

# CENSUS OF INDIA 1961

## VOLUME XXVI

# TRIPURA

### PART VIIIA

### ADMINISTRATION REPORT.

*ENUMERATION.*

SHRI C. R. PAUL, M.A. (COM.),
*Superintendent of Census Operations, Tripura*

PRINTED BY THE GOVERNMENT OF
INDIA PRESS, CALCUTTA, INDIA, 1963.

# 1961 CENSUS PUBLICATIONS, TRIPURA.

*( All the Census Publications will bear Volume No. XXVI )*

| | | |
|---|---|---|
| PART I | General Report | |
| | Subsidiary Tables | |
| PART II | General Population Tables | |
| | Economic Tables | |
| | Cultural and Migration Tables | |
| PART III | Household Economic Tables | |
| PART IV | Report on Housing and Establishment with Tables | |
| PART V-A | Special Table on Scheduled Castes and Scheduled Tribes with reprints from old Census Report | |
| PART V-B | Ethnog raphic note on Scheduled Castes and Scheduled Tribes | |
| PART VI | Village Survey Monographs | |
| PARTS VII A & B | Survey of Handicrafts and Report on Fairs and Festivals | |
| PART VIII-A | Administration Report on Enumeration | Not for sale |
| PART VIII-B | Administration Report on Tabulation | Not for sale |
| PART IX | Maps | |

# CONTENTS


PAGE.

I. INTRODUCTION.

1. Census legislation. First communication from Ministry of Home Affairs about Census. Selection of Superintendent of Census Operations. First letter of Chief Commissioner to all Departments and Heads of Departments introducing the Census and Superintendent of Census Operations. . . . . 1

2. Early appointment of Superintendent of Census Operations. . . . . 2

3. Appointment of staff : problems relating to deputation and fresh appointment. How many persons appointed with previous Census experience. Appointment of Officers. Incidents of appointment and terms of deputation should be determined at the outset . . . . . 2

4. Office accommodation and equipment. Help received from the Administration. Arrangements for furniture, despatching and receiving facilities. Stationery. . 3

5. First and Second Pre-tests. Appointment of Statistical staff. Lessons learnt in co-ordination with Administration and Sub-Divisional Offices . . . 4

6. Census Conference, September 1959. . . . . 4

7. Census Schedules. . . . . 7

(i) Houselists. . . . . 7

(ii) Household Schedules. . . . . 7

(iii) Individual Slip. . . . . 8

8. Translation of Schedules and instructions. Care taken to verify the nuances of translation . . . . . 8

9. (*a*) Paper. Help from Administration. Supply from Central Stationery Office. . 13

(*b*) Typewriters, duplicators, calculating machines and other equipment. Help received from Administration and Central Government at Agartala and in Sub-Divisional Offices. . . . . 13

(*c*) Office furniture and equipment at Agartala and in Sub-Divisional Offices . 13

10. (*a*) Printing of Census Schedules, their storage and distribution, printing of Schedules in different languages. Last minute printing how arranged. Help received from other Superintendents of Census Operations and Government of India Presses. . . . . 14

(*b*) Printing of State forms, registers, instructions, posters, publicity material, etc. All printing work-local, Central and Administration Press and Private Presses 15

11. Maps . . . . . 16

Procurement of maps. Collection of maps, notifications of changes in jurisdiction. Printing of fresh maps. Decision to make notional maps. Contribution of Census mapping work to the Archives of the Administration and Director of Land Records and Survey.

12. (*a*) Urban Classification . . . . . 16

(*b*) Organisation of Census in Urban Areas. . . . . 17

13. (*a*) Touring of Census Superintendent. Availability of Transport . . . 17

(*b*) Tour of other officers connected with the Census and the payment of Travelling Allowance . . . . . 18

14. (*a*) Any special administrative or other difficulties . . . . . 19

(*b*) Publication by the Administration in the Tripura Gazette of Census programme questionnaire and instructions. Any difficulties or problems . . 19

PAGE.

15. Accounts—Budget . . . . . 20
16. Accounts—Rules . . . . . 20
17. Method of keeping Census Accounts . . . . . 20
18. Financial Powers . . . . . 21
19. Permanent Advance . . . . . 21
20. Miscellaneous . . . . . 21
21. Census publicity—
    (*a*) Press . . . . . 22
    (*b*) Posters from Centre and local . . . . . 22
    (*c*) Press Conference . . . . . 22
    (*d*) Film . . . . . 23
    (*e*) Leaflets, Brochures, Pamphlets . . . . . 23
    (*f*) Lantern Slides . . . . . 23
    (*g*) Publicity for Houselisting and Enumeration . . . . . 23
    (*h*) Census Advertisements and Cartoons . . . . . 23
    (*i*) Messages . . . . . 23
    (*j*) Suggestions for improvement and rearrangement of programme in future. . 24

II. ENUMERATION.

1. Introduction. . . . . 25
2. (*a*) Census Programme. . . . . 26
   (*b*) The First Circulars and tours. . . . . 26
3. (*a*) Preparation of Registers . . . . . 32
   (*b*) Preparation of Census Village Register . . . . . 32
   (*c*) Preparation of Census Charge Register . . . . . 33
4. (*a*) Formation of Census Divisions . . . . . 35
   (*b*) Preparation of more check registers both at State Head Quarters, District and Tehsil level . . . . . 37
5. The Urban and Rural Location Code . . . . . 38
6. Preparation of Maps and verification of local jurisdiction with reference to Gazette Notifications . . . . . 40
7. Appointment of District Sub-Divisional Census Officers and Tehsil Charge Officers 40
8. (*a*) Circulation of Census Instructions . . . . . 41
   (*b*) Circulars about Scheduled Castes and Tribes, synonyms and generic names . 42
   (*c*) Circulars about mother-tongues . . . . . 43
9. (*a*) Distribution Chart of Forms . . . . . 43
   (*b*) Despatch of Forms . . . . . 43
10. Appointment of Census Enumeration Agency Appointment letters. Ratio between Charge Officers, Circle Supervisors and Enumerators. Remuneration. Quality of agency employed. Help received from Administration. Problems relating to recruitment and training . . . . . 43

PAGE.

11. (*a*) Training on Housenumbering and Houselisting . . . . . 45
(*b*) Housenumbering Operation. Difficulties and deficiencies . . . . 46
(*c*) Quality of Houselists. Verification of short-comings in Houselists . . . 48
(*d*) Where and how Housenumbering and Houselisting went wrong or failed to be very satisfactory. . . . . 48

12. Training course for Enumeration. Its organisation and attendance. Critical examination of training courses held. Suggestions for improvement. Travelling Allowance, etc. Training reserves. How organised. Facilities for enumeration staff regarding attendance. Declaration of 28th February and/or 1st March, as Holidays by the Administration . . . . . 49

13. Distribution of Schedules and maintenance or reserve. Formulae for keeping reserves at various levels. Their effectiveness or otherwise . . . . . 52

14. Enumeration . . . . . 52
(*a*) General . . . . . 52
(*b*) Arrangements for special areas (Charges) . . . . . 53
(*c*) Census of cities, large municipalities and cantonments . . . . . 53
(*d*) Census of Houseless and mobile population . . . . . 53
(*e*) Enumeration of Special Charges . . . . . 54
(*f*) Difficulties about enumeration of mother-tongue if any : proportion among enumerators with different mother-tongues for some special areas . 54
(*g*) Preliminary assessment of quality of enumeration . . . . . 55
(i) Coverage. . . . . 55
(ii) Response. . . . . 55
(iii) Care in filling up demographic questions . . . . . 55
(iv) Care in filling up economic questions . . . . . 56
(v) Care in filling up household schedules . . . . . 56
(vi) Difficulties arising out of confusion over concepts and definitions. . . 56
(vii) Arrangement for filling up last minute deflections . . . . . 56

15. Provisional Totals. How the relay was organised. Special difficulties and recommendations. . . . . 56

16. Post Enumeration Check. . . . . 57

17. (*a*) District and Taluk Census Clerks and other special staff . . . . . 57
(*b*) Staff for Cities, Corporations and Special Charges . . . . . 57

18. Honorarium to Enumeration staff . . . . . 57

19. Recognition of services of Enumeration staff . . . . . 58

20. Special studies . . . . . 58

21. The cost of Enumeration (End of 1960-61) . . . . . 59

APPENDICES :

1. First few circulars giving a summary of the forthcoming 1961 Census Operations . 61

1A. Copy of the Administration's Notification in the Tripura Gazette . . . 71

2. List of papers of 1951 and 1961 Census papers that are likely to be found in the Record Room . . . . . 78

PAGE.

3. Letters of request issued by the Chief Commissioner to offices and employers to lend their staff render and all help for the Census . . . . . 83
4. List of Census Slogans issued through Press . . . . . 84
5. Index of Press Notes, etc. released for publicity through Press . . . . 85
6. Distribution of posters . . . . . 87
6A. Distribution of publicity booklets . . . . . 88
7. Exhibition of Film—National Roll Call . . . . . 89
8. Housenumbering and houselisting training programme . . . . . 92
9. Programme for training in enumeration . . . . . 94
10. Statement showing sub-division-wise award of medals and merit certificates . 99
11. Statement regarding special enumeration of Scientific and Technical personnel in Tripura . . . . . 100
12. Memorandum regarding demarcation of urban and rural areas . . . . 101
13. Copy of the proceedings of the Conference of Sub-Divisional Officers held in April 1960 . . . . . 103
14. Census Calendar . . . . . 107
15. Forms, letters of appointment of Charge Officers, Supervisors and Enumerators . 108

SCHEDULES :

1. Notifications of the Tripura Administration issued under the Indian Census Act (XXXVII of 1948) . . . . . 115
2. Budget Estimates for 1958-59, 1959-60 and 1961-62 . . . . . 116
3A. Number of forms supplied and used . . . . . 117
3B. Number of Enumeration Schedules supplied and used . . . . . 118
4. Census Divisions and Agency . . . . . 119
5A. Sub-Divisional Census Charges. (Sub-Division/Tehsil etc., establishment) . 120
5B. Sub-Divisional Census Charges (Honorarium to Enumeration staff) . . . 121
5C. Sub-Divisional Census Charges (Other Charges) . . . . . 122
6. Stationery indents for the Office of the Superintendent of Census Operations and affiliated offices . . . . . 123
7. Number and location of important files and documents . . . . . 128
8. Summary of staff employed in the Office of the Superintendent of Census Operations and other Central Offices . . . . . 141
9. Abstract of tours of the Superintendent of Census Operations . . . . 145
10. Circulars and Forms printed for enumeration period . . . . . 146
11. Table showing houselist, provisional and final population 1961 and dates of receipt of provisional totals from sub-divisions . . . . . 148

# ADMINISTRATION REPORT ON ENUMERATION OF 1961 CENSUS IN TRIPURA

## I. INTRODUCTION

### CHAPTER I

The Administration Report is intended to record the actual procedure followed in Tripura in conducting the 1961 Census with special reference to the difficulties that have been experienced in conducting it and arrangements made to over-come them. This report will be of great help to my successor and those who will be saddled with the task of conducting the 1971 Census in Tripura.

2. On 14th October, 1949 the princely State of Tripura merged with the Union of India and remained as Part 'C' State till 1st November, 1956 when it became a Union Territory, as a result of the re-organisation of the States, without any change in its territorial limit. During 1951 Census which was the first Census of India after independence the Census of Tripura was conducted under the supervision of the Superintendent of Census Operations, Assam and Tripura was treated as a district for the purpose of Census so far as the set up of the Census Organisation was concerned, and no separate report except a District Census Handbook for Tripura was compiled during 1951 Census. Before independence the decennial Censuses of the princely State of Tripura were conducted under the supervision and guidance of Superintendent of Census Operations of Bengal and the Census *data* that were collected and compiled at that time were incorporated in the Census Reports of Bengal and Imperial Tables, and no separate report for Tripura used to be compiled. Only in 1931 a separate Census Report for Tripura was published in the regional language—Bengali by the Government of the then Maharaja with the help of the Census *data* those were published in the Imperial Tables and the Census Report of Bengal. This is the first time in the Census history of Tripura that the Census of Tripura was conducted independently under the guidance and supervision of a Superintendent of Census Operations appointed by the Central Government like other States and a separate full-fledged set up was sanctioned by the Central Government for the Superintendent of Census Operations, Tripura with a view to conducting the Census of Tripura independently and to do other jobs such as processing, sorting, tabulation of all Census *data* and preparation of requisite Census Reports independently like other State Superintendents of Census Operations and I had to start my work from scratches.

3. *Census legislation, etc.*—The Census Act, 1948 (Act XXXVII of 1948) has been extended to Tripura by the Union Territories (Laws) Act, 1950 (Act No. XXX of 1950) and the Chief Commissioner, Tripura has been vested with the power of State Government by the Government of India under the Census Act *vide* notification shown in Appendix IA. Schedule I gives a list of various notifications issued by the Tripura Administration under the Census Act. In actual working no difficulties were faced in applying the provisions of the Act and it is a matter of satisfaction that there was not a single case during enumeration requiring a resort to the penal provisions of the Act.

4. In D. O. letter No. 838/GSUT/59, dated the 13th June, 1959 the Government of India, Ministry of Home Affairs communicated to the Administration their desire to set up a full-fledged Census Organisation separately for Tripura under the direct control of the Registrar General, India and *Ex-officio* Census Commissioner for India for conducting 1961 Census and Tabulation and requested for nominating an officer of the Administration of the status of Deputy Commissioner for appointment as Superintendent of Census Operations, Tripura. The Administration, after careful consideration, nominated me for the proposed appointment in addition to my normal duties under the Administration as Assistant Secretary (later redesignated as Under Secretary). The Registrar General, India and *Ex-officio* Census Commissioner for India readily accepted the nomination specially for the reasons that I had worked as Census Officer for Tripura under the Superintendent of Census Operations, Assam during 1951 Census. But in view of the tremendous responsibilities and multiferious duties attached to the post of Superintendent of Census Operations, the Registrar General and *Ex-officio* Census Commissioner, requested the Chief Commissioner to release me for whole time appointment as Superintendent of Census Operations under the Government of India, as has been done in the case of other Union Territories of Manipur, Himachal Pradesh, Delhi, etc. But the Chief

Commissioner informed him that a whole time Superintendent of Census Operations might not be necessary for a small territory like Tripura and along with the progress of work he would relieve me of some of my normal duties under the Administration so that the work in respect of Census Operations might not suffer in the least. I was also not agreeable at the outset to go on deputation for this assignment on whole time basis for fear of being deprived of the benefit that was expected after the re-organisation of the services of Tripura Administration which was pending at that time. As a result, the Government of India, Ministry of Home Affairs created a post of Superintendent of Census Operations, Tripura and appointed me to that post with effect from the 18th July, 1959 in addition to my own duties as Assistant Secretary, Tripura Administration entitling me to a special pay of Rs. 150 p.m. or 33⅓ per cent of my basic pay whichever was less. I had to discharge the duties of the post of Superintendent of Census Operations, Tripura in addition to my normal duties all along even to the strain of my nerves without any relief to my normal work, although I could have got this relief, if prayed for and I had to suffer the consequence of this streneous labour afterwards. From what I have experienced, it is quite impossible on the part of any officer to complete such a gigantic operation in any State/Territory in addition to his normal work and the Registrar General, India rightly suggested for a whole time officer for the purpose.

5. *First letter of the Chief Commissioner to all Departments/Heads of Departments introducing the Census and Superintendent of Census Operations, Tripura.*—On 14th August, 1959 the Chief Commissioner issued a Memorandum to all Departments and Heads of Departments/Offices of the Administration introducing the 1961 Census, its importance and also my appointment as Superintendent of Census Operations for the purpose of conducting the 1961 Census in Tripura. The memorandum contained *inter alia* the decision that as in previous Censuses the 1961 Census would be conducted by the Superintendent of Census Operations directly with the assistance of the Sub-Divisional/Addl. Sub-Divisional Officers. The memorandum concluded with an appeal to all Departments and Heads of Departments/Offices to make it a point to complete the Census of this Territory successfully and to impress upon their subordinates its necessity and importance so that all concerned might do their respective duties in connection with the Census as promptly and accurately as possible. Full text of the memorandum is given in Appendix 1-B

6. *Early appointment of Superintendent of Census Operations.*—I got my appointment as Superintendent of Census Operations in July, 1959 from the Government of India. This early appointment enabled me to start from the very scratch as there was no running Census Office in Tripura. The Superintendents of Census Operations of other States were, however, appointed a few months earlier. As already mentioned the 1951 Census of Tripura was conducted under the supervision of the Superintendent of Census Operations, Assam and necessary tabulation of 1951 Census *data* was also done at Shillong under his supervision, where all records of the 1951 Census Operations of Tripura were sent after the field work was completed. The efforts made to collect the 1951 Census Records from Assam were not successful ; so I started with whatever records of previous Censuses were available in the Office of the Statistical Officer, Tripura. The Upper-Division Clerk of that office used to render clerical assistance to me in addition to his normal duties till November, 1959 when my office was set up with necessary staff. Of course, my previous experience as District Census Officer of Tripura during the 1951 Census helped a lot to start with. I am really very grateful to the Upper-Division Clerk of Statistical Department of Tripura for rendering necessary assistance in the beginning and it would have been quite impossible for me to start with but for the valuable assistance he rendered. Unfortunately, I could not give him any allowance for his additional work, although he applied for. Till November, 1959 I did not get any allotment of fund to meet the cost of office contingency such as stationery, papers, forms, etc., and I had to meet my demand for the Census Office by obtaining the required stationery and papers from the Departments of the Administration and this was possible only because I was working as a Secretariat Officer as well. Had there been a running Census Office with a skeleton staff attached to any Department of the Administration after the 1951 Census, the difficulties as enumerated above would not have to be faced and it would have been possible for me to give a better start rather earlier, instead of starting from the very scratch. I would, therefore, suggest that a skeleton staff should be retained to keep the Census Office running, till the next Census so that my successor can start with the work relating to the 1971 Census in time without any difficulties in respect of staff and stationery articles required at the outset.

7. *Appointment of staff.*—Sanction to the creation of the undermentioned temporary posts of my office was communicated by the Registrar General,

India in his letter No. 3/112/59-RG dated the 30th October, 1959 :—

| Name of post. | No. of posts. | Scale of pay. |
|---|---|---|
| Head Assistant . . | 1 | Rs. 250—10—400. |
| Statistical Assistant . . | 2 | Rs. 160—10—330. |
| Clerk . . . . . | 3 | Rs. 60—3—81—E.B. —4—125—5—130. |
| Peon . . . . . | 2 | Rs. 30—1/2—35. |

The terms and conditions of appointment to these posts were as follows :—

(*a*) Persons recruited direct would draw pay in the time scale for the post and dearness and other allowances at rates admissible under the Government of India rules.

(*b*) Persons taken on deputation from the State Government/Administration against the above posts would be entitled to—

(i) Scale of pay in the parent grade,

(ii) Deputation Special Pay at 20 per cent. of grade pay subject to a maximum of Rs. 300 per mensem,

(iii) Special pay, if any, attached to the grade pay (if it is certified by the State Government/Administration that it would have been admissible but for deputation) which is treated as personal pay not to be absorbed in future increments,

(iv) Dearness allowance at the State Government/Administration rates, and

(v) Local Compensatory Allowance like Compensatory (City) and House Rent Allowance at Central Government rates.

Subsequently and upto the period of enumeration, the following additional posts were created temporarily by me under the powers delegated to me :—

| Name of post. | No. of posts. | Scale of pay. |
|---|---|---|
| Stenographer . . . | 1 | Rs. 80—5—120—E.B. —8—200—10/2—220. |
| Draughtsman . . . | 1 | do. |
| Clerk . . . . . | 2 | Rs. 60—3—81—E.B. —4—125—5—130. |
| Peon . . . . . | 1 | Rs. 30—1/2—35. |
| Investigators . . . | 12 | Rs. 80—5—120—E.B. —8—200—10/2—220. |
| Paid Enumerators . . | 15 | Rs. 100 consolidated. |
| Tabulation Officer . . | 1 | Rs. 350—20—450 —25—475. |

The Census Office started with the Head Assistant taken on deputation from the Administration with effect from the 18th November, 1959 and subsequently it was strengthened by appointment of one Clerk first on deputation from the Administration and then from 1st February, 1960 on re-employment basis. Two other Clerks were recruited directly in December, 1959. It was possible to fill up only one of the two posts of Statistical Assistant on the 1st March, 1960 by direct recruitment through open advertisements and the other post was filled up as late as on the 16th October, 1960.

Out of the 15 posts of Paid Enumerators, it was necessary to fill up only 3 posts in connection with housenumbering and houselisting operation. Subsequently in connection with enumeration work also it was not necessary to fill up more than 9 posts of Paid Enumerators. These posts were created for carrying out the Census Operations in some difficult areas of Khowai Sub-Division. The Tabulation Officer joined on the 16th January, 1961, but the posts of Stenographer and Draughtsman remained vacant for want of suitable candidates. Only the post of Stenographer was filled up in the middle of July, 1961.

Inspite of the stipulation in the advertisements and also in the requisition to the local Employment Exchange that preference would be given tc candidates having previous Census experience for appointment in Census Office, no candidate with such experience was available. A summary of staff employed in the Office of the Superintendent of Census Operations and other Offices in connection with Census Operations is given in Schedule 8.

8. *Office accommodation and equipment.*—In November, 1959 the Administration allotted one room in the Secretariat for starting the Census Office. The first instalment of supply of furniture was received on 25th November, 1959, one brief size type-writer on 7th December, 1959 and some office stationery including typewriting paper, etc. on 5th November, 1959. The Duplicating machine was received on 27th July, 1960. It is obvious therefore that without the active help and co-operation of the Departments and offices in the Secretariat in the matter of free use of their office equipment and nay, even stationery and forms for day to day use, it would have been very difficult for this Office to start and complete preliminary arrangements for the first phase of Census Operations.

Schedule 6 shows the quantity with description of stationery articles supplied by the Deputy Controller of Stationery, Government of India, Calcutta in connection with the Census Operations.

The most convenient mode of transport from Calcutta to Agartala and *vice-versa*, since the partition of the country, is by air. Transport of goods by rail-cum-road or Steamer-cum-road from Calcutta through Assam particularly in respect of small booking is subject ordinarily to unusual delays at transhipment points. Arrangements therefore had to be made for despatch of stationery articles from Calcutta by air, although the comparative cost of freight was a bit higher.

9. *First and Second Pre-tests.*—By the time I took over as Superintendent of Census Operations there was no time left for initiating the First Pre-test work and I had to hurry up for making preparations to conduct the Second Pre-test work. The main object of the Pre-test was to assess the time that was required for enumerating a house/person according to the draft questionnaire prepared by the Registrar General, India for such Pre-test and whether people could understand and give reply to the questionnaire. Two villages, *viz.* Nalgaria and Kashipur under Sadar Sub-Division were selected for the Pre-test in Tripura. With the concurrence of the respective Heads of Departments/Offices, seven school teachers under the Tripura Territorial Council and two Village Level Workers under Block Development Officer, Jirania, were engaged as Enumerators and three Officers of the Statistical Department were engaged as Supervisors for conducting the Pre-test. Before the actual Pre-test work was started, the selected staff had been given training at the Headquarters for a period of three days with effect from the 18th August, 1959. Three enumerators under one Supervisor were detailed for the purpose to Kashipur and six enumerators with two Supervisors to Nalgaria. A programme of work was chalked out according to which the work relating to housenumbering and houselisting was carried on during the first three days and thereafter the enumeration work was done in the latter four days under my direct supervision and the Sub-Divisional Officer, Central Zone also assisted a lot in the matter. The work was completed smoothly and the villagers also extended whole-hearted cooperation with the enumerators. The following forms etc., were received from the Registrar General, India during the second week of August, 1959 for the purpose of Pre-test :—

(*a*) Household Schedule—600 copies.

(*b*) Instructions to enumerators—30 copies.

(*c*) Houselist Forms—20 copies.

(*d*) Instructions—20 copies.

Statements analysing the results of Pre-test and the average time taken in enumeration were furnished to the Registrar General, India on the 14th September, 1959.

The villagers could not generally give answer to the question on the local names of rights on land, as they had no knowledge about the local name of various rights. A lot of time had to be spent to explain the various local names of right for eliciting the correct answers. The villagers could not also give the exact area of land owned by them inspite of the assurance given to them that the information would be kept confidential. This was partly due to their ignorance about the correct area of the land under them and partly due to fear of being assessed for payment of land revenue again at enhanced rate.

10. *Census Conference September, 1959.*—After the Pre-test work I prepared myself for attending the First Conference of the State Superintendents of Census Operations held in New Delhi between 24th September and 1st October, 1959. The Conference was of great value as the various aspects of the 1961 Census Operations were discussed and decided in this Conference.

It was decided that :

(*a*) There should be three Schedules for conducting the Census Operations *e.g.*,

(i) Houselist, (to be filled in at the stage of housenumbering and houselisting)

(ii) Individual Slips
and

(iii) Household Schedule incorporating the Census Population Record (the latter two records to be filled in simultaneously at the time of actual enumeration in February/March, 1961).

(*b*) The Household Schedules should be preserved and maintained as they would serve as the basic National Registers of Citizens.

(*c*) A list of local names of different rights on land recognised by law should be formulated for the guidance of enumerators.

(*d*) A conversion Table of local measures into acres of land should be prepared for the guidance of enumerators.

(*e*) (i) All instructions should be printed locally in each State by the Superintendent of Census Operations in cooperation with the local branch of the Government of India Press or the Press of the State Government.

(ii) Houselist, Household Schedule and Individual Slip would be printed in English/regional languages entirely at the three Government of India Presses in Aligarh, Calcutta and Nasik.

(iii) Standard translations into regional languages of English version of the Houselist Form, the Household Schedule and the Individual Slips should be undertaken by the Superintendent of Census Operations.

(iv) Superintendent of Census Operations, West Bengal agreed to produce translations in Bengali of Instructions and Schedules.

(v) The printing of English Forms and Instructions for Tripura was allotted to the Government of India Press, Calcutta.

(vi) The Household Schedule and Individual Slips for the Training Sample Census should be printed in red ink.

(vii) The formula for calculating the required number of slips in Regional languages was adopted as indicated below :—

(*a*) Individual Slips :

Population of 1951 *plus* 25 per cent. increase in population *plus* 15 per cent. of the estimate for Tehsil reserve *plus* 5 per cent. for District Reserve *plus* 5 per cent. for State Reserve.

(*b*) Household Schedules :

One-fifth of the estimate of (*a*) above

(*c*) Houselist Forms :

One-tenth of the estimate of (*b*) above.

(viii) Regarding the Location Code, it was decided that towns should be represented by Roman numerals and the rural areas by Arabic numerals. It was left to the Superintendent of Census Operations to decide and determine the Location Codes.

A sketch map either on scale or a notional drawing of each town or village showing the main divisions and the number of houses in each division should be prepared and stitched to the set of Houselist Form completed for each village or Census Block.

(x) In connection with numbering of districts it was decided that the proper sequence for 1961 would be to begin with the north-western-most district as number 1 and end with the south-eastern-most district as the last number in the series.

(xi) The Census Divisions should, conform closely to administrative divisions from the district downwards, namely, the District, the Sub-division, the Tehsil (Taluk or Thana or Anchal), or Town with a separate code number and the village (or Ward of a Town) within the village or Ward of a Town. There might be hamlets or small Blocks or Mohallas each of which would have to carry a sub-number corresponding to the beat of one enumerator.

One enumerator's beat should be limited to an average of 750 persons or 150 Census Households for rural areas and an average of 600 persons or 120 households per enumerator in urban areas.

There should be a District Census Officer for a district. Sub-Divisions should form an intermediate stage. The Tahsilder or Taluk Officer or Block Officer of NES Blocks should act as Charge Officers designated in the previous Census as Charge Superintendents. Each Charge Officer would have charge of a number of Circle Supervisors. Each Circle Supervisor would take charge of a well-defined territory and 5 enumerators on average. Each enumerator would be in charge of a village or part of a village or part of a town, the average size of his work being fixed at 750 persons in rural areas or 150 households and 600 persons in urban areas or 120 households.

There would also be Special Census Divisions for Forests, Cantonments, Railway colonies, etc.

(xii) Five copies of maps on scale of 1″=1 mile for each Taluk/Tehsil/Police Station or equivalent unit of Territory demarcating the Census Divisions should be prepared. One copy should be retained by the Superintendent of Census Operations, one copy by the District Officer, one copy by the Taluk/Tehsil/Police Station Officer and the remaining copies should be sent to the Registrar General, India.

(xiii) Regarding the material to be used in housenumbering the use of coal tar or gerrumati mixed with oil or lamp black mixed with used axle grease in the case of rural areas and coal tar or gerrumati in the case of urban areas was recommended.

(xiv) Houselists should be preserved and two copies of each Houselist made out. The Houselists for a village or a Panchayat or a well-defined part of an urban area could be stitched together with a map of the village or Panchayat or the urban area delineating the sequence of housenumbering and showing where the housenumbering began

and where it ended. The Houselists should not be handed over to the enumerator at the time of Census Enumeration. The supervisor should prepare an abstract of the Houselists containing the Census Household Numbers (inclusive of the buildings and Census Housenumbers) the names of heads of households and the name of the Proprietor/Director/Superintendent where the Census House happened to be an establishment/a workshop or a factory or an institution.

(xv) The housenumbering and houselisting should generally be completed between April and middle of November, 1960.

(xvi) At least two training classes should be held to explain the system of housenumbering and houselisting, of which at least one should be a practical demonstration carried out in the village or in the streets of a town.

(xvii) At least six training classes should be held to train enumerators in the work of enumeration.

(xviii) A full calendar of Census Operations should be prepared and sent to the Registrar General, India.

(xix) In connection with rural-urban classification, it was agreed that the proposals for classifying areas as towns should be examined and the Superintendent of Census Operations should secure approval of the State Governments and concurrence of the Registrar General, India if any new areas are required to be classified as town.

(xx) The period of enumeration would be from 10th February to sunrise of 1st March, 1961, followed by a period of revisional round upto 5th March, 1961. Enumeration of houseless persons in big cities/towns should be completed in three nights, *viz.*, the nights of 28th February, 1st and 2nd March.

(xxi) The training for enumeration should be programmed for December/January so as to integrate the programme of distribution of the enumeration pads, etc. During training for enumeration each enumerator should fill in at least 50 slips and 10 Household Schedules.

(xxii) The various forms that publicity should take would be :—

(*a*) Radio lectures by the Governor, Ministers, prominent citizens and the Superintendent of Census Operations himself ;

(*b*) Special articles and discussions contributed by various persons to local newspapers ;

(*c*) Special discussions or symposia arranged by the Superintendent of Census Operations in Schools, Colleges or other public places ;

(*d*) Posters and information pamphlets ;

(*e*) Editorials and occasional notes in prominent newspapers stressing the importance of the 1961 Census ;

(*f*) Special advertisements to be intensified as the Census period approaches ;

(*g*) Printed appeals of Governors, Chief Ministers, other Ministers and prominent citizens ;

(*h*) Cinema announcement slides at graduated intervals ;

(*i*) Special publicity material through N.E.S. Block Development staff ;

(*j*) Radio plays for rural broadcasts.

(xxiii) All Provisional Totals from district should reach the Superintendent of Census Operations and the Registrar General, India on or before the 8th March, 1961. The Superintendent of Census Operations would consolidate the totals for their States and get the totals confirmed by the Registrar General, India either on telephone or by a telegram before release of the State totals to the State Government and the public. The provisional totals should include literates by males and females as well as the total population by males and females.

(xxiv) It was decided provisionally that honoraria would be payable to the Census staff at the following rates :—

| | Per Block |
|---|---|
| (i) Honorarium for housenumbering and houselisting including cost of housenumbering material and cost of carriage of pot etc., and attending atleast 2 training classes. | Rs. 5 |
| (ii) Enumeration charge to each enumerator including his expenses for attending training classes and for equipping himself with stationery, ink, etc. . . | Rs. 15 |
| (iii) Charges for supervision of enumeration. | Rs. 4 |
| | Rs. 24 |

(xxv) Award of two types of medals in silver and bronze and also certificates should be continued as in 1951 Census.

(xxvi) Following the practice of 1951, a Post-enumeration Check on the ratio of roughly one in 1,000 population involving the total count of population along with the enquiry on births and deaths and migration, should be undertaken in the first week of April, 1961 (Tripura was excluded from the purview of this work).

(xxvii) Accommodation for the Tabulation Office should be hired even three or four months in advance on the basis of 40 sq. ft. per Sorter so that the tabulation programme might not be delayed.

(xxviii) Regarding collection of information for District Handbook, the Registrar General, India agreed that each Superintendent of Census Operations might take a Statistical Assistant or an Investigator with a small team or one or two Compilation Clerks.

(*f*) The sizes and forms of the three Schedules were finalised.

(*g*) The instructions for filling up Houselist, Household Schedule and Individual Slip were finally adopted.

(*h*) The form of Enumerator's Abstract on the front cover of the pads of Individual Slips was devised.

11. *Census Schedules*: (i) *Houselists.*—It was decided to prepare a comprehensive Houselist during the 1961 Census Operations and the information regarding the Census Houses and Households were collected during the period from 15th September, 1960 to end of October, 1960. They contained information on the following :—

(*a*) Census Houses

(i) purpose for which the Census House was used, *e.g.*, dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other institution, jail, hostel etc.,

(ii) material of wall,

(iii) material of roof.

(*b*) Households

(i) name of head of the household,

(ii) number of rooms in use by the household,

(iii) whether the household was living in a house owned or rented by them,

(iv) number of persons living in the household by sex.

(*c*) Factory or workshop

(i) name of the firm or proprietor,

(ii) name of product, repair or servicing undertaken,

(iii) average number of persons employed daily,

(iv) kind of fuel or power used.

The houselists therefore located people to their residences, showed the purpose for which each Census House or Household was used described the types of such houses and also surveyed all industries — big and small. For a full coverage houselisting required housenumbering. For houselisting and housenumbering some preliminary arrangements were to be made. These were :—

(i) formation of Charges, Circles and Blocks,

(ii) classification of rural and urban areas,

(iii) preparation of tehsil and town maps,

(iv) assignment of location code for rural and urban areas,

(v) appointment of Sub-Divisional/Addl. Sub-Divisional Officers as Sub-Divisional Census Officers,

(vi) appointment of Charge Officers, Circle Supervisors and Block Enumerators,

(vii) distribution of the lists of Scheduled Castes and Scheduled Tribes in Tripura,

(viii) training of staff in houselisting operation,

(ix) distribution of forms and registers,

(x) advances towards honorarium to enumerators to meet expenses in connection with their field work,

(xi) preparation of houselists in duplicate, village maps in triplicate, Houselist Abstract in duplicate and Extracts from the Houselists,

(xii) filling up Charge and Circle Registers and preparation of final Charge Abstract Sub-Division-wise.

(ii) *Household Schedule* :

The Household Schedule was a new feature of 1961 Census. Through this Schedule the *data* relating to principal economic activities of the households, *viz.*, cultivation and household industry were collected. During the 1951 Census, a National Register of Citizens was prepared containing the names of all the citizens of the Territory with all the essential Census information. In

lieu of this register, a Census Population Record was prepared at the time of enumeration in 1961 Census.

(iii) *Individual Slip :*

The main questionnaire in Individual Slip had 24 questions grouped into 13 main questions and it contained the following demographic, social and economic questions :—

(a) *Demographic questions* :

(i) Age,

(ii) Marital status,

(iii) Birth place, Born—rural or urban, duration of residence, if born elsewhere,

(iv) Sex.

(b) *Social questions* :

(i) Nationality, Religion, Scheduled Caste or Scheduled Tribe,

(ii) Literacy and education,

(iii) Mother tongue, Any other language(s).

(c) *Economic questions* :

(i) Working at cultivation,

(ii) Working as Agricultural Labourer,

(iii) Working at household industry.

(*a*) nature of work,

(*b*) nature of household industry,

(*c*) if employee.

(iv) Doing work other than the above questions

(*a*) nature of work,

(*b*) nature of industry, profession, trade or service,

(*c*) class or worker,

(*d*) name of establishment.

(v) Activity, if not working.

Besides the above questions, there was space for—

(*a*) location code,

(*b*) name,

(*c*) relationship to the Head of the household for indentification.

The forms of Houselist, Household Schedule and Individual Slip used in the Census are shown in pages 9 to 12.

In pursuance of the decision of the First Conference the Houselist Form, the Household Schedule and the Individual Slips in English and in Bengali were printed at the Calcutta Press through the Superintendent of Census Operations, West Bengal and Sikkim. The Houselist Forms were in loose Sheets, whereas the Household Schedules and the Slips were bound in Pads of 50/25 slips and 100/25 Slips respectively.

12. *Translation of Schedules and Instructions :* According to the decision of the First Conference, the work of rendering English version of Houselist Form, Household Schedule, Individual Slip and the two Instruction Booklets in Bengali was taken up by the Superintendent of Census Operations, West Bengal and Sikkim. As the forms, instructions, etc. translated into Bengali by the Superintendent of Census Operations, West Bengal and Sikkim, would serve the purpose of Tripura, with changes wherever found necessary to suit local needs, the Superintendent of Census Operations, West Bengal, was requested for furnishing one copy of each of the Bengali version of these forms and instructions approved by the Registrar General, India so that the same could be adopted for Tripura. Accordingly three copies each of the Bengali version of the Houselist, Household Schedule, Enumeration Slip and Enumerator's Abstract were received from Superintendent of Census Operations, West Bengal and Sikkim, with his letter dated the 26th November, 1959 and the final proofs of the same on 7th January, 1960. On examination it was found that the translations in Bengali of the forms as already made would serve the purpose of Tripura. The final proof copy of the Bengali booklet containing instructions for filling up the Houselist was received with Superintendent of Census Operations, West Bengal & Sikkim's letter dated 1st March, 1960. It was found that the booklet would be useful for Tripura, if some substitutions were made therein *viz.*, Tripura in place of West Bengal, Sub-Division in place of District, Tehsil for Thana and Village for Mouza. Printing of the booklet for Tripura was arranged by the Superintendent of Census Operations, West Bengal and Sikkim in March, 1960 after carrying out necessary changes therein. A proof of the booklet containing instructions to Enumerators in Bengali was received from the Superintendent of Census Operations, West Bengal and Sikkim with his letter dated the 26th April, 1960 for suggesting changes, if any, to suit the needs for Tripura. The proof was returned on the 12th May, 1960 with a list of changes to be effected in the print for Tripura. The Appendix to the West Bengal booklet regarding the Location Code had to be remodelled on the lines of the Circulars issued by us in this behalf from time to time. During examination of the proofs care was therefore taken to ensure that the instructions in the booklets were not at variance with those contained in the Circulars and Memos.

# CENSUS OF INDIA, 1961

## Houselist

Name of District/Sub-Division . . . . . (Code No. )

Name of Tehsil/Town . . . . . (Code No. )

Name of Village/Ward (Enumerator's Block) . . . . . (Code No. )

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

Total for page :

Certified that the information is correct to the best of my knowledge.

*Signature of Enumerator.*

CONFIDENTIAL

# CENSUS OF INDIA 1961

[ To be filled up during Enumeration ]

Is this an institution ?

## PART I—HOUSEHOLD SCHEDULE

LOCATION CODE : _____

Full Name of Head of Household _____ S. C. / S. T.

**A. Cultivation**

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

**B. Household Industry**

Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.

| | Nature of Industry | | Number of months in the year during which conducted |
|---|---|---|---|
| (a) | | | |
| (b) | | | |

**C. Workers at Cultivation or Household Industry**

Members including Head of family working and hired workers, if any, kept whole-time during current or last working season.

| | Members of family working : | | | | Hired workers |
|---|---|---|---|---|---|
| | Head | Other males | Other females | Total | |
| 1. Household Cultivation only | | | | | |
| 2. Household Industry only | | | | | |
| 3. Both in Household Cultivation & Household Industry | | | | | |

Dated Signature of Supervisor

Dated Signature of Enumerator

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

## PART II.—CENSUS POPULATION RECORD

(To be compiled from individual Census Slips)

| Name | Sex | | Relationship to Head | Age | Marital status | Description of work in the case of worker |
|---|---|---|---|---|---|---|
| | Male M | Female F | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Persons | | | | | | |

Dated Signature of Supervisor.

Dated Signature of Enumerator.

CONFIDENTIAL

CENSUS 1961

Location Code

1 (a) Name

1 (b) Relationship to Head

2 Age last birthday

3 Marital Status

4 (a) Birth-place

4 (b) Born R/U

4 (c) Duration of residence if born elsewhere

5 (a) Nationality

5 (b) Religion

5 (c) S. C./ S. T.

6 Literacy & Education

7 (a) Mother tongue

7 (b) Any other language(s)

8 Working as Cultivator

9 Working as Agricultural labourer

10 Working at Household Industry

(a) Nature of work

(b) Household Nature of Industry

(c) If Employee

11 Doing Work Other than 8, 9 or 10

(a) Nature of Work

(b) Nature of Industry, Profession, Trade or Service

(c) Class of Worker

(d) Name of Establishment

12 Activity if Not Working

13 Sex

In the Bengali version of the Individual Slip the words *'Pung/Stri'* were included against item No. 13 for sex, the intention being that in the case of a male person, the word *'Pung'* would be retained and the other word struck off and *vice-versa*, instead of writing *'Pung'* or *'Stri'* as the case may be during enumeration. In the English version the abbreviations 'M' or 'F' were required to be written on the slip in the space provided against the item 'Sex'. But during checking of the slips after enumeration it was found that in a large number of cases the Bengali abbreviation already appearing on the slip was recklessly struck-off with the result that in the case of a male the abbreviation *'Pung'* was struck-off and similarly in the case of a female, the abbreviation which was not required was retained striking off the required one. It may be better if in future Census the requisite abbreviations against the questionnaire on sex are not printed. The enumerators concerned should rather be advised to write the requisite abbreviations in respect of the persons enumerated.

13(*a*). *Paper :*—First supply of stationery for office use was received on 5th November, 1959 and till that time the Census Office was entirely dependent on the supply of paper and stationery from the Administration for day to day work. Schedule 6 shows the quantity of paper and other stationery articles received from the Deputy Controller of Stationery, Government of India, Calcutta. The typewriting paper and the duplicating paper supplied by the Central Stationery Office according to the sanctioned scales were far below actual requirement. Owing to the delay in supplying duplicating paper and typewriting paper, work had to be carried on sometimes by taking loan of such papers from the Administration. Although order for supply of 92 reams of white printing paper 26″×40″–46 Lbs. flat on a high priority basis was issued by the Deputy Controller, Stationery on the Titaghar Paper Mills Ltd. on 2nd January, 1960, the consignment was received here as late as on 23rd June, 1960. For future Censuses it is visualised that the difficulties experienced as a result of delayed supply of papers would be eased to a great extent and the authorities concerned would be more careful to meet the demand for Census Office on top priority so that the work relating to Census Operations which is required to be carried on according to a planned programme on all-India basis does not suffer in the least. A serious problem had to be faced in regard to storage of papers and stationery that we received from the Central Stationery Office due to acute shortage of accommodation. The space for the Census Office was 25′×14′ and owing to lack of accommodation elsewhere the consignment of paper received in June, 1960 had to be stored in the Census Office to the disadvantage of staff and smooth running of office work.

(*b*) It has already been acknowledged under item 'Office accommodation and equipment' that but for the active help and co-operation of Tripura Administration it would have been very difficult for the Census Office to start and complete preliminary arrangements for the first phase of Census Operations in time. Before receiving supply of typewriters and duplicator through the Central Stationery Office the machines of the Administration had to be used and this was possible for the advantageous position I was placed in due to my double assignment as Under Secretary of the Administration and the Central assignment as Superintendent of Census Operations.

(*c*) Till November, 1959 when the first instalment of office furniture was received, I had to utilise the furniture of the Statistical Department of Tripura Administration much to their disadvantage. Besides this, facilities for holding meetings or interviews at the Council Room of the Secretariat were availed of as and when required and the Census Office must be grateful to the Tripura Administration for their kindly affording all these facilities for efficient and smooth running of the Census Office work.

14. I was not required to supply any furniture and equipment to the Sub-Divisional Census Offices for Census work, and as a matter of fact, no separate clerical assistance was required to be given to the Sub-Divisional Census Officers till June, 1960 for Census work. The work in the Sub-Divisional Offices had to be carried on by the Sub-Divisional Census Officers with the help of their existing staff, although the work at Sub-Divisional level was of immense magnitude and I must express my gratitude to the officers and staff who helped me at the Sub-Divisional level in completing the Census Operations in Tripura as successfully as was expected by me. Even after the appointment of one Census Clerk in each Sub-Divisional Office in July, 1960 the existing furniture and equipment of those offices were utilised by the Sub-Divisional Census Officers ungrudgingly and as such no expenditure had to be incurred from the Census Budget towards purchase of furniture and equipment for that office. It was also not necessary to appoint any Peon for Census work in the Sub-Divisional Census Offices. The Sub-Divisional Census Officers were kind enough to carry on the work with the help of their existing Class IV employees at a great sacrifice and even sometimes to the detriment of their normal office work.

15. *Printing of Census Schedules their storage and distribution, printing of Schedules in different languages :*—According to the decision of the First Conference of State Superintendents of Census Operations, the Individual Census Slips, Household Schedules, Houselists and Instructions for filling up the Houselist and Instructions to Enumerators for filling up Individual Census Slips and Household Schedules had to be translated into regional language (Bengali in the case of Tripura) with the approval of the Registrar General, India and after approval, the Registrar General, India was kind enough to place indents for printing the requisite Schedules in Bengali at the Government of India Press, Calcutta. Indents for printing the booklets of instructions in Bengali for use of the Enumerators were placed by me with the same press through the Superintendent of Census Operations, West Bengal and Sikkim and altogether 14 reams of paper (26″×40″—46 Lbs.) were required for printing 4,700 booklets.

16. The population of Tripura as ascertained during the 1951 Census was 639,029 ; the indents for Individual Slips and Household Schedules were originally prepared on the basis of estimated population of 9 lakhs including wastage and according to this calculation the required number of Individual Slips, Schedules and Instructions were printed in the Government of India Press, Calcutta and taken delivery of at the appropriate time. But after the housenumbering and house-listing operation in November, 1960, it was found that the population of Tripura was estimated to be 11,19,753, *i.e.*, much higher than the estimate of 9 lakhs made by me at the time of placing indent for printing of Individual Slips, Household Schedules etc. So I was very much perturbed and had to face a great deal of difficulties to procure additional Individual Slips and Household Schedules to the extent of 2 lakhs at the last moment. The Government of India Press, Calcutta, who were approached for printing the additional Slips and Schedules required for Tripura did not give any ready response to my request and as a result I had to move the Registrar General, India who readily helped me by placing special indent with the Government of India Press, Calcutta with the direction that these additional Slips and Schedules should be supplied to me at any cost at least one month ahead of the crucial date of Census Operations so that I might be able to distribute the same to the enumerators stationed in the outlying places in time. But for this help from the Registrar General, India there would have been complete chaos in the arrangement of the Census Operations in Tripura. The Government of India Press, Calcutta also took great initiative and interest in the work and supplied the additional Slips and Schedules to me in time. I had to be put into such a situation at the eleventh hour only due to the low estimate of population which was made at the time of placing the requisite indents for printing and this was also due to the peculiar position of Tripura in respect of abnormal increase of population from 639,029 to 1,119,753 during the last decade. Normally such increase is not expected anywhere and when I prepared my preliminary estimate I took into consideration the influx of refugees in Tripura after the 1951 Census. But even then, I was misled in making the correct estimate as the influx of refugees was much more than what was estimated from the available records. The following statement shows the total number of Census Pads and Forms printed during the Census Operations.

(Printed in red ink) (Printed in black ink)

| Language | Household Schedules Pads of 10 Schedules. | Individual Slips Pads of 50 slips. | Houselist Forms (loose) | Household Schedules Pads of | | Individual Slips | |
|---|---|---|---|---|---|---|---|
| | | | | 50 Schedules | 25 Schedules | Pads of 100 slips | Pads of 25 slips |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| English . . . | 330 | 282 | 3,000 | 1,000 | — | 1,100 | 500 |
| Bengali . . . | 1,430 | 1,476 | 24,000 | 5,497 | 4,000 | 13,500 | 10,000 |

17. The Census Pads and Forms had to be consigned by the Press in instalments. But I had to face a great deal of trouble in respect of receiving these consignments also due to some misunderstanding on the part of the Press. Some consignments were booked to Kalkalighat inspite of definite instructions to book them either to Railway Out Agency, Agartala or by Air. Owing to difficulties in booking by rail the Officer on Special Duty, Tripura Administration, Calcutta sometimes had

to take local delivery of consignments of Pads and arrange to despatch them by air. Fortunately I was able to overcome all the transport difficulties which stood in the way of sending huge consignments of Census Pads and Schedules and ultimately received all my requirements by January, 1961.

18. There was a great problem for storage of Pads and Forms centrally at the office. The room in the Secretariat which was so kindly spared by Tripura Administration for Census Office was very inadequate for even the office staff. So the Census Pads and Forms had to be piled up in the office room much to the disadvantage of office work.

19. Schedule 3B shows the number of Forms and Pads issued to Sub-Divisional Census Offices and used by them. The English Forms and Pads were generally used in urban areas, but some English Forms and Pads were also used in the remote hilly Blocks of Kailashahar and Dharmanagar Sub-Divisions where the enumerators did not know Bengali and the Bengali Pads were used in all other rural areas. Although English Pads in urban areas were distributed in sufficient number so that there might not be any shortage of Pads under any conditions, it was found at the concluding stage of enumeration that some of the enumerators working within the Agartala Municipality required some more Pads to complete their work. But as the entire stock of reserve was exhausted by that time and there was no time to get more Pads from anywhere, the Supervisors concerned or the Charge Officer had to meet the demand by taking the unused ones from those who were in a position to spare ; Pads of Enumeration Slips in Bengali had also to be supplied to some enumerators to meet the last moment needs and the number of such slips would be about 300 only. It was found and I am rather constrained to mention that some of the enumerators misused some Forms and Pads through inadvertance, although they were sufficiently warned in various training classes.

20. It has already been stated above that arrangement for re-print of the Enumeration Schedules had to be made at the last moment for $2\frac{1}{2}$ lakhs of population. As a result of revision of delimitation of Census Units, it was found that there had been a considerable increase in the number of enumerators partly due to increase in population and partly due to scattered location of villages in the hills. So on the basis of indents from Sub-Divisions, 1,200 more copies, in addition to 2,000 copies, of the booklet containing instructions to enumerators had to be printed at the Government of India Press, Calcutta at the eleventh hour to cope with the additional demands for additional enumerators. As the training classes commenced before receipt of the additional supply, about 100 copies of the instructional booklet had to be cyclostyled and distributed to those who required them immediately in Agartala town. It was however possible to complete distribution of printed copies to all other places by the 3rd week of January, 1961.

21. *Printing of State Forms, Registers, Instructions, Posters, Publicity material, etc.*— Schedule 10 shows the Forms, etc., that were printed at the Local Administration Press. The undermentioned Forms, Registers and Instructional Manual were printed at the Administration Press free of cost :—

| | |
|---|---|
| 1. Extracts from the Houselist (in red and black ink). | (in English and Bengali) |
| 2. Houselist Abstract . . . | ,, |
| 3. Abstract of Household Schedules (in red and black ink). | ,, |
| 4. Village Note . . . . . | English |
| 5. Village Schedule for Rural Craft Survey. | ,, |
| 6. Household Schedule for Socio-Economic Survey. | ,, |
| 7. Village Schedule for Socio-Eonomic Survey. | ,, |
| 8. Lists of Scheduled Castes/Scheduled Tribes and Glossary of local names of different rights on land in Tripura. | ,, |
| 9. Abbreviations on pulp boards . | ,, |
| 10. Forms of letters of appointment of Enumerators, Supervisors and Charge Officers. | ,, |
| 11. Census Manual, 1961 . . . | ,, |
| 12. D.O. letter Forms . . . | ,, |

Thanks are due to the Local Press for their co-operation and promptness with which they did their part in connection with the above jobs.

All papers required for printing were supplied from the Census Office.

22. Posters and Brochures for publicity which were received abundantly from the Ministry of Information and Broadcasting were of immense benefit for educating and awakening the general public in the sphere of Census activities. All these publicity materials were distributed through the Sub-Divisional Census Officer/Charge Officer/ Circle Supervisors/Enumerators to the people even in the interior places and I have seen during my Census tours in the interior all these publicity materials pasted in prominent places of the villages such as School Houses, Library, Recreation Clubs,

Government Offices, Marketing Places, etc. and the Posters were found to be intact in many places even after the Census Operation in Tripura. The Publicity Brochures were published and printed so nicely that they attracted the attention of all literate people and they were so lucid and elaborate that at a mere glance to these Brochures the people were in a position to understand the procedure and the importance of Census. The editors of the local newspapers played a great role in giving wide publicity in respect of Census Operations in Tripura and I must be grateful to them for the act of kindness they showed to the Census Organisation freely, ungrudgingly and without any charge. In every issue of almost all the local newspapers some news items regarding Census used to be published by the respective editors and some of the editors were kind enough to grace the Census Organisation by publishing the Census news item which were given to them by the Census Organisation from time to time depicting the various phases of the work, progress achieved from time to time and the role the general public as well as the Census workers would have to play during Census Operations. The Cinema Slides which were prepared by us locally used to be exhibited by the cinema houses everywhere free of cost daily for a period of about three months till the Census Operation was over. Although they were business concerns they did not charge anything for exhibiting these slides considering the honorary nature of Census work all through.

23. The success of Census Operations depend on the co-operation of the people and the workers who are engaged in giving a shape to this gigantic task. There are also many technicalities involved in the matter apart from the tactfulness which the workers are expected to show to make the operation a success. So it was the first and foremost duty of the Census Organisation to train up the people as well as the workers in respect of the procedure of conducting the Census Operations and the implications involved in every questionnaire. The matter relating to the training of Census workers has been explained separately. But a special technique was adopted for training the people and the workers during the 1961 Census by way of tape-recording the entire procedure of Census Operation and the various implications involved in the various questionnaire apart from holding training classes for the workers. The tape-recordings were sent even to the remotest part of the Territory to exhibit to the people so that they can also be properly trained in the procedure for Census Operations in as much as how the question should be put to them and how their replies should be recorded and interpreted by the Census workers. These tape-recorders were of immense value to the public and they used to hear the procedure through these tape-recording with great interest. Apart from training the people these tape-recorders played a great role in respect of publicity of the Census work everywhere.

24. *Maps.*—As a part of preliminary arrangements in connection with the Census all Sub-Divisional Officers/Addl. Sub-Divisional Officers were approached in November, 1959 to make out 4 sets of Tehsil Maps in the scale of 1" to a mile. But as they had no stock of tracing paper in sufficient quantity, they were asked to prepare one set of Tehsil Maps and furnish them to this office. Arrangement for printing the remaining 3 sets of Tehsil Maps was made at the Office of the Superintendent of Surveys, Tripura Administration by posting a Tracer from Census Office to expedite the work and also by supplying necessary Ammonia paper for the purpose. The maps as collected from the Sub-Divisions were not in accordance with the instructions contained in Para 6 of Circular No. 1. So these maps had to be recast at the Office of the Superintendent of Surveys before printing. The work of printing was delayed for want of Ammonia paper which was supplied by the Central Stationery Office in February, 1960. The work relating to printing of notional maps showing the Census Divisions in Tehsils and in Wards of Towns was completed in April, 1960. In the Tehsil Maps the villages were indicated by village code number with a geometrical circle drawn around it in black ink. The Blocks and Circles were delimited in red and blue ink respectively. The Tehsil boundaries (termed as Charge boundaries) were shown in black ink. Of the four copies of maps, one copy was for Tehsil Office, one copy for the Sub-Divisional Office, one copy for the Census Office and the remaining copy for the Registrar General, India. The Ward Maps of towns were delimited into Blocks, and shown in the scale of 16" to a mile. Separate maps were not prepared for tea gardens and cantonment special charges. These maps had to be prepared for re-delimitation of Census Divisions such as Charges, Circles and Blocks.

25. *Urban classification.*—In 1951 Census no other place except Agartala town was treated as urban area. For purposes of 1961 Census, a town was defined as an area having a population of 5,000 or over, of which three-fourths should have non-agricultural livelihood. Due to heavy exodus of migrants from East Pakistan during the last decade, the population of some of the Sub-Divisional Headquarters had greatly increased. In the light of the above definition the following Sub-Divisional Headquarters, which satisfied the above criterion in respect of declaration of urban areas were declared as towns for purposes of 1961 Census with the approval of the Registrar

General, India and the Chief Commissioner, Tripura although they have no municipality :—

1. Dharmanagar.
2. Kailashahar.
3. Khowai.
4. Radhakishorepur.
5. Belonia.

A copy of the memo declaring the above mentioned places as towns is given in Appendix 12.

26. *Organisation of Census in urban areas.*—For the purpose of Census Operation each of the six towns of Tripura was treated as a separate Charge and each Town Charge was broken up into Wards/Circles and each Ward/Circle was further delimited into Blocks according to the criteria laid down in my Circular No. 1, dated the 3rd September, 1959—*vide* Para 49 where it has been quoted. Each Charge was under a Charge Officer, each Ward/Circle under a Supervisor and each Block under one or two—Enumerators according to the number of households under each Block. The respective Sub-Divisional/ Addl. Sub-Divisional Officers were in over all charge of the Town Charges also. The Blocks had to be re-delimitated after the Houselisting Operation on the basis of roughly 150 households or 600 population per Block and additional Enumerators had to be appointed during actual enumeration. The following Table shows the organisational strength in towns during Houselisting Operation and Enumeration :—

| Name of towns. | No. of Charge Officers. | No. of Supervisors @ 1 per Ward /Circle. | No. of Enumerator during | |
|---|---|---|---|---|
| | | | Houselisting | Enumeration |
| 1 | 2 | 3 | 4 | 5 |
| Agartala | 1 | 6 | 84 | 112 |
| Dharmanagar | 1 | 3 | 12 | 22 |
| Kailashahar | 1 | 1 | 5 | 11 |
| Khowai | 1 | 2 | 12 | 12 |
| Radhakishorepur | 1 | 2 | 9 | 14 |
| Belonia | 1 | 2 | 7 | 16 |

For each Block where Female Enumerators worked, one additional Enumerator was also put in for the smooth-running of enumeration work with the approval of Registrar General, India as a special case.

27. *Touring of Superintendent of Census Operations. Availability of Transport.*—For successful completion of a gigantic task like Census Operations, frequent touring by the Superintendent of Census Operations was of great importance. There are many things both administrative and procedural which can be solved by personal contact more conveniently with the officers placed in charge of Census work in the District/ Sub-Divisional levels. I was however greatly handicapped in this regard for want of adequate transport facilities. A request was made to the Registrar General, India for sanctioning a vehicle for my office in connection with the Census Operations as has been done in the case of other States, but the said request was turned down on the ground that no vehicle for Census work has been sanctioned for the Office of the Superintendent of Census Operations of Union Territories. He was however kind enough to request the Chief Commissioner to place a vehicle at the disposal of my office throughout the period of Census Operation. But unfortunately no vehicle was placed entirely at my disposal even during the peak period of field work. I was however directed by the Chief Secretary to furnish my advance tour programme to him so that he might be able to place a vehicle for performance of my journey during tour and accordingly I had to submit my tour programme in advance whenever a vehicle was required and he was kind enough to provide me with necessary vehicular assistance on receipt of my advance tour programme. But in this connection I cannot but mention that the procedure of submitting advance tour programme for the period in question put me to a great difficulty specially in respect of my tour in the interior. As a matter of fact it is not always possible to undertake tour according to advance tour programme. Sometimes, due to urgency of work, I had to undertake tour without submitting advance tour programme as is normally required by almost all executive officers and in such cases I had to

procure vehicle by personal efforts from other offices with great difficulty. If a car was exclusively placed under me in connection with the Census Operations I could have shown better result, although I have spared no pains to get as good a result as possible by my personal efforts even to the strain of my nerves. In the neighbouring Union Territory of Manipur the Superintendent of Census Operations got a vehicle from the Manipur Administration exclusively for his use during the period of Census Operations. Apart from the question of tour, I had to experience great trouble in respect of despatch of various Forms, Schedules, etc., to the Census workers placed in the interior through the Sub-Divisional Officers by hiring private transport.

28. An Abstract of tours undertaken by me during Census Operations is shown in Schedule 9. This Abstract is not exhaustive in as much as it does not show the extensive tours undertaken in Government jeep during Houselisting and Enumeration period in the outskirts of the District/Sub-Divisional Headquarters within a radious of 5 miles. It would however be seen from the Abstract that I had to tour 25 days during June to October, 1960 for training of Census staff and supervision of work in connection with the Housenumbering and Houselisting Operation and 31 days during December to March, 1961 for training and supervision in connection with the enumeration.

29. At present all the Sub-Divisions of Tripura are connected by jeepable roads and a good number of roads have also been constructed connecting the main road with the interior areas. The number of jeeps in the Secretariat Pool of Tripura Administration was also not adequate even to cater the needs of their own officers for tours on Government duties. There was also no scheduled motor service in Tripura. Hireable jeeps were also not available always on demand even on payment of exorbitant charge. Although the number of vehicles in the Secretariat Pool was inadequate, the Administration was kind enough to provide as much help as possible in respect of transport facilities and I must be grateful to them for whatever assistance they have rendered in this respect during Census Operations.

30. I must also express my gratefulness to the Officers of the Tripura Administration specially to the Zonal Sub-Divisional Officer, Sadar, the Director of Rehabilitation and the Public Relation Officer who rendered special assistance by providing their jeeps for Census work, whenever possible.

31. *Tour of other officers connected with Census and the payment of Travelling Allowance.*— The Sub-Divisional/Addl. Sub-Divisional Officers who were in charge of the Census Operations in their respective Sub-Divisions had also to undertake extensive tours within their respective areas for making the Census a success and as they were working as Sub-Divisional/Addl. Sub-Divisional Census Officers in addition to their normal duties, all expenses on their Travelling Allowance were borne by the Tripura Administration. Out of the 10 Sub-Divisional/Addl. Sub-Divisional Officers only 4 Zonal Sub-Divisional Officers were provided with jeeps by the Administration and they utilised their jeeps in connection with their Census work also. The other Census Officers required vehicular assistance as well as elephants for their conveyance on hire basis for effective supervision of Census work and training of Census staff. But the local condition in the Sub-Divisions was such that it was not always possible to get any vehicle on hire as and when required and in case of necessity vehicles had to be hired at an exorbitant rate sufficiently in advance and as such the officers concerned sometimes had to face difficulties in performing their Census duties efficiently, although they spared no pains to do their duties as efficiently as possible and I must be grateful to all of them for the help they have rendered in connection with the Census Operations even sometimes to the detriment to their normal work and health. Without their whole-hearted co-operation and assistance it would have been quite impossible to achieve the desired success in conducting the Census Operations in Tripura. The Addl. Sub-Divisional Officer, Amarpur requested for some help in respect of hiring of a jeep from Agartala for his journey to the interior places in connection with the Census Operations. But all my efforts in this regard failed as no vehicle owner was agreeable to go with their vehicles to that part of the Territory from Agartala and as a result the officer had to undertake tour in the interior mostly on foot and occasionally by the Government elephant. Addl. Sub-Divisional Officer, Sonamura also utilised the elephant of the Forest Department whenever available for touring in the interior. A jeep was hired by him locally for supervision of work in those places which were connected by jeepable road. The Addl. Sub-Divisional Officer, Belonia and Sabroom also hired jeeps for their Census tour during enumeration period. Total expenditure on account of hiring of jeeps by the above mentioned officers came to Rs. 1,074.75 nP. only and this expenditure had to be met against the provision under Census Budget as the tours undertaken by them were exclusively in connection with their Census duties. The other Sub-Divisional Officers had to avail themselves of the jeeps placed at their disposal by the Administration, whenever these were available. The other supervising officers appointed in connection with the Census Operations were the Charge

Officers and Circle Supervisors and for supervision of their work in their respective Charges/Circles they had to tour mostly on foot, although occasionally they took the help of public conveyance and I was not required to pay anything towards their Travelling Allowance as they used to combine their Census tours along with their normal duties and the Administration/Tripura Territorial Council were kind enough to make payment of all expenses towards their tour.

32. *Any special administrative or other difficulties.*—Great difficulties were experienced in filling up the technical posts of Statistical Assistants, Tabulation Officer and Stenographer for the Census Office. Inspite of special efforts made for manning the aforesaid posts even from the date when the posts were sanctioned, only one Statistical Assistant was available as late as in March, 1960 and the other in November, 1960 after repeated advertisements in the local and outside news-papers. At the initial stage efforts were made to secure the services of an experienced Deputy Director of Statistics of the Government of West Bengal for the post of Tabulation Officer on re-employment basis, but the efforts did not ultimately materialise, because the Registrar General, India did not agree to his re-employment under me as his pre-retirement pay was more than what I was drawing at that time. The post of Tabulation Officer was however filled in thereafter by a direct recruit in January, 1961, but the post of Stenographer remained vacant for a long time till October, 1961 for want of a suitable candidate. As a result the work in my Census Office had to suffer to a great extent for want of suitable staff and the entire burden and responsibility of a gigantic task like the Census Operations had to be shouldered by me as well as the skeleton staff which I was in a position to engage for quite a long time and I was greatly handicapped in respect of technical help for want of technical staff.

33. Before starting the work relating to House-numbering and Houselisting Operation in the month of September, 1960 throughout the Territory the staff required for the purpose was appointed in consultation with the Sub-Divisional/Addl. Sub-Divisional Census Officers. As the staff concerned had to be appointed very hurriedly it was not possible for me to take approval of the respective Departments to which they belonged, for their appointment in connection with the Census Operation in honorary capacity. The Sub-Divisional/Addl. Sub-Divisional Officers, of course, consulted the respective Departments/Offices as far as possible, but when the actual work started and was in progress, there were some cases in which the respective Heads of Departments/Officers were not inclined to spare their staff for Census work in addition to their own duties and as a matter of fact there were some withdrawals of enumeration staff during the progress of work by some Heads of Departments/Officers for implementation of their plan-schemes and for in-service training. Some of the staff have to be withdrawn on medical ground also. All these troubles were however tackled, although at great strain after recruiting substitutes as promtly as possible so that the work might not suffer at the least. Some of the Heads of Departments/Officers had gone to the extent of asking their employees not to undertake the Census work mainly because of the fact that they were appointed without their concurrence, but fortunately I was successful in convincing them at last about the importance of the Census work.

34. During enumeration period also I had meet such casulties at the outset, but fortunately I got the whole-hearted co-operation of all concerned at last. When the field work in connection with the actual enumeration was in progress, the Sub-Divisional Census Officer, Khowai, as ill luck would have it, fell ill and a special care had to be taken in supervising the enumeration work in Khowai Sub-Division personally by repeated visits and contacts with the In-charge Sub-Divisional Officer without whose help and co-operation the Census work at Khowai might have been at jeopardy.

35. *Publication by the State Government in the State Gazette of Census Programme, Questionnaire and Instructions. Any difficulties or problems.*—As the Chief Commissioner, Tripura was not vested with the powers of the State Government under the Census Act by the Government of India and some difficulties were envisaged for want of these powers, I had to take up with the Registrar General, India the question of vesting this power to the Chief Commissioner and the Government of India readily vested the said power to the Chief Commissioner in Ministry of Home Affairs, Notification No. 2/1/60-Judl. II, dated the 20th April, 1960—*Vide* Appendix 1-A. Those notifications which were expressly required to be published under the various provisions of the Census Act, were published by the Tripura Administration in their Official Gazette and as provided in Section 8 of the Act, the Census Questionnaire *viz.* Houselist, Household Schedule and Individual Slips were also published in the Tripura Gazette in an extraordinary issue, dated the 15th September, 1960 *vide* Appendix—1-C. The reference date for 1961 Census was notified by the Government of India in their Gazette in Ministry of Home Affairs Notification No. 2/115/59-Pub. I, dated the 5th December, 1959 The booklets containing the instructions for filling up the Houselist and for Enumeration

Slips or the Circulars and Memos issued from the Census Office from time to time were not published in the Official Gazette of Tripura, because there was no such provision for such publication according to the Census Act. No difficulties were experienced in publishing the various statutory notifications in the Tripura Gazette as required under the Census Act and whole-hearted co-operation was always received from the Tripura Administration Press in this respect.

36. *Accounts—Budget.*—Schedule 2 gives the final grant for 1959-60 and 1960-61 and the actual expenditure incurred during the two years. The actual expenditure in 1959-60 was Rs. 6,260.50 nP. against the provision of Rs. 7,400 and in 1960-61 Rs. 74,208 against provision of Rs. 76,550.

37. There was no budget grant for 1959-60 in the beginning. As the appointment of the Superintendent of Census Operations was finalised only a few days before the First Conference of the Superintendents of Census Operations held in Delhi, an estimate was prepared in the form of revised estimates on the lines of instructions contained in Registrar General, India's D.O. No. 14/1/59-RG, dated the 18th August, 1959 and was finalised during the Conference. The conclusions arrived at the Conference on some of the items including enumeration expenditure had to be kept in view in the preparation of the budget for 1960-61. Necessary provision was made in the revised estimate for 1960-61 and budget estimate for 1961-62 for cost of implementing Government's decisions on the Pay Commissions' Report. It has been experienced that the Census establishment being of a temporary nature, experienced candidates were not attracted and even those who were recruited fresh from schools and colleges used their present employment in Census as the stepping stone for securing other jobs elsewhere. Although the problem for accommodation and housing has been acute, no houserent allowance was admissible to employees stationed in Tripura.

38. *Accounts rules.*—The expenditure on Census was regulated by the powers delegated to the Superintendent of Census Operations and the powers invested in the Delegation of Financial Powers Rules, 1958 as also the General Financial Rules wherever applicable. The accounts were maintained as required by the Account Code. No expenditure was incurred till the end of September, 1959. The Account classification of heads according to major, minor and detailed heads was already available in August, 1959, that is, before preparation of the estimates for 1959-60. I was declared Head of Office in Registrar General, India's Letter No. 3/55/59-RG, dated the 15th October, 1959, an extract from which is quoted below :—

"In exercise of powers conferred by Rule 2(e) of the Delegation of Financial Powers Rules, 1959, and under Para. 3 of G.F.R. Volume I, I declare you to be the Head of Office in respect of Census Office established in Tripura in connection with the 1961 Census".

39. No local audit was conducted during the period under review nor was there any audit objection in respect of any expenditure except some correspondence asking for clarification and information where necessary. No half margin memo was received in 1959-60 from Accountant General, Shillong. Only 2 such memos were received in 1960-61 for furnishing further information and no reply remained outstanding.

40. It should be placed on record that after repeated efforts made to procure all kinds of Bill Forms and Registers from the Manager of Forms, Calcutta, it was possible to get some Cash Books, Contingent Registers and a few Contingent Bill Forms only in 1960. But for the nursing care extended by the Administration from the very inception of this office in supplying all Forms and Registers it would have been impracticable for this office to maintain its efficiency to the satisfaction of the audit.

41. *Method of keeping Census Accounts.*—Schedule 7 includes the files and registers maintained in connection with Census accounts during the respective period. As has already been stated, the method of keeping Census accounts was in accordance with the requirement of the provision of the Account Code, G.F.R. and relevant instructions of the Government of India issued from time to time.

The bills, though they were comparatively larger in number than in amounts involved, and the monthly transactions did not satisfactorily justify sanction of a cash handling allowance, were dealt with by one clerk along with the work of handling cash. Payments to parties outside Tripura were generally made in State Bank of India Drafts. In cases of any big payment to local parties, they were authorised to receive payment direct from the Treasury.

42. For payment of bills to Sub-Divisional Census establishments and enumeration staff, the procedure was that all such bills were initially prepared in duplicate and sent to this Office duly certified by the Sub-Divisional/Addl. Sub-Divisional Officer concerned as to their admissibility. After necessary scrutiny I passed the bills for payment to and disbursement by the Sub-Divisional/Addl. Sub-Divisional Officer con-

cerned who after disbursement, furnished the necessary acquittance to Census Office in token of the payment made. This procedure was adopted as the Sub-Divisional/Addl. Sub-Divisional Officers were not declared Heads of Offices in respect of the expenditure under 47-Misc.-Census and moreover, it was considered necessary to maintain a centralised accounts in this Office and not to overburden any Sub-Divisional Office each of which was running with one clerk only.

43. *Financial Powers.*—The Registrar General, India in his Letter No. 3/113/59-RG, dated the 12th November, 1959 communicated that the Superintendent of Census Operations, Tripura would exercise the financial powers delegated to the Provincial Census Superintendents in the Government of India, Ministry of Home Affairs letter-No. 2/12/49-Public, dated the 1st November, 1949. The powers with regard to purchase of books and newspapers were enhanced *vide* Ministry of Home Affairs letter No. 2/16/59-Pub. I, dated the 13th February, 1960. The power regarding expenditure on light refreshments at meetings and conferences was enhanced to Rs. 200 per annum *vide* Registrar General, India's letter. No. 4/36/58-RG, dated the 14th January, 1960. The power of appointment to posts carrying pay or scale upto Rs. 100 was initially delegated to me, but this was subsequently raised to Rs. 160 p.m. *vide* Ministry of Home Affairs letter No. 2/150/60-Pub. I, dated the 7th November, 1960. The power to sanction the grant of recurring and non-recurring honoraria upto a limit of Rs.100 in each case other than a Government servant of Superintendent of Census Operations' Office for work done in connection with 1961 Census Operations was also delegated in the Ministry of Home Affairs letter No. F. 2/16/59-Pub. I, dated the 22nd December, 1959. Power to make local purchase of stationery stores upto Rs. 500 per annum was delegated in Ministry of Home Affairs O.M. No. 12 (76)-E. II (A)/60, dated the 6th August, 1960.

Regarding execution of printing work of State Census Superintendents in connection with the 1961 Census, the Assistant Controller of Printing, Government of India, Printing and Stationery Department, New Delhi communicated to the Deputy · Registrar General, India in his office No. 8/8/59-P/17416-P, dated the 18th December, 1959 that the Superintendent of Census Operations had been authorised to get their printing work required for Office purposes *e.g.*, printing of Circular Letter, Instructions, etc., done through State Government Presses free of cost.

A Schedule of all sanctions accorded by the Census Office in exercise of the financial powers delegated to me was furnished to the Registrar General, India every month since the inception of the office.

44. *Permanent Advance.*—Under Para. 132 (ii) of the G.F.R., Vol. I, a permanent advance of Rs. 50 for the office was sanctioned in Registrar General, India's letter No. 3/2/59-RG, dated the 25th February, 1960. The authority for drawal of this permanent advance was issued by Accountant General, Assam on his office No. Ln/1-2/59-60/3175, dated the 24th March, 1960. The permanent advance was first drawn in April 1960 and this helped the office in meeting day to day contingent expenditure of petty nature.

45. *Miscellaneous.*—(*a*) In December, 1959, two telephones—one in the office and the other at my residence were installed.

(*b*) A telegraphic Code—'Census' Agartala was registered on 5.12.59 subject to renewal from year to year.

(*c*) The Census records in the Sub-Divisional Offices have been preserved.

(*d*) No holidays were declared for the period of revisional rounds of 1961 Census. The total number of closed holidays to be observed for 1960 and subsequent years was restricted to sixteen in a year. In addition, each employee was permitted to avail himself of any two holidays chosen by him out of the restricted holidays. In preparing the lists of holidays for 1960 and 1961 the instructions contained in Registrar General, India's letter No. 2/165/58-RG, dated the 9th January, 1960 were kept in view. From January, 1960, the office hours on all Saturdays other than the last Saturday in the month were as on other week days, the last Saturday remaining closed. The second Saturday was however being observed as closed day from June,1960 according to the orders of Government of India. As the Treasuries in Tripura remained closed for the first four days of October, 1960, on account of Durga Puja, etc., the pay and allowances of the non-gazetted Central Government servants working in establishments in Tripura were drawn and disbursed on the last working day of the Treasuries in September, 1960 in terms of rule 219(1) of the Central Treasury Rules—*vide* Government of India, Ministry of Finance O.M. No. F. 12(1)B/60, dated the 17th September, 1960.

(*e*) After my return from attending the First Conference of the States Superintendents of Census Operations held in Delhi, I convened a Conference of all the Sub-Divisional/Addl. Sub-Divisional Officers with the approval of the Chief Commissioner for a period of three days from 18th April, 1960 to 20th April, 1960. The

proceedings of this Conference is at Appendix 13. It was decided that the Chief Commissioner would kindly inaugurate the Conference, but as he was out on tour due to some important work the Conference was inaugurated by the Chief Secretary, Tripura Administration. The main purpose for calling this Conference was to impress on the Sub-Divisional/Addl. Sub-Divisional Officers the need for giving priority to Census work and to explain the programme and procedure of the Census Operations. The Chief Secretary while inaugurating the Conference stressed on the importance of the coming Census Operations and requested all concerned to give top priority to Census work which was of national importance. Various stages of the Census Operations, the programme and procedure were also fully discussed at the Conference and all aspects and problems of the Census Operations were explained by me to the Sub-Divisional/Addl. Sub-Divisional Officers. After conclusion of the Conference the Chief Commissioner on return from tour was kind enough to deliver a speech to the Sub-Divisional/Addl. Sub-Divisional Officers explaining the importance of the Census Operations and requested them to try their very best to make the Census Operations a success at any cost.

(*f*) The Census workers were appointed to perform their Census duties in addition to their normal duties and they were instructed to perform their Census duties ordinarily in the morning and afternoon. But as the work load was too heavy to complete within the stipulated period it was found necessary to give some concession to the Census workers in so far as their attendance to Offices/Institutions and period of normal duties were concerned. All the Departments of the Administration and the Tripura Territorial Council issued instructions to their subordinate offices to grant the following concessions to the Census workers at my request :

(I) Those who were required to attend their normal duties in the morning were allowed to leave Offices/Institutions after recording their attendance on the days they actually worked in the field in connection with the Census or some relaxation in respect of attendance to their normal duties were allowed.

(II) Those who were required to attend their normal duties from 9-30 a.m. to 4-30 p.m. were allowed to attend the Offices/Institutions 2-3 hours later and they were also allowed to leave Offices/Institutions earlier.

(III) The period in which the Census workers were required to attend training classes were also treated as on duty.

46. *Census publicity.*—(*a*) *Press :*—I have already discussed about the programme and importance of Census Publicity. Census publicity through local papers was a very important feature of 1961 Census in Tripura. The index in Appendix 5 indicates the various Press Notes, Press Reports, editorials and articles through which attention of the public was invited at different stages of the Census Operations. Publicity through Press was carried on through the District Publicity Officer free of cost. Specially Press Note and news items used to be prepared by the Census Office periodically depicting the various phases of Census work and inviting public co-operation to be extended to the Census workers; sometimes the technique of questioning the people by the Census workers and giving replies by the people and other problems that might arise at the time of field work were explained and discussed in the various news items and Press Notes. The editors of the local papers used to take keen interest in publishing the Census Press Notes and the news items free of cost ungrudgingly.

(*b*) *Posters from Centre and local :*—

Appendix 6 shows the distribution of posters received from the Centre. The posters were indented from the Centre in English, Bengali and Hindi to cater the needs of the people. The posters were distributed through the Sub-Divisional Census Officers/Addl. Sub-Divisional Census Officers, Charge Officers, Circle Supervisors and Enumerators to their respective areas. The Poster in English were displayed mostly in towns and suburbs and those in Hindi were mostly displayed in towns and tea garden areas where there was concentration of Hindi speaking people. The Posters in Bengali were distributed throughout the Territory.

(*c*) *Press Conference :*—

Altogether two Press Conferences were held by me one in July, 1960 about the Census Programme, Training of Census staff in House-numbering and Houselisting and the other in November, 1960 just after completion of Houselisting Operation about the Houselisting population and preparation for the next phase of enumeration programme. Another Press Conference was held by the Registrar General, India when he visited Tripura in the month of February, 1961. The District Publicity Officer who used to grace the Conference by his presence on our request always helped us by publishing the Press Notes of these Conferences in all the local papers of Tripura. These Conferences produced a very good result and the local newspapers resumed publishing all the Census Slogans till the end of February, 1961 which were prepared

by the Census Office in Bengali. These Census slogans have been shown in Appendix 4.

(*d*) *Film :*—Seven copies of the film—' National Roll Call ' in Bengali (of 16 MM size and in 2 reels) were received on 2nd January, 1961. One copy of the film was distributed to the Addl. Sub-Divisional Officer, Dharmanagar and another copy to the Director of Education for exhibition of the same. The remaining five copies were distributed to the District Publicity Officer who made supplementary programmes for exhibition the films through the publicity units. Appendix 7 shows the places covered by the District Publicity Officer, Addl. Sub-Divisional Officer, Dharmanagar, and the Publicity Organiser, Five Year Plan Publicity Unit by screening the film and holding meetings. The District Publicity Officer provided the Principal, Janata College, Principal Officer, Education, Tripura Territorial Council, Principal Officer, Health, Tripura Territorial Council; Director of Industries and Project Executive Officer, Amarpur each with a film for exhibition at the institutions under them. Thanks are due to these officers for the co-operation, they extended to make wide publicity through film within the short time available. Though seven copies of the film were received by me at the beginning of January, 1961, the Publicity Organiser had already received one film earlier and commenced screening of the same from the beginning of October, 1960. Copies of programmes for the film-shows were sent in advance to the respective Sub-Divisional Officers/ Addl. Sub-Divisional Officers who used to give publicity in time at those places and in the neighbourhoods about the film-shows as per programme so that there may be appreciable gathering on each day of the show. The result everywhere was very satisfactory. Apart from the above films all the 3 Cinema Houses of Agartala were also provided with Census film ' National Roll Call ' in English and they used to exhibit the film everyday for a period of 2 months approximately before commencing their own shows.

(*e*) *Leaflets, Brochures, Pamphlets :*—

Appendix 6A shows the number of publicity Brochures received from the Ministry of Information and Broadcasting in English, Bengali and Hindi and the number distributed through the Sub-Divisional Officer, Tripura Territorial Council and the Units of the District Publicity Office for ultimate distribution of the same to prominent persons in the localities.

(*f*) *Lantern Slides :*—Apart from the elaborate arrangements made for Census Publicity as mentioned earlier, altogether 10 tri-coloured slides—3 in English and 7 in Bengali were prepared at a cost of Rs. 110 only for exhibition in all the Cinema Houses of Agartala as well as outlying Sub-Divisions. The painting in the English Slides was ' Census helps them all ' and that in the Bengali Slides was ' 1961 Census vital to the Individual as well as the Nation and co-operation solicited to make it a success '.

(*g*) *Publicity for Houselisting and Enumeration :*—

News items were published periodically in all the local papers stressing the importance of the Census, the confidential nature of Census Records, the necessity for maintaining house number permanently, obligation of the the citizens and the Questionnaire which would be put to them in connection with the Houselisting and Census Enumeration. The Census Cartoons which were prepared depicting the various phases of work and the days by which each phase of work should be completed was published in almost all the local papers and the Gazette of the Tripura Administration. These Cartoons were prepared with a view to keeping track to the various phases of Census work and to finish all items of work within the scheduled date. It was also intended by these Cartoons to awaken the people about the various phases of Census work and the dates by which each phase of work should be completed so that the people can afford ready help to the Census workers to complete their respective assignments within the scheduled date.

(*h*) *Census advertisements and cartoons :*—As already mentioned Appendix 5 contains the details of Census Advertisements issued through local papers from time to time. It was not considered necessary to publish any Cartoon officially in any local paper in view of the cost involved in this, but the local weekly ' Sevak ' published a few Cartoons in some of its issues free of any charges to the Census Organisation and the Cartoons published were very wonderful.

(*i*) *Messages :*—Apart from the various appeals made by Administration and the Census Office to the people and the employees of Tripura through news items and Circular Letters, Shri N. M. Patnaik, Chief Commissioner, Tripura was kind enough to broadcast a message in Bengali through the All India Radio, Calcutta on 10th February, 1961 requesting the citizens and the Census workers to extend their whole-hearted co-operation to Census work and to make the Census a success in all respects. This message of Chief Commissioner was published in almost all the local papers free of cost. On the successful completion of the Census Operations in Tripura, Shri A. Mitra, I.C.S., Registrar General,

India sent a message of thanks to the Chief Commissioner and the other officers of the Tripura Administration for all the co-operation and nursing care extended to the Census Organisation in completing the Census successfully. The said message was communicated by the Census Office to all concerned. The wide publicity regarding the message which was scheduled to be broadcast by the Registrar General, India on the 4th February, 1961 at 8-45 p.m. from the All India Radio, Delhi station was widely circulated so that the listeners could reap the benefit of this in time.

A talk in Bengali given by me on the eve of the Census Enumeration emphasising the necessity and importance of the Census Operations, arrangements made, the various questionnaires that would be put by the Census Enumerators in every household and their implications, the duties of citizens and the obligations of the Government and the citizens under the law, was on the air through the All India Radio, Calcutta. This talk also appeared in almost all the local news papers.

The massages mentioned above no doubt paved the way to smooth running of the Census Enumeration.

*(j) Suggestions for improvement and re-arrangement of programme in future :—*

It is visualised that during the next decade, the territory of Tripura would witness successful completion of the third and the fourth plan period in all spheres. The system of communication by then would considerably expand and improve in the interior, rural electricity schemes, will be implemented, literacy will increase under compulsory primary education scheme, economic activity of people will be geared up by a net work of co-operative societies and Village Panchayets might be working satisfactorily. The local Presses are expected to improve a lot and the Units of the District Publicity Office expanded to cover up the remotest corner of Tripura. A radio station of the All India Radio may also be working by them. In this background which it is expected to exist, it should be possible during the next Census to take up an elaborate publicity programme, through the Press, Radio, Film and Publicity Booklets. It should also be possible for the Census Organisation to have a Campaign Officer right from the beginning of the preliminary arrangements for purposes of publicity campaign exclusively. The necessity for such an officer was keenly felt at every stage specially in the interior places where the light of modern times had not reached as yet.

## CHAPTER II

### ENUMERATION

47. *Introduction.*—The 1961 Census of Tripura was very important. As a result of partition of the country, there had been constant immigration of people into Tripura from East Pakistan during the decade after the 1951 Census. The population of the Territory and Agartala town was nothing but anybody's guess. Even the schemes of the Administration were prepared initially on the basis of a population of 9 lakhs or so and according to some the population of Agartala was estimated to be one lakh. In the circumstances, a Census of the people of Tripura had to be taken with utmost accuracy and care. Actually preliminary arrangements for Census Enumeration were also made on the basis of 9 lakhs population and all Forms and Census Schedules were printed accordingly but when the Houselist Population was found to be 11,19,753 it was necessary to get the additional Forms and Schedules printed within a very short time and with great strain. Similarly, delimitation of Blocks had to be revised and additional enumerators appointed at the last moment. In the normal course prior approval of Heads of Departments in regard to appointment of staff for enumeration work was obtained as far as possible. But at the time of appointing additional enumerators at the eleventh hour it was not possible for the Sub-Divisional Officers to take prior approval of the Heads of Departments concerned. As a result, some Heads of Departments raised objection to the appointment of their staff for Census work without their prior consent, but the Administration appreciated our difficulties and the Chief Secretary was very kind to issue a memorandum to all Heads of Departments/ Offices and the Chief Executive Officer, Tripura Territorial Council in his office No. F.14(1)-GA/59, dated the 19th January, 1961 requesting them to extend all possible help and co-operation to the Census Organisation so as to make the Census in Tripura a complete success. The text of the memorandum is quoted below :—

"The Census Operations in Tripura as in the rest of the country will commence on the 10th February, 1961 and end on the sun-rise of the 1st March, 1961. It will be followed by a revisional period of five days from 1st March, 1961. It is our bounden duty to make the Census a success. All preliminary arrangements in connection with this are on the way of being completed within a few days.

2. In 1951 Census the population of Tripura was 6,39,029. Arrangements for conducting the 1961 Census were made on the basis of an estimated population of 9,00,000, after taking into account the influx of refugees as well as the normal increase of population since the last Census. But after the Houselisting and Housenumbering Operation in October, 1960, the population of Tripura as on 30th October, 1960, was estimated to be 11,19,753. This has necessitated the appointment of additional enumeration staff hurriedly from Offices/Institutions under the Tripura Administration and the Tripura Territorial Council. In some places appointment of enumeration staff has had to be made from amongst the public also because Government Officials were not available. Due to the urgency of the matter, it was not possible in all cases for the Census Organisation to consult the respective Heads of Departments/Offices before appointing additional staff from their Offices/Institutions. Be that as it may, the staff concerned have been appointed for a national cause for discharging honorary duties during the period of enumeration under the provisions of the Census Act and they will have to do their Census duties ungrudgingly to make the Census a success.

3. All Heads of Departments/Offices and the Chief Executive Officer, Tripura Territorial Council are requested kindly to explain once again the importance of the Census Operations to their staff engaged for the Census Operations and instruct them to accord priority to their Census duties and complete their work within scheduled time. During the period of their employment in connection with the Census Operations they will be required to be given some relief in their normal work according to the exigencies of Census work as already mentioned in Chief Commissioner's Demi-Official letter No. F.14(1)-GA/59, dated the 27th May, 1960, addressed to all Heads of Departments/Offices including the Chairman, Tripura Territorial Council. In any case the Census Operations will have to be completed successfully within the scheduled time.

4. The Heads of Departments/Offices and Chief Executive Officer, Tripura Territorial Council are requested once again to extend all possible help and co-operation to the Census Organisation, to make the Census in Tripura a complete success."

Inspite of the last moment difficulties in getting the additional Forms and Schedules it was possible

to overcome the difficulty and keeping sufficient staff in reserve to cover up any vacancy which might arise anywhere and also to provide each of them with sufficient number of Pads and other Forms.

48. *Census Programme.*—The programme in accordance with which the preparations for holding Census in the Sub-Divisions of Tripura were to be carried on was issued in memo. No. F.1(34)-CO/60, dated the 4th March, 1960 *vide* Appendix 14 and was circulated to all the Departments/Heads of Departments/Offices of the Administration and the Tripura Territorial Council. Although according to the programme the matter relating to preparation of tentative delimitation of Census Divisions and compilation of Tehsil Maps was due to be completed by February, 1960, it took two more months in completing the same for reasons beyond control. By end of December, 1959 some of the Sub-Divisional Officers furnished the required lists and maps but these were to be returned to them for effecting necessary corrections and modifications, while others could not by then manage to furnish the same in the midst of their multifarious work. On my request the District Magistrate & Collector, issued a Demi-Official letter to all Sub-Divisional Officers/Additional Sub-Divisional Officers/ Block Development Officers/Project Executive Officers in his office No. DM/GL/III-C/60, dated February, 1960, an extract from which is given below :

"2. I am happy to learn that you have already undertaken the preliminary work regarding preparation of Village Lists, Maps, delimitation of Census Charges and preparation of staff list etc. and most of you have been able to furnish the complete material to the Superintendent of Census Operations, Tripura. I hope, those of you who are still lagging behind will also be able to expedite the work.

3. The Chief Commissioner in his Memo. No. F.14(1)-GA/59, dated the 14th August, 1959, emphasised the need for help and co-operation of all concerned in connection with the Census Operations in which you will play an important role to make it a success. It is my earnest desire, therefore, that you will personally take a lively interest in the Census work so that you are able to do full justice to the task ahead and made the Census a success, as in previous Census.

4. I appreciate that you are in the midst of multifarious work and yet I have reasons to believe that you will be able to gear it up so that you can complete all phases of Census work in time in conformity with All India Calendar....."

In my Circular No. 2, dated the 16th March, 1960, I also wrote to them as follows :

" Although we are behind schedule in some respects and the first phase of the work had to be delayed to some extent for reasons beyond our control, it will not be difficult, I hope, to keep pace with the All India Calendar in respect of the remaining phases of the Census Operations in Tripura, and with your kind co-operation we shall be able to complete all the stages of Census work in time as shown in the Census Calendar circulated to you already ".

These proved effective in expediting the Census work at Sub-Divisional level before appointment of Census Clerks.

Despatches of Census Forms and Instruction Booklets from the Government of India Press, Calcutta started in instalments from March, 1960 and continued upto January, 1961.

The other phases of Census Operations were completed according to the programme.

49. *The First Circulars and tours.*—After issue of first memorandum by the Chief Commissioner on the 14th August, 1959 to all Departments/ Heads of Departments/Offices, introducing therein the Census, the Superintendent of Census Operations and also delineating the administrative channel through which the Census Operations should be conducted, the Registrar General, India sent the following message to me on the 28th August, 1959 :—

" Please convey to the Chief Commissioner my obligations for the issue of the welcome Circular which will help you in your task. "

In pursuance of the decision of the Chief Commissioner contained in the above-mentioned memorandum that the 1961 Census would be conducted in Tripura by the Superintendent of Census Operations directly with the help of the Sub-Divisional Officers/Additional Sub-Divisional Officers as in the last Census and that they would act as Sub-Divisional Census Officers under the Census Act, Circular No. 1 was issued by the Census Office on the 3rd September, 1959, explaining therein the necessity and urgency of completing the preliminary arrangements which consisted of :

(*a*) classification of Rural and Urban areas,

(*b*) formation of Charges, Circles and Blocks,

(*c*) preparation of Tehsil/Town/Village, maps,

(*d*) Housenumbering and Houselisting,

and also indicating therein the manner in which

all these works should be completed. The full text of this Circular is quoted below :

" I am to inform you that the next decennial Census will be held during February-March, 1961. The reference date will be the 1st of March, 1961. It has already been decided by the Chief Commissioner that the 1961 Census Operations in Tripura will be conducted by me directly with your help as in last Census and you will act as Sub-Divisional Census Officers under the Census Act. The orders issued by the Chief Commissioner in this respect have already been communicated to you by him separately. Although the next Census will be held during February-March, 1961, it is necessary to begin and complete all preliminary arrangements for conducting the Census without losing any more time. The preliminary arrangements in other States have either been completed or on the way of being completed very shortly. But we are lagging behind in this respect, due to some reasons beyond our control. It would, therefore, be our best endeavour to take up the work now in right earnest and complete all preliminary arrangements in connection with the next Census at an early date. The preliminary arrangements mainly consist of Housenumbering, preparation of Houselist, preparation of Tehsil, Village and Town Maps, demarcation of Urban and Rural areas in Sub-Division, formation of Charges, Circles and Blocks, setting up of adequate organisation and preparation of a list of available manpower required for the Census work, etc.

2. The Census Operations will be held in the following stages :

(i) Housenumbering,
(ii) Houselisting,
(iii) Enumeration,
(iv) Tabulation,
(v) Study and report:

You will be concerned with the first three stages. Before starting the work relating to Housenumbering and Houselisting it will be necessary to ascertain the name and number of villages in a Sub-Division. In the last Census Village Lists were prepared before the work relating to Housenumbering started and these lists have been incorporated in the District Census Handbook of 1951 Census which has been circulated to you all after the Census Handbook was published. The said Village Lists may be utilised this time for ascertaining the name and number of villages in your Sub-Division. The newly grown up villages will have to be added to the said lists in order to ensure that no village is excluded in your area at the time of Housenumbering. It is not proposed to prepare a fresh Village List this time. I shall be grateful if you kindly let me know whether the existing Village List with necessary amendments available with you will serve the purpose of Housenumbering in your Sub-Division.

3. All stages of the Census Operations are covered by the provisions of the Census Act, 1948 and the rules and instructions issued thereunder by the Central Government and the Registrar General, India who is also the *Ex-Officio* Census Commissioner, India. All Census Officers appointed under the Act are deemed to be the public servants within the meaning of the Indian Penal Code. A copy of the Census Act was forwarded to your office at the time of 1951 Census. I wonder whether the same would be easily traceable in your office. I shall, however, be able to send to you another copy of the said Act, if you desire. It will be useful if you study the Census Act so that you may become fully conversant with its practical aspects to face all possible eventaulities.

4. *Housenumbering.*—The first stage in the Census Operations will be to number the houses in order to locate exactly the people having permanent residence. With a view to meeting the wishes of the National Buildings Organisation it is proposed to have, at the next Census, information of " Buildings " in addition to the information relating to Census Houses and Census Households. The adoption of "Buildings" will lead to the adoption of 3 Sub-numbers for Households, *viz*, building number, Census House number and household number. Necessary instructions as to how housenumbering should be done will be issued to you in due course. In the last Census Housenumbering was not done in the manner proposed to be done at the present Census. So, we shall have to give fresh numbering even in those houses where the 1951 Census House number still exists. In other words, we shall have to complete Housenumbering in all the houses according to the procedure adopted for the purpose this time.

5. *Houselisting.*—Along with Housenumbering the Houselist will be prepared on a prescribed form. I shall send to you later on the prescribed forms and necessary instructions for preparation of Houselist. At the present moment you are requested kindly to suggest what marking materials should be used at this Census in order that Housenumbers may be maintained for statistical studies until the next decennial Census to be held in 1971. The Statistical Adviser to the Government of India has laid great emphasize on the need for maintaining Housenumbers given at the time of Census Operations for statistical purpose.

6. *Preparation of Tehsil, Village and Town maps.*—As in last Census every Tehsil of your Sub-

Division will be treated as a Charge for the purpose of Census Operations and every Charge will remain under the control of Charge Superintendent and each Charge will again be sub-divided into Census Circles and Blocks. So, it will be necessary now to prepare an up-to-date Tehsil map showing the location of boundaries of Villages and Towns in the scale 1"=1 mile. In this map the Enumeration Blocks and the Census Circles will have to be delimited in red and blue ink separately. The Tehsil and Village/Town boundaries can be shown in black ink. The criteria to be adopted for sub-dividing Enumeration Blocks and Census Circles, is being explained below in a separate paragraph. Three copies of each map may be prepared, and of these one may be retained in each Tehsil Office, one may be kept in your office and the third copy may be sent to this office as early as possible.

It will also be necessary to have a map for every Ward of a Town and Village showing broad lay out and the house numbers that will be given in every house. Without adequate maps of Towns and Villages it will not be possible to undertake numbering of houses in a correct manner. I shall, therefore, request you to kindly take up preparation of Village and Town maps also along with the preparation of Tehsil maps. These maps (village and town maps) need not be to the scale, but a map large enough to show house-numbers would be sufficient. This work is likely to take a time and therefore it is requested that this may be started for Each Ward/Village without any further delay. At the time of last Census the hill villages (paras) have been treated as a village along the revenue villages and this time also the same procedure may be adopted. If you have any objection to the said procedure being adopted this time, your specific suggestions in this regard may be sent.

7. *Demarcation of urban and rural areas in a District.*—In the last Census no other places except Agartala town was treated to be an urban area according to the definition of Rural area for the purpose of Census. For Census purpose a town is defined as an area of five thousand population or over of which ¾ of the population lives on non-agricultural livelihoods. Where the population is predominantly agricultural and the background is rural, there will be justification to classify such a place as town. Due to heavy exodus of migrants from East Pakistan during the last few years the population of the Sub-Divisional towns has greatly increased and according to the above definition of towns some of the Sub-Divisional Head-quarters may be treated as urban areas in the coming Census. It is, therefore, necessary to draw a list of places to be treated as towns for the forthcoming Census and this list will have to be got approved by the Chief Commissioner. It is, therefore, requested that the said list along the criteria adopted for preparing the list of such places may kindly be sent to this office by the end of October, 1959. The town having more than 50,000 population with urban background will be treated as city for Census purpose.

8. *Formation of Charges, Circle and Blocks.*—The most essential pre-requisite of Census Organisation is a graduated breaking up of the entire District into Charges, Circles and Blocks to distribute the work amongst various grades of Census Officers upto the rank of Enumerators. For this purpose each Tehsil area in a Sub-Division will be treated as a separate Charge and the Officer-in-charge of the Tehsil or the Block Development Officer of a Block may be appointed as Charge Superintendent or Tehsil Census Officers. If any particular Tehsil area be fairly large an additional Charge Superintendent may be appointed. There should normally be 8,000 to 12,000 households in a Charge. The Tehsil will be divided into Census Circles. Each Circle will consist of 5 to 6 Blocks and each Block will be comprising a village having population of not more than 1,500 persons. In the case of a small villages (specially hill villages where the population is very small) a Block may consist of 3 to 4 or more continuous villages having regard to the total population to be allotted to each Block.

A period of 18 days will be allotted this time for enumerating population by house to house visits. It would be necessary to form Enumeration Blocks and Census Circles in such a manner that the work may be completed by the Enumerators and checked by the Supervisors within the allotted period. A Block may roughly consist of 75 to 150 houses in urban areas having a population of 750 to 1,000 and 100 to 200 houses in rural areas with a population not more than 1,000 to 1,500. The work of 5 to 6 continuous Blocks may be supervised by a Supervisor as he is expected to check at least 20 per cent of the entries. In the case of urban area the Municipal area will constitute a separate Charge, 2 or 3 Wards in a Municipality may constitute a Circle and a Ward may constitute a Block. If any particular Ward is considered to be very big, more than one Enumerator may be appointed on the basis of the population. An Enumerator can normally handle 10 to 15 dwellings per day as he will have to work in the morning and evening hours only. In the case of Military Cantonment and Tea Garden areas you will have to form Special Charges in charge of separate Charge Superintendents

and the Officers-in-Charge of these areas can be appointed as Charge Superintendents, because they can alone effiectively deal with the population of these areas.

It is, therefore, requested that you may kindly prepare a list of Blocks, Circles and Charges for the entire area of your Sub-Division for the purpose of coming Census accordingly and intimate the same to this office by the end of November, 1959.

9. *Agency for Census work.*—It will be necessary to appoint a large number of Enumerators, Supervisors and Charge Superintendents within your area on the basis of the Census Divisions and for this purpose it is necessary now to assess the availability of staff at the Village, Tehsil and Sub-Divisional level and a list of persons considered fit for appointment as Enumerators, Supervisors and Charge Superintendents may be drawn up early. The persons selected for Census work will be appointed under the Census Act and intensive training will be imparted to them to ensure correct Census of the people. The Revenue Agency, Village Teachers and Clerical staff of various Departments will play an important part in taking the Census. As Head of the Sub-Divisional Administration it should not be difficult for you to ensure the required staff for holding the Census. The Chief Commissioner has already issued orders to all Departments, Heads of Departments/Offices with copy to you to extend full co-operation in connection with Census Operations. The Census staff appointed for the Blocks, Circles and Charges will be given intensive training in the methods of Census Operations and for this purpose training classes will be organised by me in due course in all the Sub-Divisional Head-quarters and later on it will be your responsibility to continue the process of training so that each Enumerator and Supervisor may be fully trained before he actually starts enumeration of the population by house to house visits.

It is most important that all Census Operations must be begun and completed according to a prescribed Census Calendar and we have to adhere to the time schedule laid down by the Registrar General of India for which I will write to you separately. You will be the Head of the Census Organisation in your Sub-Division and in that capacity you will receive all instructions which will have to be conveyed to Charge Superintendents and through them to the Supervisors and Enumerators. All printed forms and stationeries will be supplied to you for distribution to the subordinate Census Offices upto the Enumerators. You will be in charge of training of the enumeration staff within the Sub-Division. For the present there will be very little correspondence between you and me. Of course, along with the advance of Census work the correspondence work will increase, and I think, this can be managed as in previous Censuses, if you kindly depute one experienced and smart clerk from amongst the clerical staff of your office to deal with Census work in addition to his own duties. He will have to ensure that information regarding house-numbering, demarcation of urban and rural areas, formation of Charges, Special Charges, Circles and Blocks and list of staff to be appointed as Charge Superintendents, Supervisors and Enumerators is completed in time and that the maps for Tehsil, the Towns and Villages are also prepared.

It is requested that you may kindly impress on all the officers under your control the importance of Census and to complete all preliminary arrangements for holding Census as indicated above. Spare copies of this Circular are sent herewith for distribution to your Subordinate Offices/Officers."

Copies of a few of the letters issued to the Sub-Divisional Officers/Additional Sub-Divisional Officers in clarification of the points referred to by them in connection with implementation of Circular No. 1 are also quoted below :—

(a) Copy of extracts from Superintendent of Census Operations's Demi-Official letter No. 6/1/59-Census, dated the 16th November, 1959 (Paras. 2 to 5) addressed to the Sub-Divisional Officer, Southern Zone and copy thereof endorsed to all others :—

"2. Actually what I wanted in Circular No. 1 is to prepare maps of Tehsils and Villages and not preparation of maps showing Tehsils as mentioned by you. It is hightime that we should complete preparation of our Tehsil and Village maps immediately according to the instruction contained in para. 6 of my Circular No. 1. Unless the maps are prepared it is not possible to take up any work relating to formation of Charges, Circles and Blocks. I shall be very grateful if you kindly go through my Circular carefully and complete all the work mentioned therein without any further delay. The Registrar General has called for a map of each Tehsil showing the location of boundaries of villages and towns and delimitation of the Enumeration Blocks and Census Circles in the manner suggested in my aforesaid Circular. I am, therefore, to request you kindly to take up first the work relating to preparation of Tehsil maps and list of villages. The work relating to preparation of Village maps may be taken up after that.

3. As regards preparation of Tehsil maps, I am to mention that the maps should be in the

scale of 1"=1 mile and not 2"=1 mile as mentioned by you. So, it will not be difficult for you to prepare the said map in your office as in last Census. I am sorry the scale mentioned in my aforesaid Circular was over-written and that is why you could not follow the same.

4. Next in importance is the preparation of a list of available manpower for working as Charge Officer, Circle Supervisor and Enumerators in the entire Sub-Division. Unless this list is prepared it will not be possible for you to issue necessary appointment letters to the persons concerned according to the relevant provision of the Census Act. I would, therefore, request you kindly to prepare the said list immediately so that necessary appointment letters may be issued to them without any further delay. We shall have to take up training of field staff very early in order to take up work relating to Housenumbering and preparation of houselist.

5. As I have already pointed out in my First Circular that we are already lagging behind in regard to finalisation of the preliminary work in connection with the Census Operation I shall be grateful if you kindly take immediate steps to complete the following work within this month.

1. Preparation of Tehsil maps.
2. Demarcation of Urban and Rural areas.
3. Formation of Charges, Circles and Blocks.
4. Preparation of a list of available man power for various types of Census work."

(b) Copy of extracts (paras. 1 to 7) from Superintendent of Census Operations's letter No. 6/1/59-Census, dated the 18th November, 1959 addressed to the Sub-Divisional Officer, Khowai and copy thereof endorsed to all others for information and necessary action :—

"Kindly refer to your letter No. 581-82/SDO/DMN/GL/III-39/59, dated the 23rd October, 1959. If the existing village list as shown in the District Census Handbook is not adequate, you may kindly prepare a fresh village list with the help of the District Census Handbook and also the Revenue Records available in the Tehsil Offices. It will not be possible to Conduct any survey for preparation of village list. I think, the Tehsil Officials are quite aware of the existing villages under their jurisdiction and it will not be difficult for you to complete the village list with their help. Kindly take action and expedite the matter and complete it by November, 1959 positively.

2. A copy of the Census Act has already been supplied to you as desired.

3. As regards Housenumbering, I will be issuing separate Circular very shortly laying down the procedure as to how and when houses should be numbered.

4. It has been decided in the last Conference that Housenumbering should be done in the Rural areas with coal tar as in last Census. In case of urban areas, it will have to be considered whether tin plates can be used for the purpose and in that case the Town Committee or the Municipality where the same exists may be asked to share 50 per cent. of the cost of numbering with tin plates.

5. As regards Tehsil maps you may kindly prepare four copies, because it has been decided in the last Conference that one copy of the said map will have to be sent to the Registrar General and *Ex-officio* Census Commissioner. I should like to know whether the Tehsil maps have since been completed and if not necessary steps may kindly be taken so that the same may be completed by November, 1959 at the latest. The Registrar General is pressing for the same. In case you find any difficulty in preparing the Tehsil maps you may kindly contact the Superintendent of Surveys, Tripura who has been requested by me to render all possible help to you in this regard.

6. As regards your suggestion that Dharmanagar Head-quarters should be treated as urban area, I would request you to kindly let me know the area of the Head-quarters which should be constituted as urban area and the total number of agricultural population as well as non-agricultural population. I shall have to obtain orders of the Chief Commissioner before the same is required to be declared as urban area and it will be necessary to have a map of the Head-quarters before the same is declared as urban area. Necessary steps in this regard may kindly be taken immediately. Kindly let me know the progress made by you in regard to formation of Charges, Circles and Blocks in each Tehsil area. In any case, this work must be completed by November, 1959. The main office of our Census Operations is the formation of Census Charges, Circles and Block and preparation of list of employees showing them deputed in each Charges, Circle and Block. So, we should not waste any more time to complete this work as this winter is the proper time for training of all the employees who will be appointed for Census work.

7. As regards appointment of requisite staff for the Census Operation, the Chief Commissioner has already requested all the Departments including the Tripura Territorial Council to direct the staff under them to render all possible help for the Census Operation and it will be our duty to prepare the list of staff which will be available in each Charge, Circle and Block and depute them in papers now in the respective Charges, Circles and Blocks. I am waiting for the said list and on

getting from you the said list of staff necessary action for their appointment will be taken. At the moment, the Chief Commissioner is the appointing authority in respect of all Census staff but as it will not be possible for him to appoint a huge number of Census staff (approximately 2,500), I shall approach him to delegate necessary powers to the Sub-Divisional Officers as well as to the Superintendent of Census Operations so that they may be in a position to issue appointment letters to the respective staff selected for the purpose under the Census Act. As far as possible, you will try to engage only the Government Officials including the Officials under the Tripura Territorial Council for Census work for the present. If the existing staff is not considered adequate you may appoint the local Addadars, Tribal leaders as well as members of the public."

(c) Copy of letter No. F. 6/1/59-Census, dated the 26th November, 1959 from the Superintendent of Census Operations to all Sub-Divisional Officers/Additional Sub-Divisional Officers regarding the preparation of Tehsil maps :—

"I am to invite a reference to Para. 2 of my letter of even number, dated the 24th November, 1959, in which you have been requested to make out 4 sets of Tehsil maps in the scale of 1" to a mile.

2. If you have no sufficient stock of tracing paper with you, one set of Tehsil maps may be got prepared by you and sent to this office immediately so that the remaining 3 sets of the maps may be prepared on Ammonia paper by courtesy of the Superintendent of Surveys here. After the copies are available, the originals together with one set of their copies will be returned to you. I hope this arrangement will appear satisfactory to you and you will no doubt ensure despatch of the originals of Tehsil maps prepared by you to this office within the stipulated time. I shall be grateful if you will kindly confirm this by return of post."

(d) Copy of letter No. F.6/1/CO/59, dated the 2nd December, 1959 from the Superintendent of Census Operations to all Sub-Divisional Officers/ Additional Sub-Divisional Officers regarding formation of Special Charges, arrangements for enumeration of Houseless and Institutional Population and delimitation of Census Divisions after completion of the correct village lists :—

"In reference to my Circular No. 1, I am again pointing out to you that at the time of delimitation of Charge, Circle and Block you will kindly remember that Special Charges will have to be formed for the Urban, Tea Garden and Cantonment areas and also for Barracks. The employees of the Tea Garden, Cantonment, Barracks etc. will have to be appointed as Charge Officers, Circle Supervisors and Enumerators as the case may be and in respect of urban areas, the employees of the municipality if there be any will have to be appointed for Census Enumeration. In other places it has been decided to form Special Charges for the Reserve Forest areas also, but I do not know whether any problem will arise regarding enumeration in respect of Reserve Forest areas of our Territory. If you think, that there will be problem in conducting Census in the Reserve Forest areas by the normal enumeration staff, you may kindly think whether Reserve Forest areas may be treated as Special Charge and the forest staff may be appointed for the enumeration purpose in those areas.

2. In other States, special arrangements have been made for counting Houseless and Institutional Persons. I do not know whether any problem will arise in our Territory in case of Houseless and Institutional Persons if they are enumerated by our normal staff. If you think that the Houseless and Institutional persons should be enumerated by a different and Special Agency, your suggestion in this regard may also be communicated to me so that the whole thing may be examined according to the Government of India's instruction in the matter under reference.

3. I have come to know that some of the Sub-Divisional Officers have already undertaken the work of delimitation of Charge, Circle and Block without preparing up-to-date village list. But in my opinion, the whole matter will be very much complicated if we take up delimitation work without preparing complete and up-to-date village list. The whole edifice of delimiting Charge, Circle and Block rests with the up-to-date village list which should be prepared first of all before undertaking the delimitation work.

4. I shall be grateful if you kindly bear this point in mind before completing the delimitation work. From the report received from some of the Sub-Divisional Officers it appears that the delimitation work is also completed, but I do not know whether village list has been completed. If not, you may kindly take immediate steps to complete the up-to-date village list with the help of Revenue staff and to recast the delimitation of Charge, Circle and Block again on the basis of the village list so prepared."

(e) Copy of letter No. F. 1 (14)-CO/59, dated the 14th December, 1959 from the Superintendent of Census Operations to the Sub-Divisional Officer, Khowai regarding preliminary arrangements and copy thereof endorsed to all others :—

"I have decided to go to Khowai on Friday, the 18th December, 1959 in connection with Census work.

I propose to start from here at about 10 a.m. after taking my lunch. I shall return on the evening of that day after finishing my discussion with you and other officers available in the Headquarters regarding the plan and programme of the next Census.

I also propose to see the preliminary arrangements which you have made in the meantime in pursuance of my letter of even number, dated the 10th December, 1959 to you.

If all the work enumerated in the letter referred to above are complete by this time, I shall take with me all the connected papers and maps after making necessary corrections, if required, in presence of you.

I shall be grateful if you keep all papers ready by this time for personal discussion with you and other officers connected with Census work."

(f) Copy of letter No. F. 6/1/59-Census, dated the 7th March, 1960 from the Superintendent of Census Operations to all Sub-Divisional Officers/ Additional Sub-Divisional Officers regarding preparation of lists of selected staff under reserve :—

"I have the honour to state that on a perusal of some of the lists showing the disposition of selected staff, it is found that you have not prepared any list of reserved staff, so that it may be possible for you to supply substitutes in case of inability of some staff of the regular list to participate either in connection with Houselisting or actual enumeration due to severe illness/accident or some other unavoidable causes. It would therefore be desirable to prepare a list of reserves not exceeding 10 per cent of the staff requirement and to furnish a copy thereof to me at a very early date.

2. Though I have not received the relative diagrams from a number of Sub-Divisions, steps have been taken to prepare them in my office.

It would be seen from the above that a series of correspondence went on with the Sub-Divisional Offices from November, 1959 to March, 1960 in getting the correct lists, maps etc., from them. Even personal contacts were necessary to explain the method as to how the preliminary arrangements should be completed. The statement in Form 9 shows that I had to go to Udaipur in November, 1959 and to Sonamura and Khowai in December, 1959 to discuss with the respective Sub-Divisional Officer/Additional Sub-Divisional Officer in expediting the work relating to preliminary arrangements. "

50. *Preparation of Registers.*—As would be evident from the foregoing correspondence with the Sub-Divisional Officers the preparation of village list presented some difficulties in as much as a good number of villages or *paras* particularly inhabited by people belonging to Scheduled Tribes, although borne on the Mouza Registers and other Registers of Gharchukti Tax or shown in the Census Hand book of 1951 had not been in existence and several others were in existence in other places. The reason for this was attributable to the nomadic habit and cultivation by jhuming of such people. Besides, there had been expansion of a good number of villages in the adjoining places separated by hillocks, and new villages grew as a result of influx of displaced persons from East Pakistan. In order that the village lists compiled should ensure that the whole of each Sub-Division could be accounted for, that no part of it could escape notice or overlap any other part, the lists showing villages that went out of existence and those which came into existence were prepared simultaneously. For a final check up of the coverage, steps had to be taken during the Houselisting Operation to make wide publicity to the public by beat of drums in every important market on market days in the Sub-Divisions to the effect that anybody whose house had not been visited by any enumerator or painted with any number with coal tar on any wall of his house, should come and see the Sub-Divisional Officer concerned or the nearest Charge Officer or the Supervisor and report the fact to him. In response thereto a very good result was achieved. The houses which had been omitted were brought to notice and even existence of some villages in the dense forests, the names of which did not so far appear in the village list of 1951 or 1961 village list, came to light and arrangements for House-numbering and Houselisting of those villages were made by including them in the adjacent Blocks. In this way a complete coverage was achieved. It should be mentioned here that up-to-date settlement records were not available and the Cadestral Survey of the territory undertaken by the Administration was then in its initial stage. So, the village lists for the Census purpose had to be compiled first at the Tehsil level and subsequently modified and brought up-to-date after the Houselisting Operation. The lists of Charge, Circle and Blocks also underwent consequential changes on the basis of the revised village lists.

51. *Preparation of Census Village Register.*— The Census Village Registers (termed hitherto as village lists) were prepared Tehsil-wise in the following form with instruction to treat the *paras* in the hills as Census Villages and to number the villages serially commencing from north-west

corner of the Tehsil area and ending in south-east corner in conformity with the Tehsil map :—

*Village list*

Name of Sub-Division.....

Name of Tehsil.....

| Serial No. | Name of Village | Approximate No. of | | Remarks. |
|---|---|---|---|---|
| | | Household | Population | |
| 1 | 2 | 3 | 4 | 5 |
| | | | | |

It is likely that Cadestral Survey would be completed before commencement of the preliminary arrangement for the next Census and if so, two other columns to the above Register—one for the area of village and the other for Jurisdiction List No. of mouza with local name of mouza may be inserted in the Village List that would be prepared at the time of next Census.

52. *Preparation of Census Charge/Register.*— Circular No. 3, dated the 8th April, 1960 laid down the *pro forma* in which the Charge/Circle Register at the different levels should be prepared and this is given below for ready reference :—

REGISTER FOR CHARGE/CIRCLE

Sub-Division.....Tehsil/Town.....(No..... .. )

Name of Charge Officer.....

Supervisor

| Name of village or ward | Sl. No. of village in village list | No. of Census houses in each village | No. of persons | No. of households under each enumerator | Name and address of enumerator under each supervisor | Number of enumeration pads | | | | Returned | | Dated initials for checking by | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | Required | Received | Issued | Dated initial of enumerator | Used | Unused | Supervisor | Charge Officer | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| | | | | | | | | | | | | | | |

According to the instructions for compilation of the Register as contained in that Circular, cyclostyled copies of Forms for the Register were supplied to the Sub-Divisional Offices as per indents received from time to time. Separate Registers for Circles and Charges were prepared. A consolidated Register in the prescribed Form was also prepared in each Sub-Divisional Office. Just after Houselisting and final check of Houselists the interim registers containing information in columns 1 to 7 by Circles and Charges for respective Sub-Divisions were received, thereby enabling the Census Office to distribute the enumeration pads in stock and to take steps for printing and supply of additional pads according to indents received from the Sub-Divisions.

By Circular No. 3 referred to above, the forms specimens of which are also given below were introduced :—

1. FINAL CHARGE ABSTRACT

No. and Name of Sub-Division.....

No. and Name of Tehsil. .....

No. and Name of Charge..... ..... .....

| Name of Tehsil | No. of villages or wards | No. of houses | No. of households | No. of persons | | | No. of pads required |
|---|---|---|---|---|---|---|---|
| | | | | Male | Female | Total | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |
| Total . | | | | | | | |

2. REGISTER OF PAD

(i) RECEIPTS

| Date of receipt | No. of pads received | Serial No. |
|---|---|---|
| 1 | 2 | 3 |
| | | |
| Total . . . . . | | |

(ii) ISSUES

| Date of Issue | Charge No. | Name of Charge Officer | Serial No. of pads issued | Daily total of pads issued | Balance | Pads received back | | Remarks |
|---|---|---|---|---|---|---|---|---|
| | | | | | | Used | Unused | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | | | | | | | | |
| Total . | | | | | | | | |

3. BLOCK/CIRCLE/CHARGE ABSTRACT

Sub-Division.....Charge No.....

Tehsil.....Circle No.....

| Nature & Serial No. of Circle | No. of occupied houses | No. of households | No. of persons | | | Literates | |
|---|---|---|---|---|---|---|---|
| | | | Male | Female | Total | Male | Female |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| | | | | | | | |

Returned : (*a*) No. of Census Pads of 100 pages Used Unused

(*b*) No. of Census Pads of 25 pages

(*c*) No. of Household Schedule

(*d*) No. of Houselist pages

Checked with Charge/Circle Register.

Supervisor

Charge Officer

Enumerator

53. *Formation of Census Divisions.*—The instructions regarding formation of Census Divisions were issued in details in Circular No. 1 and the Census Divisions followed in general the Administrative Divisions. The entire area of Tripura was divided, taking it as one District Territory, in line with the Administrative Divisions, into 10 Sub-Divisions which again were sub-divided into 45 Tehsils each of which formed a separate Charge excluding Urban Areas, Tea Gardens and Cantonments. In the case of Urban Areas, each Town, whether municipal or non-municipal, constituted a separate Charge in the case of Cantonment and Tea Garden areas, each of these units constituted a separate Special Charge. Each of the above mentioned Charges was divided into Circles and Blocks in Rural Areas, Wards and Blocks in Agartala town and Circles and Blocks in other Urban Areas. The basis of the first delimitation before the Houselisting Operation was that each Rural Block should comprise of village/s with population of not more than 1,500 persons and each Urban Block should consist of 150 Census houses on average, and each Circle whether urban or rural should consist of 5 to 6 Blocks. Each of the Special Charges consisted of one Block and one Circle. During June-July, 1960, the National Sample Survey undertook a survey of Agartala town and prepared ward-wise maps showing their delimitation into Blocks, each of which consisted of 150 houses on average. The delimitation as made by the National Sample Survey was adopted for Houselisting at Agartala town.

The Houselist Population showed a large increase and this necessitated re-delimitation of Blocks. The Urban Blocks were so re-constituted as to consist of 600 persons on average and the Rural Blocks generally to consist of 750 persons. In hilly and remote Blocks where population was thin and villages were widely scattered, the population ranged from 350 to 600.

Schedule 4 gives the District and Sub-Division-wise number of Charges, Circles and Block classified according to rural and urban divisions.

54. It should be noted here that by a notification, dated 23rd September, 1960 issued by the Tripura Administration, a new Tehsil named Chawmanu was created bifurcating the existing Fatikroy Tehsil. So, a separate Charge covering the new Tehsil and reducing the area of the Fatikroy Charge was necessary to be formed, but the Sub-Divisional Officer, Kailasahar raised a strong objection to the formation of a separate Charge for the new Tehsil on the ground that some of the villages and *paras* of the new Tehsil bordering the Fatikroy Tehsil area had been included in Census Circles in which some other villages and *paras* falling within Fatikroy Tehsil area had also been included and if these bordering villages and *paras* were to be included in the proposed Chawmanu Charge, the Circles in question should

automatically be splitted up. This would, therefore, entail delimitation of Circles and Blocks again and a lot of difficulties incidental to such splitting up of Blocks, Circles and Charges would be involved ; without a thorough spot survey it would not also be possible to determine in which of the two Charges the newly sprung up villages/*paras* of the bifurcated Circles actually stood and since the names of the newly sprung up villages/*paras* did not appear in the list of villages/*paras* of Chawmanu Tehsil as notified by the Administration, this task would obviously involve a lot of time and labour and the time at disposal for the Census Enumeration would not also permit this to be undertaken. Moreover, the creation of the proposed Chawmanu Charge would result in changes in the village/*para* list, block list, circle list and charge list and these changes would create a great deal of confusion and might dislocate the whole Census Programme to a considerable extent. In view of this position, the Sub-Divisional Officer, Kailasahar was of the view that creation of a separate Charge at the belated stage should not be given effect to for the 1961 Census. After a careful consideration of the circumstances mentioned above I had to agree to the proposal of the Sub-Divisional Officer, Kailasahar.

55. Regarding the revision of delimitation of Blocks and amendment of the village lists, Para. 2 of Circular No. 13, dated the 19th November, 1960 may be referred to. This is quoted below for ready reference :—

"According to the All India Census Calendar, it is necessary to take up the work relating to revision of delimitation of Enumeration Blocks, Circles, Charges, etc., and to complete the said work by November, 1960. The Blocks, Circles and Charges were delimited previously on the basis of the estimated population. But as a result of housenumbering and houselisting operation we have by now got almost the correct figures relating to total population of each unit. Although the requisite information in respect of each unit has not yet been made available to me, my experience is that some of our existing Blocks are too heavy for an Enumerator to cope with his work at the time of final enumeration. Due to peculiar geographical position of this territory, I made a reference to the Registrar General to get his concurrence in regard to allotment of lesser number of households to each enumerator of each Block. Registrar General has opined that one Enumerator's Block should be limited to an average of 750 persons or 150 Census Households for rural areas and an average of 600 persons or 120 Households in urban areas. It is, therefore, necessary that we should revise our Block List in such a way so that every Block can have average population of 750 persons or 150 Census Households in rural areas and 600 persons or 120 Households in urban areas. It is my experience that many of our existing Blocks consist of more population and Households than the limit mentioned above. As the enumeration period will spread over a period of 19 days only during which an enumerator will have to fill in 2 types of slips, namely, Individual Slip and Household Schedule, it is necessary to revise the existing list of Blocks keeping in view the above decision. Otherwise, it will be quite impossible on the part of Block Enumerator to complete the enumeration in his Block during the period of 19 days. But the question is whether we are required to revise our existing Charges, Circles and village list also along with the block list. In this connection, I would like to mention that the time ahead of us is very short, and if we undertake complete revision of all Charges, Circles, Blocks and Village Lists, it will be a tremendous task to complete in time before we start our field work in February. I have, therefore, decided that none of the existing Charges, Circles and Village List should be revised except the Block List. If you feel that any particular Charge or Circle is too big for a Charge Officer or Circle Supervisor to manage, you may appoint additional Charge Officer or Circle supervisor. But in no case, the existing number of Charges and Circles should be revised. The Village List will also, require some revision for the reasons that some villages have gone out of existence in the meantime and some new villages have come into existence. But for this, the entire village list should not be disturbed. That I would suggest in this respect is that in case of a Village List of a Charge where some villages have gone out of existence and some have come into existence, the newly grown up villages should be shown against serial number of the extinct villages. After adjusting the existing villages list in this way, if any other new villages still remain to be adjusted, the balance should be shown just after the last number of the villages of the existing list. For instance, if in a Charge there are 10 villages and the villages under serial numbers 6 and 8 have gone out of existence and three new villages have grown up, 2 of the new villages should be shown against serial numbers 6 and 8 and the serial number of the remaining village should be 11. In this way all the Village Lists should be modified instead of revising the entire serial numbers of the Village List. Again in some Charges, it may be the case that no village has gone out of existence, but on the contrary, a good number of new villages have come into existence. In respect of

such cases, there will be no difficulty in adjusting the new villages just after the last number of the villages of the existing Village List. But necessary precaution will have to be taken at the time of alloting Blocks to the enumerators concerned so that they may work only in adjacent villages."

In continuation of the above mentioned Circular regarding amendment of the Village Lists, an explanatory note was issued to the Sub-Divisional Officers/Additional Sub-Divisional Officers saying that in cases in which villages had gone out of existence in a particular Charge but no new village had been traced, it would not be necessary to revise the list and that the villages which had gone out of existence should be treated as extinct and the word, 'Extinct' should be recorded in the Village List against those villages without changing the serial number (*i.e.*, code number) of the existing Village List. In such cases Block Lists only required modification in order to make adjustment of the villages to Blocks.

The total number of villages in Tripura stood at 5,286 of which 354 were found to have been extinct.

56. *Preparation of more Check Registers both at State Head-quarters and District and Tehsil level.*—As a result of re-delimitation of Blocks and consequent increase in the number of Blocks, the Sub-Divisional Offices and Charge Offices maintained a Re-delimitation Register in the following form :—

Name of Charge and its No.....

| Existing Block Code | Names of villages with their Code Nos. constituting the block | Number of Census houses in each block | Number of households in each block | Number of persons in each block | Number of blocks into which re-delimitated | Number of households allotted to each of the re-delimitated blocks | Houselist population in each of the revised blocks | Number of existing Enumerators | Remarks |
|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| | | | | | | | | | |

In addition to the above another Form was devised by me, the *pro forma* of which is given below :—

Name of Sub-Division..... Code No.....

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

Name and designation of Charge Officer. .....

Circle No..... .....

Name and designation of Supervisor.....

| Code of Block | Code of Village | Name of Village | Total No. of Census houses | Total households | Population | Name of Enumerators |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| | | | | | | |

Copies of the re-delimitation of Blocks in the above form were furnished to this office in time. These documents proved very useful in subsequent periods in connection with collection of pads and payment of honorarium.

57. *The Urban and Rural Location Code.*—A code number was assigned by the Census Office to each Sub-Division in Arabic numerals according to the location of the Sub-Divisions from north-west to south-east of Tripura (*vide* Memo No. F. 1(39)-CO/59, dated the 16th February, 1960). The Location Code for the six towns also was allocated by the Census Office in Roman numerals beginning from north-west and ending in south-east. The Location Code for Tehsils/Charges (including Special Charges) and villages were assigned by the respective Sub-Divisional/Addl. Sub-Divisional Officers with the previous approval of Census Office. The allocation ran continuously in a Charge from north-west point to south-east point.

A four-element Location Code was adopted for all areas—rural or urban. For the rural areas, the first number stood for the Sub-Division, the second number for the Tehsil/Charge, the third number for the village and the fourth for the Household number. Agartala town had Wards, but others which were non-municipal in character, had Circles instead. The Location Code for the urban areas also had four elements, *e.g.*, Sub-Division/Town Charge/Ward or Circle/Households.

The Appendix to the booklet containing instructions to Enumerators in Bengali dealt comprehensively with Location Code, its uses and its importance.

The following is a Table showing the Location Codes assigned to Sub-Divisions, Tehsils, Towns and other Special Charges :—

*List of Location Codes*

| Name of Sub-Division/ Tehsil/Town | Location Code allocated | Name of Sub-Division/ Tehsil/Town | Location Code allocated |
|---|---|---|---|
| 1 | 2 | 1 | 2 |
| Tripura | | Jadabnagar T. E. | 11 |
| Sadar Sub-Division | 1 | Sadar Tehsil | 25 |
| Simna Tehsil | 1 | Agartala Town | I |
| Simnacherra T.E. | 2 | Tufanialunga T. E. | 19 |
| Brahmmakunda T. E. | 3 | Luxmilunga T. E. | 20 |
| Ishanpur T. E. | 4 | Durgabari T. E. | 21 |
| Montala T. E. | 5 | Nripendranagar T. E. | 22 |
| Krishnapur T. E. | 6 | Adarini T. E. | 23 |
| Megliban T. E. | 7 | Military Cantonment | 24 |
| Mohanpur Tehsil | 8 | Rajlakshmi T. E. | 26 |
| Mohanpur T. E. | 9 | Pratapgarh T. E. | 27 |
| Gopalnagar T. E. | 10 | Old Agartala Tehsil | 29 |
| Kalacherra T. E. | 12 | Meklipara T. E. | 28 |
| Fatikcherra T. E. | 17 | Ishanchandranagar Tehsil | 31 |
| Bamutia Tehsil | 13 | Malabati T. E. | 30 |
| Kalkalia T. E. North | 14 | Kamalasagar Tehsil | 33 |
| Kalkalia T. E. South | 15 | Harishnagar T. E. | 32 |
| Taltala T. E. | 16 | Bishalgarh Tehsil | 34 |
| Harendranagar T. E. (Debendranagar) | 18 | Charilam Tehsil | 35 |

*List of Location Codes*—contd.

| Name of Sub-Division/ Tehsil/Town | Location Code allocated |
|---|---|
| 1 | 2 |
| Takarjala Tehsil | 36 |
| Khowai Sub-Division | 2 |
| Khowai Tehsil | I |
| Khowai Town | II |
| Khowai T. E. | 3 |
| Asharambari Tehsil | 2 |
| Kalyanpur Tehsil | 4 |
| Kalyanpur T. E. | 5 |
| Teliamura Tehsil | 6 |
| Kamalpur Sub-Division | 3 |
| Kamalpur Tehsil | 1 |
| Ramdurlavpur T. E. | 3 |
| Garad Tilla T. E. | 4 |
| Darang Tilla T. E. | 5 |
| Mahabir T. E. | 6 |
| Kulaihour Tehsil | 2 |
| Kailashahar Sub-Division | 4 |
| Kailashahar Tehsil | 1 |
| Kailashahar Town | III |
| Hiracherra T. E. | 3 |
| Devasthal T. E. | 4 |
| Murticherra T. E. | 5 |
| Manuvally T. E. | 6 |
| Anila T. E. | 7 |
| Rangrung T. E. | 8 |
| Kailashahar T. E. | 9 |
| Halaicherra T. E. | 10 |
| Golakpur T. E. | 11 |
| Sarojini T. E. | 12 |
| Jagannathpur T. E. | 13 |
| Sonamukhi T. E. | 14 |
| Fatikroy Tehsil | 2 |
| Nottingcherra T. E. | 15 |
| Manu Cantonment | 16 |
| Dharmanagar Sub-Division | 5 |
| Brajendranagar Tehsil | 1 |
| Ranibari T. E. | 2 |
| Sarala T. E. | 3 |
| Fulbari T. E. (Mahespur) | 4 |
| Kurti Tehsil | 5 |
| Perracherra T. E. | 6 |
| Dharmanagar Tehsil | 7 |
| Dharmanagar Town | IV |
| Ganganagar T. E. | 8 |
| Haplongcherra T. E. | 9 |
| Longai Tehsil | 10 |
| Kanchanpur Tehsil | 11 |
| Sonamura Sub-Division | 6 |
| Boxanagar Tehsil | 1 |
| Matinagar Tehsil | 2 |
| Sonamura Tehsil | 3 |
| Dhanpur Tehsil | 4 |
| Kathalia Tehsil | 5 |
| Udaipur Sub-Division | 7 |
| Salgara Tehsil | 1 |
| Radhakishorepur Tehsil | 2 |
| Radhakishorepur Town | V |
| Amarpur Sub-Division | 8 |
| Ampi Tehsil | 1 |
| Birganj Tehsil | 2 |
| Dumburnagar Tehsil | 3 |
| Belonia Sub-Division | 9 |
| Rajnagar Tehsil | 1 |
| Radhanagar Tehsil | 2 |
| Siddhinagar Tehsil | 3 |
| Puran Raj Bari Tehsil | 4 |

*List of Location Codes*—concld.

| Name of Sub-Division/ Tehsil/Town | Location Code allocated |
|---|---|
| 1 | 2 |
| Belonia Tehsil | 5 |
| Belonia Town | VI |
| Hrishyamukh Tehsil | 6 |
| Muhuripur Tehsil | 7 |
| Sabroom Sub-Division | 10 |
| Manu Tehsil | 1 |
| Gorakappa Tehsil | 2 |
| Samarendraganj Tehsil | 3 |
| Amlighat Tehsil | 4 |
| Sabroom Tehsil | 5 |
| Lilagarh T. E. | 6 |
| Chandrapur T. E. | 7 |

58. *Preparation of maps and verification of local jurisdiction with reference to Gazette Notifications.*—The Tehsil maps showing boundary, communications and location of villages/*paras* were initially prepared at the Sub-Divisional Offices and then checked in the Office of the Superintendent of Surveys, Tripura. As far as the boundary of Tehsils was concerned, the Charge maps of Tehsils and Towns were in accordance with the notifications issued by the Tripura Administration from time to time.

59. *Appointment of District Sub-Divisional Census Officers and Tehsil Charge Officers.*—Tripura is one District Territory with 10 Sub-Divisions. The Head of the District Administration is the District Magistrate and Collector. It was decided that the 1961 Census Operations in Tripura would be conducted by the Superintendent of Census Operations directly with the assistance of the Sub-Divisional/Addl. Sub-Divisional Officers. Apart from the statutory powers vested in the District Magistrate under the Census Act, 1948, the District Magistrate and Collector was kept informed by the Sub-Divisional Officers about the progress of Census work in the Sub-Divisions. It was not found necessary to appoint a District Census Officer in the circumstances stated above.

The Sub-Divisional/Addl. Sub-Divisional Officers in charge of Sub-Divisions were appointed Sub-Divisional Census Officers to take or aid in, or supervise the taking of, the Census within their respective Sub-Divisional jurisdictions under Tripura Administration Notification No. F. 2 (13)-GA/60, dated the 30th March, 1960. So, the appointment of the Sub-Divisional Census Officers may be said to have been issued in time and just at the completion of the preliminary arrangements and before they participated in the Sub-Divisional Officers' Conference held in the Census Office in the third week of April, 1960.

The power of appointing Census Officers was delegated to the Sub-Divisional/Addl. Sub-Divisional Officers under Tripura Administration Notification No. 2(13)-GA/60, dated the 6th May, 1960. This facilitated speedy disposal of the work relating to appointment of Charge Officers, Supervisors and Enumerators according to programme.

All transfers of staff appointed for Census work were postponed by Administration in time as in previous Census. In this connection the orders of the Chief Commissioner contained in Para. 5 of his D. O. letter No. F. 14(1)-GA/59, dated the 27th May, 1960 addressed to the Chairman, Tripura Territorial Council and all Secretaries to the Administration, all Heads of Departments and Offices are quoted below :—

"5. After the work relating to issue of appointment letters to all staff required for Census work in this Territory has been completed by the 31st May, 1960, the training programme of the Census staff in respect of Housenumbering and Housellisting will be taken up and completed in June, 1960 by the Superintendent of Census Operations in all the Sub-divisional Head-quarters. This training programme will be followed by another course of training to be given by the respective Charge Officer/Supervisors for their enumerators in the respective Charge/Circle Head-quarters. It is, therefore, necessary that all transfers of staff appointed for Census Operations should be postponed till March 1961, following the practice adopted in previous Censuses."

In pursuance of these orders there was no case of transfer of any Sub-Divisional Officer or Addl. Sub-Divisional Officer till the end of enumeration without my concurrence. Unfortunately the Sub-Divisional Officer, Khowai on the eve of enumeration fell ill and his Charge was held by the

then Sub-Treasury Officer, Khowai who carried on the responsibility satisfactorily. I had however to visit Khowai and Teliamura very often so as to ensure that arrangement for starting the enumeration had been completed and there was no dislocation anywhere. Generally there was also no change in the personnel of Charge Officers, except in a few cases in Belonia and Sonamura arising out of superannuation. At the initial stage the Executive Officer of Agartala Municipality was the Charge Officer of Agartala town ; but before the training of Census staff in house-numbering and houselisting started, the Charge Officer had fallen ill and gone on leave. An additional Charge Officer was however appointed for Agartala town charge out of those in reserves to carry on the work. A few more additional Charge Officers had to be appointed to 5 other Charges in Sadar Sub-Division for effective supervision during enumeration. The Charge Officers for the Tea Garden Special Charges were drawn from the respective Tea Gardens and during houselisting and enumeration the number of Charge Officers was 104 and 109 respectively.

60. *Circulation of Census Instructions.*—The Census Instructions were issued in a series of circulars and memos to the Sub-Divisional/Addl. Sub-Divisional Officers with sufficient number of cyclostyled copies thereof for distribution in time to all the Census staff. It was not found necessary to print any of them. A Manual of 1961 Census for Tripura was published and distributed to all Charge Officers and Supervisors for their use. Besides, there were two Instruction Booklets printed in English and in Bengali, containing (i) instructions for filling up the Houselist and (ii) Instructions to Enumerators. In a good number of cases it was seen that the enumeration staff who were released for administrative reasons in the midst of their work, did not make over the Circulars and Memos, and Instruction Booklets to their respective successors or their immediate superior staff. It was also noticed that during training period some of the trainees though appointed late to work as additional enumerators could not be supplied with the required set of Circulars and Instruction Booklets beforehand for their preparation, and steps had to be taken to get the Circulars, Instructions, etc., cyclostyled again and distributed to them. Soon after the appointment of enumeration agency it was thought necessary to acquaint them with their respective sphere of duty and to co-ordinate the activities of Census staff forming the chains. It was also felt that at the out-set some simple method should be evolved to provide them with necessary details about the Villages, Blocks, Circles and Charge and their Code Nos. as well as the persons who formed a particular chain. For this purpose, the relevant extracts from Village/Block/Circle/Charge lists, etc., were noted in the *pro forma* given below and circulated to respective Charge Officer, Supervisors and Enumerators for their guidance. The information contained in the *pro formas* proved very useful to them as it enabled them to know each other and the areas each of them would have to cover in connection with Census work :—

Name of Sub-Division..... Code No.....

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

Name of Charge Officer.....
(with designation & address)

Circle No.....

Name, designation and
address of Supervisor.....

| Code No. of Block | Code No. of village as per list | Name of village or *para* | Name, designation and address of Enumerator |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| | | | |

All forms required for use whether in the training classes in respect of housenumbering and house-listing and enumeration, or in actual operations were despatched to Sub-Divisions abundantly for distribution well ahead.

61. *Circulars about Scheduled Castes and Tribes, synonyms and generic names.*—The lists of Scheduled Castes and Scheduled Tribes of Tripura as notified by the President under Article 342 of the Constitution, were circulated with Circular No. 7 to all Enumeration staff. These lists were also appended to (i) the booklet containing Instructions to Enumerators, (ii) the 1961 Census Manual for Tripura and also (iii) the Village Note form. The approved names of Scheduled Castes and Scheduled Tribes of Tripura are as follows :—

*Scheduled Castes*

1. Bagdi, 2. Baiti, 3. Bhuimali, 4. Bhunar, 5. Chamar or Muchi, 6. Dandasi, 7. Dhenuar, 8. Dhoba, 9. Duai, 10. Dum, 11. Ghasi, 12. Goure, 13. Gunar, 14. Gur, 15. Gorang, 16. Jalia Kaibarta, 17. Kahar, 18. Kalindi, 19. Kan, 20. Kanda, 21. Kanugh, 22. Keot, 23. Khadit, 24. Kharia, 25. Khemcha, 26. Koch, 27. Koir, 28. Kol, 29. Kora, 30. Kotal, 31. Mahisyadas, 32. Mali, 33. Mehtor, 34. Musahar, 35. Namsudra, 36. Patni, 37. Sabar.

*Scheduled Tribes*

1. Lushai, 2. Mag, 3. Kuki, including the following sub-tribes :—

(i) Balte, (ii) Belalhut, (iii) Chhalya, (iv) Fun, (v) Hajango, (vi) Jangtei, (vii) Khareng, (viii) Khep-hong, (ix) Kuntei, (x) Laifang, (xi) Lentei, (xii) Mizel, (xiii) Namte, (xiv) Paitu, paite, (xv) Rangchan, (xvi) Rangkhole, (xvii) Thangluya .

4. Chakma, 5. Garoo, 6. Chaimal, 7. Halam, 8. Khasia, 9. Bhutia, 10. Munda, *including* Kaur, 11. Orang, 12. Lepcha, 13. Santal, 14. Bhil, 15. Tripura, Tripuri, or Tippera, 16. Jamatia, 17. Noatia 18. Riang, 19. Uchai.

62. During the Houselisting Operation a question arose as to how the various sub-tribes of certain main tribes should be ascertained for the purpose of enumeration. It was therefore decided that the following sub-tribes should be included in the main tribe as shown against them for the purpose of Census Operations :—

| Name of sub-tribes | Name of main tribe in which they should be grouped. |
|---|---|
| 1. Kalai | Halam. |
| 2. Kulu or Khulang | |
| 3. Karbang | |
| 4. Kaipang | |
| 5. Kairang | |
| 6. Charai | |
| 7. Dub | |
| 8. Thangchap | |
| 9. Sakchap | |
| 10. Nabin | |
| 11. Bangsal | |
| 12. Marsum | |
| 13. Rangkhal | |
| 14. Rupini or Rupni | |
| 15. Langai | |
| 16. Langlung | |
| 1. Murdhakang | Noatia. |
| 2. Murasing | |
| 1. Chhaimal | Kuki. |

(*Vide* Circular No. F. 6/1/59-Census, Vol. II, dated the 18th October, 1960.)

63. In November 1960, a reference was made by the District Magistrate & Collector for treating the Laskar community as Scheduled Tribe as the Laskars claimed to be a sub-tribe, *i.e.*, Deshi Tripura of the Tribe—Tripura. It was intimated to him in reply that Census Records in respect of

individuals or households were to be filled up on the basis of the response of the people in respect of the questionnaire put to them and if a person returned himself as a (Deshi) Tripura, he would automatically be recorded as belonging to Scheduled Tribes and again, if anybody returned himself as 'Laskar', it would not be possible for the enumerating staff to record him as a Scheduled Tribe, on the ground that the term, Laskar did not find a place specifically as a sub-tribe of Tripura in the approved list of Scheduled Tribes. (*Vide* Circular No. 15, dated 3rd December, 1960.)

There was another reference from the Tribal Welfare Department of the Administration asking for clarification as to whether the Caste names, Jogi, Yogi, Nath, Tanti and Tati were synonymous. It was held by the Census Office that Jogi/Yogi/Nath community should be treated as different from that of Tati/Tanti, because as far as the information was available it was said that people belonging to Tati/Tanti community who settled mostly in tea garden areas of Tripura came from Orissa, the main profession of this community being cultivation and not weaving.

64. The following is a list of some synonymous castes and tribes :—

| Name of Scheduled Caste | Names of synonyms |
|---|---|
| 1. Bagdi . . . | Duley |
| 2. Chamar or Muchi . | Joshohara, Ravidas, Rishi. |
| 3. Dhoba . . . | Dhupi, Dhobi. |
| 4. Jalia Kaibarta . . | Kaibarta or Jalia, Jhalo, Malo. |

| Name of Scheduled Tribe | Names of synonyms |
|---|---|
| 1. Tripura . . . | Tripuri, Tippera, Deshi Tripura. |

It was not possible to trace the generic names of Scheduled Castes and Scheduled Tribes of Tripura during the period under report.

65. *Circulars about Mother-tongue.*—Instructions given in the Instruction Booklet as also in the Census Manual in connection with Q. 7(a) and 7(b) of the Individual Slip were comprehensive on the subject of mother-tongue. Instructions on dialects were given in the training classes by the Sub-Divisional Officers and myself.

66. *Distribution Chart of Forms.*—According to the Census Calendar, Census Forms and Instruction Booklets connected with houselisting were due to reach the Sub-Divisional Offices for re-distribution of the same in June, 1960. Similarly distribution of enumeration pads and other Census Forms was due to be completed within January, 1961. But due to transport difficulties and late receipt of paper from the Central Stationery Office, distribution of forms had to be spread over from May, 1960 to September, 1960 in connection with Houselisting Operation. Due to unexpected rise in the houselist population as compared to the estimate on the basis of which the distribution chart of forms had been initially prepared, form of appointment letters, form of extracts from the Houselists, Abstracts for Household Schedule, forms of Charge/Circle Register, Register of Pads, Block/Circle/Charge Abstracts, had to be got re-printed or cyclostyled and the flow of distribution of the same in connection with enumeration had to be maintained from November to January, 1961. It is however gratifying that no work of any Block suffered for want of any form either for training purpose or for houselisting and enumeration. The statement given in Schedule 3-A shows the number of some important forms supplied and used in the Sub-Divisions.

67. *Despatch of Forms.*—The mode of despatch of forms to Sub-Divisional head-quarters was by Registered Post Parcels, motor vehicles or by air. Despatch of forms by air was possible in the case of Khowai, Kamalpur and Kailashahar only. In some cases it was possible to avail of the opportunity of despatching the Houselist and other connected forms and booklets with the Sub-Divisional Officer or Addl. Sub-Divisional Officer concerned who happened to visit Agartala on Government business. The despatch of enumeration pads was at first found to be a problem, but it was solved by taking them with me in a trailer to the Sub-Divisions when I went there to take up the training classes. This step resulted in effecting a considerable saving of expenditure. The pads for Amarpur were to be sent through a messenger by motor upto Udaipur and from there by boat to Amarpur. Last minute despatches of enumeration pads per messenger had to be continued to Kumarghat.

68. *Appointment of Census Enumeration Agency.*—Due to the new and additional complexities of the procedure and the questionnaire and also the extensive use of symbols and abbreviations, an enumerator was to be of a better type than in the past. At the time of appointment of Enumerators it was necessary to see that a suitable enumerator was available from within the block area and to ensure for the hill areas that an enumerator had the workable knowledge of the tribal dialects.

The following is an extract from the Chief Commissioner's Memo dated the 14th August, 1959 regarding appointment of enumeration agency :—

"A list of persons considered fit for appointment as Enumerators, Supervisors, Charge Superintendents should be drawn up without any further delay. The Revenue agency and the block personnel will, no doubt, play an important role in connection with the Census, but in any case, they will have to depend on the other employees such as School Teachers and other officials posted in mufassil who should usually take up the responsibility of working as Enumerators in their respective Blocks".

In this connection another extract from Para. 3 of his D.O. letter No. F. 14(a)-GA/59, dated the 27th May, 1960 is also worth quoting here :—

"All employees of this Administration and the Tripura Territorial Council with the exception of Police Officers, should accept and perform readily any work connected with the enumeration which is placed on them by the Superintendent of Census Operations and Sub-Divisional/Addl. Sub-Divisional Officers who have been authorised to appoint Census staff under the Census Act. The employees should be specifically instructed that they should give no cause for complaint by the officers in charge of Census in respect of the performance of the Census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them."

The Registrar General, India also issued similar letters of request to all Ministries of the Government of India for issuing similar instructions to Central Government Offices located in Tripura.

In pursuance of the Chief Commissioner's orders mentioned above, the Tripura Territorial Council also issued orders to the Heads of Departments/Offices under them regarding the obligation for rendering services for successful completion of 1961 Census enumeration. The following is an extract from the Chief Executive Officer's memo No. F. 3(129)-TC/CEO/GA/59, dated the 17th November, 1959 :—

"In order that all employees of the Council may feel the obligations for rendering services for the 1961 Census as may be required of them, it is considered essential, Census Operations being treated with very high priority, that officers of the Council should satisfy themselves forthwith that the imports of the Chief Commissioner's memorandum referred to above are brought home to all the employees under their control. Necessary action may, therefore, be taken very urgently."

It would appear from the above that no stone remained unturned in securing services of the required man-power in connection with Houselisting and Enumeration Operations.

The specimen forms of appointment letters for Charge Officers, Supervisors and Enumerators are given in Appendix 15.

In the first stage lists of the employees who might be engaged in Census work were collected by the Sub-Divisional/Addl. Sub-Divisional Officer from the respective Heads of Offices/Departments as far as possible. On this basis the appointment letters were issued by the Sub-Divisional/Addl. Sub-Divisional Census Officers direct to the employees concerned, copies of the same being endorsed to the concerned Head of Office/Department as well as to the Census Office. Subsequently for effecting economy in the consumption of appointment forms, it was decided that instead of endorsing copies of appointment letters to the Census Office, a list of the appointees should be sent. In addition to this, some of the Sub-Divisional Officers circulated lists of employees engaged in Census duties to their respective offices from time to time.

At the houselisting stage, there were 104 Charge Officers for 104 Charges (including Special Charges), 178 Supervisors for 227 Circles and 993 Enumerators for 886 Blocks in all. As a result of re-delimitation the number of Blocks rose to 1,649. The total strength of enumeration staff after the re-delimitation stood at 109 for Charges, 181 for Circles and 1,676 for Blocks, excluding 10 per cent. kept as reserve. The statement in Schedule 4 gives the information in detail. The difficulties experienced in making up for the deficit in the enumeration strength have already been dealt upon at length. Inspite of the concessions allowed to the enumeration staff in their attendance in Offices/Institutions, applications for exemptions and non-reporting to duty on grounds of health and other causes were too many and these had to be tackled by the Charge Officers, Sub-Divisional/Addl. Sub-Divisional Officers without impairing the efficiency of the enumeration staff. The enumerators for the tea estates (Special Charges) were selected from among the staff of the tea estates. These non-Government employees could not show much enthusiasm and interest either in attending the training classes or in collecting the Census Forms in time. The 52 tea estates were formed into 51 Special Charges, besides 2 Cantonments were also treated as Special Charges. No Supervisor was necessary to be appointed for these Charges, as population was small and the work of the Supervisor was carried on by the Charge Officers themselves. In view of the large increase in population it became necessary to appoint 5 Additional Charge Officers in 5 Tehsils of Sadar Sub-Division at the

time of re-delimitation, thereby increasing the total strength from 104 to 109. As a result of re-delimitation the number of Supervisors appointed rose to 181 for 178 Circles, due to 2 additional Supervisors in Sadar Sub-Division and 1 more in Dharmanagar having been appointed to comparatively larger Circles. The number of enumerators given above includes 3 paid enumerators in respect of Houselisting Operation and 9 paid enumerators for enumeration after re-delimitation. The paid enumerators were entertained for field work in remote and hilly parts of Khowai Sub-Division. Approval to the appointment of paid enumerators on a consolidated pay @ Rs. 100 p.m. was received in Registrar General, India's letters No. 3/25/60-RG, dated the 22nd July, 1960 and No. 3/25/60-RG(ii), dated the 23rd September, 1960.

The ratio between Charge Officers, Supervisors and Enumerators was 1 : 1·66 : 15·37 or 10 : 17 : 154 respectively during enumeration and 1 : 1·71 : 9·55 or 10 : 17 : 96 respectively during houselisting.

Honorarium for housenumbering and houselisting including cost of housenumbering material, cost of carriage of pot, etc., and attending training classes was paid to the enumerators at the rate of Rs. 5 per Block. In cases where two enumerators worked jointly in a Block, the amount was divided equally between them. In the light of the decision arrived at after discussion on with the Registrar General, India in August, 1960 at Delhi, out of Rs. 5 allotted for housenumbering and houselisting of each Block, an advance of Rs. 2·50 nP. was made to each enumerator per Block so as to enable them to meet the cost of coal tar and other incidental expenses. The balance was paid after completion of this operation. The expenditure on honorarium in connection with housenumbering and houselisting amounted to Rs. 4,972·50 nP. The payment of honorarium was cleared before starting the actual enumeration.

The bulk of the enumeration staff were drawn from the teaching staff under the Tripura Territorial Council. There were also some Social Education Workers, Village Level Workers of Development Blocks and Tea Garden staff. The quality of the agency employed was therefore satisfactory, inasmuch as it was possible to secure services of educated persons.

The Administration was ever ready to extend their help in any matter whenever we sought for it.

The Circular Orders issued from time to time by the Chief Commissioner, the Chief Secretary and the Chief Executive Officer were sufficient to avert any problem relating to recruitment and training.

69. *Training on Housenumbering and Houselisting.*—Training programme is an important item of the Census Operation. Although Census is considered to be an administrative affair much technicalities are involved in it, necessitating elaborate training of Census staff—both theoretical and practical for each phase of the operation. According to the Census Calendar which was prepared to facilitate completion of each phase of Census work in time according to All India Schedule, two instructional classes—one theoretical and the other practical were required to be taken in each Charge in regard to housenumbering and houselisting and the said training classes were held in every Charge during August, 1960. Appendix 8 will show the location of each training centre as well as the different dates on which the training classes were held in order to prepare the Census machinery for undertaking the work of housenumbering and houselisting. During June and July, 1960, I myself took one training class in each Sub-Divisional Head-quarters where all the Sub-Divisional Officers, Charge Officers, Supervisors and as many Enumerators as possible were present to take preliminary training. The Sub-Divisional/Addl. Sub-Divisional Officers, Charge Officers, Supervisors took the subsequent training classes—both theoretical and practical themselves in their respective Charge/Circles and every theoretical class was followed by another practical class and the Charge Officers, were required to undertake cent percent scrutiny of the Houselist prepared at the time of practical training. It was also necessary for the Sub-Divisional Officers/Charge Officers to send reports of their scrutiny regarding the training forms filled up during training classes along with 5 per cent. of the forms filled up at the time of practical training to the Census Office by the 25th August, 1960. But the scrutiny reports from some of the Sub-Divisions were received as late as in the 1st week of September, 1960. However, the scrutiny notes pointing out the defects for guarding against recurrence of the same at the time of actual operation were circulated by the Census Office immediately after receipt of the reports of all concerned so that the work regarding housenumbering and houselisting operation could be started on the scheduled date according to the Census Calendar throughout the Territory.

70. Specimen of the mistakes which were detected at the time of scrutiny of the Houselist Forms filled up during the practical training were as follows :—

(*a*) One of the common defects was that at the time of filling up column regarding Location Code many Enumerators confused the correct use of Arabic and Roman numerals and to score out the inapplicable items in the Location Code and in many cases the Location Code on the

subsequent pages or in the continuous sheets was not repeated.

(*b*) Some columns in a number of cases were left blank without giving the cross mark although the instruction was to do so when there was no information to be recorded in any particular column. In cases of repetitions of any entry *ditto* marks were not put in as required according to the instructions.

(*c*) Columns 5 to 8 of the Houselist Form were not filled up in respect of establishments and in cases of factory the column for average number of persons employed daily during the last week of the period to which it relates was not filled in.

(*d*) In cases of shops the kind of shops was not mentioned and in some cases initials of names were recorded in Col. 12 instead of writing the names in full.

(*e*) The actual name of the fuel used was not recorded in Col. 8 as required and in denoting the numbers of households by letters A,B,C, etc., to Code in Col. 11 of the Houselist, small letters were used instead of capital letters.

(*f*) If there were more than one material of which either the wall or the roof of a Census House was made, the material which had been used extensively in constructing the wall or the roof should have been noted in Col. 9 or 10, but in some cases this was not followed.

(*g*) The necessary abbreviations were not used in Col. 14 and in Col. 18. The abbreviations 'S. C. or S. T.' was not written in parenthesis first followed by the full name of the 'S. C. or S. T.' to which the head of the household belonged.

(*h*) The total of Cols. 13 and 15 to 17 were not shown in numerous cases and in some of the village maps Census Houses were represented by circles instead of by small rectangles as per instructions.

The various types of mistakes as enumerated above were discussed by the Sub-Divisional/ Addl. Sub-Divisional Officers and Charge Officers with the respective Supervisors and Enumerators on different occasions on the eve of starting the Houselisting and Housenumbering Operation so as to prevent recurrence of such mistakes in field work.

71. *Housenumbering Operation : difficulties and deficiencies.*—The detailed instructions regarding the method of Housenumbering were issued in the Census Office Circulars Nos. 2 and 5, dated the 16th March, 1960 and 29th June, 1960 respectively. At the outset it was my intention to number the houses within the Agartala Municipality on tin plates by affixing it in every house as was done in 1951 Census so that the same may be preserved permanently to facilitate location and address of respective houses easily and to help the various agencies who are interested in various Socio-Economic Surveys to be conducted within the municipality area. But this idea had to be abandoned as the Municipal Authority was not agreeable to bear any expenditure relating to the proposed housenumbering with tin plates. It was therefore decided to paint the housenumbers with coal tar in all urban and rural areas.

A very important question as to whether the building number only or the Census House Number or the household number would have to be painted on the wall of each house was revised. The All India-instructions in this respect was not very clear. So the decision of the Registrar General, India was sought for and according to his decision it was decided to paint only the Census House Number on the wall of each house instead of painting the household numbers or the building numbers and accordingly instructions were issued *vide* Circular No. 5 of the Census Office to paint Census House Number on the walls of the houses and to record the building number, Census House Number and Census household number separately in Cols. 2, 3 and 11 of the Houselist Form respectively.

First of all instructions were issued to number houses in urban areas by street/road/lane giving odd numbers to the house on the right side of the road and even numbers to the houses on the left side, beginning from the north if the road runs from north to south and from the east if the road runs from east to west. But this idea had to be abandoned subsequently, because the respective roads and streets according to the delimitation of Block did not fall within one and the same Block. In the Census Divisions of Agartala town each Ward was divided into a number of Blocks, the boundary of each of which was defined by streets/roads/lanes, etc., with the result that each side of a road/street formed the boundary line of different Blocks under charge of different enumerators. As a result it was not possible to adopt the procedure of numbering houses by roads/streets/lanes and ultimately the houses of the urban areas were numbered Block-wise instead of street-wise like the procedure adopted for rural areas.

The following is an extract from Circular No. 9, dated the 9th September, 1960 showing the instructions issued for accurate housenumbering and houselisting and also for suspervision of the housenumbering and houselisting operation.

"...I hope, by this time, you have been able to impart necessary further training to them so that they do not commit any error at the time of actual work. Some of the Sub-Divisional Officers/Addl. Sub-Divisional Officers have

already intimated, while forwarding the training forms to this office, that they would make necessary arrangement for further training of the Census staff. I hope by this time further training has been imparted to the Census staff and they have been fully equipped with necessary forms, coal tar, etc., for starting their work from the 15th September, I should like to impress on you that the work of housenumbering and houselisting should start positively on the 15th September, 1960, according to the Census Calendar. The programme of work in connection with housenumbering and houselisting has already been approved by the Registrar General, India and on no account we should deviate from the said programme. Necessary publicity in respect of this programme has already been given by me through the local papers and leading papers of Calcutta and also through the All India Radio. If any further publicity is considered necessary in your opinion in the Sub-Divisions you may kindly arrange to do so with the help of the Block staff as well as the Publicity Organisation of the Administration. It is needless to mention that during the period of Housenumbering and Houselisting Operation the Sub-Divisional/Addl. Sub-Divisional Officers will have to undertake extensive tour to the respective charge areas in order to ensure that the work in each Charge proceeds on smoothly. The respective Charge Officers and Supervisors will also be required to tour constantly in their respective Charge and Circles with a view to supervising the work of the field staff. I shall be grateful if you kindly instruct the Charge Officers and Supervisors accordingly and request them to keep constant touch with their enumerators as far as practicable during the period of housenumbering and houselisting. The enumerators should also be instructed to keep contact with their respective supervisors on their turn as far as possible so that all problems which may arise in course of field work may be solved mutually without any loss of time. All the inspecting officers of various Departments posted in the Sub-Divisions may, if possible, be instructed to keep an eye over the Census staff, when they go on tour in the interior in connection with their normal duties.

When you (Sub-Divisional/Addl. Sub-Divisional Officers) go out on tour for inspection of Census work you may kindly ensure that eaoh and every house has been numbered for the purpose of filling in Houselist Forms. It is the duty of the Charge Officers and Supervisors to see and enquire at the time of their inspection in the interior whether all the houses in their respective areas have been numbered with coal tar and Houselists have been prepared for all the houses and the households"......"The housenumbering and houselisting operation is spread over a period of one and a half months and actually the field staff will require not more than 10 days to complete their assignment, if they work sincerely. The main point is that we shall have to finish this operation within the aforesaid period. But the work will have to start on the 15th September, 1960 in each Block of the territory simultaneously".

The District Magistrate and Collector, on a request, issued instructions to the Sub-Divisional/ Addl. Sub-Divisional Officers to meet me whenever they happened to come to Agartala in connection with their other official duties so that I might be able to avail the opportunity of having a discussion with them regarding the programme of Census work and the difficulties if any experienced by them. These discussions helped me a lot in keeping touch with the progress made in different areas during the operations, and in finding out ways and means to solve problem, if any.

The Census staff were allowed to enjoy the Puja Holidays which fell during the housenumbering and houselisting operation, from the 25th September, 1960 to the 4th October, 1960. The employees who wanted to leave their respective stations, were required to give a written undertaking to the effect that they would resume Census duties in their respective places of posting on the 5th October, 1960 positively. The school teachers whose period of vacation was longer, were allowed to enjoy the vacation and leave station only when they completed their allotted work to the satisfaction of the respective Sub-Divisional/Addl. Sub-Divisional Officer.

A question arose as to how the houses, which had been left unnumbered due to mistake or oversight, could be numbered if the mistakes were detected subsequently. The instructions as circulated in Census Office Circular No. F.6/1/59-Census, dated the 21st October, 1960 was that in the event of the houses remaining unnumbered and consequently omitted through mistake from being entered in serial order in the Houselist, such omissions, when detected should be rectified by numbering the house with the next number to the last one given in the house of the Block concerned. Similarly entries in respect of omitted houses were to be made next to the last entry in the Houselist with a note in the remark column regarding the actual position of the same house. As a result of this decision, even some villages in the interior hitherto unknown were found to exist and steps taken for housenumbering and houselisting of the same within the scheduled time.

72. *Quality of Houselists. Verification of shortcomings in Houselists.*—At the time of conducting housenumbering and houselisting operation the enumerators were required, according to instructions contained in Circular No. 9. dated the 9th September, 1960 to take with them the requisite Houselist Forms, Houselist Extract and Abstract Forms, blank papers and carbons for preparations of village maps, needle and thread for stitching Houselist Forms and blank papers for weekly progress reports. They were required to complete Houselist and other forms along with the work of housenumbering and instructed to fill up all the forms in ink. They were also required to prepare the first copy of the Houselist on the spot and the second copy at home after day's work, so that the second copy may be very neat and clean and much time is not wasted in the field for preparing the second copy.

To ensure correct housenumbering and houselisting the work of the enumerators was supervised by the Supervisors, Charge Officers, and the Sub-Divisional Officers/Additional Sub- Divisional Officers concerned. The Supervisors inspected 10 per cent. of the housenumbering and houselisting, the Charge Officers 10 per cent. and the Sub-Divisional Officers/Additional Sub-Divisional Officers inspected 5 per cent at random according to the instructions issued by the Census Office in Circular No. 11 of 18th October, 1960.

A certain per cent. of the work was also inspected by me and after the first round of my inspection defects in housenumbering and houselisting found out during inspection were brought to the notice of all the Census staff with the request to remove the defects and omissions even at the Supervisor's levels if the requisite papers were already handed over by the enumerators to Supervisors. The instances of the following types of defects and omissions may be cited :—

(*a*) In cases of grocery, stationery, cloth, etc., shops the word 'Shop' only was recorded in Col. 4 of the Houselist instead of specifying what kind of shops these were. In the cases of sweet-meat shops some of the enumerators had written workshop in Col. 4 of the Houselist, but as a matter of fact the correct entry in this column should have been recorded as 'Sweet-meat shop'.

(*b*) In case of Scheduled Caste and Scheduled Tribe, only Scheduled Caste and Scheduled Tribe had been recorded in the relevant column instead of specifying the actual caste and tribe to which they belonged.

(*c*) Some people belonging to Scheduled Castes were reported to have been very reluctant in giving out whether they belonged to Scheduled Caste or not. In some cases those people who identified themselves as 'Das', 'Sarkar', etc., did not like to mention clearly whether they belonged to Scheduled Caste 'Sarkar' and Scheduled Caste 'Das'. As a matter of fact some complaints in this regard came to my notice and in order to remove this sort of defects on the part of the people the Census workers were directed to contact other local inhabitants to ascertain whether the persons who are returning themselves as Scheduled Caste or others are really Scheduled Caste or others (non-scheduled). This verification was necessary only in case of doubt. In some cases specially in Rudrasagar area some of the people who actually returned themselves as 'Das', 'Sarkar' did not admit that they belonged to Scheduled Caste. But on subsequent enquiry it was found that they actually belonged to Scheduled Caste. Special precaution was therefore taken to record the Scheduled Caste people correctly throughout the territory in the aforesaid manner and I am confident that no Scheduled Caste person has been omitted to be recorded as Scheduled Caste during the 1961 Census. In some places the kitchens which are enclosed to the main room and store room, etc., of the household were not taken into account while counting the number of rooms in a particular household. Partitioned rooms were also not recorded. These were of course rectified in time.

(*d*) Some of the enumerators had not recorded the code number of the Block along with the name of code number of the village in the Houselist Form, although it was the instructions to give the Block number just below the column meant for the name of the village and code number of the village, if the Block consisted of more than one village.

(*e*) The totals of the relevant columns of the Houselist were not brought forward in some cases.

When the aforesaid omissions and defects were brought to the notice of the Census workers the requisite Houselists were corrected at the level of the Supervisors, Charge Officers and Sub-Divisional/Addl. Sub-Divisional Officers with as much care as was possible and after completion of the houselisting operation it was found out that the said operation has been completed with as much accuracy as possible. The population of Tripura after the houselisting operation was ascertained as 11,19,753 from the Houselist, whereas according to the final Census, the population of Tripura was ascertained as 1,142,005 *i.e.*, the Census population was higher than Houselist population by only 1·95 per cent.

73. *Where and how housenumbering went wrong or failed to be very satisfactory.*—A number of complaints was received to the effect that no houselisting has been conducted in some places,

but as a matter of fact when the said complaints were enquired into it was found that although the complaint was not available at his residence at the time of housenumbering operation, the requisite material in respect of him was collected by the Census staff from his neighbours or other relatives and he lodged the complaint without ascertaining the facts from his relatives or neighbours. All complaints that were received in this connection were attended to by the supervising staff as well as by myself and no house was found to be unnumbered. After the houselisting and housenumbering operation was over the people were invited by beat of drums and issue of pamphlets to report to the Sub-Divisional/Addl. Sub-Divisional Officers/Charge Officers/Supervisors as to whether necessary Houselists have been prepared in respect of their houses. In one or two places some genuine omission where no doubt brought to the notice of the Census staff and the matter was rectified then and there to the satisfaction of all concerned. After the operation was over the Sub-Divisional Officers as well as other Supervising Officers went out for investigation in their respective areas to find out whether housenumbering and houselisting has been completed in that particular area correctly and nowhere was it found that the housenumbering and houselisting were done wrongly or omitted altogether.

The enumerators' portion of the work relating to housenumbering and houselisting was completed throughout the territory by the 30th October, 1960 according to the Census Calendar. The Supervisors and Charge Officers also finished scrutiny of the papers and submitted the same along with the Charge/Circle Registers and final Charge Abstracts to the Sub-Divisional Officers in time. Houselist and the village-wise abstracts together with one set of village maps were sent by the Sub-Divisional Officers to the Census office according to the time schedule and the information relating to the total number of population as ascertained from the Houselist was communicated to the Registrar General, India on the 26th December, 1960 by the Census Office.

74. *Training course for enumeration.*—Soon after completion of the housenumbering and houselisting operation it was necessary to re-delimitate the Enumeration Blocks and after this work was finished necessary steps for distribution of Training Pads, Instruction Booklets, Census Manuals, various Census Forms, Registers and Abstracts, etc., were taken and thereafter great stress was laid on the work of training up the enumeration agency properly. A good number of enumeration staff were required to be appointed afresh to man the Blocks which had to be created afresh after re-delimitation of Blocks. The training was meant for acquainting the staff with the enumerators Block, Supervisors Circle, Charge Officers area of work, use of Location Code, utility of Houselist Extracts and Village Maps, importance of Census Calendar, use of the list of Scheduled Caste/Scheduled Tribe, list of local names of different rights on land, list of events of historic importance of Tripura and preparation of village notes, etc. Besides, the training course also included the legal basis for the Census, the utility of Census, responsibility of Census staff, necessity for tact and impartiality to secure full co-operation of public.

After acquainting the Census staff with the above it was necessary to train up them about the actual use of Census questionnaire the various implications involved in each question, how the answer to each question should be recorded and how the question should be put to the people. In short the whole enumeration procedure as per questionnaire had to be explained vividly to the enumeration staff during the training classes so that they may conduct the Census Operation without any difficulty. A Sample Census was held throughout the territory on the 20th January, 1961. Circular No. 14, dated the 26th November, 1960 issued by the Census Office contains instructions regarding the distribution of booklets, training pads, etc., as also organisation of training classes.

The booklets of training pads were distributed sufficiently in advance so that the enumeration staff could study the same properly and prepare themselves for taking necessary training in the training classes. At the time of houselisting operation many enumerators who were released from Census work due to some unavoidable circumstances did not return the booklets which were distributed to them. As a result, there was acute shortage of booklets, etc., at the time of actual work. So at the time of actual Census Enumeration necessary precaution had to be taken against this so that there might not be any shortage of instruction booklets, training pads, etc. The Census staff below the rank of Charge Officer in rural areas were supplied with instructional booklet in Bengali except a few enumerators of 'Lushai' community. Those of urban areas were supplied with booklets in English.

According to the plan for conducting training classes, I took one class at each of the Sub-Divisional head-quarters where all the Charge Officers/Circle Supervisors and as many enumerators as possible of the adjoining areas were required to be present for participating in the training class. After the first training class that was taken by me in each Sub-Divisional head-quarters the Sub-Divisional Officers/Charge Officers took one class in each Charge and this was

followed by 4 classes by each Supervisor in every Circle. Thereafter a Sample Training Census was conducted on the 20th January, 1961 throughout the territory. Appendix 9 shows the particulars of training classes held before the actual Census Operation began. At the time of the Sample Training Census each enumerator had to fill in one pad containing 10 Household Schedules and another pad containing 50 Individual Slips in a particular Block under each Supervisor under the supervision of the Sub-Divisional/Addl. Sub-Divisional Officers, Charge Officers and Supervisors of the respective areas. After the Sample Training Census the Supervisors checked 10 to 15 per cent. of the Household Schedules and 10 per cent. of the Individual Slips completed at the time of Sample Training Census and the result of their checking along with their comments was communicated to the Census Office along with 5 per cent. of the filled up Schedules and Slips for scrutiny and comments of the Census Office.

The training classes were conducted by me in all the Sub-Divisional head-quarters with help of the folding black boards on which the Census Slips and the Household Schedules were painted for demonstration and explaining the procedure in details to the trainees. Sub-Divisional/Addl. Sub-Divisional Officers, Charge Officers and Supervisors conducted training classes with the help of black boards of the schools where normally the training classes used to be held. The training class at Sadar was held on the 6th January, 1961 and all the instructions given by me during the training class and the procedure explained for taking the Census were tape-recorded, for the purpose of demonstration to the Census staff of the interior places who could not attend the training class conducted by me in the Sub-divisional head-quarters. This helped a lot in dispelling the doubts from the mind of the enumerators who did not personally attend the training class conducted by me. In Circular No. 16, dated the 13th December, 1960 the following instructions were issued :—

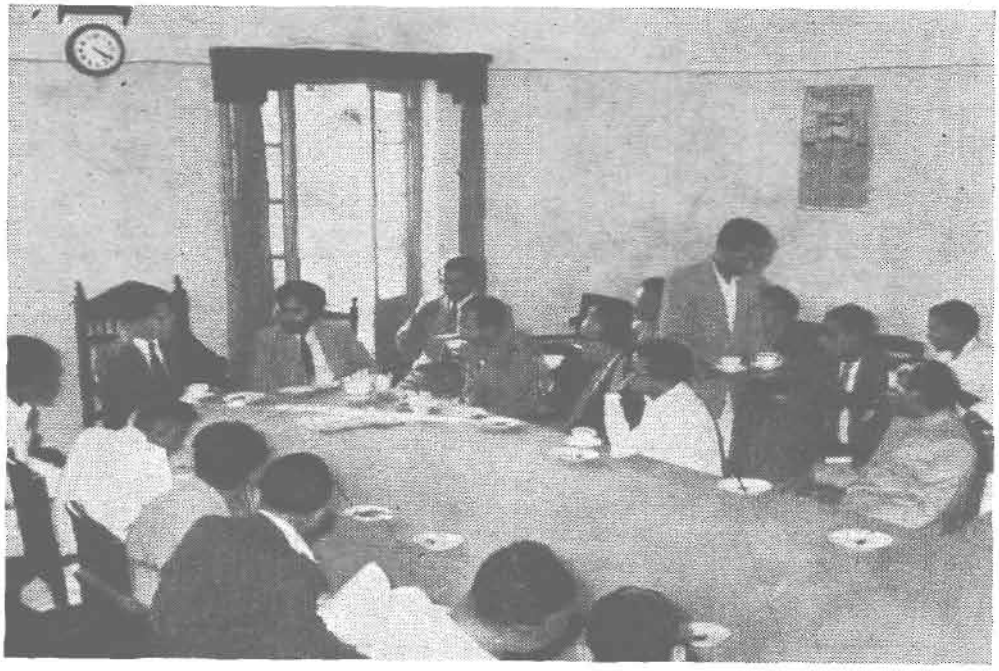
"Chapter V of the Census Manual deals with training. Though the Supervisors will be primarily responsible for the training of Enumerators, the Charge Officers themselves will see that their training is complete and effective. Moreover, the Charge Officers will have to practise Enumeration themselves immediately on their own households or on the households of their colleagues, friends, relations, subordinate staff in order to have practical experience of the difficulties which may confront the Supervisors and Enumerators".

This method helped the Census staff a lot in conducting their training classes effectively.

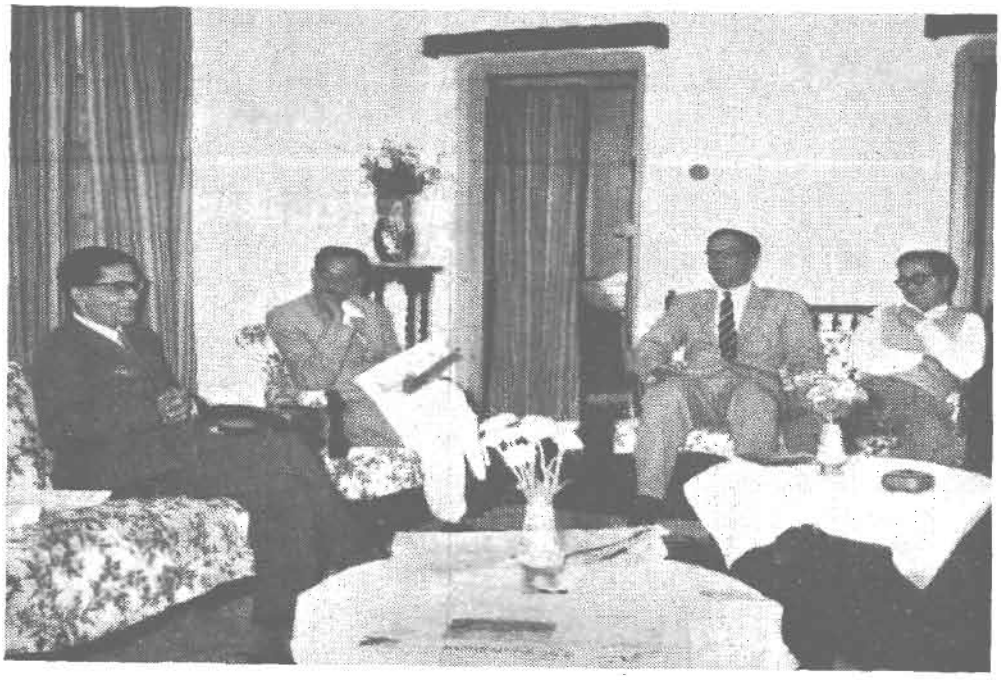
75. After the Sample Training Census, 5 per cent. of the filled up Slips and Schedules and the Scrutiny Notes which were received by the Census Office were scrutinised properly and the Scrutiny Note regarding the defects detected with suggestions for improvement was circulated to all Sub-Divisional/Addl. Sub-Divisional Officers in Census Office Circular No. 23, dated the 7th February, 1961. Further training classes were conducted by the Charge Officers and Supervisors on the basis of the scrutiny note in order to prevent recurrence of such mistakes as were noted in the scrutiny note. The result of the training Census is summarised below :—

(A) Discrepancies in Individual Slips :

1. A good number of slips of some of the pads were not filled up at all. An Individual Slip was found to have been filled up in respect of a Kali temple. Individual Slips were to be filled up in respect of persons only and not in respect of institutions. In some cases the Location Code used was wrong. The relationship of members to the head of the households was recorded very briefly and not specifically as per instructions. Only the district of the place of birth was shown in some cases. The name of the State should also have been recorded there. In some cases the name of the place of birth was shown against Q.4(a). The duration of residence in terms of number of completed years was recorded unnecessarily against Q.4(c) though the persons concerned were born in their places of enumeration. The nationality as recorded in some cases was vague and not specific. In many cases the abbreviations of S. C. or S. T. were written instead of writing the full name of Scheduled Castes or Scheduled Tribes. The abbreviation for illiteracy was recorded in many cases as 'X' instead of 'O'. Mother tongues were recorded briefly instead of writing them in full. In most of the cases, the nature of work done by a person as recorded in Q.11(a) was not clear. The ringing and ticking of principal and secondary occupations were not done in most of the cases. In the case of workers, the entry against Q.12 should have been 'X'. In the case of nil entries cross marks should have been put, instead of leaving the space for recording the answers blank. Students reading in classes, I, II and III should not have been recorded as 'L' as they are not expected to read and write a simple letter or read out a passage from the instruction booklet. In the case of a person engaged in more than one work but not working either in Cultivation or in Household Industry,



ON THE EVE OF THE CENSUS OPERATION, THE REGISTRAR GENERAL & *Ex*-OFFICIO CENSUS COMMISSIONER, INDIA DISCUSSING THE VARIOUS PROBLEMS WITH THE CHIEF SECRETARY OF TRIPURA ADMINISTRATION AND THE CENSUS OFFICERS DURING HIS VISIT TO AGARTALA.



REGISTRAR GENERAL AND *Ex*-OFFICIO CENSUS COMMISSIONER, INDIA MET IN A PRESS CONFERENCE IN THE CIRCUIT HOUSE, AGARTALA ON THE EVE OF THE CENSUS OPERATION IN FEBRUARY, 1961.

only the work in which most of his time was spent, should have been recorded under Q.11.

(B) Discrepancies in Household Schedules and Census Population Records :

Household Schedules were filled up in some cases of establishments where no person had been residing. Such households should have been treated as vacant and no schedule filled up in such cases. In many cases the lands under different rights were not shown separately against Questions 1 and 2 of sub-part—A. Cultivation. In some cases the right on land was not recorded at all both in questions 1 and 2, though the area of land was shown. In some cases, the right on land against question 1(b) under A. Cultivation was recorded as 'in exchange of crop', etc., instead of writing the local name which would be 'Barga'. The area of land under cultivation was recorded in local measures in many cases instead of showing them in terms of acres and upto two places of decimals. This showed that the enumerators did not make the best use of the list of conversions into local measures supplied to them. The nature of work done also was shown in the column for 'Nature of Industry' under B. Household Industry. Only the nature of Household Industry was to be recorded there. Part C of the Schedule was not filled up in many cases though item No. 1 under Part A was filled in. In some of the Schedules, Part C was filled up though there was neither any Family Cultivation nor any Household Industry. In some cases the column for total was not filled up. In the Census Population Record the activity of a member of a household, if not working, should have been indicated by a cross mark rather than leaving the last column in respect of that person blank. In most of the pads in Bengali, the total number of persons in households were not shown at bottom of the Census Population Records. The figures for males and females were only shown.

In the light of the scrutiny notes circulated in Circular No. 23 the training classes in every Circle were held mostly in the shape of discussion and correcting the available pads filled up during Sample Census. The economic questions (question 8-12) appeared to be very difficult to the enumeration staff, so it was my utmost endeavour to teach the enumeration staff as to how to get these questions answered and as a matter of fact after the Sample Training Census the mistakes were mostly under the demographic questions.

76. The Registrar General, India and *Ex-Officio* Census Commissioner was kind enough to visit Tripura just before starting the Census Enumeration. He was also kind enough to examine some of the training pads and was on the whole satisfied about the quality of the work done by the Census staff during the Sample Census.

77. A question arose as to whether in cases where travelling allowance would be admissible to serving personnel of the Tripura Territorial Council the expenditure should be borne by the Tripura Territorial Council or from the Census Budget. The position was explained to the Registrar General, India stating that the Tripura Territorial Council which was a local body and the expenditure of which was met mainly by grants and contribution made to it by the Central Government, should bear the expenditure on Travelling Allowance of the Tripura Territorial Council staff, because according to the provision of Para. 32 of Account Code Vol-I, the expenditure of Travelling Allowance should normally be debited to the head from which the pay of the persons concerned are borne. The decision of the Registrar General, India communicated in his letter No. 3/66/59-RG, dated the 28th September, 1960 thereon was that in view of the fact that the expenditure of the Tripura Territorial Council is met mainly from grants and contribution made to it by the Central Government, there should be no objection to their bearing the travelling expenses of their personnel engaged in Census which is also a Central subject. The expenditure on Travelling Allowance in connection with training and enumeration too was nil so far as the Census Budget is concerned except that paid to the Paid Enumerators.

78. The training of the enumeration staff kept under reserve was organised along with the regular staff and no separate class was held for them.

79. Facilities regarding attendance of the staff of the Administration and the Tripura Territorial Council, as indicated in item(f) under Miscellaneous in Chapter I of this report, were continued to be allowed to them during training, enumeration and revisional round and generally upto the time of collection of Census Records from them.

80. No holiday was declared by the Administration for the revisional period from 1st March to 5th March, 1961. Holiday was declared for the 2nd March on account of Holi. In 1951, the period of revisional round was declared public holidays. But in the absence of any instruction in this behalf this time, a telegram was sent to the Registrar General, India in No. F.4/2/59-Census, dated the 24th February, 1961 seeking instructions. But no response was received from the Registrar General, in this respect and as a result no public holidays could be declared as in last Census during revision period of the Census Operations *i.e.*, from 1st March to 5th March, 1961.

81. *Distribution of Schedules and maintenance of reserve.*—Para. 44 of the Census Manual which is quoted below, outlines the method of distribution of pads :—

"44. As soon as the Final Charge Abstracts are received from the Charge Officers in November, 1960, these should be checked in the Sub-Divisional Offices and a copy of the consolidated Final Charge Abstract of the Sub-division showing the population by sex according to rural and urban classification should be furnished by the respective Sub-Divisional/Additional Sub-Divisional Officers to the Superintendent of Census Operations by the middle of November, 1960. The Charge Officers will fix the dates and the centres from which the pads are to be distributed to the enumerators and furnish a list of the same with the actual number of pads of different sizes required for each centre of distribution. The Charge Officers should meet their Supervisors and Enumerators at the centres as previously arranged and distribute Pads personally to each individual enumerator. They should ensure that the first three lines of the Enumerators Abstract appearing on the front cover of each pad of Individual Slips are filled up in ink by the Supervisor concerned. The Location Code appearing at tops of both the Individual Slip and the Household Schedule should be filled up in ink by the Charge Officer/Supervisors as far as possible before distribution to the enumerators. Only the household number may be left to be entered by the enumerators.

A Register should be maintained in the Sub-Divisional Offices for pads in the form prescribed and given in Appendix III-10.

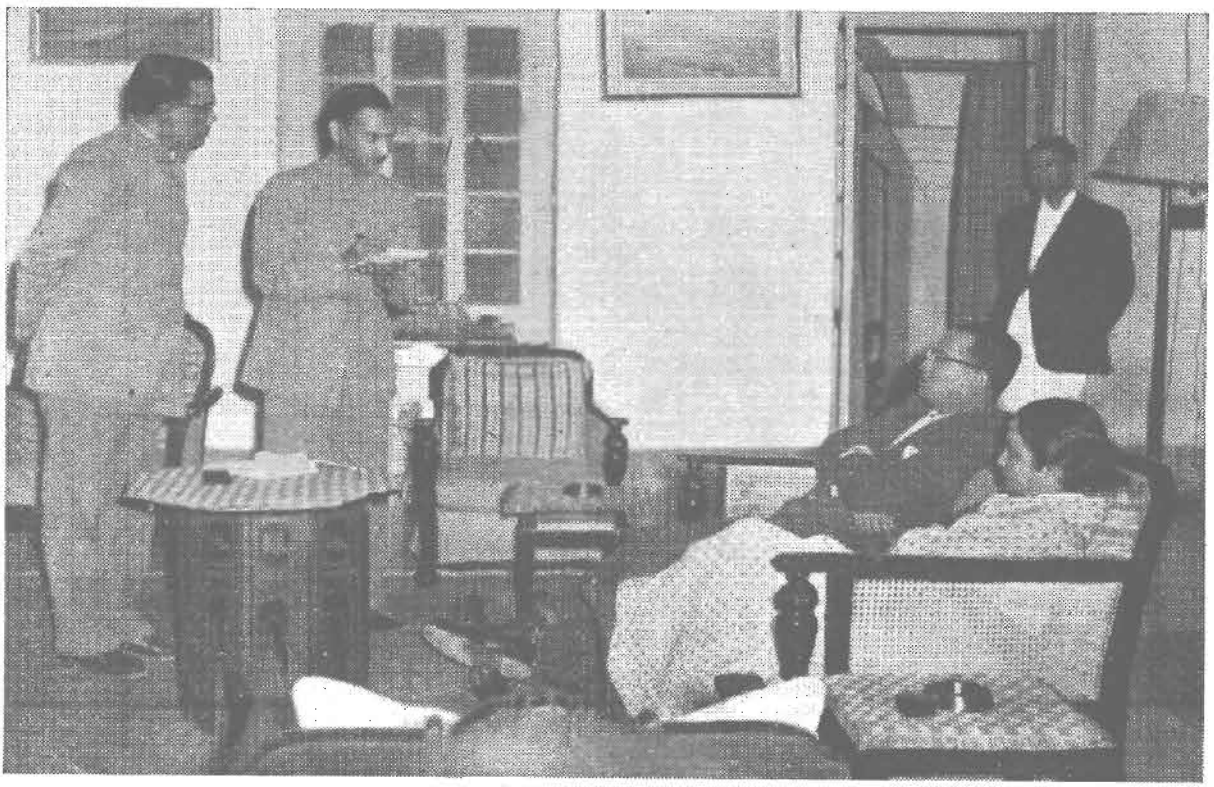
The pads will be despatched to the Sub-Divisional Offices in gunny bags or boxes which should be retained and utilised for sending the pads both used and unused along with other documents to the Tabulation Office after the Census."

The above instructions were implemented satisfactorily. Extra pads to the extent of 3 per cent over and above the demands for pads received from the Sub-Divisional Offices, were supplied to each Block at first. In addition, sufficient extra pads were supplied subsequently for equipping the enumerators who were to work in the interior to meet any emergency without any loss of time. It was, therefore, not possible ultimately to maintain any fixed ratio of supply of extra pads. Reports were afloat about a large scale immigration of Pakistanis into areas of Amarpur and parts of Sabroom and Belonia. As the communications to those parts were difficult and there were reckless rumours, sufficient pads had to be stored at these head-quarters to meet any emergency. The Schedule in form 3-B shows the extent of pads supplied to Sub-Divisions and used. Entirely unused pads of about half a million (501,385) slips and one-eighth million of (123,385) Schedules were found to have remained surplus owing to reasons already explained. It was noticed that in enumeration of small *paras* in the hills pads of 100 slips were extensively used with the result that slips of a particular pad remained partly unutilised. In future Census it is advisable that pads of 50 and 25 slips should be indented in larger proportion to meet the needs of such small *paras*. There was no epidemic or natural calamity anywhere to dislocate enumeration.

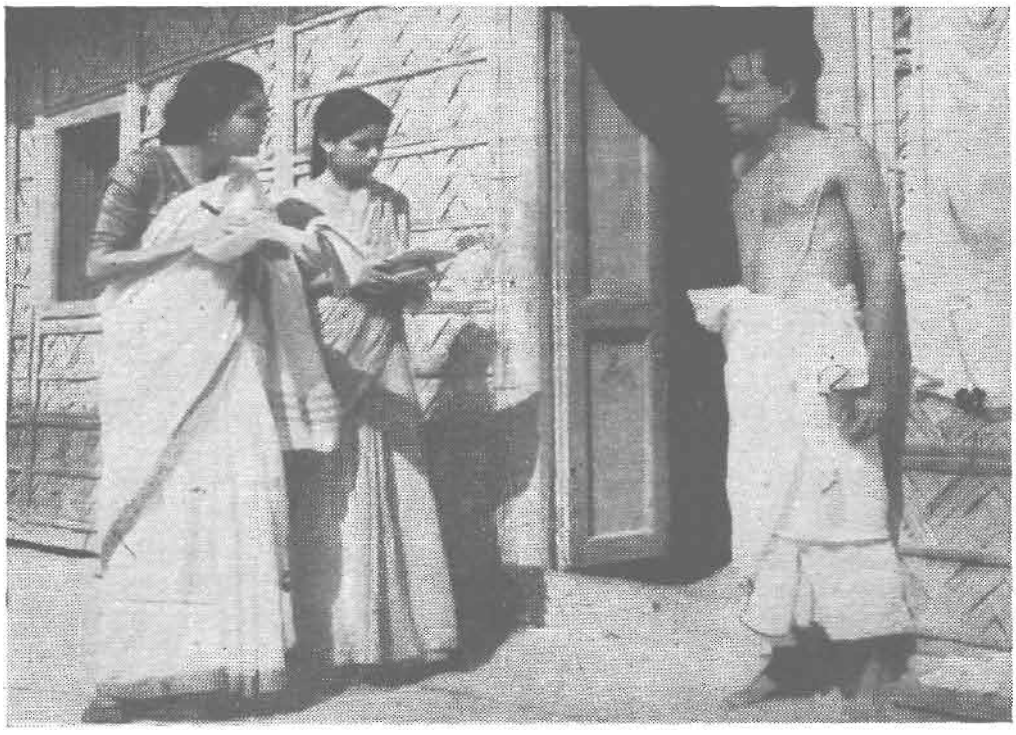
82. *Enumeration.*—Every possible efforts were made in properly training up the enumeration agency and in equipping them with sufficient pads, help books, forms and papers for the long expected drive. The Chief Commissioner broadcasted to the people of Tripura inviting their co-operation for the successful completion of the Census so essential for future development of Tripura. I also in my broadcast brought home to the public their share of responsibility in making the Census a success. The other forms of publicity were also in full swing to make the people Census minded. With the blessings from the Registrar General, India communicated in his D. O. letter No. 24/4/61-RG, dated the 1st February, 1961 the Census Operations started from the 10th February, 1961 in all the Blocks of the Territory.

83. *General.*—The reference date for the 1961 Census of Tripura *vis-a-vis* India, as notified by the Government of India in Ministry of Home Affairs notification No.2/115/59-Pub. I, dated the 5th December, 1959 was the sun-rise of 1st March, 1961. The period of 19 days for enumeration by house to house visits from the 10th February, 1961 was followed by a revisional round of all the households from the 1st March, 1961 to the 5th March for making corrections of any unenumerated visitor or for any birth or death that had occurred between the time that an enumerator visited the household and the 1st March, 1961. The Census of houseless persons in rural and urban areas was undertaken in the night of the 28th February, 1961. The first person enumerated in the Sadar Tehsil by the Sub-Divisional Officer under my supervision was the Chief Commissioner.

From the 10th itself all Sub-Divisional/Addl. Sub-Divisional Officers and myself were on the saddles for supervision of the progress of work. Everywhere the supervisors were asked to check and compare cent per cent of the entries, as already instructed in the Circulars and the Manual and



THE SUB-DIVISIONAL CENSUS OFFICER, SADAR AND THE SUPERINTENDENT OF CENSUS OPERATIONS, TRIPURA ENUMERATING THE CHIEF COMMISSIONER AT HIS RESIDENCE.



THE CENSUS ENUMERATORS ARE PUTTING QUESTIONS FOR ENUMERATION TO A CITIZEN.




THE FIRST DAY OF THE ENUMERATION UNDER THE GUIDANCE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, TRIPURA.

also to see that the Census Population Record was written up legibly and checked up with utmost care. The Charge Officers also checked 25 per cent at random and recorded a certificate on the last page of the Population Records for each village with his dated initial.

Altogether three cases were reported in which the heads of households concerned at first felt disturbed in being enumerated, but subsequently were enumerated when the position was explained to them. A number of complaints were also received to the effect that the enumerators concerned had not visited their households, but on enquiry it revealed that the enumerators did not find the heads of households and collected the information from the other members of the households during their absence.

84. *Arrangements for Special Charges.*—As already stated, all the 52 tea estates and the 2 Cantonments were treated as separate Special Charges. Enumeration of these Charges was done by the members of the respective Charges, trained for the purpose. In the case of Manu Cantonment, however, the Block-Development Officer, Kumarghat had to be appointed Charge Officer owing to the transfer of the O/C of the Cantonment. This arrangement was made with the concurrence of the Commandant, Assam Rifles. For the tea garden Charges mostly the garden staff were appointed for conducting the Census.

85. *Census of cities, large municipalities and cantonments.*—There is no city in Tripura except one municipal town named, Agartala, the capital of Tripura with a population of 54,878 *as per* 1961 Census. The municipality was superseded long ago. The Executive Officer of Agartala Municipality was at first appointed Charge Officer for the town but due to his illness it was not possible for him to carry on the responsibility of a Charge Officer. So before commencement of the training classes for the houselisting operation Shri B. Sen, B. T., an Assistant Teacher of the U. K. Academy was appointed as Addl. Charge Officer and practically the Census of Agartala town was conducted under his direct supervision and the Charge Officer was not at all available for the work and no municipal employee was drawn for enumeration. The bulk of the supervisors and the enumerators were drawn from the teaching staff. There were 6 Supervisors and 112 Enumerators for 6 Wards and 88 Blocks respectively. Women enumerators worked in 24 Blocks. As it was not considered advisable to engage one woman enumerator per Block to work alone by house to house visits, two women enumerators for each Block had to be engaged and 10 per cent of the strength was kept in reserve. Each of the Enumerators was paid honorarium @ Rs. 5 per Block for housenumbering and houselisting and Rs. 15 for enumeration. The Supervisors were paid @ Rs. 4 per Block for enumeration. Out of the honorarium of Rs. 5 for housenumbering and houselisting an advance @Rs. 2·50 nP. was paid to each enumerator to meet the cost of coal tar for housenumbering. A number of enumerators were not very enthusiastic at first to carry pots with coal tar for housenumbering and on the other hand demand for entertaining labour for the purpose was put forward. But after repeated persuasions they did not grudge the work. The women enumerators, although their clothes got spotted with drops of coal tar during the period, did not grumble, as this was a new venture to them here. No clerk was to be appointed for this Charge. Effort was made as far as practicable to post enumerators within the Blocks in which they reside. The training classes were spread over different parts of the town and synchronised according to programme. It is always better to select Charge Officers from amongst those who have got an established office so as to derive the maximum benefit in Census work. But in the case of Agartala town Charges this was not possible as the Assistant Teacher who virtually worked as Charge Officer had no office of his own. Representations for exemptions and release on medical grounds were too many in the first phase but these were possible to firmly discourage through the action taken in this behalf by the Chief Executive Officer, Tripura Territorial Council. There were also a number of cases in which persons volunteered their services for enumeration in order to avoid transfers from the town area. The Registrar General, India, met the Charge Officer, Supervisors and a number of enumerators of the town, along with other representatives from different Charges. This meeting infused inspiration in them on the eve of the enumeration.

86. Both the operations houselisting and enumeration were conducted satisfactorily and smoothly in the two cantonments, one at Kunjaban and the other at Manu. The quality of performance was also good. No separate training class was necessary to be organised for the two enumerators of these two Blocks. They used to attend training classes which were organised for other staff in the adjoining places. No supervisor was appointed for the Cantonment areas as they constitute one Charge and one Block each and the respective Charge Officers directly carried on the work of supervision.

87. *Census of houseless and mobile population.*—The Enumeration of houseless persons was undertaken in the night of the 28th February, 1961 by the enumerators in thier respective Blocks in all rural and urban areas except in some areas

under Asharambari Tehsil where man-eaters were reported to have been frequenting. The Superintendent of Police issued directions to the Police Out-Post at Asharambari for extending necessary assistance to Census staff when required, in the tiger infested area. Assistance of six armed police constables was also provided to enumerators of some Blocks under Fatikroy Charge where wild elephants were reported to have been roaming. The Census staff were instructed to avoid night movement during enumeration in those areas. The enumeration of houseless persons was completed in those areas in the afternoon of the 28th February, 1961. At the outset it had already been anticipated that the number of houseless persons in Tripura would not be appreciable and their enumeration would not present any problem. Actually the result of enumeration of houseless persons revealed that the number of such persons was found to be nil in as many as 34 Tehsils out of 45 and in two towns (Dharmanagar and Radhakishorepur towns) out of six. The reason for this is attributable to clustering of houseless persons in congested areas only, topography of the places and abundance of forest material to erect huts at places which are conspicuous by the absence of any houseless persons. In the training classes the enumerators were instructed to acquaint themselves with all the houseless persons living within their respective Blocks during the training period and prior to actual enumeration and to contact the Sardars and other prominent persons of the villages who would be able to locate houseless persons, if there were any. The Supervisors in their respective Circles were also reported to have been very vigilant in the night of the 28th February.

According to instructions the fourth element of Location Code for the houseless persons was indicated by the use of the abbreviation 'H' ('Grihaheen' in Bengali) in place of the household number.

The following is an extract from the instructions issued in respect of enumeration of houseless population :—

"Houseless persons that is persons who do not normally reside in houses *e.g.*, members of the wandering tribes, beggars, sadhus, etc., would be separately enumerated on the night of 28th February *e.g.*, on the night preceding 1st March, 1961. In order to be sure of counting every one of such people not more than once, enumeration of such persons will be held simultaneously. So, after an enumerator has completed his work relating to household and institutional population within the specified time, he will proceed to enumerate any of the houseless population that may be in his Block during the night of the 28th February, 1961. For an efficient counting of this population, the enumerator and the supervisor must find out in advance where such people are likely to be found. In enumerating beggars, etc. the assistance of the local police may be taken. Arrangement of such assistance if necessary, will be made by the Charge Officer concerned through the Sub-Divisional Census Officer."

"At the time of enumeration of households, pavement dwellers or others who do not form part of a household should not be enumerated. Such dwellers along with persons who do not normally reside in houses would be separately enumerated in the night of the 28th."

88. *Enumerations of Special Charges.*—Para. 8 of Circular No. 1 which reads as follows deals with the procedure of enumeration in Special Charges :—

"In the case of Military Cantonment and Tea Garden areas you will have to form Special Charges in charge of separate Charge Superintendents and the officers in charge of these areas can be appointed as Charge Superintendents, because they can alone effectively deal with the population of these areas. It is therefore requested that you may kindly prepare a list of Blocks, Circles and Charges for the entire area of your Sub-Division for the purpose of coming Census accordingly and intimate the same to this office by the end of November, 1959."

Accordingly, 52 Special Charges were formed of all tea estates in Tripura with 52 Circles and 52 Blocks. No supervisor was necessary to be appointed to these Special Charges as the work of the same was done by the respective Charge Officers. Total number of enumerators was 52 under an equal number of Charge Officers. The enumeration staff were drawn from the respective tea gardens and they were given training along with the staff for the General Charges. The rates of honoraria for the enumerators of the Special Charges were the same as those sanctioned for the enumerators of General Charges. In the absence of any formal appointment of supervisors for those areas the expenditure on supervision was nil.

89. *Difficulties about enumeration of mother-tongue, if any.*—Instructions in regard to the selection of enumerators were that the selection should be confined mostly to school teachers, social education workers, block staff, etc., because the enumerators were required to be of better type than in the past. It was our endeavour to find out suitable enumerators from within the Block area and for the hill areas it had to be ensured that the enumerators had workable knowledge of tribal dialects. The employees of Lushai community had to be appointed for the areas

inhabited by Lushai people and they were supplied with all booklets and forms in English. People of different parts of India *e.g.*, northern and western parts of West Bengal, Orissa, Bihar, Madhya Pradesh and Assam were generally found to inhabit the Tea Estate areas. The Tea Garden staff were found most suitable in dealing with the respective households in the matter of correctly recording the mother-tongue.

As already stated under item 8 (c) of this chapter, the trainees were posted with the information about classification of those dialects which are spurious and also those which are languages. In the training classes held in the Sub-Divisional head-quarters, it formed one of the main items for discussion and clarification.

During scrutiny of slips after the enumeration it was found that the questions 7(a) and 7(b) were filled up as returned and the answers recorded under question 7(a) conformed mostly to the standing instructions and no difficulty about enumeration of mother-tongue was reported to have been experienced.

90. *Preliminary assessment of quality of enumeration—Coverage.*—Housenumbering and houselisting are the basic operations in the conduct of Population Census and enumeration of individuals in their households has been recognised as the best procedure to ensure accurate Population Census. During housenumbering and houselisting operation some villages/*paras* were found to have disappeared, while a number of new ones came into existence. As a result of vigorous publicity through press and by beat of drums in important markets on market days, a number of households and even some villages which had been omitted, were numbered and listed within the time schedule. The enumeration was done on the basis of the village maps prepared at the time of houselisting and also with reference to the extracts from the houselists. During the enumeration period, the Census work was completed peacefully and smoothly under proper supervision of supervisors. No news about any omission from enumeration appeared in the local press nor any report to that effect was received by the Census Office, although the people were requested through press and by beat of drums to report such omission, if any. Scrutiny of the slips with the relative Census Population Record did not also reveal any case of double counting. So, it may safely be said that a complete coverage was achieved.

91. *Response.*—For the purpose of making sure that no person was enumerated twice and no person was omitted from being enumerated altogether, it was found essential to secure the co-operation of the citizens on the one hand and the vigilance of enumeration staff on the other. With this end in view co-operation of the citizens was sought for through Press and Publicity. The extent of publicity made to make the people Census minded has been dealt upon at length in item 21 of the foregoing Chapter. In all the training classes I emphasised the need for refraining from entering into any controversy and also for being courteous to the households. The instruction to enumerators was that if any persons refuse or deliberately gave an incorrect or false answer to the questions they should explain to the persons concerned that it was an offence under the Census Act and such answers would but give a distorted picture of the village concerned and thereby of the whole territory and as a result it would not be possible to utilise the *data* for preparing any constructive scheme. The Census staff were also requested to explain that the Census *data* of individuals being multiplied and combined in various ways would produce an impersonal record of dimensions ; the legal sanction was also there to maintain secrecy of individual records and therefore there would be no cause for any fear of giving clear answers to the questions and that it should also be clearly brought home to the people that clear and correct answers would not deprive them of any of their existing rights and privileges. No report about any deliberate refusal to give any answer to the questions was however received. The difficulties as mentioned in the last para. of item No. 14 (a) of this chapter would appear negligible, if compared to the magnitude of the work involved and generally speaking the response in the Census count was satisfactory everywhere.

92. *Care in filling up Demographic Questions.*—In the Bengali pads of Individual Slips both the abbreviations appeared in print against Question No. 13. The instruction was to strike off the one which was not applicable. But in innumerable cases it was noticed that the abbreviation had been cut off carelessly with the result that the abbreviation which should have been retained had been struck off.

Only a few cases the name of the birth place falling outside the territory but within India was only recorded without any mention of the name of the State/District. This could not perhaps be mentioned by the enumerators because of the ignorance of the persons concerned about the name of the district or State in which the place of birth was lying. This gap was filled up at the scrutiny stage in the Tabulation Office with reference to Year Books, Railway Guides, All India Census Tables of 1951, Postal and Telegraphs Guide and even by personal contacts in cases in which it was necessary to do so.

The other demographic questions were found to have been satisfactorily written.

93. *Care in filling up Economic Questions.* Among the economic questions, sufficient care was not taken in filling up questions in a few cases in urban area inasmuch as the description of the nature of Industry, Profession, Trade or Service was not explicit enough. These were also corrected by contacts with the Charge Officer concerned. In some of the female slips of hill areas, both the abbreviations 'C' and 'HW' were found to have been recorded under Question 8, while there was cross mark under Question 12. In those cases it was not difficult to make necessary correction by striking off the abbreviation 'HW' under Question 8. The other items of the questions were written up very satisfactorily.

94. *Care in filling up Household Schedules.*— The Household Schedules were written up legibly, but the instructions to mention the name of the Scheduled Caste/Scheduled Tribe in the rectangle were not followed in a few cases. Only Scheduled Caste/Scheduled Tribe as the case might be, were written. These were however corrected at the scrutiny stage in the Tabulation Office with reference to the Individual Slips and House-lists concerned. In a number of cases total of persons in the Census Population Record was not given ; so this was done at the scrutiny stage. Otherwise the Household Schedules were upto the standard.

95. *Difficulties arising out of confusion over concepts and definitions.*—In some cases there was misunderstanding regarding the term 'Family-worker'. For instance, at the time of enumerating a house-servant, he was recorded as 'FW' in question 11 (c) which was wrong. Again, the house-servant engaged mainly for agricultural operation of the master, was recorded as 'AL' instead of recording him as house-servant. Persons possessing '*Dhenki*' for husking paddy for the family consumption, were shown as engaged in Household Industry irrespective of the consideration as to whether it had been in operation on industry scale. Although there was clear instruction not to mention the standard or class below primary standard against question No. 6 of Individual Slip *i.e.* upto class III standard, this was not followed in some cases. In case of persons who read upto Class III standard, but could read and write a simple letter the instruction was to write 'L' against Question 6 and in case of those who could not read and write a simple letter or a passage from the booklet in Bengali instruction was to write 0 (zero) against question 6.

These instructions were not followed in a few cases. All these discrepancies were however, corrected at the checking stage.

A confusion arose in some quarters as to whether 'Jhum Cultivation' should be entered against item 1 (i) under "A Cultivation" of Part 1 of Household Schedule. This was confirmed with instructions to write the word 'Jhum' in the column for 'Local name of right on land'. No other difficulty arose out of confusion over concepts and definitions.

96. *Arrangement for filling up last minute deflections.*—Before the Provisional Total was struck, arrangement was made for a thorough examination of all Census Forms at Sub-Divisional level in presence of the respective Supervisors and Charge Officers. The following stages were gone through at the time of examination :—

(i) A complete agreement among the Village/Block/Circle/Charge lists/Village maps, the number of pads issued and received back ;

(ii) A complete agreement between the Census Population Record and the respective Individual Slips ;

(iii) A close examination of the pads to see that—

(*a*) the Location Codes appearing in Individual Slips, Household Schedule and Census Population Record were in order ;

(*b*) no question had been left unanswered or left blank in the enumeration pads ; blanks, if any left inadvertently, could very often be filled up with reference to other slips of the same household.

(*c*) the totals given on the Enumerators Abstract and Block/Circle/Charge Abstract as well as in the Census Population Record have been checked and corrected for the compilation of the Provisional Total.

A thorough examination of the Census Papers on the lines as indicated above was conducted during the period from the 6th March, 1961 to the 8th March, 1961 in all the Sub-Divisional Offices.

97. *Provisional totals.*—The instruction for the compilation of the provisional total at the Sub-Divisional level were as follows :—

"The Sub-Divisional/Additional Sub-Divisional Officer concerned will prepare the Sub-divisional Abstract in the aforesaid Form on the basis of the Abstracts to be received from the Charge Officers by the 7th March, 1961 and will communicate to the Superintendent of Census Operations

the provisional total population showing male and female population separately as well as the number of literates by sex of the Sub-Division by wire on the 8th March, 1961. The telegraphic address of the Superintendent of Census Operations, Tripura, is 'CENSUS', Agartala. The telegram should be followed by an Express Letter which should contain a confirmed copy of the telegram accompanied by a copy of the Sub-Divisional Abstract of both population and literacy by sex separately."

The table in Form 11 shows the population Houselist, provisional and final and the percentage variation of final from provisional population. This table also shows that except Kamalpur Sub-Division, information from all the other 9 Sub-Divisions were in hand by the 8th. In my anxiety to get the figures of Kamalpur I had to send a request by Police wireless to the Additional Sub-Divisional Officer, Kamalpur on the night of 8th March for signalling the provisional figures by next call so as to save the situation. The information was available by the following morning.

For timely collection of provisional totals, the Administration was kind enough to authorise all Census Officers not below the rank of Charge Officers to send messages relating to Census through the Police wireless from the places where there were no telegraph facilities.

98. *Post Enumeration Check.*—The terms 'Sample Verification' and 'Post Enumeration Check' are the same. According to the decision of the Second Conference of the Superintendents of Census Operations, the Post Enumeration Check was not required to be conducted in the territory of Tripura. This was later confirmed in Registrar General, India's letter No. 16/3/60-VS, dated the 2nd February, 1961.

99. *District and Taluk Census clerks and other special staff.*—The Census work at subdivisional level was managed by one lower division clerk only in each of the ten Sub-Divisional Offices. They worked hard throughout the period of their service and for this I am very grateful to them. The statement in Form 5-A shows the particulars of Sub-Divisional Census Establishments. Under Khowai Sub-Divisional Office three paid enumerators worked during housenumbering and houselisting and nine (including the above three) paid enumerators worked during enumeration in remote and inaccessible parts of that Sub-Division.

100. *Staff for Cities, Corporations and Special Charges.*—There is no city in Tripura. It was not found necessary to provide any clerical assistance to any Charge Officer of any urban and other Special Charges.

101. *Honorarium to Enumeration staff.*—The expenditure on honorarium to enumerators in connection with enumeration amounted to Rs. 25,875 of which a sum of Rs. 11,730 was disbursed in 1960-61 and the balance of Rs. 14, 145 in 1961-62. The aforesaid amount includes additional honorarium at the rate of Rs. 10 paid to enumerators who worked in difficult and inaccessible Blocks so as to enable them to meet the extra expenditure incurred on account of hiring of porters (*vide* Registrar General, India's approval communicated in his No. 3/66/59-RG dated the 20th January, 1961). It may be mentioned here that in the light of the experience gained during the houselisting operation, it was felt that a strict adherence to the posting of enumerators on the basis of 750 persons in a Rural Block or 600 persons in a Urban Block on average would not be practicable during enumeration, particularly in the interior and widely scattered villages. It was also not advisable to post woman enumerator singly in a Block. So, a reference was made to the Registrar General, India for approval to the appointment of proportionately a larger number of enumerators. This was approved by the Registrar General, India *vide* his letter No. 3/66/59-RG, dated the 17th January, 1961.

The above expenditure also includes the honorarium paid to nine paid enumerators at the rate of Rs. 100 per month each.

The rate of honorarium for each supervisor was Rs. 4 per Block in connection with enumeration. No honorarium was to be paid to them for houselisting operation separately. A total honorarium of Rs. 6,380 was paid to them. The statement in Schedule 5-B shows the expenditure incurred on account of honorarium to enumeration staff.

102. No honorarium was required to be paid to the Charge Officers according to the decision of Registrar General, India. The Charge Officers were rather the captains of the team of Census workers and they had to work hard for successful completion of the Census Operation in addition to their normal duties which were already very heavy. Most of the Charge Officers were drawn from the ill paid senior school Teachers and Tehsildars and apart from the streneous service they rendered, they had to incur a good amount from their own pockets by way of entertainment of Census staff during training classes and scrutiny stage of all filled up Schedules and Forms. But unfortunately I could not compensate this. In future Census there should be provision for suittable honorarium for them.

103. *Recognition of Services of Enumeration staff.*—The success in the Census Operation depended largely on the faithful and ungrudging services of the Officials of the Administration and the Tripura Territorial Council who constituted bulk of enumeration personnel. The Administration therefore, decided that the enthusiasm and energy shown by an official in performing his Census duties and the extent to which an official executed or supervised the same personally and was able to secure accurate and prompt work from the subordinate staff should be reported in the official's annual confidential report for the year 1960-61. The Chief Secretary, Tripura Administration, accordingly issued instructions to all Departments/Heads of Departments/Offices of the Administration and the Tripura Territorial Council as well in his Memo. No. F. 14 (1)-GA/60 dated the 14th October, 1960 to add special remark about their Census work, if any, according to the report of the Census authority under whom they had worked, while writing annual confidential reports of their staff for the year 1960-61. The contents of the Memo. were brought to the notice of the Census workers concerned.

It was not possible, however, to accord recognition in a similar way to non-official persons who were appointed.

Apart from recording the performance of Census workers in their annual confidential report for the year 1960-61 as stated above, Silver and Bronze Medals and also merit Certificates under the signature of the Chief Commissioner were awarded on the 26th January, 1962 to the Census workers in recognition of their meritorious services in bringing the 1961 Census to a successful completion. The award was made in accordance with the principle laid down by the Registrar General, India *vide* statement in Appendix 10 which shows the Sub-Division-wise distribution of medals and merit certificates.

104. *Special Studies.*—By way of special studies the following works were undertaken during the period of enumeration throughout the territory with the help of the enumeration staff :—

(I) A Village Note for compilation of village directory to be included in the District Census Handbook.

(II) Enumeration of scientific and technically qualified personnel.

(III) Collection of requisite *data* for the Monograph of Scheduled Caste and and Scheduled Tribe.

Beside the above, it was also decided by the Registrar General, India to conduct Village Surveys in 12 selected villages and Handicraft Survey throughout the territory as a supplementary project of the 1961 Census by a specially trained staff to be recruited for the purpose.

(I.) The form namely 'Village Note' was specially devised for collection of information in respect of every Village/*para* separately at the time of enumeration along with the Census Operation with a view to have a clear picture of the village as well as the advantages and disadvantages of the villagers. The Village Note Form has been shown in Appendix 16. Similar note was prepared in 1951 Census also along with the Census Operations. Parts A and C of the note mainly dealt with the items of general interest concerning existence of certain amenities of life of the people and Part B dealt with historical, cultural and economic background of each of the village. There were altogether 45 items of information which was required to be collected through the Village Note and like other Census Records the Village Notes which were prepared by the Enumerators were thoroughly checked by the respective Supervisors/Charge Officers before their despatch to the Census Office along with the Census pads. This was an important item of the Census programme inasmuch as this note will be of much benefit to the administrative departments for making any plan for rural upliftment throughout the territory in respect of education, water supply, sanitation and other social welfare work.

(II.) In the Second Conference of the State Superintendents of Census Operations held in Delhi in August, 1960, it was decided to conduct a special enumeration of scientific and technically qualified personnel with the help of specially devised cards for collection of requisite *data.* The main purpose of such enumeration was, apart from anything else, to have an idea of the number of scientific and technically qualified personnel and to solve the problem of better utilisation of the services of these personnel on all India basis and to find out suitable employment of the technically qualified personnel who are not suitably employed. Circular 17, 21 and 22 contain instructions as to how the special enumeration of scientific and technically qualified personnel should be conducted. As already mentioned, with a view to collect the requisite information for those who are holding Degrees in Science subjects, Degrees or Diploma in Engineering, Technical and Medicines, a special enumeration card was devised in a post-card form by the Registrar General, India. Each Enumerator in Agartala town was provided with 10 cards and in

other small towns with 5 cards. For rural areas each enumerator was provided with one card on average with the instruction that in case of necessity they would be supplied with additional cards by the Charge Officers/Supervisors who were required to keep reserve to meet additional needs. In some Blocks arrangements were also made for adjusting additional demand of cards by taking back the excess cards of some other areas. Out of the total six thousand cards received for the purpose, 3,172 were allotted for rural areas and 2,585 for urban areas. The Enumerators were instructed to deliver the cards to the scientific and technically qualified persons if any, personally at the time of enumeration with the instruction to post them direct to the Registrar General, India after filling up the relevant columns. The enumerators were however instructed to enquire from the persons concerned or the head of household at the time of revisional round whether the cards in question have been duly despatched to the Registrar General, India. But this instruction was modified subsequently according to the decision of the Registrar General, India and the revised instruction was that the cards would be distributed by the enumerators during enumeration to the scientific and technically qualified persons wherever found after filling in the Location Code preceded by code 'XIX'. It was the code for Tripura. It was also decided that the enumerators concerned should collect the cards during the revisional round and furnish collections to the Sub-Divisional Officers through their respective Supervisors and Charge Officers after due checking so that the same may be posted direct to the Registrar General, India by the Sub-Divisional Officers. They were also directed not to post any blank cards. But after the enumeration, reports were received from the Sub-Divisional Officers that some cards were posted by the persons concerned perhaps by the over-enthusiastic persons while others which were collected by the enumerators were posted by the Sub-Divisional Officers.

(III). As desired by the Registrar General, India in his Demi-Official letter No. 23/1/59-RG, dated the 31st March. 1960 instructions were issued in Census Office Circular No. 7, dated the 8th July, 1960 for collection of information regarding characteristics of the Scheduled Castes and Scheduled Tribes in the order of the detailed headings given therein. They were advised to collect the requisite material in respect of the Scheduled Castes and Scheduled Tribes right from the beginning of Census Operation and consult reference books relating to Scheduled Caste/Scheduled Tribe of Tripura as may be locally available so that the Monographs of Scheduled Caste/Scheduled Tribe can be compiled just after the Census Operations. All the Sub-Divisional Officers/Additional Sub-Divisional Officers were requested to furnish with the notes regarding Scheduled Caste/Scheduled Tribe just after the Census Operations. But it was not possible for almost all of them to send the desired notes in time and the notes which were received were not at all helpful for preparing the desired Monographs on Scheduled Caste/Scheduled Tribe. It is however a fact that such specialised work cannot be expected from the Executive Officers like Sub-Divisional Officers/Additional Sub-Divisional Officers and Circle Officers and Block Development Officers, etc. It is always necessary to appoint specialised staff for such specialised studies in order to collect complete materials but this was not done in the beginning. As a result the work had to be delayed considerably, till separate staff was engaged for finalising the work.

(IV). As already mentioned, as a supplementary project of the Census Operation, twelve villages in Tripura were selected for village survey with the help of a prescribed *pro forma* and this work was entrusted to two specially trained Investigators and the requisite *data* regarding the Village Survey were collected almost immediately after the Census Operation. The requisite material for the Handicraft Survey was also collected during the Census Operation with the help of 10 Investigators specially trained for the purpose. The Investigators were deputed to the respective Sub-Divisions and they collected the requisite *data* in respect of six village industries and fifteen village crafts of Tripura. The requisite *data* collected so far were subsequently compiled in the Census Office under the guidance of a Special Officer appointed for the purpose. Besides this, information regarding fairs and festivals of Tripura was also collected during the Census Operation, but as the information was not sufficient for the purpose of preparing the detailed report regarding all the important fairs and festivals a specially trained staff had to be engaged subsequently for collection of the requisite *data*. The staff of the Sub-Divisional Offices helped a lot in this respect and but for their help it would have been quite impossible to collect all these materials and I must express my gratitude to all the staff of the Sub-Division for the help they have rendered in connection with all these allied studies during the Census Operation.

105. *The cost of enumeration (End of* 1960-61).—Unlike previous Census it was decided by the Government of India to set up a full-fledged

Census Office in Tripura under the direct control of the Registrar General, India during 1961 Census. It was also decided to set up a separate Tabulation Office for Tripura directly under the Central Government . As a result the expenditure on account of the Census Operation and the Tabulation Office was of direct charge of the Central Government. The statement in Form 2 gives the actual expenditure under detailed heads of account for the period from the beginning of the establishment of Census Office upto the end of March, 1961. No expenditure on account of travelling allowance of the officers and staff of the Administration and the Tripura Territorial Council who were employed in Census work had to be incurred from the Census Budget. The expenditure on travelling allowance of all the Census workers who were appointed from the different departments was borne by the respective departments and it was also not necessary as already mentioned to pay any honorarium to the Sub-Divisional Officers/Additional Sub-Divisional Officers/Charge Officers for their Census work as in other States and Union Territories. A considerable economy was effected under B. 4 other Charges by despatching Circular Forms and stationery through messengers who happened to come to Agartala on other business of the Administration. Similarly a considerable economy was effected in connection with the distribution of the enumeration pads as I used to take most of the pads meant for the Sub-Divisions and outlying places in a trailor when I went out on tour in connection with the training classes and supervision of Census work. The statement in Schedule 8 shows the different stages at which the staff were gradually taken in along with the increase of work both in Central and Sub-Divisional offices.

# APPENDIX I.

## Summary of the few Circulars issued in connection with 1951 Census Operations.

*Introduction* :—The next decennial Census in India will be held during February-March, 1961. The reference date for the Census will be the sunrise of 1st March, 1961. Tnis will be the 10th in the Indian Census series and the second since the Independence of the country. The first regular Census of Tripura took place in 1901 and since then, Census has been held decennially here upto 1951 along with the All India Census.

2. The 1961 Census will be the most important and comprehensive Census ever taken in India. During the previous Censuses in Tripura, many difficulties had to be faced. Tripura has during the two Plan periods developed in many respects. There is wide-spread and growing demand for legal and administrative measures for ameliorating the social and economic condition of the people. But they require accurate and comprehensive *data* of the existing conditions. So, the aim should be that every one of Tripura will have to be censused, none omitted or enumerated twice.

3. A remarkable feature of the Indian Census is the part played by her citizens in their Census. It takes two to make a Census—the citizen and the enumerator, and of the two it is the citizen who is more important in India, the Census in fact being in relation to him. The citizen is the custodian of the facts to be brought on to a statistical record. Without active co-operation and help of all therefore, a Census not to cover about 11½ lakhs of people in Tripura cannot be cast. Every person official or non-official, who is called upon to carry on any Census duties should discharge them with a feeling of responsibility and earnestness.

4. Census enumeration is a piece of honorary service in the cause of the country. It is only this honorary nature of enumeration work which makes Indian Census at all possible in such a large country because Census taking on the basis of any payment would have been unthinkable.

5. The Census Act, 1948 (Act XXXVII of 1948) has been extended to Tripura by the Union Territories (Laws) Act, 1950 (Act No. XXX of 1950). According to the latest order issued by the Government of India in Ministry of Home Affairs Notification No. 2/1/60-Judl. 11, dated the 20th April, 1960, the powers and functions of the State Government under the Census Act, 1948, have been vested in the Chief Commissioner.

6. Under the provision of the Act, the Sub-Divisional/Additional Sub-Divisional Officers have been appointed as Census Officers for the taking of Census within their respective jurisdictions. The Administration have delegated necessary power of appointment of Census Officers under Sub-Section (4) of Section 4 of the Act to the Superintendent of Census Operations, all Sub-Divisional/Addl. Sub-Divisional Officers. Every person who is a Naval, Military or Air Force Officer or in charge or control of a vessel, or in charge of a lunatic asylum, hospital, work-house, prison, reformatory, religious or educational institution, or a keeper, manager of any hotel, boarding house or industrial establishment, etc. is bound under Section 6 of the Act to perform the duties of a Census Officer in relation to the persons under his charge, when directed to do so by a written order by the Sub-Divisional/Addl. Sub-Divisional Officer concerned. Similarly, under Section 7, all members of the Sub-Divisional municipal and other authorities are bound to give such assistance as may be required in connection with Census by the Sub-Divisional/Addl. Sub-Divisional Officer concerned.

7. All stages of the Census Operations are covered by the provisions of the Census Act, 1948 and the rules and instructions issued thereunder by the Central Government and the Registrar General, India, who is also the *ex-officio* Census Commissioner for India. All Census Officers appointed under the Act are deemed to be the public servants within the meaning of the Indian Penal Code. The Superintendent of Census Operations who is responsible for supervision and direction of Census Operations in Tripura has also been appointed as Census Officer. The Central Government have notified under Section 3 of the Act that a Census of the population of India shall be taken during the year 1961 and that the reference date for the Census would be sunrise of the 1st March, 1961.

8. *Organisation of Territory*.—Organisation of the Territory involves the following stages :—

(*a*) Formation of Census Divisions and preparation of Census Maps.

(*b*) Appointment of Charge Officers/Circle Supervisors and Enumerators.

(*c*) Training of Census Officers.

(*d*) Housenumbering and preparation of Houselists and Village Maps.

(*e*) Final check of Houselists and distribution of enumeration pads.

(*f*) Training of enumeration staff.

(*g*) Enumeration.

9. The Village List together with the Census maps is intended to see that not a single village, town or tea garden escapes enumeration or undergoes double enumeration. The Houselists are intended to make an exhaustive list of all possible human havitation so that every living human being may be caught in the Census net. Hence these basic records require careful and thorough check by the supervising staff.

10. *Census Divisions*.—The Census Divisions follow in general the administrative divisions. The entire area of Tripura has been divided, taking it as one district territory, in line with the Administrative Divisions, into 10 Sub-Divisions which again have been sub-divided into 45 Tehsils each of which forms a general Charge, and builds up a net-work of jurisdiction and responsibility from the village/*para* upwards. Such a demarcation of the territory ensures that there is neither overlapping nor exclusion by oversight of any part of the territory.

11. *Formation of Charges, Circles and Blocks*.—For this purpose each Tehsil area in a Sub-Division has been treated as a separate Charge. In case of any particular Tehsil area being fairly large, an additional Charge Officer may be appointed ; otherwise there should be one Charge Officer for each Charge. There should normally be 8,000 to 12,000 households in a Charge. Each Charge should be divided into Census Circles. Each Circle should consist of 5 to 6 Blocks and each Block should comprise of villages having population not more than 1.500 persons. In the

case of small villages (specially hill villages where the pupulation is very small), a Block may consist of 3 to 4 or more contiguous villages having regard to the population to be allotted to each Block.

A Block may roughly consist of 75 to 150 houses in urban areas having a population of 750 to 1,000 and 100 to 200 houses in rural areas with a population of not more than 1,000 to 1,500.

In the case of urban areas, each town whether municipal or non-municipal, should constitute a separate Charge divided into Circles and Blocks as the case may be, keeping in view the total population.

In the case of Military Cantonment and Tea Garden areas, Special Charges will have to be formed for each place incharge of separate Charge Officers and the officers incharge of these areas can be appointed as Charge Officers, because they will only be able to deal with the population of these areas effectively. If a village is too large, it should not be sub-divided artificially, but retained as a single Block with 2 Enumerators, giving clear instructions specifying the number of houses each will have to cover. If the villages are too small, two or more villages will form one Block in charge of same enumerator, who should carefully keep the entries of each village under him entirely separate. Similar care should be taken to keep the entries for each tea garden entirely distinct.

12. *Classification of Urban and Rural areas.*—In the last Census no other place except Agartala town was treated as an urban area according to the definition of urban area for the purpose of Census. For purposes of 1961 Census, a town has been defined as an area having a population of 5,000 or over, of which three fourths should have non-agricultural livelihood. Where the population is predominantly agricultural and the background is rural, there will be no justification to classify such a place as town. In the light of the definition of towns the following Sub-Divisional head-quarters have been declared as (non-municipal) towns for purposes of next Census with the approval of Registrar General, India and Chief Commissioner, Tripura :—

1. Dharmanagar,
2. Kailasahar,
3. Khowai,
4. Radhakishorepur
5. Belonia.

13. *Preparation of Tehsil and Town maps.*—As in the last Census, every Tehsil of a Sub-Division will be treated as a Charge for the purpose of Census Operations and every Charge will remain under the control of a Charge Officer and each Charge will again be sub divided into Census Circles and Blocks. So, it will be necessary to prepare an up-to-date Tehsil map showing the location of villages in the scale of 1" to a mile. In this map the villages will be indicated by village code number with a geometrical circle drawn around it in black ink. The enumeration Blocks and the Census Circles will be delimited in red and blue ink respectively. The Tehsil/Charge boundaries can be shown in black ink. The criteria to be adopted for sub-dividing enumeration Blocks and Census Circles have already been explained above. Four copies of each map will be prepared and of these one copy is for Tehsil, one copy for the Sub-Divisional Office and the remaining two copies are for the Superintendent of Census Operations and the Registrar General, India.

Similarly maps for each town in quadruplicate will be prepared in the scale of 16" to a mile.

At the time of 1951 Census, the hill villages (*paras*) were treated as villages along with revenue villages and this time also the same procedure has been adopted.

Separate maps need not be prepared for Tea Garden and Military Cantonment Charges. These will be shown in respective Tehsil Charge maps.

14. *Location Code* :—A code number has been assigned to each Sub-Division as shown below :—

| Name of Sub-Division | Location Code |
|---|---|
| Sadar | 1 |
| Khowai | 2 |
| Kamalpur | 3 |
| Kailasahar | 4 |
| Dharmanagar | 5 |
| Sonamura | 6 |
| Udaipur | 7 |
| Amarpur | 8 |
| Belonia | 9 |
| Sabroom | 10 |

The Location Code will be simple for rural areas, the first number standing for the Sub-Division, the second number for Tehsil/Charge. The third number will stand for the village (including a sub-number for the Block within bracket if more than one village form the Block). The fourth number will be the household number. These numbers will be represented by Arabic numerals. The Location Code for the Sub-Division has been assigned by the Superintendent of Census Operations. The Location Codes for Tehsils/Charges and villages will be assigned by the Sub-Divisional Census Officers. The serial of the code numbers should run continuously beginning with the north-western most point and ending with the south-eastern most point. The fourth element of the Location Code will be represented by the abbreviation—'H' for houseless persons in urban and rural areas.

The Location Code for the towns has also been assigned by the Superintendent of Census Operations in Roman numerals as shown below. In Non-Municipal towns, the Ward is not a permanent feature, and the villages/*paras* are well defined localities there. The Location Code for the urban areas therefore will have four elements, *e.g.* Sub-Division/Town Charge/Ward or village/Household.

15. *Organisation of personnel.*—1961 Census Operation in Tripura will be conducted by the Superintendent of Census Operations directly with the help of the Sub-Divisional Officers as in last Census.

*District Officers.*—Apart from the statutory powers vested in the District Magistrate under the Census Act, 1948, the District Magistrate & Collector will have to be kept informed by the Sub-Divisional Officers about the progress of Census work in the Sub-Divisions.

*Sub-Divisional Officers.*—As in previous Census the Sub-Divisional/Addl. Sub-Divisional Officers are to work as Census Officers within their respective jurisdictions. The overall supervision and inspection of the Census work in the interior of the sub-division is one of the duties of the Sub-Divisional/Addl. Sub-Divisional Officers. Whenever it is not possible for him to carry out this duty personally, he should depute another touring officer for this work. Except the Sub-Divisional Officers/Addl.

Sub-Divisional Officers and Circle Officers in the Sub-Divisions, other officers are not normally touring officers, although they may be sent out on inspection duty by the Sub-Divisional Officer at his discretion from time to time. Such deputation purely for Census work is discouraged in the interests of economy and it is essential that the officers concerned should try to undertake tours as far as practicable along with their other works. The Sub-Divisional Officers may also secure the assistance of other touring officers under other Heads of Department, to share with them the inspection of Census work in the interior of the sub-divisions. Most of these officers had given very willing help in the past. It is expected that their full help and co-operation will be forthcoming this time also, as that will ensure maximum efficiency with minimum cost.

17. *Charge Officers.*—Under the Sub-Divisional Census Officers are the Charge Officers. It is necessary that every Charge should ordinarily have a separate Charge Officer. A Charge Officer may normally have 8,000 to 12,000 households under him. Tea Gardens and Cantonments will have separate Charge Officer for each.

18. *Supervisors.*—Supervisors will be in charge of one or more Census Circles, the total number of Blocks in each being 5 to 6. They are drawn from Government Officers generally subordinate in status to the Charge Officers and where this is not possible, from influential and able non-officials or teachers of larger educational institutions, retired officers, etc. When such outsiders are selected, care must be taken to see that the villages are conveniently situated for them and the sizes of the Circles are not too large. There will be no Circle Supervisor for any Tea Garden or Cantonment Charge. The duties of the Supervisor will be carried on there by the Charge Officer himself.

19. *Enumerators.*—Enumerators will be incharge of one or more Blocks with 75 to 150 houses in urban areas and 100 to 200 houses in rural areas. They are chosen from School Teachers, Social Education Workers, Village-level Workers, etc. Due to the new and additional complexities of the procedure and the questionnaire and the great extended use of symbols and abbreviations, an enumerator should be of much better type than in the past.

It should be seen that suitable enumerator is available from within the Block area, and for the hill areas it should also be ensured that the enumerator understands the tribal dialects to some extent.

20. *General duties and relationship.*—An enumerator will work under the direct control of the Supervisor, and the Supervisor under the Charge Officer. Such control should not take the nature of formal written orders and apart from the general instructions which will be printed and issued, the rest should be by personal explanations. When a Charge Officer visits a Circle, he should call the Enumerators and the Circle Supervisor to meet him at a convenient place to explain their difficulties. Every Charge Officer should try to meet all his Supervisors and as many as possible of his enumerators as frequently as he can during his ordinary tours. Where non-officials are Census Officers, tact is essential and care should be taken to be that emphasis is laid not upon subordination but upon willing co-operation.

21. The Sub-Divisional Officers should make full use of the Charge Officers and obtain the help and co-operation of other departmental heads, if necessary. The full co-operation by such Sub-Divisional/Zonal Departmental Heads will lead to their subordinates taking up Census with a keener interest.

22. As in 1951 Census, enumeration will be done direct on Slips which will be later sorted. The responsibility for supervision and check at the slip-copying stage rests on the Charge Officers and Supervisors who will have to see that the Census Slips after enumeration reach the Superintendent of Census Operations ready for tabulation without any further check. Care should be taken to see that not only each and every entry in the slip has been recorded properly according to the instructions but also there are no absurd entries. If the supervising staff keep close watch over the work of the enumerators, they will be able to spot out and concentrate their attention and energy on the weakest link of their chain.

23. *Organisation of work.*—The Census Calendar, lays down the time limit within which the Census work at different stages will have to be completed. This calendar has the approval of the Registrar General, India and it has been prepared on All-India basis. It is, therefore, most important that all Census Operations must be begun and completed according to the Census Calendar.

*Census Calendar.*—The Sub-Divisional/Addl. Sub-Divisional Officers, being the Census Officers within their respective jurisdiction, are the head of the Census Organisation in the Sub-Division and in that capacity they will receive all instructions direct from the Office of the Superintendent of Census Operations which will have to be conveyed to the Charge Officers and through them to the Supervisors and the Enumerators. All printed forms will be supplied to the Sub-Divisional/Additional Sub-Divisional Officer for distribution to the Census staff. They will be in charge of training of the enumeration staff within the Sub-Division.

According to the Census Calendar they should furnish the list of Villages, Blocks, Circles and Charges, lists of staff to be appointed as Charge Officers, Circle Supervisor and Enumerators in time. They will also furnish the list of reserved staff. The strength of reserved staff would be 10 per cent over the general strength in each category. The tehsil maps furnished by them have been scrutinised. These have been printed and copies of the same have been despatched to them in time.

Issue of appointment letters to the Charge Officers, Circle Supervisors and Enumerators is due to be completed by May, 1960. Printed or cyclostyled copies of the forms will be supplied to the Sub-Divisional Officers well in time.

The Charge Officers on their appointment will be supplied with the relative extracts from the lists of Villages, Blocks, Circles and Charge, together with the tehsil maps by the Sub-Divisional/Additional Sub-Divisional Officer concerned, so that each Charge Officer may see that every village falling in his Charge according to the lists has been entered in the map and numbered according to the serial in the lists and that no village has been omitted or appeared twice. The Charge Officers also should secure the outlines of Village Maps showing the lay-out of the village separately drawn up on F' cap size paper in triplicate by use of carbon paper. This work relating to Village Map should be completed during houselisting operation.

24. *Census Forms and Registers.*—There will be the following three Census Forms or Schedules :—

(i) Houselist with Houselist Abstract (in loose sheets)

(ii) Individual Slips (bound in enumeration pads of 100 or 25 slips with an Abstract).

(iii) Household Schedule (incorporation the Census Population Record in pads of 50 Schedules in each with an Abstract).

These printed forms will be supplied both in English and Bengali for Tripura. Of these the Houselist Form will be despatched to the Sub-Divisional Offices as per Census Calendar (*i.e.*, in June, 1960). The Census Forms will be

in black ink and the training forms in red. A provisional allotment of forms will be made to the Sub-Divisional Offices on the basis of estimated population. Final allotment will be made after the houselisting and on receipt of reports about actual requirement of enumeration pads.

The Houselist will be distributed roughly on the basis of estimated number of families subject to adjustment of actual requirements on hearing from the Sub-Divisional Offices.

These forms will be consigned to the Sub-Divisions in bags and packages for re-distribution to the Charge Officers, etc. in time. As the forms will reach the Sub-Divisional head-quarters during the monsoon, utmost care will have to be taken so that they are not damaged or eaten up by insects.

Besides the above forms, the following Forms and Registers have been prescribed.

(i) Register of Charge/Circle,

(ii) Final Charge Abstract,

(iii) Register of Pads,

(iv) Block/Circle/Charge Abstract,

(v) Village Note Form,

25. In the light of the list of Charge, Circle, Blocks and Villages, the Sub-Divisional Office will prepare the Charge/Circle Registers finally, after preparation of Houselist and on the basis of the information available in the said list. One form will be used for every Charge/Circle. Cyclostyled copies of this form will be supplied to the Sub-Divisional Offices.

The top portion as well as cols. 1 and 2 of the Register should be filled in by the Sub-Divisional Office. Col. 6 of the Register should also be filled in by the Sub-Divisional Office from the appointment letters issued to the Census staff. Cols. 3, 4, 5, and 7 should be filled in by the respective Charge Officer/Circle Supervisor from the Houselist, just after completion and final check of each Houselist and cols. 8 to 15 will be filled in by the Census staff concerned in due course. Just after houselisting an *interim* Register will have to be prepared and sent to the Superintendent of Census Operations after filling in col. 1 to 7 only for distribution of the pads required for each Charge. After completing the Charge/Circle Register and before issue of these Registers to the respective Charge Officers, it should be ensured that appointment letters in the forms have been issued to all persons selected for Census work.

26. *Training.*—Training should start from the time of distribution of the papers. All the rules and instructions should be thoroughly explained by the Charge Officer at that time. The utility of Census, the responsibility of Census staff the necessity for tact and impartiality to secure the full co-operation of the public should be stressed. From the checking of the Houselist, the real field work in Census starts and from that time till the final Census, checking and training should proceed on hand in hand.

27. The training of Sub-Divisional/Addl. Sub-Divisional Officers was undertaken in April, 1960 at Agartala. The Superintendent of Census Operations himself will undertake the training of all Charge Officers during his tours in the Sub-Divisions. A careful perusal of the Census Manual, printed instructions to Enumerators and instructions for filling up the Houselist and all Circulars that may be issued from time to time from the office of the Superintendent of Census Operations, along with the verbal training and practice houselisting and enumeration exemplified by the Superintendent of Census Operations will dispel most of their doubts and difficulties. If any difficulty still remains to be solved, they should consult the Sub-Divisional/Addl. Sub-Divisional Officer concerned who may refer any matter considered necessary, to the Superintendent of Census Operations. The Charge Officers, however, must practise houselisting and enumeration themselves on their own households or on the households of their colleagues, friends, relations, subordinate staff in order to have practical experience of the difficulties which will confront the Supervisors and Enumerators.

28. The Charge Officers will personally give training to their Supervisors and as many Enumerators as possible by explaining the printed questionnaire and procedure removing the difficulties and doubts and having a practice of houselisting and enumeration in their training classes. Though the Supervisors will be primarily responsible for the training of Enumerators, the Charge Officers themselves should see that their training is complete and effective.

29. It is not enough to train the staff. The public should also be educated and made Census-minded. It has already been pointed out how the Census in India is really taken by the people themselves and this aspect should never be lost sight of. Full co-operation from the public is most essential and co-operation requires understanding. The public should therefore, be informed through publicity and meetings of the general procedure, the questions that will be asked, the mode of answering them and what use is intended to be made of the answers. If the Charge Officers arrange on 4 to 6 occasions atleast to meet their Supervisors and all (or as many as may be conveniently possible), Enumerators, along with the leading men of villages, in schools, etc. they can give the most effective joint training to the enumerators and the enumerated. Every touring officer, whether as a Charge Officer or not, should avail himself of every opportunity of enlightening the public on matters connected with Census. Very valuable results can be achieved in this manner without much additional effort.

30. According to the Census Calendar, the Sub-Divisional Officers are to hold 2 instructional classes for the staff in regard to housenumbering and houselisting, one in June and the other in August. It is therefore necessary for them to keep the lists of such staff upto date so that they are in a position to issue appointment letters to them in time. The detailed programme for holding the training classes for Enumerators and Supervisors will be drawn up by the Sub-Divisional/Addl. Sub-Divisional Officers concerned in consultation with the Charge Officers. The theoretical training will be followed by practical training during the aforesaid period and this practical training may be given to the Enumerators by the Charge Officers and Circle Supervisors according to the programme. It is compulsory for each Enumerator and Supervisor to attend atleast two consecutive training sessions. Attendance Register of the trainees should be maintained and report about the organisation of training should be furnished to the Superintendent of Census Operations at its conclusion. The housenumbering and houselisting staff have to acquaint themselves with the detailed instructions contained in the booklet relating to Houselist which will be distributed to them.

31. Regarding organisation of training of enumeration staff, the programme aims at holding at least one class by the Superintendent of Census Operations, one class either by Sub-Divisional Officer/Addl. Sub-Divisional Officer or by respective Charge Officers in every Charge four classes by respective Supervisors in their Circles and one Sample Training Census in every Circle on a date to be fixed in due course. Attendance Registers of trainees should be maintained in connection with this training also.

32. At the time of practical training in August, 1960 in connection with housenumbering and preparation of Houselist the houses may be numbered with chalk instead

of coal tar. The Houselist so prepared at the time of practical training should be thoroughly scrutinised by the Charge Officers and they should send a report of their scrutiny to the Superintendent of Census Operations with a copy to the Sub-Divisional/Additional Sub-Divisional Officer concerned, along with 5 per cent. of the forms filled in at the time of practical training. These forms should be so selected as to contain the best and the worst forms. The forms so received from them should be scrutinised by the Sub-Divisional/Additional Sub-Divisional Officer concerned and the Superintendent of Census Operations as well who will send necessary scrutiny notes to the respective Charge Officers through the Sub-Divisional/Additional Sub-Divisional Officers so that they may rectify the mistakes, if any, of the enumerators concerned. Similar course will be taken in connection with the Training Sample Census to be held in January, 1961. For this purpose, arrangement will be made to supply special enumeration slips and Household Schedule to be used for training enumerators in Sample Census. These will be in red ink. Each Enumerator will fill in about 10 Household Schedules and 50 slips during the practical training. Supervisors, Charge Officers and Sub-Divisional/Additional Sub-Divisional Officers will also take part in the Sample Census. A suitable date will be fixed by the Sub-Divisional/Additional Sub-Divisional Officer concerned for imparting training in Sample Census some time during the first half of January, 1961. As to the checking of training Census Records, Supervisors should check 10 to 15 per cent. of the Household Schedules and 100 per cent. of the Individual Slips.

33. *Distribution of papers.*—As soon as the Charge Officer receives the papers he should arrange for his Supervisors and Enumerators to meet him at convenient centres in the Charge and distribute the papers, and necessary entries made in the Register of pads.

**House numbering and Houselisting.**

34. According to the Census Calendar, the work of housenumbering and houselisting will have to be completed within the period from the 15th September, 1960 to the 30th October, 1960.

35. *Housenumbering.*—The number of houses within each Block and preparation of a list of the houses so numbered is very necessary to secure correct enumeration.

For the purpose of Census Operation all the Census Houses will be numbered with coal tar. The houses in the villages should be numbered beginning from north-west and ending to south-east and for the town, numbering should be done along well defined streets, roads and lanes.

36. *Materials for Housenumbering.*—As in previous Census, the Census Houses should be numbered with coal tar and those in the Agartala Municipality should be numbered with tin plates inscribing the requisite numbers on them, provided the Municipal authorities are willing to bear the entire cost of housenumbering with tin plates.

As regards Sub-Divisional towns which have been treated as urban areas for the purpose of Census Operations according to the definition of urban area, and which have no municipality of their own, the Census Houses will be numbered with coal tar. The number will be printed with coal tar at the entrance of the Census House either on the wall or on the door so that the same may be clearly visible from a distance.

37. The work relating to houselisting in a particular village should be taken up as soon as the housenumbering in all the houses of that village is completed. The housenumbering in a particular village may be completed in one day, but for the preparation of Houselist for all the houses of that village, the enumerator may have to take more time to complete the same as the Houselist Form consists of 18 columns to be filled in at the time of houselisting. Normally an enumerator is not expected to complete houselisting of more than 20 houses in a day, as they will have to render honorary duties in this respect on part time basis in addition to their normal duties. The agency of housenumbering and houselisting should be the same as that selected for final enumeration, *i.e.*, the enumerators who would be appointed for enumeration should also undertake the work relating to housenumbering and houselisting, and for this work the Superintendent of Census Operations is empowered to give them honorarium upto Rs. 5 for each Block including the cost of materials (Coal tar, etc.), and the cost of carriage of coal tar, etc., if any. The amount in question will be placed at the disposal of the Sub-Divisional/Addl. Sub-Divisional Officers on receipt of concrete proposals from them. *If supply of coal tar is considered preferable* to the giving of honorarium, this may also be arranged by the Sub-Divisional/Addl. Sub-Divisional Officer with the prior approval of the Superintendent of Census Operations.

During housenumbering and houselisting as well as enumeration operations including the periods of training preceding the two operations, the Census workers will be required to perform their Census duties ordinarily in the morning and afternoon. Since it will not be possible for them to attend their normal duties regularly and punctually when they will remain engaged in the training classes or in the fieldwork, they will be given certain concessions relating to attendance and period of duty in Offices/Institutions as summarised below :—

*Concessions in attendance.*—

(i) Those who are to attend their normal duties in the morning should be allowed to leave Offices/Institutions after recording their attendance on the days they will work in connection with Census ;

(ii) Those who are to attend their normal duties from 9-30 a.m. to 4-30 p.m. should be allowed to attend late by 2 or 3 hours. Similarly, they should also be allowed to leave Offices/Institutions earlier ;

(iii) Census workers who cannot attend their normal duty owing to their attendance in training classes should also be treated as on duty.

The Census workers will be allowed to enjoy the Puja holidays which falls during the housenumbering and houselisting operation, from 25th September to 4th October, 1960. The employees desirous of leaving their respective stations will be required to give a written undertaking to the effect that they will certainly resume their Census duties on the 5th October. 1960. Employees of the Vacation Department will be allowed to leave the station only when they will have completed their Census work.

38. *Preparation of Village Map.*—Along with the work of housenumbering and houselisting of a village, the work relating to preparation of village maps will also have to be completed within the period from the 15th September, 1960 to the 30th October, 1960 by the Enumerators concerned. The village maps need not be to the scale. It will suffice if a handsketch showing the broad lay-out of the village in question, as given below as well as the sequence of house numbers, is prepared :

(i) Boundary,

(ii) Roads, Streets, Lanes and Tracks,

(iii) Tanks and Ponds,

(iv) Other important land marks, *e.g.*, temple, mosque, river, drains, etc., which would facilitate house-numbering in definite directions and their physical verification at a subsequent stage.

The name of village and its Location Code should appear at the top. The Map of each village will be prepared in triplicate on F'cap size paper. Requisite carbon paper and blank paper will be supplied for the preparation of village maps. One copy of the village map will be utilised in connection with preparation of Electoral Rolls in the Sub-Divisional Offices. One copy will be retained by the Charge Officer and another copy will be sent to the Superintendent of Census Operations.

39. *Preparation of Houselist.*—The Houselist will be prepared in duplicate in the printed form which will be supplied. This form contains certain columns for recording some particulars about Building, Census House and Census Households in addition to their number. Instructions to fill up the Houselist have been given both in English and in Bengali in separate brochures.

In the ' Remark ' column of the form, such useful and significant information as has not been entered in any other column should be entered. For example, if the Census House is a shop, the name of the proprietor or the owner should be recorded in this column, If a Census House is vacant at the time of houselisting, but there is reason to believe that the house will be occupied in the course of the next few days and almost certainly before the Census Enumeration period then the word, 'vacant' should be entered in column 4 and a remark should be entered in Col. 18 to the effect that ' likely to be occupied shortly '. The actual name of the caste or tribe for the head of the household should be mentioned in full in the 'Remark' column, if the household belongs to Scheduled Caste or Scheduled Tribe. The words ' S.C. ' or ' S.T. ' (as the case may be) should also appear therein in parenthesis.

The Houselist should not be handed over to the Enumerators at the time of Census Enumeration. The Supervisor will prepare an extract from the Houselist in duplicate containing the Census Household numbers (inclusive of the building and Census House numbers) and the names of the heads of households and the name of the Proprietor or Director or Superintendent where the Census House happens to be an establishment or workshop or factory or an institution.

40. *Preparation of Houselist Abstract.*—Every person engaged in housenumbering and houselisting will make out an Abstract in duplicate at the conclusion of houselisting and housenumbering in the prescribed form for each village and urban Block.

41. *Supervision.*—In order to ensure correct housenumbering and houselisting, the work of the Enumerators will be required to be constantly supervised by the Supervisors and Charge Officer, etc. After the work of each Block is completed by the Enumerator, the Circle Supervisor should inspect personally at least 10 per cent. of the housenumbering and houselist. The Charge Officer should also inspect another 10 per cent. of housenumbering and houselist at random in his area. The Sub-Divisional/ Additional Sub-Divisional Officer should also inspect at least 5 per cent. of housenumbering and houselist at random personally in order to satisfy himself that the work in question has been conducted correctly. Submission of weekly progress reports by Charge Officers during the operations should be insisted on.

42. *Final Charge Abstract.*—After the houselist have been checked, it should be the duty of the respective Charge Officer/Circle Supervisor as already laid down in para. 25, to fill up columns 3, 4, 5 and 7 of the Charge/Circle Register. The Charge Officer will thereafter prepare a Final Charge Abstract in duplicate for his Charge in the form already given and send one copy thereof to the Sub-Divisional/ Additional Sub-Divisional Officer who will be required to consolidate the statements of all his Charge Officers for furnishing a consolidated Abstract of the Sub-Division to the Superintendent of Census Operations so as to reach him not later than the 15th November, 1960.

On the basis of the population shown in the Sub-Divisional Abstract, the enumeration pads which will be serially numbered at the back, should be distributed according to their serial numbers by the 31st December, 1960. The purpose of assigning a serial number to each pad is to check and ensure the return of pads without loss. The Charge Officer and Supervisors will keep an account of pads as provided for in the Charge/Circle Register. There is no arrangement for printing these enumeration pads locally in case any necessity arises. So, utmost care should be taken in distributing and using the pads and these should be treated as valuables.

43. *Revision of delimitation of Census Divisions and correction of disposition list of enumeration staff.*—At the conclusion of housenumbering and houselisting it would be for the Sub-Divisional/Additional Sub-Divisional Officers to revise :—

(i) the Lists of Villages,

(ii) the Lists of Blocks,

(iii) the Lists of Circles/Charges,

(iv) the Lists of staff required for Census Enumeration, in cases where they differ from the information contained in the houselist. This should be done quickly and by the 15th November, 1960, so that they may be able to furnish the necessary correction slips as also the requirement of pad to the Superintendent of Census Operations by that time. Unless the above mentioned lists are corrected and intimated to the Superintendent of Census Operations, in time, it will not be possible to make an estimate of pads or to examine the necessity for any extra Enumerators to be trained and posted to any Blocks. Teachers and others deemed suitable for the task of enumeration and who know the tribal dialects and ordinarily reside within the Block, should be selected and posted as Enumerators.

In cases in which villages have gone out of existence in a particular Charge but no new village is found, it will not be necessary to revise the village list, but only the word, 'Extinct ' will have to be recorded against those which will not be found. The Block/Circle/Charge lists should accordingly be modified. In the village list new villages will be included next to the last number. The Block list should be modified accordingly.

44. As soon as the Final Charge Abstracts are received from the Charge Officers in November, 1960, they should be checked in the Sub-Divisional Offices, and a copy of the consolidated Final Charge Abstract of the Sub-Division showing the population by sex according to rural and urban classification should be furnished by the respective Sub-Divisional/Additional Sub-Divisional Officers to the Superintendent of Census Operations by the middle of November, 1960. The Charge Officers will fix the dates and the centres from which the pads are to be distributed to the Enumerators and furnish a list of the same with the actual number of pads of different sizes required for each centre of distribution. The Charge Officers should meet their Supervisors and Enumerators at the centres as previously arranged and distribute pads personally to each individual Enumerator. They should ensure that the first three lines of the Enumerator's Abstract appearing on the front cover of each

pad of Individual Slips are filled up in ink by the Supervisor concerned. The 'Location Code' appearing at tops of both the Individual Slips and the Household Schedule should be filled up in ink by the Charge Officer/Supervisors as far as possible before distribution to the Enumerators. Only the household number may be left to be entered by the Enumerators.

A Register should be maintained in the Sub-Divisional Offices for pads in the form prescribed.

The pads will be despatched to the Sub-Divisional Offices in gunny bags or boxes which should be retained and utilised for sending the pads both used and unused along with other documents to the Tabulation Office after the Census.

45. *Enumeration and its features.*—As already stated, the reference date for the 1961 Census of Tripura *vis-a-vis* India is the sunrise of 1st March, 1961. During the enumeration period of 19 days from the 10th February, the Census Enumerator will visit all the households under his Charge for purposes of enumeration. He will follow it up by a revisional round of all the households from the 1st March, 1961. He will enumerate any person he finds in a household who had not been enumerated during the period 10th February, 1961 to 28th February, 1961. From the 1st March, 1961 to the 5th March, 1961 he will also make corrections for any birth or death that has occurred between the time that he visited a household and the sunrise of 1st March, 1961.

The Census of houseless persons in rural and town areas will be undertaken in the night of 28th February, 1961.

An Enumerator should be in possession of a complete list of all the households he has to visit in order to ensure complete coverage. During the period of enumeration the Enumerator, when he visits each household will have to fill in two forms, one, Household Schedule where information relating to household as a whole will be collected, and the other, Individual Slip, where *data* in respect of each individual person who is enumerated in the household, will be collected. Separate booklets containing instructions to enumerators for filling up the Individual Slips and the Household Schedule written in English and also in Bengali will be distributed in time.

46. *Household Schedule.*—The Household Schedule is a new feature of the 1961 Census. It has been designed to collect *data* on the principal economic activities of the Households, *viz.*, Cultivation and Household Industry.

If the household belongs to a member of a Scheduled Tribe or Scheduled Caste recognised as such for Tripura, the words S.T. or S.C. as the case may be, and the actual name of the tribe or caste will be entered in the parallelogram at the end of the line for full name of head of household. A list of Scheduled Caste and Scheduled Tribe will be supplied to all.

The land will be classified according to local name of right of ownership or of cultivation. A list of local names of rights will be supplied to all.

Land under unauthorised cultivation is Government land and if at all it has to be recorded in the Household Schedule it has to be recorded under A.I(i).

Under A.2, land not actually cultivated by household but given to a private person for cultivation for payment in money, kind or share will be shown. The 'Household Industry' has been defined as "an industry (not on the scale of a registered factory) conducted by the head of the household himself and/or mainly members of the household at home in urban areas". In the case of rural areas, participation by members of the household is possible if the household industry is located at home or within the village, because village organisation is such that it makes it possible for the members of the household to move about freely in the village to look after their work. In urban areas, however, such free movement may not be possible and, therefore, Household Industry in urban areas has been restricted only to those industries which are located at home. Where, however, part of the work in done outside the house, *e.g.*, preparing and dyeing the yarn for weaving into warf and woof, the industry will be considered as a Household Industry even in urban areas as the main operation of weaving is conducted within the House and only one or two operations are conducted outside.

The number of members of family working and hired workers in Household Cultivation or Household Industry will also be entered in the Household Schedule. For members of the family, the number will be separately given for the head and other male and female members.

*On reverse of the Household Schedule, there is space for* "Census Population Record" as counted in the Census in each household giving the essential information for each individual enumerated in the household like, name, relationship to the head of the household, age, marital status and description of work, if working.

47. *Individual Slip.*—The questions have been printed in brief in the Individual Slip itself to facilitate enumeration. To facilitate the recording of answers, geometrical designs have been printed where the answers are simple and will be recorded by abbreviations. The answers will be recorded within the space provided. A list of abbreviations will be found on the back cover of the Bengali pads. A list of English abbreviations will be supplied separately.

The Census Questionnaire includes the usual demographic questions, *viz.*, name for indentification, relationship to head, sex, age, marital status, birth place. At this Census two demographic questions have been introduced to study migration in more detail. The two new questions are—question 4 (*b*)—whether born in rural or urban area and —question 4 (*c*)—duration of residence if born elsewhere. In the case of relationship of the person enumerated, answer to the question—'What is your relationship to the Head of the Household' should be recorded. The answer to question I (*b*) will give the relationship which the person enumerated bears to the Head of the Household. When the son of the Head of the Household is enumerated, the answer to the question No. I (*b*) will be "Son" and not "father".

The economic questions are the most difficult ones. There are five economic questions for the next Census—(Questions 8 to 12). All people who work including family workers, who are not in receipt of any income or working children who cannot earn enough for their maintenance, will also be included as workers.

In order to make sure that a person who does not return himself as a worker is not actively engaged in any economic activity, a question (Question No. 12) has been asked, *viz*, activity of a non-working person, and in the slip itself he will be listed among one of the following eight categories (Q. No. 12) :—

(*a*) Full time student doing no other work.

(*b*) House-wives and other adult family members who do domestic duties but no other work.

(*c*) Infants and other dependents who do not work.

(*d*) Retired persons doing no work again, receivers of agricultural or non-agricultural rent royalty or dividend.

(*e*) Beggars, Vagrants, Independent women without indication of source of income and others of unspecified source of existence.

(*f*) Inmates of penal, mental and charitable institutions.

(*g*) Persons seeking employment for the first time.

(*h*) Persons employed before and now out of employment but seeking work.

Another important change from past Census practice is that separate questions have been devoted to working in cultivation (Q. No. 8) working as Agricultural Labourer (Q. No. 9), working at Household Industry (Q. No. 10) and working in any other economic activity (Q. No. 11). If a person is engaged in more than one category, the work that is returned in the first of the above category will be taken as the primary work of the individual concerned. In the case of a person who is engaged in more than one work, but who is not working in Cultivation or Agricultural Labour or at Household Industry, only the work in which most of his time is spent will be recorded under question 11.

While for Cultivation and Agricultural Labour, abbreviations will be used for recording the answers, in the case of Household Industry, the nature of work (Q. 10a), nature of Household Industry (Q. 10b) will be recorded in full. Even in a Household Industry where the head of the household and members of the family work, outside labour may also be employed. If so, the outside labour employed will have to be counted, and a note will be made accordingly of employees (Q. 11c). The details of persons who are doing work other than Cultivation, Agricultural Labour or Household Industry will be collected in respect of the nature of their work (Q. 11a), nature of profession, trade or industry in which employed (Q. 11b), class of worker (Q. 11c) and name of establishment (Q. 11d). The question on class of worker (Q. 11c) will divide workers separately in (i) Employer, (ii) Employee, (iii) Single Worker and (iv) Female Worker. The question on name of establishment is only to find out the nature of industry in case it is not adequately described in question 11(b).

The following classification has been made as to which answers should be entered under Q. 8 and which others under Q. 11 :—

Under Q. 8 : Cultivation, involving ploughing, sowing and harvesting—

1. Production of cereal crops (including Bengal gram), such as rice, wheat, jowar, bajra, maize, roots and tubers like potato, yam, beet, sugarcane, etc.

2. Production of pulses, such as, arhar, moong, masur, urd, Khesari, other gram.

3. Production of raw jute and kindred fibre crops.

4. Production of raw cotton and kindred fibre crops.

Under Q. 11 : Other field produce, plantation crops:—

A. Other Field Produce:

1. Production of other crops including vegetables not covered in Q. 8.

2. Production of fruits and nuts in plantations, vines and orchards (like cocoanut, arecanut, etc.).

3. Production of wood, bamboo, cane reeds, thatching grass, etc.

4. Production of juice by tapping palms.

5. Production of other agricultural produce (including fruits and nuts not covered by Sl. No. 2, and flowers) not covered above.

B. Plantation Crops :

1. Production of tea in plantation.

2. Production of coffee in plantation.

3. Production of rubber in plantation.

4. Production of tobacco in plantation (does not include tobacco which is cultivated in rotation with other cereal crops, in which case it would go under cultivation).

5. Production of ganja, cinchona, opium, poppy, saffron, etc.

6. Production of other plantation crops not covered above.

The social question follow the usual Census pattern. There will be a question on Nationality (Q. 5a). Religion (Q. 5B), and Scheduled Caste or Scheduled Tribe (Q. 5c) another on Literacy and Education (Q. 6) and a third on Mother-Tongue and any other language(s) (Q. 7a and 7b). Nationality should be noted as returned. In the case of a person whose nationality is known to the Enumerator but who refuses to disclose it correctly, the Enumerator may pursuade the person in a friendly way in order to elicit the person's actual nationality. Mother-Tongue is that which is spoken from cradle in the language of mother. Mother-Tongue also includes dialects. For languages other than Mother-Tongue, any language which a person understands best and can use with felicity in communicating with others will be recorded.

48. As soon as a village or para. has been enumerated or one pad of Individual Slips has been completed, the Enumerator's Abstract which appears on the front cover of the pad (with first three lines filled up beforehand) should be filled up and the dated signature of Circle Supervisor obtained by the Enumerator. This Abstract will be the basis for filling up the Block/Circle/Charge Abstract and also for compilation of provisional figures of population and literacy. The unutilised slips of one pad used in one village should not be used in another village. The pads of 100 and 25 slips should be utilised in such a way keeping in view the total population of the village so that there may be very little wastage of unutilised slips.

49. The Enumerator will fill in Household Schedule and Individual Slips at the time of house to house enumeration. The Population Record at the back of Household Schedule should be filled in for every household separately from enumeration Slips of the respective period. It will be better to fill in the Household Schedule Form before starting filling of Individual Slips for respective household. As the questions have been briefly printed in the Slips, the detailed question forms and instructions for answering them as given in the booklet containing instructions should be studied carefully. Otherwise there will remain every chance of missing some of the range and implication of the questions. The questions should be asked in the order in which they are given in the Slips, and the answers thereto recorded in the given order. Of course, the head of the household should be enumerated first. The abbreviations should be used for recording the answers to the various questions. All abbreviations required to be entered within the geometric designs should be written well within the designs. Repeated enquiries about new born babies and very young children should be made, as they are liable to be missed because they neither talk nor walk nor any meals are usually cooked for them. Before leaving one household for the next, it should be doubly ensured that all persons that are to be enumerated in the household have been enumerated.

The Population Record at the back of Household Schedule should be clearly filled in and before signing the Population Record, it should be ensured that the total for the number of males and females in the household has been struck and checked with the number of enumeration Slips.

As soon as a pad is completed, the Enumerator's Abstract on the front cover of the pad should be filled in. After enumeration of a Block and filling up all the Abstract of the pads used, the totals for the Block should be prepared in

the prescribed form of Block Abstract, after totalling the Abstract of all pads used in the Block.

50. During the period of final check, every household should be re-visited. For any death that might have taken place between the last visit and the sunrise of 1st March, 1961, the relative slip should be cancelled by drawing a bold line diagonally across the slip and writing the word— ' DEATH ' along the diagonal line. Any unenumerated visitor found to stay in the household during the re-visit should be enumerated. After the re-visit, corresponding changes, *i.e.*, additions and subtractions if any, should be carried out in the Enumerator's Abstract as also in the Block Abstract and Census Population Record. New slips will have to be filled in case of additions.

The head of the household should be enumerated first as already mentioned and slips of different households should not be mixed up.

51. *Enumeration of households.*—Beginning from the 10th February, 1961, the Enumerator will visit every household entered in the village maps and Location Code given in the Household Schedule, in the order in which they have been entered there (omitting institutions for the time being) and enumerate the household population as given below :—

(i) He will divide the households in his Charge into 18 groups and request their heads to remain present at mutually agreed or convenient time on the allotted day.

(ii) He will completely finish the enumeration of all the members of a household and after that he will go on to enumerate another household in the same or the next house in order to keep the households separate from one another.

(iii) In each household he will enumerate straight-way all normal residents who are present ; he will also enumerate all normal residents who are absent at the time of his visit but who will return to the house the same day or night from their work or recreation or casual visit getting all available *data* regarding them from the members present.

For normal residents who will be temporarily absent at the time of his visit for a longer period than one day, he will observe the following instructions strictly :—

(i) A person should be enumerated, if he left the house on or after the 10th February, 1961. It does not matter if he is likely to return after 1st March, 1961.

(ii) A person should be enumerated, if he is likely to return before the sunrise of the 1st March, 1961. It does not matter if he left the house before the 10th February, 1961.

(iii) An absentee who left the house on or before the 9th February, 1961 and is likely to remain absent beyond sunrise of 1st March, 1961 should not be enumerated.

(iv) An absentee who is likely to stay at the house any time between the 10th February, 1961 and sunrise of 1st March, 1961 should be enumerated.

(v) An absentee who will remain absent for the entire enumeration period, *i.e.*, from the 10th February, 1961 to the sunrise of 1st March, 1961, should not be enumerated.

52. *Visitors.*—A person whose normal residence or home is elsewhere but who is found residing in another person's house at the time of enumeration will be regarded as a visitor. Such a visitor who stays away from his own house throughout the enumeration period from the 10th February, 1961 to the sunrise of 1st March, 1961 and has not been enumerated elsewhere, will be enumerated at his place of visit. A visitor who left his house on or after the 10th February, 1961 or is expected to return to his house before the sunrise of 1st March, 1961, should not be enumerated at his place of visit.

Before enumerating anybody, the Enumerator should invariably enquire whether he has already been enumerated elsewhere. And whenever he enumerates a person, he should also invariably bring home to the person that he has been enumerated and that if he goes elsewhere before the period of enumeration is over, he must not allow himself to be enumerated a second time by any other Enumerator. If the person whom he is enumerating is not present at the time, the enumerator will ensure that this caution is conveyed to him by some other responsible member of the household. Thus the bulk of the population will be enumerated at the places where they are residing during the period of enumeration.

53. *Institutional Population.*—The institutional population will be found mostly in towns. The inmates or members of such institutions are alone to be recorded as institutional and the normally resident staff of these institutions are to be enumerated as household population under their own house-numbers or under the house-numbers of their respective institutions. There is generally a good deal of changes and frequent coming and going among the personnel of institutional population. In order to avoid confusion and double counting, this class of pouplation should be counted simultaneously on the 28th February, 1961.

54. *Houseless Population.*—Houseless persons that is persons who do not normally reside in houses, *e.g.*, members of wandering Tribes, Beggars, Sadhus, etc., would be separately enumerated on the night of 28th February, *e.g.*, on the night preceding 1st March, 1961. In order to be sure of counting everyone of such people not more than once, enumeration of such persons will be held simultaneously. So after an Enumerator has completed his work relating to household population and institutional population within the specified time, he will proceed to enumerate any of the houseless population that may be in his Block during the night of the 28th February, 1961. For an efficient counting of this population, the Enumerator and the Supervisor must find out in advance where such people are likely to be found. In enumerating beggars, etc., the assistance of the local policy may be taken. Arrangement of such assistance, if necessary, will be made by the Charge Officer concerned through the Sub-Divisional Census Officer.

55. *Revisional Round.*—The Enumerator will re-visit all the houses and institutions in the respective Block during the first five days of March, 1961, enquire at each and find out if any of the person previously enumerated has since died before the sunrise of 1st March, 1961, and any baby has since been born and living. During the revisional or check period, therefore, all births and deaths and enumeration of visitors not enumerated elsewhere, will be corrected or entered with reference to sunrise of the 1st March, 1961. In other words, if any birth or death or visit has occurred between the time when the household has been visited by the Enumerator and the sunrise of the 1st March, 1961, all births will be entered in fresh slips, the slips of dead person will be cancelled and new slips entered for visitors who have not been enumerated elsewhere. During the period of enumeration and revisional round, the Enumerator will have to fill in for each household one Household Schedule, as many Individual Slips as there are new persons in the household, correct the record of Individual Slips during the revisional round of 1st March, 1961 to 5th March, 1961, and also amend the record of individuals on Part II—Census Population Record of the Household Schedule.

56. During the last Census, a National Register of Citizens was prepared containing the names of all the citizens of the Territory with all the essential Census information. In lieu of this, the Register of Census Population Record will have to be prepared at the time of enumeration in 1961 Census and it would be kept as permanent record.

In the Census Population Record, first the head of the household then, new born babies and infants, thereafter, near relations, namely, wife, son, daughter, brother, sister, father, mother, then other relations, unrelated persons and servants, if any, should be entered. After finishing the household population, the household portion of institution, *viz.*, normally resident staff and semi-permanent boarders in hotels and then other inmates will be entered in the Population Record. Lastly, the houseless persons are to be entered. In this way, the entries for the three classes of population should be kept entirely separate.

The Census Population Record will be prepared simultaneously with each day's enumeration. Every Enumerator will enumerate persons in his Block and visit house in the order given in the village map and the location Code in the Household Schedule. In the evening he should not visit any more houses but should copy out in the Census Population Record the entries made by him in the Enumeration Schedule.

The simultaneous preparation of this Record will have an added advantage in that each and every entry made by the Enumerator in the slip will be tested during the re-writing and will provide a good check on doubtful and vague entries. It will also give an opportunity to correct any errors and omissions in the slips. It is absolutely essential on the part of an Enumerator to complete copying out the Census *data* collected by him the very same day. No arrears should be allowed to accumulate. Supervisors should see that the Enumerators do not put off the work in the hope of finishing the work all at a time on the last day. The complete forms of Census Population Records as well as Census pads shall have to be handed over by the Enumerators to their Supervisors on the 6th March, 1961.

It will be one of the most important duties of the Supervisors to see that the Enumerators are keeping the preparation of the Population Record up to date so that it becomes possible to collect the completed Population Record on the 6th March, 1961.

The best time for checking the Census Population Record is, when it is prepared, *i.e.*, during the enumeration period, and before despatching the pads for sorting. The Supervisor will by turn check and compare cent per cent of the entries in the Population Record written up by each of his Enumerators, and record as 'Checked and compared with the pads' on the last page of the Population Records for each village with his dated initial. The Charge Officer will check 25 per cent at random and record a similar certificate at that space with a dated initial. In this way, the Population Record will reach the Sub-Divisional/Additional Sub-Divisional Officer neatly prepared and thoroughly checked.

57. *Collection of Papers.*—On the morning of the 6th March, 1961, after the final check has been completed in the manner detailed in Para. 55 above the Enumerators will go to the place previously fixed by their respective Supervisors at the appointed hour, prepare in his presence an abstract of the population and literacy of their respective Blocks in the prescribed form bearing the heading Block/Circle/Charge Abstract, and will hand over the Block Abstracts to the Supervisors concerned, along with the pads, forms, etc., used or unused.

After checking all the papers submitted by his Enumerators, the Supervisor will prepare a Circle Abstract in a same form on the basis of the Block Abstracts given by the Enumerators and hand it over along with all forms and papers, etc., received from his Enumerators, to the Charge Officer at a place fixed by the latter, by the 6th March, 1961. Each Charge Officer will check the papers submitted by his Supervisors and submit all his papers to the Sub-Divisional/Additional Sub-Divisional Officer together with a Charge Abstract in a same Form by the 7th March, 1961.

58. *Provisional Totals.*—The Sub-Divisional/Additional Sub-Divisional Officer concerned will prepare the Sub-Divisional Abstract in the aforesaid Form on the basis of the Abstracts received from the Charge Officers and will communicate to the Superintendent of Census Operations, Tripura, the provisional total population showing male and female population separately as well as the number of literates by sex of the Sub-Division by a wire on the 8th March, 1961. The papers, pads and registers received by the Sub-Divisional/Additional Sub-Divisional Officers from the respective Charge Officers should be properly checked in the Sub-Divisional Offices and thereafter sent to the Superintendent of Census Operations, Tripura, with escort during the period from the 8th March, 1961 to the 15th March, 1961. The telegraphic address of the Superintendent of Census Operations, Tripura, is 'Census, Agartala'. The telegram should be followed by an express letter which should contain a confirmed copy of the telegram accompanied by a copy of the Sub-Divisional Abstract of both population and literacy by sex separately.

59. It has been indicated above that the provisional totals will have to be communicated on the 8th March, 1961, and the Census papers will have to be despatched during the period from the 8th March, 1961 to the 15th March, 1961. But before the provisional total is struck, the papers in respect of every Charge should be thoroughly examined at the Sub-Divisional Office in presence of the respective Supervisors and Charge Officers.

60. The following stages should be gone through at the time of examination :—

(i) There should be complete agreement between the Village/Block/Circle/Charge lists/the village maps, the number of pads issued and received back, the entries recorded in the enumeration pads and those in the Census Population Records.

(ii) The pads should then be closely examined to see—

(*a*) that the Location Code as entered in the Individual Slips, Household Schedule and the Register of Census Population Record is in order ;

(*b*) that no question has been left unanswered or left blank in the enumeration pads ;

*N.B.*—Blanks inadvertently if any left may very often be filled up without difficulty . For instance, if in a slip the space for religion/mother-tongue is left blank, it can be filled up with reference to the other slips of the household.

(*c*) that there are no absurd entries which, if they had come to notice, the Charge Officer himself would have corrected them ;

(*d*) that the totals given in the Enumerator's Abstract and Block/Circle/Charge Abstracts as well as in the Census Population Record are correct.

In fine, the enumeration pads including Census Population Record and the Block/Circle/Charge Abstracts should reach the Superintendent of Census Operations thoroughly checked and compared and completed with all relevant records.

(iii) The Provisional Charge Abstracts will then be checked and finally passed by the Sub-Divisional/Additional Sub-Divisional Officer.

## APPENDIX 1A.

**Government of India**

**MINISTRY OF HOME AFFAIRS, NEW DELHI.**

*New Delhi 11, the* *20th April, 1960* / *31st Chaitra, 1882*

### NOTIFICATION

In pursuance of Clause (1) of Article 239 of the Constitution and in supersession of the Notification of the Government of India in the Ministry of Home Affairs No.2/26/49(II)-Public, dated the 12th January, 1950 and also in partial modification of the notification of the Government of India in the late Ministry of States No. 104-J, dated the 24th August, 1950, in so far as it relates to the Census Act, 1948 (37 of 1948) the President hereby directs that the powers and functions of the State Government under the Census Act, 1948 (37 of 1948) shall respectively be exercised and discharged by the Administrators of Union Territories within their respective Union Territories.

NO. 2/1/60-Judl. II.

*Sd./-* K. R. PRABHU,

*Deputy Secretary to the Government of India.*

# APPENDIX 1B.

## Tripura Administration

### OFFICE OF THE CHIEF COMMISSIONER, AGARTALA

No. F.14(1)-GA/59. *Dated, Agartala, the 14th August, 1959.*

## MEMORANDUM

*Subject :* 1961 Census.

The next decennial Census in India will be held during February-March, 1961. The reference date for the Census will be the 1st March, 1961. This will be the 10th in the Indian Census Series and the 2nd since the Independence of this country. The first regular Census of this part of the country took place in 1931 and since then, Census has been held decennially here upto 1951 along with the All India Census. Although the Census machinery here has gradually improved during this period, it has not achieved the same degree of efficiency as obtains in some of the well established States. We shall have to make proper arrangements to hold the next Census and to set up adequate organisation throughout the Territory to make it one of our very best with the help and co-operation of all Government employees and the public. Under the Census Act, Superintendent of Census Operations in each State is appointed to supervise the taking of Census and various types of Census Officers are appointed in the States to carry out Census and to supervise the work of the Census Officers of different grades. Shri C.R. Paul, Assistant Secretary to this Administration has already taken over as Superintendent of Census Operations, in addition to his duties for the purpose of conducting the next Census in Tripura. It will now be his endeavour to make all preliminary arrangements for the next Census and to set up an adequate machinery for conducting the Census in this Territory with the help and co-operation of Government employees and the public. As in last Census, the next Census of this Territory will be conducted by him directly with the help of the Sub-Divisional/Additional Sub-Divisional Officers who will act as Sub-Divisional Census Officers under the Census Act. The District Magistrate enjoys special powers under the Census Act in the matter of prosecuting persons committing offence under the said Act and all Census Officers of various grades appointed under the Act are deemed to be public servants within the meaning of Indian Penal Code. As the District Magistrate and Collector is very busy with multifarious duties of the District Administration, it has been decided that the Census of this Territory would be conducted by the Census Superintendent directly with the help of the Sub-Divisional Officers and Addl. Sub-Divisional Officers who would remain responsible for conducting the Census in their respective Sub-Divisions. The District Magistrate and Collector should, however, be kept informed from time to time by the Sub-Divisional Officers about the progress of work in their respective Sub-Divisions. All necessary instructions as to how the Census in Tripura should be conducted will be issued to all concerned in due course by the Superintendent of Census Operations. The intention behind the issue of this Memorandum is to impress upon all concerned the importance of Census Operation in which all the employees will participate considering it a very important national cause.

2. It is needless to mention that the Indian Census covers the largest population in the world and it is also one of the most economical administrative operations, as the characteristic of the Indian Census is an honorary one. At the Census, house to house count of the citizens is made in order to review their life and livelihoods with the aim that the statistical *data* so collected may be of practical assistance to the Government in the execution of its mandate under the Constitution of India. Progress of the country depends on proper planning and plans cannot be adequately framed without acurate basic statistical information regarding various aspects of the problems facing the country. The facts elicited during the Census Operation also yield valuable scientific *data* of sociological importance. The Census, is therefore, an important national cause ; all persons called upon to perform any duty in connection with the Census should deem it as a special privilege. The first Census after Independence was conducted in this Territory successfully with the help and co-operation of all Government employees and the public in general. It is, therefore, my firm belief that all concerned will endeavour to make the coming Census also a success which would be the 2nd Census of the country after Independence, and I hope, everyone should take pride over the quality of his contribution to this nation-wide enterprise.

3. The most essential pre-requisite of Census Organisation will be a breaking up of the entire Territory into Charges, Circles and Blocks to distribute the work amongst the various grades of Census Officers and building up of a pyramid of jurisdiction and responsibility from below. Necessary steps in this respect will be taken up by the Superintendent of Census Operations in due course in consultation with the Sub-Divisional Officers.

4. In order to make the Census a success, it will be necessary even from now to take preliminary steps for making appointments of a large number of Enumerators, Supervisors and Charge Superintendents within the Territory on the basis of Census Divisions and for this purpose, it would be necessary to assess the availability of staff at the Village, Tehsil and District level for conducting the Census. A list of persons considered fit for appointment as Enumerators, Supervisors, Charge Superintendents should be drawn up without any further delay. The Revenue Agency and the Block personnel will, no doubt, play an important role in connection with the Census, but in any case, they will have to depend on the other employees such as School Teachers and other officials posted in mufassil who should usually take up the responsibility of working as Enumerators in their respective Blocks.

5. It is important that all Census Operations must be begun and completed according to the prescribed Census calendar. We should adhere to the time schedule which will be laid down by the Registrar General, India. But the most important point which I want to emphasise is that enumeration cannot be correctly made without the co-operation of the citizens. It would, therefore, be the bounden duty of each Census Officer down to an Enumerator to approach the citizens in the right manner. Their behaviour should be courteous and they should not lose their temper even if inconvenient cursss-questions are put to them by the citizens. It will be necessary to impress on all Census Officers specially the Enumerators as to how best they can obtain co-operation from the public. It has been decided to collect and compile various statistical *data* relating to status and means of livelihood, etc., of the citizens and as such it will be essential to train up the citizens in their duties towards Census. Publicity should form an important part of training of the citizens in this regard.

6. The preliminary preparations for holding the Census in this Territory will start very shortly. In order to finalise the draft Schedules for enumeration, it has been decided under instruction from the Registrar General, India, to conduct test enumeration work in two villages of Sadar Sub-Division of this Territory during this month and all necessary steps in this regard are being taken by the Superintendent of Census Operations in consultation with the Sub-Divisional Officer-in-Charge of Sadar Sub-Division. Other preliminary preparations for holding the next Census will start throughout the Territory immediately after the completion of the aforesaid test enumeration work.

7. It is requested that all Departments and Heads of Department/Offices will please make it a point to complete the Census of this Territory successfully and impress upon their subordinates the necessity and importance which the Administration attach to this national work so that all concerned may do their respective duties in connection with the Census as promptly and accurately as possible. I attach great importance to this work.

*Sd./-* N. M. PATNAIK,

*Chief Commissioner, Tripura.*

# APPENDIX 1C.

TRIPURA GAZETTE PUBLISHED BY AUTHORITY.
Extraordinary Issue.
*Agartala, Thursday, September, 15, 1960.*

PART I.—ORDERS & NOTIFICATIONS BY THE CHIEF COMMISSIONER, SECRETARIES TO THE ADMINISTRATION AND THE JUDICIAL COMMISSIONER.

Tripura Administration, Appointment Department.

NO. F. 2 (13)-GA/60. *Agartala, the 7th Sept. 1960.*

## NOTIFICATION

In exercise of the powers conferred by Section 8 of the Census Act (XXXVII of 1948) read with the Government of India, Ministry of Home Affairs Notification No. 2/1/60-Judl. II, dated the 20th April, 1960, the Chief Commissioner is pleased to direct all Census Officers to ask of all persons within their respective jurisdiction all questions necessary for correctly filling up the prescribed Census Forms annexed hereto.

*By order of the Chief Commissioner,*
C. R. PAUL,
*Assistant Secretary.*

**CONFIDENTIAL** **CENSUS 1961**

Location Code ——————————

1 (a) Name ——————————

1 (b) Relationship to Head —————— 2 Age last birthday ——

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

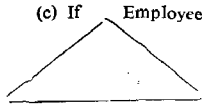
4 (b) Born R/U  4 (c) Duration of residence if born elsewhere ——

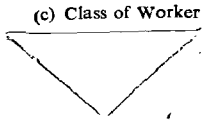
5 (a) Nationality —————— 5 (b) Religion ——————

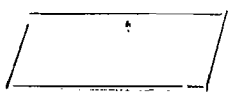
5 (c) S. C./S. T. —————— 6 Literacy & Education ——————

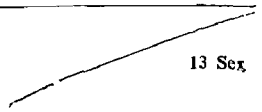
7 (a) Mother tongue —————— 7 (b) Any other language(s) ——————

8 Working as Cultivator —————— 9 Working as Agricultural labourer ——————

10 Working at Household Industry
(a) Nature of work ——————
(b) Nature of Household Industry ——————
(c) If Employee 

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

12 Activity if Not Working 

13 Sex 

CONFIDENTIAL

# CENSUS OF INDIA, 1961

[ To be filled up during Enumeration ]

Is this an Institution ?

## PART I—HOUSEHOLD SCHEDULE

LOCATION CODE :

Full Name of Head of Household

S. C.
S. T.

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

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

| C. Workers at Cultivation or Household Industry<br>Members including Head of family working and hired workers, if any, kept whole-time during current or last working season. | Members of family working | | | | Hired workers. |
|---|---|---|---|---|---|
| | Head | Other males. | Other females. | Total | |
| 1. Household Cultivation only. | | | | | |
| 2. Household Industry only. | | | | | |
| 3. Both in Household Cultivation & Household Industry | | | | | |

Dated Signature of Supervisor

Dated Signature of Enumerator

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

## PART II.—CENSUS POPULATION RECORD

(To be compiled from individual Census Slips)

| Name | Sex | | Relationship to Head | Age | Marital Status | Description of work in the case of worker |
|---|---|---|---|---|---|---|
| | Male<br>M | Fe-male<br>F | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| Total Persons | | | | | | |

Dated Signature of Supervisor

Dated Signature of Enumerator

# CENSUS OF INDIA, 1961.

## HOUSELIST.

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

Name of Island/Taluk/Tehsil/Thana/Anchal/Town.....(Code No. ).

Name of Village/Ward/Mohalla/(Enumerator's Block).....(Code No. ).

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

Certified that the information is correct to the best of my knowledge.

Signature of Enumerator.....Date.....Total for page

# APPENDIX 2.

## LIST OF IMPORTANT FILES OF 1951 AND 1961 CENSUS WHICH ARE LIKELY TO BE FOUND IN THE RECORD ROOM.

Records of 1951 Census are not available.

| Serial No. | Description | File No. |
|---|---|---|
| 1. | Statement showing certain characteristics of Towns . . . . . | No. F. 1/1/Cens/59 |
| 2. | A passage quoted from page 198 of Vol. I of Sir George A. Griersion's Memorial Linguistic Survey of India in connection with the Census of 1961. | No. F. 1/2/Cens/59 |
| 3. | Pre-test work in connection with 1961 Census . . . . . | No. F. 1/3/Cens/59 |
| 4. | Collection of information in connection with preparation of Report for the Census of 1961. | No. F. 1/4/59-Census |
| 5. | Sampling for 1961 Census . . . . . | No. F. 1/5/59-Census |
| 6. | Contents of District Census Handbook . . . . . | No. F. 1/6/59-Census |
| | do. . . . . | No.—do.—Vol. II |
| 7. | Instructions to Enumerators, Census Slips, Household Schedule and Houselist Forms—Bengali version of— | No. F. 1/7/59-Census |
| 8. | Meeting of the Administrators of Union Territories . . . . . | No. F. 1/8/CO/59 |
| 9. | Information regarding new villages and townships newly sprung up or gone out of existence since 1951. | No. F. 1(9)-CO/59 |
| 10. | Socio-Economic surveys of villages . . . . . | No. F. 1(10)-CO/59 |
| | (Previous file). . . . . | No. F. 8(4)-CO/59 |
| 11. | Preliminary arrangements for conducting 1961 Census in Sadar Sub-Division . . | No. F. 1(11)-CO/59 |
| 12. | do.—in Kailashahar Sub-Division . . . . . | No. F. 1(12)-CO/59 |
| 13. | do.—in Udaipur Sub-Division . . . . . | No. F. 1(13)-CO/59 |
| 14. | do.—in Khowai Sub-Division . . . . . | No. F. 1(14)-CO/59 |
| 15. | do.—in Sonamura Sub-Division . . . . . | No. F. 1(15)-CO/59 |
| 16. | Declaration of urban areas in Tripura for purposes of Census Operations in 1961 | No. F. 1(16)-CO/59 |
| 17. | Census of India—1961, Cantonments and Defence Services . . . . . | No. F. 1(17)-CO/59 |
| 18. | A book on the Worlds Metropolitan Areas . . . . . | No. F. 1(18)-CO/59 |
| 19. | Census 1961—Complete list of changes in Municipal areas—Particulars . . . | No. F. 1(19)-CO/59 |
| 20. | Distribution of Census Act for the Sub-Divisional Officers . . . . . | No. F. 1(20)-CO/59 |
| 21. | Census Act, 1948 . . . . . | No. F. 1(21)-CO/59 |
| 22. | Destruction of 1951 Census Compiler's Posting Statements for all States for purpose of undertaking certain Sampling studies. | No. F. 1(22)-CO/59 |
| 22. | Destruction of 1951 Census Compiler's Posting Statements for all States for purpose of undertaking certain Sampling studies. | No. F. 1(22)-CO/59 Vol.-II. |
| | do. . . . . | No. F. 1(22)-CO/59 Vol-III. |
| 23. | Preliminary arrangements for conducting 1961 Census in Dharmanagar Sub-Division. | No. F. 1(23)-CO/59 |
| 24. | Preliminary arrangements for conducting 1961 Census in Amarpur Sub-Division | No. F. 1(24)-CO/59 |
| 25. | Distribution of N. S. S. Reports (National Sample Survey Reports) . . . . | No. F. 1(25)-CO/59 |

APPENDIX 2—*contd.*

| Serial No. | *Description* | *File No.* |
|---|---|---|
| 26. | Preliminary arrangements for conducting 1961 Census in Sabroom Sub-Division . | No. F. 1(26)-CO 59. |
| 27. | Preliminary arrangements for conducting 1961 Census in Kamalpur Sub-Division | No. F. 1(27)-CO/59. |
| 28. | General Village Register and Charge Register, 1961 . . . . . | No. F. 1(28)-CO/59. |
| 29. | Preliminary arrangements for conducting 1961 Census in Belonia . . . . | No. F. 1(30)-CO/59. |
| 30. | Annual Administration Report of the Registrar General, India . . . . | No. F. 1(31)-CO/60. |
| 31. | Priority for all Census communications at Post & Telegraph Offices . . . | No. F. 1(32)-CO/60. |
| | Special Stamp cancellation slogans relating to the Census . . . . . | do. |
| 32. | Present position of Housenumbers obtaining in the various parts of the country . | No. F. 1(33)-CO/60. |
| 33. | Census Calendar . . . . . | No. F. 1(34)-CO/60. |
| 34. | Instruction regarding old records and instruments . . . . . | No. F. 1(35)-CO/60. |
| 35. | Rules for Printing and Binding 1959 edition . . . . . | No. F. 1(36)-CO/60. |
| 36. | Forms for letter of Appointment & for the compilation of information for the Block, Circle and Charge. | No. F. 1(37)-CO/60. |
| 37. | Sample Census Scheme . . . . . | No. F. 1(38)-CO/60. |
| 38. | Location Code-Allocation of— . . . . . | No. F. 1(39)-CO/60. |
| 39. | Housenumbering and Houselisting Charges . . . . . | No. F. 1(40)-CO/60. |
| 40. | National Extension Service Blocks . . . . . | No. F. 1(41)-CO/60. |
| 41. | Village Schedule of Industries and Crafts . . . . . | No. F. 1(42)-CO/60. |
| | do. . . . . | —do.—Vol. II. |
| 42. | Arrangement for holding instructional classes to be organised by the Superintendent of Census Operations, Tripura, during April, 1960. | No. F. 1(43)-CO/60. |
| 43. | Information regarding some villages of Sabroom Sub-Division . . . . | No. F. 1(44)-CO/60. |
| 44. | Appointment of Sub-Divisional Census Officers . . . . . | No. F. 1(45)-CO/60. |
| 45. | Visit of Chief Election Commissioner . . . . . | No. F. 1(46)-CO/60. |
| 46. | Compilation of National Atlas of India . . . . . | No. F. 1(47)-CO/60. |
| 47. | Monographs on Scheduled Castes & Scheduled Tribes . . . . . | No. F. 1(48)-CO/60 |
| 48. | Medals and Certificates . . . . . | No. F. 1(52)-CO/60. |
| 49. | Territories changes since the re-organisation of States in 1956 . . . . | No. F. 1(57)-CO/60. |
| 50. | The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959 (Act 31 of 1959). | No. F. 1(58)-CO/60. |
| 51. | Supply of a copy of the re-print of Actuarial Reports for the years 1881, 1891, 1901, 1911, 1921, 1931 and 1951. | No. F. 1(61)-CO/60. |
| 52. | Urban Frame collection work—Agartala town . . . . . | No. F. 1(64)-CO/60. |
| 53. | Enumeration of houseless persons in cities and towns . . . . . | No. F. 1(65)-CO/60. |
| 54. | Enumeration of Foreign Diplomatic personnel at 1961 Census . . . . | No. F. 1(72)-CO/60. |
| 55. | Hawaibari community in Tripura—particulars regarding . . . . . | No. F. 1(74)-CO/60. |
| 56. | Preparation of the Housing Tables— . . . . . | No. F. 1(75)-CO/60 |

APPENDIX 2—*contd.*

| Serial No. | Description | File No. |
|---|---|---|
| 57. | Enumeration of Scientific and Technical personnel | No. F. 1(77)-CO/60. |
| 58. | Livestock Census, 1961 | No. F. 1(78)-CO/60. |
| 59. | Collection of sets of Houselists | No. F. 1(79)-CO/60. |
| 60. | Collection of information from Charge/Circle Register (Cols. 1 to 7) | No. F. 1(80)-CO/60. |
| 61. | Collection of Final Charge Abstracts | No. F. 1(81)-CO/60. |
| 62. | Census-Statistics of the Ex-servicemen | No. F. 1(85)-CO/60. |
| 63. | Delimitation of Blocks | No. F. 1(86)-CO/60. |
| 64. | Training of Census staff in enumeration by the S.C.O. | No. F. 1(87)-CO/60. |
| 65. | Calendar of Events | No. F. 1(88)-CO/60. |
| 66. | Collection of filled up Schedules relating to Rural Craft & Socio-Economic Survey | No. F. 1(91)-CO/61. |
| 67. | Enumerators remuneration in the final Census Operations— | No. F. 1(92)-CO/61. |
| 68. | Collection of Census papers of Sub-Divisions | No. F. 1(94)-CO/61. |
| 69. | Reporting of Provisional totals regarding— | No. F. 1(95)-CO/61. |
| 70. | Honorarium to Enumerators for actual Enumeration | No. F. 1(96)-CO/61. |
| 71. | Honorarium to Enumerators & Supervisors for actual Enumeration | No. F. 1(96-1)-CO/61. |
| 72. | Honorarium to Sub-Divisional Officers and Charge Officers | No. F. 1(98)-CO/61. |
| 73. | Photographs in connection with Surveys & Monograph | No. F. 1(99)-CO/61. |
| 74. | Tabulation Plan for the Socio-Economic & Rural Crafts Survey | No. F. 1(100)-CO/61. |
| 75. | Administration Report on Enumeration—Chapter Headings and Forms | No. F. 1(101)-CO/61. |
| *Collection No. 2.* | | |
| 1. | Conference of State Superintendents of Census Operations | No. F. 2/1/Census/59. |
| 2. | Second Conference of State Superintendents, Census Operations | No. F. 2/2/CO/60. |
| *Collection No. 3.* | | |
| 1. | Notes from Government of India released for publicity. | No. F. 3/1/59-Census. |
| 2. | Three articles on Census prepared by R. G. of India for publication | No. F. 3(2)-CO/59. |
| 3. | Publicity regarding Pre-test work | No. F. 3(3)-CO/59. |
| 4. | Information regarding availability of P. C. A. and the Household Abstract of 1951. | No. F. 3(4)-CO/59. |
| 5. | Collection of publications relatimg to Census | No. F. 3(5)-CO/59. |
| 6. | Publicity in connection with 1961 Census | No. F. 3(6)-CO/59. |
| 7. | Publicity Programme for All India Radio | No. F. 3(8)-CO/60. |
| *Collection No. 4.* | | |
| 1. | Preparation of fresh urban frame for use of Census Operations and N.S.S. | No. F. 4/1/59-Census. |
| 2. | Investigation into the reasons of Sex-ratios of different age-groups. | No. F. 4(4)-CO/59. |

**APPENDIX 2—*contd.***

| Serial No. | Description | File No. |
|---|---|---|
| *Collection No. 5.* | | |
| 1. | Printing of Enumeration Schedule | No. F. 5/2/59-Census. |
| 2. | Appropriation accounts for 1958-59—Reconciliation of expenditure figures | No. F. 5/3/59-Census. |
| 3. | Violation of Rule 4-A of the Conduct Rules by Government servants | No. F. 5/7/59-Census. |
| 4. | Creation of posts | No. F. 5/8/Census/59. |
| 5. | Delegation of financial powers | No. F. 5(9)-CO/59. |
| 6. | Bills and bill abstracts | No. F. 5/13/59-Census. |
| 7. | Budget | No. F. (15)-CO/59. |
| 8. | Circulars relating to establishment | No. F. 5(18)-CO/59. |
| 9. | Security and special pay for handling cash | No. F. 5(19)-CO/59. |
| 10. | Preparation of detailed Maps for towns | No. F. 5(20)-CO/59. |
| 11. | Installation of telephone in Room No. 54 of the Secretariat and another at the residence of the Superintendent. | No. F. 5(23)-CO/59. |
| 12. | Miscellaneous circulars received from the Government of India | No. F. 5(32)-CO/59. |
| 13. | Permanent advance | No. F. 5(36)-CO/59. |
| 14. | Registration of Telegraphic Code | No. F. 5(39)-CO/59 |
| 15. | Scheme for collection of employment market information | No. F. 5(42)-CO/60. |
| 16. | Budget allotment for 1960-61 | No. F. 5(45)-CO/60. |
| 17. | Use of Police Wireless in matters relating to Census | No. F. 5(51)-CO/60. |
| 18. | Entertainment cost | No. F. 5(53)-CO/60. |
| 19. | Verification of character and antecedents of Government servants | No. F. 5(54)-CO/60. |
| 20. | Budget allotment of 1960-61, Rules for revision of pay, etc. | No. F. 5(45-1)-CO/60. |
| 21. | do. Provident Fund | No. F. 5(45-2)-CO/60. |
| 22. | Detailment of armed personnel in elephants infested areas in Kailashahar Sub-Division during Census. | No. F. 5(82)-CO/61. |
| 23. | Parliament question | No. F. 5(83)-CO/61. |
| 24. | Budget allotment for the current financial year 1961-62 under Grant No. 51-Census. | No. F. 5(90)-CO/61. |
| 25. | Miscellaneous | No. F. 5(105)-CO/61. |
| *Collection No. 6.* | | |
| 1. | Circulars issued by the Chief Commissioner and other Authorities of the Tripura Administration. | No. F. 6/1/59-Census |
| 2. | do. | No. F. 6/1/59-Census. V. II. |
| 3. | Circulars issued by the Superintendent of Census Operations, Tripura. | No. F. 6(2)-CO/59. |
| 4. | Circulars, Memos. issued by the Superintendent of Census Operations in connection with Enumerations. | No. F. 6(3)-CO/60. |
| 5. | Circulars and Memos. issued by the Tripura Administration | No. F. 6(4)-CO/60. |
| 6. | Houselist Population. | No. F. 6(5)-CO/60. |
| *Collection No. 7.* | | |
| 1. | Analysis of Vital Statistics | No. F 7(1)-CO/59. |

**APPENDIX 2**—*concld.*

| Serial No. | Description | File No. |
|---|---|---|
| | *Collection No. 8.* | |
| 1. | Printing of Schedules, etc. | No. F. 8(1)-CO/59. |
| 2. | Printing of Household Schedules and Slips required for Training Sample Census buff-colour paper and distribution thereof. | No. F. 8(2)-CO/59. |
| 3. | Printing of Consanguineous Marriages | No. F. 8(4)-CO/59. Vol. II. |
| 4. | Socio-Economic Survey | No. F. 8(4)-CO/61. Vol. III. |
| 5. | Training on questions of Consanguineous Marriages | No. F. 8(4-1)-CO/61. |
| 6. | Socio-Economic Survey Report of selected villages | No. F. 8(4)-CO/61. Vol. IV. |
| 7. | Collection of filled up Schedules relating to Consanguineous Marriage Survey | No. F. 8(8)-CO/61. |
| 8. | 1961 Census—Monthly Progress Reports of: (i) Preparation of Ethnographic Notes on Scheduled Castes and Scheduled Tribes, (ii) Socio-Economic Survey, (iii) Rural Crafts Survey and (iv) Consanguineous Marriages Survey. | No. F. 8(9)-CO/62. |
| | *Collection No. 9.* | |
| 1. | Preparation of a list of the range and variety of local names of rights on land and names of household industries or businesses usually obtaining in Tripura. | No. F. 9(1)-CO/59. |
| | *Collection No. 10.* | |
| 1. | Tabulation Proformas— | No. F. 10(1)-CO/59. |
| 2. | Tabulation of Languages in 1961 Census | No. F. 10(2)-CO/59. |
| 3. | Hiring of accommodation for Tabulation Offices | No. F. 10(3)-CO/60. |
| 4. | Set up for the Tabulation Office | No. F. 10(4)-CO/60. |
| 5. | Allocation of paper for printing of Reports & Tables of 1961 Census | No. F. 10(6)-CO/60. |
| 6. | Housing Tables | No. F. 10(7)-CO/60. |
| 7. | Method of compilation for Housing Tables | No. F. 10(8)-CO/60. |
| 8. | Final Tabulation Plan for 1961 Census | No. F. 10(9)-CO/60. |
| 9. | Scrutiny & Coding of Household Schedules. | No. F. 10(10)-CO/60. |
| 10. | Scrutiny & Coding of Individual Slips. | No. F. 10(11)-CO/60. |
| 11. | Sample Verification, 1961 | No. F. 10(13)-CO/60. |
| 12. | Instruction for Tabulation | No. F. 10(18)-CO/61. |
| 13. | Creation of posts for the Tabulation Office | No. F. 10(20)-CO/61. |
| 14. | Area figures for Primary Census Abstract | No. F. 10(34)-CO/61. |
| 15. | Report on Housing Tables | No. F. 10(36)-CO/61. |
| 16. | Subsidiary Tables relating to Agricultural Statistics | No. F. 10(41)-CO/61. |
| 17. | Preparation & printing of Village Directory | No. F. 10(43)-CO/61. |
| 18 | Subsidiary Tables—Method of working out the figures of each column | No. F. 10(46)-CO/61 |

## APPENDIX 3.

SHRI N. M. PATNAIK, I.A.S.,
*Chief Commissioner.*

D. O. No. F14(1)-GA/59.
*Chief Commissioner's House*
AGARTALA, TRIPURA,
*Dated, Agartala, the 27th May,* 1960.

*Subject :* CENSUS 1961—EMPLOYMENT OF TRIPURA ADMINISTRATION EMPLOYEES FOR ENUMERATION.

My dear

Preliminary arrangements for 1961 Census in Tripura have almost been completed and appointment of staff necessary for enumeration (Enumerators, Supervisors and Charge Officers) has commenced throughout the Territory. According to the Census Calendar issue of appointment letters to the staff selected for Census work will be completed by the 31st May, 1960. Actual enumeration will take place between the 10th February, 1961 and the sun-rise of 1st March, 1961 which will be followed by a final check during the first five days of March. The enumeration will, as in the past, be done by the fullest use of all establishments under the control of the various Departments, the Territorial Council and other Local Bodies on a voluntary basis.

2. Census enumeration is a nation wide administrative operation involving demands on services of staff which will have to be met from the resources of all establishments throughout the Territory. It is necessary that the burden should be shared by all Departments of the Administration including the Territorial Council. I have accepted the obligation like all State Governments. This letter is written in order to ensure that the establishments under the various Departments including the Territorial Council bear their full share of the burden.

3. All employees of this Administration and the Territorial Council with the exception of Police Officers, should accept and perform readily any work connected with the enumeration which is placed on them by the Superintendent of Census Operation and Sub-Divisional/Additional Sub-Divisional Officers who have been authorised to appoint census staff under the Census Act. The employees should be specifically instructed that they should give no cause for complaint by the Officers-in charge of Census in respect of the performance of the census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. It should also be impressed upon them that the manner in which they have performed census duties would be taken into account in the periodical assessment of their work and conduct, and their good services will be recognised by awarding medals and giving certificate as in the last Census.

4. The enumeration work is spread over nearly three weeks in order to reduce the requirement of workers and also in order to enable the workers to carry out their duties conveniently. The Heads of Departments/Offices may have to co-operate in lightening the burden on Census workers to the maximum extent practicable. This will necessitate the grant of concessions, regarding office attendance both during the enumeration period, and the period of training which will precede it. The details of concessions likely to be required will however be settled by the Superintendent of Census Operations in consultation with the Heads of Departments/Offices.

5. After the work relating to issue of appointment letters to all staff required for Census work in this Territory has been completed by the 31st May, 1960, the training programme of the Census staff in respect of housenumbering and house-listing will be taken up and completed in June, 1960 by the Superintendent of Census Operations in all the Sub-Divisional Headquarters. This training programme will be followed by another course of training to be given by the respective Charge Officers/Supervisors for their enumerators in the respective Charge/Circle Headquarters. It is, therefore, necessary that all transfers of staff appointed for Census Operations should be postponed till March, 1961, following the practice adopted in previous Censuses.

6. I should be very grateful if you would kindly issue necessary instructions to all establishments under your control and see that no employees appointed for census work in their respective areas are transferred till March, 1961.

*Yours sincerely,*
*Sd/-*N. M. PATNAIK.

## APPENDIX 4.

### List of Census Slogans.

১। জানেন কি—১৯৬১ সনের ১০ই ফেব্রুয়ারী হইতে আগামী লোক-গণনার কাজ (Census Enumeration) আরম্ভ হইবে।

২। সেন্সাস দেশের ও জাতির মঙ্গলের জন্য।

৩। সেন্সাসের কাজে সমস্ত নাগরিকের সহযোগিতা বাঞ্ছনীয়।

৪। সেন্সাস কর্ম্মচারীগণের কার্য্যে সহযোগিতা করুন।

৫। ১০ই ফেব্রুয়ারী হইতে ১লা মার্চ্চের সূর্য্যোদয় পর্য্যন্ত জনগণনা কার্য্য চলিতে থাকিবে এবং পরবর্ত্তী ৫ দিন পরতাল কার্য্য চলিবে।

৬। সেন্সাস উপলক্ষে গণনাকারিগণ গণনার জন্য আপনাদের বাড়ীতে যাইবে। যদি কোন বাড়ী ভ্রম বশতঃ বাদ পড়িয়া থাকে, উপবিভাগীয় অফিসার বা অন্যান্য ঊর্দ্ধতন সেন্সাস কর্ম্মচারীকে জানান।

৭। সেন্সাস কর্ম্মচারীগণ দেশ ও জাতির সেবায় নিয়োজিত। তাহাদের সঙ্গে সদয় ব্যবহার ও সহযোগিতা করুন।

৮। লোকগণনাকালীন যত তথ্যাদি সংগ্রহ করা হইবে তাহা গোপনীয় রাখা হইবে। কোন ব্যক্তিগত তথ্যাদি প্রকাশ করা আইনতঃ দণ্ডনীয়।

৯। সেন্সাস কর্ম্মচারীদের কর্ত্তব্য কাজে বিঘ্ন সৃষ্টি করা আইনতঃ দণ্ডনীয়।

১০। সেন্সাসের প্রয়োজনীয়তা কি?—দেশ ও জাতিকে জানা এবং দেশ ও জাতির উন্নতি বিধানের জন্য বিভিন্নমুখী পরিকল্পনা গ্রহণ করা।

১১। সেন্সাস কর্ম্মচারীগণকে সঠিক তথ্য জানান। ভুল তথ্য জানান আইনতঃ দণ্ডনীয় এবং দেশ ও জাতির পক্ষে অকল্যাণকর।

## APPENDIX 5.

### Index of Press Notes, etc. in Bengali released for publicity through Press.

| Subject matter | Names of papers which published | Date of publication |
|---|---|---|
| 1. Note regarding programme of work for preliminary arrangements to be made in connection with Census. | Jagaran & Manush . . | 10-1-60 |
| 2. Note regarding coming Census in Tripura and information to be collected during Housenumbering & Houselisting operation. | Do . . . . | 10-2-60 |
| 3. Note regarding training by S.C.O. in Sub-Divisions to Census workers in Housenumbering and Houselisting operation. | Do . . . . | 30-6-60 |
| 4. Press Note regarding the decision of the Government of India for award of Silver & Bronze Medals to the Enumerating Agency for their outstanding zeal and quality of work in 1961 Census. | Tripura . . . . | 3-8-60 |
| | Jagaran . . . . | 29-7-60 |
| | Ganaraj . . . . | 29-7-60 |
| | Sevak . . . . | 31-7-60 |
| 5. Importance of Census in Tripura—An article on . . . . . | Sevak . . . . | 28-8-60 |
| 6. Press Report on Sample Training in Housenumbering & Houselisting . | Manush . . . . | 5-9-60 |
| | Ganaraj . . . . | 6-9-60 |
| 7. Note on the first phase of Census Operation in Tripura . . . . | Ganaraj . . . . | 13-9-60 |
| | Sevak . . . . | 11-9-60 |
| 8. Press Note inviting Co-operation of the publication in successful completion of Housenumbering & Houselisting. | Tripurar-Katha . . | 16-10-60 |
| | Ganaraj . . . . | 8-10-60 |
| | Manush . . . . | 10-10-60 |
| | Samachar . . . | 9-10-60 |
| | Sevak . . . . | 9-10-60 |
| 9. An articale on Census—what it is and its importance in Tripura . . | Sevak . . . . | 6-11-60 |
| 10. Census Calendar showing the programmes of enumeration . . . . | Samachar . . . | 27-11-60 |
| | Tripura . . . . | 23-11-60 |
| | Jagaran . . . . | 29-11-60 |
| | Manush . . . . | 18-11-60 |
| | Sevak . . . . | 20-11-60 |
| | Ganaraj . . . . | 19-11-60 |
| 11. List of Census Slogans published in local newspapers in bold letters at top of front page (one slogan per issue) upto 28-2-61. | Fariad . . . . | |
| | Manush . . . . | |
| | Ganaraj . . . . | |
| | Sevak . . . . | |
| 12. Editorial inviting co-operation of the public during Enumeration . . | Samachar . . . | 27-11-60 |
| | Jagaran . . . . | 18-11-60 |
| | Manush . . . . | 17-11-60 |

APPENDIX 5—*contd.*

| Subject matter | Names of papers which published | Date of publication |
|---|---|---|
| 13. Press Reports on Press Conference of Superintendent, Census Operations held on 14-11-60. | Sevak . . . . | 20-11-60 |
| 14. Press Report on Houselist Population . . . . . | Sevak . . . . | 15-11-61 |
| | Samachar . . . | 5-2-61 |
| 15. Press Conference of the Registrar General, India at Agartala . . . | Ganaraj . . . . | 5-2-61 |
| | Sevak . . . . | 5-2-61 |
| | Nagarik . . . . | 5-2-61 |
| 16. Press Report on radio talks by Superintendent of Census Operations | Samachar . . . | 5-2-61 |
| | Manush . . . . | 6-2-61 |
| 17. Chief Commissioner's broadcast on 10-2-61 . . . . . | Manush . . . . | 16-2-61 |
| | Nagarik . . . . | 12-2-61 |
| | Samachar . . . | 12-2-61 |
| | Tripura . . . . | 15-2-61 |
| 18. Re-publication of Government of India publicity No. DA/60/643 in local papers in Bengali in 1961 Census Enumeration and Duties of citizens at the time of Enumeration. | Samachar . . . | 5-2-61<br>12-2-61 |
| 19. Editorial on importance of Census Enumeration & co-operation of citizens | Samachar . . . | 19-2-61 |

## APPENDIX 6.

### Distribution of Posters.

| Names of offices through which posters were distributed. | Census is Esential Poster | | | | | | Census helps them all poster | | | | | | Census (Textual) poster | | | | | | Census helps planned conception poster. | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Received | | | No. distributed | | | Received | | | No. distributed | | | Received | | | No. distributed | | | Received | | | No. distributed | | |
| | Eng. | Beng. | Hindi | Eng. | Beng. | Hindi | Eng. | Beng. | Hindi | Eng. | Beng. | Hindi | Eng. | Beng. | Hindi | Eng. | Beng. | Hindi | Eng. | Beng. | Hindi | Eng. | Beng. | Hindi |
| TOTAL | 600 | 3,700 | 50 | 543 | 3,650 | 50 | 500 | 3,900 | 50 | 513 | 3,875 | 45 | 600 | 3,900 | 50 | 523 | 3,890 | 50 | 500 | 3,900 | 50 | 500 | 3,865 | 50 |
| (*a*) Sub-Divisional Office of : | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. Sadar . . | | | | 15+100 | 650 | 21 | | | | 15+100 | 650 | 25 | | | | 50+15 | 650 | 21 | | | | 100 | 650 | 21 |
| 2. Khowai . | | | | 10+20 | 250 | 2 | | | | 10+20 | 250 | | | | | 10+10 | 250 | 2 | | | | 20 | 250 | 2 |
| 3. Kamalpur . | | | | 6+20 | 100 | 4 | | | | 6+20 | 125 | | | | | 10+6 | 100 | 4 | | | | 20 | 125 | 4 |
| 4. Kailasahar . | | | | 10+50 | 500 | 14 | | | | 10+50 | 500 | | | | | 25+10 | 500 | 14 | | | | 50 | 500 | 14 |
| 5. Dharmanagar | | | | 10+20 | 500 | | | | | 10+50 | 500 | 20 | | | | 25+10 | 500 | 7 | | | | 50 | 500 | 7 |
| 6. Sonamura . | | | | 10+20 | 200 | | | | | 10+20 | 250 | | | | | 10+10 | 250 | | | | | 20 | 250 | |
| 7. Udaipur . | | | | 10+20 | 200 | | | | | 10+50 | 500 | | | | | 25+10 | 400 | | | | | 50 | 500 | |
| 8. Amarpur . | | | | 6+20 | 250 | | | | | 6+20 | 250 | | | | | 10+6 | 250 | | | | | 20 | 250 | |
| 9. Belonia . | | | | 10+50 | 450 | | | | | 10+50 | 500 | | | | | 25+10 | 450 | | | | | 50 | 500 | |
| 10. Sabroom . | | | | 6+20 | 250 | 2 | | | | 6+20 | 250 | | | | | 10+6 | 250 | 2 | | | | 20 | 250 | 2 |
| (*b*) District Publicity Officer. | | | | 40 | 150 | | | | | | 50 | | | | | 50+100 | 50+90 | | | | | 50 | 40 | |
| (*c*) T.T.C. . . | | | | 40 | | | | | | 20 | 50 | 5 | | | | 50+100 | 50+100 | | | | | 50 | 50 | |

APPENDIX 6A.

**Distribution of Publicity Booklets.**

| Name of Booklet | No. received | | | No. distributed | | |
|---|---|---|---|---|---|---|
| | Eng. | Beng. | Hindi | Eng. | Beng. | Hindi. |
| 1. What is a Census and why we should have one . | 550 | 7,500 | 495 | 540 | 7,500 | 460 |
| 2. How a Census is taken . . . . . | 550 | 7,500 | 475 | 540 | 7,500 | 460 |
| 3. Growing importance of Population Census . . | 125 | 7,500 | 475 | 125 | 7,500 | 460 |
| TOTAL . | 1,225 | 22,500 | 1,445 | 1,205 | 22,500 | 1,380 |

## APPENDIX 7.

### Exhibition of Film "National Roll Call".

Places covered by the Five year Plan Publicity Unit, Agartala by screening the film—National Roll Call and holding public meetings, etc.

| Date | Place |
|---|---|
| *October, 1960.* | |
| 6-10-60 | Kailasahar. |
| 7-10-60 | Sonamukhi T. E., Kailasahar. |
| 8-10-60 | Hiracherra T.E., Kailasahar. |
| 9-10-60 | Kamalpur. |
| 11-10-60 | Khamthingbari. |
| 14-10-60 | Sibnagar, Agartala. |
| 18-10-60 | Children's Park, Agartala. |
| 24-10-60 | Jadavnagar T.E. |
| *November, 1960.* | |
| 2-11-60 | Kakraban. |
| 3-11-60 | Chandanmura. |
| 4-11-60 | Reshambagan. |
| 5-11-60 | Jogendranagar. |
| 10-11-60 | Akhaura Road. |
| *December, 1960.* | |
| 7-12-60 | Ranirbazar. |
| 9-12-60 | Fatikcherra T.E. |
| 13-12-60 | Kamrangatali. |
| 14-12-60 | Nalchar. |
| 21-12-60 | Peratali. |
| 22-12-60 | Singerbill. |
| 23-12-60 | Lulunga. |
| 24-12-60 | Tepania |
| 26-12-60 | Shipahijala. |
| 31-12-60 | Agartala. |
| *January, 1961.* | |
| 3-1-61 | Dhaleswar. |
| 6-1-61 | Taranagar. |
| 7-1-61 | Jalibari. |
| 8-1-61 | Kamalghat. |
| 9-1-61 | U. K. Academy, Agartala. |
| 10-1-61 | Jamirghat. |
| 12-1-61 | Guchamura. |

**APPENDIX 7—*contd.***

| Date | Place |
|---|---|
| *February, 1961.* | |
| 1-2-61 | Aerodrome, Agartala. |
| 3-2-61 | Dakshin Badarghat. |
| 4-2-61 | Dakshin Indranagar. |
| 9-2-61 | Simna. |
| 10-2-61 | Bhogjoor. |
| 11-2-61 | Lalcherra. |
| 14-2-61 | Khowai. |
| 15-2-61 | Khowai T.E. |
| 16-2-61 | Kalyanpur. |
| 17-2-61 | Teliamura. |
| 20-2-61 | Baramura. |
| 21-2-61 to 24-2-61 | Sabroom. |
| 27-2-61 | Narayan Khamar. |

Places covered by the Additional S.D.O., Dharmanagar by screening the film on National Roll Call and holding public meetings, etc.

| Date | Place |
|---|---|
| *January, 1961.* | |
| 22-1-61 | Dharmanagar town. |
| 23-1-61 | Chandrapore. |
| 24-1-61 | Huplongcherra T.E. |
| 25-1-61 | Ganganagar T.E. |
| 29-1-61 | Kadamtala. |
| 30-1-61 | Maheshpur T.E. and Sarala T.E. |
| 31-1-61 | Brajendranagar. |
| *February, 1961.* | |
| 1-2-61 | Pearcherra T.E. |
| 2-2-61 | Ranibari T.E. |
| 3-2-61 | Longai. |
| 4-2-61 | Panisagar. |
| 5-2-61 | Pecharthal. |
| 6-2-61 | Masmara. |
| 7-2-61 | Kanchanpur |

**APPENDIX 7**—contd.

Places covered by the units of the District Publicity Officer by screening the film—'National Roll Call' and holding public meetings, etc.

| Date. | Place. |
|---|---|
| *January, 1961.* | |
| 17-1-61 | Kamalpur. |
| 18-1-61 | Dharmanagar. |
| 19-1-61 | Panisagar. |
| 20-1-61 | Kumarghat. |
| 21-1-61 | Kailasahar. |
| 28-1-61 | Simna. |
| 29-1-61 | Kalacherra. |
| 30-1-61 | Bishalgarh. |
| 31-1-61 | Old Agartala. |
| *February, 1961.* | |
| 1-2-61 | U. K. Academy. |
| 2-2-61 | Jirania. |
| 3-2-61 | Sonamura. |
| 4-2-61 | Melagarh. |
| 5-2-61 | Kakraban. |
| 6-2-61 | Bogafa. |
| 7-2-61 | Belonia. |
| 8-2-61 | Sabroom. |
| 9-2-61 | Manu. |
| 10-2-61 | Udaipur. |
| 12-2-61 | Khowai. |
| 13-2-61 | Kalyanpur. |
| 14-2-61 | Teliamura. |
| 17-2-61 | Bisramgonj. |
| 18-2-61 | Udaipur. |
| 20-2-61 | Amarpur. |
| 21-2-61 | Maharani. |
| 25-2-61 | Salema. |
| 26-2-61 | Kulai. |

## APPENDIX 8.

### Housenumbering and Houselisting Training Programme.

| | | Date for Training | |
|---|---|---|---|
| | | Theoretical | Practical |
| 1. Sadar Sub-Division | (a) At Khayerpur School | 10-8-60 | 10-8-60 |
| | (b) At Debipur School | 11-8-60 | 11-8-60 |
| | (c) At Bishalgarh M.E. School | 12-8-60 | 12-8-60 |
| | (d) At Golagati School | 14-8-60 | 14-8-60 |
| | (e) At U. K. Academy | 16-8-60<br>26-8-60 | 16-8-60<br>26-8-60 |
| | (f) At Nirchintapur School | 20-8-60 | 20-8-60 |
| | (g) At Simna School | 27-8-60 | 27-8-60 |
| | (h) At Charilam School | 28-8-60 | 28-8-60 |
| | (i) At Bamutia School | 29-8-60 | 29-8-60 |
| | (j) At Mohanpur School | 30-8-60 | 30-8-60 |
| 2. Khowai Sub-Division | (a) At Khowai T.K. | 7-8-60 | 8-8-60 |
| | (b) At Asharambari T.K. | 9-8-60 | 10-8-60 |
| | (c) At Kalyanpur T.K. | 11-8-60 | 12-8-60 |
| | (d) At Teliamura T.K. | 13-8-60 | 14-8-60 |
| | (e) At Mohanpur T.K. | 15-8-60 | 16-8-60 |
| 3. Kamalpur Sub-Division | (a) At S.D.O's Office | 10-8-60 | 11-8-60 |
| | (b) At Salema Block Office | 16-8-60 | 18-8-60 |
| 4. Kailasahar Sub-Division | (a) At R. K. Institute | 20-8-60 | 21-8-60 |
| | (b) At S.T.O's Office room | 20-8-60 | 21-8-60 |
| | (c) At Pabiacherra School | 20-8-60 | 21-8-60 |
| | (d) At Mainama School | 25-8-60 | 26-8-60 |
| | (e) At Tea Gardens (12 centres) | 20-8-60 | 21-8-60 |
| 5. Dharmanagar Sub-Division | (a) At Brojendranagar T.K. | 19-8-60 | 20-8-60 |
| | (b) At Kurti T.K. | 16-8-60 | 17-8-60 |
| | (c) At S.D.O.'s Office | 17-8-60 | 18-8-60 |
| | (d) At Longai T.K. | 13-8-60 | 14-8-60 |
| | (e) At Kanchanpur T.K. | 18-8-60 | 19-8-60 |
| 6. Sonamura Sub-Division | (a) At N. C. Institute | 7-8-60 | 8-8-60 |
| | (b) At Boxanagar T.K. | 10-8-60 | 11-8-60 |
| | (c) At Matinagar T.K. | 1-8-60 | 2-8-60 |
| | (d) At Dhanpur T.K. | 18-8-60 | 19-8-60 |
| | (e) At Kathalia T.K. | 19-8-60 | 20-8-60 |

APPENDIX 8—contd.

| | | Date for Training | |
|---|---|---|---|
| | | Theoretical | Practical |
| 7. Udaipur Sub-Division | (a) At Raiabari | 6-8-60 | 14-8-60 |
| | (b) At Maharani | 7-8-60 | 7-8-60 |
| | (c) At K. B. Institute | 7-8-60 | 13-8-60<br>14-8-60 |
| | (d) At Garjee | 9-8-60 | 9-8-60 |
| | (e) At Badarmokan | 13-8-60 | 13-8-60 |
| | (f) At Matarbari Colony | 16-8-60 | 16-8-60 |
| | (g) At Salgara | 9-8-60<br>11-8-60<br>13-8-60 | 10-8-60<br>12-8-60<br>14-8-60 |
| | (h) At Kakraban | 13-8-60<br>16-8-60 | 14-8-60<br>17-8-60 |
| 8. Amarpur Sub-Division | (a) At Rambabubari | 18-8-60 | 19-8-60 |
| | (b) At Amarpur | 18-8-60 | 19-8-60 |
| | (c) At Ampi | 18-8-60 | 19-8-60 |
| 9. Belonia Sub-Division | (a) At Belonia | 16-8-60 | 17-8-60 |
| | (b) At Belonia T.K. | 17-8-60 | 20-8-60 |
| | (c) At Muhuripur T.K. | 19-8-60 | 20-8-60 |
| | (d) At Hrishyamukh T.K. | 17-8-60 | 20-8-60 |
| | (e) At Rajnagar T.K. | 6-8-60 | 13-8-60 |
| | (f) At Radhanagar T.K. | 17-8-60 | 19-8-60 |
| | (g) At Siddhinagar T.K. | 16-8-60 | 16-8-60 |
| | (h) At Puran Raj Bari T.K. | 20-8-60 | 20-8-60 |
| 10. Sabroom Sub-Division | (a) At Sabroom (4 centres) | 7-8-60 | 7-8-60 |
| | (b) At Manu T.K. | 17-8-60 | 17-8-60 |
| | (c) At Sabroom (2 centres) | 18-8-60<br>20-8-60 | 18-8-60<br>20 8-60 |

## APPENDIX 9.

### Programme for Training in Enumerations.

| Sub-Division. | Place of Training or number of Training Centres in all Circles. | Training Class held by | Date of Training | |
|---|---|---|---|---|
| | | | Theoretical. | Sample Census. |
| Sadar | S.D.O's Office | S.C.O. | 6-1-61 | 6-1-61 |
| | Simnacherra | Circle Officer Sadar. | 3-1-61 | — |
| | Mohanpur | Circle Officer Sadar. | 3-1-61 | — |
| | Bamutia | Addl. S.D.O. | 4-1-61 | — |
| | Takarjala | Circle Officer, Sadar | 7-1-61 | — |
| | Charilam | S.D.O. | 5-1-61 | — |
| | Bishalgarh | S.D.O. | 5-1-61 | — |
| | Kamalasagar | S.D.O. | 6-1-61 | — |
| | Ishanchandranagar | S.D.O. | 9-1-61 | — |
| | (U.K. Academy) for Sadar | S.D.O | 9-1-61 | — |
| | Pallimangal S.B. School (For old Agartala). | S.D.O. | 10-1-61 | — |
| | (In respective Circles-52) | Supervisors | 12th, 13th, 14th and 15th. | 20-1-61 |
| | (In respective Tea Estates-25) | Charge Officers concerned | | |
| Khowai | Khowai | S.C.O. | 28-12-60 | 28-12-60 |
| | Khowai | (*a*) Charge Officer concerned. | 5-1-61 | — |
| | | (*b*) Supervisors concerned | 8th, 9th 11th and 12th | 20-1-61 |
| | Asharambari | (*a*) Charge Officer concerned. | 7-1-61 | — |
| | | (*b*) Supervisors concerned | 9th, 10th 12th and 13th | 20-1-61 |
| | Khowai T.E. | Charge Officer concerned | 6th, 7th to 10th | 20-1-61 |
| | Kalyanpur | (*a*) Charge Officer concerned. | 9-1-61 | — |
| | | (*b*) Supervisors concerned | 10th, 11th 13th and 14th | 20-1-61 |
| | Kalyanpur T.E. | Charge Officer concerned | 9th, 10th 12th and 13th | 20-1-61 |
| | Teliamura | (*a*) Charge Officer concerned. | 7-1-61 | — |
| | | (*b*) Supervisors concerned | 8th, 10th 11th and 12th | 20-1-61 |
| | Khowai Townhall | (*a*) Charge Officer concerned. | 4-1-61 | — |
| | | (*b*) Supervisors concerned | 5th to 8th | 20-1-61 |

APPENDIX 9—contd.

| Sub-Division. | Place of Training or number of Training Centres in all Circles. | Training Class held by | Date of Training: Theoretical. | Date of Training: Sample Census. |
|---|---|---|---|---|
| Kamalpur | Kamalpur | S.C.O. | 27-12-60 | 27-12-60 |
| | Salema | Addl. S.D.O. | 4-1-61 | — |
| | (*a*) Salema | Charge Officer concerned | 11th to 14th | 20-1-61 |
| | (*b*) Kanchanpur. | Do. | 5th, 7th, 9th and 10th | 20-1-61 |
| Kailasahar | Kailasahar | S.C.O. | 19-12-60 | 19-12-60 |
| | In all Charges (17) | Charge Officer concerned | 4-1-61 | — |
| | | | 16-1-61 | — |
| | In all Circles (16) | (*a*) respective Supervisors | 7-1-61 | 20-1-61 |
| | | (*b*) respective Charge Officers of tea estates. | 12-1-61 | |
| Dharmanagar | Dharmanagar | S.C.O. | 22-12-60 | 22-12-60 |
| | Dharmanagar | Addl. S.D.O. | 4-1-61 | — |
| | Do. | Do. | 12-1-61 | — |
| | Do. | Do. | 16-1-61 | — |
| | Do. | Do. | 27-12-60 | — |
| | Ranibari T.E. | Do. | 16-1-61 | — |
| | Sarala T.E. | Do. | 25-12-60 | — |
| | Maheshpur T.E. | Do. | 26-12-60 | — |
| | Pearacherra T.E. | Do. | 10-1-61 | — |
| | In all Charges (12) | Charge Officer concerned | One Class in each Charge between 25th December to 12th January. | — |
| | In all Circles (22) | (*a*) respective Supervisors | 4 Classes in each Circle on different dates from 4th to 18th January 1961. | 20-1-61 |
| | | (*b*) respective Charge Officer of Tea Estate. | | |
| Sonamura | Sonamura | S.C.O. | 16-12-60 | 16-12-60 |
| | (*a*) Sonamura<br>(*b*) Melaghar | Addl. S.D.O. | 2-1-61 | — |
| | | | 3-1-61 | — |
| | (*a*) Sonamura | Charge Officer concerned | 5-1-61 | — |
| | | | 6-1-61 | |
| | (*b*) Melaghar | Do. | 4-1-61 | — |
| | | | 7-1-61 | — |
| | (*c*) Boxanagar | Do. | 10-1-61 | — |
| | | | 11-1-61 | — |

APPENDIX 9—contd.

| Sub-Division. | Place of Training or number of Training Centres in all Circles. | Training Class held by | Date of Training: Theoretical. | Date of Training: Sample Census. |
|---|---|---|---|---|
| Sonamura—*contd.* | (*d*) Matinagar | Charge Officer concernd. | 4-1-61<br>5-1-61 | —<br>— |
| | (*e*) Dhanpur | Do. | 5-1-61<br>6-1-61 | —<br>— |
| | (*f*) Kathalia | Do. | 5-1-61<br>6-1-61 | —<br>— |
| | (*g*) Sonamura (2 teams) | Supervisors concerned | 10th, 11th, 15th and 16th | 20-1-61 |
| | (*h*) Melaghar (teams) | Do. | 11th to 13th and 16th | 20-1-61 |
| | (*i*) Bardwali | Do. | 11th, 12th, 15th and 16th | 20-1-61 |
| | (*j*) Nalchar | Do. | 8th, 9th, 13th, 14th | 20-1-61 |
| | (*k*) Taksapara | Do. | 9th and 10th | — |
| | (*l*) Chowmuhani | Do. | 13th and 14th | 20-1-61 |
| | (*m*) Boxanagar | Do. | 12th and 15th | 20-1-61 |
| | (*n*) Matinagar | Do. | 8th, 9th, 12th and 13th | 20-1-61 |
| | (*o*) Dhanpur | Do. | 7th and 10th | 20-1-61 |
| | (*p*) Kathalia | Do. | 7th and 10th | 20-1-61 |
| Udaipur | Radhakishorepur | S.C.O. | 15-12-60 | 15-12-60 |
| | (*a*) Kakraban | Charge Officer concerned | 5-1-61 | — |
| | (*b*) Salgara | Do. | 7-1-61 | — |
| | (*c*) Radhakishorepur | Do. | 6-1-61 | — |
| | (*d*) Bagma | Supervisors concerned | 9-1-61<br>11-1-61<br>13-1-61 | —<br>—<br>20-1-61 |
| | (*e*) Salgara | Do. | 10-1-61<br>12-1-61<br>14-1-61 | —<br>—<br>20-1-61 |
| | (*f*) Amtali | Do. | 11-1-61<br>13-1-61<br>15-1-61 | —<br>—<br>20-1-61 |
| | (*g*) Kakraban | Do. | 11-1-61<br>13-1-61<br>15-1-61 | —<br>—<br>20-1-61 |
| | (*h*) Mirja | Do. | 10-1-61<br>12-1-61<br>14-1-61 | —<br>—<br>20-1-61 |
| | (*i*) Radhakishorepur (2 teams). | Do. | 8/9-1-61<br>10/11-1-61<br>12/13-1-61 | —<br>—<br>20-1-61 |

APPENDIX 9—contd.

| Sub-Division. | Place of Training or number of Training Centres in all Circles. | Training Class held by | Date of Training | |
|---|---|---|---|---|
| | | | Theoretical. | Sample Census. |
| Amarpur | Amarpur | S.C.O. | 17-2-61 | 18-2-61 |
| | Ampi | S.T.O. | 9-1-61 | — |
| | Amarpur | Charge Officer concerned | 9-1-61 | — |
| | Dumburnagar | Do. | 9-1-61 | — |
| | Ampi | Supervisors concerned (2 teams). | 12th and 13th (4 classes) | 20-1-61 |
| | Birganj | Supervisors concerned | (*a*) 14th and 15h | — |
| | | | (*b*) 12th and 13th | — |
| | | | (*c*) 10th and 11th (each at the rate of 4 classes) | 20-1-61 |
| | Dumburnagar | Supervisors concerned | (*a*) 12th and 13th | — |
| | | | (*b*) 13th and 14th (each at the rate of 4 classes) | 20-1-61 |
| Belonia | Belonia | S.C.O. | 2-1-61 | 2-1-61 |
| | Do. | Charge Officer | 4-1-61 | — |
| | | Supervisors concerned (2 teams). | (*a*) 5th, 7th, 9th and 11th | 20-1-61 |
| | | | (*b*) 6th, 8th, 10th and 12th | 20-1-61 |
| | Belonia | Charge Officer concerned | 6-1-61 | — |
| | | Supervisors concerned (3 teams). | (*a*) 8th, 10th, 12th and 14th | 20-1-61 |
| | | | (*b*) 9th, 11th, 13th and 15th | 20-1-61 |
| | | | (*c*) 8th, 10th, 12th and 14th | 20-1-61 |
| | Bagafa | Charge Officer concerned | 6-1-61 | — |
| | | Supervisors concerned (3 teams). | (*a*) 8th, 10th, 12th and 14th | 20-1-61 |
| | | | (*b*) 9th, 11th, 13th and 15th | 20-1-61 |
| | | | (*c*) 8th, 10th, 12th and 14th | 20-1-61 |
| | Hrishyamukh | Charge Officer | 7th and 8th | — |
| | | Supervisors concerned | 9th, 11th and 13th | 20-1-61 |

APPENDIX 9—concld.

| Sub-Division. | Place of Training or number of Training Centres in all Circles. | Training Class held by | Date of Training | |
|---|---|---|---|---|
| | | | Theoretical. | Sample Census. |
| Belonia—*contd.* | Barpathar | Charge Officer | 7th and 8th | — |
| | | Supervisors concerned | 9th, 11th and 13th | 20-1-61 |
| | Radhanagar | Charge Officer | 6th and 10th | — |
| | | Supervisors concerned | 9th, 11th and 13th | 20-1-61 |
| | Anandapur | Charge Officer | 7th and 8th | — |
| | | Supervisors concerned | 9th, 11th and 13th | 20-1-61 |
| | Puran Raj Bari T.K. | Charge Officer | 7th and 8th | — |
| | | Supervisors concerned | 9th, 11th and 13th | 20-1-61 |
| Sabroom | Sabroom | S.C.O. | 3-1-61 | 3-1-61 |
| | Sabroom | Charge Officer concerned | 8th, 10th and 12th | 20-1-61 |
| | Harina | Do. | 7th, 9th and 11th | — |
| | Doulbari | Do. | 8th, 10th and 12th | — |
| | East Sabroom | Do. | 11th, 12th and 13th | — |
| | Satchand | Do. | 7th, 9th and 11th | — |
| | Manu | Do. | 8th, 10th and 12th | 20-1-61 |
| | Bankul Bazar | Do. | 9th, 11th and 13th | — |
| | Samarendraganj | Do. | 11th, 12th and 13th | 20-1-61 |
| | Srinagar | Do. | 9th, 10th and 11th | 20-1-61 |
| | Ghorakapa | Do. | 7th, 8th and 9th | 20-1-61 |

APPENDIX 10.

**Statement Showing Sub-Divisionwise Award of Medals and Merit Certificates.**

| Sub-Division. | Silver medals. | Bronze medals. | Chief Commissioner's Certificate. | Total. |
|---|---|---|---|---|
| Sadar | 6 | 11 | 34 | 51 |
| Khowai | 2 | 4 | 12 | 18 |
| Kamalpur | 1 | 2 | 6 | 9 |
| Kailasahar | 2 | 3 | 10 | 15 |
| Dharmanagar | 2 | 4 | 12 | 18 |
| Sonamura | 1 | 2 | 6 | 9 |
| Udaipur | 1 | 3 | 8 | 12 |
| Amarpur | 1 | 2 | 6 | 9 |
| Belonia | 1 | 3 | 8 | 12 |
| Sabroom | 1 | 2 | 6 | 9 |
| TOTAL | 18 | 36 | 108 | 162 |

In addition, 12 more Chief Commissioner's Certificates were given to all S.D.O. and A.S.D.O.

APPENDIX 11.

**Statement Regarding Special Enumeration of Scientific and Technical Personnel in Tripura.**

| Sub-Division. | No. of special enumeration cards allotted. | No. of blank cards received. | No. of blank cards actually issued to enumerators for distribution. | No. of blank cards received back from enumerators etc. after enumeration. | No. of filled up and used cards, received back from enumerators for despatch by post. | No. of cards actually distributed by enumerators. | No. of used cards despatched to Registrar General. |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| Sadar . . . . . | 2,374 | 2,374 | 1,274 | 1,437 | 304 | 109 | 299 |
| Khowai . . . . . | 661 | 661 | 650 | 544 | 16 | 650 | 72 |
| Kamalpur . . . . . | 190 | 190 | 91 | 82 | 19 | 19 | 19 |
| Kailasahar . . . . . | 527 | 527 | — | — | — | — | 21 |
| Dharmanagar . . . . . | 629 | 629 | 562 | 367 | 45 | 52 | 52 |
| Sonamura . . . . . | 239 | 239 | 125 | 103 | 22 | 125 | 22 |
| Udaipur . . . . . | 379 | 379 | 175 | 129 | 33 | 46 | 46 |
| Amarpur . . . . . | 174 | 174 | 19 | — | 19 | 19 | 19 |
| Belonia . . . . . | 422 | 422 | — | — | — | — | 71 |
| Sabroom . . . . . | 162 | 162 | 81 | 136 | 57 | — | 8 |
| TOTAL . | 5,757 | 5,757 | 2,977 | 2,798 | 515 | 1,020 | 629 |

APPENDIX 12.

**Government of India**
**Office of the Superintendent of Census Operations, Tripura.**

No. F.1(16)-CO/59 Agartala, the 31st, March, 1962.

*Subject :*—Demarcation of Urban and Rural Areas in Tripura.

For purposes of Census Operations the following Sub-Divisional Headquarters, comprising the Mouzas and the area shown against each, are hereby declared as Towns. This has the approval of the Chief Commissioner, Tripura and the Registrar General, India :

| Serial No. | Name of Town. | Name of Sub-Division. | Name of Mouzas constituting the Town. | Total area in square miles. |
|---|---|---|---|---|
| 1. | Khowai . . . | Khowai . . . | Uttar Durganagar. | 1.40 sq. miles. |
| | | | Dakshin Durganagar. | |
| | | | Purba Durganagar. | |
| | | | Maharajganjbazar. | |
| | | | Nutan Ban-kar. | |
| | | | Khowai Sub-jal. | |
| | | | Maranadi. | |
| | | | Khowai. | |
| | | | Gayaprasad Park. | |
| | | | Puran Ban-kar. | |
| | | | Kalibari. | |
| | | | Lalcherra. | |
| | | | Subhas Park. | |
| 2. | Kailasahar . . | Kailasahar . | Kabjar. | 3.85 sq. miles. |
| | | | Daulatpur. | |
| | | | Nurpur. | |
| | | | Ghungikhampur. | |
| | | | Boulapasa. | |
| | | | Katolerpar. | |
| | | | Kacharghat. | |
| | | | Kanakpur. | |
| | | | Kazirgao. | |
| | | | Mohanpur. | |
| | | | Bishnupur. | |
| | | | Jitarpar. | |
| | | | Padmaerpar. | |
| | | | Kalipur. | |
| | | | Paiturbazar. | |
| | | | Durgapur. | |
| | | | Panichawkibazar. | |
| | | | Givindapur. | |

APPENDIX 12—*contd.*

| Serial No. | Name of Town. | Name of Sub-Div ision. | Name of Mouzas constituting the Town. | Total area in square miles. |
|---|---|---|---|---|
| 3. | Dharmanagar | Dharmanagar | Chandrapore (North-West). | 4.26 sq. miles. |
| | | | Chandrapore (middle). | |
| | | | Chandrapore (South-East). | |
| | | | Sakaibari. | |
| | | | Algapur. | |
| | | | Dharmanagar (North-West). | |
| | | | Dharmanagar (South-West). | |
| | | | Dharmanagar (North-East). | |
| | | | Dharmanagar (South-East). | |
| | | | Padmapur. | |
| | | | Rajbari. | |
| 4. | Radhakishorepur | Udaipur | Radhakishorepur. | 1.95 sq. miles. |
| | | | Radhakishorepura Bazar. | |
| | | | Sonamura (in part). | |
| | | | Fulkumari (in part). | |
| | | | Chhanban. | |
| 5. | Belonia | Belonia | Belonia. | 1.40 sq. miles. |
| | | | Kalinagar. | |
| | | | Beltilla. | |
| | | | Mirzapur. | |
| | | | Sarasima (in part). | |

## APPENDIX 13.

### PROCEEDINGS OF THE CONFERENCE OF SUB-DIVISIONAL CENSUS OFFICE HELD AT AGARTALA FROM THE 18TH APRIL, 1960 TO THE 20TH APRIL, 1960.

**18th April, 1960**

Morning Session—10-30 a.m. to 1 p.m.

The Officers as per Annexure 1 attended the Conference.

**INAUGURATION**

As the Chief Commissioner was out on tour he could not inaugurate the Conference. Shri Harbans Singh, I.A.S., Chief Secretary to the Tripura Administration inaugurated the Conference at 10-30 a.m. Chief Commissioner however gave a speech separately to the S. D. O.s and Addl. S. D. O.s on 21st April, 1960, dwelling on the importance of the coming Census and the duties and responsibilities of the S. D. O.s and Addl. S. D. O.s in connection with Census work.

While inaugurating the Conference, the Chief Secretary also laid emphasis on the importance of the 1961 Census Opearation, its salient features and the part to be played by the officials and the public in connection with the Census. He observed that in the days of planning without collection of basic materials or the *data* of the population for which we would be going to play, it would practically be impossible to make planning and the purpose of this Census is not the same as it was before. The basic materials required to be collected would be for planning and the development of the country. It would therefore, be necessary that utmost care should be exercised by people from top to bottom in conducting Census Operation and efforts should be made to get correct information without which the purpose of Census would be of no use. According to him, after accuracy, it would be necessary that the information which the Census Agency would collect should be representative and the Enumerators should be imbued with a sense of national interest that has necessitated the conducting of Census and they should realise the importance of Census. It would also be necessary that the Enumerators should approach the people from whom he would be going to collect information, in a very friendly way. He should convince them that the information that would be collected from them would not be for any other purpose which could affect their interest adversely and it would be for the national purpose. He also observed that the Census should differ from ordinary Government business, as Government business might wait for a day or two but Census should not wait and the time schedules laid down by the Census Authorities must be adhered to and Census work should be given priority after law and order.

Lt.-Col. H. S. Butalia, the District Magistrate and Collector who was present also emphasised the importance of Census. He has further stated that this year Revenue Records will have to be completed and in 1961 there will be Census work and election for Panchayet and in 1962 the general election. In addition, this is the last year of the Second Five Year Plan and the funds allotted for have to be spent within the Plan period. B. D. Os. also are to play a great part in the Census. It is also most important that the development work should not suffer. He therefore urged that the Census work should be done together with development work and nothing should suffer.

The Superintendent of Census Operations then while thanking the Chief Secretary and the District Magistrate and Collector for their kindly taking interest in holding the conference, hoped that the discussions in the conference would lead to better understanding of the problems and create a team spirit so necessary for the purpose.

The Chief Secretary and the District Magistrate and Collector left the Conference at 11 a. m. after which the preliminary discussions were held on ;

(1) the provisions of the Census Act and its implications. It was explained that the Sub-Divisional Officers would be delegated with powers of appointment of Census staff as soon as the powers to delegate the powers of appointment of Census officers as provided under Sub-Section (4) of Section 4 of the Act are vested in the Chief Commissioner by the Government of India.

The Sub-Divisional Officers were of opinion that the question of investitute of powers under Section 7 of the Act to call certain person to give assistance in connection with Census Operations might be considered so as to enable them to discharge their functions properly.

The Superintendent of Census Operations agreed to examine this question.

The Superintendent of Census Operations then explained the principles of delimitations of Charges and appointment of Enumerators. The Additional Sub-Divisional Officer, Kailasahar referring to the instructions laid down for the appointment of one or more Charge Officers to meet the needs of the Tehsil, urged for consideration of appointment of two Charge Officers for the Fatikroy Charge.

Thereafter, the implications of the definitions of 'Building', 'Census House' and 'Census Household' were explained. The Superintendent of Census Operations gave answers to several questions put in by some S. D. O.s on the numbering of houses and the agency for housenumbering. They were given to understand that it would not be possible to incur more than Rs. 5/- per Block including the cost of coal tar and carriage of housenumbering materials from house to house.

**18th April, 1960**

Afternoon Session—from 3 p.m. to 5 p.m.

In this session the following points were discussed :—

(i) Census Calendar,
(ii) Location Code.
(iii) Houselist Form,
(iv) Houselist Abstract,
(v) Village map.
(vi) Clerical assistance to Sub-Divisional Offices.

(i) The Superintendent of Census Operations took up the Census Calendar beginning from item No. 3 with which the Sub-Divisional Officers would be concerned and explained the implications involved in each case. It was explained that though the work relating to housenumbering and houselisting would remain suspended for the duration of Pujah Festival in September 1960, yet there would be a month's time left at disposal after the Pujah to complete the housenumbering and houselisting by the 31st October, 1960. It was brought home to the Sub-Divisional Officers that the lists of staff should be drawn up in such a way that the work would be completed within the scheduled time, keeping in view the principle that the cost on this account would not exceed Rs. 5 per Block, as explained earlier.

(ii) In connection with the Location Codes to be indicated in the Houselists, the Superintendent of Census Operations told that expenditure on rubber stamps for impressing the Location Codes on the Village Lists at the Office of the Sub-Divisional Officers, before the distribution of the form to Charge Officers, may be borne by the Central Government in order to reduce the labour of the enumerators. He however assured to look into the matter.

(iii) and (iv) Thereafter, the procedure for filling up the Houselist Form was explained column by column. It was explained that in column Nos. 2 and 3 fresh serial number should be given and the old Census Number if there be any particularly at Agartala town, should be omitted. The 40 lines given in the Form are for 40 households and not for 40 Census Houses. The line number given in the form should be taken to mean 'serial number'. In respect of materials of walls and roof of huts in the same Census House, it has been explained that the materials of the majority or the main building should be taken into account. The number of rooms in a Census House should be determined according to the definition of room as given in the Houselist Instruction. The method of filling up the Houselist Abstract was then taken up and explained.

(v) It was explained that the village maps should be prepared in triplicate at the time of housenumbering and houselisting in the manner already explained in Circular No. 2. It was explained that it was not expected that such maps should be accurate as the survey maps, but should show the broad lay outs and sequence of the houses from north-west to south-east. One copy of these maps should be utilised for election works as already urged to by the Chief Election Commissioner when he was here last time.

Incidentally, the A. S. D. O. Sabroom, told that it would not be possible to conduct Census Operations in the disputed part of his Sub-Division.

With regard to the collection of photographs of villages, it was suggested by the S. D. O.s that it would be better if the job could be entrusted to the District Publicity Officer.

(vi) Regarding the scope for providing clerical assistance to the Sub-Divisional Offices for Census work, it was explained that the matter had been taken up with the Registrar General, India and that necessary sanction awaited. It was agreed that the S. D. O.s might forward applications of suitable local candidates to the Superintendent of Census Operations with their recommendations for filling up such posts, if and when sanctioned, provided that such candidates had already registered their names with the Employment Exchange.

It was considered that appointment of some paid enumerator for Amarpur and Khowai Sub-Divisions would be necessary—and the Sub-Divisional Officer concerned would furnish their respective proposals for the purpose well in time.

**19th April, 1960**

Morning Session from 10-30 a.m. to 1 p.m.

The Session started with the discussion on each item of the Individual Slip as well as the Household Schedule and the Census Population Record. The items on which detailed discussions were held are noted below :—

**INDIVIDUAL SLIP**

1. Relationship to head :—This item, according to Superintendent of Census Operations may be read as "what is your relationship to the head" as used in the last Census. Then in the case of a person whose father is the head of the household, the word 'father' and not 'son' should be entered against this item of the Individual Slip when the son is enumerated. The S. D. O.s requested for taking up the matter with the Registrar General, India for clarification.

2. Birth Place :—As Tripura is one District Territory, the question of 'if born in another district' would not arise.

3. Nationality:—Regarding the question of verification of nationality of a person, the Superintendent of Census Operations said that it should be noted as returned. But in the case of a person whose nationality is known to the enumerator but who refuses to disclose it correctly, the enumerator may pursuade the person in a friendly way in order to get the person's nationality.

4. Mother Tongue :—It is the language spoken from cradle *e.g.*, the language of the mother. It may include also dialects.

5. Nature of Household Industry :—Only those household industries whose finished products (even a part) are sold are to be considered.

6. Activity if not working :—(i) Distinction between a vagabond and an unemployed person was explained by the Superintendent of Census Operations, (ii) In case of a mad person (not in a mental hospital), his activity may be classified as in item 5 of the Instruction Book, (iii) Preceptors, Kirtaniyas and other spiritual workers may be classified as social workers.

**HOUSEHOLD SCHEDULE**

(1) Institution : Ashrams may also be classified as Institutions.

(2) Land under cultivation held from Government—Land allotted to refugees would fall in this category. But a reference is to be made to the Registrar General, India as to whether Government lands in unauthorised occupation would fall in this class. Tripura Territorial Council and Municipality may be treated as institution in respect of Q. No. 1 (ii).

After these discussions were held on Progress Report, Training Class and Sample Training Census.

The Superintendent of Census Operations advised the Sub-Divisional Officers to maintain monthly or fortnightly progress report of the works done by the staff under S. D. O.s during Census.

Regarding the employment of Block Development staff in Census works the Superintendent of Census Operations said that they should be excluded as far as practicable. But the S. D. O.s observed that as there was a shortage of fairly educated staff in their Sub-Divisions employment of Block Development staff particularly Social Education Workers would be indispensable.

Regarding training classes it was decided that besides the training classes to be taken by the Superintendent of Census Operations in every Sub-Division there would be other training classes to be arranged by the Sub-Divisional Officers themselves. At the first training class the S. D. O.s would impart training to the Charge Officers and Circle Supervisors. In the next class the enumerator would be given training along with the Circle Supervisors and Charge Officers by the Sub-Divisional Officers. The last training classes should be organised by the Charge Officers. There should be a minimum of six training classes for enumeration. The Sub-Divisional Officers were of opinion that it would be better if the Superintendent of Census Operations circulated his tour programme to the Sub-Divisional Officers so that they might be able to adjust their programmes accordingly, on the receipt of necessary booklets printed in Bengali. The Superintendent of Census Operations agreed to the proposal.

As to the checking of Training Census Records the Superintendent of Census Operations proposed that Supervisors must check 10 to 15 per cent of Household Schedules and 100 per cent of Individual Slips.

The Officers assured that there would be no gap or overlapping between Rural and Urban areas.

It was explained that non-official agencies would be required only in case of Special Charges. Appointment of non-officials in respect of other types of Charges may be avoided.

When the Superintendent of Census Operations said that there are 3 types of people to be counted generally, *e.g.* persons in households, persons of institutions and houseless persons, Sub-Divisional Officer, Udaipur enquired in which of the 3 categories stated above, persons living in Camps (like Government Officers on duty, Lok Sahayak Sena on tour, etc. and boat dwellers) would fall. It was decided that unless they have been counted elsewhere they should be enumerated in their camps and boats if they stay there during the entire enumeration period, though there would be no Census House number in their cases. It was also agreed that Census Officers would be appointed from among the staff of institutions like Jail, Police Line, etc.

**19th April, 1960**

Afternoon Session—from 3 p.m. to 5 p.m.

1. The Principal Officer, Education, Tripura Territorial Council attended the Conference by invitation. Matters relating to appointment of staff of educational institutions under the Tripura Territorial Council for Census work were discussed with him by the Sub-Divisional Officers and the Superintendent of Census Operations. He assured that he would render all possible assistance by placing his staff at the disposal of S. D. O.s at the time of Census and he would issue necessary circular orders in this behalf with copies thereof endorsed to the S. D. O.s and he would make necessary provision to meet T. A. for his staff for Census work.

2. All the Forms and Registers prescribed under Circulars Nos. 3 and 4 were explained in detail to the S. D. O.s.

3. It was emphasised that Forms and other Census Papers should be kept very carefully and that Census Papers should be sent to this office within the time under proper escort (other than police).

**20th April, 1960**

Morning Session—from 10-30 a.m. to 1 p.m.

The following were the items of discussion :—

1. Publicity :—Some of the Sub-Divisional Officers were of the opinion that it would be better if each of the Sub-Divisions were provided with a copy of the film on Census, so that the officers could arrange for their shows according to their own programmes.

Regarding the proposal for the publishing of a booklet in Bengali (consisting of 3 to 4 pages), to educate the public in Census affairs, the Sub-Divisional Officer, Udaipur suggested that the booklet should contain some model questions also.

The Assistant Publicity Officer who attended the session informed that the Publicity Department had been examining the possibility of publishing displays in local paper also. On this point the Superintendent of Census Operations suggested that local papers should be pursuaded to publish such displays free of cost.

The Addl. Sub-Divisional Officer, Belonia proposed that there should be cinema slides for the two stages of Census Operations *e.g.*, (i) Housenumbering and Houselisting and (ii) Enumeration. His proposal was noted by the Assistant Publicity Officer. Incidentally the S. D. O, Kailashahar pointed out that the publicity should be given through cinema slides to the effect that the enumerators who would visit the households would not be paid workers of the Government, but honorary workers engaged for Census Operations only, so as to make the public more interested in it.

The Superintendent of Census Operations then gave the S. D. O.s an idea of the forms of the cancellation marks proposed to be used by the Postal Authority during the coming Census. He also observed that he would make arrangements for the broadcasting of a speech to be delivered by the Chief Commissioner in connection with the forthcoming Census of Tripura,

through the Tripuri programme of All India Radio, Calcutta. In this connection the Sub-Divisional Officers and Addl. Sub-Divisional Officers were of the opinion that tape recording of Chief Commissioner's speech should be made available to them for publicity in their respective Sub-Divisions. They also requested the Assistant Publicity Officer to organise meetings and film shows by the Publicity Department.

Lastly, the Superintendent of Census Operations advised the attending officers to give wide publicity of Census whenever they would be on tour.

2. Socio-economic survey :—

The Sub-Divisional Officers were given an idea of the nature of Socio-economic Survey that would be undertaken here of 20 villages. The suggestion of Sub-Divisional Officer, Udaipur for elimination of the element of elevation has been noted.

3. Census Handbook :—

The Sub-Divisional Officers were requested to supply the development statistics relating to Sub-Divisions showing the stages of progress achieved during the two plan periods in all directions. They were also requested to furnish a note on the physical features of their Sub-Divisions.

4. Meetings with Zonal S. D. O.s :—

The Sub-Divisional Officer, Kailasahar suggested that the Superintendent of Census Operations might meet the Zonal Sub-Divisional Officers at least once at every zone for discussion on Census problems.

5. With regard to the suburbs of Agartala town to be included in the Urban area in due course, the Executive Officer, Agartala Municipality was requested to provide the Sub-Divisional Officer, Sadar as well as the Superintendent of Census Operations with the details of the boundary of such villages so that the *data* of those areas could be added to those of the Municipal area in order to find out the Census figures of the extended Municipality as a whole.

**20th April, 1960**

Afternoon Session—from 3 p.m. to 4-30 p.m.

After the proceedings of the Conference has been read out by the Superintendent of Census Operations a discussion on pending papers was held. The Sub-Divisional Officers concerned assured that they would expedite matters pending with them. The Superintendent of Census Operations then discussed the cases where a large number of enumerators in excess of that admissible have been engaged and also the cases where the number of enumerators engaged fell short of the actual requirement. He advised that excepting some special cases, the prescribed limit of population per enumerator should be adhered to.

2. The Sub-Divisional Officers requested the Superintendent of Census Operations to make a reference to the Registrar General, India so as to enable them to meet the expenditure on entertainment cost for the Conference to be organised by them in Sub-Divisions.

3. Lastly, the Superintendent of Census Operations told that there would be a State Report and also a seprate District-Census Handbook containing detailed statistics and other valuable information relating to each Sub-Divisions and Tehsil respectively. As such, he appealed to all concerned for active and sincere co-operation, so as to make the forthcoming Census of this Territory a success.

ANNEXURE—1

List of Officers who attended the Conference—

(A) Officers who attended the Conference in all its sessions :—

1. Shri K. P. Chakraborty, Sub-Divisional Officer, Central Zone, Agartala.
2. Shri P. Roy, Sub-Divisional Officer, Southern Zone.
3. Shri N. N. Sen, Sub-Divisional Officer, Northern Zone.
4. Shri A. K. Bhattacharjee, Addl. Sub-Divisional Officer, Dharmanagar, Tripura.
5. Shri H. Ghosh, Addl. Sub-Divisional Officer, Kailasahar.
6. Shri N. K. Sinha, Addl. Sub-Divisional Officer, Kamalpur.
7. Shri S. Chakraborty, Sub-Divisional Officer, Khowai.
8. Shri M. Ganguli, Addl. Sub-Divisional Officer, Belonia.
9. Shri B. Deb, Addl. Sub-Divisional Officer, Sabroom.
10. Shri S. M. Ali, Addl. Sub-Divisional Officer, Amarpur.
11. Shri N. Sinha, Addl. Sub-Divisional Officer, Udaipur.
12. Shri S. N. Roy Choudhury, Sub-Divisional Officer, D. M's Office. Agartala.
13. Shri D. Roy, Executive Officer, Agartala Municipality, Tripura.

(B) Officers who were present by invitation in different sessions.

1. Shri L. B. Thanga, I.F.A.S., Addl. District Magistrate and Collector, Tripura.
2. Shri I. K. Roy, Principal Officer, Education, Tripura Territorial Council, Agartala.
3. Shri M. Bhowmick, Asstt. Publicity Officer, Tripura Administration, Agartala.
4. Shri C. Bardhan, Circle Officer, Sonamura, Tripura (in the absence of Addl. Sub-Divisional Officer, Sonamura).

## APPENDIX 14.

### CENSUS CALENDAR FOR THE SUB-DIVISIONAL CENSUS OFFICERS IN TRIPURA.

| | |
|---|---|
| 1. Tentative delimitation of Census Blocks, Circles & Charges & preparation of disposition list of enumeration staff. | 1st December, 1959 to 29 h February, 1960. |
| 2. Preparation of Tehsil Maps . . . . . | |
| 3. Conference of Sub-Divisional Census Officers & participation in Instructional Classes to be organised by the Superintendent of Census Operations, Tripura. | 1st April, 1960 to 30th May, 1960. |
| 4. Completion of issue of appointment letters to Block Enumerators, Circle Supervisors & Charge Officers. | |
| 5. Receiving Census Forms & Booklets containing instructions for Housenumbering and Houselisting and for Enumeration, from the Superintendent of Census Operations, Tripura and completion of redistribution of the same to the Tehsil Kutcheries. | 1st June, 1960 to 30th June, 1960. |
| 6. Holding Instructional Classes for Block Enumerators, Circle Supervisors & Charge Officers in regard to Housenumbering and Houselisting. | |
| 7. Refresher training to Enumerators including Housenumberers if any, & distribution of booklets on Housenumbering & Houselisting and the Houselist Forms to Enumerators to be employed for the work. | 1st August, 1960 to 1st September, 1960. |
| 8. Housenumbering & filling up Houselist Forms including the Houselist Abstract. | 15th September, 1960 to 30th October, 1960. |
| 9. Preparation of Village Maps . . . . . | |
| 10. Collection of Houselist Forms from the Enumerators & revision of the delimitation of Enumeration Blocks, Circles & Charges and consequent correction of disposition list of enumeration staff. | 1st November, 1960 to 31st December, 1960. |
| 11. Completion of preparation of copies of the entries from some of the columns of the Houselist for the use of the Enumerators at the time of enumeration & the distribution of such Extracts to Enumerators. | |
| 12. Holding Instructional Classes on Enumeration for the enumerating staff including the reserves. | |
| 13. Distribution of Enumeration Slips & Household Schedules to Enumerators | 1st January, 1961 to 31st January, 1961. |
| 14. Holding of Training Census on a date to be communicated in due course | |
| 15. Second Instructional Classes including practical demonstration . . | |
| 16. Enumeration by Enumerators . . . . . | 10th February, 1961 to 28th February, 1961. |
| 17. Revisional round of visits to every Household by enumerators . . | 1st March, 1961 to 5th March, 1961. |
| 18. Tabulation of primary Provisional Total & communication of the same to the Superintendent, Census Operations, Tripura. | 6th March, 1961 to 8th March, 1961. |
| 19. Collection of Enumeration Pads and other Census Papers from all Charge Officers and despatch of the same to Agartala, with escort. | 8th March, 1961 to 15th March, 1961. |

## APPENDIX 15.

### CENSUS OF INDIA, 1961.

### LETTER OF APPOINTMENT OF CHARGE OFFICERS IN TRIPURA.

No. Dated,

To

_____

_____

Under the powers conferred upon me by Sub-section (4) of Section 4 of the Indian Census Act, (Act No. XXXVII of 1948) read with Tripura Administration Notification No. F. 2(13)-GA/60, dated the 6th May, 1960, I hereby appoint you as Charge Officer of the Charge No.....in Tehsil/Town.....of Sub-Division.

2. In the first place your duties will include assisting the (Sub-Divisional/Additional Sub-Divisional) Census Officer in the formation of Circles, Blocks and in the selection of Supervisor and Enumerators. You will be the principal channel of communication between the (Sub-Divisional/Addl. Sub-Divisional) Census Officer and those Enumerators charged with the taking of the Census within the jurisdiction of your Charge. You will be guided by the official instructions issued from time to time. The success of the Census, the second of its kind in Republican India, will to a large extent depend upon your diligence and punctuality. I confidently rely upon your co-operation and public spirit.

3. By appointment as Charge Officer you shall be deemed a public servant within the meaning of the Indian Penal Code. Your attention is drawn to Section 11 of the Indian Census Act which is quoted on the reverse.

Sub-Divisional / Additional Sub-Divisional Census Officer,

.....Sub-Division.

*(On the reverse of the letter)*

CENSUS OF INDIA, 1961.

Section 11 of Census Act (XXXVII of 1948).

Penalties :—

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

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

(*c*) any Sorter, Compiler, or other member of the Census Staff who removes, secrets, damages or destorys any Census document or deals with any Census document in a manner likely to falsify or impair the tabulations of Census results, or

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

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

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

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

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

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

CENSUS OF INDIA, 1961.

LETTER OF APPOINTMENT OF SUPERVISORS IN TRIPURA.

No. Dated,

To

_____

_____

_____

Under the powers conferred upon me by Sub-section (4) of Section 4 of the Indian Census Act (Act No. XXXVII of 1948) read with Tripura Administration Notification No. F. 2(13)-GA/60, dated the 6th May, 1960, I hereby appoint you as Supervisor of Circle No.....of Charge No.....in Tehsil/Town.....of Sub-Division.....

2. Your first duty will be to assist your Charge Officer in the formation of Blocks and the selection of Enumerators. Thereafter you will be required to train and supervise the Enumerators in your Circle and to test their work. You will have special functions to perform during the Census period. You will be guided by the instructions received from your Charge Officer and the Sub-Divisional/Addl. Sub-Divisional Census Officer.

3. Under Section 5 of the Indian Census Act (XXXVII of 1948) you are deemed by virtue of this appointment a public servant within the meaning of the Indian Penal Code. Your attention is drawn to Section 11 of the Act which is quoted on the reverse.

Sub-Divisional
_____ Census Officer,
Addl. Sub-Divisional

.....Sub-Division.

*(On the reverse of the letter)*

CENSUS OF INDIA, 1961.

Section 11 of Census Act (XXXVII of 1948).

Penalties :—

1. (*a*) any Census Officer or any person lawfully required to give assistance towards the taking of Census who refused or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

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

(*c*) any Sorter, Compiler, or other member of the Census Staff who removes, secrets, damages or destroys any Census document or deals with any Census document in a manner likely to falsify or impair the tabulations of Census results, or

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

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

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

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

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

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

CENSUS OF INDIA, 1961.

LETTER OF APPOINTMENT OF ENUMERATORS IN TRIPURA.

No. Dated,

To

_____

_____

_____

Under the powers conferred upon me by Sub-section (4) of Section 4 of the Indian Census Act (Act No. XXXVII of 1948) read with Tripura Administration Notification No. F. 2(13)-GA/60, dated the 6th May, 1960, I hereby appoint you as Enumerator of Block No.....of Circle No.....Charge No.....in Sub-Division.....

2. Under Section 5 of the Indian Census Act (XXXVII of 1948) you are deemed by virtue of this appointment to be a public servant within the meaning of the Indian Penal Code. Your attention is drawn to Section II of the said Act which is quoted on the reverse.

Sub-Divisional
_____ Census Officer,
Addl. Sub-Divisional

.....Sub-Division.

Instructions.

Shri.....is the Supervisor of your Block. You should see him without delay and take his instructions. Throughout the period of training & enumeration you should carry out the instructions of your Supervisor and higher Census authorities. You are charged with the responsibility of numbering all houses and households in your Block preparing the houselist and completing all aspects of enumeration. Census enumeration will commence on 10th February, 1961 and end on the 1st March, 1961. Thereafter you will have to undertake a revisional round of all houses and households in your Block upto the night of 5th March, 1961.

*(On the reverse of the letter)*

CENSUS OF INDIA, 1961.

Section 11 of Census Act (XXXVII of 1948)

Penalties :—

1. (*a*) Any Census Officer or any person lawfully required to give assistance towards the taking of Census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule make thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or

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

(*c*) any Sorter, Compiler, or other member of the Census Staff who removes, secrets, damages or destroys any Census document or deals with any Census document in a manner likely to falsify or impair the tabulations of Census results, or

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

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

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

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

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

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

# APEENDIX 16.

## VILLAGE NOTE.

Sub-Division . . . . . (Code No.....)

Charge . . . . . (Code No.....)

Village . . . . . (Code No.....)

Number (total for the village) of :—

(*a*) Houses . . . . . .

(*b*) Households . . . . . .

(*c*) Persons—

(i) Males . . . . . .

(ii) Females . . . . . .

Total of (i) and (ii) . . . . . .

**PART A.**

| Serial No. | Name of item. | Number. |
|---|---|---|
| 1 | 2 | 3 |
| 1. | Post Office . . . . . | .. |
| 2. | Primary School . . . . . | .. |
| 3. | Senior Basic School / Junior Basic School . . . . . | .. |
| 4. | Middle School . . . . . | .. |
| 5. | High School / Higher Secondary School . . . . . | .. |
| 6. | Maktab . . . . . | .. |
| 7. | Madrasa . . . . . | .. |
| 8. | Sanskrit Tol . . . . . | .. |
| 9. | Public Library . . . . . | .. |
| 10. | Night School / | |
| 10A. | Social Education Centre . . . . . | .. |
| 11. | Community Buildings/Club/Nat Mandir. | .. |
| 12. | Religious Shrines— | |
| | (i) Temple . . . . . | .. |
| | (ii) Mosque . . . . . | .. |
| | (iii) Church . . . . . | .. |
| | (iv) Any other shrine . . . . | .. |
| 13. | Co-Operative Societies— | |
| | (i) Multi-purpose . . . . | .. |
| | (ii) Industrial . . . . . | .. |
| | (iii) Cane growers . . . . | .. |
| | (iv) Others . . . . . | .. |
| 14. | Doctors— | |
| | (i) Allopathic . . . . . | .. |
| | (ii) Vaidya or Kabiraj . . . . | .. |
| | (iii) Hakim . . . . . | .. |
| | (iv) Homoeopath . . . . . | .. |

| Serial No. | Name of item. | Number. |
|---|---|---|
| 1 | 2 | 3 |
| 15. | Drinking water-supply— | |
| | (i) Pucca wells . . . . . | .. |
| | (ii) Kutcha wells . . . . . | .. |
| | (iii) Tube-wells . . . . . | .. |
| | (iv) River . . . . . | .. |
| | (v) Tanks . . . . . | .. |
| 16. | Improved Latrines— | |
| | (i) Bore-hole . . . . . | .. |
| | (ii) Trench . . . . . | .. |
| 17. | Excise Shop . . . . . | .. |
| 18. | Bullock Carts— | |
| | (i) Rubber tyre . . . . . | .. |
| | (ii) Ordinary . . . . . | .. |
| 19. | Radios . . . . . | .. |
| 20. | Irrigation facilities— | |
| | (i) Boring tube-wells . . . . | .. |
| | (ii) Canals (giving length) . . | .. |
| | (iii) Bandhs . . . . . | .. |
| | (iv) Tanks . . . . . | .. |
| | (v) Wells . . . . . | .. |
| | (vi) Others . . . . . | .. |
| 21. | Hospital . . . . . | .. |
| 22. | Dispensary . . . . . | .. |
| 23. | Vaccination Centre . . . . . | .. |
| 24. | Public Health Centre . . . . | .. |
| 25. | Trained Dai or Midwife . . . | .. |
| 26. | Village level worker . . . . | .. |
| 27. | Social Education worker attending from adjoining village. | .. |

## PART B.

1. Communications—

(*a*) Is the village connected by road? If so, state whether by kutcha or pucca road. If not, give the approximate distance from the main pucca road (in mile).....

(*b*) Approximate distance of the nearest Sub-Divisional Head Quarters (in mile).....

2. Rural Electrification—

Is the village electrified? If so, give the approximate number of houses using electricity.....

3. Ancient Monuments—

(*a*) Is there any ancient monument in the Village? If so, give its name and brief description.....

(*b*) Narrate briefly the historical event with which the aforesaid monument is connected.....

(*c*) What is the approximate period to which it relates?.....

4. Fairs and Festivals—

(*a*) Is any fair (*mela*) held in the village? If so, give the following details in respect of each. Another sheet may be attached, if necessary :—

(i) Name of the fair.....

(ii) Occasion (name of religious festival or other occasion).....

(iii) Month of the year and date.....

(iv) Approximate number of persons attending.....

(v) Duration (number of days).....

(vi) Main articles sold.....

(*b*) Is any bazar or *hat* held in the village? If so, on which day/days in a week.....

(*c*) A list of festivals commonly observed in this village (write in full the names of those festivals which are observed in the village).....

5. Principal crops grown :—

6. *Whether the village is liable to
*flood*
*high flood damaging crops*
*sudden high floods affecting houses even*

7. *Is the village liable to
*no epidemics/Cholera/Small pox epidemics/*
any other epidemics. Name it.

---

Checked by— Compiled by—

Signature of Supervisor with date..... Signature of Enumerator with date.....

### INSTRUCTIONS FOR COMPILATION OF THE VILLAGE NOTE.

1. There are two parts of the Village Note. Part 'A' deals with items of general interest concerning the existence of certain physical facilities of amenities in the village; Part 'B' attempts to collect certain historical, cultural and economic details regarding the village.

### PART A.

2. There are, in all, 27 items in Part 'A' on which information is required to be collected. The items are described under Col. 2. The answers have to be recorded under Col. 3. Put a cross mark (X) in Col. 3 against any item which does not exist in the village, *i.e.*, if there is no Post Office or High School or Sanskrit Tol, put a cross against these items. For the items that exist, the information has to be indicated by the actual number, *e.g.* if the village has two multi-purpose co-operative societies and five pucca wells, write 2 and 5 against item Nos. 13(i) 15(i), respectively.

---

*(Pen through the words which are not applicable.)

3. Some of the items included in Part 'A' are explained below :—

(i) Primary School refers to all institutions of Lower or Upper Standard (upto Class V), run on traditional or basic pattern. It may be a Government or Private institution.

(ii) Senior Basic School means an institution in which teaching is imparted upto Class VIII Standard according to the pattern and curriculum of Basic Education.

(iii) Middle School refers to all Schools of the traditional type in which teaching is done upto Class VI Standard. It may be Government owned, or recognised by Government.

(iv) 'Maktab' refers to institutions of L.P. or U.P. Standard in which teaching is imparted through the medium of Urdu.

(v) 'Madrasa' is an Urdu or Persian or Arabic medium institution of higher standard, which generally corresponds to Middle or High School.

(vi) Community buildings refer to buildings such as community Hall, Library buildings, etc., which belong to the village as a whole and not to any particular individual or group of individuals.

## PART B.

4. The questions in this part have been framed in sufficient detail. However, certain points are elucidated below :—

(1) Communications.—A pucca road means a metalled road—road with or without coal tar surface. If the village is not connected by a pucca road, the approximate distance from the main pucca road has to be indicated in miles or fraction thereof. The distance has to be collected with reference to the nearest point of the village from the pucca road.

(2) Rural Electrification.—This question relates to the use of electricity for domestic and/or industrial purpose.

(3) Ancient Monuments.—A mounment means "anything that preserves the memory of a person or an event,a building, pillar, tomb, tablet, statue, etc.". The idea here is to collect information about monuments which are of some importance and antiquity. Religious shrines of some antiquity will be noted under this head as well as item 11 of Part 'A'.

(4) Fairs and Festivals.—The object of enquiry under this section is to prepare a complete list of fairs and festivals in Tripura.

(i) A fair is "a great periodical market for one kind of merchandise, or for general sales and purchases in an area, with or without amusements". It is generally held on some special occasion of religious or other significance during a fixed period of the year, and is different from the usual market or *hat* held once or twice in a week mainly for obtaining the daily necessities of life.

(ii) A festival is an occasion of 'joyful or honorific celebration". It is usually connected with some event of religious significance. There are wide spread local variations in the manner and scale of celebrations.

SUPPLEMENTARY VILLAGE NOTE.

PART 'C'.

| Serial No. | Name of item. | Number. |
|---|---|---|
| 1 | 2 | 3 |
| 1. | Technical Institutions | |
| 2. | Higher Institutions including Colleges | |
| 3. | Maternity/Child Welfare Centre | |
| 4. | Telegraph Office | |
| 5. | Rest Houses/Dak Bunglows | |
| 6. | Library with Reading Room facilities | |
| 7. | Information Centre | |
| 8. | Units utilising Electricity for Agricultural purposes | |
| 9. | Units utilising Electricity for Industrial purposes | |
| 10. | Police Stations/Out Post | |
| 11. | Tehsil Kutchery | |

*N.B.*—In case any of the items in Part 'A' to 'C' of the Note is not found within the village, the Enumerator should record the nearest distance (in miles) of the place where such an item is found.

2. The distance (in miles) should be written in Col. 2 against or below the item concerned and a cross mark given in Col. 3.

## SCHEDULE—1.

### NOTIFICATIONS OF THE TRIPURA ADMINISTRATION ISSUED UNDER THE INDIAN CENSUS ACT (XXXVII OF 1948).

| Serial No. | Section of the Act. | No. and date of Notification. | Short Subject. |
|---|---|---|---|
| 1 | 2 | 3 | 4 |
| 1. | Sec. 7 read with G/1, M.H.A. Notification No. 2/1/60-Judl. II, dated 20th April, 1960. | No. F. 2(13)-GA/60, dated 6th May 1960. | Appointing all S.D.Os. Addl. S.D. Os. as authorities competent to issue directions under Sec. 7 of the Act in connection with Census in 1961. |
| 2. | Sec. 6(1) . . . . . | No. F. 2(13)-GA/60, dated 6th May 1960. | Appointing all S.D.Os./Addl. S.D. Os. as authorities competent to issue directions under Sec. 6(1) of the Act in connection with Census in 1961. |
| 3. | Sec. 4(4) . . . . . | No. F. 2(13)-GA/60, dated 6th May 1960. | Delegating powers of appointing Census Officers to the S.C.O. and all S.D.Os./Addl. S.D.Os. within their respective jurisdictions. |
| 4. | Sec. 8 . . . . . | No. F. 2(13)-GA/60, dated 7th September 1960. | Directing all Census Officers to ask of all persons within their respective jurisdiction all questions necessary for correctly filling up the prescribed Census Forms annexed thereto. |

## SCHEDULE—2.

### BUDGET ESTIMATES FOR 1958-59, 1959-60, 1960-61 AND 1961-62.

| Head of Account. | Description. | Budget Estimates. | | | | Actual Expenditure. | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | 58—59 | 59—60 | 60—61 | 61—62 | 58—59 | 59—60 | 60—61 | *61—62 |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| *A. Superintendence—* | | | | | | | | | |
| | A.1—Pay of Officers . . | .. | .. | .. | 3,400 | .. | .. | .. | |
| | A.2.—Pay of Establishment . | .. | 2,100 | 11,100 | 27,500 | .. | 2,056 | 11,100 | |
| | A.3.—Allowance and Honoraria. | .. | 1,400 | 8,500 | 8,000 | .. | 1,377 | 8,248 | |
| | A.4.—Other Charges . . | .. | 3,300 | 10,900 | 5,500 | .. | 2,642 | 10,802 | |
| | TOTAL—A. Superintendence . | .. | 6,800 | 30,500 | 44,400 | .. | 6,075 | 30,150 | |
| *B. Enumeration—* | | | | | | | | | |
| | B.1—Pay of Establishment . | .. | .. | 10,900 | 5,800 | .. | .. | 11,312 | |
| | B.2.—Allowance and Honoraria. | .. | .. | 8,850 | 1,500 | .. | .. | 8,805 | |
| | B.3.—Honorarium to Enumerators. | .. | .. | 19,000 | 23,700 | .. | .. | 18,994 | |
| | B.4.—Other Charges . . | .. | .. | 1,600 | 2,000 | .. | .. | 1,640 | |
| | TOTAL—B, Enumeration . | .. | .. | 40,350 | 33,000 | .. | .. | 40,751 | |
| *C. Abstraction and Compilations—* | | | | | | | | | |
| | C.1—Pay of Officers . . | .. | .. | .. | 13,100 | .. | .. | .. | |
| | C.2—Pay of Establishment . | .. | .. | 550 | 91,700 | .. | .. | 531 | |
| | C.3—Allowance and Honoraria. | .. | .. | 50 | 10,700 | .. | .. | 30 | |
| | C.4—Other Charges . . | .. | .. | 600 | 9,400 | .. | .. | 635 | |
| | TOTAL—C, Abstraction and Compilations. | .. | .. | 1,200 | 1,24,900 | .. | .. | 1,196 | |
| *D.* Printing and Stationery . | | .. | 600 | 4,500 | 20,000 | .. | 185·50 | 2,111 | Adjustment of Rs. 513·50 payable by Election Deptt. has not been shown. |
| GRAND TOTAL . | | .. | 7,400 | 76,550 | 222,300 | .. | 6,260·50 | 74,208 | |

**Vide* Part II of the Report.

## SCHEDULE—3A.

### NUMBER OF FORMS SUPPLIED AND USED.

| Sub-Division | Appointment parwanas of | | | | | | Charge/Circle Register | | Block/Circle/ Charge Abstract | | Houselist Abstracts | | Extracts power the Houselist | | Final Charge Abstract | | Register of Pad | | Village Note | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | Charge Officers | | Circle Supervisors | | Block Enumerators | | | | | | | | | | | | | | | |
| | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 1. Sadar . . . | 190 | 182 | 342 | 325 | 2,674 | 2,540 | 291 | 285 | 608 | 578 | 3,860 | 3,767 | 7,408 | 7,038 | 104 | 98 | 5 | 5 | 1,466 | 1,393 |
| 2. Khowai . . . | 40 | 38 | 168 | 160 | 1,094 | 1,039 | 148 | 141 | 127 | 120 | 1,980 | 1,881 | 2,160 | 2,052 | 46 | 42 | 20 | 18 | 1,045 | 993 |
| 3. Kamalpur . . | 35 | 33 | 48 | 45 | 413 | 393 | 71 | 67 | 154 | 146 | 650 | 617 | 1,250 | 1,188 | 16 | 15 | 3 | 3 | 310 | 295 |
| 4. Kailasahar . . | 90 | 86 | 102 | 96 | 763 | 725 | 170 | 161 | 139 | 132 | 1,516 | 1,470 | 2,540 | 2,413 | 38 | 36 | 5 | 5 | 499 | 474 |
| 5. Dharmanagar . | 65 | 62 | 238 | 226 | 956 | 909 | 127 | 120 | 178 | 169 | 970 | 921 | 2,478 | 2,355 | 26 | 25 | 5 | 5 | 538 | 511 |
| 6. Sonamura . . | 30 | 28 | 72 | 70 | 462 | 439 | 90 | 85 | 84 | 80 | 401 | 381 | 1,011 | 960 | 12 | 10 | 3 | 3 | 176 | 168 |
| 7. Udaipur . . . | 20 | 19 | 78 | 75 | 564 | 536 | 59 | 56 | 103 | 98 | 356 | 339 | 1,110 | 1,005 | 20 | 18 | 5 | 5 | 181 | 172 |
| 8. Amarpur . . | 22 | 20 | 80 | 76 | 595 | 565 | 75 | 71 | 146 | 139 | 1,150 | 1,093 | 1,110 | 1,052 | 16 | 15 | 3 | 3 | 483 | 459 |
| 9. Belonia . . | 45 | 43 | 96 | 91 | 371 | 352 | 101 | 96 | 72 | 68 | 995 | 945 | 1,950 | 1,880 | 38 | 36 | 5 | 5 | 405 | 385 |
| 10. Sabroom . . | 80 | 77 | 100 | 95 | 410 | 390 | 43 | 40 | 112 | 107 | 525 | 498 | 1,100 | 1,045 | 16 | 15 | 3 | 3 | 207 | 193 |
| TOTAL . | 617 | 588 | 1,324 | 1,259 | 8,302 | 7,888 | 1,175 | 1,122 | 1,723 | 1,637 | 12,383 | 11,912 | 22,117 | 21,038 | 332 | 310 | 57 | 55 | 5,310 | 5,043 |

## SCHEDULE—3B.

### NUMBER OF ENUMERATION SCHEDULE SUPPLIED AND USED.

| Sub-Division | | Houselist Forms (000) | | Household Schedules | | | | Individual Slips. | | | | Remarks |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | 50-schedule pads | | 25-schedule pads | | 100-slip pads | | 25-slip pads | | |
| | | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used | Supplied | Used | |
| 1 | | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. Sadar | E | 1,092 | 983 | 270 | 238 | .. | .. | 575 | 564 | 119 | 93 | |
| | B | 5,868 | 5,578 | 1,339 | 1,125 | 1,145 | 1,069 | 2,978 | 2,738 | 2,756 | 2,252 | |
| 2. Khowai | E | 132 | 119 | 43 | 41 | .. | .. | 87 | 87 | 36 | 15 | |
| | B | 3,307 | 3,142 | 433 | 400 | 794 | 761 | 1,093 | 966 | 1,696 | 1,580 | |
| 3. Kamalpur | B | 1,286 | 1,224 | 319 | 238 | 223 | 201 | 548 | 531 | 584 | 535 | |
| 4. Kailasahar | E | 240 | 216 | 54 | 46 | .. | .. | 136 | 91 | 23 | 21 | |
| | B | 3,136 | 2,980 | 479 | 357 | 358 | 341 | 879 | 830 | 1,061 | 814 | |
| 5. Dharmanagar | E | 312 | 281 | 181 | 43 | .. | .. | 175 | 100 | 94 | 48 | |
| | B | 2,166 | 2,059 | 449 | 440 | 314 | 274 | 1,170 | 1,039 | 828 | 682 | |
| 6. Sonamura | B | 1,164 | 1,109 | 371 | 293 | 118 | 110 | 751 | 737 | 415 | 287 | |
| 7. Udaipur | E | 128 | 119 | 46 | 41 | .. | .. | 39 | 39 | 215 | 201 | |
| | B | 1,085 | 1,030 | 333 | 299 | 152 | 133 | 784 | 768 | 366 | 352 | |
| 8. Amarpur | B | 1,339 | 1,284 | 143 | 129 | 475 | 407 | 435 | 420 | 875 | 827 | |
| 9. Belonia | E | 190 | 178 | 48 | 37 | .. | .. | 88 | 84 | 13 | 11 | |
| | B | 1,912 | 1,817 | 383 | 278 | 286 | 270 | 717 | 673 | 615 | 585 | |
| 10. Sabroom | B | 1,317 | 1,251 | 206 | 179 | 130 | 125 | 397 | 380 | 373 | 340 | |
| TOTAL | E | 2,094 | 1,896 | 642 | 446 | .. | .. | 1,100 | 965 | 500 | 389 | |
| | B | 22,580 | 21,474 | 4,455 | 3,738 | 3,995 | 3,691 | 9,752 | 9,082 | 9,589 | 8,254 | |

NOTE :—'E' & 'B' Stands respectively for English and Bengali.

## SCHEDULE—4

### CENSUS DIVISIONS AND AGENCY.

| Serial No. | Sub-Divisions | | Inhabited rural villages and paras | Towns | Number of Charges | Number of Circles | Number of Blocks | Number of Charge Officers | Number of Supervisors | Number of Enumerators | Average number of houses per Charge Officer | Average number of houses per Supervisor | Average number of houses per Enumerator |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 2 | | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 1. | Sadar | R | 1,417 | .. | 35 | 72 | 476 | 40 | 48 | 476 | 1,458 | 1,215 | 123 |
| | | U | .. | 1 | 1 | 6 | 88 | 1 | 6 | 112 | 8,083 | 1,347 | 72 |
| 2. | Khowai | R | 939 | .. | 6 | 23 | 172 | 6 | 21 | 168 | 3,349 | 957 | 120 |
| | | U | .. | 1 | 1 | 2 | 12 | 1 | 2 | 12 | 1,433 | 717 | 119 |
| 3. | Kamalpur | R | 297 | .. | 6 | 11 | 90 | 6 | 7 | 90 | 1,978 | 1,695 | 132 |
| 4. | Kailasahar | R | 463 | .. | 16 | 29 | 122 | 16 | 15 | 124 | 1,190 | 1,269 | 153 |
| | | U | .. | 1 | 1 | 1 | 11 | 1 | 1 | 11 | 1,998 | 1,998 | 182 |
| 5. | Dharmanagar | R | 456 | .. | 11 | 25 | 169 | 11 | 20 | 169 | 1,655 | 910 | 108 |
| | | U | .. | 1 | 1 | 3 | 22 | 1 | 3 | 22 | 2,225 | 742 | 101 |
| 6. | Sonamura | R | 166 | .. | 5 | 11 | 109 | 5 | 11 | 109 | 1,995 | 907 | 92 |
| 7. | Udaipur | R | 177 | .. | 2 | 10 | 109 | 2 | 10 | 110 | 5,946 | 1,189 | 108 |
| | | U | .. | 1 | 1 | 2 | 14 | 1 | 2 | 14 | 1,386 | 693 | 99 |
| 8. | Amarpur | R | 454 | .. | 3 | 7 | 74 | 3 | 7 | 74 | 3,289 | 1,410 | 133 |
| 9. | Belonia | R | 373 | .. | 7 | 13 | 107 | 7 | 13 | 107 | 1,988 | 1,071 | 130 |
| | | U | .. | 1 | 1 | 2 | 17 | 1 | 2 | 16 | 1,354 | 677 | 85 |
| 10. | Sabroom | R | 190 | .. | 7 | 15 | 62 | 7 | 13 | 62 | 1,228 | 661 | 139 |
| | | T | 4,932 | 6 | 104 | 232 | 1,654 | 109 | 181 | 1,676 | 1,819 | 1,095 | 1,183 |
| | | R | 4,932 | .. | 98 | 216 | 1,490 | 103 | 165 | 1,489 | 1,765 | 1,102 | 122 |
| | | U | .. | 6 | 6 | 16 | 164 | 6 | 16 | 187 | 2,747 | 1,030 | 88 |

# SCHEDULE—5A

## SUB-DIVISIONAL CENSUS CHARGES

## SUB-DIVISIONAL ESTABLISHMENT

| Sub-Divisional Office Establishment | | | | | | | | | | Paid Enumerators | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| Serial No. | Sub-Division. | Particulars of staff. | From date. | To date. | Scale pay. | D. A. and cash allowance. | C. A. | Total for the period paid. | T. A. | No. | Rate of honorarium. | From date. | To date. | Total honorarium paid. | T. A. | Remarks |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| | | | | | | | | Rs. | | | | | | | | |
| 1. | Sadar . . | Clerk 1 | 7-6-60 | 31-3-61 | Rs. 55-3-118-4-130<br>Rs. 539 | 441 | 441 | 1,121 | — | — | — | — | — | — | — | |
| 2. | Khowai . | ,, | 23-6-60 | 31-3-61 | Rs. 510 | 417 | 137 | 1,064 | 56·25 | 5 | 100 | 10-9-60<br>17-12-60<br>3-1-61<br>5-1-61<br>7-1-51 | 15-3-61<br>,,<br>,,<br>,,<br>,, | 3,384 | 818 | |
| 3. | Kamalpur . | ,, | 18-6-60 | 31-3-61 | Rs. 519 | 425 | 138 | 1,082 | 43·75 | | | | | | | |
| 4. | Kailasahar . | ,, | 8-6-60 | 31-3-61 | Rs. 537 | 440 | 141 | 1,118 | 61·00 | | | | | | | |
| 5. | Dharmanagar | ,, | 10-6-60 | 31-3-61 | Rs. 534 | 436 | 73 | 1,043 | 87·49 | | | | | | | |
| 6. | Sonamura . | ,, | 20-6-60 | 31-3-61 | Rs. 515 | 422 | 124 | 1,061 | 19·74 | | | | | | | |
| 7. | Udaipur . | ,, | 4-6-60 | 31-3-61 | Rs. 545 | 446 | 74 | 1,065 | 81·49 | | | | | | | |
| 8. | Amarpur . | ,, | 9-7-60 | 31-3-61 | Rs. 481 | 393 | 140 | 1,014 | 58·99 | | | | | | | |
| 9. | Belonia . | ,, | 1-7-60 | 31-3-61 | Rs. 495 | 405 | 135 | 1,035 | 85·50 | | | | | | | |
| 10. | Sabroom . | ,, | 12-8-60 | 31-3 61 | Rs. 420 | 344 | 125 | 889 | 169·88 | | | | | | | |
| | | | | | | | | 10,492 | 664·09 | | | | | 3,384 | 818 | |

## SCHEDULE—5B.

### SUB-DIVISIONAL CENSUS CHARGES
### HONORARIUM TO ENUMERATION STAFF

| Serial No. | Sub-Division | Number of | | Honorarium paid. | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | Supervisors. | Enumerators. | Houselisting. | | Supervision. | | Enumeration. | | Total. | |
| | | | | 1960—1961 | 1961—1962 | 1960—1961 | 1961—1962 | 1960—1961 | 1961—1962 | 1960—1961 | 1961—1962 |
| 1. | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 1. | Sadar | 54 | 588 | 2,020 | — | — | 2,148 | — | 9,285 | 2,020 | 11,433 |
| 2. | Khowai | 23 | 180 | 502·50 | — | — | 728 | 2,640 | — | 3,142·50 | 728 |
| 3. | Kamalpur | 7 | 90 | 195 | — | 340 | — | 1,320 | — | 1,855 | — |
| 4. | Kailasahar | 16 | 125 | 495 | — | — | 476 | 130 | 1,995 | 625 | 2,471 |
| 5. | Dharmanagar | 23 | 191 | 495 | — | — | 736 | 80 | 2,865 | 575 | 3,601 |
| 6. | Sonamura | 11 | 109 | 300 | — | 436 | — | 1,635 | — | 2,371 | — |
| 7. | Udaipur | 12 | 124 | 305 | — | 492 | — | 1,905 | — | 2,702 | — |
| 8. | Amarpur | 7 | 74 | 260 | — | 296 | — | 1,260 | — | 1,816 | — |
| 9. | Belonia | 15 | 123 | 240 | — | 488 | — | 1,830 | — | 2,558 | — |
| 10. | Sabroom | 13 | 62 | 160 | — | 240 | — | 930 | — | 1,330 | — |
| | Total | 181 | 1,676 | 4,972·50 | — | 2,292 | 4,088 | 11,730 | 14,145 | 18,994·50 | 18,233 |

## SCHEDULE—5C.

### SUB-DIVISIONAL CENSUS CHARGES
### ( OTHER CHARGES )

| Serial No. | Sub-Division. | Tehsil/Town. | Local purchase of stationery. | Freight. | Postage. | Miscellaneous | Total. |
|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 1. | Sadar | | | | | | |
| 2. | Khowai | | | | | | |
| 3. | Kamalpur | | | | | | |
| 4. | Kailasahar | | | | | | |
| 5. | Dharmanagar | | | *Nil* | | | |
| 6. | Sonamura | | | | | | |
| 7. | Udaipur | | | | | | |
| 8. | Amarpur | | | | | | |
| 9. | Belonia | | | | | | |
| 10. | Sabroom | | | | | | |

## SCHEDULE 6.

### STATIONERY INDENTS FOR THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, TRIPURA AND AFFILIATED OFFICES

| Serial No. | Item (Full description). | Unit. | No. of units. | | |
|---|---|---|---|---|---|
| | | | 1959-60 | 1960-61 | 1961-62 |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | White Printing Paper, Size 26″ × 40″ (46 lbs.) | Reams | — | 92 | — |
| 2. | Duplicating Paper, White absorbant 13″ × 8½″ (6½ lbs.) | ,, | 25 | 80 | — |
| 3. | T. W. Paper, 31 Lbs. | ,, | 25 | 24 | — |
| 4. | Bleached Paper Qud. F' Cap (28 lbs.) | ,, | 3 | 2 3/10 | — |
| 5. | Brown Wrapping Paper Qud. Foolscap, (80 lbs.) | ,, | 1 | 1/10 | — |
| 6. | do—(38 lbs.) | ,, | 1 | 1/10 | — |
| 7. | Blotting Paper 18″ × 23″, 30/32 lbs. | Sheets | 126 | 212 | — |
| 8. | Stencils Paper 1 FG-G-57, Foolscap | Qurs. | 10 | 10 | — |
| 9. | Carbon-(a) Small Foolscap, Black one side, 13″ × 8″ | Sheets | 740 | 650 | — |
| | do—(b) Brief size black one side 13″ × 16″ | ,, | 370 | 250 | — |
| 10. | Paper Badami (40 lbs.) | Reams | 1¼ | — | — |
| 11. | Note Sheets, 100 pages | Nos. | 50 | 10 | — |
| 12. | Short Hand Note Book | ,, | 12 | — | — |
| 13. | Paper Tracing 20″ × 22 yds. | Roll | 1 | — | — |
| 14. | Ammonia Dry Process Sensitised Paper, 40″ × 10 yds. a roll. | ,, | 14 | — | — |
| 15. | Envelopes- (a) S. E. 7 | Nos. | 500 | — | — |
| | (b) S. E. 2 | ,, | 500 | — | — |
| | (c) S. E. 5 | ,, | 2,000 | 1,600 | — |
| | (d) S. E. 8A | ,, | 100 | — | — |
| | (e) S. E. 8 | ,, | 500 | — | — |
| 16. | Ruler (Round 18″) | Nos. | 6 | — | — |
| 17. | Tape white ½″ (4 rolls) | Yds. | 200 | 100 | — |
| 18. | Stappling Machine | Nos. | 1 | — | — |
| 19. | Gum Arabic | Oz. | 9 | 19 | — |
| 20. | Pencil-(a) Middling | Nos. | 36 | 36 | — |
| | (b) Red & Blue | ,, | 12 | 12 | — |
| | (c) Reporter | ,, | 12 | 12 | — |
| | (d) Copying | ,, | 12 | 12 | — |
| 21. | Penholder-(a) Clerical | ,, | 12 | 12 | — |
| | (b) Officer | ,, | 2 | 4 | — |
| 22. | Nib- (a) Red Ink | ,, | 72 | 72 | — |
| | (b) L/P | ,, | 72 | 72 | — |
| 23. | Eraser- (a) Ink & Pencil | ,, | 9 | 21 | — |
| | (b) Rubber soft | ,, | 86 | — | — |
| 24. | Gum Brush | ,, | 3 | — | — |
| 25. | Stapple wire (1,000 per box) | ,, | 3 | — | — |
| 26. | Ink Powder-(a) Blue Black | Pkts. | 18 | 38 | — |
| | (b) Red | ,, | 5 | 11 | — |
| 27. | Pin (1 Oz.) | | 11 | 42 | — |
| 28. | Sealing wax | Boxes | 10 | 10 | — |

## SCHEDULE 6—contd.

## STATIONERY INDENTS FOR THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, TRIPURA AND AFFILIATED OFFICES—contd.

| Serial No. | Item (Full description.) | Unit. | No. of units. | | |
|---|---|---|---|---|---|
| | | | 1959-60. | 1960-61. | 1961-62. |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 29. | Docket Punch | Nos. | 2 | — | — |
| 30. | Paper Clips (Gem) | Boxes | 12 | 2 | — |
| 31. | Jute Fibre Twine | Lbs. | 20 | 20 | — |
| 32. | Rubber Stamp Ink (Vilot) 2 Ozs. | Nos. | 12 | 12 | — |
| 33. | Office Gum Paste (2½ Ozs.) | Bottle | 2 | 3 | — |
| 34. | Paper Weight Glass | Nos. | 12 | — | — |
| 35. | Pen Ink (Blue-Black) 4 Ozs. a phl. | Phial. | 4 | 4 | — |
| 36. | Ink Pot (2" × 2") | Nos. | 12 | 12 | — |
| 37. | Pin Cushion | ,, | 1 | 2 | — |
| 38. | Brush (long) | ,, | 2 | — | — |
| 39. | Type-writer cleaning brush | ,, | 2 | — | — |
| 40. | Styine pen | ,, | 1 | — | — |
| 41. | Styine Plate | ,, | 1 | — | — |
| 42. | Rubber stamp pad | ,, | 12 | — | — |
| 43. | Tags (5" L.) | ,, | 1,000 | 1,000 | — |
| 44. | Ribbon-(a) Remington | ,, | 6 | — | — |
| | (b) Bharat | ,, | 6 | 6 | — |
| 45. | Blank Book-(a) 1 Qr. Ruled | ,, | — | 10 | — |
| | (b) 2 ,, ,, | ,, | 6 | 15 | — |
| | (c) ½ ,, ,, | ,, | — | 5 | — |
| 46. | ,, (a) 3 ,, Unruled | ,, | 6 | — | — |
| | (b) 2 ,, ,, | ,, | 6 | — | — |
| | (c) 1 ,, ,, | ,, | 12 | 10 | — |
| | (d) ½ ,, ,, | ,, | 6 | 5 | — |
| 47. | Board File | ,, | 250 | — | — |
| 48. | File cover | ,, | 250 | — | — |
| 49. | Twine Hemp Balls (4 Ozs.) | ,, | 24 | — | — |
| 50. | ,, White ,, | ,, | 24 | 24 | — |
| 51. | Duplicator Ink Pad | ,, | 2 | 2 | — |
| 52. | Typewriter oil | ,, | 4 | — | — |
| 53. | Black Ink for Rotary Duplicator | Tubes | 12 | 39 | 36 |
| 54. | Chalk Pencils (white) | Boxes | — | 10 | — |
| 55. | Type-writer No. IJ-167767-K Brief Size Pica (16" roller) | Nos. | 1 | — | (Received from Remington Rand of India Ltd., Calcutta on 7-12-59.) |
| 56. | Typewriter 'F'/IJ,173799-K. Remington Ex-manifest size standard with 44 keys, Elite types (27" Roller). | ,, | — | 1 | do—Received on 28-6-60. |
| 57. | Shourie Rotary Machine No. 50344 Self- inking Electrically operated Model No. 2000 F'Cap size complete with subtraction counter, teakwood cabinet with oil proof cloth cover. | ,, | — | 1 | (M/S. Shouries Bros., New Delhi Recd. on 15-4-1960.) |
| 58. | Bicycle, Gents 24" size Hercules Popular Model No. CS 15521 | ,, | 1 | — | (Asstt. Sales Manager, T. I. of India (P) Ltd., Madras-1.) |
| 59. | Facit Calculating Machine No. CAI-13 (694706) | ,, | — | 1 | — |

SCHEDULE 6—contd.

(i) *Stationery Indents for the Census Tabulation Office, Tripura.*

| Serial No. | Item (Full description.) | Unit. | No. of units. | | |
|---|---|---|---|---|---|
| | | | 1959-60. | 1960-61. | 1961-62. |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | (a) Pencil Lead Middling | Nos. | — | 144 | — |
| | (b) ,, Red | ,, | — | 144 | — |
| | (c) ,, Green | ,, | — | 144 | — |
| 2. | Typewriter Ribbon | ,, | — | 6 | — |
| 3. | Pins | Gross | — | 8 | — |
| 4. | Paper Clips Gem | Boxes | — | 6 | — |
| 5. | Office Paste | Bottles | — | 2 | — |
| 6. | Gum Arabic | Pound | — | 1 | — |
| 7. | Pen Holder | Nos. | — | 26 | — |
| 8. | Typewriting Paper | Reams | — | 12 | — |
| 9. | Carbon Paper | Sheets | — | 250 | — |
| 10. | Eraser (Ink & Pencil) | Nos. | — | 48 | — |
| 11. | (a) Ink Powder Black | Packet | — | 12 | — |
| | (b) ,, ,, Red | ,, | — | 2 | — |
| 12. | Ink Glass | Nos. | — | 8 | — |
| 13. | Pen Nibs | Gross | — | 3 | — |
| 14. | Paper Weight | Nos. | — | 2 | — |
| 15. | Eraser (Typewriting) | ,, | — | 2 | — |
| 16. | Eraser | Doz. | — | 4 | — |
| 17. | Electric Bulbs (Local purchase). | Nos. | — | 10 | — |

SCHEDULE 6—contd.

*(ii) Stationery Indents for the Office of the Sub-Divisional Officers*

| Serial No. | Item (Full description). | Unit. | No. of units. | | |
|---|---|---|---|---|---|
| | | | 1959-60. | 1960-61. | 1961-62. |
| 1. | 2 | 3 | 4 | 5 | 6 |
| 1. | Bleached Paper F'Cap 32 lbs. | Ream | — | 1 | — |
| 2. | Brown Wrapping Paper Qud. F'Cap (80 lbs.) | ,, | — | $\frac{8}{10}$ | — |
| 3. | Do—38 lbs. | ,, | — | $\frac{8}{10}$ | — |
| 4. | Twine White Ball | Nos. | — | 36 | — |
| 5. | ,, Jute ,, | Lbs. | — | 40 | — |
| 6. | Sealing Wax | Boxes | — | 10 | — |
| 7. | Tags 5" | Nos. | — | 2,000 | — |
| 8. | Ink Glass (2"×2"). | ,, | — | 20 | — |
| 9. | Paper Clip (Gem) | ,, | — | 288 | — |
| 10. | Eraser (Ink & Pencil) | ,, | — | 10 | — |
| 11. | Pen Nibs | Gross | — | $\frac{1}{2}$ | — |
| 12. | —Do —L/P | ,, | — | $\frac{1}{2}$ | — |
| 13. | Pen Holder (Clerical) | Nos. | — | 20 | — |
| 14. | Pencil (Red-Blue) | ,, | — | 4 | — |
| 15. | ,, (Middling) | ,, | — | 36 | — |
| 16. | ,, Copying | ,, | — | 24 | — |
| 17. | Ink Powder (Blue-Black) | Pkts. | — | 20 | — |
| 18. | ,, (Red) | ,, | — | 5 | — |
| 19. | Envelopes S. E. 5 | Nos. | — | 24,000 | — |
| 20. | Note Sheet | ,, | — | 20 | — |
| 21. | Blank Book (Ruled)½ | ,, | — | 20 | — |
| 22. | ,, ,, ,, 1 | ,, | — | 20 | — |
| 23. | ,, ,,(Unrulled)½ | ,, | — | 20 | — |
| 24. | ,, ,, ,, I | ,, | — | 20 | — |
| 25. | Chalk Pencil | Boxes | — | 25 | — |
| 26. | Pencil Carbon | Sheets | — | 4,000 | — |
| 27. | Gum Arabic (Packet) | Ozs. | — | 10 | — |
| 28. | Pin | Pkts. | — | 20 | — |

SCHEDULE 6—concld.

*(iii) Stationery for the Office of the Superintendent of Census Operations, Tripura (Local Purchase).*

| Serial No. | Item (Full description). | Unit. | No. of units. | | |
|---|---|---|---|---|---|
| | | | 1959-60. | 1960-61. | 1961-62. |
| 1 | 2 | 3 | 4 | 5 | 6 |
| 1. | Ink for Pen (Royal) Big & Small size | Nos. | — | 2 | — |
| 2. | Board File | ,, | 250 | — | — |
| 3 | File Cover | ,, | 250 | — | — |
| 4. | Lock | ,, | 15 | 9 | 2 |
| 5. | Waste paper Baskets | ,, | 6 | — | — |
| 6. | File Tray | ,, | 2 | — | — |
| 7. | Office Sign Board | ,, | — | 1 | — |
| 8. | Paper Tracing 40" × 22 yds. | Rolls | 2 | — | — |
| 9. | Writing Pad | Nos. | 5 | — | — |
| 10. | Towels | ,, | 2 | — | — |
| 11. | Rubber Stamps | ,, | 7 | — | — |
| 12. | Flexible Table Light (Big & Small size Com.) | ,, | 2 | — | — |
| 13. | Bulbs | ,, | 4 | — | — |
| 14. | Desk Knife | ,, | 3 | — | — |
| 15. | Needle | ,, | 6 | — | — |
| 16. | Ink Stand | ,, | 6 | — | — |
| 17. | Bad Kin. | ,, | 2 | — | — |
| 18. | Scissors | ,, | 2 | — | — |
| 19. | Type Paper | Reams | — | 20 | — |
| 20. | Gum | Seer | — | 1 | — |
| 21. | Stylus Pin | Boxes | — | 6 | — |
| 22. | Door Rings | Nos. | — | 7 | — |
| 23. | D. O. letter Form (Medium) | ,, | — | 1,600 | Supply Received. |
| 24. | Do (Big size) | ,, | — | 1,000 | From stationery & Printing, Tripura Adm. on 5-12-60. |

## SCHEDULE 7.

### NUMBER AND LOCATION OF IMPORTANT FILES AND D )CUMENTS.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 1 | | |
| 1. | Statement showing certain characteristics of Towns . . . . . | F.1/1/Census/59 |
| 2. | A passage quoted from page 198 of Vol. I of Sir George A. Griersion's Memorial Linguistic Survey of India in connection with the Census of 1961. | F.1/2/Census/59 |
| 3. | Pre-test work in connection with 1961 Census . . . . . | F.1/3/Census/59 |
| 4. | Collection of information in connection with preparation of Report for the Census of 1961. | F.1/4/Census/59 |
| 5. | Sampling for 1961 Census . . . . . | F.1/5/Census/59 |
| 6. | Contents of District Census Handbook . . . . . | F.1./6/Census/59 |
| | do . . . . . | F.1/6/59-Census. Vol. II |
| 7. | Instructions to Enumerators, Census Slips, Household Schedule and Houselist Forms—Bengali version of— | F.1(7)-CO/59 |
| 8. | Meeting of the Administrators of Union Territories . . . . . | F.1(8)-CO/59 |
| 9. | Information regarding new villages and townships newly sprung up or gone out of existence since 1951 | F.1(9)-CO/59 |
| 10. | Socio-Economic Surveys of Villages . . . . . | F.1(10)-CO/59 |
| | do—(Previous file) . . . . . | F.8(4)-CO/59 |
| 11. | Preliminary arrangements for conducting 1961 Census in Sadar Sub-Division | F.1(11)-CO/59 |
| 12. | do—in Kailashahar Sub-Division . . . . . | F.1(12)-CO/59 |
| 13. | do—in Udaipur Sub-Division . . . . . | F.1(13)-CO/59 |
| 14. | do—in Khowai Sub-Division . . . . . | F.1(14)-CO/59 |
| 15. | do—in Sonamura Sub-Division . . . . . | F.1(15)-CO/59 |
| 16. | Declaration of urban areas in Tripura for purposes of Census Operations in 1961 | F.1(16)-CO/59 |
| 17. | Census of India—1961—Cantonments and Defence Services . . . . | F.1(17)-CO/59 |
| 18. | A Book of the Worlds Metropolitan areas . . . . . | F.1(18)-CO/59 |
| 19. | Census 1961—Complete list of changes in Municipal areas—Particulars . . | F.1(19)-CO/59 |
| 20. | Distribution of Census Act for the Sub-Divisional Officers . . . . | F.1(20)-CO/59 |
| 21. | Census Act, 1948 . . . . . | F.1(21)-CO/59 |
| 22. | Destruction of 1951 Census Compiler's Posting Statements for all States for purpose of undertaking certain Sampling Studies. | F.1(22)-CO/59 |
| | do . . . . . | F.1(22)-CO/59,Vol. II |
| | do . . . . . | F.1(22)-CO/59.Vol. III |
| 23. | Preliminary arrangements for conducting 1961 Census in Dharmanagar Sub-Division. | F.1(23)-CO/59 |
| 24. | Preliminary arrangements for conducting 1961 Census in Amarpur Sub-Division | F.1(24)-CO/59 |
| 25. | Distribution of N.S.S. Reports (National Sample Survey Reports) . . . | F.1(25)-CO/59 |

SCHEDULE 7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 1—*contd.* | | |
| 26. | Preliminary arrangements for conducting 1961 Census in Sabroom Sub-Division | F.1(26)-CO/59 |
| 27. | Preliminary arrangements for conducting 1961 Census in Kamalpur Sub-Division. | F.1(27)-CO/59 |
| 28. | General Village Register and Charge Register, 1961 | F.1(28)-CO/59 |
| 29. | Monthly Progress Report | F.1(29)-CO/59 |
| 30. | Preliminary Arrangements for conducting 1961 Census in Belonia | F.1(30)-CO/59 |
| 31. | Annual Administration Report of the Registrar General, India | F.1(31)-CO/60 |
| 32. | (i) Priority for all Census communications at P.&T. Offices | F.1(32)-CO/60 |
| | (ii) Special Stamp Cancellation Slogans relating to the Census | F.1(32)-CO/60 |
| 33. | Present position of housenumbers obtaining in the various parts of the country | F.1(33)-CO/60 |
| 34. | Census Calendar | F.1(34)-CO/60 |
| 35. | Instruction regarding old records and instruments | F.1(35)-CO/60 |
| 36. | Rules for printing and binding 1959 edition | F.1(36)-CO/60 |
| 37. | Forms for letter of Appointment and for the compilation of information for the Block, Circle and Charge. | F.1(37)-CO/60 |
| 38. | Sample Census Scheme | F.1(38)-CO/60 |
| 39. | Location Code—Allocation of | F.1(39)-CO/60 |
| 40. | Housenumbering and Houselisting Charges | F.1(40)-CO/60 |
| 41. | National Extension Service Blocks | F.1(41)-CO/60 |
| 42. | Village Schedule of Industries and Crafts | F.1(42)-CO/60 |
| | Do | F.1(42)-CO/60 Vol. I |
| 43. | Arrangement for holding instructional classes to be organised by the Superintendent of Census Operations, Tripura, during April, 1960. | F.1(43)-CO/60 |
| 44. | Information regarding some villages of Sabroom Sub-Division | F.1(44)-CO/60 |
| 45. | Appointment of Sub-Divisional Census Officers | F.1(45)-CO/60 |
| 46. | Visit of Chief Election Commissioner | F.1(46)-CO/60 |
| 47. | Compilation of National Atlas of India | F.1(47)-CO/60 |
| 48. | Monographs on Scheduled Castes and Scheduled Tribes | F.1(48)-CO/60 |
| | Do | F.1(48)-CO/60. Vol. II. |
| 49. | List of pending cases | F.1(49)-CO/60 |
| 50. | Distribution of Forms, Pads, etc., to Sub-Divisions | F.1(50)-CO/60 |
| 50-A. | Distribution of Forms, Pads, etc., in connection with training in Enumeration | F.1(50-A)-CO/60 |
| 51. | Distribution of Census Booklets | F.1(51)-CO/60 |
| 52. | Medals and Certificates | F.1(52)-CO/60 |

SCHEDULE 7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 1—*contd.* | | |
| 53. | Appointment letters issued in Sub-Divisional Office, Amarpur . . . | F.1(53)-CO/60 |
| 54. | Appointment letters issued in Sadar Sub-Division . . . . . | F.1(54)-CO/60 |
| 55. | do—in Khowai Sub-Division . . . . . | F.1(55)-CO/60 |
| 56. | do—in Belonia Sub-Division . . . . . | F.1(56)-CO/60 |
| 57. | Territorial changes since the re-organisation of States in 1956. . . . | F.1(57)-CO/60 |
| 58. | The Employment Exchanges (Compulsory Notification of Vacancies) Act, 1959—Act 31 of 1959. | F.1(58)-CO/60 |
| 59. | Appointment letters issued in Sabroom Sub-Division . . . . . | F.1(59)-CO/60 |
| 60. | Appointment letters issued in Sonamura Sub-Division . . . . . | F.1(61)-CO/60 |
| 61. | Supply of a copy of the re-print of Acturial Reports for the years 1881, 1891, 1901, 1911, 1921, 1931 and 1951. | F.1(62)-CO/60 |
| 62. | Appointment of Shri Birendra Kr. Choudhury, V.L.W., Santirbazar and Shri Prabhat Ch. Ghosh, Teacher, Patichari Primary School as Enumerators for Census work. | F.1(62)-CO/60 |
| 63. | Appointment letters issued in Kamalpur Sub-Division . . . . . | F.1(63)-CO/60 |
| 64. | Urban Frame Collection Work—Agartala Town . . . . . | F.1(64)-CO/60 |
| 65. | Enumeration of houseless persons in cities and towns . . . . . | F.1(65)-CO/60 |
| 66. | Points for discussion in the Conference of Zonal S.D.Os. and B.D.Os.,—Scheduled to be held from 10th to 18th August, 1960. | F.1(66)-CO/60 |
| 67. | Exemption of certain Rehabilitation Staff from Census duties . . . . | F.1(67)-CO/60 |
| 68. | Appointment letters issued in Dharamnagar Sub-Division . . . . | F.1(68)-CO/60 |
| 69. | Appointment letters issued in Udaipur Sub-Division . . . . | F.1(69)-CO/60 |
| 70. | T.A. Bill for Enumeration Staff (Census) in Sub-Divisions . . . . | F.1(70)-CO/60 |
| 71. | Appointment of Paid Enumerators, in the inaccessible area of Sadar . . | F.1(71)-CO/60 |
| 72. | Enumeration of foreign Diplomatic Personnel at 1961 Census . . . | F.1(72)-CO/60 |
| 73. | Release of staff of Agricultural Directorate engaged in Census work for undergoing training at Lembuchera Basic Agricultural School. | F.1(73)-CO/60 |
| 74. | Hawaibari Community in Tripura—particulars regarding . . . . | F.1(74)-CO/60 |
| 75. | Preparation of the Housing Tables . . . . . | F.1(75)-CO/60 |
| 76. | Complaints . . . . . | F.1(76)-CO/60 |
| 77. | Enumeration of Scientific and Technical personnel . . . . . | F.1(77)-CO/60 |
| 78. | Livestock Census, 1961 . . . . . | F.1(78)-CO/60 |
| 79. | Collection of sets of Houselists . . . . . | F.1(79)-CO/60 |
| 80. | Collection of information from Charge/Circle Register (Cols. 1 to 7) . . | F.1(80)-CO/60 |
| 81. | Collection of Final Charge Abstracts . . . . . | F.1(81)-CO/60 |

SCHEDULE—7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 1—*concld.* | | |
| 82. | Distribution of Forms and Stationery to the Investigators | F.1(82)-CO/60 |
| 83. | Advance Tour Programme of Investigators | F.1(83)-CO/60 |
| 84. | Weekly Progress Report of Investigators | F.1(84)-CO/60 |
| 85. | Census—Statistics of the *Ex*-Servicemen | F.1(85)-CO/60 |
| 86. | Delimitation of Blocks | F.1(86)-CO/60 |
| 87. | Training of Census Staff in enumeration by the S.C.O. | F.1(87)-CO/60 |
| 88. | Distribution of Forms, Pads, etc., in connection with actual enumeration | F.1(50-2)-CO/60 |
| 89. | Calendar of Events | F.1(88)-CO/60 |
| 90. | Appointment letters issued in Kailasahar Sub-Division | F.1(89)-CO/61 |
| 91. | Collection of filled up Schedules relating to Rural Craft and Socio-Economic Survey. | F.1(91)-CO/61 |
| 92. | Advance Tour Programme and Progress Report for the month of February, 1961 | F.1(84-1)-CO/61 |
| 93. | Enumerators' remuneration in the final Census Operations | F.1(92)-CO/61 |
| 94. | Tour Diary of S.D.Os./Addl. S.D.Os. for inspection of Census Operations | F.1(93)-CO/61 |
| 95. | Collection of Census Papers of Sub-Divisions | F.1(94)-CO/61 |
| 96. | Reporting of Provisional totals — Regarding | F.1(95)-CO/61 |
| 97. | Do | F.1(95)-CO/61. Vol. II |
| 98. | Honorarium to Enumerators for actual enumeration | F.1(96)-CO/61 |
| 99. | Do | F.1(96)-CO/61. Vol. II |
| 100. | Advance Tour Programme and Progress Report for the month of March, 1961 | F.1(84-2)-CO/61 |
| 101. | Honorarium to Enumerators and Supervisors for actual enumeration | F.1(96-1)-CO/61 |
| 102. | Advance Tour Programme and Progress Report for the month of April, 1961 | F.1(84-3)-CO/61 |
| 103. | Recognition of services in connection with Census | F.1(97)-CO/61 |
| 104. | Honorarium to Sub-Divisional Officers and Charge Officers | F.1(98)-CO/61 |
| 105. | Photographs in connection with Surveys and Monograph | F.1(99)-CO/61 |
| 106. | Tabulation Plan for the Socio-Economic and Rural Crafts Survey | F.1(100)-CO/61 |
| 107. | Administration Report on Enumeration—Chapter Headings and Forms | F.1(101)-CO/61 |
| COLLECTION 2 | | |
| 1. | Conference of State Superintendents of Census Operations | F.2/1/Census/59 |
| 2. | Second Conference of State Superintendents of Census Operations | F.2/2/CO/60 |
| COLLECTION 3 | | |
| 1. | Notes from Government of India released for publicity | F.3/1/59-Census |
| 2. | Three articles on Census prepared by Registrar General for publication | F.3(2)-CO/59 |

SCHEDULE—7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 3—*contd.* | | |
| 3. | Publicity regarding Pre-test work | F.3(3)-CO/59 |
| 4. | Information regarding availability of Primary Census Abstracts and the Household Abstracts of 1951. | F.3(4)-CO/59 |
| 5. | Collection of publications relating to Census | F.3(5)-CO/59 |
| 6. | Publicity in connection with 1961 Census | F.3(6)-CO/59 |
| 7. | Do | F.3(6)-CO/59. Vol. II |
| 8. | Distribution of Census Posters and Folders | F.3(7)-CO/60 |
| 9. | Do | F.3(7)-CO/60. Vol. II |
| 10. | Publicity Programme for All India Radio | F.3(8)-CO/60 |
| COLLECTION 4 | | |
| 1. | Preparation of fresh urban frame for use of Census Operations and N.S.S. | F.4/1/59-Census |
| 2. | Holidays List of— | F.4/2/59-Census |
| 3. | (For previous file No. F4/3/59-Census, *See* No. F.3(2)-CO/59) | F.4/3/59-Census |
| 4. | Investigation into the reasons of Sex-ratios of different age-groups | F.4(4)-CO/59 |
| COLLECTION 5 | | |
| 1. | All India Civil List as corrected upto 1.7.59 | F.5/1/59-Census |
| 2. | Printing of Enumeration Schedule | F.5/2/59-Census |
| 3. | Do | F.5/2/59-Census. Vol. II |
| 4. | Appropriation Accounts for 1958-59—Reconciliation of expenditure figures | F.5/3/59-Census |
| 5. | Supply of Duplicator | F.5/4/59-Census |
| 6. | Purchase of Typewriter | F.5/5/59-Census |
| 7. | Monthly expenditure statement under Grant No. 51-Census for the year 1959-60 | F.5/6/59-Census |
| 8. | Do | F.5/6/59-Census. Vol. II |
| 9. | Do | F.5/6/59-Census. Vol. III |
| 10. | Violation of Rule 4A of the Conduct Rules by Govt. Servants | F.5/7/59-Census |
| 11. | Creation of posts | F.5/8/Census/59 |
| 12. | Delegation of financial powers | F.5(9)-CO/59 |
| 13. | Purchase of furniture | F.5(10)-CO/59 |
| 14. | Appointment of Staff | F.5/11/59-Census |
| 15. | Appointment of Peons | F.5(11-A)-CO/Census |
| 16. | Appointment of Statistical Assistant | F.5(11-B)-CO/59 |

SCHEDULE—7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 5—*contd.* | | |
| 17. | Appointment of Statistical Assistant | F.5(11-B)-CO/59. Vol. II |
| 18. | Appointment of Clerks | F.5(11-C)-CO/59 |
| 19. | Appointment of Stenographer | F.5(11-D)-CO/59 |
| 20. | Supply of stationery articles | F.5/12/59-Census |
| 21. | Do | F.5/12/59-Census |
| 22. | Personal file of Shri H.G. Roy, H.A. | F.5(12)-CO/59 |
| 23. | Bills and Bill Abstracts | F.5/13/59-Census |
| 24. | Do | F.5/13/59-Census. Vol. II |
| 25. | Do | F.5/13/59-Census. Vol. III |
| 26. | Purchase of bicycle | F.5/14/59-Census |
| 27. | Budget | F.5(15)-CO/59 |
| 28. | Supply of Calculator | F.5(16)-CO/59 |
| 29. | Circulars relating to establishment staff | F.5(18)-CO/59 |
| 30. | Security and special pay for handling cash | F.5(19)-CO/59 |
| 31. | Preparation of detailed maps for towns | F.5(20)-CO/59 |
| 32. | Outstanding audit objections and inspection reports | F.5(21)-CO/59 |
| 33. | Sanctions (for Accounts Section) | F.5(22)-CO/59 |
| 34. | Installation of telephone in room No. 54 of the Secretariat and another at the Residence of the Superintendent. | F.5(23)-CO/59 |
| 35. | Tours of Superintendent of Census Operations, Tripura | F.5(24)-CO/59 |
| 36. | Tour programme of Shri A. Mitra, I.C.S., Registrar General, India | F.5(25)-CO/59 |
| 37. | Personal file of Shri Debendra Ch. Nag, Clerk | F.5(26)-CO/59 |
| 37A. | Supply of stationery articles to Sub-Divisional Offices | F.5(27)-CO/59 |
| 38. | Purchase of locks | F.5(28)-CO/59 |
| 39. | Purchase of Signboards | F.5(29)-CO/59 |
| 40. | Personal file of Shri Dilip Kr. Roy, Clerk | F.5(30)-CO/59 |
| 41. | Supply of liveries to Class IV employees | F.5(31)-CO/59 |
| 42. | Do | F.5(32)-CO/59. Vol. II |
| 43. | Purchase of a jeep for Census Operations | F.5(33)-CO/59 |
| 44. | Personal file of Shri Naresh Chandra Deb, Clerk | F.5(34)-CO/59 |
| 45. | Remuneration for additional duties performed by Shri S.C. Deb, U.D. Clerk of Statistical Department of Tripura. | F.5(35)-CO/59 |

SCHEDULE 7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 5—*contd.* | | |
| 46. | Permanent advance | F.5(36)-CO/59 |
| 47. | Employment of Draftsman | F.5(37)-CO/59 |
| 48. | Supply of stationery from Local Stationery and Printing Department | F.5(38)-CO/59 |
| 49. | Registration of Telegraphic Code | F.5(39)-CO/59 |
| 50. | Revision of existing orders regarding Casual leave | F.5(40)-CO/59 |
| 51. | Monthly Abstract of Statistics | F. 5 (41)-CO/60 |
| 52. | Scheme for collection of employment market information | F. 5 (42)-CO/60 |
| 53. | Personal file of Shri Sadhan Kumar Ghose, Statistical Assistant | F. 5 (43)-CO/60 |
| 54. | Travelling Allowance | F. 5 (44)-CO/60 |
| 55. | Budget Allotment for 1960-61 | F. 5 (45)-CO/60 |
| 56. | Personal file of Shri Purna Chandra Biswas, Peon | F. 5 (46)-CO/60 |
| 57. | Personal file of Shri Nabadwip Ch. Sarkar, Peon | F. 5 (47)-CO/60 |
| 58. | All India Civil List as corrected upto 1st January, 1960 | F. 5 (48)-CO/60 |
| 59. | Supply of Forms & Stationery articles from Government | F. 5 (49)-CO/60 |
| 60. | Change of Office Hours in Government Offices under Tripura Administration | F. 5 (50)-CO/60 |
| 61. | Use of Police Wireless in matters relating to Census | F. 5 (51)-CO/60 |
| 62. | Distribution of stationery articles to Sub-Divisional Officers for Census work | F. 5 (52)-CO/60 |
| 63. | Entertainment cost | F. 5 (53)-CO/60 |
| 64. | Verification of character & antecedents of Government servants | F. 5 (54)-CO/60 |
| 65. | Growth of Civil-non-plan Expenditure statement regarding total number of posts abolished & added in the M. H. A. including its attached & subordinate offices during the year 1959-60. | F. 5 (55)-CO/60 |
| 66. | Trunk Calls Register | F. 5 (56)-CO/60 |
| 67. | Pay Bill of Census Clerks of Sub-Divisional Offices | F. 5 (57)-CO/60 |
| 68. | Pay Bill of Census Clerks of Sub-divisional Offices for the month of July, 1960 | F. 5 (57-1)-CO/60 |
| 69. | Do—August, 1960 | F. 5 (57-2)-CO/60 |
| 70. | Do—September, 1960 | F. 5 (57-3)-CO/60 |
| 71. | Pay Bill of Census Clerks of Sub-Divisional Offices for the month of October, 1960. | F. 5 (57-4)-CO/60 |
| 72. | Do—for the month of November 1960 | F. 5 (57-5)-CO/60 |
| 73. | Do—for the month of December, 1960 | F. 5 (57-6)-CO/60 |
| 74. | Do—for the month of January 1961 | F. 5 (57-7)-CO/61 |
| 75. | Do—for the month of February 1961 | F. 5 (57-8)-CO/61 |
| 76. | Do—for the month of March, 1961 | F. 5 (57-9)-CO/61 |

SCHEDULE 7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| | COLLECTION 5—*contd.* | |
| 77. | Bills relating to establishments of Superintendent of Census Operations, Tripura. | F. 5 (58)-CO/60 |
| 78. | Maintenance of the G. P. Fund Accounts of Class IV employees of the Central Government. | F. 5 (59)-CO/60 |
| 79. | Outstanding objections & inspection reports—inclusion in the Appropriation Accounts (Civil) 1958-59 and Audit Report. | F. 5 (60)-CO/60 |
| 80. | Abstract Contingent Bills | F. 5 (61)-CO/60 |
| 81. | Do | F. 5 (61)-CO/60. Vol. II |
| 82. | Subscription of a copy of Daily Statesman | F. 5 (62)-CO/60 |
| 83. | T. A. etc. of paid enumerators | F. 5 (63)-CO/60 |
| 84. | Festival Advance | F. 5 (64)-CO/60 |
| 85. | Festival Advance of Sub-Divisions | F. 5 (65)-CO/60 |
| 86. | Personal file of Shri Nirmal Ch. Ray, Clerk | F. 5 (66)-CO/60 |
| 87. | Personal file of Shri Pracheta Ranjan Brohmachary, Clerk | F. 5 (67)-CO/60 |
| 88. | Information—Payments made to contractors and other non-officials—Intimation of—to collection Branch, Madras. | F. 5 (68)-CO/60 |
| 89. | Budget allotment of 1960-61, Rules revision of pay etc. | F. 5 (45-1)-CO/60 |
| 90. | Do—(Provident Fund) | F. 5 (45-2)-CO/60 |
| 91. | Pay Bill of paid Enumerators | F. 5 (69)-CO/60 |
| 92. | Personal file of Shri Kalipada Chakraborty | F. 5 (70)-CO/60 |
| 93. | Personal file of Shri Dulal Kanti Choudhury, Statistical Assistant | F. 5 (71)-CO/60 |
| 94. | Personal file of Shri Kanti Bhushan Nandi, Investigator | F. 5 (72)-CO/60 |
| 95. | Do—Shri Bimalendu Ghosh, Investigator | F. 5 (73)-CO/60 |
| 96. | Pay bill of Investigator | F. 5 (74)-CO/60 |
| 97. | T. A. Bills of Investigators and Census Clerks | F. 5 (75)-CO/60 |
| 98. | Do | F. 5 (75)-CO/60. Vol. II |
| 99. | Personal file of Shri Kshir Mohan Das, Peon | F. 5 (76)-CO/60 |
| 100. | Do—Shri Priya Ranjan Roy, Investigator | F. 5 (77)-CO/60 |
| 101. | Do—Shri Birendra Sarkar, Investigator | F. 5 (78)-CO/60 |
| 102. | Do—Shri Makhan Lal Chakraborty, Investigator | F. 5 (79)-CO/60 |
| 103. | Do—Shri Anil Kr. Choudhury, Investigator | F. 5 (80)-CO/60 |
| 104. | Do—Shri Himangshu Ranjan Bhowmick, Clerk | F. 5 (81)-CO/61 |
| 105. | Detailment of armed personnel in elephant infested areas in Kailasahar Sub-Division during Census. | F. 5 (82)-CO/61 |
| 106. | Parliament Question | F. 5 (83)-CO/61 |

SCHEDULE 7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 5—*concld.* | | |
| 107. | Ban on creation of new posts during 1961 for non-plan and non-security purposes. Quarterly Returns in respect of new post created in Census Organisation during 1961 in relaxation of the ban—submission of. | F. 5 (84)-CO/61 |
| 108. | Personal file of Shri Sibabrata Bhattacharjee, Census Clerk, Sadar . . . | F. 5 (85)-CO/61 |
| 109. | Do—Shri Jiban Krishna Baul, Investigator . . . . . | F. 5 (86)-CO/61 |
| 110. | Do—Shri Sib Kr. Roy, Investigator . . . . . | F. 5 (87)-CO/61 |
| 111. | Do—Shri Nani Gopal Bhattachargee, Investigator . . . . | F. 5 (88)-CO/61 |
| 112. | Do—Shri Gopal Ch. Choudhury, Investigator . . . . . | F. 5 (89)-CO/61 |
| 113. | Budget allotment for the financial year 1961-62 under Grant No. 51-Census . | F. 5 (90)-CO/61 |
| 114. | Medical Examination of staff . . . . . | F. 5 (91)-CO/61 |
| 115. | Certificate of periodical increment of staff . . . . . | F. 5 (92)-CO/61 |
| 116. | Personal file of Shri M. K. Banerjee, Special Officer . . . . . | F. 5 (93)-CO/61 |
| 117. | Cyclone Advance . . . . . | F. 5 (94)-CO/61 |
| 118. | Appointment of contingent paid staff . . . . . | F. 5 (95)-CO/61 |
| 119. | Release of staff of the Superintendent of Census Operations, Tripura . . | F. 5 (96)-CO/61 |
| 120. | Personal file of Shri Basudev Bhattacharjee, Stenographer . . . . | F. 5 (97)-CO/61 |
| 121. | Do—Shri Dwijesh Ch. Dutta, Clerk . . . . . | F. 5 (98)-CO/61 |
| 122. | Do—Shri C. R. Paul, M. A. (Com.), Superintendent of Census Operations, Tripura. | F. 5 (99)-CO/61 |
| 123. | Do—Shri Mihir Kr. Sengupta, Clerk . . . . . | F. 5 (100)-CO/61 |
| 124. | Do—Shri Manindra Ch. Banerjee Statistical Assistant . . . . | F. 5 (101)-CO/61 |
| 125. | Budget allotment for the year 1962-63 under Grant No. 51-Census . . . | F. 5 (102)-CO/61 |
| 126. | Personal file of Shri Durgesh Bhattacharjee, Stenographer . . . . | F. 5 (103)-CO/61 |
| 127. | Miscellaneous . . . . . | F. 5 (104)-CO/61 |
| COLLECTION 6 | | |
| 1. | Circulars issued by the Chief Commissioner and other Authorities of the Tripura Administration. | F. 6/1/59-Census |
| 2. | Do . . . . . | F. 6/1/59-Census. Vol. II |
| 3. | Circulars issued by the Superintendent of Census Operations . . . . | F. 6(2)-CO/59 |
| 4. | Circulars/Memos issued by the Superintendent of Census Operations, in connection with enumeration. | F. 6 (3)-CO/60 |
| 5. | Circulars and Memos issued by the Tripura Administration . . . . | F. 6 (4)-CO/60 |
| 6. | Houselist population . . . . . | F. 6(5)-CO/60 |
| COLLECTION 7 | | |
| 1. | Analysis of Vital Statistics . . . . . | F.7(1)-CO/60 |

SCHEDULE—7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 8 | | |
| 1. | Printing of Schedules etc. | F. 8 (1)-CO/59 |
| 2. | Printing of Household Schedules and Slips required for Training Sample Census buff colour paper and distribution thereof. | F. 8 (2)-CO/59 |
| 3. | Do | *Vide* F. 1 (6)-CO/59 |
| 4. | Do | *Vide* F. 1 (10)-CO/59 |
| 5. | Printing of Schedules relating to consanguineous Marriages | F. 8 (4)-CO/59. Vol. II |
| 6. | Socio-Economic Survey—Printing of Schedules | F. 8 (4)-CO/59. Vol. III |
| 7. | Socio-Economic Survey Report of selected villages | F. 8 (4)-CO/61. Vol. IV |
| 8. | Training on questions of Consanguineous Marriages | F. 8 (4-1)-CO/61 |
| 9. | Local Printing—Printing of Abstract for Household Schedule etc. | F. 8 (5)-CO/60 |
| 10. | Progress Reports and Tour Programmes of Investigators in connection with Socio-Economic Survey. | F. 8 (6)-CO/60 |
| 11. | Progress Reports and Tour Programmes of Investigators in connection with Consanguineous Marriages. | F. 8 (7)-CO/61 |
| 12. | Collection of filled up Schedules relating to Consanguineous Marriage Survey | F. 8 (8)-CO/61 |
| 13. | 1961 Census :—Monthly Progress Reports of (i) Preparation of Ethnographic Notes on Scheduled Castes and Scheduled Tribes, (ii) Socio-Economic Survey, (iii) Rural Crafts Survey and (iv) Consanguineous Marriages Survey. | F. 8 (9)-CO/61 |
| COLLECTION 9 | | |
| 1. | Preparation of a list of the range and variety of local names of rights on land and names of household industries or businesses usually obtaining in Tripura. | F. 9 (1)-CO/59 |
| COLLECTION 10 | | |
| 1. | Tabulation proforma | F. 10 (1)-CO/59 |
| 2. | Tabulation of languages in 1961 Census | F. 10 (2)-CO/59 |
| 3. | Hiring of accommodation for Tabulation Office | F. 10(3)-CO/60 |
| 4. | Set up for the Tabulation Office | F. 10(4)-CO/60 |
| 5. | Recruitment of Technical Staff for the Tabulation Office | F. 10(5)-CO/60 |
| 6. | Allocation of paper for printing of Reports and Tables of 1961 Census | F. 10(6)-CO/60 |
| 7. | Housing Tables | F. 10(7)-CO/60 |
| 8. | Do | F. 10(7)-CO/60. Vol. II |
| 9. | Method of Compilation of Housing Tables | F. 10 (8)-CO/60 |
| 10. | Final Tabulation Plan for 1961 Census | F. 10 (9)-CO/60 |
| 11. | Do | F. 10 (9)-CO/60. Vol. II |

SCHEDULE—7—contd.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—contd.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 10—*contd.* | | |
| 12. | Scrutiny and Coding of Household Schedules | F. 10 (10)-CO/60 |
| 13. | Scrutiny & Coding of Individual Slips | F. 10 (11)-CO/60 |
| 14. | Conference on Vital Statistics | F. 10 (12)-CO/60 |
| 15. | Sample Verification—1961 | F. 10 (13)-CO/61 |
| 16. | Personal file of Shri S. S. Suryanarayanan, Tabulation Officer | F. 10 (14)-CO/61 |
| 17. | Pay Bills of Tabulation Staff | F. 10 (15)-CO/61 |
| 18. | Do | F. 10 (15)-CO/61. Vol. II |
| 19. | Furniture for Tabulation Office | F. 10 (16)-CO/61 |
| 20. | Supply of Stationery articles for Tabulation Office | F. 10 (17)-CO/61 |
| 21. | Instruction for Tabulation | F. 10 (18)-CO/61 |
| 22. | Appointment of Sorters | F. 10 (19)-CO/61 |
| 23. | Creation of posts for the Tabulation Office | F. 10 (20)-CO/61 |
| 24. | Appointment of contingent paid staff | F. 10 (21)-CO/61 |
| 25. | Appointment to post of A. S. C. O. and Special Officer | F. 10 (22)-CO/61 |
| 26. | Appointment of staff for Tabulation Office | F. 10 (23)-CO/61 |
| 27. | Casual Leave of Sorters, Compiler Checkers, Supervisors etc. | F. 10 (24)-CO/61 |
| 28. | Printing of Tabulation Forms etc. | F. 10 (25)-CO/61 |
| 29. | Do | F. 10 (25)-CO/61. Vol. II |
| 30. | Supply of Carbon Filter for the Tabulation Office | F. 10 (26)-CO/61 |
| 31. | Regional meetings for review of the progress in Tabulation work | F. 10 (27)-CO/61 |
| 32. | Joining report of Sorters | F. 10 (28)-CO/61 |
| 32-A. | Personal file of Shri Sukumar Das, Peon of Tabulation Office | F. 10 (29)-CO/61 |
| 33. | Personal file of Shri Hamendra Mohan Dutta, Duftry of Tabulation Office | F. 10 (30)-CO/61 |
| 34. | Personal file of Shri Sasti Charan Bhattacharjee, Peon of Tabulation Office | F. 10 (31)-CO/61 |
| 35. | Progress of work in Tabulation Office | F. 10 (32)-CO/61 |
| 36. | Miscellaneous correspondence for Tabulation Office | F. 10 (33)-CO/61 |
| 37. | Area figures for Primary Census Abstract | F. 10 (34)-CO/61 |
| 38. | Without pay leave of Sorters, Compiler Checkers and Supervisors | F. 10 (35)-CO/61 |
| 39. | Report on Housing Tables | F. 10 (36)-CO/61 |
| 40. | Appointment of Tabulation Assistant | F. 10 (37)-CO/61 |
| 41. | Pay Bill file of A. S. C. O., Tripura | F. 10 (38)-CO/61 |

SCHEDULE 7—concld.

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS—concld.

| Serial No. | Description | File No. |
|---|---|---|
| 1 | 2 | 3 |
| COLLECTION 10—*concld.* | | |
| 42. | Liveries for Class IV Staff of Tabulation Office . . . . . | F. 10 (39)-CO/61 |
| 43. | Personal file of Shri Naresh Chandra Dey, Peon-cum-nightguard, Tabulation Office. | F. 10 (40)-CO/61 |
| 44. | Subsidiary Tables relating to Agricultural Statistics . . . . . | F. 10 (41)-CO/61 |
| 45. | Personal file of Shri Jyoti Bikash Roy, Typist-Clerk of Tabulation Office . . | F. 10 (42)-CO/61 |
| 46. | Preparation and printing of Village Directory . . . . . | F. 10 (43)-CO/61 |
| 47. | Appointment of Part-time workers in the Census Tabulation Office . . | F. 10 (44)-CO/61 |
| 48. | Time Table for the despatch of States 1961 Census Tables . . . . | F. 10 (45)-CO/61 |
| 49. | Subsidiary Tables—Method of working out the figures of each column . . | F. 10 (46)-CO/61 |
| 50. | Supply of printed forms from R. G.'s Office . . . . . | F. 10 (47)-CO/61 |

## LIST OF REGISTERS

1. Cash Book.
2. Register of Contingent Charges.
3. Register of Sanctions Issued.
4. B. T. Bill Register.
5. Bill Register.
6. D. C. C. Bill Register.
7. Casual Leave Register.
8. Earned Leave Register.
9. Festival Advance Register.
10. Liability Register.
11. Establishment Register.
12. Stationery Stock Register.
13. Forms Register.
14. Register of Books & Journals.
15. File Index Register.
16. Issue Register.
17. Despatch Register.
18. Registers of Letters Received.
19. Attendance Register
20. Peon Book.

# SCHEDULE—8.

## SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, TRIPURA AND IN THE OFFICES OF THE SUB-DIVISIONAL OFFICERS AND ADDITIONAL SUB-DIVISIONAL OFFICERS AS ON 31st MARCH, 1961.

### Part A.—Staff in the Office of the Superintendent of Census Operations.

| Serial No. | Name and Designation | Nos. | Period | Rates of pay excluding allowances | Remarks |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | *Head Assistant.* | | | | |
| 1. | Shri Har Govinda Roy, B.A. | 1 | 18-11-59 — 31-3-60 | (i) Rs. 290<br>D. S. pay Rs. 58<br>Rs. 348 | Shri H. G. Roy, a permanent Head Assistant of Tripura Administration has been appointed temporarily on deputation as Head Assistant under Census Operations with effect from 18-11-59. |
| | | | 1-4-60 — 31-3-61 | (ii) Rs. 300<br>D. S. pay Rs. 60<br>Rs. 360 | |
| | *Clerks.* | | | | |
| 1. | Shri Debendra Chandra Nag | 1 | 4-12-59 — 31-3-61 | (i) Rs. 84<br>D. S. pay Rs. 16·80<br>Rs. 100·80<br>(ii) Rs. 105<br>(iii) Rs. 109 | Shri D. C. Nag was appointed temporarily on deputation from the Tripura Administration with effect from 4-12-59 and worked as such upto 31-1-1960. He has been re-employed as clerk temporarily w.e.f. 1-2-1960 on a pay of Rs. 105 per month. |
| 2. | ,, Dilip Kumar Roy | 1 | 5-12-59 — 4-12-60<br>5-12-60 — 31-3-61 | Rs. 110<br>Rs. 113 | Revised scale. |
| 3. | ,, Naresh Chandra Deb | 1 | 14-12-59 — 13-12-60<br>14-12-60 — 31-3-61 | Rs. 110<br>Rs. 113 | Released from service on 25-7-61 (F. N.). |
| 4. | ,, Pracheta Ranjan Brahmachary | 1 | 19-9-60 — 31-3-61 | Rs. 110 | |
| 5. | ,, Nirmal Chandra Roy | 1 | 19-9-60 — 5-12-60 | Rs. 110 | Resigned from 6-12-60 (forenoon). |
| 6. | ,, Himangshu Ranjan Bhowmik | 1 | 16-1-61 — 31-3-61 | Rs. 110 | |
| | *Statistical Assistants.* | | | | |
| 1. | Shri Sadhan Kr. Ghosh, B. Sc | 1 | 1-3-60 — 30-2-61<br>1-3-61 — 31-3-61 | Rs. 210<br>Rs. 220 | Released on 18-7-61 (afternoon). |
| 2. | ,, Dulal Kanti Choudhury, B. Sc. | 1 | 17-10-61 — 31-3-61 | Rs. 210 | |

SCHEDULE—8—contd.

## SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, TRIPURA AND IN THE OFFICES OF THE SUB-DIVISIONAL OFFICERS AND ADDITIONAL SUB-DIVISIONAL OFFICERS AS ON 31st MARCH, 1961.

### Part A.—Staff in the Office of the Superintendent of Census Operations.—contd.

| Serial No. | Name and Designation | Nos. | Period | Rates of pay excluding Allowances | Remarks |
|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 |
| | *Peons.* | | | | |
| 1. | Shri Purna Chandra Biswas | 1 | 20-10-59 — 19-10-61 | Rs. 70 | |
| | | | 20-10-60 — 31-3-61 | Rs. 71 | |
| 2. | ,, Nabadwip Ch. Sarkar | 1 | 25-11-59 — 25-12-60 | Rs. 70 | Increment deferred due to Extraordinary leave. |
| | | | 26-12-60 — 31-3-61 | Rs. 71 | |
| 3. | ,, Kshir Mohan Das | 1 | 29-7-60 — 20-8-60 | Rs. 30 | Leave vacancy. |
| 4. | ,, Kalipada Chakraborty | 1 | 12-10-60 — 30-11-60 | Rs. 30 | Released on 30-11-60. |
| 5. | ,, Kshir Mohan Das | 1 | 6-12-60 — 31-3-61 | Rs. 70 | |
| | B. ENUMERATION STAFF. | | | | |
| | *Investigators.* | | | | |
| 1. | Shri Kanti Bhushan Nandy | 1 | 26-10-61 — 31-3-61 | Rs. 130 (Revised Scale) | For Socio-Economic Survey. |
| 2. | ,, Bimalendu Ghosh | 1 | 27-10-60 — 31-3-61 | Rs. 130 (Revised Scale) | For Socio-Economic Survey |
| 3. | ,, Makhan Lal Chakraborty | 1 | 28-10-60 — 31-3-61 | Rs. 130 do. | |
| 4. | ,, Anil Kr. Choudhury | 1 | 5-11-60 — 31-3-61 | Rs. 130 do. | |
| 5. | ,, Pranab Kr. De | 1 | 1-11-60 — 31-3-61 | Rs. 130 do. | |
| 6. | ,, Subhas Chandra Gosh | 1 | 5-11-60 — 31-3-61 | Rs. 130 do. | |
| 7. | ,, Jiban Krishna Baul | 1 | 9-11-60 — 31-3-61 | Rs. 130 do. | For Rural Craft Survey. |
| 8. | ,, Birendra Sarkar | 1 | 1-11-60 — 31-3-61 | Rs. 130 do. | |
| 9. | ,, Gopal Ch. Choudhury | 1 | 10-11-60 — 31-3-61 | Rs. 130 do. | |
| 10. | ,, Shib Kumar Roy | 1 | 17-1-61 — 31-3-61 | Rs. 130 do. | |
| 11. | ,, Priya Ranjan Roy | 1 | 20-11-60 — 31-3-61 | Rs 130 do. | |
| 12. | ,, Nani Gopal Bhattacharjee | 1 | 26-12-60 — 31-3-61 | Rs. 130 do. | |
| | C. ABSTRACTION AND COMPILATION. | | | | |
| | *Tabulation Officer.* | | | | |
| 1. | Shri S. S. Suryanarayanan, M.A. | 1 | 16-1-61 — 31-3-61 | Rs. 350 | |

SCHEDULE—8—contd.

## SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, TRIPURA AND IN THE OFFICES OF THE SUB-DIVISIONAL OFFICERS AND ADDITIONAL SUB-DIVISIONAL OFFICERS, TRIPURA.

### Part B.—Staff in the Offices of Sub-Divisional and Additional Sub-Divisional Officers

| Serial No. | Name of Sub-Divisions | Name and Designation | Nos. | Period | Rates of pay excluding Allowances | Remarks |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| B. ENUMERATION. | | | | | | |
| | | *Census Clerks.* | | | | |
| 1. | Sadar . . . | Shri Siba Brata Bhattacharjee . | 1 | 7-6-60 — 31-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | The pay and allowances of the Census Clerks of Sub-Divisional/Addl. Sub-Divisional Offices were fixed and paid at Tripura Administration rates. |
| 2. | Khowai . . | ,, Amalendu Bhattacharjee . | 1 | 23-6-60 — 31-3-61 | Pay Rs. 55<br>D.A. Rs. 40<br>Rs. 95 | |
| 3. | Kamalpur . . | ,, Nani Gopal Das Gupta . . | 1 | 18-6-60 — 31-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |
| 4. | Kailashahar . . | ,, Satyabrata Deb . . . | 1 | 8-6-60 — 31-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |
| 5. | Dharmanagar . | ,, Saroj Kumar Roy . . . | 1 | 10-6-60 — 27-12-60 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |
| | | ,, Hari Mohan Nath . . | 1 | 28-12-60 — 31-3-60 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |

SCHEDULE—8—concld.

## SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, TRIPURA AND IN THE OFFICES OF THE SUB-DIVISIONAL OFFICERS AND ADDITIONAL SUB-DIVISIONAL OFFICERS AS ON 31st MARCH, 1961.

### Part B.—Staff in the Offices of Sub-Divisional and Additional Sub-Divisional Officers.—contd.

| Serial No. | Name of Sub-Divisions | Name and Designation | Nos. | Period | Rates of pay excluding Allowances | Remarks |
|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| B.—ENUMERATION—contd. | | | | | | |
| | | *Census Clerks*—contd. | | | | |
| 6. | Sonamura | Shri Haripada Chakraborty | 1 | 20-6-60 — 5-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | The pay and allowances of the Census Clerks of Sub-Divisional/Addl. Sub-Divisional Offices were fixed and paid at Tripura Administration rates. |
| | | ,, Indu Bhushan Deb | 1 | 6-3-61 — 31-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |
| 7. | Udaipur | ,, Makhan Lal Deb | 1 | 4-6-60 — 31-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |
| 8. | Amarpur | ,, Nikhil Chandra Saha | 1 | 9-7-60 — 31-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |
| 9. | Belonia | ,, Rathindra Kumar Bose | 1 | 1-7-60 — 31-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |
| 10. | Sabroom | ,, Mihir Kumar Sen Gupta | 1 | 12-8-60 — 31-3-61 | Pay Rs. 55<br>D. A. Rs. 40<br>Rs. 95 | |
| | | *Paid Enumerators (Khowai).* | | | | |
| 1. | | Shri Rabindra Kumar Mitra | 1 | 10-9-60 — 31-3-61 | | Rs. 100 Consolidated without any allowance. |
| 2. | | ,, Subodh Ranjan Deb | 1 | 10-9-60 — 15-3-61 | | |
| 3. | | ,, Sudhamay Choudhury | 1 | 10-9-60 — 15-3-61 | | |
| 4. | | ,, Ramendra Kumar Biswas | 1 | 17-12-60 — 15-3-61 | | |
| 5. | | ,, Nikunja Behari Dutta | 1 | 17-12-60 — 15-3-61 | | |
| 6. | | ,, Dhirendra Nath Sarma | 1 | 3-1-61 — 15-3-61 | | |
| 7. | | ,, Dhirendra Kumar Shingh | 1 | 5-1-61 — 15-3-61 | | |
| 8. | | ,, Jamini Shingh Kalai | 1 | 7-1-61 — 15-3-61 | | |
| 9. | | ,, Thakurdas Sarker | 1 | 7-1-61 — 15-3-61 | | |

## SCHEDULE—9.

### ABSTRACT OF TOURS OF THE S. C. O.

*( Year-wise for 1959-60 and 1960-61.)*

| Date of Departure | Date of return | Destination | No. of Hours of conference and discussion | Places visited *en route* | No. of miles travelled by road |
|---|---|---|---|---|---|
| | | **1959-60** | | | |
| 24-8-59 | 24-8-59 | Nalgariah | 7 hours | — | 14 miles. |
| 20-9-59 | 17-10-59 | Delhi | — | Calcutta | 12 ,, |
| 19-11-59 | 19-11-59 | Udaipur | 14 hours | — | 72 ,, |
| 5-12-59 | 5-12-59 | Sonamura | 12½ hours | — | 70 ,, |
| 22-12-59 | 22-12-59 | Khowai | 10 ,, | — | 100 ,, |
| | | **1960-61** | | | |
| 3-6-60 | 4-6-60 | Sonamura<br>Udaipur | 2 days | — | 150 ,, |
| 16-6-60 | 18-6-60 | Kamalpur<br>Khowai | 3 days | Maharani | 89 ,, |
| 20-6-60 | 24-6-60 | Kailasahar<br>Dharmanagar | 5 days | — | — |
| 4-7-60 | 7-7-60 | Amarpur | 4 days | Udaipur | 48 miles |
| 20-7-60 | 23-7-60 | Belonia<br>Sabroom | 4 days | — | — |
| 3-8-60 | 19-8-60 | Delhi | — | Calcutta | 22 miles. |
| 12-9-60 | 12-9-60 | Salema | 12 hours | — | 108 ,, |
| 22-9-60 | 22-9-60 | Mohanpur | 8 hours | — | 24 ,, |
| 23-9-60 | 23-9-60 | Charilam | 8 hours | — | 25 ,, |
| 10-10-60 | 13-10-60 | Sonamura<br>Udaipur | 4 days | — | 95 ,, |
| 15-12-60 | 17-12-60 | Udaipur<br>Sonamura | 3 days | — | 95 ,, |
| 19-12-60 | 23-12-60 | Kailasahar<br>Dharmanagar | 5 days | — | 296 ,, |
| 27-12-60 | 29-12-60 | Kamalpur<br>Khowai | 3 days | — | 202 ,, |
| 2-1-61 | 5-1-61 | Belonia, Sabroom and Udaipur | 4 days | — | 212 ,, |
| 10-1-61 | 11-1-61 | Udaipur | 2 days | — | 72 ,, |
| 7-2-61 | 7-2-61 | Teliamura | 10 hours | — | 56 ,, |
| 10-2-61 | 10-2-61 | Kamalasagar | 6 hours | — | 40 ,, |
| 14-2-61 | 14-2-61 | Sonamura | 10 hours | — | 74 ,, |
| 17-2-61 | 19-2-61 | Amarpur | 3 days | — | 110 ,, |
| 21-2-61 | 21-2-61 | Simna | 8 hours | — | 60 ,, |
| 22-2-61 | 22-2-61 | Udaipur | 13 hours | — | 60 ,, |
| 24-2-61 | 1-3-61 | Manu<br>Kailasahar<br>Dharmanagar | 6 days | Fatikroy | 298 ,, |

*Source* :—Tripura Administration, S.A. Department.

## SCHEDULE—10.

### CIRCULARS AND FORMS PRINTED FOR ENUMERATION PERIOD

| Sl. No. | Description of Circular or Form | Number of impressions | Date of printing | No. of copies printed | Size and weight of paper used | Units of paper used: Reams | Units of paper used: Sheets | Remarks |
|---|---|---|---|---|---|---|---|---|
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | (a) *Forms.* | | | | | | | |
| 1. | Village Schedule for Rural Craft Survey | 44,000 | 29-8-60 | 15,500 | 8 size of D. L. R. 26″×40″, 46 tts paper. | 5 | 258 | |
| 2. | Village Note . . . . . | 25,000 | .. | 6,250 | do. | 1 | 305 | |
| 3. | Household Schedule for Socio-Economic Survey. | 18,000 | 30-8-60 | 3,000 | do. | 2 | 162 | |
| 4. | Extracts from the Houselist— | | | | | | | |
| | (i) Eng. in red ink. . . . | 280 | 11-8-60 | 140 | do. | .. | 30 | |
| | (ii) Eng. in black ink . . . | 2,100 | | 1,050 | do. | .. | 135 | |
| | (iii) Beng. in red ink . . . | 3,000 | | 1,500 | do. | .. | 200 | |
| | (iv) Beng. in black ink . . . | 44,800 | | 22,400 | do. | 5 | 305 | |
| 5. | Houselist Abstract (in Bengali) . . | 10,400 | 11-8-60 | 10,400 | 1/16 size of D. L. R. 26″×40″, 46 tts paper white. | 1 | 162 | |
| | —do—in English . . . | 600 | 4-8-60 | 600 | do. | .. | 51 | |
| 6. | Abstract of Household Schedules— | | | | | | | |
| | (i) Eng. in red ink . . . . | 480 | 11-8-60 | 340 | do. | . | 30 | |
| | (ii) Eng. in black ink . . . | 2,200 | 28-12-60 and 11-8-60 | 1,100 | do. | .. | 75 | |
| | (iii) Beng. in red ink . . . | 3,900 | 11-8-60 | 1,950 | do. | .. | 127 | |
| | (iv) Beng. in black ink . . . | 18,500 | 11-8-60 and 28-12-60 | 9,250 | do. | 1 | 91 | |
| 7. | Village Note (for use in Training classes) | 12,000 | 4-8-60 | 1,500 | do. | .. | 377 | |
| 8. | Village Schedule for Socio-Economic Survey. | 540 | 30-8-60 | 30 | 1/8 size of above mentioned paper. | .. | 75 | |
| 9. | Village Map . . . . . | 550 | 30-7-60 | 550 | do. | .. | 95 | (cyclostyled) |
| 10. | Census-manual (bound in book size) with cover paper. | 13½ formas | 30-8-60 | .. | 16 size of above mentioned paper. | 3 | 436 | 500 books. |

| | | | | | | | |
|---|---|---|---|---|---|---|---|
| 11. D. O. Letter Forms . | | | | | | | |
| (i) Small . . . . . | 1,600 | 1-11-60 | 1,600 | (i) 6½" × 10" size | .. | 225 | |
| (ii) Large . . . . . | 1,000 | | | (ii) 13" × 8" size of above-mentioned paper. | | | |
| 12. Supplementary Village Note . . | 5,500 | 28-11-60 | 5,500 | 6½" × 8" size of above-mentioned paper. | .. | 345 | |
| 13. Lists of S. C./S.T. and Glossary of Local Names of different right on land in Tripura. | 3,000 | 11-8-60 | 1,500 | 1/16 size of above-mentioned paper. | .. | 100 | |
| 14. Abbreviations on pulp board . . | 300 | 22-6-60 | 300 | 6½" × 10" size of 22" × 30" pulp boards | .. | 30 | |
| 15. (i) Instructions for filling up the House-list in Bengali. | 1,500 | .. | .. | .. | 14 | .. | Printed at G. I. Press, Calcutta, through S.C.O., West Bengal and Sikkim. |
| (ii) Instruction to Enumerators . | 2,700 | | | | | | |
| 16. Forms of Letters of Appointments of— | | | | | | | |
| (i) Enumerators . . . . | 21,000 | .. | (i) 10,500 | 27" × 34" 28 tts and white Badams 38 tts. | 2 | 315 | |
| (ii) Supervisors . . . . | .. | .. | (ii) 1,200 | | | 230 | |
| (iii) Charge Officers . . . | .. | .. | (iii) 625 | | | | |
| B. Circulars, Memos. and Register . | .. | .. | .. | .. | .. | .. | All Circulars, Memos. and Registers were cyclo-styled and a considerable quantity of 46th paper, T. W. paper and duplicating paper was consumed. |
| | | | | | 42 | 139 | |

## SCHEDULE—11.

### TABLE SHOWING HOUSELIST, PROVISIONAL AND FINAL POPULATION 1961 AND DATES OF RECEIPT OF PROVISIONAL TOTALS FROM SUB-DIVISIONS

| Serial No. | Sub-Division | Name of Sub-Divisional Census Officer | Population according to Houselists | Date and hour of receipt of telegram/telephone of Provisional Population | Population | | Variation (final from provisional) Increase (+) Decrease (—) | Percentage of variation (of final from provisional population) |
|---|---|---|---|---|---|---|---|---|
| | | | | | Provisional | Final | | |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| | Tripura | .. | 11,19,753 | .. | 11,41,942 | 11,42,005 | +63 | +·0055 |
| 1. | Sadar | Shri K. P. Chakraborty | 3,61,843 | 8-3-61—7 p.m. | 3,65,827 | 3,66,076 | +249 | +·0681 |
| 2. | Khowai | ,, S. Chakraborty | 1,26,408 | 8-3-61—by telephone call/telegram | 1,29,935 | 1,29,948 | +13 | +·0100 |
| 3. | Kamalpur | ,, N. K. Singha | 60,133 | 9-3-61—9-15 a.m. by radio-gram | 61,737 | 61,675 | —62 | —·1004 |
| 4. | Kailasahar | ,, H. N. Sengupta, W. B. C. S. | 1,01,440 | 8-3-61—6 p.m. by radio-gram | 1,04,247 | 1,04,126 | —121 | —·1161 |
| 5. | Dharmanagar | ,, A. K. Bhattacharjee | 1,23,971 | 8-3-61—6-30 p.m. by radio-gram | 1,27,615 | 1,27,548 | —67 | —·0525 |
| 6. | Sonamura | ,, P. Nath | 76,067 | 8-3-61—12 noon by radio-gram | 77,932 | 77,969 | +37 | +·0475 |
| 7. | Udaipur | ,, P. Roy, W. B. C. S. | 89,113 | 8-3-61—5-30 p.m. by radio-gram | 90,119 | 90,074 | —45 | —·0499 |
| 8. | Amarpur | ,, H. Ghosh | 53,526 | 8-3-61—6 p.m. by radio-gram | 56,280 | 56,365 | +76 | +·1350 |
| 9. | Belonia | ,, M. Ganguli | 84,764 | 8-3-61—9-45 p.m. by radio-gram | 84,880 | 84,827 | —53 | —·0624 |
| 10. | Sabroom | ,, B. Deb | 42,488 | 8-3-61—6 p.m. by radio-gram | 43,361 | 43,397 | +36 | +·0380 |



MGIPC—S7—6 RGI/62—24-12-63—150.