Officers should be finalised for enumeration purposes by the 31st March, 1960. In the selection and appointment of different categories of census officers you must keep in view their capacity and qualifications. The Enumerators will have to be appointed from the categories of patwaries, school teachers and junior staff of the Development Blocks such as 'Gram Sewaks' etc. You can also utilise the services of Secretaries of Panchayats for this purpose. In urban areas, ministerial staff can also be utilised to work as Enumerators. The Supervisors should be drawn from higher category of Government servants such as Inspectors and Sub-Inspectors belonging to the Revenue and other Departments, Head Masters and senior teachers of school etc. Persons selected to work as Supervisors should have experience and capacity for supervision. For tehsils, the Tehsildar

will be the Charge Officer and the Naib-Tehsildar will act as Deputy Charge Officer. For small Municipal towns and Cantonments, the Executive Officer or the secretary of the local authority would be the Charge Officer and some junior officer can be appointed as Deputy Charge Officer. In the case of big cities having more than 50,000 population, more than one Charge will have to be formed for a Charge should normally consist of 50,000 population. It would, therefore, be necessary in the case of cities to select senior officers from various State Departments and Municipality to work as Charge Officers and the Deputy Charge Officers can be provided from junior category of Government officers. Their work will be supervised by the Additional District Census Officer for the city. At any rate the selection and appointment of all categories of census officers must be finalised urgently before their training is undertaken, and a provision should also be made to keep some staff in reserve to meet unforeseen eventualities.

19. Similarly, in respect of Defence establishments (Army, Naval or Air Force), Railway Colonies, industrial establishments having big labour colonies and institutions, e.g. prisons, big hospitals, mental hospitals, labour homes, women's welfare homes, hostels and big residential hotels, it would be necessary for you to constitute Special Charges or Special Circles or Speical Blocks as the case may be and to appoint census officers drawn mainly from the staff of such establishments, areas or institutions. So far as Defence establishments and Railway Colonies are concerned officers drawn from their management have already been nominated to work as Charge Officers. You have to appoint Deputy Charge Officers, Supervisors and Enumerators in consultation with such nominated Charge Officers.

20. You have also to ensure that if any population lives in State forest areas, which are not included within the boundary of any surveyed villages, special arrangements for enumeration of such population is made through the agency of Forest Department.

21. The census personnel should, therefore, be promptly selected and appointed and then subjected to intensive training so that you have a trained army of census personnel under your command which is capable of undertaking the heavy task of general enumeration of population at the appointed time. This is a matter which should be decided at your personal level for otherwise final adjustments made at the eleventh hour will upset all preparations and training for enumeration.

22. *Census Materials.*—You will have to equip the Enumerators, Supervisors and Charge Officers with Enumeration Manual, other instructions and Census Forms etc. You should, therefore, assess your requirement in this respect Charge-by-Charge and obtain necessary supplies from the State Census Office in time. It should, however, be ensured that printed Manuals and Instructions are not lost for they cannot be easily replaced and that the Census Forms are not misused or spoiled. There is shortage of paper in the country and, therefore, utmost economy has to be observed in the use of paper.

23. You will find description of various types of census forms in the Enumeration Manual which will be supplied to you as soon as printed.

24. *Allowances etc. to Census Staff.*— Ihave repeatedly drawn attention in the past that we have to beat down the cost of census. The huge army of Enumerators and Supervisors to be employed for census-taking should normally be appointed to work within the sphere of their normal duty so that it may not be necessary to grant travelling and daily allowances to them. If in any area there is shortage of personnel, you will be at liberty to divert staff to such an area from other areas and in that case T.A. and D.A. will be paid according to the Rajasthan Travelling Allowance Rules to such staff. A fixed honorarium will be granted to each Enumerator and Supervisor for doing enumeration work which will include the cost of stationery etc. It would, therefore, not be necessary to purchase and issue stationery articles to the Enumerators and Supervisors for enumeration operation. They can arrange for an inkpot, ink and pen-holder etc. out of the lump sum grant.

25. *Team spirit for Census.*—As census is a large scale operation when thousands of census officers of different categories are employed, success of the operation would depend on the team spirit generated in them. Much will depend on the interest and enthusiasm displayed by the census officers. You are requested to take all possible measures to create such interest, enthusiasm and team spirit in the army of census personnel raised under your command.

26. *Census Publicity.*—It is essential to give widest possible publicity to the real purpose of census. The ignorance of people about the importance of the real purpose of the census enquiry will often prevent them from coming out to answer questions truthfully. The reason why particular questions are asked should be freely explained. All possible efforts should be made so that census may be accepted by the people as a national undertaking. Any misunderstanding about the purpose of the census should be made clear at the earliest possible opportunity. The value of personal contacts between the census officers and the population at all stages of census is very important and will contribute to the real publicity and ultimate success of the census operations. Proper behaviour and right approach alone can bring out co-operation from the public. The Enumerators and Supervisors will come in direct contact with the population. They should impress the people by their examplary behaviour and try to remove any fear that they may entertain against census enquiry. A trust should be created in the mind of the people that census is for their benefit and that the information asked from them is meant for scientific study and shall not be used against their interests. Publicity through press, All India Radio and by means of special posters and news-features will be undertaken to popularise census both in urban and rural areas. But the census officers should not forget to create personal contacts with the population at all stag e

27. *Recognition of Good Services.*—I am sure you will keep an eye over the work of census officers and will make suitable recommendations for grant of President's silver and bronze medals or census-sanads etc. to those who have displayed great interest and enthusiasm in organising and conducting the census after the operation is over. Participation in the national task of census-taking of the country should in itself be considered a great reward and privilege by every census officer.

28. *Progress Report.*—In the end I request you to ensure that enumeration of population in your district for all types of population is duly carried out according to the instructions contained in the Enumeration Manual within the prescribed period. You will, however, send progress reports to keep the State Census Office informed about the progress of work during the period of this operation as the State Government and the Registrar General, India will have to be apprised regularly about the progress made in each district.

29. The receipt of this Circular may please be acknowledged in the enclosed form.

Yours faithfully,
C. S. GUPTA,
Superintendent,
Census Operations, Rajasthan.

No. D.——————————*F.96/Census (G) 59.* *Dated 22nd March, 1960./2 Chaitra, 1882 Saka.*

Copy forwarded to the:—

(1) Registrar General, India, Ministry of Home Affairs, Kotah House Annexe, 2/A Mansingh Road, New Delhi.

(2) Chief Secretary to the Government of Rajasthan, Jaipur.

(3) All Divisional Commissioners in Rajasthan.

(4) Secretary to Chief Minister, Rajasthan, Jaipur.

(5) Secretary, Board of Revenue for Rajasthan, Ajmer.

(6) Development Commissioner, Rajasthan, Jaipur.

(7) Joint Development Commissioner (Panchayats), Rajasthan, Jaipur.

(8) Chief Conservator of Forests, Rajasthan, Jaipur.

(9) Director of Local Bodies, Rajasthan, Jaipur.

(10) Additional District Census Officers (Additional District Magistrates) of Jaipur, Jodhpur, Bikaner, Udaipur, Ajmer and Kota Cities.

(11) Special Census Officers for Defence Establishments in Rajasthan.

(12) Special Census Officers for Railway Colonies in Rajasthan.

(13) All Deputy District Census Officers of the Districts in Rajasthan.

(14) All Sub-Divisional Census Officers (Sub Divisional Officers) in Rajasthan.

(15) All Tehsil Census Officers (Tehsildars) in Rajasthan.

(16) All Municipal Census Officers (Municipal Commissioners/Executive Officers/Secretaries of Municipalities) in Rajasthan.

C. S. GUPTA,
Superintendent,
Census Operations, Rajasthan.

Telegrams: "CENSUS"

C. S. GUPTA, I. A. S.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

D. O. NO. D. **3879**/*F.* **25**/*Census (G)* **59.**

The Superintendent,
Census Operations, Rajasthan,
"Chandra-Alok", Bapunagar,

JAIPUR, *dated the* **8***th September,* **1960**
17*th Bhadra,* **1882** *Saka.*

1961 *Census*—House numbering and Houselisting Operations

Dear Shri

I have already sent to you all possible instructions relating to the first major Census Operation-Housenumbering and Houselisting—which you are required to undertake with effect from 1st October, 1960, in all the urban and rural areas of your district. I am again summarising the salient points to ensure that you personally pay attention to all these matters for success of this operation will depend on the amount of interest that you take:—

(1) The Operation is to begin from 1st October, 1960.

(2) To secure co-operation of the general public fair amount of publicity may be given through the revenue staff and the local bodies about the commencement of this Operation. General public may be requested to find time to meet the Enumerators and to give correct answers to the questions put by them. Printed census posters received from the Government of India should be got affixed at prominent places in villages and towns. The State Census Office is also arranging for publicity through the All India Radio and local newspapers about this Operation.

(3) Rapid Survey of buildings and assessment of Census Households/persons residing in each building is to be made in the first instance in all the towns and large villages where population is 1,000 or more, i. e., where more than one Enumeration Block is to be constituted. This is necessary for correct delimitation of enumeration Blocks in congested areas. Please, however, remember that Rapid Survey is not to be undertaken in the cities of Jaipur, Ajmer, Jodhpur, Bikaner, Udaipur, Kota, Beawar and Alwar where Blocks have already been formed by the National Sample Survey Organisation of the Government of India. In these cities the actual Housenumbering and Houselisting Operation can be started.

(4) All arrangement for conducting this Operation must be completed during this month. In this connection you have to draw remuneration at prescribed rate from the treasury for the Enumerators and Supervisors who are to be actually employed in Blocks and Circles for carrying out the Operation and to distribute the same to them during this month. The Enumerators and Supervisors have further to be instructed to purchase marking materials (Geru, Til oil and country-gum) in the prescribed proportions and stationery (ink-pot, pen-holders with nibs and piece of blotting paper). The printed Houselist and other forms required should be issued to each of them in adequate quantities. Thus every field worker must be fully equipped to start Operation in his Block or Circle during this month.

(5) You have to ensure that each Charge Officer is provided with one Deputy Charge Officer as far as possible. Further you must maintain 10 per cent trained Enumerators and Supervisors in reserve. Remuneration will not be paid to the staff kept in reserve. They will be entitled to draw remuneration only when they are detailed for duty in a Block or Circle.

(6) Buildings including Census Houses and Census Households will be numbered villagewise in rural areas. It is immaterial whether the village *Abadi* is situated at one place or lies scattered in several hamlets within the boundaries of a village. There should be continuous numbering of buildings from one hamlet to another covering the entire village. If a village is large and more than one Enumeration Block is formed it will not affect continuous numbering for the village.

(7) Please note that buildings including Census Houses and Census Households will be numbered for each Enumeration Block separately in respect of each ward of a town or city. Thus Enumeration Block would be unit for Housenumbering in urban areas while village would be the unit for such numbering in rural areas.

(8) The Enumerators in urban areas should be instructed to paint both the ward and Enumeration Block number on each building together with the prescribed building number, Census House numbers and the Census Household numbers. But the ward and block numbers need not be painted on building in villages.

(9) Before Houselisting is undertaken Blocks should be properly constituted in all urban and rural areas on the basis of prescribed criteria of households/persons and a complete list of Enumeration Blocks and Supervisor Circles constituted in each Charge should be furnished by the Charge Officer to you as well as to the State Census Office.

(10) It should be noted that neither Housenumbering nor Houselisting would be necessary in respect of Defence Establishments (Military, Air and Naval). This Operation will, however, be undertaken in respect of Railway Colonies, Police establishments and other civil areas.

(11) The training of all the Enumerators and Supervisors to be given on the Housenumbering and Houselisting Operation should invariably be completed in respect of all Charges including Special Charges during this month and a certificate in the prescribed form is to be furnished to the State Census Office by you that you are not employing any field worker to conduct this Operation who has not received prescribed training in the census procedure and technique.

(12) Several amendments made in the procedure prescribed for this Operation should be fully explained to all the Enumerators and Supervisors.

(13) After Housenumbering has been completed in the manner prescribed for this purpose the Enumerators will start filling up the Houselist forms for each Enumeration Block separately. This Houselist will be prepared in *duplicate*.

(14) It is of utmost importance that each Enumerator should give full particulars of the use to which each Census House is being put in Column 4 of the Houselist. He should not merely mention that a particular house is shop. He should fully describe what type of business or work is being carried on in a particular shop. Similarly full particulars should be given about workshops or factories or workshops or Census Houses put to two or more uses. If the Census House is vacant, it should be entered as vacant. If the Census House is occupied it should be clearly mentioned whether it is being used as dwelling (residential purposes), shop-cum-dwelling, workshop-cum-dwelling, hotel, hostel, sarai, dharmshala, tourist-home, inspection house, shop including eating-house, business house, office, factories registered under Factories Act, Work-shed and workshop not registered under Factories Act, school or other educational institution carrying on training, coaching, etc., restaurant, sweet-meat shop, place of entertainment, community gathering place, e. g., Panchayat-Ghar, public health and medical institution, hospital, health centre, doctor's clinic, dispensary, etc. Thus full and detailed particulars for a Census House must be recorded in column 4.

(15) In columns 5 to 8, only such Census Houses should be entered in the Houselist wherein either there is a registered factory or unregistered workshed or workshop where some sort of processing, production, repairs or servicing is being undertaken. If no such process is carried on in a Census House, it should not find place in these columns. In column 8 fuel or power if machinery is used has to be mentioned. These can be electricity, liquid fuel (petrol, diesel oil, kerosene), coal, wood, bagasse and other type of fuel. I have already informed you that steam should not be entered as such but the names of fuel from which steam is generated should be recorded in this column.

(16) In columns 9 and 10 materials of which walls and roof generally are made of in respect of a census house, are to be recorded. Here also fullest possible particulars should be given.

(17) Last of all the Enumerators while recording the number of males and females in columns 15 and 16 of the Houselist form should not forget to include the male or female children for children particularly infants are often forgotton at the time of counting.

(18) In columns 11 to 17 only particulars of such Census Houses will be entered wherein households reside.

(19) In column 18 particulars of such Census Houses will be entered which are neither used for dwelling nor for production/repairs/servicing, e.g., shops selling manufactured or ready-made articles as mill-made cloth, fruits and vegetables, general merchandise, etc.

I am confident that you have made fool-proof arrangement in your district through all the Charge and Special Charge Officers appointed by you in carrying out this Operation successfully during the period of October to November, 1960. You have clear two months to complete this Operation but success will crown your efforts only if you will employ adequately trained army of Enumerators and Supervisors to do this work. I, therefore, lay stress again that no amount of efforts should be spared to train them thoroughly.

Please let me know on 1st October, 1960 that you have started this Operation throughout the district according to the prescribed programme.

Yours sincerely,
C. S. GUPTA,

To

Shri

District Census Officer (Collector),

(Rajasthan).....

No. D 3879/F. 25/Census (G)/59. Dated the 8th September, 1960
17th Bhadra, 1882 Saka

Copy forwarded for information to :—

(1) The Chief Secretary to the Government of Rajasthan General Administration Department (A), Jaipur.

(2) All the Divisional Commissioners in Rajasthan.

C. S. GUPTA,
Superintendent,
Census Operations, Rajasthan.

CENSUS CIRCULAR No. 73/1960

No. D. 7287/F. 96/Census (G)/59 GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Superintendent, Census Operations, Rajasthan, "Chandra-Alok", Bapunagar,

JAIPUR, *dated the 7th December*, 1960.

To

All District Census Officers (Collectors) in Rajasthan.

SUBJECT:—1961 Census—Enumeration Operation.

Sir,

I have addressed several Census Circulars during the year 1960 notably Nos. 9, 14, 16, 23, 29, 33, 40, 44, 47, 48, 57, 61 to 63, 65 to 69 and 71 on different subjects relating to the enumeration of population to be held from the morning of 10th February upto 28th February, 1961 followed by revisional check from 1st to 5th March, 1961 in all the urban and rural areas of your district. After the completion of first phase of Census Operations relating to Housenumbering and Houselisting, you will now be entering the second phase of Enumeration Operation from 1st December, 1960.

FORMATION OF BLOCKS ETC.

The Enumeration Blocks, Supervisors' Circles and Charges have already been formed by you at the Housenumbering stage. The boundaries of the Census divisions so formed need not be changed as they will be utilised for the next operation without making any alterations. You must have delineated Blocks and Circles in urban and rural areas according to the prescribed instructions. If, however, you find that any Charge Officer has deviated from these instructions and more than 600 or 750 persons have been included in urban or rural Block respectively, you should not disturb the boundary of such a Block. If the population exceeds the prescribed limit by 100 or 150 persons it would not matter much but if it exceeds 1000 persons or more than you should refer such a case with detailed reasons for permitting you to appoint an additional Enumerator in such a Block. Any change in the boundary of a Block at this stage will require recording and the comparability of the statistics compiled at the first phase of Census Operations with the next phase will be completely disturbed. You should not, therefore, permit any changes in the number of Blocks, Circles and Charges at this stage except recommending for appointment of an additional Enumerator in respect of such a Block where you find that one Enumerator cannot possibly complete the work of enumeration within the prescribed period of 19 days.

APPOINTMENT OF CENSUS OFFICERS

You will kindly reappoint the Charge Officers, Deputy Charge Officers, Supervisors and Enumerators for the purpose of enumeration Operation and will issue letters of appointment on prescribed forms C. F. 11 to 13 to all the Census Officers in the district. This will be an authority under Section 4 of the Indian Census Act to all of them carry out the enumeration operation. No changes should be permitted in the Enumerators, Supervisors and Charge Officers who have already conducted Housenumbering and Houselisting Operation as they have become fully conversant with the boundaries of their respective Census divisions and have acquired familiarity with the people residing therein. The Census teams employed at the first phase of Census Operations should be kept in-tact and deployed to undertake the enumeration of population.

TRAINING OF CENSUS OFFICERS AND TRAINING SAMPLE CENSUS

All the Census Officers have been provided with Enumeration Manual printed both in English and Hindi. The Hindi version is to be used by the Enumerators and Supervisors in particular. A supplement to the Enumeration Manual printed in English is also being issued for the guidance of Charge Officers who have been requested to explain broadly the contents thereof to the Enumerators and Supervisors at the time of taking their training classes. All types of prescribed forms given in the Enumeration Manual have also been supplied. The Enumeration Operation is much more complex than the Housenumbering and Houselisting Operation. It is the principal operation through which census statistics will be collected. It is, therefore, of utmost importance that the Enumerators and Supervisors undergo adequate training to understand the concepts of census and the procedure that they are required to follow at every stage of Enumeration Operation. It is the duty of the Charge Officers to hold six minimum training classes for the benefit of Enumerators and Supervisors including practical demonstrations. Two or three training classes in theory should be held in the first instance followed by at least one practical demonstration during the month of December, 1960 and upto middle of January, 1961. Thereafter a Training Sample Census shall be held on 15th January, 1961, in each Block

when pads of Enumeration Slips and Household Schedules printed in red-ink will be supplied to each Enumerator who will be required to enumerate actually 50 persons in his Block including their households. This Census rehearsal will enable the Enumerator to learn by actual practice how to handle these forms. After Training Sample Census the pads will be thoroughly checked by the Supervisors, Deputy Charge Officers and Charge Officers to detect errors committed by the Enumerators and they will hold at least two more training classes during the third and fourth week of January, 1961 to impress upon the Enumerators not to repeat such mistakes at the time of actual enumeration of population.

Census Calendar

The Charge Officers permitted much valuable time to be wasted at the Housenumbering and Houselisting stage. It would not be possible to do so at the enumeration stage as the whole programme will have to be completed within the prescribed 'Enumeration Period' throughout the country. The following Census Calendar should, therefore, be strictly observed in each Charge for which necessary instructions may kindly be given to the subordinate Census Officer:—

(*i*)	Training of Enumerators and Supervisors in Enumeration procedure.	1st December, '60 to 31st January '61.
(*ii*)	Training Sample Census.	15th January, 1961.
(*iii*)	Enumeration of House population.	10th February to 28th February, 1961.
(*iv*)	Enumeration of Houseless or Floating population.	Night of 28th February, 61.
(*v*)	Revisional Round or Final Check of Population.	1st to 5th March, 1961.
(*vi*)	Final report about Provisional Total of Population for the District.	12th March, 1961.

Distribution of Enumeration Material

The Enumerator will be required to fill one Census Slip for each individual member of a household. These Census Slips have been supplied to you in the form of a pad. A pad contains 100 or 25 slips each. On the basis of C.F.8, a Block-wise list of "number of households" and "Number of persons" should be compiled in the first instance and thereafter pads of Census Slips should be distributed accordingly to each Enumerator from 1st February, 1961. Since Census Slips are not to be removed from pads at any stage, you will have to supply complete pads to each Enumerator. For instance, if a Block contains a population of 759 persons, the Enumerator will be supplied seven pads of 100 slips and three pads of 25 slips each. He should also receive some extra pads as due to changes in the households by births or visits etc., he may have to prepare new slips during the Revisional Round from 1st March to 5th March, 1961. It is also possible that he may spoil one or two slips while filling them up. He may, therefore, be given one pad of 25 slips more to meet all such contingencies. Utmost care will have to be taken in the distribution of pads of census slips to the Enumerators for very limited number of these pads have been received from the Government of India Press, Aligarh. Any misuse of forms cannot be permitted at the Enumeration stage for no replacements would be possible if carelessness would be allowed to prevail in the use of these forms. The result would be that the entire operation will be dislocated. Your personal attention towards this matter is, therefore, invited for enumeration must be completed within the prescribed enumeration period without such mishap.

Similarly pads of Household Schedule forms will be distributed to the Enumerators from 1st February, 1961. A pad of Household Schedule forms will consist of 50 or 25 forms. On the basis of number of households contained in a Block, these pads will have to be supplied. Suppose the Block consists of 160 households in that case the Enumerator will be supplied with three pads of 50 forms each and one pad of 25 forms. Some extra Household Schedule forms must be available to each Enumerator as some of the households may contain more than 15 members and in that case it would be necessary to use more than one form for a Household to fill part II of the Household Schedule.

The Enumerators and Supervisors will have to arrange themselves for stationery to fill in these forms, cost of which can be made good from the remuneration that will be paid to them by the Census Department after the successful conclusion of Enumeration operation.

Other Census forms required by the Enumerators have been printed and supplied to you which may be distributed strictly according to the requirement of each Enumerator etc. All types of forms have been printed to facilitate handling and compilation of information on a uniform basis.

Study of Enumeration Manual by the Census Officers and their behaviour with the general public

It may kindly be impressed on all the Charge Officers down to the level of Enumerators that they should make intensive study of instructions contained in the Enumeration Manual and the Supplement of this Manual. Unless they will fully understand the purpose of Census and the concept behind each question which they are required to ask from a citizen, they will not be in a position to put across their ideas clearly. They should not shirk to explain the purpose to the people for otherwise they will have no

confidence in them. Very often the Enumerator will be required to put several supplementary questions before he will be able to explain fully his purpose and then only it would be possible to elicit correct answer from the illiterate masses. At all times the Enumerator should maintain a cheery out-look and his behaviour should be gentle and cordial with the general public. He should not lose his temper even in most difficult circumstances.

Confidential Nature of Census

Enquiry relating to Census is of confidential nature and the Census record prepared by the Enumerator is not open to inspection by the public or the Government. This legal guarantee to keep the Census record confidential has been given under the Census Act in order to generate confidence in the public and to encourage them to divulge information about their households to the Census Officers without any fear of their being prosecuted for any act which may be construed to be illegal or immoral. The Enumerators and other senior Census Officers should not give out any information which they have collected during the process of enumeration of the population.

Supervision and check by the senior Census Officers

The Regional Deputy Superintendents of Census Operations, Additional District Census Officers of Cities, Deputy District Census Officers of districts, Sub-Divisional Census Officers and the Charge Officers should exercise effective supervision over the Supervisors and Enumerators during the enumeration period. The Supervisor should thoroughly check the work of each Enumerator placed within his Circle for otherwise large number of errors will creep in the Census Slips and the Household Schedules which could be easily avoided with a little amount of care.

Publicity

All possible measures should be taken to inform the public that the major Census Operation is on. Cinema slides already provided in English and Hindi should be exhibited in prominent cinema houses from mid-January, 1961 onwards. Posters printed in English and Hindi should be exhibited prominantly at places frequented by general public in urban and rural areas. Printed booklets in English and Hindi may be distributed in areas where people are literate to inform them about the nature of Census. All India Radio will be undertaking its own special publicity at appropriate time. I am also getting a multicoloured folder prepared on Enumeration which will be supplied for distribution in January, 1961. All this effort will touch only a fringe of the population. Real publicity will be done by the Enumerators and Supervisors who will make rounds in their Blocks and Circles and will come in direct contact with the public. On their good behaviour will depend the real success of Census. They should request the people to provide correct information in respect of all the questions put to them.

Enumeration Procedure

The procedure for enumerating population has been outlined in detail in the Enumeration Manual. The Manual has been amended and the amendments have also been supplied to you. All the instructions contained in the Enumeration Manual should, therefore, be read with the amendments made therein. The general instructions for Enumeration contained in Chapter 1 should be memorised by the Census Officers particularly Enumerators and Supervisors. They should strictly follow instructions regarding filling of the Census Slips and the Household Schedules as contained in Chapters 12 and 13. I, however, briefly draw your attention to some of the important features as mentioned below:—

(*i*) Census Slips or Household Schedule forms should not be removed from their pads in any circumstances whatsoever. If any form has been mutilated or spoiled it should be allowed to remain at its place within the pad.

(*ii*) Members of a household will be enumerated at their normal place of residence and in the case of houseless or floating population at the place where they are found on the appointed day.

(*iii*) The Head of the household will be enumerated first followed by other members of the household in the most convenient order.

(*iv*) One Census Slip will be filled for each member of a household whether a child or an adult person of either sex, while one or more Household Schedule forms (as required) will be filled for each household separately.

(*v*) Household Schedule will not be filled for households living in strictly military areas where only census slips will be filled in.

(*vi*) Location code numbers should be correctly and clearly written on each census slip and household schedule form otherwise these slips or schedules will get mingled and lost after pads have been broken up for tabulation in the Regional Tabulation Offices.

(*vii*) Prescribed abbreviations in Hindi should be used to record replies to questions on the Census Slip and such abbreviations should be written at the prescribed place or within the geometrical designs printed on the Census Slip. For facility of reference all the abbreviations have been reprinted at one place in Appendix 'E' of the Enumeration Manual.

(*viii*) In respect of Question No. 4(*b*) if a person is unable to say whether he was born in a village or town, the name of the place of birth as stated by him should be written against this question.

(*ix*) The list of Scheduled Castes and Scheduled Tribes has been published in Appendix 'B' of the Enumeration Manual and the local variations of the names of such Scheduled Castes and Scheduled Tribes are given in Chapter VI of the Supplement to the Enumeration Manual. Scheduled Castes will be found only amongst the Hindus and Sikhs while Scheduled Tribes can belong to any religion.

(*x*) A person will be considered literate only when he is able both to read and write. A person who can merely read but not write should be classified as illiterate.

(*xi*) If a person is found engaged in more than one work, it should be ascertained in what work he spends most of his time. Such a work would be his "Principal work". The next work is which he gives most of his time after the principal work, would be his "Secondary work". The person who is engaged in work will have to be classified according to his work and entries would be made in questions 8 or 9 or 10 or 11 as the case may be on the Census Slip. If he is engaged in more than one work, the entries would be made in one or more of these questions simultaneously. The number of question against which is principal work is recorded would be placed within a circle while the number of question where his secondary work is written would be boldy tick-marked. The definition of "Work" and the "worker" should be fully mastered to record correct replies to questions 8 to 11 of the Census Slip.

(*xii*) What is cultivation should be fully mastered to make correct entry in respect of questions. The amended instructions should be fully kept in view as contained in paragraph 96 of the Enumeration Manual read with its amendments.

(*xiii*) Entries in respect of persons engaged in cultivation would be made in question 8 and 9. Persons engaged in Household Industry would be entered in question 10 and the rest will come under question 11.

(*xiv*) The concept of "Household Industry" should be fully mastered.

(*xv*) What are non-workers and their categories for purposes of question 12 are to be fully understood ?

(*xvi*) In Household Schedule while entering extent of holding even fractions of an acre should be recorded. The Charge Officers should prepare a conve.sion table for local measure of area into acres and furnish the same to the Enumerators for otherwise it would not be possible for the latter to record area in acres. A possible list of Household industries to be found in Rajasthan has been printed in Chapter 6 of the Supplement to the Enumeration Manual which could not be obviously exhaustive and is merely for guidance.

(*xvii*) During the Revisional Round or Final Check from 1st to 5th March, 1961 Part II of the Household Schedule would be amended. The entries made with regard to the total number of persons male and female during the enumeration period should be scored nicely and new total with female and male persons should be neatly entered below the scored figures.

(*xviii*) In Part I of the Household Schedule Section 'c' there are three separate categories for making entry with regard to workers. Entry should be made in respect of each category separately according to the condition found on the spot. Totals are not to be recorded against any of these categories if the household is engaged both in cultivation and industry. Instructions with regard to this should be carefully understood.

(*xix*) Abstracts printed on the pads of Census Slips and Household Schedules have to be carefully filled up by the Enumerators and thereafter summaries in form C.F. 22, 23 and 24 will be prepared.

(*xx*) The enumeration of houseless or floating population is to be done during the night of 28th February, 1961 and no special Enumerators are to be employed for this purpose. Household Schedules will also not be prepared in respect of their households.

(*xxi*) Soon after the Revisional Round or Final Check has been completed on 5th March, 1961 in each Block, the Enumerator should convey provisional total of population in the prescribed form C.F. 17 to his Supervisor and so on. The District Census Officer will telegraph on 12th March, 1961 positively provisional totals of population for the entire district simultaneously to the Registrar General, India, New Delhi and the Superintendent of Census Operations, Rajasthan, Jaipur. An efficient system for relaying information from the level of Block through the Circle and the Charge to the district should be organised to ensure this. The District Census Office should receive information by the 10th March, 1961 positively in respect of all the Blocks.

Recognition of Census work

The quality of work done by each enumerator, Supervisor, Charge Officer and Deputy Charge Officer should be assessed for both the Operations viz. House numbering-Houselisting and Enumeration and a report in the prescribed form as contained in Census Circular No. 66 of 1960, dated the 17th November, 1960, should be sent by the end of March, 1961 to this office,on the basis

of which the question of awarding President's Silver and Bronze Medals will be decided. If you desire to recommend any Sub-Divisional Census Officer, Deputy District Census Officer, Additional District Census Officer or the members of the Office staff of Tehsil and District Census Offices, you can make separate recommendations for which no form has been prescribed.

I know you are quite busy in organising Elections of Panchayat Samitis at the moment. As soon as you are free from this work, you may kindly intensify preprations for enumeration of population. There are only two months-December, 1960 and January, 1961 during which you can arrange for the training of large number of Enumerators and Supervisors. You will have to equip them with necessary materials from 1st February, 1961. It is not necessary to distribute pads of Census Slips and Household Schedules to the Enumerators before 1st February, 1961. Unless you will personally guide the Census Operations in your district and impress on the Charge Officers the necessity to discharge their responsibilities with zeal and enthusiasm it would not be possible to hold the Census of population accurately and to complete the entire work within the prescribed period. It is of paramount importance that the whole operation is completed according to the prescribed Census Calendar for no extension of time can be secured from the Government of India as all States must finish the Operation on the eve of 5th March, 1961. The District Administration should not fail the country in this matter.

Sufficient copies of this circular are enclosed for distribution to Charge Officers including Special Charge Officers in your district.

C. S. GUPTA,
Superintendent,
Census Operations, Rajasthan.

No. D. 7287/F. 96/Census (G)/59. *Dated 7 December, 1960.*

Copy forwarded, with compliments to:—

(1) The Registrar General, India, Ministry of Home Affairs, Kota House Annexe, 2/A, Mansingh Road, New Delhi, 11.
(2) The Chief Secretary to the Government of Rajasthan, General Administration Department (A) Jaipur.
(3) All Divisional Commissioners in Rajasthan.

Copy for information and necessary action to:—

(4) All Regional Deputy Superintendents of Census Operations in Rajasthan.
(5) All Additional District Census Officers of Cities.
(6) All Deputy District Census Officers of Districts.
(7) All Sub-Divisional Census Officers in Rajasthan.
(8) All Charge Officers including Special Charge Officers of Towns and Tehsils.

C. S. GUPTA,
Superintendent,
Census Operations, Rajasthan.