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BIHAR

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ADMINISTRATION REPORT ON TABULATION

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OF THE INDIAN ADMINISTRATIVE SERVICE

Superintendent of Census Operations, Bihar

1961 CENSUS PUBLICATIONS, BIHAR

(All the Census Publications of this State will bear Vol. no. IV)

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PART I-A(ii)	..	General Report (Chapters X to XII)†
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PART VIII-A	..	Administration Report on Enumeration* } (Not for sale)
PART VIII-B	..	Administration Report on Tabulation $ } (Not for sale)
PART IX	..	Census Atlas of Bihar*
PART X(i)		Special Migration Tables on Dhanbad-Jharia-Sindri Town-group†
PART X(ii)	..	Special Migration Tables on Jamshedpur-Jugsalai Town-group †

State Government Publications

17 volumes of District Census Handbooks*

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*Already printed. †In Press. ‡Nos. 1—5 of the series already printed and 6—8 in the Press.
**No. 1 of the series in the Press. $Present Volume.

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PREFACE

The report on enumeration, which is the first stage of census operations, has been published earlier. The present report deals with the sorting, compilation and tabulation of the large mass of data collected during enumeration.

The 1961 Census embarked on a hitherto unprecedented scale of tabulation. Over 46.4 million Individual Slips were sorted manually by a band of entirely temporary hands in 8 regional tabulation offices set up in this State. The information thus sorted had to be compiled and tabulated in the prescribed forms within a short period.

The entire work of sorting, compilation and tabulation was concluded within the stipulated period. This was made possible only by the hard work and sustained efforts put in by the various categories of staff employed, and I take this opportunity of recording my grateful appreciation of the good work done by them.

I am greatly indebted to Sri Asok Mitra, the then Registrar General of India for valuable guidance and instructions in different stages of work. I am also grateful to Sri K. D. Ballal, formerly Central Tabulation Officer in the Office of the Registrar General, India, for a thorough scrutiny of the tables in his office. My grateful thanks are also due to the Government of Bihar, for various kinds of help and co-operation received by me in setting up the tabulation offices and recruitment of staff.

Lastly, I am obliged to Sri S. N. Chatterjee, Superintendent, Secretariat Press, Gulzarbagh, Patna and his staff for the care taken by them in printing this volume.

PATNA :
February 25, 1969.

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Superintendent of Census Operations, Bihar.

CHAPTER I

HOUSING TABULATION

Introduction

In every census, actual enumeration is preceded by an operation known as houselisting and housenumbering which is carried out a few months before the actual count. During previous censuses, houselisting was confined mainly to listing of occupied census houses used as dwellings with a view to counting the population living in them. Non-residential houses, such as factories, workshops, schools, office premises, business houses, temples and mosques, etc., were not entered in the Houselist. Each State was left to devise its own form of Houselist, the sole purpose of which was apparently to prepare a frame for the census count. No uniformity was maintained between one State and another. No reliable information about housing conditions and other allied matters was, therefore, available to the country. With a view to meeting the growing demand for data on housing conditions and establishments, a census of houses and establishments was taken for the first time in the history of Indian census in September-October, 1960 as a part of the houselisting operation, preparatory to the 1961 Census. A uniform Houselist was designed on all-India basis for the Census of 1961. It envisaged listing of all types of houses, residential or otherwise, and to collect certain basic data on housing such as purpose for which the house is used, material of wall and roof, number of rooms occupied by households in residential houses, tenure status of the households, number of persons in each household, etc. In case the census house was used for an industrial establishment, workshop or factory, the Houselist sought to collect particulars about the name of the proprietor, nature of product(s), number of persons working and kind of fuel or power, if machinery used. The form of the Houselist adopted in 1961, is given at page 480 of Part IV-A, 1961 of this State. The data collected in the Houselists were tabulated and published in two parts, viz., Part IV-A containing report on housing and establishments with subsidiary tables and Part IV-B containing five main tables on housing and establishments, viz., E-I, E-II, E-III, E-IV and E-V. Tables E-I and E-III relating to census houses have been prepared on full count, while the remaining three tables relating to census households have been prepared on the basis of 20 per cent sample of households.

Organisation of Housing Tabulation

A tabulation office was set up at Patna towards the middle of November, 1960 to compile and tabulate data relating to housing and industrial establishments collected in the Houselists. The tabulation office was housed in a private building taken on hire in Kadam Kuan mohallah at a monthly rental of Rs. 225. The building had eight small rooms with a central hall. The central hall was used for storage of records. Out of the eight small rooms, one was used as the office room of the Deputy Superintendent of Census Operations incharge Housing Tabulation and the remaining seven rooms were used by the other tabulation staff. The Housing Tabulation Office was transferred on the 1st April, 1961 to the building in Patna City in which the Central Tabulation Office is located. The rented building in Kadam Kuan mohallah was released on the 1st April, 1961.

The Houselists were prepared in duplicate. The Subdivisional Officers were requested to collect one copy of the Houselists together with Houselist Abstracts, Charge Abstracts and Mauzawar Notes, etc., from all the charges in their subdivisions and send them to the Housing Tabulation Office at Patna. The records from all the subdivisions were received by the 25th November, 1960.

Staff set-up

This office though part and parcel of the main office of the Superintendent of Census Operations was put under the charge of Shri K. M. Sinha, Deputy Superintendent of Census Operations. From the 1st April, 1961, however, Shri R. N. Misra, Deputy Superintendent of Census Operations incharge Urban Tabulation Office took over from Shri Sinha. Actual tabulation began from the middle of January, 1961 after a batch of six statistical assistants and eight compilers had been given intensive training for this work during the first fortnight of January, 1961. The statistical assistants were on deputation from the Directorate of

Statistics, while compilers were direct recruits. The strength of the staff was increased gradually. By the middle of February, 1961 there were 15 teams working. Each team was made up of 4 compilers and one supervisor. The compilers were paid Rs. 120 per month and the supervisors Rs. 160 per month. The compilation work was almost completed by the 31st March, 1961 and thereafter the strength was reduced to one statistical assistant and five compilers. The remaining staff was transferred to Urban Tabulation Office or Regional Tabulation Office, Patna.

Furniture and equipments

One table with rexine top was purchased for the use of the Deputy Superintendent of Census Operations and ordinary tables and chairs were provided to other supervisory staff. As the Houselist forms were big in size, it was found convenient to work on floor and the compilers also preferred to sit on *daris*. Hence three big *daris* of sizes 11′×9′, 9′×13′.6″ and 16′×12′ were supplied in the office. Two almirahs were also provided. As the Housing Tabulation Office was part and parcel of the main office of the Superintendent of Census Operations no separate indent for stationery articles was made. All the stationery articles, such as pencils, eraser, ink, etc., were obtained from the main office.

Prescribed forms of the frequency tables were got cyclostyled in the duplicating section of the Finance Department of the Government of Bihar. Blank forms of the housing tables were got printed in the Bihar Government Press, Patna.

Scrutiny of records

The records from all parts of the State were received by the 25th November, 1960. The Houselists and other records received in the Housing Tabulation Office were subjected to a close and careful scrutiny with a view to finding out mistakes and omissions in them. Chargewise lists of discrepancies were drawn up and sent to the Charge Superintendents concerned through the Subdivisional Officers for immediate rectification. The lists were in two parts—Part A contained discrepancies which could be reconciled only after local verification, and Part B those which were of a purely technical nature and had already been reconciled in the Housing Tabulation Office itself by reference to other columns of the Houselist but had to be incorporated in the second copy with the Charge Superintendents. This proved to be a very wise step by the Housing Tabulation Office as the introduction of this system resulted in improving the quality of the Houselist as also in instilling a sense of greater alertness among the field staff in their subsequent work. They became aware that they could not get away with any quality of work in the census.

As a result of the scrutiny 53,371 mistakes or omissions were detected. This works out to one for every 300 entries in the Houselists and to less than 0.6 per cent of the households. A large number of the mistakes were found to be of a purely technical nature and could be reconciled in our office itself by reference to other relevant columns of the Houselists. The details of mistakes detected in course of the preliminary checking are discussed in Section 5 of Chapter I of Part IV-A, 1961 (Report on Housing and Establishments) of this State.

Arrangements of records

After the preliminary checking, the Houselists were arranged mauzawise and were stitched together for each census circle. The sheets for each census circle were numbered in one serial order. The details regarding the district, the charge, the circle and the number of sheets were entered on the cover page of each bundle. There were on the average about 25 sheets of Houselists in one census circle which was found to be a convenient size for work by compilers. The Houselists arranged circlewise were kept separately for each charge. Other papers such as Houselist Abstracts and Mauzawar Notes, etc., were stitched together and maintained separately for each charge.

Method of Tabulation, Coding and Sampling

Tables from Individual Slips were prepared by extracting information by hand sorting and those from Household Schedules by mechanical method, but the tables relating to housing and establishments were prepared by the method of abstraction of entries in the Houselists.

Sampling—Of the five housing tables, Tables E-I and E-III were prepared on full count and Tables E-II, E-IV and E-V on the basis of 20 per cent sample of households.

Sampling of households was done for the charge as a whole. The first sampled household of a charge was chosen randomly among the first five households in the first Houselist. From that every fifth household from the first

random household was marked continuously for all the Houselists of a charge. The arrangement of the Houselists circle by circle did not present any difficulty, because the remnant could be easily carried on from the last sheet of one circle to the first sheet of the next circle. Sampling for one complete charge was entrusted to one person. As a reference was required to be made to columns 15, 16 and 17 of the Houselist for marking sample households, it was found to be more convenient to mark the letter 'S' on the left side in column 18 of the Houselist as close to column 17 as possible. This meant a departure from the prescribed instruction to mark 'S' in column 11 of the Houselists. In our experience, writing 'S' in red ink or pencil in a clear and bold manner was more convenient and quick than using a rubber stamp. The samples thus marked were used for the preparation of Tables E-II, E-IV and E-V.

For sampling as well as preparation of housing tables we treated all charges, rural or urban, separately which also meant a departure from the prescribed instructions according to which towns with less than 50,000 population were to be merged together for every Tehsil (which corresponds, more or less, to a sub-division in this State).

Coding—Codes were assigned for entries in the relevant columns for preparation of housing tables. In the first stage we had taken up the preparation of Tables E-I, E-II, E-IV and E-V. Table E-III was taken up later, because clarification for certain missing details in the Houselists were awaited from the Charge Superintendents.

Coding for Table E-I was done for all houses and the number of codes was very large. The codes were given in red ink only in a clear and bold manner as it was not found necessary to use multi-coloured pencils. For Tables E-II and E-IV, coding was done by one person for the entire charge simultaneously with the marking of sample households to obviate the wastage of time involved in turning the sheets if the two operations were to be done separately. This was made possible because the codes for the two tables were simple and coding was to be done in respect of sampled households only. Instructions regarding coding in respect of each table are described below :

Table E-I—This table which relates to census houses and the uses to which they are put was prepared on full count. Column 4 of the Houselist provides the relevant information. The entries in column 4 of the Houselist were coded. Following codes were prescribed by the Registrar General, India :

Dwellings	A
Shop-*cum*-dwellings ..	B
Workshop-*cum*-dwellings ..	C
Hotels, *sarais*, *dharamshalas*, tourist homes and inspection houses.	D
Shops excluding eating houses	E
Business houses and offices ..	F
Factories registered under Factories Act.	G
Worksheds and workshops not registered under Factories Act.	H
Schools and other educational institutions including training classes, coaching and shop classes.	J
Restaurants, sweetmeat shops and eating places.	K
Places of entertainment and community gathering (Panchayat Ghar).	L
Public health and medical institutions, hospitals, health centres, doctor's clinics, dispensaries, etc.	M
Others	N
Census houses vacant at the time of houselisting.	O

We, however, made slight changes in the codes relating to the categories 'Others' and 'Census houses vacant at the time of houselisting'. We adopted letter 'O' for houses used as 'Others' and letter 'V' for 'Census houses vacant at the time of houselisting'.

Table E-II—This table shows the tenure status of sample census households living in census houses used wholly or partly as dwellings. This was prepared on 20 per cent sample households, i.e., this relates only to those households which had been marked 'S' in column 18 of the Houselist. The relevant columns in the Houselist are columns 4 and 14. The following abbreviations were prescribed by the Registrar General, India for the types of houses in column 4 :

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

In order to provide continuity with the codes used for Table E-I, the prescribed abbreviations were modified in the following manner :

Dwellings ..	A instead of D
Shop-*cum*-dwellings..	B instead of S
Workshop-*cum*-dwellings.	C instead of W

The following abbreviations were used for the tenure status (column 14) :

Owned	.. O
Rented ..	.. R

Thus, there were eight types of combined codes, viz., AO, AR, BO, BR, CO, CR, OO and OR which were entered in column 14 of the Houselist.

Table E-III—This table prepared on full count gives a comprehensive account of workshops and factories, according to the nature of industry classified by the kind of power used and the size of employment. This is the most complicated table. The relevant columns in the Houselist are 6, 7 and 8.

Each entry in column 6 of the Houselist, i.e., the name of product(s) or repair or servicing undertaken was coded in case the name of power or fuel used was given in column 8. If entry in column 8 was nil, the entry in column 6 was not coded. The three digit code (Minor Group number) of Indian Standard Industrial Classification was given. After giving the Minor Group number in column 6, the code for entry in column 7 was written. The following alphabetical codes as prescribed by the Registrar General were used for the different sizes of employment :

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

The following abbreviations were used for entry in column 8 relating to kind of fuel or power used :

Electricity	I
Liquid fuel	II
Coal, wood and bagasse ..	III
Other power	IV

Thus for a flour mill using electricity as power and employing 6 persons, the codes 200 CI were assigned. Subsequently it was decided to include those workshops/factories also which were run without using any power. The workshops/factories for which entry in column 8 was nil, no code for column 8 was given. Thus for hand-pounding of rice employing one person the codes 200 A were given.

Table E-IV—This table shows the distribution of households living in census houses used wholly or partly as dwelling by predominant materials of wall and roof. It was prepared on a sample of 20 per cent households. The relevant columns coded were column 9 (material of wall) and column 10 (material of roof). The following codes as prescribed by the Registrar General, India were used :

Column 9 (*Material of wall*) --

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

Column 10 (*Material of roof*) --

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

Table E-V—No coding was done for table E-V.

Tabulation—After coding was completed, frequency tables were prepared. According to instructions received from the Registrar General, India tally mark method was to be used for the preparation of frequency tables. The use of tally marks was found to be cumbersome and time consuming. Chances of omission were also greater in this method particularly with persons who were newly trained and were not fully conversant with the method. Besides, this system did

not admit of easy checking by the supervisory staff because a cent per cent verification of tally marks was necessary for a check. We, therefore, devised the process of simple counting separately for each page which was found to be easier and quicker. This method was adopted for preparation of frequency tables relating to Tables E-I, E-II, E-IV and E-V. For Table E-III the instructions of the Registrar General, India were followed. The forms of our frequency tables were, therefore, different from those prescribed by the Registrar General, India except in regard to Table E-III. A note on main features of preparation of housing tables in Bihar, which was circulated to all Superintendents of Census Operations, *vide* Superintendent of Census Operations, Bihar's letter no. TN-10/60/872, dated the 1st March, 1961, is printed at pages 492 - 496 of Part IV-A, 1961 of this State. The forms devised by us are detailed below :

Frequency Table I This was prepared for Table E-I. Provision was made in this form for recording the total number of different codes in column 4 of the Houselist after actual counting in respect of each page of the Houselist. Only the total of different codes was written after actual counting. Column 1 of this table related to sheet number. There were two lines for each sheet. The first line contained relevant entries relating to the first page of the sheet and the second line to the second page of the sheet. This method made checking by the supervisory staff easy because entries of each page of the Houselist could be counted and checked with reference to the entries in the frequency table. The forms of frequency table and compilation sheet for Table E-I are given below :

FREQUENCY TABLE

Charge..... Circle no.....

Sheet no.	A	B	C	D	E	F	G	H	J	K	L	M	O	V
1														
2														
3, etc.														
Total														

COMPILATION SHEET

District..... Charge .....

Circle no.	A	B	C	D	E	F	G	H	J	K	L	M	O	V

Frequency Table II —This was prepared for Table E-II. In this case frequency table was prepared in respect of each sheet, because it related to sampled households whose number could not exceed 8 in any sheet as the total number of households which could be entered in one sheet of Houselist form could not be more than 40. For this the codes in column 14 of the Houselist had to be counted. As only sampled households were taken into account, the adding for both the pages of the sheet was done at the same time quickly and conveniently. The forms of frequency table and compilation sheet are given below :

FREQUENCY TABLE

Charge ..... Circle no .....

Sheet no.	AO	BO	CO	OO	AR	BR	CR	OR
1								
2								
3, etc.								
Total								

Prepared by : Checked by :

COMPILATION SHEET

District ..... Charge .....

Circle no.	AO	BO	CO	OO	AR	BR	CR	OR

Frequency Table IV—This was meant for preparation of Table E-IV. A combined form for codes in columns 9 and 10 of the Houselist was devised. Actual number of codes was counted and entered in the frequency table.

The forms of frequency table and compilation sheet are given below :

FREQUENCY TABLE

Charge..... Circle no. .....

Sheet no.	Column 9									Column 10						
	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G
1																
2																
3, etc.																
Total																

COMPILATION SHEET

District ..... Charge.....

Circle no.	Column 9									Column 10						
	1	2	3	4	5	6	7	8	9	A	B	C	D	E	F	G

Frequency Table V—This was used for preparing Table E-V. Unlike other frequency tables, sheet numbers were not entered in this form from before. Required information for this table were to be obtained from columns 13, 15 and 16 of the Houselist. Relevant entries in respect of each sheet were made in the first instance in columns 2 –14 of the form vertically under each heading, one line being given for each entry in the Houselist For instance, if there were 2 households with two rooms each, 4 households with four rooms each and 1 household with 8 rooms in a sheet, two lines under columns 6 and 7, four lines under columns 10 and 11 and one line under columns 12—14 were consumed for this sheet and entries for the next sheet were made after writing its sheet number in column 1 of the fifth line of the form. No column was provided for writing the number of households because it could easily be arrived at by counting the number of entries under each head vertically downward. The forms of frequency table and compilation sheet are given below :

FREQUENCY TABLE

Charge..... Circle no.....

Sheet no.	Household with													
	0 room		1 rom		2 rooms		3 rooms		4 rooms		5 rooms and above			
	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	No of rooms	Males	Females	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	
1														
2														
3														
Total for Males and Females														
Total no. of households														

COMPILATION SHEET

District ..... Charge .....

Circle no.	Household with 0 room		1 room		2 rooms		3 rooms		4 rooms		5 rooms and above			
	No. of house-hold	M F	No. of house-hold	M F	No. of house-hold	M F	No. of house-hold	M F	No. of house-hold	M F	No. of house-hold	No of rooms	M	F
1	2	3 4	5	6 7	8	9 10	11	12 13	14	15 16	17	18	19	20

Compilation of data—The compilation of data was done separately for each charge, rural or urban, in compilation sheets prescribed for each table. Entries were made in the compilation sheet, separately for each circle and totals for the charge were struck. Since the frequency tables were prepared separately for each circle, the compilation sheets could be drawn up from the totals arrived at in each frequency table.

The following subsidiary tables were prepared from the main housing tables (which are also known as E-Series Tables). The subsidiary tables have been printed in Vol. IV, Census of India 1961, Bihar, Part IV-A :

Subsidiary Table E-I.1—Distribution of 1,000 census houses by vacant and different types of occupied census houses ;

Subsidiary Table E-I.2 –Distribution of 1,000 census houses in each type of use among rural and urban areas .

Subsidiary Table E-II.1 —Distribution of 1,000 census households living in census houses used wholly or partly as dwellings by types of census houses in rural areas ;

Subsidiary Table E-II.2—Distribution of 1,000 census households living in census houses used wholly or partly as dwellings by types of census houses and tenure status in urban areas ;

Subsidiary Table E-III.1 –Proportion of workshops and factories according to Divisions, Major Groups and selected Minor Groups to 1,000 workshops and factories ;

Subsidiary Table E-III.2 --Distribution of 1,000 workshops and factories in each kind of fuel used by size of employment ;

Subsidiary Table E-III.3 - Distribution of 1,000 workshops and factories in each Division, Major Group and selected Minor Groups by kind of fuel or power used ;

Subsidiary Table E-IV.1—Distribution of 1,000 households living in census houses used wholly or partly as dwellings by predominant material of wall ;

Subsidiary Table E-IV.2 –Distribution of 1,000 households living in census houses used wholly or partly as dwellings by predominant material of roof ;

Subsidiary Table E-V.1—Distribution of 1,000 census households according to number of rooms occupied ; and

Subsidiary Table E-V.2—Number of persons, males and females per room and persons per household in each category of household.

CHAPTER II

GENERAL TABULATION

Procedural changes

To meet the growing demand for basic data and statistics by different Government departments to formulate their plans and to assess the progress made in different fields, 1961 Census sought to collect more comprehensive data than in previous censuses. In 1961 three schedules, viz., (*i*) Houselist, (*ii*) Household Schedule with Census Population Record on the back and (*iii*) ndividual Slip were prepared. The scope of houselisting operation was enlarged to collect essential information on industrial establishments. For this a uniform Houselist was adopted throughout the country. The housing tabulation has been discussed earlier. Collection of information on the economic activities of the household as an entity is one of the innovations of 1961 Census. The tabulation of Household Economic Tables has been discussed elsewhere in this book.

In this Chapter I propose to discuss the tabulation of data compiled from Individual Slips. The Individual Slips contained the same set of demographic questions as in 1951. To facilitate a more detailed study of migration trends two new questions were included in the census questionnaire. The first question was meant to ascertain whether the birth place was rural or urban and the second to ascertain the duration of residence at the place of enumeration. Before 1961, economic data in Indian censuses used to be based on what is generally known as 'dependancy approach'. In 1951 Census also, the economic classification was confined to the livelihood classes with emphasis on income rather than work. The strict application of the criterion of income and economic independence suppressed those who worked in family economic activities but did not actually earn an income, like men other than the head of the household and women of the family or children working at cultivation or household industry. The 1961 Census has, however, made a significant departure from previous censuses in the approach to economic enquiries. The concept is now 'work oriented' to net all people who worked including family workers, who were not in receipt of any income or working children who could not earn enough for their maintenance as workers. On the other hand, persons like pensioners, beggars, agricultural and non-agricultural royalty, or dividend receivers who earned without participation in any kind of productive work or service and who were treated as economically active in 1951, did not qualify to be workers in 1961.

Tabulation of data involved the following operations : (*i*) sorting of Individual Slips with reference to the replies recorded on them, (*ii*) entering of results of sorting in the prescribed Sorter's Ticket and (*iii*) posting of entries in the prescribed Compiler's Posting Statements from the Sorter's Ticket. From the Compiler's Posting Statements, the tables were compiled. The volume of sorting, compilation and tabulation in 1961 was considerably more than that in 1951. As against 21 tables in 1951, as many as 48 tables have been presented in 1961. Tables B-II, B-VI, D-IV and D-V prepared exclusively for urban areas, is an innovation of 1961 Census. In 1951, social and cultural tables relating to age, marital status, literacy, etc., were prepared on 10 per cent sample of the slips. In 1961 these tables have been prepared on full count. Special tables for scheduled castes and scheduled tribes, showing their population classified by industrial categories of workers and non-workers, religion, age, marital status, literacy, etc., are also a special feature of 1961 Census. In 1951 there were no special tables for scheduled castes and scheduled tribes except the table showing total population of scheduled castes and scheduled tribes. In earlier censuses, the lowest unit for which data were presented, was a police station in this State. Since anchal has become the unit of administration in this State, the tabulation of data in 1961 has been done up to anchal level. In 1951 each tabulation office dealt with slips of both rural and urban areas. In 1961 a separate Urban Tabulation Office was set up for compilation and tabulation of data from enumeration slips of urban areas. In all 30 circulars on tabulation were issued by me and circulated to the Deputy Superintendents of Census Operations of tabulation offices for guidance. Important circulars are reproduced in

Appendix XVII at the end of this volume. For other circulars a reference may be made to File No. TN-24/61.

Training of Statistical Assistant

Two posts of statistical assistants were provided in the S. C. O.'s office from the very beginning. One of the posts was filled by Sri R. B. Singh who had the background of 1951 Census and was continuing as Technical Assistant since then. For the other post, a selected hand was taken on deputation from the Statistics Department in the month of May, 1959. Both the statistical assistants were sent to Delhi for a period of six weeks to undergo training in sorting and tabulation of schedules filled in during the first pre-test, carried out by the State Statistical Bureau. The training helped in undertaking trial sorting and tabulation of the schedules and slips filled in during the second pre-test which was conducted by the Census Department in July-August, 1959.

Organisation of Regional Tabulation Offices

LOCATION AND ARRANGEMENT FOR ACCOMMODATION – Eight Regional Tabulation Offices, each under the charge of a Deputy Superintendent of Census Operations, were set up in this State for sorting the slips filled in during the enumeration period of 1961 Census. The Deputy Superintendents of Census Operations were drawn from the Bihar Civil Service or Bihar Junior Civil Service. Immediately after the enumeration was over, I was faced with the problem of finding accommodation for setting up Regional Tabulation Offices where enumeration pads and other census records received from Subdivisional Offices were to be stored. These records were to reach the different tabulation offices by the 20th March, 1961. The accommodation required for each tabulation office was by no means small as about 250 persons on an average had to work in each office. Of the eight Regional Tabulation Offices, one tabulation office, viz., Urban Tabulation Office, Patna dealt exclusively with the slips of urban areas. Slips of rural areas were handled in the remaining tabulation offices. The names of Regional Tabulation Offices, districts tagged to them, the total number of slips sorted and the name of the Deputy Superintendent of Census Operations incharge are given below :

Tabulation Office	Districts for which slips were dealt with	Total number of slips dealt with	Deputy Superintendent incharge
1. Urban Tabulation Office, Patna-8	All urban slips of the State ..	3,913,690	Shri R. N. Misra
2. Regional Tabulation Office, Patna-8	Rural slips of Patna, Shahabad, Palamau* and Dhanbad*	7,341,387	Shri K. M. Sinha
3. Regional Tabulation Office, Muzaffarpur I	Rural slips of Champaran and Darbhanga	7,082,644	Shri U. P. Shrivastava
4. Regional Tabulation Office, Muzaffarpur II	Rural slips of Saran and Muzaffarpur	7,363,960	Shri C. K. Prasad
5. Regional Tabulation Office, Bhagalpur	Rural slips of Bhagalpur, Saharsa and Purnea	6,084,022	Shri B. M. Prasad
6. Regional Tabulation Office, Deoghar	Rural slips of Monghyr and Santal Parganas	5,543,951	Shri S. Sharan
7. Regional Tabulation Office, Hazaribagh	Rural slips of Gaya and Hazaribagh	5,577,906	Shri K. K. Chakravorty
8. Regional Tabulation Office, Ranchi	Rural slips of Ranchi and Singhbhum	3,544,537	Shri K. B. Srivastava

Urban Tabulation Office, Patna—A large building previously used as residential hostel of the Patna Technical School near Pachchim Darwaza, Patna City was taken on hire on a monthly rental of Rs. 500. Although the building was in dilapidated condition, the accommodation proved to be ample. However, there was one drawback in the building being situated about 5 miles away from Bankipur where most of the workers resided. Complete punctuality in attendance could not, therefore, be strictly enforced. By and large, however, the workers made up for any loss of time by working beyond office hours.

*The records of Palamau and Dhanbad were transferred to Regional Tabulation Office, Patna from Regional Tabulation Office, Ranchi after sorting of Sorter's Tickets up to 3 due to lack of adequate accommodation.

Regional Tabulation Office, Patna—This office was located in a large building known as 'Ismail Manzil' near Pachchim Darwaza, Patna City on the 5th mile on the main road leading to Patna City. This building was very close to the Urban Tabulation Office. The building has one big hall, ten big and small rooms, latrines and bath rooms, a portico and a large open compound. The plinth area of this building is about 8,500 sq. ft. There was another small building close by in which the housing section of the Central Tabulation Unit was located. The two buildings together were taken on a monthly rental of Rs. 720. On the whole the accommodation available in the buildings was found to be quite adequate. The two buildings had, however. fallen into disrepair and needed major repairs. At present Central Tabulation Unit of the Census Office is functioning in the big building and the small building has been vacated on the 1st June, 1963.

Regional Tabulation Office, Muzaffarpur I—Two buildings were taken on rent for housing the tabulation office. The first building is known as 'Shahi Bhawan' and is situated in mohaliah Ramna. This building with a small compound opens out on the main road connecting Kalyani with Zila School. This is a two storeyed building and the ground floor of the building was taken on a monthly rental of Rs. 213 with effect from 1st February, 1961. The building under our occupation had ten rooms with a total plinth area of 2,170 sq. ft. It was also provided with 6 ceiling fans for which no separate rent was charged. Since the accommodation in 'Shahi Bhawan' proved inadequate, one more *pucca* building situated at a distance of about 1 furlong south-west of 'Shahi Bhawan' was taken on monthly rental of Rs. 250 from 21st March, 1961 to 21st December, 1961. This building had 13 rooms with a total plinth area of 3,280 sq. ft. The records of Darbhanga district were stored in this building and those of Champaran in 'Shahi Bhawan'. Location of the tabulation office in two separate buildings entailed some extra amount of strain on the supervisory staff including the Deputy Superintendent of Census Operations. Similar difficulties were experienced in Muzaffarpur II Regional Tabulation Office as well where records were stored in two separate buildings.

Regional Tabulation Office, Muzaffarpur II—In the beginning one *pucca* building in Pacci Sarai mohallah was taken on monthly rental of Rs. 200. Subsequently another building in Chandwara mohallah on a rental of Rs. 275 per month was taken. The building in Pacci Sarai was retained up to 31st December, 1961 and that in Chandwara up to 31st March 1962, when records were transferred to 'Shahi Bhawan' where Muzaffarpur I Tabulation Office was housed.

Regional Tabulation Office, Bhagalpur—The main consideration which weighed with us in the fixation of the headquarters of the Regional Tabulation Office at Bhagalpur was the availability of a house belonging to the erstwhile Banaili Estate. Great difficulties came in the way as the building was the subject matter of a title suit between the co-sharers of Banaili Estate and the property was under the charge of Subordinate Judge, Bhagalpur. After my personal efforts, the building was ultimately given to us on rent by the Subordinate Judge, Bhagalpur. This building was in dilapidated condition and the Deputy Superintendent of Census Operations had to approach the receiver many times for the repair of the building. The building had tiled roof which leaked badly during rains. In spite of best efforts no other suitable building for the office could be found and so we had to remain content with this building.

Regional Tabulation Office, Deoghar—Finding accommodation for the census tabulation office proved a big problem at Deoghar as well. Since most of the landlords stayed at Calcutta, advertisement in the newspapers there soliciting houses on rent had to be issued but without any response. After much efforts, a portion of a big building named 'Singhi Kothi' in Bompas town, Deoghar could be secured and it was taken possession of with effect from the 15th February, 1961. This apartment, however, proved too small for the entire tabulation office. To avoid delay, the Deputy Census Superintendent had to contact the landlords at Calcutta and he succeeded in securing the entire building on rent. The entire building provided ample accommodation for storage of records and working of different categories of employees of the office. This building had only one disadvantage that it was on the south-western extremity of the town and the members of the staff had to walk a long distance to reach the office.

Regional Tabulation Office, Hazaribagh—In 1951, the Divisional Tabulation Office was housed in the building popularly known as 'Raja Bungalow' belonging to Kumar Mayurdhwaj Narain Singh of Ramgarh. After the completion of tabulation, the larger building was released and the smaller one which used to be the record room of the erstwhile Ramgarh Raj was retained for storage of furniture, equipment, records, etc., of the Census Office. The possibility of utilising the building for

tabulation office in 1961 was explored but as the building was in dilapidated condition, it was considered to be unsuitable. After strenuous search the District Census Officer, Hazaribagh arranged a building known as 'Marwari Motor Service Building' for housing the tabulation office. The building, though centrally situated was in a very bad state of repairs. The landlord undertook to get the necessary repairs done as quickly as possible. Possession of the building was taken with effect from the 15th February, 1961 on a rental of Rs. 500 per month. The building contained 20 rooms and had a plinth area of 3,484 sq. ft. During the rainy season the roof started leaking profusely in spite of repairs done earlier by the landlord and therefore thorough repairs were once again undertaken by the landlord. After the rains, the repair of Raja Bungalow (old Census Record Room) was taken up departmentally through a contractor under the supervision of the engineering staff of the Mines Board, Hazaribagh. This was necessitated because the building continued to be in the possession of the Census Department and needed immediate repairs. Further neglect would have caused material damage to the building itself. Secondly, the volume of sorting work in hand was considerable and additional accommodation became an absolute necessity to complete the work within the time limit. The building was, therefore, got repaired at a cost of Rs. 701. Electric installation was also done to ensure proper lighting at a cost of Rs. 327.36.

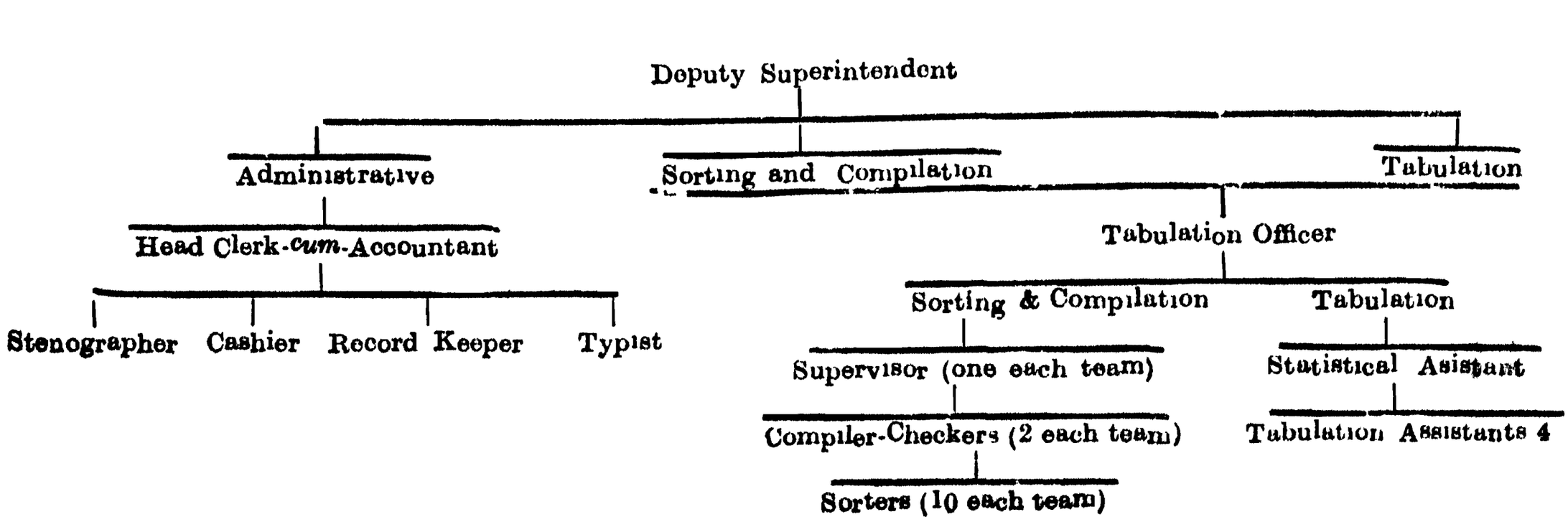
The Registrar General, India had visited the Old Census Record Room and had observed that the building would be ideally suited for storage of census records. The rent of this building which was fixed at Rs. 100 per month has not been paid after June, 1957 because of some legal difficulty as there is some litigation between the State Government and the erstwhile Ramgarh Raj.

Regional Tabulation Office, Ranchi—The Regional Tabulation Office was housed in a rented building on Bariatu Road, opposite Marwari Arogyashala about one mile east of Murahabadi Chowk. The building was taken on monthly rental of Rs. 600 from 28th January, 1961. There is still some civil suit pending in respect of the fair rent of the building. Sorting for the Sorter's Tickets 1—3 for the districts of Ranchi, Palamau, Dhanbad and Singhbhum was done in this building. Subsequently, it was found that the accommodation was too meagre for the sorting and tabulation in respect of all these districts within the prescribed period and, therefore, the records of Palamau and Dhanbad districts had to be transferred to Regional Tabulation Office, Patna City in the month of July, 1961.

STAFF SET-UP—The Deputy Superintendent of Census Operations was in overall charge of the tabulation office. He was assisted by one tabulation officer, one statistical assistant on the technical side and by the head clerk-*cum*-accountant and also by other ministerial officers on the administrative side. Each tabulation office had one tabulation officer, one statistical assistant, four tabulation assistants besides supervisors, compiler-checkers and sorters on the technical side. The following five posts of ministerial officers were sanctioned in each tabulation office :

Head Clerk-*cum*-Accountant	..	..	1
Stenographer	..	..	1
Cashier	..	..	1
Record Keeper	..	..	1
Typist	..	..	1

The tabulation office consisted of three sections, viz., (*i*) administrative, (*ii*) sorting and compilation and (*iii*) tabulation. The following chart shows the prescribed set-up for the Regional Tabulation Offices :



The sorting and compilation section was made up of a number of teams each having 10 to 12 sorters and two compiler-checkers headed by a supervisor. The compiler-checker used to do cent per cent checking of Sorter's Ticket 3. In subsequent tickets the compiler-checker used to check 15 per cent of the sorted slips. Supervisors were appointed after sorting for Sorter's Ticket 3 had been completed and they were required to check 6 to 8 per cent of the sorted slips. Test checks were also made by other supervisory staff and the Deputy Superintendent of Census Operations. The tabulation section had four tabulation assistants working under the statistical assistant who was incharge of the section. The tabulation officer was in superior charge of both compilation and tabulation sections.

The head clerk-*cum*-accountant was incharge of the establishment and accounts section. This section dealt with general correspondence, establishments, accounts and all matters of non-technical nature.

Recruitment of staff—The Deputy Census Superintendents were taken on deputation from State Government. Five of them, Sarvasri Bageshwari Prasad, S. Sharan, R. N. Misra, K. M. Sinha and U. P. Shrivastava joined much ahead of enumeration period and these officers rendered great help to me in making preliminary arrangements for census. Other Deputy Census Superintendents joined after actual enumeration. In order to give due recognition to meritorious work, the Registrar General, India suggested that as far as possible the appointment of tabulation officers in the scale of Rs. 250—10—400 should be made from amongst the statistical assistants who had already worked in the Office of the Superintendent of Census Operations. Two of the statistical assistants, Sarvasri R. B. Singh and R. B. Pandey who had already undergone 6 weeks' training in sorting and tabulation in the Office of the Registrar General, India, New Delhi were promoted to the posts of tabulation officers and were posted in the Regional Tabulation Office, Patna and Urban Tabulation Office, Patna respectively. The posts of other tabulation officers and statistical assistants were filled up by officers on deputation from the Directorate of Statistics, Bihar, Patna. Amongst tabulation assistants, 28 were from the Department of Statistics, Bihar while 4 were new recruits.

The life of a tabulation office being barely for a year, the office had to be organised quickly on sound footing to bear the heavy load of cash transactions and correspondence. There is hardly any time in an office like this with such a short life to impart training to office personnel to cope with the strenuous work. Unless experienced persons were taken in, it would have been difficult to run the office efficiently. Taking into consideration the above facts, I had taken steps to get the head clerks on deputation from other departments on their scale pay plus 20 per cent deputation allowance. Except the head clerk of Urban Tabulation Office, all other head clerks were taken on deputation from Collectorates. The head clerk of Urban Tabulation Office was taken on deputation from the Appointment Department of State Government.

Other personnel—It had been decided that the appointment of sorters should be made from amongst the candidates sponsored by the Employment Exchange only. The Director of Employment Exchange, Bihar issued Circular no. 1698, dated 1st May, 1961 according to which Deputy Superintendents could sponsor suitable candidates straight from the live register of the Exchanges. This facilitated selection of suitable candidates by the Deputy Census Superintendents.

The sorters were selected from among the candidates sponsored by the Employment Exchanges having matriculation as their minimum academic qualification. The sanctioned strength of the sorting staff was not rigid. It varied from time to time depending upon the volume of work in hand, availability of supervisory staff, accommodation, etc. The number of posts of sorters vacant in a tabulation office used to be notified to the Employment Exchanges of the districts concerned with a request to sponsor suitable candidates for appointment after proper test. At times the candidates used to be sponsored by the Deputy Superintendents from the live register of the Employment Exchanges. The post of sorters carried a monthly fixed salary of Rs. 120 per month at Patna and Rs. 110 per month in other Regional Tabulation Offices. The candidates sponsored from the Employment Exchanges were put to suitable written and oral tests. In the written test mostly simple mathematical calculations were required to be made and knowledge of English of the candidates was tested as the Sorting Instructions, Sorter's Tickets, Compiler's Posting Statements and other forms were in English. After the written test, candidates were interviewed by a board of three officers of which Deputy Census Superintendent was a member. It was found that since the minimum qualification was matriculation, the quality of the

staff recruited was not up to our expectation. All the sorters did not possess sufficient knowledge of English to follow the instructions that were in English. As such the instructions on enumeration and other allied matters were invariably given in Hindi to the sorters. One advantage, however, in having less qualified persons was that deserters amongst matriculates were very small in number as compared to those having higher academic qualifications.

The sorters had to complete successfully a training course of 3 or 4 days before final appointment. During the course of training the concepts and definitions as also different stages of census operations culminating in sorting and compilation were explained to the sorters. They were given practical training in filling up Individual Slips. The instructions relating to sorting and compilation were also explained to them. They were put on the work of actual sorting towards the close of training period and were appointed as sorters only when their performance was up to the mark. During the period of training they were paid at the rate of Rs. 3 per day out of contingency. Although the performance of all the sorters was not of the same order, there was not a single instance in which a sorter selected on the basis of written test and interview had to be rejected on account of unsatisfactory work during the training period.

In this connection it is worthy of mention that the practice of printing the sorting instructions in Hindi would go a long way in facilitating the work of training which in any case had always to be done in Hindi, despite the fact that all instructions and forms were in English. It is even suggested that in future the Sorter's Tickets and Compiler's Posting Statements may be printed in Hindi to ensure better appreciation by the sorting staff for whatever improvement may be effected in the educational system during the next decade, it will be safer to assume that the proficiency in English among matriculates is not likely to improve to any considerable extent.

In order to provide incentive for good work and better turnover, it was decided to fill all the posts of compiler-checkers by promotion from among the sorters on the basis of merit. The post of compiler-checkers carried monthly fixed pay of Rs. 140 at Patna and Rs. 130 in other Regional Tabulation Offices. This decision inculcated a spirit of healthy competiton among the sorters and helped in extracting the utmost-outturn from the sorters. It was, however, found that some of the compiler-checkers did not prove to be of sufficient intrinsic merit as they had qualified for promotion by giving high outturn by putting in overtime. To guard against this, the promotions were first made on trial basis and only when the promotees had proved their worth, they were confirmed. Likewise, promotions to the posts of supervisors were made from amongst compiler-checkers on the basis of efficiency and good work. The supervisors were paid at the rate of Rs. 160 per month at Patna and Rs. 150 per month in other Regional Tabulation Offices.

The strength of each Regional Tabulation Office varied from time to time depending upon the quantity of work in hand. The statement on the next page shows the maximum number of different categories of employees in each tabulation office during the peak period,

Statement showing different categories of employees in tabulation offices during the peak period

Tabulation Office	Technical					
	Sorter	Compiler-Checker	Super-visor	Tabulation Assistant	Statistical Assistant	Tabulation Officer
1	2	3	4	5	6	7
Urban Tabulation Office, Patna	157	35	11	6	1	1
Regional Tabulation Office, Patna	160	32	18*	2	1	1
Regional Tabulation Office, Muzaffarpur I	200	40	15	4	1	1
Regional Tabulation Office, Muzaffarpur II	260	37	15	4	1	1
Regional Tabulation Office, Bhagalpur	125	32	12	4	1	1
Regional Tabulation Office, Deoghar	150	35	13	4	1	1
Regional Tabulation Office, Hazaribagh	313	68	20	4	1	1
Regional Tabulation Office, Ranchi	96	19	9	4	1	1
Total ..	1,461	303	113	32	8	8

Tabulation Office	Ministerial						
	Head Clerk-*cum*-Accountant	Upper Division Assistant	Cashier	Lower Division Assistant	Typist	Record Keeper	Peon‡
1	8	9	10	11	12	13	14
Urban Tabulation Office, Patna	1	1	1	2	1	1	10
Regional Tabulation Office, Patna	1	1	1	..	1	1	10
Regional Tabulation Office, Muzaffarpur I	1	..	1	1	1	1	9
Regional Tabulation Office, Muzaffarpur II	1	..	1	1	1	1	7
Regional Tabulation Office, Bhagalpur	1	..	1	..	1	1	9
Regional Tabulation Office, Deoghar	1	1†	1	..	1	1	9
Regional Tabulation Office, Hazaribagh	1	1	1	..	1	1	10
Regional Tabulation Office, Ranchi	1	..	1	..	1	1	8
Total ..	8	4	8	4	8	8	72

*Two Supervisors were working as Tabulation Assistants.
†Upper Division Assistant-*cum*-Stenographer.
‡Peons include Carpenter Peon, Chowkidar and Daftary.

Suggestions regarding set-up—It was felt that more time should have been given to the higher staff to get thoroughly conversant with census concepts and procedure and to go through the previous census publications before the commencement of the tabulation work. It is suggested, therefore, that the Deputy Superintendents of Census Operations, tabulation officers, and statistical assistants should be in position at least three months before the actual date of beginning of sorting. It was also felt that supervision could be more adequately exercised if a tabulation assistant was placed incharge of 5 or 6 sorting teams, as it has been experienced that the supervisors, who were all promotees from the rank of sorters could not exer ise effective control over the sorting staff due to extra temporary nature of their service.

It was also found that the strength of 4 tabulation assistants proved inadequate for the work of tabulation as checking of Primary Census Abstracts, Compiler's Posting Statements and preparation of tables had to be done almost simultaneously.

At the time of sorting for Sorter's Tickets 1, 2, 3 there was no supervisor with the result that entire supervision and checking had to be done by the compiler-checkers. As a result, the work of preparation of Primary Census Abstracts by the compiler-checkers lagged very much behind. It would be advisable to have supervisors in position as soon as the sorting starts.

Suggestion regarding recruitment--There was no particular difficulty in recruiting hands for the tabulation offices as a large number of candidates were available for employment. The Employment Exchanges sponsored candidates for appointment whenever vacancies were notified to them. At times, the Deputy Superintendents of Census Operations sponsored candidates from the live register of the Employment Exchanges.

The compiler checkers and supervisors were appointed by promotion from amongst sorters. Since the minimum qualification for a sorter was matriculation, promotion must not be given only on outturn. Other factors such as educational qualification, general intelligence, etc., should also be taken into consideration. It will be advisable to appoint a few (say twentyfive per cent) supervisors from open market. In that case graduates or persons with higher educational qualifications could be appointed as supervisors.

Many of the qualified supervisors, compiler-checkers and sorters left this organisation on appointment to posts carrying smaller emoluments, as the future set-up of this organisation was not decided. Since the office has come to stay as a permanent organisation, my successor will not be confronted with such difficulty.

EQUIPMENT FOR TABULATION OFFICES--(*a*) *Furniture including special articles like pigeon holes, boxes, etc.*—It was decided that sorters should do the work of sorting by sitting on carpet on the floor. There was no hesitation or objection on the part of sorters to the introduction of this system. Sorting by sitting on the carpet was demonstrated by the supervisory staff including officers also. Each sorter was provided with one *dari* (*ashni*), one pigeon hole and two steel boxes. One steel box contained male or female slips and the other box was empty in which sorted slips were to be kept. The *dari* (*ashni*) of the size 33″×24″ and the steel boxes of the size 18″×14″×10″ were supplied centrally from my office to all Regional Tabulation Offices. No steel box was supplied to Hazaribagh as the wooden boxes of 1951 Census after repairs served the purpose. The cost of each *dari* (*ashni*) was Rs. 4.38 and of steel box Rs. 8.00. Pigeon holes were got prepared by the Deputy Superintendents of respective tabulation offices by inviting quotations. They were of the size 32″×22″×18″ with twenty holes in each. Each hole was of the size 7½″×8″. One table and three chairs were provided in each sorting team for the two compiler-checkers and one supervisor. The scale of furniture for each tabulation office is given on the next page.

Statement showing the

Name of the post	Chair (cane)	Chair (wooden)	Table with two drawers (rexine)	Table with one drawer (plain)	Table (plain)
1	2	3	4	5	6
Deputy Superintendent	3	..	1	..	..
Tabulation Officer	2	..	1	..	..
Statistical Assistant	1	1	..	1	..
Tabulation Assistant	1	1	..	1	..
Supervisor	..	1	..	..	1
Compiler-Checker	..	1	..	..	..
Sorter	..	..	..	..	..
Head Clerk-*cum*-Accountant	1	1	..	1	..
Cashier	1	..	..	1	..
Record Keeper	1	..	..	1	..
Daftary	..	..	..	..	..
Class IV staff	..	..	..	..	..
Typist or Stenographer	1 (Armless)	..	..	..	..
Total	**11**	**5**	**2**	**5**	**1**

scale of furniture

Typist table	Almirah (wooden)	Almirah Godrej small	What-not	Dari(Ashni)	Steel box	Pigeon hole	Stool
7	8	9	10	11	12	13	14
..	..	1	2	..	..	..	..
..	..	..	1	..	..	..	..
..	..	..	1	..	..	..	..
..	..	..	1	..	..	..	..
..	..	..	..	..	..	..	..
..	..	..	..	..	1	..	..
..	..	..	..	1	2	1	..
..	1	..	1	..	..	..	..
..	1	..	1	..	..	..	..
..	1	..	1	..	..	..	..
..	..	..	..	..	..	..	1
..	..	..	..	..	..	..	1
1	..	..	..	..	..	..	..
1	3	1	8	1	3	1	2

Each Regional Tabulation Office was also provided with one Godrej almirah. Two steel almirahs were transferred from the Head Office to the two tabulation offices at Patna. At Hazaribagh the Godrej almirah of 1951 Census was used. In other tabulation offices Godrej almirah was purchased. Appendix II shows the number and cost of furniture articles purchased for each Regional Tabulation Office, amount realised by their disposal and the number transferred to Central Tabulation Unit, Patna City.

(*b*) *Stationery articles*—Stationery articles were obtained from the Controller of Stationery, Government of India for supply to tabulation offices. At times, stationery articles were received rather late. In order that work was not hampered, local purchase of stationery used to be made at times. Experience has revealed that indents for stationery articles were not perfect. Adequate provision was not made for articles like copying pencils, carbon papers and the like, which were required in large quantities at the ime of copying out the tabular statements. The details regarding supply of stationery articles to each office are given in Appendix III.

(*c*) *Forms, instructions and other literature*—Sorter's Tickets, Compiler's Posting Statements and forms of Primary Census Abstracts were got printed in the Bihar Secretariat Press, Gulzarbagh, Patna-7 for supply to Regional Tabulation Offices. The forms were the same, as prescribed by the Registrar General, India in the book, "1961 Census—Sorting and Compilation Instructions" except for some changes in certain miscellaneous sorting forms. Some new forms were also devised by me for better control by the supervisory staff. The modifications in the existing forms and the new forms introduced are detailed below :

(*i*) *Miscellaneous Sorting Form* 3—*Supervisor's Register of boxes of slips*—The form prescribed at page 259 of the book "1961 Census—Sorting and Compilation Instructions" was modified in order that it could give an idea at a glance of the boxes issued to a team, progress of sorting, work done by each sorter and amount of checking and supervision done. Columns were also provided about the point secured to facilitate calculation of bonus or deduction, in case such system was introduced. A copy of the modified form of Miscellaneous Sorting Form 3 is given in Appendix I of Tabulation Circular no. 12, dated the 21st June, 1961.

(*ii*) *Miscellaneous Sorting Form* 4—*Record Keeper's register of boxes of slips*—The following modifications were made in this form printed at page 260 of the book "1961 Census—Sorting and Compilation Instructions":

(*a*) Column 5 relating to age group was deleted;

(*b*) After column 8, four new columns were added to contain the following particulars :

(*i*) Signature with date of supervisor in token of receipt,

(*ii*) Date of return of the box,

(*iii*) Signature with date of the record keeper in token of return and

(*iv*) Where kept.

(*iii*) *Miscellaneous Sorting Forms* 5(*a*) *and* 5(*b*)—Those forms were completely changed. A copy of the revised form is given in Appendix II to Tabulation Circular no. 12, dated the 21st June, 1961. The sorter was required to enter the relevant particulars in columns 1 to 6 as soon as he received a box containing slips. Columns 7 to 10 were required to be filled by him from day to day as the work progressed. Columns 11 to 13 were to be filled by compiler checkers after checking. Column 14 was required to be filled by supervisor after his checking of slips. The supervisor was to check not less than 6 to 8 per cent of the sorted slips.

The "Sorting and Compilation Instructions" did not prescribe any diary to be maintained by the compiler-checkers. I had devised a diary for compiler-checkers in the form given in Appendix III to Tabulation Circular no. 12, dated the 21st June, 1961.

(*iv*) *Weekly progress report by the supervisors*—This new form facilitated assessment of both quality and quantity of work of each team per week. The supervisor was required to submit his weekly progress report on every Monday in the form given in Appendix IV to Tabulation Circular no. 12, dated the 21st June, 1961 which would cover figures up to last Saturday. The supervisor's weekly progress report helped in preparation of weekly progress reports of the tabulation offices, which were sent on the same day in the form given in Appendix V to Tabulation Circular no. 12.

Suitable forms for use in establishment and accounts sections were also introduced, the details of which were circulated to all Regional Tabulation Offices *vide* Tabulation Circular no. 4, dated the 5th April, 1961.

(*d*) *Miscellaneous*—Adequate precautions were taken against white ant and rat menace. Rat killer drugs were often administered and gammexane was sprayed. Later, M/s Jardine and Henderson Ltd., Calcutta, were entrusted with the task of eliminating white ants and they took up the work on contract basis. There was also arrangement of protection against fire. Each tabulation office was provided with 6 fire buckets. Three of them filled with sand and the remaining three with water were kept hung on the wall for use in case there was any fire.

No calculating machine was supplied to tabulation offices. This was no doubt due to difficulty in obtaining it because of restrictions in the foreign exchange. My successor will be well advised to provide one calculating machine in each tabulation office. As in 1951 Census, comptometers were taken on hire for about 2 months but the results were not commensurate with the cost involved. Each comptometer was hired at the rate of Rs. 100 per month. The operator who used to be the employee of the firm was paid Rs. 200 per month plus actual travelling expenses.

To facilitate work, each Deputy Census Superintendent was provided with a telephone in his office. No cycle, however, was provided in the tabulation office. Instructions were given to Deputy Superintendents of Census Operations to give preference in appointment of peons to those candidates who owned cycle. This was done and no difficulty was felt because of non-supply of cycle in the office.

Among the Regional Tabulation Offices, only Rural Tabulation Office, Patna had a canteen run by a private individual.

Receipt of enumeration pads and other census records

The enumeration pads and other census records started flowing into the tabulation offices by the last week of March, 1961. Elaborate instructions had been issued to all the Subdivisional Officers in the Census Circular no. 41, dated the 12th February, 1961 (File No. TN-22/61) regarding the despatch of enumeration pads and other census records to the tabulation offices. The following records were received :

(*i*) All used enumeration pads ;

(*ii*) All Enumerator's Final Abstracts, Circle Summaries and Charge Summaries :

(*iii*) All used Household Schedule pads ;

(*iv*) One copy of the Houselist of each *mauza*/ward together with a rough sketch map of the *mauza*/ward showing the formation of blocks therein and the direction of house numbering (the other copy of the Houselist had already been received for housing tabulation) ;

(*v*) One copy of the circle map ;

(*vi*) One copy each of the Circle Registers and Charge Registers ;

(*vii*) One copy of the statement of Return of Census Papers (Bihar Census Form no. 14) for each circle ;

(*viii*) One copy of the Charge Superintendent's Challan ;

(*ix*) Filled-in cards for special enumeration of technically qualified persons (***vide*** Census Circular no. 38 in File No. EN-125/60) and

(*x*) Used forms of enquiry report on sericulture from places selected for the same.

The direction was to send all the enumeration records arranged neatly and systematically in wooden boxes of size 22″ × 15″ × 15″ with a locking device at a cost of about Rs. 4.00 each through subdivisional census clerk or any other responsible clerk. The Charge Superintendents were instructed to arrange all the census papers initially mauzawise/wardwise (or enumerator's blockwise, wherever necessary), and thereafter circlewise. In respect of each circle in a charge, the census papers were to be arranged in five or six lots. The detailed instructions on the subject are reproduced below :

'(*i*) All enumeration pads relating to the circle should be arranged in the order in which the *mauzas*/wards have been arranged in the Charge Register and they should be tied together in one pack by string ;

(*ii*) All Household Schedules relating to the circle should be similarly arranged, and formed into another pack ;

(*iii*) The Houselist together with rough sketch maps of each block will also be arranged in similar order and stitched together for the entire circle alongwith a copy of the circle map placed on the top ;

(*iv*) There will be a separate bundle of the following papers stitched together, for each circle separately, in the following order :

(*a*) The statement of Return of Census Papers (Bihar Census Form no. 14) relating to the circle should be placed on the top ; below that,

(*b*) The Circle Register; below that,

(*c*) The Circle Summary ; and below that,

(*d*) The Enumerator's Final Abstracts for the circle arranged in the order indicated before ;

(*v*) All filled-in cards for special enumeration of technically qualified persons should be arranged in one pack and tied together by string ;

(*vi*) Similarly, the enquiry reports on sericulture, wherever conducted, should be stitched together in a separate bundle arranged mauzawise and circlewise."

The boxes with a forwarding challan in triplicate were forwarded to the subdivisional office by the Charge Superintendent. After checking of the records with reference to the challan in the subdivisional office, one copy of the challan was returned to Charge Superintendent, one copy in respect of all charges was forwarded to tabulation office along with the subdivisional challan and the third copy was retained in the subdivisional office.

The mode of transport varied from place to place depending upon (*i*) facility of rail/road transport system, (*ii*) quick transport, and (*iii*) safety of records. It was later felt that transport by road was convenient and safe. The State Government permitted the use of police vehicles for transporting the census papers. It was gratifying to note that the records were received in good condition at the tabulation offices in time.

Records, on their receipt, were verified in detail with reference to the challan received from the subdivisional office. Each item was carefully counted and ticked. After the completion of checking, the records were rearranged properly in the boxes in which they were received. The time taken in this checking depended upon the arrangement of papers and varied from 2 to 7 days. One copy of the challan was signed and returned to the Subdivisional Officers concerned. The records relating to urban charges were also received in Regional Tabulation Offices but were subsequently transferred to Urban Tabulation Office, Patna.

Storage of records—Each box had a label pasted on it giving the name of district and charge with code number and description of census papers. The wooden boxes, received from different subdivisional offices were, however, not of uniform size.

The boxes were serially numbered as instructed in the Tabulation Circular no. 2, dated the 24th March, 1961. The records were stored safely and systematically. Safe storage depends essentially on orderly arrangement of boxes done neatly and methodically so as to provide for (*a*) easy movement, (*b*) quick reference, and (*c*) complete safety from rats, insects, etc. Boxes were, therefore, arranged in stacks. Sufficient space was also left between two rows of stacks for easy movement. A register containing the details of the contents of the various boxes was maintained and there was no difficulty at any stage in tracing out the census papers.

Scrutiny of Individual Slips

After records had been received and one copy of the challan had been signed and returned to the Subdivisional Officers concerned, the records were subjected to general checking with a view to finding out omissions, discrepancies and apparent inconsistencies. Notwithstanding the intensive training imparted to enumeration agencies, several mistakes, though not of a serious nature, and omissions were detected in the returns recorded by them. While most of the mistakes were due to lack of interest on the part of the enumeration staff some were due to incorrect understanding of the concepts and definitions also.

Records of one charge were given to one person for detailed checking. While scrutinising the Individual Slips and Household Schedules

special attention was given to the following items :

(*a*) Whether the Location Code was entered in all the slips.

(*b*) Whether there were any apparent mistakes or omissions particularly in regard to sex, age, marital status, birth place, etc.

In case of any such omissions the corresponding Household Schedule was referred to for possible clue. If that was not helpful, omissions were corrected in accordance with instructions given in the manual "1961 Census—Sorting and Compilation Instructions".

(*c*) At the time of scrutiny, the entry in the top right hand rectangle of Household Schedules was glanced through to find out if there was any institutional household. In case there was an entry to that effect, mark 'I' was made in red pencil or red ink on the right hand corner opposite the name in the corresponding Individual Slip. This was done to find out the institutional population.

After the records relating to one charge had been thus checked, they were replaced in the boxes in proper order. Every possible care was taken to preclude the possibility of mixing up of the records relating to different villages/wards and circles.

This preliminary checking continued till about 10th of April, 1961. The work called for a searching eye and concentrated mind. It was found that the outturn was not commensurate with the cost and time involved. It was felt that considerable time would be taken in conducting this preliminary operation. Hence, it was decided to give up this procedure and switch over to actual sorting and to look for omissions and discrepancies at the time of sorting. This procedure was not, however, free from obvious shortcomings because the sorter in order to give higher outturn did not feel inclined to look for or to rectify the discrepancies in the slip. Any way, the detailed checking had made much headway by the time it was dropped and mistakes in the Individual Slips and Household Schedules of charges, which were not subjected to detailed checking, were corrected at the time of sorting.

Some of the discrepancies commonly found in the Individual Slips were the following :

(*a*) Scheduled castes belong either to Hindu or to Sikh religions. It was found that in some Individual Slips the return in question 5(*c*) was scheduled caste, although the return in question 5(*b*) was religion other than Hindu or Sikh. Such persons were not treated as members of scheduled castes.

(*b*) Scheduled castes and scheduled tribes have last been notified under the Government of India, Ministry of Home Affairs, notification no. SRO-2477-A, dated the 29th October, 1956, issued under Articles 341(1) and 342(1) of the Constitution. The list of scheduled castes and scheduled tribes was printed in the booklet प्रगणक पुस्तिका supplied to each enumerator. The enumerators were instructed to treat a respondent as belonging to scheduled caste/scheduled tribe after referring to the list. In case a member of scheduled caste/scheduled tribe returned his caste/tribe by a synonym or a generic name of a caste/tribe which was scheduled, the instructions were to write the name of the relevant caste/tribe as per list within brackets. In spite of these instructions, certain vague entries such as Harijan or Achhoot and Adivasi, Adimjati अ० जा०, अ० ज० जा०, etc., were made. All such persons were no doubt, treated as scheduled castes/scheduled tribes but were put under the group caste/tribe 'unclassified' at the tabulation stage.

(*c*) It was found that children in the age group 0 4 were returned as having subsidiary language. Such children were treated as without having a subsidiary language as children in the age group 0 4 cannot normally be expected to speak or understand a subsidiary language.

(*d*) Some of the Individual Slips revealed that children in the age group 0 4 were returned as cultivators. Such children were treated as non-workers for obvious reasons.

(*e*) In case of more than one work returned in questions 8 to 11 of the Individual Slip, the enumerators had instructions to put a ring round the question number which related to the principal work, i.e., the one on which the respondent spent most time. It was found that in some cases principal work was not indicated by a ring. In such cases the following procedure was adopted :

Rural slips—Where there was an entry against question 8 and also against question 9, 10 or 11 in the Individual Slips, entry in question 8 was taken as the principal work. Similarly, where there was an entry agains

question 10 and also against question 9 or 11 entry in question 10 was taken as the principal work. When there were entries against questions 9 and 11 only, question 11 was taken as the principal work.

Urban slips—Where there was an entry against question 11 and also against any of the questions 8 to 10, entry in question 11 was taken to be the principal work.

A reference to the last column of the Census Population Record relating to that person gave very useful clue about the principal work. At times correct indication could also be had from the name and caste (if belonging to scheduled caste) given in the Individual Slip. For example, if a slip related to Pasi, toddy-tapping could reasonably be presumed as his principal work. A cross reference with the Household Schedule made the position more clear.

The concept of household industry was not found to be clear with some of the enumerators. Entries such as washing of clothes, hair-cutting, etc., were erroneously made in question 10. These entries related to question 11 and necessary corrections, therefore, had to be made in the Individual Slips.

The concept of employment status in question 11(*c*) was also not clear to many of the enumerators. In vast majority of cases it could be possible to correct the entries with reference to other information contained in the slips. In case where no such course was possible, the worker was categorised as 'single worker'.

Coding of slips for occupation and industry

The classification of workers in 1951 appeared to be neither a purely industrial nor occupational classification but it represented a combination of both. One of the special features of 1961 Census is the classification of workers by occupation and industry. In order to arrive at correct economic classification of the workers, it was decided to assign code numbers to the entries in questions 10 and 11 of the Individual Slips. Two kinds of code numbers were given. In questions 10 (*a*) and 11 (*a*) the codes assigned were based on the occupation of the worker while in questions 10 (*b*) and 11(*b*) the codes were based on the industry in which the worker was engaged. The concept of industry meant that sector of economic activity in which the earner was engaged, e.g., textile industry, sugar industry, paper industry, etc., whereas occupation was construed to describe the actual function that the worker performed in that sector, e.g., fitter, accounts clerk, office peon, etc. Thus the concept of occupation is related to the nature of function or duties performed, while that of industry to kind of product manufactured or services performed.

In case of urban slips, the coding was taken up and completed before sorting for Sorter's Ticket 1 was taken up. The rural slips were coded after the making of boxes before they were issued to sorters for preparation of Tickets 5 (*b*) and onwards. In the Urban Tabulation Office which dealt with urban slips, 68 coders were put on the work of coding the slips for occupation and industry. One set of teams was earmarked for coding for industry and another set for occupation. Coding for industry was done in green ink and for occupation in red ink. The procedure adopted required both sets of coding teams to function simultaneously. When one team completed coding for industry the pad of Individual Slips was transferred to the team coding for occupation. The average number of slips handled was 3,600 per coder day for either kind of coding. The number of effective slips in which coding was actually done was found to be 1,200. Two coders one for industrial coding and another for occupational coding were sent from the Urban Tabulation Office to each of the Regional Tabulation Offices to train a few members of the staff there, who subsequently took up the work of coding. The average out-turn per coder was found to be 1,800—2,000 effective slips per day in Regional Tabulation Offices which was more than what was achieved in the Urban Tabulation Office. This was due to the multiplicity of economic activities in urban areas accounting for more problems in urban areas than in rural areas.

The classification by industry and occupation was entirely an unfamiliar subject, and difficulty arose in some cases in assigning proper codes. The major part of difficulty was due to incomplete entries in the Individual Slips, the details of the nature of establishment being omitted in many cases and being given in abbreviated forms in other cases, latter being impossible to decipher. The list of factories which was available in our office provided a clue in many cases. The personal knowledge of the members of the staff about particular areas often proved to be of great help in ascertaining the nature of business of quite a few firms.

Coding for occupation in questions 10 (*a*) and 11(*a*) of the Individual Slips was done according to the three digit codes given in the booklet "National Classification of Occupations", while coding for questions in 10(*b*) and 11(*b*) for industry, was done according to the three digit codes given in the booklet "A Standard Industrial Classification", adopted by the Government of India. Though for occupational coding a book named "National Classification of Occupations, Occupational Titles with Draft Definitions" containing description of five digit codes was available to facilitate occupational coding, no guide except the small booklet containing details of 343 Minor Groups was available for industrial coding. Three digit code numbers were assigned both to the industry and occupation of the individual. It was mentioned at para 11 (*g*) on page 5 of the booklet, "A Standard Industrial Classification" that "Code nos. 804, 805 and 809 should be allotted if the economic activity concerned is only administrative in nature, and should not be allotted if a more specific code number can be used. For example, a carpenter, who has worked in the public owned Sindri Fertilizer Factory will be classified under 332 (Manufacture of fertilizers) and not 805 Similarly, a teacher who has worked in a Government High School will be classified under 811 (Educational Services) and not 804 or 809." Further under Division 8 it has been mentioned that public services do not include "Government, Quasi-Government or local body activities, other than administrative, in such fields as transport, communication, information and broadcasting, education and scientific services, health, industries, production, construction, marketing and operation of financial institution each of which is classified in the appropriate industry groups". By analogy it was taken that where a more concrete code number could be given, this was adopted, e.g., a sweeper employed in the Quasi-Government institution was not kept under Minor Group 805 but under 511 (Garbage and sewage disposal). While such cases presented no difficulty, a school master employed in a school run by the Railways was not given code 700 (Transporting by railways) but 811 (Educational Services rendered by schools). A doctor employed in a railway hospital was given the industrial code 700 (Transporting by Railways) and not 820 (Public and medical services rendered by hospitals). These are a few examples to illustrate that there was no uniformity in the approach in assignment of codes.

A person engaged in making and selling of goods was allotted industrial code for making and not for selling. Similarly, a person engaged in catching fish and selling was given the industrial code number of fisherman and not of seller of fish. Under the instruction of the Registrar General, India, all army personnel were included under Minor Group 804—Public services in administrative departments and offices of Central Government. The Minor Groups 800 (Public services in Union and State army including territorial corps and volunteer corps), 801 (Public Services in Navy) and 802 (Public Services in Air Force) were not allotted for security reasons.

Coming now to some of the handicaps in proper classification, a few examples are given below :

(*i*) Entries in question 11 of the Individual Slips were in some cases vague or illegible.

(*ii*) Abbreviated forms of some of the establishments were given, particularly of industrial or business concerns which were often deciphered by guessing.

(*iii*) It was found that the codes did not cover all the sectors of economic activity and as such there was a bulge invariably in the residuary group number ending with the digit 9. For example Minor Group 689 related to retail trading under goods unspecified. Thus this item contained entries ranging from retail trading in betel leaves to sale of arms and ammunitions for which no specific code numbers were provided in the booklet. To take another example, the preparation of cow-dung cakes and repairing of petromaxes were both assigned Minor Group 399 (Manufacture and repair of goods not specified in any other group). These examples are merely illustrative and do not seek to recount all the cases in which a single code encompassed industrial endeavours of widely different types.

Similar problems were faced in occupational coding as well. The occupations in many cases were given in abbreviated forms such as T. I., P. W. I., S. A. and the like. While the abbreviations used for common occupations relating to the general administration were easily deciphered, there was considerable difficulty in finding out the details given in

case of large industrial concerns. Such problems were often met while coding the Individual Slips relating to Jamshedpur city. All these naturally resulted in the grouping of a considerable portion of the slips in the category "occupation not clearly defined". Differences such as those between a teacher in a primary school and a high school went largely by default in absence of requisite details in the Individual Slips. One of the anomalies apparent in the occupational coding was the grouping of the occupations of all the administrative and executive officials under one code. For example, the same code was assigned to the District Officer and to the kanungo though the status of the latter cannot in any way compare with that of the former.

Another difficulty was that the ticking and putting a ring round the question numbers in the Individual Slips were not done in some cases in case of multiple occupations. The procedure as mentioned above (under item Scrutiny of Slips) was followed in such cases.

Since classification of workers is based on correct coding, intensive training was given to the selected batch of coders before they took up the work of coding. Adequate checking was also ensured.

Pilot sorting and determination of norms

To have an idea of the work load involved in sorting for various Sorter's Tickets, it was decided to entrust the work of sorting in the beginning to a pilot team consisting of selected sorters. This also facilitated fixation of norms for different Sorter's Tickets. About 30,000 slips of Patna Rural charge were sorted for Sorter's Tickets 1 to 3 by way of pilot sorting. I myself supervised the sorting from time to time. On the basis of pilot sorting the norm for Sorter's Tickets 1 to 3 for rural areas was fixed at 2,000 slips per day. Likewise, the norm for urban slips for Sorter's Tickets 1 to 4 was fixed at 1,200 slips per day.

After making of boxes, sor ing for Sorter's Ticket 5 and onward was taken up by a pilot team consisting of selected sorters and compiler-checkers in all the tabulation offices. This was done with a view to finding out difficulties in sorting and for fixing of norms of Sorter's Tickets. The difficulties encountered at the time of sorting by the pilot team used to be solved by the supervisory staff and the Deputy Superintendent of Census Operations. The experience gained in pilot sorting helped in solving the difficulties in practical working. The difficulties were discussed in a meeting of the Deputy Superintendents of Census Operations. The following norms were fixed for the Sorter's Tickets on the basis of actual sorting work done in different tabulation offices :

Ticket no.	Norm fixed	Ticket no.	Norm fixed
5(*a*)	2,000	17	5,000
5(*b*)	4,000	18	6,000
6	1,500	19	6,000
7	5,000	20	1,000
8	6,000	21	10,000
9	1,500	22	5,000
10	2,000	23	6,000
11	10,000	24	4,000
12	10,000	25(*a*)	2,500
13	1,000	25(*b*)	6,000
14	1,000	26	6,000
15	6,000	27	6,000
16	10,000	28&29	10,000

Bonus Scheme for sorters— The sorters, compiler-checkers and supervisors were all temporary hands and they were quite aware of the fact that their services would not be required after a few months. Since they had no security of service, they had to work under a sense of dejection. In the beginning there was a sense of healthy competition among them because promotion used to be given on the basis of outturn and merit. But gradually when all the posts of compiler-checkers and supervisors were filled up, a sense of frustration again set in. In order to give impetus for good work and higher outturn it was decided in the fourth meeting of the Deputy Superintendents held at Patna on 2nd July, 1961 to introduce a system of payment of bonus to sorters for giving outturn above the norms fixed. It was also decided to make deduction for fall in the outturn below the norm. Norm for each Sorter's Ticket was fixed which carried 100 points. No bonus was payable for 5 points above the norm nor was any deduction to be made if the fall in the

outturn was up to the extent of 5 points below the norm. The rate of bonus was fixed at Rs. 2 for every additional 100 points. Likewise, rate of deduction was also fixed at Rs. 2 for every 100 points below the norm. The bonus and deduction were calculated weekly but payment was made monthly. The maximum amount which a sorter could earn as bonus was Rs. 20 per month while for deduction on account of loss of points there was no limit. No sorter could qualify for bonus unless he had achieved the minimum point in the week which was calculated by multiplying the number of working days by 100. For the purpose of calculation of bonus the following deductions were made from the points gained by sorters :

(*i*) *For counting errors*—5 points for the first mistake in counting in any ticket and 10 points for every subsequent mistake in the same ticket;

(*ii*) *For sorting errors*—2 points for the first mistake in sorting in any ticket and 4 points for every subsequent mistake for the same ticket.

First stage of sorting

Sorting for Sorter's Tickets 1—3 relating to rural areas and Sorter's Tickets 1—4 for urban areas was taken up in the first stage. Sorting for urban slips was done in the Urban Tabulation Office located in Patna City while for rural areas it was taken up in the remaining seven Regional Tabulation Offices. Records relating to one charge were issued to one team. Within the team each sorter was given records of one circle at a time. The number of pads used to be verified with reference to Enmerator's Final Abstract by the compiler-checker and then household pads and individual pads used to be issued to sorters under proper receipt

Before preparation of Sorter's Ticket 1 sorters were required to record the number of occupied residential houses, number of households, institutional population and houseless population sexwise. The former two information used to be derived from Household Schedules. For institutional population, entry in the top right hand rectangle in the Household Schedules were glanced through to find out if there was any institutional household. In case an institutional household was found, the corresponding Individual Slips were marked 'I' in red ink or red pencil in the top right hand corner opposite the name by reference to the Census Population Record. Individual Slips marked 'I' were counted to arrive at the institutional population. In some cases, institutional population was obtained from the Census Population Record of institutional households after a tally between the Individual Slips and the entries in the Census Population Record had been made. The houseless population was obtained from Individual Slips. Sorting for Sorter's Ticket 1 involved two sortings, viz., sorting by sex and then by scheduled castes, scheduled tribes and others. To facilitate checking, each lot of hundred sorted slips was identified by putting a piece of paper. The enumerators were given instructions to record the name of the scheduled caste/tribe in question 5 (*c*) of the Individual Slips in case of scheduled castes/tribes. It was detected subsequently that 31,909 persons belonging to Bhuiya and Bhumij castes were wrongly returned as scheduled castes from the districts where, according to the Presidential Order no. SRO-2477-A, dated the 29th October, 1956, they are not so. The distribution of 31,909 persons is given below :

District	Persons
BHUIYA	
1. Monghyr	4
2. Bhagalpur	4
3. Purnea	5
4. Santal Parganas ..	78
5. Hazaribagh	4,260
6. Dhanbad	26,512
7. Singhbhum	1,032
Total	**31,895**
BHUMIJ	
1. Santal Parganas	10
2. Singhbhum	4
Total	**14**

It was also found that one male and 13 females belonging to Bhumij tribe were left out by mistake from the population of scheduled tribes. These mistakes were corrected by issue of correction slips to our publications which were released earlier.

After sorting for Sorter's Ticket 1, the slips of scheduled castes, scheduled tribes and others were mixed, but the bundles of slips of males and females were kept separately. In Sorter's Ticket 2 sorting of male slips and female slips

was done for illiterate and literate & educated persons with reference to replies, reorded in question 6 of Individual Slips. After completion of Sorter's Ticket 2 the sorter was left with 4 bundles of slips—two bundles relating to males and two to females, one bundle for each sex relating to illiterates and the other bundle to literate & educated persons.

Sorting for Sorter's Ticket 3 was, however, a complicated affair. It was particularly so with regard to classification under the Industrial Categories III to IX as unlike urban slips, rural slips had not been coded before sorting for this ticket. The 4 bundles of slips left after sorting for Sorter's Ticket 2 were sorted for the categories of workers and non-workers. The sorting for Sorter's Ticket 3 had to be done by making a reference to the entry in questions 8, 9, 10 & 11. As stated earlier, the determination of the principal work, which was essential for the correct industrial classifications, presented difficulties in cases where the principal work of the persons having secondary work was not indicated by a ring. In such cases the principal work was derived by the method indicated earlier.

On completion of sorting for Sorter's Ticket 3, all the slips with Sorter's Tickets 1 to 3 were handed over by sorter to the compiler-checker for his cent per cent check. In the meanwhile, the sorter was given records for another circle for sorting. The norm for Sorter's Tickets 1 to 3 was 2,000 slips per day.

Every sorter was required to maintain a daily progress report in the form given in Appendix I to Tabulation Circular no. 6, dated the 17th April, 1961. The statement showing the outturn of each team was prepared by the compiler-checker of the team and for the entire office by the statistical assistant in the forms given in Appendices II and III of the circular. Weekly progress report for submission to the Superintendent of Census Operations was prepared and despatched on every Monday in the form given in Appendix IV of the circular.

For urban areas an additional Sorter's Ticket 4 was prepared. It was not clear in the beginning whether the sorting for this ticket was to be done separately for each enumerator's block of town or for the town as a whole. However, Sorter's Ticket 4 was prepared separately for each block of a town but later on it transpired in the Regional Conference at Darjeeling from 5th June, 1961 to 7th June, 1961 that it was unnecessary and that the ticket was to be prepared for a town as a whole.

Compilation of Primary Census Abstract—The compilation of P.C.A. proved to be a difficult work in the tabulation offices. The work was taken up in the month of May, 1961 when sorting for Sorter's Ticket 3 had either been completed or was nearing completion in the tabulation offices. The P.C.A. could, however, be finalised towards the beginning of December, 1961. In the P.C.A. the *mauzas* were listed Panchayatwise, the *mauzas* in one Gram Panchayat being arranged in ascending order of their thana numbers. If the Gram Panchayat bore the name of one of its constituent villages, the name of the village was underlined. Thana number was also noted against the name of the village. The names of villages were checked with reference to Charge Register and Thana Jurisdiction List to ensure that no village was omitted. The omission might be either due to the inclusion of the *mauza* in an urban area or transfer to some other charge or due to mistake. The missing villages used to be located by making a reference to the local officer. Checks regarding uninhabited villages used to be done with reference to the District Census Handbook of 1951. In cases in which position in 1961 did not agree with that in 1951 local officers were consulted. The area figures of the villages in the P. C. A. were noted from the Thana Jurisdiction List.

The compilation of the P. C.A. was done by tabulation assistants. Since all the tabulation assistants were not in position when sorting for Sorter's Tickets 1—3 started and secondly because it was not possible for 4 tabulation assistants to cope with the work of preparation of P.C.A. within the limited period, the compilation lagged behind. At a later stage further staff had to be employed on this work.

Another factor which delayed the finalisation was the checking of the figures of P.C.A. with the results arrived at after Box Making. Cases of mis-sorting and wrong industrial classifications were detected during Box Making. The figures of illiterates, literates, different categories of workers and of non-workers in the P. C. A. were subjected to further check with reference to Sorter's Ticket 5. The figures of scheduled castes and scheduled tribes in the P. C. A. were compared with those in Sorter's Ticket 22. The Primary Census Abstract could not, therefore, be finalised till sorting for Sorter's Ticket 22 was completed. All these extra checks delayed finalisation of the P. C. A. till about the beginning of December, 1961.

In Urban Tabulation Office, the work of preparation of Primary Census Abstract was

taken up immediately after completion of Sorter's Ticket 4. This work was completed by the end of July, 1961, except for Seraikela town for which sorting could not be completed as the entries were recorded in Oriya language. Comparatively, it was easier to prepare the Primary Census Abstracts of the urban areas since the number of blocks in towns was much smaller than the number of *mauzas* in different charges of rural areas. Verification of the villages with reference to Thana Jurisdiction List also took considerable time in compilation of P. C. A. relating to rural areas. Totalling of the figures in P. C. A. also proved to be a tough job. Practically entire totalling had to be done without any calculating machine. Comptometers were hired in the month of December, 1961 by which time the P. C. A. had almost been compiled. As compilation of P. C. A. is an arduous work it will be advisable to start the work of preparation of P. C. A. by supervisor as soon as sorting for Sorter's Tickets 1—3 is taken up.

Box making

The making of boxes was a very responsible and tricky job. This was to be done after Sorter's Ticket 3 for rural slips and after Sorter's Ticket 4 for urban slips. It was a very important work in any tabulation office and success of sorting for all the higher tickets depended to a large extent on proper making of boxes. A little more time taken in box making would have amply been rewarded by the smooth sailing it would ensure towards the end. The sorting of rural slips up to Sorter's Ticket 3 was done villagewise and that of urban slips up to Sorter's Ticket 4 enumerator's blockwise The subsequent tickets for rural areas were to be prepared anchalwise and for urban areas townwise. Slips relating to all the villages of an anchal and belonging to one sex and a particular category of workers, or of non-workers were mixed together. The slips of literates and illiterates were, however, kept separate. The slips in each bundle relating to the village were counted and compared with Sorter's Ticket 3. While counting, the eyes were kept fixed on entries in questions 8 to 12 to ensure that the classification under different categories of workers and non-workers has been done correctly. In case any mistake was detected, P. C. A. and Sorter's Ticket 3 were corrected in consultation with the supervisory staff. After mixing, there were 40 bundles for each charge. For each category of workers and non-workers there were four bundles of slips relating to the following :

(*a*) Male literate;
(*b*) Male illiterate;
(*c*) Female literate; and
(*d*) Female illiterate.

I had prepared a Flow Chart (reproduced between pages 28 and 29) showing various stages of preparation of Sorter's Tickets. A copy of the chart was sent to all the tabulation offices. It was at once apparent from the chart that quite a number of Sorter's Tickets were to be prepared only for certain categories of workers. For example, Sorter's Ticket 11 was to be prepared for categories of workers I and II only, Sorter's Ticket 14 for categories of workers III to IX, Sorter's Tickets 9 and 13 for categories of workers III and V to IX, Sorter's Tickets 10 and 12 for category of workers IV and Sorter's Tickets 15 and 16 for non-workers only. This consideration was kept in view while making of boxes. A box contained, as far as possible, such slips as were required to be handled similarly.

Working on this consideration, it was found convenient to make 10 boxes of all the slips of each charge in the manner indicated below, each box containing about 6,000—10,000 slips :

Box no. 1—Male slips of Categories I & X;
Box no. 2—Male slips of Categories II & X;
Box no. 3—Male slips of Categories III; to IX (except Category IV) & X;
Box no. 4—Male slips of Categories IV & X; and
Box no. 5—Male slips of Category X.

Similarly, five boxes were prepared for female slips. As non-workers comprised 44.4 per cent of the male population and 72.9 per cent of the female population in the State, the slips relating to Category X were kept in each box to make the box full and also for proper distribution of work load among the sorters. Each sorter was given two boxes—one with slips to be sorted and the other to keep the sorted slips. Each box contained either male slips or female slips relating to one charge only.

In this State the rural population of an anchal, which was the unit for sorting after Sorter's Ticket 3, varied from a minimum of about 11,000 to a maximum of about 142,000. The average rural population for an anchal, therefore, worked out to about 74,000. In view of this one team was given slips of more than one anchal at a time. This meant that while one sorter was handling slips of one charge at a time, the team as a whole might be dealing with the slips of more than one charge at a

time. The details of slips in each box relating to rural areas were mentioned in the identification card [Miscellaneous Sorting Form 2 (*b*)—Rural] attached to each box. The slips in each box were counted by the sorter concerned after issue of the box to him for sorting for Sorter's Ticket 5 (*b*).

The slips of urban areas were sorted blockwise up to Sorter's Ticket 4. After Sorter's Ticket 4, slips relating to all the enumerator's blocks in a town belonging to one sex of a particular category of workers or of non-workers and age group were mixed separately for illiterates, and literates & educated. Whenever any mistake was found during the course of box making, necessary corrections in the Sorter's Tickets and P. C. A. were made in consultation with the supervisory staff. Boxes were made districtwise but the identity of each town within a district was maintained. This was done in order that tallies could be prepared separately for all the anchals many of which contained urban areas. The details of slips in each box were mentioned in the identification card [Miscellaneous Sorting Form 2 (*a*)—Urban]. As a result of maintenance of separate identities of different towns, it was found that many bundles contained very few Individual Slips particularly in case of females. Yet Sorter's Tickets and Compiler's Posting Statements had to be prepared for every category of workers or non-workers for every town irrespective of the number of persons falling within a particular group. It was feared that this would adversely affect the output of the sorters. However, as the work progressed, the sorters overcame all the handicaps, often worked late to achieve the norms.

Subsequent sorting

Detailed instructions regarding preparation of Sorter's Tickets have been given in the book, "1961 Census Sorting and Compilation Instructions". Some of the salient points regarding each ticket are, however, noted below :

Sorter's Ticket 5(*a*)– This ticket was prepared for urban areas only. Slips relating to illiterate and literate persons under each category of workers and non-workers were sorted into quinquennial age groups up to 34 and then in the age groups 35—44, 45– 59, 60+and age not stated. The slips relating to the literates were sorted into the following educational levels :

(1) Literate (without educational level).
(2) Primary or Junior Basic.
(3) Matriculation or Higher Secondary.
(4) Technical diploma not equal to degree.
(5) Non-technical diploma not equal to degree.
(6) University degree or post-graduate degree other than technical degree.
(7) Technical degree or diploma equal to degree or post-graduate degree in :
  (*i*) Engineering.
  (*ii*) Medicine.
  (*iii*) Agriculture.
  (*iv*) Veterinary and Dairying.
  (*v*) Technology.
  (*vi*) Teaching.
  (*vii*) Others.

The entry in question 6 of the Individual Slip was in many cases found to be a record of the class in which the person was reading. It had, therefore, to be fitted under the appropriate educational level. Entries difficult to place were often met with, particularly in regard to diplomas or degrees in oriental studies granted by Urdu and Hindi institutions. A table showing the equivalence of such qualifications with the examinations of recognised universities was prepared on the basis of circulars issued by State Government from time to time and was circulated to all the Regional Tabulation Offices. This table facilitated proper classification of the diplomas granted by various agencies. In the meeting of the Census Superintendents at Darjeeling from 5th June, 1961 to 7th June, 1961 it was clarified by the Registrar General, India that the term 'Primary' in this ticket meant 'Upper Primary'. Therefore, persons returned as 'Lower Primary' were put under 'literate (without educational level)'. Persons in the age group 0 4 were *ipso facto* treated as illiterate.

Sorter's Ticket 5(*b*)—This ticket was prepared for rural areas only. Procedure adopted was the same as in Sorter's Ticket 5(*a*) except that the slips relating to literates were sorted into three educational levels, viz., literate (without educational level), Primary or Junior Basic and Matriculation and above. The figures of literate were compared with the corresponding figures in P.C.A. Compiler's Posting Statements 4, 5 and 6 were to be prepared from Sorter's Ticket 5(*b*). According to the instructions laid down in the book, "1961 Census—Sorting and Compilation Instructions", there were to be as many as ten Compiler's Posting Statements corresponding to the nine categories of workers

CHART SHOWING THE VARIOUS STAGES OF PREPARATION OF SORTER'S TICKETS

COMPILER'S POSTING STATEMENTS AND TABLES

ALL SLIPS

SORTER'S TICKETS 1, 2 & 3 → P.C.A. – 'A' TABLES & VILLAGE DIRECTORY

URBAN

S.T. – 4 → C.P.S. 1 (I–X) → Ta. B-I (U) & B-II

S.T. – 5 (a) → C.P.S. 2 (I–X) → Ta. B-III – Part A (U)
C.F.S. 3 → Ta. C-III – Part A (U)

RURAL

S.T. – 5 (b) → C.P.S. 4 (I–X) → Ta. B-I (R)
C.P.S. 5 (I–X) → Ta. B-III – Part B (R)
C.P.S. 6 → Ta. C-III – Part B (R)

I, II OR X

OTHER CATEGORIES (KEEP SLIPS FOR ILLITERATE AND LITERATE AND ALL EDUCATIONAL STANDARDS SEPARATE BY AGE GROUPS

↓

S.T. – 6 → C.P.S. 7 (I–X) → Ta. B-VI (U)

(FOR LITERATE AND EDUCATED ONLY)

↓

COMBINE THE SLIPS FOR ILLITERATE AND LITERATE PERSONS KEEPING THE AGE GROUPS R/U INTACT

↓

S.T. – 7 → C.P.S. 8 → Ta. C-II

COMBINE THE SLIPS FOR DIFFERENT MARITAL STATUS KEEPING THE AGE GROUPS R/U INTACT

↓

S.T. – 8 → C.P.S. 9 → Ta. C-IV

AFTER THIS, COMBINE SLIPS FOR ALL AGES, IF DEALING WITH SLIPS RELATING TO ANY CATEGORY OF WORKERS. FOR NON-WORKERS, COMBINE THE SLIPS FOR SINGLE YEAR AGES AND FORM GROUPS 0–14, 15–34, 39–59, ETC.

I OR II

S.T. – 11 → C.P.S. 17 → Ta. B-VII PART A

III V VI VII VIII OR IX

S.T. – 9 → C.P.S. 10 TO 15 → Ta. B-IV (NON-HOUSEHOLD INDUSTRY)

AT THE END OF THIS, YOU WILL HAVE SLIPS BY MAJOR GROUPS OF INDUSTRY

S.T. – 13 → C.P.S. 19 TO 24 → Ta. B-VII-Part B

AFTER THIS, COMBINE SLIPS OF ALL MAJOR GROUPS UNDER THE CATEGORY

IV

S.T. – 10 → C.P.S. 16 → Ta. B-IV (HOUSEHOLD INDUSTRY)

AT THE END OF THIS, YOU WILL HAVE SLIPS BY MAJOR GROUPS OF INDUSTRY

S.T. – 12 → C.P.S. 18 → Ta. B-VII – Part A

ACTIVITIES OF NON-WORKERS OTHER THAN 'NE' AND 'UN' AGED 15 +

ACTIVITIES OF NON-WORKERS 'NE' AND 'UN' AGED 15 +

URBAN

S.T. – 16 (a) → C.P.S. 27 → Ta. B-VIII Part A Cols. 5–16

RURAL

S.T. – 16 (b) → C.P.S. 28 → Ta. B-VIII Part A Cols. 17–30

C.P.S. 29 → Ta. B-VIII Part B

COMBINE THE SLIPS OF OTHER ACTIVITIES OF NON-WORKERS WITH UNEMPLOYEDS

X

S.T. – 15 → C.P.S. 26 → Ta. B-IX

COMBINE THE SLIPS OF ACTIVITIES OF NON-WORKERS AND DIFFERENT AGE-GROUPS EXCEPT FOR 'NE' & 'UN' AGED 15 +

↓

S.T. – 14 → C.P.S. 25 (I–VII) → Ta. B-V

S.T. – 17 (MOTHER TONGUE) → C.P.S. 30 → Ta. C-V & C-VI

S.T. – 18 (BIRTH PLACE) → C.P.S. 31 → Ta. D-II & D-V (Cols. 6 & 7 in case of Cities)

NON-MIGRANTS

MIGRANTS

S.T. – 19 → C.P.S. 32 → Ta. D-III & D-V (Except Cols. 6–7 in case of Cities)

RURAL AND NON-CITY URBAN

CITY

S.T. – 20 → C.P.S. 33 → Ta. D-IV (For workers other than I & II or X)
C.P.S. 34 (I–III) → Ta. D-IV (For I, II or X)

COMBINE THE SLIPS OF MIGRANTS AND NON-MIGRANTS

S.T. – 21 → C.P.S. 35 → Ta. D-I

S.T. – 22 → C.P.S. 36 → Ta. C-VII
C.P.S. 37 (I–X) → Ta. C-VIII (Except Cols. 6–9)

NO FURTHER TICKETS FOR OTHERS

S.C. & S.T.

S.T. – 23 → C.P.S. 38 (A) (I–X) → Ta. S.C.T.-I For S.C.
C.P.S. 38 (B) (I–X) → Ta. S.C.T.-I For S.T.
C.P.S. 39 (A) → Ta. S.C.T.-IV For S.C.
C.P.S. 39 (B) → Ta. S.C.T.-IV For S.T.

S.T. – 24 → C.P.S. 40 (A) → Ta. S.C.T.-II For S.C.
C.P.S. 40 (B) → Ta. S.C.T.-II For S.T.

URBAN

S.T. – 25 (a) → C.P.S. 41 (A) → S.C.T.-III Part A & C-VIII Part A (Cols. 6–9) For S.C.
C.P.S. 41 (B) → S.C.T.-III Part A & C-VIII Part B (Cols. 6–9) For S.T.

RURAL

S.T. – 25 (b) → C.P.S. 42 (A) → Ta. S.C.T.-III Part B & C-VIII Part A (Cols. 6–9) For S.C.
C.P.S. 42 (B) → Ta. S.C.T.-III Part B & C-VIII Part B (Cols. 6–9) For S.T.

S.C.

I, II, III, VI, VII, VIII

IV, V OR IX

S.T. – 26
C.P.S. 43
S.C.T-I (Cols. 27–30) For S.C.

X

S.T. – 27
C.P.S. 44
S.C.-I

S.T.

S.T. – 28 → C.P.S. 45 → S.T.-I

WORKERS NO FURTHER TICKETS

NON-WORKERS

S.T. – 29 → C.P.S. 46 → S.T.-II

and non-workers for each sex. By providing a column for category of workers just after the column relating to the name of sorter, the number of Compiler's Posting Statements for each sex was reduced to one only. This procedure was found to be convenient and advantageous because it saved time and labour and enabled us to exercise economy in the use of forms.

Sorter's Ticket 6—This ticket was prepared for urban areas only. The slips relating to each educational level and age group sorted for Sorter's Ticket 5(*a*) under the Industrial Categories III to IX were sorted according to the 10 occupational divisions. This presented no great difficulty besides the physical one of having to separate the bundles into groups which contained even one slip. Errors of posting into the Sorter's Ticket and Compiler's Posting Statement were frequent due to large number of columns and relatively negligible entries that were required to be made.

Sorter's Ticket 7—This ticket was prepared for all categories of workers, and for non-workers. After Sorter's Ticket 6 for urban areas and Sorter's Ticket 5(*b*) for rural areas, the slips of illiterates and of different educational levels were mixed, keeping the age groups intact. The slips were then sorted for the five categories of marital status, viz., (1) never married, (2) married, (3) widowed, (4) divorced or separated, and (5) unspecified status. The sorting instructions laid down that all persons in the age groups 0—4 and 5—9 should be treated as never married irrespective of actual returns in this regard. This instruction, however, prevented us from collecting valuable data for study of incidence of child marriage.

Sorter's Ticket 8—This ticket was prepared for all categories of workers and non-workers. After Sorter's Ticket 7, the slips for different types of marital status were mixed but the age groups were kept intact. The slips were then sorted into single year age returns.

Sorter's Ticket 9—This ticket was prepared for categories of workers III, V, VI, VII, VIII and IX. After Sorter's Ticket 8, the slips of all the ages were combined in respect of workers. In case of non-workers the slips of single year age were combined and formed into age groups 0—14, 15—34, 35—59, 60+ and age not stated. For this ticket the slips were sorted by Major Groups of Indian Standard Industrial Classification. The replies in question 11(*b*) of the Individual Slips had already been coded and so no difficulty was experienced in the sorting. The slips of each Major Group were then sorted by the employment status, employer, employee, single worker and family worker by referring to the reply recorded in question 11(*c*) of the Individual Slips. After combining the slips of all categories of employment status, the slips of each Major Group of I. S. I. C. were sorted by Minor Groups. This presented no difficulty as reply in question 11 (*b*) was coded by three digit code numbers. After this ticket the slips of Minor Groups under a Major Group were mixed together.

Sorter's Ticket 10—This ticket was prepared for workers relating to Industrial Category IV. The slips were sorted by Major Groups with reference to the code in question 10(*b*) and also by employment status, employees, and others with reference to reply in question 10(*c*). After combining the slips of the two types of employment status, they were then sorted by Minor Groups by referring to the code in question 10(*b*). After this ticket the slips of all the Minor Groups under a Major Group were combined.

Sorter's Ticket 11—This ticket was prepared only for Categories I and II. The slips of Industrial Category I (Cultivator) were sorted for secondary work agricultural labour or household industry while those of Category II (Agricultural labourer) were sorted for secondary work cultivation or household industry.

Sorter's Ticket 12—This ticket was prepared only for Category IV. It was similar to Ticket 11. The slips of Industrial Category IV (at Household Industry) were sorted for secondary work cultivation or agricultural labour.

Sorter's Ticket 13—This ticket was prepared for all the categories of workers except Industrial Categories I, II and IV. This ticket sought to give figures of persons principally engaged in Industrial Categories III and V to IX with household industry as secondary work. The sorting was done by Industrial Major Group with reference to the codes in questions 10(*b*) and 11(*b*).

Sorter's Ticket 14—This ticket was prepared for all categories of workers except Categories I and II. This ticket shows the occupation of such workers. The sorting was done by Divisons, Groups and Families of the National Classification of Occupations with reference to the codes in questions 10(*a*) and 11(*a*) of the Individual Slips.

Sorter's Ticket 15—This ticket was prepared for non-workers only. After Ticket 8, the slips of non-workers of either sex were made into bundles of age groups 0—14, 15—34, 35—59, 60+ and age not stated. Slips of each bundle were sorted by the following eight categories of non-workers :

(1) Full-time students or children attending schools;
(2) Persons engaged only in household duties;
(3) Dependants, infants and children not attending school and persons permanently disabled;
(4) Retired persons not employed again, rentiers, persons living on agricultural or non-agricultural royalty, rent or dividend or persons of independent means;
(5) Beggars, vagrants, independent women without indication of source of income and others of unspecified source of existence;
(6) Inmates of penal, mental and charitable institutions;
(7) Persons seeking employment for the first time; and
(8) Persons employed before, but now out of employment and seeking work.

Sorter's Ticket 16(*a*)—This ticket was prepared only for urban areas. The slips relating to the two categories of non-workers, viz., seeking employment for the first time, and employed before, but now out of employment and seeking work were sorted according to the age groups and various educational levels. The age groups for the former were 15—19, 20—24, 25—29, 30—34, 35+ and age not stated and for the latter 15—19, 20—24, 25—34, 35—44, 45—59, 60+ and age not stated. The educational levels for both the categories were the same as prescribed for Ticket 5(*a*). This ticket should have been a very important index of the extent of unemployment and the distribution of the unemployeds by educational levels and age groups. The ticket, however, does not present the real picture because of the definition of workers adopted in 1961 Census. In 1961, even underemployed or partially employed persons were treated as workers and hence the number of unemployed persons according to the results of enumeration was small.

Sorter's Ticket 16(*b*)—This ticket was prepared for rural areas only. It was similar to Ticket 16(*a*) but the slips of the two categories of non-workers were combined. Further there was no sorting age groupwise and the literacy levels were confined to those in Sorter's Ticket 5(*b*).

Sorter's Ticket 17—This ticket was prepared for all categories of workers and non-workers. The slips were first sorted with reference to the language or dialect recorded as mother-tongue in question 7(*a*) in the Individual Slips. Sorting was done strictly on the basis of entries in question 7(*a*) and there was absolutely no attempt to analyse or classify the entries at the time of sorting. The languages were, however, regrouped at the time of tabulation in consultation with the Linguist of the Registrar General's Office and spurious languages were merged with the correct languages. The slips relating to each mother-tongue were then sorted for subsidiary language with reference to the entries in question 7(*b*). In case more than one language or dialect were recorded in question 7(*b*), the first was taken into account.

Sorter's Ticket 18—This ticket was prepared for all the categories of workers and non-workers and sought to collect migration statistics. The slips were sorted by the following categories of birth places with reference to the entry in question 4(*a*) of the Individual Slips :

(1) Born in place of enumeration;
(2) Born elsewhere in the district of enumeration.
(3) Born in other districts of the State;
(4) Born in other States in India beyond the State of enumeration;
(5) Born in other countries beyond India; and
(6) Unclassifiable.

The slips relating to categories 2 to 4 were further sorted by birth places rural or urban. In case where rural or urban was not recorded in the Individual Slips, the birth place was taken as unclassifiable. According to subsequent instructions, slips relating to those born in this State were sorted by the district of birth to facilitate study of inter-district migration within the State.

Sorter's Ticket 19—This ticket was prepared for migrants only. The slips of each category of birth place except the category born at the

place of enumeration were sorted by the following durations of residence with reference to the reply recorded in question 4(*c*) of the slips :

(*i*) Less than one year;
(*ii*) 1 to 2 years;
(*iii*) 3 to 5 years;
(*iv*) 6 to 10 years;
(*v*) 11 to 15 years;
(*vi*) 16 and above; and
(*vii*) period not stated.

The classification of birth places into rural, urban and unclassifiable as done in Ticket 18 was kept intact in this ticket also. In case of rural and non-city urban areas slips of all the birth places and durations of residence were combined after this ticket. Slips for cities relating to different durations of stay and different categories of birth places except the category born in place of enumeration were combined; leaving two bundles one relating to those born at the place of enumeration and the other in respect of migrants.

Sorter's Ticket 19-A— This ticket was introduced when sorting had made considerable progress and it was intended to be prepared only in respect of those charges for which Sorter's Ticket 19 had not been prepared. This ticket was, therefore, prepared for 211 rural charges and 29 towns. Sorting was done for migrants from other States in India and countries outside India whose durations of residence were less than one year, 1-2 years and 3—5 years by the age groups 0—2, 3—12, 13—22, 23—32, 33—42, 43—52, 53+ and age not stated.

Sorter's Ticket 20—This ticket was prepared only in respect of cities with population of a lakh and above. Slips of migrants to cities were sorted by broad age groups and by educational levels. The age groups were the same as in Sorter's Ticket 15 while the educational levels were the same as in Ticket 5(*a*). Slips relating to each age group and educational level were sorted for Occupational Groups of National Classification of Occupations with reference to the occupational code of the principal work in the Individual Slips. After this ticket the slips of migrants and those born at the place of enumeration were combined.

Sorter's Ticket 21—This ticket was prepared for all categories of workers and non-workers. Slips were sorted for nationality with reference to the entry in question 5(*a*).

Sorter's Ticket 22—This ticket was prepared for all categories of workers and non-workers. Slips were first sorted for religions with reference to the entry in question 5(*b*). The religion being a matter of personal faith, the sorter was instructed to adhere closely to the letter of the answer as returned. The bundles of slips relating to Hindus and Sikhs were sorted for scheduled castes and scheduled tribes. The bundles of slips of other religions were sorted for scheduled tribes only as scheduled castes profess either Hindu or Sikh religion while scheduled tribes may belong to any religion. The figures of scheduled castes and scheduled tribes arrived at after sorting were compared with those in Sorter's Ticket 1 and in the P. C. A. After this ticket the slips of different religions relating to scheduled castes and scheduled tribes were kept separate and other slips were combined.

Sorter's Ticket 23—This ticket was prepared for scheduled castes and scheduled tribes only. Slips of scheduled castes relating to Hindu religion were sorted for the name of the caste with reference to the entry in question 5(*c*). Similar sorting was done for slips of scheduled caste relating to Sikh religion as well. The bundle of slips of scheduled tribes relating to each religion was then taken and sorted for the name of the tribe. The sorters were supplied with the list of scheduled castes and scheduled tribes for reference. In certain cases vague entries such as Adivasi, Harijan, Achhoot, etc., were returned. Such cases were treated as scheduled castes/scheduled tribes and were categorised as caste/tribe unclassified. After this ticket the slips of the same scheduled caste or scheduled tribe for different religions were mixed keeping the slips of each caste or tribe separately.

Sorter's Ticket 24—This ticket was prepared for individual scheduled castes and scheduled tribes. The slips of each caste/tribe were sorted by the age groups 0—14, 15—44, 45 and above and age not stated. The slips relating to each age group were then sorted for the five categories of marital status, viz., never married, married, widowed, divorced or separated and unspecified status. For Sorter's Ticket 7 in respect of general population persons in the age group 0—9 were treated as never married irrespective of actual returns in this regard. No such exception was made in case of scheduled castes or scheduled tribes. The sorting was done according to the actual entry in question 3 of the slip. This ticket helped in the study of incidence of child marriage among

various scheduled castes and tribes. After this ticket the slips relating to all categories of marital status and age groups of each caste or tribe were mixed.

Sorter's Ticket 25(*a*)—This ticket was prepared castewise for scheduled castes and tribewise for scheduled tribes. It was prepared for urban areas only. The slips relating to each caste/tribe were sorted for the following educational levels :

(*i*) Illiterate;
(*ii*) Literate (without educational level);
(*iii*) Primary or Junior Basic;
(*iv*) Matriculation or Higher Secondary;
(*v*) Technical diploma not equal to degree;
(*vi*) Non-technical diploma not equal to degree ;
(*vii*) University degree or post-graduate degree other than technical degree; and
(*viii*) Technical degree or diploma equal to degree or post-graduate degree.

In case of non-workers, the slips of individual scheduled castes were mixed after this ticket and formed into five bundles relating to the following :

(*i*) Illiterate;
(*ii*) Literate (without educational level);
(*iii*) Primary or Junior Basic;
(*iv*) Matriculation or Higher Secondary; and
(*v*) Above Matriculation or Higher Secondary.

In case of scheduled castes in the Categories IV, V and IX, the slips of illiterates, literates (without educational level) and of different educational levels relating to individual scheduled castes were combined. The sorting for the slips of Categories I, II, III, VI, VII and VIII among scheduled castes ended with Sorter's Ticket 25(*a*) for urban areas. In case of scheduled tribes the slips of illiterate, literate (without educational level) and various educational levels were mixed but slips of each tribe were kept intact separately.

Sorter's Ticket 25(*b*)—This ticket was prepared for rural areas only. This was similar to Ticket 25(*a*) but the educational levels in this ticket were illiterate, literate (without educational level), Primary or Junior Basic and Matriculation and above. After this ticket the slips of individual scheduled castes in the category of non-workers were combined for each of the literacy levels. The slips relating to the educational level matriculation and above were sorted into two categories, viz., Matriculation or Higher Secondary, and above Matriculation or Higher Secondary. In respect of the Categories IV, V and IX the slips for different literacy levels were combined but the slips of individual castes were kept separately. Sorting for the slips of scheduled castes relating to the Categories I, II, III, VI, VII and VIII was over after this ticket. For scheduled tribes, slips of various literacy levels were combined but the slips of individual scheduled tribes were maintained separately.

Sorter's Ticket 26—This ticket was prepared for the scheduled castes belonging to categories IV, V and IX. The slips of individual scheduled castes in the Categories IV and V were sorted for special Occupations of tanning and currying of hides and skins and those in the Category IX for the work of scavenging. Sorting for these categories of slips of scheduled castes was over after this ticket.

Sorter's Ticket 27—This ticket was prepared only for non-workers among scheduled castes. Slips relating to the literacy levels illiterate, literate (without educational level), Primary or Junior Basic, Matriculation or Higher Secondary, and above Matriculation or Higher Secondary were sorted by the following categories of non-workers :

(*i*) Full-time students or children attending school;
(*ii*) Persons seeking employment for the first time;
(*iii*) Persons employed before, but now out of employment and seeking work; and
(*iv*) Others.

The sorting of slips for Category X relating to scheduled castes was over after this ticket.

Sorter's Ticket 28—This ticket was prepared for scheduled tribes only. The slips of individual scheduled tribes were sorted for mother-tongue. The slips of each mother-tongue were then sorted for subsidiary language with reference to the reply in question 7(*b*). In cases where there were more than one entry, the first entry was taken into account. The sorting for all categories of workers relating to scheduled tribes was complete after this ticket.

Sorter's Ticket 29—This ticket was prepared for non-workers among scheduled tribes. The slips of each tribe were sorted for the following categories of non-workers :

(*i*) Full-time students or children attending school;

(*ii*) Persons seeking employment for the first time;

(*iii*) Persons employed before, but now out of employment and seeking work; and

(*iv*) Others.

After this ticket the sorting work was over.

Compilation

The preparation of Compiler's Posting Statements was taken up simultaneously with the preparation of Sorter's Tickets. As soon as Sorter's Tickets were checked by the compiler-checkers and supervisors, the figures were posted in the related Compiler's Posting Statements by the compiler-checkers of the team. Detailed instructions about preparation of Compiler's Posting Statements are given in the book "1961 Census—Sorting and Compilation Instructions". The details are, therefore, not being discussed in this report. In all, 46 Compiler's Posting Statements were prepared from different Sorter's Tickets. The tickets from which each of the Compiler's Posting Statements were prepared, are indicated in the Flow Chart. Minor deficiencies in the Compiler's Posting Statement forms were set right at the time of compilation to suit our requirements and to save time and labour. A Compiler's Posting Statement was compiled in the first instance by the compiler-checker and was checked and countersigned invariably by the other compiler-checker of the team. The Compiler's Posting Statement was then submitted to the supervisor alongwith the tickets and the box containing slips. The supervisor had to carry out the prescribed checking and thereafter approve the Compiler's Posting Statement. The Compiler's Posting Statement and the related tickets used to be retained by the supervisor after approval. In case it was found that the entries in the Compiler's Posting Statement did not agree with those in the Sorter's Tickets, a reference had to be made to the sorted slips as well if such need arose.

As soon as Compiler's Posting Statements were completed for all the slips relating to a charge or town they were sent to the tabulation section. In order to keep track of papers each supervisor was asked to maintain a Despatch Diary which also indicated the date on which a particular Compiler's Posting Statement was approved by the supervisor and the date on which it was received in the tabulation section. The date of compilation of Compiler's Posting Statement was also indicated in red ink in the Supervisor's Register of Boxes to find out the time lag between the preparation of a ticket and compilation of the corresponding Compiler's Posting Statement. The Despatch Diary similarly indicated the time lag between the preparation of Compiler's Posting Statement and its receipt in the tabulation section.

Tabulation

The 1961 Census embarked on an ambitious programme of tabulation in view of growing demand for basic data. It came at the end of the Second Five-Year Plan and the beginning of the Third Five-Year Plan. The demand for various types of statistics was, therefore, felt all the more to assess the progress made in different spheres and to formulate future plans. In 1961, 48 tables have been prepared as against 21 in 1951. The tables have been printed under different series as detailed below according to the nature of information presented in them :

A-Series—General Population Tables;

B-Series—(*i*) General Economic Tables, and
(*ii*) Household Economic Tables;

C-Series—Social and Cultural Tables;

D-Series—Migration Tables;

E-Series—Housing Tables; and

SCT-Series—Special Tables for Scheduled Castes and Scheduled Tribes.

The tabulation section was manned by four tabulation assistants and one statistical assistant. The statistical assistant was in immediate charge of this section. The allocation of work among the four tabulation assistants was made according to the instructions contained in Tabulation Circular no. 23. This circular laid down in detail the general set up of the tabulation section, procedure of flow of Sorter's Tickets and Compiler's Posting Statements to the tabulation section and also prescribed maintenance

of suitable registers to keep an effective check over the working of this section. The Regional Tabulation Offices were entrusted with the work of preparation of tables for the rural areas of the districts and anchals tagged to them. The Urban Tabulation Office was assigned the work of preparation of tables for urban areas of each district and for each town.

In the first instance, each table was prepared in rough. After it had been checked and finally approved, fair copies were prepared. Sufficient quantities of ruled paper were supplied to each tabulation office. Necessary columns of the tables were provided in the flaps which were pasted in the pages concerned. The tables prepared by the tabulation assistants were checked by the statistical assistant, the tabulation officer and the Deputy Superintendent of Census Operations.

A control chart for watching the progress of work in the tabulation section was maintained. In the first column of the chart the names of anchals were written districtwise in the ascending order of their code numbers. Against the name of each charge there were horizontal columns provided for the different Compiler's Posting Statements that were to be prepared. Under each column the date of receipt of the Compiler's Posting Statement was shown against the name of the charge concerned. Blank in any column showed non-receipt of the Compiler's Posting Statement. The date of receipt was circled in red ink to indicate that the posting in the corresponding table was complete. A mere glance at the chart indicated the position in regard to preparation of the tables. The salient features of the tables prepared in 1961 are briefly described below :

A-SERIES—GENERAL POPULATION TABLES—

Table A-I—This table furnishes for the State, each district, subdivision, city, anchal, town-group, and town, the area (in sq. miles and sq. Kms.), density (number of persons per sq. mile), number of occupied residential houses, and population classified by sex. It also gives the number of villages (inhabited or uninhabited) and towns up to anchals. The following Appendices and Annexures to this table were prepared :

Appendix I—This Appendix details all the changes in the jurisdiction of various administrative units, e.g., State, district, subdivision and police station within the last decade (1951—61). It shows how the present jurisdiction of each unit is related to the 1951 jurisdiction. Annexure I to this Appendix shows the relationship among the revenue thanas, police stations and anchals. Annexure II (published only in the District Census Handbooks) gives the list of villages with area affected in the territorial changes mentioned in Appendix I.

Sub-Appendix to Appendix I—It shows the areas in 1951 and 1961 of those municipal towns which have undergone changes in their jurisdiction during the last decade (1951—61).

Appendix II—It gives the number of villages with a population of 5,000 and above and of towns with a population under 5,000 up to the level of anchal. The names of new towns of 1961 with population under 5,000 and names of towns with population under 5,000 in 1951 declassified in 1961, are given in List A and List B respectively.

Appendix III—It furnishes figures for houseless and institutional population separately for rural and urban areas.

Table A-II—This table compares the 1961 population of each district and State with that of the six previous censuses (1901 to 1951). The figures for previous censuses differ in some cases from those given in the old census reports, because adjustments have been made for subsequent changes in area or jurisdiction

Table A-III—This table gives the distribution of rural population in villages of varying sizes by seven population ranges, viz , less than 200, 200—499, 500—999, 1,000—1,999, 2,000—4,999, 5,000—9,999 and 10,000 and above. The number of villages in each population range is also given.

Table A-IV—This table traces the growth of each town and town-group since 1901. The area of each town is given in sq. miles as well as in sq. Kms. The towns are divided into six classes according to their population sizes : class I—100,000 and above, class II—50,000—99,999, class III—20,000—49,999, class IV—10,000—19,999, class V—5,000—9,999 and class VI—less than 5,000. The class totals have been worked out by considering the population of towns falling in different classes on the basis of their actual population and class in previous censuses. Town-groups have been classified according to the total population of all the constituent towns and the constituent towns have not been shown in the respective classes.

Appendix to this table shows the area and population of new towns added in 1961 and of towns of the 1951 Census which have been declassified in 1961. *Explanatory Note A* to the Appendix gives the name, area and 1951 population of the villages constituting the new towns while *Explanatory Note B* gives the name, area and 1961 population of the villages constituting the towns of 1951 declassified in 1961. *Special Appendix to Table A-IV*, prepared in two parts gives the details of villages together with their areas constituting the towns. Boundaries of towns with statutory local bodies have also been shown in Part B of the Special Appendix.

B-Series—General Economic Tables—

Primary Census Abstract—This abstract gives figures down to anchals and towns. It presents the area in sq. miles, number of occupied residential houses and households, general population by sex, population of scheduled castes and scheduled tribes, literates by sex, and workers classified into nine industrial categories and non-workers.

Table B-I—This table gives for each industrial category of workers and non-workers, the classification by sex and broad age groups, 0 -14, 15—34, 35—59, 60+ and age not stated. This is the basic economic table.

Table B-II—This table is similar to Table B-I and gives basic economic data for each city, town-group and town classified by sex and broad age groups. This is a big table as it furnishes data in respect of 113 towns and 13 town-groups.

Table B-III—This table has been prepared in two parts. Part A relates to urban and Part B to rural areas. These tables give the classification of workers and non-workers by literacy levels. The classification of persons is common up to the stage of Matriculation or Higher Secondary both for rural and urban areas. However, in urban areas, persons with qualifications above Matriculation or Higher Secondary have been further classified into (*i*) persons holding technical diploma not equal to degree, (*ii*) non-technical diploma not equal to degree, (*iii*) university degree and (*iv*) technical degree or diploma equal to degree in engineering, medicine, agriculture, veterinary & dairying, technology, teaching and others. All persons in the age group 0—4 are by definition illiterate.

Table B-IV—This table has been prepared in three parts. Part A gives the classification of workers at household industry by the Divisions and Major Groups of the Indian Standard Industrial Classification. The workers in each Division and Major Group are classified into 'employees' and 'others'. Part B gives the classification of workers in non-household industry, trade, business, profession or service by the Divisions and Major Groups of I. S .I. C. Here workers in each Division and Major Group have been classified by four categories of employment status, viz., employers, employees, single workers and family workers. Part C gives the workers by sex according to the Minor Groups (three digit code) of the I. S. I. C. The workers at household and non-household industries are shown separately.

Table B-V—This table gives figures for each Division, Group and Family of National Classification of Occupations. Figures have been shown by sex for each of the census industrial Categories III to IX.

Table B-VI—This table has been prepared only for urban areas and up to the Division of the National Classification of Occupations. It gives the occupational classification of literate workers in non-agricultural activities by sex, broad age groups 0—14, 15—34, 35—59, 60+ and age not stated and educational levels. The educational levels are the same as adopted in Table B-III Part A.

Table B-VII—This table has been prepared in two parts indicating the principal work and the secondary work of workers. Part A gives sexwise figures in respect of persons whose principal work and secondary work are any two of (*i*) as cultivator, (*ii*) as agricultural labourer or (*iii*) at household industry. In other words, this table shows the sexwise figures of persons having cultivation, agricultural labour or household industry as principal work and any of the other two as secondary work. Part B relates to persons whose principal work is non-household industry, trade, business, profession or service (Categories III and V to IX) and additional work household industry (Category IV). Figures for principal work have been tabulated with reference to additional work both being spelt out for each Division and Major Group of I. S. I. C.

Table B-VIII—This table is also presented in two parts. Part A relates to urban areas only and gives the classification of two categories of non-workers, (*i*) those seeking employment for the first time, and (*ii*) those employed before, but now out of employment and seeking work by sex, age groups, and educational levels. The broad age groups are 15—19, 20—24, 25—34, and 35+. Persons seeking employment for the first time have been further categorised under the age groups 25—29 and 30—34 while those employed before, but now out of employment have also been categorised under the age groups 35—44, 45—59, and 60+. Educational levels are the same as in Table B-III Part A. Part B is confined to rural areas only. The statistics are given combined for the two kinds of unemployed persons classified by sex and broad educa ional levels. The educational levels are the same as in Table B-III Part B.

Table B-IX—This table relates to the non-working population. The non-workers are classified into eight categories according to their activities. A break up of the information by sex, and broad age groups (0—14, 15—34, 35—59, 60+ and age not stated) is also available in this table.

Besides these general economic tables, there are 7 household economic tables (based on 20 per cent sample of households) which have been prepared from the data collected in Household Schedules. They have been described in a separate chapter.

C-SERIES—SOCIAL AND CULTURAL TABLES—

Table C-I—This table has been prepared from Household Schedules and Census Population Records on 20 per cent sample and has been described elsewhere.

Table C-II—This table gives marital status of the population by sex and quinquennial age groups. Marital status has been shown under five heads, viz., (*i*) never married, (*ii*) married (with a living spouse), (*iii*) widowed (married with spouse deceased), (*iv*) divorced or separated, and (*v*) unspecified status. Persons in the age group 0—9 have been treated as never married irrespective of any entry in this regard.

Table C-III—This table has been prepared in three parts. Part A relates to all areas, Part B to urban areas and Part C to rural areas. The table furnishes information about literacy and education in different age groups separately for males and females. The age groups are five-yearly up to 34, one group for 35—44 another for 45—59 and yet another for 60+. The literacy levels for all areas and rural areas are the same as in Table B-III Part B and those for urban areas the same as in Table B-III Part A.

Table C-IV—This table shows the distribution of population of each sex at each year of age from '0' (or under 1 year) upwards. Figures of single year ages above 100 have, however, been lumped together under 'over 100' in the table. The details of such lumped entries have been given in the flyleaf to the table.

Table C-V—This table shows the language and dialects returned as mother-tongue and their speakers classified by sex. The mother-tongues have been presented in alphabetical order.

Table C-VI—This table shows the number of speakers classified by sex speaking a language or dialect subsidiary to their mother-tongue. The mother-tongues have been given in alphabetical order and the subsidiary languages in order of their numerical strength.

Table C-VII—This table gives the distribution of population by religion. Separate figures have been given for the followers of the six main religions of India, viz., Hindus, Muslims, Christians, Sikhs, Jains and Buddhists. Others have been shown collectively under the head "other religions and persuasions". The details of figures under this residuary head have been given in the supplement to the table.

Table C-VIII—This table consists of two parts. Part A relates to scheduled castes and Part B to scheduled tribes. It gives population of scheduled castes and scheduled tribes sexwise, their distribution by literacy, and classification of workers into nine industrial categories and the total number of non-workers.

D-SERIES—MIGRATION TABLES—

Table D-I—This table gives the number of persons belonging to different foreign nationalities who were resident in the State during the census. It excludes non-Indian nationals employed in foreign embassies, missions, etc.

Table D-II—This table shows the distribution of population by birth place. The place of

birth has been broadly classified in column 1 under the heads—A. Born in India ; B. Born in countries in Asia beyond India (including U. S. S.R.); C. Born in countries in Europe (excluding U. S. S. R.); D. Born in countries in Africa ; E. Born in countries in two Americas ; F. Born in countries in Oceania ; G. Born at sea ; and H. Unclassifiable. Under group A. Born in India, there are two sub-groups, viz., 1. Born within the State of enumeration and 2. Born in the States in India beyond the State of enumeration. Under sub-group 1 there are three sub-headings, viz., (*a*) Born in the place of enumeration, (*b*) Born elsewhere in the district of enumeration and (*c*) Born in other districts of the State. For each category of birth place in group A, figures have been presented separately for birth place rural, urban and unclassifiable.

Table D-III—This table gives the disribution of migrants by place of birth and duration of residence in the place of enumeration separately for both the sexes. Data relating to place of birth have been classified in the table under seven heads, viz., (1) Born elsewhere in the district of enumeration, (2) Born outside the district of enumeration but within the State, (3) Born in other States of India, (4) Born in Nepal, (5) Born in Pakistan, (6) Born in other countries outside India, and (7) Birth place unclassifiable. The duration of residence of migrants in the place of enumeration has been shown under six heads, viz., less than 1 year, 1—5 years, 6—10 years, 11—15 years, 16 years and above and period not stated.

Table D-IV—This table has been prepared only for cities which number 7 in Bihar. It gives the distribution of migrants to cities by sex, broad age groups and educational levels. For workers, other than cultivators and agricultural labourers, the Occupational Divisions and Groups of the National Classification of Occupations to which they belong, are also indicated. The age groups and the educational levels are the same as in Table B-VI. Occupational Groups having less than 5 per cent of workers in the respective Division (2.5 per cent in case of Division 7-8) have been shown in the Appendix to this table due to paucity of space.

Table D-V—This table has also been prepared only for the seven cities. It shows the population born locally and the magnitude of immigration to cities from rural and other urban areas, separately for males and females. The immigrants from rural and other urban areas have been further classified with reference to their place of birth and duration of residence in the city.

Table D-VI—This table shows the distribution of population by sex, birth place and nine industrial categories of workers, and non-workers. It has been presented separately for total, rural and urban areas of the State and districts, and for cities. The places of birth have been categorised in column 1 in the same manner as in Table D-II.

SCT-Series—Special Tables for Scheduled Castes and Scheduled Tribes—

Table SCT-I—This table is in two parts—Part A relates to the scheduled castes and Part B to the scheduled tribes. Part A gives the population of individual scheduled castes separately for rural and urban areas. It also shows the distribution of population of each scheduled caste into nine industrial categories of workers and non-workers. Part B gives similar information for scheduled tribes. Figures of workers in the special occupations like tanning and currying of hides and skins and scavenging have also been presented in case of scheduled castes in this table. It was found that in some of the slips of scheduled castes/tribes the name of the caste/tribe was not mentioned. Instead, entries like Harijan, अ० जा०, Achhoot, अ० ज० जा०, Adivasi, etc., were recorded. In some cases it was possible to find out the name of the caste in respect of scheduled castes by a reference to the surname. The remaining were categorised as scheduled castes/tribes unclassified. This procedure was followed in each table in which data were tabulated castewise/tribewise. In some slips the synonym or generic name of the scheduled caste/tribe was written without mentioning the name of the main scheduled caste/tribe as per list supplied to the enumerators. Attempts were made to classify such cases under the proper caste/tribe. In case it was not possible, they were grouped under the head scheduled caste/tribe unclassified. The list of scheduled castes/tribes as printed in the booklet, Instructions to Enumerators, did not contain all the synonyms or generic names of the castes/tribes listed. It will help the enumerators in correct classification if a complete list of synonyms and generic names of the scheduled castes and scheduled tribes is also supplied to them.

Table SCT-II—This table has also been presented in two parts—Part A relates to

scheduled castes and Part B to scheduled tribes. This is an important demographic table corresponding to Table C-II for general population. The age groups are 0—14, 15—44 and 45+. This has been prepared for all areas without rural and urban break up.

Table SCT-III—This table gives statistics pertaining to literacy among the individual scheduled castes and scheduled tribes. This table consists of four parts—Parts A(*i*) and B(*i*) dealing with scheduled castes and Parts A(*ii*) and B(*ii*) dealing with scheduled tribes. Parts A (*i*) and A (*ii*) furnish data about the literacy and educational levels of scheduled castes and scheduled tribes respectively in urban areas while Parts B (*i*) and B (*ii*) deal with the literacy and educational levels of scheduled castes and scheduled tribes respectively in rural areas.

Table SCT-IV—This table has been presented in two parts—Part A gives the religion for individual scheduled castes and Part B for individual scheduled tribes. In Part A, the scheduled castes have been classified as Hindus or Sikhs, as in accordance with clause 3 of the Constitution (Scheduled Castes) Order 1950, the scheduled castes can only be from among Hindus or Sikhs. In Part B relating to scheduled tribes, figures have been given separately, for six religions, viz., (1) Christians, (2) Hindus, (3) Hos, (4) Sansaris, (5) Sarnas and (6) Santals. Others have been shown under the residuary group "other persuasions and beliefs". Details of the religions grouped under "other persuasions and beliefs" are given in the Appendix to Table SCT-IV Part B.

Table SC-I—This table has been prepared for the total non-working population among scheduled castes and not for individual castes. It gives data for (1) full-time students, (2) persons seeking employment for the first time, (3) persons employed before but now out of employment and seeking work, and (4) others. They have been further classified according to literacy levels, illiterate, literate (without educational level), Primary or Junior Basic, Matriculation or Higher Secondary, and above Matriculation or Higher Secondary.

Table ST-I—This table shows the languages and dialects returned as mother-tongue by individual scheduled tribes. It also gives data about subsidiary languages, if any. The mother-tongues and subsidiary languages have been arranged alphabetically.

Table ST-II—This table has been presented for scheduled tribes. It is similar to Table SC-I for scheduled castes, but in this table figures are presented for individual scheduled tribes without cross tabulation by educational levels. The classification by type of activity is the same as in Table SC-I.

There is one more Table SCT-V in this series which is based on 20 per cent sample of household schedules. This has been dealt with in the chapter relating to Household Economic Tables.

Winding up of Regional Tabulation Offices

(*a*) *Disbandment of staff and transfer of some staff to Central Tabulation Office*—After the completion of sorting, the Deputy Superintendents of Regional Tabulation Offices were faced with the problem of retrenchment of the surplus staff. The question of release of surplus hand, after completion of sorting was discussed in the 7th monthly meeting of Deputy Superintendents of Census Operations held at Deoghar on 3rd and 4th November, 1961. The basic idea of course was that no temporary hand should be retained a day longer than was necessary. Consistent with this principle the following decisions were taken in regard to different categories of staff :

(*i*) Sorters—To be released as soon as the sorting of the box issued to anyone was completed ;

(*ii*) Compiler-Checkers—To be released within 15 days of the release of the last sorter in their teams ;

(*iii*) Supervisors—To be released within a month of the completion of sorting by their team ;

(*iv*) Class IV staff—No office would have more than 4 employees of this category after completion of sorting ; and

(*v*) Office staff and other tabulation staff—To be retained for the time being.

The sorters were retrenched as soon as sorting was completed, but the compiler-checkers and supervisors were in some cases, retained beyond the time limit of 15 days and a month respectively to enable them to complete the Compiler's Posting Statements. Some of the selected staff from each Regional Tabulation Office were transferred to the Central Tabulation Office at Patna City. All the retrenched personnel were given discharge certificates on production of a clearance certificate from the supervisor in cases of sorters and compiler-

checkers, and by the tabulation assistant in case of supervisors. The discharge certificate contained details of the candidate, tenure of service, post held, pay drawn and a report about his work and conduct in the tabulation office. The idea behind issuing a discharge certificate was simply to supply a certificate in token of the services rendered by a discharged employee so that with this proof of experience he might have the benefit of preference in employment in other departments. I was told that these certificates were being respected by other Government departments and business organisations and helped the discharged employees in getting jobs.

It is true that quite a sizeable number could not be provided soon after retrenchment but everyone parted with at least one satisfaction that he had acquired the habit of doing hard and sincere work. I got instructions issued by the Appointment Department, Government of Bihar *vide* their letter no. 1446, dated the 3rd February, 1962 (Appendix XVIII) to all departments and Collectors that the retrenched personnel of census offices should be absorbed as far as possible according to their abilities.

(*b*) *Transfer of records to Central Tabulation Office and arrangements for preservation of filled up Household Schedules and the Individual Slips*—After the completion of sorting, the office buildings of Urban Tabulation Office, Patna, Tabulation Office, Muzaffarpur II, Tabulation Office, Bhagalpur, Tabulation Office, Ranchi and Tabulation Office, Dooghar were released. Of the two buildings for Muzaffarpur I Tabulation Office, one was released and records of the two tabulation offices were stored in the other building known as 'Shahi Bhawan'. On my request, Shri K.A. Ramasubrahmaniam, the then Collector of Muzaffarpur, very kindly allowed us to store our records in the six garages of the Muzaffarpur Collectorate. Records from 'Shahi Bhawan' were subsequently transferred to the six garages and stored there. This arrangement meant considerable saving to the census budget and my most grateful thanks are due to Shri Ramasubrahmanian for giving us this special facility. One of the two buildings at Hazaribagh was released, but the building known as 'Raja Bungalow' was retained. The storage of census records of other offices was done in the manner indicated below:

1. Central Tabulation Office, Patna City.	Records of Urban Tabulation Office, Rural Tabulation Office, Patna, and Household Schedules of Bhagalpur and Dooghar Offices, and 10 Charges of Ranchi district.
2. Hazaribagh Tabulation Office (Raja Bungalow).	Records of Ranchi and Hazaribagh Tabulation Offices and Individual Slips of Bhagalpur and Dooghar Tabulation Offices.
3. Muzaffarpur Collectorate.	Records of Muzaffarpur I & II Tabulation Offices.

Besides, sampled Household Schedules in respect of all the districts were transferred to Central Tabulation Unit, Patna City. All the Census Tables, Compiler's Posting Statements and Sorter's Tickets prepared in the Regional Tabulation Offices were also sent to the Central Tabulation Unit, Patna City in the month of February, 1962.

(*c*) *Disposal of other records*—The unused Household Schedules, Enumeration Slips and other forms along with swoopings were disposed off by public auction. For the tabulation offices at Muzaffarpur, one Sri Brahamdoo Sah of Bakerganj, Patna was authorised to take delivery of these papers on payment at the rate of Rs. 12 per maund.

(*d*) *Disposal of furniture articles, etc.*—The disposal specially of furniture and pigeon holes proved to be an uphill task and required a good deal of planning. The Government offices were requested for the purchase of furniture at 75 per cent of the purchase price from the tabulation offices. In cases where all items of furniture were not disposed of, they were transferred to the Central Tabulation Unit, Patna City. The surplus furniture articles were auctioned in the Central Tabulation Unit, Patna City. The pigeon holes were not in demand and consequently their disposal became a problem. Most of them had to be put to public auction.

CHAPTER III

MECHANICAL TABULATION OF HOUSEHOLD SCHEDULES

Introduction

The Household Economic Tables are one of the special features of the 1961 Census. In earlier censuses, data relating to economic characteristics used to be presented for the population on the basis of returns in the enumeration slips. In this census, economic activities of a household as a unit has been collected in the Household Schedules. As the census agency was too small to collect information about the varied economic ventures of a household, the enquiry was limited to the two most important economic activities of the households, viz., cultivation and household industry.

The Household Schedule was designed so as to collect information about land under cultivation by household, land given to private persons for cultivation for payment of money, kind or share, household industry conducted by the head of the household himself and/or mainly by the members of the household classified by the period during which conducted, workers at household cultivation only, workers at household industry only, workers both in household cultivation and household industry, etc. It was filled in separately for each household by the enumerator at the time of enumeration. On the reverse of the Household Schedule was the Census Population Record in which essential information about the members of the household in question was collected. The Census Population Record was filled in by the enumerators with reference to the entries in the Individual Slips. It sought to replace the National Register of Citizen which was compiled for the first time in 1951.

Mechnical Tabulation

A significant departure from the age-old practice of manual compilation and tabulation of data was made in respect of Household Economic Tables which were tabulated machanically. This was made possible through the good offices of the Director of Statistics, Bihar, Patna. The mechnical tabulation was done by utilising Hollerith installation in the Directorate of Statistics, Bihar. It was made available to us in the second shift (2 P. M. to 8.30 P. M.) for which the Census Department had to pay only 50 per cent extra rental to the firm. In addition to the Hollerith punch card equipments five hand punchers and five hand verifiers were taken on hire from the International Computors and Tabulators, India Private Ltd., Calcutta. Since the five punchers were not able to feed the five verifiers, one punching machine was obtained from the Office of the Registrar General, India.

About 1,400,000 cards had to be handled in this work. The cards for Household Economic Tables were red striped in order to distinguish them from the cards normally used by the Directorate of Statistics. This was necessary to preclude the possibility of the two sets of cards getting mixed up. Our cards were of 80 columns. The indent for the punching cards was made by the Directorate of Statistics, Bihar, Patna and payment was made by the Census Department.

Organisational set-up—The Mechnical Tabulation Unit was set up in the month of June, 1961. In the beginning this unit was working under the technical guidance of the Director of Statistics, Bihar. The Assistant Director (Research) of the Directorate of Statistics was placed in overall charge of the mechnical tabulation work for which he was given 20 per cent of his pay by way of honorarium. Thus the work in the initial stage was undertaken under the supervision of the Directorate of Statistics, Bihar which provided the necessary technical staff and equipment. After some time it was realised that it would be in the fitness of things to associate Census Department more closely. Shri T. K. Roy, District Statistical Officer was, therefore, appointed Mechnical Tabulation Officer incharge of the work, but he went away after a few months when he got an assignment elsewhere. Shri U. N. Saha, Tabulation Officer then took up this work but he also left before the completion of the work. Shri K. K. Chakravorty, Deputy Superintendent of Census Operations, therefore, got the work completed under his supervision.

On the 19th June, 1961 ten punching and verifying operators were appointed in the scale of pay of Rs. 50—90 plus usual allowances. They were given training for three weeks on the punching and verifying machines. One supervisor who had already worked on the Hollerith machine

in the Directorate of Statistics was also appointed in the scale of pay of the statistical assistant. Though the selection of staff was made by the Director of Statistics, the appointment letter was issued by me and they were paid out of census budget. Other items of expenditure were also met by Census Department. The following categories of staff worked in the Mechnical Tabulation Unit :

Category of staff	No.	Scale
1. Tabulation Officer ..	1	Rs. 250—10—400 (Central scale).
2. Supervisor ..	1	Rs. 210—10—290—15—320 · EB—15—425 (Central scale).
3. Senior Tabulator ..	1	Rs. 100—5—130—EB—6—190 plus 20 per cent special pay.
4. Tabulator Operator..	1	Rs. 100—5—130—EB—6—190
5. Sorter Operators ..	2	Rs. 75—2—85—EB—3—88—4—140.
6. Punching Verifier ..	1	Rs. 60—2—80—EB—2—100 plus 20 per cent special pay.
7. Punching and Verifying Operators.	11	Rs. 50—2—70—EB—2—90.
8. Peons ..	2	Rs. 22½— ! —27!.

Accommodation, Furniture and Stationery— The office accommodation was provided by the Director of Statistics in his own office premises. No extra furniture was provided by the Census Department except one wooden almirah. Besides, three cup cabinets each having 52 drawers were purchsed from M/s Steelman & Co., Calcutta at a cost of Rs. 2,657.20. These three cabinets, however, could not accommodate all the 1,400,000 cards. Directorate of Statistics, however, made necessary arrangements for the storage of remaining cards.

The articles of stationery were supplied by the Census Department on proper requisition. Arrangements were made to meet the demand from the existing stock in the Head Office. No separate indent was placed with the Controller of Stationery, Calcutta for the Mechanical Tabulation Unit.

Sampling of Household Schedules

The Household Economic Tables have been prepared by mechanical tabulation of the returns on 20 per cent sample of the Household Schedules. For this six distinct operations, viz., (*i*) sampling of Household Schedules, (*ii*) coding of information contained therein, (*iii*) punching and verification of cards, (*iv*) sorting and tabulation of verified cards on machine, (*v*) post-machine scrutiny, and (*vi*) preparation of tables in the prescribed forms were carried out. While the sampling and coding were done in the Census Office, subsequent operations were carried out in the Directorate of Statistics, Bihar. The tabulation of data from punched cards in respect of 11 districts was done in the Office of the Mechanical Tabulation Officer, New Delhi because the progress in the Directorate of Statistics was found to lag behind on account of inadequacy of machines. Earlier, I had thought of getting all the Household Schedule pads from different Regional Tabulation Offices to Patna City for sampling and coding of the schedules. This had to be given up because of difficulty in transportation and the cost involved therein. The sampling and coding of the Household Schedules for the districts of Gaya, Hazaribagh, Singhbhum and Ranchi (part) were done in Hazaribagh Tabulation Office and only sampling for the districts of Saran, Champaran, Muzaffarpur and Darbhanga was done in Muzaffarpur Tabulation Office. The sample slips from Muzaffarpur Tabulation Office and Hazaribagh Tabulation Office were sent to the Urban Tabulation Office, Patna City. The coding for the districts of Tirhut Division, and sampling and coding for remaining districts and urban areas were done in the Urban Tabulation Office at Patna City. The sampling of households was done separately for rural areas and urban areas of a district. Two random numbers were selected, one for rural areas and the other for urban areas of a district.

Before sampling, the Household Schedules of rural areas of each district were arranged in order of code numbers of the charges. Within each charge the Household Schedule pads were arranged villagewise in order of ascending thana numbers. For urban areas the Household Schedule pads were arranged in order of location code numbers of towns in a district in the first instance. Within each town the Household Schedule pads were arranged in order of ward/circle, and within each ward/circle the pads were arranged in order of enumerators' blocks. After all the pads had been arranged, sampling was

done by only one person for rural or urban area of a district. The following random start numbers were selected for each district for sampling the Household Schedules on 20 per cent basis :

District	Random start number	
	Rural	Urban
Patna	3rd household	4th household
Gaya	2nd „	3rd „
Shahabad	1st „	2nd „
Saran	5th „	4th „
Champaran	5th „	5th „
Muzaffarpur	2nd „	3rd „
Darbhanga	1st „	1st „
Monghyr	1st „	4th „
Bhagalpur	5th „	3rd „
Saharsa	2nd „	1st „
Purnea	3rd „	4th „
Santal Parganas	5th „	5th „
Palamau	1st „	3rd „
Hazaribagh	5th „	2nd „
Ranchi	1st „	4th „
Dhanbad	5th „	2nd „
Singhbhum	5th „	4th „

The first village of charge no. 1 of a district was first taken up to start with the work in rural areas. If the random number for the district was 3, the third schedule of the 1st pad was sampled by marking 'S' in red ink on the right hand corner of the schedule and the 8th, 13th, 18th, 23rd and so on were marked with 'S' in red ink. If for example the 24th schedule in a pad of 25 was a sampled schedule the one remaining schedule was counted in the next pad and thus the 4th schedule of the next pad was marked as sampled. In selection of samples, the Household Schedules relating to institutions were not taken account of. In case where a Household Schedule extended over more than one page, all such pages were treated as one schedule for the purpose of sampling. The work of sampling was checked by the supervisory staff including the tabulation officer.

After the sampler had sampled the schedules he passed on the Household Schedule pads to another person called extractor who detached the sampled slips by removing stitchings. Care was always taken to see that no schedule got mutilated during the process. The extracted slips for each village were stitched together with thread by daftary. An identity card specifying the name of the district, charge, village (thana no.) and number of sampled slips was attached to the bundle of each village. A separate register of sampled schedules was maintained chargewise and villagewise in the following form for record and to facilitate checking of the sampled schedules when returned for reinsertion in the Household Schedule pads :

Name of the district—

Sl. no. of charge	Name of the charge	Name of Mauzas	Revenue Thana no.	No. of pads		No. of sampled schedules	Remarks
				50	25		
1	2	3	4	5	6	7	8

Similar register was maintained for urban areas also with suitable changes in column headings. The procedure for sampling and coding for urban areas of district was similar to that for rural areas. For urban areas extracted slips for an enumerator's block were made into a bundle and an identity card indicating the name of the district, name of town with code number, ward/circle no., block no. and number of sampled schedules was attached to each bundle.

The sampled schedules were required to be coded. Only after proper coding the information in the Household Schedules could be punched.

The coders, therefore, had to do a very responsible job, because wrong coding would lead to the results being vitiated. Thus care was always taken to see that the quality did not deteriorate. The villagewise bundles of sampled Household Schedules were passed on to the coders for coding. It was ensured that the coders were always fed with sampled schedules by samplers for coding. Thus, things were so arranged that sampling and coding were in the nature of chain operations. The instructions for coding and punching are reproduced below:

Coding and Punching for the Household Schedules and Census Population Record

Column number in the card	Description of the column	Column in Household Schedule	Coding and Punching instruction	
1	2	3	4	
	Columns 1 to 26—Cultivation, Household Industry and workers Household Schedules			
1-2	District	.. Location Code	.. The number of each district given in the location code should be punched.	
3-4	Anchal/Town ..	.. Location Code	.. The number of anchal/town in each district given in location code should be punched. In case of Urban area for location code the number would have been given in Roman numbers. For purposes of punching the town should be numbered in Arabic numeral serial beyond the last anchal number and this number should be punched.	
5 7	Village/Enumerator's block	.. Location Code	.. For a village the number given in the location code should be punched. For a town the enumerator's block number given in the location code should be punched.	
8 -12 44 48	Household number ..	.. Location Code	.. The composite number for the Household Schedule should be punched. Where, however, the number of household is indicated by (A), (B) for purposes of coding they should be converted into Arabic numeral serial.	
13/49	S.C./S.T./Others ..	.. Second rectangle in right hand top corner.	S. C.	0
			S. T.	1
			Others	2
14/50	Household Class ..	.. A Cultivation ..	Households engaged only in Cultivation.	0
		B Household Industry	Households engaged only in Household Industry.	1
			Households engaged both in Cultivation and Household Industry.	2
			Households engaged neither in Cultivation nor Household Industry.	3
15/51	Interest in land ..	.. A. I. ..	.. Households cultivating land owned or held from Government.	0
			Households cultivating land held from private persons or institutions for payment in money, kind or share.	1
			Households cultivating land owned or held from Government and also held from private persons or institutions for payment in money, kind or share.	2

Coding and Punching for the Household Schedules and Census Population Record—*contd.*

Column number in the card	Description of the column	Column in Household Schedule	Coding and Punching instruction
1	2	3	4
16/52	Size of Land	A. Col. 3	Less than 1 acre .. .. .. 0 1.0—2.4 .. .. .. 1 2.5—4.9 .. .. .. 2 5.0—7.4 .. .. .. 3 7.5—9.9 .. .. .. 4 10.0—12.4 .. .. .. 5 12.5—14.9 .. .. .. 6 15.0—29.9 .. .. .. 7 30.0—49.9 .. .. .. 8 50+ 9
17—20 53—56	Household Industry Industry	B. Col. 2	In case where more than one industry has been recorded the more important one will have to be taken for preparation of Household Economic Tables. For this purpose the industry which is conducted for a greater number of months will be taken as principal industry. The 3 digit Minor Groups of the Indian Standard Industrial Classification have been extended to 4 digits in the case of important industries. The code number should be written in the space provided in Col. 3. Punch 000 where there is no Household Industry.
21/57	Months worked	B. Col. 4	1—3 Months .. .. 0 4—6 ,, ... 1 7—9 ,, ... 2 10—12 ,, ... 3
	Workers		
22/58	Family Workers—Males ..	C. Cols. 2 and 3 ..	No coding. The total of Cols. 2 & 3 should be punched. It is presumed that the head is always a male.
23/59	Family Workers—Females ..	C. Col. 4	No coding. The number in Col. 4 has to be punched.
24-25 60-61	Hired Workers	C. Col. 6	No coding. The number given in C. Col. 6 should be punched.
26/62	Total Workers	After Col. 6 ..	1 person .. .. .. 0 2 persons .. .. .. 1 3—5 persons .. .. 2 6—10 persons .. .. 3 More than 10 persons 4
	Cols.27—43—Census Population Record		
27-28 63-64	Total persons	Rectangle against total persons at the bottom.	No coding. Punch the number against total persons at the bottom of Population Record.
29/65	Males	Col. 2 bottom ..	No coding. Punch the number at the bottom—Total number of males.
30/66	Females	Col. 3 bottom ..	No coding. Punch the number at the bottom—Total number of females.
	Head of Household		
31/67	Sex	Cols. 2,3	If the head of the Household is male punch 0. If the head of the household is female punch 1.

Coding and Punching for the Household Schedules and Census Population Record—*concld.*

Column number in the card	Description of the column	Column in Household Schedule	Coding and Punching instruction
1	2	3	4
32/68	Marital Status	Col. 6	Never married .. .. .. 0 Married .. .. .. 1 Widowed .. .. .. 2 Divorced or Separated .. .. 3 Write the code number against the head of households in Col. 6 of Population Record.
	Occupation		
33—35 69—71	Occupation	.. Col. 7 ..	.. To be coded according to National Classification of Occupations in 3 digit code. Write the code no. in Col. 7 against the head of household below occupation.
36/72	No. of Spouses ..	.. Col. 4 ..	.. If the spouse is male punch 0. If there are female spouses punch the number of spouses in the column.
37/73	Married sons ..	.. Cols. 4 & 6	.. No coding. Find out the number of married sons from Cols. 4 & 6 and punch the number.
38/74	Other married male relations	.. Cols. 4 & 6	.. No coding. Find the number of married male relations other than married sons from Cols. 4 & 6 and punch the number.
39/75	Other male relations ..	.. Cols. 4 & 6	.. No coding. Find the number of male relations who are not married sons or other married relations and punch the number.
40/76	Unrelated males ..	.. Cols. 2 & 4	.. No coding. Find the number of unrelated males from Cols. 2 & 4 and punch the number.
41/77	Married female relations	.. Cols. 4 & 6	.. No coding. Find the number of married female relations and punch the number.
42/78	Other female relations ..	.. Cols. 4 & 6	.. No coding. Find the number of female relations who are not married relations and punch the number.
43/79	Unrelated females ..	.. Cols. 3 & 4	.. No coding. From Cols. 3 & 4 find the unrelated females and punch the number.

N. B.—The following changes have been made in the card design and punching of codes:

Card Column

36/72 (*a*) If the number of spouse is male the column has been left blank.

(*b*) If the spouse is Nil '0' has been punched.

80	Rural	.. Thana No.	..	Thousand position of Thana no. in respect of Singhbhum district has been punched in Col. 80.
80	Urban	.. Town No.	..	Tenth position of Town no. in respect of Jamshedpur and Patna towns has been punched in Col. 80.

22/58 In cases of the female head of household, the head of household has been treated as such in respect of sex.

NOTE: In cases in which any of the returns relating to (*i*) size of land in A. Col. 3, (*ii*) period of working of Household Industry in B. Col. 4, and (*iii*) total workers after Col. 6 in Part C of the Household Schedule was missing, the coders were instructed to record code 'X' in the column concerned.

Initially, the work of sampling and coding of the Household Schedules started with 9 persons who were appointed as coders on a monthly fixed salary of Rs. 140. Of them, two were enagaged in sampling, two in extraction of slips and the remaining five in actual coding work. It was not thought proper to entrust the work of extraction of sampled schedules to class IV staff because of chances of error. As the work progressed, further two teams each consisting of 2 samplers, 2 extractors and five coders under the charge of one checker were put on this work. The norm for coding was fixed at 500 schedules per coder day. Some of the experienced coders from the Central Tabulation Unit, Patna City had been sent to Hazaribagh Tabulation Office for coding of the sampled schedules there. The entire sampling and coding work was completed by the end of 1962.

According to the instructions received from the Deputy Registrar General, India returns in Household Schedules only were required to be coded and relevant entries in Census Population Records were to be punched by the punchers directly. Subsequently, when some of the sampled schedules were made over to the Directorate of Statistics, it was pointed out by them that unless the entries in the Census Population Records were also coded it would take a long time for punchers to punch the cards and the estimated outturn of 500 cards per puncher-day would not be achieved. Accordingly, the relevant entries in the Census Population Records, were also coded.

In order to expedite the work, rubber stamps were used by the coders for giving the column numbers of the card. Since information relating to two Household Schedules had to be punched on the same card, two sets of rubber stamps were prepared. They were used alternately for the bundle of sampled schedules. The first instalment of coded schedules was sent to the Mechanical Tabulation Unit towards the end of June, 1961. A list showing the number of coded schedules villagewise/anchalwise was also sent to the Mechanical Tabulation Unit alongwith the coded schedules. The coded schedules when received in the Directorate of Statistics were verified as per the list by the supervisor.

Punching was undertaken in the Directorate after necessary training was imparted by the Assistant Director (Research) of the Directorate of Statistics, Bihar on punching and verifying machine. The coded schedules on receipt in the Mechanical Tabulation Unit were distributed to the punching operators for punching the information on the cards. The punching operators used to punch cards according to the prescribed card design. After the cards had been punched, the Household Schedules alongwith punched cards were given to another set of workers (designated as verifiers) for verification. The process of verification of punched cards was done mechanically. If there was error in punching, i.e., information transferred on the card was either not in proper column of the card or was wrongly punched, the error was detected by the machine. After detection of erroneous punching, the card along with the coded schedules were returned to the punching operators for repunching and they were then subjected to re-verification.

The punched cards, duly verified on verifying machines were made to pass through a series of operations in the Hollerith machine where they were sorted automatically and the data were compiled and tabulated in the desired manner. In order to save time in punching, sometimes the common code numbers (like district code numbers and anchal code numbers) instead of being punched on each card were punched on a single card and the entire lot of unpunched cards along with the punched one were put on gang punch. This machine punched the code number on the entire bunch of cards quicker. The sorted cards were then fed on tabulator. This machine tabulated the results for the level (district or anchal) required. At a time three or four copies of the results were made available by the tabulator.

Post-machine scrutiny was an important operation in the mechanical tabulation process. Through this process, the mechanical faults were scrutinised and eliminated. After these stages tables were given to the compilation assistants to be copied in the prescribed form.

As the progress in the Directorate of Statistics, Bihar was lagging behind on account of inadequacy of machines, it was decided during the course of the visit of the Mechanical Tabulation Officer, New Delhi in March, 1963 to send punched cards relating to eleven districts for tabulation of data in his office. Thus tables for six districts, viz., Patna, Shahabad, Bhagalpur, Saharsa, Palamau and Dhanbad were prepared in the Directorate of

Statistics, Bihar while those for the remaining eleven districts were prepared in the Office of the Mechanical Tabulation Officer, New Delhi.

Household Economic Tables

Household Economic Tables have been presented for the first time in 1961 Census. Eight tables have been prepared from the returns in the Household Schedules and one table from the relevant entries both in Household Schedules and Census Population Records. One more table was prepared from the returns in the Household Schedules relating to the scheduled castes/tribes. These tables have been prepared on 20 per cent sample of households. The tables are described below :

Table B-X—This table classifies the households into four main categories, viz., (*i*) households engaged neither in cultivation nor household industry, (*ii*) households engaged in cultivation only, (*iii*) households engaged in household industry only, and (*iv*) households engaged both in cultivation and household industry.

Figures have been presented up to anchals for rural areas and up to districts for urban areas.

Table B-XI—This table classifies the total number of cultivating households by size of land cultivated, cross-tabulated by interest in land under three broad categories, viz., (*a*) owned or held from Government, (*b*) held from private persons or institutions for payment in money, kind or share, and (*c*) partly held from Government and partly from private persons or institutions for payment in money, kind or share.

The holding sizes in acres are—less than 1, 1.0—2.4, 2.5—4.9, 5.0—7.4, 7.5—9.9, 10.0—12.4, 12.5—14.9, 15.0—29.9, 30.0—49.9, 50+ and another category for unspecified sizes.

The units for which figures have been presented in this table are the same as in Table B-X.

Table B-XII—This table shows the classification of the households in different holding sizes by number of persons working in cultivation. The holding sizes are the same as in Table B-XI. In case of households where more than one person is working, the figures of family workers and hired workers have been shown separately, the former having been shown sexwise. The units for which the table has been presented are the same as in Table B-XI.

Table B-XIII—This table shows the break up of households against Division and Major Group of household industry by different sizes of land cultivated. The holding sizes for this table are the same as in Table B-XI. Major Groups of household industries having less than 10 per cent of the figures in respective Division have been dropped from the table and are shown in Appendix to the table for economy of space. Figures have been presented for the State, divisions and districts separately for rural and urban areas.

Table B-XIV—This table relates to households engaged only in household industry. It has been presented in two parts. Part A shows the classification of households by nature of household industry (up to Major Group of the I.S.I.C.) and the number of persons engaged in each group under 1 person, 2 persons, 3—5 persons, 6—10 persons, more than 10 persons and unspecified. Major Groups of household industry having less than 10 per cent of the figures of respective Division have been excluded from the table and are shown in the Appendix to the table. Figures have been presented up to districts only. Part B shows the number of households engaged in household industry for each Minor Group according to the four digit code numbers. Figures have been presented up to districts only.

Table B-XV—This table relates to households engaged both in cultivation and household industry. It shows the classification of households by different holding sizes, cross-tabulated by the number of persons working in these households. Where more than one person are employed the number of family workers (classified by sex) and hired workers are shown separately. The holding sizes are the same as in Table B-XI. Figures have been presented for the same units as in Table B-X.

Table B-XVI—This table relates to households engaged in household industry only or both in household industry and cultivation. The two categories of households against each Division and Major Group of household industry have been cross-tabulated with reference to the period of working of the industry. The period of working has been grouped under four categories, viz., 1—3 months, 4—6 months, 7—9 months and 10 months—1 year. Under

each category the number of households, the number of family workers (classified by sex) and the number of hired workers have been given. The Major Groups of household industry having less than 10 per cent of the figures of the respective Division have been shown in the Appendix for economy of space.

Table B-XVII—In this table figures have been presented separately for total, rural and urban areas of the State, divisions and districts. For rural areas data have been presented for three categories of households, viz., (*i*) households engaged neither in cultivation nor household industry, (*ii*) households engaged in household industry only, and (*iii*) households engaged in cultivation (with or without household industry). The last category has been classified by the same holding sizes as in Table B-XI. This table shows the classification of the above mentioned households by five sizes of households, viz., (*i*) single member household, (*ii*) 2-3 members, (*iii*) 4—6 members, (*iv*) 7—9 members, and (*v*) 10 members and above. Under each size class number of households and number of members classified by sex have been shown. For total and urban areas, total number of sampled households have been shown by size classes of households, there being no classification by (*i*) households engaged neither in cultivation nor household industry, (*ii*) households engaged in household industry only, and (*iii*) households engaged in cultivation.

The above mentioned 8 Household Economic Tables have been printed in Part III, 1961 of this State.

Table C-I—This table has been presented separately for total, rural and urban areas of the State, divisions and districts. It shows the classification of the household population by (*i*) heads of household, (*ii*) spouses of heads of household, (*iii*) married relations, (*iv*) never married, widowed and divorced or separated relations, and (*v*) unrelated persons. For rural areas households have been further classified into three categories, viz., (*a*) households engaged neither in cultivation nor household industry, (*b*) households engaged in household industry only, and (*c*) households engaged in cultivation, the last category having been classified into the same size classes of holdings as in Table B-XI.

This table has been printed in Part II-C, 1961 of this State.

Table SCT-V—This table has been presented for rural areas of the State, divisions and districts. Part A of this table relates to scheduled castes and Part B to scheduled tribes. This table shows the classification of the cultivating households by the same holding sizes as in Table B-XI, further cross-tabulated by three kinds of interest in land, viz., (*a*) owned or held from Government, (*b*) held from private persons or institutions for payment of money, kind or share, and (*c*) partly held from Government and partly from private persons for payment in money, kind or share.

This table has been printed in Part V-A, 1961 of this State.

Subsidiary Tables—12 subsidiary tables, one each from Tables B-X, B-XI, B-XIV Part A, B-XIV Part B and B-XVII, four from B-XII & B-XV, and three from B-XVI have been prepared from Household Economic Tables. They have been printed in Part I-C, 1961 of this State. The subsidiary tables are listed below:

Table B-X.1—Distribution of 1,000 sample households (*i*) engaged neither in cultivation nor household industry, (*ii*) engaged either in cultivation or household industry but not in both, and (*iii*) engaged both in cultivation and household industry for *all areas*;

Table B-XI.1—Distribution of 1,000 sample households engaged in cultivation by interest in land and size of land cultivated in *rural areas only*;

Table B-XII.1—Distribution of 1,000 sample households engaged in cultivation by size of land cultivated in *rural areas only*;

Table B-XII.2—Distribution of 1,000 sample households engaged in cultivation by size of land cultivated and working strength in *rural areas only*;

Table B-XII.3—Distribution of 1,000 sample household workers (family/hired) engaged in cultivation with and without household industry by each size of land cultivated and size of employment by family and hired workers in *rural areas only*;

Table B-XII.4—Average number of family and hired workers per cultivating house-

hold by each size of cultivated holding in *rural areas only*;

Table B-XIV Part A.1—Distribution of 1,000 sample households engaged in household industry only by principal household industry and working strength in *all areas*;

Table B-XIV Part B.1—Distribution of 1,000 sample households engaged in household industry only by principal household industry (Division/Major/Minor Groups) in *all areas*;

Table B-XVI.1—Distribution of 1,000 sample households engaged in household industry (with and without cultivation) by principal household industry in each duration,

Table B-XVI.2—Distribution of 1,000 sample household workers engaged in principal household industry (with and without cultivation) by family and hired workers in each duration:

Table B-XVI.3—Average number of family and hired workers per household engaged in principal household industry (with and without cultivation) by the duration of household industry in *rural and urban areas*; and

Table B-XVII.1—Distribution of 1,000 sample households by size of households.

From Table C-I only one Subsidiary Table C-I.1 (Family composition of 1,000 sample households total/rural/urban population) was prepared which has been printed in Part I-C. 1961 of this State. No subsidiary table was prepared from Table SCT-V.

CHAPTER IV

CENTRAL TABULATION

Organisation of Central Tabulation Office

A small cell was set up in the Urban Tabulation Office, Patna City, as early as in 1961 to complete the work of the housing tabulation, to do the sampling and coding of Household Schedules and to make detailed checking of the P. C. As. received from the Regional Tabulation Offices. A full-fledged Central Tabulation Office, however, started functioning from February, 1962 when the Regional Tabulation Offices were wound up.

Accommodation—As two huge buildings at Pachchim Darwaza, Patna City were under our occupation for the Rural and Urban Tabulation Offices, the accommodation for Central Tabulation Office presented no problem at all. The Central Tabulation Office was housed in the building in which the Rural Tabulation office was functioning.

Furniture—After the Regional Tabulation offices were wound up, the surplus furniture articles which could not be disposed of locally were sent to the Central Tabulation Office. No furniture was purchased for the Central Tabulation Office.

Formation of various section After the organisation of the Central Tabulation Office in early 1962, the work in the office was broadly divided into the following sections :

(*i*) Housing tabulation,

(*ii*) Sampling and coding of Household Schedules,

(*iii*) Compilation of Primary Census Abstracts,

(*iv*) Preparation of main tables and their subsidiaries,

(*v*) Tabulation of fertility data,

(*vi*) Preparation of District Census Handbooks,

(*vii*) Printing, and

(*viii*) Preparation of anchal maps.

There were three Deputy Superintendents working in the Central Tabulation Office and the sections allotted to them were as follows :

1. Shri S. Sharan—(*iii*), (*vi*) and (*viii*).
2. Shri K. M. Sinha—(*i*), (*ii*) and (*v*).
3. Shri U. P. Shrivastava—(*iv*) and (*vii*).

After the reversion of Shri K. M. Sinha and Shri S. Sharan to State Government, Shri U. P. Shrivastava was put in charge of the entire work. In this chapter I shall deal with compilation of Primary Census Abstracts and preparation of main tables and their subsidiaries. Other items have been discussed elsewhere.

COMPILATION OF PRIMARY CENSUS ABSTRACT

The Primary Census Abstracts for anchals, towns, districts and State had been sent to the Registrar General, India on the 15th January, 1962 after figures of different categories of workers and non-workers and of illiterates and literates were verified with reference to Sorter's Ticket 5 and of scheduled castes and scheduled tribes with reference to Sorter's Ticket 22. In the Primary Census Abstract the area figures of anchals were provisional. After the organisation of Central Tabulation Office, a detailed verification of area figures was made from the Thana Jurisdiction Lists. As the area figures of anchals were worked out for the first time in this census, this operation took some time. The revised area figures were sent to the Registrar General, India along with A Series Tables on the 15th February 1962. The work in this section related mainly to the preparation of final copies of villagewise Primary Census Abstracts after due check. One copy of the villagewise Primary Census Abstract used to be sent to the Office of the Registrar General, India. A team consisting of Shri U. N. Saha, Tabulation Officer assisted by two tabulation assistants and a number of compilation assistants completed the work by the end of August, 1962.

PREPARATION OF MAIN TABLES AND THEIR SUBSIDIARIES—One section was set up mainly to scrutinise the tables prepared in the Regional Tabulation Offices and to prepare the State tables and subsidiary tables. Manuscript copy of the census tables to be included in the District Census Handbooks, and tables for General Report were also prepared in this section.

There were 4 cells in this section each consisting of one tabulation officer, one statistical assistant and some selected tabulation assistants and compilation assistants. In the beginning the work was distributed among them as indicated below :

Name of tables	Tabulation Officer	Statistical Assistant
1. A & B Series	Shri R. B. Pandey	Shri T. N. Verma
2. C-Series	Shri S. N. Prasad	Shri Maheshwar Prasad
3. D-Series	Shri Giridhar Prasad	Shri Kanhaiya Lal
4. SCT-Series	Shri B. N. Gupta	Shri Ram Chandra Sahu

After completion of most of the tables, three of the tabulation officers were reverted to their department. Shri R. B. Pandey, Tabulation Officer then looked to the work of all the cells.

Preparation of main tables—The main tables were prepared mostly in the Regional Tabulation Offices. The pending tables of the Regional Tabulation Offices were, however, prepared in the Main Table Section. All the tables for the State and divisions were also prepared in this section after careful scrutiny of the tables prepared in the tabulation offices.

The following were some of the important checks made :

(*i*) Arithmetical accuracies within table ;

(*ii*) Inter-table checks ; and

(*iii*) Improbable returns relating to language, caste, religion, occupation, etc.

In case discrepancies were found, Individual Slips, Sorter's Tickets and Compiler's Posting Statements were referred to where necessary. In certain cases even local enquiries were made. The tables were prepared by tabulation assistants assisted by selected comp lation assistants. The tables prepared by each tabulation assistant were checked by another tabulation assistant or statistical assistant. Test checking was also done by tabulation officers and Deputy Superintendent of Census Operations. A copy of the table thus prepared was forwarded to the Central Tabulation Officer, New Delhi for scrutiny in his office. Due to non-availability of good typists, the manuscript copy was also prepared by compilation assistants with good handwriting. This arrangement worked well and reduced the time lag between the preparation of tables and their despatch to Central Tabulation Officer. The comparison work was done mainly by compilation assistants. After the tables were finally approved by Central Tabulation Officer, New Delhi, one copy of the explanatory note preceding each table was sent to Central Tabulation Officer for his comments, if any. Finally, the tables and explanatory notes were made over to the Printing Section for printing.

Preparation of subsidiary tables - After the main tables the preparation of subsidiary tables was taken up. The tables were prepared in the forms prescribed in the book, "1961 Census—Revised Subsidiary Table Forms" circulated by the Registrar General's Office to all Census Superintendents. Detailed instructions for preparation of each subsidiary table are also given in that book. In all 64 subsidiary tables were prepared from the main tables, besides 12 from household economic tables and 1 from Table C-I. In the beginning, the Office of the Central Tabulation Officer scrutinised tables for all the units but later they confined their scrutiny to the State figures only leaving the checking of the district and division figures to my office. The figures for all the units were scrutinised in respect of all the subsidiary tables of A-Series, B-IV.1 to B-IV.8 and B-VII Part A.1 to B-VII Part A.3 of B-Series and D-IV.1 to D-IV.3 and D-V.1 of D-Series and for State only for all other subsidiary tables of B-Series, all the subsidiary tables of C-Series and Tables D-I.1, D-II.1 to D-II.3 and D-III.1 of D-Series.

Preparation of other tables—The Registrar General, India had circulated to all Superintendents of Census Operations, the Draft Reporting Programme containing numerous inset tables. These inset tables were to be included in the General Report. Some new tables were also devised by me for analysis of data. All these tables were prepared in the Main Table Section. The tables for District Census Handbooks were also recast in the form to be printed and were subjected to checking in this section.

Maintenance of records—The tables, Compiler's Posting Statements and Sorter's Tickets, etc., used by Main Table Section were maintained by a compilation assistant who was doing the work of record keeper in addition to his duties. He was also incharge of the small library which contained books for reference.

Calculating machines—Three hand and one electrically operated calculating machines were provided in this section. But difficulties were experienced in coping with the entire work with four machines. The section was, therefore, made to work in shifts to make maximum use of the calculating machines. A request was made to the authorities of the Patna University to allow some of our tabulation assistants to work in their Department of Statistics on calculating machines. They allowed four of our tabulation assistants to work on their calculating machines there during their working hours. Besides, to expedite work, we also appointed some post-graduate students of the same department to work during summer vacation. They worked in the Department of Statistics under the supervision of Prof. J. Sharan of the same department, who was paid honorarium befitting his pay scale in the department. The calculating machines were provided by the Department of Statistics.

CHAPTER V

COMPILATION OF DISTRICT CENSUS HANDBOOKS

Though compiled in the Census Office, District Census Handbooks are State Government publications. They were printed for the first time in 1951 Census. The tradition has been maintained in 1961 with certain improvements. It was decided in the Second Conference of Superintendents of Census Operations at Delhi in August, 1960 (Appendix I) that the scope of the handbook should be enlarged to present as much information on census and other departmental statistics as possible. Efforts have, therefore, been made to enrich the contents of the handbook in several ways. Some of the statistics included in the handbooks are mentioned below :

Village Statistics—Village Statistics, showing villagewise population with break up for 8 livelihood classes were presented for the first time in 1951 in the District Census Handbook. The Village Statistics printed in 1961 show for every village, area, number of occupied residential houses and households, general population as well as population of scheduled castes and scheduled tribes, literate and educated persons, and workers classified into 9 industrial categories and non-workers sexwise. Within an anchal, villages have been arranged according to the Gram Panchayat to which they belong or according to their thana nos. in blocks of 5, where no Gram Panchayat was constituted then. If the Gram Panchayat bore the name of one of the constituent villages, it was indicated by printing the name of such village in *italics*. In other cases the name of the Gram Panchayat was printed in *italics* at the head of the constituent villages. The jurisdiction of Gram Panchayat was obtained from Charge Register prepared by the Charge Superintendent for the Census of 1961. The jurisdiction of many Gram Panchayats was not finally settled then. No up to date list of villages comprised in each Panchayat or anchal was readily available before the Census of 1961. Great difficulty was, therefore, experienced in obtaining a complete and authentic list of Gram Panchayats with the names of their constituent villages. Efforts were also made to verify the lists with those maintained in the District Gram Panchayat Offices. Information in regard to the amenities found in the villages are shown in column 2 to the left or right of the village names by means of various symbols and abbreviations. Information about village amenities other than post offices, post and telegraph offices and inspection/dak bungalows have been compiled from the village notes, prepared by the enumerators at the time of houselisting conducted in September-October, 1960. Location of post offices and post and telegraph offices has been shown on the basis of information obtained from the Office of the Post Master General, Bihar Circle, while location of inspection/dak bungalows has been shown on the basis of information obtained from the departments concerned.

Village Directory—This is primarily an anchalwise list of villages arranged in alphabetical order showing serial number and page number of the villages in Village Statistics. It has been presented to facilitate reference to Village Statistics. It also gives information relating to gross cropped and irrigated areas, irrigation facilities, drinking water-supply and availability of transport for each village as these information could not b included in Village Statistics because of paucity of space. It also shows the 1951 census population for each village for the purpose of comparison.

The data relating to irrigation facilities, drinking water-supply and transport have been compiled from the entries in village notes prepared for each village while the information about gross cropped and irrigated areas has been obtained from the District Statistical Officers. Information about irrigation facilities, drinking water-supply and transport has been shown by means of abbreviations. The Village Directory, read with Village Statistics provides a complete statistical picture of each village in the district.

Census Tables—Census Tables have been classified into the following series according to the nature of information contained in them :

A-Series—General Population Tables ;

B-Series—Economic Tables, comprising :

(*i*) General Economic Tables, and

(*ii*) Household Economic Tables ;

C-Series—Social and Cultural Tables ;

D-Series—Migration Tables ;

E-Series—Housing Tables ; and

SCT-Series—Special Tables for Scheduled Castes and Scheduled Tribes.

Selected tables from all the above series except D & E have been presented in the handbooks. Each series is preceded by a brief explanatory note indicating the salient features of the tables and the concepts used. The tables presented in the District Census Handbooks are as under :

A-Series—

Table A-I (together with Appendices and Annexures).

Table A-IV (together with Appendices).

B-Series—

(*i*) General Economic Tables—

Table B-I—For district.

Table B-III Part A—For district.

Table B-III Part B—Up to anchals.

Table B-VIII Part A—For district.

Table B-VIII Part B—Up to anchals.

Table B-IX—For district for total, rural and urban areas and up to anchals for rural areas.

(*ii*) Household Economic Tables (Based on 20 per cent sample)—

Table B-X—For district for total, rural and urban areas and up to anchals for rural areas.

Table B-XI—For district for rural and urban areas and up to anchals for rural areas.

Table B-XVII—For district.

C-Series—

Table C-I—For district (based on 20 per cent sample).

Table C-II—Up to subdivisions.

Table C-III Part B—For district.

Table C-III Part C—For district.

Table C-V—Up to anchals for total only.

Table C-VII—Up to anchals.

Table C-VIII Part A—Up to anchals

Table C-VIII Part B—Up to anchals.

SCT-Series—

Table SCT-I—For district.

Table SC-I—For the district and for rural areas of selected anchals in which the scheduled caste population is higher than the average scheduled caste population per anchal in the district.

Table ST-I—For the district and for rural areas of selected anchals in which the scheduled tribe population is higher than the average population of scheduled tribes per anchal in the district.

Table ST-II - For the district and for rural areas of selected anchals in which the scheduled tribe population is higher than the average scheduled tribe population per anchal in the district.

Official Statistics - Data about vital statistics, rainfall, agriculture, livestock, industry and wholesale prices were presented in the District Census Handbook of 1951. The District Census Handbook of 1961 not only continued the tradition, but also enlarged its scope by furnishing official statistics on several other topics. The data presented can be broadly categorised into eight groups namely, Vital Statistics, Agricultural Statistics, Livestock, Industry, Administration, Education, Public Health and Communications. The sources from which materials have been obtained are indicated in the tables. The salient features of the tables under eight groups are shown in the explanatory note.

Villagewise Industrial Data—This table gives information about the number of industrial establishments in each village. The information has been extracted from houselist, prepared in September-October, 1960. The name of village is followed by three digit code numbers showing the Minor Groups of Indian Standard Industrial Classification. Figures within brackets indicate the number of establishments. Data relating to towns have been presented separately.

Anchal Maps—One of the special features of the handbook this time is the anchal maps. The work relating to preparation of anchal maps was

divided into four stages. In the first stage, anchal and panchayat boundaries were marked in the printed revenue thana map in the scale 1″=1 mile. Post offices, inspection bungalows, rest houses which were not indicated in the revenue thana maps were marked by pencil and population sizes were shown by different symbols. The anchal map was traced from the revenue thana map. Village names, thana numbers, heading and other details were typed and population ranges were shown by different sizes of circles. The maps were then finally checked and examined by senior draughtsmen. In the second stage, the maps were subjected to local verification. This work involved a number of operations. To start with ten proof copies (number of proof copies was subsequently reduced to five) of each map were got prepared in the Bihar Survey Office, Gulzarbagh, Patna by vandyke process. Proof copies of the anchal maps were sent to the District Officers, Subdivisional Officers and Block Development Officers concerned. The Block Development Officers were required to make local verification and to indicate the corrections in red ink in the proof copy of the maps. They sent the corrected proof copy of the maps and their separate verification reports indicating corrections to be carried out to their Subdivisional Officers. The Subdivisional Officers in their turn forwarded the reports and verified maps received from Block Development Officers and their own verification reports to Collectors who forwarded them to my office. In many cases the verified maps and reports were received from the Block Development Officers direct also. On receipt of these reports and verified maps, corrections were made in the original tracing of the anchal maps concerned. The corrections were then incorporated in the zinc plates prepared in the Bihar Survey Office. After the incorporation of the corrections the plates were ready for final printing of anchal maps. The third stage related to the printing of final copies of the anchal maps in the scale 1″=1 mile. The fourth stage related to the preparation of blocks in the size 9″×7″ for reproduction in the District Census Handbooks. Since anchal maps in the scale 1″=1 mile were too large in size, it was not possible to present them in the District Census Handbooks without reduction. It was, therefore, considered necessary to get the blocks of anchal maps in the size 9″×7″ prepared for presentation in the District Census Handbooks. In order to have minimum reduction necessary in each case, each finally printed anchal map was clipped, rearranged and mounted on a separate sheet of thick paper. After mounting retouching was done wherever necessary and graticules were typed. The blocks of anchal maps for the districts of Saharsa and Palamau were prepared by M/s Neo Offset, Allahabad and those for other districts by M/s Commercial Reproduction Private Limited, Calcutta.

The note introducing the district, brief gazetteer of places and glossary of ancient monuments are some of the other items of interest in the handbook.

Staff—As the District Census Handbooks are State Government publications, the following categories of staff were sanctioned by State Government in connection with the compilation of data and printing of the handbooks:

Serial no.	Name of the post	No. of posts	Duration of appointment		Pay	Allowance	
			From	To		C.L.A.	H.R.A.
1	2	3	4	5	6	7	8
					Rs.	Rs.	Rs.
1	Technical Assistant	1	5-10-1964	29 2-1968	150.00	78.25	7.50
2	Comparers	3	5-10-1964	29-2-1968	75.00	57.00	4.00
		4	5-10-1964	31-7-1967	75-00	57.00	4.00
		2	5-10-1964	30-11-1966	75.00	57.00	4.00
3	Statistical Assistant	1	1-3-1966	28-2-1967	250.00	5-00	..
4	Tabulation Assistant	1	1-3-1966	28-2-1967	202.00	5-00	7.50
5	Tabulation Assistant	1	1-3-1966	28-2-1967	242.40*	5.00	7.50
6	Typist	1	1-3-1966	31-7-1967	124.00	5-00	4.00
7	Proof Readers	2	1-3-1966	28-2-1967	160.00	5.00	7.50
8	Peon	1	1-3-1966	29-2-1968	70.00	7.50	3.00

*Including deputation special pay.

Shri Md. Noor Khan, retired Head Draughtsman of the Bihar Survey Office, who was already working in the Census Department from before, was appointed supervisor of the anchal map section which consisted of one head draughtsman, four senior draughtsmen and 25 draughtsmen. The number of draughtsmen varied from time to time depending on the volume of work. One draughtsman was appointed by Census Department also for this section. This draughtsman and the supervisor were paid out of census budget while the remaining members of staff of the section were paid by the State Government.

Printing of District Census Handbooks—As the Government Press could not cope with the work of printing of all the District Census Handbooks because of their other commitments printing of 11 out of 17 District Census Handbooks was assigned to private presses at Allahabad, Patna and Ranchi. Thus the District Census Handbooks for the districts of Patna, Gaya, Monghyr, Santal Parganas, Hazaribagh and Ranchi were printed by the Government Press, Gulzarbagh, while the printing of the remaining handbooks was done by the private presses.

CHAPTER VI

FERTILITY SURVEY

At the instance of the Registrar General, India, Fertility Survey was undertaken in this State as one of the supplementary projects of 1961 Census. It sought to collect information on fertility pattern of Indian women and on the working force. The Fertility Survey was taken up in accordance with the instruction of the Registrar General, India, conveyed in his letter no. 16-20/61-VS, dated the 11th October, 1961 in which he observed, "It is important to find out correctly the information on each item as without this type of Fertility Survey it will be very difficult for the census to hand down to the Planning Commission and the State Government reliable material for population projections of the country. I do, therefore, hope that this Survey will be acclaimed with the same enthusiasm as other census projects in the past".

Pre-testing–Pre-testing of the questionnaire and the instructions for this survey was done by the Regional Tabulation Offices. Besides the Deputy Superintendents of Census Operations, selected supervisors, compiler-checkers and sorters were also engaged in it. The number of Household Schedules and Fertility Slips filled in and the approximate time (in minutes) in filling each form is indicated in the table below :

Office	Household Schedule		Fertility Slip	
	Number	Time	Number	Time
1	2	3	4	5
Patna Rural ..	30	15	60	7
Muzaffarpur I ..	100	8	184	8
Muzaffarpur II ..	60	N.A.	N.A.	N. A.
Bhagalpur ..	91	15	146	15
Deoghar	59	20	96	10
Hazaribagh ..	65	17	N.A.	8
Ranchi	100	10	N.A.	10

N.A.—Not available.

The trial canvassing undertaken in the pre-testing gave first hand idea of the difficulties likely to be faced in the conduct of the survey and the reaction of the respondents to some of the questions which were of intimate and personal nature.

Agency for the survey—The agency for enumeration at the time of census was mostly teachers of elementary schools. Though they did their work with due diligence, it was felt that they would not be able to appreciate fully the intricacies of the Fertility Survey. It was, therefore, decided that the survey should be carried out by selected supervisors, compiler-checkers and sorters working in different Regional Tabulation Offices. The work in different tabulation offices was nearing completion and so it was thought desirable to entrust the work to selected staff of tabulation offices after completion of sorting. Investigators for this survey were, therefore, appointed from amongst the different categories of staff working in tabulation offices. They were appointed on a fixed pay of Rs. 150 per month which was inclusive of travelling allowance and other allowances. Generally 3 to 4 blocks were allotted to one investigator.

Area covered—This was a sample survey confined to the areas where post enumeration check of census was done in 1961. One out of every two hundred enumerator's blocks in rural areas and one out of every fifty blocks in urban areas were selected for the survey. The statement below shows the number of blocks selected and the districts tagged to each Regional Tabulation Office for the survey :

Name of the Regional Tabulation Office	Name of the district	No. of blocks selected.	
		Rural	Urban
Patna Urban ..	Patna ..	17	14
Patna Rural ..	Gaya ..	36	7
	Shahabad ..	28	6
Muzaffarpur I ..	Champaran ..	20	3
	Darbhanga ..	28	6
Muzaffarpur II ..	Saran ..	19	4
	Muzaffarpur ..	25	4
Bhagalpur ..	Bhagalpur ..	18	5
	Saharsa ..	10	2
	Purnea ..	22	6
Deoghar ..	Monghyr ..	31	10
	Santal Parganas ..	61	3
Hazaribagh ..	Palamau ..	16	2
	Hazaribagh ..	36	5
	Dhanbad ..	9	7
	Singhbhum (except Sadar subdivision).	16	9
Ranchi ..	Ranchi ..	21	7
	Singhbhum (Sadar subdivision only).	8	2

A districtwise list of blocks selected for the survey separately for rural and urban areas was supplied to each Deputy Census Superintendent. The list also contained information about number of Household Schedules, males and

females in each block. An estimate of man-days to complete the survey was prepared by my office for each district and the strength of investigators was decided accordingly.

Training—The investigators were given intensive training for the survey by the Deputy Census Superintendent concerned. After the investigators had completed their first round of blocks they were called to some suitable central place or to the tabulation office on a fixed date. At this meeting, the forms filled in by them were subjected to thorough checking. Discrepancies found in the filled in forms were pointed out to them and their doubts and difficulties were removed. After this checking there was no difficulty in their completing the work in respect of the remaining blocks.

Household Schedules and Fertility Slips Two forms were filled up in this survey One was the Household Schedule, which was prepared for every household in the selected block. The second form was Fertility Slip which was canvassed for every ever married woman, i.e., who was married, widowed, divorced or separated.

The Household Schedule was divided into three sections. Section 1 was more or less the same as the Census Population Record prepared at the time of the 1961 Census. It was meant to give a complete list of all the persons of the household (including visitors) present at the time of the investigator's visit. It also gave details of age, sex, marital status and their relationship to the head of the household. Section 2 aimed at finding out if there was any woman in the household who had married more than once. Section 3 was filled in only in respect of persons above the age of 10 years to find out the number of working persons in the household. The following definition of 'working' was adopted for this survey :

> "A person is 'working' if his activity brings him or to his family earnings in cash or kind. Such earnings should arise from repairs done or services rendered or sale of own or somebody else's produce including manufactured goods. The earnings arising from interest, dividend, pension, rent, royalty and begging are not relevant in this connection."

The reference period for determining the status of a person as worker was a period of 15 days just before the date of visit of the investigator. In seasonal work like cultivation, livestock, dairying, etc., if the person had some regular work of more than one hour a day throughout most of the reference period of 15 days, he was considered as 'working'.

The object of the Fertility Slip which was filled in for every ever married woman was to collect information on the total number of children born to a woman with reference to her age at marriage, duration of married life, religion, education, and her husband's occupation, industry and education. The schedules had been printed in Hindi.

Time taken in Survey—The actual survey was started in the beginning of December, 1961 and was completed by the middle of February, 1962. It was felt that there may be some reluctance on the part of respondents to furnish information on questions on fertility and co-operation of the people may not come forth for the survey. All District Officers were, therefore, requested *vide* this office letter no. EN-171/61/4744, dated the 16th November, 1961 to issue instructions to the local officials, viz., V.L.Ws., Karmacharis and Gram Sevaks, as well as Mukhiyas through the Block Development Officer/Anchal Adhikari to render all possible help and co-operation in the work.

As against 81,568 ever married women (65,722 in rural areas and 15,846 in urban areas) in selected blocks, Fertility Slips were canvassed for all except 841 women in rural areas and 269 in urban areas. Lack of response in these cases was partly due to the reluctance on the part of aged women to recall their past and partly due to difficulty in approaching young *'pardanasin'* ladies However, on the whole the coverage was very satisfactory.

Tabulation of Fertility Data- After the field work was over, the schedules and slips were scrutinised in the Regional Tabulation Offices. After scrutiny, the schedules and slips were sent to Central Tabulation Office, Patna City for tabulation of data. All the schedules and slips were received in the Central Tabulation Office by the end of February, 1962. A section consisting of one tabulation officer, four checkers and 40 compilation assistants was set up for the scrutiny, processing and tabulation of fertility data. Shri K. M. Sinha, Deputy Superintendent of Census Operations, was in over all charge of this section. The entire tabulation work was completed by the end of August, 1962 and the tables were sent to the Registrar General's Office on the 18th September, 1962.

CHAPTER VII

SOCIAL STUDIES

Village Surveys

The proposal for conducting special surveys in selected villages was initially mooted by the Registrar General, India in the First Conference of Superintendents of Census Operations held in September, 1959. Originally, emphasis was laid on the study of material characteristics, e.g., settlement pattern of villages, housetypes, dress and ornaments, etc. The topics for enquiry were later elaborated in March, 1960 in two specimen schedules, one for each household and the other for the village as a whole. These schedules were meant to record, besides material and physical traits, details of socio-cultural and occupational changes. The schedules were adopted in the State with minor modifications. Their specimens are printed in the Appendix in the monograph on village Jojohatu (Census of India, 1961, Vol. IV, Part VI, No. 1). The selection of villages for survey was made on the basis of the general instructions whereby about 35 villages were to be selected to represent adequately geographical, occupational and ethnic diversity. Alongwith the specific criteria to be adopted for selection, suggestions were invited from the District Officers (D.O. letter no. EN/34/59—410. dated the 19th November, 1959). Besides consulting District Officers, personal and informal consultations were held by me in the Bihar Tribal Research Institute, Ranchi. As a result of all these, 37 villages (given in the Annexure to this Chapter) were finally selected.

The Village and Household Schedules were initially canvassed through the Directorate of Statistics and Evaluation which was good enough to place the services of their junior statistical supervisors posted in Community Development Blocks at our disposal for this work. A training and orientation camp in the concept, definitions and technique of filling up the schedules was held for the junior statistical supervisors concerned in the month of December, 1960 at Rajgir. It is gratifying to note that all the schedules in respect of the 37 selected villages were filled up by the junior statistical supervisors and returned to this office without much delay.

Special investigators were appointed towards the middle of 1961 to compile and process the data and to elaborate and collect fresh data by personal visits to the villages concerned. Unfortunately, the temporary nature of work in the Census Department and the emoluments offered to investigators initially were not conducive enough to attract the best talents. But there was only one instance of resignation from the post of investigator. With the joining of an Officer on Special Duty (Social Studies and Handicrafts) in the Office of the Registrar General, India, the village survey programme received a fillip. A study camp was organised for Deputy Superintendents of Census Operations incharge of the work in the various States at Delhi in December, 1961. Details of the chapter headings and treatment of various topics in the monographs were discussed and finalised in this meeting.

The investigators were deputed to villages and stayed in them for a period of two to three weeks. They checked and elaborated the data previously collected in schedules and gathered information on new topics. Various records in Government Offices such as the Forest Department and Survey and Settlement Department (Collectorate) were also consulted at the district headquarters of the respective villages for data having bearing on the study of the village concerned. Data available in the district and subdivisional record rooms were also consulted where feasible and necessary. On return to headquarters the investigators prepared their first draft reports while tables were compiled from the Household Schedule by compilation assistants attached to the investigators. The procedure for finalisation of reports was that they would be revised by the Deputy Superintendent incharge and sent to the Officer on Special Duty (Social Studies and Handicrafts), New Delhi. Further improvements would be made in the light of comments received and the draft finally edited by the Superintendent of Census Operations.

Out of 37 villages selected, it could not be possible to depute investigators to 5. These were, therefore, dropped from the purview of the survey.

Artists in this office prepared the necessary sketches and diagrams. I took many photographs in the selected villages. Assistance was also received from Shri Shyamlanand of the Botany Department, Science College, Patna University who worked on a part-time basis. The Bihar Tribal Research Institute and the Directorate of Public Relations also helped in

getting photographs taken in some of the villages.

Ethnographic Notes

The preparation of ethnographic notes for scheduled castes and scheduled tribes of each State was discussed in the study camp held in New Delhi in December, 1961, in which the Deputy Superintendent of Census Operations incharge participated. Circulars were issued in August, 1962 to the District Welfare Officers for supplying certain basic sociological data in respect of various tribes and castes. The information received has been kept on record.

Extracts from various published sources such as Census Reports, Gazetteers, Risley's *Tribes and Castes of Bengal*, *Vanyajati*, the journal of the Bihar Tribal Research Institute, etc., were taken in respect of the scheduled castes and tribes, as available, both for reference in regard to preparation of ethnographic notes and for consideration for printing of extracts in the volume to contain the ethnographic notes (Part V-B).

Field work for preparation of ethnographic notes was done for seven scheduled castes (Chamar, Bhuiya, Dusadh, Turi, Bhogta, Musahar and Dhobi) by the only investigator employed in this office who had a post-graduate degree in Anthropology. He left after completing the work in seven villages to join as a lecturer in Ranchi University. Further field work for preparation of notes on scheduled castes was not done up to 1966. However, draft notes have been prepared on skeleton basis in respect of most of the tribes which have been covered in the course of village surveys.

The frame work of preparation of ethnographic notes was considerably enlarged in 1966 and the work in the light of this is being done. Ethnographic notes on scheduled castes and scheduled tribes will be printed in Part V-B of the Census Publications relating to this State.

Craft Survey

Nine crafts were selected for survey of which the field survey and first draft in respect of three, viz., stoneware, *sikki* goods and *sujani* were prepared by Shri Saileshwar Prasad, Technical Assistant, in the Office of the Registrar General, India. The field work was done in March, 1966. Field work and preparation of the first draft has also been completed in respect of lacquerware industry by Shri A.K. Verma, Investigator of this office. The monographs will be printed as sub parts of Part VII-A of the Census Publications relating to this State.

Fairs and Festivals

Information regarding fairs and festivals has been collected in Village (Mauzawar) Note which was canvassed by census enumerators for each village/block of town. Four tables were compiled from the Mauzawar notes in the Central Tabulation Unit, Patna City.

Subsequently, the Officer on Special Duty (Social Studies and Handicrafts) desired in his letter no. 17/6/61-RG, dated the 5th May, 1962 that details in respect of large fairs with an average attendance of 5,000 persons or more should be obtained. This information was sought to be obtained from the local officers and took an unduly long time. Complete replies have yet to be received from a few anchals.

The tables on fairs and festivals with short notes of fairs with average attendance of 5,000 or more will be printed in Part VII-B, of the Census Publications relating to this State.

ANNEXURE

LIST OF VILLAGES ON WHICH MONOGRAPHS ARE PROPOSED TO BE PUBLISHED

Serial no.	Name of village	Anchal/Block	Subdivision	District	Special Groups in the village
1	2	3	4	5	6
1	Jojohatu	Khunti	Khunti	Ranchi	Munda Tribe
2	Kujam	Bishunpur	Gumla	Ranchi	Asur Tribe
3	Harup	Bishunpur	Gumla	Ranchi	Birjia Tribe
4	Bara Ghaggra	Khijri	Ranchi Sadar	Ranchi	Lohra Tribe
5	Bergari	Mandar	Ranchi Sadar	Ranchi	Oraon Tribe
6	Humta Bundu	Bundu	Ranchi Sadar	Ranchi	Birhor Tribe
7	Kathgaon	Dumri	Gumla	Ranchi	Korwa Tribe
8	Parba	Kolebira	Simdega	Ranchi	Bunjhia Tribe
9	Meromdega	Thothaitangar	Simdega	Ranchi	Gond and Kharia Tribes
10	Orea	Latehar	Latehar	Palamau	Kharwar Tribe
11	Ghutua	Latehar	Latehar	Palamau	Chero Tribe
12	Nareshgarh	Latehar	Latehar	Palamau	Parhaiya Tribe
13	Orsapat	Mahuadar	Latehar	Palamau	Kisan Tribe
14	Hesla	Ramgarh	Hazaribagh Sadar	Hazaribagh	Bedia and Karmali Tribes
15	Upersolo	Dhalbhumgarh	Dhalbhum	Singhbhum	Bhumij Tribe
16	Bharbharia	Manjhari	Singhbhum Sadar	Singhbhum	Ho Tribe
17	Jamkanali	Amrapara	Pakur	Santal Parganas	Santhal
18	Batbanga	Taljhari	Rajmahal	Santal Parganas	Sauria Paharia
19	Kumarbhaja	Litipara	Pakur	Santal Parganas	Mal Paharia Tribe
20	Palasi	Jama	Dumka Sadar	Santal Parganas	Mahli Tribe
21	Khaspur	Patna Sadar	Patna Sadar	Patna	Milkmen
22	Naipura	Rajgir	Bihar	Patna	Tassar Producers
23	Pareo	Bihta	Dinapur	Patna	Variegated population
24	Manjhauli	Dumaria	Gaya Sadar	Gaya	Toddy Tappers and Potters
25	Maneri Bigha	Arwal	Jehanabad	Gaya	Weavers
26	Hathauri	Hussainganj	Siwan	Saran	Potters
27	Dokhni	Ramnagar	Bettiah	Champaran	Dhangar(Oraon) Tribe
28	Jamunia	Gaunaha	Bettiah	Champaran	Tharu Tribe
29	Asauta	Shambhuganj	Banka	Bhagalpur	Variegated population
30	Sabal Bigha	Sikandra	Jamui	Monghyr	Variegated population
31	Manikpur	Bakhri	Begusarai	Monghyr	Variegated population
32	Hill Block	Surajgarha	Monghyr Sadar	Monghyr	Kora Tribe
33	Baraon	Dehri	Sasaram	Shahabad	Variegated population
34	Dehri	Rajpur	Buxar	Shahabad	Variegated population
35	Mangrauni	Madhubani	Madhubani	Darbhanga	Maithili Brahman Caste
36	Basbhitti	Supaul	Supaul	Saharsa	Typical Saharsa village of Kosi
37	Khajurbari	Terhagachh	Kishanganj	Purnea	Variegated population

CHAPTER VIII

PRINTING

The printing of census volumes proved a gigantic task. The entire 1961 Census Publications relating to Bihar consist of 18 parts. Of them Part II-B and Part III have been printed in two sub-parts each. Besides, 17 District Census Handbooks were also to be printed. A separate section was set up in the Central Tabulation Unit in the month of February, 1962 to look after the work of printing. Shri R.B. Singh, Tabulation Officer who had the experience of 1951 Census was the tabulation officer incharge of this section A retired hand of the Secretariat Press, Gulzarbagh was also appointed in this section. After some time one proof reader was taken on deputation from the Secretariat Press and two proof readers were appointed from open market. As the volume of printing work was so large and it related mostly to tabular matter all the statistical assistants, tabulation assistants and compilation assistants were trained in proof reading. It was found that the flow of proof in the office was not regular and uniform. Staff from the main table section were deputed to the printing section according to the volume of work there.

Generally, proof from the press was taken twice. The first proof (supplied in duplicate) was read with reference to the manuscript by teams of two persons. After reading, the proof was subjected to machine checking to eliminate any arithmetical inaccuracy which might have escaped detection at the time of proof reading. After proof reading and machine checking, the corrections were marked in the proof and one copy was returned to the press with the instructions to supply second proof after carrying out the corrections marked in the proof and the other copy was retained in office. The press used to supply second proof in two copies after carrying out corrections. On receipt of second proof, it was checked if corrections had been incorporated in the second proof. The second proof was then read with reference to the manuscript. The second proof was not subjected to machine checking. The presentation and get up of the matter used to be scrutinised by tabulation officer and Deputy Superintendent of Census Operations before one copy was returned to the press for final printing. Final printing in all the presses except Catholic Press, Ranchi was done under the supervision of a representative of our office. Paper and binding materials were supplied by Census Department for main Census Publications and by the State Government for the District Census Handbooks.

As the Government Press showed their inability to undertake printing of all the Census Publications because of their own commitments, private presses were also entrusted with the work of printing of census volumes. This was done in consultation with the Registrar General, India for main census volumes and the State Government for District Census Handbooks. The following private presses were engaged :

(*i*) The Catholic Press, Ranchi.

(*ii*) The Law Publishing House, Allahabad.

(*iii*) The Job Printers, Allahabad.

(*iv*) The Technical Press, Allahabad.

(*v*) The Mohan Press, Patna.

(*vi*) The Himalaya Press, Patna.

Since printing was done by three private presses at Allahabad one tabulation assistant and two compilation assistants were posted at Allahabad. The presses used to be visited by me, Deputy Superintendent of Census Operations and other category of staff for supervision of printing work.

APPENDIX I

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

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

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

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

Language

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

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

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

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

Maps

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

Reserve Enumerators

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

Check Posts

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

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

Enumeration of Defence Personnel

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

Enumeration of Floating Population

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

Mysore and Bihar will do the enumeration on one night, i.e.. 28th night by regular enumerators and Kerala and Maharashtra will do in 2 nights and also wherever necessary. In the case of Uttar Pradesh special enumerators will be appointed

in the case of Kanpur where the enumeration will be on two nights, 28th and 1st March, and in other areas on one night with the existing enumerators. In West Bengal enumeration will be on one night, 28th, and will be done by the existing enumerators and the Police will stand by for any emergency.

Special Enumeration of Technically Qualified Personnel

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

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

Enumeration of Inland Coastal Population

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

Publicity

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

Houselist Population

The Chairman stated that all Superintendents, as soon as the houselisting is completed, should prepare statements showing the population for

each taluk/tahsil/district/State according to the houselist and the figures for districts and State should be communicated to the office of the Registrar General. Rural/Urban figures should be given separately. This will be useful for comprison when the provisional totals for the regular enumeration are compiled. It will also be useful to have these figures pasted on boards and hung in Superintendents of Census Operations offices.

Recognition of Census work

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

The question of issue of certificates was then raised but the Chairman said that wherever certificates were issued in the past and the Superintendents of Census Operations or the State Government wanted them to continue, this could be done. As regards the criteria for the award of medals the Chairman said that the proportion of medals that should be distributed to the different grades of Census personnel should be uniform for the States but the award of medals should be left to the State Government as in the last Census. After some discussion it was decided that 50 per cent of the silver medals and 70 per cent of the bronze medals should be reserved for enumerators. The others should be distributed to the higher grades of officers. Each Superintendent should work out the proportion and report to the Registrar General. The office staff and the district and taluk office staff should also be considered for award of these medals.

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

Requirements of Census Films in 16 and 35 mm. by Superintendent of Census Operations

	Language	16 mm.	35 mm.
Andhra Pradesh	English	3	..
	Hindi	10	..
	Telugu	21	..
Assam	Assamese	6	..
	English	3	..
	Hindi	2	..
	Bengali	1	..
Bihar	Hindi	70	..
	Tribal	10*	*
Gujarat	Hindi	2	1
	Gujarati	20	2
Jammu and Kashmir	English	2	..
	Urdu	12	..
	Punjabi	5	..
Kerala	English	2	8†
	Hindi	2	2†
	Malayalam	2	18†
	Tamil	2	8†
	Kannada	2	..
Madhya Pradesh	Hindi	24	..
Maharashtra	English	10	..
	Marathi	40	..
Madras	English	2	..
	Tamil	18	..
	Hindi	1	..
	Malayalam	1	..
	Telugu	1	..

*To be dubbed in tribal language.
†35 mm. will be distributed through commercial theatres.

	Language	16 mm.	35mm.
Mysore	Kannada	20	..
	English	6	..
	Marathi	1	..
Orissa	Oriya	20	..
	English	3	..
	Hindustani	2	..
Punjab	Hindustani	9	..
	Punjabi	9	..
	English	5	..
Rajasthan	Hindi	40	..
Uttar Pradesh	Hindi	54	..
West Bengal	Bengali	5	20*
	Nepali	..	3*
	Hindi	2	..
Delhi	Hindustani	2	..
	English	2	..
Himachal Pradesh.	Hindi	6	..
Manipur	Manipuri	8	..
	Hindi	1	..
Tripura	Bengali	10	..
	English	1	..
Andaman and Nicobar Islands	English	1	..
	Hindi	1	..
	Bengali	1	..
	Tamil	1	..
	Telugu	1	..
	Urdu	1	..
N.E.F.A. ..	No film is required as there are no theatres, etc.		
N.H.T.A. ..	English	3	..
Pondicherry	English	1	..
	Tamil	1	..
	Telugu	1	..
	Malayalam	1	..

*Projector of the Publicity Department in districts are of 35 mm. only.

Post-Enumeration Check

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

Finalisation of Table forms and Draft Memorandum

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

The following general points were discussed and decisions reached :

Housing Tables

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

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

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

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

Census Tables

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

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

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

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

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

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

addition will accordingly be made in the instructions to question no. 4 (*b*).

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

Special Tables for Scheduled Castes and Scheduled Tribes

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

The representative of the Ministry of Home Affairs desired that data on the tribal population employed in shifting or jhum cultivation should be collected. The Chairman stated that it would not be possible for him to collect this information in all States. The North-East Frontier Agency has already provided for this in the special Household Schedule applicable to the tribal area. It may be possible to collect this data by inserting a box in the Household Schedule in the case of Manipur, Tripura and Naga-Hills Tuensang Area.

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

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

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

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

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

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

Tabulation of Housing Tables

The Chairman stated that Superintendents who have completed houselisting should set up their tabulation offices in their own offices for preparing the Housing Tables. In doing so they should keep a note of the time that is

consumed for each process. A copy of the instructions drawn up by this office will be sent to the Superintendents separately. The Superintendents may suggest any modifications that may be required in the instructions as a result of the pilot tabulation. In the case of other States also the Superintendents should start tabulation of Housing Tables as soon as the houselisting is completed.

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

Number and location of Tabulation Offices

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

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

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

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

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

Staff set-up of Tabulation Offices

Th question of staff set-up of tabulation offices was discussed. On the basis of the proposals made by the Superintendent of Census Operations, Mysore, it was agreed that the following should be the set-up of each tabulation office which will be responsible for the tabulation of about 5 million population:

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

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

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

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

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

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

200 Sorters on Rs. 120 in cities and Rs. 110 in other areas.

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

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

Head Clerk-*cum*-Accountant on Rs. 80—220. ..	1
Cashier	1
Record-Keeper on Rs. 60—130 ..	1
Daftary or an Attendant ..	1
Class IV staff	10
Typist	1

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

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

Method of recruitment

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

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

Organisation of Tabulation Offices

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

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

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

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

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

For facility of sorting each Sorter should have about 20 to 25 thousand slips and this division will have to be made in the initial stage soon after the completion of the Primary Census Abstract and preparation of Table B-II for individual cities and towns. On this basis a team of one Supervisor, 2 Compiler-Checkers and 10 Sorters will be able to handle about 2 to 2.5 lakhs of slips. The Superintendents were of the view that it may not be necessary to specify Census tracts as was done in 1951 Census but at the same time they can adjust the work in such a way between the different teams that in the case of rural areas the Tahsil/Taluk/Thana/Anchal identity can be maintained. The Chairman agreed that so long as there is not likley to be any confusion there is no need to have Census tracts as in the 1951 Census. The Taluk/Tahsil/Thana/Anchal figures can be had in manuscript but need not be printed.

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

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

It should be a golden rule that all the Sorters should squat on the floor and work as this gives the maximum movement of the hands without fatigue. A chair with arms is

inconvenient because the arms restrict the movement of the elbows. Armless chair will also be inconvenient. The Sorters should be provided with *tat*, *pattis* or jute carpet pieces or mattress to sit on. The Deputy Superintendent should show by personal demonstration that the sorting by sitting on the floor is the most convenient. Persuasion will be necessary for this purpose. Where, however, the Superintendent finds it impossible to convince his staff he may provide armless chairs and tables. For a Compiler-Checker a Munshi's desk may be provided.

It is desirable that each pigeon hole consist of 20 holes, 4 vertical and 5 horizontal. The depth of each hole should be $7\frac{1}{2}''$ or $8''$. The convenient size for a pigeon hole is $32'' \times 22'' \times 8''$. The pigeon holes should be made of the cheapest material available.

Each Sorter should have two steel boxes with locking devices, one for keeping the unsorted slips and the other for the sorted slips. The size of the box supplied in the tabulation office of West Bengal was $14'' \times 14'' \times 10''$. As the size of slip is bigger, boxes of the size $15'' \times 15'' \times 10''$ would be convenient. Some of the Superintendents may be able to salvage boxes used at the last census which may be more or less of this size. These can be utilised. As in the case of pigeon holes the boxes should also be made of the cheapest material available. It is desirable that these boxes are provided with locks and keys.

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

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

It is necessary to devise a norm for Sorters, for the various Sorter's Tickets. The norm should be fixed at $1\frac{1}{2}$ times the outturn of the pilot team for each ticket. The pilot sorting is done at the initial stage and as work progresses sorting speed increases. It is also desirable that the norm is increased periodically as work progresses. This should be left to the discretion of the Deputy Superintendent.

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

The following grades of bonus should be prescribed:

For the Sorter—If the performance is 20 per cent to 30 per cent above the norm he should get a bonus of Rs. 5 and if the performance is above 30 per cent, Rs. 10.

For a Compiler-Checker—If the performance of his team is above 30 per cent he will get a bonus of Rs. 15 and if it is between 20 per cent and 30 per cent, Rs. 10.

The Chairman promised to work out the norm with reference to the test sorting undertaken in this office if possible and circulate to the Superintendents. The test sorting was done on the basis of the tables that have undergone considerable changes and may not give a correct picture of the situation.

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

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

Adoption of National Extension Service Blocks for Tabulation

In cases of States other than Bihar the present administrative units will be adopted as the units for tabulation, wherever a unit below a district is given. In the case of Bihar, however,

as the N. E. S. blocks have been finalised and as State Government desire that all population figures should be given according to the N. E. S. blocks, the Anchal has to be adopted as the unit. It will also be necessary in the case of Bihar to prepare a separate table giving an abstract of the Primary Census Abstract for the subdivisions in the District Census Handbook.

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

Recasting of earlier census tables for present set-up of States

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

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

The Chairman pointed out that the copies of the handbooks printed at the 1951 Census were exhausted immediately after their printing. He, therefore, thought that it would be desirable to print at least one thousand copies of the handbooks of each district. The sanction of the State Government should be taken for this.

The Chairman said that it is essential that each handbook should contain a map of the district in the scale 1″ = 8 miles or 1″ = 16 miles and the Taluk/Tahsil/Thana map of the scale 1″ = 4 miles showing village boundaries.

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

(1) Primary Census Abstract.
(2) A-series tables.
(3) Handicrafts tables.
(4) Special tables for Scheduled Castes and Scheduled Tribes.

In addition the handbook should contain the following tables of official statistics.

(1) *Rainfall and temperature*—Five to ten stations in the district may be selected and mean maximum, mean minimum, highest and lowest temperatures month by month between 1951 to 1960 may be given.

(2) *Vital Statistics*—(*a*) Births and deaths records for each Tahsil/Taluk/Thana/Anchal for each month for 1951—60.

(*b*) Deaths from some selected causes.

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

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

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

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

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

(4) *Statistics of households, cottage and small scale industries*—(*a*) Give the explanation of the tables which have been prepared including small-scale industries.

(*b*) Distribution of small industries by Taluk/Tahsil, etc.

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

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

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

(*b*) Persons convicted.
(*c*) Strength of Police, Jails.
(*d*) Co-operative Societies, 1951—60.
(*e*) Receipt of excise revenue, sales tax, entertainment tax, motor spirit tax, stamps, etc.
(*f*) Land revenue for the decade.
(*g*) Number of registered documents.
(*h*) Values of property transferred.

(7) *Public Health and Medical Statistics*—List of Hospitals and Drispensaries, Maternity and Child Welfare Centes, Public Health and Anti-Adulteration Activities and Rural Health Centres, other medical statistics like B. C. G. Campaign, Malaria Control, Family Planning Centres, etc.

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

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

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

(11) *Statistics of Local Bodies*--Public Works Department, Panchayats, etc.

(12) *Statistics of Community Development.*

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

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

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

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

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

(18) *Village Directories and Village Statistics.*

(19) *Census Tables by Taluks/Tahsils, etc.* (*A-series*): *Contents of Village Directory*—All items shown in the Primary Census Abstract except houseless and institutional population should be shown in Village Directory. In addition to this the following information should also be shown by means of symbols :

(1) Important cottage and household industries (three-digit code) with number of households. Information to be collected from Houselist.

(2) Educational institution under the following symbols -

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

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

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

(4) *Communication and Transport facilities* -

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

(5) *Drinking water facilities* -

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

(6) *Reading Room Library facilities.*

(7) *Rural electrification*—

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

(8) *Places of ancient monuments, places of worship*—After deleting the columns for houseless and institutional population there will be 36 columns in the Primary Census Abstract. It is the intention to have the Primary Census Abstract printed on two pages of the royal-quarto size so that the entire Abstract can be seen at a glance. Two pages of the royal-quarto size can easily accommodate 42 columns. Six columns will, therefore, be available for giving the information relating to Village Directory. In some cases, it may be necessary to make a selection of the more important information to be given in the Primary Census Abstract. For facility of reference at the end of the right hand side page the code number of the village should also be given. In column 2 on the left hand side the code number and the name of the village should be given. In the case of Punjab, the Hathwa number may also be given.

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

Socio-Economic Survey

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

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

Rural Craft Survey and Fairs and Festivals

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

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

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

These maps should be prepared on the model of the Mexico maps exhibited by Mrs. Reeves where the maps give the actual human types, pictorial representation of the arts and crafts of the people. The information is already being collected by this office both in the Socio-Economic Survey and in the Rural Craft Survey. One way of collecting these photographs of handicrafts is to rummage the collection of the Directors of Publicity, Directors of Tribal Welfare, the all-India Bharat Sevak Samaj and other institutions of the kind in the respective State. These may be able to produce a representative collection of 60 to 70 worthwhile photographs. It will also be useful to contact one or two very good libraries in the State where they keep old books concerned with the people and tribes, collection of journals of Indian Art in Industry and also catalogues of exhibitions of art held since 1851 which may be available in these libraries or in the Divisional Commissioner's Library. These will produce excellent material for different human types. Photostat copies of some of these tribes can be taken as the cost of taking these will be negligible. It may be necessary to have some coloured photographs also. In this case the Naga or NEFA tribe monographs that are still available may contain some photographs that may be printed in colour. If the photographs are available in black and white a local draughtsman can be employed or the local Art School can be asked to produce them in colour on a small payment. Some help can also be got from Dr. Van Mourick's organisation. Mrs. Reeves herself has a large collection of photographs which she will place at the disposal of the Census

organisation for collection. Wherever there is a gap in the collection made by the Census office it can be filled up from her collection. These photographs will have to be properly placed in a geological map. This map need not be very elaborate as it is only to give a suggestion as to how far the geology of the areas goes with the civilisation. The Chairman also mentioned in this connection that monographs will be written by Anthropological experts on selected crafts.

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

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

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

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

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

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

Monographs on Scheduled Castes and Scheduled Tribes

Some of the Superintendents expressed the doubt whether it will be possible to prepare monographs on all Scheduled Castes and Scheduled Tribes as especially in the case of Mysore there are more than 400 Scheduled Castes and Scheduled Tribes. The Chairman stated that it would be sufficient if monographs are prepared on selected important Scheduled Castes and Scheduled Tribes. It may be useful if monographs are prepared on some of the declining tribes about which a note has already been circulated to the Superintendents.

Publication of Monographs

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

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

Examination of Languages

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

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

Maps for reports

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

Some of the Superintendents desired that it will give good appearance if the maps are in colour instead of black and white. The Chairman said that this may be difficult but some of the Superintendents desired that at least the elevations should be shown in colour. The Chairman said he would consult the Surveyor General. It was also pointed out that the town populations in the maps related to the 1951 Census and it will look odd if the map is published along with the 1961 tables. The Chairman stated that it is not possible to prepare the maps on the basis of 1961 Census as this will take a long time.

Paper requirements

The Chairman stated that he has already placed an indent for 400 tons of 52 lbs. Double Demy-White printing (Wove) paper for printing of the reports and tables. The paper required for the District Census Handbooks will have to be supplied by the State Governments. As regards reports and tables the Chairman stated that the number of copies printed at the last Census may not be sufficient for this Census and the Superintendents may, therefore, make

an estimate of the number of copies to be printed for the coming Census on the basis of those printed at the last Census. There is likely to be greater demand for Table Volumes. Each Superintendent should send to this office his estimate of the number of copies that are to be printed. It was understood that in the case of all States the paper that has already been supplied would be sufficient for enumeration and printing of tabulation forms and other tabulation work.

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

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

Special Table for Slum Areas

Households by number of rooms and number of persons occupying

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

APPENDIX

Statement showing the number and cost of furniture articles purchased for

Serial no.	Name of Regional Tabulation Office	Pigeon holes				Steel boxes			
		Number	Cost per pigeon holes (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)	Number	Cost per box (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)
1	2	3	4	5	6	7	8	9	10
1	Urban Tabulation Office, Patna	150	8.75	1,312.50	*	407	8.00	3,256.60	*
2	Regional Tabulation Office, Patna	196	8.75	1,715.00	*	503	8.00	4,024.00	*
3	Regional Tabulation Office, Muzaffarpur I	260	7.00	1,820.00	148.80	438	8.75	3,832.50	69 sent to C.T.U. and rest preserved.
4	Regional Tabulation Office, Muzaffarpur II	245	7.00	1,715.00	126.20	400	8.75	3,850.00	10 boxes for Rs. 65.63. 50 sent to C.T.U., Patna and rest preserved.
5	Regional Tabulation Office, Bhagalpur	200	7.00	1,400.00	Preserved	410	Received from Head Office		Rs. 990.00 for 165 boxes. Rest sent to Hazaribagh.
6	Regional Tabulation Office, Deoghar	190	6.38	1,212.20	162.65	..	..	..	..
7	Regional Tabulation Office, Hazaribagh	101 80 20 20 53	9.00 8.25 6.25 7.00 7.00	909.00 660.00 130.00 140.00 371.00	Preserved	..	..	..	..
8	Regional Tabulation Office, Ranchi	100	..	..	..	402	Received from Head Office		..

II

Regional Tabulation Offices and amounts realised by their disposal

Racks				Table rexine top				Serial no.	Name of Regional Tabulation Office
Number	Cost per rack (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)	Number	Cost per table (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)		
11	12	13	14	15	16	17	18	1	2
11	17.75	151.25	*	1	54.75	54.75	*	1	Urban Tabulation Office, Patna
11	13.75	151.25	*	..	..	..	..	2	Regional Tabulation Office, Patna
12	14.00	168.00	*	2	63.00	126.00	*	3	Regional Tabulation Office, Muzaffarpur I
12	14.00	168.00	2 sold for Rs. 21.00. 10 sent to C. T. U. Patna.	2	63.00	126 00	*	4	Regional Tabulation Office, Muzaffarpur II
12	15.00	180.00	135.00	2	50.00	100.00	75.00	5	Regional Tabulation Office, Bhagalpur
13	10 @ Rs. 14.00 each and 3 @Rs. 17 50 each.	192.50	144.38	1 1†	50.00 160.00	50.00 160.00	37.50 ..	6	Regional Tabulation Office, Deoghar
12	18.00	198.00	Only 2 sent to C.T.U., Patna. Rest preserved.	1	70.00	70.00	..	7	Regional Tabulation Office, Hazaribagh
12	19.00	228.00	..	2	52.00	104.00	..	8	Regional Tabulation Office, Ranchi

†Officer's Secretariat Table

APPENDIX

Serial no.	Name of Regional Tabulation Office	Wooden table				Typist table			
		Number	Cost per table (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)	Number	Cost per table (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)
1	2	19	20	21	22	23	24	25	26
1	Urban Tabulation Office, Patna	9 8 11	45.75 37.50 45.75	411.75 300.00 503.25	*	1	38.75	38.75	*
2	Regional Tabulation Office, Patna	37	37.50	1,387.50	*	..	..	..	..
3	Regional Tabulation Office, Muzaffarpur I	30	40.00	1,200.00	One kept for Record Room at Muzaffarpur. Rest sent to C.T.U., Patna.	1	40.00	40.00	*
4	Regional Tabulation Office, Muzaffarpur II	29	40.00	1,160.00	One sold for Rs. 30.00 and rest sent to C.T.U., Patna.	1	48.00	48.00	*
5	Regional Tabulation Office, Bhagalpur	20 8	44.00 35.00	880.00 280.00	660.00 210.00	1	32.00	32.00	24.00
6	Regional Tabulation Office, Deoghar	9 19	30.00 55.00	270.00 1,045.00	202.50 493.75	1	28.50	28.50	21.37
7	Regional Tabulation Office, Hazaribagh	1 11 1 8	42.00 40.00 45.00 41.50	42.00 440.00 45.00 332.00	*	1	40.00	40.00	..
8	Regional Tabulation Office, Ranchi	20	46.00	920.00	..	..	..	..	..

II—*contd.*

Cane-seated chair				Wooden chair				Serial no.	Name of Regional Tabulation Office
Number	Cost per chair (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)	Number	Cost per chair (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)		
27	28	29	30	31	32	33	34	1	2
3	11.37	34.11	*	32	9.37	299.84	*	1	Urban Tabulation Office, Patna
9	..	..		21	..	..			
				11	..	..			
..	..	..	..	1	12.00	12.00	*	2	Regional Tabulation Office, Patna
				12	11.37	136.44			
				52	9.37	487.24			
10	12.00	120.00	*	80	9.00	720.00	6 kept for Record Room at Muzaffarpur. Rest sent to C.T.U., Patna.	3	Regional Tabulation Office, Muzaffarpur I
10	12.00	120.00	*	76	9.00	684.00	8 sold for Rs.54.00. Rest sent to C.T.U. Patna.	4	Regional Tabulation Office, Muzaffarpur II
14	14.00	196.00	147.00	66	9.50	627.00	451.95	5	Regional Tabulation Office, Bhagalpur
6	15.50	93.00	300.26	47	12.00	564.00	423.00	6	Regional Tabulation Office, Deoghar
22	14.00	308.00							
14	16.50	231.00	Only 8 chairs sent to Patna. Rest preserved.	46	14.75	678.50	..	7	Regional Tabulation Office, Hazaribagh
.	..	..	..	58	14.50	841.00	..	8	Regional Tabulation Office, Ranchi

APPENDIX

Serial no.	Name of Regional Tabulation Office	Armless chair				Stool			
		Number	Cost per chair (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)	Number	Cost per stool (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)
1	2	35	36	37	38	39	40	41	42
1	Urban Tabulation Office, Patna	1	..	..	*	11	4.75	52.25	*
2	Regional Tabulation Office, Patna	..	..	..	..	11	4.75	52.25	*
3	Regional Tabulation Office, Muzaffarpur I	..	..	..	..	..	..	..	..
4	Regional Tabulation Office, Muzaffarpur II	..	..	..	..	..	..	..	..
5	Regional Tabulation Office, Bhagalpur	1	11.00	11.00	8.25	10	5.00	50.00	37.50
6	Regional Tabulation Office, Deoghar	2	11.00	22.00	16.50	2	6.00	12.00	9.00
7	Regional Tabulation Office, Hazaribagh	..	..	..	..	11	6.00	66.00	..
8	Regional Tabulation Office, Ranchi	..	..	..	..	11	6.00	66.00	..

NOTE : One Orient table fan was purchased in Regional Tabulation Office, Patna and transferred to C.T.U., Patna.

* Transferred to Central Tabulation Unit, Patna City.

II—*concld.*

Godrej almirah				Wooden almirah				Serial no.	Name of Regional Tabulation Office
Number	Cost per almirah (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)	Number	Cost per almirah (Rs.)	Total cost (Rs.)	Amount realised by disposal (Rs.)		
43	44	45	46	47	48	49	50	1	2
1	Received from S.C.O. Office.		*	3	..	..	*	1	Urban Tabulation Office, Patna
1	Received from S.C.O. Office.		*	3	90.00	270.00	*	2	Regional Tabulation Office, Patna
1	352.00	352.00	*	3	95.00	285.00	*	3	Regional Tabulation Office, Muzaffarpur I
1	352.15	352.15	*	3	95.00	285.00	*	4	Regional Tabulation Office, Muzaffarpur II
1	184.66	184.66	Returned to Head Office.	3	95.00	285.00	213.75	5	Regional Tabulation Office, Bhagalpur
1	305.64	305.64	*	3	85.00	255.00	191.25	6	Regional Tabulation Office, Deoghar
..	..	..	..	3	100.00	300.00	..	7	Regional Tabulation Office, Hazaribagh
2	186.39	372.78	..	2	95.00	190.00	..	8	Regional Tabulation Office, Ranchi

APPENDIX

Statement showing the stationery articles supplied to the

Serial no.	Description of stationery articles	Quantity				
		Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur
1	2	3	4	5	6	7
1	Paper, Cream Wove, F'cap 12 lbs. (in sheets) ..	200	200	200	200	200
2	Paper, Cream Wove, F'cap ruled 12 lbs. (in reams)	11	11	11	11	11
3	Paper, Cream Wove, D/F'cap 24 lbs. (in reams)	2	3	2	2	3
4	Paper, T.W., F'cap Folio 3 lbs. (in reams) ..	19	15	15	15	15
5	Paper, T.W., Carbon brief Bulk size (in reams) ..	1,300 sheets	1	1	1	1
6	Blotting, White Demy 38 lbs. (in reams) ..	4	4	4	4	4
7	Pen Steel Nibs, Lattern pattern (in gross) ..	80	80	80	80	80
8	Pen holders, Officers	4	4	4	4	4
9	Pen holders, Clerical	400	400	400	400	400
10	Pencil, Lead Soft (in gross)	20	20	20	20	20
11	Pencil, Reporters	9	9	9	9	9
12	Ink Glass	400	400	400	400	400
13	Ink Powder, Blue Black (in pkts.)	400	400	400	400	400
14	Ink Powder, Red (in pkts.)	100	100	100	100	100
15	Note Sheet Books, Buff and Others	20	20	20	20	20
16	Blank Books, F'cap 2 quires	18	15	20	15	15
17	Blank Books, F'cap 3 quires	15	15	15	15	1
18	Books, F'cap ruled 4 quires	18	15	15	15	15
19	Envelopes, S.E. 4	1,050	750	750	750	750
20	Envelopes, S.E. 8	175	100	200	100	100
21	Desk Knives	6	6	6	6	6
22	Eraser, Ink and Pencil	240	240	240	240	240
23	Inkpot Stand Wooden, Double, ordinary ..	2	2	2	2	2
24	T.W. Eraser	4	4	4	4	4
25	Brush for Type Cleaning	2	2	2	2	2
26	Call Bell	1	1	2	2	2

III

Regional Tabulation Offices and Central Tabulation Office

supplied to—						Serial no.	Description of stationery articles
Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total	Central Tabulation Office, Patna	Grand Total		
8	9	10	11	12	13	1	2
200	200	200	1,600	..	1,600	1	Paper, Cream Wove, F'cap 12 lbs. (in sheets).
11	11	11	88	45 Reams 331 sheets	133 Reams 331 sheets	2	Paper, Cream Wove, F'cap ruled 12 lbs. (in reams).
2	2	2	18	36 Reams 400 sheets	54 Reams 400 sheets	3	Paper, Cream Wove, D/F'cap 24 lbs. (in reams).
15	15	15	124	37	161	4	Paper, T.W., F'cap Folio 3 lbs. (in reams).
1	1	1	8 Reams 300 sheets	3 Reams 375 sheets	12 Reams 175 sheets	5	Paper, T.W., Carbon brief Bulk size (in reams).
4	4	4	32	24	56	6	Blotting, White Demy 38 lbs. (in reams).
80	80	80	640	..	640	7	Pen Steel Nibs, Lattern pattern (in gross).
4	4	4	32	..	32	8	Pen holders, Officers.
400	400	400	3,200	..	3,200	9	Pen holders, Clerical.
20	20	20	160	..	160	10	Pencil, Lead Soft (in gross).
9	9	9	72	42	114	11	Pencil, Reporters.
400	400	400	3,200	1,532	4,732	12	Ink Glass.
400	400	400	3,200	463	3,663	13	Ink Powder, Blue Black (in pkts.).
100	100	100	800	45	845	14	Ink Powder Red (in pkts.).
20	20	20	160	199	359	15	Note Sheet Books, Buff and Others.
15	15	15	128	1	129	16	Blank Books, F'cap 2 quires.
15	15	15	120	..	120	17	Blank Books, F'cap 3 quires.
15	15	15	123	14	137	18	Books, F'cap ruled 4 quires.
1,750	750	750	6,300	1,600	7,900	19	Envelopes, S.E. 4.
100	100	100	975	145	1,120	20	Envelopes, S.E. 8.
6	6	6	48	..	48	21	Desk Knives.
240	240	240	1,920	..	1,920	22	Eraser, Ink and Pencil.
2	2	2	16	..	16	23	Inkpot Stand, Wooden, Double. ordinary.
4	4	4	32	9	41	24	T.W. Eraser.
2	2	2	16	4	20	25	Brush for Type Cleaning.
2	2	2	14	..	14	26	Call Bell.

APPENDIX

Serial no.	Description of stationery articles	Quantity				
		Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur
1	2	3	4	5	6	7
27	Gum Arabic, picked in ozs.	5	5	5	5	5
28	Gum Bottles with Brush	2	2	2	2	2
29	Pins, Plated in 1 oz. a packet	9	9	21	21	21
30	Sealing Wax, Red	2	2	2	2	2
31	Unink Pad for rubber stamp	1	1	1	1	1
32	Ink Violet for rubber stamp	3	3	3	3	3
33	Duplicating Paper, White 6½ lbs. (in reams) ..	..	..	20	20	4
34	Stencil Paper, F'cap (in quires)	1	1	1	1	2
35	Duplicating ink, Black	5	5	5	5	5
36	Paper Clip, Gem's Pattern	2	2	2	2	2
37	Scissors, 6" Long	..	..	1	1	..
38	Stapling Machines	1	1	..	..	..
39	Staples wire, 1,000 in a box	5	5	..	..	..
40	Pencil, Red and Blue	12	12	14	13	16
41	Blank Book, Ruled 1 quire	38	32	32	32	32
42	Brown Wrapping Paper, 80 lbs. (in reams)	20	..	..	..	
43	Brown Wrapping Paper (in 38 lbs.)	5	..	..	..	
44	Twin White Thread ball in Balls	20	..	..	..	
45	Fountainpen Ink	6	6	6	6	6
46	Typewriter Ribbons	6	6	6	6	6
47	Green Pencils	24	24	24	24	24
48	Correcting Fluid	..	..	1	..	..
49	Tags Bundles of 100	10	10	5	10	10
50	Shorthand Note Book	3	3	3	3	3
51	Paper Clip File	..	..	..	..	..
52	Pencil Carbon, F' cap	..	..	..	..	..
53	Envelopes, S.E.5	..	..	..	..	..

III—*contd.*

supplied to—						Serial no.	Description of stationery articles
Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total	Central Tabulation Office, Patna	Grand Total		
8	9	10	11	12	13	1	2
5	5	5	40	14 lbs. 1,175gms.	16½lbs. 1,175 gms.	27	Gum Arabic, picked in ozs.
2	2	2	16	..	16	28	Gum Bottles with Brush.
33	9	9	132	598	730	29	Pins, plated in 1 oz. a packet.
2	2	2	16	..	16	30	Sealing Wax, Red.
1	1	1	8	..	8	31	Unink Pad for rubber stamp.
3	3	3	24	8	32	32	Ink Violet for rubber stamp.
30	20	20	114	..	114	33	Duplicating Paper, White 6½ lbs. (in reams).
1	1	1	9	12	21	34	Stencil Paper, F'cap (in quires).
5	5	5	40	..	40	35	Duplicating ink, Black.
3	2	2	17	6	23	36	Paper Clip, Gem's Pattern.
..	1	..	3	..	3	37	Scissors, 6'' Long.
..	..	..	2	..	2	38	Stapling Machines.
..	..	..	10	..	10	39	Staples wire, 1,000 in a box.
64	27	12	170	65	235	40	Pencil, Red and Blue.
32	32	32	262	..	262	41	Blank Book, Ruled 1 quire.
..	..	..	20	..	20	42	Brown Wrapping Paper, 80 lbs. (in reams).
..	..	..	5	50 sheets	5 reams 50 sheets	43	Brown Wrapping Paper (in 38 lbs.).
..	..	..	20	..	20	44	Twin White Thread ball in Balls.
6	6	6	48	26	74	45	Fountainpen ink.
6	6	6	48	26	74	46	Typewriter Ribbons.
12	24	24	180	158	338	47	Green Pencils.
..	..	..	1	..	1	48	Correcting Fluid.
20	10	10	85	80	135	49	Tags Bundles of 100.
7	3	3	28	52	80	50	Shorthand Note Book.
..	..	..	..	1	1	51	Paper Clip File.
..	..	..	..	5 Reams 300 sheets	5 Reams 300 sheets	52	Pencil Carbon, F'cap.
..	..	..	..	2,500	2,500	53	Envelopes, S.E.5.

APPENDIX

Serial no.	Description of stationery articles	Quantity				
		Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur
1	2	3	4	5	6	7
54	Dot pens					
55	T.W., Carbon, F'cap					
56	Office Paste					
57	Pencil, Copying, in nos					
58	Envelopes, S.E.6..					
59	Art paper in reams					
60	Envelopes, S.E.7					
61	Paper Weight					
62	Thread Cotton					
63	Bodkin					
64	Pencil Carbon, Brief size (in sheets)					
65	White Paper, D. F'cap (in reams)					
66	Typewriter oil					
67	Typewriting Paper, Brief size (in reams)					
68	Pencil Hard					
69	Plastic, Blue refiles					
70	Plastic, Red refiles					
71	White paper, 11 KG.					

III—*concld.*

supplied to—						Serial no.	Description of stationery articles
Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total	Central Tabulation Office, Patna	Grand Total		
8	9	10	11	12	13	1	2
..	..	..	..	21	21	54	Dot pens.
..	..	..	..	12 reams 290 sheets	12 reams 290 sheets	55	T.W., Carbon, F'cap.
..	..	..	..	4	4	56	Office Paste.
..	..	..	..	761	761	57	Pencil, Copying, in nos.
..	..	..	..	50	50	58	Envelopes, S.E. 6.
..	..	..	..	1	1	59	Art paper in reams.
..	..	..	..	25	25	60	Envelopes, S.E. 7.
..	..	..	..	12	12	61	Paper Weight.
..	..	..	..	6	6	62	Thread Cotton.
..	..	..	..	3	3	63	Bodkin.
..	..	..	..	1,300	1,300	64	Pencil Carbon, Brief size (in sheets).
..	..	..	..	29 reams 425 sheets	29 reams 425 sheets	65	White Paper, D.F'cap (in reams).
..	..	..	..	8	8	66	Typewriter oil.
..	..	..	..	1	1	67	Typewriting Paper, Brief size(in reams)
..	..	..	..	36	36	68	Pencil Hard.
..	..	..	..	1 gross	1 gross	69	Plastic, Blue refiles.
..	..	..	..	½ gross	½ gross	70	Plastic, Red refiles.
..	..	..	..	14 reams 150 sheets	14 reams 150 sheets	71	White paper, 11 KG.

APPENDIX IV

Details of staff of the Office of the Superintendent of Census Operations, Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office

(*a*) Staff engaged from time to time in the Office of the Superintendent of Census Operations

Serial no.	Name	Designation	Duration of appointment		Scale of pay and pay drawn at the time of appointment		Allowances, if any		Remarks
			From	To	Scale of pay	Pay drawn	D.A./C.L.A.	H.R.A.	
						Rs.	Rs.	Rs.	
1	2	3	4	5	6	7	8	9	10
1	Shri Bageshwari Prasad ..	Deputy Superintendent of Census Operations	16-6-1960	28-2-1962	Rs. 800—35—1,150 *plus* Rs. 150 special pay.	835.00	100.00	..	
2	Shri Jwala Prasad ..	Head Assistant	26-11-1959	8-9-1964	Rs. 250—10—400	250.00	70.00	..	On deputation from Arrah Collectorate.
3	Shri Ram Bahadur Singh ..	Technical Assistant	Continued from the 1951 Census	31-3-1961*	Rs. 150—10—350	220.00	70.00	..	Direct appointment
4	Shri Raj Bansh Pandey ..	Statistical Assistant	15-5-1959 (A.N.)	31-3-1961†	Rs. 160—10—330	160.00	65.00	..	On deputation from Directorate of Statistics.
5	Shri Ram Bachan Dwevedi	Accountant-*cum*-Cashier.	11-11-1959	20-6-1966	Rs. 130—12—250 *plus* 20 per cent deputation pay.	202.00	55.00	..	On deputation from Development Commissioner's Office.
6	Shri Upendra Narain Sinha	Statistical Assistant	26-8-1960 1-4-1961	30-11-1960 To date	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	141.00	57.30	..	On deputation from Directorate of Statistics.
7	Shri Ramesh Ranjan Prasad	Statistical Assistant	17-9-1960 1-4-1961	30-11-1960 31-12-1962	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	141.00	57.30	..	Ditto
8	Shri Maheshwar Prasad ..	L. D. Clerk ..	1-5-1959	31-3-1962	Rs. 60—3—81—E.B.—4—120—5—130	81.00	55.00	7.00	On deputation from Industries Department.
		U. D. Clerk ..	1-4-1962	To date	Rs. 130—5—160—8—168—200—E B.—8—256—E.B.—8—280—10—300.	145.00	15.00	7.50	
9	Shri Ramji Prasad Dubey ..	L. D. Clerk ..	27-10-1959	7-5-1962	Rs. 80—4—100—E.B.—4—120 *plus* 20 per cent deputation pay.	92.00	32.60	..	On deputation from Law Department.
10	Shri Vishwanath Prasad Shrivastava.	L. D. Assistant ..	1-1-1960	30-11-1960	Rs. 75—4—95—E.B.—5—100—5—150 *plus* 20 per cent deputation pay.	91.00	32.30	7.00	On deputation from Finance Department.
11	Shri Lalita Prasad Sinha ..	L. D. Clerk ..	22-1-1960 (A.N.)	30-8-1960	Rs. 60—3—81—E.B.—4—120—5—130.	66.00	55.00	7.00	On deputation from Law Department.

12	Shri Sachida Nand Jha ..	L. D. Clerk ..	1-9-1960	To date	Rs. 60—3—81—E.B.—4—120—5—130.	60.00	55.00	7.00	Direct appointment.
13	Shri Ramanugrah Singh ..	L. D. Clerk ..	1-8-1960	25-10-1960	Rs. 50—2—70—E B.—2—90.	50 00	40.00	7.00	Ditto
			26-10-1960	To date	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	110.00	10.00	7.50	
14	Shri Rajendra Jha ..	L. D. Clerk ..	12-10-1960	31-3-1961	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	143.00	10.00	7.50	On deputation from Appointment Department.
15	Shri Mithileshwar Prasad Jamuar.	L. D. Clerk ..	12-10-1960	19-1-1965	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	131.00	10.00	7.50	Ditto
16	Shri Deo Narain Pandey ..	L. D. Clerk ..	12-10-1960	2-2.1961	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	116.00	10.00	7.50	Ditto
17	Shri Surya Narain Singh ..	L. D. Clerk ..	18-10-1960	31-1-1961	Rs. 80—4—100—E.B.—4—120 *plus* 20 per cent deputation pay.	96.00	43.80	7.50	On deputation from Collectorate, Monghyr.
		U. D. Clerk ..	1-2-1961	19 6-1964	Rs.125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	125.00	52.50	6 50	
18	Shri Murlidhar Tripathi ..	L. D. Clerk ..	13-1-1961	To date	Rs. 80—4—120 *plus* 20 per cent deputation pay.	92.00	42.80	7.50	On deputation from Education Department.
19	Shri Paras Nath Gupta ..	L. D. Clerk ..	3-2-1961	To date	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	116.00	10.00	7.50	On deputation from Appointment Department.
20	Shri Parmanand Lal Das ..	Stenographer ..	19-8-1959	2-3-1962	Rs. 100—5—130—E.B.—190 *plus* 20 per cent deputation pay.	120.00	41.00	..	On deputation from Finance Department.
21	Shri Krishna Bihari Prasad	Stenographer ..	10-11-1960	24-6-1965	Rs. 100—5—130—E.B.—190 *plus* 20 per cent deputation pay.	142.00	57.30	..	Ditto
22	Shri Md. Noor Khan ..	Draughtsman ..	18-8-1960	To date	Rs. 60—3—81—E.B.—4—120—5—130.	120.00 (—)57.31 62.69	55.00	7.50	Re-employed after retirement from Survey Office.
23	Shri Ganesh Lall ..	Peon ..	2-4-1959	9-4-1963	Rs. 30—1—35 ..	30.00	45.00	5.00	On deputation from Industries Department.

*Transferred to the Regional Tabulation Office, Patna-8 as a Tabulation Officer. †Transferred to the Urban Tabulation Office, Patna-8 as a Tabulation Officer.

APPENDIX IV—*contd.*

(*a*) Staff engaged from time to time in the Office of the Superintendent of Census Operations

Serial no.	Name	Designation	Duration of appointment		Scale of pay and pay drawn at the time of appointment		Allowances, if any		Remarks
			From	To	Scale of pay	Pay drawn	D.A./C.L.A.	H.R.A.	
						Rs.	Rs.	Rs.	
1	2	3	4	5	6	7	8	9	10
24	Shri Abdul Rashid	.. Peon	.. Continued from the 1951 Census	To date	Rs. 30—½—35	.. 30.00	45.00	5.00	Direct appointment.
25	Shri Sarju Lal	.. Peon	.. 1-5-1959	To date	Rs. 30—½—35	30.00	45.00	5.00	On deputation from Industries Department.
26	Shri Ramji Sah	.. Peon	.. 5-7-1960	To date	Rs. 22½—½—27½	22.50	37.50	5.00	Direct appointment.
27	Shri Jogendra Prasad	.. Peon	.. 27-9-1960	31-3-1962	Rs. 22½—½—27½	22.50	37.50	5.00	Ditto
28	Shri Lalit Kumar Sinha	.. Peon	.. 31-8-1960	To date	Rs. 22½—½—27½	22.50	37.50	5.00	Ditto
29	Shri Sheo Narain Paul	.. Peon	.. 21-9-1960	31.1.1964	Rs. 22½—½—27½	22.50	37.50	5.00	Ditto
30	Shri Ram Lakhan Das	.. Peon	.. 3-2-1961 (A.N.)	31-3-1961	Rs. 22½—½—27½	22.50	37.50	5.00	Ditto
31	Shri Brij Nandan Singh	Peon	.. 21-10-1960	30-11.1960	Rs. 22½—½—27½	22.50	37.50	5.00	Ditto
32	Shri Maqbool Hussain	.. Daftary	.. 31-8-1960	To date	Rs. 22½—½—27½	22.50	37.50	5.00	Ditto
33	Shri Maruti Prasad Verma	.. Investigator	.. 3-7-1961	31.1.1962	Rs. 210—10—290—15—320—E B.—15—425.	210.00	20.00	..	Ditto
34	Shri Zaki Ahmad Khan	.. Statistical Assistant	26-8-1960	3-10-1960	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	149.00	59.70	..	On deputation from Directorate of Statistics.
35	Shri Tarkeshwar Nath Verma	Statistical Assistant	20-10-1960	30.11.1960	Rs. 210—10—290—15—320—E.B.—15—425.	210.00	20.00	..	Ditto
36	Shri Brajeshwar Prasad	.. Statistical Assistant	18-10-1960	30.11.1960	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	141.00	57.30	..	Ditto
37	Shri Gyan Chand Mishra	.. Statistical Assistant	2-11-1960 1-3-1963	30-11-1960 22-2-1966	Rs. 210—10—290—15—320—E.B.—15—425.	210.00	20.00	..	Ditto
38	Shri Brijnandan Prasad Sinha	Peon	.. 9-12-1960	To date	Rs. 22½—½—27½	22.50	37.50	5.00	Direct appointment.

39	Shri Rajendra Prasad ..	Supervisor ..	26-6-1961	31 10-1961	..	160.00 fixed	..	..	Ditto
		Investigator ..	1-11-1961	7-2-1962	Rs. 210—10—290—15—320—E.B.—15—425.	210.00	20,00	..	
			5-10-1963	To date		230.00	30.00	..	
40	Shri Bindeshwari Prasad Singh.	Supervisor ..	30-6-1961	1-5-1963	..	160.00 fixed	..	..	Ditto
41	Shri Vidya Bhushan ..	U. D. Assistant ..	15-7-1961	18-5-1962	Rs. 130—12—250 *plus* 20 per cent deputation pay.	178.00	60.00	..	On deputation from Finance Department.
42	Shri Nityaranjan Kasautyar	U. D. Assistant ..	15-7-1961	28-3-1962	Rs. 130—12—250 *plus* 20 per cent deputation pay.	166.00	60.00	..	Ditto
43	Shri Chandeshwar Prasad Singh.	Artist ..	1-8-1961	1-5-1963	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	110.00	10.00	7.50	Ditto
44	Shri Bhagwan Prasad Choudhary.	L. D. Clerk ..	1-6-1961	To date	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	110.00	10.00	7.50	Ditto
45	Shri Chandeshwar Prasad Sinha.	Supervisor ..	25-8-1961	1-5-1963	..	160.00 fixed	..	..	Ditto
46	Shri Bangleshwari Prasad Sinha.	Supervisor ..	25-8-1961	28-5-1963	..	160.00 fixed	..	..	Ditto
47	Shri Kuldip Mahton ..	Peon ..	23-12-1961	To date	Rs. 22½—½—27½	22.50	37.50	5.00	Direct appointment.
48	Shri Parimal Roy ..	Investigator ..	15-1-1962	31-5-1962	Rs. 210—10—290—15—320—E B.—15—425.	210.00	20.00	..	On deputation from Finance Department.
49	Shri B. M. Tiwari ..	Typist ..	23-2-1962	12-4.1962	..	120.00 fixed	..	..	Ditto
50	Shri Sachchidanand Singh	Routine Clerk	22-5-1961	31-8-1962	Rs. 50—2—70—E.B.—2—90.	50.00	40.00	3.00	Ditto
51	Shri Sudhirendra Nath Singh	Stenographer ..	17-2-1962	To date	Rs. 130—5—160—8—200—E. B.—8—256—E.B.—8—280—10—300.	168.00	20.00	..	On deputation from Collectorate, Dumka.
52	Shri Ramchandra Thakur ..	Typist ..	7-5-1962	25.7-1964	Rs. 80—4—100—E.B.—4—120 *plus* 20 per cent deputation pay.	96.00	18.80	7.50	On deputation from Finance Department.
53	Shri Janki Ram ..	Peon ..	17-5-1962	To date	Rs. 22½—½—27½	22.50	37.50	5.00	Direct appointment.

APPENDIX IV—*contd.*

(a) Staff engaged from time to time in the Office of the Superintendent of Census Operations—*concld.*

Serial no.	Name	Designation	Duration of appointment		Scale of pay and pay drawn at the time of appointment		Allowances, if any		Remarks
			From	To	Scale of pay	Pay drawn	D.A./C.L.A.	H.R.A.	
						Rs.	Rs.	Rs.	
1	2	3	4	5	6	7	8	9	10
54	Shri Bhagwan Lal ..	Peon ..	29-5-1962	7-8-1963	Rs. 22½—½—27½	22.50	37.50	5.00	Direct appointment.
55	Shri Krishna Gopal Shrivastava. ..	Junior Drawing Assistant	12-7-1962	30-4-1963	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	110.00	10.00	7.50	On deputation from Directorate of Statistics.
56	Shri Md. Abbas ..	Junior Cartographer	18-8-1962	31-12-1962	..	160.00 fixed	..	..	Direct appointment.
		Senior Cartographer	1-1-1963	To date	Rs. 210—10—290—15—320—E.B.—15—425.	210.00	30.00	..	
57	Shri Ram Roy ..	Junior Cartographer	19-8-1962	31-12-1962	..	160.00 fixed	..	..	Ditto
		Senior Cartographer	1-1-1963	26-2-1963	Rs. 210—10—290—15—320—E B.—15—425.	210.00	30.00	..	
58	Shri Bhatto Mahton ..	Peon ..	1-12-1962	22-12-1962	Rs. 70—1—85 ..	70.00	15.00	5.00	Ditto
59	Shri Sheo Lakhan Singh ..	Peon ..	10-5-1961	To date	Rs. 22½—½—27½	22.50	37.50	5.00	Ditto
60	Shri Shiva Kumar Pathak	Stenographer ..	5-10-1963	To date	Rs. 120—4—140 *plus* 20 per cent deputation pay.	132.00	59.60	..	On deputation from Gaya Collectorate.
61	Shri Pawan Kishore Latif ..	Lower Division Clerk	5-10-1963	To date	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	110.00	15.00	7.50	Direct appointment.
62	Shri Rajeshwari Prasad Sinha	Compilation Assistant	7-10-1963	To date	..	120.00 fixed	..	..	Ditto
63	Shri Abhay Kumar Jha ..	Artist ..	5-10-1963	4-12-1965	Rs. 130—5—160—8—200—E.B.—8—256—E.B.—8—280—10—300.	135.00	15.00	7.50	Ditto
64	Shri Lato Thakur ..	Peon ..	7-10-1963	To date	Rs. 22½—½—27½	22.50	42.50	5.00	Ditto

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances, if any		Remarks
			From	To		D. A./C.L.A. Rs.	H.R.A. Rs.	
1	2	3	4	5	6	7	8	9
			(i) Housing Tabulation Office					
1	Deputy Superintendent	1	12-9-1960	31-3-1961	Rs. 220—25—595—E.B.—25—770—30—800.*	†	..	
2	Statistical Assistants	2	1-12-1960	31-3-1961	Rs. 210—10—290—15—320—E.B.—15—425.	20.00	..	
		3	1-12-1960	31-3-1961	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	59.70	..	
3	Supervisors	2	24-11-1960	31-3-1961	Rs. 160 fixed	..	..	
4	Sorters	1	5-11-1960	31-3-1961	Rs. 120 fixed	..	..	
		1	8-11-1960	31-3-1961	Rs. 120 fixed	..	..	
		2	10-11-1960	31-3-1961	Rs. 120 fixed	..	..	
		3	19-11-1960	31-3-1961	Rs. 120 fixed	..	..	
		1	22-11-1960	31-3-1961	Rs. 120 fixed	..	..	
		1	6-12-1960	31-3-1961	Rs. 120 fixed	..	..	
		1	7-12-1960	31-3-1961	Rs. 120 fixed	..	..	
		2	9-12-1960	31-3-1961	Rs. 120 fixed	..	..	
		4	12-12-1960	31-3-1961	Rs. 120 fixed	..	..	
		1	21-12-1960	31-3-1961	Rs. 120 fixed	..	..	
		2	30-1-1961	31-3-1961	Rs. 120 fixed	..	..	
		10	31-1-1961	31-3-1961	Rs. 120 fixed	..	..	
		7	2-2-1961	31-3-1961	Rs. 120 fixed	..	..	
		1	3-2-1961	31-3-1961	Rs. 120 fixed	..	..	
		1	17-2-1961	31-3-1961	Rs. 120 fixed	..	..	
		33	23-2-1961	31-3-1961	Rs. 120 fixed	..	..	
		2	24-2-1961	31-3-1961	Rs. 120 fixed	..	..	
		1	25-2-1961	31-3-1961	Rs. 120 fixed	..	..	
		1	27-2-1961	31-3-1961	Rs. 120 fixed	..	..	
5	Head Clerk	1	1-12-1960	31-3-1961	Rs. 130—12—250 *plus* 20 per cent deputation pay.	54	..	
6	Peon	1	1-12-1960	31-3-1961	Rs. 22½—½—27½	37.50	5	
7	Daftary	1	25-11-1960	31-3-1961	Rs. 22½—½—27½	37.50	5	
			(ii) Urban Tabulation Office, Patna					
1	Deputy Superintendent	1	1-4-1961	28-1-1962	Rs. 220—25—595—EB 25—770—30—800.*	†	..	
2	Tabulation Officer	1	1-4-1961	28-2-1962	Rs. 250—10—400	70	..	

APPENDIX IV—*contd.*

(b) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances, if any		Remarks
			From	To		D.A./C.L.A.	H.R.A.	
						Rs.	Rs.	
1	2	3	4	5	6	7	8	9
					(ii) Urban Tabulation Office, Patna—contd.			
3	Statistical Assistant	1	1-4-1961	28-2-1962	Rs. 210—10—290—15—320—E.B.—15—425 (Revised scale).	20	..	
4	Tabulation Assistants	1	9-5-1961	28-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	State rate.	7.50	
		1	4-7-1961	28-2-1962	Rs. 100—5 130 E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	7.50	
		1	24-8-1961	28-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	7.50	
		1	16-11-1961	28-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	7.50	
		2	1-8-1961	30-11-1961	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	7.50	
5	Head Clerk-*cum*-Accountant	1	1-6-1961	28-2-1962	Rs. 130—5—160—8—200—E.B.—8—256—E.B.—8—280—10—300 (Revised scale).	10	7.50	
6	Upper Division Clerk	1	27-1-1962	28-2-1962	Rs. 130—5—160—8—200—E.B.—8—256—E.B.—8—280—10—300 (Revised scale).	10	7.50	
7	Cashier	1	1-4-1961	31-5-1961	Rs. 110—3—131—4—155—E.B.—4—175—5—180 (Revised scale).	10	7.50	
8	Lower Division Clerks	1	6-7-1961	28-2-1962	Rs. 110—3—131—4—155—E.B.—4—175—5—180 (Revised scale).	10	7.50	
		1	23-10-1961	26-1-1962	Rs. 110—3—131—4—155—E.B.—4—175—5—180 (Revised scale).	10	7.50	
9	Typist	1	1-5-1961	28-2-1962	Rs. 110—3—131—4—155—E.B.—4—175—5—180 (Revised scale).	10	7.50	

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances, if any		Remarks
			From	To		D. A./C.L.A.	H. R. A.	
						Rs.	Rs.	
1	2	3	4	5	6	7	8	9

(ii) Urban Tabulation Office, Patna—concld.

10	Record-keeper	1	1-5-1961	22-2-1962	Rs. 110—3—131 4 - 155—E.B.- 4- 175 - 5 —180 (Revised scale).	10	7.50	
11	Supervisors	10	1-4-1961	30-11-1961	Rs.160(Fixed)	..	..	Consolidated fixed pay.
		1	1-4-1961	28-2-1962	Rs. 160 (Fixed)	..	..	Ditto.
12	Compiler-Checkers	1	1-4-1961	31-12-1961	Rs. 140(Fixed)	..	..	Ditto.
		3	1-4-1961	31-11-1961	Rs. 140 (Fixed)	..	..	Ditto.
		12	1-5-1961	31-11-1961	Rs. 140 (Fixed)	..	..	Ditto.
		4	1-6-1961	31-11-1961	(Rs. 140 Fixed)	..	..	Ditto.
		3	1-7-1961	31-11-1961	Rs. 140 (Fixed)	..	..	Ditto.
		4	1-8-1961	31-11-1961	Rs. 140 (Fixed)	..	..	Ditto.
		4	1-8-1961	25-11-1961	Rs. 140 (Fixed)	..	..	Ditto.
		1	16-8-1961	11-11-1961	Rs. 140 (Fixed)	..	..	Ditto.
		3	1-9-1961	30-9-1961	Rs.140 (Fixed)	..	..	Ditto.
13	Sorters	16	1-4-1961	28-2-1962	Rs. 120 (Fixed)	..	..	Ditto.
		4	1-4-1961	31-1-1962	Rs. 120 (Fixed)	..	..	Ditto.
		3	21-4-1961	31-1-1962	Rs. 120 (Fixed)	..	..	Ditto.
		2	21-4-1961	25-11-1961	Rs. 120 (Fixed)	..	..	Ditto.
		17	21-4-1961	18-11-1961	Rs. 120 (Fixed)	..	..	Ditto.
		24	21-4-1961	7-2-1962	Rs. 120 (Fixed)	..	..	Ditto.
		3	21-4-1961	15-11-1961	Rs. 120 (Fixed)	..	..	Ditto.
		3	21-4-1961	11-11-1961	Rs. 120 (Fixed)	..	..	Ditto.
		7	25-4-1961	11-11-1961	Rs. 120 (Fixed)	..	..	Ditto.
		1	9-5-1961	11-11-1961	Rs. 120 (Fixed)	..	..	Ditto.
		12	15-5-1961	8-11-1961	Rs. 120 (Fixed)	..	..	Ditto.
		32	15-5-1961	30-10-1961	Rs. 120 (Fixed)	..	..	Ditto.
		1	15-5-1961	25-10-1961	Rs. 120 (Fixed)	..	..	Ditto.
		1	15-5-1961	7-10-1961	Rs. 120 (Fixed)	..	..	Ditto.
		14	15-5-1961	30-9-1961	Rs. 120 (Fixed)	..	..	Ditto.
		17	30-5-1961	7-9-1961	Rs. 120 (Fixed)	..	..	Ditto.
14	Peons	1	1-4-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		2	8-4-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		3	8-5-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		1	1-7-1961	31-1-1962	Rs. 22½—½—27½	37.50	5.00	
		1	1-7-1961	31-12-1961	Rs. 22½—½—27½	37.50	5.00	
		1	1-7-1961	31-11-1961	Rs. 22½—½—27½	37.50	5.00	
		1	1-7-1961	30-9-1961	Rs. 22½—½—27½	37.50	5.00	

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment From	Duration of appointment To	Scale of pay	Allowances, if any D.A./C.L.A.	Allowances, if any H.R.A.	Remarks
						Rs.	Rs.	
1	2	3	4	5	6	7	8	
			(iii) Regional Tabulation Office, Patna					
1	Deputy Superintendent	1	1-4-1961	28-2-1962	Rs. 220—25—595—EB—25—770—30—800.*	†	..	
2	Tabulation Officer ..	1	1-4-1961	28-2-1962	Rs. 350—20—450—25—475.	..	..	
3	Statistical Assistant ..	1	1-4-1961	28-2-1962	Rs. 125—8—205—9—250 *plus* 20 per cent deputation pay.	State rate	..	
4	Tabulation Assistants ..	2	15-4-1961	28-2-1962	Rs. 100—5—130—E. B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
5	Head clerk-*cum*-Accountant.	1	7-4-1961	28-2-1962	Rs. 120—4—140 *plus* 20 per cent deputation pay.	Ditto	..	
6	Upper Division Assistant	1	1-4-1961	31-5-1961	Rs. 130—120—250 *plus* 20 per cent deputation pay.	Ditto	..	
7	Cashier	1	6-9-1961	31-1-1962	Rs. 80—4—120 *plus* 20 per cent deputation pay.	Ditto	7.50	
8	Typist	1	1-7-1961	28-2-1962	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	10	7.50	
9	Record-keeper ..	1	4-4-1961	28-2-1962	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	10	7.50	
10	Supervisors ..	4	22-5-1961	28-2-1962	Rs. 160 (Fixed)	..	..	Consolidated fixed pay.
		4	16-6-1961	28-2-1962	Rs. 160 (Fixed)	..	..	Ditto.
		6	1-7-1961	28-2-1962	Rs. 160 (Fixed)	..	..	Ditto.
		6	1-8-1961	28-2-1962	Rs. 160 (Fixed)	..	..	Ditto.
11	Compiler-Checkers ..	2	20-4-1961	28-2-1962	Rs. 140 (Fixed)	..	..	Ditto.
		3	15-5-1961	28-2-1962	Rs. 140 (Fixed)	..	..	Ditto.
		1	8-5-1961	28-2-1962	Rs. 140 (Fixed)	..	..	Ditto.
		12	1-6-1961	28-2-1962	Rs. 140 (Fixed)	..	..	Ditto.
		14	10-7-1961	28-2-1962	Rs. 140 (Fixed)	..	..	Ditto.
12	Sorters	3	1-4-1961	28-2-1962	Rs. 120 (Fixed)	..	..	Ditto.
		20	14-4-1961	28-2-1962	Rs. 120 (Fixed)	..	..	Ditto.
		77	17-4-1961	28-2-1962	Rs. 120 (Fixed)	..	..	Ditto.
		60	16-5-1961	28-2-1962	Rs. 120 (Fixed)	..	..	Ditto.
13	Peons	4	1-4-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	
		2	19-4-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	
		3	27-5-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	
		2	1-7-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	

APPENDIX IV—*contd.*

(b) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment From	Duration of appointment To	Scale of pay	Allowances, if any D.A./C.L.A.	Allowances, if any H.R.A.	Remarks
						Rs.	Rs.	
1	2	3	4	5	6	7	8	9
	(iv) Regional Tabulation Office, Muzaffarpur I							
1	Deputy Superintendent	1	10-1-1961	28-2-1962	Rs. 220—25—595—E.B.—25—770—30—800.*	†	..	
2	Tabulation Officer ..	1	7-3-1961	28-2-1962	Rs. 250—10—400 ..	70	..	
3	Statistical Assistant ..	1	15.3.1961	28.2.1962	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	State rate.	..	
4	Tabulation Assistants ..	1	16-5-1961	28.2.1962				
		1	21.6-1961	28-2-1962				
		1	18-7-1961	28.2.1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
		1	7.8.1961	28-2-1962				
5	Head Clerk-*cum*-Accountant	1	1.4.1961	28.2.1962	Rs. 120—4—140 *plus* 20 per cent deputation pay.	Ditto	..	
6	Cashier	1	2-5-1961	28-2-1962	Rs. 110—3—131—4—155—E. B.—4—175—5—180.	10	..	
7	Record-keeper ..	1	1-3-1961	31-1-1962	Rs. 110—3—131—4—155—E. B.—4—175—5—180.	10	..	
8	Lower Division Clerk	1	8-3.1961	31-1-1962	Rs. 110—3—131—4—155—E. B.—4—175—5—180.	10	..	
9	Typist	1	17-7.1961	31.12.1961	Rs. 110—3—131—4—155—E. B.—4—175—5—180.	10	..	
10	Supervisors	1	26-6.1961	28.2.1962	Rs. 150 (Fixed)	..	..	Consolidated fixed pay.
		5	24-7-1961	28.2.1962	Rs. 150 (Fixed)	..	..	Ditto.
		5	1-8-1961	28.2.1962	Rs. 150 (Fixed)	..	..	Ditto.
		3	18-9-1961	28-2-1962	Rs. 150 (Fixed)	..	..	Ditto.
		1	1-10-1961	28-2.1962	Rs. 150 (Fixed)	..	..	Ditto.
11	Compiler-Checkers ..	12	23-4-1961	28-2.1962	Rs. 130 (Fixed)	..	..	Ditto.
		6	4-5.1961	28-2.1962	Rs. 130 (Fixed)	..	..	Ditto.
		12	11.5-1961	28-2-1962	Rs. 130 (Fixed)	..	..	Ditto.
		5	22.5.1961	28-2-1962	Rs. 130 (Fixed)	..	..	Ditto.
		5	1.6-1961	28-2.1962	Rs. 130 (Fixed)	..	..	Ditto.
12	Sorters	31	13.3-1961	28-2.1962	Rs. 110 (Fixed)	..	..	Ditto.
		28	13.4.1961	28-2.1962	Rs. 110 (Fixed)	..	..	Ditto.
		31	26.4.1961	28-2.1962	Rs. 110 (Fixed)	..	..	Ditto.
		20	5-5.1961	28.2-1962	Rs. 110 (Fixed)	..	..	Ditto.
		90	10-5-1961	28.2.1962	Rs. 110 (Fixed)	..	..	Ditto.
13	Peons	6	1-3.1961	28.2.1962	Rs. 22½—½—27½	37.50	..	
		2	1.5.1961	28.2.1962	Rs. 22½—½—27½	37.50	..	
		1	1.7-1961	28-2-1962	Rs. 75 (Fixed)	..	..	

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances, if any		Remarks
			From	To		D. A./C.L.A. Rs.	H.R.A. Rs.	
1	2	3	4	5	6	7	8	9
			(*v*) *Regional Tabulation Office, Muzaffarpur II*					
1	Deputy Superintendent	1	12-5-1961	28-2-1962	Rs. 220—25—595—E.B.—25—770—30—800*	†	..	
2	Tabulation Officer ..	1	6-3-1961	28-2-1962	Rs. 250—10—400 ..	70	..	
3	Statistical Assistant ..	1	10-4-1961	28-2-1962	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	State rate.	..	
4	Tabulation Assistants ..	1	1-5-1961	28-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
		1	15-6-1961	28-2-1962				
		1	9-8-1961	28-2-1962				
		1	11-8-1961	28-2-1962				
5	Head Clerk-*cum*-Accountant	1	12-4-1961	28-2-1962	Rs. 150—5—160—8—200—E.B.—8—256—E. B.—8—280—10—300.	Ditto	..	
6	Cashier	1	16-5-1961	28-2-1962	Rs. 150—5—160—8—200—E. B.—8—256—E. B.—8—280—10—300.	Ditto	..	
7	Record-keeper ..	1	24-5-1961	12-1-1962	Rs. 120—4—140	Ditto	..	
8	Typist	1	24-5-1961	28-2-1962	Rs. 60—2—80—E. B.—100.	Ditto	..	
9	Lower Division Clerk	1	24-5-1961	28-2-1962	Rs. 50—2—90	Ditto	..	
10	Supervisors.. ..	10	13-8-1961	31-1-1962	Rs. 150 (Fixed)	..	..	Consolidated fixed pay.
		2	7-9-1961	31-1-1962	Rs. 150 (Fixed)	..	..	Ditto.
		1	23-10-1961	31-1-1962	Rs. 150 (Fixed)	..	..	Ditto.
		2	1-11-1961	31-1-1962	Rs. 150 (Fixed)	..	..	Ditto.
11	Compiler-Checkers ..	11	5-5-1961	1-12-1962	Rs. 130 (Fixed)	..	..	Ditto.
		6	11-5-1961	1-12-1962	Rs. 130 (Fixed)	..	..	Ditto.
		4	6-9-1961	1-12-1962	Rs. 130 (Fixed)	..	..	Ditto.
		2	6-10-1961	1-12-1962	Rs. 130 (Fixed)	..	..	Ditto.
		2	12-10-1961	1-12-1962	Rs. 130 (Fixed)	..	..	Ditto.
		12	23-5-1961	1-12-1962	Rs. 130 (Fixed)	..	..	Ditto.
12	Sorters	10	24-3-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		15	1-4-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		7	20-4-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		6	27-4-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		23	1-5-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		12	6-5-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		63	10-5-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		124‡	21-11-1961	30-12-1961	Rs. 110 (Fixed)	..	..	Ditto.

‡On transfer from Regional Tabulation Office, Muzaffarpur I.

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts.	Duration of appointment From	Duration of appointment To	Scale of pay	Allowances if any D. A./CLA Rs.	Allowances if any H.R.A. Rs.	Remarks
1	2	3	4	5	6	7	8	9
			(*v*) *Regional Tabulation Office, Muzaffarpur* II—concld.					
13	Peons	3	1-4-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	
		1	19-4-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	
		1	27-4-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	
		1	16-5-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	
		1	15-7-1961	28-2-1962	Rs. 22½—½—27½	37.50	..	
			(*vi*) *Regional Tabulation Office, Bhagalpur*					
1	Deputy Superintendent	1	1-3-1961	28-2-1962	Rs. 220—25—595—E.B. 25—770—30—800.*	†	..	
2	Tabulation Officer ..	1	6-3-1961	19-2-1962	Rs. 250—10—400	70	..	
3	Statistical Assistant ..	1	19-4-1961	19-2-1962	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	State rate.	..	
4	Tabulation Assistants ..	1	25-4-1961	19-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
		1	4-5-1961	19-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
		1	19-7-1961	19-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
		1	14-8-1961	19-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
5	Head Clerk-*cum*-Accountant	1	23-5-1961	28-2-1962	Rs. 140—4—160—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
6	Cashier	1	13-4-1961	28-2-1962	Rs. 80—4—100—E.B.—4—120 *plus* 20 per cent deputation pay.	Ditto	..	
7	Record-keeper ..	1	1-4-1961	28-2-1962	Rs. 50—2—70—E.B.—2—90 *plus* 20 per cent deputation pay.	Ditto	7.50	
8	Lower Division Clerk	1	1-4-1961	28-2-1962	Rs. 110—3—131—4—155—E. B.—4—175—5—180.	10	7.50	
9	Supervisors.. ..	6	16-6-1961	31-12-1961	Rs. 150 (Fixed)	..	..	Consolidated fixed pay.
		2	10-7-1961	31-12-1961	Rs. 150 (Fixed)	..	..	Ditto.
		1	10-7-1961	30-9-1961	Rs. 150 (Fixed)	..	..	Ditto.
		2	16-8-1961	30-11-1961	Rs. 150 (Fixed)	..	..	Ditto.
		1	16-8-1961	31-12-1961	Rs. 150 (Fixed)	..	..	Ditto.

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances, if any		Remarks
			From	To		D.A.	C.L.A. H.R.A.	
						Rs.	Rs.	
1	2	3	4	5	6	7	8	9
			(*vi*) *Regional Tabulation Office, Bhagalpur*—concld.					
10	Compiler-Checkers ..	3	1-5-1961	15-12-1961	Rs. 130 (Fixed)	..	..	Consolidated fixed pay.
		8	20-5-1961	15-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		9	1-6-1961	15-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		3	5-6-1961	15-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	1-8-1961	31-10-1961	Rs. 130 (Fixed)	..	..	Ditto.
		5	16-8-1961	15-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		3	8-9-1961	15-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
11	Sorters	17	15-3-1961	28-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		3	20-3-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		11	24-4-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		11	6-5-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		5	9-5-1961	28-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		20	11-5-1961	17-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		4	15-5-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		12	19-5-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		31	22-5-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		1	4-8-1961	29-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		3	23-8-1961	18-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		7	23-8-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
12	Peons	1	20-3-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		1	1-4-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		1	1-6-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		1	10-8-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		1	4-4-1961	30-11-1961	Rs. 22½—½—27½	37.50	5.00	
		2	6-5-1961	30-11-1961	Rs. 22½—½—27½	37.50	5.00	
		2	25-5-1961	30-11-1961	Rs. 22½—½—27½	37.50	5.00	

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances, if any		Remarks
			From	To		D.A./C.L.A.	H.R.A.	
						Rs.	Rs.	
1	2	3	4	5	6	7		
			(vii) Regional Tabulation Office, Deoghar					
1	Deputy Superintendent	1	4-1-1961	16-2-1962	Rs. 220—25—595—E.B.—25—770—30—800.*	†	..	
2	Tabulation Officer ..	1	7-3-1961	16-2-1962	Rs. 250—15—400	70	..	
3	Statistical Assistant ..	1	17-2-1961	16-2-1962	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	State rate.	..	
4	Tabulation Assistants ..	1	1-5-1961	16-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
		1	1-6-1961	28-11-1961	Rs. 120—8—200—10—220.	Ditto	..	
		1	23-6-1961	16-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
		1	13-9-1961	16-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	Ditto	..	
5	Head Clerk-*cum*-Accountant.	1	6-6-1961	7-11-1961	Rs. 130—5—160—8—200—E.B.—8—236—E.B.—8—280—10—300.	10	..	
6	Cashier	1	2-5-1961	20-2-1962	Rs. 80—4—120 *plus* 20 per cent deputation pay.	State rate.	..	
7	Lower Division Clerk (Record-keeper).	1	3-4-1961	16-2-1962	Rs. 110—8—131—4—155—E.B.—4—175—5—180.	10	..	
8	Typist	1	9-5-1961	16-2-1962	Rs. 110—8—131—4—155—E.B.—4—175—5—180.	10	..	
9	Stenographer . ..	1	4-1-1961	16-2-1962	Rs. 130—5—160—8—200—E.B.—8—256—8—280—10—300.	10	..	
10	Supervisors.. ..	1	1-4-1961	30-5-1961	Rs. 150 (Fixed)	..	..	Consolidated fixed pay.
		12	16-7-1961	31-12-1961	Rs. 150 (Fixed)	..	..	Ditto.
11	Compiler-Checkers ..	10	1-5-1961	21-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		25	27-5-1961	21-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
12	Sorters	10	23-2-1961	1-12-1961	Rs. 110 (Fixed)	..	..	Ditto.
		17	17-4-1961	1-12-1961	Rs. 110 (Fixed)	..	..	Ditto.

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances, if any		Remarks
			From	To		D.A./C.L.A.	H.R.A.	
						Rs.	Rs.	
1	2	3	4	5	6	7	8	9
			(vii) Regional Tabulation Office, Deoghar—concld.					
	Sorters—*concld.* ..	73	16-5-1961	1-12-1961	Rs. 110 (Fixed)	..	..	Consolidated fixed pay.
		50	16-5-1961	1-12-1961	Rs. 110 (Fixed)	..	..	Ditto.
13	Peons	1	20-12-1960	16-2-1962	Rs. 22½—½—27½	37.50	..	
		1	13-3-1961	30-11-1961	Rs. 22½—½—27½	37.50	..	
		1	31-3-1961	14-2-1962	Rs. 22½—½—27½	37.50	..	
		1	25-3-1961	30-11-1961	Rs. 22½—½—27½	37.50	..	
		1	25-3-1961	31-12-1961	Rs. 22½—½—27½	37.50	..	
		1	15-5-1961	16-2-1962	Rs. 22½—½—27½	37.50	..	
		1	16-6-1961	1-2-1962	Rs. 22½—½—27½	37.50	..	
		1	21-8-1961	22-12-1961	Rs. 22½—½—27½	37.50	..	
		1	21-8-1961	16-2-1962	Rs. 22½—½—27½	37.50	..	
			(viii) Regional Tabulation Office, Hazaribagh					
1	Deputy Superintendent	1	6-4-1961	28-1-1962	Rs. 200—10—250—15—325—E B —15—400—10—450.*	†	..	
2	Tabulation Officer ..	1	4-7-1961	31-1-1962	Rs. 250—10—400	70	..	
3	Statistical Assistant ..	1	8-3-1961	31-1-1962	Rs. 210—10—290—15—390—E.B.—15—425.	20	..	
4	Tabulation Assistant	1	1-4-1961	31-1-1962	Rs. 168—8—256—E.B.—8—280—10—300.	20	..	
		1	16-4-1961	31-1-1962	Rs. 168—8—256—E.B.—8—280—10—300.	20	..	
		1	15-6-1961	31-1-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	State rate.	..	
		1	23-6-1961	31-1-1962	Rs. 168—8—256—E.B.—8—280—10—300.	20	..	
		1	1-10-1961	31-1-1962	Rs. 168—8—256—E.B.—8—280—10—300.	20	..	
5	Head Clerk-*cum*-Accountant.	1	1-4-1961	31-1-1962	Rs. 120—4—140 *plus* 20 per cent deputation pay.	State rate.	..	
6	Upper Division Assistant	1	27-6-1961	31-1-1962	Rs. 120—4—140 *plus* 20 per cent deputation pay.	Ditto	..	

APPENDIX IV—*contd.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment From	Duration of appointment To	Scale of pay	Allowances, if any D.A./C.L.A.	Allowances, if any H.R.A.	Remarks
						Rs.	Rs.	
1	2	3	4	5	6	7	8	9
			(viii) Regional Tabulation Office, Hazaribagh—contd.					
7	Cashier	1	8-7-1961	31-1-1962	Rs. 80—4—120 *plus* 20 per cent deputation pay.	State rate.	..	
8	Record-keeper ..	1	25-5-1961	31-1-1962	Rs. 80—4—120 *plus* 20 per cent deputation pay.	Ditto	..	
9	Typist	1	20-7-1961	31-12-1961	Rs. 110—3—131—4—155—E.B.—4—175—5—180.	10	7.50	
10	Supervisors.. ..	5	6-11-1961	29-12-1961	Rs. 150 (Fixed)	..	..	Consolidated fixed pay.
		7	1-8-1961	29-12-1961	Rs. 150 (Fixed)	..	..	Ditto.
		4	4-9-1961	29-12-1961	Rs. 150 (Fixed)	..	..	Ditto.
		1	10-10-1961	29-12-1961	Rs. 150 (Fixed)	..	..	Ditto.
		1	23-10-1961	29-12-1961	Rs. 150 (Fixed)	..	..	Ditto.
		1	20-11-1961	29-12-1961	Rs. 150 (Fixed)	..	..	Ditto.
		1	1-12-1961	11-12-1961	Rs. 150 (Fixed)	..	..	Ditto.
11	Compiler-Checkers ..	1	1-5-1961	9-10-1961	Rs. 130 (Fixed)	..	..	Ditto.
		3	1-5-1961	31-7-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	15-5-1961	5-11-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	15-5-1961	31-7-1961	Rs. 130 (Fixed)	..	..	Ditto.
		2	15-5-1961	14-9-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	15-5-1961	17-8-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	15-5-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	29-5-1961	22-10-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	16-6-1961	31-10-1961	Rs. 130 (Fixed)	..	..	Ditto.
		3	16-6-1961	31-7-1961	Rs. 130 (Fixed)	..	..	Ditto.
		4	16-6-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		4	16-6-1961	19-11-1961	Rs. 130 (Fixed)	..	..	Ditto.
		2	1-7-1961	3-9-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	1-8-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		2	4-9-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	4-9-1961	5-11-1961	Rs. 130 (Fixed)	..	..	Ditto.
		2	15-9-1961	30-11-1961	Rs. 130 (Fixed)	..	..	Ditto.
		7	15-9-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Ditto.

APPENDIX IV—*contd.*

(b) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment From	Duration of appointment To	Scale of pay	Allowances, if any D.A./C.L.A. Rs.	Allowances, if any H.R.A. Rs.	Remarks
1	2	3	4	5	6	7	8	9
					(viii) Regional Tabulation Office, Hazaribagh—contd.			
	Compiler-Checkers—*concld.*	3	5-10-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Consolidated fixed pay.
		10	23-10-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		14	1-11-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
		2	1-11-1961	28-11-1961	Rs. 130 (Fixed)	..	..	Ditto.
		1	1-12-1961	29-12-1961	Rs. 130 (Fixed)	..	..	Ditto.
12	Sorters	6	8-3-1961	30-4-1961	Rs. 110 (Fixed)	..	..	Ditto.
		5	8-3-1961	14-5-1961	Rs. 110 (Fixed)	..	..	Ditto.
		3	8-3-1961	15-6-1961	Rs. 110 (Fixed)	..	..	Ditto.
		3	8-3-1961	31-8-1961	Rs. 110 (Fixed)	..	..	Ditto.
		1	8-3-1961	22-10-1961	Rs. 110 (Fixed)	..	..	Ditto.
		2	19-4-1961	30-6-1961	Rs. 110 (Fixed)	..	..	Ditto.
		4	19-4-1961	20-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		7	1-5-1961	30-6-1961	Rs. 110 (Fixed)	..	..	Ditto.
		2	1-5-1961	31-7-1961	Rs. 110 (Fixed)	..	..	Ditto.
		3	1-5-1961	18-9-1961	Rs. 110 (Fixed)	..	..	Ditto.
		4	1-5-1961	5-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		1	1-5-1961	11-12-1961	Rs. 110 (Fixed)	..	..	Ditto.
		9	11-5-1961	25-6-1961	Rs. 110 (Fixed)	..	..	Ditto.
		9	11-5-1961	30-9-1961	Rs. 110 (Fixed)	..	..	Ditto.
		6	11-5-1961	31-10-1961	Rs. 110 (Fixed)	..	..	Ditto.
		5	11-5-1961	10-12-1961	Rs. 110 (Fixed)	..	..	Ditto.
		3	1-6-1961	30-6-1961	Rs. 110 (Fixed)	..	..	Ditto.
		8	1-6-1961	15-7-1961	Rs. 110 (Fixed)	..	..	Ditto.
		5	1-6-1961	14-8-1961	Rs. 110 (Fixed)	..	..	Ditto.
		4	1-6-1961	29-9-1961	Rs. 110 (Fixed)	..	..	Ditto.
		6	1-6-1961	30-10-1961	Rs. 110 (Fixed)	..	..	Ditto.
		17	1-6-1961	28-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		10	10-7-1961	31-8-1961	Rs. 110 (Fixed)	..	..	Ditto.
		1	10-7-1961	20-7-1961	Rs. 110 (Fixed)	..	..	Ditto.
		2	24-7-1961	10-12-1961	Rs. 110 (Fixed)	..	..	Ditto.

APPENDIX IV—*contd.*

(*b*) **Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.***

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances, if any		Remarks
			From	To		D.A./C.L.A.	H.R.A.	
						Rs.	Rs.	
1	2	3	4	5	6	7	8	9
			(*viii*) *Regional Tabulation Office, Hazaribagh*—concld.					
Sorters—*concld.*		21	10-8-1961	11-12-1961	Rs. 110 (Fixed)	..	..	Consolidated fixed pay.
		3	10-8-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		3	10-8-1961	30-9-1961	Rs. 110 (Fixed)	..	..	Ditto.
		16	1-9-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		21	15-9-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		2	3-10-1961	25-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		50	3-10-1961	11-12-1961	Rs. 110 (Fixed)	..	..	Ditto.
		4	26-10-1961	30-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		28	26-10-1961	11-12-1961	Rs. 110 (Fixed)	..	..	Ditto.
		3	6-11-1961	28-11-1961	Rs. 110 (Fixed)	..	..	Ditto.
		36	6-11-1961	10-12-1961	Rs. 110 (Fixed)	..	..	Ditto.
13	Peons	1	1-4-1961	To date	Rs. 22½—½—27½	37.50	..	
		2	27-4-1961	28-12-1961	Rs. 22½—½—27½	37.50	..	
		1	2-5-1961	17-12-1961	Rs. 22½—½ —27½	37.50	..	
		1	6-7-1961	20-1-1962	Rs. 22½—½—27½	37.50	..	
		2	24-8-1961	20-1-1962	Rs. 22½—½—27½	37.50	..	
		1	9-10-1961	31-12-1961	Rs. 22½—½—27½	37.50	..	
		1	21-7-1961	20-1-1962	Rs. 22½—½—27½	37.50	..	
		1	1-5-1961	17-12-1961	Rs. 22½—½—27½	37.50	..	
			(*ix*) *Regional Tabulation Office, Ranchi*					
1	Deputy Superintendent	1	19-4-1961	28-2-1962	Rs. 220—25—595—E.B.—25—770—30—800 *	†	..	
2	Tabulation Officer ..	1	23-6-1961	15-11-1961	Rs. 350—20—450—25—475.	..	..	
3	Statistical Assistant ..	1	14-2-1961	22-2-1962	Rs. 125—8—205—E.B.—9—250 *plus* 20 per cent deputation pay.	..	..	
4	Tabulation Assistants ..	4	1-3-1961	28-2-1962	Rs. 100—5—130—E.B.—6—190 *plus* 20 per cent deputation pay.	48	7.50	
5	Supervisors.. ..	9	1-8-1961	28-2-1962	Rs. 160 (Fixed)	..	..	Consolidated fixed pay.
6	Compiler-checkers ..	19	1-6-1961	28-2-1962	Rs. 140 (Fixed)	..	..	Ditto.

APPENDIX IV—*contd.*

(b) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment From	Duration of appointment To	Scale of pay	Allowances, if any D.A./C.L.A. Rs.	Allowances, if any H.R.A. Rs.	Remarks
1	2	3	4	5	6	7	8	9
			(ix) Regional Tabulation Office, Ranchi—concld.					
7	Sorters	83	1-3-1961	28-2-1962	Rs. 120 (Fixed)	..	..	Consolidated fixed pay.
		13	6-3-1961	28-2-1962	Rs. 120 (Fixed)	..	..	Ditto.
8	Head Clerk-*cum*-Accountant.	1	29-3-1961	28-2-1962	Rs. 120—140	53.40	2.90	
9	Record-keeper ..	1	25-5-1961	28-2-1962	Rs. 80—120	45	7.50	
10	Cashier	1	24-5-1961	28-2-1962	Rs. 120—140	52.20	7.50	
11	Typist	1	12-6-1961	28-2-1962	Rs. 80—120	40.20	7.50	
12	Peons	1	7-3-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		1	24-3-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
		6	1-3-1961	28-2-1962	Rs. 22½—½—27½	37.50	5.00	
			(x) Central Tabulation Office, Patna.					
1	Deputy Superintendent	1	1-3-1962	To date	Rs. 220—25—595—EB.—25—770—30—800*	75.82	..	
2	Tabulation Officer ..	1	1-3-1962	To date	Rs. 350—475	..	..	
		1	1-3-1962	To date	Rs. 250—400	70.00	..	
		1	1-3-1962	30-11-1962	Rs. 250—400	70.00	..	
		2	1-3-1962	31-12-1962	Rs. 250—400	70.00	..	
		1	1-3-1962	28-2-1963	Rs. 250—400	70.00	..	
		2	1-3-1962	31-12-1963	Rs. 250—400	70.00	..	
3	Statistical Assistants ..	2	1-3-1962	To date	Rs. 210—425	20.00	..	
		1	1-3-1962	To date	Rs. 125—250 *plus* 20 per cent deputation pay.	60.00	..	
		2	1-3-1962	28-2-1963	Rs. 125—250 *plus* 20 per cent deputation pay.	60.00	..	
4	Tabulation Assistants ..	12	1-3-1962	To date	Rs. 100—190 *plus* 20 per cent deputation pay.	60.00	7.50	
		1	1-3-1962	To date	Rs. 168—300	30.00	7.50	
		3	1-3-1962	30-9-1962	Rs. 100—190 *plus* 20 per cent deputation pay.	60.00	7.50	
		1	1-3-1962	30-11-1962				
		3	1-3-1962	31-12-1962				
		9	1-3-1962	31-1-1963				

APPENDIX IV—*contd.*

(*b*) **Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office**—*contd.*

Serial no.	Name of post	No. of posts	Duration of appointment		Scale of pay	Allowances if any		Remarks
			From	To		D.A./C.L.A. Rs.	H.R.A. Rs.	
1	2	3	4	5	6	7	8	9
	(*x*) *Central Tabulation Office*—contd.							
5	Head Clerk ..	1	1-3-1962	To date	Rs. 120—140 *plus* 20 per cent deputation pay.	51.54	..	
6	Upper Division Clerk	1	1-3-1962	28-2-1965	Rs. 130—300	10.00	7.50	
7	Record-keepers ..	1	1-3-1962	To date	Rs. 110—180	10.00	7.50	
		1	1-9-1962	To date	Rs. 110—180	10.00	7.50	
8	Lower Division Clerks ..	3	1-3-1962	To date	Rs. 110—180	10.00	7.50	
		1	1-3-1962	30-5-1962	Rs. 110—180	10.00	7.50	
		3	1-3-1962	30-9-1962	Rs. 110—180	10.00	7.50	
		1	27-9-1962	31-1-1963	Rs. 110—180	10.00	7.50	
		1	1-12-1962	28-2-1964	Rs. 110—180	10.00	7.50	
		1	1-12-1962	31-12-1962	Rs. 110—180	10.00	7.50	
		1	1-12-1962	28-2-1963	Rs. 110—180	10.00	7.50	
		2	1-12-1962	28-2-1964	Rs. 110—180	10.00	7.50	
9	Supervisors	1	1-3-1962	13-3-1962	Rs. 160 (Fixed)	..	..	Consolidated fixed pay.
		1	1-3-1962	30-4-1962	Rs. 160 (Fixed)	..	..	Ditto.
		1	1-3-1962	31-12-1963	Rs. 160 (Fixed)	..	..	Ditto
10	Checkers	3	1-4-1962	30-12-1962	Rs. 140 (Fixed)	..	..	Ditto.
		1	1-3-1962	9-5-1962	Rs. 140 (Fixed)	..	..	Ditto.
		2	1-5-1962	28-2-1964	Rs. 140 (Fixed)	..	..	Ditto.
		2	1-3-1962	28-2-1963	Rs. 140 (Fixed)	..	..	Ditto.
		6	1-6-1962	28-2-1963	Rs. 140 (Fixed)	..	..	Ditto.
		1	1-6-1962	28-2-1964	Rs. 140 (Fixed)	..	..	Ditto.
		2	1-3-1962	28-2-1964	Rs. 140(Fixed)	..	..	Ditto.
11	Computors	5	23-5-1962	3-7-1962	Rs. 150 (Fixed)	..	..	Ditto.
12	Proof Readers ..	1	1-5-1962	To date	Rs. 130—300	10.00	7.50	
		1	1-3-1964	To date	Rs. 130—300	10.00	7.50	
13	Draughtsman ..	1	1-9-1962	To date	Rs. 70 (Fixed)	45	..	
14	Section Holder ..	1	1-3-1964	To date	Rs. 160—280 *plus* 20 per cent deputation pay.	30.00	7.50	
15	Senior Drawing Assistant	1	1-4-1964	To date	Rs. 130—300	10.00	7.50	

APPENDIX IV—*concld.*

(*b*) Details of staff of Housing Tabulation Office, Regional Tabulation Offices and Central Tabulation Office—*concld.*

Serial no.	Name of post	No. of posts	Duration of appointment From	Duration of appointment To	Scale of pay	Allowances, if any D.A./C.L.A. Rs.	Allowances, if any H.R.A. Rs.	Remarks
1	2	3	4	5	6	7	8	9
			(*x*) *Central Tabulation Office, Patna*—concld.					
16	Compilation Assistants..	25	1-3-1962	To date	Rs. 120 (Fixed)	..	..	Consolidated fixed pay.
		12	1-3-1962	30-4-1962	Rs. 120 (Fixed)	..	..	Ditto.
		13	1-3-1962	31-5-1962	Rs. 120 (Fixed)	..	..	Ditto.
		3	1-3-1962	30-6-1962	Rs. 120 (Fixed)	..	..	Ditto.
		6	1-3-1962	31-7-1962	Rs. 120 (Fixed)	..	..	Ditto.
		10	1-3-1962	30-8-1962	Rs. 120 (Fixed)	..	..	Ditto.
		1	29-9-1962	28-2-1964	Rs. 120 (Fixed)	..	..	Ditto.
		14	1-3-1962	31-10-1962	Rs. 120 (Fixed)	..	..	Ditto.
		6	1-3-1962	30-11-1962	Rs. 120 (Fixed)	..	..	Ditto.
		4	1-3-1962	31-12-1962	Rs. 120 (Fixed)	..	..	Ditto.
		34	1-3-1962	28-2-1963	Rs. 120 (Fixed)	..	..	Ditto.
		2	1-3-1962	31-3-1963	Rs. 120 (Fixed)	..	..	Ditto.
		39	1-3-1962	28-2-1964	Rs. 120 (Fixed)	..	..	Ditto.
17	Peons	9	1-3-1962	To date	Rs. 22½—½—27½	37.50	5.00	
		1	3-4-1962	28-2-1964	Rs. 22½—½—27½	37.50	5.00	
		1	28-4-1962	28-2-1964	Rs. 22½—½—27½	37.50	5.00	
		1	1-5-1962	30-9-1962	Rs. 22½—½—27½	37.50	5.00	
		2	1-3-1962	30-11-1962	Rs. 22½—½—27½	37.50	5.00	
		1	15-12-1962	28-2-1964	Rs. 22½—½—27½	37.50	5.00	
		1	1-5-1962	28-2-1964	Rs. 22½—½—27½	37.50	5.00	
		1	1-3-1962	28-2-1964	Rs. 22½—½—27½	37.50	5.00	
18	Carpenter Peon ..	1	1-3-1962	31-1-1964	Rs. 75 (Fixed)	..	..	

NOTE : Appendix IV gives information as on the 28th February, 1966.

* Plus 33⅓ per cent special pay subject to maximum of Rs. 150 only.

† C.L.A. as admissible to an Officer of Government of Bihar.

APPENDIX V

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

Calendar month	Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffar-pur I	Regional Tabulation Office, Muzaffar-pur II	Regional Tabulation Office, Bhagal-pur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazari-bagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10
				Sorter-months					
March, 1961 ..	..	..	5.97	5.66	11.67	8.26	12.45	..	44.01
April, 1961 ..	44.90	42.63	25.47	14.37	22.30	23.87	20.24	14.90	208.68
May, 1961 ..	115.80	112.67	51.93	47.03	77.50	91.10	47.77	63.94	607.74
June, 1961 ..	147.20	133.33	39.53	137.10	67.90	99.63	93.69	95.10	813.48
July, 1961 ..	126.20	138.67	85.00	127.80	106.63	107.00	77.67	91.06	860.03
August, 1961 ..	142.00	138.67	95.90	136.40	108.76	113.29	83.54	97.10	915.66
September, 1961 ..	142.60	132.63	96.03	101.57	117.46	123.00	100.17	94.97	908.43
October, 1961 ..	125.00	96.87	66.47	89.17	118.23	124.61	151.04	85.45	856.84
November, 1961 ..	62.00	40.07	32.57	141.53	85.36	121.13	190.25	72.80	745.71
December, 1961 ..	33.10	4.47	..	2.80	..	..	67.40	3.77	111.54
January, 1962 ..	31.00*	..	..	..	..	..	..	..	31.00
February, 1962 ..	17.40*	..	..	..	..	..	..	..	17.40
Grand Total ..	**987.20**	**840.01**	**498.87**	**803.43**	**715.81**	**811.89**	**844.22**	**619.09**	**6,120.52**
				Compiler-Checker-months					
March, 1961 ..	..	..	..	..	..	1.00	..	..	1.00
April, 1961 ..	4.00	0.67	3.50	1.33	..	..	..	..	9.50
May, 1961 ..	12.00	3.80	18.40	11.90	8.80	7.84	4.00	..	66.74
June, 1961 ..	20.00	15.00	14.20	27.63	24.79	26.33	11.06	10.63	149.64
July, 1961 ..	23.00	24.13	23.27	23.80	24.46	26.68	21.32	12.90	179.56
August, 1961 ..	34.50	26.87	30.43	29.00	25.66	24.26	21.21	11.42	203.35
September, 1961 ..	34.90	25.17	27.63	46.73	28.86	24.33	23.12	11.83	222.57
October, 1961 ..	32.10	20.00	20.80	21.60	30.20	25.45	24.94	19.39	194.48
November, 1961 ..	30.70	4.90	31.40	26.20	28.23	25.43	39.94	18.60	205.40
December, 1961 ..	1.00	2.67	6.40	7.40	14.10	15.58	38.41	7.19	92.75
Grand Total ..	**192.20**	**123.21**	**176.08**	**195.59**	**185.10**	**176.90**	**184.00**	**91.96**	**1,324.99**

*Engaged in tabulation work.

APPENDIX V—*concld.*

Calendar month	Urban Tabulation Office, Patna	Rural Tabulation Office, Patna	Regional Tabulation Office, Muzaffar-pur I	Regional Tabulation Office, Muzaffar-pur II	Regional Tabulation Office, Bhagal-pur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazari-bagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10
				Supervisor-months					
March, 1961	..	..	..	..	..	..	..	..	..
April, 1961	..	2.00	..	..	..	1.00	..	..	3.00
May, 1961	..	2.00	0.67	..	..	1.00	..	..	3.67
June, 1961	..	2.00	3.27	0.40	..	3.06	..	..	8.73
July, 1961	..	11.00	9.74	9.27	7.20	6.00	2.97	11.03	.. 57.21*
August, 1961	..	9.50	13.47	13.50	12.00	10.36	11.87	11.33	1.00 83.03
September, 1961	..	10.00	12.50	11.80	11.00	11.06	12.00	10.70	4.80 83.86
October, 1961	..	10.00	10.00	9.60	8.80	11.43	11.90	11.03	7.74 80.50
November, 1961	..	10.00	9.03	13.30	12.00	11.90	11.93	17.47	7.03 92.66
December, 1961	..	1.00	3.17	7.33	14.20	10.96	11.81	17.39	5.48 71.34
January, 1962	..	1.00*	1.73*	..	..	..	..	..	.. 2.73
February, 1962	..	1.00*	1.13*	..	..	..	..	..	.. 2.13
Grand Total	..	**59.50**	**64.71**	**65.20**	**65.20**	**64.77**	**64.48**	**78.95**	**26.05 488.86**

*Engaged in tabulation work.

APPENDIX VI

(*a*) Statement of expenditure incurred in each of the Regional Tabulation Offices

(Figures in Rs.)

Head of account	Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10
C—Abstraction and Compilation—									
C-1—Pay of Officer	4,617.42	7,885.37	5,697.81	6,740.34	6,700.00	6,232.00	3,387.54	10,205.09	51,465.57
C-2—Pay of Establishment.. ..	169,441.07	167,914.05	151,298.52	169,727.39	139,074.01	145,637.12	139,591.05	105,158.60	1,187,841.81
(*a*) Sorters	..	..	95,166.20	121,550.68	..	..	90,500.50	..	..
(*b*) Compiler-Checkers	..	..	28,967.01	21,695.88	..	..	24,022.46	..	..
(*c*) Supervisors	..	..	9,443.04	6,625.52	..	..	8,692.84	..	..
(*d*) Other staff	..	..	17,722.27	19,855.31	..	..	16,375.25	..	..
C-3—Allowances and Honoraria—									
(*a*) D. A.	7,060.80	6,671.35	6,809.49	8,204.42	8,142.48	7,669.88	7,331.67	6,509.71	58,399.80
(*b*) H. R. and O. A.	971.02	535.85	580.20	683.92	290.73	459.09	17.11	1,603.68	5,141.60
(*c*) T. A.	1,828.58	1,025.74	1,630.80	1,377.40	1,209.45	2,460.78	1,907.78	1,641.93	13,082.46
(*d*) Bonus to Sorters	..	..	1,989.29	..	..	..	3,086.20	..	5,075.49
C-4—Other charges (as detailed in Annexure)	11,511.04	17,128.78	13,101.44	9,007.22	14,585.99	16,000.00	14,750.72	10,313.30	106,398.49
**Grand Total .. .. ..

APPENDIX VI—*concld.*

(*b*) Statement of expenditure incurred in the Central Tabulation Office

Year.	C-1—Pay of Officers	C-2—Pay of Establishment	C-3—Allowances and Honoraria	C-4—Other charges	Total
	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6
1962-63	20,538.77	2,99,538.30	48,874.51	19,206.65	388,158.23
1963-64	7,648.79	1,14,665.09	25,551.50	11,942.40	159,807.78
1964-65	14,071.86	98,901.34	37,494.61	14,774.38	165,242.19
1965-66	..	1,10,503.39	25,603.70	13,506.76	149,613.85
Total	42,259.42	6,23,608.12	1,37,524.32	59,430.19	862,822.05

ANNEXURE

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

(Figures in Rs.)

Details	Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10
1. Purchase of furniture including pigeon holes, boxes, etc.	2,661.24	3,276.64	4,487.00	..	4,325.66	4,502.24	3,102.25	2,855.68	25,210.71
2. Local purchase of stationery including rubber bands, gunny thread, etc.	131.67	110.00	519.85	462.69	65.88	51.13	318.92	178.37	1,838.51
3. Electric hot and cold weather charges including the cost of arrangement of fans and lights.	806.01	1,325.45	1,024.80	1,016.56	1,116.45	1,302.81	1,176.98	763.49	8,532.55
4. Railway freight and other conveyance charges for carrying census papers from districts and subdivisions.	773.07	..	95.07	83.74	66.90	..	644.95	724.37	2,388.10
5. Purchase of Duplicating Machines, etc.	..	..	..	..	..	..	..	..	..
6. Repair and hire charges of furniture	..	..	44.67	113.75	42.66	..	229.12	..	430.20
7. Hire charges of Comptometers ..	..	..	..	..	..	..	..	..	..
8. Telephone charges	102.10	140.00	688.48	326.20	35.90	496.40	64.80	483.05	2,336.93
9. Hire charges of Typewriters ..	..	..	16.00	..	..	..	..	..	16.00
10. House rents	4,720.00	9,257.14	4,887.05	5,375.81	3,600.00	4,612.50	5,184.00	3,677.42	41,313.92
11. Office expenses and miscellaneous including the cost of postages, telegrams, office safe, locks and keys, petty conveyance charges, stationery and other maintenance charges.	2,316.95	3,019.55	1,338.52	1,628.47	5,332.54	1,944.42	1,307.20	1,630.92	18,518.57
12. Reimbursement of State Government, if any.	..	..	..	..	..	..	..	..	..
13. Other items, if any	..	..	..	..	..	3,090.50	2,722.50	..	5,813.00
Grand Total ..	**11,511.04**	**17,128.78**	**13,101.44**	**9,007.22**	**14,585.99**	**16,000.00**	**14,750.72**	**10,313.20**	**106,398.49**

APPENDIX VII

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

(a) *Sorting and Compilation*

1. Instructions to enumerators in English.
2. Enumerator's Handbook in Hindi, Part II.
3. Circular No. 1.
4. Circular No. 2.
5. Circular No. 3.
6. Circular No. 4.
7. Circular No. 5.
8. Circular No. 6.
9. Circular No. 7.
10. Circular No. 8.
11. Circular No. 8A.
12. Circular No. 9.
13. Circular No. 10.
14. Circular No. 11.
15. Circular No. 12.
16. Circular No. 13.
17. Circular No. 14.
18. Circular No. 15.
19. Circular No. 16.
20. Circular No. 17.
21. Circular No. 18.
22. Circular No. 19.
23. Circular No. 20.
24. Circular No. 21.
25. Circular No. 22.
26. Circular No. 24.
27. Circular No. 26.
28. Circular No. 27.
29. Circular No. 28.
30. Circular No. 29.
31. Abbreviations in English.
32. Abbreviations in Hindi.
33. Instructions for treatment of omissions in the Enumeration Slip—English.
34. Instructions for treatment of omissions in the Enumeration Slip—Hindi.
35. Sorting and Compilation Instructions—1961 Census.
36. National Classification of Occupations.
37. National Classification of Occupations with detailed description.
38. Standard Industrial Classifications adopted by the Government of India.
39. List of common household industries with four digit code number.
40. Instructions to fill up houselist forms in English.
41. Enumerator's Handbook in Hindi, Part I.
42. Chart showing the various stages of preparation of Sorter's Tickets, Compiler's Posting Statements and Tables.
43. Statutory provisions and Government orders for 1961 Census in Bihar State.
44. Forms of register for award of incentive bonus.
45. Norms fixed for each Sorter's Ticket from time to time.
46. List of degrees, diplomas and certificates of University of Bihar and bodies which are considered as equivalent to the corresponding degrees, diplomas and certificates of University of Bihar and are recognised by the Government.
47. List of Hindi examinations recognised by the Government of India and standard of Hindi examination prescribed in equivalent examination.
48. List of non-technical diplomas.
49. List of technical degrees and diplomas
50. List showing names of States and Union Territories.
51. List of countries in Asia, Africa and Europe.
52. List of mother-tongues and dialects likely to occur as mother-tongue in Hindi.
53. List of dialects under present languages as tabulated by Dr. Grierson in Linguistic Survey of Indja.
54. List of Scheduled Castes and Scheduled Tribes in Bihar State in 1951 Census.

APPENDIX VII—*concld.*

55. List of Scheduled Castes and Scheduled Tribes according to 1961 Census.
56. Forms of diary showing particulars of checking work done by Compiler-Checkers and Supervisors.

(*b*) *Tabulation*

1. Tabulation Plan.
2. Copy of the proceedings of regional tabulation meetings held at Shrinagar.
3. Copy of the proceedings of regional tabulation meeting held at Darjeeling.
4. Copy of the proceedings of second conference of Superintendent of Census Operations.
5. Checks to test the arithmetic accuracy of the tables.
6. List for filling in the Primary Census Abstract.
7. Instructions regarding checking and assigning responsibility to Compiler-Checkers and Tabulation Officer.
8. Instructions for the use of comptometer operators for totalling Primary Census Abstract and applying checks.
9. Copies of instructions received from Registrar General, India from time to time.
10. Replies to all queries raised by the Deputy Superintendents of Census Operations.
11. Circular No. 23.
12. Circular No. 25.
13. Circular No. 29.
14. Circular No. 30.

APPENDIX VIII

Numbers of Sorter's Tickets and other forms used in Tabulation Offices

Serial no.	Name of forms	Number of forms used in Regional Tabulation Offices								
		Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11
I	Sorter's Ticket—									
	No. 1 ..	5,500	8,500	10,950	10,000	11,000	18,000	17,500	16,000	97,450
	No. 2 ..	5,500	8,500	10,450	10,000	11,000	18,000	17,500	16,000	96,950
	No. 3 ..	5,500	8,500	11,950	10,500	11,000	17,000	18,000	16,000	99,050
	No. 4 ..	10,000	..	..	..	..	..	..	..	10,000
	No. 5(*a*) ..	5,000	..	..	..	..	..	..	..	5,000
	No. 5(*b*) ..	..	1,700	3,000	2,600	2,600	3,252	2,700	1,800	17,652
	No. 6 ..	3,500	..	..	..	..	..	..	..	3,500
	No. 7 ..	4,500	2,100	2,900	2,900	2,400	2,624	3,100	3,000	23,524
	No. 8 ..	4,500	2,100	2,900	2,900	2,400	2,379	3,300	3,000	23,479
	No. 9 ..	2,700	1,250	1,900	1,600	1,650	1,112	1,450	1,800	13,462
	No. 10 ..	450	210	290	240	240	287	260	300	2,277
	No. 11 ..	900	420	580	530	530	1,645	570	600	5,775
	No. 12 ..	450	210	340	240	265	264	285	300	2,354
	No. 13 ..	3,060	1,430	1,790	1,890	1,940	27	1,950	2,040	14,127
	No. 14 ..	3,600	1,680	1,230	1,780	2,130	850	2,030	2,400	15,700
	No. 15 ..	1,800	840	1,160	960	960	668	1,440	1,200	9,028
	No. 16(*a*) ..	2,500	..	..	..	..	..	..	..	2,500
	No. 16(*b*) ..	..	630	1,020	1,020	720	696	1,080	900	6,066
	No. 17 ..	6,000	2,800	3,400	3,050	3,200	2,190	4,540	4,000	29,180
	No. 18 ..	6,000	2,800	3,200	2,800	3,000	2,469	4,540	4,000	28,809
	No. 19 No. 19(*a*) ..	6,000	2,800	2,500	2,700	2,150	2,417	3,450	4,000	26,017
	No. 20 ..	500	..	..	..	..	..	..	..	500
	No. 21 ..	6,000	2,800	3,200	3,200	3,200	2,110	4,540	4,000	29,050
	No. 22 ..	6,000	2,800	3,200	3,200	3,200	2,495	4,570	4,000	29,465
	No. 23 ..	3,000	2,200	2,400	2,500	2,100	1,950	2,740	2,000	18,890

APPENDIX VIII—*contd.*

Serial no.	Name of forms	Number of forms used in Regional Tabulation Offices								
		Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11
	Sorter's Ticket—*concld.*									
	No. 24 ..	6,000	2,800	3,200	3,700	3,200	3,172	3,000	4,000	29,072
	No. 25(*a*) ..	14,000	..	..	..	..	..	..	..	14,000
	No. 25(*b*) ..	..	2,800	3,200	3,200	3,200	3,064	4,600	4,000	24,064
	No. 26 ..	1,750	560	700	700	770	1,332	200	1,050	7,062
	No. 27 ..	1,800	840	960	960	960	719	980	1,200	8,419
	No. 28 ..	2,000	1,600	1,600	1,600	2,100	1,371	1,800	2,000	14,071
	No. 29 ..	1,800	600	960	960	960	390	980	1,200	7,850
II	Compiler's Posting Statement—									
	No. 1 ..	3,000	..	..	..	..	..	..	..	3,000
	No. 2 ..	4,000	..	..	..	..	..	..	..	4,000
	No. 3 ..	1,000	..	..	..	..	..	..	..	1,000
	No. 4 ..	..	2,100	2,600	2,500	2,400	1,570	2,700	3,000	16,870
	No. 5 ..	..	2,100	2,600	2,400	2,400	1,540	2,700	3,000	16,740
	No. 6 ..	..	350	700	550	400	172	750	500	3,422
	No. 7 ..	5,000	..	..	..	..	..	..	..	5,000
	No. 8 ..	400	240	350	250	250	168	350	300	2,308
	No. 9 ..	400	240	350	250	250	180	325	300	2,295
	No. 10 ..	400	240	400	250	250	190	385	300	2,415
	No. 11 ..	400	240	400	290	250	176	390	300	2,446
	No. 12 ..	400	240	350	250	250	159	410	300	2,359
	No. 13 ..	400	240	350	275	250	196	440	300	2,451
	No. 14 ..	400	240	350	275	250	133	443	300	2,391
	No. 15 ..	400	240	400	275	250	190	410	300	2,474
	No. 16 ..	400	240	400	275	250	190	430	300	2,485
	No. 17 ..	400	240	350	250	250	183	350	300	2,323
	No. 18 ..	400	240	350	300	250	186	380	300	2,406
	No. 19 ..	750	288	350	300	300	111	315	360	2,774

APPENDIX VIII—*contd.*

Serial no	Name of forms	Number of forms used in Regional Tabulation Offices								
		Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11
	Compiler's Posting Statement—*contd.*									
	No. 20 ..	750	288	700	426	300	103	1,600	360	4,527
	No. 21 ..	750	288	375	350	300	185	400	360	3,008
	No. 22 ..	750	288	350	300	300	223	425	360	2,996
	No. 23 ..	750	288	350	300	300	43	340	360	2,731
	No. 24 ..	750	288	700	380	300	135	5,700	360	8,613
	No. 25 ..	3,200	1,250	2,500	1,700	1,700	1,048	2,300	2,400	16,098
	No. 26 ..	750	288	350	300	300	180	325	360	2,853
	No. 27 ..	1,000	..	..	..	..	..	..	..	1,000
	No. 28 ..	900	..	..	..	..	..	..	..	900
	No. 29 ..	..	240	450	350	300	148	575	300	2,363
	No. 30 ..	750	288	350	300	300	290	400	360	3,038
	No. 31 ..	750	288	450	250	250	130	518	230	2,866
	No. 32 ..	3,200	2,000	2,000	1,700	1,700	1,063	2,800	1,500	15,963
	No. 33 ..	4,000	450	400	400	300	112	400	475	6,537
	No. 34 ..	..	..	..	..	..	..	..	..	..
	No. 35 ..	750	288	350	250	250	224	400	230	2,742
	No. 36 ..	750	288	350	325	250	229	400	230	2,822
	No. 37 ..	6,000	2,400	2,700	2,500	2,500	1,722	3,800	2,300	23,922
	No. 38(*a*) ..	6,000	2,400	2,500	2,600	2,400	1,452	4,200	2,300	23,852
	No. 38(*b*) ..	6,000	2,400	2,500	2,500	2,400	960	4,300	2,300	23,360
	No. 39(*a*) ..	1,500	500	500	500	500	243	600	400	4,743
	No. 39 (*b*) ..	6,000	2,400	2,500	2,500	2,400	716	3,800	2,300	22,616
	No. 40(*a*) ..	6,000	3,200	4,800	4,200	3,000	2,176	3,800	2,400	29,576
	No. 40(*b*) ..	6,000	3,200	3,300	3,200	3,000	58	4,200	2,400	25,358
	No. 41(*a*) ..	32,000	..	..	..	..	..	..	..	32,000
	No. 41(*b*) ..	4,000	..	..	..	..	..	..	..	4,000
	No. 42(*a*) ..	..	900	900	900	900	900	900	600	6,000

APPENDIX VIII—*concld.*

Serial no	Name of forms	Number of forms used in Regional Tabulation Offices								
		Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhgalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11
	Compiler's Posting Statement—*concld.*									
	No. 42(*b*)		900	930	900	900	900	400	600	5,500
	No. 43 ..	750	250	450	300	250	152	350	230	2,732
	No. 44 ..	750	250	450	325	250	202	350	230	2,807
	No. 45 ..	750	250	250	260	325	360	470	230	2,895
	No. 46 ..	750	250	250	260	250	200	430	230	2,620
III	Miscellaneous Sorting Forms—									
	Primary Census Abstract.	8,788	900	1,350	500	500	1,276	1,700	1,100	16,114
	Miscellaneous Sorting Form 2(*a*) (Urban).	4,000	..	..	..	..	..	..	..	4,000
	Miscellaneous Sorting Form 2 (*b*) (Rural).	..	4,000	6,000	6,000	4,000	6,000	5,000	6,000	37,000
	Weekly Progress Report.	..	..	100	500	500	100	500	..	1,700
	Supervisor's Weekly Report.	500	500	500	500	500	100	1,000	500	4,100
	Weekly Progress Report on Tabulation.	100	100	100	100	100	100	100	102	802

APPENDIX

Period	Progress of sorting in each of Number of slips				
	1	2	3	4	5(a)
1	2	3	4	5	6
1. Urban Tabulation					
Up to the end of April, 1961	276,314	276,314	276,314	276,314	..
Up to the end of May, 1961	2,018,093	2,018,093	2,018,093	2,018,093	..
Up to the end of June, 1961	3,913,690	3,913,690	3,913,690	3,913,690	352,900
Up to the end of July, 1961	..	..	..	..	1,937,000
Up to the end of August, 1961	..	..	..	..	3,113,300
Up to the end of September, 1961	..	..	..	..	3,913,690
Up to the end of October, 1961	..	..	..	..	..
Up to the end of November, 1961	..	..	..	..	..
Total	**3,913,690**	**3,913,690**	**3,913,690**	**3,913,690**	**3,913,690**
2. Regional Tabulation					
Up to the end of April, 1961	1,651,390	1,651,390	1,651,390	..	..
Up to the end of May, 1961	5,342,166	5,342,166	5,342,166	..	..
Up to the end of June, 1961	..	..	..	..	..
Up to the end of July, 1961	..	..	..	..	..
Up to the end of August, 1961	..	..	..	..	..
Up to the end of September, 1961	..	..	..	..	..
Up to the end of October, 1961	..	..	..	..	..
Up to the end of November, 1961	..	..	..	..	..
Total	**5,342,166**	**5,342,166**	**5,342,166***		..
3. Regional Tabulation					
Up to the end of April, 1961	955,007	955,007	955,007	..	..
Up to the end of May, 1961	4,663,023	4,663,023	4,663,023	..	..
Up to the end of June, 1961	7,082,644	7,082,644	7,082,644	..	..
Up to the end of July, 1961	..	..	..	..	..
Up to the end of August, 1961	..	..	..	..	..
Up to the end of September, 1961	..	..	..	..	..
Up to the end of October, 1961	..	..	..	..	..
Up to the end of November, 1961	..	..	..	..	..
Total	**7,082,644**	**7,082,644**	**7,082,644**	..	..

*After sorting of Sorter's Ticket 3 the entire slips of Palamau and

the Regional Tabulation Offices

sorted for tickets

5(b)	6	7	8	9	10	11	12	13	14	15
7	8	9	10	11	12	13	14	15	16	17
Office, Patna										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	43,700	78,100	..	..	..	..	..	..	..	..
..	311,000	1,725,100	1,142,600	136,400	8,300	41,200	7,100	84,200	42,100	432,200
..	476,800	2,449,900	2,250,300	497,632	63,400	100,000	61,100	467,600	509,940	1,338,300
..	656,088	3,913,690	3,729,800	859,460	90,000	145,700	79,300	749,372	716,440	2,042,900
..	..	..	3,913,690	1,041,068	98,400	157,600	98,400	1,019,400	1,117,100	2,514,600
..	..	..	..	..	100,024	158,922	100,024	1,041,068	1,141,092	2,613,676
..	**656,088**	**3,913,690**	**3,913,690**	**1,041,068**	**100,024**	**158,922**	**100,024**	**1,041,068**	**1,141,092**	**2,613,676**
Office, Patna										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
2,064,800	..	1,843,337	1,563,424	90,202	37,694	481,177	23,591	96,556	102,498	994,098
3,762,800	..	3,560,000	3,101,100	228,800	72,800	991,300	60,300	170,000	227,300	1,883,700
5,063,900	..	4,794,000	4,195,000	322,900	88,800	1,316,300	78,700	296,100	327,600	2,538,000
6,508,300	..	6,358,700	5,834,600	518,400	122,400	1,808,500	109,700	440,300	505,400	3,538,600
7,341,387	..	7,341,387	7,032,500	602,126	136,097	2,191,000	129,700	555,800	642,000	4,079,800
..	..	..	7,341,387	..	..	2,292,854	136,097	602,126	738,223	4,310,310
7,341,387	..	**7,341,387**	**7,341,387**	**602,126**	**136,097**	**2,292,854**	**136,097**	**602,126**	**738,223**	**4,310,310**
Office, Muzaffarpur I										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
104,200	..	96,700	127,200	..	..	6,000	..	..	..	..
2,156,100	..	1,903,100	1,906,700	55,800	48,900	635,600	39,500	50,400	76,900	1,108,200
4,275,000	..	3,945,000	3,903,400	164,100	108,300	1,111,900	97,500	126,100	195,600	2,106,200
6,047,500	..	5,634,700	5,555,400	242,700	157,900	1,584,900	122,400	184,800	298,600	3,129,200
7,002,500	..	6,797,400	6,820,800	259,000	171,700	2,089,600	1,865,500	232,800	388,700	4,046,700
7,082,644	..	7,082,644	7,082,644	268,514	190,118	2,241,523	190,118	268,514	458,632	4,382,489
7,082,644	..	**7,082,644**	**7,082,644**	**268,514**	**190,118**	**2,241,523**	**190,118**	**268,514**	**458,632**	**4,382,489**

Dhanbad districts have also been sorted in this Tabulation Office.

APPENDIX

Period	Number of slips					
	16(*a*)	16(*b*)	17	18	19	19(*a*)
1	18	19	20	21	22	23
1. Urban Tabulation						
Up to the end of April, 1961	..	..	..	..	..	..
Up to the end of May, 1961	..	..	..	..	..	..
Up to the end of June, 1961	..	..	..	..	..	..
Up to the end of July, 1961	4,900	..	252,200	125,800	21,800	..
Up to the end of August, 1961 ..	15,723	..	1,703,500	1,540,800	534,500	..
Up to the end of September, 1961 ..	23,645	..	2,575,600	2,345,400	861,800	1,600
Up to the end of October, 1961 ..	23,800	..	3,721,900	3,539,400	1,343,900	..
Up to the end of November, 1961 ..	28,939	..	3,913,690	3,913,690	1,715,849	..
Total ..	**28,939**	..	**3,913,690**	**3,913,690**	**1,715,849**	**1,600**
2. Regional Tabulation						
Up to the end of April, 1961	..	..	..	..	..	..
Up to the end of May, 1961	..	..	..	..	..	..
Up to the end of June, 1961	..	..	800	1,465,412	1,558,562	514,837	..
Up to the end of July, 1961	..	..	1,200	2,845,700	2,745,000	1,093,100	..
Up to the end of August, 1961 ..	..	..	2,000	4,180,700	4,177,200	1,385,200	..
Up to the end of September, 1961 ..	..	..	3,700	5,834,600	5,607,300	1,845,300	..
Up to the end of October, 1961 ..	..	..	7,500	6,836,000	6,713,700	2,221,000	..
Up to the end of November, 1961 ..	..	..	12,739	7,341,387	7,341,387	2,274,494	..
Total ..	..	..	**12,739**	**7,341,387**	**7,341,387**	**2,274,494**	..
3. Regional Tabulation						
Up to the end of April, 1961	..	..	..	..	..	..	..
Up to the end of May, 1961	..	..	..	..	..	..	..
Up to the end of June, 1961	..	..	..	17,600	..	..	..
Up to the end of July, 1961	..	..	2,434	1,615,600	1,327,900	641,200	..
Up to the end of August, 1961 ..	..	..	3,050	3,112,900	2,212,400	1,130,900	..
Up to the end of September, 1961 ..	..	..	4,150	4,812,100	4,605,500	1,862,900	..
Up to the end of October, 1961 ..	..	..	4,864	6,419,300	6,041,100	2,003,400	4,400
Up to the end of November, 1961 ..	..	..	5,241	7,082,644	7,082,644	2,054,588	4,400
Total ..	..	..	**5,241**	**7,082,644**	**7,082,644**	**2,054,588**	**4,400**

IX—*contd.*

sorted for tickets										
20	21	22	23	24	25(*a*)	25(*b*)	26	27	28	29
24	25	26	27	28	29	30	31	32	33	34
Office, Patna—*concld.*										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
5,100	41,600	21,600	..	..	..	..	..	..	..	..
184,100	1,249,000	1,148,400	110,100	103,000	97,600	..	13,300	60,400	3,354	2,644
245,400	2,129,600	2,041,000	208,300	201,100	193,200	..	27,724	105,400	10,187	6,215
405,500	2,829,800	2,740,700	278,200	264,800	259,000	..	35,900	131,000	24,000	15,800
569,375	3,913,690	3,913,690	472,141	472,141	472,141	..	82,339	215,416	109,926	65,467
569,375	**3,913,690**	**3,913,690**	**472,141**	**472,141**	**472,141**	..	**82,339**	**215,416**	**109,926**	**65,467**
Office, Patna—*concld.*										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	1,289,362	1,162,325	230,489	216,737	..	199,409	19,358	107,119	839	151
..	2,622,400	2,386,200	538,700	479,700	..	463,600	33,200	240,600	839	151
..	3,950,600	3,750,500	712,100	629,800	..	600,500	39,400	319,000	15,800	10,300
..	5,258,100	4,972,800	984,900	873,400	..	846,600	51,200	405,900	74,600	32,900
..	6,446,000	6,203,100	1,323,600	1,195,900	..	1,168,400	71,200	525,000	145,100	68,300
..	7,341,387	7,341,387	1,743,858	1,743,858	..	1,743,858	104,113	658,228	367,698	156,446
..	**7,341,387**	**7,341,387**	**1,743,858**	**1,743,858**	..	**1,743,858**	**104,113**	**658,228**	**367,698**	**156,446**
Office, Muzaffarpur I—*concld.*										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	1,061,500	862,900	142,800	118,500	..	91,100	7,200	34,800	..	..
..	2,660,400	2,373,700	410,500	377,900	..	337,400	23,200	169,400	..	..
..	4,341,000	4,298,500	678,800	644,300	..	609,000	37,200	305,400	1,300	1,100
..	5,720,000	5,500,700	869,600	815,000	..	764,900	43,627	392,300	2,436	1,300
..	7,082,644	7,082,644	1,058,538	1,058,538	..	1,058,538	49,559	581,852	2,755	1,480
..	**7,082,644**	**7,082,644**	**1,058,538**	**1,058,538**	..	**1,058,538**	**49,559**	**581,852**	**2,755**	**1,480**

APPENDIX

Period	Number of slips				
	1	2	3	4	5(a)
1	2	3	4	5	6
				4. Regional Tabulation	
Up to the end of April, 1961	476,396	476,396	476,396	..	..
Up to the end of May, 1961	4,344,956	4,344,956	4,344,956	..	..
Up to the end of June, 1961	7,363,960	7,363,960	7,363,960	..	..
Up to the end of July, 1961	..	..	..	..	..
Up to the end of August, 1961	..	..	..	..	..
Up to the end of September, 1961	..	..	..	..	..
Up to the end of October, 1961..	..	..	..	..	..
Up to the end of November, 1961	..	..	..	..	..
Total	**7,363,960**	**7,363,960**	**7,363,960**	..	..
				5. Regional Tabulation	
Up to the end of April, 1961	394,100	394,100	394,100	..	..
Up to the end of May, 1961	2,657,500	2,657,500	2,657,500	..	..
Up to the end of June, 1961	6,084,022	6,084,022	6,084,022	..	..
Up to the end of July, 1961	..	..	..	..	..
Up to the end of August, 1961	..	..	..	..	..
Up to the end of September, 1961	..	..	..	..	..
Up to the end of October, 1961	..	..	..	..	..
Up to the end of November, 1961	..	..	..	..	..
Total	**6,084,022**	**6,084,022**	**6,084,022**	..	..
				6. Regional Tabulation	
Up to the end of April, 1961	334,352	334,352	334,352	..	..
Up to the end of May, 1961	3,646,415	3,646,415	3,646,415	..	..
Up to the end of June, 1961	5,543,951	5,543,951	5,543,951	..	..
Up to the end of July, 1961	..	..	..	..	..
Up to the end of August, 1961	..	..	..	..	..
Up to the end of September, 1961	..	..	..	..	..
Up to the end of October, 1961	..	..	..	..	..
Up to the end of November, 1961	..	..	..	..	..
Total	**5,543,951**	**5,543,951**	**5,543,951**	..	..

IX—*contd.*

sorted for tickets										
5(*b*)	6	7	8	9	10	11	12	13	14	15
7	8	9	10	11	12	13	14	15	16	17
Office, Muzaffarpur II										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
149,100	..	9,200	..	..	..	..	..	1,300	..	42,600
1,210,300	..	910,100	753,400	6,800	2,200	183,500	1,600	2,100	5,100	422,000
2,451,600	..	1,971,900	1,819,500	47,100	64,700	470,200	24,700	27,500	50,100	1,146,300
4,060,000	..	3,648,300	3,466,000	100,100	66,500	891,300	73,900	78,200	133,500	2,104,700
5,437,200	..	4,952,300	4,544,300	144,300	109,200	1,628,600	120,900	168,000	299,700	3,846,000
7,363,960	..	7,363,960	7,363,960	226,490	178,142	2,113,891	178,142	226,490	404,632	4,845,437
7,363,960	..	**7,363,960**	**7,363,960**	**226,490**	**178,142**	**2,113,891**	**178,142**	**226,490**	**404,632**	**4,845,437**
Office, Bhagalpur										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
741,900	..	289,800	49,600	..	..	..	..	..	..	..
1,770,800	..	1,494,200	1,444,500	133,600	34,400	423,000	45,900	79,900	85,200	815,600
3,423,000	..	3,165,500	3,070,600	194,800	56,700	1,095,400	52,500	164,100	211,100	1,566,700
4,854,200	..	4,548,400	4,351,000	272,000	83,800	1,390,800	80,300	239,100	306,600	2,383,300
5,753,600	..	5,561,600	5,401,200	371,900	102,800	1,767,800	100,200	321,600	411,700	3,031,900
6,084,022	..	6,084,022	6,084,022	395,585	119,902	2,052,400	119,902	395,585	515,487	3,516,135
6,084,022	..	**6,084,022**	**6,084,022**	**395,585**	**119,902**	**2,052,400**	**119,902**	**395,585**	**515,487**	**3,516,135**
Office, Deoghar										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
780,898	..	497,676	381,482	2,954	12,385	85,227	9,667	4,221	6,588	116,955
1,617,300	..	1,381,800	1,122,900	55,900	25,800	382,700	27,500	35,500	63,200	476,100
2,240,700	..	2,129,700	1,936,400	111,800	49,800	797,400	46,800	86,100	121,400	912,700
3,477,300	..	3,288,000	2,995,800	174,200	75,400	1,182,000	74,300	155,500	227,600	1,470,700
4,789,300	..	4,503,600	4,122,800	228,900	95,200	1,465,900	90,400	202,600	289,900	1,983,000
5,543,951	..	5,543,951	5,543,951	325,618	147,541	2,087,829	147,541	325,618	473,159	2,982,963
5,543,951	..	**5,543,951**	**5,543,951**	**325,618**	**147,541**	**2,087,829**	**147,541**	**325,618**	**473,159**	**2,982,963**

APPENDIX

Period	Number of slips					
	16(*a*)	16(*b*)	17	18	19	19(*a*)
1	18	19	20	21	22	23
4. Regional Tabulation						
Up to the end of April, 1961						
Up to the end of May, 1961						
Up to the end of June, 1961 .. .. .. 100 40,500						
Up to the end of July, 1961 .. .. .. 1,400 3,95,500 303,700 76,000 ..						
Up to the end of August, 1961 .. .. 2,100 1,526,200 3,367,700 377,700 ..						
Up to the end of September, 1961 .. .. 3,000 3,069,700 2,831,200 766,500 ..						
Up to the end of October, 1961 .. .. 4,500 4,141,400 3,881,400 1,112,800 300						
Up to the end of November, 1961 .. .. 7,459 7,363,960 7,363,960 2,151,285 400						
Total **7,459** **7,363,960** **7,363,960** **2,151,285** **400**						
5. Regional Tabulation						
Up to the end of April, 1961						
Up to the end of May, 1961						
Up to the end of June, 1961						
Up to the end of July, 1961 .. .. .. 971 1,079,700 985,800 384,800 ..						
Up to the end of August, 1961 .. .. 1,172 2,549,200 2,328,000 841,600 ..						
Up to the end of September, 1961 .. .. 1,895 3,834,500 3,765,800 1,296,400 ..						
Up to the end of October, 1961 .. .. 2,576 4,964,800 4,877,400 1,634,300 8,700						
Up to the end of November, 1961 .. .. 3,160 6,084,022 6,084,022 1,894,854 23,900						
Total **3,160** **6,084,022** **6,084,022** **1,894,854** **23,900**						
6. Regional Tabulation						
Up to the end of April, 1961						
Up to the end of May, 1961						
Up to the end of June, 1961 .. .. .. 895 120,921 53,046 11,004 ..						
Up to the end of July, 1961 .. .. .. 1,560 806,100 950,500 217,500 ..						
Up to the end of August, 1961 .. .. 1,870 1,793,200 1,903,200 472,700 ..						
Up to the end of September, 1961 .. .. 2,890 2,834,900 2,979,200 766,900 ..						
Up to the end of October, 1961 .. .. 3,467 3,573,000 3,440,600 920,700 ..						
Up to the end of November, 1961 .. .. 4,009 5,543,951 5,543,951 1,570,728 ..						
Total .. .. **4,009** **5,543,951** **5,543,951** **1,570,728** ..						

IX—*contd.*

Sorted for tickets										
20	21	22	23	24	25(*a*)	25(*b*)	26	27	28	29
24	25	26	27	28	29	30	31	32	33	34
Office, Muzaffarpur II—*concld.*										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	278,100	227,900	2,200	21,800	..	20,800	2,800	7,600	..	..
..	1,802,200	1,360,300	196,200	184,100	..	167,800	9,600	97,100	..	..
..	2,475,100	2,310,500	314,500	303,200	..	287,000	15,200	163,800	..	..
..	3,614,000	3,528,900	470,600	459,200	..	444,100	22,800	253,900	..	..
..	7,363,960	7,363,960	953,509	953,509	..	953,509	52,350	553,340	59	49
..	**7,368,960**	**7,368,960**	**953,509**	**953,509**	..	**953,509**	**52,850**	**553,240**	**59**	**49**
Office, Bhagalpur—*concld.*										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	660,300	556,900	77,700	64,600	..	61,100	1,200	18,700	5,500	3,800
..	2,248,800	2,097,700	325,900	311,200	..	297,400	20,900	110,900	58,700	28,800
..	3,541,500	3,377,600	553,100	524,700	..	522,400	33,900	205,200	73,400	34,800
..	4,637,500	4,471,500	690,800	673,800	..	671,700	40,700	280,300	94,600	48,000
..	6,084,022	6,084,022	1,019,704	1,019,704	..	1,019,704	62,590	395,009	189,315	90,257
..	**6,084,022**	**6,084,022**	**1,019,704**	**1,019,704**	..	**1,019,704**	**62,590**	**395,009**	**189,315**	**90,257**
Office, Deoghar—*concld.*										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	25,478	13,487	3,899	1,944	..	..	..	..	..	..
..	621,100	614,900	236,900	253,900	..	218,200	3,700	22,400	162,400	68,600
..	1,552,400	1,629,900	643,600	622,200	..	605,300	10,000	53,600	443,000	165,700
..	2,586,000	2,654,800	1,147,300	1,165,000	..	1,142,400	18,600	110,800	872,500	350,000
..	3,249,500	3,308,500	1,302,500	1,308,900	..	1,292,000	24,800	153,900	942,700	373,000
..	5,543,951	5,543,951	1,750,754	1,750,754	..	1,750,754	55,562	339,418	1,063,512	413,829
..	**5,543,951**	**5,543,951**	**1,750,754**	**1,750,754**	..	**1,750,754**	**55,562**	**339,418**	**1,063,512**	**413,829**

APPENDIX

Period	Number of slips				
	1	2	3	4	5(a)
1	2	3	4	5	6
7. Regional Tabulation					
Up to the end of April, 1961	418,300	418,300	418,300	..	..
Up to the end of May, 1961	2,017,900	2,017,900	2,017,900	..	..
Up to the end of June, 1961	4,969,700	4,969,700	4,969,700	..	..
Up to the end of July, 1961	5,577,906	5,577,906	5,577,906	..	..
Up to the end of August, 1961	..	..	..	..	..
Up to the end of September, 1961	..	..	..	..	..
Up to the end of October, 1961	..	..	..	..	..
Up to the end of November, 1961	..	..	..	..	..
Up to the end of December, 1961	..	..	..	..	..
Total	**5,577,906**	**5,577,906**	**5,577,906**	..	..
8. Regional Tabulation					
Up to the end of May, 1961	1,568,464	1,568,464	1,568,464	..	..
Up to the end of June, 1961	5,226,839	5,226,839	5,226,839	..	..
Up to the end of July, 1961	5,544,813	5,544,813	5,544,813	..	..
Up to the end of August, 1961	..	..	..	..	..
Up to the end of September, 1961	..	..	..	..	..
Up to the end of October, 1961	..	..	..	..	..
Up to the end of November, 1961	..	..	..	..	..
Total	**5,544,813**	**5,544,813**	**5,544,813**	..	..

IX—*contd.*

sorted for tickets

5(*b*)	6	7	8	9	10	11	12	13	14	15
7	8	9	10	11	12	13	14	15	16	17
Office, Hazaribagh										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
210,600	..	93,300	37,600	1,400	..	..	..	..	..	5,500
1,390,400	..	1,045,600	838,200	22,200	14,200	309,700	11,300	17,600	1,500	330,900
2,748,500	..	2,305,100	2,315,600	85,600	34,400	733,300	32,900	74,300	105,200	1,152,700
4,123,400	..	3,620,200	3,483,900	148,000	56,800	1,114,200	52,300	133,000	182,700	1,804,400
5,577,906	..	5,577,906	5,380,600	235,200	82,900	1,876,500	78,400	244,700	299,700	2,861,100
..	..	..	5,577,906	312,340	104,649	2,083,466	104,649	312,340	416,989	3,077,451
5,577,906	..	**5,577,906**	**5,577,906**	**312,840**	**104,649**	**2,083,466**	**104,649**	**312,340**	**416,989**	**3,077,451**
Office, Ranchi										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
831,300	..	143,200	52,400	..	..	..	..	..	..	..
1,384,600	..	1,145,300	1,173,600	59,500	12,300	518,800	10,100	17,300	22,600	399,500
2,061,800	..	1,747,400	1,752,300	100,700	28,200	846,300	23,600	50,500	73,300	722,200
2,578,900	..	2,299,300	2,328,700	148,700	40,200	1,109,700	34,700	77,500	101,500	850,800
3,544,537	..	3,544,537	3,544,537	220,965	81,427	1,749,561	81,427	220,965	220,965	1,492,584
3,544,537	..	**3,544,537**	**3,544,537**	**220,965**	**81,427**	**1,749,561**	**81,427**	**220,965**	**220,965**	**1,492,584**

APPENDIX

Period	Number of slips					
	16(*a*)	16(*b*)	17	18	19	19(*a*)
1	18	19	20	21	22	23
7. Regional Tabulation						
Up to the end of April, 1961	..	..	..	..	..	..
Up to the end of May, 1961	..	..	..	..	..	..
Up to the end of June, 1961	..	..	..	..	..	..
Up to the end of July, 1961	..	..	..	..	..	..
Up to the end of August, 1961 ..	..	706	442,000	374,600	107,800	..
Up to the end of September, 1961 ..	..	1,771	1,808,600	1,724,700	512,900	..
Up to the end of October, 1961 ..	..	2,783	2,930,600	2,802,500	804,900	500
Up to the end of November, 1961 ..	..	3,813	4,950,800	4,830,700	1,342,200	7,200
Up to the end of December, 1961 ..	..	5,303	5,577,906	5,577,906	1,602,004	19,300
Total ..	..	**5,303**	**5,577,906**	**5,577,906**	**1,602,004**	**19,300**
8. Regional Tabulation						
Up to the end of May, 1961	..	..	..	..	..	..
Up to the end of June, 1961	..	..	..	..	..	..
Up to the end of July, 1961	..	..	..	..	..	..
Up to the end of August, 1961 ..	..	1,000	840,700	606,000	98,000	..
Up to the end of September, 1961 ..	..	1,800	1,486,600	1,333,100	110,000	..
Up to the end of October, 1961 ..	..	2,200	2,007,900	1,895,400	120,000	..
Up to the end of November, 1961 ..	..	2,463	3,544,537	3,544,537	124,429	..
Total ..	..	**2,463**	**3,544,537**	**3,544,537**	**124,429**	..

IX—*concld.*

sorted for tickets										
20	21	22	23	24	25(*a*)	25(*b*)	26	27	28	29
24	25	26	27	28	29	30	31	32	33	34
Office, Hazaribagh—*concld.*										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	256,600	181,300	42,700	39,700	..	37,600	1,900	10,700	..	..
..	1,538,600	1,413,500	371,400	335,100	..	309,000	12,700	136,600	300	100
..	2,590,000	2,454,500	661,400	612,700	..	593,800	18,600	245,800	2,600	1,400
..	4,582,700	4,442,100	1,232,900	1,157,700	..	1,110,000	43,400	400,800	206,900	78,700
..	5,577,906	5,577,906	1,407,977	1,407,977	..	1,407,977	58,878	532,680	265,089	117,056
..	**5,577,906**	**5,577,906**	**1,407,977**	**1,407,977**	..	**1,407,977**	**58,878**	**532,680**	**265,089**	**117,056**
Office, Ranchi—*concld.*										
..	..	..	..	..	..	..	..	..	..	..
..	..	..	..	..	..	..	..	..	..	..
..	374,200	290,300	114,900	63,700	..	33,300	6,500	1,300	39,300	11,900
..	1,172,500	1,072,100	771,100	670,800	..	552,900	10,200	26,700	505,400	191,300
..	1,723,000	1,660,200	1,253,000	1,115,200	..	1,051,100	11,700	49,100	907,600	312,400
..	3,544,537	3,544,537	2,334,342	2,334,342	..	2,334,342	12,133	54,266	2,205,707	882,182
..	**3,544,537**	**3,544,537**	**2,334,342**	**2,334,342**	..	**2,334,342**	**12,133**	**54,266**	**2,205,707**	**882,182**

APPENDIX X

Accounts Forms and Routine Forms consumed in the Office of the Superintendent of Census Operations and Tabulation Offices

Serial no.	Name of Form	Number of forms consumed in the office of the—									
		Superintendent of Census Operations*	Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11	12
1	Cash Book ..	9	1	..	1	1	..	..	..	..	12
2	Cash Book ..	250	..	..	..	..	..	..	..	..	250
3	Receipt Book ..	19	..	..	1	1	1	..	1	1	24
4	Treasury Challan ..	1,250	50	50	50	50	50	50	50	50	1,650
5	Pay Bill of Gazetted Officer	1,676	50	50	74	50	50	50	50	50	2,100
6	Certificate of House Rent Allowance.	500	..	..	..	..	..	..	..	..	500
7	Travelling Allowance Bill (Gazetted Government Servants).	1,150	50	50	50	50	50	50	50	50	1,550
8	Detailed Pay Bill of—Permanent / Temporary Establishment (Outer).	4,700	100	100	100	100	100	100	100	100	5,500
9	Ditto (Inner)	1,800	200	200	1,000	1,000	200	200	200	200	5,000
10	Absentee Statement ..	600	..	..	..	..	..	..	..	..	600
11	Periodical Increment Certificate.	500	..	..	..	..	..	..	..	..	500
12	Travelling Allowance Bill (Non-Gazetted Establishment).	2,400	50	50	200	50	50	50	50	50	2,950
13	Abstract Travelling (Outer Bill) Allowance Form.	100	..	..	..	..	..	..	..	..	100
14	Acquittance Roll ..	1,250	..	..	..	..	50	..	50	50	1,400
15	Bill Register ..	3	..	..	1	1	..	..	..	..	5
16	Travelling Allowance Bill of Non-Gazetted Establishment (Inner).	500	..	..	..	..	..	..	..	..	500

APPENDIX X—*contd.*

Serial no.	Name of Form	Number of forms consumed in the office of the—									
		Superintendent of Census Operations*	Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11	12
17	Register of Contingent Charges.	2	..	..	..	..	..	..	..	..	2
18	Fully-Vouched Contingent Bill.	2,450	50	50	50	50	50	50	50	50	2,850
19	Abstract Contingent Bill Form.	25	..	..	..	..	..	..	..	..	25
20	Detailed Countersigned Contingency Bill.	25	..	..	..	..	..	..	..	..	25
21	Detailed Bill of Contingent Charges.	25	..	..	..	..	..	..	..	..	25
22	Bill of Service Postage Stamps.	125	..	..	..	..	..	..	..	..	125
23	Indent for Service Postage Stamps.	1	..	..	..	..	..	..	..	..	1
24	Schedule of General Provident Fund deductions.	1,440	20	20	20	20	20	20	20	20	1,600
25	Schedule of deductions of subscriptions of P. L. I.	200	..	..	..	..	..	..	..	..	200
26	Bill of G.P. Fund—Advances / Withdrawal	350	..	..	..	..	..	..	..	..	350
27	Statement of Loans ..	20	..	..	..	..	..	..	..	..	20
28	Broad Sheet of the Provident Fund.	100	..	..	..	..	..	..	..	..	100
29	General Index Register ..	100	..	..	..	..	..	..	..	..	100
30	Year of Account of Provident Fund.	300	..	..	..	..	..	..	..	..	300
31	Stock Register of Insurance Policies.	300	..	..	..	..	..	..	..	..	300
32	MSOT 75 ..	100	..	..	..	..	..	..	..	..	100
33	MSOT 76 ..	100	..	..	..	..	..	..	..	..	100
34	Stock Register of Forms / Stationery Articles	1,650	..	..	..	..	..	..	..	..	1,650

APPENDIX X—*contd.*

Serial no.	Name of Form	Number of forms consumed in the office of the –									
		Superintendent of Census Operations*	Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11	12
35	Note Sheet ..	4,000	..	..	..	..	..	..	..	..	4,000
36	Draft Forms (Small) ..	270	5	5	5	5	5	5	5	5	310
37	Draft Forms (Large) ..	215	..	..	..	..	..	..	..	..	215
38	Express Letter Form ..	5	..	..	..	..	..	..	..	..	5
39	Post Copy of Telegram ..	250	..	..	..	..	..	..	..	..	250
40	File Transfer Form ..	250	..	..	..	..	..	..	..	..	250
41	Reminder Form ..	1,700	100	100	100	100	100	100	100	100	2,500
42	Acknowledgement Receipt of Publications.	250	..	..	..	..	..	..	..	..	250
43	Return of papers ..	200	..	..	..	..	..	..	..	..	200
44	Requisition for papers ..	200	..	..	..	..	..	..	..	..	200
45	Cuttings from Newspapers	800	..	..	..	..	..	..	..		800
46	Outtern Statement ..	250	..	..	..	..	..	..	..	..	250
47	Pending Work Statement and Weekly Arrear Statement.	300	..	..	..	..	..	..	..	..	300
48	General Register of Receipt Section Diary.	24	..	..	..	..	..	..	..	..	24
49	Diary or Register of Official and Unofficial Receipts.	20	..	..	..	..	..	..	..	..	20
50	Register of Issues ..	19	..	..	..	..	..	..	..	..	19
51	Despatch Register for Dak sent locally by hand.	10 and 1,000 Loose	..	..	..	..	..	..	..	..	10 and 1,000 Loose
52	Register of papers sent to Press.	3	..	..	..	..	..	..	..	..	3
53	Register of copies printed papers (Loose).	100	..	..	..	..	..	..	..	..	100
54	Attendance Register Book	50	12	12	50	12	12	12	12	12	184
55	Peon Book ..	35	1	1	1	1	1	1	1	1	43

APPENDIX X—*contd.*

Serial no.	Name of Form	Number of forms consumed in the office of the—									
		Superintendent of Census Operations*	Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11	12
56	Register of cases and despatches (Loose).	100	..	..	..	..	..	..	..	..	100
57	Requisitions for papers (S43)	2	..	..	..	..	..	..	..	..	2
58	Acknowledgement Form ..	600	..	..	..	..	..	..	..	..	600
59	Immediate Slips ..	1,000	..	..	..	..	..	..	..	..	1,000
60	Confidential Slips ..	100	..	..	..	..	..	..	..	..	100
61	P. U. C. Slips ..	10	..	..	..	..	..	..	..	..	10
62	D. F. A. Slips ..	15	..	..	..	..	..	..	..	..	15
63	Linked File Slip ..	5	..	..	..	..	..	..	..	..	5
64	Slip Blocks ..	6	..	..	..	..	..	..	..	..	6
65	Contingent Bill ..	500	..	..	..	..	..	..	..	..	500
66	Slip for signature ..	8	..	..	..	..	..	..	..	..	8
67	Envelope Economy Lable ..	13,500	...	...	...	..	1,000	..	1,000	1,000	16,500
68	Copy Requisition Slip ..	50	..	..	..	..	..	..	..	..	50
69	File Board ..	500	..	..	..	..	..	..	..	..	500
70	File band with tape ..	2,225	..	..	..	..	25	..	25	25	2,300
71	Indent of forms ..	10	..	..	..	..	..	..	..	..	10
72	File Register ..	8	..	..	..	..	..	..	..	..	8
73	List of File headings ..	13	..	..	..	..	..	..	..	..	13
74	File Cover (on bleached) ..	3,350	..	..	50	100	..	..	..	..	3,500
75	Form of Stock Register ..	5	1	1	1	1	1	1	1	1	13
76	Memo. requesting to return books taken from Library.	1	..	..	..	..	..	..	..	..	1
77	Acknowledgement for books received from Library.	1	..	..	..	..	..	..	..	..	1
78	Character Roll Cover ..	150	..	..	..	..	..	..	..	..	150

APPENDIX X—*concld.*

Serial no.	Name of Form	Number of forms consumed in the office of the—									
		Superintendent of Census Operations*	Urban Tabulation Office, Patna	Regional Tabulation Office, Patna	Regional Tabulation Office, Muzaffarpur I	Regional Tabulation Office, Muzaffarpur II	Regional Tabulation Office, Bhagalpur	Regional Tabulation Office, Deoghar	Regional Tabulation Office, Hazaribagh	Regional Tabulation Office, Ranchi	Total
1	2	3	4	5	6	7	8	9	10	11	12
79	Credit Note	5	..	..	..	..	..	..	..	..	5
80	Savingram Form	10	..	..	..	..	..	..	..	..	10
81	Accounts of Casual and Communal Leave.	200	..	..	..	..	..	..	..	..	200
82	Assistants Diary	20	..	..	..	..	..	..	..	..	20
83	List of Files	1	..	..	..	..	..	..	..	..	1
84	Requisition for Service Postage Stamps.	10	..	..	..	..	..	..	..	..	10
85	Service Postage Stamps Accounts Register.	8	..	..	..	..	..	..	..	..	8
86	Register of Periodical Return and Receipts.	2	..	..	..	..	..	..	..	..	2
87	Service Book	55	..	..	..	..	..	..	..	..	55
88	Medical Bill	2,100	..	..	..	..	..	..	..	..	2,100

*Including (*i*) Housing Tabulation Office, (*ii*) Mechanical Tabulation Office, and (*iii*) Central Tabulation Unit.

APPENDIX XI

List of books purchased with the help of the Census Budget

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
1	English Dictionary	Chamber's	16.75	
2	English Grammar	J. C. Nesfield, M.A. ..	4.00	
3	Treasury Rules, Vol. I, 1957	Manager of Publications, New Delhi	6.62	
4	Treasury Rules, Vol. II, 1967	Ditto ditto ..	6.00	
5	General Financial Rules, Vol. II, 1957 ..	Ditto ditto ..	2.00	
6	Compilation of the Fundamental Rules and the Suppl. Rules, Vol. I, 1956.	Ditto ditto ..	2.12	
7	Compilation of the Fundamental Rules and the Suppl. Rules, Vol. II, 1957.	Ditto ditto ..	1.87	
8	Notes on the Central Government Compilation of the General Financial Rules.	S. K. Sanyal, B.Sc., LL. B. ..	6.90	
9	Indian Economic Year Book, 1959-60 ..	Kitab Mahal, Allahabad ..	3.00	
10	Administrative Problems of State Enterprises in India, Report of a Seminar, December, 1957.	Indian Institute of Public Administration, New Delhi.	2.25	
11	The Pattern of Rural Government—Report of a Seminar, February, 1958.	Ditto ditto ..	2.00	
12	Improving City—Government Proceedings of a Seminar (September, 13, 14, 1958).	Ditto ditto ..	3.50	
13	Facts from Figures	M. J. Moroney	5.00	
14	India, 1959	The Publication Division ..	6.50	
15	Demographic Survey of Six Rural Communities	Kumudini Dandekar ..	8.25	
16	A Survey of Indian History	K. M. Panikkar	8.50	
17	Public Administration in India—Report of a Survey.	Dr. Paul H. Applehy ..	0.50	
18	Re-examination of India's Administrative System.	Ditto	0.50	
19	A Practical Guide to Fundamental Rules (Revised), 1958.	K. Ramanaswamy, B. Sc. ..	6.00	
20	Report on India's Administrative System ..	Dr. Paul H. Applehy ..	0.50	
21	Census of India, 1951, Vol. VI, Part III, Calcutta City.	A. Mitra	5.00	
22	Census of India, 1951, Vol. VI, West Bengal, Sikkim and Chandannagore.	Ditto	5.00	
23	Census, of India, 1951, Vol. I, India, Part II-C —Economic Tables.	R. A. Gopalaswami I.C.S. ..	3.00	
24	Digest of the 1951 Census Report for Bombay, Saurashtra and Kutch.	J. B. Bowman	0.75	

APPENDIX XI—*contd.*

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
25	Census of India, Paper no. 1, 1948—Age Tables, West Bengal, 1941 on 4 Sample.	Manager of Publications, New Delhi.	0.44	
26	Census of India, 1951, Paper no. 7—Age Tables, Punjab.	Ditto	1.12	
27	Census of India, 1951, Paper no. 8—Age Tables, Madras.	Ditto	2.12	
28	Census of India, Paper No. 2—Means of Livelihood and Industries Table, Bihar, 1941 Census.	Rajeshwari Prasad, Dy. R. G., India.	1.25	
29	Census of India, 1951, Paper no. 7, Subsidiary Tables.	Manager of Publications, New Delhi.	2.50	
30	Scheme for improvement of Population data ..	R. A. Gopalaswamy, I.C.S. ..	1.00	
31	Census of India, Paper no. 6 of 1955 ..	Manager of Publications, New Delhi.	7.25	
32	Census of India, 1951, Vol. XI, Orissa, Part I Report.	M. Ahmed, M.A. ..	6.50	
33	Census of India, 1951, Vol. XI, Orissa, Part II-B Tables.	Ditto	4.50	
34	Census of India, 1951, Vol. XI, Orissa, Part II-A Tables.	Ditto	3.50	
35	Census of India, 1951, Vol. VII, Madhya Pradesh, Part II-C	J. D. Korawalla, M.Sc. ..	5.00	
36	T. A. Rules	Bihar Government Publication	1.37	
37	Statistical Abstract, India, 1956-57 (New Series No. 7).	Manager of Publications, New Delhi.	18.00	
38	Key to Current Official Statistics, India ..	Issued by Central Organisation Cabinet Secretariat, Government of India.	1.00	
39	Bhargava's Dictionary, Anglo-Hindi ..	Bhargava Bhushan Press, Varanasi.	10.00	
40	Indian Studies Past and Present	D. Chattopadhyaya ..	4.00	
41	Indian Paleography	G. Buhler	15.00	
42	The Economic Weekly—A Journal of Current Economic and Political Affairs.	The Economic Weekly, Bombay	0.50	
43	Monthly Abstract of Statistics, March and April, 1960.	Manager of Publications, New Delhi.	2.00	
44	India, 1960	The Publication Division ..	9.00	
45	All India Rural Credit Survey, 1959 ..	Reserve Bank of India ..	6.50	
46	Report of Commissioner for Scheduled Castes and Scheduled Tribes, Part I, 1958-59.	L. M. Shrikant	2.50	
47	Report of Commissioner for Scheduled Castes and Scheduled Tribes, Part II, 1958-59.	Ditto ..	1.50	
48	Bihar Through the Ages	.. .. ..	20.00	
49	The Bihar Treasury Code, Vol. I, 1955 ..	Government of Bihar Publication	2.50	

APPENDIX XI—*contd.*

Serial no.	Name of book	Name of author or Publisher	Price (Rs.)	Remarks
1	2	3	4	5
50	The Bihar Treasury Code, Vol. II, 1956 ..	Government of Bihar Publication	2.00	
51	The Bihar Pension Rules	Ditto ditto ..	N.A.	
52	Tribal Demography in India	C. B. Mamoria, M.A. ..	5.00	
53	A Gris, A Socio-Economic Survey	Dr. D. N. Kale	17.00	
54	The Tharus, A Study in Culture Dynamics ..	S. K. Srivastava, Ph. D. ..	16.35	
55	Report on the Socio-Economic conditions of the Aboriginal Tribes on the Province of Madras.	A. Aiyappan, M.A., Ph. D. ..	1.50	
56	Report on Santals in Bengal	K. P. Chattopadhyaya, M.sc.	1.75	
57	The Santal, A Study in Culture-Change ..	N. Datta Majumdar ..	6.25	
58	India's Population, 1960	S. N. Agarwala	15.00	
59	The Education of the Adivasis	G. K. Kophikar	0.44	
60	Statistical Tables relating to Banks in India, 1959.	Reserve Bank of India, Bombay	2.00	
61	Occupational Pattern in Manufacturing Industries, India, 1956.	Manager of Publications, New Delhi.	11.50	
62	All India Civil List, 1960	Associated Advertisers and Printers, Bombay.	10.00	
63	Fundamental Rules and Suppl. Rules, 1960 ..	Issued by the A.-G., Posts and Telegraphs.	4.12	
64	Bihar Provident Fund Rules Manual ..	C. P. Malhotra, Station Rd., Patna-1.	3.00	
65	Swamy's Pension compilation of the Government of India, Civil Service Regulations and Liberalised Pension Rules, 1960.	Swamy Publisher, E.—P.T. 23, Vinay Nagar (Main), New Delhi-3.	9.12	
66	India the most dangerous	Selig S. Harrison	20.00	
67	Races and Cultures of India	D. N. Majumdar ..	17.58	
68	The Little Community Peasant Society and Culture.	Robert Rod Field ..	12.00	
69	A Scientific Theory of Culture and Other Essays	Bronislaw Malinowski ..	9.50	
70	The Primitive World and its Transformations	Robert Red Field ..	N.A.	
71	Bihar ke Adivasi	Ziauddin Ahmad ..	5.00	
72	India on the eve of the Third Five-Year Plan	Sir Theodore Greogry ..	5.00	
73	The Martik of Indian Culture	D. N. Majumdar ..	8.50	
74	Human Groups	W. J. H. Sprott	N.A.	
75	Folk-lore	Sankar Sen Gupta ..	2.50	
76	Bihar Service Code, 1952	Government of Bihar Publication.	N.A.	
77	The Statesman's Year Book, 1961	S. H. Steinberg, Ph.D. ..	19.28	

APPENDIX XI—*contd.*

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
78	Railway Time Table from October, 1961 ..	Railway Board	2.50	
79	Swamy's compilation of the Medical Attendance Rule.	Swamy Publisher, E—P.T. 23, Vinay Nagar (Main), New Delhi-3.	N.A.	
80	Population Growth and Economic Development in Low-Income Countries.	Ansley J. Coale and Edgar M. Hoover.	25.00	
81	Maps and Diagrams	F. J. Monkhouse and H. R. Wilkinson.	24.00	
82	Atlas of Economic Development	Norton Ginsburg ..	16.70	
83	India and Pakistan—A General and Regional Geography.	O. H. K. Spate	56.00	
84	Central Provident Fund (Central Services) Rules	Swamy Publisher, E—P.T. 23, Vinay Nagar (Main), New Delhi-3.	1.00	
85	Swamy's compilation of the Revised Leave Rules	Ditto	1.25	
86	General Provident Fund (Central Services) Rules, 1960.	Manager of Publications, Civil Lines, New Delhi.	0.75	
87	Swamy's Fundamental Rules and Suppl. Rules (Made Easy).	Swamy Publisher, E—P.T. 23, Vinay Nagar (Main), New Delhi-3.	3.25	
88	Income Tax Rules, 1962 (Made under the Income Tax Act, 1961).	.. .. ..	0.95	
89	Revised Leave Rules, 1933 (Corrected up to 30th June, 1958).	Manager of Publications, New Delhi.	0.87	
90	F. R. and S.R. Made Easy, Book-I ..	Swamy Publisher, E—P.T. 23, Vinay Nagar (Main), New Delhi-3.	2.50	
91	Vital Statistics of India for 1959	D. P. Chattopadhyaya ..	3.90	
92	Educated Persons in India, 1955	Planning Commission, Government of India.	2.75	
93	Leadership and Groups in a South Indian Village	Ditto ditto ..	2.12	
94	Report of the Engineering Personnel Committee, 1956.	Ditto ditto ..	0.87	
95	Outline Report of the Study group on educated unemployed.	Ditto ditto ..	0.50	
96	Studies in Co-operative Farming	Ditto ditto ..	2.25	
97	Report on certain aspects of Co-operative Movement in India.	Ditto ditto ..	0.75	
98	Evaluation report on the Working of the Large and Small-sized Co-operative Societies.	Ditto ditto ..	1.25	
99	Reports of the Committees of the Panel on Land Reforms.	Ditto ditto ..	1.87	
100	Consolidation of Holidays (Methods and Problems).	Ditto ditto ..	2.12	
101	Statesman's Year Book, 1962	S. H. Steinberg, Ph.D. ..	19.28	
102	Readers' Digest Great World Atlas.. ..	London	45.75	
103	The Journal of Industry and Trade ..	Director of Commercial Publicity, Ministry of Commerce and Industry, Government of India.	1.00	

APPENDIX XI—*contd.*

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
104	All India Railway Time Table from 1st April, 1963.	Railway Board	2.45	
105	Handbook of Rules and Regulations for the All India Services, Vol. I, 1962.	Government of India Publication.	7.75	
106	Handbook of Rules and Regulations for the All India Services, Vol. II, 1962.	Ditto ditto ..	0.55	
107	Shorter Oxford Dictionary, (2 Vols.) ..	.. .. ..	135.00	
108	Concise Oxford Dictionary	H. W. Fowler and F. G. Fowler.	10.00	
109	Inter-District and Inter-State Income Differentials, 1955-56.	National Council of Applied Economic Research, New Delhi.	3.00	
110	Central Government Compilation of the General Financial Rules, 1963.	Government of India Publication.	2.80	
111	A Punjab Village in Pakistan	Zekiye Eglar	38.40	
112	Castes and Communities in an Indian Village ..	D. N. Majumdar ..	20.00	
113	Affairs of a Tribe	D. N. Majumdar ..	23.50	
114	Bihar Ke Adivasi	L. P. Vidyarthi	7.50	
115	Notes and queries on Anthropology ..	A committee of the Royal Anthropological Institute of Great Britain and Ireland.	24.00	
116	Anthropology and Tribal Welfare in India ..	L. P. Vidyarthi	16.50	
117	A Pilot Survey of 14 villages in U. P. and Punjab.	P. K. Mukherjee and S. C. Gupta.	16.50	
118	Report of the Study Team on Social Welfare and B. C., Vol. I.	Rev. P. O. Bodding ..	1.00	
119	A Santhal Grammar for beginners	Rev. P. O. Bodding ..	1.00	
120	An Introduction to Santhali, Part I and Part II	Rev. Dr. R. M. Macphail ..	1.25	
121	African System of Kinship and Marriages ..	A. R. Radcliffe Brown and Daryll Forde.	15.00	
122	The Indian Village Community	B. H. Baden—Powell M.A.C. I.E.	24.00	
123	Sex and Repression in Savage Society ..	Bronislaw Malinowski ..	7.60	
124	A Philosophy of Indian Economic Development	Richard B. Gregg ..	2.50	
125	Tribe, Caste and Nation	F. G. Bailey	28.00	
126	Caste and Economic Frontier	Ditto	22.50	
127	Rural Profile	D. N. Mazumdar ..	9.00	
128	Village India	Mackim Morriott ..	11.50	
129	Journal of Social Research Aspects of Religion in India Society.	L. P. Vidyarthi	4.00	

APPENDIX XI—*contd.*

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
130	Journal of Social Research, September, 1958 ..	L. P. Vidyarthi	4.00	
131	Journal of Social Research, September, 1960 ..	Ditto	4.00	
132	Journal of Social Research, March, 1962 ..	Ditto	4.00	
133	Bulletin of the Bihar Tribal Research Institute, March, 1959.	B. S. Guha	5.00	
134	Bulletin of the Bihar Research Institute, July, 1960.	Narmadeshwar Prasad ..	5.00	
135	Bulletin of the Bihar Research Institute, October, 1960.	Ditto	5.00	
136	Bulletin of the Bihar Research Institute, January, 1961.	Ditto	5.00	
137	Bhartiya Samaj Men Janjatyagan	Ditto	3.00	
138	Impact of Industrialisation of Bihar Tribes—A Report.	Narmadeshwar Prasad and Arun Sahay.	3.00	
139	Caste in Modern India	M. N. Srinivas	13.50	
140	Caste in India	J. H. Hutton	12.50	
141	Adivasi	The Publication Division ..	10.00	
142	Chotanagpur Tenancy Act	Bihar Government Publication	1.44	
143	Bihar Private Forest Act, 1947	Ditto	0.37	
144	Land and People of Tribal Bihar	Narmadeshwar Prasad ..	15.00	
145	Report of the Backward Classes Commission, Vol. I,	Manager of Publications, Delhi	2.62	
146	Report of the Backward Classes Commission, Vol. II.	Ditto	3.37	
147	The Asur	K. K. Leuva	17.50	
148	The Maler	L. P. Vidyarthi	20.00	
149	Inter-District and Inter-State Income Differentials, 1955-56.	The Publication Division ..	3.00	
150	Statistics, How to handle them	A. K. Sur, M.A.	3.15	
151	Indian Rural Economics	K. P. Bhatnagar and others	10.00	
152	All India Railway Time Table from 1st October, 1963.	Railway Board	2.45	
153	Dictionary of Geography	W. G. Moore	2.00	
154	Tribal Art and Handicraft	S. K. Paul	1.50	
155	The Constitution of India—As amended up to date, 1963.	Central Law Agency, Law Publishers, Allahabad.	2.75	
156	Papers on National Income and Allied Topics, Vol. I.	U. K. R. V. Rao, S. R. Sen, M. V. Divatia and Uma Datta.	25.00	

APPENDIX XI—*contd.*

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
157	Papers on National Income and Allied Topics, Vol. II.	U. K. R. V. Rao, S. R. Sen, M. V. Divatia and Uma Datta.	15.00	
158	Report of the Committee on Special Multi-purpose Tribal blocks.	Manager of Publications, Delhi	7.25	
159	Report of the Committee on Distribution of Income and Levels of living, Part I.	Government of India, Planning Commission.	3.30	
160	Idioms and Phrases for all purposes ..	Vimla Ojha, B.A., B.Ed. ..	3.00	
161	Indian Agricultural Atlas	Economic and Statistical Adviser, Ministry of Food and Agriculture.	15.00	
162	The Board of Economic Inquiry, Punjab (India)..	The Economic and Statistical Organisation, Government of Punjab.	3.25	
163	Soils of India	Indian Council of Agricultural Research, New Delhi.	N.A.	
164	All India Railway Time Table from 1st October, 1964.	Railway Board	2.45	
165	Deduction of tax at source from Salaries and Computation of Personal Tax and Annuity Deposit.	Sunder Das Gianchand Publishers, Bombay.	2.00	
166	Four New Taxes, 1964	Central Law Agency, Law Publishers, Allahabad.	3.00	
167	A Compilation of Central Services (Medical Attendance Rules, 1944).	.. .. ..	0.95	
168	The Reader's Digest, Great Encyclopaedia Dictionary, Vol. I.	.. .. ..	N.A.	
169	The Reader's Digest, Great Encyclopaedia Dictionary, Vol. II.	.. .. ..	N.A.	
170	The Reader's Digest, Great Encyclopaedia Dictionery, Vol. III.	.. .. ..	N.A.	
171	Bihar Rajkiye Prashasan Sabdawali	Bihar Government Publication	1.19	
172	The Hindu Jajmani System	W. H. Wiser	3.00	
173	Natural Resources and Population of India ..	P. A. Wadia	1.50	
174	The Antiquarian Remains in Bihar.. ..	D. R. Patil	16.00	
175	Encyclopaedia Mundarica, Vol. I-A ..	Rev. John. Hoff Mann. S. J.	2.00	
176	Encyclopaedia Mundarica, Vol. II-B ..	Ditto ditto ..	2.00	
177	Encyclopaedia Mundarica, Vol. III-C ..	Ditto ditto ..	2.00	
178	Encyclopaedia Mundarica, Vol. IV-D-D ..	Ditto ditto ..	2.00	
179	Encyclopaedia Mundarica, Vol. V-E-G ..	Ditto ditto ..	2.00	
180	Encyclopaedia Mundarica, Vol. VI-H ..	Ditto ditto ..	2.00	
181	Encyclopaedia Mundarica, Vol. VII-I-J ..	Ditto ditto ..	2.00	

APPENDIX XI—*contd.*

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
182	Encyclopaedia Mundarica, Vol. VIII-K ..	Rev. John. Hoff Mann. S.J. ..	2.00	
183	Encyclopaedia Mundarica, Vol. IX-L and M ..	Ditto ditto ..	2.00	
184	Encyclopaedia Mundarica, Vol. XI-P ..	Ditto ditto ..	2.00	
185	Encyclopaedia Mundarica, Vol. XII-R ..	Ditto ditto ..	2.00	
186	Encyclopaedia Mundarica, Vol. XII-S ..	Ditto ditto ..	2.00	
187	Compilation of the F. R. and S. R., Vol. I ..	Issued by the A.-G., Posts and Telegraphs.	4.12	
188	Nalanda Current Dictionary	Published by P. G. Jain, New Imperial Book Depot, Delhi.	15.00	
189	The Concise Oxford Dictionary, Fifth Edition	H. W. Fowler and F. G. Fowler.	12.50	
190	Compilation of F. R. and S. R., Vol. I—Corrected up to 31st December, 1958 (Third Edition).	Issued by A.-G., Posts and Telegraphs.	6.12	
191	All India Railway Time Table from 1st April, 1965.	Railway Board	2.50	
192	Rashtriya Panchang (English)	Manager of Publications, Delhi	0.25	
193	Rashtriya Panchang (Hindi)	Ditto ditto ..	0.25	
194	The Indian Ephemeris and Nautical Almanac for the year, 1965.	Ditto ditto ..	12.00	
195	The Indian Ephemeris and Nautical Almanac for the year, 1966.	Ditto ditto ..	12.00	
196	The Bihar Buildings (L. R. and E.) Control Act, 1947.	Bihar Government Publication	3.00	
197	The Bihar Tenancy Act, 1885 (Act LXXX of 1885).	Ditto ditto ..	1.25	
198	Supplement for the year 1962 to the Catalogue of Civil Publications.	Manager of Publications, Delhi	0.25	
199	Supplement for the year 1961 to the Catalogue of Civil Publications.	Ditto ditto ..	0.25	
200	Supplement for the year 1960 to the Catalogue of Civil Publications.	Ditto ditto ..	0.25	
201	Supplement for the year 1959 to the Catalogue of Civil Publications.	Ditto ditto ..	0.25	
202	Supplement for the year 1958 to the Catalogue of Civil Publications.	Ditto ditto ..	0.25	
203	Supplement for the year 1957 to the Catalogue of Civil Publications.	Ditto ditto ..	0.25	
204	Supplement for the year 1956 to the Catalogue of Civil Publications.	Ditto ditto ..	0.25	
205	Supplement for the year 1954-1955 to the Catalogue of Civil Publications.	Ditto ditto ..	0.50	
206	Catalogue of Civil Publications	Ditto ditto —	0.50	

APPENDIX XI—*contd.*

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
207	Compilation of the F. R. and S. R., Vol. II, (Corrected up to 31st August, 1963).	Issued by A.-G., Posts and Telegraphs.	3.95	
208	Revised Leave Rules, 1933 (Corrected up to 28th February, 1965).	Ministry of Finance, Government of India.	1.55	
209	The Removal of Untouchability	M. K. Gandhi	2.50	
210	Rebuilding Our Villages	Ditto	1.00	
211	Village Industries	Ditto	0.25	
212	Bhargava's Standard Illustrated Dictionary of Hindi Language.	Prof. R. C. Pathak ..	12.00	
213	All India Railway Time Table from 1st October, 1965.	Railway Board	2.50	
214	Compilation of Central Treasury Rules, Vol. I, (Corrected up to 30th June, 1964).	Manager of Publications, Delhi	4.35	
215	Compilation of the delegation of Financial Powers Rules, 1958 (with G/I decisions) and the delegation orders, dated the 1st June, 1962.	Ministry of Finance, Government of India	1.25	
216	Motoring Guide of India	Automobile Association of Eastern India, Calcutta.	20.00	
217	Central Civil Services (Conduct) Rules, 1964 ..	Government of India, Ministry of Home Affairs.	0.20	
218	Agricultural Income by States 1960-61, Occasional Paper no.7.	National Council of Applied Economic Research, New Delhi.	6.00	
219	Socio-Economic Conditions of Primitive Tribes in Madhya Pradesh.	Ditto ditto ..	15.00	
220	Distribution of National Income by States, 1960-61.	National Council of Applied Economic Research, New Delhi.	15.00	
221	The Men who Ruled India, Vol. I, The Founders	Jonathan Cape	20.00	
222	The Men who Ruled India, Vol. II, The Guardians.	Ditto	20.00	
223	Bihar Physical Economic Regional Geography	Enayat Ahmad	12.00	
224	Swamy's Pension Compilation of the Civil Services Regulation and the Liberalised Pension Rules.	Swamy Publishers, E—P.T. 23, Vinay Nagar (Main), New Delhi.	6.75	
225	All India Railway Time Table from 1st April, 1966.	Railway Board	2.50	
226	Bihar Roads and Air Guide, 1961 ..	C. P. Malhotra	3.00	
227	Swamy's Fundamental Rules and Supplementary Rules Made Easy, Book I.	Swamy Publisher, E—P.T. 23, Vinay Nagar (Main), New Delhi.	2.00	
228	The Bihar Travelling Allowance Rules, First Edition with correction slips.	Bihar Government Publication.	2.14	

APPENDIX XI—*concld.*

Serial no.	Name of book	Name of author or publisher	Price (Rs.)	Remarks
1	2	3	4	5
229	Medical Attendance Rules and Orders for Government of Bihar.	Bihar Government Publication	0.12	
230	Journey Round the World	K. P. S. Menon ..	15.00	
231	The Civil Servant in India	K. L. Punjabi, I. C. S. (Retd.)	15.00	
232	Report of the Finance Commission, 1965 ..	Manager of Publications, Delhi	2.60	
233	The Study of Population—An Inventory and Appraisal.	Philip M. Hauser and Otis Dudley Duncan.	108.00	
234	The Industrial Economy of India ..	Sc. Kuchhal	13.00	
235	India's Poverty and its Solution	Charan Singh	26.00	
236	Statistics for Economists	Allen	15.75	
237	Delegation of Financial Powers Rules, 1958 ..	Government of India, Ministry of Finance.	0.12	
238	Compilation of the Delegation of Financial Powers Rules, 1958 (with Government of India decisions).	Ditto ditto ..	0.35	
239	Central Government Compilation of the General Financial Rules, Vol. II,—1st Edition (Reprint), 1957.	Manager of Publications, Delhi	2.00	
240	Accounts Code, Vol. II, Treasury Account, 1st Edition (Reprint).	Ditto ditto ..	1.00	
241	Government of India, Ministry of Law—The Indian Forest Act, 1927 (Act XVI of 1927).	Ditto ditto ..	0.56	
242	The Bihar and Orissa Treasury Manual (First Edition).	V. C. Scott O'connor, A.-G., Bihar and Orissa.	1.00	
243	Management and Control in Public Enterprise..	S. S. Khera	16.00	
244	Managerial Problems in Public Enterprise ..	A. H. Hanson	9.00	
245	Some Economic Problems of Public Enterprises in India.	Parmanand Prasad ..	20.00	
246	Nationalisation—A Book of Readings ..	A. H. Hanson	47.25	
247	British Industries and their Organisation ..	G. C. Allen	30.00	
248	Management of State Enterprises in India ..	Ratan Kumar Jain ..	45.00	
249	Public Enterprise and Economic Development..	A. H. Hanson	44.10	
250	Tourist Map of India, North Eastern Region in wall map form.	Suresh and Company, Delhi ..	12.10	

APPENDIX XII

(a) Statement showing the number of copies of the various Census Publications printed

Serial no.	Name of publication	Number of copies printed		
		Deluxe edition	Ordinary edition	Total
1	2	3	4	5
	Central Government Publications			
1	Part I-A(*i*)—General Report (Chapters I to IX)	75	1,425	1,500
2	Part I-A(*ii*)—General Report (Chapters X to XII)*	75	1,425	1,500
3	Part I-B—Report on Vital Statistics of Bihar, 1951—60†	75	925	1,000
4	Part I-C—Subsidiary Tables	75	1,425	1,500
5	Part II-A—General Population Tables	75	2,925	3,000
6	Part II-B(*i*) —General Economic Tables (B-I to B-IV and B-VII)	75	925	1,000
7	Part II-B(*ii*)—General Economic Tables (B-V, B-VI, B-VIII and B-IX) ..	75	925	1,000
8	Part II-C—Social and Cultural Tables	75	925	1,000
9	Part II-D—Migration Tables	75	925	1,000
10	Part III(*i*)—Household Economic Tables (B-X to B-XIV)	75	925	1,000
11	Part III(*ii*)—Household Economic Tables (B-XV to B-XVII)	75	925	1,000
12	Part IV-A—Report on Housing and Establishments	75	925	1,000
13	Part IV-B—Housing and Establishment Tables	75	925	1,000
14	Part V-A—Special Tables for Scheduled Castes and Scheduled Tribes	75	925	1,000
15	Part V-B—Ethnographic Notes on Scheduled Castes and Scheduled Tribes† ..	75	925	1,000
16	Part VI—Village Surveys (Monographs on 32 selected villages)‡		750	750
17	Part VII-A—Selected Crafts of Bihar*		750	750
18	Part VII-B—Fairs and Festivals of Bihar*	75	675	750
19	Part VIII-A—Administration Report on Enumeration (not for sale)	10	490	500
20	Part VIII-B—Administration Report on Tabulation (not for sale)	50	450	500
21	Part IX—Census Atlas of Bihar		1,500	1,500
22	Part X(*i*)—Special Migration Tables relating to Dhanbad-Jharia-Sindri Town-group.* ..	50	550	600
23	Part X(*ii*)—Special Migration Tables relating to Jamshedpur-Jugsalai Town-group*	50	550	600
	State Government Publications			
	19 Volumes of District Census Handbooks of 17 districts	1,000 copies of each district.		

*In Press †Under preparation ‡No. 1 (500 copies), Nos. 2—5 published, 6—8 in Press and rest under preparation.

APPENDIX XII—*contd.*

(*b*) Distribution list of complimentary copies of Census Publications

Serial no.	Recipients	Number of copies	
		Deluxe	Ordinary
1	2	3	4
	I. Government of India		
1	Registrar General, India ..	15	63
2	Superintendents of Census Operations of other States.	14	42
3	Superintendents of Census Operations of Union Territories.	11	11
4	Station Director, All India Radio	..	1
	II. State Government		
1	Governor of Bihar	1	..
2	Chief Minister, Ministers and State Ministers.	1	19
3	Speaker and Deputy Speaker of Legislative Assembly.	..	2
4	Chairman and Deputy Chairman of Legislative Council.	..	2
5	Chief Justice, Patna High Court		1
6	Chief Secretary		1
7	Secretary, Legislative Assembly		1
8	Secretary, Legislative Council		1
9	Departments of State Government ..		21
10	Chief Administrator, River Valley Project.	..	1
11	Member, Board of Revenue		1
12	Chief Electoral Officer		1
13	Land Reforms Commissioner		1
14	Development Commissioner		1
15	Director of Gram Panchayats		1
16	Director of Industries		1
17	Director of Food and Agriculture ..		1
18	Director of Statistics		1
19	Director of Public Instruction		1
20	Director of Public Relations		1
21	Director of Health Services		1
22	Divisional Commissioners		4
23	District Officers		17
	III. Superintendent of Census Operations, Bihar		
1	Discretionary copies	1	19
2	Personal copy	1	..
3	Office use		5
4	Office Library		2
5	Preservation till next Census ..	1	6
	IV. Libraries		
1	Secretariat Library		2
2	Legislators' Library		1
3	National Libraries, Calcutta, Bombay and Madras.	..	6
4	24 Information Centres of India		24
5	University Libraries		6
6	High Court Library		1
7	Bar Council Library		1
8	Sinha Library, Patna		1
9	Khudabux Oriental Library, Patna ..		1
10	Bihar Research Society		1
11	Bihar Tribal Research Institute, Ranchi.	..	1
12	Anugrah Narayan Sinha Institute of Social Studies, Patna.	..	1
	V. Presses		
1	Leading Newspapers of the State ..		4
2	Leading Newspapers outside the State.	..	3
	VI. Semi Government		
1	Vice-Chancellor of Universities		6
2	Mayor, Patna Municipal Corporation ..		1
	Total	**45**	**290**

APPENDIX XII—*concld.*

(c) Distribution list of complimentary copies of District Census Handbooks

Serial no.	Recipients	Number of copies
1	2	3
	I. *Government of India*	
1	Registrar General, India	40
2	Superintendents of Census Operations of other States.	14*
3	Superintendents of Census Operations of Union Territories.	11*
4	The Editor (District Gazetteer), Central Gazetteers Unit, Ministry of Education, New Delhi.	1
	II. *State Government*	
1	Governor of Bihar	1
2	Chief Minister, Ministers and State Ministers.	20
3	Speaker, Legislative Assembly ..	1
4	Chairman, Legislative Council ..	1
5	Chief Justice, Patna High Court ..	1
6	Chief Secretary	1
7	Member, Board of Revenue	1
8	Development Commissioner	1
9	Food Commissioner	1
10	Mines Commissioner	1
11	Divisional Commissioners	4
12	Secretaries to the Government of Bihar	23
13	All Heads of Departments	11
14	Chief Electoral Officer	1
15	Deputy Director of Surveys, Bihar ..	1
16	District Officers	17
17	Special Officer, Gazetteer Revision Branch, Revenue Department, Bihar.	2
	III. Superintendent of Census Operations, Bihar.	
1	Discretionary copies	20
2	Personal copy	2
3	Office use	10
4	Deputy Superintendent of Census Operations.	1
	IV. Libraries	
1	Secretariat Library	1
2	Sinha Library, Patna	1
3	Bihar Tribal Research Institute, Ranchi..	1
4	Bihar Research Society Library ..	1
5	Six University Libraries	6
6	National Libraries, Calcutta, Bombay and Madras.	6
7	Gokhale Institute of Politics and Economics, Poona.	1
	V. Semi-Government	
1	Deputy Chairman, Bihar Universities Grants Commission.	1
	Total	205

* One copy of D.C.H. of Gaya only.

APPENDIX XIII

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

Serial no.	Description	File no.
1	2	3
1	1961 Census—Legislation by State Governments for laying contribution by local authorities towards the cost of Census.	GL-1/59
2	Preliminary instructions on Census, 1961	GL-2/59
3	Designation of the Superintendent of Census Operations—Whether any modification is required ..	GL-7/59
4	Census Act and Amendments thereof	GL-10/59
5	Districtwise Geographical Area—List of the territories of States of India	GL-11/59
6	Transport arrangements for tours for the 1961 Census	GL-12/59
7	Notification under section 3 of the Census Act, 1948	GL-15/59
8	Preparation of Cinema Slides	GL-37/60
9	Circulars and Orders issued by the S.C.O., Bihar to be treated as orders of Government ..	CS-1/59
10	Copies of circulars issued by the Superintendent of Census Operations, Bihar	CS-3/59
11	Appointment of Superintendent of Census Operations, Bihar	ET-1/59
12	Appointment of ministerial staff for the Office of the Superintendent of Census Operations, Bihar	ET-2/59
13	Appointment of Deputy Superintendent of Census Operations, Bihar	ET-43/60
14	Distribution of Medals and Certificates	ET-59/60
15	Procedure regarding the grant of leave and disbursement of leave salary to State Government servants, etc., transferred temporarily to serve under the Central Government.	ET-82/60
16	Sanction of permanent advances for the Office of the S.C.O., Bihar	AS-1/59
17	Delegation of powers by the Administrative Ministries to lower authorities and its proper exercise by them—submission of monthly schedule of sanctions given.	AS-15/59
18	Delegation of Financial Powers to the S.C.Os.	AS-18/59
19	1961 Census—List of places to be treated as towns	EN-1/59
20	1961 Census—Supply of Thana and village maps	EN-2/59
21	1961 Census—Appointment of District Census Officers	EN-3/59
22	1961 Census—Agency for Enumeration	EN-4/59
23	1961 Census—Pre-testing of Draft Enumeration Schedules	EN-5/59
24	1961 Census—House numbering	EN-6/59
25	1961 Census—Payment to Enumerators	EN.7/59
26	1961 Census—Training of Enumeration Staff	EN-8/59
27	1961 Census—Publicity	EN-9/59
28	Preparation of houselists—Improvement of the existing form of Mauzabar Note in the Houselist, Part I.	EN.12/59
29	Enumeration of Scheduled Castes and Scheduled Tribes at the 1961 Census	EN.13/59

APPENDIX XIII—*contd.*

Serial no.	Description	File no.
1	2	3
30	List of Anchal-*cum*-Development Blocks in Bihar—Their headquarters, population, etc. ..	EN-14/59
31	List of villages transferred to West Bengal as a result of the Bihar and West Bengal (Transfer of Territories) Act, 1956.	EN-15/59
32	Reconstitution of districts or other areas—Issue of Government orders prohibiting changes until the completion of the 1961 Census.	EN-17/59
33	Redistribution of Census work to development section in District and Subdivisional Offices and appointment of District Census Officers.	EN-18/59
34	Preparation of urban frames for the use of Census Operations and N.S.S.	EN-20/59
35	Co-operation by Cantonment and Defence Services in connection with 1961 Census Operations ..	EN-24/59
36	Co-operation by Railway authorities in connection with 1961 Census Operations	EN-25/59
37	Changes in the jurisdiction of Police stations since the last Census	ET-26/59
38	Preparation of Census (Mauza) registers for rural areas for each police station	EN-31/59
39	Preparation of Census Calendar	EN-36/59
40	New Villages and Town slips since 1951 Census	EN-37/59
41	Preparation of Census Code for 1961 Census	EN-38/59
42	Collection of local name of right on land for land under cultivation by household and household industries or businesses.	EN-39/59
42A	1961 Census—Appointments of Census Officers—Delegation of power under sub-section (4) of section 4 of the Census Act.	EN-40/59
43	1961 Census—Despatch of Census forms	EN-41/59
44	Sections 6 and 7 of the Census Act—Appointment of competent authorities	EN-48/60
45	Allotment of code numbers of Districts, Towns and Anchals	EN-51/60
46	Delimitation of area of towns other than those having Municipality, N.A.C. or Cantonment Board	EN-53/60
47	Training of Charge Superintendents	EN-76/60
48	Enquiries regarding household industries in the Household Schedules on establishments and workshop in the Houselists in 1961 Census.	EN-64/60
49	Register of Census forms/papers—Instructions for maintenance of	EN-65/60
50	Despatch of Census forms to District and Subdivisions	EN-78/60
51	Calculation of mid-year population estimates	EN-79/60
52	Enumeration of fishermen	EN-89/60
53	Prosecution under the Census Act—Authorisation under section 12	EN-90/60
54	1961 Census—Notification under section 8(1) of the Census Act, 1948 regarding asking of Census questions.	EN-91/60
55	Preparation of Houselists	EN-94/60
56	Census Publicity through the All India Radio	EN-115/60
57	Calendar of important events between 1951—1961	EN-116/60
58	Preparation of conversion tables of local measures of area of land	EN-119/60

APPENDIX XIII—*contd.*

Serial no.	Description	File no.
1	2	3
59	Enumeration of foreign diplomatic personnel	ET-119/60
60	Special enumerations of technically qualified personnel in 1961 Census	EN-125/60
61	Post enumeration check	EN-127/60
62	Census Publicity—Folders and Posters	EN-124/60
63	Census Publicity through Film	EN-131/60
64	1961 Census—Enumeration of Pilgrim Specials	EN-137/60
65	Enumeration of houseless persons, provisional population totals and simple verification count ..	EN-138/60
66	Prosecution under the Census Act	EN-149/61
67	Collection of materials from various departments of State Government about growth of investment and additional employment in different spheres during the inter-censal period (1951—60).	RT-1/59
68	Special enquiries during the 1961 Census—Choosing a line of enquiry into same special subject or topic.	RT-2/59
69	Grading of towns and cities according to sex ratio	RT-3/59
70	Collection of materials for the Administrative Report—Part I(Enumeration), Census, 1961 ..	RT-25/61
71	Printing of Census Reports and Tables	RT-36/62
72	Contents of the 1961 Census Report	RT-37/62
73	Specimen form of General Report and Administration Reports pages	RT-45/62
74	1961 Census—Location and setting of Tabulation Offices in Bihar	TN-1/59
75	Analysis of certain characteristics of towns	TN-2/59
76	Tabulation of data collected at the second pretest	TN-5/59
77	Sampling for 1961 Census	TN-6/59
78	Area figures of 1961 Census	TN-9/60
79	Preparation of Housing Tables of 1961 Census	TN-10/60
80	Tabulation of 1961 Census data according to Community Development Blocks	TN-11/60
81	List of Household Industries	TN-12/60
82	Preparation of General Tables of 1961 Census	TN-13/60
83	Tabulation of languages in 1961 Census—Classification of languages	TN-15/60
84	Despatch of enumeration pads and other records to the Tabulation Offices	TN-22/61
85	Demarcation of boundaries of administrative units in the sketch map of the State of Bihar ..	TN-51/61
86	Preparation of maps and compilation of Census figures of total and Scheduled Castes and Scheduled Tribes population according to existing administrative units such as Village, Gram Panchayats, Halka, Anchal, Subdivision, District and Subdivision to facilitate delimitation of constituencies.	TN-65/61
87	Subsidiary Tables to A-Series Tables	TN-90/62
88	Questionnaire issued by the Bihar Police Station	RS-2/59

APPENDIX XIII—*concld.*

Serial no.	Description	File no.
1	2	3
89	Progress of Urbanisation in Bihar State	RS-4/60
90	Blockwise information in respect of land utilisation, cropping pattern, Small-scale industries, etc. —Supply of.	RS-29/60
91	1961 Census—Collection of data on sericulture industry	RS-30/60
92	Utilisation of Press Information Bureau for publicity purposes	RS-31/61
93	Guard File of Circulars and important letters on enumeration.	
94	Guard File of Circulars on Tabulation.	
95	Guard File of Forms.	
96	Fifty copies of each form.	

APPENDIX XIV

Actual expenditure incurred on the 1961 Census Operations under the prescribed heads of accounts

Head of account	Actual expenditure incurred in—									Total
	1958-59	1959-60	1960-61	1961-62	1962-63	1963-64	1964-65	1965-66	1966-67	
	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1	2	3	4	5	6	7	8	9	10	11
A—Superintendence—										
A-1—Pay of Officers ..	..	14,049	22,413	29,234	26,463	41,000	41,662	46,693	19,726	241,240
A-2—Pay of Establishment ..	..	9,473	27,205	46,232	40,930	53,715	48,188	61,883	87,170	374,796
A-3—Allowances, etc. ..	..	10,699	22,294	27,034	22,791	30,212	36,146	31,226	50,879	231,281
A-4—Other charges ..	..	16,485	24,255	15,000	19,542	10,611	15,082	12,110	20,531	133,616
Total—A—Superintendence ..	..	50,706	96,167	117,500	109,726	135,538	141,078	151,912	178,306	980,933
B—Enumeration—										
B-1—Pay of Establishment ..	..	..	113,184	18,800	..	..	..	..	..	131,984
B-2—Allowances, etc. ..	..	..	62,921	9,900	..	..	..	..	..	72,821
B-3—Honorarium to Enumeration staff.	..	..	111,600	1,032,000	..	..	..	..	..	1,143,600
B-4—Other charges ..	..	..	74,388	6,300	..	..	..	..	..	80,688
Total—B—Enumeration ..	..	..	362,093	1,067,000	..	..	..	..	..	1,429,093
C—Abstraction and Compilation—										
C-1—Pay of Officers ..	..	..	13,331	55,261	29,396	7,995	14,072	23	9,141	129,219
C-2—Pay of Establishment ..	..	..	15,183	1,280,000	368,929	134,820	115,254	125,541	20,886	2,060,613
C-3—Allowances etc. ..	..	..	8,084	90,517	76,051	35,336	42,704	30,109	9,953	292,754
C-4—Other charges ..	..	..	67,061	91,000	28,048	32,266	16,480	13,434	2,600	250,889
Total—C—Abstraction and Compilation. ..	..	..	103,659	1,516,778	502,424	210,417	188,510	169,107	42,580	2,733,475
D—Printing and Stationery ..	..	3,478	72,589	50,000	..	415	126,216	47,140	26,539	326,377
Grand Total ..	..	**54,184**	**634,508**	**2,751,278**	**612,150**	**346,370**	**455,804**	**368,159**	**247,425**	**5,469,878**

APPENDIX XV

Costing statement by items of Census expenditure including special studies

Serial no.	Items	Amount Rs.
1	2	3
1	Expenditure on pay of Superintendent of Census Operations and his office establishment allowances, honoraria and office contingencies.	980,933
2	Expenditure on enumeration	1,429,093
3	Printing charges of Enumeration Schedules	..
4	Other enumeration, printing and stationery charges	1,805
5	Cost of paper used for enumeration	2,853
6	Expenditure on Abstraction and Compilation—	
	(*a*) Expenditure on Housing Tabulation	50,819
	(*b*) Expenditure on Regional Tabulation Offices	1,427,405
	(*c*) Expenditure on Mechanical Tabulation	90,580
	(*d*) Expenditure on Central Tabulation	891,467
7	Expenditure on special studies	348,513
8	Cost of paper, binding materials, etc., used for printing of State Census publications	130,813
9	Cost of production of State Census publication including cost of papers, etc.	106,629
10	Other items of expenditure—	
	(*a*) Printing of forms for sorting, compilation and tabulation	1,125
	(*b*) Printing of forms for special studies	319
	(*c*) Printing of forms for Fertility Survey	196
	(*d*) Transport and freight charges in respect of papers, binding materials, Census publications, etc.	4,896
	(*e*) Packing and despatching charges in respect of Census publication	2,432
	Total	**5,469,878**

APPENDIX XVI

Statement showing the staff sanctioned by the State Government for the work of compiling District Census Handbooks

Serial no.	Name of the post	No. of posts	Duration of appointment		Scale of pay and allowances		
			From	To	Pay	C.L.A.	H.R.A.
1	2	3	4	5	6	7	8
					Rs.	Rs.	Rs.
1	Technical Assistant	1	5-10-1964	29-2-1968	150.00	78.25	7.50
2	Comparers	3	5-10-1964	2-2-1968	75.00	57.00	4.00
		4	5-10-1964	31-7-1967	75.00	57.00	4.00
		2	5-10-1964	30-11-1966	75.00	57.00	4.00
3	Statistical Assistant	1	1-3-1966	28-2-1967	250.00	5.00	..
4	Tabulation Assistant	1	1-3-1966	28-2-1967	202.00	5.00	7.50
5	Tabulation Assistant	1	1-3-1966	28-2-1967	242.40*	5.00	7.50
6	Typist	1	1-3-1966	31-7-1967	124.00	5.00	4.00
7	Proof Reader	2	1-3-1966	28-2-1967	160.00	5.00	7.50
8	Peon	1	1-3-1966	28-2-1968	70.00	7.50	3.00

*Including deputation special pay

APPENDIX XVII

Important Circulars on Tabulation

Copy of memo. no. TN-24/61-1082, dated the 21st March, 1961 (Tabulation Circular no. 1), from the Superintendent of Census Operations, Bihar, to all Deputy Superintendents of Census Operations, regarding receipt of census records and preliminary and detailed checking.

Detailed instructions regarding the mode of arrangement, packing and despatch of census records by Subdivisional Officers were given in Census Circular no. 41, dated the 12th February, 1961.* It is hoped that these instructions have been fully complied with, which would facilitate preliminary checking in the Tabulation Office with reference to the Charge Superintendent's Challan and the Circle Statements of Return of Census Papers (Bihar Census Form no. 14)*.

I. *Preliminary checking*—Its main object is to ensure that records have been received as per challans. The records relating to one charge only should be given to a person for checking at a time. Generally, the records will have been sent in a number of boxes separately for each charge. There should be no difficulty, therefore, in observing this principle strictly.

2. As the records will have been arranged already Census Circlewise, the checking should be done in the first instance with reference to the Statement of Return of Census Papers (Bihar Census Form no. 14). Each item should be carefully counted and ticked. After this has been done for every entry, the totals should be checked and ticked, if found correct, in Form no. 14 as well as the Charge Challan. Discrepancies, if any, should be brought to the notice of the Supervisor immediately.

3. After the completion of checking, the records must be re-arranged properly in the boxes in which they were received.

II. *Detailed checking*—After the records have been duly receipted and one copy of the Challan signed and returned to the Subdivisional Officer concerned, a detailed checking of the census records should be taken up. For this also, the records relating to one Charge will be given to one person only. The detailed checking should cover the following points :

(1) Refer to the Charge Register in which Mauzas/Wards are arranged Census Circlewise. A comparison between relevaent entries in the Charge Register* (under column 3 of the Register for rural areas and column 2 for urban areas) and column 1 of Census Form no. 14 would ensure that records relating to all the Mauzas/Wards have been received. A list should be prepared of missing Mauzas/Wards and immediate action taken to trace out the omissions.

(2) Arrange the following in separate bundles, Circlewise, for the entire charge :

(*i*) Statements of Return of Census Papers (Form no. 14),

(*ii*) Circle Registers*,

(*iii*) Circle Summaries* together with corresponding Enumerator's Final Abstracts (Form no. 10)*, placed below serially,

(*iv*) *Houselists**—These will have been arranged already Circlewise. They need not be tied together in one bundle for the entire Charge. Only they should be placed together arranged Circlewise,

(*v*) Technical Cards*,

(*vi*) Sericulture Enquiry Reports*.

(3) Examine the technical cards with a view to checking (*a*) if the Census Location Code (particularly district/charge) has been correctly entered, and (*b*) the State Location Code (*iii*) has been written on each card in a distinct manner. If these details are wanting, necessary rectification should be made. Technical cards for different charges should be arranged in separate lots, and kept ready for being sent to the Registrar General of India on receipt of further instructions from this office. The total number of cards returned from each Charge should be counted, and a statement giving the information sent to me as early as possible,

* Not reproduced.

APPENDIX XVII—*contd.*

(4) The checking up of Individual Slips and Household Schedule pads should be taken up, thereafter, villagewise within each Circle in the same order in which they have been noted in Form no. 14. The following items deserve special attention :

(*i*) Whether the Location Code has been entered on all the slips ?

(*ii*) Whether there are any apparent mistakes or omissions, particularly in regard to sex, age, birth place, etc. ? In case of omissions, the corresponding Household Schedule may be referred to for possible clue. If this does not help, the omissions may be corrected in accordance with the instructions given in Appendix 'A',

(*iii*) The Household Schedule pads should be subjected to general checking in a similar manner, particularly in regard to the correctness of (*a*) land area totals, (*b*) number of workers and (*c*) number of persons entered in the Census Population Records,

(*iv*) There must be a complete tally between the number of persons for which Individual Slips* have been prepared and the number of persons as per Census Population Record.* Whenever there is a discrepancy, it should be traced out and reconciled by entering the missing names or deleting ineligible names (such as in case of death),

(*v*) The total number of persons in each Individual Slip pad, as entered in the Abstract* on the pad cover, should be checked up by actual counting. Correct figures should be entered or ticked on the pad cover as well as in the Enumerator's Final Abstract. This work must be done very carefully and at least 10 per cent rechecked by the Supervisor, as the payment of honorarium to enumerators will be done on the basis of total number of persons enumerated *vide* column 7 on the reverse of the Enumerator's Final Abstract (Form no. 10). Whenever there is a discrepancy between the original entry and actual counting, it should be brought to the notice of the Supervisor who will note the correct number under his signature after counting personally.

(5) The entries in the top right hand rectangle of the Household Schedule* should be glanced through to find out if there is any institutional household. If there is, the corresponding Individual Slips (by reference to the Census Population Record) should be marked "I" in red pencil or red ink on the top right hand corner opposite the "name".

(6) Brief notes on serious discrepancies, which cannot be reconciled locally, should be kept in a separate sheet of paper for each Charge. The Deputy Superintendent will decide in each case whether a further reference to the Charge Superintendent is necessary or not.

2. After the records relating to one charge have been checked in detail in the manner indicated above, they should be replaced in the boxes in proper order. It is of the greatest importance that every possible care is taken at this stage to avoid mixing up of records relating to different villages/wards and Circles within the same Charge.

3. The Deputy Superintendent should get a Chargewise statement prepared in triplicate in the form given in Appendix 'B' on the basis of checked entries in the Enumerator's Final Abstracts. If any enumerator's work is found to have been unsatisfactory or not up to the mark, this fact should be noted in the corresponding remarks column of Appendix 'B'. Before such adverse entries are made, the Deputy Superintendent must satisfy himself personally in each case.

4. While ensuring the quality of preliminary and detailed checkings as best as possible, the Deputy Superintendent must see that adequate speed is also maintained. Every effort should be made to complete the detailed checking of all the Charges by the 5th April, 1961.

*Not reproduced

APPENDIX XVII—*contd.*

Appendix 'A'

Instructions for treatment of omissions in the Enumeration Slip

Question 1(*b*) : *Relationship to Head*—

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

Question 2 : *Age last birthday*—

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

Question 3 : *Marital Status*—

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

Question 4(*a*) : *Birth place*—

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

Question 4(*b*) : *Born R/U*—

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

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

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

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

Question 5(*a*) : *Nationality*—

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

Question 5(*b*) : *Religion*—

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

Question 5(*c*) : *SC/ST*—

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

Question 6 : *Literacy and Education*—

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

Question 7(*a*) : *Mother-tongue*—

Where there is no entry, the language of the district should be entered, unless the entries relating to other members of the same household provide a different indication specifically.

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

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

Questions 8—12 :

If all the Qs. 8 to 12 are blank, the person should be treated as dependent (*D*).

Question 13 : *Sex*—

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

Appendix 'B'

Statement of persons enumerated

Name of District..... Name of Charge.....

Name of enumerator	Mauza or Ward no.	Thana or Ward no. with Enumerator's Block no., if any	Number of persons enumerated	Name of Supervisor	Circle no.	Remarks
1	2	3	4	5	6	7

Checked by.....

Deputy Superintendent of Census Operations,

.....

Prepared by.....

Tabulation Supervisor.

APPENDIX XVII—*contd.*

Copy of memo. no. TN-24/61-1151, dated the 24th March, 1961 (Tabulation Circular no. 2), from the Superintendent of Census Operations, Bihar, to all Deputy Superintendents of Census Operations, regarding (1) storage of census records, (2) submission of daily progress report.

It is necessary that full care and attention is given to safe and systematic storage of census records, which have already started arriving in Tabulation Offices in large numbers. Unless this is done from the very beginning, serious problems may arise later. I would, therefore, like you to take personal interest in this matter.

2. Of the several points that have to be taken care of mention may be made of the following in particular :

(*i*) *Anti-rat measures*—This is a MUST for every Tabulation Office. There are effective drugs for killing rats and keeping them away. In Patna office, very good results were obtained by the use of "RATOX", a chemical manufactured by Tata Fison Private Ltd., and priced at about Rs. 7 only. If the rat-menace is intense, the chemical should be used daily in the beginning in the prescribed manner. Soon you will find that the rats have been scared away. Its use may then be limited to once a week. If Ratox is not available in the local market, some other equally effective substitute may be used. If necessary, the Plant Protection people may be consulted.

(*ii*) *Anti-white ant measures*—This is equally important. The Record-keeper must keep a watchful eye. Immediate action should be taken if any trace of white ants is found anywhere. There is also a treatment, perhaps called Cowan's method, which prevents white ant attack. If there is a local agent doing this, you should get in touch with him and take necessary preventive action. The Plant Protection people may also be requested to advise.

(*iii*) *Proper arrangement of boxes*—Safe storage will depend essentially on orderly arrangement of boxes, which must be done neatly and methodically so as to provide for (*a*) easy movement, (*b*) quick reference, and (*c*) complete safety from rats, insects, etc., of course, the actual mode of arrangement will depend in each case on the layout of the room. But, consistent with the economy of space, it seems to me that the arrangement visualised in the enclosed diagram would be found satisfactory from all points of view Boxes are, by and large, of the same prescribed size. There should be no difficulty, therefore, in stacking them one above another up to such height that it does not become difficult to handle them. Each stack should generally consist of boxes relating to one Charge only, provided the number of boxes in that Charge is 5-6. For more than 6, the boxes may be divided into two stacks or more. For less than 5, there may be combination in the same stack of records relating to two Charges.

(*iv*) *Numbering of boxes*—Each box must be numbered in a distinct manner on the front vertical side. The numbering should give the code numbers of the District/Charge/Box number. There will be a separate serial of box numbers for each Charge. A label should also be stuck up on each box indicating briefly its content.

(*v*) *List of boxes*—There should be register of boxes, maintained districtwise and subdivisionwise, giving details in the following form:

Box no.	Contents	Line no.	Stack no.	Remarks
1	2	3	4	5

(*vi*) *Arrangement of keys*—These may be formed into different bunches, each containing not more than 20—25 keys. Each key should have attached to it a small piece of card board giving the code number of the box on which its lock has been used.

(*vii*) *Fire protection*—As close to the Record Room as possible, there should be arrangement for fire protection, in case of emergency. Orders have already been placed by me for supplying you with 6 fire buckets. You should get a regular stand made (in consultation with the Police/Fire Service), and keep sand and water in these buckets in the prescribed manner.

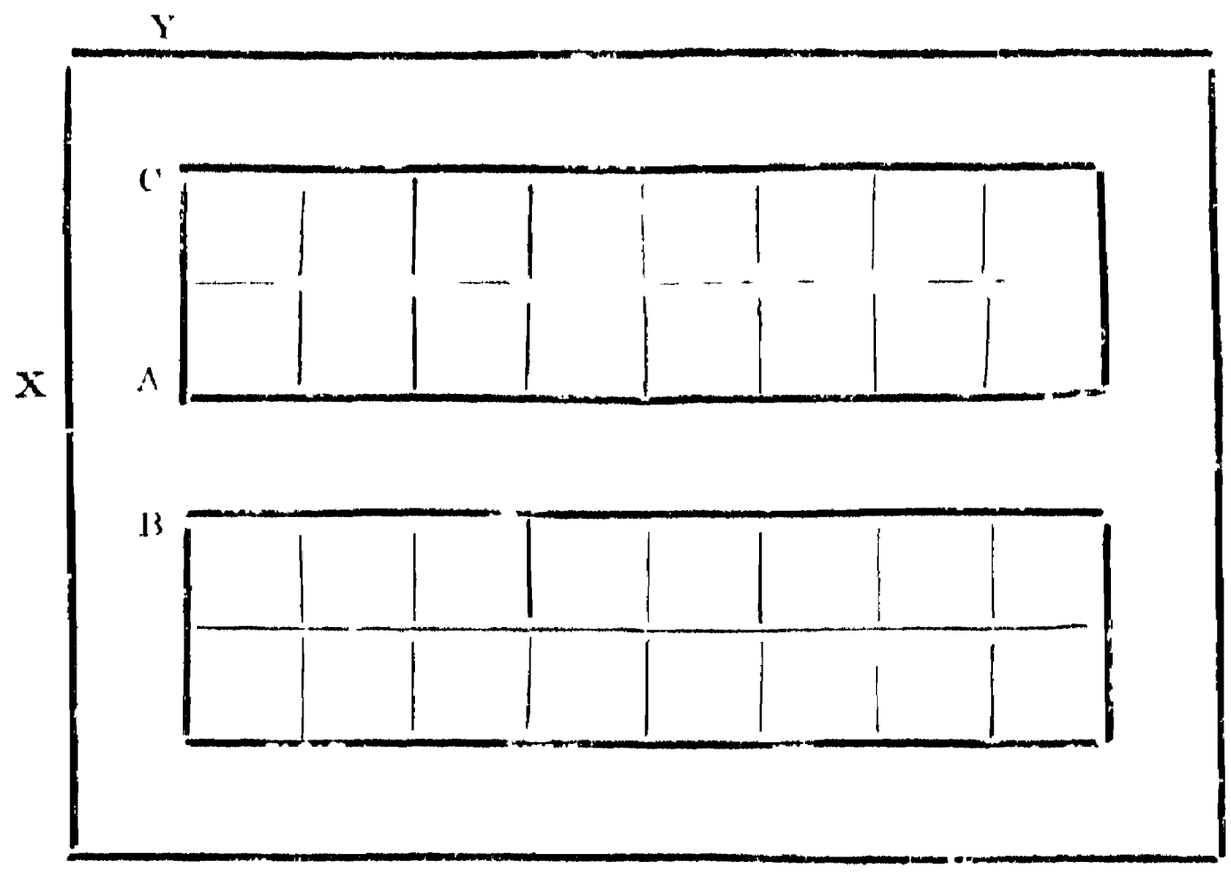
3. The above instructions are intended to be merely suggestive, and should not be treated

APPENDIX XVII—*contd.*

as comprehensive. You are free to make such improvements and changes as are necessary in your circumstances. But the basic needs must always be kept in view, and adequate safeguards taken.

4. *Progress Report*—In order to enable me to keep track of the receipt of boxes and preliminary operations in the Tabulation Office, you should send a daily report in the enclosed *pro forma* until the completion of detailed checking of all the boxes (as laid down in Circular no. 1). In Part II of the statement, the first report should give the complete picture, which the latter ones may indicate only the subsequent changes from day to day.

Diagram showing the mode of arrangement of boxes



A—B=30″ to 36″
X – A=30″ to 36″
Y—C=30″ to 36″

Daily report on Receipt and Checking of Census records for.....

Part I

Name of subdivision	Date of receipt	No. of boxes received	No. of Charges relating to	Number of boxes preliminarily checked	Date on which challan returned	Detailed checking completed			Remarks
						No. of Charges	No. of boxes	Date	
1	2	3	4	5	6	7	8	9	10

Part II

		Name	Date of joining
A. Supervisory staff ..	1. Deputy Superintendent of Census Operations		
	2. Tabulation Officer		
	3. Statistical Assistant		
	4. Tabulation Assistant		
	5. Supervisor		
	6. Compiler-Checker		
B. Ministerial and other staff	1. Head Clerk		
	2. Cashier		
	3. Record-Keeper		
	4. Other Assistants		
	5. Class IV Staff		
C. Primary staff ..	Sorters No.	joining	

APPENDIX XVII—*contd.*

Copy of memo no. TN-24/61/1253, dated the 31st March, 1961 (Tabulation Circular no. 3), from the Superintendent of Census Operations, Bihar, to all Deputy Superintendents of Census Operations, regarding the receipt of census records, detailed checking and supplementary points.

Your attention is invited to paragraph 3 of Tabulation Circular no. 1, dated the 21st March, 1961, on the subject noted above. A revised *pro forma* for preparing the statement of persons enumerated is given below. The following points may be noted :

(*i*) *Column* 4—The number has to be written by counting the number of filled-in slips in enumeration pads.

(*ii*) *Columns* 5 *and* 6—The slips relating to institutional households would have been marked "I" in red pencil or in red ink on the top right hand corner. It should, therefore, be easy to write the number of males and females by actually counting the slips ; or, in the alternative, from the corresponding totals in the Census Population Record provided a tally between the Individual Slips and the entries made in the Census Population Record has been made.

(*iii*) *Columns* 7 *and* 8—This information is required for the Primary Census Abstract*. Since the Reserve Bank of India have asked for it earlier to conduct their Rural Credit Survey, we should try to collect it at the detailed checking stage. The information relating to these columns will be found noted already at the foot of the Household Schedule Pad Abstract*. But it is necessary to check up these figures by actual reference to the schedules. The number of households can be known easily by counting the number of Household Schedules filled-in (of course, making allowance for cases where more than one sheet of Household Schedule has been used for any household, as will be the case when the number of inmates exceeds 15). The determination of number of occupied residential houses is not so simple. If the house numbering codes have been properly used, the number of occupied residential houses will be given by counting the number of ख, ग, घ, etc. (and not क), in the location code of households, and subtracting it from the total number of households.

2. As instructed earlier, each sorter is to be given complete records relating to one and only one charge at a time. The aforesaid statement should be prepared for the entire charge in the form of a small register containing 8 or 10 foolscap pages. The *pro forma* of the register should be put as flap on the vertical end.

3. It has also been decided that the detailed checking of census records for Urban Charges, unless already done by you, will be carried out in the Urban Tabulation Office at Patna. Instructions regarding the despatch of these records to Patna will be issued shortly.

Revised pro forma *of the statement of persons enumerated.*

Name of District..... Name of Charge.....

Name of enumerator	Name of Mauza or Ward no.	Thana or Ward no. with Enumerator's Block no., if any	Number of persons enumerated	No. of institutional population		Occupied Residential Houses		Name of Supervisor	Circle no.	Remarks
				Males	Females	No. of houses	No. of households			
1	2	3	4	5	6	7	8	9	10	11

*Not reproduced.

APPENDIX XVII—*contd.*

Copy of memo. no. TN-24/61-1332, dated the 5th April, 1961 (Tabulation Circular no. 4), from the Superintendent of Census Operations, Bihar, to all Deputy Superintendents of Census Operations regarding the organisation of Tabulation Offices and instructions regarding general set up and maintenance of registers in the establishment section.

It is hoped that you have already given adequate attention to the subject noted above, and taken necessary steps for efficient functioning of the establishment and accounts section of your office. Unless this is done from the very beginning, it may lead to serious difficulties later. The following instructions are intended only to highlight some of the main points of basic importance, and to ensure minimum standards in every Tabulation Office.

2. As the officer incharge of the Tabulation Offices, you will be responsible to me for the entire working of the office. Each Tabulation Office will consist of three sections—(*i*) Sorting and Compilation, (*ii*) Tabulation, and (*iii*) Establishment and Accounts. The Sorting and Compilation section will be divided into a number of teams, each consisting of 10—12 sorters and 2 compiler-checkers working under a supervisor. The Tabulation Section will be under the Statistical Assistant, and consist of four Tabulation Assistants and the Record-keeper. The Record Room will be looked after by this section. The Tabulation Officer will be responsible for the proper functioning of both the Compilation and Tabulation sections. The Head Clerk-*cum*-Accountant will be in charge of the Establishment and Accounts Section, which will also have one U.D./L.D. clerk, one cashier, one typist, one Daftary and some class IV staff (up to a maximum of ten ultimately). The scope of the present circular is obviously confined to the functioning of the third section only.

3. The Establishment and Accounts Section will deal with general correspondence, establishment, accounts and all matters of non-technical nature. It will be under the direct charge of the Deputy Superintendent. The following registers must be maintained in this section :

(*a*) Correspondence—

(1) Diary Register (Form I)*
(2) Despatch Register (Form II)*.
(3) File Index Register (Form III)*.
(4) Weekly Pending List Register of letters received (Form IV)*.
(5) Weekly Reminder List Register of letter issued (Form V)*.
(6) Service Postage Stamps Account Register (Form VI)*.
(7) Forward Diary (to be kept by Head Clerk only).*
(8) Stock Book of furniture and equipments—being supplied separately in a bound volume.*
(9) Stock Book of forms and stationery (Form S. Y. 240).
(10) Register of books (Form VII).*
(11) Attendance Register (in prescribed Form S.37).*

(*b*) Accounts—

(1) Cash Book in T. R. Form 4 (Appendix A)*
(2) Register of Contingent Charges in T. R. Form 29 (Appendix B).*
(3) Bill Register in T. C. Form 34A (Appendix C).*
(4) Budget Control Register (Appendix D)*.
(5) Acquittance Rolls of Establishment Pay in T. R. Form 22 (Appendix E)—Printed forms to be bound in book form*.
(6) Acquittance Rolls of T.A. in T.R. Form 28 (Appendix F)—Printed forms to be bound in book form.*
(7) Guard File of vouchers.*

4. The Head Clerk will be responsible for seeing that all the aforesaid registers are properly maintained. To ensure this, you should also check the registers at frequent intervals in the beginning.

*Not reproduced.

APPENDIX XVII—*contd.*

Copy of memo. no. TN-24/61-1491, dated the 17th April, 1961 (Tabulation Circular no. 6), from the Superintendent of Census Operations, Bihar, to all Deputy Superintendents of Census Operations regarding preparation of sorter's tickets 1, 2 and 3, further instructions and *pro forma* of outturn statements.

It is presumed that the preparation of sorter's tickets 1, 2 and 3 is in full swing by now. You would have already come across ideas making for improvement upon the instructions on the subject. It is always possible to do so if you gain first-hand experience. I mention below a few points on the basis of my experience :

(*i*) *Sorter's ticket* 1—After the first sorting, male and female slips would have been separated. It is very important to count the number of male and female slips separately at this stage, and write down the numbers in the respective columns against "total". There will be a second counting after the completion of the next stage of sorting involving separation of slips for Scheduled Castes, Scheduled Tribes and others. Writing the total numbers in the first instance provides a cross-check with the break-down figures for Scheduled Castes, Scheduled Tribes and others written after the next stage of sorting.

(*ii*) Counting of slips in bundles of large numbers for one sort must be avoided. The procedure indicated in paragraph 3(7) of Tabulation Circular no. 5* will be useful in this context for villages having more than one block. Even within a block, it will facilitate the work of checking if some device is used for identifying each lot of 100 slips, whenever the number of slips in any category is in excess of 100. Perhaps, placing of a piece of paper or some such device may be tried.

(*iii*) In modification of the instructions contained in paragraph 3(6) of Tabulation Circular no. 5, it is suggested that the number of institutional inmates may be noted in the sorter's ticket 1 direct from the Census Population Record (Part II) of Household Schedules relating to such institutions. It is not necessary to mark the individual slips by "I".

(*iv*) Sorting for ticket 3 is often complicated, and it will be found that sorters make too many mistakes in the beginning. Two steps are, therefore, necessary to ensure accuracy in the preparation of this ticket :

(*a*) Sorters, who have not gained sufficient competence, should be asked to sort for this ticket in two stages. In the first stage, they should sort for categories I, II, X and others. The category of "others" will include categories III to IX. The total number of slips in this category will not be generally large. If there is one compiler-checker for every 4-5 sorters, it should be possible for the compiler-checker to do the sorting of slips of the category, "others". This will constitute the second stage. While the compiler-checker is doing this, the sorter will watch and learn. After some time, the sorter would have become equally proficient.

(*b*) The compiler-checker must be asked to do hundred per cent checking of slips sorted for ticket 3 by the sorter.

(*v*) For the preparation of sorter's ticket 3, it would be more convenient if the teams are of smaller size say, 4 sorters under one compiler-checker. No supervisor is needed. The Tabulation Officer together with the S. A. and T. A. can provide necessary supervision over all such teams. Compiler-checkers should be selected from among the more competent sorters. They should be made to work as compiler-checkers for some time before being actually confirmed as such.

(*vi*) In the beginning, the compiler-checker and T. A./S. A./T.O. must check each ticket and sign at the appropriate place. The compiler-checker will sign, in token of his checking, the spaces immediately below the signature of the sorter, and not in the space provided for this purpose in the printed form. The compiler-checker will sign in this place only after the figures have been posted in the Primary Census Abstract.

2. It is essential to keep close watch over the daily outturn of work of each sorter, compiler-checker and other staff. Some forms, which may be prescribed for this purpose, are indicated below :

(1) *Sorter's Daily Outturn Statement*—Every sorter must be required to maintain a daily

*Not reproduced.

APPENDIX XVII—*contd.*

progress report in the form given in Appendix I. Arrangement is being made to supply printed forms. Meanwhile, the report may be maintained in manuscript form. It gives a day-to-day account of the outturn of each sorter. The form is tobe maintained circlewise. Whenever the circle changes, a separate sheet will be used, but all the sheets relating to one sorter will be kept together so as to give a connected idea. In the remarks column, the compiler-checker will put his initials in token of the accuracy of entries as well as of his having exercised proper supervision. He may also give remarks on outturn, if necessary.

(2) *Team Outturn Statement*—This is to be prepared by each compiler-checker incharge of a sorting team. The form is given in Appendix II. It may be prepared in manuscript form. It gives a daily account of the progress of each team, sorterwise. It also indicates the amount of checking done by the compiler-checker.

(3) *Daily Outturn Statement*—This will be compiled for the entire tabulation office each day from the Team Outturn Statement. It gives a comparative idea of the outturn of each team. The *pro forma* in which this statement should be prepared is given in Appendix III. Manuscript forms may be used.

(4) *Weekly Progress Report*—Each Tabulation Office should send a weekly progress report to me in the form given in Appendix IV. The statement must be prepared on every Monday, and despatched to me on the same day. Every care should be taken to prepare this statement correctly and properly. It may be accompanied with a narrative report in brief, containing points of special interest, difficulties, if any, and such other matters as are considered relevant in this context.

APPENDIX XVII—*contd.*

Appendix I

Sorter's Daily Outturn Statement
(For tickets 1, 2 and 3 only)

District.....Charge.....
Circle.....Sorter.....Compiler-Checker.....Team no.....
.....Date/Hour of issue.....
No. of slips, as per Circle Summary.....Date/Hours of completion.....

Date	Mauza/Ward (En. Block, if any)	Number of slips sorted for 1, 2 and 3	Remarks
1	2	3	4

*Total to be struck for each day separately.

Appendix II

Team Outturn Statement
(For tickets 1, 2 and 3 only)

Team no.....Name of Compiler-Checker.....District.....
.....Charge .....

Date	Sorter	*No. of slips sorted	No. of slips checked for S. T. 3	Remarks
1	2	3	4	5

*Daily totals to be struck for the entire team.

Appendix III

Daily Outturn Statement

[For Regional Tabulation Office .....for Date.....]

Team no.	Name of Compiler-Checker	No. of Sorters	No. of slips sorted for Tickets 1—3			Remarks
			This day	Till last day	Progressive total	
1	2	3	4	5	6	7

Appendix IV

Progress report of the Tabulation Office,.....
for the week ending Saturday, the.....

Part A—Staff

Category	Posts sanctioned	Persons in position	
		Beginning	End
1	2	3	4
1. Sorters	..	..	..
2. Compiler-checkers ..	..	..	..
3. Supervisors ..	..	..	..
4. Tabulation Assistant	..	..	..
5. Statistical Assistant ..	..	..	..
6. Ministerial hands ..	..	..	..

Part B—General Progress.

	Charges	Circles	Slips
1. Total number of—			
2. Sorter's tickets 1, 2 and 3 prepared for—			
(*a*) till last week ..	..	..	..
(*b*) during this week ..	..	..	..
(*c*) progressive total ..	..	..	..
3. Primary Census Abstract compiled for	..	..	..
4. Payment of Honorarium Statement prepared for	..	..	..
5. Percentage of sorting done [vide 2(*c*) and]	..	..	..

Part C—Sorting

(To be compiled from Tab. Form 2)

Team no.	Name of Compiler Checker	No. of Sorters	No. of slips sorted during the week	Relating to charge	Average sorter per day during the week	Progressive total of slips sorted up to this week
1	2	3	4	5	6	7
Total						

Signature of Dy. S. C. O. .....
and date.

APPENDIX XVII—*contd.*

Copy of letter no. TN. 24/61—1700, dated the 29th April, 1961 (Tabulation Circular no. 8), from the Superintendent of Census Operations,Bihar, to the Deputy Registrar General, India, New Delhi with copy to all Deputy Superintendents of Census Operations regarding determination of principal work in cases where it has not been marked by a ring.

Reference your letter no. 9/1/61-R. G., dated the 27th April, 1961 on the subject noted above (reproduced alongside),

2. In cases where the principal work has not been marked by a ring, we have found that a reference to the entry in the last column of the corresponding Census Population Record* relating to that person often reveals the correct information.

3. At times a correct indication can also be had from the name and caste (if belonging to S. C.) given in the slip. For example, if the slip relates to a Pasi, the presumption in favour of toddy-tapping being the principal work will generally hold good. Similar inference may be drawn on the basis of usual profession in case of slips relating to Chamar, Dhobi, Dome, Mehtar, Nat, etc. A cross-reference with the household schedule will make the position more definite.

4. Where the aforesaid methods fail to give any clue, the procedure indicated in your letter under reference may be followed. This may please be approved.

Copy of letter no. 9/1/61-R. G. dated the 27th April, 1961, from the Deputy Registrar General, India, to the Superintendent of Census Operations, Madhya Pradesh, Bhopal, regarding determination of principal work in cases where it has not been marked by a ring.

Reference your letter no. 1756, dated the 12th April, 1961 on the above subject.

2. In cases where the principal work has not been indicated by a ring and where it is not also possible to find by other means the principal work the following procedure is suggested :

(1) *Rural Slips*—Where there is an entry against question 8 (working as Cultivator) and also against question 9, 10 or 11, question 8 (Working as Cultivator) may be taken as the principal work. Similarly, when there is an entry against question 10 (working at Household Industry) and also question 9 or 11, question 10 (working at Household Industry) may be taken as the principal work. When there are entries against questions 9 and 11 only, question 11 (doing other work) may be taken as the principal work.

(2) *Urban Slips*—Where there is an entry against question 11 (doing other work) and also in any of the questions 8 to 10, question 11 (doing other work) may be taken as the principal work.

When there are entries against questions 8 to 10 only the procedure for rural slips mentioned above may be followed.

Copy of letter no TN.-24/61—2391, dated the 15th June, 1961, (Tabulation Circular no. 10) from the Superintendent of Census Operations, Bihar, to all Deputy Superintendents of Census Operatoins, regarding instructions for the making of boxes and further sorting.

The following paragraphs are intended to elucidate or supplement some of the instructions given in the printed "Sorting and Compilation Instructions".

A. *Making of Boxes*

2. Attention is invited to my memo. nos. 2054, dated the 19th May, 1961 and 2369, dated the 15th June, 1961.* It will be recalled that at the Darjeeling meeting, the Registrar General approved of the procedure proposed by me in paragraph 4 of my letter of the 19th May, 1961 almost in entirety. You should now introduce this procedure and indicate to me difficulties, if any.

3. It must, however, be remembered that the making of boxes for any charge will not be undertaken unless the P. C. A. has been compiled, checked and duly approved by you. Necessary checking with S. T. 3* and the P. C. A.*, must be made to ensure the correctness of totals. While mixing the slips, the writings on the cover must not be blindly relied upon. It is possible that mistakes might have crept in at the time of writing the details by the sorter. , therefore, advisable that entries

*Not reproduced.

APPENDIX XVII—*contd.*

on the cover slip are verified by a look at some of the slips constituting the bundle.

4. For rural slips, as soon as the boxes are made, coding for industry and occupation for workers in Categories III to IX should be got done by selected coders before the boxes are issued to sorters for preparation of subsequent tickets.

5. The making of boxes is a very responsible and tricky job. It needs great care and attention at every stage. Any mistake in mixing the slips will cause serious difficulties. You will, therefore, be well advised to exercise close supervision over this work. Only selected persons with a flare for doing things with great caution and concentration of mind should be put on this job. A neat and orderly system should be devised. The use of pigeon holes, as discussed in the meeting at Darjeeling on 8th June, 1961, will perhaps help in bringing about orderliness in mixing slips. The employment of too many persons on this job is likely to result in confusion.

B. Sorting instructions

6. *Sorter's Ticket* 5(*b*)—(*i*) As clarified in the meeting at Darjeeling, the term "Primary" in this ticket means "Upper Primary". Persons returned as having passed "Lower Primary" should be put under Category II—1, i.e., "Literate (without educational standard)".

(*ii*) After separating for different age groups, the sorted slips will have to be counted. While counting is being done, the sorter should keep an eye on the entry against question 2. This will help in detecting mis-sorted slips. It will be a good thing if, as a matter of general principle, the work of counting is always combined with a double-check on the item or category for which the sorting has been done. The observance of this maxim will ensure correct sorting.

(*iii*) The slips *must be* counted after the completion of second operation and before the commencement of the third operation.

(*iv*) It may be that some slips relating to illiterate persons have been wrongly placed in the category of literates. Therefore, a check on this point also is necessary.

(*v*) After the completion of sorting for this ticket, the literate and illiterate slips may be mixed for different age groups, and details noted on the reverse of the top slip in the following manner :

$$\frac{\text{Sex—Total no.}}{\text{(Age group)}} \quad \text{e.g.} \quad \frac{\text{M—205}}{\text{(35—44)}}$$

(*vi*) There will be 10 bundles for each category of worker/non-worker and sex. The total numbers should, in each case, be checked with reference to the totals given in S. T. 5(*b*).

(*vii*) Labels indicating the different age groups must be affixed on each cage to avoid the possibility of mis-sorting. Small labels indicating the age group can be conveniently affixed at the outer and of the inside surface of the cage just above the one in which sorted slips are kept.

(*viii*) Some difficulty may be experienced in classifying degrees or diplomas in oriental studies. A table showing the equivalence of such qualifications with the examinations of recognised universities is given in the Appendix. This has been prepared on the basis of circulars issued by the State Government from time to time.

7. *Sorter's Ticket* 7—(*i*) It will be found that in the age groups 15—19 to 45—49, the number of slips relating to married persons is much larger than those of other categories. It will, therefore, be convenient to deal slips for other categories into the pigeon holes while keeping "M" slips in hand and counting these simultaneously while separating slips for other categories.

(*ii*) Here again, suitable labels must be affixed on the upper inside surface of the hole towards the edge.

(*iii*) While combining the slips after the completion of sorting for this ticket, the bundles should be placed one after another in proper order so that checking by the Compiler-Checker or Supervisor is facilitated.

APPENDIX XVII—*contd.*

8. *Sorter's Ticket* 8—Big bulges at certain ages, e.g., 20, 25, 30, etc., will be found. This can be taken advantage of. While slips for other ages are being dealt directly into the holes, those relating to the aforementioned ages may be kept in hand, and counted simultaneously.

9. The norms for various tickets so far fixed are indicated below :

Ticket no.	Norm fixed	
(1) 1, 2 and 3 (Rural) ..	2,000	
(2) 1, 2, 3 and 4 (Urban)	1,200	
(3) 5(*a*) (Urban) ..	2,000	
(4) 5(*b*) (Rural) ..	4,000	
(5) 6 (Urban) ..	1,500	
(6) 7 (Rural and Urban) ..	5,000	
(7) 8 (Rural and Urban)	6,000	
(8) 9 (Rural and Urban)	400	(Slips of Categories III—IX only).
(9) 10 (Rural and Urban)	600	Slips of (Category IV only).
(10) 11 (Rural and Urban)	8,000	

	Total slips	Coded slips
(11) Coding Industrial ..	4,000	1,200
(12) Coding Occupational	4,000	1,200

The norms for other tickets will be communicated to you later.

APPENDIX

Table showing the equivalence of certain diplomas or degrees with examinations of recognised Universities

Name of examinations of National Universities or other bodies	Name of examinations of recognised Universities
1	2
1. Bihar Vidyapith (Patna)—	
(1) Praveshika ..	.. Matriculation.
(2) Snatak ..	.. B. A.
2. Kashi Vidyapith (Benaras)—	
(1) Visharad ..	.. Matriculation.
(2) Shastri ..	.. B. A.
3. Jamia Milia Islamia (Delhi)—	
(1) Jamia Junior ..	.. Matriculation.
(2) Jamia Senior ..	.. I. A.
(3) Degree ..	.. B. A.
4. Gujarat Vidyapith (Ahmadabad)—	
(1) Vinila ..	.. Matriculation.
(2) Snatak ..	.. B. A.
5. Hindi Vishwa Vidyalaya—	
(1) Prathama ..	.. Matriculation.
(2) Madhyama ..	.. I. A.
(3) Uttama ..	.. B. A.
6. Hindi Vidyapith (Deoghar)—	
(1) Praveshika ..	.. Matriculation.
(2) Sahitya Bhushan ..	.. I. A.
(3) Sahityalankar ..	.. B. A.
7. Tilak Maharastra Vidyapith (Bombay)—	
(1) Pravesh ..	.. Matriculation.
(2) Visharad ..	.. B. A.
8. The Prayag Mahila Vidyapith (Allahabad)—	
(1) Vinodini ..	.. Matriculation.
(2) Vidushi ..	.. I. A.
(3) Sarasvati ..	.. B. A.
9. The Adya Diploma of the Bishwa Bharati (Santiniketan)—	
(1) Adya ..	.. Matriculation.
(2) Madhya ..	.. I. A.
(3) Antya ..	.. B. A.
10. Gurukul Kangri University (Hardwar)—	
(1) Adhikari ..	Matriculation.
(2) Vidyalankar and Vedalankar	B. A.
(3) Vidya Vachaspati ..	M. A.
11. S. D. Thackersey Indian Women's University (Bombay)—	
Entrance ..	Matriculation.
12. Indian Institute of Science, Bangalore—	
(1) Associateship	M. Sc.
(2) Fellowship	Ph. D.
13. Sarvodaya High Schools (recognised)—	
Sarvodaya High School Certificate	Matriculation.
14. Cambridge Higher School Certificate ..	I. A.

APPENDIX XVII—*contd.*

Copy of letter no. T N-24/61/2478, dated the 21st June 1961 (Tabulation Circular no. 12), from the Superintendent of Census Operations, Bihar, to all Deputy Superintendents of Census Operations regarding revised *pro forma* of certain miscellaneous sorting forms.

Consequent upon the introduction of a somewhat modified system of making boxes, it has become necessary to revise some of the miscellaneous sorting Forms given at pages 259—262 of the Sorting and Compilation Instructions and to introduce some new forms as indicated below:

A. Supervisor's Register of Boxes of slips (M.S. Form 3)

2. The form prescribed in the book has been modified. A copy of the modified form is given in Appendix I.

3. This is the key register which will give an idea of boxes issued to a team, progress of sorting, work done by each sorter, as well as the amount of checking and supervision done. It will also enable calculation of bonus or deduction in case it is decided to introduce such a system. It is, therefore, necessary that proper maintenance of this register is ensured by all means.

4. The Supervisor will be primarily responsible for maintaining this register. Each Supervisor should be given a ruled register of about 96 pages. Four or five pages may be allotted to each sorter in his team. The name of the sorter and the district of which slips are given to him for sorting should be entered at the head of the first page. Columns 1 to 6 will be filled in at the time a box is made over to the sorter. Subsequent entries in the register will be made on the basis of entries in the Sorter's Diary.

5. A line will have to be drawn at the base of entries in column 9 after the completion of each ticket. The total number of slips sorted for each ticket may be struck, checked and tallied with the figures in column 6 of the register.

6. It is not necessary to get this form printed. Cyclostyled *pro formas* are being supplied for use as flaps for the register.

B. Record-keeper's Register of Boxes of slips (M. S. Form 4)

7. The prescribed form may be adopted, subject to the following changes :

(*i*) Column 5 regarding age group may be deleted.

(*ii*) After column 8, 4 new columns may be added to contain following particulars :

(*a*) Signature with date of the Supervisor, in token of receipt ;

(*b*) Date of return (of the box) ;

(*c*) Signature with date of the Record-keeper, in token of return ;

(*d*) Where kept.

After the sorting is completed and the box returned to the Record-keeper, it is possible that its contents will be transferred to another box or almirah or to some other place. It is necessary to enter in this register particulars of such storage.

C. Sorter's Diary [M. S. Forms 5(a) & 5(b)]

8. A copy of the revised form is given in Appendix II. Cyclostyled flaps are being supplied. Each sorter will be required to keep a diary in a ruled exercise book form (Size 8″ × 6″) containing about 24 pages.

9. As soon as the sorter receives a box, he will enter relevant particulars in columns 1 to 6 of his diary. Entries in columns 7 to 10 will be made by him from day-to-day as the work progresses.

10. After the sorting of slips in the box is completed for any ticket, the Sorter will prepare the ticket and deposit the box of sorted slips and the ticket with his compiler-checker for checking. The compiler-checker will immediately get another box of slips (preferably of the same category of worker/non-worker but opposite sex) issued so that the Sorter does not have to sit idle while he is engaged in the checking of sorted slips. The compiler-checker will carry out cent per cent checking in the beginning, but may later reduce it as the sorters gain proficiency and the number of mistakes detected becomes less and less. However, the percentage of slips checked by the compiler-checker must never be less than 15 per cent of the total number of slips

APPENDIX XVII—*contd.*

sorted. He will, however, be responsible for absolute correctness of the slips checked and passed by him. The compiler-checker must try to complete his checking as soon as possible, and in no case he should keep a box with him for more than a day.

11. After the compiler-checker has completed his part of the checking, he will make entries in columns 11 to 13 of the Sorter's Diary, verify entries made by the sorter in other columns, and pass on the box with the sorter's ticket as well as the Diary to the Supervisor for further checking. The compiler-checker will also make relevant entries in his own diary.

12. The supervisor is not expected to do cent per cent checking of slips, but he should so arrange his checking that there is no possibility of any mistake remaining undetected. He must also get an idea of the quantity and quality of checking done by the compiler-checker. To fulfil these conditions, the Supervisor must also check the sorted slip to the extent of at least 6—8 per cent of the total number of sorted slips. After the Supervisor has completed his part of the work, he will put his dated initials in column 14 of the Sorter's Diary and make necessary entries in his Register of Boxes. This box will be issued again to the same sorter after he has completed sorting for the other box issued to him.

D. Compiler-Checker's Diary

13. Each compiler-checker must be required to maintain a diary in the form given in Appendix III. Additional columns will have to be provided in it to incorporate details regarding compilation work done by him. The exact form of column headings, etc., for this purpose has not yet been finalised. This will be done after some experience has been gained in this matter.

14. The Supervisor need not be asked to maintain a diary separately, as the Register of Boxes will serve this purpose.

E. Standards of Outturn

15. Norms of outturn up to Sorter's Ticket 11 were fixed in paragraph 9 of Tabulation Circular no. 10. For subsequent tickets, norms will be fixed after some experience is gained in other offices. Meanwhile, the table below gives the norms provisionally prescribed in the Patna Rural Office. A final decision about norms will be taken at our next meeting :

S. T. no.	Norm	S. T. no.	Norm
1	2	1	2
5(*b*)	4,000	17	4,000
7	5,000	18	5,000
8	6,000	19	6,000
9	1,500	21	6,000
10	2,000	22	5,000
11	10,000	23	6,000
12	10,000	24	4,000
13	1,000	25(*b*)	6,000
14	1,000	26	6,000
15	6,000	27	6,000
16	10,000	28 & 29	10,000

16. The Patna Office has evolved a good system of judging the outturn of sorters by giving points. Each sorter is expected to achieve at least 60 points on every day. 60 points are, thus, equal to the norm fixed for any ticket. For example, for sorting every 100 slips for Ticket 9, the sorter will get 4 points; for every 1,000 slips for Ticket 17, 15 points; for Ticket 18, 12 points; for Ticket 19, 10 points; and so on.

17. This system appears to be simple but efficient, and you may try it in your office. Payment of bonus can be easily introduced in this system by calculating the total number of points obtained by the sorter in any month. Before this is done, it would be necessary to determine how deductions are to be made for mistakes both in sorting and counting. For counting mistakes a uniform criterion can be fixed for all tickets. For sorting mistakes, I think the criterion will have to be varied from ticket to ticket. You may please examine this matter with reference to actual experience, and let me have your considered views at the next meeting.

F. Progress Report

18. Each Supervisor must submit on every Monday a Weekly Progress Report in the form given in Appendix IV. It will include figures up to last Saturday. Arrangement is

APPENDIX XVII—*contd.*

being made to supply cyclostyled forms to each office for this purpose.

19. On the basis of Supervisor's Weekly Progress Reports, the Tabulation Officer will prepare a consolidated report for the entire office in the form given in Appendix V. Printed forms will be supplied for this purpose. Wherever sorting up to Ticket 3 has been completed, this form will replace Part C of the Weekly Progress Report Form prescribed in Tabulation Circular no. 6. Parts A and B will continue as before except that the following information will have to be added after item 5 of Part B :

	Charges	Boxes
6. Number of units for which boxes made up—		
(*a*) Up to the previous week.	..	..
(*b*) During the week	..	..
(*c*) Total	.. ..	..

20. The Weekly Report must also be accompanied by a brief narrative report highlighting the main points of progress and difficulties, if any. Some of the suitable heads under which these can be discussed are indicated below :

(*i*) Administrative—(*a*) Staff
(*b*) Office equipments, etc.
(*c*) Forms & stationery
(*d*) Storage of records
(*e*) Budget and expenditure
(*f*) Other matters.

(*ii*) Sorting—A brief but intelligent analysis of the statistical portion of the report may be made. It should also be related to the overall programme of work.

(*iii*) Compilation.

(*iv*) Primary Census Abstract.

(*v*) Preparation of statement for honorarium.

21. You are requested to see that the Weekly Progress Report is sent under your signature on every Monday positively.

P. S. : (*i*) *Coding*—It will be more convenient if occupational codes are written in red ink and industrial codes in green ink.

(*ii*) A leave-reserve of compiler-checkers equal to 5 per cent of the number of sorters, may be kept so that no team is at any time without the requisite number of compiler-checkers.

Appendix I

(M. S. Form 3)

Box no.	Description of Contents					Date of sorting	Sorter's Ticket no.	Number of slips sorted	Points secured
	Name of Anchal / Town	Category of W / NW	Ill./Lit.	Sex	Number of slips				
1	2	3	4	5	6	7	8	9	10

Date of checking by		Number of slips checked by			Number of mistakes detected by			Number of points deducted	Net points secured	Remarks
C. C.	Supervisor	C. C.	Supervisor	Total	C. C.	Supervisor	Total			
11	12	13	14	15	16	17	18	19	20	21

APPENDIX XVII—*contd.*

Appendix II

Box no.	Description of contents: Anchal/Town	Category of W / NW	Ill. / Lit.	Sex	Number of slips	Date
1	2	3	4	5	6	7

Sorter's Ticket no.	Number of slips sorted	Points secured	Dated initials of C.C. in token of checking	Number of mistakes detected	Net points secured	Remarks
8	9	10	11	12	13	14

Appendix III

Date	Box no.	Name of Sorter	Number of— Slips sorted	Slips checked	Mistakes detected	Remarks
1	2	3	4	5	6	7

APPENDIX

Appendix

Form of Supervisor's Weekly

Name of Supervisor.....Team no.....

Total number (in hundreds) of slips sorted for

Sl. no.	Name of Sorter	5(*a*)	5(*b*)	6	7	8	9	10	11	12	13	14	15	16	17	18
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

XVII—*contd.*

IV

report for the week ending.. .....

District.....Anchal/Town.....

Sorter's Ticket number												Total no. of points secured	Average per sorter day	Total no. of slips checked by Compiler-Checker	Total no. of slips checked by Supervisor	Total no. of slips checked by Others	Remarks
19	20	21	22	23	24	25 (*a*)	25 (*b*)	26	27	28	29						
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35

Checked by.....

Tabulation Officer.....

Dated Signature of the Supervisor.....

APPENDIX

Appendix

Weekly Progress Report

For the

Total number (in hundreds) of slips

Team no.	No. of Sorters	5 (a)	5 (b)	6	7	8	9	10	11	12	13	14	15	16 (a)	16 (b)	17	18	19	20	21	22
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22

XVII—*contd.*

V

of the Tabulation office..... Part B- Sorting

week ending.....

sorted for Sorter's Ticket nos.								Total no. of points secured	Average per sorter	Total no. of slips checked by-			Remarks
										Compiler Checker	Supervisor	Other supervisory staff.	
23	24	25(*a*)	25(*b*)	26	27	28	29						

23	24	25	26	27	28	29	30	31	32	33	34	35	36

APPENDIX XVII—*contd.*

Copy of letter no. T.N.-24/61/3401, dated the 13th August, 1961 (Tabulation Circular no. 23), from the Superintendent of Census Operations Bihar, to all Deputy Superintendents of Census Operations, regarding setting up of a Tabulation Section in each Tabulation Office and arrangements for distribution of work among Tabulation Assistants.

Your attention is invited to items 4 & 5 (compilation of C. P. Ss. and preparation of tables) of the proceedings of the fifth monthly meeting of Deputy S. C. Os. It is necessary to evolve a proper system so that the work of compilation of C. P. Ss. and preparation of tables does not get into arrears.

2. A C.P.S. is compiled in the first instance by the compiler-checker. It has got to be compared and counter-signed invariably by the other compiler-checker of the team. The C. P. S. is then to be submitted, along with the ticket(s) and the box containing slips, to the supervisor who has to carry out the prescribed checking, and thereafter approve the C. P.S. After this, the box will be returned to the sorter, but the supervisor will retain with him the C. P. S. and related tickets.

3. As soon as a C. P. S. has been completed for all slips relating to an Anchal or town, it must be sent to the Tabulation Section without delay. In order to keep track of papers, it is necessary for each supervisor to maintain a Despatch Diary in the form given in Appendix I. This diary will also indicate the date on which a particular C. P. S. was approved by the Supervisor and the date on which it was received in the Tabulation Section. As decided at our last meeting, the date of compilation of C. P. S. will also be indicated in red ink in column 8 of the Supervisor's Register of Boxes (M. S. Form 3). This will show the time-lag between the preparation of a ticket and compilation of its corresponding C. P. S. The Despatch Diary will similarly indicate the time-lag between the preparation of a C. P. S. and its receipt in the Tabulation Section.

4. The Tabulation Section will be manned by four T.As. and the S.A. who will be in immediate charge. The distribution of work among the T.As. should be made by allocation of specified tables to each of them. A suitable mode of distribution is indicated below:

Statistical Assistant

Tabulation Assistant (I)	Tabulation Assistant (II)	Tabulation Assistant (III)	Tabulation Assistant (IV)
1	2	3	4
(1) Table B-I	(1) Table B-IV	(1) Table C-II	(1) Table D-I
(2) Table B-III Part B	(2) Table B-V	(2) Table C-IV	(2) Table D-II
(3) Table C-III Part B	(3) Table B-VII Part A	(3) Table C-V	(3) Table D-III
(4) Table SCT-I	(4) Table B-VII Part B	(4) Table C-VI	(4) Table D-IV
(5) Table SCT-II	(5) Table B-VIII Part A	(5) Table C-VII	(5) Table D-V
(6) Table SCT-IV	(6) Table B-VIII Part B	(6) Table C-VIII Part A	
(7) Table SC-I	(7) Table B-IX	(7) Table C-VIII Part B	
(8)-Table ST-I		(8) Table SCT-III Part B	
(9) Table ST-II			

APPENDIX XVII—*contd.*

5. In the first instance, each table will have to be prepared in rough. While this is being done, the figures might as well be posted in a register which can be preserved. Fair copies of the table will be prepared later in loose sheets in type or manuscript as is convenient. The Tabulation Assistant should open a separate register for each table. He should provide necessary columns in it by means of flaps containing the prescribed *pro forma* of the table (*vide* the Tabulation Plan). To facilitate work, the T.A. should enter from beforehand in the relevant column the names of all Anchals or towns districtwise and in order of their code numbers appertaining to the Tabulation Office. The posting of figures can be done as and when the corresponding C. P.Ss. are received. A mere glance at the register will give an idea of the volume of work done and the volume of work pending for a particular table at any point of time. Of course the names of Anchals or towns will have to be written intelligently so as to provide adequate space in between two entries for the posting of figures as and when they come. The amount of space required to be left after each Anchal will vary according to the nature of the table.

6. In the Tabulation Section, each T.A. must be required to keep a register in the *pro forma* given in Appendix II. In this register, separate pages may be allotted for each C.P.S. with which the particular T. A. will be concerned. An index should be given at the beginning of the register. Here again, the Tabulation Assistant should complete entries in column 1 of the form from before in respect of all Anchals (in order of code numbers and district). Entries in column 2 of this register must tally with those in column 8 of the Despatch Diary. A mere perusal of this register will give an idea of the time-lag between the receipt of a C.P.S. and the preparation of the corresponding table.

7. You will no doubt inspect these registers frequently so as to ensure that they are properly maintained. Once a week you should also review the position regarding compilation of C. P.Ss. and preparation of tables. I should like to have a weekly report from you on this subject in the *pro forma* given in Appendix III. This may form Part D of the figurative portion of the Weekly Progress Report. A brief analysis of the progress made and reasons for delay, if any, may also be given in the narrative portion.

APPENDIX XVII—*contd.*

Appendix I

Despatch Diary for Team no.....

Date of despatch	Name of Anchal	Details of papers sent					Signature of Supervisor	Date of receipt in Tabulation Section	Signature of T.A. in token of receipt	Remarks
		Sorter's Ticket no.	No of sheets	C.P.S. no.	No. of sheets	Date of approval of C.P.S. by Supervisor				
1	2	3	4	5	6	7	8	9	10	11

Appendix II

Pro forma *of T. A 's Register of preparation of tables*

C. P. S. no.....

Name of Anchal	Date of receipt	From Team no.	Date of preparation of table	Signature of T.A.	Date of checking and approval by—			Remarks
					S.A.	T.O.	Dy. S.C.O.	
1	2	3	4	5	6	7	8	9

Appendix III

Pro forma *for indicating the progress in the compilation of C. P. S. and preparation of various tables*

PART D

C. P. S. no.	Number of charges completed	Table no.	Number of charges completed	Remarks
1	2	3	4	5

APPENDIX XVII—*concld.*

Copy of letter no. TN-24/61/4186, dated the 30th September, 1961 (Tabulation Circular no. 28), from the Superintendent of Census Operations, Bihar, to all Deputy Superintendents of Census Operations regarding fixation of norm for S. T. 19-A.

Since the number of slips for which S. T. 19-A is required to be prepared will be small, it is not considered necessary to fix any norm separately for this ticket. It will be deemed to be included in the norm already fixed for Sorter's Ticket 19.

2. On careful consideration and examination of actual outturns of sorters in several offices, it has further been decided to increase the norms of the following tickets :

Sorters Ticket	From	To
17	4,000	5,000
18	5,000	6,000
21	6,000	10,000

3. The revised norms will be brought into effect from the week commencing on 2nd October 1961.

APPENDIX XVIII

ज्ञाप संख्या ४/स्था०-१३०१०/६२-नि०--१४४६

बिहार सरकार

नियुक्ति विभाग ।

सेवा में

सरकार के सभी विभाग

सभी विभागाध्यक्ष

सभी ज़िला पदाधिकारी

१४ माघ, १८८३ (श०)
पटना, दिनांक————————।
३ फरवरी, १९६२

विषय—राज्य के जनगणना परिचालन कार्यालयों द्वारा पदोन्मुक्त कर्मचारियों का सरकारी कार्यालयों में पुनर्नियोजन ।

निदेशानुसार अधोहस्ताक्षरी को यह कहना है कि जनगणना परिचालन कार्यालय, बिहार के अन्तर्गत राज्य के भिन्न-भिन्न हिस्सों में सॉर्टिंग एवं टेबुलेशन कार्यालय खोले गये थे, जिसका कार्य अब शीघ्र ही समाप्त होने जा रहा है । फलस्वरूप उन कार्यालयों में नियुक्त अस्थायी कर्मचारियों को पदोन्मुक्त किया जा रहा है । उन सभी को कार्यालय का अनुभव है और वे जनगणना में कठिन परिश्रम करने के कारण कार्यपटु तथा अनुशासित हो गये हैं । एक ही बार अधिक संख्या में छँटनी के कारण बेकारी की समस्या भी बढ़ जाने की संभावना है । आपसे अनुरोध है कि जनगणना कार्यालय से छँटनी किये हुए कर्मचारियों को यथासंभव अपने यहां रिक्त पदों में योग्यतानुसार नियुक्त करने का प्रबन्ध करें । इस सम्बन्ध में जनगणना परिचालन कार्यालय, बिहार के अधीक्षक आपके पास उक्त कर्मचारियों के नाम तथा योग्यता की सूची भेजेंगे ।

एन० नागमणि,
संयुक्त सचिव ।

ज्ञाप संख्या ४/स्था०-१३०१०/६२-नि०—१४४६

१४ माघ, १८८३ (श०)
पटना, दिनांक————————।
३ फरवरी, १९६२

प्रतिलिपि जनगणना अधीक्षक, बिहार, पटना को सूचनार्थ ।

एन० नागमणि,
संयुक्त सचिव ।

ERRATA

Page no.	Particulars	Col. no.	For		Read
1	2	3	4		5
86	Serial no. 17, Blank Books, F' Cap 3 quires.	7	1		15
123	Compiler's Posting Statement no. 42 (b)	5	930		900
123	Weekly Progress Report on Tabulation	10	102		100
165	Part II, C. Primary Staff ..	4	joining		Date of joining
171	A. Making of Boxes, Para 3, last line ..		sorter.	, therefore,	sorter. It is, therefore,