

CENSUS OF INDIA 1961

VOLUME XVI

WEST BENGAL & SIKKIM

PART VIII
ADMINISTRATION REPORT

VIIIA
ENUMERATION

J. C. SEN GUPTA
of the Indian Administrative Service,
Superintendent of Census Operations, West Bengal & Sikkim
and
State Editor, West Bengal District Gazetteers.

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

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CHAPTER I

1. *Introduction*—This report is being written for the guidance of my successor. I have tried to make it as complete and detailed as possible but nevertheless, a perusal of the various files relating to the 1961 Census would be necessary for a correct appreciation of the magnitude of the problems that had to be faced and solved. The problems and the means adopted to solve them have been described in the report in the hope that in 1971, either the circumstances that gave rise to those problems would not be allowed to come about or better means might be adopted to solve the problems.

2. *Appointment of the Superintendent of Census Operations and the Deputy Superintendent, Headquarters*—The Superintendent of Census Operations for West Bengal and Sikkim was appointed by the Notification No. 2/45/58 Pub. I(IV), dated the 21st March, 1959 of the Government of India, Ministry of Home Affairs. I was first informed by the Registrar General and *ex-officio* Census Commissioner, India, that I had been selected for the post of the Superintendent of Census Operations, West Bengal and Sikkim. I had taken over charge of the district of Darjeeling in August, 1958 and I was not prepared for a transfer at the end of only 6 months. The Government of West Bengal by their Notification No. 449 GA/5C-87/58, dated the 30th January, 1959, placed my services at the disposal of the Government of India, Ministry of Home Affairs, for employment as the Superintendent of Census Operations, West Bengal. I handed over charge of my duties at Darjeeling on the 3rd March, 1959 and took over charge of the Office of the Superintendent of Census Operations, West Bengal and Sikkim on the 6th of March, 1959, forenoon, from Shri A. Mitra, I.C.S., the Registrar General and *ex-officio* Census Commissioner, India, who had continued to act until then, in addition to his duties, as the Superintendent of Census Operations, West Bengal and Sikkim. As the Office of the Superintendent of Census Operations, West Bengal and Sikkim, remained in existence continuously, since 1950, I was spared the difficulties which my predecessors had to surmount in opening an office from scratch. The Deputy Superintendent of Census Operations, Shri Samirendranath Roy, W. B. C. S. (on probation) had already been appointed on 6.3.58. He had been sent to Japan, before I joined, to attend the Regional Census Training Centre organised by the Food and Agricultural Organisation (F.A.O.) of the United Nations.

3. *The first Pre-test*—At the time I joined, Shri Samirendranath Roy was engaged in conducting the first pre-test of the questionnaire for the Census which had been drafted by the Registrar General and *ex-officio* Census Commissioner, India, in consultation with expert bodies. The first pre-test was held in selected blocks in the districts of Darjeeling, Murshidabad, Nadia, Howrah, 24-Parganas, Bankura and Burdwan. Two blocks were also selected in Calcutta and of the two blocks selected in Nadia, one was in an urban area while in Burdwan district both the blocks were in urban areas. The object of the pre-test was to test the intelligibility of the definitions of the various terms used in the questionnaire, as also the difficulties that might be experienced in conducting the Census on the basis of such a questionnaire. For this purpose, Census of about 150 households was taken in each rural block and of 100 households in each urban block. The data collected were not processed, but the answers were examined for finding out whether the import of the questions had been correctly put across by the Enumerators. As a result of such examination, certain suggestions were made to the Registrar General and *ex-officio* Census Commissioner, India, for amplification of instructions on certain points and for certain alterations to the questionnaire. The report (letter No. 59-C-1/PTC/96, dated the 22nd April, 1959) together with its appendix is reproduced in the appendix to this report. The form used in the pre-test and the instructions for filling up the forms are also reproduced in the appendix to this report.

Employees of the Development Department were utilised in conducting the pre-test where blocks were situated in National Extension Service (N.E.S.) Blocks and in urban areas other employees of the State Government were appointed. Apart from the time taken in examining the filled up questionnaires of the first pre-test, my time was occupied in reading and re-reading the D.O. letter No. 3/9/59-RG, dated the 28th February, 1959, from the Registrar General and *ex-officio* Census Commissioner, India, in which he had outlined in detail, the entire procedure connected with the Census and had also mentioned the important subjects which should receive my first attention. A copy of this letter is given in the appendix to this report. The Registrar General's letter was extremely helpful to me in understanding the mechanics of a population Census. The various handbooks on population Census methods published by the United Nations Organisation also were of inestimable help to one, who had no previous acquaintance with the Census except as a Subdivisional Officer, in gathering the requisite knowledge for conducting the Census in one of the constituent States of India.

4. *First letter of the State Government to all Departments and Heads, introducing the Census and the Superintendent of Census Operations*—On the 13th of April, 1959, I requested the Chief Secretary to the Government of West Bengal to issue a letter to all Heads of Departments, Commissioners of Divisions and District Magistrates, introducing me to them. The Chief Secretary readily acceded to my request and in his Memo. No. 1186-GA/5M-130/59, dated the 24th April, 1959, he introduced me as the Superintendent of Census Operations, West Bengal and Sikkim, to all the departments of Government, the Divisional Commissioners and all District Magistrates and authorised me to correspond direct with them. I had to make use of the advantage conferred on me by this letter almost immediately in conducting the pre-test of the second draft of the Census questionnaire in June, 1959.

5. *Office-staff: Appointment of the Deputy and the Assistant Superintendents of Census Operations, Calcutta*—At the time I took over charge of my office, besides the Deputy Superintendent, my staff consisted of the following persons:—

Shri Sunil Kanti Majumdar, Head Assistant.
Shri Birendra Mohan Das, Accountant-*cum*-Cashier.
Shri Rabindra Nath Mondal, Asstt. Accountant.
Shri Sachindra Nath Mukherjee, Statistical Inspector.
Shri Nirmal Chandra Sarkar, Statistical Inspector.
Shri Ram Chandra Bhar, Printing Inspector.
Shri Dhiresh Chandra Chowdhury, Proof Reader.
Shri Amiya Ranjan Kar, Proof Reader.
Shri Satinath Chakraborty, Proof Reader.
Shri Sunil Kanti Bhattacharjee, Proof Reader.
Shri Bechuram Dutta, Typist.
Shri Nirmal Kumar Mitra, Typist.
Shri Arun Kumar Roy, Librarian.
Shri Ajit Kumar Ganguly, Record Keeper.
Shri Manindra Nath Sarkar, Inspector.
Shri Jitendra Nath Bose, Inspector.
Shri Rama Krishna Maitra, Compilation Asstt.
Shri Nanda Lal Nandy, L. D. Asstt.

Class IV staff—Eleven.

I believe none of my colleagues in other States inherited such a well-staffed office as I did. The number of posts was comparatively more, because of the fact that during the intercensal period various studies had been undertaken by the Census Office, West Bengal. The above staff was augmented by one Orderly Peon for me in March, 1959, 2 L. D. Clerks in August, 1959 and one Stenographer and one L. D. Clerk in September, 1959. I approached the Government of West Bengal in April, 1959 for the deputation of an officer of the West Bengal Civil Service (executive) and another officer of the West Bengal Junior Civil Service (executive) for acting as the Deputy Superintendent and the Assistant Superintendent respectively, in charge of the Census of the Calcutta City. There was some difficulty in the matter of selection of the Deputy Superintendent as initially the Government of West Bengal suggested the names of two retired officers of the West Bengal Civil Service. As the taking of a Census of a city of the size of Calcutta required a great deal of physical exertion on the part of the Deputy Superintendent, the

Registrar General was not willing to accept any of the candidates suggested by the Government of West Bengal. With a view to secure a suitable officer, he came down to Calcutta and eventually succeeded in persuading Shri R. Banerjee, I.A.S., who was the Director of Land Records & Surveys, West Bengal, to spare one of the officers working under him for acting as the Deputy Superintendent of Census Operations, Calcutta. Shri S. M. Bhattacharjee, W.B.C.S., who had been working until then as Settlement Officer, Midnapur, accordingly reported for duty, as Deputy Superintendent of Census Operations, on 16.11.59 (forenoon). The Assistant Superintendent of Census Operations, Shri Sukumar Ray, W.B.J.C.S., on probation, joined on 2nd January, 1960 (afternoon).

In order that the Deputy Superintendent of Census Operations, Calcutta, might not be handicapped in any way, the following members of my office, who had experience of the 1951 Census, were transferred to his office.

Shri Jitendra Nath Bose, Inspector, released in Dec. '59.

Shri Manindra Nath Sarkar, Inspector, released in Jan. '60.

Shri Satinath Chakraborty, Proof Reader, released in Jan. '60.

Shri Sunil Kanti Bhattacharjee, Proof Reader, released in Jan. '60.

Two Class IV staff, released in Dec. '59.

In February, 1960, Shri Kalidas Ganguly, an Upper Division Assistant of the Office of the Accountant General, West Bengal was brought on deputation for acting as the Accountant in the Office of the Deputy Superintendent of Census Operations, Calcutta. In June, 1960, Shri Birendra Mohan Das who had worked as the Accountant in the Office of the Superintendent of Census Operations in the 1931, 1941 and 1951 Censuses, finally retired. Shri Kalidas Ganguly was appointed in his place and Shri Kalidas Ganguly's place was taken by Shri Sudhangsu Bhusan Banerjee, another Upper Division Assistant of the Accountant General's Office. Both of them were given 20 per cent. of their pay as deputation Special Pay, with the approval of the Registrar General.

In January, 1960, my own staff, therefore, stood as follows:

1.	Head Assistant . . .	One
2.	Accountant-*cum*-Cashier .	One
3.	Asstt. Accountant . .	One
4.	Statistical Inspector . .	Two
5.	Printing Inspector . .	One
6.	Proof Reader . . .	Two
7.	Typist	Two
8.	Librarian	One
9.	Record Keeper . . .	One
10.	Compilation Asstt. . .	One
	(Post abolished from 1st May '60).	
11.	Stenographer . . .	One
12.	L. D. Assistant . . .	Four
13.	Class IV staff . . .	Ten

The post of Compilation Assistant was abolished in May, 1960 as it had been created in connection with the revision of the book on Fairs and Festivals in West Bengal by Shri A. Mitra, I.C.S., and as it was no longer considered necessary to have a man for that work exclusively.

6. *Increase in pay of some members of the staff*—The above staff was not augmented till the enumeration was over. The volume and pressure of work no doubt increased as the time for taking the Census drew near but instead of increasing the number of the existing posts, I decided between March and May, 1960 to increase the scales of pay attached to those posts for getting more work out of my men. I am happy to record that I did not have to regret my decision. I had a team of willing helpers with Shri Sunil Kanti Majumdar, the Head Assistant at their head, who worked ceaselessly and without a murmur to carry out my instructions. It was thanks to their whole hearted co-operation that it was possible to despatch such huge quantity of Forms and Instructional Booklets in time to the various districts and to issue the Circulars in connection with the Census and to dispose of a voluminous correspondence with the District Magistrates and other officers and statutory bodies so expeditiously. On the whole, the increase in the scales of pay resulted in economy.

7. *Terms of deputation and incidents of appointment of the Superintendent of Census Operations and the Deputy and the Assistant Superintendents of Calcutta*—The terms and

conditions under which the Deputy Superintendent of Census Operations, Calcutta and the Assistant Superintendent of Census Operations were to work had been settled with the State Government with the concurrence of the Registrar General and *ex-officio* Census Commissioner, India, before they actually came over on deputation. Although neither the Deputy Superintendent nor the Assistant Superintendent owned a motor car, the Registrar General and *ex-officio* Census Commissioner, India was kind enough to sanction fixed conveyance allowances, of Rs. 100 and Rs. 50 respectively for them. So far as I was concerned, my terms of deputation were mentioned in the Notification by which I was appointed as Superintendent of Census Operations, West Bengal and Sikkim and in the letter No. 2/45/58-Pub. I(1), dated 21st March, 1959 of the Ministry of Home Affairs. By his letter No. 3/55/59-RG, dated the 27th April, 1959, the Registrar General and *ex-officio* Census Commissioner, India declared me to be the Head of the office in respect of Census establishment in West Bengal in connection with the 1961 Census and the Ministry of Home Affairs' letter No. 2/45/58-Pub. I, dated the 30th April, 1959, declared the post of Superintendent of Census Operations in various States to be equivalent in status and responsibilities to the post of Deputy Secretary to the Government of India.

8. *Residential and Office accommodation of the Superintendent of Census Operations*—As I have already mentioned, I inherited a well-staffed office and naturally in the initial stage I did not have any difficulty regarding accommodation. Even in regard to my residential accommodation, I did not have to face any difficulty, thanks to the good offices of Shri A. K. Dutt, I.A.S., who was then the Registrar of the Co-operative Societies, West Bengal and Shri Purnananda Dutta, W.B.J.C.S., Special Officer and *ex-officio* Assistant Secretary, Land & Land Revenue Department. Even before leaving Darjeeling, I could rent a small flat in South Calcutta. With the opening of the office of Deputy Superintendent of Census operations, Calcutta, however, the problem of office accommodation raised its head. As the office was situated in Modi Building in the Tiretta Bazar area, I had been trying to shift it to a better locality ever since I took over charge but without much success. The Estate Manager, Government of India, was repeatedly requested to arrange for better accommodation but all to no purpose. The Government of West Bengal expressed their inability to provide any accommodation for my office in any of the buildings owned by them and ultimately I came to know, quite by chance, from Shri R. Gupta, I.C.S., the present Chief Secretary who was then the Secretary in charge of the Commerce and Industry and Transport Departments, Government of West Bengal, that the portion of the ground floor of premises No. P-11, Mission Row Extension, which had been in the possession of the State Transport Department, had become vacant. I then tried to obtain that accommodation for my office after getting it first de-requisitioned and again requisitioned by the Government of India. But as it appeared that there might be some difficulty in securing that accommodation by following this procedure, I occupied it with the sanction of the State Government, thanks to my dual roles of the Superintendent of Census Operations under the Government of India and the State Editor, West Bengal District Gazetteers, Government of West Bengal. The office was shifted to the ground floor of P-11, Mission Row Extension in January, 1960. Part of the second floor of Modi Building, at Tiretta Bazar area was retained and was occupied by part of my office as the space at P-11 Mission Row Extension was not sufficient while the entire first floor was made over to the Deputy Superintendent of Census Operations, Calcutta for his office. The arrangement was far from satisfactory but was the best that could be secured under the circumstances then prevailing. The difficulty about office accommodation was to dog my footsteps throughout my tenure of office.

9. *Early appointment of the Superintendent of Census Operations*—The Superintendent of Census Operations was appointed in April, 1930 for the Census of 1931 and the Superintendent of the 1941 Census was appointed in December, 1939. My immediate predecessor was appointed in January, 1950. All of them complained of lack of time to

prepare for the Census. Prior to 1951, a temporary Census Act used to be passed in connection with every Census. From 1951, a radical change was brought about in the situation. In 1948, a permanent Census Act was placed on the Statute Book. This Act provided for the appointment by the Government of India, of a Registrar General and *ex-officio* Census Commissioner for India and a Superintendent for each of the constituent States. The experience gained in previous Censuses, was utilised by the Government of India and resulted in the appointment of the Registrar General and *ex-officio* Census Commissioner, India as early as 1958. I was appointed in March, 1959 and the extra time that I gained by this early appointment was spent by me in going through old Census Reports and Journals on Population Census published by the United Nations Organization and in obtaining first-hand information about the mechanics of a Population Census through the two pre-tests of the Census questionnaire.

10. *Arrangement of Furniture*—I inherited a secretariat table and a very comfortable leather-upholstered steel-tube chair from my predecessor in office. Besides these items, there were 98 chairs, 55 tables, 17 almirahs and 14 racks.

The Deputy Superintendent, Headquarters, so long used a hired table and a hired chair. The hire charges were capitalised and a secretariat table and a chair were purchased for him. Six cane-seated and cane-backed chairs of a superior quality were also purchased for my room for use of visitors. In addition, five steel almirahs and three steel racks were purchased for the library.

Whenever necessity arose, some articles of furniture were hired by this office as also by the Deputy Superintendent of Census Operations, Calcutta. So far as the District and Subdivisional Census Offices were concerned, furniture were provided by the District Magistrate and the Subdivisional Officer concerned out of their own stock. Some furniture had to be supplied from the stock of my office to the District Census Officer, 24-Parganas, whose office was situated in a building at a considerable distance from the Collectorate.

There were seven Type-writers, five Remington and two Halda in the office at the time I joined. These proved sufficient to cope with the work in my office as also with the work in the office of the Deputy Superintendent of Census Operations, Calcutta. There was also one Gestetner Duplicator Machine, which rendered very good service during the Census on the occasions when large number of copies had to be made at short notice. Four hand operated Facit Calculating Machines were purchased by my predecessor during the Census of 1951. Those Calculating Machines were used in my office. In August, 1960, the Registrar General was kind enough to supply one more hand operated Facit Calculating Machine and one electrically operated Facit Calculating Machine for the personal use of the Superintendent of Census Operations. The electrically operated Facit Calculating Machine was in fact, used by me personally for compiling the provisional totals between the 8th and 9th of March, 1961.

11. *Stationery*—Almost my entire requirement of stationery articles was supplied by the Government of India, Stationery Office, except certain items which had to be purchased by me locally. Stationery and stamps required in District and Subdivisional Offices were met initially from the stocks of the District Magistrates and the Subdivisional Officers. The amounts spent on stationery and stamps were later on adjusted by book transfer through bills.

12. *Second Pre-test*—On the 8th June, 1959, I received the D.O. letter No. 6/7/59-RG, dated the 6th June, 1959, from the Registrar General and *ex-officio* Census Commissioner, India, in which he asked me to put the second draft House-list and Enumeration Schedule to the test of an experimental Census, sometime between the middle of July and end of August, 1959. He suggested that the pre-test might cover about 5,000 households, half of which should be from urban areas and half from rural areas. In order to have an idea of the problems that I might have to encounter during the actual Census, I decided to conduct an experimental Census covering all the districts of the State. It was also my intention to enumerate the population of entire mauzas, so that the changes in the populations of those mauzas since 1951 could

be ascertained. In urban areas, wherever possible, 1951 blocks were selected and where the details of such blocks were not known, compact areas containing between 100 and 150 households were selected. Every District Magistrate was requested to select an officer for acting as District Census Officer for this experimental Census. As the time at my disposal was rather short, it was not possible for me to train up the District Census Officers and the Enumerators by holding training classes at district headquarters. I, therefore, took the training classes of the District Census Officers between the 26-29th June, 1959, in my office in Calcutta and they in their turn took the training classes of the Enumerators and Supervisors between the 1st and 15th of July, 1959. House-numbering was done between the 18th and 20th of July, 1959 and the divisions of the selected mauzas into enumeration blocks were done between the 21st and 24th of July, 1959. The house-listing was done between 27th and 30th July, 1959 and the enumeration was done between the 3rd and 8th August. All the completed forms were received by the 15th of August, 1959. The filled up forms were examined and were processed and a full report on this experimental Census was submitted to the Registrar General and *ex-officio* Census Commissioner, India, on the 16th September, 1959 in letter No. 59C/2PTC/798. The letter is reproduced in the appendix to this report along with the draft questionnaire.

CHAPTER II

13. *The first Conference of the Superintendents of Census Operations*—The first Census Conference was held in September-October, 1959. The subjects for discussion included the form of Household Schedule, the form of the Enumeration Schedule, the printing of the Enumeration Schedule and Instructional Booklets, Location Code, Census publications, house-numbering and house-listing, rural-urban classification, enumeration staff set-up and enumeration procedure.

The Census Schedules were given final shape in the first Conference of the Census Superintendents. It was decided to have two pads at the time of enumeration, one containing the Individual Slip and the other containing the Household Schedule, on the back of which was the Population Record. The House-list was to be of the standard form and was to be used throughout India. The instructions to be issued to the Census personnel who would be entrusted with the work of house-numbering and house-listing and of enumeration were discussed at the Conference. It was decided, that for the sake of uniformity, such instructions should be issued by the Registrar General and *ex-officio* Census Commissioner, India, centrally. Translations of the instructions were to be made in the fourteen regional languages of India and forms were also to be printed in the fourteen regional languages. The possibility of minor variations on account of peculiar circumstances prevailing in certain localities was, however, not ruled out.

14. *Translation of Forms and Instructional Booklets into the regional languages*—It was decided in that Conference that the Superintendent of Census Operations, West Bengal and Sikkim would have to translate the forms into Bengali for use not only in West Bengal, but also in Tripura, Bihar and in other places where Bengali forms would be used.

The specimens of the final forms were received by me on the 19th of October, 1959, from the Office of the Registrar General and *ex-officio* Census Commissioner, India and Bengali versions of them were submitted to the Registrar General and *ex-officio* Census Commissioner, India, within that month. Some modifications were suggested by the Registrar General and the final form is given in the appendix to this report. The substitution of the word "কৃষি মজুর" by the word "চাষী মজুর" for denoting an agricultural labourer was not very happy. Similarly the translation of the question 12 as "যদি কোন কাজ না করে তবে কি করে?" was rather confusing and I had to explain the significance of this question many times to the District Magistrates and Subdivisional Officers and other Census personnel. It would have been probably wiser to have kept the original translation of "কর্ম্মী না হইলে শ্রেণী" to indicate that in case of non-workers, certain classifications were to be made on some principles. Nepali versions of the forms were prepared by Shri K. B. Gurung who was the Headmaster of the Darjeeling Government High School. It appeared that the translation made by him was not correct and some modifications were made in the course of the training of the Census personnel on the suggestion of the District Census Officer, Darjeeling. The Bengali versions of the instructions on house-listing and on enumeration were prepared mainly by Shri S. N. Roy, W.B.C.S., Deputy Superintendent of Census Operations, West Bengal, with the help of Shrimati Usha Dey, Lower Division Assistant and were later corrected by me. In making the translation every care was taken to ensure that the intention behind the instructions was clearly conveyed in the translation but even then some points had to be elucidated at training classes. The Instructional Booklets on House-numbering and House-listing and on Enumeration were translated into Nepali by Shri S. Yhonezone of the Publicity Department of the Government of West Bengal. He was given an honorarium of Rs. 166, on the recommendation of the Director of Publicity, West Bengal. Forms in English were used in Calcutta, some areas of Darjeeling district and in some parts of Howrah City. Bengali forms were used in the rest of West Bengal excluding the hill

areas of the Darjeeling district and in Sikkim where Nepali forms were used. In addition, Hindi forms were used in some parts of the Islampur Subdivision in the district of West Dinajpur.

15. *Printing of Census Forms*—I had also to shoulder the responsibility of acting as the Agent of the Registrar General and *ex-officio* Census Commissioner, India, for the printing and despatch of some Census Forms that were required in West Bengal, Tripura, Assam, Manipur, Madras, Andaman and Nicober Islands, Orissa, North East Frontier Agency, Naga Hills Tuensang Area, Pondicherry, Mysore, Kerala, Bihar and Andhra Pradesh. The numbers and types of forms printed at the two India Goverment Presses located in Calcutta, are shown below:

Types of forms	Languages in which form was printed	Total	Name of the State
		Black Ink	
House-list	English	218,750	Assam, Madras, Mysore, Orissa, West Bengal, Sikkim, N.E.F.A., N.H.T.A.,
	Assamese	184,100	Assam.
	Kannada	574,230	Mysore, Madras, Andhra Pradesh, Kerala.
	Tamil	968,730	Madras, Andhra Pradesh, Kerala.
	Oriya	497,000	Orissa.
	Bengali	806,900	West Bengal, Assam, Tripura, Andaman & Nicober Islands, Bihar.
	Manipuri	16,000	Manipur.
	Nepali	14,800	West Bengal, Sikkim.
	Total	**3,280,510**	
Household Schedule	English	2,187,875	Assam, Madras, Mysore, Orissa, West Bengal, Tripura, N.E.F.A., N.H.T.A.
	Assamese	2,395,150	Assam, N.E.F.A.
	Kannada	5,629,000	Mysore, Madras, Andhra Pradesh, Kerala.
	Tamil	9,734,300	Madras, Andhra Pradesh, Kerala.
	Oriya	5,595,000	Orissa.
	Bengali	9,066,500	West Bengal, Assam, Tripura, Bihar.
	Manipuri	160,000	Manipur.
	Nepali	148,000	West Bengal, Sikkim.
	Total	**34,915,825**	
Individual Slip	English	10,194,825	Assam, Madras, Mysore, Orissa, West Bengal, Tripura, N.E.F.A., N.H.T.A.
	Assamese	10,623,325	Assam, N.E.F.A.
	Kannada	28,244,800	Mysore, Madras, Andhra Pradesh, Kerala.
	Tamil	48,671,500	Madras, Andhra Pradesh, Kerala.
	Oriya	23,009,000	Orissa.

Types of forms	Languages in which form was printed	Total	Name of the State
		Black Ink	
Individual Slip —*contd.*	Bengali . . .	43,453,000	West Bengal, Assam, Tripura, Bihar.
	Manipuri . .	900,000	Manipur.
	Nepali . . .	738,000	West Bengal, Sikkim.
	Total	**165,834,450**	
		Red Ink	
Household Schedule	English . . .	155,470	Assam, Madras, Mysore, Orissa, West Bengal Tripura, N.E.F.A., N.H.T.A.
	Assamese . .	124,700	Assam.
	Kannada . .	312,900	Madras, Mysore, Kerala.
	Tamil . . .	484,550	Madras, Pondicherry, Kerala.
	Oriya . . .	356,800	Orissa.
	Bengali . . .	735,260	Assam, West Bengal, Tripura.
	Manipuri . .	9,600	Manipur.
	Nepali . . .	14,300	West Bengal, Sikkim.
	Total	**. 2,193,580**	
Individual Slip .	English . . .	767,750	Assam, Madras, Mysore, Orissa, West Bengal Tripura, N.H.T.A., N.E.F.A.
	Assamese . .	623,500	Assam.
	Kannada . .	1,564,800	Madras, Mysore, Kerala.
	Tamil . . .	2,422,350	Madras, Pondicherry, Kerala.
	Oriya . . .	1,786,400	Orissa.
	Bengali . . .	3,678,300	Assam, West Bengal, Tripura.
	Manipuri . .	47,800	Manipur.
	Nepali . . .	71,500	West Bengal, Sikkim.
	Total	**. 10,962,400**	

The Individual Slips were to be printed in pads of 100 and 25 slips but at once, the question arose as to how many slips were to be bound in pads of 100 slips and how many in pads of 25 slips. The Registrar General suggested that the ratio between the two types of pads should be one pad of 25 slips for every five pads containing 100 slips. I pointed out in my letter No. 2P-4/1186 of the 9th December, 1959, a method of approximately calculating this ratio between the pads of two kinds. On the basis of the number ot enumeration blocks, I showed that on an average 1.5 pads containing 25 slips would be required per enumeration block. The Registrar General kindly accepted my suggestions and for West Bengal the number of pads of 25 slips was calculated to be 1/3rd of the number of pads containing 100 slips. This ratio between the two types of pads made for minimum wastage of forms.

The House-list forms in Assamese, Manipuri, Bengali, English and Nepali were composed and printed at the Government of India Press, Calcutta. So far as the Kannada, Tamil and Oriya versions were concerned, the blocks were supplied by the Superintendents of Census Operations of Mysore, Madras

and Orissa respectively, the printing only being done at the Government of India Press, Calcutta. The Individual Slip and the Household Schedule in Bengali were composed and printed at the Government of India Press, Calcutta. The Government of India Forms Press, Calcutta, printed these forms in Assamese, Manipuri, English, Kannada, Tamil and Oriya languages. The forms in Assamese and Manipuri were composed in the Baptist Mission Press, Calcutta and the flongs were prepared by the Government of India Forms Press. The Individual Slip and the Household Schedule in Nepali were composed at the Government of India Press, Calcutta. The flong was prepared in the Government of India Forms Press, Calcutta. The blocks for the Kannada, Tamil and Oriya versions were received from the Superintendents of Census Operations of Mysore, Madras and Orissa respectively. The flongs for the English versions were prepared in the Government of India Forms Press, Calcutta.

A specimen of each of the above forms, in English, is reproduced in the appendix to this report.

No last minute alterations to any of these forms were suggested by the Registrar General. Last minute instructions were, however, received, directing incorporation of two new line-headings on the cover page of the Household Schedule Pads. As the instructions were received after the Household Schedules had been printed and despatched in most cases to the districts, the additional instructions had to be over-printed with rubber stamps on the covers of the Household Schedule Pads in the District and the Subdivisional Offices. Amendments to the instructions regarding the recording of answers to some of the questions in the Individual Slips were communicated embarrassingly late, thereby delaying the printing of the Instructional Booklet on Enumeration.

The number of copies of the House-list forms in English allotted to West Bengal by the Registrar General, had to be increased by 17,000 as Prof. S. N. Sen of the University of Calcutta predicted an increase of 50 per cent. for the population of Calcutta in the book entitled "The City of Calcutta" which was published in May, 1960. I also obtained the permission of the Registrar General to increase the numbers of copies of the Individual Slip and the Household Schedule forms in English to cope with the increase in population predicted by Prof. Sen but I did not consider it to be necessary to have the entire additional copies of these forms printed at once. I only had 843,676 extra copies of the Individual Slip and 168,635 extra copies of the Household Schedule printed, which would have been sufficient for coping with an increase of 37.5 per cent. in the population. House-numbering and House-listing in October, 1960 disclosed an increase of only 9.56 per cent. and consequently a large number of these forms became surplus. This surplus was reduced to some extent by sending 50,000 copies of the Individual Slip to the Superintendent of Census Operations, North East Frontier Agency and 12,500 copies of the Household Schedule to the Superintendent of Census Operations, Naga Hills Tuensang Area; 100,000 copies of the Individual Slip to the Superintendent of Census Operations, Delhi. The surplus was wiped out by supplying Individual Slips and Household Schedule forms in English to some districts of West Bengal in addition to the Bengali forms supplied, for use in multilingual areas.

16. *Paper*—The entire quantity of paper required in connection with the Census was received from the Deputy Controller of Stationery, Government of India, Calcutta, who acted on the requisition sent to him by the Registrar General and *ex-officio* Census Commissioner, India. The first supply of paper was received on 1-12-59 and the quantity was only 100 reams. In February, 1960, 441 reams of paper were received. In April, 1960, a further supply of 914 reams of paper was received. The total quantity of paper that was received by me for the purpose of the Census, therefore, came to 1,455 reams of Double Royal White Printing Paper (46 lbs.). This huge quantity of paper had to be initially stored in the office at Mod Building and then gradually made over to the Government of India Press for printing of various forms and circulars. It should be made clear at the outset that the paper necessary for the printing of the Individual Slips and the Household Schedule and the House-list was made available by the Registrar General and *ex-officio* Census Commissioner, India separately and

the paper supplied to me was utilised in printing of appointment letters of various grades of Census Officers, the Census Registers Parts I and II for rural and urban areas respectively, the list of Scheduled Castes and Scheduled Tribes for the State, Summary of House-lists, House-list Abstracts, Block Abstracts, Charge Abstracts, Thana or Development Block Abstracts and Town Abstracts. In addition, two Instructional Booklets in Bengali and Nepali were printed, regarding House-numbering and House-listing and Enumeration out of this stock of paper. A booklet was also printed containing the Census Act and all the Circulars that had been issued in connection with the Census till the end of August, 1960. Certain forms required for Calcutta and the Manual containing rules for the Census of Calcutta were also printed.

Only one leaflet was printed for publicising the Census and for circulation among users of electricity in Calcutta. The total quantity of paper consumed for the above purposes came to 819 reams and 430 sheets. Full details of the materials printed out of the stock of paper supplied by the Registrar General and *ex-officio* Census Commissioner, India for the stage of enumeration only, are given in a statement in the appendix to this report.

17. *Issue of Notification under Section 3 of the Census Act, by the Government of India* —By December, 1959, it was time to approach the State Government to issue notifications under appropriate section of the Census Act for giving final shape to the administrative arrangements that were to be adopted in connection with the Census and an enquiry was made to ascertain whether the notification required under section 3 of the Act had been issued by the Government of India or not. A copy of that Notification (No. 2/115/59-Pub. I, dated the 5th December, 1959) was received in my office on the 14th December, 1959 from the office of the Registrar General and copies of it were immediately sent to the Chief Secretary to the Government of West Bengal, the Commissioners of the Presidency and Burdwan Divisions, the Joint Secretary, Home (C & E) Department, all District Magistrates and the Deputy Superintendent of Census Operations, Calcutta.

18. *Despatch of Forms.*—The stage was, therefore, set for the taking of the Census, but before I could devote my attention to the drafting of circulars, outlining the procedure to be adopted for the taking of the Census, I had to dispose of the work of printing of various Census forms for the States of Assam, Madras, Orissa, North East Frontier Agency, Naga Hills Tuensang Area, Pondicherry, Tripura, Mysore, Manipur, Andaman and Nicober Islands, Kerala, Bihar, Andhra Pradesh and West Bengal, as the Agent of the Registrar General and *ex-officio* Census Commissioner, India. This work consumed much time as the proofs, after correction, had to be sent to him for approval before the final requisition for printing could be sent to the Press. The forms were kindly despatched by the Manager, Government of India Forms Press and the Manager, Government of India Press, Calcutta, but I had to see to it that the despatch of forms was not held up at any stage. The Superintendent of Census Operations, Bihar, helped me by giving me 1,000 copies of each of the Instructional Booklets on House-numbering and House-listing and on Enumeration, all in Hindi. I supplied 200 copies of each of the Instructional Booklets on House-numbering and House-listing and on Enumeration in Bengali to the Superintendent of Census Operations, Bihar. I also supplied him with 500 copies of the House-list form in Bengali, 400 copies of the House-list Abstracts, 100 copies of each of the Publicity Posters and 200 copies of the Folders. The Superintendent of Census Operations, Andaman and Nicober Islands received 1,000 copies of each of the Instructional Booklets on House-numbering and House-listing and on Enumeration, in Bengali, from me. Forms like Register of Census Divisions and Census Personnel, etc., were all printed in the Government of India Press, Calcutta as also the Instructional Booklets in the Bengali and Nepali languages. It must be said for the Manager of the Government of India Press, Calcutta and the Manager of the Forms Press, Calcutta that they took personal care in printing in their presses all forms and booklets required in connection with the Census of 1961. I should acknowledge the especial help and consideration which I have received

at the hands of Shri B. K. Roy, Manager Government of India Press, Calcutta.

Forms of other States were despatched direct from the presses concerned, but so far as West Bengal was concerned, only the Individual Slips were despatched direct to the District Magistrates. So far as Household Schedules, House-lists and other forms and Instructional Booklets were concerned, those were first brought to my office at Modi Building and then despatched according to requirement. The duty of correcting the proofs, while the printing was in progress, inspecting the actual printing and the despatching of the forms and registers to the various districts was very efficiently discharged by Shri Ram Chandra Bhar, the Printing Inspector of my office. He was assisted by Shri Amiya Ranjan Kar and Shri Dhiresh Chandra Chowdhury, Proof Readers and by two Packers and by two Peons.

It must be said that there was no delay in despatching any form to any district of this State. But all the forms were not received at the same time, nor were all forms despatched at the same time. As and when a particular form was received, it was made up into bundles, district by district and then despatched. House-list forms in English and Bengali were received from the press between the middle of January and the end of the first week of March, 1960 and the quotas of the districts were despatched by the middle of June, 1960. House-list forms in Nepali were received in May, 1960 and despatched to Darjeeling and Gangtok by the 21st of that month.

Individual Slips and Household Schedules printed in red ink, in English, Bengali and Nepali, for use during the trial Census, were received between March and June, 1960 and despatched to the districts by the middle of June, 1960. These forms printed in black ink, for use during the Census, were received between March, 1960 and January, 1961. The Individual Slips in Bengali were printed last under order of Registrar General and this caused some inconvenience in distribution among Enumerators at short notice. The entire supply was not received at one time and part supplies, as and when received were distributed among the districts. In despatching forms, districts situated furthest from Calcutta, received priority. The net result of my acting as the Agent of the Registrar General, India was that West Bengal received the forms late. The required number of copies of the Instructional Booklet on House-numbering and House-listing in the English language were received by the 13th May, 1960 while the Bengali and Nepali copies were received by 21-6-60 and 10-5-60 respectively. The delay in getting the Instructional Booklet on House-numbering and House-listing printed in Bengali compelled at least one District Magistrate (Midnapur) to prepare his own Bengali version from the English booklet and to get them printed locally.

19. *Maps*—So far as maps were concerned, old maps prepared by the Director of Land Records and Surveys, West Bengal, existed in regard to the rural areas of the State, Police Station by Police Station, on the scale of 1″=1 mile. In the absence of the latest maps, these old maps were used by the District Magistrates in delineating the boundaries of Enumeration Blocks, Circles and Charges. So far as maps of urban areas were concerned, a map on the scale of 12″ =1 mile was prepared for the City of Calcutta through the Corporation of Calcutta with the prior permission of the Ministry of Defence, Government of India. This permission was obtained through the Home (Political) Department of the State Government. So far as maps of other urban areas were concerned, the Director of Land Records and Surveys was approached as early as February, 1960, to supply maps of the towns on a scale of 12″=1 mile. The Director of Land Records and Surveys after some discussion agreed to supply maps on the scale of 16″ =1 mile, for some towns, to the District Magistrates by May, 1960. He directed the Settlement Officers to give priority to the making of maps of towns, in the matter of map making. As however, the Director of Land Records and Surveys could not supply the maps of most of the towns, the District Magistrates were authorised to get them prepared either through the Municipalities or through some other agencies and they were further informed that if the maps were not available according to scale, they should prepare sufficiently large sketch maps on which streets and lanes could be shown. This deci-

sion was only taken on 2nd July, 1960. The Settlement Department ultimately supplied maps for the urban areas in the districts of Bankura, Malda and Darjeeling and for three urban areas in Purulia district. The map of the Municipal Town of Malda prepared by the Settlement Officer was, however, found to be inaccurate on local verification. The experience of other District Magistrates was not so happy. They had to get the maps prepared by the Amins and Surveyors of the Municipalities and Local Offices and at least in one district, namely Howrah, maps of all the towns could not be prepared. These maps were more in the nature of sketch maps than maps according to scale and cannot be taken as authoritative for the purpose of the demarcation of the boundaries of the towns in respect of which the maps were made. In view of the difficulty experienced in preparing maps of urban areas, no attempt was made to get notional maps of Enumeration Blocks prepared.

20. *Urban Classification*—The bases of urban classification remained the same as in 1951 and almost the same as in 1941. The first letter on the subject of urban classification was sent to the Joint Secretary, Home (C & E) Department, Government of West Bengal, on 3rd April, 1959, in which the State Government was requested to indicate whether the criteria adopted for urban classification in 1951 should also be adopted in 1961. The Government was informed that it was contemplated to treat all Municipalities as towns and the Joint Secretary, Home (C & E) Department was also requested to send an up-to-date list of Municipalities. In reply, the Joint Secretary, Home (C & E) Department informed me that the criteria for urban classification adopted in 1951 need not be changed and sent me a list of Municipal towns. Criteria adopted for urban classification were that:

(1) Population should be not less than 5,000.
(2) Density of population should be at least 1,000 per square mile.
(3) 75 per cent. of the adult male population should be engaged in pursuits other than agriculture.

Based on the report of the District Magistrates, a number of places in each district were declared as towns on the basis of the above criteria and before the House-numbering and House-listing were taken up, a list of urban areas in West Bengal had been drawn up and circulated to all concerned. It was necessary to draw up such a list in advance, as it was proposed to abstract information on the basis of a town for the urban areas of the State. This list, however, had to be modified on the basis of the information which became available after the processing of the Individual Slips and some additional places were also declared as towns.

21. *Organization of the Census in Urban areas*—For the purpose of the Census, the Chairman of a Municipal town was appointed as the Census Officer for that town and where Municipalities did not exist, an officer of the State Government was put in charge of the Census of a particular urban area. So far as Calcutta was concerned, there was a Deputy Superintendent and an Assistant Superintendent of Census Operations. The Ward of a Municipal town or of a City was formed into a Charge and each ward was divided into a number of Circles and Blocks. Details of the organisation of the Census in urban areas would be found in the relevant circulars which are reproduced in the appendix to this report. Only one point requires to be mentioned at this place. It is probably for the first time in 1961 that all the streets of a town were numbered serially, all the buildings on one street being numbered again serially. This procedure made for accurate Census of urban areas. The Chairmen of the Municipalities were requested to name or number the streets and to assign a number to every building by using the power vested on the Commissioners under section 244 of the Bengal Municipal Act. It was necessary to make this request as in most municipal towns, the roads were nameless and the buildings, unnumbered. This request had a very encouraging response. Chairmen of the Kharagpur, Kalna, Barasat, Bongaon, Raiganj, Murshidabad, Englishbazar, Burdwan, Old Malda, Jhaldah, Tamluk, Kotrung, Bally and Kurseong Municipalities replied saying that the Commissioners had accepted the suggestion to name streets and to number buildings out of the Municipal fund. Financial help had to be given to the respective District

Officers to get the roads and buildings numbered in the towns of Darjeeling, Siliguri, the non-municipal town of Pandua, the municipal town of Champdani and all the towns in Cooch Behar district. The total amount involved was Rs. 1,726.78 nP. A few other municipalities like Santipur also took action to name the streets, on their own initiative. The residents of the municipal towns will, therefore, have some reason to remember the Census of 1961.

22. *The first Circular and Tours*—As has already been mentioned, the Notification under section 3 of the Census Act, 1948, authorising the taking of the Census of 1961, was issued by the Government of India, in December, 1959. Two courses were open to me. One was to prepare a comprehensive booklet, containing instructions on all aspects of Census and to circulate copies of that booklet among all Census Officers up to the level of Census Officers in charge of the Census of a Police Station or of a town. The other course was to go on issuing circulars at intervals, elucidating the procedure to be adopted for carrying out the different stages of the Census, as and when it became necessary to execute a particular phase of the work. After due consideration I chose to adopt the latter course, because I did not want my Census Circulars to suffer the same fate as befalls most official handouts, the existence of which is promptly forgotten by the recipients within a few days of receiving them. It was essential to ensure that the persons concerned, did not forget their respective duties at any time and for this purpose the circulars, 23 in number and letters which were issued by me at intervals, acted as very excellent aide memoirs. Later on, these circulars and letters were compiled and printed as a Manual for the guidance of the officers engaged in the Census.

I accordingly drafted the first Circular in December, 1959, in which I broadly outlined the entire Census procedure, including the details of the administrative machinery that would be employed for the purpose, but it could not be issued before the 10th February, 1960, as I thought it fit to obtain the approval of the Chief Secretary, before it was issued. In 1951, it was the District Census Officer who was actually given charge of the Census in the district. It would be helpful to reproduce paragraphs 3 and 7 of Circular No. 3 of 1951 Census. Paragraph 3 of that Circular was as follows:

"The District Officer will be the head of the organisation of his district but for practical convenience he will appoint and have a District Census Officer. The District Census Officer will conduct the census of the district on behalf of his District Officer", while paragraph 7 was as follows:

"Census personnel and their spheres of responsibility will be inserted in the spaces of this Location Code. First comes the District Census Officer in charge of the District. Between him and the thana there will be the Subdivisional Officers and Circle Officers to help and exercise control. A host of Officers from Revenue, Co-operative, Education, Agriculture, Food, Relief, Registration, Publicity and other departments may be requisitioned through the District Magistrate to help, supervise and instruct"

This arrangement appeared to me to be rather unrealistic and I was determined to place the responsibility of the Census squarely on the shoulders of the District Magistrates and the Subdivisional Officers and to leave it to them to utilise the services of some officers as District Census Officers and Subdivisional Census Officers. With this end in view, I submitted a proposal to the Chief Secretary, Government of West Bengal, to appoint the District Magistrates and Subdivisional Officers as Census Officers, but the Chief Secretary did not want to introduce this change. It is interesting to re-call that it was the District Magistrate who was solely responsible upto 1911 for the Census in his district and my proposal was merely to restore that position. In difference to the wishes of the Chief Secretary, however, I did not press my suggestion for appointing the District Magistrates as District Census Officers as he agreed that the District Magistrates should accept the administrative responsibility of seeing the Census to a successful conclusion within their districts. All correspondence were made with the District Magistrates and not with the District Census Officers.

The Circulars numbered 1 and 2 were issued on the 10th of February, 1960 and immediately thereafter I began my tours with-

in the State for ensuring that the work in connection with the Census, was promptly taken up. The calendar of operations for the Census of 1961 was enclosed with the first Circular. It was subsequently modified to the extent that summaries of the house-lists were made simultaneously with the house-numbering and house-listing instead of at a later stage, otherwise it remained unchanged till the conclusion of enumeration.

On 1st August, 1959, I requested the Chief Secretary, Government of West Bengal, for the appointment of District Census Officers under the District Magistrates. I suggested that the officers who had acted as District Census Officers for the Experimental Census might be appointed as District Census Officers for the Census itself. The Chief Secretary kindly agreed to my proposals and in Home (G. A.) Department's letter No. 5204-GA/8P/335-59 of the 21st December, 1959, the Under Secretary informed me of the names of the District. Census Officers selected for all the districts of this State, except Birbhum and Nadia. The officer who had acted as District Census Officer in Birbhum was due to retire on 3rd February, 1961 and the officer who had acted as District Census Officer in Nadia was long over due for transfer. All the District Census Officers were, therefore, in position in January, 1960, except in the districts of Birbhum and Nadia, where also District Census Officers were appointed in February, 1960.

It was, therefore, possible during my first round of tours which began on the 21st February, 1960 and which ended on the 9th April, 1960, to discuss administrative arrangements and Census concepts and procedure with the District Magistrates and Subdivisional Officers at the District Headquarters in the presence of the District Census Officers.

The knowledge gained during the first round of tours helped me in drafting the circulars, succeeding the Circular No. 2, but the general plans outlined in Circulars 1 and 2 were not changed in those circulars in any way.

The second round of my tours commenced on the 17th April, 1960, and ended on the 30th of July, 1960. During this round I visited the Headquarters of every district and subdivision in this State and held training classes for the District Census Officer, Subdivisional Census Officers, Block Development Officers and others in order to explain to them the various terms used in connection with the Census as also the procedure to be adopted during the house-numbering, house-listing and enumeration. Although it was strictly not necessary to explain to them the procedure about enumeration at this stage, I took the trouble to explain the enumeration procedure in full at the time of explaining the procedure on house-numbering and house-listing in order that they might have a proper appreciation of the necessity of accurate house-numbering and house-listing. My third round of tours began on the 7th November, 1960, after I had attended the Second Conference of the Superintendents of Census Operations, at Delhi, from the 5th to 13th August, 1960; and after house-numbering and house-listing operation had been completed. House-numbering and house-listing took place throughout West Bengal, from the 6th to the 31st October, 1960. During the third round of tours which lasted till the 20th of January, 1961, I again visited the Headquarters of every district and subdivision, except the Headquarters of Raiganj in West Dinajpur district and held training classes on enumeration for the District Census Officers, Subdivisional Census Officers, Block Development Officers and in some cases for the Charge Officers, Circle Supervisors and Enumerators. It is a pleasure for me to record that my training classes were attended invariably by the Subdivisional Officers and on occasions by the District Magistrates or the Additional District Magistrates themselves. I do not think any of my predecessors could take so many training classes. In order to do this, I had to travel 3,886 miles by rail, 2,662 miles by road in my own car, 4,325 miles in Government jeep and 3,890 miles by air. So much of touring put my power of physical endurance to a severe test but it made for uniformity in the application of Census concepts by the vast army of Census Officers and resulted in as accurate a Census as was possible under the circumstances then existing. It also helped me keep in close touch with the District Magistrates and Subdivisional Officers. The tours which I had to undertake in connection with the Census, helped me familiarise myself with every part

of West Bengal. My tours would not have been possible had I not received the utmost help from the State Government as also the District Magistrates and Subdivisional Officers who invariably made arrangements for my stay and for my movement within their districts and subdivisions on the dates desired by me. In fact, once my programme of visit to the district of Burdwan had almost to be cancelled, because Shri I. B. Surita, I.A.S., the Commissioner of Burdwan Division occupied the Circuit House at Burdwan and the District Magistrate advised me to postpone my programme. Shri Surita, however, coming to know of my intended visit, graciously agreed to allow me to occupy a room in the Circuit House. My touring in North Bengal would not have been possible within the limited time at my disposal, unless the Registrar General and *ex-officio* Census Commissioner, India, had been kind enough on every occasion to obtain for me, from the Ministry of Home Affairs, the permission to travel by air, to Bagdogra.

23. *Issue of Notifications by the State Government*—The Government of West Bengal by their Notifications No. 1246-AR and 1247-AR, respectively, of the 6th May, 1960, appointed Shri S. M. Bhattacharjee, W.B.C.S., the Deputy Superintendent of Census Operations, Calcutta City and Shri Sukumar Ray, W.B.J.C.S., Assistant Superintendent of Census Operations, Calcutta City, respectively, as Census Officers for supervising the taking of the Census within the local areas comprised in Calcutta, described in Schedule 1 of the Calcutta Municipal Act, 1951, as amended under section 594 of the said Act. By Notification No. 1583-AR, dated the 8th June, 1960, the Government of West Bengal delegated to the Superintendent of Census Operations, West Bengal, District Magistrates, Deputy Commissioners of Districts, Joint Magistrates, Assistant Magistrates, Deputy Magistrates and Sub-Deputy Magistrates at Headquarters of districts and Sub-Divisional Magistrates, Deputy Magistrates and Sub-Deputy Magistrates at Subdivisional Headquarters and Circle Officers and Block Development Officers, the power of appointing Census Officers. Each of these officers was also authorised to sign declarations in writing referred to in sub-section 3 of section 4 of the Census Act. By Notification No. 1584, dated the 8th June, 1960, the Government of West Bengal authorised the District Magistrates and Deputy Commissioners to sanction the institution of prosecutions under section 12 of the Census Act 1948, within their respective jurisdictions. The power to appoint Census Officers in respect of Calcutta was conferred on Shri S. M. Bhattacharjee, W.B.C.S., the Deputy Superintendent of Census Operations, Calcutta and Shri Sukumar Ray, W.B.J.C.S., the Assistant Superintendent of Census Operations, Calcutta, respectively, by Notification No. 1582-AR, dated the 8th June, 1960. By Notification No. 1249-AR, dated the 6th May, 1960, the State Government, in exercise of the power under section 6 of the Census Act 1948, empowered the Superintendent of Census Operations, West Bengal and Shri S. M. Bhattacharjee, Deputy Magistrate and Deputy Collector, who was the Deputy Superintendent of Census Operations, Calcutta, to require by a written order certain classes of persons to perform such of the duties of Census Officers as might be specified in that order. The Notification No. 2360-AR, dated the 16th September, 1960, containing instructions to Census Officers on House-numbering, House-listing as also on Enumeration was published by the State Government on Monday, the 26th of September, 1960, in an Extraordinary issue of the Calcutta Gazette, thus bringing to a close the series of notifications which provided the legal basis for the Census of 1961.

24. *The Census Act*—The Census Act itself was challenged by three persons in Calcutta during the stages of house-numbering and enumeration. These persons were asked to show cause why they should not be prosecuted under section 11 of the Census Act, for not allowing to paint a Census number on their buildings, but they paid no heed to those notices. The Legal Remembrancer, Government of West Bengal was consulted and I was given to understand informally that it would be unwise to attempt to prosecute those persons under section 11 of the Census Act on account of some lacunae in the Act itself. Thus he pointed out that whereas section 9 of the Act directs every person occupying any house, enclosure, vessel or other place to allow Census Officers such access thereto as they

may require for the purposes of the Census and as, having regard to the customs of the country, may be reasonable and to allow them to paint on, or affix to, the place such letters, marks or numbers as may be necessary for the purposes of the Census; sub-section (e) of Section 11 merely provides a punishment for 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 and is completely silent on the question of painting on or affixing to the house, enclosures and vessels etc., letters, marks or numbers, as might be necessary for the purpose of the Census. Again on the question of enumeration he was of the opinion that section 8 of the Act was probably ultra vires the Constitution of India as it conferred too wide powers on the Executive, and as such, invalid.

I, therefore, decided not to institute prosecutions against the persons concerned. Their houses were, therefore, not numbered nor were the inmates enumerated. Such legal niceties were not taken into account by the District Magistrates, who did not hesitate to sanction prosecutions under Section 11 of the Census Act. In the district of Jalpaiguri, notices, asking to show cause against prosecution under the Census Act had to be issued against a few persons who had initially refused to perform duty as Census Officers but it was not necessary to prosecute them. One person in each of the districts of Bankura and Midnapur was prosecuted under the Census Act for refusal to act as Census Officers. In Hooghly there were two cases of obstruction to Census Officers in the discharge of their duties and in Howrah there was one such case.

It would probably be better in the interest of the Census to review sections 8, 9 and 11 of the Census Act and amend them suitably so as to remove the lacunae pointed out above.

25. *Accounts: Budget*—The entire expenditure on account of the Census was met out of the Grant No. 51-Census (West Bengal Circle) under head 47-Miscellaneous Departments-Census-Central. This Head of Account was further subdivided into five parts and denoted by the letters A, B, C, D and E.

A—represented the expense on Superintendence and included all expenses incurred in my office including the salary and allowances of the Deputy Superintendent of Census Operations, Headquarters.

The expense on account of enumeration in the districts outside Calcutta, were met from the Sub-head B, while expenses on account of Abstraction and Compilation of Census data, *i.e.*, during the tabulation stage were met out of the Sub-head C.

Expenses on account of Printing and Stationery were met out of the Sub-head D, while expenses of the Census in Calcutta City for all purposes was met out of the Sub-head E.

In 1959-60, a sum of Rs. 174,124 was spent out of the Census Budget for West Bengal. Out of this amount Rs. 102,669 were spent from Sub-head A, Rs. 60,635 from Sub-head D, Rs. 10,820 from Sub-head E.

In 1960-61, a total sum of Rs. 1,536,766 were spent out of the Census grant. Out of this amount, Rs. 131,275 were spent on A-Superintendence, Rs. 764,963 were spent on B-Enumeration, Rs. 1,335 were spent on C-Abstraction and Compilation, Rs. 2,14,555 were spent on D-Printing and Stationery and Rs. 424,638 were spent on E-Miscellaneous staff.

In 1961-62, upto the end of February, 1962, Rs. 593,921.18 nP. were spent on B-Enumeration and Rs. 28,697.08 nP on E-Miscellaneous staff. Expenditure on account of T. A. of the State Government Officers who travelled exclusively for the Census, amounted to Rs. 46,621.67 nP out of the total amount of Rs. 1,358,884.18 nP. spent from Sub-head B-Enumeration during the years 1960-62. Compared with the expenditure on Travelling Allowance of the State Government Officers for the 1951 Census this amount appears to be rather high but it reflects the more elaborate arrangements made during the Census for the training of the Census personnel and the supervision of their work by responsible officers. The total cost of enumeration in the whole State apart from the cost of Superintendence drawn from the Sub-heads B and E, for the 1961 Census was Rs. 1,823,040.26 nP. This gives a per capita expense of 5.2 nP. based on the population found during the Census. The

amount of Rs. 1,823,040.26 nP. includes Rs. 6,418.86 nP paid to the Government of Sikkim in 1961 on account of the cost of the 1951 Census.

No difficulty was experienced at any stage in obtaining funds, as this time due importance was given to the Census by the Government of India, which made liberal provisions for meeting the cost of the Census. The Superintendent of Census Operations was also empowered with great financial powers. He was declared the Head of his office and he was empowered to sanction the creation of any non-gazetted temporary Class III and Class IV post on any recognised scale of pay. In regard to contingent expenditure, the Superintendent of Census Operations was vested with powers almost equal to those enjoyed by a Head of the Department. It was not possible for me to make sub-allotments to the districts out of the fund allotted for West Bengal as a whole as I could not assess the expenditure that might be incurred in each district. I accordingly requested Shri P. K. Bardhan, the Accountant General, West Bengal, to allow the Treasury and the Sub-Treasury Officers in the State to accept all bills, provided they were countersigned by me, even if there were no allotments on that particular Sub-head for that district or districts. Shri Bardhan kindly accepted my suggestion and issued necessary direction to the Treasury and Sub-Treasury Officers, as a result of which no difficulty was experienced in cashing any bill in connection with the Census. His co-operation extended even further. At the close of the financial year, when the funds already allotted had been expended, he agreed to continue to pass all the bills in connection with the Census up to 26th of March, 1961, on my assurance that the excess expenditure would be regularized by making extra allotments in the revised budget. It is a matter of pride that no claimants had to be kept waiting for payment because of lack of funds.

26. *Account Rules*—Details of the Accounts Rules would be found in Circular No. 10, which is reproduced in the appendix to this report. The Accounts Rules worked well on the whole and no modifications are suggested. The Accounts Rules no doubt cast a very heavy burden on the shoulders of the Accountant and the Assistant Accountant of the office of the Superintendent of Census Operations in as much as they had to check every bill originating in any part of the State, except salary bills of district and subdivisional establishments, but it is difficult to suggest an alternative to this centralised checking. The centralised control made it possible to have an accurate statement of accounts of a particular financial year immediately after it ended. The decision to meet the salaries of the districts and subdivisional establishments, especially sanctioned for the Census, out of the main Census grant, was also wise as it was possible to keep a close watch over the expenditure on that head from month to month. Had the suggestion of the Registrar General to initially pay the salaries of the district and subdivisional establishments out of the State funds been accepted, then it would not have been possible to adjust the accounts even after a year.

27. *Permanent Advance*—At the time I took over charge, the Permanent Advance of my office was only Rs. 75. As this amount proved to be insufficient, it was raised to Rs. 150 in the first instance with the concurrence of the Accountant General, West Bengal and then to Rs. 200 from May 1960. The State Government was also approached to sanction increases of the Permanent Advances of Collectors to enable them to meet emergent expenditure in connection with the Census and the Permanent Advances of all the District Magistrates were enhanced by the State Government from May, 1960. Some of the Collectors drew the amount subsequent to May, 1960.

Pending sanction of a Permanent Advance for the Deputy Superintendent of Census Operations, Calcutta, a sum of Rs. 20 was made over to him out of my Permanent Advance. A Permanent Advance of Rs. 75 was sanctioned for the Deputy Superintendent of Census Operations, Calcutta in March, 1960.

As the freight charges required for despatching Census forms to various district offices were prepaid, it sometimes became necessary to draw advance contingent bills for meeting such heavy expenses. These advances were subsequently adjusted by presenting detailed Contingent Bills.

28. *Publicity*—A Census of population can be accurate only if the population co-

operate fully with the organization which conducts it. Such co-operation is possible if the people have a clear idea about the benefits that might accrue to them out of a Census. It was accordingly necessary to give publicity to the Census, sufficiently ahead of the actual Census. The subject was discussed at the first Conference of the Superintendents of Census Operations, held in September-October, 1959 and the main recommendations made at that Conference were:

"(a) Radio lectures by the Governors, Ministers, prominent citizens and the Superintendents of Census Operations themselves (b) special articles and discussions contributed by various persons to local newspapers; (c) special discussions or symposia arranged by the Superintendents 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 next 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 National Extension Service Block Development staff; and (j) radio plays for rural broadcasts".

The Registrar General and *ex-officio* Census Commissioner, India, gave an assurance that he would get Census posters and small booklets on the Census (Folders) prepared with the help of the Ministry of Information and Broadcasting. That Ministry was also given the task of producing a film on the Census for exhibition throughout the country. An article, explaining the implications of the Census questionnaire by Shri D. Natarajan, Deputy Registrar General, India, in the Economic Weekly, published from Bombay in April, 1960, helped in focussing the attention of the intellectuals on the Census.

I wrote three articles on the Census, including the phase of house-numbering and house-listing, which were published by the Statesman, Calcutta and which were also reproduced in the Delhi Edition of this paper. These three articles appeared in August, 1960. These articles were shortly followed by the press conference, held by Shri R. Gupta, I.C.S., Chief Secretary, Government of West Bengal, in his chamber on the 17th of September, 1960. In his press conference, the Chief Secretary gave a clear picture of the administrative machinery, which had been set-up for the taking of the Census and also explained a part of the procedure of the Census and called on the people to co-operate whole-heartedly with the Census. Summaries of the hand-out were published in all the leading newspapers of the country. The help of the All India Radio was enlisted for publicising the Census and I was interviewed by a member of the staff of the All India Radio, Calcutta on the 19th of September, 1960. During this interview, which was in Bengali, I gave a brief history of the Census and explained the importance of correct house-numbering and house-listing. The Station Director, All India Radio also arranged for discussions on the Census in the programmes for rural and industrial areas. A leaflet in English was distributed to all consumers of electricity in Calcutta and Howrah, through the courtesy of the Calcutta Electric Supply Corporation who enclosed a leaflet with every bill for electric energy consumed by every consumer in October, 1960. A press conference was also held by me on the 28th October, 1960 with a view to emphasise the fact that the actual enumeration was still to follow house-numbering.

I was invited by the Director of Publicity, West Bengal, to address a training seminar of District and Subdivisional Publicity Officers on the 7th December, 1960 and I availed of this opportunity to indicate to the Publicity Officers assembled at the seminar, the aspects of the Census which required publicity.

On the 3rd February, 1961, a few days ahead of the commencement of the enumeration period, I gave a talk on the radio in English, explaining the questions that would be asked of every citizen. The Registrar General's talk on the radio, very fortunately followed on the 4th and helped in publicising the Census throughout India. On the 5th of February, 1961, the Chief Minister of West Bengal, Dr. B. C. Roy, gave a message, asking for public co-operation. This message was published in every newspaper in West Bengal and apart from enlisting public co-operation, made all the Census Officers alive

to the importance of their work. The last article of mine on the Census was published on the 7th February, 1961 in the Statesman, Calcutta and was reproduced in the Delhi Edition of this paper. In this article all the Census questions were listed and the mechanics of the enumeration was also explained. Incidentally, all my articles were reproduced later, by the Director General of Health Services in his departmental journal.

Between the 26th of August and the 7th of September, 1960, 182,400 copies of each of the Census folders in Bengali were received and by the 16th of September, 1960, 135,000 copies of each were sent to all the districts, including Calcutta. The remaining copies were also despatched between the 16th of September and 22nd of November, 1960. A few copies of the folders in English were circulated in parts of Calcutta and in the district of Darjeeling and a few copies of the folders in Hindi were circulated in parts of Calcutta, West Dinajpur, Darjeeling and Sikkim. Four types of Posters in Bengali were received from the Ministry of Information and Broadcasting. Of these, the first to be received, was the poster illustrating the slogan "Census helps them all". On the 17th September, 1960, 24,000 copies of the poster were received and were promptly distributed amongst the districts of this State, including Calcutta; the Publicity Department, Government of West Bengal, being also given 100 copies. 16,000 copies of the poster were received on the 10th of October, 1960 and 21,000 copies of poster were received on the 24th of November, 1960, thus bringing the total to 61,000 copies of the poster. All these copies were distributed among the various districts as soon as they were received.

The second poster illustrating the slogan "Census helps planned consumption" was received on the 7th of October, 1960. On that date only 33,500 copies were received followed by 5,500 copies on the 10th October, 1960. These copies were distributed on pro rata basis among the districts; the Publicity Department, Government of West Bengal being given 100 copies. On the 2nd and 5th of February, 1961, 12,500 and 9,500 copies respectively, of the same poster were received and were again distributed on a proportionate basis among the districts. The third Census poster was received on the 20th of October, 1960. This poster illustrated the slogan "Population Census 1961". 61,000 copies were received at one time and were promptly distributed on a pro rata basis among the districts, the Publicity Department, Government of West Bengal, being given 100 copies. 61,000 copies of the fourth poster "Census is essential" was received on the 6th of December, 1960 and promptly distributed among the districts on a pro rata basis, the Publicity Department, Government of West Bengal being given 100 copies. 100 copies of each of these posters in English were received in August, 1960 and a few copies of each were sent to each district, including Sikkim. This token supply was followed by a further supply of 13,300 copies of each of these posters between the end of August and the beginning of December, 1960 and those copies were distributed among the various districts on a proportionate basis, depending on the 1951 population. The District Magistrates were advised in my Circular No. 19, about the procedure to be adopted for utilising those folders and posters. These posters were received rather late, as by the time the first lot was received, the entire Census machinery had become completely engrossed in the work, preparatory to the house-numbering and house-listing. They consequently could not make proper use of the posters and during my tours I seldom saw posters displayed, except on official buildings. Slides in English, Bengali and Hindi were prepared through the agency of the Publicity Department, Government of West Bengal and distributed among the District Publicity Officers in October, 1960, for arranging exhibition through local cinemas. The slides were also shown in Calcutta cinema houses. The film prepared by the Ministry of Information and Broadcasting failed of its purpose due to inadequate exhibition. In some districts like Hooghly or 24-Parganas, leaflets were prepared by the District Magistrates and distributed within the district for eliciting public co-operation. In one instance, the Chairman of a municipality in the Burdwan district had a leaflet printed and circulated in the town.

The means of publicity adopted above might by themselves have not been successful in enlisting public co-operation during the actual taking of the Census, had not the local

newspapers taken an intelligent interest in the Census itself.

Right from the month of May, 1959, the local newspapers went on giving publicity on their own, about the various aspects of the Census. Some of the newspapers published very helpful editorial articles and wrote short notes on some of the questions. The interest taken by the newspapers continued right upto the end and between the 13th of May, 1959, on which date the first news was published in the Jugantar and the 5th March, 1961 more than 100 editorial articles, letters, short notes appeared in the various newspapers published in West Bengal. All the newspapers were strictly objective in their approach to the Census throughout and emphasised the need of a correct Census for drawing up plans for solving the numerous problems of the country. The publicity was, therefore, adequate and it was just sufficient to elicit public co-operation. It was neither biased nor so excessive as to render the Census itself inaccurate, by creating bias in the minds of sections of the population. Publicity for the Census was entirely free from political or religious bias.

29. *Administrative arrangements for the Census*—The Superintendent of Census Operations was in over-all charge of the Census for the whole of West Bengal and Sikkim. Instructions issued by him in connection with the Census, were communicated to the District Magistrates in West Bengal and the Chief Secretary, Sikkim. Every District Magistrate appointed an officer of the State Civil Service (Executive) belonging either to the senior or the junior branch of the service, as the District Census Officer to help in conducting the Census operations within the district. An officer was similarly appointed by him at every subdivisional headquarters, to assist the Subdivisional Officer in taking the Census of his subdivision. This officer was designated as the Subdivisional Census Officer. The Block Development Officer was placed in immediate charge of the Census of his National Extension Service Block and in non-Block areas, the Circle Officer or some other responsible officer was placed in charge of the Census of a Police Station. Such officers were designated as Assistant Census Officers. In municipal towns, the Chairman of the Municipality was appointed as the Census Officer for the town. In non-municipal towns, other than cantonments, some responsible officer of the State Government was placed in charge of the Census of each such town. In camps where displaced persons from East Pakistan or Assam were housed, the Superintendents of the respective camps were made responsible for the Census.

As has already been mentioned, the District Census Officer was in position in every district by February, 1960. They were not transferred by the State Government till the Census was over. On the ground of ill-health, Shri P. C. Dutta, the District Census Officer of Nadia had to be replaced by Shri M. C. Dutta, District Census Officer, West Dinajpur in July, 1960 and Shri J. Dutta Gupta was appointed as the District Census Officer of West Dinajpur. Shri M. C. Dutta had been deputed to undergo training in survey and settlement operations at the end of 1959 and his work in West Dinajpur was being looked after during his absence by the Senior Deputy Collector until Shri J. Dutta Gupta was appointed. The State Government very kindly also kept in abeyance the routine transfers of the officers who had been appointed as Subdivisional Census Officers and Assistant Census Officers, except where such transfers became unavoidable.

On the 13th of June, 1960, I renewed my previous request to the Chief Secretary to relieve the District Census Officers of all other duties so that they could devote the whole of their time on Census work. The Under Secretary, Home Department in his Memo. No. 2850-GA, dated the 8th July, 1960 requested all District Magistrates to relieve the District Census Officers of all other work. Effect was given to the directive of the Home Department in almost all the districts. In some districts there was delay in implementing it on account of shortage of officers. In the districts of Cooch Behar, Burdwan, Murshidabad and Malda, the District Census Officers were never completely relieved of other work. In one district, the District Census Officer had also to try criminal cases and it was after repeated personal requests to the District Magistrate that I could get him relieved of this work.

It is absolutely necessary that the District Census Officer should devote the whole of his time to Census work and the arrangement adopted this time, although it resulted in a slight increase of expenditure on account of T.A., all the journeys performed by the District Census Officers having been exclusively for the Census, resulted in a more accurate Census. The Census Department virtually obtained the services of these officers on deputation basis without having to pay their salaries and allowances. The names and designations of the District Census Officers are given in a statement in the appendix.

So far as Calcutta was concerned, there was no officer of the State Government or any Statutory body on whom the responsibility for the Census could be placed. Neither the Chief Presidency Magistrate nor the Commissioner of Police could be asked to shoulder the burden of the Census as the former's sphere of duty was limited to disposing of criminal cases triable by Magistrates while the latter was in charge of the Police. The Corporation of Calcutta being much too occupied with its own affairs and because of an amendment to the Calcutta Municipal Act, the Mayor could not be asked to assume responsibility for the Census of the City. A Deputy and an Assistant Superintendent of Census Operations, therefore, had to be appointed to organize the taking of the Census of Calcutta. So far as Sikkim was concerned, the Durbar directed the Chief Secretary to correspond with me in connection with the Census. The Chief Secretary, Sikkim, was assisted in his work by Shri C. S. Rai, who was appointed Census Officer for Sikkim. Shri Rai had experience of the 1951 Census in Sikkim.

The following scale of clerical assistance was sanctioned from 1-3-60 for the District Magistrates for coping with the work in connection with the Census:

District Office	*Outlying Subdivisional Offices*
One Upper Division Assistant	One Lower Division Assistant
One Lower Division Assistant	
One Peon	

If a district contained one or more towns, having a population of one lakh or over, then for such districts one Upper Division Assistant was sanctioned for every city having a population between one and two lakhs. For a city, the population of which exceeded two lakhs, one Lower Division Assistant was sanctioned for every lakh of population by which the population of the city exceeded two lakhs.

One Peon was also sanctioned for each outlying Subdivision from October, 1960. The clerical staff of some districts and subdivisional offices had to be further augmented on account of peculiar circumstances prevailing locally in such places. Full details of the actual staff employed exclusively on Census work in various district and subdivisional offices will be found in a statement in the appendix to this report. All these posts carried pay in the scale applicable to employees of the State Government.

The clerical assistance provided proved to be adequate. Complaints about the inadequacy of the staff were received from only those District Census Officers who had been labouring under the illusion that the clerks by themselves would carry out all the instructions issued by the Superintendent of Census Operations. It had to be pointed out to them that without adequate supervision and guidance, no work could be expected out of the assistants, however numerous they might be and that the success of the Census could not be assured merely by increasing the number of clerks and peons. In order to minimize the clerical work in the district and subdivisional offices, arrangements were, however, made to supply extra copies of circulars and letters from my office, so that the work of copying could be avoided in those offices.

30. *The General Scheme of the Census*— To persons who never had to organize the taking of a Census, the operation of Census taking might be considered to be easy of accomplishment. They might feel that no serious difficulty should be encountered in interviewing a man and recording his answers to certain questions on a piece of paper and in the process, to ascertain how many persons there are at a given moment of time, in the country. But this point of view is an oversimplification of a very huge and intricate

operation. The difficulty in taking the Census of a country lies in the very objective of a Census. Plans have to be drawn up for ascertaining by actual count, a population which is itself unknown. The figures of the previous Censuses are not of much help as the population does not change at the same rate or in the same direction from one decade to another. It is, therefore, absolutely necessary to have, sufficiently in advance, a fairly accurate idea of the magnitude of the problem that would ultimately have to be tackled, in order that adequate preparations might be made for tackling it. As human beings usually have fixed habitations, an idea of the population that will actually have to be tackled at the time of enumeration might be obtained by ascertaining the number of such habitations in the country, at the same time counting the number of persons residing in each such habitation. By this means, the number of houses to be visited as also the density of population in various parts of the country would become known. The numbering of houses and the preparation of a list of inhabitants, house by house, are therefore necessary prerequisites to the taking of a Census.

Theoretically, if the house-numbering and house-listing could be carried out before the formation of Census divisions, *i.e.*, Enumeration Blocks, Circles and Charges, then the actual Census taking could be rendered comparatively easy. But some practical considerations stand in the way. House-numbering and house-listing can not obviously be carried out during the rains and therefore these operations have to be conducted either before or after the rains. The argument against conducting these operations before the rains is that the numbers painted on the houses might be washed away during the rains. There is a further risk that in the case of floods, the time and money expended might go to waste, rendering the work already done useless and necessitating the doing of the same work over again. The choice of a suitable time for house-numbering and house-listing has, therefore, to be confined to the period from the end of the rains till the commencement of enumeration. The most suitable time for such operations in West Bengal would, therefore, be from the middle of September, till the middle of October, as that would leave the maximum possible time for finalizing the preparation for the Census. For the 1961 Census, House-numbering and House-listing had to be started on the 6th October and completed by the 31st October, 1960 as the *Durga Puja* holidays intervened. In some areas, the work had to be begun somewhat earlier. Thus in Cooch Behar district, some mauzas were so big and contained so many houses, that the work had to be started as early as 15th September, 1960. In some areas in Chandernagore subdivision, the House-numberers in their enthusiasm began the work earlier but in all cases it was completed by the 31st October, 1960 with one exception. The area occupied by the Indian Institute of Technology, Kharagpur City was almost deserted in October on account of holidays and the house-numbering and house-listing in that area were done in November, 1960.

Difficulty on account of flood could not altogether be avoided even by fixing the time of house-numbering and house-listing in October, well after the rains, as 15 Anchals in Khanakul P. S. in Arambag subdivision in the Hooghly district became submerged due to heavy rainfall and heavy discharge of water of the Damodar Valley Corporation through the Mundeswari and the Darakeswar rivers. Parts of Basirhat subdivision in the district of 24-Parganas also became submerged on account of breaches in some embankment. In both these areas, House-numberers had to travel by boats to perform their duties.

31. *Recruitment of Census Personnel*—As there would not have been sufficient time to recruit and train up the requisite number of Census Officers between the completion of House-numbering and House-listing and the commencement of Enumeration and in any case, some persons had to be recruited and trained up to carry out the House-numbering and House-listing operations, the District Officers were advised to increase the 1951 populations of all the mauzas and towns in their districts by 25 per cent. and to recruit the number of men necessary to execute the work on the basis of one House-numberer for every 750 persons in rural areas and for every 600 persons in urban areas. The District Officers were, however, permitted to deviate from

these norms in order to suit local conditions. Thus, in the hill areas of the Darjeeling district, a Block consisted of a smaller number of persons on account of the difficult nature of the terrain. For facilitating the demarcation of Blocks, Circles and Charges, two Registers, specimens of which are shown below, were prescribed.

Register of Census Divisions and Census Personnel for Rural Area

PART I

Name of Police Station.....

Code No.....

J. L. No.	Name of Mauza	Area	Estimated Population in 1961	Population as per House-list

Register of Census Divisions and Census Personnel for Rural Area

PART II

Name of Police Station.....

Code No.....

Serial No. of Enumeration Block	J. L. No. and name of Mauza/Mauzas or Serial Number of Buildings with J. L. No. and name of Mauza constituting the Block	Name and address of Enumerator	Serial No. of Circle	Serial Number of Blocks constituting the Circle	Name and address of Circle Supervisor	Serial No. of Charge	Serial Number of Circles constituting the Charge	Name and address of Charge Officer

Register of Census Divisions and Census Personnel for Urban Area

PART I

Name of Town.....

Code No. of Town.....

Average No. of Persons per Building.....

Name and Code Number of street or lane	Total No. of Buildings on the street or lane	No. of Residential Institutions on the street or lane	Estimated Population living in the street or lane	No. of Enumerators required for enumerating the Population of the street or lane *i.e.* the number of Enumeration Blocks along the street/lane	Names and Code numbers of street/lane constituting Circles	No. of Buildings on the street as per House-list	Population in the street as per House-list
1	2	3	4	5	6	7	8

Register of Census Divisions and Census Personnel for Urban Area

PART II

Name of the Town..... Name of District.....

Code No. of Town..... Code No. of District.....

Serial No. of Enumeration Block	Nos. of Buildings constituting the Block together with the number of streets on which the buildings are situated	Name and address of Enumerator	No. of Ward	Serial No. of Circle	No. of Enumeration Blocks forming the Circle	Name and address of Circle Supervisor	Serial No. of Charge	Serial No. of Circles forming the Charge	Name and address of Charge Officer	Remarks
1	2	3	4	5	6	7	8	9	10	11

The District Magistrates did not experience much difficulty in preparing the Register in case of rural areas as the population of mauzas could be ascertained from the 1951 District Census Handbooks but in case of towns, the Register could not be written up at all before house-numbering and house-listing were over as populations of the different wards of the towns, not to speak of populations of streets, could not be ascertained from the District Census Handbooks. There were also no records either at the District offices or in the offices of the municipalities concerned, to indicate the manner in which House-numbering and House-listing had been done in 1951. Blocks, therefore, could not be demarcated in advance.

In rural areas, all buildings in a mauza were numbered serially and in towns, all buildings situated on a road were numbered serially. In addition, all roads in a town were numbered serially except in Calcutta, where all streets in a ward were numbered serially.

It is hoped that the Registers prepared this time would be of help in demarcating Blocks and Circles in 1971.

House-numbering and House-listing were generally carried out simultaneously, *i.e.*, the House-numberer, after he had painted the appropriate numbers on the buildings and Census houses, filled up the House-list form and then moved on to the next building. This procedure had to be departed from somewhat in respect of those mauzas, which had to be divided into more than one block on account of the size of its population. In such a mauza, the House-numbering was done first under a relay system by the House-numberers selected for that mauza under the supervision of the Circle Supervisor. Thus, the first House-numberer numbered, say, 150 buildings, beginning from a particular corner of the mauza and then handed over the job to his next man, who continued the numbering till the end of the next Block containing an equal number of buildings and so on, until all the buildings in a mauza were numbered in one series. The same procedure was followed in case of buildings situated in those towns where the buildings did not already bear municipal numbers. Here, of course, the relay was organized in case of buildings situated on very long roads. Wherever possible, such long roads were divided up into sections, the length of it between two intersections with other roads being taken as a new road and treated as such. The relay system of house-numbering was adopted where it was not possible to divide up a long road into a number of sections, each section being treated as a new road.

One difficulty was frequently encountered in numbering buildings in towns. There were some buildings which were not situated on any road. In such cases, those buildings were deemed to be situated on the nearest road to which they had access and numbered accordingly.

By adopting the mauza and the town as the lowest units of administration, the entire area of the State was accounted for. By having all the buildings in a mauza numbered in one series, any chance of a group of buildings being omitted, was ruled out. The risk of omitting all the buildings in a Block always remains if the numbering of buildings is done Block by Block as the total number of buildings in a mauza can not be easily ascertained in that case. In urban areas, the numbering of all the roads in a town serially and then numbering all the buildings on a street serially ensured the same result as in rural areas.

As West Bengal had shown an increase of only 13.22 per cent., in its population during the decade 1941-1951, it was considered that there would be no shortage of man-power if recruitment of Census Officers were made on the assumption that the population had increased by 25 per cent. during the decade 1951-61. House-numbering and House-listing, however, disclosed increases exceeding 25 per cent. in respect of all Districts except Purulia and Calcutta. In almost all cases, therefore, Blocks formed for the purpose of House-numbering had to be divided and extra men recruited to take charge of the newly formed Blocks. This also necessitated the re-writing of the Census Register Part II in most cases. This naturally cast a very heavy strain on the District Magistrates but some how the extra men were found and trained up for Enumeration.

32. *Formation of Census Divisions*—Census Divisions were formed in rural areas and demarcated on the thana maps in accordance

with the instructions contained in Circular No. 6. Census Divisions were formed in towns in accordance with the instructions contained in Circular No. 8. The boundaries of municipal towns were ascertained with reference to the latest notifications of the Government, defining the boundaries of those towns. Boundaries of Police Stations were similarly verified with reference to the latest jurisdiction lists and Government notifications. Whenever necessary, local enquiries were made. Difficulty of a peculiar nature was experienced in the Purulia district. This district was constituted with that portion of the district of Manbhum in Bihar which was transferred to West Bengal in terms of the Bihar and West Bengal (Transfer of Territories) Act, 1956. In that district, there was no jurisdiction list on the basis of the Police Station. All the mauzas in a Revenue Thana bore numbers in one series. As the boundaries of a Revenue Thana cut across Police Station boundaries and as some Police Stations consisted of portions of two or more Revenue Thanas, all the mauzas in a Police Station had to be numbered serially for the purpose of the Census. There were also some doubts about the jurisdiction over a few mauzas lying at the border of West Bengal and Bihar. The doubts were resolved at a conference of the officers of the two States.

In Nadia district, the jurisdiction lists of the Police Station of Hanshkhali and Krishnagar were not upto date and the help of the Settlement Department had to be obtained for making them up to date. There was a proposal for the transfer of the mauzas Char-Badra, Muradpurdiar, Paraspurdiar, Godagaridiar, Udaynagar, Char-Sankarpara and Udaynagar Khanda of Karimpur P. S. of Nadia to Jalangi P. S. of Murshidabad district. But in the absence of any Government notification, they were treated as included in the Karimpur P. S.

Some difficulty was caused also by changes in the course of the river Bhagirathi. As many as eight mauzas of the Hoogly district became contiguous to Nadia district due to changes in the course of the river. Some *chars* in Chakdah P.S. of Nadia district also became detached from the district for the same cause. But there was no Government notification giving formal recognition to the above changes. For administrative convenience, it was decided that the respective district authorities would take the Census of the mauzas or *chars* which had accrued to them and the house-numbering and house-listing were done according to this decision. Inhabitants of Char Srikrishnapur objected to this arrangement and filed a civil suit in the High Court. It was then decided that although it would cause administrative inconvenience, the Magistrate of each district would take the Census of those mauzas which were borne on the jurisdiction lists of his district, ignoring the geographical situation.

There was a dispute between the District Magistrate, Malda and the District Magistrate of Purnea in Bihar over the Census of a part of the mauza Gobindapur. The dispute assumed serious proportions when the District Magistrate, Purnea attempted to number the buildings in that mauza afresh after the House-numbering and House-listing had already been done by the District Magistrate, Malda. At the intervention of the Registrar General, the Census of this part of the mauza was ultimately taken by the District Magistrate, Malda, without prejudice to the respective claims of West Bengal and Bihar over this mauza. It appears that this part of the mauza, although it is borne on the jurisdiction list of a Police Station in the Purnea district, has been administered as a portion of the Ratua Police Station by the District authorities at Malda for a long time. In 1951, the Census of this mauza was apparently taken by the District Magistrate, Malda.

The Government of West Bengal expressed their desire to divide the existing district of 24-Parganas into two districts to be known as North 24-Parganas and South 24-Parganas. It appeared that for this purpose, new Police Stations had been created on paper, with parts of existing Police Stations. The territorial jurisdictions of the new districts and their subdivisions had also been defined on paper. The State Government desired that the Census Tables should be prepared on the basis of the proposed Police Stations of the proposed districts, but as the boundaries of these Police Stations, were not known to the local residents, I decided to conduct the Census on the basis of the existing Police Stations. The slips were later on sorted on

the basis of the new Police Stations, in the Sorting and Compilation Office.

J. L. Nos. 234/37 (Santrabari), 235/37 (Chunabhati) and 236/37 (Adma) were in Kalchini Police Station from before 1951. These had been erroneously shown under Kumargram P. S. in the District Census Handbook of Jalpaiguri, published after the 1951 Census. The mistake was detected while preparing the Part I of the Register of Census Divisions and Census Personnel and it was rectified. These mauzas will however not be shown separately because they were merged with mauza Buxa Hill Forest (J. L. No. 37 of Kalchini P. S.) by a notification in 1941.

J. L. Nos. 118 to 124 of Matiali Police Station were transferred to Mal Police Station by Notification No. 3014 Pl, dated the 10th July, 1958.

Similarly, six chhit mahals of Cooch Behar district, namely, (1) Singimari (2) Singimari Part I, (3) Singimari Part II, (4) Sakati, (5) Binnaguri and (6) Daikhata were transferred to the Jalpaiguri Police Station of the Jalpaiguri district by Notification Nos. 2427 Pl, dated the 27th June, 1952 and 13256 L.R., dated the 11th July, 1955.

Difficulty of a peculiar nature arose in the district of West Dinajpur. In accordance with the provisions of the Bihar and West Bengal (Transfer of Territories) Act 1956, the present district of Purulia and some portion of the Purnea district were transferred to West Bengal. While the demarcation of the boundary of the district of Purulia did not offer any serious difficulty, the area to be transferred from the Purnea district could not be clearly described in the Act and Shri V. Viswanathan, I.C.S., was charged with the responsibility of defining the boundaries of this area. Shri Viswanathan, by his award, defined the western boundary of the area to be transferred but the names of the actual mauzas affected by the transfer were not mentioned in his award. This portion of the Purnea district was initially made a part of the district of Darjeeling by West Bengal Government Notification No. 3858-GA, dated 1-11-56. By Notification No. 3875-GA, dated 2-11-56, the area was made a part of the district of West Dinajpur. This area was divided into the Police Stations of Chopra, Islampur, Goalpokhar and Karandighi by Notifications numbered 3859-GA, 3860-GA, 3861-GA and 3862-GA respectively of the 1st November, 1956. Chopra Police Station was created with parts of Thakurganj and Chopra Police Stations of Purnea district. Islampur Police Station was created out of that portion of the Islampur Police Station of Purnea district which had become a part of West Bengal in accordance with the Viswanathan Award. Goalpokhar Police Station was carved out of the former Goalpokhar Police Station and part of Kissenganj Police Station of the Purnea district. Karandighi Police Station of West Dinajpur was only a part of the Karandighi Police Station of the Purnea district. The situation was rendered still more complicated by Notification No. 1177-GA, dated 20-3-59 by which the portion of the Chopra Police Station which lay to the north of the Mahananda river was made a part of the Phansidewa Police Station of the Darjeeling district from the 21st March, 1959. The District Magistrate, therefore, had to draw up a fresh jurisdiction list of each of the Police Stations of Chopra, Islampur, Goalpokhar and Karandighi from the Revenue survey maps. These jurisdiction lists were used for the formation of Census Divisions.

The Government of West Bengal by Notifications numbered 414-Pl, 415-Pl and 416-Pl, dated the 3rd February, 1960, re-fixed the boundaries of the police stations of Kharibari and Siliguri and created the new police station of Naxalbari with parts of the old police stations of Kharibari and Siliguri. This created some amount of confusion regarding the boundaries of the new police station, on the ground, at the time of formation of Census Divisions. The District Census Officer was asked to assign fresh numbers to the mauzas, for avoiding confusion at the time of the Census but he disregarded this advice, causing serious difficulty during the stage of sorting and compilation.

By Notifications numbered 1644-Pl, 1645-Pl and 1646-Pl, dated the 8th April, 1960, the Government of West Bengal created the new police station of Durgapur with a few mauzas of the Faridpur and Ondal police stations and re-defined the boundaries of the Faridpur and Ondal police stations. The District Magistrate was advised to number the mauzas in

each of these police stations in a fresh series, for avoiding confusion at the time of the Census. This was done and the numbers assigned to the mauzas would be available in file No. 5C-1 of the 1961 Census, in my office.

A new police station of Udaynarayanpur was also brought into existence in the district of Howrah with a part of the police station of Amta by Notification No. 2702-Pl, dated 17-6-59. Another new Police Station of Lilooah was created on paper by the Government of West Bengal by Notification No. 4022 Pl, dated 13-9-58 out of the Bally Police Station but as effect to the notification had not been given, the existence of the new Police Station was ignored for the purpose of the Census.

33. *The quality of House-numbering and House-listing*—House-numbering and House-listing were on the whole accurate except for certain areas in the Barrackpur and Sadar subdivisions of the district of 24-Parganas. Supervision of the work was easy as the absence of a number on the building became at once apparent. The close correspondence between the populations ascertained during the House-numbering and House-listing and during the Enumeration furnished evidence of the accuracy of the work. The work was very nicely done in some villages in Cooch Behar, where numbers were painted on pieces of wood and displayed on the houses. In some cases mud and cowdung paste was applied on a portion of the wall constructed of reeds or empty stalks of jute and the number painted thereon, with coal-tar.

34. *The House-list*—For the 1961 Census, the House-list was prepared on a standard form prescribed by the Registrar General. In addition to the columns for recording the building number, the number of the Census house, the number of the household occupying the Census house, the numbers of males and females in the household, the name of the head of the household, it had also columns for recording the types of products, the number of persons employed and the kind of fuel or power used in industrial establishments and the materials of walls and roofs of Census houses, the tenure-status of the households occupying them as also the number of rooms in the possession of each household.

The definitions and illustrations given in the Instructional Booklet on House-numbering of the terms "Building" and "Census house" proved to be rather confusing to the House-numberers. In West Bengal, the pattern of the residential structures is also somewhat different than in the rest of India. So in cases where there were more than one structure within an enclosed or open compound belonging to the same person, *e.g.*, the main house, the servants quarters, the garage, etc. only one building number was given. Each of these separate structures was then treated as separate Census houses within that building. In case of compact structures, the entire structure on the ground was treated as a building. Again if a compact building was divided into distinct portions like flats, shop rooms, etc. then each such portion was also treated as a separate Census house.

All Census houses in a building were numbered serially. A household sometimes occupied more than one Census house and sometimes more than one household were found to occupy one Census house.

Occupied buildings or Census houses were classified as either owned or rented by the households occupying them. Rent-free quarters provided by commercial undertakings or Government Departments for their employees were also treated as rented.

Except in Calcutta, the House-numberers prepared a summary of the house-list at the time they prepared the actual house-list. In this summary reproduced in the appendix, it will be seen that the populations of the various houses were not shown. These summaries of the house-list pertaining to an Enumeration Block were given to an Enumerator as a descriptive account of the Enumeration Block, so that no houses might be omitted nor any duplicated. The absence of the columns in the summary for recording the population, household by household, removed all chances of bias on the part of the Enumerator and helped to make the Census accurate. The main house-lists were, needless to state, not accessible to the Enumerators, these having been kept at the District office.

35. *House-numberers, Enumerators, Circle Supervisors and Charge Officers*—As many complicated questions were to be put to the

people during this Census, a minimum level of education was insisted upon on the part of House-numberers, Enumerators, Circle Supervisors and Charge Officers. In every district, teachers of Primary and Special Cadre Schools, who were all at least Matriculates, provided the bulk of the House-numberers. Where teachers were not available, suitable local residents were selected. As a general rule, House-numberers were later appointed as Enumerators. In rural areas, Circle Supervisors were members of Union Boards or Anchal Panchayats while Charge Officers were Presidents or Vice-Presidents of Union Boards or Pradhans or Upa-Pradhans of Anchal Panchayats.

No serious difficulty was experienced in appointing Census Officers in the rural areas as the District School Boards and the Union Boards and Panchayats co-operated wholeheartedly with the District Magistrates. The District School Boards granted special leave of absence to the teachers employed as House-numberers or Enumerators at my request. The picture was otherwise in urban areas where people did not show much enthusiasm to serve as Census Officers. Great difficulty was experienced in finding the required number of persons in urban areas. Students in schools and colleges rendered good service. Ward Councillors or other respectable gentlemen were appointed Charge Officers in towns while the Chairman was appointed as the Census Officer for the town.

36. *Reserve Enumerators. Ratio between Enumerators and Circle Supervisors*—The District Magistrates were advised to have 10 per cent. reserve personnel for each category of Census Officers. They tried to have requisite number of men in reserve, as far as possible. The reserve Enumerators and House-numberers received the same training as was given to the regular Enumerators and House-numberers. For every five House-numberers or Enumerators, there was a Circle Supervisor. There might have been deviations from this ratio in some Charges but for West Bengal as a whole this ratio was more or less maintained.

37. *Distribution of Forms and Instructional Booklets to Census Officers*—The House-list forms were distributed by the District Magistrate among his Subdivisional Officers in accordance with the instructions conveyed in my letter No. 4A-2/241, dated the 2nd May, 1960, while the Individual Slips and Household Schedules were distributed in accordance with the instructions contained in my letter No. 4A-2/662, dated the 20th June, 1960. Both these letters are reproduced in the appendix. In terms of these letters, each Census Officer received a copy of each of the Instructional Booklets on House-numbering and House-listing and on Enumeration.

38. *Training of Census Officers*—The training to the House-numberers in a police station was imparted by the Assistant Census Officer, who held training classes at various places within the police station. Same thing was done by the Assistant Census Officer in a National Extension Service Block. The Subdivisional Census Officer also held classes within the subdivision. The District Census Officer trained up the Subdivisional Census Officers and Assistant Census Officers and the Census Officers for towns and the Charge Officers in towns. The District Census Officers, the Subdivisional Census Officers and the Assistant Census Officers were trained up by me at training classes held at District and Subdivisional Headquarters. I also held a training class for all Charge Officers and Circle Supervisors of the Dhaniakhali P. S. in Hooghly district and of the entire Lalbagh subdivision in the Murshidabad district. At Barrackpur, my training class was attended by Chairmen of all the Municipalities and the Presidents of all the Union Boards within the Subdivision. The Deputy and the Assistant Superintendents of Census Operations as also the District Census Officers of Calcutta received training from me personally. A training class addressed by me at Mahajati Sadan, Calcutta was attended by all Circle Supervisors and Charge Officers of Calcutta. I held training classes on two successive days in July, 1960 in Calcutta for all the District Census Officers and the Deputy and the Assistant Superintendents of Calcutta for ensuring that uniformity of interpretation of Census terms prevailed during House-numbering and House-listing. Similar classes were also held by me in Calcutta in November with a like object in view.

After a few training classes had been held, a trial Census was held between December,

1960, and January, 1961, in order that the Enumerators might test their newly acquired knowledge. For this purpose, every Enumerator was given a pad of Enumeration Slips and a pad of Household Schedules and he was asked to visit a few houses in his Block and enumerate the residents. The forms were printed in red ink in order to distinguish them from the forms to be used at the time of the actual Census. The filled up forms were examined at subsequent training classes and mistakes committed were pointed out and the correct manner of recording answers demonstrated. The training was, thus, on the whole, quite thorough, but it is not claimed that it could not have been improved upon. While House-numbering and Enumeration were in progress, I was available over the telephone at my office to the District Magistrates and Subdivisional Officers for consultation about any difficulty encountered in the field.

39. *Arrangements for Special areas*— Special care was taken to render the Census of Calcutta as accurate as possible. To start with, new ward maps, on the scale of 12″ = 1 mile were got prepared through the Corporation of Calcutta. New maps were necessary, as compared with the 32 wards in 1951, there were 80 wards in 1961. Tollyganj Municipality had also been amalgamated with Calcutta by an amendment to the Calcutta Municipal Act.

Copyists were appointed to copy out the Assessment Registers of the Corporation. The entries in the Assessment Registers were verified by local inspection. For this purpose, nine Inspecting Surveyors were appointed. The corrected copies of the Assessment Registers provided the basis for House-numbering and the preparation of the House-list.

House-numberers were selected by Circle Supervisors. The Circle Supervisors also delimited the Blocks within their Circles. Special Blocks were created with big buildings housing more than 100 persons.

It proved extremely difficult to secure the required number of Enumerators in Calcutta, inspite of the Registrar General's letter to the Heads of all Government of India Offices stationed in Calcutta as also my letter to them in this regard. The State Government issued a Circular in June, 1960, asking the Heads of all Departments stationed in Calcutta to forward a list of gazetted and non-gazetted officers for acting as Charge Officers, Circle Supervisors and Enumerators. The response to this was not very encouraging but the Deputy Superintendent went on issuing reminders. I asked the Deputy Superintendent to let me have a report on the situation regarding recruitment of Enumerators and on receipt of his report, I saw the Chief Secretary, Shri R. Gupta, I.C.S., who very kindly issued a strong D.O. letter to all Secretaries and Joint Secretaries of the State Government. This had the desired result and ultimately the 4,000 and odd Enumerators necessary were found. 1,597 of these Enumerators were employees of the Government of West Bengal, 437 were employees of the Government of India Offices, 126 were employees of the Corporation of Calcutta, 18 were employees of the Commissioners for the Port of Calcutta and 1,946 were private citizens.

Calcutta was divided into 5 districts for the purpose of the Census and a District Census Officer was placed in charge of each. Each of them was provided with a clerk and a peon. Each of the 80 wards was constituted into a Charge and a Charge Clerk and a peon were provided for each Charge. In addition, there were 9 Special Charges. These Special Charges although convenient for Enumeration, caused difficulty at the time of sorting and compilation as the slips of those areas could not be readily amalgamated with the slips of the respective wards.

An important deviation from the procedure followed in the rest of West Bengal, was made in respect of Calcutta. As in 1951, a summary of the House-list had been prepared at a stage subsequent to the preparation of the House-lists by employing Copyists, the same procedure was followed this time also. The decision was not very happy as it took much time and money to prepare the summary of the House-list. In future, the summary of the House-list should be got prepared by the House-numberer himself, simultaneously with the preparation of the House-list.

Further details about the arrangements made for the Census of Calcutta would be found in the report of the Deputy Superintendent, which is reproduced in the appendix.

40. *Howrah*—As the General Elections of the Commissioners of the Howrah Municipality were held in March, 1961, the help of the Municipal Commissioners could not be secured after October, 1960. Paid Circle Supervisors had, therefore, to be appointed for getting the work done. 187 Circle Supervisors were appointed.

41. *Purulia District*—Paid Enumerators had to be appointed for some areas in Purulia district as suitable persons were not available. Each of the Enumerators was paid Rs. 65 per month.

42. *Census of houseless and mobile population*—Census of the houseless population was conducted throughout West Bengal and Sikkim in the night of the 28th of February, 1961. Each Census Enumerator was required to go round his Block during a specified period in the night of the 28th February, 1961 and to enumerate the houseless persons found within his Block. The Census of the houseless population at nearly the same time throughout West Bengal and Sikkim rendered the chance of counting one person more than once practically non-existent. As the work was entrusted to the ordinary Enumerator who was thoroughly familiar with his Block, there was very little scope of omission. The non-employment of Police Officers for this work may have resulted in a more accurate enumeration of the houseless population as these people are usually afraid of the Police.

There was an interesting situation about the enumeration of houseless persons in the newly established steel town at Durgapur in Burdwan. At the time house-numbering and house-listing were about to be carried out, it was found that a considerable number of contractors' labourers were living in ramshackle huts made with leaves, old bits of tin, etc., within the town area. As the work of the contractors was scheduled to be over before the enumeration and as there was no fixity about the location of these huts, I agreed, at the suggestion of the General Manager of the Durgapur Steel Project, Shri K. Sen, I.C.S., not to number those huts and to enumerate those of the labourers who might be still residing within the town as houseless at the time of enumeration. Under somewhat similar circumstances a few labourers in brick fields in the districts of Hooghly and Howrah were also enumerated as houseless.

As it was felt that houseless persons might molest the Enumerators at night, adequate arrangements were made to provide police guards for them. I personally supervised the enumeration of houseless persons in Calcutta and found the Enumerators going about their duties.

So far as the mobile part of the population was concerned, special rules were prescribed for the enumeration of those who lived in boats. These rules ensured that they were not left out at the time of enumeration. So far as persons moving by trains was concerned, it was not necessary to frame any rules for their enumeration as enumeration was spread over a number of days. Special rules had to be framed by the Registrar General for those only who were on special trains and had been in them since the beginning of enumeration and who would not return to their homes before the end of enumeration. No such person had to be enumerated in West Bengal.

Special rules were framed for persons residing in the Sunderbans in the district of 24-Parganas and for those who were on board ships.

Full details of these rules as also of the entire Census operations would be available on a reference to the Circulars and important letters that were issued in connection with the Census and which have been reproduced in the appendix to this report.

43. *Recording of Mother-tongue*—No difficulty was experienced in recording mother-tongue as the Enumerators had been instructed to record whatever was returned as his mother-tongue by a person. Enumerators were usually able to communicate easily with the persons in his Block, in some language or other. There was some propaganda amongst the Muslims to induce them to return Urdu as their mother-tongue and one particular organisation, the "Anjuman Taraqqi-e-Urdu Hind", lodged a number of complaints about the non-recording of Urdu as mother-tongue but on investigation, the complaints proved to be baseless. Intensive propaganda was also carried out in the Darjeeling district to persuade all persons hailing from Nepal, to return Nepali as their mother-tongue in place

of dialects like Rai, Limbu, etc. There was no distortion of the return on mother-tongue by the Enumerators.

44. *Location Code*—Location Codes used in rural and urban areas were very simple. It helped in locating a person as a member of particular household residing in a definite Census house in a particular building situated in a given mauza in a particular police station of a district, so far as rural areas were concerned. In urban areas, the Location Code helped in tracing a person to the household of which he was a member; the Census house and the building in which that household resided as also the street on which the building was situated together with the town were all described in the Location Code. In rural areas, the Location Code consisted of 4 parts, as follows:

> District No./Thana No./J. L. of the mauza/Building No. (Census house No. Household No.)

In urban areas, it was as follows:

> District No./Town No./Ward No./ Street No./Building No. (Census house No. Household No.)

For writing the Location Code, a definite number was assigned to each district, another to each police station in the district, another to each Town in the district, another to each ward of a Town, another to each street in the Town. The Jurisdiction List No. of the Mauza was well-known locally. The number of the town was written in Roman numbers. The buildings which constituted an Enumeration Block were described in the Part II of the Register of Census Divisions and Census Personnel, by the numbers assigned to those buildings during House-numbering. The Block No. was also written at the top of the Individual Slip and Household Schedule Pads by the Enumerators.

On the whole, the system worked well and may be followed also in 1971.

45. *The Census Schedule*—The Census was conducted with the help of three forms, the Individual Slip, the Household Schedule and the Population Record. The Household Schedule and the Population Record were printed on the two sides of the same piece of paper while the Individual Slip was printed on another piece of paper, the other side of which was blank. The Individual Slips were bound in pads of 25 and 100 slips while the Household Schedule and Population Record forms were bound in pads of 25 and 50. On the front cover of the Individual Slip Pads, was printed the Enumerator's Abstract, for recording summarized information on some of the questions in the Individual Slips in that pad. In the Bengali and Nepali versions of the forms, abbreviated instructions for recording answers to the questions were printed on the inside of the covers of the Individual Slip Pads while separate Cards were used for this purpose in respect of the Individual Slips printed in English. The Household Schedule Pads also had covers on the front of which was printed a form for recording summarised information on some points about the Household Schedules in that pad. On the back of the cover were printed some abbreviations that were to be used in the Population Record. Specimens of all these forms have been reproduced in the appendix.

The Individual Slip was used to record information about every person while the Household Schedule was used to record information about the Household of which the individual was a member. The Population Record was a summary of the Individual Slips of all the members of a household, in respect of some subjects. The Enumerator had to ask questions of the person being interviewed for recording information about his name, his relationship to the Head of the household, his age etc. He had also to put certain questions to the head of the household for filling up the Household Schedule form. The questions were not printed on the forms, only the subject of enquiry was mentioned and a space or a geometrical figure was provided against it for recording the answers to the question to be put on this subject. This was an improvement on the 1951 Schedule on which the subjects of enquiry were not mentioned.

The Schedule was fairly complicated and the recording of information on some subjects presented some difficulty. Thus it was difficult to ascertain whether the place where a man was born was a rural area or a town in 1961, in cases of those who had lost touch with their places of birth for many years. No

general enquiry about caste was made but the castes of the members of the Scheduled Castes were recorded. Similarly the names of the Tribes to which a member of the Scheduled Tribes belonged, was recorded. In order that other Castes or Tribes might not be recorded, each Enumerator was supplied with a list of the Scheduled Castes and Tribes of West Bengal. They were instructed not to record the name of any Caste or Tribe which was not in that list but the instruction was not apparently complied with by all Enumerators some of whom wrote merely Harijan or Scheduled Caste against question No. 5(c).

Great difficulty was experienced in explaining to the Enumerators what was meant by the term Household Industry. They had an idea that only so-called cottage industries could be classified as Household Industry. The definition of the term cultivation was rather wide and it is quite possible that the number engaged in cultivation has become somewhat inflated due to the inclusion of those who merely own land under cultivation. There was no provision for recording the name of the place of work. The name of the establishment where a person worked did not usually help in locating it. This Census would, therefore, throw no light on the pattern of commuting to towns and cities.

The Household Schedule was meant for recording data about land under cultivation and household industry. There must have been cases where members of the same family living in different places but owning land jointly have shown the same piece of land against their respective households. The Enumerators also encountered a great deal of reluctance on the part of land owning classes to answer questions relating to the land. It is quite likely that lands under "barga" cultivation have been shown under own cultivation and that agricultural labourers have laid claim to lands which did not belong to them. The area of land in the possession of a household could not very often be ascertained with accuracy and the Enumerators had to compute it on the basis of the yield of a particular crop. It is probably on account of these difficulties that in some cases, the Enumerators did not fill up the Household Schedule. The Population Record was usually filled up, as the work did not involve putting any additional question to the members of a household.

46. *The procedure for the Enumeration*—The enumeration began on the 10th February and the first round ended on the 28th of February, 1961. During this first round, every Enumerator moved from house to house within his Block, with the help of the Summary of the House-list of his Block which had been given him and filled up the Individual Slip in respect of every member of a household visited, together with the Household Schedule and the Population Record. He enumerated the houseless persons in his Block in the night of the 28th February. Between the 1st and the 5th of March, he again visited all the households in his Block and corrected his record in respect of births, deaths and arrivals of unenumerated visitors in the households which occured between the dates of his visits to the households and the sunrise of the 1st of March. Although the revisional round extended from the 1st to the 5th March, 1961, the Enumerator actually had three days at his disposal for this work, as the festival of *Doljatra* intervened.

47. *Provisional Totals*—The Registrar General desired that the Provisional Totals should be published by the 10th of March, 1961. The detailed procedure to be followed as also the various forms to be used for preparing summaries at various levels were finalized by me after a discussion with the District Census Officers held in Calcutta in November, 1960. These discussions were followed up by Circular No. 22 issued on the 10th January, 1961. In the interest of the speedy collection of the provisional totals, it was decided to by-pass the Circle Supervisors and have Charge Abstracts prepared immediately from Block Abstracts. Specimens of Abstracts used at various stages have been reproduced in the appendix to this report. Special arrangements had to be made by the District Magistrates to collect these Abstracts and in Malda motor vehicles were used for the purpose. The provisional totals were received from all the districts by the night of the 9th March, 1961. The first communication was received from the Bankura district on the 8th at 11 A.M. Provisional totals of Birbhum, Howrah, Malda, Hooghly, Cooch Behar and Purulia were also received later, on the same day. The remaining districts, including Calcutta, communicated their provisional

totals on the 9th but as the telegrams from the districts of Jalpaiguri, Nadia, Burdwan and Midnapur were received at night, after office hours, the provisional totals for the whole of West Bengal could not be prepared and published with the approval of the Registrar General before the afternoon of the 10th of March, 1961.

The communication of the provisional totals by the District Magistrates was facilitated by the arrangement that had been made by the Registrar General with the Posts & Telegraphs Department according to which all State telegrams emanating from the Government officials connected with the Census organization were to bear the indicator word "CENSUS" as the first word of the address which would be charged for as one word. Ordinary telegrams bearing the indicator word "CENSUS" were to have priority over other ordinary telegrams and similarly express telegrams bearing the indicator word "CENSUS" were to have priority over all other express telegrams at all stages.

The arrangement with the Post & Telegraphs Department in regard to the handling of Census telegrams was supplemented by the concurrence of that Department to the use of Police Wireless in those areas where there were no telegraph offices.

CHAPTER III

48. *Post Enumeration Check*—For the first time in West Bengal, a Post Enumeration Check was carried out to assess the extent of the coverage. The scheme of Post Enumeration Check was devised by Shri S. P. Jain, Deputy Registrar General, India. Extracts from his notes on the subject are given below :

> " The Post Enumeration Check in 1961 Census is to be made primarily for obtaining an estimate of the extent of error in the census count of persons. Such errors may be divided into two independent components arising due to errors in
>
> (1) covering a house as a whole and hence its inmates and
> (2) counting inmates in a house covered by the census.
>
> The term 'error' here includes both over and under-enumeration. For 1961, post enumeration check of the first type of error is proposed to be estimated from a sample of enumeration blocks and errors of type 2 from a sample of houses in the sampled blocks. In the rural areas 1 per cent. of blocks and 10 per cent. of houses are to be taken in the State sample. In the urban areas 2 per cent. of blocks and 5 per cent. of houses are proposed to be included"

> "It is proposed to verify errors in the coverage of the houses by an independent preparation of a houselist of the block and its matching with the list of dwellings enumerated in the block as shown by the Population record. This independent list is to be prepared by a Verifying Officer, who is to be selected from amongst the supervisors not attached to the selected block in the main census. The unmatched entries in the houselist prepared by the verification officer and that prepared from the Population Record are to be reverified on the spot by the charge officer. His findings should enable detection of cases where the census has gone wrong and the reasons therefor. Particulars about the individual unmatched entries will be collected so as to indicate the operational type of difficulties, which arise in matching two independent lists. In this way, the number of houses and males and females under- or over-enumerated in the census in houses totally missed or wrongly counted is to be obtained.
>
> The error in the enumeration of the persons in houses covered by the Census is proposed to be obtained through a re-enumeration of the sampled houses by the Verifying Officer, who will be given a list containing name of the inmates of the sampled houses as given in the Population Record. To keep the Verification Officer, on the alert ghost entries and deliberate deletions in this list will be made in order to check the reliability of his work in detecting such cases. The Verifying Officer will not only verify the list of inmates of the households given to him but also try to obtain particulars of the missed persons through simple probing questions regarding normal residents and visitors during the census period and their enumeration. The Verifying Officer will be required to record age, sex and relationship to the head of the household in respect of the inmates of the household. Such enquiries should yield figures of males and females over- or under-enumerated and their individual characteristics.
>
> The data collected as above will lead to the estimates or errors in the counting of houses and population in the State and also give an idea of the main characteristics that are associated with such errors. The latter kind of study will be based on an analysis of the particulars of the individuals collected during the post-enumeration check."

In West Bengal, it was not possible to classify the blocks into two strata, one rural and the other urban as lists of blocks with maps were not received at the same time from the District Magistrates. It was also

not possible to wait till the lists of blocks and maps had been received from all the districts as the time at our disposal was extremely short. It was, therefore, decided to divide the blocks of each district into two strata, one rural and the other urban and to draw samples, treating each such strata as the universe. The blocks of Calcutta formed a separate universe for this purpose. There were, therefore, thirtyone strata, fifteen rural and sixteen urban. One per cent. of the blocks in each rural stratum were selected by means of systematic sampling with a random start. The random start number was 65 for all rural strata in West Bengal. Two per cent. of the urban blocks in each stratum were similarly selected, using 22 as the random start number.

Full details of the Post Enumeration Check are given in the report that was submitted to the Deputy Registrar General and which is reproduced in the appendix to this report.

The results were analysed in my office by Shri Anish Majumdar, the Tabulation Officer attached to the Urban Tabulation Office, Calcutta. Shri Majumdar secured a First Class Master's degree in Statistics from the University of Calcutta. He did the calculations under the guidance of Prof. S. K. Chatterjee of the Department of Statistics, Calcutta University and Prof. B. R. Dey of the Department of Statistics, Presidency College, Calcutta. According to him, not more than 3 persons in a thousand were omitted. The actual coverage was probably more accurate. Shri Majumdar's calculations are reproduced in the appendix to this report.

49. *Honorarium to Census Officers*—In 1951, some amount of honorarium had to be paid to the Enumerators in Calcutta and in a few districts for carrying out the Census. Honorary enumeration, a proud feature of the Indian Census, had thus come to an end in West Bengal in 1951. An enquiry was made of each District Magistrate to ascertain whether the system of honorary enumeration could be re-introduced but as the District Magistrates expressed the opinion that it would not be possible to carry out the Census unless some honorarium was given to the Enumerator, a report to that effect was sent to the Registrar General, India.

At the first Conference of the Superintendents of Census Operations, it was decided that a small payment was essential and unavoidable to each Enumerator as a GESTURE to meet SOME of their out of pocket expenses. This meant that the work would still be considered to be honorary.

The amounts agreed upon, for the various items of work, were as follows:

(1) Honorarium for house-numbering and house-listing, including cost of house-numbering materials and carriage cost of paint, pot, brushes and stencils . Rs. 5.00 per block

(2) Enumeration charges to each Enumerator for enumerating an average of 700 persons in each block . Rs. 15.00

(3) Charges of supervision of Enumeration . . Rs. 4.00 per block

(4) Total of enumeration charges of each block of an average of 700 persons . Rs. 24.00

A block in rural areas was to consist of 150 houses and in urban areas, of 120 houses. In rural areas, a block was to contain 750 persons and in urban areas, 600 persons.

The House-numberers and the Enumerators were expected to meet the cost of journeys for attending two and six training classes respectively out of the above honoraria as also to purchase stationery like pen, ink and paper.

On the above basis, the minimum expenditure that had to be incurred in paying honorarium for enumerating a person including preparing the house-list, was fixed at 3.5 nP. per person. It is interesting to note that the work of preparation of Electoral Rolls by house to house enquiry was paid for at 4 nP. per person in Calcutta area and 3 nP. in the mufassil districts.

It is, therefore, hardly surprising that my announcement of the rates of honorarium, informally, to the District Magistrates during my first round of tours was not received very enthusiastically. As a compromise, I decided to pay the entire amount to the House-numberers and Enumerators, leaving nothing

for the Circle Supervisors and Charge Officers. Many District Magistrates also pointed out that the persons who would be appointed as Circle Supervisors and Charge Officers would treat the offer of Rs. 4 per block, divided between them, as an affront. Even then, the amount of honorarium was considered to be so low that I could not ask the Enumerators to do anything but the irreducible minimum of work. Thus, the project of getting notional maps of enumeration blocks prepared by them had to be dropped. This was, however, not a serious omission as the maps, if prepared by them, would probably have looked all alike.

The following rates of honorarium were sanctioned by me in West Bengal:

(1) For numbering 150 buildings in rural areas and 120 Census houses in urban areas, preparing the house-list in respect of such buildings or houses, inclusive of the cost of materials like paint, brush, etc., Rs. 5 subject to a minimum of Re. 1 per House-numberer.

(2) Enumeration:—2.7 nP. per person enumerated subject to a minimum of Rs. 5 per Enumerator.

In Calcutta, the following rates were prescribed:

(1) For numbering 100 Census houses, preparing the house-list in respect of such houses inclusive of the cost of materials like paint, brush, etc., Rs. 5 subject to a minimum of Re 1 per House-numberer.

(2) Enumeration:—3.12 nP. per person enumerated subject to the minimum of Rs. 5 per Enumerator plus Rs. 2.50 nP. for meeting out of pocket expenses per Enumerator.

In the hill areas of the district of Darjeeling, the following rates of honoraria had to be sanctioned on account of the cold climate and the difficult nature of the terrain:

(1) For numbering 150 buildings in rural areas and 120 Census houses in urban areas, preparing the house-list in respect of such buildings or houses, inclusive of the cost of materials like paint, brush, etc., Rs. 10 subject to a minimum of Rs. 2 per House-numberer.

(2) Enumeration:—5.40 nP. per person enumerated subject to a minimum of Rs. 10 per Enumerator.

Special rates of honoraria had also to be sanctioned for house-numbering in certain water-logged areas in Basirhat subdivision of the district of 24-Parganas and the Arambagh subdivision of the Hooghly district.

The rate was Rs. 15 for every 150 houses.

Water-logging was also responsible for the sanction of special rate of 7 nP. per person enumerated in the same area of the Basirhat subdivision of the district of 24-Parganas.

Consolidated salaries at Rs. 125 and Rs. 65 per month had to be sanctioned for eight Charge Officers and 92 Enumerators in the Purulia district as suitable persons could not be found in some areas and persons, on a monthly salary, had to be recruited and sent to these areas from outside. Sanction had also to be accorded to the payment of an honorarium of Rs. 30 (thirty) per month to each of 187 Circle Supervisors of Howrah City for two months from 15-1-61, as the Municipal Commissioners could not devote any time to the Census work on account of the election to the Municipality, which came off in 26th March, 1961.

A minimum amount had to be fixed for the honorarium for house-numbering as also for enumeration as otherwise the amounts admissible to some House-numberers and Enumerators in small blocks would have been ridiculously low.

The idea was that each House-numberer would defray the cost of paint, brushes, etc., initially out of his own pocket but this they refused to do. It was not possible to pursuade the Municipalities or Union Boards to advance the requisite amounts out of their funds and ultimately I had to sanction an advance of Rs. 2 for each House-numberer on condition that the advance was later to be adjusted against the honorarium that became actually due to him. This condition regarding adjustment of the advance probably caused some of the District Magistrates to abstain from taking advantage of this concession at the last moment.

I had initially sanctioned two different rates for house-numbering and house-listing, one for rural areas and the other for urban areas except Calcutta but as I found that this caused too much resentment among the Census Officers employed in rural areas, I prescribed only one rate for enumeration for the

whole of West Bengal, except Calcutta. Even then, I had to listen to complaints about discrimination between Census workers of Calcutta and those of urban areas surrounding Calcutta. The complaints were particularly loud and bitter in the towns in the Barrackpur and Sadar subdivisions of the district of 24-Parganas and in Howrah City but I had to bear with them. The amount of honorarium paid to a House-numberer or Enumerator was definitely not commensurate with the tax Census work levied on his time and money. He had to remain at the work for a minimum of at least eight months, during which he had to attend training classes and defray the cost of journeys for attending such training classes, do house-numbering and house-listing and then enumerate the persons in the block. The House-numberers and Enumerators could be made to do their work by making repeated appeals to their patriotism and by pointing to the penal section in the Census Act but it is doubtful how far this would work in 1971 unless the rates of honoraria were substantially raised.

The total amount of honoraria on account of house-numbering and house-listing and on enumeration, for the whole of West Bengal, excluding Calcutta, booked in the office of the Accountant General, West Bengal, Calcutta, till the end of February, 1962 was Rs. 1,088,773.48 nP. The corresponding amount for Calcutta was Rs. 253,478.40 nP. giving a total of Rs. 1,342,251.88 nP. for the whole of West Bengal.

The total number of persons enumerated in West Bengal excluding the Cooch Behar enclaves was 34,926,279. An expenditure of Rs. 1,222,419.76 nP. should, therefore, have been incurred in paying honoraria for house-numbering, house-listing and enumeration according to the scale of 3.5 nP. per person prescribed by the Registrar General, India but the actual expenditure exceeded this amount by Rs. 119,832.12 nP. entirely on account of the expenditure incurred for the Census of Calcutta City. In 1951, the sum spent on honoraria for the Census of Calcutta was Rs. 203,909. Apart from the increase due to an increase in the population enumerated, the increase in the cost of Enumeration in Calcutta is mainly due to an increase in the number of Circle Supervisors and their retention over a longer period, the rates of honoraria for all items of work having been the same in 1961 as in 1951. The difference in the expenditure on honoraria in the two Censuses comes to Rs. 49,569. Of this difference, as much as Rs. 22,066 are due to the excess expenditure incurred in honoraria to Circle Supervisors. In 1961, 2,927,289 persons were enumerated in Calcutta which included the former Tollyganj Municipality. The number of persons who had to be counted in excess of those counted in 1951 was 378,612. At the 1951 scale of expenditure which was at 8 nP. per person, the enumeration of 2,927,289 persons should have cost Rs. 234,183.12 nP. The real excess of expenditure on account of honoraria in Calcutta should, therefore, be put at Rs. 19,295.28 nP. The real excess of expenditure on honorarium to Circle Supervisors should, therefore, be put at Rs. 19,295.28 nP.

The total expenditure on honoraria for house-numbering and enumeration would not have exceeded the scale prescribed by the Registrar General, if I did not have to incur expenditure at more than twice the prescribed scale (8 nP. as against the prescribed scale of 3.5 nP. per person) for the enumeration of the population of Calcutta. This excess expenditure was unavoidable as it was not possible to effect any reduction in the 1951 rates. If, on the other hand, it is conceded that expenditure on honorarium in Calcutta on the scale of 1951, was permissible, then the permissible expenditure in Calcutta comes to Rs. 234,183.12 nP. If to this is added the permissible expenditure for the rest of West Bengal, at 3.5 nP. per person, amounting to Rs. 1,119,964.65 nP., then the total permissible expenditure on honoraria for house-numbering and enumeration comes to Rs. 1,354,147.77 nP. which exceeds the actual expenditure by Rs. 11,848.89 nP.

50. *Miscellaneous*—The Panchayat Elections under Rule 8 of the West Bengal Panchayat Rules, 1958, threatened to interfere with the Census operations in some areas. But the threat to the Census was removed with the co-operation of Shri N. M. Bardhan, I.A.S (Retired), Director of Panchayats, who kindly permitted the District Magistrates to alter the dates of the elections already fixed

so that the holding of the elections to the Panchayats did not interfere with the taking of the Census. My experience was not so happy in regard to the holding of the municipal elections. Inspite of my best efforts, I could not get the dates of election of Commissioners, of the Howrah, Bally and a few other Municipalities postponed. These Elections, coming off as they did in February or March, 1961, caused serious dislocation to the Census arrangements. A bye-election to the West Bengal Assembly from the Bhangar Constituency in February, 1961, added to the confusion already prevailing in the Census arrangements of the Sadar subdivision of the 24-Parganas district.

51. *Recognition of services of Enumeration staff*—The Deputy Registrar General in his letter No. 7/5/60-RG dated 24-11-60 allotted 295 Silver and 590 Bronze Medals for distribution among those Census Officers who had rendered meritorious service. Medals were first awarded to Census Officers in 1951 for meritorious service and the Deputy Registrar General's letter merely translated into action the decision that had been taken in the first Conference of Superintendents of Census Operations to continue the system established in 1951. The medals were allotted to each State on the basis of the mid-year population of the State for 1960 calculated in the Office of the Registrar General, India. According to this calculation, West Bengal had a population of 29.53 lakhs. One Silver and two Bronze medals were thus allotted for every one lakh population. As the House-numbering and House-listing operations disclosed a population of 34.89 lakhs for West Bengal, it was pointed out to the Deputy Registrar General that we should have 348 Silver and 696 Bronze medals for distribution among meritorious Census workers. This demand was conceded. Of the Silver medals 50 per cent. were distributed among Enumerators while the remaining 50 per cent. were distributed among office-staff, Charge Officers and Circle Supervisors. Of the Bronze medals, only 30 per cent. were distributed among the office-staff, Charge Officers and Circle Supervisors, 70 per cent. being distributed among the Enumerators.

The medals were allotted to the different districts, including Calcutta, proportionately to the populations of these districts. Each medal was accompanied by a certificate signed by the Registrar General, India.

The District Magistrates and the Deputy Superintendent of Census Operations, Calcutta were requested to recommend the names of the requisite numbers of Enumerators, Circle Supervisors, Charge Officers and members of the office-staff. The recommendations were accepted with minor alterations in some cases. In the districts, the District Magistrates usually gave away the medals and certificates to the recipients at a small ceremony. In Calcutta, the Mayor gave away the medals and certificates to the deserving Census workers. The award of the medals and certificates was over in West Bengal except for one district, by November, 1961.

A separate allotment of medals and certificates was made for Sikkim.

The recipient of a medal was paid travelling allowance from his residence to the headquarters of the district.

52. *Acknowledgment*—I would be failing in my duty if I did not place on record the help and co-operation that I received from those who formed the vast army of Census workers in West Bengal. But for their public-spirit and patriotism, it would not have been possible to carry out such a gigantic undertaking so smoothly. I also owe a deep debt of gratitude to the District Magistrates, Shri P. C. Majumdar, I.A.S. (Retired) who was the Commissioner of the Corporation of Calcutta, the Commissioner of Police, Calcutta, the Commissioners for the Port of Calcutta, the General Managers of the Eastern, the South Eastern and the Northern Frontier Railways for their unfailing help and the deep interest they took in the Census. My thanks are also due to Shri H. Banerji, I.C.S., the Development Commissioner, West Bengal for agreeing to the utilization of the services of the Block Development Officers for the Census. The Commissioners of the Presidency and Burdwan Divisions never refused me any help that I sought from them. Shri R. Gupta, I.C.S., the Chief Secretary to the Government of West Bengal always lent a sympathetic ear to my tales of woe and always came to my rescue whenever the situation looked too black. The Chief Minister, late Dr. B. C. Roy graciously issued a message on the eve of the enumeration

and the Governor, Shrimati Padmaja Naidu gladly consented to her interview with the Enumerator being photographed and published in the newspapers as a means of enlisting public co-operation to the taking of the Census.

Last, but not the least, my thanks are due to Shri A. Niyogi, I.A.S., Secretary, Home (C & E) Department who acted as the liaison officer between me and the Government of West Bengal.

53. *Census of Sikkim*—I paid a visit to Gangtok in May, 1959 to discuss the details of the arrangements that were to be made in connection with the Census, after I had been informed that the Sikkim Durbar had consented to the taking of the Census in Sikkim under my supervision. My first task was securing the appointment of a Census Officer for Sikkim. I suggested that Shri C. S. Rai, who had conducted the Census in 1951 in Sikkim might be appointed as Census Officer for Sikkim for the 1961 Census also. During my visit, I also requested the Chief Secretary, Sikkim to let me know the details of the administrative staff setup in the State so that I could decide upon the particular department or departments of the Government which might be asked to lend the services of their officers for conducting the Census. In November, 1959, I paid another visit to Gangtok. This time I accompanied the Registrar General and took this opportunity of discussing with the Chief Secretary and Shri C. S. Rai about the procedure to be adopted for taking the Census of the inaccessible areas situated in the northern part of Sikkim. It was decided that even in those areas, the Census would be taken at the same time as in the rest of the State. The rules for the Census of Sikkim could not, however, be prescribed in the absence of information on certain points. The nature of the obstacles standing in way of the drafting the rules would become apparent from the letter reproduced below, which I wrote to the Dewan of Sikkim in December, 1959.

> "In order that the administrative arrangements for the Census of the population of Sikkim in 1961 may be finalized, it is necessary to have information on certain points.
>
> It appears from the D. O. letter No. 428/C.S., dated 9-6-59 of the Chief Secretary to the Government of Sikkim that the Durbar would have no objection to appoint Shri C. S. Rai as the Census Officer for Sikkim at a stage when his services may be exclusively needed as a wholetime Officer. During my last visit to Sikkim, Shri Rai mentioned that it would not be possible for him to carry the Census through without the help of an assistant. The Durbar may perhaps consider the advisability of appointing a suitable young officer to assist Shri Rai in his work, so that at the time the next Census is held, an experienced Officer might be found for appointment as the Census Officer for Sikkim.
>
> As a good deal of preliminary work will have to be done in the first half of next year, it is suggested that Shri Rai be designated as the Census Officer for Sikkim from 1st January, 1960, either exclusively for Census work or in addition to his other duties. In the latter case, his assistant should also be appointed at the same time.
>
> It is now necessary to decide the agencies through which enumeration and supervision of enumeration and training will have to be carried out. During my visit to Gangtok in May this year, I was given to understand by the Chief Secretary that the Mandals in charge of the Khas Mahal blocks would act as enumerators for their respective blocks and that those of the Mandals who could not read or write, would be assisted in their work by literate persons. I was also given to understand that as the whole area of Sikkim was Khas Mahal, it would be possible to cover the entire population of the country by such an arrangement. This may kindly be confirmed.
>
> So far as the supervision of the work of enumerators and their training were concerned, I was given to understand that both the tasks could be entrusted to the Revenue Officers of the Government of Sikkim. I may kindly be informed of the designations and numbers of each category of Revenue Officers who are proposed to be entrusted with these duties. I would like to mention here that in West Bengal, an enumerator will be asked to

enumerate 500-700 persons. One Circle Supervisor will be appointed over every 4 or 5 enumerators, for supervising their work and a Charge Superintendent will be appointed for an area containing a population of approximately 10,000. The Charge Superintendents in their turn are expected to work under the guidance of the Gazetted Officer in charge of a subdivision of a district, the District Census Officer being accountable to the Superintendent of Census Operations for the work in the district. Some such arrangement may be adopted for Sikkim also, after making due allowance for the hilly nature of the country and the scattered way in which the population is distributed throughout the State. I would be grateful to receive concrete proposals on these points.

The next point to be decided is the manner in which the country is to be divided for the purpose of the Census. During 1951, three Census divisions were created, one for the town of Gangtok, another for the area covered by the Police-station of Gangtok except Gangtok town and another for the area covered by the Namchi P. S. I may please be informed whether those Census divisions are to be maintained in 1961 or new Census divisions are to be created for the 1961 Census.

It appears that the Revenue Department maintains a list of all the houses in Sikkim for the collection of the house-tax. If the list or assessment registers are brought up to date once every quarter then it may not be necessary to affix numbers to houses as a preliminary to the enumeration of the population. As persons will be enumerated against the houses in which they reside, it is necessary for an accurate Census, to account for every house in the country and this is easily accomplished by numbering serially all the houses located in the smallest unit of revenue administration which ordinarily is known as the village or mauza or khas mahal block. I may please be informed whether actual numbering of houses will be necessary or whether the assessment registers can be brought up to date immediately before the enumeration begins.

An early reply is requested ".

A reply to this letter was received from the Chief Secretary, Sikkim but as his letter was not sufficiently informative, I had to pay a further visit to Gangtok on the 7th March, 1960 for getting a clearer idea of the situation after a personal discussion with the Chief Secretary and the Census Officer for Sikkim. The Circular for the Census of Sikkim was then issued on the 14th March, 1960. I held two training classes in Gangtok, one in connection with House-numbering and one in connection with Enumeration. Both the classes were attended by the Census Officer for Sikkim, the Revenue Inspectors and the Circle Supervisors. Shri C. S. Rai also attended another training class at Darjeeling on 23rd June, 1960.

The Circular for the Census of Sikkim is reproduced below:

"**Introduction**—The Sikkim Durbar communicated to the Ministry of External Affairs, Government of India their consent to the taking of the Census in Sikkim in 1961 at the same time as in West Bengal, under the supervision of the Superintendent of Census Operations, West Bengal. The Government of India declared its intention of taking a Census of the population of India in 1961 in Notification No. 2/115/59-Pub. I dated 5-12-59, the reference time being the sunrise of the 1st of March of that year. West Bengal being a part of India, the Census in West Bengal will also be taken at that time. The Census of the population of Sikkim will thus be taken in 1961, the reference time being the sunrise of the 1st of March of that year.

Census defined—The word Census, according to the Chambers's Twentieth Century Dictionary, means an official enumeration of inhabitants with statistics relating to them. This meaning of the word has been used in the United Nations document "Principles and Recommendations for National Population Censuses" in defining the word Census. The modern conception of a population Census is that it is the total process of collecting,

compiling and publishing demographic, economic and social data, pertaining, at a specified time or times, to all persons in a country. The most important point to remember about a Census is that the data collected, must relate to ALL persons in a country which means that no person must be left out at the time of collection of data relating to the population of a country. The data collected in a Census may vary from country to country according to the changing pattern of human society from one country to another but the condition that the Census must include each one of the inhabitants of a country holds good in all countries. An idea of the extent to which demographic, economic and social data will be collected in the 1961 Census may be obtained by going through the questions in (i) the House-list, (ii) the Enumeration Slip and (iii) the Household Schedule, a few copies of each of which forms were sent to the Chief Secretary to the Government of Sikkim with my D.O. letter No. 4C-7/6/973, dated 9-11-59.

Administrative Arrangements—In order that all persons in Sikkim may be counted during the Census and none counted twice, it would be necessary to so arrange matters that not a single place of human habitation is omitted while enumerating the people nor the people living in a particular house counted twice. This can be done by dividing the entire country into a number of parts and by appointing a suitable person in charge of the enumeration in each. The State of Sikkim is divided into three Tehsils of Gangtok, Namchi and Mangan for administrative purposes. Each Tehsil is split up into Estates, some Government and some Private, each Estate being divided into collection Blocks. There is a Mandal in charge of the collection of the revenue in each Block. The first step to be taken, therefore, is to prepare a complete list of all the Blocks situated in a Tehsil and to assign a number to each Block. The list of collection Blocks should be prepared in the form indicated below:

Name of Tehsil.....

Name of Estate	Name of Block	No. of the Block	Name of Mandal

The number assigned to a collection Block in the above list will denote the Block in the Location Code and therefore it can not be changed till April, 1961. Two copies of the list of Blocks in each Tehsil should be sent to the Superintendent of Census Operations, West Bengal as soon as the lists are prepared.

Location Code—Every individual in Sikkim is a member of a household, which occupies a Census house which is itself a building or a part of it. The building itself is situated in a Block situated in a particular Tehsil or in a bazar or in Gangtok town or in a Forest. It is possible, through the Location Code, to identify every person, no matter in which part of Sikkim he may be residing.

The number 17 has been assigned to Sikkim. The tehsil of Gangtok, excluding Gangtok town, has been assigned the number 1 that of Namchi 2 and that of Mangan 3. All the Blocks will also be assigned specific numbers. Every person residing in, say, the Mangan Tehsil, may be represented by the three parts of the Location Code, as follows:

17/3/Block No.

If after these three numbers, the household number, together with the building and Census house number is added, then the identity of the man living in that particular Census house and building, situated in that Block of Mangan Teshil, is established. It is accordingly essential that the names and boundaries of Estates and Blocks and the numbers assigned to the Blocks, should not be changed till the Census is over.

The Chief Secretary, Sikkim may please issue an order to the Chief Executive Officer directing that the names and boundaries of all Estates and collection Blocks as existing at present, should not be changed till April, 1961, till after the Census is over. It is of the utmost

importance that the names and boundaries of Estates and Blocks are not changed as otherwise the Census can not be taken accurately.

Shri C. S. Rai, who has been designated as the Census Officer for Sikkim, will remain in over all charge of the Census. As the preliminary arrangements for the taking of the Census will have to be made, stage by stage, in accordance with the calendar attached, the Census Officer for Sikkim will have to devote constant attention to the Census. In order that he may be able to devote to the Census the attention it deserves, he should be relieved of all other duties immediately. The Census Officer for Sikkim will be assisted in his work by the Inspectors of the Revenue Department stationed in each Tehsil, who will work in addition to their own duties. The Durbar will recruit 16 Circle Supervisors for supervising the work of the Enumerators. These 16 Supervisors will be paid such salaries as may be decided by the Durbar and will work whole time for the Census. They should possess sufficient intelligence and should preferably have passed the Matriculation or the School Final Examination. The Census Officer for Sikkim will train them up thoroughly in Census procedure and he will ensure that they have a clear idea of the meanings of the various terms which will be used in the Census questionnaire.

The Enumeration and the Census Hierarchy—In rural areas excluding bazar areas, and forests, the Census will be taken by the Mandals of the respective Blocks. The Mandals will thus act as Enumerators. If there be certain Mandals who can neither read nor write then literate persons will have to be appointed as Enumerators under the Mandals, who will in any case, remain responsible for the Census of the population residing within their Block. These Mandals will work under the direct supervision of the Circle Supervisors, who will be whole-time employees of the Durbar. Each Enumerator should be made responsible for taking the Census of 500 persons or less. Contiguous areas under the charge of 4 or 5 Enumerators should be combined into a Circle which should be put under the charge of a Circle Supervisor. Each Supervisor should reside within the area under his charge. All the Supervisors stationed within a Tehsil will work under the guidance of the Revenue Inspector who in his turn will receive instructions either direct from the Census Officer of Sikkim or the Assistant Magistrate in charge of the Tehsil. The Superintendent of Census Operations, West Bengal will supervise the taking of the Census in Sikkim.

The Supervisors should be appointed by the end of May 1960 positively as further delay in appointing them will jeopardise the success of the Census in Sikkim.

As has been stated earlier, a Mandal will act as the Enumerator for the population residing within his Block. If more than 500 persons reside in a Block, then more than one Enumerator will be required. An approximate idea of the number of persons residing in a Block may be obtained by multiplying the number of houses in that Block by the average number of persons occupying a house in 1951. A large Block, containing a population of more than 500, should not be physically divided but the duty of enumerating the residents should be entrusted to an adequate number of Enumerators, all working under the Mandal, who should also be appointed an Enumerator. For this purpose, a specific number of houses may be allotted to each Enumerator for taking the Census of the residents of those houses.

The Census Officer for Sikkim, the Revenue Inspectors and the Supervisors should ensure, by training them up properly, that every Enumerator understands the meanings of the various terms which will be used in the Census questionnaire and is made thoroughly conversant with the Census procedure. For this purpose, the Supervisors should examine the Enumerators orally. The Enumerators should also be able to read and to write legibly in the Nepali language.

House-numbering and House-listing—The most important operations, preliminary to the taking of the Census, are the numbering of the buildings and houses

and the filling up of the form known as the House-list. All the buildings situated in a collection Block are to be numbered serially, without omitting any building or doubly numbering any building. All the buildings in a Block will bear numbers in one series but buildings in different Blocks will bear numbers in different series. All the Census houses in a building will be numbered serially, there being a separate serial for the Census houses in each building. The number of a building or a Census house should be painted on the building with some kind of durable paint. The numbering of the building and Census houses and the filling up of the form known as the House-list may be done in one operation if possible. The House-list, to be prepared in October, 1960, will give a correct account of the numbers of buildings and Census houses, Collection Block by Collection Block and will also make it possible to form a fairly accurate idea of the population which will have to be enumerated in 1961. In order that omission or double enumeration may be prevented, it is absolutely essential, before house-numbering is taken up, to delimit on the ground, the boundaries of the different collection Blocks.

After the House-list form has been filled up, an extract copy of it should be made and handed over to the Enumerators before Enumeration actually begins. The form in which this abstract will have to be prepared will be indicated in due course.

The Enumeration—As in 1941 and 1951, the enumeration will be non-synchronous in 1961, the count taking place between the 10th and the 28th February, 1961 throughout Sikkim. This count will be followed by a revisional round of visits to every household by every Enumerator between the 1st and 3rd of March, 1961, for making the data collected during the Enumeration period, correct as at the sunrise of the 1st of March, 1961. The revisional round of visits is absolutely essential as though the reference time is the sunrise of the 1st of March 1961 the data will be collected during the 19 days immediately preceding it.

After the Enumeration is over, *i.e.*, on the 4th March 1961, each Enumerator will take all Census papers to the Supervisor who will first verify, with reference to his register, whether completed Enumeration Pads and Pads of Household Schedule in respect of all the houses in the Block have been brought by the Enumerator or not. On being satisfied that the Enumeration Slips and Household Schedules are available for all the houses in the Block, the Supervisor will prepare an abstract accurately in the form to be prescribed later. He will then prepare an abstract in respect of all the Blocks in his Circle in another form to be prescribed later. He will then take the abstract personally to the Census Officer for Sikkim at Gangtok. The State Census Officer, as soon as he has obtained abstracts in respect of all the Circles, and Charges, will prepare the provisional totals and telegraph the figures simultaneously to the Registrar General and *ex-officio* Census Commissioner, India, New Delhi and the Superintendent of Census Operations, West Bengal, Calcutta.

Census of Special areas—There is only one urban area in Sikkim, which is the area covered by the town of Gangtok. A map may be prepared, on a convenient scale, or if it not be possible to prepare a map according to scale, then a sketch map may be prepared, showing the boundary of the town and all the streets and lanes in it. All the streets and lanes in Gangtok town should be serially numbered, a specific number being given to each street or lane. This number should be shown in the map of the town and should also be displayed at the two ends of the street. All the buildings situated on a street or lane should then be serially numbered, a separate series of numbers being assigned to the buildings on each street or lane. This numbering of buildings and also of Census houses, should be done in October 1960, as already stated. This procedure is suggested as otherwise it might not be possible to account for all the buildings.

The Revenue Inspector of Gangtok may be made responsible for the Census of Gangtok town, in addition to other duties. He may be assisted by one Supervisor.

So far as bazars except the one at Gangtok are concerned, as they do not fall within any Block, the enumeration will have to be conducted under the direct supervision of Bazar Inspectors. Local residents may be appointed Enumerators. The Enumeration will take place in Bazars also between the 10th and the 28th of February, 1961 but persons will be enumerated against their dwelling houses in the bazars and therefore the persons who may come to transact business at those bazars will not create any complication.

In forest areas, the officials of the Forest Department should be entrusted with the task of enumerating the population, Tehsil by Tehsil.

So far as the enumeration of homeless persons and nomads are concerned, the Enumerator will enumerate all such persons in the evening of the 28th of February, wherever such persons may be found within his Block.

Census forms and Instructional Booklets, in Nepali, will be supplied by the Superintendent of Census Operations, West Bengal. The Enumerators will be paid remuneration according to the rate that may be prescribed by the Durbar. The Census Department of the Government of India will contribute only Rs. 1,000 towards the cost of the Census of Sikkim "

In addition to the above Circular, which was meant especially for the Census of Sikkim, copies of all circulars issued by me, were also sent to the Chief Secretary, Sikkim, for information, so that, such of the instructions as were of a general nature, were also followed there.

CALENDAR FOR THE CENSUS OF SIKKIM 1961

14th March, 1960 to the 30th April, 1960 .	(1) Delimit Enumeration Blocks and Circles and prepare a Register of persons who may be appointed as Enumerators and Circle Supervisors.
	(2) Accurately delimit the town of Gangtok and prepare a map.
1st May, 1960 to the 30th June, 1960	(1) Issue appointment letters to Enumerators and other Census personnel.
	(2) Receive Census Forms and Booklets containing instructions for House-numbering and House-listing and for Enumeration from the Superintendent of Census Operations and arrange their despatch to Tehsil Offices.
	(3) Hold instructional classes for Circle Supervisors, with special reference to House-numbering and House-listing.
16th August, 1960 to the 21st September 1960	(1) Hold and arrange instructional classes for enumerators, who will also act as House-numberers.
	(2) Arrange distribution of booklets on House-numbering and House-listing and the House-list form to the Enumerators and Supervisors.

CALENDAR FOR THE CENSUS OF SIKKIM 1961—*concld.*

6th October, 1960 to the 31st October, 1960	(1) House-numbering and the filling up of the House-list form (House-listing) and arrange to prepare abstracts.
1st November, 1960 to the 31st December, 1960	(1) Collect completed House-list forms.
	(2) Hold and arrange instructional classes on enumeration for Enumerators and Supervisors.
1st January, 1961 to the 31st January, 1961	(1) Distribute Enumeration slips and Household Schedules to Enumerators and hold a training Census on a date to be communicated later.
	(2) Continue instructional classes.
10th February, 1961 to the 28th February, 1961	Enumeration by Enumerators.
1st of March, 1961 to the 3rd March, 1961	Revisional round of visits to every household by the Enumerators for making the data collected during the Enumeration period (10th February—28th February, 1961) correct as at Sunrise of the 1st of March, 1961.

APPENDIX I

D.O. NO. 3/9/59-RG

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
Office of the Registrar General, India

2-A, MANSINGH ROAD,
NEW DELHI,

February 28, 1959.

MY DEAR SENGUPTA,

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

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

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

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

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

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

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

6. The records of the 1951 and previous censuses, if any, should be fetched to your office. Due to the reorganisation of States, your present jurisdiction may have greatly changed from the last Census. You may not have access to the records of those parts which were outside the 1951 jurisdiction of your State. You might, therefore, try to obtain the records of these parts from your colleagues in the neighbouring States, providing they could be conveniently spared without any inconvenience. It may be necessary for you to send some of your staff to fetch them or copies of them from neighbouring States. You should have a complete set of 1951 Census publications, both for All-India and for the different States, which will probably be among the census records. But if they are not, you will doubtless ask officers of the State Government keeping charge of census papers and obtain these reports. You should also have in your office all other census publications that might have been used by your predecessor which may be either in the census records or with the State Government. Reports of previous censuses should be available in the State Secretariat library or other good libraries.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

22. Below the District Census Officer is the officer designated as "Charge Superintendent". Where possible, a whole thana/tehsil/taluk may be constituted into a charge and the general administration or revenue officer of the thana/tehsil/taluk may be appointed as Charge Superintendent. Otherwise, the district may be divided into a number of Charges and suitable officers of government or local bodies may be appointed Charge Superintendents. Charge Superintendents will be the principal channel of communication between District Census Officers and Supervisors and enumerators. In the beginning, they will, by virtue of their local knowledge, assist in the appointment of competent supervisors and enumerators and, in the later stages, they will effectively instruct and train enumerators and keep the census on a strict time-table.

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

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

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

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

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

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

29. We have effected considerable reduction in the army of enumerators employed in the censuses since 1931. This was because the 1931 and earlier censuses were confined to one night and arrangements had to be made for visiting all the houses during the census night and also for enumeration of travellers by train and other floating population. After the 1931 Census, the 'one night' census was given up and enumeration spread over a number of days. At the 1951 Census, enumeration was spread over twenty days—from 9th to 28th February, 1951, followed by another period of three days—from 1st to 3rd March, 1951—to check births and deaths that took place subsequent to enumeration but before the reference date (1 March) and for the enumeration of casual visitors not enumerated elsewhere. At the next census also, enumeration will be spread over a number of days. The period of twenty days was fixed at the last census primarily for administrative convenience. The experience of the 1951 Census suggests that a period of 20 days may be on the high side and may have to be reduced a little. The reduction in the period will also reduce omissions in recording new births and deaths and migration. The period will, however, have to depend on so many factors, like the availability of enumeration staff and the time taken for filling up the schedule. The enumeration schedules are being pretested which will give an indication of the average time taken for filling up the schedule. On this basis, we can fix a norm for each enumerator which will help us in determining the period of enumeration and the optimum strength of enumeration staff that should be appointed. The matter can be further discussed at the conference on the basis of the results of the pretest. You can yourself have some pretesting of the schedules made in order to examine this aspect of the question.

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

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

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

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

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

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

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

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

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

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

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

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

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

only two sub-numbers: Building No., and Household No. If in a building there should be only one census house and one household, there will be only one number, namely the Building No.

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

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

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

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

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

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

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

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

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

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

51. The household population will be enumerated in the household enumeration schedules. In addition to the household population, we shall have to make arrangements for the enumeration of population residing in institutions like hospitals, etc., and for the enumeration of floating population like wandering tribes, tramps, shadhus, etc. In the case of the floating population enumeration can be done on the night preceding the sunrise of 1st March. It will not be necessary to fill up the Household schedules for this class of population.

We can, therefore, either use the enumeration slips in the schedule or have different schedules. This also we can discuss and decide at the Conference.

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

53. As I have already stated, enumeration of household population will be spread over a number of days in February, ending with 28 February, 1961. The exact period for enumeration will be fixed later. As at the 1951 Census, the first three days of March, 1961 will

be devoted for the final check during which every house will be revisited by the enumerator concerned. The object of this second visit will to bring enumeration upto the reference date (*i.e.*, 1 March, 1961). For this purpose, the enumerator should (1) enumerate every birth that has taken place in a household since his last visit, (2) cancel the slip for any death that might have taken place in any house since his last visit and (3) enumerate any visitor whom he finds in the household and who has not been enumerated anywhere else during the period of enumeration. These points have been incorporated in the general instructions to enumerators.

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

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

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

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

The Information & Broadcasting Ministry have made a provision of Rs. 4·5 lakhs for the year 1959-60 for Census publicity which includes the following items : (i) preparation of seven million copies of folders in the various regional languages explaining and illustrating Census methods and procedure and (ii) seven lakhs of broad-sheets explaining the importance of the Census.

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

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

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

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

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

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

60. One of the most important publication of the 1951 Census was the District Census Handbook. This should be continued at the next Census. We should endeavour to enrich the publication by adding general information of value in regard to each village, like existence of primary or secondary schools, nearness to railway station, drinking water facilities, etc., etc. You can think over the useful information that could be given in the District Census Handbook in regard to

each village. We can have a final list prepared which you can start compiling with the help of the various governmental authorities.

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

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

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

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

Yours Sincerely,

A. MITRA

SHRI J. C. SEN GUPTA, I.A.S.,

Superintendent of Census Operations, West Bengal,
146/7B, Lower Chitpur Road,
Modi Building (1st Floor),
Calcutta-1.

APPENDIX II

(i) Report of the first Pre-testing of the Census Questionnaire and House-list

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

146/7B, LOWER CHITPUR ROAD,
MODI BUILDING (1ST FLOOR),
CALCUTTA-1.

NO. 59C-1/PTC/96

The 22nd April, 1959.
2nd Vaisakha, 1881.

FROM

SHRI J. C. SEN GUPTA, I.A.S.,
SUPERINTENDENT OF CENSUS OPERATIONS,
WEST BENGAL & SIKKIM.

To

The Registrar General and *ex-officio*
Census Commissioner, India,
Ministry of Home Affairs,
Kotah House Annexe,
2/A, Mansingh Road,
New Delhi.

Sub : Pre-testing of the Census Questionnaire and House-list.

SIR,

Please refer to D.O. No. 6/21/58-RG dated 7/8th January, 1959 and D.O. No. 6/21/58-RG dated 19th January, 1959 from Sri D. Natarajan, Deputy Registrar General, India to Sri S. N. Roy, Deputy Superintendent of Census Operations, West Bengal.

In accordance with the instructions contained in these two D.Os and with a view to employing N.E.S. block personnel in the work of pre-testing, the N.E.S. blocks were selected in consultation with the Joint Development Commissioner, West Bengal, the villages in the blocks being selected in consultation with the District Officers. Two blocks (enumeration) were selected by the Deputy Superintendent in Calcutta but the Urban blocks in Krishnagar, Asansol and Burdwan were selected in consultation with the District Officers.

The particulars of the blocks selected are given below together with the names of the enumerators and supervisors :

Name of District	Name/N. E. S. Block	Name/village	Name and Designation of Enumerator	Name and Designation of Supervisor
1. Darjeeling	Kalimpong II	Kashone	Sri H. P. Thapa, Village Level Worker.	Sri Biswarup Paul, S.E.O.
2. Murshidabad	Murshidabad, Jiaganj.	Satlakshmi	Sri Amulya Ch. Dutta, Gram Sevak.	Sri Amulya Kumar Chowdhury, S.E.O.
3. Nadia	Nakashipara	Kachkuli	Sri Naba K. Dey, Gram Sevak.	Sri Tarapada Jash, S.E.O.
4. Nadia	Ward No. I of Krishnagar.	..	Sri Prosanta K. Sen, K.G.O. Circle Officer.	Sri A. Dutta, Probationary Sub-Dy. Magistrate, Nadia.
5. Howrah	Shampur II	Bardabar	Sri Sashanka Mukherjee, Gram Sevak.	Sri Paresh Ch. Banerjee, S.E.O.
6. 24-Parganas	Rajarhat	Bhatenda	Sri Dilip K. Das Gupta, Gram Sevak.	Sri Birendra N. Neogi, Co-operative Inspector.
7. Bankura	Onda	Chandrakona	Sri Monoranjan Das, Gram Sevak.	Sri Tulsidas Mukherjee, S.E.O.
8. Calcutta	Ramdulal Sarkar St. and Bhairab Biswas Lane	..	Sri Ajit K. Basak, Social Worker.	Sri Ram Ch. Bhar, Inspector, Census Office, Calcutta.
9. Calcutta	Baithakkhana Rd.	..	Sri Mohan Lal Chandra, L.D.C., Census Office, Calcutta.	Sri Dhiresh Ch. Chowdhury, Proof-Reader, Census Office, Calcutta.
10. Burdwan	Ward No. 2	..	Sri Ganapati Mukherjee, L.D.C., Burdwan.	Sri R. K. Mukherjee, Dy. Magistrate, Burdwan.
11. Burdwan.	Asansol, Ward No. 2, Hutton Rd.	..	Sri Biman Behari Roy, L.D.C., Asansol.	Sri A. K. Das Gupta, Sub-Dy. Magistrate, Asansol.

The enumerators and the supervisors of all blocks except Kashone, were given training by the Deputy Superintendent for three days at the Census Office in Calcutta while the enumerator and the supervisor for the Kashone block were given training for only one day by me personally.

The results of the pre-test have disclosed some common errors made by most of the enumerators but which, on scrutiny, did not appear to be due to any defect or lacuna in the printed instruction to enumerators but should be ascribed to some omission or defect in the training imparted to them. These errors are being noted in this office so that in the training classes for the real Census, the misconceptions which gave rise to those errors might not arise again. A list of such errors is given in annexure A. Certain errors were committed and some difficulty was experienced by the enumerators in understanding certain concepts. Comments on such cases are given below :

A building has been defined as an entire structure on the ground but it has not been stated in the instructions for numbering buildings that only structures which are being used as human dwellings or may be used as such should be numbered. This omission in the instructions led to the numbering of Cow-sheds in at least 3 enumeration blocks in the districts of Murshidabad, Howrah and Bankura. It is accordingly suggested that a building should be defined as an entire structure on the ground which is used as human dwelling or may be used as such.

A Census house should similarly be defined as a human dwelling or which may be used as such, with a separate main entrance in a building.

While definitions of buildings and Census houses as given in the printed instruction should not ordinarily give rise to any misconception, at least in urban areas, yet, at the time of enumeration some enumerators felt some difficulty in acting according to those instructions. Thus, there was some difference of opinion regarding the number of Census houses in a big building having only one entrance but divided into flats, there being one or more flats in each floor. There was one opinion in favour of treating each flat, opening on the main staircase, as a separate Census house while according to another, such flats should not have been treated as separate Census houses, as they actually were, as none of such flats had a separate main entrance, unless the common staircase were treated as a common passage. It is felt that the printed instructions should give a clear indication about the course to adopt under such circumstances. I am of the opinion that the latter view is correct as it takes care of another actual case, in which one building, with one entrance, was found to have been divided among the co-sharers vertically, each co-sharer having a room or rooms in each floor.

The definition of the word " building " as given in the printed instructions offered some difficulty in interpretation in rural areas of this State where a family usually resides in more than one hut, each of which is a separate structure by itself and opens on a common courtyard. For facility of work, the enumerators were told to treat each such collection of huts in the occupation of one family as one building and one Census house but logically, according to the definition, a house consisting of three such huts should have been treated as three buildings and three Census houses, occupied by one family. Unless therefore the definition of the word " building " is changed, at least in respect of rural areas, there is a risk of the continuity being broken at the time of house-numbering. The material used for house-numbering will also be required in greater quantity and the cost of house-numbering will also go up. Such system of numbering, which follows logically from the definition of the word " building ", will also make it difficult for the enumerator to fill up column 2 of the House-list as the heading of the column 2 will in that case will not describe the actual state of affairs. This difficulty may be obviated if in column 2, the number of the hut is given and the name of the head of the household written every time against the entry for each of the huts or unless the name of the head of the household is given against all the huts, after putting a bracket, in column 2, so as to include all such huts in the occupation of the same family. On the other hand, the retention of the present definition for rural areas also will enable us to prepare tables, areawise, to bring out the fact that in some areas the horizontal dimension of houses is greater than the vertical and *vice versa.* This kind of classification will give a clear picture about one aspect of the degree of urbanization as there is usually lack of building space in urban areas as compared to rural areas. The retention of the definition for the word " building " will also help the enumerators, in filling up columns 7 and 8 of the House-list as all the huts in the occupation of household may not be constructed of same materials.

While on this subject of building and Census houses, I would like to point out that the instructions for numbering houses and families might be made more elaborate so as to cover all cases, as has been done in paragraph 40 of D.O. No. 3/9/59-RG, dated 28-2-59 of the Registrar General to the Superintendents. The instructions on the point may also include the case of a number of separate huts having one municipal number.

In the printed instructions, it has been laid down that a room should usually have four walls with a doorway with a roof overhead and should be wide enough for a person to sleep in, *i.e.,* it should be at least six feet long. The definition of a room as given in the instructions is quite clear and specific but cases have come to light during the pre-test, of biri-shop and other enclosures, which are not six feet long but which are used by single persons for sleeping in. There was also one case in a rural area where a family was found to reside in a place having only a thatched roof but no walls. Instructions are accordingly necessary regarding the classification of such structures. In column No. 9 of the House-list, the number of rooms in a Census house is to be recorded but as in many cases there will be more than one household in a Census house, the enumerator has to obtain this number by adding up mentally, the number of rooms in the possession of each household, as the information can not be had otherwise. The advisability, therefore, of changing the heading of column 9 to " number of rooms in the possession of each household " or of adding another column with that heading may be considered.

As regards the Household Schedule and the Questionnaire, my comments and suggestions are given below :

(i) The question whether a household possesses a battery torch light and or a bicycle may perhaps be deleted in urban areas as the slight experience gained during the pre-test has given rise to an apprehension that such an enquiry may provide occasion for ridicule in such areas. Moreover, such things are not needed in big cities and in most urban areas and the presence or absence of these things will not provide any measure of the degree of modern amenities being enjoyed by the residents of such areas. In urban areas, a gramophone or a radio set would be a better pointer about the standard of living in urban areas. In rural areas, in addition to enquiries being made about torch light and bicycles, and enquiry may be made to ascertain whether a household possesses a simple kerosene oil stove or

not and whether cooking is done by domestic coke or coal.

(ii) In part II of the Household Schedule, width of the column on Sex may be reduced and the space so gained may be added to the width of the column headed "Total". The heading of that column may be written as "Total Population" to emphasize the fact that the figure in that column is not the sum of the number of literates and Never marrieds. In the alternative the total may be given in an additional line at the bottom of part II.

(iii) In part III, the width of the column on Sex may be reduced, the column on Total shifted to the left by the amount of space so gained and a new column for recording the number of persons with age '0' may be added. If this is done then it would be possible to give the number of births, sexwise, in one year immediately preceding the date of the Census. This figure will provide an indication of the annual rate of growth of population and may be published at the time of publication of the provisional totals.

(iv) Question 4(c) relates to the duration of a person's stay at the place of enumeration. The answers suggested to this question at page 5 of the printed instructions do not provide for those persons who seasonally migrate from one district to another in search of employment and reside in the villages where they were born or in which they are ordinarily resident during that period of the year only, when employment exists in their home districts. Thus large numbers of persons ordinarily resident in the districts of Bankura and Purulia leave their places of residence and go to other places for work during the ploughing season and again at harvest time. Some symbol may be used in answer to question 4(c) to denote such persons.

(v) Instructions relating to question 6(b) apparently violate the decision of the Registrar General not to try to ascertain the number of persons who know Hindi but whose mother tongue is not Hindi. The instructions may be suitably changed so as to conform to the decision of the Registrar General. In this connection, the meaning of the word "know" may be elucidated so that some test may be applied for ascertaining whether a person can be said to "know" a language.

(vi) The term Middle School may be more clearly defined in regard to the class in School.

(vii) It has been laid down in the instructions that supervision of cultivation would entitle a person to be classified as "Working". It may be considered whether supervision of cultivation, which is only seasonal, should be treated as work or not. A person may be a tenant under the Government or a private person, but may not engage in cultivation himself and may get his fields cultivated through share-croppers. In such circumstances, the work involved in supervision of cultivation would be negligible.

(viii) In this connection whether a member of a house of the State Legislature or of Parliament who has got no source of income other than his allowance as such member, should be treated as "Working" or "Not Working" requires to be stated.

(ix) The class to which a student should be assigned, if he works out of school or college hours may be indicated. If he is classified as a worker, then the fact that he is a student can not be brought out in the answer.

(x) Cultivation has been defined so as to include supervision of cultivation either on own account or on behalf of some one else for payment in money or kind. It has also been directed that if a person is engaged in any kind of cultivation, then his main work should be taken as the one that relates to cultivation and should be recorded against question 9(a) while his work not relating to cultivation should be recorded in answer to question 10(a). There are persons in this State, who are Government employees, lawyers or medical practitioners but who also own lands which they get cultivated either through bargadars (share-croppers) or hired labourers but whose main source of income is not cultivation. If the instructions as given are followed, then the picture as would emerge from the filled up questionnaire will not be a correct representation of facts. This aspect of the matter may be considered and the instructions modified, if thought necessary.

A letter was sent to the enumerators (copy enclosed for ready reference), based on letter No. 6/21/58/RG dated 19-2-59 of the Registrar General, to which answers were received from the enumerators. A summary of the answers so obtained is given in annexure B. It would appear that most of the points raised by the enumerators have been covered by the remarks in the preceding paragraphs but there are one or two which require mentioning at this place. Some enumerators have stated that they experienced difficulty in ascertaining the area of land in the possession of a bargadar during the pre-test, which was held in the month of March as at that time the bargadars were not in actual cultivating possession of any land, most of the principal crops having already been harvested. It may be stated here that the contract between a bargadar (share-cropper) and the owner of the land usually terminates after the crop is harvested. It seems, therefore, that in respect of bargadars, either the possession of land have to be defined as possession during twelve months immediately preceding the time of enumeration or this enquiry in respect of bargadars will have to be omitted.

Some enumerators have also reported difficulty in filling up the Household Schedule first and in filling up the Enumeration Slips later as cases of discrepancies between the replies given in answer to questions in the two forms have been noticed. Instructions may perhaps be suitably modified so as to make the filling up of the Enumeration Slip first compulsory for enumerators.

Details regarding the work done by each supervisor and enumerator have been given in annexure C. It would appear that it would be possible for an enumerator to cover between 100 and 125 households comprising a population of between 550-650 during an enumeration period of 21 days.

The Enumeration Slips together with Household Schedules and the House-list forms, duly filled in during the pre-test are being sent in a separate parcel. The code numbers of the enumeration blocks will be sent in that parcel. The delay in sending this report is very much regretted.

Receipt of this report may please be acknowledged.

Yours faithfully,

J. C. SEN GUPTA,

Superintendent of Census Operations,
West Bengal & Sikkim.

ANNEXURE A

COMMON ERRORS

1. In a few cases, code numbers have not been put in the Individual Slips.
2. In case of person born in the area or district of Enumeration, the duration of residence has been put in question 4(c).
3. In some cases, employment status has not been mentioned in question 9(b).
4. In many cases, the particulars of occupation or of business or of industry are inadequate.
5. Age has been given in fractions of years.
6. Duration of residence for more than forty years has been returned as 40+2 etc., *i.e.*, forty-two years.
7. No. of the slips of the subsequent schedule or schedules used for a family consisting of more than six members has not been changed.
8. In a few cases, some questions have been left blank.
9. Duration of household business or industry in Part I-B of Household Schedules has been given as 72 months etc., *i.e.*, total number of months counted from the date of beginning of such business or industry.
10. In the case of non-dwelling house, such as workshop etc., the number of Census house as given in column 2 has been repeated in column 11 of the House-list form.
11. In the case of the agricultural labourer, the nature of his employment, *i.e.*, all the year round, or contract, or casual has not been written.
12. In case of one Census house in one building, the building number has not been repeated in column 2 of the House-list.
13. In case of birth place in Pakistan, the name of district has been written.
14. In few cases, unused slips have not been crossed out.
15. Instead of "No" while recording answers against Battery torch light and Bicycle "X" has been put.
16. In a few cases, the description of birth place in other states in Indian Union has not been fully described.
17. A house-wife who does some work outside her household work has been treated as "Not working" again the description of her work besides household work has been written in question 10(a) instead of Question 9(a).
18. A domestic servant who works from house to house has been stated as "EE" (Employee).
19. A private tutor has been stated as an employee.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

146/7B, Lower Chitpur Road,
Modi Building (1st Floor),
CALCUTTA-1.

EXPRESS Dated 10-3-1959.
NO. 59C-1/PTC/955/1(11)

FROM

SRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations, West Bengal & Sikkim.

To

ALL ENUMERATORS.

DEAR SIR,

I hope the Pre-testing of the House-list forms and Household Schedules is proceeding satisfactorily in your area and that the operation will be completed according to the programme scheduled.

You might have encountered various difficulties in course of executing the operation of house-list preparation and enumeration. The recording of such difficulties and your comments, if any, on them will be much appreciated. Some of the difficulties which you are likely to come across are given below in the form of questions and you are requested kindly to record your answers to each of the questions and your comments thereon. This will immensely help us to assess if the instructions, House-list form, Household Schedules and the questionnaire require any modifications or changes. It may be mentioned here that you may come across some other difficulties which are not covered by those mentioned below. In such cases, your additional comments, if any, on them will also be accepted with great appreciation.

1. Did the size of the forms present any difficulty to you in filling up the House-list forms, the Household Schedules and the Individual Slips ? If so, what were the difficulties.
2. Was any particular difficulty felt on account of there being only six slips in the Household Schedule ?
3. Did you meet with any difficulty in filling up details in any of the columns in the House-list form ?
4. Did you find it difficult to fill up the details of the Household first and then to fill up the Individual Slips for that Household ?
5. Did you feel or suspect any reticence, hesitancy or unwillingness on the part of the householder to give out household information that would have the effect of reflecting on the quality of enumeration of individual members of the Household because the enumeration of individuals came after recording the details of the Household ?
6. Were you able to get the answers from the householder easily and, according to you, correctly on each one of the items in the Household Schedule ?
7. Did you experience any difficulty in having the answers ?
8. Were there any cases where the householder refused to give the information in regard to the items of the Household Schedule ?
9. Were the captions used in the Individual Slips really helpful to you or are any changes required ?
10. Did the geometrical designs used in the slip for recording the answers in the cases of some of the questions present any difficulty, *e.g.*, too small to record the answers etc. ? Or, did they facilitate the enumeration work ?

11. Did you find any difficulty in getting at the heads of households or the persons responsible for giving the answers to the questions ?

12. Do you think the work that you have done is abnormally hard to complete within the time scheduled ? Have you worked extra time in order to complete the operations within the time scheduled ?

It will be better if you kindly record the answers to each of the above questions with your comments, if any, on separate sheets. Only put the question number and record your answers against them.

Please acknowledge receipt of this letter.

Yours faithfully,

J. C. SEN GUPTA,

Superintendent of Census Operations,
West Bengal & Sikkim.

ANNEXURE B

The following is a brief summary of the relevant answers given by the enumerators to the questionnaires sent to them by the Superintendent of Census Operations, West Bengal & Sikkim.

1. It appears from the replies given by the enumerators that except in two cases the size of the forms did not present any difficulty to enumerators. In the two cases mentioned above as the enumerators had to work in a standing position the large size of the House-list and Enumeration Schedule caused inconvenience.

It was suggested that if the loose forms placed on a thick card board attached by a clip the enumerators probably would have no difficulty even if they worked while standing.

2. No particular difficulty has arisen as there were 6 slips.

3. The difficulty experienced in filling up the different columns is of two types : One due to inadequacy of space allotted for writing and the other due to absence of clear instructions. For instance some enumerators pointed out that the space in columns 7, 8 and 12 of the House-list forms were inadequate for writing out in details. Others found difficulty in filling up col. 3 specially when the Census house was used for dual purposes, *e.g.*, for shop and dwelling. Also col. 9 of the House-list form presented certain difficulty because when a Census house contained more than one household it was not possible to ascertain the total number of rooms in that Census house before acertaining the number of households in that house and number of rooms in possession of the each household.

4. There was not much difficulty in filling up the Household Schedule first and then the Individual Slip. In one case however, the enumerator pointed out that there was some confusion in finding out the total number of family workers (which was to be written in the Household Schedule) which could have been avoided if the Individual Slips were filled in first.

5. Regarding the hesitancy, reticence, unwillingness etc., on the part of the householder in answering to items in the Household Schedule it may be said that most of the enumerators found the informants unwilling to give the information on land holdings. This was a very common feature when the land was held under 'Barga' system.

6. In most cases the enumerators found difficulty in having the correct age of the members of a household. The answers were difficult to get also in case of separated or divorced under marital status.

7. The captions given in the Enumeration Schedule were really helpful to enumerators.

8. Almost all the enumerators agreed that the geometrical designs did not present any difficulty. They rather facilitated enumeration.

9. In rural areas the heads of the households being mostly cultivators go out to the fields in the early morning. The enumerators generally could find the informants in the evening. In urban areas in many cases the enumerators had to visit the same household more than once to get at the persons who could give all the information.

In Calcutta and in such other urban areas even some heads of the household could not furnish the full addresses of the working places of other members of the family. Hence the enumerators had to revisit the household to get the persons concerned.

10. Excepting in Darjeeling which is a hilly area the enumerators could not find the work abnormally hard to finish it within the schedule time.

ANNEX

STATEMENT ANALYSING RESULTS OF PRE-TESTING OF THE

Description of locality : Name of District/ Tehsil/Thana/Taluk, and Village/Town	Urban and Rural	Number of households pretested	Population			Name or names of Enumerators— Qualification and designation	Number of households pretested by the Enumerator
			Persons	Males	Females		
1	2	3	4	5	6	7	8
1. Bankura, Onda, Chandrakona.	Rural .	143	636	288	348	Sri Manoranjan Das (Matriculate), Gram Sevak.	143
2. Darjeeling, Kalimpong, Kashone.	Rural .	117	588	312	276	Sri Hem Prosad Thapa, I.A., Village Level Worker.	117
3. Howrah, Shampur, Bardabar.	Rural .	140	790	391	399	Sri Sasanka Bhusan Mukherjee (Matriculate), Gram Sevak.	140
4. Murshidabad, Jiaganj, Satlakshmi.	Rural .	150	871	437	434	Sri Amulya Ch. Dutta (Matriculate), Gram Sevak.	150
5. Nadia, Nakashipara, Kachkuli.	Rural .	149	753	407	346	Sri Naba K. Dey (Matriculate), Gram Sevak.	149
6. 24-Parganas, Rajarhat, Bhatenda.	Rural .	133	911	502	409	Sri Dilip Das Gupta (Matriculate), Gram Sevak.	133
	Total .	**832**	**4,549**	**2,337**	**2,212**		
7. Burdwan, Town Hall Area.	Urban .	101	590	324	266	Sri Ganapati Mukherjee (Matriculate), L. D. Clerk, Burdwan Collectorate.	101
8. Burdwan, Asansol Municipality, Hutton Road.	Urban .	98	586	326	260	Sri Biman Behari Roy, I.Sc., Clerk, S.D.O's Office, Asansol.	98
9. Calcutta, Ward No. XXXI, Baithakkhana Road.	Urban .	100	552	297	255	Sri Mohan Lal Chandra (Matriculate), L. D. Clerk, Census Office, West Bengal, Calcutta.	100
10. Calcutta, Ward No. XX, Bhairab Biswas Lane and Ramdulal Sarkar Street.	Urban .	103	456	258	198	Sri Ajit Kr. Basak (Matriculate), *Ex*-employee, Census Office, West Bengal, Calcutta.	103
11. Nadia, Krishnagar Municipality, Ward No. I, R. N. Tagore Road.	Urban .	81	458	231	227	Sri Prasanta Sen, B.A., Settlement Kanungo.	81
	Total .	**483**	**2,642**	**1,436**	**1,206**		
GRAND TOTAL	.	**1,315**	**7,191**	**3,773**	**3,418**		

URE C

HOUSEHOLD SCHEDULE, CENSUS QUESTIONNAIRE, ETC.

Number of persons enumerated in the household	Total time taken by the Enumerator for pre-testing all the households: House-list preparation	Total time taken by the Enumerator for pre-testing all the households: Enumeration	Total time taken by the Enumerator for pre-testing all the households: Average time taken per household for enumeration	Name of Supervisor—Qualification and designation	Number of Enumerators under the Supervisor	Number of households actually checked by the Supervisor	Time taken by the Supervisor for checking
9	10(a)	10(b)	10(c)	11	12	13	14
636	22 hrs.	78½ hrs.	33 mts.	Sri Tulsidas Mukherjee, I.Sc., Social Education Organiser (S.E.O.).	1	65 (45·5%)	16¼ hrs.
588	22½ hrs.	85 hrs.	44 mts.	Sri Biswarup Paul, B.A., S.E.O.	1	23 (19·7%)	12 hrs.
790	26 hrs.	49 hrs.	21 mts.	Sri P. C. Banerjee, B.A., S.E.O.	1	70 (50%)	24 hrs.
871	14½ hrs.	52 hrs.	21 mts.	Sri Amulya Kr. Chowdhury, Matriculate, S.E.O.	1	53 (35·3%)	15 hrs.
753	36 hrs.	87½ hrs.	35·5 mts.	Sri Tarapada Jash, Matriculate, S.E.O.	1	72 (48·3%)	22½ hrs.
911	29½ hrs.	71½ hrs.	32·5 mts.	Sri Birendra Nath Neogi, Co-operative Inspector, Rajarhat, 24-Parganas.	Supervisor's	Statement	not received.
590	17 hrs.	36½ hrs.	21·5 mts.	Sri R. K. Mukherjee, W.B.C.S., Dy. Magistrate and Dy. Collector, Burdwan.	1	45 (44·6%)	22½ hrs.
586	12 hrs.	60 hrs.	37·5 mts.	Sri A. Dasgupta, M.A., Sub-Dy. Collector, Asansol.	1	50 (51%)	40 hrs.
552	10 hrs.	25 hrs.	15 mts.	Sri Dhiresh Ch. Chowdhury, Matriculate, Proof-Reader, Census Office, West Bengal, Calcutta.	1	50 (50%)	6 hrs.
456	5 hrs.	22 hrs.	12·5 mts.	Sri Ram Ch. Bhar, Inspector, Census Office, West Bengal, Calcutta.	1	52 (50·5%)	14 hrs.
458	12¼ hrs.	32 hrs.	24 mts.	Sri A. K. Dutt, B.A., Sub-Dy. Magistrate, Nadia.	1	50 61·7%)	20 hrs,

POPULATION

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

Name of Tehsil/Thana/Town.....(Code No.) **(DRA**

Building No. (Refers to the entire structure on the ground and not to any part)	Continuous serial number of the building with sub-numbers for separate census houses	Purpose for which used *e.g.*, dwelling house, shop and business buildings, educational buildings, jails, hostels, hotels and other buildings	If this census house is used as a factory or workshop			Description of census house	
			Name of the product or products which the factory or workshop undertakes	State the total number of persons employed in it	State whether fuel or electric power is used for production (Write 'Yes' or 'No')	Type of wall	Type of roof
1	2	3	4	5	6	7	8

CENSUS, 1961

LIST Name of Village/Ward/Mohalla.....

FT) (Code No.)

Number of rooms in the census house	Is this house wholly occupied by the owner, partly occupied by the owner and partly rented or wholly rented ? (FO/PR/FR)	Sub-no. of each household in the census house	Name of Head of household	Number of persons ordinarily resident in the census household			
				Below 21 years		21 years and above	
				Males	Females	Males	Females
9	10	11	12	13	14	15	16

INSTRUCTIONS FOR FILLING UP THE HOUSELIST

Col. 1. Building number.

This refers to the entire structure on the ground. Each building should have a separate number. If the locality chosen for pretest consists of a number of streets, the buildings in the various streets should be numbered continuously and the streets should be taken in an order, from north to south or east to west. Within a street, there are two alternatives; either the houses can be numbered in one continuous series clockwise or odd numbers may be given to houses on one side and even numbers to those on the other side. The latter method is preferable in cases where more than one street is taken for pretest. The enumerator may write the number on the building for the pretest operations in chalk or other material which can be erased easily later.

This will facilitate the checking by the supervisors. In areas, *e.g.*, urban, where the houses are already numbered by the municipal or other authorities, the enumerator may adopt the existing numbers in the Houselist.

Col. 2. Continuous serial number of the building with sub-numbers for separate census houses.

A census house is a dwelling with a separate main entrance. If a building has a number of flats or blocks which have separate entrances of their own, they will be considered as separate census houses. If in a big compound there are distinct structures, quite apart from each other, then each will be considered a building and not as a separate house. A census house should structurally belong to a building but each house should have a separate main entrance to the street or road or a common passage.

The order in which houses within a building should be numbered, should be continuous, preferably clockwise, or in any convenient manner if it is at all difficult to do it clockwise. If a building itself is a house, then it will have only one number. If within a building there are a number of houses, then each house will have two numbers, *e.g.*, the number of the building and the sub-number of the house.

Col. 3. Purpose for which used, e.g., *dwelling house, etc.*

The actual use to which a census house is put should be written here.

Col. 4. Name of the product or products which the factory or workshop undertakes.

In the case of a factory or workshop, the name of the main products produced by the factory or workshop should be written distinctly and separately.

Col. 5. State the total number of persons employed in it.

The total number of persons employed in the factory or workshop should be entered. It is not necessary to enquire the number of persons employed in the different productions. It may not be possible to get this information in cases where the operations may be combined.

Col. 6. State whether fuel or electric power is used for producton.

If fuel or electric power *is used* for production, 'Yes' should be written. If fuel or electric power *is not used,* 'No' should be written.

Col. 7. Type of wall.

Under this column the material out of which most of the walls of the house are made, *i.e.*, grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement concrete or timber, should be written.

Col. 8. Type of roof.

The material out of which most of the roof is made, *i.e.*, tiles, thatch, corrugated iron, zinc or asbestos cement sheets, or concrete shoud be written.

Col. 9. Number of rooms in the census houses.

A room should usully have four walls with a doorway with a roof overhead and should be wide enough for a person to sleep in, *i.e.*, it should be at least 6 ft. long. Kitchen, stores, garage, cattle shed and latrine which are not meant for sleeping should not be treated as rooms.

Col. 10. Is this house wholly occupied by the owner, partly occupied by the owner and partly rented or wholly rented?

If a census house is occupied entirely by the owner, then 'FO' should be written.

If a portion of the house is occupied by the owner and a portion is occupied by a tenant on rent, then 'PR' should be written.

If a house is occupied entirely by a tenant or tenants, then 'FR' should be written.

Col. 11. Sub-number of each household in the census house.

A household is a group of people who live together and take their meals from a common kitchen.

There may be one or more households in a census house. The number of households will depend on the number of kitchens that are used in a house. Each household should be separately numbered. This can be done by using the alphabets as (A), (B), (C), etc. For example, if building No. 2 is also a census house and has three households, the household numbers will be 2-(A), 2-(B) and 2-(C). If building No. 4 has two census houses, the houses will be numbered as 4-I, and 4-II. If within each house there are respectively 3 and 2 households, then they will be numbered as :

4-I-(A), 4-I-(B), 4-I-(C); and 4-II-(A), and 4-II-(B).

Col. 12. Name of Head of household.

The name of the Head of each household given in Column 11 should be written here. The Head of a household, for census purposes, is the person on whom falls the chief responsibility for the maintenance of the household. The name of the person who is actually acknowledged as Head of household should be recorded.

Cols. 13—16. Number of persons ordinarily resident in the census household.

The number of persons in each household under the different categories should be written in the respective columns.

CONFIDENTIAL **CENSUS OF INDIA 1961** **DRAFT**

LOCATION CODE : District/ Thana, Tehsil, Town/ Village, Ward (Block)/House No.

HOUSEHOLD SCHEDULE

NAME OF HEAD OF HOUSEHOLD.....

NATIONALITY.....

WHETHER HOUSEHOLD POSSESSES : (a) **a battery torchlight**.....(b) **a bicycle**.....

PART I

(To be filled in by ENUMERATOR first before filling up individual slips for each person in the Household)

A. LAND

1. If the household cultivates land, write number of persons engaged in cultivation

	Living in this house	Coming to work from their own homes
(i) Family workers		
(ii) Hired workers working all the year round		

	Acres	Decimals
2. If the household cultivates land write		
(i) How much land is held from Government		
(ii) How much land is held from private persons for payment in money, kind, share or labour		
3. How much land has been given to private persons for payment in money, kind, share or labour		

B. HOUSEHOLD INDUSTRY OR BUSINESS

4. If the household conducts any household industry or industries located and conducted at home (or in a shed adjoining the homestead) or any business or businesses, write

		Months
(i) the name or names of the industry or industries, business or businesses and conducted for how many months in the year	(a)	
	(b)	

(ii) number of persons engaged

	Living in this house	Coming to work from their own homes
(a) Family workers		
(b) Hired labourers working all the year round		

PART II : ENUMERATOR'S ABSTRACT

(To be filled in by ENUMERATOR after Part I above and all individual slips have been filled)

Sex	Total	Literates	Never married	Date and Signature of Enumerator
Males				
Females				

PART III : SUPERVISOR'S ABSTRACT

(To be compiled by SUPERVISOR)

Sex	Total	Age 0—14	Age 15—54	Age 55 and above	Date and Signature of Supervisor
Males					
Females					

ABBREVIATIONS TO BE USED IN SLIPS FOR INDIVIDUALS

Write in full answers for questions 1(a), 1(b), 2, 5(b), 6(a), 6(b), 9(a) and 10(a).

Question 3 *Marital Status : NM* (for Never Married) ; *M* (for Married) ; *W* (for Widowed) ; *S* (for Separated or Divorced).

Question 4 (*a*) *Birthplace : PL* (for person born in village or town in which enumerated) ; *D* (for person born in another Village or town of the district in which enumerated). In all other cases write in full according to instructions.

Question 4 (*b*) *Born R/U : R* (for born in a village) ; *U* (for born in a town).

Question 4(*c*) *Duration of Residence : X* (for person born in district of enumeration) ; *O* (for duration under one year) ; write years of residence if between 1 and 5 years ; <10 (for duration between 5 and 10 years) ; <20 (for duration between 10 and 20 years) ; <30 (for duration between 20 and 30 years) ; <40 (for duration between 30 and 40 years) ; 40+ (for duration 40 years and over).

Question 5(*a*) *Religion : H* (for Hindu) ; *M* (for Muslim) ; *C* (for Christian) ; *J* (for Jain) ; *B* (for Buddhist) ; *S* (for Sikh). For other religions write fully.

Question 7 *Literacy & Education: O* (for person who can neither read nor write) ; *R* (for ability to read only) ; *RW* (for ability both to read and write). For educational standards achieved, *see* instructions.

Question 8(*a*) *Whether Working/Not Working :* (Refers to last 12 months, for agriculture, household industry or business and the period of the census for other kinds of work).
W (for person actually working, supervising or directing in cultivation, industry, trade, business or profession) ; *NW* (for not working and being either *ST, HW, D, R, B, I, NE, UN* in Question 8(*b*) below).

Question 8(*b*) *Status if Not Working :* Write *X* for person who has been entered as *W* in Question 8(*a*). *ST* (for full time students doing no other work) ; *HW* (for housewives and other adult females who do domestic duties but no other work) ; *D* (for infants and other dependents who do not work) ; *R* (for retired persons doing no work again, receivers of agricultural or non-agricultural rent, royalty or dividend) ; *B* (for beggars, vagrants, independent women without indication of source of income, others of unspecified source of existence) ; *I* (for inmates of penal, mental and charitable institutions) ; *NE* (for persons seeking employment for the first time) ; *UN* (for persons employed before and now out of employment but seeking work).

Questions 9(*b*) *and* 10(*b*) *: Employment Status :*
MP (for Employer) ; *EE* (for Employee) ; *SW* (for Single Worker) ; *FW* (for Family Worker).

Questions 9(*c*) *and* 10(*c*) *: Place of Work :*
C (for cultivation in any form) ; *HI* (for industry or business located and conducted at home) ; write fully about place of work for other kinds of work.

Question 11 *Sex : M* (for Males) ; *F* (for Females).

To be compiled at Tabulation Office from individual slips of the household before they are detached for sorting

PART A : RELATIONSHIPS IN THE HOUSEHOLD

Definitions	Males	Females
Head of Household		
Married persons with husband or wife living together		
Married persons with husband or wife living away, divorced or separated		
Wives/Brothers/Sisters/Father/Mother/Sons/Daughters/Sons-in-law/ Daughters-in-law		
Son's sons/Son's daughters/Daughter's sons/Daughter's daughters		
Other Relations		
Visitors and Guests		
Servants or Employees		

PART B : NUMBER OF PERSONS WORKING AND NOT WORKING

Persons working	Males	Females	Persons not working	Males	Females

PART C : DIFFERENT KINDS OF WORK FOUND IN THE HOUSEHOLD

A. Nature of work done by Head of Household

B. Work other than domestic duties done by other members of the household. (Describe the different kinds of work conducted)

(i) _____

(ii) _____

(iii) _____

(iv) _____

(v) _____

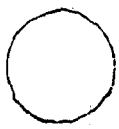
INDIVIDUAL SLIP

Location Code _____

1(a) Full Name _____

1(b) Relationship to Head _____ 2 Age _____

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

4(b) Born R/U 

4(c) Duration of residence _____

5(a) Religion _____ 5(b) S.C./S.T. _____

6(a) Mother tongue _____ 6(b) Any other language _____

7 Literacy & Education _____

8(a) Whether Working or Not Working _____ 8(b) Status if any Not Working _____

9(a) Main work & Industry _____ 9(b) Employment Status _____

9(c) Place of Work _____

10(a) Other work & Industry _____ 10(b) Employment Status _____

10(c) Place of Work _____

11 Sex

INSTRUCTIONS TO ENUMERATORS FOR PRE-TESTING THE DRAFT 1961 CENSUS QUESTIONNAIRE

The enumeration book given to you contains a number of enumeration forms. Each form consists of two parts : (1) the Household Schedule where you have to record information of a household as a whole, and (2) six numbered slips on which you will have to record information of individuals living in the household at the rate of one slip per individual. In those households where you have to enumerate more than 6 persons you will have to use more than one schedule for the household.

Instructions for filling up the Household Schedule and the individual slips are given below. You should carefully observe them when enumerating each household.

A. Instructions for filling up the Household Schedule

At the top of the Schedule you will find the Location Code. The Location Code in (i) the Household Schedule and (ii) each of the individual slips within the Census House should be identical. The first number will represent the number of the district as given by the Census authorities. Your Supervisor will give you other numbers representing your tehsil/thana/town, village/ward/block of your town. You should take care to write these three numbers connected together by the printed oblique strokes in between, on every household schedule. When you are visiting each house for enumeration, you should write the house number on the household schedule. For purposes of the census, a house has been defined as a dwelling with a separate main entrance. A *household* means the entire group of persons who live together in the same census house and have a common mess. In some census houses there may be more than one group of persons, each group with a common mess. In such cases, each group should be regarded as a separate household for purposes of the census and a separate household schedule together with its individual slips should be filled up for each such group. In such an event the house number in the Location Code should carry an additional letter A, B or C indicating a separate household in census house denoted by the house-number.

Below the location code you will find a column for recording the name of the head of the household. The head of a household, for census purposes, is a person on whom falls the chief responsibility for the maintenance of the household. You need not, however, make any elaborate enquiry about this and should record as Head of Household the name of the person who is actually acknowledged as such.

Below the name of the Head of Household you will find a column for Nationality. You should write the Nationality as given in full, *e.g.,* Indian, Pakistani, British, etc. If there are persons of more than one nationality in the same household, record the different nationalities along with that of the Head of the Household.

In the question "Whether Household possesses (a) a battery torchlight, (b) a bicycle", write yes or no against each according as the household possesses or does not possess them. Briefly, this information is wanted as a measure of how far our people are going in for simple and essential amenities of life.

After recording the Name and Nationality of the Head of the Household, you should fill in Part I of the Schedule, by interrogating the Head of the Household or the person most competent to answer. The information recorded in Part I relates to (a) labour employed in household cultivation, extent of land held by the household for cultivation purposes and (b) household industry or business and labour employed therein.

The part relating to land will have to be filled in only in cases where the household cultivates land which it holds either directly from Government or from private persons (for cash, kind, share of produce or for labour) or both. In the case of households which consist only of agricultural labourers or which are not engaged in cultivation at all on any land, this part will not be filled up. In such cases put an X in all the spaces in the right-hand side of the Household Schedule where answers have to be written and write 'No cultivation' across this part of Part I.

The part relating to Household industry or business will be filled up only where there is a household industry or business located and conducted in the household or in a shed adjoining the household. If there is no household industry or business of any sort put an X in each of the spaces in the right-hand corner where the answers have to be written and write 'No household industry or business' across this part of Part I. A household industry or business is defined as an industry or business located and conducted at home (or in a shed adjoining the homestead) but does not include any industry or business located and conducted away from home, even if members of the household run or conduct the industry or business by travelling to that place every day. In putting down the name or names of industries, business or businesses, ascertain from the head of the household for how many months, roughly, they are conducted and put down the number of months in the appropriate compartment. If conducted throughout the year write 12.

As soon as you have filled up Part I of the Household Schedule, you should enumerate each individual in the household using the first slip for the head of the household.

B. Important points to remember

1. Enumerate all persons who are normally resident in the household, that is, those who have lived in the household for more than six months and are present at the time of enumeration.

2. Enumerate all persons who are normally resident in the household but are absent at the time of enumeration provided they have lived in this household at any time during the enumeration period.

3. Enumerate a visitor, a boarder, or a guest found in the household at the time of enumeration even if he will be away from his household throughout the enumeration period and warn him not to permit any other enumerator to enumerate him even if he goes back before 1st of March, 1961.

4. Devote one slip to each individual. For facility of enumeration the slips have been serially numbered from 1 to 6. You should fill in the slips in the serial order indicated below in instruction to Question I(b).

5. Before commencing enumeration of an individual make sure to fill in the Location Code in each case. The location code in the slips will be the same as in the household schedule.

6. The questions have been briefly printed in the slip, *but only briefly,* and you should study the detailed question forms and instructions for answering them without which you will be liable to miss some of the range and implications of the questions. You should ask the questions in the order in which they are given in the slip and proceed to record the answers in their given order. You should make full use of the

abbreviations recommended in these instructions which again have been briefly printed for your convenience at the foot of each household schedule.

7. Make repeated enquiries about new born babies and very young children for they are liable to be missed because no meals are usually cooked for them.

8. If there are less than 6 members in the household cross out the slips unused diagonally, but do not tear them off. The crossed out slips must remain intact.

9. If there are more than 6 members in the household continue the count of the individuals beyond No. 6 in the slips of the next enumeration schedule, in that case repeat the location code of the household and the name of the head of the household in Part I of the Household Scheduled but cross out the remaining spaces. You should also change the serial number of the slips in the second enumeration schedules as 7, 8, etc., in the case of those slips that you have filled in that schedule.

10. If certain slips remain unused in the second enumeration schedule, cross out the unused slips diagonally but *never* tear them off.

11. If the family is larger than 12 members, go over to the third sheet and follow the instructions for the second enumeration schedule as in (7) and (8) above.

12. Remember that *each household should begin with a fresh household schedule and the slips attached to it and not run continuously on the unused slips of the previous household.*

13. When revisiting every household during the period of final check (1st March to 3rd March) you should enumerate every birth that has taken place in the household since your last visit. You should cancel the slip for any death that might have taken place since your last visit by drawing a bold line diagonally across the slip and write DEATH along the diagonal line. You should enumerate any visitor who may have arrived to stay since your last visit and who says he has not been enumerated anywhere else.

14. During the second or check round (1st March to 3rd March) utilise the crossed slips in the household for the purpose of enumeration of a birth or visitor but *write at the top of the slip* NEW BIRTH/VISITOR *clearly*. If there is no blank slip in the schedule to enter the visitor or newly born baby you should enter it in a fresh unused sheet and enter a note to that effect for the household schedule of the original sheet for the household. Do not forget to enter the location code of the household to which the baby has been born.

15. At the time of revisiting a household during the period of final check, you should fill in Part II. You should put your signature and date in the column provided for the purpose. Then prepare your Enumerator's Abstract and prepare to hand over your books and the Abstract to the Supervisor.

16. Part III of the Household Schedule will be filled in by your Supervisor.

C. INSTRUCTIONS FOR FILLING UP THE INDIVIDUAL SLIPS

(*For filling in the Location Code in the individual slip* see *section A above.*)

Q. 1(a) Full Name

Write the full name of the person enumerated. For the order of entering names, *see* instruction on Question 1(b) below and examples.

For newly born infants who have not yet been given a name, write 'Baby' followed by father's name or mother's.

Q. 1(b) Relationship to Head of Household

The head of the household is the person who is responsible for the household. You would have already recorded the name of the head of the household in the household schedule. All relationships should be recorded in respect of that person. A household will include visitors, boarders or employees (*e.g.*, domestic servants, or persons hired and maintained with board and lodge to help in cultivation or business or private tutors maintained with board and lodge for children's education or pleader's clerk similarly maintained if the head of the household or any member is a pleader, etc.) who are not related to the head of the household, but live together and have a common mess. You should first enumerate the head of the household, followed by other members of the household, in the following order Head, wife, son, daughter-in-law, daughter, son-in-law, father, mother, brother, sister, son's son or daughter, daughter's son or daughter, father's brother or sister, mother's brother or sister, etc. Do not use words like nephew, niece or uncle, but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother (for uncle). For visitors, boarders or employees, write visitor or boarder or employee as the case may be.

Q. 2 Age in completed years last birthday

Write age in years completed last birthday. For infants below one year of age, write '0'. You will find many persons who cannot state their age correctly. You should assist them to state the correct age. If you are not able to elicit correct age directly, you should stimulate their memory by referring to historical incidents or religious events, etc. You may use any local calendar of such events that may have been prepared for the purpose.

Q. 3 Marital Status

For	Never Married . . .	write NM
	Married	write M
	Widowed	write W
	Separated or Divorced . .	write S

For a person who has never been married write 'NM'. For a person married, whether for the first or another time, write 'M'. Write 'M' also for persons who are recognised by custom or society as married and if necessary and desirable, for persons in stable *de facto* union. For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'. For a person who has been divorced in a lawful manner, either by decree of a law court or by a regular social or religious custom but who has not remarried, or a person who has been separated from wife or husband and is living apart with no apparent intention of living together again, write 'S'.

Q. 4(a) Birthplace

1. If born in village or town in which enumerated	write PL
2. If born in another village or town of district in which enumerated . . .	write D
3. If born in another district in the State of enumeration	write name of District.
4. If born in another State in India	write name of District and State.
5. If born in a country outside India	write name of Country.

Q. 4 (*b*) *Whether born in village or town*

1. If born in a village . . . . . write R
2. If born in a town . . . . . write U

Q. 4 (*c*) *Duration of Residence*

1. For a person born in the district of enumeration . . . . . write X
2. For a person who was not born in the district of enumeration . . . . write the number of completed years this person has been in the district of enumeration. (*Do not take into account periods of temporary absence on leave or holiday or tour or business.*)
3. If the duration of residence is less than one year . . . . . write O

Ordinarily a person, will be able to remember the period of stay. But if the period is five years or over and if the person cannot tell the exact number of years, try to ascertain whether the period falls within any of the group below and write the relevant group in answer to the question, instead of the actual number of year as :—

If the duration of residence is over one year but less than five years . . . write the actual number of years of residence.
For 5 years and over up to 10 years . . . . . write<10
For 10 years and over up to 20 years . . . . . write<20
For 20 years and over up to 30 years . . . . . write<30
For 30 years and over up to 40 years . . . . . write<40
For over 40 years . . . . . write 40+

Q. 5 (*a*) *Religion*

For 1. Hindu . . . . . write H
2. Muslim . . . . . write M
3. Christian . . . . . write C
4. Jain . . . . . write J
5. Buddhist . . . . . write B
6. Sikh . . . . . write S

For others write the answers actually returned.

Q. 5(b) Scheduled Castes & Scheduled Tribes

The answer to this question will be recorded only if a person belongs to a Scheduled Caste or Scheduled Tribe. If the person belongs to a Scheduled Caste or Scheduled Tribe of your State, write the name of the caste or tribe to which he belongs. For all others, write 'X' in this column. A list of Scheduled Castes and Scheduled Tribes of your State is given elsewhere in these instructions.

If the person belonging to a Scheduled Caste or Scheduled Tribe returns his caste or tribe by a synonym or a generic name of a caste or tribe as given in your list, write the name as returned and the name of the relevant caste or tribe as per printed list within brackets.

Scheduled Castes can belong only to the Hindu or Sikh religions. If a person belongs to a Scheduled Caste, there will be either H or S in the answer to question 5(a). Scheduled Tribes may belong to any religion.

Q. 6(a) Mother tongue

Write the mother tongue in full as returned by the person enumerated. Mother tongue is the language spoken in childhood by the person's mother to the person. If the mother died in infancy, write the language usually spoken in the person's home in his early childhood. In the case of infants and deaf mutes give the mother tongue of the mother.

Q. 6(b) Any other Language

After recording the mother tongue, enquire whether the person knows Hindi or any other language, Indian or foreign, and write the language returned by him against this question. In case he does not know any other language, put an 'X'.

Q. 7 Literacy & Education

I. Illiterate or Literate

For a person

1. who can neither read nor write . write O
2. who can read but cannot write . write R
3. who can both read and write . write RW

The test for reading is ability to read any simple letter either in print or in manuscript. The test for writing is ability to write a simple letter. If the person can read one of the examples in the Enumerator's Handbook with felicity he may be taken to have passed the test of reading.

II. Standard of Education

If the person can both read and write and has also passed a written examination or examinations as proof of an educational standard attained, write the highest examination passed instead of RW. Use the following abbreviations :—

1. If passed Primary School or Junior Basic Certificate examination . . . PS
2. If passed Middle School or Senior Basic Certificate examination . . . MS
3. If passed Matriculation or School Leaving Certificate or Higher Secondary examination . . . . . SL
4. If passed Intermediate Examination in Arts, Science or Commerce . . . INT
5. If a Graduate in Arts or Science . . GR
6. Holds a Post-graduate Degree in Arts or Science . . . . . PG
7. Holds a Diploma or Degree in Teaching TC
8. Holds a Diploma or Degree in Engineering or Technology . . . . . EG
9. Holds a Diploma or Degree in Agriculture . . . . . AG
10. Holds a Diploma or Degree in Veterinary or Dairying . . . . . VT
11. Holds a Diploma or Degree in Law . LL
12. Holds a Diploma or Degree in Medicine MD
13. Holds a Diploma or Degree in Commerce or Accountancy . . . CA
14. Other qualifications not specified above OR

Q. 8(a) Whether working or not working

Every person must be classified either as "Working" or "Not working" in this question. The test for a worker is whether a person is actually working or supervising the work in cultivation, industry, trade, profession, business or commerce.

A married woman who is engaged in household duties, but doing no other production work to augment the family resources, should not be considered as working, for purposes of this question. If, however, in addition to her household work, she engages herself in work such as rice pounding for sale or wages or in domestic service for wages for others or minding cattle or selling firewood or making and selling cow-dung cakes, grass, etc., or any production work by which she seeks to augment the family resources, she should be treated as a worker.

Persons like beggars, pensioners, agricultural or non-agricultural royalty, rent or dividend receivers, who may be earning an income but who are not participating in any productive work should not be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce.

The basis of work will be satisfied in the case of seasonal work like cultivation, household industries, etc., if the person has had some regular work of more than one hour a day throughout the greater part of the last 12 months. In the case of regular employment in industry, trade, profession, business or commerce, the basis of work will be satisfied if the person is employed during the period of the census.

Working also includes effective supervising or directing.

If the person is working . . . write W

If the person is not working . . write NW

A person who is working may belong to any of the following categories :

1. An employer who hires one or more persons in his own cultivation, industry, trade, profession, business or company ;
2. An employee working for wages or salary in cash or kind under others ;
3. A person working as a single worker on his own account in his own cultivation, industry, profession, trade or business ;
4. A person working as a family worker in his own family cultivation, industry, trade or business without wages or salary in cash or kind.

Explanation—The next question No. 8(b) gives details of all persons who should be properly regarded as Not Working and designated NW in this question.

Q. 8(b) For persons not working 'NW' of column 8

This question will apply to a person NOT working, that is, has been entered as NW in question 8(a).

Write 'X' in this question for a person who is working, *i.e.,* for whom W has been entered in Question 8(a).

The following are the categories which should be considered as Not Working :

1. For a full-time student or child attending school who does no other work, such as make articles at home for sale, nor even help part-time in his own family cultivation, industry or business — write ST
2. For a person engaged in unpaid home duties (like house-wife or a married woman) who does no other work, such as make articles at home for sale or wages, nor even help part-time in family cultivation, industry, trade or business . . . . . write HW
3. For any dependant, including an infant or child not attending school, a person permanently disabled from work because of illness or old age . . . write D
4. For a retired person who is not employed again, rentier, person living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means for securing which he does not have to work and who does no other work . write R
5. For a beggar, vagrant or independent woman without indication of source of income and others of unspecified source of existence . . . . write B
6. For an inmate of a penal, mental or charitable institution . . write I
7. For a person who is not included in any of the above categories and seeking employment for the first time . . . . . write NE
8. For a person employed before but now out of employment and seeking employment . . write UN

Explanation—If a person, who does not work, cannot be readily classified in any of the above categories, put him in category 5 and write B in this question. A retired person who has taken up regular work again should not be entered in this question but should be entered for his new work in question 9(a) onwards. For him 'X' should be put in this question and W in Question 8(a).

Q. 9(a) to 10(c). 9(a) Nature of main work of this person and Nature of Industry, business, profession, trade or service in which the person works. 9(b) Employment status. 9(c) Place of Work. 10(a) Nature of other work, if any, of this person and Nature of Industry, business, profession, trade or service in which the person works. 10(b) Employment Status. 10(c) Place of Work.

These questions apply only for a person who has been classified as working, *i.e.,* in whose case 'W' has been written against question 8(a) and 'X' against question 8(b).

These questions will not apply in the case of a person who is not working, *i.e.,* in whose case 'NW' has been entered in Question 8(a) and one of the eight Not Working statuses has been recorded against Question 8(b).

In the case of person not working put an 'X' against all question 9(a) to 10(c).

Special attention :

In the case of persons working, full and complete answers should be given for each of the Questions 9(a), (b) and (c) and 10(a), (b) and (c) as indicated in the instructions below.

To reduce the answers given in census returns to statistical form, it is necessary to classify them in clear and precisely defined groups, and it will immediately be seen that some questions lend themselves much more than others to simple grouping of answers. For instance, there are only four possible groups into which

the answers in Question 3 of the individual schedule can be divided, for every one must be either

(1) Never Married;

(2) Married;

(3) Widowed; or

(4) Separated or Divorced.

On the other hand, the most difficult information of all to classify will be that received in answer to the questions on work, for the possible alternatives in this field unlike that of marital status, are of very great number and complexity. For this reason and because this is one of the most important parts of the whole census enquiry, you must pay special attention to the following explanation:—

It is essential that *full and precise* information should be given. At previous censuses much trouble has been caused by inadequate answers, and if you do not succeed in obtaining satisfactory information on the individual slips, you will be required to make a further visit for that purpose. It is obvious for example, that 'Assistant' is not a proper statement of work, for almost every branch of work can have Assistants whose work is by no means the same. This is a simple instance, but there are other causes of confusion which are not obvious and the following explanations and general examples set out the kind of answer which for this reason is inadequate and indicates the extent to which such answers require elaboration so that they can be classified accurately. You will appreciate that the principle involved is simply that no answer is adequate which does not give a statement of the work and establishment concerned in sufficient detail to enable it to be identified beyond doubt. You can also assure any respondent that the statement of the nature of the establishment and its business is required *only* for the purpose of assistance in classification of this information, and will not be used for any other purpose.

Q. 9(a) Nature of main work of this person and Nature of industry, business, profession, trade or service in which the person works

Two lines are provided in this question: the first line for answering the nature of work done by the person and the second line for answering the nature of industry, business, trade, profession or service in which the person works.

A person who is working may be engaged either in cultivation or in an industry, business, profession, trade or service.

For purposes of the census, cultivation will be divided into the following three kinds, and a person may do either one or a combination of any of the two kinds:

(a) Cultivation of land or supervision or direction of cultivation of land held directly from the Government; or

(b) Cultivation of land or supervision or direction of cultivation of land held from a private person or persons either for cash, kind, share or crop or labour; or

(c) Agricultural labour. (A labourer has no right or lease or contract on land on which he works but works only for wage or for a share of the produce.)

If a person is engaged in cultivation, you should record the kind of work the person is engaged in the answer to the question. In the case of agricultural labour, you should also write whether the labour is hired on a yearly basis or employed by the day or season or on contract during a season.

(If the vernacular term indicating the nature of the person's connection with the land is a more complete description, write the vernacular term.)

If a person is not engaged in cultivation and is engaged in household industry, business, trade, etc., or in industry, business, trade, etc., undertaken outside the home, you should record in detail the nature of the work done by this person.

If a person is engaged in more than one work both of which are non-agricultural, his main work will be the one on which he devotes more time. In view, however, of the importance of agriculture in our country, if a person is engaged in any kind of cultivation, his main work should be taken as the one that relates to cultivation and should be recorded against this question while his work not relating to cultivation should be recorded in the answer to question 10(a). The various categories of answers that are likely to arise are given below. You should first ascertain by questioning to which of the categories the person belongs and record the answer accordingly.

1. If a person works in any of the three kinds of cultivation, write the kind of cultivation he does in this question. There will be no description of nature of industry, business, trade, profession or service in his case.

2. If a person works in any of the three kinds of cultivation and also does some other work not connected with cultivation *enter the nature of his work connected with cultivation in this question.* There will be no description of nature of industry, business, trade, profession or service in his case.

3. If a person is engaged in cultivation of two kinds, *viz.*, cultivation of land held directly from Government and cultivation of land held not from Government but from a private person then write here that work on which *he devotes most time.* There will be no description of nature of industry, business, trade, profession or service in his case.

4. If a person is engaged in cultivation of any of the two kinds mentioned in 3 above and is also engaged as an agricultural labourer, then cultivation of land either held from Government or held from a private person should be described in this question.

5. If a person is not engaged in cultivation and has only one work, describe in detail the nature of the work done by him and also the nature of the industry, business, trade, profession or service in which the person is engaged; and

6. If a person is *not engaged* in cultivation and *does more than one work* describe in detail in this question the nature of work done by this person on which *he devotes most time* and also the nature of the industry, business, trade, profession or service in which he is engaged.

You should ascertain first to which of the five categories mentioned above the worker belongs and record the answer accordingly.

OTHER IMPORTANT POINTS TO REMEMBER

1. If more than one member of a family work in own family cultivation, industry, trade or business as family worker, the nature of the work done should be recorded in the case of each worker.

2. Women or children who help to earn money by work, such as rice pounding or doing domestic service for wages, or minding cattle or selling firewood or making and selling cow dung cakes, grass, etc., should be described fully even if they work part-time. *In the case of married women who do any of the work mentioned above in addition to the usual household duties*

such work should be fully described and (HW) written in brackets after the full description.

3. If a person makes the articles he sells, he should be entered as maker and seller of them.

4. Wherever convenient, for complete description, the work should be expressed by the vernacular name by which it is known.

5. The following are too vague and must not be used by themselves :—

Scientist, technician, civil servant, clerk, engineer, inspector, checker, foreman, overseer, supervisor, labourer, machinist, assistant, contractor, polisher.

6. *Labourers*—For an unskilled labourer usually employed on one sort of work alone, give also the sort of work done, *e.g.,* railway porter, market or bazar porter, labourer employed on road digging, brick-layer's labourer. If accustomed to work on various jobs, write general labourer.

7. *Machine Operators*—Always state the kind of machine giving its recognized name, if any. (*See* examples of adequate and inadequate description at the end).

8. *Shop-keepers, Retail dealers, Shop Assistants*—If wholly or mainly engaged in selling, write 'Dealer' (if principal) or shop assistant or salesman (if assisting) and state whether the business is wholesale or retail or both. For shop assistants and salesmen in stores with several departments, state the particular department in which engaged. (*See* general example of adequate or inadequate description at the end).

9. *Transport Workers*—Describe fully the nature of the transport, *e.g.,* air transport, rail transport, transport by motor car or motor cycle, or vehicles drawn by horse, etc.

10. *Services*—For a person engagd in the Defence Services write service of 'Central Government'.

11. If the job is known in the trade or industry by a special name, use that name. Managers, Foremen, etc., should be given the department/branch wherever applicable, *e.g.,* Sales Manager or a Manager of Hardware Department, Machine Shop Foreman or Boiler Room Foreman, etc. The following terms are insufficient by themselves :

Manufacturer, merchant, agent, broker, refractor, dealer, engineer, and iron works, etc.

12. *Domestic services*—In the case of any private servant, *e.g.,* a cook or domestic servant, write only "private cook or domestic servant". There is no industry in his case but in the case of persons employed in hotels, restaurants, boarding houses, institutions, etc., the words hotels, restaurant, etc., should be added.

Q. 9(b) Employment Status

For a person who is :—

1. an Employer, that is, who hires one or more persons in his own cultivation, industry, trade, profession, business or company .	write MP
2. an Employee working for wages or salary in cash or kind under others	write EE
3. a Single Worker working in his own cultivation, industry, profession, trade or business without employing others, except casually, and without the help of other members of the family except casually	write SW
4. a Family Worker, working in own family cultivation, industry, trade or business without wages or salary in cash or kind . .	write FW

Explanation :

(i) An *Employer* is a person who has to employ other persons in order to carry on the business entered in Question 9(a). That is to say, such a person is not only responsible for his own personal work but also for giving work to others in the business mentioned in Question 9(a). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an employer, even if he has the power to employ another person in his office on behalf of his own employer or employers.

(ii) An *Employee* is a person who usually works under some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers.

(iii) *A Single Worker* is a person who conducts his own business where he is not employed by any one else and, in his turn, does not employ anybody else, even members of his household, except casually. This definition of a single worker will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producers' cooperative. Each one of the partners or members of cooperatives should be recorded as 'Single Worker'.

(iv) *A Family Worker* is a member of the household who helps in family cultivation, industry, business, trade, etc., without receiving wages in cash or kind and does at least one hour of work every day during the working season. He or she may or may not be entitled to a share of the profits in the work or business carried on either by the person or by the head of the household or other relative.

Members of the household who help solely in household duties should not be treated as family workers. They will be entered as 'NW' in question 8(a) and by the symbols explained in Question 8(b).

Q. 9(c) Place of Work

1. If this person is engaged in agriculture or cultivation . . .	write C
2. If the work in which this person is engaged, is located and conducted in his own home or in a shed adjoining the homestead .	write HI
3. If the work is located away from home give the name and full address of place of work.	

Explanation.—This question will indicate whether the industry or business, profession, trade or service entered in question 9(a) is located and conducted at home or away from home.

Q. 10(a) Nature of other work, if any, done by the person. Nature of industry, profession, trade or service in which the person works

Describe fully the nature of this person's other work. This question will be filled for a person only if he does some work in addition to what has been described in Question 9(a). The detailed instructions for recording the work and the nature of the industry,

profession, trade or service given under question 9(a) will also apply fully to this question, the only difference being that Question 9(a) will apply generally to the work on which a person spends most time and Question 10(a) will apply to the work on which a person spends less time than on the work entered in Question 9(a).

1. If a person works on cultivation of two kinds, that is, (a) on land held from Government and (b) land held from a private person or persons, then the kind not entered in Question 9(a) will be entered in Question 10(a).

2. If a person works on cultivation of any one of the kinds mentioned in (1) above and also works as an agricultural labourer then cultivation work on land either held from Government or held from private persons should be described in Question 9(a) and agricultural labour in Question 10(a).

3. If a person works on cultivation of any of the two kinds mentioned in (1) above or works as an agricultural labourer and also works on own household industry or business located and conducted at home or in a shed adjoining the homestead, then the work on cultivation or work as agricultural labour will be entered in Question 9(a) and the work on household industry or business should be fully described in Question 10(a).

4. If a person works on two household industries or business then the work on which he spends most time will be described in Question 9(a) and the other work in Question 10(a).

5. If a person works on cultivation of any kind, and also in an industry, business, profession, trade or service away from his own home, then his cultivation work will be described in Question 9(a) and the nature of the industry, business, trade, profession or service in which he is engaged in Question 10(a).

6. If a person has two kinds of work in two kinds of industry, business, profession trade or service, then the work on which he spends most time will be described in Question 9(a) and the other work in Question 10(a).

7. If a person has no work other than what has been described in Question 9(a), write 'X' in answer to this question.

Q. 10(b) Employment Status

The same instruction will apply as in Question 9(b), if a person's other work is recorded in Question 10(a). If an X has been put in Question 10(a), then an X will also be put in Question 10(b).

Q. 10(c) Place of work

The same instruction will apply as in Question 9(c), if a person's other work is recorded in Question 10(a). If an X has been put in Question 10(a), then an X will be put in Question 10(c).

Q. 11 Sex

Write 'M' for Males; and 'F' for Females. For eunuches and hermaphrodites, write 'M'.

Questions 9(a(and 10(a)

General Examples of Inadequate and Adequate Descriptions of Nature of Work and Name of Establishment

Inadequate	*Adequate*
I. *Cultivation.*	
Cultivation	(1) Cultivation of land held from Government. (2) Cultivation of land held from private persons. (3) Agricultural labourer possessing no land. (4) Q. 9(a): Cultivation of land held from Government and Q. 10(a): Cultivation of land held from private persons. (5) Q. 9(a): Cultivation of land held from Government and Q. 10(a): Agricultural labourer possessing no land. (6) Q. 9(a): Cultivation of land held from private persons and Q. 10(a): Agricultural labourer possessing no land.
II. *Household Industry located and conducted at home.*	
(a) Handloom	Cotton handloom Silk handloom Tassar handloom Wool handloom Brocade loom Carpets and druggets loom Rugs, gabbas and namdas looms Himroo looms
(b) Smithy	Gold or Silversmith Blacksmith working on iron and steel Tinsmith Coppersmith Worker on brass or bell metal Worker on bronze Bidri worker Enamel worker

General Examples of Inadequate and Adequate Descriptions of Nature of Work and Name of Establishment—*contd.*

Inadequate	*Adequate*
(c) Carpentary or Wood Work	Cartwheel wright Furniture or Cabinet maker Door and window maker Pattern maker Wood carving and inlay Lacquer work on wood
(d) Pottery	Maker and seller of clay pots and utensils Maker and seller of China clay or porcelain
(e) Toys	Maker and/or seller wooden toys Maker and/or seller clay toys Maker and/or seller porcelain toys Maker and/or seller rag and wool toys
(f) Leather	Skinner of animals Curer or tanner of hides and skins Cobbler, shoemaker Maker of leather goods
III. *Household trade or business.*	
Retail Trade	Retail trade in grocery Retail trade in handloom cloth Maker and seller of oil Retail trade in fish Retail trade in sweetmeat Wholesale or retail trader in grai, lime, oilseeds, stone articles, salt, wooden articles, firewood, etc.
IV. *Industries and Services located and conducted away from home.*	
(a) Accountant	Chartered Accountant in firm of ABC Accountant in Municipal office Accountant in Jute mill Accountant in Directorate of Industries, ABC State
(b) Agent	Cycle Agent of ABC Cycle Company Agent retail branch of tea machinery of ABC company
(c) Artist	Artist (painter) Cinema Artist Commercial artist : sign painter
(d) Assistant	Shop Assistant in retail grocery Assistant in ABC Collectorate, XYZ State Shop Assistant in Wholesale tractor machinery store Fitter's Assistant in Machine tool making Company
(e) Bag maker	Canvas bag maker in Fertilizer Company Paper bag maker in Cement Company Paper bag maker for retail shops
(f) Binder	Book-binder in Stationery manufacturing Book-binder in Government Press or Library Binder of parcels in grocery shops
(g) Box maker	Cardboard box maker in ABC Company Metal box maker in ABC Company Wood box maker in ABC Company Tea-chest maker in ABC Company
(h) Broker	Bill broker in ABC Company Sharebroker in ABC Share Exchange Discount broker in ABC Company
(i) Caster	Die caster general Engineering in ABC Company Iron caster in National Instruments Factory Brass caster in Government Mint

General Examples of Inadequate and Adequate Descriptions of Nature of Work and Name of Establishment—*contd.*

Inadequate	*Adequate*
(j) Chemical Worker	Ochre grinder in ABC Paint Factory Distillation Plant operator in ABC Company Grinder in ABC Chemical Company
(k) Government servant	Enter in detail work status, whether working in State or the Central Government
(l) Cleaner	Office cleaner in Steel Rerolling works Steel casting cleaner in Steel Rerolling works Stationery Engine cleaner in Steel Rerolling works
(m) Clerk	Enter in detail work and status and company in which working
(n) Collector	Collector of a District or subordinate rank entitled to use word 'Collector' Ticket collector in Cinema house Rate Collector of Municipality Rent Collector of private landlord
(o) Confectionery	Sweet confectionery maker and/or Dealer Baker and Confectioner
(p) Contractor	Cartage Contractor Road Contractor Building Contractor
(q) Dealer	Explain fully in what he deals
(r) Engineering and Metal trades	Iron moulder in ABC Company Brass foundry labourer in ABC Electrical fittings Company Press Stamp operator in ABC Cycle Company Turrent Lathe setther in ABC Company Pneumatic forge worker in ABC Company Varnishing machine attendant in Hindustan Cables, Ltd.
(s) Fireman	Oven fireman in ABC Pottery Company Boiler fireman in ABC Company Boiler fireman in ABC Coal mines
(t) Fitter	Dynamo fitter in ABC Electric Machinery Company Frame fitter in ABC Electric Machinery Company
(u) Foreman	Sawmill foreman in Indian Standard Wagon Company Foreman, Packing Department, ABC Oil Mill Company
(v) Founder	Iron moulder in ABC Iron Pipe Company Caster in ABC Aluminium Company
(w) Furnace man	Boiler furnace man in ABC Iron Foundry Foundry furnace man in ABC Iron Foundry
(x) Inspector	Ticket Inspector, Railways Permanent Way Inspector, Railways Wagon Inspector, Railways
(y) Manager	Manager of Government Printing Press Give details of Manager of what section of office and what that section or office deals in and what part the section or office forms of the parent organisation
(z) Mill Owner	Flour mill owner Cotton spinning mill owner Bus fleet owner

General Examples of Inadequate and Adequate Descriptions of Nature of Work and Name of Establishment—*concld.*

Inadequate	*Adequate*
(aa) Motor Driver	Chauffeur or driver of motor cars Motor Lorry drivers State name of company if not engaged by private persons Electric Motor Driver of Textile Mills
(bb) Overseer	State fully what kind of overseer working in which branch or section of which industry
(cc) Porter	Warehouse porter of Railway Station Platform porter of Railway Station
(dd) Printer	Compositor of ABC Press Lino printer of ABC Press Mono printer of ABC Press Handblock printer of textiles
(ee) Salesman	Describe fully Wholesale or Retail sale, *e.g.*, Rice Salesman (Wholesale) Potato Salesman (Retail)
(ff) Sorter	Rag Sorter, ABC Paper Mill Waste paper Sorter, Paper Mill Jute Sorter, Jute Mill Mail Sorter, Post Office
(gg) Technician	Technician in Chemical Laboratory, ABC Soap Company Technical Assistant in Boiling Section, ABC Soap Company
(hh) Turner	Brass turner in Small Tools Company Iron Turner in Hindustan Locomotives
(ii) Iron Works	Iron Rolling Mills, ABC Company
(jj) Metal Works	Strip casters and rollers, ABC Company
(kk) Engineering Works	Agricultural Engineering Works Textile Engineering Works Locomotive Works Automobile Works
(ll) Government office	P. & T. Department, Union Government Industries Department, State Government Ministry of Health
(mm) Municipal office	Water Works Conservancy Public Education Road Inspection

Persons in the employ of Firms carrying on two or more industries.

(*e.g.*, Ship and Railway parts, Fans and Sewing machine, Grocer and Confectioner).

If the businesses are carried on in separate premises then the business carried on at the premises in which the person is employed should be given. If the businesses are carried on in the same premises but each has a separate organisation (*i.e.*, they have separate records of employment, production, etc.) then the appropriate business should be quoted. If, however, the two activities are carried on side by side then the major activity of the firm or establishment should be given.

Commerce

Special care should be taken to see that the distinction between retail and wholesale business is cl in industries, the goods handled should be clearly indicated.

(ii) Report of the Testing of the second draft of the House-list and Enumeration Schedules

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

EXPRESS

146/7B, LOWER CHITPUR ROAD,
MODI BUILDING (1ST FLOOR),
CALCUTTA-1.

No. 59C-2/PTC/798

The 16th September, 1959.

The Registrar General and *ex-officio*
Census Commissioner, India,
Ministry of Home Affairs,
Kotah House Annexe,
2/A, Mansingh Road,
New Delhi.

Sir,

Please refer to your D.O. No. 6/7/59-RG dated the 6th June, 1959 on the subject of the Testing of the second draft of the House-list and the Enumeration Schedule.

As desired by you, more than five thousand households were utilised for the testing. In fact the actual number of rural households covered by the trial Census was 4,191 while the corresponding figure for urban areas excluding Calcutta was 3,584. The trial Census thus covered 7,775 households living in widely scattered areas in the State. Details of the rural and urban areas selected for the Experimental Census are given in Annexures A and B to this letter. The number of households covered in Calcutta was 454.

1. The principles governing the selection of rural areas were (i) that there should be at least one such area in each of the districts of the State (ii) that each such area should be one of the enumeration blocks used in 1951 (iii) that the areas should contain neither a too small nor a too big population in order that there might not be difficulty in finding the requisite number of enumerators locally (iv) that areas should be so situated as to permit of proper supervision of the work of enumerators by the District Census Officers. The principles governing the selection of urban areas were (i) that there should be at least one area in each of the districts of the State and that as far as possible, an area corresponding to a 1951 enumeration block should be selected (ii) that failing a 1951 enumeration block, a block containing 100-150 Households should be selected. So far Calcutta is concerned, four 1951 enumeration blocks were selected and in addition 50 Households living in the Queens Mansion (former Gaulstaun Mansion) were covered by the Experimental Census.

As the areas selected for the Experimental Census were scattered all over the State, the idea of imparting training to the enumerators by the Superintendent of Census Operations himself had to be given up for ensuring that the Experimental Census was conducted in accordance with the programme, a copy of which is given in Annexure C. It was accordingly decided to hold training classes for the District Census Officers in Calcutta from 26th to 29th of June, 1959 in the hope that they in their turn would train up the enumerators between the 1st and 15th of July. Though a departure was made on this occasion from the procedure adopted for the testing of the first draft of the House-list and the Enumeration Schedule on account of shortness of time at my disposal, yet, this departure made it possible to obtain an idea of the smoothness with which the actual Census of 1961 may be expected to be conducted as on that occasion it would certainly not be possible for the Superintendent of Census Operations to impart training to all the enumerators himself. Thus during this Experimental Census the conditions under which the 1961 Census will be held in this State were put to test. The selection of a number of areas scattered all over the State also ensured a thorough testing of the draft House-list and the Enumeration Schedule.

The training of the District Census Officers suffered for the want of a sufficient number of copies of the House-list and the Enumeration Schedule and the printed instructions for filling up the same. This difficulty also prevented the commencement of the training of the enumerators on the first of July as cyclostyled copies of the forms and instructions could not be sent to the District Census Officers by that date. The Experimental Census was initiated and completed during the rainy season and that circumstance put a severe handicap on the accurate and punctual completion of the various stages of the Census.

It would probably be advantageous to set forth the difficulties encountered in putting across to the Enumerators and the person enumerated, the meaning of certain definitions and concepts used in the House-list, the Enumeration Schedule and in the printed instructions for the filling up of these forms, before beginning a discussion of the results obtained by the enumeration.

Some difficulty was experienced in explaining to the enumerators what actually constituted a "Building". In the printed instructions for filling up the House-list no explicit definition of the word 'Building' has been given.

In the printed instructions for filling up the House-list, the sentence "This refers to the entire structure on the ground" has been used in reference to the word "Building". Again it has been stated at another place of the same instructions that if however within an enclosed compound there is only one family enjoying separate structures like a sitting room, a living place, a kitchen and/or cowshed, then each such structure will bear a sub-number like I, II, III, etc. to the main number for the Census household contained in the compound. The main number to which a reference has been made in this definition is probably the number of the building and not the number of the Census household. It is thus seen that two contradictory definitions have been given for one and the same concept. This lack of clarity in the definition of the word "Building" led to the numbering of buildings being done in different ways in different blocks thus rendering the resultant data on the number of buildings covered by the Experimental Census of rather doubtful value. It is accordingly suggested that one and the same definition should be used for the word "Building" regardless of the manner in which it may be occupied. The definition should be such as to be applicable to the various kinds of structure found in the different parts of India. The following is suggested as the definition of the term "Building":

Building—An entire structure on the ground, including out-houses, if any, which may be separate from the main structure but are situated within the same compound.

Out-Houses—Adjuncts to the main structure and meant for use as kitchen, garage cowsheds, stable or quarters for domestic staff.

The definition suggested above will conform to the municipal system of numbering of big houses standing on extensive grounds and having out-houses, as the collection of such building will be given one number according to this definition. If the structure be such that there is no out-house appertaining to it, then that structure itself will be considered as the building as

the clause relating to out-houses in the definition will no longer apply. Again if there be separate huts on a plot of land, either enclosed by a compound wall or not so enclosed, then each such hut should be treated as a separate building in accordance with this definition, provided none of the huts can be treated as the main structure, the rest being treated as out-houses. It is thus seen that this definition will cover the types of structure that are found both in urban and in rural areas of our country.

The definition of the term "Census House" as given in the printed instructions also perhaps may be changed slightly to remove some confusion in the matter of division of a building into Census Houses. It is presumed that a building is proposed to be divided into Census Houses for the purpose not only of locating a household but also with the object of obtaining an idea of the housing condition. If the sole objective be to locate a household in a building then it would be enough to assign a number to a household residing in a building but such method would mean equating the household with the place of residence. If on the other hand, it is proposed to obtain an idea of the degree of privacy which is enjoyed by a household then the concept of Census Houses cannot be dispensed with. The following definition is suggested for the term Census House:

Definition: (Census House)—A part of a building having a separate entrance either on the main road or a common staircase or a common courtyard leading to the main gate.

Explanation—Census Houses are thus portions into which a building may be divided, each portion having a separate entrance either on the main road or a common staircase or a courtyard leading to the main gate. If a building cannot be so divided then the whole of the building should be treated as a single Census House.

The above definition of the term "Census House" is suggested as it was found during Inspection of various localities that there was a tendency of not dividing a building into Census House if the building was in the possession of one Household only.

So far as the House-list is concerned, I would like to comment as follows:

The heading of column 12 may be changed from "Sub-number of each Census Household in the Census House" to "Location Code for the Household". This change will be of great help at the time of printing of extract of the House-list prior to enumeration as the Location Code for each household need not be worked out with reference to columns 3 and 12 but may be seen at a glance. The heading of the column 13 may be changed from "Name of head of household" to "Name of head of household or of owner of shop".

The printing of every 5th horizontal line thick in order to facilitate the taking out of samples at the time of compilation of the data may not prove to be of much use as one line has to be used for each Census House and as one household may be in possession of more than one Census House.

So far as the Enumeration Schedule is concerned, my comments are given below:

(i) The left-hand portion of the Enumeration Schedule is divided into three parts.

Part I relates to cultivation and household industry or business, Part II is the Enumerator's Abstract and Part III is a chart in which the relationships of the various members of a household to one another are expected to be recorded at the Tabulation Office. Great difficulty was experienced in filling up Part III in the Tabulation Office as the required information could not be obtained in all cases from the answers recorded in the individual slips. Part III may be substituted by the form given below:

Name	Father's or Husband's name in case of married women	Relation to the Head of the House-hold	Age	Marital Status	Working or not working	Description of work	
						Principal	Subsidiary
1	2	3	4	5	6	7	8

This form taken with Part II will provide all the important information that might be required in respect of the Household for any sociological study that might be undertaken later on. Unless some of the informations recorded in the individual slip are preserved householdwise, it would not be possible to make a study of the population with the household at the unit, once the individual slips are detached from the Household Schedule. It is thus absolutely necessary to have such a Household summary which can not be obtained in the form in which the enumeration schedule is at present drafted. The present form gives a kind of summary for only those households which are engaged in cultivation, household industry or business but does not cover all households.

As regards Part I it has been found that the replies given in regard to the questions on cultivation have not been accurate. This was specially so in regard to the area of land under cultivation by the household. By the enactment of the West Bengal Estate Acquisition Act and the Land Reforms Act a ceiling has been imposed on land that may be held by one person. In order to circumvent the limitation in regard to size of land imposed by such legislations, transfers were made amongst members of household so that though the land held by each individual remained within the ceiling yet the total area of land in the possession of the household was much more than what is allowed under the Acts. There is thus a tendency to declare the land held in the name of the Head of the Household only. So far as the question relating to land given to private persons for cultivation for payment in money, kind or share is concerned, the replies are bound to be inaccurate. The person who holds the land as tenant of the Government would certainly not acknowledge the existence of any share-cropper for fear that the Government might give the land to such share-cropper in the long run. Quite a number of agricultural labourers will also try to pass themselves of as share-croppers.

The utility of collecting these figures is also rather doubtful since a far more accurate picture might be obtained as a result of the Settlement and Survey Operations being conducted by the Director of Land Records & Surveys. The different figures compiled by the Census Department and those by the Director of Land Records & Surveys may show the extent of the confusion prevailing in the agricultural sector of our economy but it seems hardly worth the trouble and expense involved in the collection of such figures. In my opinion, the Census Department should confine itself to those fields of enquiry where complete informations are lacking.

So far as Household industry or business is concerned, it was extremely difficult to put across to the enumerators what actually constituted a Household industry or business. The definition as given in the printed

instructions and in the subsequent letter of the Registrar General, lays stress on the participation of other members of the Household in the running of the industry or business but the proviso that not actual participation but the possibility of such participation would be sufficient to make the enterprise a Household industry or business gave rise to much confusion. This led some industries or businesses or even professions being classified as Household industry or business which should not have been so classified. On the other hand, quite a number of genuine Household industry or business was shown in answer to question 12. Since a family worker is one who works in a Household industry or business without wages, the classification of genuine Household industry or business under question 12 naturally led to an artificial reduction in the number of family workers, which was only 1,012 out of a working population of 13,304 covered by the Experimental Census.

It is accordingly necessary to make the definition of the term Household industry or business sufficiently rigid and at the same time, simple. The following definition is suggested :

Definition—A Household cultivation, industry or business is an economic undertaking in the fields of cultivation, production or commerce, which is carried on by at least two members of the Household, who are related to each other by ties of blood or marriage either by themselves or with the aid of hired workers.

This definition automatically leaves out undertakings which are limited liability concerns, including co-operatives. No limitation in my opinion, need be made in regard to the size of the undertaking or in regard to the distance of the place of work from the place of residence, if the above definition is satisfied. The lifting of the restrictions on size and on the distance of the place of work from the place of residence would allow of the recording of all such enterprises under question 11, thereby making it absolutely unnecessary to record a family worker under question 12. The removal of all uncertainties in regard to the recording of family workers would go a long way in disclosing the correct number of Household industries or businesses.

The definition of the term family worker next requires to be given. It may be considered whether the definition as given in the United Nations Publication No. 9 on Population Studies may not be adopted with suitable modifications for the Census of 1961. The definition as given in that publication, is somewhat as follows : "Unpaid family worker" :—"A person working without pay, for a specified minimum proportion of a full time day, week, month or year in an economic enterprise operated by any member of the household".

This definition is in accord with the definition of Household cultivation, industry or business suggested earlier and is quite clear and comprehensive in that it allows of undertakings which are not operated by the Head of the Household being treated as Household industries or businesses or cultivations.

So far as the status of the persons involved in the Household cultivation, industry or business is concerned, the person in whose name the largest area of land is recorded, or the person who is the principal operator of the industry or business, should be treated as an Employer if he employs even a single paid worker, regardless of the number of family workers who may be assisting in the running of such enterprise. This would remove confusion in the matter of classification by status. The others in the Household who help him, are the real family workers and not the person who occupies the most important position in the enterprise.

The retention of Part I, in addition to the table suggested earlier, would make the work of the enumerator too heavy. It is accordingly necessary to examine whether Part I can not be dispensed with, without any serious impairment of the value of the results.

So far as cultivation is concerned, the informations in regard to area of land cultivated directly, the area given to share-croppers or held as share-croppers and the total area are not likely to give a correct and faithful picture of the actual situation. The other information which is sought to be collected is in regard to the number of labourers engaged by the Household. Similarly, in respect of the informations on Household industry or business, all informations except the number of paid workers engaged in such enterprises can be obtained from the replies to question 11. So far as cultivation is concerned, the information regarding the number of persons engaged in cultivation may be had from replies given to questions 9 and 10. If persons coming under question 9 are classified by Code numbers into four classes of (i) supervisors or directors of cultivation of own land (ii) actual tillers of own land (iii) actual tillers of land held as share-cropper (iv) family workers helping Household cultivation, then a sufficiently detailed picture of the agricultural sector of our economy may be obtained even without the use of the form in Part I.

In my opinion, it is not necessary to know separately how many of the working population are employed as paid workers in Household cultivation, industry or trade very accurately. It is accordingly suggested that (i) Parts I and III of the Household Schedule should be omitted and (ii) the table suggested earlier be inserted.

The Household schedule contains one question on the duration of residence of the Household at the place of enumeration. This question cannot be expected to yield any answer of sufficient value as in quite a number of cases, specially where the persons enumerated are displaced persons from Pakistan, the Head of the Household came to India on a date which is much later than the one on which the other members of the family migrated. It is accordingly suggested that the question be omitted.

The question on nationality may be omitted from the Household schedule portion and included in the enumeration slips as otherwise it is not possible to keep out the slips of Non-Indians at the time of compilation of the tables. The number of Non-Indians may not be appreciable but that is no reason why they should find a place in the tables prepared in respect of the people of India.

The size of the enumeration schedule was found to be rather large for easy handling by the enumerators. The assembling of six enumeration slips with each Household schedule also led to a compulsory wastage of slips, as households varied in size. The use of more than one enumeration schedule for some households also caused the wastage of the excess number of Household schedules. Calculations showing such unavoidable wastage are shown in Annexures D and E. It would be seen that with a six-slip enumeration schedule, the number of slips wasted was 10,839 for the rural area, making a percentage of 34·1 compared with the total number of slips. Similarly, the number of household schedule wasted was 1,100 for the rural area, making a percentage of 20·8 on the total number of enumeration schedules used. The corresponding figures for urban areas are 9,306, 31·2 per cent. 1,380 and 27·8 per cent. respectively.

This loss can not be avoided so long as the Household Summary portion and the slips are printed together. This fact would at first lead one to conclude that it would better to have separate pads for the

summary portion and the enumeration slips. The loss in such an arrangement is undoubtedly nil theoretically but it has to be considered whether the Household summary can be expected to be compiled simultaneously with the enumeration, in the light of the experience gained during the 1951 Census, when the National Register of Citizens was required to be written up simultaneously with enumeration. Again, it would be impossible to check the entries in the summary portion with those in the enumeration slips for respective households, if the summary portion is printed separately. On the other hand, the printing of the summary portion with the enumeration slips would permit of such checking before sorting begins. This would make for accuracy in the summary record and remove all chances of contradictions between results obtained from summaries and those from sorting of slips. The timely detection of mistakes would also make it possible to rectify them by a fresh enumeration of the households concerned, before sorting. The printing of the enumeration slips on the same sheet with the summary portion also provides a ready means of checking the correctness of the count. I am accordingly in favour of the retention of the present manner of printing of the household summary and the enumeration slip on the same sheet of paper.

The question that requires to be solved is how to calculate the number of enumeration slip which would make for the minimum wastage. I suggest that 4 slips instead of six be printed together with the summary portion. The reasons for this suggestion would become at once apparent on a reference to the calculation in Annexures D and E. That 4-slip enumeration schedule would result in less wastage of enumeration slips than 6-slip ones, would also become obvious if one takes note of the fact that while in the former arrangement, the loss can be of 3, 2 or 1 slip, the latter case, it can be of 5, 4, 3, 2 and 1 slips.

The problem of elimination of the wastage of the Household summary portion remains. This problem is not insoluble. The minimum number of summary portions that are required to be linked with the enumeration slips is equal to the number of families. This also is the minimum number required for printing separately if separate printing of Household summary portion is decided on. In the present instance of the Experimental Census, it was found that the total population of 44,199 was distributed amongst 8,229 households. Therefore, it is a simple matter to calculate how many families approximately might be expected to exist in the estimated population for 1961. If the estimated population of 1961 is multiplied by the reciprocal of the mean size of the households in a State, then the resulting number will give the minimum number of household summary forms required. Enumeration schedules equal to that number, containing 4-slips each may be printed, the remaining slips being printed in pads of 50 or 100.

The arrangement suggested above will of course, not totally prevent wastage of enumeration slips as for households of sizes varying between 3 and 1, some wastage would be inevitable. The reduction of the number of slips to 2 would reduce such loss but would at the same time, render the stitching of extra slips to the summary portion in a great many cases necessary. The wastage of paper involved in the printing of 4-slips enumeration schedule may perhaps be over-looked in consideration of the paper saved in not compiling the National Register of Citizens in its old form.

I now take up the subject of modifications to the printed instructions for filling up the enumeration schedule. At portion headed B at page 3, directions have been given about whom to enumerate and whom to leave out. Instruction number 2 under that heading directs that persons who are normally resident in the Household but are absent at the time of enumeration, provided they have lived in the Household at any time during the enumeration period are to be enumerated. Instruction number 3 at the same time, directs the enumeration of a visitor. Thus a man, temporarily away from his place of residence, during the enumeration period, would be once counted as a member of his own household and again at the place where he may have gone, as a visitor. This would make for double enumeration. It is accordingly suggested that a person, if he is away from the Census house where he resides, during the entire period of enumeration upto 1st March, 1961, or if he left during the period of enumeration before his house was visited by the enumerator and will not return by the 1st March, 1961, should not be counted as a member of his household. He will however, not be entirely ignored, as he will be enumerated at his temporary place of halt as a visitor. Any visitor, who has not been counted at his usual place of residence should be counted. In the alternative, visitors, should not be counted, every one being counted against his ordinary place of residence. A definition of the word "know" should be given in regard to question 6(b). The definition of the word mother-tongue may probably be changed to "the language commonly spoken at home" for the sake of simplicity.

Some details of the households covered by the Experimental Census have been given in Annexures F, G and H for the rural area, the urban area except Calcutta City and for the blocks in Calcutta City respectively. The enumeration of 50 households in the Queens Mansions (former Gaulstaun Mansion) did not disclose the existence of multinational households, a Non-Indian national being understood for the word national. The average size of a rural household was found to be equal to 4·98 while that for an urban household (excluding Calcutta) 5·7, and that for Calcutta 6·2. The average size of a household in total population covered was found to be equal to 5·4.

In the urban areas, it was not possible to select a 1951 Census Block except in Calcutta and Serampur. In both places, a decrease in population was noticed as compared to 1951. Since the blocks in Serampur and Calcutta were located in the old portions of the towns the decrease in population would show a tendency of the population to shift to newer areas of the town.

The most peculiar feature of the results is the abnormal growth of population in rural areas. For urban areas, it is not possible to ascertain the change in population as 1951 Census blocks could not be located. I have asked for birth and death figure in respect of the rural mauzas and the correctness of the enumeration can be tested upto a certain extent after those figures are received. Till then, there seems to be no alternative but to accept the assertion of the District Census Officers that the enumeration was accurate as correct. An attempt was made to find out the total number of persons in the rural blocks whose places of birth are in Pakistan and whose durations of stay at the places of enumeration were eight years or less but the figure so obtained was insignificant in the face of this phenomenal increase.

As a general rule, one enumerator was appointed per every 50 households. The majority of the enumerators were drawn from the ranks of the primary school teachers. It appears from data being now collected, that it would be possible at the time of the actual Census, to recruit the majority of enumerators from among primary school teachers, specially in rural areas. The demand for some honorarium for the house-numbering, house-listing and enumeration was almost universal.

It was noticed that in some urban areas, people refused to allow their houses to be numbered with coal-tar. It is possible that the resistance to the use of coal-tar might be so strong at the time of the actual Census as to prevent numbering of buildings with that material.

Some amount of hesitancy and unwillingness to answer the questions were encountered at the time of enumeration. People seemed to have completely forgotten the experience of the 1951 Census. Hence it would be advisable to arrange for wide and sustained publicity about the aims and objects of the Census throughout 1960 and till the end of February 1961.

The Experimental Census could be conducted in accordance with the programme drawn up for the purpose thanks to the whole-hearted co-operation received from the District Officers and the District School Boards, Municipalities and Union Boards.

The Primary Census Abstract and a few tables have been prepared. Sorting for preparation of all Sorter's Tickets except those numbered 21, 22 and 23 was done. I shall take them with me when I shall go to Delhi to attend the Conference. 30 Sorters were employed and they took about three weeks to complete the work.

Classifications of workers, industry and occupation-wise were done by employing coders. This made for accuracy and uniformity. The pre-coding of occupation did not however, hold up the work at any stage. I refrain from discussing here the sorting procedure as I intend to do so immediately before the Tabulation Conference is held.

I wanted to submit my report much earlier, by the 1st week of September, if possible but the recent disturbances over the food problem and the incessant rains of the past 8 days completely upset my arrangements. The report is accordingly being submitted rather late.

Yours faithfully,

J. C. SEN GUPTA.

Superintendent of Census Operations.
West Bengal & Sikkim.

ANNEXURE A

Rural Areas in which the Experimental Census was conducted

Name and Code No. of District	Name and Code No. of Thana	Name and Code No. of Village	Code Number
Burdwan . . 1	Burdwan . . 1	Krishnapur . . . 43	1/1/43
	Kalna . . . 19	Rangapara . . . 94	1/19/94
	Katwa . . . 22	Mandalhat . . . 24	1/22/24
Birbhum . 2	Suri . . . 1	Kamalpur . . . 4	2/1/4
	Suri . . . 1	Nagari 189	2/1/189
Bankura . . 3	Gangajalghati . . 4	Durlabhpur . . . 33	3/4/33
	Gangajalghati . . 4	Nandanpur . . . 41	3/4/41
	Kotulpur . . . 16	Banmukha . . . 126	3/16/126
Midnapur . . 4	Jhargram . . . 29	Ramchandrapur . . 346	4/29/346
	Tamluk 20	Chapbasan . 133	4/20/133
	Ghatal . . . 26	Narayan Chak . . . 3	4/26/3
Hooghly . . 5	Dhaniakhali . . 2	Harpur . . . 103	5/2/103
	Jangipara . . 14	Ayodya . . . 68	5/14/68
Howrah . . 6	Bagnan . . . 13	Khajurnan . . . 88	6/13/88
24-Parganas . . 7	Habra . . . 19	Daulatpur . . . 34	7/19/34
	Basirhat . . . 12	Matia 27	7/12/27
	Diamond Harbour . 34	Kabira 140	7/34/140
Nadia . . . 9	Ranaghat . . 9	Bera Kamgachi . . 10	9/9/10
Murshidabad . . 10	Beldanga . . 2	Barua 60	10/2/60
Malda . . . 11	Englishbazar . . 1	Anandamohanpur . . 18	11/1/18
West Dinajpur . 12	Balurghat . . 2	Malancha . . . 144	12/2/144
Jalpaiguri . . 13	Rajganj . . . 2	Kamarbhita . . . 17	13/2/17
Darjeeling . . 14	Siliguri . . . 8	Lalman 87	14/8/87
Cooch Behar . . 15	Cooch Behar . . 4	Tenguamari or Tegnamari 1030	15/4/1030
Purulia . . . 16	Purulia . . . 1	Tamna 317	16/1/317

ANNEXURE B

Urban Areas in which the Experimental Census was conducted

Name and Code No. of District		Name and Code No. of Municipality and Non-municipal Town	Code Number
Burdwan	1	Kalna	1/XIV
		Katwa	1/XII
Birbhum	2	Suri	2/I
Bankura	3	Bankura	3/I
		Vishnupur	3/II
Midnapur	4	Midnapur	4/I
		Tamluk	4/II
		Ghatal	4/III
Hooghly	5	Chinsurah	5/I
		Serampur	5/VI
Howrah	6	Howrah	6/I
		Uluberia (Non-municipal Town)	6/III
24-Parganas	7	Barrackpur	7/VII
		Barasat	7/XXIII
		Basirhat	7/XXVI
		Diamond Harbour (Non-municipal Town)	7/XXIX
Calcutta	8	..	
Nadia	9	Ranaghat	9/V
Murshidabad	10	Berhampur	10/I
Malda	11	Englishbazar	11/II
West Dinajpur	12	Balurghat	12/ II
		Raiganj	12/III
Jalpaiguri	13	Jalpaiguri	13/I
		Alipur Duar	13/II
Darjeeling	14	Darjeeling	14/I
		Siliguri	14/IV
Cooch Behar	15	Cooch Behar	15/III
Purulia	16	Purulia	16/I

ANNEXURE C

Experimental Census Calendar

26th—29th June	Training of District Census Officers at Calcutta.
1st—15th July	Training of Enumerators and Supervisors (if any) by the District Census Officers
18th—20th July	House-numbering.
21st—24th July	Division into actual Enumeration Blocks, allocation of works to Enumerators, supply of requisite forms, etc.
27h—30th July	House-listing and submission of completed House-list forms to District Census Officers.
3rd—8th August	Enumeration.
By 10th August	Submission of papers to District Census Officers.
By 15th August	Submission of completed papers to the S. C. O.
17th August—7th September	Sorting and Tabulation of data and analysis of results.

ANNEXURE D

Rural Areas

Size of the Household	Total No. of Households	No. of Slips wasted		No. of Household Schedules wasted		No. of Enumeration Schedules used	
		6 Slip Schedule	4 Slip Schedule	6 Slip Schedule	4 Slip Schedule	6 Slip Schedule	4 Slip Schedule
1	2	3	4	5	6	7	8
1	368	1,840	1,104	..	..	368	368
2	456	1,824	912	..	..	456	456
3	531	1,593	531	..	..	531	531
4	663	1,326	..	..	..	663	663
5	646	646	1,938	..	646	646	1,292
6	533	..	1,066	..	533	533	1,066
7	353	1,765	353	353	353	706	706
8	231	924	..	231	231	462	462
9	150	450	450	150	300	300	450
10	96	192	192	96	192	192	288
11	51	51	51	51	102	102	153
12	35	..	..	35	70	70	105
13	15	75	45	30	45	45	60
14	14	56	28	28	42	42	56
15	12	36	12	24	36	36	48
16	8	16	..	16	24	24	32
17	8	8	24	16	32	24	40
18	6	..	12	12	24	18	30
19	2	10	2	6	8	8	10
20	1	4	..	3	4	4	5
21	2	6	6	6	10	8	12
22	2	4	4	6	10	8	12
23	1	1	1	3	5	4	6
24	1	..	..	3	5	4	6
27	1	3	1	4	6	5	7
31	1	5	1	5	7	6	8
35	3	3	3	15	24	18	27
47	1	1	1	7	11	8	12
TOTAL	**4,191**	**10,839**	**6,737**	**1,100**	**2,720**	**5,291**	**6,911**

Population=5,291×6—10,839=6,911×4—6,737=20,907

Wastage of Slip :—

6 Slip Schedule

$$\text{Percentage of wastage}=\frac{10839}{31746}\times 100=34{\cdot}1$$

4 Slip Schedule

$$\text{Percentage of wastage}=\frac{6737}{27644}\times 100=24{\cdot}4$$

Percentage of Household Schedule wasted with 6 Slip Schedule :—

$$\frac{1100}{5291}\times 100=20{\cdot}8$$

ANNEXURE E

Urban Areas

Size of the Household	Total No. of Households	No. of Slips wasted		No. of Household Schedules wasted		No. of Enumeration Schedules used	
		6 Slip Schedule	4 Slip Schedule	6 Slip Schedule	4 Slip Schedule	6 Slip Schedule	4 Slip Schedule
1	2	3	4	5	6	7	8
1	316	1,580	948	..	..	316	316
2	356	1,424	712	..	..	356	356
3	362	1,086	362	..	..	362	362
4	442	884	..		..	442	442
5	463	463	1,389	..	463	463	926
6	466	..	932	..	466	466	932
7	316	1,580	316	316	316	632	632
8	206	824	..	206	206	412	412
9	207	621	621	207	414	414	621
10	135	270	270	135	270	70	405
11	83	83	83	83	166	166	249
12	76	..	..	76	152	152	228
13	33	165	99	66	99	99	132
14	33	132	66	66	99	99	132
15	20	60	20	40	60	60	80
16	16	32	..	32	48	48	64
17	12	12	36	24	48	36	60
18	11	..	22	22	44	33	55
19	8	40	8	24	32	32	40
20	5	20	..	15	20	20	25
21	1	3	3	3	5	4	6
22	5	10	10	15	25	20	30
23	4	4	4	12	20	16	24
24	1	..	..	3	5	4	6
25	1	5	3	4	6	5	7
27	2	6	2	8	12	10	14
30	1	..	2	4	7	5	8
36	1	..	..	5	8	6	9
41	1	1	3	6	10	7	11
53	1	1	3	8	13	9	14
TOTAL	3,584	9,306	5,914	1,380	3,014	4,964	6,598

Population = $4,964 \times 6 - 9,306 = 6,598 \times 4 - 5,914 = 20,478$

Wastage of Slip :—

6 Slip Schedule

$$\text{Percentage of wastage} = \frac{9306}{29784} \times 100 = 31{\cdot}2$$

4 Slip Schedule

$$\text{Percentage of wastage} = \frac{5914}{26392} \times 100 = 22{\cdot}4$$

Percentage of Household Schedule wasted with 6 Slip Schedule :-

$$\frac{1380}{4964} \times 100 = 27{\cdot}8$$

ANNEXURE F

Rural Areas Selected for Experimental Census

District	Name of Thana	J. L. No.	Name of the Mauza	Population 1951 Census	Population Experimental Census	No. of Household	Mean size of Household	Percentage variation per year
1	2	3	4	5	6	7	8	9
Burdwan	Burdwan	43	Krishnapur	385	835	179	4·7	13·8
	Kalna	94	Rangapara	366	492	120	4·1	4·09
	Katwa	24	Mandalhat	831	850	198	4·3	0·3
Birbhum	Suri	4	Kamalpur	346	495	98	5·1	5·1
	Suri	189	Nagari	767	862	177	4·9	1·5
Bankura	Gangajalghati	33	Durlabhpur	467	624	110	5·7	3·99
	Gangajalghati	41	Nandanpur	299	332	57	5·8	1·3
	Kotulpur	126	Banmukha	357	559	101	5·5	6·7
Midnapur	Tamluk	133	Chapbasan	668	833	159	5·2	2·94
	Ghatal	3	Narayan Chak	250	258	47	5·5	0·4
	Jhargram	346	Ramchandrapur	471	563	112	5·02	2·3
Hooghly	Dhaniakhali	103	Harpur	526	819	163	5·02	6·6
	Jangipara	68	Ajodhya	914	1,278	231	5·5]	4·7
Howrah	Bagnan	88	Khajurnan	1,384	1,578	330	4·8	1·7
24-Parganas	Basirhat	27	Matia	913	1,254	285	4·4	4·4
	Habra	34	Daulatpur	413	584	124	4·7	4·9
	Diamond Harbour	140	Kabira	586	733	139	5·3	2·98
Nadia	Ranaghat	10	Bera Kamgachi	231	399	85	4·7	8·65
Murshidabad	Beldanga	60	Barua	1,719	2,525	511	4·9	5·6
Malda	Englishbazar	18	Anandamohanpur	591	715	138	5·2	2·5
West Dinajpur	Balurghat	144	Malancha	415	473	90	5·3	1·7
Jalpaiguri	Rajganj	17	Kamarbhita	647	1,514	311	4·9	15·92
Darjeeling	Siliguri	87	Lalman	575	891	163	5·5	6·5
Cooch Behar	Cooch Behar	1030	Tenguamari	580	836	153	5·5	5·2
Purulia	..	..	Tamna	554	605	110	5· 5	1·09
			TOTAL	15,256	20,907			

Total increase—5,651
Percentage of increase since 1-3-51—37·04
Annual increase—4·4%

ANNEXURE G

Urban Areas Selected for Experimental Census

Name of District	Name of Block	Total Persons	Number of Households	Mean size of Households
Burdwan	Kalna	462	121	3·8
	Katwa	584	116	5·0
Birbhum	Suri	1,221	191	6·4
Bankura	Bankura	705	100	7·05
	Vishnupur	547	90	6·07
Midnapur	Midnapur	658	124	5·3
	Tamluk	749	129	5·8
	Ghatal	608	137	4·4
Hooghly	Hooghly-Chinsurah	769	137	5·6
	Serampur	1,169	194	6·0
Howrah	Howrah	693	103	6·7
	Uluberia	651	98	6·6
24-Parganas	Barrackpur	902	145	6·2
	Barasat	668	130	5·1
	Basirhat	895	159	5·6
	Diamond Harbour	475	130	3·65
Nadia	Ranaghat	779	123	6·3
Murshidabad	Berhampur	529	93	5·7
Malda	Englishbazar	1,571	288	5·5
West Dinajpur	Balurghat	778	130	5·98
	Raiganj	771	138	5·6
Jalpaiguri	Jalpaiguri	725	101	7·2
	Alipur Duar	735	114	6·4
Darjeeling	Darjeeling	811	151	5·4
	Siliguri	648	102	6·4
Cooch Behar	Cooch Behar	607	121	5·0
Purulia	Purulia	768	119	6·5
	TOTAL	20,478	3,584	

Mean size of the Household=5·7

ANNEXURE H

CALCUTTA CITY

Part I

Selected Block in the following wards	Total Persons as per 1951 Census	Total Persons as per Experimental Census	Percentage variation	Percentage variation per year
67	724	547 (Excluding the population numbering 348 of the premises Nos. 11, 12/1A, 14, 15 and 17 which were included for Experimental Census by mistake)	— 24·4	— 2·9
20	710	794	+ 11·8	+ 1·4
36	618	655 (Including 36 persons found on Post enumeration Check)	+ 6·0	+ 0·72
14	730	592 (Including 86 persons of temporary residence in Seamen's Mess)	— 18·9	— 2·3
	TOTAL 2,782	**2,588**		

Total variation = —6·94% ∴ Annual variation = — 0·83%

Part II

Ward No. in which Block situated	Population as per Experimental Census	No. of Household	Mean size of Household
14	506	99	5·1
20	794	93	8·5
36	619	108	5·7
67	895	154	5·8
	TOTAL 2,814	**454**	Mean size of Household = 6·2

CENSUS OF

HOUSE

(SECOND

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

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

Line No.	Municipal or Local Building No.	Continuous serial number of building with sub-numbers for separate census houses	Is this census house (a) wholly occupied by owner, (b) partly occupied by owner and partly rented, or (c) wholly rented to one or more households? (FO/PR/FR)	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 a workshop or factory			
					Name of firm 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 used
1	2	3	4	5	6	7	8	9
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								

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

Signature of Enumerator.....

INDIA, 1961

LIST

Name of Village/Ward/Mohalla.....

DRAFT)

(Code No.)

Description of Census house		Sub-number of each census household in the census house	Name of Head of Household	No. of rooms in census household	No. of persons residing in census household on day of visit					
					21 years and over		Below 21 years			
Type of wall	Type of roof				Males	Females	Males	Females	Total	Remarks
10	11	12	13	14	15	16	17	18	19	20

INSTRUCTIONS FOR FILLING UP THE HOUSELIST

Col. 1. Line Number.

These line numbers have been printed in the column itself.

Every fifth line has been printed thick in order to facilitate the taking out of samples, etc., during compilation. There is no other purpose.

Col. 2. Municipal or Local Building number.

This refers to the entire structure on the ground. Each building should have a separate number. If the locality chosen for pretest consists of a number of streets in a village, the buildings in the various streets should be numbered continuously and the streets should be taken in uniform order, from North West to South East. Experience suggests that the best way of numbering houses on a street is to continue with one consecutive serial on one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial, stopping finally opposite to where the first numbering began. In a city enumeration block the numbering will have to respect the axis of the street and not any preconceived geographical direction like N. W. The enumerator may write the number on the building for the pretest operations in chalk or other material which can be erased easily later.

This will facilitate verification by supervisors. In areas, *e.g.*, urban, where the buildings are already numbered by the municipal or other authorities, the enumerator may adopt the existing numbers in the Houselist, if they are in conformity with the definition of a building.

Col. 3. Continuous serial number of building with sub-numbers for separate census houses.

A census house is a structure or part of a structure or a dwelling, a shop, a shop-cum-dwelling or a place of business, workshop, school etc. with a separate main entrance. If a building has a number of flats or blocks which have separate entrances of their own giving on the road or a common staircase or a common courtyard leading to a main gate, they will be considered as separate census houses. If within an enclosed compound there are separate structures or buildings each inhabited by a separate family then each such building will have a separate number for a census house. If in any of such buildings there are more than one family then such a building will bear sub-numbers denoted by letters (A), (B) etc., each letter standing for a separate census household.

If, however, within an enclosed compound there is only one family enjoying separate structures like a sitting room, a living place, a kitchen and/or a cowshed then each such structure will bear a sub-number like I, II, III etc., to the main number for the census household contained in the compound.

The order in which census houses within a building should be numbered, should be continuous, preferably clockwise, or in any convenient manner if it is at all difficult to do it clockwise. If a building itself is a census house, then it will have only one number. If within a building there are a number of census houses, then each census house will have two sets of numbers, *e.g.*, the number of the building and the sub-number of the census house.

Col. 4. Is this census house (a) wholly occupied by the owner, (b) partly occupied by owner and partly rented or (c) wholly rented to one or more household?

If a census house is occupied entirely by the owner, then 'FO' should be written.

If a portion of the census house is occupied by the owner and a portion is occupied by a tenant on rent, then 'PR' should be written.

If a census house is occupied entirely by a tenant or tenants, then 'FR' should be written, even if occupation is rent free or just permissive.

Col. 5. Purpose for which census house used, e.g., *dwelling etc.*

The actual use to which a census house is put should be written here.

In the case of a factory or workshop 'Factory' should be written for a large factory if registered under the Indian Factories Act and 'Workshop' for a small unregistered workshop.

Col 6. Name of Firm or Proprietor.

Write the name of the firm in the case of big and registered companies or large manufacturing concerns and write the name of the proprietor in the case of small shops where no distinct name has been given to the shop, like *Halwai* shop, etc.

Col 7. Name of product(s), repair or servicing undertaken.

In this column enter the actual work that is being done in the factory or workshop, like paper making, cycle repairing, motor servicing etc.

Col. 8. The total number of workers employed.

The total number of workers employed in the factory or workshop, including the owner or proprietor (if working) should be entered. The average number of persons working per day during the week preceding the date of your visit should be entered.

In case more than one product is produced, it is not necessary to enquire the number of persons employed in the production of that product. It may not be possible to get this information in cases where the operations may be combined.

Col. 9. Kind of fuel or power used.

Whether the factory or workshop uses steam or diesel engine or fuel, *e.g.*, kerosene, soft coke, electricity, water-mill, etc. If any of the above is used, write what is actually used.

Col. 10. Type of wall.

Under this column the material out of which most of the wall of the house are made, *i.e.*, grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement concrete or timber, should be written.

Col. 11. Type of roof.

The material out of which most of the roof and not the ceiling is made, *i.e.*, tiles, thatch, corrugated iron, zinc or asbestos cement sheets, or concrete etc. should be written.

Col. 12. Sub-number of each census household in the census house.

A household is a group of persons who commonly live together and would take their meals from a common kitchen unless the exigencies of work prevented any of them from doing so.

There may be one or more households in a census house. Each household should be separately numbered. This can be done by using the alphabets as (A), (B), (C), etc. For example, if building No. 2 is also a census house and has three households, the household numbers will be 2-(A), 2-(B) and 2-(C). If building No. 4 has two census houses, the houses will be numbered as 4-I, and 4-II. If within each house there are respectively 3 and 2 households, then they will be numbered as :

4-1-(A), 4-1-(B), 4-1-(C) ; and 4-II-(A), 4-II-(B).

Col. 13. Name of Head of household.

The name of the Head of each household given in Column 11 should be written here. The Head of a household, for census purposes, is the person on whom falls the chief responsibility for the maintenance of the household. The name of the person who is actually acknowledged as Head of household should be recorded.

If the census house is used as a sitting place, cattle shed, etc., write the use to it is put (and add the name of the owner).

Col. 14. Number of rooms in the census household.

If a building is occupied by one household the enumeration of rooms should be simple.

If a census house consists of a number of households the number of rooms occupied by each household should be entered on each line against the name of the head of the household.

A room should usually have four walls with a doorway with a roof overhead and should be wide and long enough for a person to sleep in, *i.e.*, it should be at least 6 ft. long. Kitchen, stores, garage, cattle shed and latrine which are not meant for living and sleeping should not be treated as rooms.

Cols. 15—19. Number of persons residing in census household on day of visit.

The number of persons in each household under the different categories should be written in the respective columns.

CONFIDENTIAL CENSUS OF INDIA 1961 SECOND DRAFT

LOCATION CODE : District / Thana, Tehsil, Town / Village, Ward (Block) / House No.

HOUSEHOLD SCHEDULE

NAME OF HEAD OF HOUSEHOLD _____

NON-INDIAN NATIONALS, IF ANY NATIONALITY _____

Males _____ Females _____

HOW LONG HAS HOUSEHOLD BEEN RESIDING HERE ? (in years) _____

PART I

A. CULTIVATION

	Local name of right on land	Area in local measure
1. Land under cultivation by Household		
(i) from Government or otherwise owned permanently		
(ii) from private persons 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 OR BUSINESS

	Name (s) of Industry or Business		Months during which conducted
Household industry or industries, business or businesses conducted by the Head of the Household himself and/or mainly by members of the Household either at home or not far from home	(a)		
	(b)		

C. WORKERS AT CULTIVATION OR HOUSEHOLD INDUSTRY OR BUSINESS

	Members of family working	Hired Workers
Members including Head of family working and/or hired workers kept wholetime for last working season at		
1. Household Cultivation		
2. Household Industry or Business		
3. Both in Household Cultivation & Household Industry		

PART II : ENUMERATOR'S ABSTRACT

(To be filled in by ENUMERATOR after Part I above and all individual slips have been filled.)

Sex	Literates	Persons Working	Persons Not Working	Total persons in household		Date and Signature of Enumerator	Date and Signature of Supervisor
				Age under one year	All other ages		
Males							
Females							
Total							

PART III : RELATIONSHIPS IN HOUSEHOLD

(To be compiled at Tabulation Office from individual slips before they are detached for sorting.)

Put a √ against category which applies to the households.

1. Household of never married or widowed, divorced or separated person(s) or person(s) married but temporarily living away from spouse.	
2. Household of one married couple living together with/without children	
3. Household of two married couples living together with/without children.	
4. Household of more than two married couples living together with/without children.	
5. Household of married couple or couples living with married children living with their spouses.	
6. Household which does not fall in any of the above categories.	

Individual Slip

CONFIDENTIAL **CENSUS 1961**

Location Code : _____

1 (a) Full Name _____

1 (b) Relationship to Head _____ 2 Age

3 Marital Status _____ 4 (a) Birthplace _____

4 (b) Born R/U

4 (c) Duration of Residence

5 (a) Religion _____ 5 (b) S.C./S.T. _____

6 (a) Mother tongue _____ 6 (b) Any other language _____

7 Literacy & Education _____

8 (a) Whether Working or Not Working

8 (b) Activity, if Not Working

9 Cultivation _____ 10 Agricultural Labourer _____

11 (a) Household Industry or Business _____

11 (b) Nature of Work _____ 11 (c) Class of Worker

12 (a) Other Work _____

12 (b) Industry, Business, Trade, Profession or Service _____

12 (c) Class of Worker

12(d) Name of Establishment & Address _____

13 Sex

ABBREVIATIONS TO BE USED IN SLIPS FOR INDIVIDUALS

Write in full answers for questions 1(*a*), 1(*b*), 2, 5(*b*), 6(*a*), 6(*b*), 11(*a*), 11(*b*), 12(*a*), 12(*b*) *and* 12(*d*). *See instructions.*

Question 3 Marital Status : *NM* (for Never Married) ; *M* (for Married) ; *W* (for Widowed) ; *S* (for Separated or Divorced).

Question 4(a) Birthplace : *PL* (for person born in village or town in which enumerated) ; *D* (for person born in another village or town of the district in which enumerated). In all other cases write in full according to instructions.

Question 4(b) Born R/U : *R* (for born in a village) : *U* (for born in a town).

Question 4(c) Duration of Residence : *X* (for person born in this Village/Town). For persons born outside, write *O* for duration under one year and actual years of residence for duration of one year and over.

Question 5(a) Religion : *H* (for Hindu) : *M* (for Muslim) ; *C* (for Christian) ; *J* (for Jain) ; *B* (for Buddhist) ; *S* (for Sikh). For other religions write in full.

Question 7 Literacy & Education : *O* (for person who can neither read nor write) ; *R* (for ability to read only) ; *RW* (for ability both to read and write). For educational standards achieved, write highest standard examination passed.

Question 8(a) Whether Working/Not Working : (Refers to last working season for Agriculture, Household industry or business and period of fifteen days preceding the day on which enumerated for other kinds of non-agricultural work and non-household industry or business) ; *W* (for person actually working, supervising or directing in cultivation, industry, trade, business or profession) ; *NW* (for not working and being either *ST, HW, D, R, B, I, NE, UN* in Question 8(b) below).

Question 8(b) Activity, if Not Working : Write *X* for person who has been entered as *W* in Question 8(*a*) ; *ST* (for full-time students doing no other work) ; *HW* (for housewives and other adult females who do domestic duties but no other work) ; *D* (for infants and other dependants who do not work) ; *R* (for retired persons doing no work again, receivers of agricultural or non-agricultural rent, royalty or dividend) ; *B* (for beggars, vagrants, independent women without indication of source of income, others of unspecified source of existence) ; *I* (for inmates of penal, mental and charitable institutions) ; *NE* (for persons seeking employment for the first time) ; *UN* (for persons employed before and now out of employment but seeking work).

Question 9 Cultivation : For persons engaged in cultivation on land from Government or private persons, either as employer, single worker or family worker, and either actually working, or supervising or directing, write *C*. If person is engaged in cultivation only as agricultural labourer write *X* in this question and *AL* in *Q*. 10. For persons not engaged in cultivation write *X*.

Question 10 Agricultural Labourer : For persons engaged as agricultural labourer for wage either in cash or kind such as share of the produce, but with no right to the land on which working, write *AL*. If person is not an agricultural labourer, write *X*.

Question 11(c) Class of Worker : This refers to person's class of work in a household industry or business. *MP* (for Employer) ; *EE* (for Employee) ; *SW* (for Single Worker) ; *FW* (for Family Worker).

Question 12(c) Class of Worker : This refers to person's class of work in a non-household Industry, Business, Trade, Profession or Service. *MP* (for Employer) ; *EE* (for Employee) ; *SW* (for Single Worker) ; *FW* (for Family Worker).

Question 13 Sex . *M* (for Males ; *F* (for Females).

CENSUS OF INDIA 1961

INSTRUCTIONS TO ENUMERATORS (SECOND DRAFT)

The enumeration book given to you contains a number of enumeration forms. Each form consists of two parts : (1) the Household Schedule where you have to record information of a household as a whole, and (2) six numbered slips on which you will have to record information of individuals living in the household at the rate of one slip per individual. In those households where you have to enumerate more than 6 persons you will have to use more than one schedule for the household.

Instructions for filling up the Household Schedule and the individual slips are given below. You should carefully observe them when enumerating each household.

A. Instructions for filling up the Household Schedule

At the top of the Schedule you will find the Location Code. The Location Code in (i) the Household Schedule and (ii) each of the individual slips within the Census House should be identical. The first number will represent the number of the district as given by the Census authorities. Your Supervisor will give you other numbers representing your tehsil/thana/town/village/ward/block of your town. You should take care to write these three numbers connected together by oblique strokes in between, on every household schedule. When you are visiting each house for enumeration, you should write the house number on the household schedule. For purposes of the census, a census house has been defined as a structure or part of a structure, a dwelling, a shop, workshop, factory or place of business, or shop-*cum*-dwelling giving on the road or a common staircase or a common courtyard leading to a main gate or enjoying a separate main entrance. A *household* means the entire group of persons who commonly live together in the same census house and take their meals from a common mess unless the exigencies of work prevent them from doing so. In some census houses there may be more than one group of persons, each group with a common mess. In such cases, each group should be regarded as a separate household for purposes of the census and a separate household schedule together with its individual slips should be filled up for each such group. In such an event the house number in the Location Code should carry an additional letter (A), (B) or (C) indicating a separate household in a census house denoted by the house number.

Below the location code you will find a column for recording the name of the Head of the household. The Head of a household, for census purposes, is a person on whom falls the chief responsibility for the maintenance of the household. Thus the Head of the Household need not necessarily be the eldest male member but may even be a female member or younger member of either sex. You need not, however, make any elaborate enquiry about this and should record as Head of household the name of the person who is actually acknowledged as such.

If the recognised Head of the household is absent and is likely to be absent during the period of enumeration another person who is recognised as the Head of the household for the purpose of census of enumeration should be recorded as the Head.

Apart from regular institutions like penal, charitable or mental institutions, hostels, hotels, hospitals, etc., for the enumeration of inmates of which instructions will be issued separately later, there will be small boarding houses, messes, chummeries where people, united by no ties of relationship, live and mess together in a common kitchen, often in two's or more in the same room or in the same census house. These should be regarded also as census households but of 'unrelated persons' living together. In such a household the manager or superintendent or the person who by common consent is regarded as the Head should be recorded as Head of the household. In the Household Schedule, the word Boarding House, Mess, Chummery or some such word should be written boldly on top of the Name of the Head of the household.

After entering the name of the Head of the household you will have to ascertain whether there are any Non-Indian Nationals in the household. If there are, you should ascertain their Nationality, the number of males and the number of females in that Nationality and enter in the columns provided for this purpose. Non-Indian Nationals will be found only in a very small number of households in the country. If there are no Non-Indian Nationals in the household put an X separately in each column.

Below the column for Non-Indian Nationals you will find a column for the period of residence of the household. This question is intended only for those households which originally did not belong to this place but migrated here from elsewhere. You should ascertain how long ago the Head of the household came to live here with his wife (if he has or had one) and/or other members of his family and enter the period in years. In a large number of cases you will find that the Head of the household was born in this household and his ancestors have been living in the household. In such cases you should write X.

PART I : Part I of the Schedule consists of three sub-parts. Sub-part A relates to Cultivation; sub-part B to Household Industry or Business; and sub-part C to Workers at Cultivation or Household Industry or Business.

Sub-part A relating to cultivation will have to be filled in only where the household cultivates or owns land for cultivation permanently. Three categories of land are given in items 1(i), 1(ii) and 2. Items 1(i) and 1(ii) relate to land actually cultivated by the household. Item 2 relates to land taken by the household from Government or otherwise owned permanently but instead of being cultivated by the household has been given to other persons for cultivation. You should ascertain and record the local name of right on land and the extent of land in the appropriate category if the household possesses land. This sub-part will not apply to households which do not possess any land. Thus this part will not apply to households which consist of only agricultural labourers without any land. In such cases put an X in all the spaces provided in the right hand side where answers have to be written and write 'No land' across, on this sub-part.

Sub-part B relates to Household Industry or Business. This part will be filled up only where there is Household industry or business conducted by the Head of the household himself and/or mainly by members of the household either at home or not far from home. The location of the Household industry or business should not be so far away as to preclude the possibility of members of the household rendering substantial help in the running of the industry or business. If the Head of the household or any member of the household runs a Household industry or business and has no other member of the household competent to help him or if he does not require any help from any other member of the household it would still be a Household industry or business providing it is conducted at home or very near home. There are again, for example, biri-makers

who either alone or with the help of members of the family roll biris at home, for wages at piece rates, while the contractor supplies the materials. Certain processes like buttoning and handsewing of tailored clothes, dyeing and printing of cloth, are often carried out at home by members of the household both at residence and, (at) 'place of work'. There are cases, again, where womenfolk of the household fill in with lac gold ornaments prepared at the shop by the male members of the household. Such activities should also be regarded as illustration of household industry. If there is no Household industry or business of any sort put an X in each of the spaces in the right hand corner where the answers have to be written and write 'No Household industry or business' across this sub-part. In putting down the names of industries, business or businesses, ascertain from the Head of the household for how many months, roughly, they are conducted and put down the number of months in the appropriate compartment. If conducted throughout the year write '12'.

Sub-part C relates to Workers at Cultivation or Household industry or business. In the case of cultivating households and household industry or business write the number of members of family including Head of Household working and hired workers if any in the respective columns, even if any of the members of family working or hired workers may be absent during the period of census count. In the case of households not engaged in cultivation put X in the columns for 'members of family working' and 'hired workers' against household cultivation. Similarly in the case of households where there is no household industry or business put X in the columns for 'members of family working' and 'hired workers' against Household industry or business.

The test for a worker is whether a person is actually working as an employer, employee, single worker or family worker, or supervising or directing the work in Cultivation, Household industry, business or trade.

B. Important points to remember

1. Enumerate all persons who are normally resident in the household, that is, those who have lived in the household for more than six months and also those who have recently become members of the household through marriage or birth or other vital social or domestic ties, and are present at the time of enumeration.

2. Enumerate all persons who are normally resident in the household but are absent at the time of enumeration provided they have lived in this household at any time during the enumeration period.

3. Enumerate a visitor, a boarder, or a guest found in the household at the time of enumeration even if he will be away from his Household throughout the enumeration period and warn him not to permit any other enumerator to enumerate him even if he goes back before 1st of March, 1961.

4. Devote one slip to each individual. For facility of enumeration the slips have been serially numbered from 1 to 6. You should fill in the slips in the order indicated below in instruction to Question 1(b).

5. Before commencing enumeration of an individual make sure to fill in the Location Code in each case. The Location Code in the slips will be the same as in the Household Schedule.

6. The questions have been briefly printed in the slip, *but only briefly*, and you should study the detailed question forms and instructions for answering them without which you will be liable to miss some of the range and implications of the questions. You should ask the questions *in the order in which they are given in the slip* and proceed to record the answers in their given order. You should make full use of the abbreviations recommended in these instructions which again have been briefly printed for your convenience at the back of each Household schedule.

7. Make repeated enquiries about new born babies and very young children for they are liable to be missed because no meals are usually cooked for them.

8. If there are less than 6 members in the household cross out the slips unused diagonally, but do not tear them off. The crossed out slips must remain intact.

9. If there are more than 6 members in the household continue the count of the individuals beyond no. 6 in the slips of the next enumeration schedule, in that case repeat the location code of the household and the name of the Head of the household in the Household Schedule but cross out the remaining spaces. You should also change the serial number of the slips in the second enumeration schedule as 7, 8, etc., in the case of those slips that you have filled in that schedule.

10. If certain slips remain unused in the second enumeration schedule, cross out the unused slips diagonally but never tear them off.

11. If the family is larger than 12 members, go over to the third sheet and follow the instructions for the second enumeration schedule as in (9) and (10) above.

12. *Remember that each household should begin with a fresh household schedule and the slips attached to it and not run continuously on the unused slips of the previous household.*

13. When revisiting every household during the period of final check (1st March to 3rd March) you should enumerate every birth that has taken place in the household since your last visit. You should cancel the slip for any death that might have taken place since your last visit by drawing a bold line diagonally across the slip and write DEATH along the diagonal line. You should enumerate any visitor who may have arrived to stay since your last visit and who says he has not been enumerated anywhere else.

14. During the second or check round (1st March to 3rd March) utilise the crossed slips in the household for the purpose of enumeration of a birth or visitor but *write at the top of the slip* NEW BIRTH/VISITOR *clearly*. If there is no blank slip in the schedule to enter the visitor or newly born baby you should enter it in a fresh unused sheet and enter a note to that effect for the household schedule of the original sheet for the household. Do not forget to enter the location code of the household to which the baby has been born.

15. At the time of revisiting a household during the period of final check, you should fill in Part II. You should put your signature and date in the column provided for the purpose. Then prepare your Enumerator's Abstract and prepare to hand over your books and the abstract to the Supervisor.

16. Part III of the Household Schedule will be filled in at the Census Office.

C. Instructions for filling up the Individual Slips

(For filling in the Location Code in the individual slip *see* section A above.)

Q. 1(a) Full Name

Write the full name of the person enumerated. For the order of entering names, *see* instruction on Question 1(b) below and examples.

For newly born infants who have not yet been given a name write 'Baby' followed by father's name or mother's name.

Q. 1(b) Relationship to Head of Household

The Head of the household is the person who is responsible for the household. You would have already recorded the name of the Head of the household in the household schedule. All relationships should be recorded in respect of that person. A household will include visitors, boarders or employees (*e.g.*, domestic servants, or persons hired and maintained with board and lodge to help in cultivation or business or private tutors maintained with board and lodge for children's education or pleader's clerk similarly maintained if the head of the household or any member is a pleader, etc.) who are not related to the Head of the household, but live together and have a common mess. You should first enumerate the Head of the household, followed by other members of the household in the most convenient order and see that none of the relatives in the household are left out. For example after enumerating the Head of the household you may enumerate his wife, his sons and their families, if any, in order, unmarried sons and daughters, married daughters and their families and other relatives, etc. do not use words like nephew, niece or uncle, but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother (for uncle). For visitors, boarders or employees, write visitor or boarder or employee as the case may be.

In the case of places like messes, boarding houses, chummeries etc., where people live together with no ties of relationship, the manager or superintendent or the person who by common consent is regarded as the Head should be recorded as Head of the Household. Other members should be recorded as "unrelated" in this question.

Q. 2 Age in completed years last birthday

Write age in years completed last birthday. For infants below one year of age, write '0'. You will find many persons who cannot state their age correctly. You should assist them to state the correct age. If you are not able to elicit correct age directly, you should stimulate their memory by referring to historical incidents or religious events, etc. You may use any local calendar of such events that may have been prepared for the purpose.

Q. 3 Marital Status

For Never Married	write NM
Married	write M
Widowed	write W
Separated or Divorced	write S

For a person who has never been married write 'NM'. For a person married, whether for the first or another time, write 'M'. Write 'M' also for persons who are recognised by custom or society as married and if necessary and desirable, for persons in stable *de facto* union. For a widowed person whose husband or wife is dead, and who has not been married again, write 'W'. For a person who has been divorced in a lawful manner, either by decree of a law court or by a regular social or religious custom but who has not remarried, or a person who has been separated from wife or husband and is living apart with no apparent intention of living together again, write 'S'.

Q. 4(a) Birthplace

1. If born in village or town in which enumerated	write PL
2. If born in another village or town of district in which enumerated	write D
3. If born in another district in the State of enumeration	write name of district
4. If born in another State in India	write name of district and State
5. If born in a country outside India	write name of country

Q. 4(b) Whether born in village or town

1. If born in a village	write R
2. If born in a town which is considered a town at the present time even if it was not so considered at the time of birth	write U

Q. 4(c) Duration of Residence

1. For a person born in village or town in which enumerated	write X
2. For a person born in another village or town of district of enumeration or who was not born in the district of enumeration	write the number of completed years this person has been in the village/town of enumeration. (*Do not take into account periods of temporary absence on leave or holiday or tour or business*).
3. If the duration of residence is less than one year	write O
If the duration of residence is one year or over	write the actual number of completed years of residence.

Q. 5(a) Religion

For Hindu	write H
Muslim	write M
Christian	write C
Jain	write J
Buddhist	write B
Sikh	write S

For others write the answers actually returned.

Q. 5(b) Scheduled Castes & Scheduled Tribes

The answer to this question will be recorded only if a person belongs to a Scheduled Caste or Scheduled Tribe. If the person belongs to a Scheduled Caste or Scheduled Tribe of your State, write the name of the caste or tribe to which he belongs. For all others, write 'X' in this column. A list of Scheduled Castes and Scheduled Tribes of your State is given elsewhere in these instructions.

If the person belonging to a Scheduled Caste or Scheduled Tribe returns his caste or tribe by a synonym or a generic name of a caste or tribe as given in your list, write the name as returned and the name of the relevant caste or tribe as per printed list within brackets.

Do not write the names of Scheduled Castes in general terms as 'Harijan', 'Achhut'. You should ascertain the name of the caste when these are returned and write it.

Scheduled Castes can belong only to the Hindu or Sikh religions. If a person belongs to a Scheduled Caste, there will be either H or S in the answer to question 5(a). Scheduled Tribes may belong to any religion.

Q. 6(a) Mother tongue

Write the mother tongue in full as returned by the person enumerated. Mother tongue is the language spoken in childhood by the person's mother to the person. If the mother died in infancy, write the language usually spoken in the person's home in his early childhood. In the case of infants and deaf mutes give the mother tongue of the mother.

Q. 6(b) Any other language

After recording the mother tongue, enquire whether the person knows any other language, Indian or foreign, and write the language returned by him against this question. In case he does not know any other language, put an 'X'.

Q. 7 Literacy & Education

I. Illiterate or Literate

For a person

1. who can neither read nor write . write O
2. who can read but cannot write . write R
3. who can both read and write . write RW

The test for reading is ability to read any simple letter either in print or in manuscript. The test for writing is ability to write a simple letter. If the person can read one of the examples in the Enumerator's Handbook with felicity he may be taken to have passed the test of reading.

II. Standard of Education

If the person can both read and write and has also passed a written examination or examinations as proof of an educational standard attained, write the highest examination passed instead of RW.

Q. 8(a) Whether Working or Not Working

Every person must be classified either as 'Working' or 'Not Working' in this question. *The test for a worker is whether a person is actually working, supervising or directing the work in cultivation, industry, trade, profession, business or commerce.*

A married woman who is engaged in household duties, but doing no other production work to augment the family resources, should not be considered as working, for purposes of this question. If, however, in addition to her household work, she engages herself in work such as rice pounding for sale or wages or in domestic service for wages for others or minding cattle or selling firewood or making and selling cow-dung cakes, grass, etc., or any such work she should be treated as a worker.

Persons like beggars, pensioners, agricultural or non-agricultural royalty, rent or dividend receivers, who may be earning an income but who are not participating in any productive work should not be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce.

The basis of work will be satisfied in the case of seasonal work like cultivation, livestock, dairying, household industries, etc., if the person has had some regular work of more than one hour a day throughout the greater part of the last working season. In the case of regular employment in industry, trade, profession, business or commerce, the basis of work will be satisfied if the person was employed during fifteen days preceding the day on which enumerated.

A person who is working but was absent from his work during the fifteen days preceding the day on which enumerated due to illness or other causes should be treated as *worker*. A person who has been offered work but has not actually joined should be treated as *non-worker*.

Working also includes effective supervising or directing.

If the person is working . . write W
If the person is not working . . write NW

A person who is working may belong to any of the following categories :—

1. An employer who hires one or more persons in his own cultivation, industry, trade, profession, business or company;
2. An employee working for wages or salary in cash or kind under others;
3. A person working as a single worker on his own account in his own cultivation, industry, profession, trade or business;
4. A person working as a family worker in his own family cultivation, industry, trade or business without wages or salary in cash or kind.

Explanation—The next question No. 8(b) gives details of all persons who should be properly regarded as Not Working and designated NW in this question.

Q. 8(b) Activity, if Not Working

This question will apply to a person NOT Working, that is, has been entered as NW in Question 8(a).

Write 'X' in this question for a person who is working, *i.e.*, for whom W has been entered in Question 8(a).

The following activities should be recorded in the case of persons Not Working :—

1. For a full-time student or child attending school who does no other work, such as make articles at home for sale, nor even help part-time in his own family cultivation, industry or business . . . . . write ST
2. For a person engaged in unpaid home duties (like house-wife or other adult female) who does no other work, such as make articles at home for sale or wages, nor help regularly even part-time in family cultivation, industry, trade or business . . . . . write HW
3. For any dependent, including an infant or child not attending school, a person permanently disabled from work because of illness or old age . write D
4. For a retired person who is not employed again, rentier, person living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means for securing which he does not have to work and who does no other work . . . . . write R
5. For a beggar, vagrant or independent woman without indication of source of income and others of unspecified source of existence . write B
6. For a convict in jail (an undertrial prisoner will be shown as a worker if he used to work before he was apprehended) or an inmate of a penal, mental or charitable institution . . . . . write I
7. For a person who has not been employed before but is seeking employment for the first time . write NE
8. For a person employed before but now out of employment and seeking employment . . . write UN

Explanation—If a person, who does not work, cannot be readily classified in any of the above categories;

put him in category 5 and write B in this question. A retired person who has taken up regular work again should not be entered in this question but should be entered for his new work in Question 9 onwards. For him 'X' should be put in this question and W in Question 8(a).

A person who is not working but has been offered work which he has not joined should be included in item 3 and 'D' should be written. He should not be included in items 7 or 8.

General Instructions for Economic Questions 9 to 12(d).

These questions apply only for a person who has been classified as working, *i.e.*, in whose case 'W' has been written against Question 8(a) and 'X' against Question 8(b).

These questions will not apply in the case of a person who is not working, *i.e.*, in whose case 'NW' has been entered in Question 8(a) and one of the eight Not Working activities has been recorded against Question 8(b).

In the case of a person not working put an 'X' against all Questions 9 to 12(d).

A person may be working in cultivation or as an agricultural labourer, in a Household industry or business or in any other industry, business, trade, profession or service. He may be engaged in only one of the above categories or in more than one. If a person is doing only one work you should record the work in Questions 9, 10, 11(a) or 12(a) according to the work done by the person. Detailed instructions for recording the answer are given in the instructions for the relevant question. If a person is engaged in more than one work which can be recorded in 9, 10, 11(a), and/or 12(a) you should record each work in answer to the relevant question. For example if a person is working in cultivation as well as in Household industry you should record the work both in Questions 9 and 11(a).

In the case of persons engaged in Household industry or business or in other industry, business, trade, etc., further data have to be collected. Provision for these are made in question 11(b), 11(c) and 12(b) to 12(d) respectively. Detailed instructions for recording these answers are given below in the relevant question.

Q. 9 Cultivation

For a person working in cultivation write C. For a person not working, in cultivation and for a person not working at all [NW in Q. No. 8(a)] put X.

For purposes of the census a person is working at cultivation if he or she is engaged either as employer, single worker or family worker in :

(a) cultivation of land or supervision or direction of cultivation of land held from Government, or otherwise permanently owned;

(b) cultivation of land or supervision or direction of cultivation of land held from a private person or persons either for cash, kind or share of crop;

A person who has given out his land to another person for cultivation for cash, kind, or share of crop and who does not even supervise or direct the cultivation will not be treated as working in cultivation Similarly a person working in another person's land for wage in cash or kind such as share of the produce (Agricultural Labourer) will not be treated as working in cultivation for this question.

Q. 10 Agricultural Labourer

Write AL for an agricultural labourer, *i.e.*, a person who works in another person's land for wage in cash or kind, such as share of the produce.

For others put X.

The labourer should have no right or lease or contract on land on which he works. He should have worked as Agricultural Labourer in the last cultivating season.

Qs. 11(a) & 11(b): Household Industry or Business

If the person is working in a Household industry or business write :

(i) the name of the industry or business, against Q. 11(a); and

(ii) the nature of the work done by him in that Household industry or business against Q. 11(b).

Otherwise put 'X' in both the questions 11(a) and 11(b).

A Household industry or business is defined as an industry or business conducted by the Head of the household himself and/or mainly by members of the household either at home or not far from home. If the Head of the household or any member of the household runs a household industry or business and has no other member of the household competent to help him or if he does not require any help from any other member of the household, it would still be a household industry or business provided it is conducted at home or very near home. But the main criterion of a Household industry or business is the participation of one or more members of the household. The location of the household industry or business should not be so far away as to preclude the possibility of members of the household rendering substantial help in the running of the industry or business.

A person though he may not be working in his own Household may be working in another Household industry or business. You should, therefore, enquire whether the person who is not working in his own Household industry or business is working in another Household industry or business and if so write the name of the Household industry or business in which he is working and the nature of the work done by him against Q. Nos. 11(a) and 11(b) respectively.

Q. 11(c) Class of worker in Household Industry or Business

For a person who is :—

(*a*) an *Employer*, that is who hires one or more persons in his own Household industry or business in which only he and no other member of the family works.	write MP
(*b*) an *Employee*, working for wages or salary in cash or kind in a Household industry or business.	write EE
(*c*) a *Single Worker* working at his own Household industry or business in which no other member of the family works nor are hired workers emyloyed.	write SW
(*d*) *Family Worker* working at his own Household industry or business in which other members of the family also work irrespective of whether hired labourers are employed or not.	write FW

For a person not working in Household industry or business or not working at all [NW in Q. No. 8(a)] put X.

Q. 12(a) Other work

In the case of a person who is working but is not engaged in cultivation or as agricultural labourer or in any Household industry or business, write the actual work he is doing. If such a person is engaged in more than one work, write here the work on which he devotes more time. If a person is working in cultivation or as agricultural labourer or in Household industry or business and also does some other work which does not relate to any of the above categories, write the other work he does in this question

In the case of persons not working or who are *only*

working in cultivation or as agricultural labourers or in Household industry or business, put 'X'.

Full and precise information as to the nature of work done by the person should be given. At previous censuses much trouble has been caused by inadequate answers, and if you do not succeed in obtaining satisfactory information on the individual slips, you will be required to make a further visit for that purpose.

Q. 12(b) Industry, Business, Trade, Profession or Service

In the case of a person who is working and the nature of whose work has been recorded in Question No. 12(a), you should write here the nature of industry, business, trade, profession or service in which the person works.

As in the case of Question 12(a), you should describe in detail the nature of industry, business, trade, profession or service in which the person works. Vague answers should be avoided. In the case of industries, the articles which are produced or serviced or repaired, should be given. If more than one article is produced the chief article produced or serviced or repaired should be given. In the case of business or trade the principal article of trade should be described. In the case of service describe the nature of the service to which the person's work belongs. The description should be such that it would be possible to classify the establishment in which the person is working for purposes of industrial classification of the population.

In the case of a person for whom an X is put in Q. 12(a), put an X in this question also.

Important points to remember in Questions 12(a) and 12(b).

1. Women or children who help with work, such as rice pounding or doing domestic service for wages, or minding cattle or selling firewood or making and selling cow-dung cakes, grass, etc., should be described fully even if they work part-time. *In the case of married or grown up women who do any of the work mentioned above in addition to the usual household duties such work should be fully described and (HW) written in brackets after the full description.*

2. If a person makes the articles he sells, he should be entered as maker and seller of them.

3. Wherever convenient, for complete description, the work should be expressed by the vernacular name by which it is known.

4. The following are too vague and must not be used by themselves :—

Scientist, technician, civil servant, clerk, engineer, inspector, checker, foreman, overseer, supervisor, labourer, machinist, assistant, contractor, polisher.

5. *Labourers*—For an unskilled labourer usually employed on one sort of work alone, give also the sort of work done, *e.g.*, railway porter, market or bazar porter, labourer employed on road digging, brick-layer's labourer. If accustomed to work on various jobs, write general labourer.

6. *Machine Operators*—Always state the kind of machine giving its recognized name, if any.

7. *Shopkeepers, Retail dealers, Shop Assistants*—If wholly or mainly engaged in selling, write, 'Dealer' (if principal) or shop assistant or salesman (if assisting) and state whether the business is wholesale or retail or both. For shop assistants and salesmen in stores with several departments, state the particular department in which engaged.

8. *Transport Workers*—Describe fully the nature of the transport, *e.g.*, air transport, rail transport, transport by motor car or motor cycle, or vehicles drawn by horse, etc.

9. *Services*—For a person engaged in the Defence Services write service of Central Government.

10. If the job is known in the trade or industry by a special name, use that name. Managers, Foremen, etc., should be given the department/branch wherever applicable, *e.g.*, Sales Manager or a Manager of Hardware Department, Machine Shop Foreman or Boiler Room Foreman, etc. The following terms are insufficient by themselves :

Manufacturer, merchant, agent, broker, refractor, dealer, engineer and iron works, etc.

11. *Domestic services*—In the case of any private servant, *e.g.*, a cook or domestic servant, write only 'private cook or domestic servant'. There is no industry in his case but in the case of persons employed in hotels, restaurants, boarding houses, institutions, etc., the words hotel, restaurant, etc., should be added.

Q. 12(c) Class of Worker

For a person who is :—

1. an *Employer*, that is, who hires one or more person in his work described in Q. 12(a) . . . . write MP
2. an *Employee*, that is, who does his work described in Q. 12(a) under others for wages or salary in cash or kind . . . . . write EE
3. a *Single Worker*, that is, who is doing his work described in Q. 12(a) without employing others, except casually and without the help of other members of the family except casually . . . write SW
4. a *Family Worker*, that is, who is doing his work described in Q. 12(a) in own family without wages or salary in cash or kind . write FW

For a person for whom an 'X' is put in Q. 12(a) and 12(b) put an X in this question also.

Explanation :—

(*i*) An *Employer* is a person who has to employ other persons in order to carry on the business entered in Question 12(a). That is to say, such a person is not only responsible for his own personal work but also for giving work to others in the business mentioned in Question 12(a). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an employer, even if he has the power to employ another person in his office on behalf of his own employer or employers.

(*ii*) An *Employee* is a person who usually works under some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only employees, as explained above, and should not be regarded as employers.

(*iii*) A *Single Worker* is a person who conducts his own business where he is not employed by any one else, and, in his turn, does not employ anybody else, even members of his household, except casually. This definition of a single worker will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producer's cooperative. Each one of the partners or members of cooperatives should be recorded as 'Single Worker'.

(*iv*) A *Family Worker* is a member of the household who helps in family industry, business, trade, etc., which is not a household industry

or business, without receiving wages in cash or kind and does at least one hour of work every day during the working season. He or she may or may not be entitled to a share of the profits in the work or business carried on either by the person or by the head of the household or other relative.

Members of the household who help solely in household duties should not be treated as family workers. They will be entered as 'NW' in Question 8(a) and by the symbols explained in Question 8(b).

Q. 12(d) Name of Establishment and address

Describe in detail the name of the factory, workshop, business house, company, shop, etc., and the address. Two lines have been provided for complete description.

For a person for whom an X is put in Q. 12(a), 12(b) and 12(c) put an X in this question also.

Q. 13 Sex

Write 'M' for Males; and 'F' for Females. For eunuchs and hermaphrodites, write 'M'.

APPENDIX III

(i) Census Act

THE CENSUS ACT (No. XXXVII) OF 1948

AMENDED BY ACTS XL OF 1949, LI OF 1950, THE ADAPTATION OF LAWS ORDER, 1950 AND THE CENSUS (AMENDMENT) ACT OF 1959.

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

WHEREAS it is expedient to provide for the taking of census in India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows:—

Short title and extent.

1. (*1*) This Act may be called the Census Act, 1948;
(*2*) It extends to the whole of India.

Rule of construction respecting enactments not extending to Jammu and Kashmir.

[2. Any reference in this Act to the Indian Penal Code (Act XLV of 1860) or the Indian Evidence Act, 1872 (1 of 1872), shall, in relation to the State of Jammu and Kashmir be construed as a reference to the corresponding enactments in force in that State.]

Central Government to take census.

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

Appointment of census staff.

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

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

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

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

Status of Census authorities as public servants.

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

Discharge of duties of census officers in certain cases.

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

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

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

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

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

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

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

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

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

Power to call upon certain persons to give assistance.

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

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

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

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

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section

is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

Asking of questions and obligation to answer.

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

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

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

Occupier to permit access and affixing of numbers.

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

Occupier or Manager to fill up schedule.

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

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

Penalties.

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

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

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

(*d*) any person who intentionally gives a false answer to, or refuses 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.

Sanction required for prosecutions.

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

Operation of other laws not barred.

13. Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act :

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

Jurisdiction.

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

Records of census not open to inspection nor admissible in evidence.

15. No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (1 of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

Temporary suspension of other laws as to mode of taking census in municipalities.

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

Grant of statistical abstracts.

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

Power to make Rules.

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

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

(ii) Circulars

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

CIRCULAR NO. 1

CENSUS

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 10th February, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE/DY. COMMISSIONER,
_____.

SIR,

Introduction.

Please refer to this office letter No. 1N-1/1220, dated 14-12-59 with which a copy of the Notification No. 2/115/59-Pub. I, dated 5-12-59 of the Government of India was forwarded to you. By this notification issued under section 3 of the Census Act, 1948 the Central Government has declared its intention of taking a Census of the population of India in the year 1961, the reference time being the sunrise of the 1st of March of that year. The first step, towards the taking of a Census, has thus been taken.

Importance of the Census of 1961.

The Census of 1961 will be the tenth Census of the area comprising the State of West Bengal and the second since Independence. The first Census, after Independence, was taken in 1951, when the country was on the threshold of the First Five Year Plan and the 1961 Census will be taken at a time when the Second Five Year Plan will be drawing to a close. The next Census of 1961 will therefore reveal the extent to which the various schemes implemented under the two plans have succeeded in improving the material condition of the people. There have been a number of sample surveys from time to time by institutions like the Indian Statistical Institute, the National Sample Survey Organization and the State Statistical Bureau but a total enumeration of the population has not been attempted since 1951. It is accordingly of the utmost importance that the next Census in 1961 be taken with the greatest accuracy.

Census defined.

The word Census, according to the Chambers' Twentieth Century Dictionary, means an official enumeration of inhabitants with statistics relating to them. This meaning of the word has been used in the United Nations document "Principles and Recommendations for National Population Censuses" in defining the word Census. The modern conception of a population Census is that it is the total process of collecting, compiling and publishing demographic, economic and social data, pertaining, at a specified time or times, to all persons in a country. The most important point to remember about a Census is that the data collected, must relate to ALL persons in a country which means that no person must be left out at the time of collection of data relating to the population of a country. The data collected in a Census may vary from country to country according to the changing pattern of human society from one country to another but the condition that the Census must include each one of the inhabitants of a country holds good in all countries. You may have an idea of the extent to which demographic, economic and social data will be collected in the 1961 Census by going through the question in (i) the House-list (ii) the Enumeration Slip and (iii) the Household Schedule, a few copies of each of which forms were sent to you with this office letter No. 2P-4/1166/1(15), dated 7th December, 1959.

Administrative Arrangements.

In order that ALL persons in West Bengal may be included in the Census of 1961, it would be necessary to so arrange matters that not a single place of human habitation is omitted while enumerating the people. This can be done by dividing the entire country first into numbers of parts and sub-parts down to the smallest easily identifiable and well known unit of area and by placing suitable persons in charge of the Census, in each. West Bengal can thus be divided into Districts, each District into Subdivisions, each Subdivision into Police Stations and each Police Station into revenue-survey mauzas, so far as the rural area is concerned. All urban areas in a district may be first serially numbered and each urban area may be divided into wards, streets and enumeration blocks. The District Magistrate/Deputy Commissioner will naturally remain in overall charge of the Census in the District, the Subdivisional Officers being similarly in charge of the Census in the Subdivisions as it would be unrealistic to draw up any plan for such a gigantic undertaking as the Census, which embraces every individual in the State, in isolation from the administrative machinery of the Government and yet hope for its successful conclusion.

Although now-a-days the District Magistrates and the Subdivisional Officers have to shoulder heavy responsibilities the Chief Secretary is confident that as in the past you and your officers will always treat the Census with the importance it deserves and will accept the administrative responsibility of seeing the Census to a successful conclusion, within the territory under your charge.

Importance of the Census Calendar.

As the Census will have to be conducted with reference to a certain fixed date, it is essential that the preparation for holding it should be carried on in accordance with the calendar attached to this letter. This will require that the Census should receive the constant attention of one gazetted officer stationed at the district headquarters and one gazetted officer stationed at the headquarters of each subdivision. As it might not be possible, either for you or your Subdivisional Officers to devote such constant attention to matters pertaining to the Census, you may select such officers,

whom you think to be capable of discharging the duty with efficiency, to do the work on behalf of yourself and your Subdivisional Officers. The officer who may be selected by you to look after the work on your behalf, may be designated as the District Census Officer and he may enter into correspondence, on Census matters, with the Subdivisional Officers on your behalf. The officers selected for assisting the Subdivisional Officers, may be designated as Subdivisional Census Officers. You may select, as your District Census Officer, the same officer who conducted the Experimental Census in August 1959, in your District if you do not feel any necessity of making a fresh selection. In case of a fresh selection, please let me know the name of the selected officer immediately.

Census Divisions.

For purposes of the Census, a district will be divided into subdivisions, police stations and in rural areas, into revenue-survey mauzas. The revenue-survey mauza, which is the unit in the land-revenue administration of the country, will thus be the smallest indivisible unit. The reason for selecting the mauza as the smallest unit is that in the Thana jurisdiction lists prepared by the Director of Land Records and Surveys, a complete list of all mauzas which constitute a police station, is given. The entire area comprising a police station can thus be easily accounted for by taking into account all the mauzas in that police station, without the risk of omitting any area, and thus some persons, from the scope of the Census. In case of mauzas having large populations, it may be necessary to divide the work of enumeration among more than one enumerator but even in that case, the mauzas should not be split up. It would be enough if a record were kept of the fact, in the offices of the Circle Supervisor, the Charge Officer, the Subdivisional Officer and in your office, that such a mauza has been divided into a definite number of enumeration blocks, each block consisting of a certain number of buildings, all the buildings in the mauza having been previously numbered serially. All urban areas in a district are to be serially numbered and a record is to be kept of such numbering. Every urban area may then be denoted by a definite number, which should be written in Roman letters. Such areas may be divided into wards and blocks, after assigning a definite number to each street or lane. Further details in regard to the Census of Urban areas, will be communicated to you separately.

Details of the procedure to be adopted for the enumeration in areas under Cantonment Boards, in areas covered by reserved forests and in respect of population living in boats will be indicated separately.

Legal basis of the Census.

All acts in connection with the Census will be done under the provisions of the Census Act, 1948. It has been laid down in that Act that there shall be a Census Commissioner to supervise the taking of the Census throughout the area in which the Census is intended to be taken and Superintendents of Census Operations to supervise the taking of the Census within the several States. You will observe that certain powers have been vested on you under the Act, for the successful holding of the Census.

The Enumerator and the Census hierarchy.

The person who will actually take the Census will be known as the Enumerator. In rural areas, he will be generally, asked to enumerate 750 persons or to cover 150 households and in urban areas, 600 persons or 120 households. These numbers may be departed from, so as to suit local conditions but they may be taken as the basis for calculating the number of Enumerators who might be required in your District. For the purpose of calculating the number of Enumerators, you may obtain the probable population of your district in 1961 by increasing the population of 1951 by 25 per cent. The population, so obtained, will not in all probability, be the same as may be found on actual count in 1961 but in the absence of any other information, on that point, there is no alternative to the acceptance of that figure for the purpose of calculating the number of Enumerators. To the number of Enumerators, so obtained, please add 10 (ten) per cent. by way of reserve so that in case a few Enumerators fall ill or otherwise become incapable of taking the Census immediately before or during the period of enumeration, substitutes might be appointed without loss of time.

For supervising the work of Enumeration and for giving them guidance on the spot you will require to appoint Supervisors for every five Enumerators, on an average. The area under the charge of a Supervisor should be compact and may be termed a Circle. The Supervisor may be called Circle Supervisor. There should be a Charge Officer for every compact area containing a population varying between 5,000 and 10,000, the area under his care being known as a Charge. In rural areas, a Charge will in most cases, coincide with the area under a Union Board or Anchal Panchayat. A Charge Officer will be required to guide the Circle Supervisors and Enumerators in his Charge in the work of Census and be generally responsible for the success of the Census in his area. In case of Charge Officers and Circle Supervisors also, it would be prudent to add ten per cent. to the numbers of Circle Supervisors and Charge Officers calculated to be necessary for the Census.

The Charge Officers should work directly under the Subdivisional Officers or through Block Development Officers or Circle Officers, whichever arrangement is considered to be better in the interest of efficiency. The Subdivisional Officer will be responsible for the successful holding of the Census in his Subdivision and will receive instructions from you in Census matters.

Census Officers.

Enumerators, Circle Supervisors and Charge Officers will all be Census Officer and will have to be appointed as such under the Census Act. Notifications, vesting you, your Subdivisional Officers, the District Census Officers and the Subdivisional Census Officers, with the powers to appoint such Census Officers will be issued shortly by the Government.

Enumerators, Circle Supervisors and Charge Officers may be drawn from the ranks of officials and non-officials alike. Teachers of primary schools and special cadre teachers, provided they reside in the enumeration blocks, may provide the largest number of Enumerators. One of the immediate tasks that will have to be tackled by your District Census Officer, will be to draw up a list of persons who may be appointed as Enumerators, Circle Supervisors and Charge Officers.

In order that the list of Enumerators, Circle Supervisors and Charge Officers be drawn up correctly, it would first be necessary to demarcate, on Thana maps, drawn on the scale of 1"=1 mile, at least approximately, the boundaries of Enumeration Blocks, Circles and Charges, in respect of rural areas. For this purpose, the list of mauzas, both inhabited and uninhabited, given in the District Handbooks published after the 1951 Census may be consulted. The list of mauzas published in the 1951 District Handbooks were prepared from the Thana Jurisdiction Lists obtainable at that time. If the Jurisdiction List for any Thana has been revised since 1951, the new Jurisdiction List may be consulted but even then, as most of the mauzas will be the same as in 1951, the population figures for 1951 may be used for calculating the probable population in

1961. The latest map published by the Director of Land Records and Surveys should only be used in demarcating the Enumeration Blocks, Circles and Charges.

After the Enumeration Blocks, Circles and Charges have been tentatively demarcated on the map, the Enumerators, Circle Supervisors and Charge Officers should be provisionally selected as mentioned earlier.

House-numbering and House-listing.

It would be necessary to take into account every place of human habitation. This is accomplished by numbering the buildings and Census houses in the entire district, all the buildings in a mauza being numbered serially. The Census houses in a building will be similarly numbered serially. In urban areas, the streets and lanes will have to be numbered first and then the buildings on every street and lane should be numbered serially, with one series of numbers for the buildings in each street or lane. After the numbering has been completed, the House-list form is to be filled up. For the House-numbering and the House-listing, which should be completed by the end of October 1960, the persons who will be appointed as Enumerators may be employed.

The House-numbering and the House-listing may be done in one operation if it be found to be more convenient than doing the two operations separately.

The House-numbering and the House-listing will be preceded and followed by Training Classes for imparting training in Census concepts and methods to the Enumerators, Circle Supervisors and Charge Officers. The training classes will continue till the end of January 1961 so that every one connected with the Census may acquire a thorough knowledge of Census procedure. Books containing instructions for House-numbering and House-listing and Enumeration will be supplied for the use of the Census personnel, in due course. Except for Calcutta City and the hill areas of the Darjeeling district, such books will be in Bengali. In Calcutta, books in English will be used and in the hill areas of the Darjeeling district, the books will be in the Nepali language.

Delimitation of Enumeration Blocks, Circles and Charges.

Enumeration Blocks, Circles and Charges can be finally demarcated only after the completion of the process known as House-listing for it is only then that the actual population of each mauza or urban area will be known with some degree of accuracy. In delimiting Enumeration Blocks, care should be taken to see that the volume of work involved in enumerating the population contained in a Block is approximately the same for all the Blocks. This is of utmost importance as the enumeration throughout the country has to be begun on the same fixed date and completed on another fixed date. If almost equal volume of work is not entrusted to every Enumerator then it might not be possible for some of them, to complete the enumeration in the fixed period of time and the success of the entire operations might be jeopardised. In delimiting Enumeration Blocks, along with the number of persons to be counted, the nature of terrain should also be taken into account. If movement within the Block be rather strenuous on account of the nature of the locality, a lesser number of persons than the normal, should be taken in such a Block. The same considerations should be taken into account in delimiting Circles and Charges.

Enumeration.

As in 1941 and 1951, the enumeration in 1961 also will be non-synchronous. This means that the enumeration, instead of being conducted on one fixed date, will be spread over a number of days immediately preceding the reference date. The count will begin on the 10th of February, 1961 and end at midnight of 28th February, 1961. This will be followed by a revisional round of visits to every household by every Enumerator between the 1st and 3rd of March, 1961. The object of the revisional round of visits is to make the data, collected during the enumeration period, correct as at the sunrise of the 1st of March, by house to house visits. Homeless persons will be counted, except in big cities where their number might be considerable, in the night of the 28th February, wherever they may be found in an Enumeration Block.

The data collected during House-listing and Enumeration will be processed in a number of Tabulation offices to be set up in suitable places in the State, preparatory to the publication of the results. The results of the Census, after those are published, will be of immediate use to the Election Commission, which will use them in conformity with the directive given in Article 82 of the Constitution of India. The results will also be of use to the State and Central Governments in shaping future administrative policy.

Please acknowledge receipt of this letter.

Yours faithfully,

J. C. SEN GUPTA,

Superintendent of Census Operations,

West Bengal & Sikkim.

CALENDAR FOR THE CENSUS OF 1961

1st February, 1960 to the 30th April, 1960	(1) Tentatively delimit Enumeration Blocks, Circles and Charges and prepare a register of persons who may be appointed as Enumerators, Circle Supervisors and Charge Officers. (2) Accurately delimit urban areas and prepare maps of such areas on the scale of 12″=1 mile. (3) Attend instructional classes to be addressed by the Superintendent of Census Operations.
1st May, 1960 to the 30th June, 1960 .	(1) Issue appointment letters to Enumerators, Circle Supervisors and Charge Officers. (This work should be completed by the 30th of June, 1960.) (2) Receive Census Forms and Booklets containing instructions for House-numbering and House-listing and for Enumeration from the Superintendent of Census Operations and arrange their despatch to Subdivisional Officers. (3) Hold instructional classes for Circle Supervisors and Charge Officers in regard to House-numbering and House-listing.
16th August, 1960 to the 21st September, 1960	(1) Hold and arrange instructional classes for Census personnel, mainly Enumerators and House-numberers (if persons other than Enumerators are employed for House-numbering) in connection with the numbering of buildings and Census houses and the filling up of the House-list. (2) Arrange distribution of booklets on House-numbering and House-listing and the House-list form to Census personnel (usually Enumerators) to be employed for the work.
6th October, 1960 to the 31st October, 1960	House-numbering and the filling up of the House-list form (House-listing).
1st November, 1960 to the 31st December, 1960	(1) Collect completed House-list forms from persons engaged for the purpose (usually Enumerators) and finalize delimitation of Enumeration Blocks, Circles and Charges with consequent adjustment of territorial jurisdiction between Enumerators or Circle Supervisors or Charge Officers. Every Enumerator, every Circle Supervisor and every Charge Officer should be put in charge of the Census of a clearly defined area, the details of the boundaries of which should be communicated to the person concerned. Necessary corrections should be made in the entries in the Register of Census Divisions and Census Personnel prepared between the 1st February, 1960 and the 31st of May, 1960. (2) Arrange the preparation of copies of the entries in some of the columns of the House-list for the use of the Enumerators at the time of Enumeration and the distribution of such abstracts to Enumerators. (3) Hold and arrange instructional classes on Enumeration for Enumerators, Circle Supervisors, Charge Officers and other Census Personnel.
1st January, 1961 to the 31st January, 1961	(1) Distribute Enumeration slips and Household Schedules to Enumerators and hold a training Census on a date to be communicated later. (2) Continue instructional classes.
10th February, 1961 to the 28th February, 1961	Enumeration by Enumerators.
1st March, 1961 to the 3rd March, 1961 .	Revisional round of visits to every household by the Enumerators for making the data collected during the Enumeration period (10th February—28th February, 1961) correct as at sunrise of the 1st of March, 1961.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor,
CALCUTTA-1.

The 10th February, 1960.

CIRCULAR NO. 2

From

Shri J. C. Sen Gupta, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

The District Magistrate/Dy. Commissioner,

Census in Urban Areas

Sir,

For the purpose of the Census of 1961, an urban area has been defined as an area of land which contains not less than 5,000 persons, the density of population being not less than 1,000 per square mile and where at least 75 per cent. of the adult male population are engaged in pursuits other than agriculture. An urban area has thus three characteristics, all of which are equally important. For the sake of simplicity, the characteristics may be described as sufficient concentration of population and the dependence of 75 per cent. and more of the adult male persons on pursuits other than agriculture.

Municipal towns, and the areas under Town Committees and Cantonment Boards will be treated as urban whether they satisfy the above three criteria or not. There may be other areas which though not Municipalities, Cantonments or under the administration of Town Committees may yet satisfy the three criteria. Such areas will also be treated as towns in connection with the Census of 1961. Lists of urban areas have been received from almost all districts and the names of areas which will finally be considered as urban in your district will be communicated to you in due course. You are, however, requested to proceed with the arrangements for the taking of Census in those areas on the assumption that they are urban.

An urban area requires to be clearly defined in so far as its territorial extent is concerned. An accurate description of the territorial limits of a Municipal area may be had from the notification by which the area was constituted a Municipality and the latest amendment to such notification. The details of the area administered by a Town Committee may be had in the notification creating the Town Committee and in the subsequent amendments if any to the first notification. Same remark applies to Cantonments. Difficulty arises in delimiting other urban areas as the delimitation will have to be done in some cases for the first time for the next Census. The territorial limits of such urban areas will have to be fixed by you keeping in view the three criteria already mentioned. Care will have to be taken to make the delimitation in such a manner as to rule out the possibility of persons residing near the periphery of the town from being counted twice, once as a resident of the town and again as a resident of the adjacent rural area.

The first step to be taken in respect of every urban area is to have a map on the scale of 12″=1 mile prepared of such an area. Three copies of the map may be prepared, one of which may be kept for record in the office of the Municipality or Town Committee or Cantonment Board.

Every street, lane or bye-lane in an urban area is to be assigned a specific number. For this purpose, a street or lane situated in one extremity of the town may be assigned the number 1, all other streets or lanes approximately parallel to it being given the numbers 2, 3, 4 and so on. After the streets and lanes parallel to the first street or lane to which the number 1 has been assigned, have been numbered, the numbering should be continued with streets or lanes, parallel to one another but running in direction different from the one in which the length of the streets and lanes taken up first for numbering, are measured. In large towns, where there may be certain very long roads and streets on which the number of buildings might be too great, it might be advantageous to divide such roads or streets into sections and to assign a separate number to each such section as otherwise, some difficulty might arise at the time of numbering buildings.

The numbering of streets and lanes should be done in consultation with the Municipal or Cantonment authorities and the members of Town Committees in areas under the control of Municipalities, Cantonments and Town Committees. The number assigned to a road, street or lane should be painted on wooden boards and displayed at the two ends of the street, road or lane. These numbers should also be noted on the maps.

The buildings on every street, road or lane should be numbered serially at the time of house numbering. The numbering of buildings should begin at one end of a street on one side and should be carried on to the last building on that side of that street and then continued to the other side so that, the building with the last number will be situated almost opposite to the building to which the number 1 has been assigned. Special care has to be taken in regard to the number of the building situated at the crossing of two streets or roads so that, such a building is not numbered twice or not omitted altogether. Such a building should be numbered along that street on which its main entrance is situated and not numbered at all along that street on which its other side is situated. The building on each street will thus have a separate series of numbers. Numbering of buildings for the Census may not be necessary where permanent building numbers are maintained by Municipalities, Cantonment Boards or Town Committees if such permanent numbering has been done in conformity with the instructions on the subject given in the booklet containing instructions for the numbering of buildings and Census houses and for the filling up of the House-list form.

An Enumerator's Block may conveniently consist of a number of buildings on a particular street or it may be comprised of a rectangular area bounded on four sides by four streets.

Census personnel may be appointed from among Municipal Commissioners, members of Cantonment Boards or Town Committees and the employees of such bodies as far as possible, public spirited residents of such urban areas being also appointed, according to necessity. Railway officials may similarly be employed in railway colonies.

Please acknowledge receipt of this letter.

Yours faithfully,
J. C. Sen Gupta,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 15th February, 1960.

CIRCULAR NO. 3

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE CHAIRMAN,
————————Municipality.

SIR,

In pursuance of the Notification No. 2/115/59-Pub.I, dated 5-12-59 of the Government of India, the next Census of the population of West Bengal will be taken in 1961, the reference time being the sunrise of the 1st of March of that year. This will be the Tenth Census of the population of the area which now comprises West Bengal and the second since Independence. The coming Census is expected to reveal the extent to which the material condition of the people has changed by the implementation of the various schemes under the First and Second Five Year Plans. It will also reveal the rate at which the population has been changing since 1951.

The Census of the population has always been a National undertaking in India in as much as the Census is actually taken by the members of a vast army of citizens of this country who render their services voluntarily without wages of any kind. The small honoraria paid to such workers do not change in any way the honorary nature of the work.

The District Magistrate will be in charge of the Census the district under his charge and consequently the Census of the population of your Municipality will be taken under his supervise and guidance. He will naturally require your help in taking an accurate Census of the population of your Municipality. I am confident that any request for help which the District Magistrate may make would evoke your whole-hearted help and co-operation.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

No.————————

Copy forwarded for information to :

1. The District Magistrate/Deputy Commissioner,
————————.
2. The Jt. Secretary to the Government of West Bengal, Local Self Government Department, Writers' Buildings, Calcutta.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 16th February, 1960.

CIRCULAR NO. 4

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE CHAIRMAN,
District School Board, ————————.

SERVICES OF TEACHERS AS ENUMERATORS.

SIR,

In pursuance of the Notification No. 2/115/59-Pub. I, dated 5-12-59 of the Government of India, the next Census of the population of West Bengal will be taken in 1961, the reference time being the sunrise of the 1st of March of that year. It will be the Tenth Census of the population of the area comprising West Bengal and the second since Independence. The data collected will show the rate at which the population has been changing since 1951 and will reveal the material condition of the people at a particular point of time.

The Census will actually be taken by Enumerators who will visit every household during the enumeration period and interview the members for collecting the data. An approximate idea of the number of Enumerators required may be had from the fact that on an average, one Enumerator will take the Census of 600 persons. The number of Enumerators required for taking the Census of the population of your district would thus be quite considerable.

The Census Department has always been fortunate enough to receive the co-operation of the citizens of India, who have ungrudgingly worked as Enumerators, Circle Supervisors and Charge Officers without remuneration. I would like to take this opportunity to convey to you my grateful thanks for permitting some of the teachers employed by you to act as Enumerators during the Experimental Census that was held in August, 1959 in some areas in your District and to request you to place the services of as many teachers as possible at the disposal of the District Magistrate, for working as Enumerators in connection with the Census of 1961.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy forwarded for information to :

1. The District Magistrate/Deputy Commissioner,
————————.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor,
CALCUTTA-1.
The 3rd March, 1960.

CIRCULAR NO. 5

From

Shri J. C. Sen Gupta, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

The District Magistrate/Dy. Commissioner,

Instructions regarding the preparation of Census Register in respect of Uninhabited Mauzas and in respect of taking Census of the Persons residing at the periphery of a Town.

Sir,

Please refer to my Circular No. 1 dated 4-2-60.

I suggested in that Circular that the lists of mauzas given in the District Handbook published after the Census of 1951 should first be verified with the new Jurisdiction Lists, if any and then the entries in those lists of mauzas were to be utilised for the preparation of the Register of Census Divisions and Census Personnel. Some mauzas were recorded as uninhabited during the 1951 Census. These mauzas may not be uninhabited now. It would accordingly be necessary in case of such mauzas to hold preliminary enquiries for ascertaining whether those have become populated or not since 1951. If some of them are found to be populated, then an approximate idea of the population residing in each such mauza should be obtained from whatever records that might be available and that figure should be recorded as the estimated population in Part I of the Register.

In my Circular No. 2, I mentioned that special care would have to be taken while taking the Census of the persons residing at the periphery of a town, to prevent double enumeration of such population. It is obvious that there is also the possibility of their being omitted altogether at the time of the Census, neither the town nor the adjacent rural area claiming them as residents. Similar difficulty may also arise in regard to persons residing at or very near the boundary line of a mauza in rural areas and accordingly steps should be taken to clearly demarcate the boundary line of mauzas at places at or near which dwelling-houses are situated. For this purpose bamboo stakes may be driven on the ground, sign-boards carrying the names of the mauzas being affixed to such stakes.

Yours faithfully,
J. C. Sen Gupta,
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy forwarded for information to :

1. The Registrar General and *ex-officio* Census Commissioner, India, New Delhi.
2. The Jt. Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta.

J. C. Sen Gupta,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor,
CALCUTTA-1.
The 5th March, 1960.

CIRCULAR NO. 6

From

Shri J. C. Sen Gupta, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

The District Magistrate/Dy. Commissioner,

Procedure to be followed in making the entries in the Register of Census Divisions and Census Personnel.

Sir,

Please refer to my Circular No. 1 in which it was stated that a Register of Census Divisions and Census Personnel will have to be maintained for the rural areas in the district. I give below the procedure to be followed in making the entries in the different columns of the Register, in the hope that the directions given would be of help to the District Census Officer.

1. The entries in the different columns should be made at the District Office under the personal supervision of the District Census Officer, who should check the correctness of as many entries as possible made by the office-assistants.

2. One volume of the Register (Part I or Part II) should be used for one Police Station. In the case of a big Police Station having more than 250 mauzas, more than one volume might have to be used.

3. The Part I of the Register contains five columns, column 1 being meant for recording the J. L. No. of each mauza in the Police Station, column 2, the name of the mauza, column 3 its area, column 4, the estimated population in 1961 and column 5, the population as per House-list. Before making entries in these columns, the names of the district, the subdivision and the Police Station should be written on the cover at the places provided for the purpose.

4. At the top left hand corner of the page is a line on which the name of the Police Station should again be written, the code number assigned to that Police Station being written immediately below the name. You are requested to number all the Police Stations in your district serially and communicate the number assigned to each Police Station to me for record in my office. The number so assigned to a Police Station must not be changed at a later stage and should be maintained throughout, till the enumeration is over. This number is the code number for that Police Station and will be used to denote it in the Location Code.

5. Before making entries in columns 1, 2 and 3, the particulars of mauzas recorded in the lists given in the District Handbook should be first compared with those in the latest Jurisdiction List, if any. If no new Jurisdiction List has been published, then the old Jurisdiction List should be consulted. After making sure that the J. L. No., name and area of a mauza as given in the District Handbook are the same as recorded in the Jurisdiction List, and after reconciling discrepancies, if any, by consulting the Settlement Officer, columns 1, 2 and 3 should be filled up. Mauzas recorded as uninhabited in the 1951 Census, should also be recorded in Part I of the Register of Census Divisions and Census Personnel.

6. For the purpose of obtaining the estimated population of a mauza in 1961, the population as given in the District Handbook of 1951 should be increased by 25 per cent. This resultant figure should be recorded in column 4 as the estimated population in 1961. This population will in all probability be not the same as may be found at the time of the Census in 1961 but for the purpose of constitution of Enumeration-Blocks, Circles and Charges, it will provide the basis. Final adjustments in the boundaries of Enumeration-Blocks, Circles and Charges, which will be rather few, should be made after the House-list form has been filled up in October 1960.

So far as uninhabited mauzas are concerned, local enquiry may be made to ascertain whether those have become populated since 1951. If such mauzas are now found to be populated, then a rough estimate of the population residing in such a mauza may be obtained by doubling the number of voters found in the Electoral roll pertaining to that mauza. The population so arrived at should be written in column 4 against the name of that mauza.

7. As already mentioned, column 5 is to be filled up after the operation known as House-listing is over but certain further steps will have to be taken in regard to the entries made in columns 1, 2, 3 and 4.

8. The estimated population written in column 4 against a mauza should be written in pencil at the centre of the mauza as depicted in the Thana map of the scale of 1 mile=1". After that has been done, Enumeration-Blocks, consisting of one mauza or more than one contiguous mauzas should be marked off with the aid of coloured pencil. If the estimated population of a mauza is found to be more than 750, then the task of enumerating the population would have to be entrusted to more than one Enumerator. The important point to remember in this connection is that all the buildings in that mauza will bear a single series of numbers and not as many series as there may be Enumerators. It would, at this stage, accordingly be sufficient to record on that mauza in the map, the number of Enumerators who might be required for taking the Census.

9. After the Enumeration-Blocks have been marked off on the map in the manner indicated above, Circles should be delineated again on that same map, using a pencil coloured differently from the one which was used to demarcate Enumeration-Blocks, on the principle of one Circle for every five Enumeration-Blocks. In marking off Enumeration-Blocks, Circles and Charges on the map, the instructions given at page 5 of the Circular No. 1 should also be borne in mind. If necessary, Enumeration-Blocks may contain less than 750 persons and a Circle may contain less than five Enumeration-Blocks.

10. Charges should usually coincide with the area comprising a Union Board or an Anchal Panchayat. This principle should not be departed from except for very weighty reasons. Similarly, Charges should cover all the mauzas in a Police Station and no mauza in a Police Station should be linked up, either by way of the Enumeration-Block, the Circle or the Charge, with a contiguous mauza in another Police Station. Charges should also be marked off, with a suitably coloured pencil, on the same map on which Enumeration-Blocks and Circles have already been delineated.

11. Immediately on receipt of this letter, the Chairman or the Secretary of the District School Board should be requested to furnish the names and *residential* addresses (giving the name of the village as also the post office) of all the teachers employed by the Board, if a letter, asking for these particulars has not already been issued. The reply to be received from the District School Board, will provide material for filling up the column 3 of Part II of the Register.

12. The names of the District, Subdivision and the Police Station should be written on the cover of the Part II of the Register of Census Divisions and Census Personnel, at the places provided for the purpose. The name and the code number of the Police Station should then be recorded at the top left hand corner of the page. One volume of the Register should be used in respect of one Police Station and entries in respect of more than one Police Station should, on no account, be entered in one volume.

13. The Enumeration-Blocks, Circles and Charges already delineated on the Thana map are to be serially numbered, starting from the North-East corner. The Enumeration-Blocks will bear one series of numbers, the Circle, another and the Charges, still another. Arabic numerals should be used for the numbering of Enumeration-Blocks, Circles and Charges. After such numbering has been completed, then the entries in columns 1, 2, 4, 5, 7 and 8 should be made. At this stage, the numbers of buildings in a large mauza constituting an Enumeration-Block cannot be ascertained and accordingly the name of the entire mauza may be written against each such block, leaving adequate space in col. 2 for the subsequent insertion of the building-numbers.

14. The entries in columns 3, 6 and 9 should be made after the persons who will work as Enumerators, Circle Supervisors and Charge Officers have been selected and their residential addresses ascertained. In appointing Charge Officers, Presidents and Vice-Presidents of Union Boards or Pradhans and Upa-Pradhans of Anchal Panchayats should be the obvious choice. Enumerators and Circle Supervisors should be those who usually reside within the respective Blocks and Circles.

It is important that the works described above are done at the District Office, under the personal supervision of the District Census Officer as the success of the entire Census Operations will depend on the accuracy with which Enumeration-Blocks, Circles and Charges are delineated.

After the completion of the work, the volumes relating to a particular subdivision, should be sent along with a copy of the map of each of the Police Stations situated in the subdivision, to the Subdivisional Officer concerned for appointing the Enumerators, the Circle Supervisors and the Charge Officers.

The receipt of this letter may please be acknowledged.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy forwarded for information to :

1. The Registrar General and *ex-officio* Census Commissioner, India.
2. The Joint Secretary, Home (C & E) Department, Government of West Bengal, Writers' Buildings, Calcutta-1.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor,
CALCUTTA-1.

The 14th March, 1960.

CIRCULAR NO. 7

RULES FOR THE FORMATION OF CENSUS DIVISIONS IN THE DISTRICT OF DARJEELING, IN RURAL AREAS.

1. These rules relate to the formation of Census Divisions in rural areas of the Darjeeling district. For urban areas, Circular Nos. 1 and 2 may be consulted.

2. The rural area of Darjeeling district consists of (1) area covered by conventional villages, (2) area covered by tea-gardens and (3) area covered by forests. In some Police Stations, the area covered by conventional villages have been divided into Revenue Survey mauzas, each mauza bearing a distinct number in the Jurisdiction List of the Thana. In such areas, no difficulty should arise in filling up the columns of the Register of Census Divisions and Personnel in accordance with the instructions conveyed in my Circular No. 6 dated 5-3-60.

3. There are some areas in the district, where areas covered by conventional villages have not been divided into Revenue Survey mauzas having distinct J. L. Nos. In such areas, the Khas Mahal Blocks or Jotes should be serially numbered on the map, thana by thana and a record of such numbering made in a Register. The number so assigned to a Khas Mahal Block will stand for the J. L. No. in the Location Code. Two copies of the entries made in that Register should be sent to the Office of the Superintendent of Census Operations, for record.

4. Each Tea-Estate should be constituted into a Charge, the Manager of the Tea Garden or his nominee being made Charge Officer or Circle Supervisor. Tea-Estate might already have been given specific numbers in the Jurisdiction List. In that case, those numbers may be adopted to denote the tea-estates after prefixing the letter T to every such number. This number will similarly stand for the J. L. No. of a mauza, all buildings in a tea-estate being numbered serially. In the case, where tea-estates have not already been numbered in the Jurisdiction List, they are to be numbered for the purpose of the Census. A record of such numbering should be kept at the district and subdivisional offices and at the office of the Superintendent of Census Operations, West Bengal. In either case, a uniform procedure should be followed in respect of all the police stations situated in a thana. Care must be taken to ensure that no part of a tea-estate, which falls outside a Police Station, is included for the purpose of the Census, in that Police Station. In such a case, the two parts of the tea-estate falling in two police stations should bear two numbers in the two series pertaining to the respective Police Stations.

A tea-estate may be situated within a municipality. It is accordingly necessary to count the population residing in such a tea-estate as forming a part of the population of that municipality. In such a case, the tea-estate should be made into a separate Charge or Circle and the Location Code will be as follows :

District No./Town No./Tea-Estate No./Household No.

5. Areas under forest are split up into Divisions under the charge of Divisional Forest Officers. The Census of the population residing in forest areas should be made through the agency of the Divisional Forest Officer concerned, keeping the boundaries of police stations passing through the forests, distinct. The Location Code will be as follows :

District No./Thana No./Range or Beat No./Household No.

J. C. Sen Gupta,
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy forwarded to :

(1) the Deputy Commissioner, Darjeeling,
(2) the Deputy Commissioner, Jalpaiguri, for information and necessary action.

J. C. Sen Gupta,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P11, Mission Row Extension,
Ground Floor,
CALCUTTA-1.

The 30th March, 1960.

CIRCULAR NO. 8

RULES FOR THE FORMATION OF CENSUS DIVISIONS IN URBAN AREAS.

The problem of formation of Enumeration-Blocks, Circles and Charges in urban areas is rather difficult to solve as the population of a town will be always more than 5,000 and information about the spatial distribution of that population within the area of the town is lacking in most cases. An Enumerator would have to enumerate, on an average, 600 persons but as the average number of persons residing in a building in a town is generally not known, Enumeration-Blocks cannot be formed. Should it be possible to calculate this number in some way, it would still not be possible to form Census Divisions, unless it is also possible to ascertain how the buildings are situated within the town.

Urban areas will consist of (1) municipal towns (2) cantonments (3) areas under the control of Union or Town Committees and (4) areas declared as towns for the Census. It may be possible to ascertain from the records maintained in the offices of Municipalities, Cantonment Boards, Union or Town Committees the total number of buildings (premises) in a town falling within the first three categories and it may also be possible to know the number of buildings (premises) on each street or lane. If information on these two points be available, then Enumeration-Blocks, Circles and Charges may be formed according to the procedure given below :

A (i) After a map of the town on the prescribed scale has been obtained, the streets and lanes and bye-lanes should be serially numbered on the map as indicated in Circular No. 2. These numbers are then to be displayed at the ends of streets, lanes and bye-lanes. The number assigned to a street or lane should not be changed till the Census is over as it will be used in the Location Code to denote the population living in that street or lane.

(*ii*) The population of the town in 1961 should be calculated by increasing the 1951 population by 25 per cent.

(*iii*) The probable average number of persons per building should then be calculated by dividing the estimated population by the number of premises. Care should be taken not to confuse premises with holdings as a holding may contain more than one building or may not contain a building at all.

(*iv*) The population in a street or lane may be calculated by multiplying the number of buildings on that street or lane by the average number of persons per building.

It should then be possible to calculate the number of Enumeration-Blocks, Circles and Charges or in towns where permanent building numbers are maintained, to constitute Enumeration-Blocks, Circles and Charges.

B. There may be towns where it is only possible to ascertain from the existing records the total number of buildings in the town but not the number of buildings on each street or lane. For such towns, it would be necessary, by actual survey, to count the number of buildings on each street or lane after the steps indicated in *A* (*i*) and (*ii*) above have been taken. After the number of buildings on each street or lane has been ascertained, the procedure indicated in *A* (*iii*) and (*iv*) should be followed.

C. There may be towns where the records are maintained on the basis of holdings only. For such a town, it would be necessary, after the procedure indicated in *A* (*i*) and (*ii*) has been followed, to ascertain the number of buildings on each street or lane by actual survey. The total of all the buildings on all the streets and lanes in the town will give the total number of buildings in the town. It would then be possible to calculate the probable average number of persons per building by dividing the estimated population by the total number of buildings in the town. It should not be difficult at that stage to calculate the number of Enumeration-Blocks, Circles and Charges.

For towns, being constituted as such for the Census of 1961, the population in 1951 may be obtained by adding together the populations of the constituent mauzas as recorded in the District Handbook. After the population in 1951 has been so obtained, the procedure indicated in *C* may be followed.

Wherever possible, Enumeration-Blocks may be formed with a number of buildings on a street or lane. A Charge should coincide with a Ward of the town.

Procedures indicated above might not be applicable in new towns which have sprung up since 1951, round industrial plants or have been established for the rehabilitation of displaced persons or have been constructed by the Development Department. If it is not possible to obtain an idea of the population of such a town from the authorities concerned, then it would be necessary to complete the processes of house-numbering and house-listing for that town by the middle of September 1960, after the steps indicated in *A* (*i*) has been taken. Requisite information being available from the House-list, Enumeration-Blocks, Circles and Charges may be formed.

If it is possible to obtain an idea of the population of such a town from existing records, then the procedure indicated in *C* may be followed.

NO. 2C-14/3083, dated 30th March 1960.

Copy forwarded for information and necessary action to the District Magistrate/Deputy Commissioner, ————————. Maps of urban areas and printed volumes of the Register of Census Divisions and Census Personnel for urban areas will be supplied shortly.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2C-14/————, dated 30th March 1960.

Copy forwarded for information to :

1. The Registrar General and *ex-officio* Census Commissioner, India.
2. The Dewan of Sikkim.
3. The Chief Secretary to the Government of Sikkim.
4. The Joint Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta.
5. The Deputy Superintendent of Census Operations, Calcutta.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.

The 12th April, 1960.

CIRCULAR NO. 9

THE LOCATION CODE

1. The Location Code is to be written in respect of every household and individual enumerated on the Household Schedule and the Enumeration Slip respectively. It is accordingly necessary for every one connected with the Census to have a clear idea of what is meant by the term "Location Code" and the important role it plays in the Census.

2. It is possible, by means of the Location Code to locate a household and its members anywhere within the State. At the time of sorting and tabulation, it is also possible by means of the Location Code, to treat separately the personal characteristics of the persons living in a particular mauza or in a particular town, from those of others residing in some other mauza or town. In fact, it would be impossible to prepare some Census tables correctly were the Location Code not written on every Household Schedule and Enumeration Slip and the time and labour expended in taking the Census would be entirely wasted. The importance of the Location Code cannot thus be over-emphasised.

3. For the purpose of the Census, a specific number has been assigned to every district and thana in the State. All the towns (urban area) in a district will similarly have specific numbers allotted to them. Every street or lane in a town will again have another specific

number. The mauzas comprising a Police Station have already been numbered in the Jurisdiction List pertaining to that Police Station. At the time of house-numbering, all the buildings in a mauza will be numbered serially. Similarly, all the buildings on a street or lane in a town will be numbered serially, there being as many series as there are streets or lanes in the town. The Census-houses in a building will also be numbered serially. If more than one household live in a Census-house or a building, then each of the households will be denoted by a letter of the alphabet. These numbers and letters, used suitably, form the Location Code.

In rural areas, the Location Code will be written with four numbers, separated from one another by oblique lines. Thus, the Location Code for a household as also for every member of that household will be given by the District No./Thana No./J. L. No. of mauza/Building No. (Census-house No.....Household No.). Thus, if there be two households A and B living in Census-house No. 2 of building No. 53, in which it is assumed that there are two Census-houses, in mauza No. 35, in Thana No. 4 of District No. 5, then the Location Code for household A and for every member of it will be 5/4/35/53(2A).

By looking at this Code, it is conversely possible to say that the slip on which it is written relates to a member of the household A which resides in Census-house No. 2 in building No. 53 of the mauza, the J. L. No. of which is 35, in Police Station No. 4 in the district No. 5. For the Census of 1961, the number 5 has been assigned to the Malda District, the number 4 Police Station being Habibpur. Mauza No. 35 is Baidyapur and hence it becomes quite easy to trace the household to a particular building in a specific mauza in the State. If there is only one Census-house in say building No. 23 of the mauza and if only one household resides in it, then the Location Code for that household and for every member of it will be given by :

5/4/35/23.

In a town the Location Code will consist of five numbers as shown below :

District No./Town No./Ward No./Street No./ Building No. (Census-house No. Household No.)

The important point to remember is that the number assigned to a town will always have to be written in Roman numerals.

Suppose there are three Census houses, numbered 1, 2 and 3 in building No. 10 in street No. 7 of town No. I in district No. 5, and that street No. 7 is situated in ward No. 5. Also suppose that one household lives in each of the Census-houses numbered 1 and 2 and that Census-house No. 3 contains two households A and B. Then the Location Code for the household living in Census-house No. 1 and for every member of it will be 5/I/5/7/10(1), that for the household living in Census-house No. 2 will be 5/I/5/7/10(2), and that for the household B in Census-house No. 3 will be 5/I/5/7/10(3B).

Again, suppose only one household lives in building No. 9 on street No. 7 in that town and that the building itself is the Census-house. The Location Code for that household will be 5/I/5/7/9.

Non-municipal towns might not be found divided into wards. Such towns may be divided into convenient wards for the purpose of the Census, wherever possible, so that the Location Code may be used in five elements even for such towns. If the Location Code is always written in five parts in towns, then even if an Enumerator should write the code number of a town in Arabic instead of Roman numerals through mistake, there would be no danger of confusing that household with a rural household.

1. Copy with———spare copies forwarded for information to :

   The District Magistrate/Deputy Commissioner,————.

2. Copy forwarded for information to :

   (*i*) The Registrar General and *ex-officio* Census Commissioner, India ;

   (*ii*) The Dewan of Sikkim ;

   (*iii*) The Chief Secretary to the Government of Sikkim ;

   (*iv*) The District Census Officer, Sikkim.

3. Copy forwarded for information to :

   The Deputy Superintendent of Census Operations, Calcutta.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 16th April, 1960.

CIRCULAR NO. 9A

(Continuation of Circular No. 9)

LOCATION CODE

If a town contains a tea-estate, then the location code for a household and every member of it, residing in a Census-house situated within the tea-estate will be given by

District No./Town No./Ward No./Tea-Estate No./Building No. (Census-house No. Household No.) provided the tea-estate forms a ward or part or parts of wards of the town. In a non-municipal town, the area constituting the town should be divided into wards, the tea-estate portion being treated as a separate ward. In either case, the number assigned to the tea-estate should be written with the prefix T and all the buildings in the tea-estate should be numbered in one series.

The location code for households residing in forest villages will be District No./Thana No./Range or Beat No./Building No. (Census-house No. Household No.)

The range or beat number would have to be used if the J. L. No. of the mauza in which such forest village is situated, cannot be ascertained. If the J. L. No. is available, then the usual location code for rural areas may be used.

The above instructions are issued in supersession of the relevant portions of Circular No. 7.

1. Copy with———spare copies forwarded for information to :

   The District Magistrate/Deputy Commissioner,————.

2. Copy forwarded for information to :

(*i*) The Registrar General and *ex-officio* Census Commissioner, India ;

(*ii*) The Dewan of Sikkim ;

(*iii*) The Chief Secretary to the Government of Sikkim ;

(*iv*) The District Census Officer, Sikkim.

3. Copy forwarded for information to :

The Deputy Superintendent of Census Operations, Calcutta.

J. C. SEN GUPTA,
Superintendent of Census Operations, West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.

NO. 3A-4/667

The 20th June, 1960.

To

THE DISTRICT MAGISTRATE/DEPUTY COMMISSIONER,
_____.

RULES OF CENSUS ACCOUNT

SIR,

I have the honour to enclose herewith, in Circular No. 10 rules of Census Accounts. The Circular is not intended for distribution to any other authority and is meant for your own use and that of the District Census Officer, Treasury Officer and Subdivisional Officers.

The rules have the concurrence of the Registrar General and *ex-officio* Census Commissioner, India and the Accountant General, West Bengal. They follow the lines of the Account Rules framed for the Census of 1951 with slight modification. The bills (except pay bills) will require counter-signature by me before they are presented for encashment. I desire, therefore, to impress upon you the importance of submitting all bills and statements with the greatest promptitude. It is important to note that the allotment for travelling allowance is confined exclusively to the tours of district officials travelling exclusively on Census duty. Travelling allowance for routine tours on which a certain amount of Census work is done will not be debited to the Census.

I would request that all bills submitted to you for signature should be thoroughly examined and any charge which can be avoided should be eliminated before the bill is sent to me for counter-signature.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations, West Bengal & Sikkim.

NO. 3A-4/667

Copy forwarded for information to :

1. Registrar General and *ex-officio* Census Commissioner, India, New Delhi.
2. The Accountant General, West Bengal, Calcutta.
3. The Treasury Officer,_____.

J. C. SEN GUPTA,
Superintendent of Census Operations, West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.

The 20th June, 1960.

CIRCULAR NO. 10

RULES FOR THE CLASSIFICATION AND RECORD OF RECEIPTS AND EXPENDITURE IN CONNECTION WITH THE CENSUS TO BE HELD UNDER THE INDIAN CENSUS ACT, 1948.

1. All Census charges should be recorded under the major head "47-Miscellaneous Department Statistics-Census" in the Central Budget. The detailed classification in the accounts should follow the heads adopted in the Central Demands for Grants.

2. Only expenditure authorised by the Superintendent of Census Operations, West Bengal should be billed for as a Central charge.

3. Pay and allowances of wholetime officers and any remuneration authorised to others for Census work should be drawn on separate bills and charged direct to the Census grant under "47-Miscellaneous Departments-Census-Central".

4. Travelling allowance authorised by the Superintendent of Census Operations, West Bengal for debit to Census Operations should be drawn on separate bills and taken to the Census grant under "47-Miscellaneous Departments-Census-Central".

5. Postage and telegraph charges on Census business should be drawn on separate bills and debited against the Census grant.

6. Receipts and recoveries of expenditure in connection with the Census Operations, should be credited as receipts under the minor head "Census" to be opened under the major head "XXXVI-Miscellaneous Departments-Statistics", in the Central Budget.

7. When charges for Stationery and Printing are incurred they should be treated as Census expenditure and should not be taken to "56-Stationery and Printing".

8. Authorised charges debitable to Census should never be presented in bills containing charges debitable to other accounts.

9. All bills for contingent expenditure on Census work must be countersigned by the Superintendent of Census Operations, West Bengal.

10. (1) The heads in the Central Demands for Grants will be as follows :

A—*Superintendence :*

A-1—Pay of Officers
A-2—Pay of Establishments
A-3—Allowances, Honoraria, etc.
A-4—Other Charges

B—*Enumeration :*

B-1—Pay of Establishments

B-2—Allowances, Honoraria, etc.
Travelling allowances
Dearness allowances
Other allowances

B-3—Honorarium to Enumerators

B-4—Other Charges

C—*Abstraction and Compilation Charges:*

C-1—Pay of Officers
C-2—Pay of Establishments
C-3—Allowances, Honoraria, etc.
C-4—Other Charges

D—*Printing and Stationery:*

E—*Miscellaneous Staff:*

E-1—Pay of Officers
E-2—Pay of Establishments
E-3—Allowances, Honoraria, etc.
E-4—Other Charges

For the information of the Registrar General and *ex-officio* Census Commissioner it is necessary to show the accounts in more detail under the headings shown below. Detailed classification of bill within sub-heads *will not be attempted in district offices, but all bills* must contain full details enabling the State Superintendent to determine to which of these detailed heads the expenditure billed for is debitable:—

DETAILED HEADS OF ACCOUNT

I. Enumeration

A—*Superintendence* (Census Superintendent's Office)

A-1—*Pay of Officers*

Pay of Officers
Special Pay of Officers

A-2—*Pay of Establishments*

Superintendent's Office

A-3—*Allowances, Honoraria, etc.*

(a) D. P. & D. A.
(b) H. R. A. & Other Allowances
(c) T. A.

A-4—*Other Charges*

(a) Office Rent
(b) Purchase and repair of furniture
(c) Stationery
(d) Postage and telegram charges
(e) Freight
(f) Miscellaneous
(g) Telephone charges
(h) Rewards
(i) Hot and Cold weather charges
(j) Purchase of books and maps
(k) Liveries and warm clothing
(l) Purchase and repair of tents
(m) Camel gear
(n) Other Contingencies

B—*Enumeration* (District and Subdivisional Offices)

B-1—*Pay of Establishments*

B-2—*Allowances, Honoraria, etc.*

D. P. & D. A.
H. R. A. & Other Allowances
T. A.

B-3—*Honorarium to Enumerators*

B-4—*Other Charges*

(a) Stationery
(b) Postage and telegram charges
(c) Freight
(d) Miscellaneous

D—*Printing and Stationery Charges*

(a) Cost of Paper
(b) Printing Charges

E—*Miscellaneous Staff* (for Calcutta City)

E-1—Pay of Officers
E-2—Pay of Establishments
E-3—*Allowances, Honoraria, etc.*
D. P. & D. A.
Other Allowances
E-4—*Other Charges*

II Abstraction and Compilation

A—*Superintendence*

A-1—*Pay of Officers* (Census Superintendent's Office)

Pay of Officers
Special Pay of Officers

A-2—*Pay of Establishments*

Superintendent's Office

A-3—*Allowances, Honoraria, etc.*

D. P. & D. A.
H. R. A. & Other Allowances
T. A.

A-4—*Other Charges*

(a) Office rent
(b) Purchase and repair of furniture
(c) Stationery
(d) Postage and telegram charges
(e) Freight
(f) Miscellaneous
(g) Telephone charges
(h) Rewards
(i) Hot and Cold weather charges
(j) Purchase of books and maps
(k) Liveries and warm clothing
(l) Purchase and repair of tents
(m) Camel gear
(n) Other Contingencies

C—*Abstraction and Compilation* (Tabulation Offices)

C-1—*Pay of Officers*

C-2—*Pay of Establishments*

Correspondence and accounts establishment
Menial establishment
Working staff including superintendence
(i) Sorting Staff
(ii) Compilation Staff

C-3—*Allowances, Honoraria, etc.*

D. P. & D. A.
H. R. A. & Other Allowances
T. A.

C-4—*Other Charges*

(a) Office rent
(b) Purchase and repair of furniture
(c) Stationery paper
(d) Postage and telegram charges
(e) Freight
(f) Miscellaneous
(g) Petty construction
(h) Hot and Cold weather charges
(i) Liveries
(j) Rewards

D—*Printing and Stationery Charges*

(i) Paper
(ii) Printing

Note.—The cost of each table should be given separately. For this purpose it will be necessary to allocate among the tables the cost of the various items which enter into the cost, *e.g.*, working staff, cost of paper, printing and overhead charges. Where, however, this is not possible the expenditure may be divided proportionately among all the tables to the best of the Superintendent's ability.

(2) There will be no local printing and expenditure will not be incurred in the Districts and Subdivisions under Minor Heads "A—Superintendence", "E—Miscellaneous Staff" and "D—Printing and Stationery Charges". District and Subdivisional Officers are, therefore, concerned only with Heads "B—Enumeration". District Officers will be disbursing officers for expenditure from the Census budget upon enumeration in their districts.

(3) The provision as regards the entertainment of staff, the provision of funds and the encashment of bills in districts and subdivisions are as follows :

(a) *Establishments*—(i) Sanction for the entertainment of staff in the district and subdivisional offices on account of enumeration will be accorded by the competent authority. In district and subdivisional offices it is intended that Census work shall be done by the clerks appointed exclusively for Census work and other staff of the collectorates and no extra post will be created. The order creating a temporary post will specify the sub-head of account against which the charge will proceed and will allot a sum of money to cover the charges on account of the appointment. The appointment of incumbents to posts thus created will be made by District Officers.

(ii) Charges will not ordinarily be incurred on account of payment of Census officers and where they are proposed sanction and the provision of funds should be obtained beforehand from the Superintendent of Census Operations, West Bengal.

(b) *Allowances*—(i) An allotment will be made to each district to cover all district expenditure on account of travelling allowances for officials on Census duty. Census inspections by District Census Officers and other officials should be conducted as far as possible during tours in the course of their ordinary duty, and travelling allowance will not be debited to the Census unless the journeys are necessarily undertaken exclusively on Census work.

(ii) The Superintendent of Census Operations, West Bengal is the controlling officer for all travelling allowance bills, which consequently require his countersignature before presentation at the treasury. In forwarding bills for countersignature, District Officers should scrutinize and certify that they are for journeys necessarily undertaken exclusively on Census work. Travelling allowance bills for the previous month should be drawn up and forwarded for countersignature as early as is convenient after the 7th of the month.

(c) *Contingencies*—(i) Allotments for contingencies will be made to districts. Contingency bills must be countersigned by the Superintendent of Census Operations before presentation at the treasury and bills for the preceding month should consequently be forwarded for countersignature on the 3rd of each month together with the copy of the register and slips as provided in sub-article (6) below.

(ii) Actual out of pocket expenses of supervisors and other subordinate census officers are ordinarily expected to be borne by the census officers themselves, but may be met in exceptional cases from the allotment made to the district. They will be debitable to contingencies whether incurred on journeys (in the case of non-officials) or on other accounts in the course of their duty. When contingency bills are submitted for payment to the subordinate census staff, District Officers should explain the circumstances in which the payments are recommended.

(iii) Stationery and stamps will in the first instance be advanced from the District Officer's stock and special care will be necessary to prevent debit to the wrong account of charges for stationery and for postage and telegrams. District Officers should keep an account of the charges on these two items actually incurred on census business in their own offices and offices subordinate to them and should submit bills for the total amount for countersignature by the Superintendent of Census Operations, West Bengal. The first bills will be for the period from 1st March, 1960 to 31st August, 1960 subsequent bills should be submitted in December, 1960 for the period from 1st September, 1960 to 30th November, 1960 and thereafter quaterly in March, 1961 for the period from 1st December, 1960 to 28th February, 1961, in June 1961 for the period from 1st March, 1961 to 31st March, 1961, etc. Each bill must contain a certificate signed by the District Officer as follows :

"I certify that stationery/stamps to the amount of this bill was/were actually used *in this district on census business during* the period from.....to..... .....19..... 55

Bills for stationery submitted by District Officers will be debited to Census after countersignature by the Superintendent of Census Operations, West Bengal and the amount will be set off against the district expenditure for stationery by book transfer in the office of the Accountant-General, West Bengal.

(iv) Charges for freight will be incurred only within the district and should be minimised by all possible means (*e.g.*, by the employment of chaukidars, peons travelling on duty, etc.). Freight will be prepaid on forms, etc., despatched by the Superintendent of Census Operations, West Bengal.

(d) Pending encashment after countersignature, payment of contingency bills may be made from the Collector's permanent advance.

(4) The procedure to be followed by District Officer for submitting claims for money and for enabling a watch to be kept upon expenditure is as follows :

(a) To each bill there must be attached a slip in Bengal Form 2604. The Treasury Officer will return the slip with the cash or cheque after noting upon it the voucher number and date assigned to the bill.

(b) On each bill must be entered in red ink the accounts classifications of the proposed expenditure (major and minor head and subhead) and a note whether it is voted or non-voted. Where a single bill includes several items, full details of each item must be given

so that they may be correctly distributed over the detailed heads in the office of the State Superintendent.

(c) On each bill and on each slip (Bengal Form 2604) must be entered the progressive total of expenditure upto date under the sub-head or sub-heads to which the bill relates, including the amount of the bill on which the entry is made.

(d) A separate register in Bengal Form 2605 must be kept for each sub-head of account with which the District Officer is concerned. In this must be entered particulars of the charges drawn on each bill.

(e) On the 3rd day of each month a copy of the entries in this register, so far as they record sums actually drawn from the treasury during the preceding month, must be sent in full detail to the Superintendent of Census Operations, West Bengal. As certain of the entries in each month will represent bills which were not actually cashed before the end of that month, the copy sent to the State Superintendent will include a few entries of a previous month and will exclude a few made in the month for which the return is submitted. With the copy must be forwarded all the slips (Bengal Form 2604) relating to the bills entered in it. If there are no entries in the register in any month, a "nil" statement must be sent.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor,
CALCUTTA-1.

The 27th June, 1960.

CIRCULAR NO. 11

From

Shri J. C. Sen Gupta, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

The District Magistrate/Dy. Commissioner,
_____.

Power of Appointing of Census Officers and Other Census Personnel

Sir,

You have probably received a copy of Notification No. 1583 A.R. dated 8-6-60 issued by the Government of West Bengal in the Home (Constitution and Election) Department in which the power of appointing Census Officers has been vested on you and some of your officers. Although the power of appointing Census Officer has been vested on a number of officers serving in the District, it is not desirable that all of them should exercise that power indiscriminately.

It is recommended that the District Census Officer, the Subdivisional Census Officers and the Assistant Census Officers in charge of the Census in the thanas of your district should be appointed by you and by no one else. A specimen of the Appointment Letter for appointing such officers is enclosed.

So far as other Census personnel like Charge Officers, Circle Supervisors and Enumerators are concerned, they should be appointed either by the Subdivisional Officer or the Subdivisional Census Officer. The District Census Officer may appoint such personnel for the Sadar Subdivision in order to lighten the work of the Subdivisional Officer (Sadar) and the Subdivisional Census Officer (Sadar). It may become necessary at a later date to appoint a substitute in place of a particular Charge Officer or a Circle Supervisor or an Enumerator and if there not be sufficient time to obtain the letter of appointment from the Subdivisional Officer or the Subdivisional Census Officer then such substitute may be appointed by the Circle Officer or the Block Development Officer concerned, under intimation to the Subdivisional Officer.

Appointment letter forms are being sent to you separately for the appointment of those who would be asked to number buildings and Census houses and to fill up the form known as the House-list, for the Enumerators, for the Circle Supervisors and for the Charge Officers. Circle Supervisors and Charge Officers may be appointed now but not Enumerators because the details of Blocks in large mauzas and in many towns will not be known till the end of House-listing.

Please acknowledge receipt of this letter.

Yours faithfully,
J. C. Sen Gupta,
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy to the Jt. Secretary, Home (C & E) Department, Government of West Bengal, Writers' Buildings, Calcutta for information.

J. C. Sen Gupta,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor,
CALCUTTA-1.
The 18th July, 1960.

CIRCULAR NO. 12

From

Shri J. C. Sen Gupta, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

The District Magistrate/Dy. Commissioner,
_____.

Subject—Code Numbers of Police Stations.

Sir,

Kindly refer to this office letter No. 2C-18/672 dated 20-6-60 on the subject mentioned above.

As the District Officers have not suggested any changes to the provisional list of Police Stations show-

ing the Code Numbers assigned to the different Police Stations for the purpose of the 1961 Census, the Code Numbers already circulated with this office letter under reference may be treated as final. The numbers assigned to the Police Stations in respect of your district will be used in writing the Location Code of the Households to be enumerated. These numbers, should accordingly be communicated to all officers whose services will be utilised by you in connection with the 1961 Census.

Lastly it is pointed out that no suggestion for modification will be entertained and the Code Numbers assigned, under no circumstances should be changed till the Census is over.

Please acknowledge receipt of this letter.

Yours faithfully,

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

STATEMENT SHOWING THE CODE NUMBERS OF POLICE STATIONS OF DIFFERENT DISTRICTS OF WEST BENGAL FOR CENSUS WORK

CODE NO. 1—DISTRICT DARJEELING

Code No. of Police Station	Name of Police Station
Sadar Subdivision	
1/1	Pulbazar
1/2	Darjeeling
1/3	Sukhiapokri
1/4	Jore Bungalow
1/5	Rangli Rangliot
Kalimpong Subdivision	
1/6	Kalimpong
1/7	Garubathan
Kurseong Subdivision	
1/8	Mirik
1/9	Kurseong
Siliguri Subdivision	
1/10	Phansidewa
1/11	Siliguri
1/12	Kharibari
1/13	Naxalbari

CODE NO. 2—DISTRICT JALPAIGURI

Sadar Subdivision	
2/1	Jalpaiguri
2/2	Rajganj
2/3	Mainaguri
2/4	Nagrakata
2/5	Dhupguri
2/6	Mal
2/7	Matiali
Alipur Duars Subdivision	
2/8	Madarihat
2/9	Falakata
2/10	Kalchini
2/11	Alipur Duars
2/12	Kumargram

CODE NO. 3—DISTRICT COOCH BEHAR

Sadar Subdivision	
3/1	Cooch Behar

CODE NO. 3—DISTRICT COOCH BEHAR—*concld.*

Code No. of Police Station	Name of Police Station
Tufanganj Subdivision	
3/2	Tufanganj
Dinhata Subdivision	
3/3	Dinhata
3/4	Sitai
Mathabhanga Subdivision	
3/5	Mathabhanga
3/6	Sitalkuchi
Mekliganj Subdivision	
3/7	Mekliganj
3/8	Haldibari

CODE NO. 4—DISTRICT WEST DINAJPUR

Balurghat Subdivision	
4/1	Hili
4/2	Balurghat
4/3	Kumarganj
4/4	Gangarampur
4/5	Tapan
Raiganj Subdivision	
4/6	Raiganj
4/7	Kaliaganj
4/8	Hemtabad
4/9	Itahar
4/10	Kushmandi
4/11	Bansihari
Islampur Subdivision	
4/12	Islampur
4/13	Karandighi
4/14	Chopra
4/15	Goalpukher

CODE NO. 5—DISTRICT MALDA

Sadar Subdivision	
5/1	Englishbazar
5/2	Kaliachak
5/3	Malda
5/4	Habibpur
5/5	Ratua
5/6	Manikchak
5/7	Kharba
5/8	Harishchandrapur
5/9	Gajol
5/10	Bamangola

CODE NO. 6—DISTRICT MURSHIDABAD

Jangipur Subdivision	
6/1	Farakka
6/2	Samserganj
6/3	Suti
6/4	Raghunathganj
6/5	Sagardighi
Lalbagh Subdivision	
6/6	Lalgola
6/7	Bhagwangola
6/8	Raninagar
6/9	Jiaganj
6/10	Murshidabad
6/11	Nabagram

CODE NO. 6—DISTRICT MURSHIDABAD—*concld.*

Code No. of Police Station	Name of Police Station
Sadar Subdivision	
6/12	Jalangi
6/13	Domkal
6/14	Nawada
6/15	Hariharpara
6/16	Beldanga
6/17	Berhampur Town
Kandi Subdivision	
6/18	Khargram
6/19	Kandi
6/20	Burwan
6/21	Bharatpur

CODE NO. 7—DISTRICT NADIA

Sadar Subdivision	
7/1	Krishnagar
7/2	Nabadwip
7/3	Chapra
7/4	Krishnaganj
7/5	Nakasipara
7/6	Kaliganj
7/7	Tehatta
7/8	Karimpur
Ranaghat Subdivision	
7/9	Ranaghat
7/10	Chakdah
7/11	Haringhata
7/12	Hanskhali
7/13	Santipur

CODE NO. 8—DISTRICT 24-PARGANAS

Bangaon Subdivision	
8/1	Bagdah
8/2	Gaighata
8/3	Bangaon
Basirhat Subdivision	
8/4	Swarupnagar
8/5	Baduria
8/6	Basirhat
8/7	Haroa
8/8	Hasnabad
8/9	Sandeshkhali
Barasat Subdivision	
8/10	Habra
8/11	Amdanga
8/12	Barasat
8/13	Rajarhat
8/14	Deganga
Barrackpur Subdivision	
8/15	Bijpur
8/16	Naihati
8/17	Jagaddal
8/18	Noapara
8/19	Barrackpur
8/20	Titagarh
8/21	Khardah
8/22	Baranagar
8/23	Dum Dum

CODE NO. 8—DISTRICT 24-PARGANAS—*concld.*

Code No. of Police Station	Name of Police Station
Sadar Subdivision	
8/24	Metiabruz
8/25	Tollyganj
8/26	Sonarpur
8/27	Bhangar
8/28	Baruipur
8/29	Canning
8/30	Jaynagar
8/31	Behala
8/32	Maheshtala
8/33	Budge-Budge
8/34	Bishnupur
Diamond Harbour Subdivision	
8/35	Magrahat
8/36	Falta
8/37	Diamond Harbour
8/38	Kulpi
8/39	Mathurapur
8/40	Kakdwip
8/41	Sagar

CODE NO. 9—DISTRICT HOWRAH

Sadar Subdivision	
9/1	Bally
9/2	Malipanchghara
9/3	Golabari
9/4	Bantra
9/5	Howrah
9/6	Sibpur
9/7	Jagacha
9/8	Sankrail
9/9	Panchla
9/16	Jagatballavpur
9/17	Domjur
Uluberia Subdivision	
9/10	Bauria
9/11	Uluberia
9/12	Shyampur
9/13	Bagnan
9/14	Amta
9/15	Udaynarayanpur

CODE NO. 10—DISTRICT HOOGHLY

Sadar Subdivision	
10/1	Chinsurah
10/2	Polba
10/3	Dhaniakhali
10/4	Pandua
10/5	Balagarh
10/6	Magra
Chandernagore Subdivision	
10/7	Chandernagore
10/8	Bhadreswar
10/9	Singur
10/10	Haripal
10/11	Tarakeswar
Serampur Subdivision	
10/12	Serampur
10/13	Uttarpara
10/14	Chanditala
10/15	Jangipara
Arambag Subdivision	
10/16	Goghat
10/17	Arambag
10/18	Khanakul
10/19	Pursura

CODE NO. 11—DISTRICT BURDWAN

Code No. of Police Station	Name of Police Station
Katwa Subdivision	
11/1	Ketugram
11/2	Katwa
11/3	Mangalkot
Kalna Subdivision	
11/4	Manteswar
11/5	Purbasthali
11/6	Kalna
Sadar Subdivision	
11/7	Memari
11/8	Jamalpur
11/9	Raina
11/10	Khandaghosh
11/11	Burdwan
11/12	Bhatar
11/13	Galsi
11/14	Ausgram
Asansol Subdivision	
11/15	Kanksa
11/16	Faridpur
11/17	Raniganj
11/18	Ondal
11/19	Jamuria
11/20	Hirapur
11/21	Asansol
11/22	Barabani
11/23	Kulti
11/24	Salanpur
11/25	Chittaranjan
11/26	Durgapur

CODE NO. 12—DISTRICT BIRBHUM

Sadar Subdivision	
12/1	Suri
12/2	Rajnagar
12/3	Mahammadbazar
12/4	Sainthia
12/5	Dubrajpur
12/6	Khoyrasol
12/7	Illambazar
12/8	Bolpur
12/9	Labhpur
12/10	Nanoor
Rampurhat Subdivision	
12/11	Mayureswar
12/12	Rampurhat
12/13	Nalhati
12/14	Murarai

CODE NO. 13—DISTRICT BANKURA

Sadar Subdivision	
13/1	Bankura
13/2	Onda
13/3	Chhatna
13/4	Gangajalghati
13/5	Barjora
13/6	Mejhia
13/7	Saltora
13/8	Khatra
13/9	Indupur
13/10	Ranibandh
13/11	Raipur
13/12	Simlapal
13/13	Taldangra

CODE NO. 13—DISTRICT BANKURA—*concld.*

Vishnupur Subdivision	
13/14	Vishnupur
13/15	Jaypur
13/16	Kotulpur
13/17	Sonamukhi
13/18	Patrasair
13/19	Inda

CODE NO. 14—DISTRICT MIDNAPUR

Sadar Subdivision	
14/1	Midnapur
14/2	Salbani
14/3	Keshpur
14/4	Garhbeta
14/5	Debra
14/6	Sabang
14/7	Pingla
14/8	Khargpur Local
14/9	Khargpur Town
14/10	Narayangarh
14/11	Dantan
14/12	Mohanpur
14/13	Keshiari
Contai Subdivision	
14/14	Contai
14/15	Khedgree
14/16	Bhagwanpur
14/17	Pataspur
14/18	Ramnagar
14/19	Egra
Tamluk Subdivision	
14/20	Tamluk
14/21	Panskura
14/22	Moyna
14/23	Mahisadal
14/24	Nandigram
14/25	Sutahata
Ghatal Subdivision	
14/26	Ghatal
14/27	Daspur
14/28	Chandrakona
Jhargram Subdivision	
14/29	Jhargram
14/30	Jambani
14/31	Binpur
14/32	Gopiballavpur
14/33	Sankrail
14/34	Nayagram

CODE NO. 15—DISTRICT PURULIA

Sadar Subdivision	
15/1	Arsha
15/2	Baghmundi
15/3	Balarampur
15/4	Barabazar
15/5	Bunduan
15/6	Hura
15/7	Jaipur
15/8	Jhalda
15/9	Kashipur
15/10	Manbazar
15/11	Neturia
15/12	Para
15/13	Puncha
15/14	Purulia Muffassil
15/15	Raghunathpur
15/16	Santuri

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 7th July, 1960.

CIRCULAR NO. 13

RULES FOR THE CENSUS OF BOAT POPULATION 1961

1. These rules will apply to those persons who live in boats for a number of months in the year and to those who live in boats permanently and have got no homes on land. Persons who live in boats during a part of the year and who have homes on land, will be enumerated in accordance with these rules if they are found living in boats during the enumeration period between the 10th of February, and the 28th of February, 1961. These rules will not apply to those who operate ferries on inland rivers as such persons usually have dwelling on land.

2. As boats can not be expected to stay at one place of anchorage (ghat) from October, 1960 to March, 1961, numbering of boats need not be done in October, 1960. The form known as the House-list, need not also be filled up but an approximate idea of the number of boats and the population living in them, should be had by local enquiry at each place of anchorage (ghat). This information will be required to calculate the requirement of Enumeration Forms (Household Schedule as also Individual Slip) for taking the Census of the boat population.

3. Numbering of boats will be done simultaneously with enumeration during the enumeration period between the 10th of February and the 28th of February, 1961. All boats, found at all the ghats situated on the bank of a river or canal, adjacent to a mauza or an Enumeration Block in a town, should be numbered in one series. This series will be separate from the series in which the buildings in the particular mauza or street in the Enumeration Block in the town will have been numbered.

4. In writing the Location Code in respect of the boat population to whom these rules apply, the first three elements in a mauza or a town, will be the same as for population residing in buildings in such mauza or town respectively, while the last element will be only the number assigned to the boat. with the prefix "নৌ" if forms in Bengali are used and the word "Boat" if forms in English are used. A boat should not be divided into Census houses. The number assigned to a boat should be painted on the boat by using white paint or paint of some suitable colour.

The Location Code for a person living in a boat will be as follows :

District No./Thana No./Mauza No./Boat No. or নৌ নং
or District No./Town No./Ward No./Boat No. or নৌ নং
accordingly as the ghat at which the boat is found anchored is situated in a rural or an urban area.

5. The enumeration of the boat population will be done in accordance with the instructions contained in the booklet on Enumeration and by the same Enumerator who will take the Census of the population in the adjacent mauza or the Enumeration Block in the town. Separate pads of Enumeration Slips and Household Schedules should be used in taking the Census of boat population. Before enumerating a person living in a boat, he should be asked if he was enumerated before. If the answer be in the affirmative, then he should not be counted. He should be counted if his answer be in the negative and if he says that he would remain away from home, if he has got any dwelling on land, during the entire enumeration period between the 10th February and the 28th February, 1961. If he left his home on land before the 10th February, 1961, without having been enumerated, then he should be asked if he left word at home that he would return before the sunrise of the 1st of March, 1961. If he replies in the affirmative, then he should not be counted, as he would be counted in his absence as a member of his own household. If on the other hand, he says that he left no such word at home or would not return home before the 1st of March, 1961, then he should be enumerated. If he left home on or after the 10th February, 1961, then he should not be counted. All persons enumerated should be warned not to allow themselves to be enumerated again. Since a number will be painted on a boat at the time of enumerating the population residing in it, the existence of the number would indicate whether the boat had been censused or not but the actual position should be ascertained by putting a specific question.

Copy forwarded for information to :

(1) The Registrar General and *ex-officio* Census Commissioner, India, New Delhi.

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

(3) The District Magistrate/Dy. Commissioner,

(4) The Dy. Superintendent of Census Operations, Calcutta.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 25th July, 1960.

CIRCULAR NO. 14

RULES FOR THE CENSUS OF THE 24-PARGANAS FOREST DIVISION 1961

1. Circular Nos. 1, 6, 7, 9 and 9A should be carefully perused for obtaining an idea of what a population Census stands for and the procedure that will be generally followed in taking the Census. The general principles outlined in these Circulars will be followed also in the 24-Parganas Forest Division with suitable modifications.

2. The following types of population are to be found in the 24-Parganas Forest Division. (1) Employees of the Forest Department living within the Forest Division, (2) Forest villagers working under the Forest Department and (3) those who might enter the forest and remain in it during the Enumeration period, *i.e.*, from the 10th February, 1961 till the 28th February, 1961, for the purpose of gathering forest produce.

So far as populations in categories (1) and (2) are concerned, their Census can be taken quite easily, following the procedure outlined in Circular Nos. 1, 6, 7, 9 and 9A, with the modifications that (1) the Divisional Forest Officer, 24-Parganas will be the District Census Officer for the Forest Division, (2) he will correspond direct with the Superintendent of Census Operations, West Bengal and Sikkim on matters connected with the Census, (3) an Enumeration Block will coincide with a Forest Beat, (4) all the Beats within a Range will be constituted into a Charge, the Range Officer being appointed Charge Officer and (5) there will be no Circle.

At the time of the numbering of building, all the buildings situated in a Beat should be numbered in one series. If a number has already been assigned by the Forest Department to each of the buildings situated in the Forest, and if such number is prominently displayed on each building, then fresh numbering of the buildings for the purpose of the Census will not be necessary. The form known as the House-list should be filled up in accordance with the instructions contained in the booklet on House-listing.

Employees of the Forest Department and the forest villagers who reside within the forest, should be enumerated between the 10th and the 28th February, 1961 in accordance with the instructions contained in the booklet on Enumeration.

So far as the persons who enter the forest to obtain forest produce are concerned, those should only be counted who will remain in the forest between the 10th and the 28th of February, 1961.

Before a permit is issued, it should be ascertained whether the person in whose favour the permit is being issued, will remain in the forest between the 10th and 28th February, 1961 or not. If his duration of stay in the forest includes this period, then he should be enumerated in accordance with the instructions given below.

These persons will have to be censused at the points of entry provided they have already not been counted and should be warned not to allow themselves to be enumerated again. Such a person should be counted if he says that he would remain away from home during the entire enumeration period between the 10th and 28th February, 1961. If he left his home before the 10th February, without having been enumerated, then he should be asked if he left word at home that he would return before the sunrise of the 1st of March, 1961. If he replies in affirmative, then he should not be counted, as he would be counted in his absence as a member of his own household. If on the other hand, he says that he left no such word at home or would not return home before the 1st of March, 1961, then he should be enumerated. If he left home on or after the 10th February, 1961, then he should not be counted.

The letter C should be stamped on the permit of such a person after he has been enumerated and is about to enter the forest. At a point of exit, the permit of a person leaving the forest will be examined to ascertain whether the letter C is stamped, on it. This checking should be continued till the 5th of March, 1961. If the permit of a person is found without the letter C stamped on it at any point of exit, then he should be enumerated, if his enumeration is considered necessary in view of the instructions given above.

Those who leave the forest before the 10th February, 1961, need not be enumerated either at the point of entry or the point of exit. Those who have changed their mind and are leaving the forest before the 28th February, 1961, should be warned not to allow themselves to be enumerated again, provided they have already been enumerated.

An employee of the Forest Department residing within the Beat may be appointed as an Enumerator.

As it would not be possible to check-up such persons during the revisional round, deaths reported among them during the 10th February and the 28th February, 1961 should be noted and the slips of the deceased persons cancelled by drawing a diagonal line across the slips and writing the word "Dead" along the diagonal line.

The points of entry and exit are given in the Schedule given below.

The Location Code on the Household Schedule and the Enumeration slips should be written as follows :

District No./Thana No./Beat No./Building No. (Census House No./Household No.)

The Beat No. should have the prefix B.

The Divisional Forest Officer, 24-Parganas will train up the subordinate Census personnel in Census procedure thoroughly and will ensure that they discharge their duties satisfactorily.

THE SCHEDULE

The points of entry and exit into and from the Reserved Forests.

(1) Rampura—(opposite Sandeshkhali thana Lot No. 139).
(2) Bagna—in Lot No. 140.
(3) Sainakhali—(in the Forest area——opposite Lot No. 148).
(4) Kultali—(in the Forest area—opposite Durgapur village Lot No. 122).
(5) Nalgora—in J plot.
(6) Pathar-protima—in E plot.
(7) Namkhana.
(8) Shikarpur.

NO.....

Copy forwarded for information and necessary action to :

(1) The Divisional Forest Officer, 24-Parganas.

Copy forwarded for information to :

(1) The Registrar General and *ex-officio* Census Commissioner, India, New Delhi.
(2) The Joint Secretary to the Govt. of West Bengal, Home (C & E) Department.
(3) The District Magistrate/Dist. Census Officer, ——————.
(4) The Subdivisional Officer,——————.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 28th July, 1960.

CIRCULAR NO. 15

From

SHRI J. C. SEN GUPTA, I.A.S.;
Superintendent of Census Operations,
West Bengal & Sikkim.

To

(1) THE DISTRICT MAGISTRATE/DY. COMMISSIONER, ————————.

(2) THE CHIEF SECRETARY TO THE GOVERNMENT OF SIKKIM, GANGTOK.

PREPARATION OF SUMMARY OF HOUSE-LIST

SIR,

Kindly refer to the Calendar for the Census of 1961 attached to Circular No. 1 in which it was mentioned that between 1st November, 1960 and 31st December, 1960 arrangement for the preparation of copies of the entries in some of the columns of the House-list for the use of the Enumerators was to be made.

On further consideration, it has been decided that the copying work is to be done simultaneously with the work of House-numbering and House-listing by the same person who will be appointed for the purpose of House-numbering and House-listing. A new form "Summary of House-list" for the above purpose is being printed and will be sent to you shortly. A specimen copy of the same is enclosed.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy forwarded for information and necessary action to :

(1) The Deputy Superintendent of Census Operations, Calcutta.

(2) The Subdivisional Officer, ————————.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR
CALCUTTA-1.
The 23rd August, 1960.

CIRCULAR NO. 16

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

(1) The District Magistrate/Dy. Commissioner, ————————.

(2) The Deputy Superintendent of Census Operations, Calcutta.

(3) The Chief Secretary to the Government of Sikkim,

MAINTENANCE OF ACCOUNTS OF CENSUS FORMS

SIR,

During the coming Census, the following forms will be used :

(1) House-list.
(2) Summary of House-list.
(3) House-list Abstract.
(4) Enumeration Slips printed in red and black ink bound in pads.
(5) Household Schedule printed in red and black ink bound in pads.

Forms printed in red ink will be used for the training Census to be held in December, 1960. In addition to these forms, some of which have already been supplied to you, sufficient number of copies of the Instructional Booklet on House-numbering have already been supplied and the requisite number of copies of Instructional Booklets on Enumeration will be supplied in due course.

It is necessary that an accurate account of these forms and booklets should be maintained by every one who will be required to receive and distribute them. The register that will be maintained at the District Office for this purpose should show the number of a particular form or booklet received, its detailed distribution among Subdivisional Officers and the details of recovery of them from the Subdivisional offices. The account to be maintained at the Subdivisional offices will similarly show the number of a particular form or booklet received from the District Magistrate's office and its detailed distribution among the Assistant Census Officers and the details of recovery of them from the Assistant Census Officers. If the Charge Officers are utilised for the distribution of forms among the Circle Supervisors, then a similar account is to be maintained by each of them also. The same remarks would also apply to the Circle Supervisors.

The registers will be maintained in manuscript, in the form prescribed below. One register should be maintained for each kind of form or booklet printed in each language. Printed register will not be supplied.

Please acknowledge receipt of this letter.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

Description of form or booklet : Kept in reserve:
Language in which printed :
No. of forms or booklets received :

Details of Distribution		Details of Recovery	
Name of Officer	Number supplied	Used	Unused
1	2	3	4
TOTAL :			

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 23rd August, 1960.

CIRCULAR NO. 17

CLASSIFICATION OF THE TWO FORMS, *viz.*, HOUSE-LIST ABSTRACT AND SUMMARY OF HOUSE-LIST

In Circular No. 15, a reference has been made to a new form called "Summary of House-list". Although it has been stated in that Circular that the Summary of the House-list will have to be prepared by the same person who will be appointed for the purpose of House-numbering and for the preparation of the House-list simultaneously with the numbering of houses and the filling up of the House-list, queries have been received from some of the District Officers from which it appears that this Summary of the House-list is being confused with the House-list Abstract.

Three forms will be used during House-numbering and House-listing, one of which is the House-list. Instructions for filling up this form are contained in the relevant booklet, copies of which have already been sent to all districts. The House-list Abstract is a form to be filled up by every Census Officer, appointed for the purpose of House-numbering and House-listing with reference to the houses covered by him. If the houses entrusted to a Census Officer are situated in more than one mauza then the House-list Abstract will have to be prepared separately for each mauza in respect of the houses situated in each mauza. In towns, *i.e.*, urban areas, the House-list Abstract will be prepared for the block as a whole and not street by street. Similarly in large mauzas, divided into more than one block, the House-list Abstract will be prepared block by block.

The House-list Abstract can easily be filled up from the entries made in the House-list Form as it has been devised to contain the totals of certain items recorded in the House-list. The summary of the House-list on the other hand is a copy of the House-list, line by line in respect of 5 (five) columns only. The two forms, House-list Abstract and the Summary of the House-list are thus separate and distinct forms. They fulfil separate functions.

As has already been explained in previous Circulars, a list of houses in the area in which a Census is to be taken has to be prepared in order that the Enumerator may be supplied with it at the time of enumeration so that he may enumerate the population residing in that area by going from one house to another. It is also necessary, through the House-list, to obtain an idea of the population residing in that area so that administrative arrangements relating to the selection of requisite number of persons and the procurement of sufficient copies of forms might be made on a realistic basis. The House-list Form that would be used in 1961 Census however contains some additional columns in which data relating to the housing condition prevailing in the country will also be recorded. It would be necessary, immediately after the House-listing has been completed and after the administrative arrangements have been finalised, to gather the House-list Form in Central Tabulation Offices for the preparation of the tables on housing. But the removal of the House-list Forms from the District and Subdivisional Offices to the Tabulation Offices will leave a void which would render the taking of the Census extremely difficult if not impossible because there will be no House-list which can be made over to an Enumerator for his guidance. It has accordingly been suggested that the form known as Summary of the House-list should be prepared simultaneously with the filling up of the House-list so that this summary may be given to each Enumerator for serving as a reference sheet.

Copy forwarded for information and necessary action to :

1. The District Magistrate/Dy. Commissioner, ————————.
2. The Subdivisional Officer, ————————.
3. The Chief Secretary to the Government of Sikkim, Gangtok.
4. The Census Officer, Sikkim.
5. The Deputy Superintendent of Census Operations, Calcutta.

J. C. SEN GUPTA.
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 1st September, 1960.

CIRCULAR NO. 18

INSTRUCTIONS REGARDING WRITING OUT THE CENSUS REGISTER FOR URBAN AREAS

Part-I of the Register for urban areas is the Register of Census Divisions while Part-II is the Register of Census Personnel. The Registers are to be written after the streets, lanes and bye-lanes are serially numbered on the map of the town. If it is not possible to number serially all the streets and lanes on the map then lists of streets and lanes ward by ward should be prepared. At the time of preparing these lists of streets and lanes ward by ward, those streets and lanes which pass through more than one ward are to be marked off. The streets and lanes then should be numbered serially for the town as a whole, the numbering being started from that ward which is situated in one extremity of the town or from Ward No. 1. Care should be taken to see that the streets or lanes which pass through more than one ward are not assigned more than one number each taking the town as a whole. This precaution will have to be taken only if long streets have not been divided into sections, each section being treated as a separate street, as mentioned in Circular No. 2. After all the streets and lanes in the ward situated at one end of the town or in Ward No. 1 have been numbered the numbering should be continued in respect of streets and lanes in other wards, till the last street or lane in the last ward of the town has been numbered. This system of numbering will ensure contiguity of numbering within the same ward at the same time assigning a unique number to each street or lane taking the town as a whole.

At the top left hand corner of the forms of the Part-I Register the name and code number of the town are to be written along with the average number of

persons per building in the town. The Circular No. 8 discusses in detail how to arrive at such an average. Then the names and code numbers of the streets are to be entered in Col. 1.

The total number of buildings and residential institutions if any, on each street or lane will have to be written in Cols. 2 and 3 respectively. Residential institutions will mean Hostel, Hotel, Mess, Boarding House and such other institutions. Col. 4 will then be filled in by multiplying Col. 2 with the average number of persons per building and adding to it the population of the residential institution or institutions.

As an Enumerator would have to enumerate 600 persons on an average Col. 4 will indicate whether a street mentioned in Col. 1 will have to be split up into enumeration blocks or how many streets and lanes having smaller number of population will have to be combined to form one enumeration block. In Col. 5 the number of blocks to be formed either by splitting up a street or combining streets and lanes is to be entered. On an average 5 blocks will constitute a Circle. In Col. 6 Circle No. and the names with code numbers of the constituent streets or lanes will have to be written. The Circles so formed should not be changed after House-listing. The other two columns will be filled up after house-listing is over.

All the Charges in the town should be numbered serially. All Circles should be similarly numbered. The number assigned to a Charge or a Circle will be the code number for the Charge or the Circle. So far as enumeration blocks are concerned, it may not be possible to demarcate them accurately before House-numbering and House-listing are completed. In such a case serial numbering of all the Blocks in a town would have to be done immediately after House-listing and not before. The number assigned to each Block, Circle and Charge should be noted in Part-II of the Register.

The building numbers together with the number of streets on which the buildings are situated will have to be given in Col. 2 of the Part-II Register. The Col. 3 will give the name and address of the Enumerator. In Col. 4 the Ward No. in which the Block is situated is to be given. This Ward No. will be existing Ward No. given by the Municipality. Generally a Charge will coincide with a Ward and in no case a Charge will extend beyond Ward boundaries. In non-municipal urban areas a town has to be divided into different Wards assigning a number to each such Ward. Col. 5 will have the serial number of the Circle while numbers of constituent Blocks will be written in Col. 6 and name and address of the Circle Superyisor in Col. 7.

The serial number of Charge will generally be identical with the Ward number. This has to be written in Col. 8 and constituent Circle numbers in Col. 9. The name and address of the Charge Officer is to be entered in Col. 10. The remarks column is for noting down any peculiarities not noted in other columns.

Copy forwarded for information and necessary action to :

1. The District Magistrate/Dy. Commissioner,
2. The Subdivisional Officer, ————.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

3 RGI/62

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 2nd September, 1960.

CIRCULAR NO. 19

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

(1) THE DISTRICT MAGISTRATE/DY. COMMISSIONER, ————.

(2) THE DEPUTY SUPERINTENDENT OF CENSUS OPERATIONS, CALCUTTA.

SIR,

I shall presently be sending to you (1) Folders (2) Posters, in the Bengali and English languages for arranging publicity about the Census within your district. The folders are small booklets, the covers of which are printed in Blue, Green and Saffron colours. One copy of the booklets, in each colour, constitute a set and these should be distributed in such sets.

The folders are meant to educate the public about the various aspects of a population census, with special reference to the 1961 Census. They should therefore be distributed among literate and influential men and women of the district such as members of the Bar, members of the Legislature and the House of the People, School Teachers and College Professors, Editors of newspapers and students of educational institutions. Normally these folders should not be distributed among Census Officers as they are expected to receive a thorough training in Census concepts and procedure.

So far as the Posters are concerned, these should be displayed at all Government Offices and at the Offices of the District School Board, the District Board, the Municipalities, the Union Boards, the Anchal Panchayats and at the house of every Charge Officer, every Circle Supervisor and every Enumerator. The displaying of the Posters at the houses of the Charge Officers and other Census Officers would help the people in contacting them in times of need and thereby ensure proper co-operation between the census agency and the people.

The District Publicity Officer may be given a few copies of the folders in order to enable him and his officers to talk about the Census at the time of addressing public meetings or group gatherings.

Please acknowledge receipt of this letter.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

9

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 24th September, 1960.

CIRCULAR NO. 20

1. The House-numberer will fill up, by the end of October, 1960, (1) The House-list (2) The Summary of the House-list and (3) The House-list Abstract. He will prepare the House-list mauza by mauza in rural areas and street by street in urban areas. The Summary of the House-list, being an exact copy of the House-list in respect of some of the columns, will be prepared in a similar manner. The House-list Abstract however, will be prepared block by block in large mauzas having more than one block and in urban areas.

2. The House-numberer shall, at the completion of his work and not later than the 3rd November, 1960, return to the superior Census Officer, who gave him the above three forms, all the forms, both used and unused. The superior Census Officer will see that used and unused and spoiled forms if any, together make up the total number of each kind of forms that were issued to the House-numberer.

3. The superior Census Officer will then examine each copy of the three forms used, to ascertain whether they have been properly filled up or not. Any mistake or omission detected during such scrutiny is to be got rectified by the House-numberer concerned. The House-list Abstract is to be scrutinized with special care.

4. The House-list forms relating to a mauza or a street are to be sewn up together. If there be more than one block in a mauza, then all the copies of the House-list relating to each block is to be sewn up together, with the House-list Abstract on top. All the bundles relating to the blocks in one mauza are then to be tied up to form one big bundle. In urban areas, all the copies of the House-list form relating to one street are to be tied up together, the House-list Abstract being prepared for the block as a whole. All the copies of the House-list form relating to the block, are to be grouped together street by street and then tied up into a bundle with the House-list Abstract on top.

5. The Summary of the House-list will be similarly made into bundles, with the difference that there will be no House-list Abstract on top of each bundle. In its place, the names of the thana/town, mauza/street with their code numbers may be written on a sheet of paper together with the code number of the block and kept at the top of the bundle.

6. All the bundles should then be sent by the superior Census Officer to the next superior Census Officer who will arrange to transmit them to the Subdivisional Officer, through the Assistant Census Officer if that Census Officer had received the forms initially from the Assistant Census Officer. At each stage, the Census Officer who receives the form will see that the number of each kind of form returned is the same as that issued.

7. On receipt at the Subdivisional Office, the House-list population should be noted in the appropriate Columns of the Register of Census Divisions for both rural and urban areas. Enumeration blocks should then be finally formed in the light of the House-list population after necessary alterations to blocks already formed. In urban areas, such alterations will be more numerous than in rural areas. The important point to bear in mind is that a block may contain a population less than the maximum already fixed in Circular No. 1 but should not exceed the maximum by more than 50.

8. The House-lists together with the Abstracts should then be sent to the place to be specified later. The Summary of the House-list is to be retained in the Subdivisional Office for the time being until relevant sheets of the form are made over to the Enumerators together with their letters of appointment.

Copy forwarded for information and necessary action to :

1. The District Magistrate/Dy. Commissioner, ————————.
2. The Subdivisional Officer,————————.
3. The Block Development Officer,————————.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 17th October, 1960.

CIRCULAR NO. 21

Besides the use already mentioned in Circular No. 20, the filled up House-list forms are to be put to the following further uses :—

(1) Every person who was employed for the numbering of buildings and Census-houses and the filling up of the form known as the House-list would have to be paid honorarium at the rates already communicated to every District Magistrate. It is however extremely unlikely that every such person would number exactly 150 buildings if employed in the rural areas or exactly 120 Census-houses if employed in a town and fill up the House-list form in respect of such numbers of buildings or Census-houses, for house-numbering blocks could not have been formed with such precision. At the same time, it would be necessary to pay honorarium to a House-numberer for the actual number of buildings or Census-houses covered by him.

It would therefore be necessary to note, at the time the filled up House-lists are consulted for ascertaining the House-list population, mauza by mauza or street by street, the number of buildings or Census-houses as the case may be, covered by every House-numberer. It would then be a simple matter to calculate the actual amount payable by way of honorarium in accordance with the method of calculation shown in this office letter No. 3A-11/1285 dated 17-8-60.

If any amount had been advanced to any House-numberer, that amount should be deducted from the amount so calculated. A consolidated bill is then to be prepared in respect of every thana or N.E.S. Block, the payment being made to the House-numberers direct by the Assistant Census Officer concerned, who should obtain the signature of every House-numberer in an acquittance roll in token of payment. The acquittance roll is then to be sent by the Assistant Census Officer to the Subdivisional Officer, who after scrutinizing it to satisfy himself that payments have been made to the proper persons, forward it to the District Magistrate for record.

(2) At the time the filled up House-list forms will be handled for preparing bills for payment of honorarium to House-numberers, the particulars necessary to prepare an Abstract in the form shown on the next page, are to be noted down.

House-list Abstract for Thana/Town.

Name and Code number of District.....

Name and Code number of Thana/Town.....

Total number of Households.....

Number of Establishments, Workshops or Factories	Total number of rooms in all Households	Number of persons residing in Households :		
		Males	Females	Total

Signature of District Census Officer/ Subdivisional Census Officer.

The particulars can be readily obtained from the Abstracts of House-lists, prepared block by block by the House-numberers. If any thana has been split up to form two N.E.S. Blocks, then a consolidated Abstract should be prepared from the Abstracts already prepared for each such N.E.S. Block. A separate Abstract should be prepared for each town as the Abstract for the thana would exclude the towns situated in it. The Abstracts in respect of all the thanas and towns in the district are to be sent to the office of the Superintendent of Census Operations, West Bengal and Sikkim at P-11, Mission Row Extension, Ground Floor, Calcutta-1 by the 1st of December, 1960 at the latest.

Copy forwarded to:

(1) The Registrar General and *ex-officio* Census Commissioner, India, New Delhi, for information.

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

(3) The District Magistrate/Deputy Commissioner, ————————, for information and necessary action.

(4) The Accountant-General, West Bengal, for information.

(5) The Treasury Officer,————————, for information.

(6) The Subdivisional Officer,————————, for information and necessary action.

(7) The Deputy Superintendent of Census Operations, Calcutta, for information and necessary action.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, MISSION ROW EXTENSION,
GROUND FLOOR,
CALCUTTA-1.
The 10th January, 1961.

CIRCULAR NO. 22

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE/DY. COMMISSIONER,
————————.

SIR,

Indian Census has a tradition of publishing the provisional population figures as soon as enumeration is over. To facilitate quick compilation and communication of provisional totals of population at different levels I have devised the following forms of abstracts to be circulated among Enumerators, Charge Officers and Assistant Census Officers, which are being sent separately.

1. Block Abstract
2. Charge Abstract
3. Thana/Part of Thana/Development Block Abstract
4. Town Abstract.

The Block Abstract will have to be prepared by each Enumerator from figures in Enumerator's Abstract printed on the covers of pads of enumeration slips and compiled by him previously. The Enumerator will fill up the Block Abstract just after he finishes the revisional round. He will prepare two copies of Block Abstract. He will first form a bundle of pads of enumeration slips and put one copy of the Block Abstract on top of that bundle. He will then personally hand over the bundle and the other copy of the Block Abstract to his Charge Officer. The Enumerator will also have to prepare another statement about the work done by him during the revisional round of visits, printed forms for which will be supplied shortly.

As the provisional population total for the State has to be communicated to the Registrar General and *ex-officio* Census Commissioner, India positively by the 10th of March, 1961, the Enumerator should hand over the bundle of Enumeration Slips and the Block Abstracts by the noon of the 6th March, 1961. To avoid delay he should submit the forms direct to the Charge Officer without going through the Circle Supervisor. The Charge Officer in his office will check the Block Abstracts and see if all the Enumerator's Abstracts on covers of the pads of Enumeration Slips have been filled in correctly. For this purpose, the Charge Officer may request one Enumerator to check the accuracy of the Enumerator's Abstract on each pad and the Block Abstract prepared by another enumerator. On being satisfied as to the accuracy of the Enumerator's Abstracts and the Block Abstract in respect of a block, or after effecting necessary corrections the Charge Officer should return one copy of the Block Abstract to the Enumerator, after duly signing it in acknowledgment of the receipt of the pads of Enumeration Slips and Household Schedules and the sheets of the Summary of the House-list pertaining to the Block.

The Charge Officer will then prepare in duplicate the Charge Abstract for his Charge from the figures given in Block Abstracts received from the Enumerators under him. In case of rural areas the Charge Abstracts will have to be sent to the Assistant Census Officer in charge of a Thana, part of a Thana or a Development Block. In urban areas, Charge Officers should send the Charge Abstracts to the Chairman of the Municipality if he is the Census Officer for the town or to any other person in charge of the Census of that town.

The Charge Officer should obtain the signature of the Assistant Census Officer or the Census Officer in charge of the town on one copy of the Charge Abstract as acknowledgement of the receipt of the pads of Enumeration Slip and Household Schedule and the sheets of the Summary of the House-list, block by block by the latter. The Charge Officer must hand over the Charge Abstract with the forms by 12 noon of the 7th March, 1961.

The Assistant Census Officer in rural areas will then prepare from the Charge Abstracts the Abstract for Thana/Part of Thana/Development Block. He will prepare two copies of such an Abstract. He should obtain the signature of the Subdivisional Officer on one copy of the Abstract at the time of handing over the forms to the Subdivisional Officer. He will also communicate telegraphically to the District Magistrate the total number of Households in his jurisdiction, total number of persons, total number of males and females and total number of male and female literates. These *Abstracts should reach the Subdivisional Officers* through a special messenger by 10 A.M. on 8th of March, 1961 and the figures should be telegraphed to the District Magistrate simultaneously. The Census Officer for the town will similarly communicate telegraphically to the District Magistrate the total number of households in the town, total number of persons, total number of males and females and total number of male and female literates at the same time handing over the Abstract for the Town, together with the Census Forms to the Subdivisional Officer.

The Subdivisional Officer will then compile for his whole Subdivision from the Abstracts received from the Assistant Census Officers of both rural and urban areas, the figures of total number of households, total number of persons, total number of males and females and total number of male and female literates. He will accordingly fill up an Abstract, the form of which has however not been printed. In preparing this abstract it must be remembered that figures for towns also have to be included. He will then send a copy of the abstract by 10 A.M. of the 9th of March, 1961 to the District Magistrate. The Subdivisional Officer will keep the bundles of pads of Enumeration Slips and Household Schedules and Summary of the House-list in his office till such date as may be communicated later for despatching them to the Tabulation Office. The District Magistrate will compile population figures for his whole district from the abstract sent by the Subdivisional Officers. He will also compile these figures independently from the figures communicated telegraphically to him by the Assistant Census Officers and Census Officers for towns. After tallying these figures he will communicate to the Superintendent of Census Operations, West Bengal and Sikkim, by telegram the total number of households in his district, the total population of his district, total number of males and females and total numbers of male and female literates. This Telegram should reach this office by 5 P.M. on the 9th of March, 1961. The District Officers should also at the same time send a telegram to the Registrar General and *ex-officio* Census Commissioner, India giving the above population figures for his district. The telegraphic address of the Registrar General and *ex-officio* Census Commissioner, India is 'Reggenlind', New Delhi. The time schedule given for sending abstracts and telegrams should be strictly adhered to otherwise the State total can not be communicated to the Registrar General and *ex-officio* Census Commissioner, India by the 10th of March, 1961.

Each Census Officer will remain responsible for the safe-custody of the Census forms until he makes them over to his superior Census Officer. The Subdivisional Officers will keep these forms in safe-custody till these are sent by them to the Regional Tabulation Office concerned.

It is to be noted that the only stage where the Abstracts prepared by the Enumerators will be scrutinized is when they are submitted to the Charge Officers. The accuracy of the provisional figures of population will therefore depend entirely on the care with which the Charge Officers discharge their duty. This should be impressed on all Charge Officers.

The Block bundles are to be grouped together by Charges and then all the forms pertaining to one Thana or one Town are to be kept in one gunny package pending delivery at the Tabulation Office.

Please acknowledge receipt of this letter.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy forwarded to the Divisional Forest Officer, 24-Parganas for information .

He should compile the figures of population of the area under his charge and communicate the same to the District Magistrate, 24-Parganas by 10 A.M. of the 9th of March, 1961. He should keep the bundles of pads of Enumeration Slips and Household Schedules and Summary of the House-list in his office till such date as may be communicated to him later for despatching them to the Tabulation Office.

J. C. SEN GUPTA.
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy forwarded to the Deputy Superintendent of Census Operations, Calcutta for information.

He should also let me have the population figures for Calcutta City divided into categories mentioned above by the forenoon of the 9th of March, 1961 without fail.

J. C. SEN GUPTA.
Superintendent of Census Operations,
West Bengal & Sikkim.

Copy forwarded to the Subdivisional Officer,——— for information and necessary action.

J. C. SEN GUPTA.
Superintendent of Census Operations,
West Bengal & Sikkim.

(iii) Important Letters

NO. 2M-10/1707 The 8th February, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE SECRETARY TO THE GOVERNMENT OF WEST BENGAL,
————————*Department.*

SUB: *Services of the State Government Employees in taking the Census.*

SIR,

The next decennial Census of the population of West Bengal will be taken in 1961, the reference time being the sunrise of the 1st of March of that year. As in the past the Census will be taken with the help and co-operation of a large number of persons, who will act as Enumerators, Circle Supervisors and Charge Officers. An idea of their number may be obtained from the fact that on an average, one Enumerator will be required for 600 persons, one Circle Supervisor for every five Enumerators and one Charge Officer for a population varying between 5,000 and 10,000.

The District Magistrates will be in charge of the Census in the districts and they would be greatly helped in their work if the services of some of the employees of your department are made available to them, if it be possible to do so without serious detriment to their own work.

You are accordingly requested to direct the Officers of your department serving in the districts, to extend to the District Magistrates all possible help and co-operation in taking the Census.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2M-10/1707

Copy forwarded to all District Magistrates for information and necessary action.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 1F-8/1954 The 4th March, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

(3) The District Magistrate/Deputy Commissioner,

SUB :—*Redraft of the Instruction to Questions 8 and 9 of the "Instructions to Enumerators".*

SIR,

I give below the redraft of the instructions to questions 8 and 9 (page 15 of the Instructions to Enumerators) for your information. Correction slips may please be inserted at appropriate places in the booklet.

Q. 8—Working as Cultivator

For a person working as cultivator write C. For a person not working as cultivator and for a person not working at all put X.

For purposes of the Census a person is working as cultivator if he or she is engaged either as employer, single worker or family worker in (a) cultivation of land or supervision or direction of cultivation of land owned or held from Government and (b) cultivation of land or supervision or direction of cultivation of land held from private persons or institutions for payment in money, kind or share.

Cultivation involves ploughing, sowing and harvesting and does not include fruit growing or keeping orchards or groves or working for plantations like tea, coffee, rubber, cinchona and other medicinal plantations. Persons engaged in fruit growing or orchardry or plantations like tea, coffee, rubber, cinchona and other medicinal plantations should be entered in Q. 10 or Q. 11 as the case may be.

A person who has given out his land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly, a person working in another person's land only as a labourer and has no right or lease or contract on land on which he works, nor is responsible for taking decisions as to which crops to sow and when, or taking the risks of cultivation and is paid wages in cash, kind or share such as share of produce (Agricultural labourer) will not be treated as Cultivator in this question.

Q. 9—Working as Agricultural Labourer

Write AL for a person working as agricultural labourer, *i.e.*, a person who works in another person's land only as a labourer without exercising any supervision or direction in cultivation, for wages in cash, kind or share such as share of produce. For others put X. The labourer should have no right or lease or contract on land on which he works, nor should he be responsible for taking decisions as to which crops to sow and when, or taking the risks of cultivation. A share of the produce goes to him only as wages. He should have been working as Agricultural Labourer in the last or current cultivating season.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 1C-4/1968 The 5th March, 1960.

To

(1) THE DISTRICT MAGISTRATE/DEPUTY COMMISSIONER,.....

(2) THE DEPUTY SUPERINTENDENT OF CENSUS OPERATIONS, CALCUTTA.

SUB:—*Code Numbers of the District.*

SIR,

I have the honour to enclose a statement showing the code numbers assigned to the different districts for the purpose of the Census of 1961. The number assigned to your district will be used in writing the Location Code of the Households to be enumerated in your district. This number should accordingly be communicated to all officers whose services might be utilized by you in connection with the Census.

Please acknowledge receipt of this letter.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

STATEMENT SHOWING THE CODE NUMBERS ASSIGNED TO THE DIFFERENT DISTRICTS

Name of District	Code No. of District
Darjeeling	1
Jalpaiguri	2
Cooch Behar	3
West Dinajpur	4
Malda	5
Murshidabad	6
Nadia	7
24-Parganas	8
Howrah	9
Hooghly	10
Burdwan	11
Birbhum	12
Bankura	13
Midnapur	14
Purulia	15
Calcutta	16

NO. 2A-4/B/3053 The 28th March, 1960.

FROM

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE ACCOUNTANT GENERAL, WEST BENGAL,
CALCUTTA.

SUB: *Census 1961.*

SIR,

In continuation of this office memo No. 2A-4B/2083/1(3), dated 21-3-60, I am to inform you that the District Magistrates and the Dy. Commissioners will be drawing and disbursing Officers for expenditure from the Census budget under Sub-head B—Enumeration in their districts for the financial year 1960-61.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2A-4/B/3053/1(32)

Copy forwarded for information to :

(1) The Registrar General and *ex-officio* Census Commissioner, India, New Delhi.
(2) The Jt. Secretary to the Government of West Bengal, Home (C & E) Department, Writers' Buildings, Calcutta.
(3) All District Magistrates/Deputy Commissioners.
(4) All Treasury Officers.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2C-13/57 The 11th April, 1960.

FROM

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT CENSUS OFFICER,
24-PARGANAS.

SUB: *Formation of Enumeration Blocks*

SIR,

Kindly refer to your memo. No. 1648/1F Elec. dated 7-4-60, on the subject of formation of Enumeration Blocks in rural areas. So far as large mauzas are concerned, your interpretation of the circular is correct. In case of sparsely populated mauzas which are contiguous to one another, an Enumeration Block may be formed with a number of such mauzas in order that the volume of work to be entrusted to one Enumerator might not be negligible. On the other hand the number of such mauzas to be grouped together should not be so large as to make it impossible for one man to enumerate the population of those mauzas during the enumeration period. In NO case, however, one small mauza should be grouped with a number of buildings of a large contiguous mauza to form one Enumeration Block.

It would not perhaps have been necessary to enlarge on this point if Circular Nos. 1 and 6 had been read together.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2C-13/57/1(2)

Copy forwarded for information to :
The Subdivisional Officer, Basirhat/Barasat.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2C-13/57/1(15)

Copy together with a copy of the memorandum to which this is a reply forwarded to the District Magistrate/Deputy Commissioner,.....for information. .....spare copies are enclosed for onward transmission to the Subdivisional Officers.

... J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

GOVERNMENT OF WEST BENGAL
OFFICE OF THE DISTRICT MAGISTRATE, 24-PARGANAS
General Department
.....Group
Election Branch

NO. 1648 F Dated 7-4-60.

FROM

SHRI S. S. MUKHERJEE, W.B.C.S.,
District Census Officer,
24-Parganas, Alipore.

TO

THE SUB-DIVISIONAL OFFICER,
BASIRHAT.

REFERENCE: Your No. 244 Elec., dated 26-3-60.
SUB: *Census Divisions.*

It will reveal from the recital as per page 2 of Circular No. 1 dated 10-2-60 from the Census Superintendent, West Bengal and Sikkim, referred to in the memo. under reference that in the case of mauzas having large populations, it may be necessary to divide the works of enumeration among more than one enumerator, but even in that case the mauzas should not be split up. It may not likewise be advisable to join together more than one sparsely populated and contiguous mauzas to form enumeration block.

However, the matter is being referred to the Census Superintendent whose instruction may finally be waited.

S. S. MUKHERJEE,
District Census Officer,
24-Parganas.

MEMO. NO. 1648/1F Elec., dated 7-4-60.

Copy with copy of S.D.O., Basirhat's memo. No. 244 Elec., dated 26-3-60 forwarded to the Census Superintendent, West Bengal and Sikkim, P-11, Mission Row Extension, Ground floor, Calcutta-1, for information and for favour of instructions.

S. S. MUKHERJEE,
District Census Officer,
24-Parganas.

MEMO. NO. 2C-21/83 The 15th April, 1960.

CENSUS OF OCEAN-GOING VESSELS, COASTING VESSELS AND VESSELS OF THE INDIAN NAVY

I (a) *Ocean-going Vessels visiting Calcutta from foreign ports:*

(b) *Coasting Vessels:*

Ocean-going vessels visiting Calcutta from foreign ports and coasting ships which come to port in Calcutta on the 1st of March 1961 or arrive in the estuary of the Hooghly river on the 27th and 28th February and are likely to arrive on the 1st of March are to be censused. There is to be only one date for their Census, which is 1st of March, 1961. Any vessel arriving after the 1st of March 1961 in Calcutta will not be censused. The Charge Officer of the Census of ocean-going vessels from foreign or Indian ports will be the Superintendent, Preventive Service, Calcutta Customs.

II *Vessels of the Indian Navy:*

The Charge Officers of Census of vessels of these categories will be the Naval Officer attached to Fort William, Calcutta. He will provide the Deputy Superintendent of Census Operations for Calcutta with a list of vessels of the Indian Navy likely to be in port in Calcutta on the 27th, 28th of February and 1st of March and these will be censused on the 1st of March 1961 or if the vessels are leaving on the 28th of February, the vessels will be censused on the 28th of February.

III The Enumerator when he enumerates a person will follow the procedure laid down in the Instructions to Enumerators. For the Location Code number he will write the district of Calcutta followed by the ward of the port as second number, followed by the name of the ship in each case. The fourth figure for the house-number will be recorded 'O'.

In order to ensure that the Enumerator does not omit any vessels which it is his duty to census, it is recommended that the Charge Officers should furnish each Enumerator with a list of vessels which are likely to be in port on the 1st of March 1961.

The Charge Officer will consolidate the abstracts in his Charge Summary of which forms will be supplied to him.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

The Deputy Superintendent of Census Operations,
Calcutta City.

NO. 2C-21/83/1(1) The 15th April, 1960.

Copy forwarded to the Registrar General and *ex-officio* Census Commissioner, India, Ministry of Home Affairs, New Delhi, for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2C-26/103 The 16th April, 1960.

FROM

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

TO

THE CHAIRMAN,
————————*Municipality.*

SUB: *Naming and numbering the Public Streets.*

SIR,

Please refer to my Circular No. 3 dated the 15th February, 1960 on the subject of the Census of 1961. In that Circular you were requested to help the Magistrate of the District in taking the Census of the population residing in your town. One way of helping the District Magistrate would be to give a name to every public street and to assign a number to every building in a street and to cause the name of the street to be affixed at a suitable place in the street and the number of the building, on the building.

Names might already have been given to the public streets in your town and the names displayed also at suitable places in the street concerned. Every building on a street might similarly have already been assigned a number and the number so assigned to a building is probably affixed to the building. If that be so, then the work of taking the Census in your town would be considerably simplified. If on the other hand, a number has not been affixed on every building and if the names of the streets have also not been displayed at suitable places in the streets then I would request you to consider whether you and the other Commissioners of your Municipality should take appropriate action under Section 244 of the Bengal Municipal Act to give names to streets and to affix a number to every building.

The taking of the Census in your town would, no doubt, be facilitated by the existence of building numbers and names to the public streets but the affixing of numbers to buildings, would, at the same time, confer a lasting benefit on the residents of the town. It would become quite easy for new-comer to your town to receive letters etc., through the post. It would perhaps not be an exaggeration to say that the absence of names of streets and numbers of buildings makes it difficult if not impossible for the Post and Telegraphs Department to ensure speedy delivery of postal articles to the residents of the town. The difficulty of a person in locating his friend or relative in a town where streets do not bear names nor do buildings numbers, can easily be imagined. The naming of streets and numbering of buildings would also help in assessing tax on buildings which had escaped assessment. Revision of the assessment list would also become easier and more accurate.

You are accordingly requested to place this letter before the Commissioners at a meeting in order that a speedy decision on the point raised in it might be taken by them. Should the Commissioners decide to take action under Section 244 of the Bengal Municipal Act then the affixing of numbers to buildings may please be completed by August, 1960.

The decision of the Commissioners to the proposal contained in this letter may please be communicated to me at an early date.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

D.O. NO. 6/6/59-RG

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA.

KOTAH HOUSE ANNEXE,
2/A, Mansingh Road,
New Delhi-11,
the 28th April, 1960.
Vaisakh 1882.

FROM

A. MITRA, I.C.S.

DEAR SHRI SENGUPTA,

SUB: *Mechanical tabulation for the 1961 Census.*

The Director, Bureau of Economics and Statistics, Bombay, has at my request, carried out some mechanical tabulation on the household schedules collected during the second pre-test in Bombay. During the operations he found certain discrepancies in the filling up of the household schedules and I enclose extracts from his letter for your information and guidance. Detailed instructions will have to be issued by you to avoid such discrepancies in the general Census. I hope you will take necessary action in the matter. I am to particularly invite your attention to the recording of household industry. It is very essential that household industry should be entered fully and accurately.

From the tables prepared by the Director it is observed that in not a few cases only hired workers have been shown under 'cultivation' or 'household industry'. This does not appear to be correct as in a family cultivation or household industry members of the family should participate even though in the case of cultivation their participation may be limited to direction and supervision and no actual participation in the cultivation operations. It is necessary to issue special instructions on this point also.

In the household schedule the extent of land has to be recorded in acres. The Director has stated that in the absence of specific instructions the enumerators are likely to round up the figures arbitrarily thus vitiating distribution especially for small-sized cultivators. It is better to issue specific instructions on this point. In the tables we shall classify holding as 0-0.99 acre, 1-1.99 acres, 2-2.99 acres etc. Instructions should, therefore, be issued to the effect that if the extent of holding is less than 1 acre, the fraction of the acre should be recorded in the household schedule and if it is above 1 acre the whole number of acre(s) together with the approximately correct fraction should be recorded, and so on.

Yours sincerely,
A. MITRA,

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim,
Calcutta.

Encls.—*Extracts.*

COMMENTS ON MECHANICAL TABULATION OF DATA COLLECTED FOR HOUSEHOLD SCHEDULES DURING THE PRE-TEST

A. DISCREPANCIES IN THE FILLED IN SCHEDULES

1. Item A1 (iii) is supposed to be total of items A1(i) and A1(ii). It is observed that sometimes either the totals are not made or only the totals are given while the separate figures for A1(i) and A1(ii) are not stated. In the former case the totals can be made but it would involve either manual scrutiny of the schedules or mechanical scrutiny of the punched cards. In the latter case, *i.e.*, when only totals are available item A1 (iii) it would not be possible to classify households according to the interest in land cultivated as is required for Table B X of the tabulation programme.

2. Item B is not properly understood and household Industry or Business is shown when, in fact, none exists. (Please refer to the code list obtained from the Industry or Business recorded on the schedule). In the final schedule the concept underlying this is more specially stated, but it would be necessary to issue detailed instructions to the enumerators on this point.

3. Items C(1), C(2) and C(3) are supposed to be mutually exclusive. It is observed, however, that the enumerators had not properly understood the significance of various entries and had treated C(3) as a total of C(1) and C(2). C(3) hence does not represent households engaged *both* in household cultivation and Industry or Business. It is felt that a chance of committing this mistake would have been reduced if C(3) would have been printed prior to either C(1) or C(2). In the final schedule the word 'only' has been added and it is likely that such mistake would be fewer. The enumerator should, however, be specifically instructed this point.

4. It is observed that in some cases household land cultivated is shown but persons engaged in cultivation or both in Industry and Cultivation are not shown against either of the Item C(1) or C(3) and *vice versa.*

It is possible that in a few cases households would not be able to state the figures of the land they are cultivating. It would be, however, desirable to record this on the schedule so as to obtain a correct picture. Majority of these discrepancies are, however, due to enumerating errors. Similar discrepancies are observed for households engaged in Business or Industry and it would be necessary to brief enumerators in this regard.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

NO. 1T-1/183 The 29th April, 1960.

Copy forwarded to :

(1) The District Magistrate/Deputy Commissioner, ...

(2) The Deputy Superintendent of Census Operations, Calcutta, for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

CENSUS URGENT

NO. 4A-2/241 The 2nd May, 1960.

FROM

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE/DY. COMMISSIONER,
————————.

SIR,

As we have nearly completed the printing of Census Forms and Schedules, I now propose to despatch them to different districts. As the first instalment, I am sending separately to you————————House-list Forms and————————copies of Instructions for filling up House-list Forms, both in Bengali. Your requirement of House-list forms has been calculated on the assumptions that there has been an increase of 25 per cent. in population since 1951, the average size of a household is five, and information about at least ten households can be entered in one House-list form. Twenty per cent. of forms however has been kept as reserve. As regards Instructional Booklets one copy each may be given to each Enumerator, Circle Supervisor, Charge Officer and such other Officers who may hold instructional classes.

It may not be needless to mention here that forms should be preserved with care in your record room or in some other safe place till they are distributed. Strict economy and care should be observed in distributing the forms and wastage should be avoided.

Please acknowledge receipt of the forms.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 5/1/59-RG.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA
KOTAH HOUSE ANNEXE,
2/A, MANSINGH ROAD,
New Delhi-11, the 12th May, 1960.

To

ALL SUPERINTENDENTS OF CENSUS OPERATIONS.

SUBJECT:—*Extension of the period of revisional round due to Holi.*

SIR,

From the replies received to this office letter of even number, dated the 31st March, 1960, it is observed that almost all the States are in favour of extending the date for revisional round from the 2nd to the 5th March, 1961. The Registrar General has accordingly decided that the period of the revisional round should be extended up to the 5th March and consequently 10th of March has been fixed as the deadline for communicating the provisional totals.

Yours faithfully,
D. NATARAJAN,
Deputy Registrar General, India.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

NO. 2C-25/387 *The 19th May, 1960.*

Copy forwarded for information to :

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

(2) The District Magistrate/Deputy Commissioner, ————————.

(3) The Subdivisional Officer,————————.

(4) The Block Development Officer,————————.

(5) The Deputy Superintendent of Census Operations, Calcutta.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

GOVERNMENT OF WEST BENGAL
HOME DEPARTMENT
CONSTITUTIONS AND ELECTIONS

NOTIFICATION NO. 1582-A.R.

Calcutta, the 8th June, 1960.

In exercise of the power conferred by sub-section (*4*) of section 4 of the Census Act, 1948 (XXXVII of 1948), the Governor is pleased hereby to delegate to each of the authorities mentioned in the Schedule below, the power of appointing Census Officers within the local areas comprised in Calcutta, described in Schedule 1 to the Calcutta Municipal Act, 1951 (West Bengal Act XXXIII of 1951), as deemed to have been amended under section 594 of the said Act.

2. In exercise of the power conferred by sub-section (*3*) of section 4 of the Census Act, 1948 (XXXVII of 1948) the Governor is further pleased hereby to authorise each of the authorities mentioned in the Schedule below, to sign declarations in writing referred to in the said sub-section in respect of all Census Officers appointed by him.

THE SCHEDULE

	Authorities	
1. Shri Sachindra Bhattacharjee, *Magistrate and Collector.*	Mohan—*Deputy Deputy*	appointed by notification No. 1246 A.R., dated 6-5-60 as Census Officer, Calcutta
2. Shri Sukumar Roy, *Sub-Deputy Magistrate and Sub-Deputy Collector.*		appointed by notification No. 1249 A.R., dated 6-5-60 as Census Officer, Calcutta

By order of the Governor,
A. NIYOGI,
Jt. Secy. to the Govt. of West Bengal.

NO. 1582/1-A.R.

Copy forwarded for information to the Superintendent of Census Operations, West Bengal.

Sd./- Illegible,
Asstt. Secy. to the Govt. of West Bengal.

GOVERNMENT OF WEST BENGAL
HOME DEPARTMENT
CONSTITUTIONS AND ELECTIONS

NOTIFICATION NO. 1583-A.R.

Calcutta, the 8th June, 1960.

In exercise of the power conferred by sub-section (*4*) of section 4 of the Census Act, 1948 (XXXVII of 1948), the Governor is pleased hereby to delegate the power of appointing Census Officers to the following authorities, that is to say—

I. within the local area comprised within the forest area in the Sundarbans, to the Divisional Forest Officer, 24-Parganas; and

II. within the local areas comprised in their respective jurisdictions to—
(1) the Superintendent of Census Operations, West Bengal;
(2) District Magistrates, and Deputy Commissioners of Districts;
(3) Joint Magistrates, Assistant Magistrates, Deputy Magistrates and Sub-Deputy Magistrates at headquarters of districts;
(4) Subdivisional Magistrates and Deputy Magistrates and Sub-Deputy Magistrates at Subdivisional headquarters; and
(5) Circle Officers and Block Development Officers.

2. In exercise of the power conferred by sub-section (*3*)of section 4 of the said Act, the Governor is further pleased hereby to authorise each of the authorities referred to above to sign declarations in writing referred to in the said sub-section in respect of all Census Officers appointed by him.

By order of the Governor,
A. NIYOGI,
Joint Secy. to the Govt. of West Bengal.

NO. 1583/1-A.R.

Copy forwarded for information to the :—
(1) Commissioner,
(2) District Officer,
(3) Sub-divisional Officer,
(4) The.....Department,
(5) S.C.O., West Bengal.

Sd./- Illegible,
Assistant Secretary.

NO. 15/7/59-RG.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

OFFICE OF THE REGISTRAR GENERAL, INDIA

KOTAH HOUSE ANNEXE,
2/A, MANSINGH ROAD,
New Delhi-11, the 9th May, 1960.
19th Vaisakha, 1882.
10th May, 1960.

ALL SUPERINTENDENTS OF CENSUS OPERATIONS.

Inquiries having been received from colleagues, the following classification is made as to which answers should be entered under Q. 8 and which others under Q. 11.

Under Q. 8—Cultivation, involving ploughing, sowing & harvesting.

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

A. MITRA,
Registrar General, India.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

NO. 1F-8/651 *June 16, 1960.*

Copy with.....spare copies forwarded to the District Magistrate/Deputy Commissioner,..... ..... for information and necessary action.

S. N. ROY,
for Superintendent of Census Operations, West Bengal & Sikkim.

CENSUS-URGENT

NO. 4A-2/662 The 20th June, 1960.

FROM

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations, West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE/DY. COMMISSIONER,
_____.

SIR,

You have probably received by now, the House-list Forms and copies of Instructions for filling up the House-list Form. I am now sending to you separately Household Schedules and Enumeration Slips, all in Bengali. You will find Household Schedules bound in pads of 50 and 25 schedules and Enumeration Slips in pads of 100 and 25 slips. Your requirement has been calculated to be as follows :

(i) ———pads of 50 Household Schedules.
(ii) ———pads of 25 Household Schedules.
(iii) ———pads of 100 Enumeration Slips.
(iv) ———pads of 25 Enumeration Slips.
(v) ———Cover of Household Schedules (Front and Back).

Your requirement of forms has been calculated on the assumptions that there has been an increase of 25 per cent. in population since 1951 and that the average size of a household is five. Twenty per cent. of forms should be kept as reserve.

In distributing forms, no form should be detached from a pad. To avoid wastage of forms, you are being provided with some pads containing 25 forms to cover up cases where pads of 100 or 50 forms may not be necessary.

The forms should be kept in safe custody till such time when they should be required for use.

Please acknowledge receipt of the forms.

Strict economy should be observed in distributing the forms.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations, West Bengal & Sikkim.

D.O. NO. 7/5/60

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

KOTAH HOUSE ANNEXE,
2/A, MANSINGH ROAD
New Delhi-11, the 17th June, 1960.

DEAR SEN GUPTA,

1961 CENSUS MEDAL

The Government of India have agreed to the award of medals to Census workers whose services are distinguished by outstanding zeal and quality. I have taken up the question of design and manufacture of the medals with the Government of India Mint, Bombay. Tentatively it is proposed to manufacture 4,100 silver medals and 8,200 bronze medals to be distributed among the various states with reference to the estimated population of 1961. In the meantime you can announce the award of Census medals. You may also announce that those who earned Census medals at the 1951 Census and are working again for the 1961 Census are welcome to wear the medals while attending the instruction classes or going on their rounds of duty in 1960/61.

Yours sincerely,
A. MITRA

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations, West Bengal, Calcutta.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor,
Calcutta-1.

NO. 6C-1/663 *The 20th June, 1960.*

Copy forwarded for information and necessary action to :

(1) The District Magistrate/Deputy Commissioner,
_____.
(2) The Subdivisional Officer,————————,
(3) The Deputy Superintendent of Census Operations, Calcutta.

J. C. SEN GUPTA,
Superintendent of Census Operations, West Bengal & Sikkim.

NO. 2A-14/666 *The 20th June, 1960.*

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations, West Bengal & Sikkim.

To

THE HEADS OF CENTRAL GOVT. OFFICES LOCATED IN CALCUTTA.

DEAR SIR,

I enclose for your information a copy of D.O. Letter No. 7/8/60-RG dated 2-5-60 written by Shri A. Mitra,

I.C.S., Registrar General and *ex-officio* Census Commissioner, India, to all Secretaries of the Ministries of the Government of India. I wish to underline the request made by Shri Mitra, for the purpose of the Census of the City of Calcutta and the State of West Bengal.

In the Districts as well as in the City you may have officers under your control. For the Districts, I would request you to be so good as to issue a Circular to your Officers to respond to the call of the District Officer of the District or the District Census Officer to help in the Census.

Shri S. M. Bhattacharjee, W.B.C.S., has been appointed Deputy Superintendent of Census Operations, for conducting the Census of Calcutta City, with his office at 146/7B, Lower Chitpur Road, Modi Building, Calcutta-1.

I shall be much obliged if you prepare a list of clerks whom you may spare from your office, as well as offices subordinate to you in Calcutta to act as Supervisors and Enumerators. Against the name of each clerk his residential address may be mentioned and the list may kindly be sent direct to the Deputy Superintendent of Census Operations, Calcutta City, at 146/7B, Lower Chitpur Road, Modi Building, Calcutta-1. Needless to say, Shri Bhattacharjee will always be willing to appreciate the work of your own office in making his demands.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2A-14/666/1(2)

Copy forwarded for information to :

(1) The District Magistrate/Deputy Commissioner, ——————.

(2) The Deputy Superintendent of Census Operations, Calcutta.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

D.O. NO. 7/8/60-RG. The 2nd May, 1960.

DEAR——————,

SUBJECT:—*Census 1961—Employment of Central Government servants for enumeration.*

Preliminary arrangements for the 1961 Census are being completed in all the States and the appointment of staff necessary for enumeration (enumerators, supervisors, etc.) will commence throughout the country within the next few months. Actual enumeration will take place between the 10th February, 1961 and the sunrise of 1st March which will be followed by a final check during the first five days of March. The enumeration will, as in the past, be done mostly by the fullest use of all establishments under the control of Governments and local bodies on a voluntary basis.

2. Census enumeration is a nationwide administrative operation involving demand on services of staff which will have to be met from the resources of all establishments throughout the country. It is necessary that the burden should be shared by all Governments. All State Governments have accepted the obligation. This letter is written in order to ensure that the Central Government establishments give the lead in this matter and bear their full share of the burden.

3. All employees of the Central Government (wherever they may be located) with the exception of defence services and police officers, should accept and perform readily any work connected with the enumeration which is placed on them by responsible local Census Officers. The employees should be specifically instructed that they should give no cause for complaint by the officers in charge of the 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 be impressed upon them that the manner in which they have performed census duties should be taken into account in the periodical assessment of their work and conduct.

4. Enumeration work is spread over nearly three weeks, in order to diminish the number of workers for whom demands will be placed on heads of offices and also in order to enable the workers to carry out their duties conveniently. It is necessary that heads of offices should be instructed 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 a period of training which will precede it. The details of the concessions likely to be required will be settled locally. All heads of offices should be instructed to fall in line with the practice which may be adopted by State Governments for this purpose.

5. I should be very grateful if you would kindly issue necessary instructions to all establishments under the control of your Ministry.

Yours sincerely,
A. MITRA.

To
All Secretaries to the
Ministry of the Government of India.

NO. 2A-14/699 The 20th June, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE ALL DEPARTMENTS OF THE STATE GOVT.

SIR,

Please refer to the Chief Secretary's letter No. 1575 AR. dated 8-6-60 and Jt. Secretary, Home (C & E) Department's letter No. 1637-AR dated 14-6-60 on the subject of employment of Government servants for enumeration in 1961 Census. The Govt. of West Bengal have placed the services of their employees at the disposal of the census authorities for employment as Census Officers. Similarly the Registrar General and *ex-officio* Census Commissioner, India has also requested all the Secretaries of the Ministries to the Government of India, to extend all possible help in the taking of Census of 1961.

I shall be grateful if you kindly furnish Shri S. M. Bhattacharjee, W.B.C.S., who has been appointed Deputy Superintendent of Census Operations, for conducting the Census of the Calcutta City, with his office at 146/7B, Lower Chitpur Road, Modi Building, Calcutta-1, with a complete list of staff employed in your office and in offices subordinate to you in Calcutta,

together with their addresses and the number of wards in which they reside. From this list he will be able to select the required census personnel.

This list may please be sent to him by the 2nd week of July, 1960 at the latest.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO.....

Copy to the Deputy Superintendent of Census Operations, Calcutta for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2A-4/A/705 The 20th June, 1960.

From

SHRI J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE, MIDNAPUR.

SIR,

Please refer to your letter No. 133-D.C., dated the 13th June, 1960.

Flt. Lt. S. K. Sen, is expected to remain in charge of the Census of the population residing within the Air Force Station of Kalaikunda and he is expected to work under the guidance of the District Magistrate of Midnapur.

The Air Force Station at Kalaikunda is situated in some mauza or mauzas and the procedure prescribed for the Census in rural areas should be followed. Flt. Lt. S. K. Sen, may be informed accordingly.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2A-4/A/705/1(14)

Copy forwarded to the District Magistrate/Deputy Commissioner,.....for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2C-13/734 *The 27th June, 1960.*

FROM

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE, BURDWAN.

SUB: *Taking Census in Jails, Hospitals, Police Lines etc.*

SIR,

Please refer to your letter No. 1859 J. G. dated the 16th June, 1960, on the subject of the taking of Census in Jails, Hospitals, Police Lines, thana H.Q. and Out Posts, Panagarh Military Base etc.

The population residing in Police Lines, Jails, Hospitals and Military Bases etc., are residents of West Bengal if such Police Lines, Jails, Hospitals and Military Bases etc., are situated in West Bengal. For purpose of the Census, West Bengal has been divided into rural and urban areas. Urban areas include Cantonments. The procedures prescribed for the taking of the Census in rural or urban areas will have to be followed in respect of the personnel residing in Police Lines, Jails, Hospitals. etc., accordingly as the Police Lines, Jails, Hospitals, are situated in rural or urban area. For facility of work, the Census personnel may be drawn from among the residents of these places and they may be appointed as Enumerators, Circle Supervisors and Charge Officers, if necessary. The usual rules regarding the formation of the Enumeration Blocks in rural and urban areas should be followed in respect of such institutions also. It was not therefore considered necessary to issue a special circular to cover such areas.

So far as a Thana Headquarter and Out Post etc., are concerned the population residing in such an institution is rather small and therefore it is not necessary to appoint an employee of the Police department to take the Census of the population in such institutions.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2C-13/734/1(15) *Dated 27-6-60.*

Copy together with a copy of the letter to which this is a reply, forwarded to the :

(1) District Magistrate/Dy. Commissioner,————.

(2) Deputy Superintendent of Census Operations, Calcutta for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 1859 J.G.

FROM

THE DISTRICT MAGISTRATE, BURDWAN.

To

THE SUPERINTENDENT OF CENSUS OPERATIONS,
WEST BENGAL & SIKKIM,
P-11, MISSION ROW EXTN., CALCUTTA.

Dated—16-6-60.

SUB: *Instructions for taking Census in Jails, Hospitals, Police Lines, thana H.Q. and out posts, Panagarh Military base.*

SIR,

Instructions regarding the mode of taking Census of Panagarh Military Base, Police Line, Thana H.Q. and out-posts, jails, hospitals, school, boarding house have

not yet been received and as such no action for formation of charges could be taken in those areas.

I would, therefore, request you to kindly issue necessary instructions.

An early reply will be appreciated.

Yours faithfully,
Sd/- Illegible,
for District Magistrate, Burdwan.

NO. 15/7/59-RG.

The 21st June, 1960.

FROM

SHRI A. MITRA, I.C.S.,
Registrar General, India.

To

SHRI T. HARIHARAN, B.A. BL.,

Convener,
Fishermen Section,
Kerala Pradesh Congress Committee,
Congress House, Ernakulam (Kerala).

SUB: *Census of Fisherman.*

SIR,

In acknowledging the receipt of your letter of the 1st May, which waited while I was away on tour, I write to agree with you that in the last census fishermen as such may have been under-enumerated throughout the country. I had occasion to discuss this matter at a seminar held in Bombay in the beginning of 1959 in connection with fishery statistics. It so happens that fishermen engaged in fishing and allied crafts are often returned as cultivators or agricultural labourers owing to the fact that agriculture or agricultural labour happens to be one of their other occupations. Agriculture or agricultural labourer so dominates the scene of enterprise in our country that genuine fishermen who occasionally do agriculture or agricultural labour are also shown as cultivators or agricultural labourers rather than fishermen. I am circulating a copy of your letter to all State Census Superintendents, together with a copy of my letter, to bring into focus problem of fishermen and their under-enumeration in the census. I trust all State Superintendents will issue suitable instructions in order to ensure that fishermen in every State are properly censused.

Yours faithfully,
A. MITRA,
Registrar General, India.

NO. 15/7/59-RG *The 21st June, 1960.*

Copy together with a copy of Shri Hariharan's letter, to all Superintendents of Census Operations.

Encl. Copy.

A. MITRA,
Registrar General, India.

COPY

T. HARIHARAN, B.A., B.L.,
Convener,
Fishermen Section,
Kerala Pradesh Congress Committee.

Congress House,
Ernakulam.
1st May, 1960.

DEAR FRIEND,

Our next Census is due in 1961. I am writing this letter to request you to utilise the occasion to elicit fisheries statistics also, *viz.*, the number of people engaged in fishing, their dependents, their implements, etc.

At present, such statistics are not available. In the First Five Year Plan, the amount allotted to Fisheries is five crores rupees, while in the Second Plan, it shot up to twelve crores. For the Third Five Year Plan, the amount proposed for Fisheries is about sixty crores rupees. I am pointing out this aspect to illustrate the growing awareness of fisheries and fishermen, and growing importance of their role in the future Plans of our country.

Now, in the Fishery Sector, there are absolutely no reliable satistics. How can there be scientific planning in the absence of correct figures ?

In Kerala, Five Study Groups were constituted to prepare the Third Five Year Plan for Kerala. One of the Groups was exclusively for Fisheries. I had the privilege to serve on it as a representative of fishermen. In the official report presented on fisheries, the number of fishermen given was a lakh. I disputed it and convinced the study group that the population of fishermen was many a multiple more than that. As a result, it was recorded that this aspect should be attended to by Government at the time of the next Census. The fundamental defect in planning in the Fishery Sector can be easily discerned from the fact that while two million people in Kerala depend on fishing for their livelihood, the official figure given is just a lakh !

Kerala is a small State. There are other bigger maritime states where the population of fishermen is manifold. In all the States of India, whether maritime or not, there is a distinct population of fishermen. Statistics regarding them can be brought out only by the proper use of the Census. The requirements of the fisheries and fishermen are entirely different from those of the agriculturists and agriculture. Therefore, it is very important to get at correct figures for proper planning in this Sector.

I commend these aspects for your consideration and request your favour to make use of the next Census to collect information regarding fisheries and fishermen of India.

Yours sincerely,
T. HARIHARAN.

Shri A. Mitra, I.C.S.,
Census Commissioner for India,
Kotah House, Annexe-2,
2/A, Mansingh Road,
New Delhi.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor, Calcutta-1.
The 1st July, 1960.

NO. 2C-11/805

Copy with a copy of the enclosure forwarded to the District Magistrate/Deputy Commissioner,———— for information. ————spare copies are enclosed for distribution among the Subdivisional Officers and those officers who will remain in charge of the Census in the N.E.S. Blocks and thanas in the district.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 1M-1/813 The 2nd July, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE/DY. COMMISSIONER,
————————.

SUB: *Preparation of Map by District Magistrates and Deputy Commissioners.*

SIR,

Please refer to my endorsement No. 1M-1/91 dated 15-4-60, forwarding a copy of the summary of the decisions that were reached at the conference that I had with the Director of Land Records and Surveys, West Bengal.

It was expected that the Director of Land Records and Surveys would be able to arrange the supply of printed copies of the maps of towns both Municipal and Non-municipal but it seems that printed copies of maps in respect of most of the towns can not be obtained from his office in time. You are therefore requested to get a map of each of the towns in your District prepared according to the scale of 16″=1 mile. If the preparation of maps according to scale be not possible, a sufficiently big map of each of the towns may be prepared so that all the streets, lanes and by-lanes in each town may be shown on such a map. If the Settlement Officer be not in a position to prepare such maps then any agency considered to be suitable by you may be employed for the preparation of the maps.

Receipt of the letter may please be acknowledged.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 1M-1/813/1(I)

Copy forwarded to the Director of Land Records and Surveys, West Bengal, Alipore, Calcutta, for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2A-4/A/611 The 13th June, 1960.

To

THE CHIEF SECRETARY TO THE GOVERNMENT OF WEST BENGAL,
WRITERS' BUILDINGS,
CALCUTTA.

SUBJECT: *Postponement of transfer of District Census Officers.*

SIR,

Please refer to my letter No. 2A-3/61/565 dated 1-8-59 on the subject of appointment of District Census Officers and letter No. 5204-G.A./8P-335/59, dated the 21st December, 1959 from the Under Secretary, Home Department, addressed to me, communicating the names of officers who might be appointed as District Census Officers.

District Census Officers have assumed charge of their duties in all the districts and it is essential for the success of the Census that they should not be transferred from their present places of posting till April, 1961. It is also necessary to relieve them of other work, as far as possible with effect from the 1st of July, 1960, as already suggested in my letter, to which a reference has been made above.

You are accordingly requested

(*a*) not to transfer the District Census Officers till April, 1961.

(*b*) to direct the District Magistrates to relieve the District Census Officers of other work as far as possible, so that they may devote most of their time to Census work.

An intimation about the action taken on this letter is requested.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

From

SHRI T. C. DUTT, I.A.S.,
Under Secy. to the Govt. of West Bengal.

To

THE DISTRICT OFFICER,.....

MEMO. NO. 2850-G.A.

Dated, Calcutta, the 8th July, 1960.
17th Ashar, 1882.

The undersigned is directed to enclose herewith a copy of letter No. 2A-4/A/611 dated the 13th June, 1960 from the Superintendent of Census Operations, West Bengal and Sikkim and to request that the District Census Officer may be relieved of their other work as far as possible, so that they may devote most of their time to Census work.

T. C. DUTT.

Under Secretary to the
Government of West Bengal.

NO. 2850/1-G.A.

Copy, with a copy of the enclosure, forwarded to the Commissioner, Presidency/Burdwan Division for information and necessary action.

T. C. DUTT,
Under Secretary to the
Government of West Bengal.

Calcutta,
The 8th July, 1960.

NO. 2850/1-G.A.

Copy, with a copy of the above endorsement, forwarded to the Superintendent of Census Operations, West Bengal and Sikkim for information with reference to his letter No. 2A-4/A/611 dated the 13th June, 1960.

T. C. DUTT,
Under Secretary to the
Government of West Bengal.

Calcutta,
The 8th July, 1960.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Ground Floor, Calcutta.
The 12th July, 1960.

NO. 2A-4/A/910

Copy together with a copy of this office letter No. 2A-4/A/611 dated 13-6-60 forwarded to Shri.....
....., District Magistrate/Deputy Commissioner,
.....for information and necessary action.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2C-10/991. *The 22nd July, 1960.*

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT CENSUS OFFICER,
BIRBHUM.

SUBJECT: *Enumeration of Population in Refugee Camps.*

A reference is invited to his Memorandum No. 2976 RG, dated the 16th July, 1960, forwarding a copy of Memorandum No. 4865, dated the 14th July, 1960, from the Subdivisional Officer, Rampurhat.

No special instruction is necessary for enumerating the population residing in Refugee Camps as the procedure prescribed for the taking of the Census in rural or urban areas will have to be followed in respect of such population depending on whether the camp is situated in rural or urban area. The Government employees in charge of the camp may be employed as Census Officers for taking the Census of the population of the camps. The House-list may be filled up after treating each tent or hut in the camp as a separate building. The Camp Superintendent should NOT be treated as the Head of the Household while enumerating the inmates of the camps.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2C-10/991

Copy together with the copy of Memorandum No. 2976-RG, dated the 16th July, 1960, forwarded to all Distrirct Magistrates and Subdivisional officers, for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

No. 4865

From

THE SUBDIVISIONAL OFFICER, RAMPURHAT,

TO

THE DISTRICT CENSUS OFFICER, BIRBHUM.

Dated 14-7-1960.

SUB: *Enumeration of camp inmates.*

There is no instruction as to the manner of house-numbering and house-listing of camps (Refugee Transit Camps) and taking enumeration of the camp inmates in this office.

You are therefore, requested to kindly move Superintendent of Census, West Bengal & Sikkim for issuing instructions on the above point as early as possible.

D. Das,
for *Subdivisional Officer,*
Rampurhat.

MEMO. NO. 2976-RG.

Office of the District Census Officer,
Birbhum (Suri),
Dated the 16-7-1960.

Copy forwarded to the Superintendent of Census, West Bengal & Sikkim for issuing necessary instructions.

Sd/- Illegible,
for *District Census Officer,*
Birbhum.

NO. 2247/DP/4C-7/60(15) *Dated 22-7-1960.*

From

SHRI N. M. BARDHAN, I.A.S., (Retd.),
DIRECTOR OF PANCHAYATS AND *ex-officio*
JT. SECY., L.S.G. AND PANCHAYAT DEPTT

To

THE DISTRICT MAGISTRATE/DY. COMMISSIONER,
————————.

SUB: *Census Operation—1961 and Panchayat election.*

SIR,

Under Rule 8 of the West Bengal Panchayat Rules 1958, the Block Development Officer and *ex-officio* Inspector of Panchayats is appointed Returning Officer for Panchayat elections in his Block and under Rule 9 he is the authority to announce the Panchayat election programme within his Block. In fixing the Panchayat election programme, he should always take the approval of the District Officer through the District Panchayat Officer. The Block Development Officer should draw up the programme for Panchayat elections in his Block in such a manner that it does not clash with the census operations. The District Panchayat Officer should see that the Block Development Officer draws up the programme accordingly. The District Officer when giving approval to the Panchayat election programme will doubtless ensure that it does not clash with the census operations in his District. An election programme thus approved by the District Officer will not require further approval of the undersigned.

2. If a District Officer thinks that a Panchayat election programme already announced under Rule 9 should be changed on the ground of its clashing with the census operations, he should instruct the Returning Officer and the Returning Officer should act accordingly under Rule 29.

N. M. BARDHAN,
Director of Panchayats & ex-officio
Jt. Secy., L.S.G. & P. Department.

NO. 2247/DP/1(1) *Dated 22-7-60.*

Copy forwarded for information and necessary action to the Superintendent of Census Operations, West Bengal & Sikkim, P-11, Mission Row Extension, Ground Floor, Calcutta-1.

N. M. BARDHAN,
Director of Panchayats & ex-officio
Jt. Secy., L.S.G. & P. Department.

NO. 2247/DP/2 *Dated 22-7-60.*

Copy forwarded for information and necessary action to District Panchayat Officer,————/Block Development Officer,————.

N. M. BARDHAN,
Director of Panchayats & ex-officio
Jt. Secy., L.S.G. & P. Department.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, WEST BENGAL & SIKKIM

P-11, Mission Row Extension,
Calcutta-1.

NO. 2C-25/1012 *The 23rd July, 1960.*

Copy forwarded to the District Magistrate/Deputy Commissioner,.....for information and necessary action.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2A-13/1073 *The 27th July, 1960.*

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal and Sikkim.

To

THE DISTRICT MAGISTRATE/DY. COMMISSIONER,
————————.

SUB: *Appointment of Chairman or Administrator as Charge Officer.*

SIR,

I have the honour to inform you that if the Chairman or the Administrator of a Municipality is placed in overall charge of the Census of that Town, then the Chairman or the Administrator may be appointed as Census Officer by the District Magistrate in the form attached to this letter. The designation of the Chairman or the Administrator of the Municipality will be Census Officer for.....Town, in such a case.

Please acknowledge receipt of the letter.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2A-13/1073

Copy forwarded to the Subdivisional Officer,.....
.....for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

(1) In exercise of the power vested on me by Notification No. 1583-AR dated 8-6-60 of the Government of West Bengal in the Home (Constitution and Election) Department, I hereby appoint you Shri.....as a Census Officer u/s. 4(2) of the Census Act of 1948.
(2) Your designation will be Census Officer for .....Town.

(3) You shall be responsible for the taking of the Census in.....Town and should act in accordance with such instructions as may be issued from time to time.

(4) In the discharge of your duties as a Census Officer you will have the status of a public servant within the meaning of the Indian Penal Code.

Signature.....
Designation.....

NO. 2C-3/1074 The 27th July, 1960.

To

THE JOINT SECRETARY TO THE GOVT. OF WEST BENGAL,
HOME (C & E) DEPARTMENT,
WRITERS' BUILDINGS,
CALCUTTA.

SUBJECT: *Names of places to be treated as Towns for purpose of 1961 Census.*

REFERENCE: *Correspondence resting with this office letter No. 2C/3/425 dated the 20th May, 1960.*

SIR,

I have the honour to forward herewith a final list of places to be treated as towns for the Census of 1961.

As a result of suggestions received from the District Magistrates concerned, the list which was forwarded with this office letter under reference, has been modified.

The approval of the State Government to the list of towns as per list enclosed, may kindly be communicated to me at an early date. This list may please be treated as final.

Yours faithfully,

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2C-3/1074/1(15)

Copy with a copy of the enclosure forwarded to the District Magistrate/Deputy Commissioner..... for information and necessary action. It may be noted that no further suggestion for amending the list will be accepted.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

LIST OF TOWNS

Code No. of District	Code No. of Town	Name of Town	Whether a Municipality	Names and J. L. Nos. of Mauzas in case of Non-municipal town
1	2	3	4	5
		DARJEELING		
1	I	Darjeeling	Municipality	..
1	II	Kalimpong	Ditto	..
1	III	Kurseong	Ditto	..
1	IV	Sillguri	Ditto	..
		JALPAIGURI		
2	I	Jalpaiguri	Municipality	..
2	II	Alipur Duar	Ditto	..
		COOCH BEHAR		
3	I	Cooch Behar	Municipality	..
3	II	Tufanganj	Town Committee	..
3	III	Dinhata	Ditto	..
3	IV	Mathabhanga	Ditto	..
3	V	Mekliganj	Ditto	..
3	VI	Haldibari	Ditto	..
		WEST DINAJPUR		
4	I	Hili	Non-municipal town	*Hili—366* Baikunthapur—365 Basudebpur-363 Dhoranda-359
4	II	Balurghat	Municipality	..
4	III	Islampur	Non-municipal town	Islampur Choprajhar
4	IV	Raiganj	Municipality	..
		MALDA		
5	I	Englishbazar	Municipality	..
5	II	Old Malda	Ditto	..

LIST OF TOWNS—*contd.*

Code No. of District	Code No. of Town	Name of Town	Whether a Municipality	Names and J. L. Nos. of Mauzas in case of Non-municipal town
1	2	3	4	5
		MURSHIDABAD		
6	I	Berhampur	Municipality	..
6	II	Murshidabad	Ditto	..
6	III	Jiaganj-Azimganj	Ditto	..
6	IV	Dhulian	Ditto	...
6	V	Aurangabad	Non-municipal town	Ichhilpara-59
6	VI	Jangipur	Municipality	..
6	VII	Kandi	Ditto	..
		NADIA		
7	I	Krishnagar	Municipality	..
7	II	Nabadwip	Ditto	..
7	III	Ranaghat	Ditto	..
7	IV	Birnagar	Ditto	..
7	V	Taherpur	Non-municipal town	4 Taherpur (part) 2 Bhaduri (part) 3 Mahishdanga (part) 25 Palitpara (part) 28 Barasat (part)
7	VI	Chakdah	Municipality	..
7	VII	Kalyani	Non-municipal town	52 Birpara (part) 78 Chandmari (part) 80 Saguna (part) 79 Joydebbati (part) 76 Uttarbara (part) 77 Barea 67 Ghunghunia 63 Dakshin Ghoshpara (part) 64 Dharmabati 61 Ghusita 53 Char Jadubati (part) 54 Majherchar (part) 56 Char Kanchrapara (part) 65 Jadavbati 60 Krishnadebbati (part) 57 Kanchrapara (part) 59 Dhokradaha 58 Singa 68 Mathurabati 69 Dakshin Bhabanipur (part) 75 Gopalpur (part) 62 Paschim Bishnupur 66 Chak Manikkanda 49 Sarati (part) 51 Muratipur (part)
7	VIII	Gayeshpur Govt. Colony	Ditto	87 Gayeshpur (part) 88 Dogachia (part) 82 Raghunathpur (part) 84 Jadavpur (part) 85 Balighata (part) 86 Kanpur (part)
7	IX	Santipur	Municipality	..
7	X	Fulia	Non-municipal town	50 Baincha (part) 58 Sukpukuria (part) 57 Belgaria (part) 73 Udaypur (part)

LIST OF TOWNS—*contd.*

Code No. of District	Code No. of Town	Name of Town	Whether a Municipality	Names and J. L. Nos. of Mauzas in case of Non-municipal town
1	2	3	4	5
		24-PARGANAS		
8	I	Budge-Budge	Municipality	..
8	II	South Suburban	Ditto	..
8	III	Panchur	Non-municipal town	Akra-1 Makhalhati-2 Panchur-3 Ramdashati-4 Alampur-5 Paharpur-6
8	IV	Garden Reach	Municipality	..
8	V	Haltoo	Non-municipal town	Kasba-13
8	VI	Garfa	Ditto	Garfa-19
8	VII	Jadabpur	Ditto	Jadabpur-35
8	VIII	Santoshpur	Ditto	Santoshpur-22
8	IX	Rajapur	Ditto	Rajapur-23
8	X	Bansdroni	Ditto	Bansdroni-45
8	XI	Purba Putiari	Ditto	Purba Putiari-43
8	XII	Rajpur	Municipality	..
8	XIII	Baruipur	Ditto	..
8	XIV	Jaynagar-Majilpur	Ditto	..
8	XV	Batanagar	Non-municipal town	Mirpur-42 Bangla (Part)-41/2
8	XVI	Nangi	Ditto	Nangi-43 Chak Chandul-44 Hetal Khali-45 Shyampur-46 Sarangabad-47 Kismat Nangi-48 Par Bangala-49 Putkhali-50
8	XVII	Basirhat	Municipality	..
8	XVIII	Baduria	Ditto	..
8	XIX	Taki	Ditto	..
8	XX	Barasat	Ditto	..
8	XXI	Madhyamgram	Non-municipal town	Ganganagar-49 Udayrajpur-43 Chakraghata-26 Chandnagar-44 Doharia-45 Sahara-46 Guchuria-25
8	XXII	Nabapally	Ditto	Baluria-37 Paschim Ichhapur-29 Hariharpur-40 Napara-83 Bhatra-38
8	XXIII	Ashoknagar	Ditto	Kachua-68 Kankpul-33 Kayadanga-31 Banspul-32 Haripur-70 Serpur-69 Maminpur-66 Tababaria-71

LIST OF TOWNS—*contd.*

Code No. of District	Code No. of Town	Name of Town	Whether a Municipality	Names and J. L. Nos. of Mauzas in case of Non-municipal town
1	2	3	4	5
		24-PARGANAS—*concld.*		
8	XXIV	Habra	Non-municipal town	Hijalpukhuria-80 Habra-72 Nagar Thuba (part)-81 Jayagachhi (part)-79 Hat Thuba (part)-78 Kamar Thuba (part)-73
8	XXV	Gobardanga	Municipality	..
8	XXVI	Bangaon	Ditto	..
8	XXVII	Barrackpur Cantonment	Cantonment	..
8	XXVIII	South Dum Dum	Municipality	..
8	XXIX	Dum Dum	Ditto	..
8	XXX	North Dum Dum	Ditto	..
8	XXXI	Dum Dum Aerodrome Area	Non-municipal town	..
8	XXXII	Titagarh	Municipality	..
8	XXXIII	Barrackpur	Ditto	..
8	XXXIV	Bhatpara	Ditto	..
8	XXXV	Naihati	Ditto	..
8	XXXVI	Deulpara	Non-municipal town	Garifa-2 Naihati-3 Kanthalpara-4 Deulpara-5
8	XXXVII	Kanchrapara	Municipality	..
8	XXXVIII	Halisahar	Ditto	..
8	XXXIX	Panihati	Ditto	..
8	XXXX	Khardah	Ditto	..
8	XXXXI	New Barrackpur Colony	Non-municipal town	Agapur-33 Masunda-34 Aharampur-35 Kodalia-36
8	XXXXII	Ichhapur Defence Estate	Ditto	..
8	XXXXIII	Garulia	Municipality	..
8	XXXXIV	North Barrackpur	Ditto	..
8	XXXXV	Baranagar	Ditto	..
8	XXXXVI	Kamarhati	Ditto	..
8	XXXXVII	Diamond Harbour	Non-municipal town	Pirijpur-145 Madhabpur-14 Makalhar-88 Uttar Hazepur-89 Dakshin Hazepur-90 Roynagar-91 Kalinagar-92 508 Coast Battery

LIST OF TOWNS—*contd.*

Code No. of District	Code No. of Town	Name of Town	Whether a Municipality	Names and J. L. Nos. of Mauzas in case of Non-municipal town
1	2	3	4	5
		HOWRAH		
9	I	Howrah City	Municipality	..
9	II	Bally	Ditto	..
		HOOGHLY		
10	I	Pandua	Non-municipal town	Pandua-108
10	II	Bansberia	Municipality	..
10	III	Hooghly-Chinsurah	Ditto	..
10	IV	Chandernagore	Municipal Corporation	..
10	V	Bhadreswar	Municipality	..
10	VI	Champdani	Ditto	..
10	VII	Baidyabati	Ditto	..
10	VIII	Serampur	Ditto	..
10	IX	Rishra	Ditto	..
10	X	Konnagar	Ditto	..
10	XI	Kotrung	Ditto	..
10	XII	Uttarpara	Ditto	..
10	XIII	Arambagh	Ditto	..
10	XIV	Nabagram Colony	Non-municipal town	Bura Bahera-5 Khorda Bahera-6 Konnagar (part)
		BURDWAN		
11	I	Burdwan	Municipality	..
11	II	Memari	Non-municipal town	Memari-151 Joanpur-153 Khanro-152
11	III	Gushkara	Ditto	..
11	IV	Chittaranjan	Ditto	Barmuri Amladihi Sundarpahari Fatehpur Durgadi Uparkeshia
11	V	Kulti	Ditto	Kulti Kundua Punuri Kuldi
11	VI	Neamatpur	Ditto	Neamatpur Kumardiha Bhanra
11	VII	Barakar	Ditto	Barakar
11	VIII	Disergarh	Ditto	Disergarh Sanctoria
11	IX	Burapur	Ditto	Hirapur Santa Narsingbad
11	X	Asansol	Municipality	..
11	XI	Jamuria	Non-municipal town	Jamuria
11	XII	Raniganj	Municipality	..

LIST OF TOWNS—*contd.*

Code No. of District	Code No. of Town	Name of Town	Whether a Municipality	Names and J. L. Nos. of Mauzas in case of Non-municipal town
1	2	3	4	5
		BURDWAN—*concld.*		
11	XIII	Ondal	Non-municipal town	Ondal Ramprasadpur
11	XIV	Ukhra	Ditto	Ukhara Chak Banbahal
11	XV	Kalna	Municipality	..
11	XVI	Katwa	Ditto	..
11	XVII	Dainhat	Ditto	..
11	XVIII	Durgapur Steel Project Area	Non-municipal town	Chak Gopaldebpur-45 Benachiti-67 (Part) Bhiringi-68 (Part) Faridpur-74 (Part) Dhandabag-66 (Part) Bijupora-57 (Part) Amrai-58 (Part) Kururia-56 (Part) Mahishkhapuri-75 (Part) Gopinathpur-85 (Part) Goalara-78 (Part) Radhamadhabpur-87 (Part) Phuljhari-82 (Part) Kamalpur-47 (Part) Chak Bhabani-77 (Part) Pardai-76 (Part) Mamra-86 (Part) Sobhapur-46 (Part) Parulia-44 (Part) Banagram 73 (Part) Punabad-69 (Part) Mejedihi-65 (Part) Sajara-63 (Part) Waria-64 (Part) Dhunara-70 (Part) Pursha-71 (Part) Gopalmath-54 (Part) Ondal-52 (Part) Dubchururia-55 (Part) Srirampur-56 (Part) Mohanpur-61 (Part) Jajurbandh-62 (Part) Angadpur-89 (Part) Par Radhamadhabpur-88 (Part) Raturia-90 (Part) Arjunpur-73 (Part)
11	XIX	Durgapur Coke Oven Plant Area	Non-municipal town	Gopinathpur-85 Birbhanpur-91 Radhamadhabpur-87

LIST OF TOWNS—*contd.*

Code No. of District	Code No. of Town	Name of Town	Whether a Municipality	Names and J. L. Nos. of Mauzas in case of Non-municipal town
1	2	3	4	5
		BIRBHUM		
12	I	Suri	Municipality	..
12	II	Bolpur	Ditto	..
12	III	Rampurhat	Ditto	..
		BANKURA		
13	I	Bankura	Municipality	..
13	II	Khatra	Non-municipal town	Senapatia-189 Panpra-191 Khatra-192 Kandnasol-193 Ledisol-195
13	III	Vishnupur	Municipality	..
13	IV	Sonamukhi	Ditto	..
13	V	Patrasair	Non-municipal town	Patrasair-49
		MIDNAPUR		
14	I	Midnapur	Municipality	..
14	II	Amlagora	Non-municipal town	Junsol-479 Ledagamar-474 Amlagora-482 Radhanagar-486 Bandgora-487 Ganakbandi-488 Jharboni-489 Bara Pancharol-494 Ranlia-515
14	III	Garhbeta	Ditto	Lapuria-484 Gangani-485 Garhbeta-570 Ghorapota-582 Sijdiha or Silauria-583 Panchmaldanga-585
14	IV	Balichak	Ditto	Bhogpur-440 Hamirpur-428 Gotgeria-439 Ghalmi-426 Thakurchak-427 Gaurangapur-429 Bisrigerya-391 Raghunathpur-362 Kanuram-442 Doluchak-441
14	V	Kharagpur Town Includes : (*a*) Kharagpur Municipality (*b*) Indian Institute of Technology Area. (*c*) Kharagpur Railway Settlement. (*d*) Parts of mauzas and whole mauzas of Inda and Kharida Union Board not included in (*a*), (*b*) and (*c*).		
14	VI	Contai	Municipality	..
14	VII	Tamluk	Ditto	..

LIST OF TOWNS—*concld.*

Code No. of District	Code No. of Town	Name of Town	Whether a Municipality	Names and J. L. Nos. of Mauzas in case of Non-municipal town
1	2	3	4	5
		MIDNAPUR—*concld.*		
14	VIII	Mahisadal	Non-municipal town	Ghagra-140 Garkamalpur-112 Teropekhya-113 Sarberya-139
14	IX	Ghatal	Municipality	..
14	X	Kharar	Ditto	..
14	XI	Ramjibanpur	Ditto	..
14	XII	Chandrakona . . .	Ditto	..
14	XIII	Khirpai	Ditto	..
14	XIV	Jhargram	Non-municipal town	Nunnigerya-359 Raghunathpur-360 Chandipur-361 Keshabdihi-362 Nutandihi-363 Balaramdihi-369 Jangal Khas-390 Bachhurdoba-394 Jangal Khas-395 Jhargram-396 Chak Jangal khas *urf* Joygerya-399 Munishisai-400 Srirampur-356 Bharatpur-357 Benagerya-358 Bamda-364
		PURULIA		
15	I	Purulia	Municipality	..
15	II	Adra	Station Committee	..
15	III	Balarampur	Union Committee	..
15	IV	Raghunathpur . . .	Municipality	..
15	V	Jhalda	Ditto	..

NO. 3A-11/1072 The 28th July, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE/DY. COMMISSIONER.

SUB: *Honorarium for House-numbering and House-listing.*

SIR,

This is to inform you that it has been decided to pay Rs. 5 as honorarium for House-numbering and House-listing including cost of house-numbering material and carriage cost of paint, pot, brushes and stencils in respect of 150 buildings in rural areas and 120 Census houses in urban areas.

As regards honorarium to be paid to the Enumerators for enumeration, the rate will be intimated only after the enumeration blocks have been finally delimited. You are, therefore, requested to furnish this office after the house-listing is completed with the maximum and the minimum population figures in the blocks in the rural and urban areas separately so as to enable me to fix the rate for each enumeration block.

Yours faithfully,

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 3A-11/1072

Copy forwarded for information to:

1. The Deputy Superintendent of Census Operations, Calcutta.
2. The Subdivisional Officer,.....

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

IMMEDIATE

GOVERNMENT OF WEST BENGAL

Home (GA)
..... Department

From

SHRI T. C. DUTT, I.A.S.,
Under Secy. to the Govt. of West Bengal.

To

THE COMMISSIONER, PRESIDENCY/BURDWAN DIVISION.

NO. 3207-GA. Dated, Calcutta, the 6th August, 1960.
8P-44/60 15th Sraban, 1882.

SUBJECT: *Decennial Census of 1961—Employment of Enumerators, Circle Supervisors and Charge Officers for the purpose.*

SIR,

I am directed to enclose for your information a copy of letter No. 2M-10/868 dated the 8th July, 1960, from the Superintendent of Census Operations, West Bengal and Sikkim on the above noted subject, and to request that in view of the circumstances explained therein routine transfers of Charge Officers may not be made between now and April, 1961.

Yours faithfully,
T. C. DUTT,
Under Secy. to the Govt. of West Bengal.

NO. 3207/1—GA The 6th August, 1960.

Copy forwarded to the Superintendent of Census Operations, West Bengal and Sikkim, P-11, Mission Row Extension, Calcutta, for information with reference to his letter No. 2M-10/868 dated the 8th July, 1960.

T. C. DUTT,
Under Secy. to the Govt. of West Bengal.

Copy of letter No. 2M-10/868 dated 8-7-60 from Shri J. C. Sen Gupta, I.A.S., Superintendent of Census Operations, West Bengal & Sikkim addressed to the Chief Secretary to the Government of West Bengal, Writers' Buildings, Calcutta.

SIR,

I have the honour to inform you that approximately 50,000 (fifty thousand) persons will have to be employed as Enumerators to take the Census of the population of West Bengal in 1961. These 50,000 (fifty thousand) persons will have to be trained up thoroughly in Census concepts and procedure. In the District, the District Census Officer will hold as many training classes as possible but it would not be physically possible for him to train up all the Enumerators and other Census personnel himself, because in a district with a population of twelve lakhs approximately 2,000 (two thousand) Enumerators would be required, not to speak of Circle Supervisors and Charge Officers.

It would accordingly be necessary for the District Census Officers to seek the assistance of other Gazetted Officers stationed in the District so that the responsibility of imparting training to Census personnel that will be employed within a Police Station may be delegated to each such officer. The Development Commissioner, West Bengal, has already agreed to place the services of the Block Development Officers at the disposal of the District Magistrates for utilisation in Census work. The Block Development Officers will accordingly be employed as Assistant Census Officers and will remain in charge of the Census within the Block. The District Magistrates have also been utilising the services of the Circle Officers, in pursuance of the direction contained in Home (G.A.) Department letter No. 852-G.A./8P-44/60, dated 5-3-60, for the purpose of the Census and each Circle Officer has been placed in charge of the Census of a particular thana.

According to the programme of work drawn up for the Census, the training of the Census personnel will have to be commenced in August 1960 and therefore it is of the utmost importance that officers employed in Census work should not be transferred between July, 1960 and April, 1961. Transfer of such officers during this period would seriously impair the quality of training of Census personnel and would ultimately affect the accuracy of the Census.

The Development Commissioner has kindly consented not to make routine transfer of Block Development Officers between July, 1960 and April, 1961. I shall be grateful if you also kindly request the Commissioners of Divisions not to ordinarily transfer Circle Officers from their present places of posting till April, 1961. The Secretaries and Joint Secretaries in charge of the various departments of Government may also be requested not to transfer persons engaged in Census work during this period.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

CENSUS URGENT

OFFICE OF THE DISTRICT MAGISTRATE, MIDNAPORE.

MEMO. NO. 295/D.C.
Dated the 12-8-60.

THE SUPERINTENDENT OF CENSUS OPERATIONS
WEST BENGAL & SIKKIM,
P-11, Mission Row Extension,
Calcutta.

SUB: *Honorarium for House-numbering and House-listing.*

SIR,

Please refer to your letter No. 3A-11/1072, dated 28th July 1960 on the above subject. The honorarium has been fixed at Rs. 5 in respect of 150 buildings in rural areas and 120 census houses in urban areas. Presumably the order is to pay that sum to every house-numberer and house-lister for the work in respect of any number of buildings and census-houses upto 150 buildings and 120 census houses in rural and urban areas respectively. This may please be confirmed.

Although most of the cases will be covered by this order, yet a few cases may occur where a house-numberer is to work in respect of a number of houses beyond that ceiling. The honorarium that is to be paid in that case may be stated.

Yours faithfully,
Sd/-
for District Magistrate, Midnapore.

MEMO. NO...../1 D.C. Dated.....

Copy forwarded to S.D.O., Contai/Tamluk/Ghatal/Jhargram for information with reference to this office No. 254(13), dated 3-8-60.

Sd/-
for District Magistrate, Midnapore.

NO. 3A-11/1285 The 17th August, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE DISTRICT MAGISTRATE, MIDNAPORE.

SIR,

Please refer to your letter No. 295/D.C., dated the 12th August, 1960, on the subject of honorarium to be paid for house-numbering and house-listing.

The rates indicated in my letter No. 3A-11/1072, dated the 28th July, 1960, can be broken up into certain amounts per building and per Census House on a proportionate basis. Thus in rural areas the honorarium to be paid for numbering one building and for filling up the house-list in respect of that building will be Rs. 5 divided by 150=3·3 nP. Similarly rate in urban areas for numbering a Census House in respect of that building will be Rs. 5 divided by 120=4·2 nP. It, therefore, should not be difficult to pay a House-numberer the exact amount of honorarium, depending on the number of buildings or Census Houses covered by him.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 3A-11/1285, dated 17th August, 1960.

Copy together with a copy to which this is a reply, forwarded to all District Magistrates and Subdivisional Officers, for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2C-16/222 The 3rd May, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bangal & Sikkim.

To

THE DEVELOPMENT COMMISSIONER, WEST BENGAL,
RAJ BHAVAN, CALCUTTA.

SIR,

The next Census of the population of West Bengal will be held in 1961, the reference time being the sunrise of the 1st of March of that year. Preparations are in progress in every district for the enumeration which will take place between the 10th and 28th of February, 1961. One of the important preliminary steps in connection with the Census is the division of the country into suitable small areas, called Enumeration Blocks and the selection of persons to enumerate the population residing in each such small area. This small area is known as the Enumeration Block and the person who is placed in charge of the enumeration of the population residing in that block is known as the Enumerator. On an average, one Enumerator will be required for every 600 (six hundred) of the population.

Since it is the Enumerator who will actually take the Census of the population, it is absolutely necessary that he should be adequately trained in Census concepts and procedure. In a district containing a population of 1,200,000 (Twelve Lakhs), approximately 2,000 (two thousand) Enumerators would be required for taking the Census. It would obviously not be possible for any one to thoroughly train up such a large number of men by himself. In actual practice, therefore, the Circle Officer or the Block Development Officer would have to be made responsible for the training of the Census personnel within a thana or a National Extension Service Block. The Circle Officer or Block Development Officer may quite easily hold training classes for the Census personnel in the interior of the thana or the Block during the course of his ordinary tours within

his jurisdiction. The additional work on account of the Census should not therefore place any serious obstacle to the discharge of his normal duties by the Block Development Officer or the Circle Officer. On the other hand, the Census would provide valuable data which can be used with profit by the Development Department in formulating plans for the economic and social uplift of the people of the State.

May I, therefore, hope that it would be possible for you to agree to the utilisation of the services of the Block Development Officers for the purpose of the Census in the manner indicated above. If there be no objection to the utilisation of the services of the Block Development Officers for the Census then I would request you not to transfer them between July, 1960 and March, 1961, as otherwise the training of the Census personnel would receive a set-back.

An early reply is requested.

Yours faithfully,
J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

GOVERNMENT OF WEST BENGAL

DEPARTMENT OF COMMUNITY DEVELOPMENT AND EXTENSION SERVICE, RAJ BHAVAN.

NO. 8488(15)-CDP/6S-23/60.
Calcutta, the 8th July, 1960.

From

THE DEVELOPMENT COMMISSIONER,
WEST BENGAL.

To

1. THE DISTRICT MAGISTRATE,
2. THE DEPUTY COMMISSIONER,

SUBJECT: *Utilisation of the services of the Block Development Officer for the Census of the population of West Bengal, 1961.*

The undersigned is directed to forward herewith a copy of letter No. 2C-16/222, dated 3rd May, 1960 from the Superintendent of Census Operations, West Bengal and Sikkim, on the subject mentioned above and to say that the services of the Block Development Officers may be utilised, without serious detriment to their normal work, in connection with the Census of the population of West Bengal, 1961 in the manner indicated below :

(*i*) The Block Development Officers may be appointed as Assistant Census Officers and may remain in charge of the Census Operations in their respective Blocks.

(*ii*) As Assistant Census Officers they may be made responsible for distribution and collection of Census forms and they may also be the channel of communication between the Subdivisional Census Officer and the Enumerators, the Supervisors and the Charge Officers.

(*iii*) The Block Development Officers may be made responsible for the training of the Census personnel within their respective Blocks and for the purpose of training they may hold training classes in the interior of the Blocks in the course of their ordinary tours. If the training of Census personnel cannot be completed in the course of ordinary tours, then the Block Development Officers may undertake special tours within their jurisdictions for holding additional training classes.

2. Any extra expenditure towards travelling allowances, cost of stationeries, etc., for Census work would be borne by the Superintendent of Census Operations.

3. It has also been decided that the Block Development Officers should not normally be transferred from one Block to another between July, 1960 and March, 1961 so that there may not be any dislocation in the Census work.

4. It may be impressed upon the Block Development Officers that they should give due importance to the Census work and do the same to the best of their ability.

Sd./-
Development Commissioner & Secretary
(Ex-Officio) to the Govt. of West Bengal.

D.O. No. 2C-25/1093 The 29th July, 1960.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

MY DEAR SINGH,

Please recall the discussion that I had with you at Howrah the other day regarding the shifting of the dates of Election of Commissioners of the Howrah and Bally Municipalities. As the dates already fixed for the Election of Commissioners of these two Municipalities fall in the early part of March, almost all the Commissioners who were present at the meeting that was held on the 26th instant, expressed the opinion that they would not be able to work for the Census unless the dates were changed. I would accordingly request you to arrange to shift the dates of Election of Commissioners of these two Municipalities so that the Commissioners might devote proper attention to Census work.

Yours sincerely,
J. C. SEN GUPTA.

SHRI T. B. SINGH, I.A.S.,
Additional District Magistrate,
Howrah.

MEMO. NO. 2C-25/1093/1(15)

Copy forwarded to the District Magistrate/Deputy Commissioner,————————for information with the request to shift the date of the Election of the Commissioners of a Municipality should the date already fixed interfere with Census work.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

NO. 2C-6/3596 *The 13th January, 1961.*

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

To

THE SUPERINTENDENT OF POLICE,
————————.

SIR,

I have the honour to inform you that the Census of West Bengal will be taken between the 10th of February and the 5th of March, 1961, the object being to ascertain the population of the State at the sunrise of the 1st of March, 1961. The general plan is to count persons at their usual places of residence but this plan obviously can not be followed in respect of homeless persons. Homeless persons usually move about from place to place and they can not be counted over a number of days as otherwise the same person might be counted more than once.

It has accordingly been decided to take the Census of such persons from 1900 hrs. to 2200 hrs. on the 28th February, 1961. It has been decided to have the Census of such persons taken through the enumerators who will take the Census of the population residing in houses. Each such enumerator will be placed in charge of a very small well-defined portion of the district and he will enumerate the population residing in the houses situated in that area. In the night of the 28th February, 1961, between the hours mentioned above, he will go round his block (the area entrusted to his care) and enumerate all homeless persons who may be found in it. There is, however, a risk that an enumerator may be molested by some homeless persons, who are probably not very law-abiding. It would therefore be necessary to provide sufficient numbers of stationary and mobile police-pickets at suitable places who may be able to come to the help of the enumerator in case of need. In rural areas, the pickets may be composed of Chowkidars (members of the rural police).

You are accordingly requested to help in the taking of the Census of the homeless population of your district by providing adequate numbers of stationary and mobile police-pickets between 1900 hours and 2200 hours of the 28th February, 1961. The details of the blocks into which your district has been divided for the purpose of the Census may be obtained from the District Magistrate.

An early reply, confirming that the help requested for would be forthcoming, would be much appreciated.

Yours faithfully,

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

MEMO. NO. 2C-6/3596

(1) Copy forwarded to the District Magistrate/ Deputy Commissioner,————————for information with the request to treat this as the Circular relating to Census of Homeless Population.

(2) The Subdivisional Officer,————————for information.

J. C. SEN GUPTA,
Superintendent of Census Operations,
West Bengal & Sikkim.

APPENDIX IV

(i) Names and Designation of the District Census Officers

Name of District	Name of the District Census Officer
1. Darjeeling	Shri A. K. Dasgupta No. II, Sub-Dy. Magistrate and Sub-Dy. Collector.
2. Jalpaiguri	,, Panchanan Chakraborty, Sub-Dy. Magistrate and Sub-Dy. Collector.
3. Cooch Behar	,, Debabrata Sen, Dy. Magistrate and Dy. Collector.
4. West Dinajpur	,, J. Dutta Gupta, Dy. Magistrate and Dy. Collector.
5. Malda	,, Sukhamay Ganguly, Dy. Magistrate and Dy. Collector.
6. Murshidabad	,, Stephen M. Mondal, Dy. Magistrate and Dy. Collector.
7. Nadia	,, Manasa Charan Dutta, Dy. Magistrate and Dy. Collector.
8. 24-Parganas	,, Santi Sankar Mukherjee, Dy. Magistrate and Dy. Collector.
9. Howrah	,, Kali Prasad Banerjee, Dy. Magistrate and Dy. Collector.
10. Hooghly	,, Bisweswar Ray, Dy. Magistrate and Dy. Collector.
11. Burdwan	,, Mukti Ranjan Mazumdar, Dy. Magistrate and Dy. Collector.
12. Birbhum	,, Rajendra Nath Sarkar, Dy. Magistrate and Dy. Collector.
13. Bankura	,, Asoke Mohan Roy, Dy. Magistrate and Dy. Collector.
14. Midnapur	,, Subimal Dutta, Dy. Magistrate and Dy. Collector.
15. Purulia	,, Sibes Niyogi, Dy. Magistrate and Dy. Collector.
16. Calcutta	,, Sachindra Mohan Bhattacharjee, Dy. Magistrate and Dy. Collector, Dy. Superintendent of Census Operations, Calcutta City.

APPENDIX IV—*contd.*

(ii) Details of the actual staff employed exclusively on Census works in various District and Subdivisional Offices

District/Subdivision	No. of U. D. Clerks	No. of L. D. Clerks	No. of Peons
1. *Darjeeling*—			
District Office	1	1	1
Siliguri Subdivision	..	1	1
Kurseong Subdivision	..	1	1
Kalimpong Subdivision	..	1	1
Total	**1**	**4**	**4**
2. *Jalpaiguri*—			
District Office	1	1	1
Alipur Duars Subdivision	..	1	1
Total	**1**	**2**	**2**
3. *Cooch Behar*—			
District Office	1	1	1
Dinhata Subdivision	..	1	1
Tufanganj Subdivision	..	1	1
Mekliganj Subdivision	..	1	1
Mathabhanga Subdivision	..	1	1
Total	**1**	**5**	**5**
4. *West Dinajpur*—			
District Office	1	1	1
Raiganj Subdivision	..	1	1
Islampur Subdivision	..	1	1
Total	**1**	**3**	**3**
5. *Malda*—			
District Office	1	1	1
Total	**1**	**1**	**1**
6. *Murshidabad*—			
District Office	1	1	1
Kandi Subdivision	..	1	1
Lalbagh Subdivision	..	1	1
Jangipur Subdivision	..	1	1
Sadar Subdivision	..	1	..
Total	**1**	**5**	**4**
7. *Nadia*—			
District Office	1	1	1
Ranaghat Subdivision	..	1	1
Sadar (North) Subdivision	..	1	..
Total	**1**	**3**	**2**
8. *24-Parganas*—			
District Office	1	4	2
Barasat Subdivision	..	1	1
Basirhat Subdivision	..	1	1
Sadar Subdivision	2	..	..
Diamond Harbour Subdivision	..	1	1
Bongaon Subdivision	..	1	1
Barrackpur Subdivision	1	4	1
Total	**4**	**12**	**7**

APPENDIX IV—*concld.*

(ii) Details of the actual staff employed exclusively on Census works in various District and Subdivisional Offices—*concld.*

District/Subdivision	No. of U. D. Clerks	No. of L. D. Clerks	No. of Peons
9. *Howrah*—			
District Office	2	4	1
Uluberia Subdivision	..	1	1
Total	**2**	**5**	**2**
10. *Hooghly*—			
District Office	1	1	1
Chandernagore Subdivision	..	1	1
Serampur Subdivision	..	1	1
Arambagh Subdivision	..	1	1
Sadar Subdivision	..	1	..
Total	**1**	**5**	**4**
11. *Burdwan*—			
District Office	1	1	1
Asansol Subdivision	1	1	1
Kalna Subdivision	..	1	1
Katwa Subdivision	..	1	1
Total	**2**	**4**	**4**
12. *Birbhum*—			
District Office	1	2	1
Rampurhat Subdivision	..	1	1
Total	**1**	**3**	**2**
13. *Bankura*—			
District Office	1	2	1
Vishnupur Subdivision	..	1	1
Total	**1**	**3**	**2**
14. *Midnapur*—			
District Office	2	3	1
Contai Subdivision	..	1	1
Tamluk Subdivision	..	1	1
Ghatal Subdivision	..	1	1
Jhargram Subdivision	..	1	1
Total	**2**	**7**	**5**
15. *Purulia*—			
District Office	1	2	1
Total	**1**	**2**	**1**

APPENDIX V

ADMINISTRATION REPORT OF THE DEPUTY SUPERINTENDENT FOR CALCUTTA CITY

1. Appointment of Deputy Superintendent of Census Operations, Calcutta City and Assistant Superintendent of Census Operations, Calcutta City and preliminaries— I joined my duties as Deputy Superintendent of Census Operations, Calcutta City on the 16th November, 1959 in the afternoon and the Assistant Superintendent of Census Operations joined on the 2nd January, 1960 in the afternoon. Calcutta because of its manifold peculiarities and complexities such as large number of Streets, Roads, Lanes and Bye-Lanes, changing topography with ever-growing number of premises, ever-swelling population of diverse nature, large number of public institutions, and huge floating population, is treated as good as a District for the purpose of conducting its Census Operations.

Hitherto the practice of conducting Census in Calcutta was that it was done by the State Superintendent of Census Operations through a Special Officer or Deputy Superintendent after the Corporation of Calcutta chose this course and entrusted the work of conducting Census in Calcutta to Government agency. But for Calcutta Census of 1961, the question of asking the Corporation of Calcutta its opinion about conducting Census of Calcutta by the Corporation itself did not arise because of passing of the Calcutta Municipal Act of 1951 which came into force from 1-5-52 whereby it is no longer the responsibility of the Corporation of Calcutta to conduct the Census of Calcutta City. In 1961 Census of Calcutta was therefore a responsibility of the Central Government. It was therefore a different atmosphere where we had to work. Nevertheless, we got co-operation and assistance from the Corporation at every stage of Census Operations. Sri P. C. Mazumdar, I.A.S. (Retd.), Commissioner of the Calcutta Corporation and Sri Lokenath Bal, Deputy Commissioner II of the Calcutta Corporation were always ready to help us. But they had to consult committees of Councillors and place matters regarding Calcutta Census before the General Meeting of the Councillors.

Immediately after I joined, the State Superintendent and myself met the Commissioner of Calcutta Corporation on 27-11-59 for discussion about the Census of Calcutta and on 28-11-59, the State Superintendent wrote to the Commissioner of Calcutta Corporation as follows :—

"The next decennial Census of the population of India will be held in 1961, the reference date being the 1st of March. It will be the tenth Census of West Bengal and the second since Independence.

On the occasion of every Census in the recent past, the Corporation of Calcutta ungrudgingly placed the services of its employees at the disposal of the Census authorities for the holding of the Census of population of Calcutta City. Up to the Census of 1951, the Corporation had the option of conducting the Census either through its own agency or through the agency of the Census department of the Government but on every occasion, the Corporation decided to have the Census conducted under the supervision of the Superintendent of Census Operations of Bengal and his subordinate Officers. So far as the Census of 1961 is concerned, the Corporation has no longer any option of holding it under its own auspices, due to the absence of such a provision in the Calcutta Municipal Act of 1951 but it is hoped that the Corporation would not, on that account, withhold its help to the Census Department—the kind of help it has so long extended to the Census Department on the occasion of every Census.

Census might be a Central responsibility but it cannot be denied that the Corporation and other local authorities derive manifold benefits from it. I would accordingly request that help in the forms mentioned below be extended to the Census Department for making the 1961 Census a success.

The enumeration in 1961 will be non-synchronous, as was the case in 1941 and in 1951. It is accordingly necessary to know accurately the number of buildings in the City, with a view to enumerating persons against the buildings in which they reside. The assessment registers maintained by the Corporation are expected to be of very great help in obtaining an idea of the number of buildings in every street and lane in the City. The information so obtained, will of course have to be verified by field-checking by our staff but the entries in the assessment registers will provide the basic information on which the whole scheme of the Census of Calcutta will be built up. It is accordingly requested that facility may be accorded to the staff of this office to copy out the assessment registers. If such facility can not be granted during office hours, then there would be no objection from this office to employ the copyists outside office hours. The number of copyists who may be provided with accommodation in the office of the Corporation may please be intimated at an early date along with the date from which the work of copying may be started.

For the purpose of the Census, it is proposed to divide the City of Calcutta into small areas, containing approximately 500 to 700 persons. Each such area will be known as a block and will be in charge of an Enumerator. There will be a Circle Supervisor in charge of 5 or 6 Enumerators, the area under his supervisory charge being known as a Circle. A number of Circles will be grouped together under a Charge Superintendent and a number of Charges will be supervised by a District Census Officer. The District Census Officers will work under the guidance and supervision of the Assistant and the Deputy Superintendents of Calcutta City, who will in their turn, be guided by the Superintendent of Census Operations, West Bengal and Sikkim. The Corporation of Calcutta may depute suitable members of its staff to work as Enumerators, Supervisors and Charge Superintendents.

Before the work of enumeration can be taken up, it would be necessary to assign Census numbers to buildings. In almost all cases, the municipal premises number will be used in respect of buildings but as many buildings will have to be divided into Census houses, actual numbering of all buildings for the purpose of indicating the numbers of Census houses in them, will be necessary. Immediately after or preferably simultaneously with house-numbering, a form known as House-list will have to be filled up. As the preparation of the House-list requires some grasp over some of the concepts which will be used in the Census, it would be preferable to have the house-numbering and house-listing done by those who will be ultimately employed as Enumerators.

It is proposed to pay some amounts, by way of honoraria, for house-numbering and house-listing and for enumeration, the details of which will be communicated to you later. The important point that I wish to emphasise in this connection is that the amount of honorarium is not strictly relevant so far as the work is concerned. Census work in India having been always voluntarily done by the citizens as an important public duty. Indeed, the practice of honorary work by the Citizens has made the Indian Census the unique of its kind in the world. It would perhaps not be unreason-

able for me to hope that the Corporation would depute as many of its employees as possible to work as enumerators, Circle Supervisors and Charge Superintendents.

An early reply is requested".

The Commissioner was pleased to inform us on 7-12-59 that we were allowed to take copies by engaging our staff from the Assessment Registers from the Assessment Department of the office of the Calcutta Corporation, from 7-30 A.M. to 10-30 A.M. in the morning hours, so that the work of our copyists might not interfere with the work of the Corporation staff. The Commissioner was also kind enough to depute some of his staff to assist our copyists. The first batch of Copyists numbering 9 started work from 12-12-59 to make copies from the Assessment Registers maintained by Calcutta Corporation. The number of Copyists subsequently rose to 14. The Assessment volumes of 80 Wards of the Calcutta Corporation were at times required by the different sections of Calcutta Corporation but in spite of this the Assessor helped us a lot to finish copying work by 31-3-60.

2. Assessment Books of Calcutta Corporation—The entries in the Assessment Books-Lands & Buildings and the Assessment and Inspection Books-Bustees of the Calcutta Corporation provided the basic information on which the whole scheme of the Census of Calcutta was built up.

Assessment of premises is periodically revised and revalued by the Corporation and the last revaluation of 52 Wards out of a total of 80 of this City was done within 1957-60. The data collected from the Assessment Registers and Bustee Inspection Books were more or less upto-date.

Assessment lists were copied in triplicate separately for Bustee premises and non-Bustee or Pucca premises. One copy was meant for the use of the Charge Officer and the 2nd copy was meant for the use of the Circle Supervisor and the 3rd copy was meant for preservation. The copied lists furnished the following information :—

(A) For Lands and Buildings, *i.e.*, for Pucca premises:

(1) No. of Municipal Premises.

(2) Description of the premises, *i.e.*, the No. of stories and the purpose for which used, *viz.*, whether dwelling, shop etc.

(3) Name of the recorded occupier or occupiers.

(B) For Bustees :

(1) No. of Municipal premises.

(2) Hut No.

(3) Name and address of owner.

(4) Name of occupiers.

During the copying either the Asstt. Superintendent of Census Operations or myself remained present in the Corporation Office to supervise the work. These Assessment lists were of great importance, because they gave us an idea of the number of premises in Non-Bustee areas, number of premises and of Huts in Bustee areas, the lists of Roads, Streets, Lanes and Bye-Lanes of Calcutta City ward-wise, of probable number of Census houses in Calcutta and description of the Blocks or areas formed for purposes of house-numbering and enumeration.

The Copyists after finishing copying work in Calcutta Corporation Office were engaged in checking and comparing the copied assessment lists with the revised Electoral Rolls of 1958 of the Calcutta City, of Government of West Bengal and street lists prepared by the Calcutta Corporation. The purpose for this check and comparison was to finally prepare the ward-war lists of premises and of Roads, Streets, Lanes and Bye-Lanes.

3. Appointment of 5 District Census Officers—For the purpose of Calcutta Census, the City comprising of 80 Wards of Calcutta Corporation was divided into 5 Districts, each District being in charge of a District Census Officer. The District Census Officer-I (North) had his jurisdiction over Calcutta Municipal Wards Nos. 1 to 14, 29 & 32, the District Census Officer-II (Central) had his jurisdiction over Calcutta Municipal Wards Nos. 17 to 28, 30, 31, 34, 37 to 46 & 50 to 54, the District Census Officer-III (East) had his jurisdiction over Calcutta Municipal Wards Nos. 15, 16, 33, 35, 36, 47 to 49, 55 to 58 & 60, the District Census Officer-IV (South) had his jurisdiction over Calcutta Municipal Wards Nos. 59 & 61 to 75 and the District Census Officer-V (Tollyganj) had his jurisdiction over Calcutta Municipal Wards Nos. 76 to 80. One District Census Officer joined on 2-5-60, two joined on 21-7-60, one on 4-8-60 and the other on 5-8-60. Three of these Officers who were kanungoes—I joined the Census Department on deputation from the Office of the Director of Land Records & Surveys, West Bengal.

4. Census Maps—In the Census Office there was a complete set of 12" Ward maps for the 32 wards with boundaries of Circles of 1951 Census marked on them. These maps were mostly prepared and printed by the Calcutta Corporation in 1948 and were therefore out-of-date for the following 4 main reasons:—

(1) For 1961 Census, these maps were practically of no use as the number of wards increased to 80 from 32 that existed during 1951 Census. This increase in the number of wards was due to the splitting up of the 32 wards into 75 and amalgamation of Tollyganj Municipality with Calcutta Municipality, which formed wards Nos. 76 to 80 of the Calcutta Municipality.

(2) These old maps did not always show corrections and changes with regard to the names of Roads, Streets and Lanes.

(3) Portion of area which in 1951 was included in Maidan and was outside Calcutta Municipal Area, was brought under ward-area under Calcutta Municipality in Wards Nos. 52 & 54 for the portion bounded on the West by Red Road, on the East by Chowringhee Road and on the South by Lower Circular Road.

(4) Changes in configuration in some areas of Calcutta during 1951-61 due to the activities of the Calcutta Improvement Trust made the relevant old maps out-of-date for the purpose of Census work.

We, therefore, procured 6 sets of latest ward maps of Calcutta Municipality prepared and printed in 1954 and 1955 by the Corporation of Calcutta. Circles were demarcated and delimited on these new maps by the District Census Officers under the supervision of the Assistant Superintendent, Census Operations and myself at my office. Copies of these maps were sent to the Charge Offices for constant use of Charge Officer, Circle Supervisor and other Census Personnel. It may be noted here that even the new maps obtained from the Calcutta Corporation were not up-to-date in as much as they did not in some cases delineate all the Streets and Lanes in a ward.

5. Census Divisions—In previous Censuses, Corporation wards were adopted as units for Census Charges. During 1961 Census also there were 80 Charges for the 80 municipal wards of the Calcutta Corporation. In addition to these 80 Charges there were 9 (nine) Special Charges for Certain Special areas. The names and numbers of these Special Charges were as follows:—

(1) Fort (including Maidan area) with Charge and Code No. 81 (Fort).

(2) Canals [Water area consisting of 3 canals, *viz.*, (a) Tolly's Nala, (b) Circular and Beliaghata Canals and (c) New Cut Canal] with Charge and Code No. 82 (Canals).

(3) Port (Land area) with Charge and Code No. 83 (Port-land).

(4) Sea-going Vessels (Port) with Charge and Code No. 84 (Port-Sea-going Vessels).

(5) Inland Vessels (Port) with Charge and Code No. 85 (Port-Inland Vessels).

(6) Eastern Railways (Sealdah Division) with Charge and Code No. 86 (E.R.S.)..

(7) Eastern Railways (Chitpore Division) with Charge and Code No. 87 (E.R.C.).

(8) Calcutta Police with Charge and Code No. 88 (C.P.).

(9) South Eastern Railways (Garden Reach Area) with Charge and Code No. 89 (S.E.R.).

Some Special Blocks were also created after completion of house-numbering and house-listing for certain institutions with population of more than 100 persons. A list of Special Blocks is shown at Annexure 'A'. Both in cases of Special Charges and in cases of Special Blocks, enumeration was done by appointing enumerators from their own staff as far as possible. Enumeration in Special Blocks were, therefore, the responsibility of the respective authorities or institutions, and to some extent this arrangement relieved strain on the general Census agencies.

The area within the Calcutta Corporation was divided for municipal administration into 80 wards, including the area formerly covered by Tollyganj Municipality. These municipal wards differed from one another in area and population. For example population varied from 6,115 in ward No. 38 to 70,283 in ward No. 80 and the area varied from 53 acres in ward No. 27 to 2,280 acres in ward No. 75. But no attempt was made to make Census Charges equal, so as to enable compilation of Census data for each ward separately. A complete list of 89 Charge Officers who worked for Calcutta Census together with addresses of Charge Offices, is enclosed at Annexure 'B'.

The charges were divided into suitable number of circles and blocks. In Calcutta, each circle comprised on an average 853 Census houses of dwelling nature and a Circle was subdivided on an average into 6·41 blocks. The formation of circles within a municipal ward was taken up and completed in August, 1960. But the formation of Enumeration blocks was taken up in November, 1960 and was completed by the 2nd week of December, 1960. Blocks were formed after house-numbering and house-listing, because these were formed on the basis of population of Census houses obtained from the house-lists prepared during house-numbering. In most cases, an enumeration block was formed with a population of 600 to 800 persons, though blocks having smaller or larger number of persons were also formed for operational convenience.

6. Code number—There was a four-figure location code for the Census of Calcutta, which was invariably written in the Census form whenever a person was enumerated. This location code was so devised as to locate the household immediately to which the person enumerated belonged, thereby ensuring during enumeration the total coverage of all the households within a given area chalked out earlier by the house-numbering and house-listing operations. The location code adopted in Calcutta is explained below. The salient features of house-numbering operations in Calcutta have also been discussed while elucidating the fourth element of the location code. The first figure was the district number 16 assigned for the entire Calcutta City by the Superintendent of Census Operations, West Bengal & Sikkim. The Charge number which was the second figure of the location code corresponded generally to the Calcutta Corporation Ward number, as each ward was made into a charge serially. The third element or the third number of the location code was the number assigned to the Roads, Streets, Lanes and Bye-Lanes falling in each ward and arranged alphabetically. The fourth figure of the location code consisted of the Census household number. In order to fill up Census Register Part-I and the 3rd element or the third figure of the location code, it was necessary to prepare a complete ward-wise list of Roads, Streets, Lanes and Bye-Lanes arranged alphabetically falling in each of the 80 Municipal Wards of Calcutta City. Before numbering the Streets of Calcutta we had to be sure that no street was left out of the list. The printed list of Streets in the City of Calcutta including the Tollyganj area published by the Corporation of Calcutta was corrected upto 1953 and was not, therefore, up-to-date. The assessment Registers of 52 wards were revised from 1957 to 1960 and the assessment list of the remaining 28 wards had been revised from 1954 to 1956. As such, copies made from these Registers were of great help in preparing Street Lists of Calcutta City. To make the Street List correct and accurate, the Inspecting Surveyors were first asked to prepare ward-wise list of Streets after thorough field enquiries. For this purpose, the Inspecting Surveyors had to move through all the Roads, Streets, Lanes, Bye-Lanes and other passages falling within a ward. Thereafter, lists of streets recorded in the copies of Assessment Registers were compared with:

(i) 1951 Census Street Lists;

(ii) Printed list of streets published by Calcutta Corporation;

(iii) Lists of streets recorded in the Draft Electoral Rolls of the Calcutta City area;

(iv) Streets shown in the Ward Maps prepared by the Calcutta Corporation; and

(v) Lists of Streets prepared on field by the Inspecting Surveyors.

Particular difficulty was experienced in locating some of the Improvement Trust Schemes, mentioned either in the Assessment Registers or in the printed Street Lists of the Calcutta Corporation. To meet this difficulty and for location of certain Improvement Trust Schemes, the Inspecting Surveyors were supplied with maps obtained from the Improvement Trust office with which they went to the locality for relay of the C.I.T. Schemes on ground. The Inspecting Surveyors also visited the Corporation Office to square up discrepancies found in the premises Nos. of Streets which had already merged in Calcutta Improvement Trust Schemes. Old name plates of some lanes and bye-lanes which did not feature either in the Assessment Register or in the printed Street List of Calcutta Corporation due to the merging of premises of these old lanes and bye-lanes, were found in certain localities and the local people also recognised these lanes and bye-lanes by their old names. Though it may seem strange, there are some roads and lanes in Calcutta having no premises on them. Inspecting Surveyors of my office had often to visit the locality and the office of the Calcutta Corporation for reconciliation of every discrepancy found while preparing the final ward-wise list of Streets. On some occasions, the Assistant Superintendent of Census Operations and myself went for local inspection along with the Inspecting Surveyors while they were out on field to prepare lists of streets. When the Charge Clerks were appointed from 21-7-60 they were supplied with the final street lists already prepared in my office with direction to further verify them on ground but no discrepancy was reported either by the Charge Clerks or by any house-numberer although a reward was offered to each house-numberer for detection of any omission of street in the final list of streets prepared. No one

came to claim for such reward. We are, therefore, confident that street list prepared finally was an accurate one. After the ward-wise lists of streets were finalised, these were arranged alphabetically in my office and the serial number was given to these streets alphabetically for each ward separately. These Street numbers formed the third element or the third figure of the location code number.

As has been stated already there was a four-figure location Code for Census of Calcutta. The fourth figure was the Census household number which was based on the building numbers corresponding to the municipal premises numbers in non-bustee areas. For bustee which means a collection of huts, the Census household number was based on the combination of two numbers, *viz.*; the premises number assigned by the Calcutta Municipality for the entire bustee and the hut number assigned by the Calcutta Municipality under the said premises number. The municipal premises numbers or the municipal premises numbers-cum-hut-numbers as recorded in the copies made from the Corporation Assessment Registers formed the basis of numbering of buildings or structures and of Census houses and Census household in Calcutta City area. The house-numberers supplemented and extended the municipal premises numbers or the municipal premises numbers-cum-hut-numbers with sub-numbers in Arabic numerals in brackets to ascertain whether there was one or more than one Census houses in a building. Similarly, the house-numberers supplemented and extended the Census house number with alphabetical sub-numbers where there were more than one household in a Census house. For purposes of Census, a Census house was defined as a structure or a part of structure inhabited or vacant, or a dwelling, a shop, workshop, factory, place of business, shop-cum-dwelling, school, jail, hostel, hotel, bank, place of worship or other institutions giving on the road or a common staircase or a common court-yard leading to a main gate or enjoying a separate entrance; and a Census household was defined to be the entire group of persons who commonly lived together in the same Census house and took their meals from a common mess unless the exigencies of work prevented them from doing so. Thus a Census house might be used for any purpose, not necessarily for residential purposes only. Suppose a building in a pucca or non-bustee area had the municipal premises number 86A in relation to a particular street and it had 10 Census houses as per above definition. Then, the house-numberer in such case tar-painted and numbered the Census houses as $\frac{86A}{(1\text{-}10)}$ either in front of the common entrance or in front of the building in question in a prominent place, the numerator indicating the Municipal premises number and the denominator indicating the beginning and ending numbers of Census houses within the premises. Again, where a building or the entire structure on the ground was found without any municipal number, it was also given a number by the house-numberers by using the municipal number of the building next preceding with the addition of the letter C (indicative of the Census number) and a number beside it. Thus, supposing the preceding building was numbered 39B, the next unnumbered structure was numbered as 39B/CI. If there were several such unnumbered structures, they were numbered similarly by adding figures C1, C2, C3 etc., beside the municipal number of the building next preceding. In bustee areas, the house-numberers adopted a different method of numbering and tar-painting, because a bustee meant a collection of huts with different municipal hut numbers bearing the same municipal premises number. Each hut or hut-structure in a bustee was therefore treated as a building whose number was the combined number of the premises number of the Calcutta Municipality for the bustee in question and the hut number assigned by the Calcutta Municipality under the said premises number. If the municipal premises number of the bustee were 48 and it had say 25 huts within the area covered by the municipal premises number 48 and hut No. 5 had 4 Census houses, the house-numberer numbered and tar-painted the hut No. 5 as $\frac{48\text{-H/5}}{(1\text{-}4)}$. The numerator was the building number assigned to hut No. 5 after combining the Municipal premises number of the bustee with the hut number given by the Municipality under the premises number by a—(dash) and the denominator was the beginning and ending numbers of Census houses within the hut number 5. Adoption of this method of numbering was necessary for easy identification of Census units in bustee areas from non-bustee premises in general, for ready identification of the several huts within a bustee and for easy location of the several Census houses in each and every hut. Simultaneously with house-marking of buildings and huts of Bustees and other unnumbered structures in the manner shown above, the house-numberers also filled up house-list forms for collection of certain housing information for all kinds of Census houses. These informations mainly related to (i) the purpose for which a Census house was used, *e.g.*, dwelling, shop, shop-cum-dwelling, business, factory, workshop, school, or other institution, jail, hostel and hotel, etc.; (ii) if a Census house were used as an establishment, workshop or factory, name of establishment or proprietor, name of product or products, repair or servicing undertaken, average number of persons employed daily last week including proprietor, or household members, if working and kind of fuel or power if machinery were used; (iii) material of wall and of roof of all kinds of Census houses; (iv) number of rooms in each Census household; (v) number of persons residing in every Census household; (vi) and whether the household lives in own or rented house. The house-numberers had to write and put down building number, building number with sub-numbers for each Census house, found within a building, *i.e.*, Census house number and sub-number of each Census household with Census house number in columns 2, 3 and 11 of the house list form. Thus two sets of numbers had to be used by house-numberers, *viz.*, one set for marking structures or buildings in coal-tar standing on ground and the other set for filling up the house-list forms. For example, on the walls of a building or hut in the foregoing examples the tar-paintings made by the house-numberer were $\frac{86A}{(1\text{-}10}$ and $\frac{48\text{-H/5}}{(1\text{-}4)}$ respectively but in the house-list form he used the number 86A for building number corresponding to Municipal number in Col. 2, sub-numbers 86A(1), 86A(2), 86A(3), 86A(4), 86A(5), 86A(6), 86A(7), 86A(8), 86A(9), 86A(10) vertically in 10 separate lines for 10 Census houses found in the building in Col. 3 and sub-numbers 86A(1), 86A(2), etc., in case there was only one household in each corresponding Census house in Col. 11 vertically in different lines. But if there were say 3 Census households in the Census house 86A(3), the house-numberer numbered each and every household found in one Census house in Col. 11 of the house-list form as 86A(3A), 86A(3B), & 86A(3C). Similar numbering for filling up house-list form was also adopted in bustees by using 48-H/5 in place of 86A.

The four-figure location code that is district number, ward number, street number and the Census household number worked out very satisfactorily in Calcutta. In special charges the second element of the location code showed not only the charge number but also the Corporation ward number beneath it. For example, for special Charge of Port land area, the location code was

recorded as $\frac{16/83\ (\text{Port-land})/10/48/1(1)}{75}$ when say the household lived in Census household number 48/1(1) in street number say 10 of Calcutta Corporation ward number 75. This was done because the areas of some special charges were scattered over a number of wards and the population figures in respect of these charges were subsequently incorporated in the respective ward totals.

7. Date of appointment of Census Officers beginning with the Charge Officers and ending with the Enumerators. Difficulty encountered, if any, in recruiting sufficient number of Census personnel—the agency employed—house-numbering and house-listing—The State Superintendent wrote to the Commissioner, Calcutta Corporation about selection of Charge Officers, Circle Supervisors and Enumerators from amongst the employees of the Calcutta Corporation towards the end of November, 1959. 48 gentlemen were appointed as Charge Officers from amongst the employees of Calcutta Corporation for 48 wards out of 80 of the City of Calcutta of whom 45 worked from the beginning to end and 3 only upto the stage of house-numbering and house-listing.

The State Superintendent, again, requested the Chief Secretary, Government of West Bengal for issue of a Circular requesting the Secretaries and Joint Secretaries of the various Departments of the Government of West Bengal to send lists of officers and assistants working in those departments, giving the names, designations and addresses in order to enable us to select the requisite number of Charge Officers, Circle Supervisors and Enumerators from among them as early as on 3-5-60. The Chief Secretary was pleased to issue a circular on 8-6-60 to all Departments of Government of West Bengal to place the services of their employees at the disposal of the Census authorities for employment as Census officers. The Joint Secretary, Government of West Bengal, Home (C & E) Department also issued a circular on 14-6-60 to all heads of Departments requesting them to send to us, list of gazetted officers and staff working in their Departments for appointment as Charge Officers, Circle Supervisors and Enumerators in connection with the Calcutta Census. Immediately thereafter, on 20-6-60, the State Superintendent issued a circular to all the departments of Government of West Bengal requesting them to send to me a complete list of staff employed in their offices and in offices subordinate to them in Calcutta together with their addresses including the number of wards in which they resided for employment as Census Officers. A similar Circular was issued by the State Superintendent to almost all the offices of the Central Government in Calcutta to send to me a list of clerks with their residential addresses whom they could spare from their offices as well as offices subordinate to them in Calcutta to act as Circle Supervisors and Enumerators. The Registrar General also issued a circular making similar requests to all the Secretaries to the Ministries of the Government of India.

There was one Government employee, *viz.*, the Care-taker, New Secretariat Buildings who worked as Charge Officers of Ward No. 38 from the beginning to the end.

There was difficulty in the selection of Charge Officers for Ward Nos. 1, 2, 6, 8, 16, 19, 21, 22, 24, 25, 26, 27, 28, 29, 30, 31, 32, 37, 39, 40, 41, 42, 43, 48, 53, 54, 55, 56, 63, 65, 73, 75, 76, 79.

Subsequently, some leading citizens of Calcutta were persuaded to act as Charge Officers of these wards. As regards the 9 Special Charges the authorities concerned nominated responsible Officers for doing the Census work. A list of the names of Charge Officers will be found at Annexure 'B'. Each Charge Officer in the regular charges of 80 wards was given the help of a clerk known as Charge Clerk on a consolidated pay of Rs. 125 p.m. inclusive of all allowances. The Charge Clerks normally served as the connecting link between the charge office and the office of the Deputy Superintendent of Census Operations, Calcutta City. They generally attended the office of the Charge Officer in the morning and evening hours and helped the Census personnel in every way both at the stages of house-numbering and house-listing as well as enumeration. They were required to attend the office of the Deputy Superintendent of Census Operations on Monday and Thursday between 2-00 P.M. and 5-00 P.M. Selection of Circle Supervisors were completed from amongst the lists supplied by the Calcutta Corporation and various Government departments and from non-official gentlemen by the month of August, 1960. There were 619 Circle Supervisors in the 80 wards, out of which 260 were selected from the State Government employees, 50 from the Central Government offices, 190 from the Corporation officials and 119 from outsiders. There was difficulty in recruiting the required number of Circle Supervisors from amongst the Government and Corporation employees in Ward Nos. 1, 19, 23, 24, 25, 27, 30, 31, 37, 38, 39, 51 & 53 and outsiders had to be recruited to fill up the gap. All the Circle Supervisors had to spare 2 to 3 hours time in the morning and in the evening for Census works. They were allowed to receive an honorarium of Rs. 30 per month just to meet out-of-pocket expenses incurred by them for working in their Circles. After the selection of Circle Supervisors was over, they were allowed to select their own House-numberers for their Circles in consultation with their Charge Officers so as to ensure co-operation between them and their House-numberers and to complete in time the works of house-numbering and house-listing. In many cases the Circle Supervisors accompanied their House-numberers in their numbering rounds and got the work done well ahead the time schedule. Amongst the House-numberers a large number came from the student community and some were even students of B.A. or B.Sc. Classes. They did not hesitate to bear the can of Coal-tar for themselves for tar-painting the houses. The House-numberers and their Circle Supervisors were given training in Training Classes by the District Census Officers, Assistant Superintendent of Census Operations, Calcutta City and by myself, in addition to training classes organised for the House-numberers by their Circle Supervisors. The Charge Clerks were also there to explain any difficulty that was faced by the House-numberers.

The training imparted to the House-numberers and to the Circle Supervisors before the Stage of house-numbering and house-listing was on the whole sufficient. The Circle Supervisors and the House-numberers also used the printed booklets "Instructions for filling up the House-lists".

In order to give wide publicity and to attract the attention of people for their active co-operation printed pamphlets and posters were distributed in various quarters. Posters were also pasted in the Charge Offices. Besides, a number of press advertisements were issued from time to time by the Department. As a result of publicity very few complaints were received during numbering of houses and preparation of house-list forms. Few complaints which were received related to non-numbering of houses and steps were taken to number such houses immediately. House-numbering and house-listing commenced on 6-10-60 and ended on 31-10-60 in all the wards. 8 Inspecting Surveyors were engaged in inspecting house-numbering and house-listing of all the 80 wards of Calcutta and to keep watch on the progress of work of the same. Besides, during the period of house-numbering and house-listing, I myself,

the Assistant Superintendent of Census Operations and all the 5 District Census Officers were busy in inspecting the works of house-numbering and house-listing. The State Superintendent was kind enough to visit certain areas during the beginning of House-listing and House-numbering Operations. During our inspection, defects of the following nature in filling up the house-list forms were noticed and steps were taken to see that such defects did not recur:—

(a) In few cases, House-numberers were under the wrong impression that columns 12 to 17 of the house-list forms were also to be filled up for Shops and Workshops although nobody dwelt there;

(b) In a very few cases column 8 of the house-list form was not filled up where the machinery was worked with say hand-driven power;

(c) Due to misconception about the definition of Census houses and households, in few cases although the tar-painting was done in the correct way, column 3 & column 11 of the house-list form were not properly filled up. Instead of writing say 2(1), 2(2), 2(3), 2(4) in columns 3 & 11 where each of the Census houses 2(1), 2(2), 2(3) & 2(4) were single Census households also, the House-numberers in few cases filled up those columns by writing 2(a), 2(b), 2(c), 2(d) etc.

The work of house-numbering and house-listing was on the whole done correctly in Calcutta. The entry of population in the house-list forms was also reasonably accurate in Calcutta, because the house-list population agreed with the provisional population within a narrow margin. The population as recorded in the house-list for the municipal area of Calcutta was 2,832,896 and 101,972 for the special charges and blocks making a total of 2,934,868. No house-list was made for sea-going vessels, inland vessels and for canals areas, the provisional population of which was found to be 4,696. The provisional population figure was 2,926,498 including 4,696. Thus the figure for the house-list popuation was higher than the provisional figure (excluding floating population of vessels & boats) by 13,066 only. This difference is quite negligible in comparing figures over 29 laks. Further, the difference can also be explained away by the fact that many mess-dwellers in Calcutta who were counted in the house-list, were not subsequently counted at the time of enumeration, as per instruction, as they used to leave this City regularly during week-ends being heals of households located outside Calcutta. The House-numberers were given an honorarium of Rs. 5 only for painting numbers in 100 Census houses, for compiling house-list with regard to them and for preparation of the house-list abstracts. Nothing was paid to them for purchase of cans, brushes or stencils and tar that were required to number houses. No payment was also made to them for attending training classes. Printed House-list forms were, however, supplied to them. Separate house-list forms were used and written for pucca premises and bustees respectively.

House-numbering and house-listing in the following 6 Special Charges were also taken up from 6-10-60 and completed on 31-10-60.

(a) Charge No. 81 (Fort):

Captain B. A. Singh Chopra, A.S.C. of 225 Supply Platoon, Fort William was deputed to conduct the Census of the Fort William area. This area consisted of Maidan area, Red Road Camp, Camps at Mominpur, Alipur, Sahapur, Ballygunje and Tollygunje areas and Military Hospitals. He divided the entire area into 11 Circles for house-numbering and house-listing as well as for enumeration and placed one Circle Supervisor in charge of each.

(b) Charge No. 83—Port (Land area):

Sri G. V. Karlekar, Chief Labour Relations Officer was nominated by the Port authorities for conducting the Census of this Special Charge. He divided his Charge into 11 Circles before house-numbering and house-listing for the purposes of house-numbering and house-listing as well as for enumeration. One Circle Supervisor was placed in charge of each Circle.

(c) Charge No. 86 (Eastern Railway, Sealdah):

On the recommendation of the Divisional Superintendent, Eastern Railway, Sealdah, this Charge was placed under Sri M. Raja Rao, Assistant Engineer, Eastern Railway, Sealdah. The Charge was divided into 5 Circles before house-numbering and house-listing and each Circle was placed under a Supervisor.

(d) Charge No. 87 (Eastern Railway, Chitpore):

On the recommendation of the Divisional Superintendent, Eastern Railway, Sealdah, Sri D. Hariram, D.T.S., Eastern Railway, Chitpore Yard was appointed as the Charge Officer for this Charge. He divided his Charge into 5 Circles and placed each Circle under one Circle Supervisor before starting house-numbering and house-listing.

(e) Charge No. 88 (Calcutta Police):

The Commissioner of Police nominated, Mr. D. R. Ryan, Assistant Commissioner of Police, Arms Act Department, to conduct the Census of Calcutta Police Stations, Lines and Barracks. The entire Police Charge was divided before house-numbering and house-listing into as many as 17 Circles, and 16 Circles were placed in Charge of Supervisors who were all Assistant Commissioners of Police. One Circle was placed in charge of an Inspector, Mounted Police.

(f) Charge No. 89 (South Eastern Railway, Garden Reach):

The General Manager, South Eastern Railway nominated Sri B. Mohanty, Secretary, Station Committee, South Eastern Railway to act as Charge Officer for this Charge. This Charge was divided into 2 Circles before house-numbering and house-listing and each Circle was placed in charge of a Supervisor.

In all the above 6 Special Charges, Circle Supervisors and house-numberers were appointed from amongst the staff of the departments concerned. The selected Census personnel of all the 9 Special Charges were trained up under the personal supervision of the Assistant Superintendent of Census Operations and myself, and the Special Machinery set up always worked under the direct supervision of myself and the Assistant Superintendent of Census Operations.

In addition to 9 Special Charges there were 29 Special blocks which were institutions with more than 100 residents. These were Hospitals, Jails, Residential Hotels, Institutions of the Calcutta Corporation, the Calcutta Tramways Co. Ltd., the Calcutta Electric Supply Corporation Ltd., 24-Parganas Police, India Govt. Mint area, Governor's Palace, Cossipur Gun and Shell Factory, Zoological Garden and La Martiniere School (*vide* Annexure 'A'). House-numbering and House-listing in all these special blocks excluding Cossipur Gun and Shell Factory, India Govt. Mint, 24-Parganas Police and the Calcutta Electric Supply Corporation Ltd., were done under the direct supervision of the Charge Officers and Circle Supervisiors of the respective wards under which these institutions were situated.

After completion of house-numbering and house-listing, the Charge Officers and Circle Supervisors were requested to form enumeration blocks on the basis of

of the house-lists according to instructions laid down at pages 7 & 8 of the General Instructions for Calcutta Census, 1961. The following points were specially considered in the formation of enumeration blocks:—

(i) Combining of pucca buildings in non-bustee areas and kutcha huts in bustee areas to be avoided as far as possible.

(ii) Contiguity of roads, streets, lanes and bye-lanes in forming a block was to be maintained.

(iii) Municipal premises numbers of buildings including the beginning and ending premises numbers of buildings to be noted in cases when part of a Street, road, lane or bye-lane fell within a block.

(iv) Population of each road, Street, Lane, or bye-lane or parts thereof to be given. Population of the entire block was normally to be between 600 to 800.

Formation of enumeration blocks was completed by the Charge Officers by the end of November, 1960 and was approved by me after scrutiny. The next important thing that was taken up was the copying of the house-listing Summary forms block-war.

8. **Summary of House-list forms**—16 Copyists were appointed for this purpose in November, 1960 and the number was increased to 27 during December, 1960. The work of copying and preparation of the Summary of House-list forms, block by block, started from the middle of November, 1960, *i.e.*, 17-11-60 and ended by the 3rd week of January, 1961. This house-list extraction block by block, was done by the Copyists in the office of the Deputy Superintendent of Census Operations, Calcutta City. The Summary of House-list forms were ultimately distributed to the Enumerators of the blocks concerned through the respective Circle supervisors. These forms were of much use to the Enumerators as from these forms the Enumerators could know (a) the names and Code numbers of the Streets, Roads, Lanes or Bye-Lanes of their blocks, (b) the building or Municipal premises numbers with sub-numbers for each Census house of their blocks, (c) purposes for which each of the Census houses of their blocks was used and (d) the sub-numbers of all the Census households with Census house-numbers falling within their blocks together with the names of heads of all households in their blocks. The columns in the Summary of House-list forms were found to be sufficient for the guidance of the Enumerators.

9. **Appointment of Enumerators**—A very important thing that was taken up after division of Census Circles into blocks after completion of house-numbering and house-listing, was the appointment and posting of Enumerators in all the 80 wards of Calcutta City. As on previous occasions, it was thought that the best agency for enumeration of the population of Calcutta City would be the office staff of the various Government and Semi-Government Department and the Corporation of Calcutta. With this end in view, circulars referred to above, requesting the heads of offices to forward the names of their employees were issued. It was found that the response to these requests was inadequate and the State Superintendent had to write to some heads of offices to forward names of their staff to me for appointment as Enumerators. Majority of the lists of staff of the different offices in Calcutta reached us by November, 1960. Selection of Enumerators from these lists was made with an eye to the requirements of Enumerators for each ward, for which ward Nos. had to be noted against each name in these lists as per residential addresses. Care was taken at the same time to exclude, Head Clerks, Cashiers, Accountants, Stenographers and other useful staff. A chart was prepared showing the names of selected Enumerators ward by ward, showing against each name the Circle No. and Block No. where each Enumerator was posted. After selection of Enumerators from the lists of employees forwarded by various Government and Semi-Government departments and by the Corporation of Calcutta, it was found that in Ward Nos. 1, 3, 15, 19, 21, 23, 24, 25, 26, 27, 33, 37, 39, 40, 48, 49, 52, 53, 54, 56, 60 & 73, the number was far below our requirements. Attempts were, therefore, made to contact the Principals of various colleges in Calcutta to supply the names of students of their respective institutions who were willing to work as Enumerators and the Charge Officers were also requested to select suitable outsiders who were residents of their wards. Deficit in the number of Enumerators in Ward Nos. 1, 2, 15, 49, 75, 76, 77 and in some other wards had also to be met by appointing persons of adjoining wards. The posting of Enumerators in different blocks and issue of letters of appointments of Enumerators to the various offices and to the outsiders were a huge task and the office had to work much beyond office hours in the months of November and December, 1960. The despatch of letters of appointments of Enumerators was practically over by December, 1960. After this heavy work was finished and after despatch and service of letters of appointments of Enumerators, numerous applications for exemptions began to pour in. Some cases of exemptions were recommended by the departments concerned and having regard to the departmental requirements and in cases of exceptional circumstances, exemptions were granted. Exemptions were also in some cases prayed for on grounds of illness and on the ground that the applicants appointed as Enumerators had shifted to distant places from their previous address. In cases where these grounds were found to be reasonable, exemptions from Census duties had to be allowed. All other cases of exemptions were summarily refused. Besides, reports were received from some charges that some of the Enumerators who never applied for exemption did not join while others having joined once, were not turning up at all. Letters had to be written to the different offices mentioning the list of such absentees and irregulars. The heads of offices took notice of it and the percentage of absentees diminished. In some cases, again, suitable substitutes had to be appointed to avoid delay in training up the Enumerators in places of absentees and irregulars and fresh letters of appointments were issued. A huge correspondence with the different offices had to be made for putting the Enumerators to work. It may be stated here that for the municipal area of 80 Wards excluding 9 Special Charges, Special Blocks for Cossipur Gun & Shell Factory, India Government Mint area in Alipore side, 24-Parganas Police, Calcutta Tramways Co. Ltd. and Calcutta Electric Supply Corporation, there were 4,124 blocks and as many as 5,222 letters of appointments had to be issued and about 1,098 appointment letters had to be cancelled on one ground or other. The total number of Enumerators actually employed in the work was 4,124 excluding another 10 per cent. who were kept in reserve. Out of these 4,124 Enumerators, 1,597 were employees of the West Bengal Government, 437 were employees of the Central Government offices, 18 were employees of the office of the Commissioners for the Port of Calcutta, 126 were employees of the Calcutta Corporation and 1,946 were outsiders. The enumeration in the Special Charges and Special Blocks was conducted by their respective agencies. Each Enumerator was paid an honorarium at the rate of Rs. 3·12 nP. for enumeration of 100 persons for which the Enumerator had also to write Household Schedule forms consisting of two parts in addition to filling up of 100 enumeration slips. It may be noted here that the Circle Supervisors and the Enumerators in the Special Charges of Calcutta Police, Sea-going Vessels and Inland Vessels did not claim any honorarium.

10. **Part-I & Part-II Census Registers and Charge and Circle Registers**—Census Register Part-I helped us in calculating the requirements of Census personnel such as Circle Supervisors, House-numberers and Enumerators. It also gave us a picture of the ward-war list of Streets, Roads, Lanes & Bye-Lanes with their code numbers allotted after arranging all the Streets, Roads, Lanes or Bye-Lanes within a ward alphabetically. From Part-I Census Register Copies of the lists of Streets prepared for each ward together with their code numbers were supplied to the respective Charge Offices before house-numbering and house-listing was taken up. The ward-war comprehensive lists of Streets were prepared after scrutiny with—

(a) Corporation Street Lists;

(b) Electoral Rolls;

(c) Street list of 1951-Census;

(d) Corporation Assessment Registers and

(e) Calcutta Corporation ward maps.

Discrepancies were then settled after the field enquiries to make a correct and accurate list of Streets for each ward. These lists were of great help to the Circle Supervisors and other Census personnel in conducting the Census Operations in general and house-numbering and house-listing in particular.

Part-I Census Register helped us in delimiting Census Divisions and in ascertaining the premises numbers which constituted Special blocks with resident population of 100 or over.

Immediately after the posting of Enumerators was completed the Charge Officers were requested to prepare the Charge/Circle Registers in prescribed form. Both these Registers were made in 3 copies of which 2 copies each were sent to my office. As these Registers were prepared after formation of enumeration blocks and posting of Enumerators, they were very accurate and helpful to the Head-quarters and the Supervisory Staff for the purposes of references and location of particular blocks and Enumerators and of watching the progress of enumeration as the house-list population for each enumeration block was noted in one column of the Registers.

Part-II Census Register was also helpful in formation of Census Divisions such as Census Circles and enumeration blocks for a ward as it gave the total number of Census Circles and blocks for a ward. It also provided a comprehensive list of the Census personnel such as Charge Officers, Circle Supervisors and block Enumerators of each Charge together with their addresses and the addresses of the Charge Offices. Such a comprehensive list was useful for location of and references with the Census personnel engaged in enumeration.

11. **Training**—Before the appointments of House-Numberers and Enumerators training classes were held in my office at Modi Building for the Charge Clerks. I met the Charge Officers in my office and explained to them both the two stages of Census Operations, *viz.*, (a) House-numbering and House-listing and (b) Enumeration. The procedures of numbering of houses, filling up of the house-list forms, enumeration and the method of recording the answers to questions during enumeration were explained to the Charge Officers.

Training classes for Circle supervisors, house-numberers and Enumerators were held according to programme in School or College premises where these Census personnel of a specified number of Wards were called to attend. Training classes were generally held in evening hours from 6 P.M. to 9 P.M. The training classes were addressed either by the local District Census Officer, Assistant Superintendent of Census Operations or myself. In charge offices group meetings of Circle Supervisors, House-numberers and Enumerators were also held. In some other cases, again, the Circle Supervisors met their House-numberers and Enumerators either at their residences or at the Charge offices for purposes of training them up. Particular care was taken to see that the printed Instructional Booklets for filling up the house-lists and on enumeration were distributed to all the Census personnel as soon as they were appointed so that they could consult the Booklets in the training classes. The State Superintendent himself addressed a meeting of all the Charge Officers and Circle Supervisors of Calcutta City before enumeration on 9-1-61 at Mahajati Sadan and answered their questions.

In the training classes, some Enumerators were found to be apathetic and complained against their heads of offices for sending their names. Some Enumerators, again seemed to think that they had nothing to learn about this trifling matter of enumeration. Some Enumerators again showed signs of impatience and thought they had been given Census works although they were not meant for it. Still there were some Enumerators who found the whole thing confusing and beyond their grasp. There was, however, a good percentage who showed keen interest and grasped the principles easily. Most of the Enumerators responded to the efforts to train them. The weekly and fortnightly large meetings held in the following places were attended by almost all Enumerators of the area:—

(1) Rani Rash Moni H. E. School,

(2) Taltala Girls' H. E. School,

(3) Keshab Academy,

(4) Sarada Charan Aryan H. E. School,

(5) Mukharam Kanoria Corporation F. P. School at Burrabazar,

(6) Corporation F. P. School at 1, Mahendra Srimani Street, Calcutta,

(7) R. G. Kar Medical College,

(8) Shyambazar Town School,

(9) Narkeldanga Gurudas College,

(10) Mitra Institution—Main,

(11) Muralidhar Girls' College at Gariahat Road,

(12) Corporation F. P. School at Nepal Bhattacharjee Street, Kalighat,

(13) Charu Chandra College and Abhoy Charan Vidya-Mandir, near Lake Market,

(14) Islamia H. E. School, Beniapukur Road,

(15) Entally Academy, near Entally Market,

(16) Corporation F. P. School at Mohendra Chatterjee Lane,

(17) Kamala Library at Palmer-Bazar, Tangra.

A large meeting for training of Circle Supervisors and Enumerators were also addressed by me at Bangabasi College and also at Calcutta University Building at Sinthi.

The Registrar General and the State Superintendent addressed the training class of Circle Supervisors and Enumerators of Ward Nos. 20, 21 & 28 held at Keshab Academy.

In the training classes questions were frequently asked about duration of residence if born elsewhere in cases where persons resided in more than one place other than his place of birth, secondary language, nature of household industry, family workers, single workers, entry of H.W. within brackets against question 11(a). Enumerators as a class were anxious to learn

as to how they were to record correctly the returns against Q.10 & Q.11. As to the procedure the Enumerators wanted to know whether they had the right to judge the correct nationality in cases of doubts by demanding documents in support of the returns made about nationality; why nothing was to be recorded against question 10(c) in slips of persons engaged in their own household industry either as employer or single worker; why an Enumerator was to record the principal activity on the basis of time devoted and not on the basis of income in case a person who is engaged in more than one kind of economic activity of a nature which is to be recorded in question 11(a).

Training of Enumerators, Circle Supervisors, Charge Officers and House-numberers in the Special Charges, *viz.*, Railways, Port, Fort and Police were held at their places by me and the Assistant Superintendent of Census Operations, Calcutta City. I also met the Charge Officers of Special Charges for Railways, Port, Fort and Canals in my office and discussed with them about the procedure of house-numbering and house-listing and of enumeration. Training of the Enumerators of the Special blocks were held in my office. The Charge Officers, Circle Supervisors and Enumerators of Special Charges, *viz.*, Canals, Inland Vessels and Sea-going Vessels were also given training and detailed instructions in my office.

A trial Census was held in all the wards on 17-1-61 and this was helpful to the Circle Supervisors and Enumerators as it taught them how to record the answers of the questions on the slips by using abbreviations and symbols and how to fill up the household schedule forms. The defects and irregularities detected on the trial Census slips were discussed in the training classes which helped the Enumerators to record answers properly and correctly. Trial Census was also held in Special Charges, *viz.*, Railways, Port, Fort and Police and in Special Blocks.

The better class of House-numberers and Enumerators used their Instructional Booklets after reading those carefully and after getting their difficulties removed in the training classes. The average class of Enumerators preferred hearing instructions and explanations in the training classes to reading the book. At the time of enumeration, the Enumerators used the printed instructional booklet as well as the abbreviation cards to refresh their memory. In short, the concise instructional booklets named "Instructions to Enumerators" and "Instructions for filling up the House-lists" were very helpful to the Census personnel.

The Assistant Superintendent of Census Operations, District Census Officers and myself exerted our best efforts to train up the Census personnel from the level of Charge Officers down to the levels of House-numberers and Enumerators so as to enable them to conduct Census work with confidence. All of us impressed upon the Enumerators about the production of correct records during the enumeration period and the punctual submission of enumeration and household schedule pads and the Enumerator's Abstracts on the 6th of March, 1961.

The machinery set-up for training was adequate and the method adopted for training was also good. But I think for improvement of training, the officers entrusted with the task of training up the Census personnel may be supplied with concise manuals dealing with the general instructions regarding industrial and occupational coding of economic activities and the patterns of Sorting and Tabulation which follow enumeration.

There was no difficulty in obtaining various Census forms in time and in effecting their proper distribution. The house-list forms and the house-list extract forms were distributed to the Circle Supervisors through the District Census Officers, and Charge Officers, for distribution to the house-numberers. The supply of these forms was sufficient and distribution of these forms were completed in the month of September, 1960 smoothly.

The instructions issued by the Superintendent in his Letter No. 4A-2/3178 dated 15-12-60 regarding distribution of enumeration pads and household schedule pads were observed strictly. The basis of distribution of pads was the house-list population figure of each and every block of a Charge. Thus the requirement of enumeration pads and household Schedule pads of a charge was arrived at by totalling the requirements of all the blocks within the charge. The requirement of each and every block was calculated first in the following manner :—

Suppose a block had a population of 658 as per house-list. The Enumerator of the block was supplied with 6 enumeration pads each containing 100 slips and 3 enumeration pads each containing 25 slips. He was also supplied with 2 household schedule pads each containing 50 schedules and 2 household schedule pads each containing 25 schedules. In addition, another 15 per cent. reserve was kept for the District Census Officers for meeting emergency and 5 per cent. reserve was kept in H.Q. for meeting emergency. Distribution of pads was first made to the Charge Officers and in majority of cases the pads were taken from H.Q. office to Charge Offices by the Charge Clerks concerned. The Charge Officers distributed the pads to the Circle Supervisors who in their turn distributed them to the enumerators. The method adopted for the distribution of pads worked very well and the supply of pads was quite adequate. In this connection, it may be stated that some 100 slips enumeration pads contained 99 slips, some 101 or 102 slips and even there were some which contained 92 slips. The binding of enumeration pads was found in some cases to be not strong as a result of which the front cover containing the Enumerator's Abstract and the back cover became loose and detached from the pads. The binding of pads may in future be done in a stronger way with accurate number of slips. Along with the distribution of Enumeration Pads and Household Scheduled Pads, Cards for Special enumeration of technically qualified persons, Charge Summaries, Circle Summaries and Enumerator's Summaries or Abstracts were also distributed according to the prescribed instructions.

12. **Enumeration**—Enumeration was the most important and the final stage of Census. The 1961 Census count related to the sunrise of 1st March, 1961 and the count was taken from the 10th February and was finished on the 28th February, 1961, with a revisional round during the period 1st March to 5th March, 1961.

As already discussed in the foregoing paragraphs, considerable preliminary arrangements were made to take a count of every human life once, to avoid double enumeration, to collect information on several personal characteristics of each individual with due emphasis on the work or works performed by an individual, to collect information of each and every household as a whole to show whether the household was engaged or not in cultivation or household industry and to compile correctly a Census population record of individual members of households. For preparation of the correct record, the best possible enumerating agency was appointed in Calcutta. It may be noted here that the quality of enumeration did not rest solely with the Enumerators alone. It rested mainly with the co-operation of the citizens. Rodio announcements, Cinema slides and advertisements in newspapers were arranged for publicity and co-operation of the public in the taking of the Census. Besides, Census notices were circulated to each house with electric bills through the

Calcutta Electric Supply Corporation, Ltd. It was stressed also, that the Enumerator expected to be received with courtesy and be given all the information he asked for, and the citizens were requested for their co-operation during Census work consisting of two stages, *viz.*, numbering of houses and preparation of house-lists and then enumeration of the residents of these houses.

Majority of the Enumerators were Government and Semi-Government employees, or employees of the Corporation of Calcutta. The Charge Officers were either Government employees or Corporation employees or respectable citizens of the localities, and the Circle Supervisors were mostly drawn from Government departments and from the Calcutta Corporation. They were responsible and reliable persons. Enumerators appointed from outside came mostly from the student community and were found to be keen in the discharge of their duties.

Census in Calcutta started simultaneously in all the Wards and in Special Charges from the morning of the 10th February, 1961. The State Superintendent visited the Government House and was present during the enumeration of Her Excellency, the Governor of West Bengal. The Chief Minister was enumerated in my presence. The District Census Officers, the supervising staff, the Assistant Superintendent of Census Operations, and myself moved from place to place during the enumeration period. The Circle Supervisors cultivated friendly relationship with their teams of Enumerators and made the work of enumeration of this great City smooth. On the whole, the Enumerators were conscious about the responsibility of their work and tried their best to have correct returns of enumeration. The work was very well-managed in Ward Nos. 10, 29, 42, 48, 74, 1, 5, 31, 32, 46, 57, 63, 73, 76 and 77 by the Charge Officers. During the period of enumeration, all the Inspecting Surveyors, District Census Officers, Assistant Superintendent of Census Operations and myself moved day and night to ensure timely completion of enumeration in proper way.

Enumeration in the 9 Special Charges was conducted by Enumerators selected from the Departments concerned by the respective Charge Officers.

(*1*) *Fort—Charge No. 81 (Fort).*

During the stage of enumeration, Captain B. A. Singh Chopra, A.S.C. of 225 Supply Platoon, Fort William, Calcutta continued as Charge Officer. There were 11 Circle Supervisors and 36 Enumerators. The Circle Supervisors and the Enumerators who were trained by the Assistant Superintendent and myself completed enumeration within the scheduled time.

(*2*) *Canals—Charge No. 82 (Canals).*

The Subdivisional Officer (Irrigation), Calcutta Canals Division was deputed by the Executive Engineer, to conduct the Census of the boat population in the Canals of Calcutta. The canal area was divided into 5 Circles and each Circle was placed in charge of one Supervisor. A map (6″=1 Mile) was prepared by the S.D.O. demarcating the boundary of the area and the boundary of each Circle. Besides 5 Circle Supervisors there were 10 Enumerators all of whom were trained in my office by the Assistant Superintendent of Census Operations. Numbering of boats simultaneously with enumeration of boat population was completed successfully within the scheduled time.

(*3*) *Port (Land Area)—Charge No. 83 (Port-land).*

The entire Port (Land Area) was divided into 11 Circles and 62 Blocks and there were 11 Circle Supervisors and 62 Enumerators. The Enumerators and the Circle Supervisors were given training by the Assistant Superintendent of Census Operations, Calcutta City. Sri G. V. Karlekar, Chief Labour Relations Officer, Port Commissioners for Port of Calcutta took interest right from the beginning and conducted the enumeration of the extensive area successfully within the scheduled time. A map was obtained by me from the Port Commissioners' Office to examine the area in question and I instructed the Charge Officer to study the map for delimitation of Census Circles and Blocks therein.

(*4*) *Port (Sea-going Vessels)—Charge No. 84 (Port Sea-going Vessels).*

The Census of the population of the Sea-going Vessels was done as on previous occasions by the Superintendent of Preventive Services, Calcutta Customs. The Census of all Vessels which were on the Port on 1-3-61 or of those Vessels which arrived in the estuary of the Hooghly river on the 27th and 28th February was conducted by 8 Circle Supervisors and 28 Enumerators. The enumeration of the Vessels was carried out according to the time schedule. It may be noted here that the Supervisors and Enumerators took no remuneration.

(*5*) *Port (Inland Vessels)—Charge No. 85 (Port Inland Vessels).*

The Deputy Commissioner of Port Police, Calcutta nominated Mr. M. W. Scott, Inspector, to be in charge of the Census of the crews of Inland Steamers and other vessels. He contacted different Steam Navigation Companies, Joint Steamer Companies, Steam Ship Companies and other Merchant Companies having launches, inland steamers and cargo flats and ascertained beforehand the names of inland Steamers, Barges, Flats, Launches, anchor Vessels, etc., arriving at or leaving the ghat during the period from 10-2-61 to 5-3-61. Instructions regarding enumeration were imparted in my office to the Charge Officer and 15 Enumerators.

(*6*) *Eastern Railway (Sealdah)—Charge No. 86 (E.R.S.).*

The Census of this area was conducted by Sri M. Raja Rao, A.E.N. (Sealdah) and in-charge Sealdah colony. This Charge had 5 Circle Supervisors and 19 Enumerators. The Circle Supervisors and the Enumerators were given training by me at Sealdah at the Divisional Superintendent's meeting room. This Charge mainly included the Sealdah Station area, Railway Colonies at Sealdah, Narkeldanga, Beliaghata, Kamardanga and Maghalbagan. Enumeration was completed by the scheduled time in this Charge.

(*7*) *Eastern Railway (Chitpore Yard)—Charge No. 87 (E.R.C.).*

Census Operations of this Charge was conducted by Sri D. Hariram, District Traffic Superintendent, Eastern Railway, Chitpore Yard. There were 5 Circle Supervisors and 11 Enumerators for 5 Circles and 11 Blocks into which the Charge was divided. The area of this Charge comprised of Chitpore Yard, Chitpore Staff Colony, Dakhindari Railway Colony, Cossipore and Ultadanga Staff Colony and other Railway buildings. The Circle Supervisors and Enumerators were trained up by me as well as by the Assistant Superintendent of Census Operations and they completed enumeration within the scheduled period under the guidance of the Charge Officer.

(*8*) *Calcutta Police—Charge No. 88 (C.P.).*

Mr. D. R. Ryan, Assistant Commissioner of Police, Arms Act Department, Calcutta, was in charge of Census for Calcutta Police Special Charge. There were 67 Enumerators under 17 Circle Supervisors who were selected from Inspectors, Sergeants, Sub-Inspectors and Assistant Sub-Inspectors. The Enumerators and Circle Supervisors were imparted training at Lalbazar by the Assistant Superintendent of Census Operations. The Enumeration was completed by the fixed time. The

Circle Supervisors and the Enumerators did not claim any remuneration for the Census works done by them in addition to their normal duties.

(9) South Eastern Railway (Garden Reach)—Charge No. 89 (S.E.R.).

The Census of the South Eastern Railways Special Charge for the Railway Colonies and Railway areas at Garden Reach was entrusted to Sri B. Mohanty, Secretary, Station Committee, S. E. Railway. The Charge was subdivided into 2 Circles and 11 Blocks. All the 2 Circle Supervisors and 11 Enumerators were given training by the Assistant Superintendent of Census Operations. I also explained to the Charge Officer the details of Census works. The Enumeration was successfully completed within the scheduled time.

Besides the Special Charges, enumeration in 29 Special Blocks, a list of which is given in Annexure 'A' was made by their respective agencies after the Enumerators were thoroughly trained up. The Special Blocks were broadly of 4 categories *viz.*, (a) Hospitals, (b) Jails, (c) Hotels & Hostels and (d) Other Public, Private and Municipal Institutions. The authorities concerned were contacted by me and instructions given on the work of enumeration. On the whole the work of the Enumerators of the Special Blocks was satisfactory and they completed enumeration in time. The majority of enumerators appointed in Calcutta were recruited from Government and Corporation offices. The Enumerators had to work during the period from 10th February to 5th March between the hours of 6-30 A.M. to 9-30 A.M. and 5-30 P.M. to 9-00 P.M. On the 6th March, the Enumerators had to remain engaged whole time in Census duties.

13. **Facilities given to Enumerators—Census holidays**—In order to give facilities to the Enumerators to look after Census works, the Chief Secretary was pleased to allow the Enumerators appointed from West Bengal Government employees to attend office at 12 noon from 10th February to 27th February and also permitted them to stay away from their respective offices on the 28th February, 1st March, 3rd March, 4th March and 6th March, 1961, 2nd and 5th of March, 1961 being holidays. Their absence in offices during this period was treated as on duty. In response to a Circular of the State Superintendent, the Central Government offices also allowed similar previleges to their employees who were actually engaged in Census duties. On the night of the 28th February, 1961 all the Enumerators moved in their respective blocks and counted the homeless persons such as beggars, pavement dwellers, vagrants, etc., of the Calcutta City area. The State Superintendent, myself and the Assistant Superintendent of Census Operations and all the District Census Officers toured round the City in the night and inspected how the work was progressing. Enumeration in all the areas within Calcutta was completed according to schedule.

As to the accuracy of enumeration, it may be stated here that a post-enumeration check was taken up in all the 80 wards to determine the extent of error in the population count. The Survey was confined to about 2 per cent. of blocks and 5 per cent. of houses in these blocks selected and sampled for post-enumeration check. The results of the post-enumeration check conducted during March to April, 1961 would show that the enumeration of Calcutta City area was, on the whole accurate. Further, the results of enumeration agreed with the figures of house-list population within a narrow margin, although the figures of house-list population were not supplied to Enumerators. The narrow margin of 13,066 could mostly be accounted for by the fact that some persons who resided in Messes and Hotels but who were Heads of Households located beyond Calcutta were left out of count during enumeration as per instructions, provided they spent the week-days in Calcutta but spent the week-ends at home. It will therefore, appear that accuracy of enumeration stood the tests well.

During enumeration, persons belonging to a certain community tried to interfere with the works of Enumerators in some Bustee areas by dictating to record "Urdu" as mother-tongue although the persons who wanted to dictate did not belong to the household concerned. The troubled spots were visited by the District Census Officers and the Assistant Superintendent of Census Operations and I also met the Charge Officers concerned to put a stop to this practice.

14. **Block Abstract—Circle Abstract—Charge Abstract and their accuracy**—The State Superintendent issued a circular on 10-1-61 about Block Abstracts, Charge Abstracts and Town Abstracts to facilitate quick compilation and communication of provisional population figures at different levels as soon as enumeration was over. Detailed instructions were sent by me on 3-2-61 on the basis of the circular of the State Superintendent to all the Charge Officers for preparation of Block Abstracts by Enumerators, Circle Abstracts by Circle Supervisors and Charge Abstracts by Charge Officers. Each Enumerator was asked to prepare his Block Abstract and to submit the same to his Circle Supervisor in the morning of 6-3-61 together with the block bundle containing the pads and other papers after he finished the revisional round on 5-3-61. The Circle Supervisors were asked to prepare the Circle Abstract for his Circle from the figures given in Block Abstracts by all the Enumerators under him and to submit Circle Abstracts to Charge Officers concerned by the night of 6-3-61 together with all the block bundles containing pads and other Census papers of the Circles. The Charge Officers were requested to prepare the Charge Abstracts for their Charges from the figures of Circle Abstracts of all the Circle Supervisors under their charges and to submit the Charge Abstracts to my office by 12 noon of 7-3-61 together with all block bundles of a Charge. The abstracts were accurately prepared in all the Charges excepting in Ward Nos. 1, 39 & 74 where certain mistakes were detected in totalling up the figures in Charge Abstracts. The mistakes detected were promptly corrected in my office by the District Census Officers concerned to arrive at the correct provisional population figure of Calcutta City. The Charge Abstracts were also punctually prepared and submitted by all the Charges on the scheduled date *viz.*, on 7-3-61, except in cases of Ward Nos. 62 and 59, the Charge Abstracts of which were received in my office on 8-3-61. The main reason for mistakes in Charge Abstracts of the wards mentioned above was due to the fact that the Charge Officers concerned had to prepare and submit their statements hurriedly. The slight delay in preparation and submission of Charge Abstracts of Ward Nos. 62 & 59 was due to delay in receipt of Enumerator's Abstracts together with block bundles from 2 Enumerators of the 2 Charges.

15. **Manner of Collection of Census Forms after Enumeration**—Each Block bundle containing Census forms such as, sheets of the Summary of House-lists, enumeration and household schedule pads, Special enumeration cards for Census of scientific and technical personnel, report on revisional rounds of visits of Enumerator, and the block abstract showing the provisional population figures for the block was at first handed over by the Enumerator to his Circle Supervisor. The Circle Supervisor collected all such block bundles from all the Enumerators under him. He then handed over all the block bundles of his Circle to his Charge Officer along with his Circle Abstract. The Charge Officers in their turn handed over all the block bundles of their charges to the District Census Officers

concerned along with Charge Abstracts, showing the provisional population figures of respective charges. The District Census Officers with the help of Charge Clerks collected all the Block bundles of each and every charge under them and delivered these Census records and papers block by block for each charge separately in gunny bags to my office through the Charge Clerks of the respective wards. From some Special Charges the forms, pads, etc., were brought down to my office by a Government jeep lent by the Director of Land Records and Surveys for supervision of Census of Calcutta. The collection of pads and Census forms was completed by 8-3-61 and the provisional population figure of Calcutta City was submitted on 9-3-61.

16. **The General attitude of the Census personnel, Municipality and Public**—The Census personnel for the Census of Calcutta comprised of Government employees, Semi-Government employees, employees of Calcutta Corporation, leading and responsible citizens and outsiders mostly from the student community. A good percentage of them considered Census work to be a very important work and tried to conduct the Census in correct and proper way. They, however, thought that the rates of honorarium paid to them were small in comparison with the nature of work that they had to perform.

The Calcutta Corporation authorities helped us in every possible way for making the Census a success, and gave us all facilities and help which we sought from time to time.

The general attitude of the public towards Census was on the whole co-operative. The Marwari community of Burra Bazar area issued some leaflets urging members of the Marwari Community to co-operate with the Census authorities. The Muslim community showed particular interest to see that none of its members was left out of enumeration through inadvertance. This community complained cases of non-enumeration mostly without verification through overzeal. As all complaints were promptly looked into, there was no room for doubting the accuracy of Census.

Immediately after commencement of house-numbering and house-listing a circular was issued to all Charge Officers and Circle Supervisors to direct all the house numberers to contact either the head of the household or any adult member of the household in absence of the head of the household for numbering of the buildings and Census houses and for recording all the required information in the house-list form. In cases of institutions and non-dwelling Census houses, such as factories, work-shop, shops, jails, hospitals etc., the House-numberers were to contact the authorities or responsible persons of the establishment concerned for correct and accurate information.

17. **Complaints received about omission, double enumeration or wrong enumeration during house-numbering and house-listing and enumeration**—During house-numbering and house-listing only a few cases of complaints were received. Almost all of them related to the number of Census houses within a building. All these complaints were promptly attended to. In one case the complaint related to the number of the building in Ward No. 80. On enquiry it was found that the complainant did not know the correct municipal premises number of the building in question. In two cases, the complaint related to a recording of information about the number of persons residing in Census household by the house-numberers. In both the cases enquiries were made and in one case it was found that the complaint was baseless. In the other case, defect found in the house-list was rectified on spot after local enquiry.

During enumeration, the General Secretary, Anjuman Taraqqi-e-Urdu Hind, Calcutta complained that some enumerators of Ward Nos. 5, 40, 41, 44, 50, 52, 53, 57 & 73 either did not make any entry in the enumeration slip against the question "Mother tongue" or they recorded Bengali as mother tongue although they were asked to write "Urdu" as mother tongue. He also complained that some Enumerators in these wards recorded only "U" against the question "mother tongue" instead of recording "Urdu". Besides, it was alleged that all the persons of some households in these wards were not enumerated. All these complaints were duly enquired into by the District Census Officers, North, Central, East & South. The District Census Officer, Central reported after enquiries and examination of the relevant enumeration slips that Urdu was clearly recorded as mother tongue in the slips concerned. The District Census Officer, North reported that in some cases, during the beginning of enumeration "U" the abbreviation of word for, "Urdu" was used by the Enumerators through misconception but subsequently these were corrected and the word "Urdu" was written in slips against the question regarding mother tongue. Besides, the District Census Officers, Central, East and South also reported that some of the allegations relating to 3 premises were baseless as the premises in question were non-existant. The allegations regarding recording "Bengali" as mother tongue although the Enumerator concerned was asked to write "Urdu" were therefore without any foundation. The complaint against non-enumeration was also found to be baseless from the enquiries made by the District Census Officers concerned. On the contrary, it transpired from the reports of the District Census Officers, North, Central and East that during the enumeration, some outsiders belonging to a particular community in some cases interferred with the work of enumeration as they wanted that the Enumerators should record "Urdu" as mother tongue, irrespective of what was returned as mother tongue by the members of the household concerned.

Some complaints were received regarding omission during enumeration and soon after the enumeration was over. On enquiry it was found that there were no real omissions as the Enumerators had got the particulars from other members of the house.

18. **Details of the prosecutions under the Census Act, 1948**—During the house-numbering and house-listing stage two reports were received from Circle No. XIII, of Ward No. 35 and Circle No. I of Ward No. 5 against certain persons who refused to give the required information for properly filling up the house-list form. In the case of Ward No. 35, the Circle Supervisor concerned was not only refused the required information to fill up the House-list form by the occupier of the premises in question but it was also alleged that the occupier abused and ill-treated the Circle Supervisor. In the other case in Ward No. 5, the proprietors of the premises in question refused to give the Circle Supervisor access within the premises for numbering and refused to answer any information in respect of their factory. In both these cases, Show Cause notices under the Census Act, 1948 issued by the State Superintendent were served upon the persons concerned.

At the stage of enumeration in one case in Circle No. II of Ward No. 63 there was a report from the Enumerator of Block No. 8 that one person of his Block threw away the Census papers after snatching those from his hand, while he was filling the enumeration slips in the household. It was also reported that the Enumerator was abused and driven out of the residence. The State Superintendent sanctioned prosecution in this case of the person against whom allegations were received, under Section II (1a) of the Census Act, 1948. Subsequently the case was dropped after the person concerned expressed his sincerest regret and tendered apologies.

THE CENSUS QUESTIONNAIRE

1. **Location Code**—The Census personnel understood what was meant by location code. The enumerators appreciated that Location code saved a good deal of their time and labour. Cases of no entry against location code were very negligible and happend in few cases of enumeration slips of the members of a household other than the Head.

2. **Name**—Enumerators did not find it difficult to record the names of persons in full. But in few cases amongst uneducated persons nick-names were written and in some other few cases amongst them surnames were missing.

3. **Relationship to Head**—Most of the enumerators recorded answers against question 2(c) correctly. In the training classes, time had to be given to clarify when 'visitor', 'boarder' or "employee" had to be written against this question.

4. **Age last birthday**—The returns of ages may on the whole be taken as accurate. The returns made by upper and educated middle class people were approximately correct in most cases. There was, however, a tendency amongst them to keep down the ages of young men seeking employment below twentyfive. Still the ages returned by them did not err by more than two or three years. But the illiterate people have neither any record of age nor any age sense. The Enumerators were, therefore, asked to assist such people to state their ages correctly by stimulating their memory by referring to historical incidents or religious events, etc., where such assistance to stimulate memory failed and the persons concerned were between the ages of 50 and 80, the Enumerator had often to judge the age from the ages of Children and other relations living in the household.

5. **Marital Status**—The returns regarding marital status were on the whole correct. In the training classes some Circle Supervisors and Enumerators argued that they might find it difficult to get correct returns from persons who had been divorced or who had been separated from wife or husband and were living apart with no intention of living together again. They were told that they would be getting correct returns regarding their marital status if they counted the head of the household first and then wanted to count his wife before enumerating other near relatives.

6. **Birthplace**—No tendency was noticed to record the names of birthplace incorrectly. No report was received that persons born in Pakistan hesitated in returning Pakistan as their birthplaces in fear of losing Indian Citizenship. In few cases, however, uneducated persons whose birthplaces were beyond the State of West Bengal but within other States in India could not correctly give the names of Districts or States where they were born, but returned only the names of their birthplaces. On the whole the birthplaces returned were reliable and correct.

7. **Born: Rural or Urban**—There was no tendency to record the answers to question 4(b) incorrecly.

8. **Duration of residence if born elsewhere**—The answers to qustion 4(c) was on the whole correctly recorded as per instructions laid down at page 11 of the printed booklet "Instructions to Enumerators".

9. **Nationality**—Tendency to give incorrect returns regarding nationality against question 5(a) was not reported.

10. **Religion**—The returns on religion may on the whole be taken to be accurate.

11. **Scheduled Castes & Scheduled Tribes**—A list of Scheduled Castes and Scheduled Tribes obtaining in the State of West Bengal was circulated to all Charge Officers, Circle Supervisors and Enumerators to Assist the Enumerators to write the names of the castes or tribes for persons belonging to Scheduled Castes or Scheduled tribes against question 5(c). No case was reported where a persons belonging to non-Scheduled Caste or Tribe wanted to record as a Scheduled Caste or Tribe to earn benefits under the constitution permissible to Scheduled Castes & Scheduled Tribes. In some cases, however, some enumerators did not write the name of the caste or tribe in the enumeration slips of persons belonging to Scheduled Castes or Scheduled Tribes. In a very very small number of slips, again, the name of the caste or tribe written in question 5(c) did not agree with the names of Scheduled Castes & Tribes obtaining in the State of West Bengal. The tendency on the part of Enumerators to infer from the title of a person that he did not belong to Scheduled Caste was checked by inspections made by District Census Officers.

12. **Literacy & Education**—No case was reported in which any person returned their literacy and educational qualification in exaggerated way.

13. **Mother tongue**—A tendency was noticed on the part of a particular community in certain pockets to see that Enumerators record "Urdu" as mother tongue for certain persons of a particular community irrespective of the fact whether their mother tongue was really "Urdu" or not. Steps were taken to see that Enumerators did not record answer against the question relating to mother tongue under threat or dictation from outsiders who were not members of the household enumerated. Although it could not be definitely ascertained whether a section of people returned "Urdu" as their mother tongue in spite of the fact that their mother tongue was "Bengali", yet doubts arose that this might have been done in certain pockets. The actual state of affairs may be found out during tabulation.

14. **Any other language(s)**—Tendency to deny knowledges about subsidiary languages was not noticeable.

15. **Working as Cultivator or as Agricultural Labourer**—Persons working as cultivators or as agricultural labourers must have been very few in Calcutta. In training classes some Circle Supervisors and Enumerators raised interesting points relating to question 8. From this it can be guessed that the Enumerators wanted to record answer to question 8 properly after putting required questions to the persons concerned and with care.

16. **Working at Household Industry—Nature of work—Nature of Household Industry—if employee**—Considerable time had to be spent in training classes to explain clearly to the Enumerators what was meant by Household Industry for the purpose of Census. The number of Household Industries in Calcutta was likely to be small in view of its definition, as in Calcutta other conditions being fulfilled, an industry could not be said to be a household industry unless it was conducted in the same Census house where the household resided. Answers recorded against question 10 was fairly accurate and reliable. In few cases abbreviations like MR, SW were entered unnecessarily against question 10(c) meaning thereby that the person concerned was not paid employee in another person's Household Industry.

17. **Doing work other than as a cultivator or as an agricultural labourer or at any Household Industry—Nature of work—Nature of Industry, profession, trade**

or Service—Class of worker—Name of Establishment—Questions 11(a) to 11(d) were answered in the case of all persons doing work other than as a cultivator or as an agricultural labourer or at any Household Industry but the answers were not recorded properly in some cases. In some cases of employees of firms, the name of the firm only had been given but not the nature of its industry, business, trade, profession or service although in course of training and inspection much time and emphasis were given to explain that in the case of question 11(b), description in detail had to be given about the nature of industry, business, trade, profession or service of the firms or establishments in which a person worked. As full details were not available from the entries in question 11(b), in many cases Thacker's Directory had to be consulted for correct coding of slips for Industry.

18. **Activity if not working**—No tendency was noticed on the part of persons not working to record as working. In Calcutta it will be found that there are some students who are employed in offices or who do other works besides their studies. In such cases the Enumerators were instructed to ask them whether they devoted more time as a student or as a worker either to record them as persons not working against question 12 or as persons working against relevant questions about workers and not to record them both as Workers and Non-Workers.

19. **Sex**—The sex returns may be taken as accurate as they generally are.

Before I close my report I must express my deep gratitude to the Superintendent of Census Operations, West Bengal & Sikkim whose advice and instruction we always received. His active participation in the Census of Calcutta helped us a lot and obviated many of our practical difficulties.

As stated earlier, I am also indebted to Sri P. C. Majumder, I.A.S. (Retired), Commissioner of Calcutta Corporation who gave me all facilities and help which I saught from time to time and to Sri L. N. Bal, Deputy Commissioner—II, who wholeheartedly co-operated with me for making the Census of Calcutta a success.

I must also recognise here the services rendered by Sri Sukumar Ray, a member of the West Bengal Junior Civil Service who joined as Assistant Superintendent of Census Operations, Calcutta City in the afternoon of 2nd January, 1960 and worked with me from the beginning to the end of Census Operations in Calcutta City. He worked very hard ungrudgingly in connection with supervision of Census work of the Municipal wards, for organisation and guidance of the Census of the Special Charges and Blocks. In each stage of Census operations he took keen interest and showed zeal and enthusiasm to make the Census of Calcutta a success. The services rendered by him in connection with the Census of Calcutta City deserve special recognition.

All the five District Census Officers—3 Kanungoes, one directly recruited and another recruited from the existing staff of the Census Department, worked hard. I wish to mention the name of Sri Manindra Nath Sarkar who was recruited as a District Census Officer from the existing staff of the Census Department. He is a capable organiser and a sincere worker. He was highly successful in addressing large meetings in connection with the training of Circle Supervisors, House-numberers and Enumerators. He managed the Census of his District efficiently.

Lastly I should also acknowledge the services rendered by Sri Jitendra Nath Bose, B.Com., Head Clerk of my office. I found him always very hard-working and a sincere and conscientious worker. He was also very thorough in performing the works specifically allotted to him for the smooth conduct of the Census of Calcutta.

S. M. BHATTACHARJEE,

Deputy Superintendent, Census Operations, Calcutta.

ANNEXURE 'A'

LIST OF SPECIAL BLOCKS

HOSPITALS

1. A. G. Hospital & Marwari Hospital, Amherst Street.
2. Calcutta National Medical College Hospital, Acharya Prafulla Chandra Road.
3. Medical College Hospital, College Street.
4. Lady Dufferin Victoria Hospital, Amherst Street.
5. Nil Ratan Sircar Medical College Hospital, Lower Circular Road.
6. I. D. Hospital, Beliaghata Main Road.
7. Chittaranjan Hospital, C.I.T. Scheme No. XLIX.
8. Sambhu Nath Pandit Hospital, Elgin Road.
9. S. S. Karnani Memorial Hospital, Lower Circular Road.
10. M. R. Bangur Hospital, Deshapran Sashmal Road.
11. R. G. Kar Medical College Hospital, Belgachia Road.

EDUCATIONAL INSTITUTIONS

12. La Martiniere School, Loudon Street.
13. Bengal Veterinary College.

JAILS

14. Special Jail, Alipore.
15. Presidency Jail, Alipore.
16. Central Jail, Alipore.

HOTELS AND HOSTELS

17. Great Eastern Hotel, Old Court House Street, Calcutta.
18. Grand Hotel, Chowringhee Road.

MARKETS

19. Orphangunge Market, Kidderpore.

OTHER PUBLIC AND PRIVATE INSTITUTIONS

20. Calcutta Corporation Gokhana, Grey Street.
21. Raj Bhavan, Govt. Place.
22. Zoological Garden, Alipore.
23. Calcutta Corporation Gokhana, B. T. Road.
24. Tala Pumping Station, 58/8, B. T. Road.
25. Gun & Shell Factory.
26. India Government Mint.
27. 24-Parganas Police.
28. Calcutta Tramways Co. Ltd.
29. Calcutta Electric Supply Corporation Ltd.

ANNEXURE 'B'

List of Charge Officers for 1961 Calcutta Census together with addresses of the Charge Offices

Serial No.	Name, Designation and Address of selected Charge Officers of Calcutta	Ward No.	Address of the Charge Office	Remarks
(1)	(2)	(3)	(4)	(5)
1.	Sri Suresh Chandra Dey, Secretary to Dr. Mc. Cay Niran Shelim and Davis, 36/2H, B. T. Road, Calcutta.	1	36/2H, B. T. Road, Calcutta.	
2.	Sri Barada Chandra Chakravorty, 3/6, Raja Bagan Lane, Calcutta-30.	2	3/6, Raja Bagan Lane, Cal-30.	
3.	Sri Nripendra Nath Majumder, Conservancy Supervisor, 4/2, P.W.D. Road, Ashokegarh, Calcutta-35.	3	Cossipur Corporation District Office, 10, B. T. Road, Calcutta.	
4.	Sri Ramanath Bose, B.E., Offg. Superintendent (Bldgs.), 1/7, Paikpara Row, Calcutta.	4	Corporation F. P. School, 14A & B, Anath Nath Deb Lane, Calcutta.	
5.	Sri Sachindra Kumar Das, Lighting Supervisor, 24, Indra Biswas Road, Calcutta-37.	5	24, Indra Biswas Road, Calcutta-37.	
6.	Dr. H. P. Kundu, B.Sc., M.B., 10, Banamali Sarkar Street, Calcutta.	6	1, Dhanada Ghosh Street, Calcutta-5.	
7.	Sri Ajit Kumar Mukherjee, Assistant Treasurer, 1/A, Nilmani Row, Calcutta-2.	7	Corporation F. P. School, 1/2, Marhatta Ditch Lane, Calcutta-4.	
8.	(1) Sri Sisir Kumar Bose, Deputy Licence Officer, 64F, Shyam Pukur Street, Calcutta-4.	8	Corporation F. P. School, 3A, Sham Square East, Cal.-4.	Upto House-numbering and House-listing.

ANNEXURE 'B'—*contd.*

List of Charge Officers for 1961 Calcutta Census together with addresses of the Charge Offices—*contd.*

Serial No.	Name, Designation and Address of selected Charge Officers of Calcutta	Ward No.	Address of the Charge Office	Remarks
(1)	(2)	(3)	(4)	(5)
	(2) Sri R. M. Kar, Solicitor, 2A, Dr. Bipin Behari Street, Calcutta.	8	2A, Dr. Bipin Behari Street, Calcutta.	After House-numbering to Enumeration.
9.	Sri Rabi Banerjee, Assistant Collector, 19, Shyam Pukur Lane, Calcutta-4.	9	Corporation F. P. School, 52A, Raja Naba Kissen Street, Calcutta.	
10.	Sri Nani Gopal Majumder, Sub-Assessor, 201, Acharya Prafulla Chandra Road, Calcutta-4.	10	Corporation F. P. School, 227/1, Acharya Prafulla Chandra Road, Calcutta-4.	
11.	Sri Sudev Chandra Dutta, Lighting Supervisor, 33, Grey Street, Calcutta-4.	11	Corporation F. P. School, 9, Ram Narayan Bhattacharjee Lane, Calcutta.	
12.	Dr. N. B. Das, Assistant Medical Officer, 13/C, Jadu Pandit Road, Calcutta-6.	12	Corporation F. P. School, 9, Ram Narayan Bhattacharjee Lane, Calcutta.	
13.	Sri Gauranga Nath Banerjee, Deputy Licence Officer, 12/13, Goa Bagan Street, Calcutta-6.	13	Corporation Night School, 72/1, Grey Street, Calcutta.	
14.	Sri Paresh Chandra Bose, Conservancy Supervisor, Dist.-I, 58/1/1E, Raja Dinendra Street, Calcutta-6.	14	Corporation F. P. School, 10/2A, Gouribere Lane, Calcutta.	
15.	Sri L. N. Datta, Sanitary Officer, Maniktala, 68, Middle Road, Entally, Calcutta.	15	Corporation F. P. School, 46, Harish Neogy Road, Calcutta.	
16.	Sri Tejendra Nath Guha, 31A, Ramkrishna Samadhi Road, Calcutta.	16	31A, Ramkrishna Samadhi, Road, Calcutta.	
17.	Dr. B. Bera, Sanitary Officer, Dist.-I, Health Office, 129, Maharshi Debendra Road, Calcutta.	17	Corporation F. P. School, 12, Beniatola Street, Calcutta.	
18.	Sri Krishna Ch. Bhattacherjee, B.E., Dist. Bldg. Supervisor, 63-A, Nimtala Ghat Street, Calcutta.	18	Corporation F. P. School, 23/1, Tagore Castle Street, Calcutta.	
19.	Sri Malaya Das, 56, Maharshi Debendra Road, Calcutta.	19	187, Maharshi Debendra Road, Calcutta.	
20.	Sri Ramen Chatterjee, Sub-Assessor, 75/2A, Hari Ghosh Street, Calcutta-6.	20	Corporation F. P. School, 13/1/1A, Adwaita Mallick Lane, Calcutta-6.	
21.	Dr. Baneswar Kundu, 2B, Pratap Ghosh Lane, Calcutta-7.	21	2B, Pratap Ghose Lane, Calcutta-7.	
22.	Sri Manindra Nath Roy Chowdhury, Assistant Librarian, City College, 125, Muktaram Babu Street, Calcutta.	22	Corporation F. P. School, 29A, Chorebagan Lane, Calcutta.	
23.	Sri Sukumar Bose, Superintendent, College Street Market, Calcutta.	23	'Bijoy Bal Bidyalaya' 131, Chittaranjan Avenue, Calcutta.	
24.	Sri Atanu Ganguly, 3, Ganguly Lane, Calcutta.	24	Corporation F. P. School (Mukharam Kanodia F.P. School), 9, Burtola Street, Calcutta.	

ANNEXURE 'B'—*contd.*

List of Charge Officers for 1961 Calcutta Census together with addresses of the Charge Offices—*contd.*

Serial No.	Name, Designation and Address of selected Charge Officers of Calcutta	Ward No.	Address of the Charge Office	Remarks
(1)	(2)	(3)	(4)	(5)
25.	Sri Madan Dhar, 15/1, Roy Lane, Calcutta.	25	Goswami Palace, 5A, Kalakar Street, Calcutta-7.	
26.	Sri Purusattam Joshi, 36, Purusattam Roy Road, Calcutta.	26	Corporation F. P. School, 9, Burtola Street, Calcutta. (Mukharam Kanodia F. P. School).	
27.	Sri Gobinda Lal Dhan Dhania, 42, Kalikrishna Tagore Street, Calcutta.	27	Corporation F. P. School, 9,Burtola Street, Calcutta	
28.	Sri Som Nath Chatterjee, 40, Kailash Bose Street, Calcutta.	28	Corporation F. P. School, 1, Mahendra Srimani Street, Calcutta.	
29.	Sri Aradhan Ganguly, L.L.B., Solicitor, Advocate Supreme Court, 80, Bechu Chatterjee Street, Calcutta.	29	80, Bechu Chatterjee Street, Calcutta.	
30.	Sri Harendra Krishna Daw, 117B, Sitaram Ghosh Street, Calcutta-9.	30	117B, Sitaram Ghosh Street, Calcutta-9.	
31.	Sri Arabinda Bhattacherjee, Professor, Surendra Nath College, "Surendra Nath Chatra Bas", 55, Suryya Sen Street, Calcutta.	31	20, Ramnath Biswas Lane (Old Hallwell Lane), Calcutta.	
32.	Sri Ashish Kumar Mukherjee, Professor, Bangabashi College, 16B,Bipradas Street, Calcutta-9.	32	16B, Bipradas Street, Calcutta-9.	
33.	Sri Kalidas Bose, B.E., Dist. Bldgs., Supervisor, 28B, Narikeldanga Main Road, Calcutta.	33	Manicktola Municipal Office —Buildings Deptt., 109, Narikeldanga Main Road, Calcutta.	
34.	Sri Satyendra Nath Sircar, Sub-Assessor, 11, Chandi Bose Lane, Calcutta-10.	34	Corporation F. P. School, 6, Omda Raja Lane, Calcutta.	
35.	Sri Aswini Bagchi, Attendance Officer, (Education Deptt.), 17, Dr. Panchanan Mitra Lane, Calcutta-10.	35	72, Charakdanga Road, Calcutta.	
36.	Sri S. Banerjee, Supdt., Secy's Deptt., 48, Abinash Chandra Banerjee Lane, Calcutta-10.	36	Corporation F. P. School, 56, Abinash Chandra Banerjee Lane, Calcutta-10.	
37.	Sri Chintamoni Roy, 205, Old China Bazar Street, Calcutta.	37	205, Old China Bazar Street, Calcutta.	
38.	Sri Satyendra Nath Chakraborty, Caretaker, New Secretariat Bldgs., 1, Hastings Street, Calcutta-1.	38	New Secretariat Bldgs., 1, Hastings Street, Calcutta-1.	
39.	Dr. Bibhuti Bhusan Moullick, 10, British Indian Street, Calcutta.	39	10, British Indian Street, Calcutta.	
40.	Sri A. H. M. A. Ghaffar, B.A., B.T., 81, Phear Lane, Calcutta-12.	40	Corporation F. P. School, 6, Peters Lane, Calcutta (Adjacent to C. M. O. High School).	

ANNEXURE 'B'—*contd.*

List of Charge Officers for 1961 Calcutta Census together with addresses of the Charge Offices—*contd.*

Serial No.	Name, Designation and Address of selected Charge Officers of Calcutta	Ward No.	Address of the Charge Office	Remarks
(1)	(2)	(3)	(4)	(5)
41.	Sri Kalidas Mullick, 60, Kalutola Street, Calcutta.	41	60, Kalutola Street, Calcutta.	
42.	Sri Shyamaprasad Mitra, 8, Madan Baral Lane, Calcutta.	42	23, Nirmal Chandra Street, Calcutta.	
43.	Sri Sunil Roy Chowdhury, M.A., 7D, Arpuli Row, Calcutta-22.	43	Corporation F. P. School, 56, Sree Gopal Mallick Lane, Calcutta.	
44.	Sri Brajendra Nath Bhadra, Offg. Public Relation Officer, Calcutta Corporation, 4, St. James Square, Calcutta-12.	44	Corporation F. P. School, 56, Sree Gopal Mallick Lane, Calcutta.	
45.	Sri Santosh Kumar Chowdhury, Dist. Bldg. Supervisor, 1B, Durga Pithuri Lane, Calcutta.	45	1B, Ram Narayan Matilal Lane, Calcutta.	
46.	Sri Kumar Krishna Sircar, Sub-Assessor, 42/1A, Sankaritala Street, Calcutta.	46	1B, Ram Narayan Matilal Lane, Calcutta.	
47.	Sri Samir Kumar Sarkar, Sanitary Officer, Dist.-I, Health Office, 12, Haralal Das Street, Calcutta-14.	47	Corporation F. P. School, 75-D, Doctor Suresh Sarkar Road, Calcutta.	
48.	Sri K. Bhattacherjee, 4K, Radhanath Chowdhury Road, Calcutta-15.	48	4K, Radhanath Chowdhury Road, Calcutta-15.	
49.	Dr. B. K. Banerjee, Supdt., Tangra Slaughter House, 74, Debendra Chandra Dey Road, Calcutta.	49	74, Debendra Chandra Dey Road, Calcutta.	
50.	Sri Sailendra Nath Roy Choudhury, Dy. Licence Officer, 4, Indian Mirror Street, Calcutta.	50	Corporation F. P. School, 57, Durga Charan Doctor Road, Calcutta.	
51.	Sri Jitendra Nath Kar Gupta, 33A/5, Doctor Lane, Calcutta.	51	Corporation F. P. School, 31, Alimuddin Street, Calcutta.	
52.	Sri S. M. Murshed, Asstt. Supdt., Hogg Market.	52	Office of the "Tarun Pragati Sangha", 16, Collin Street, Calcutta-16.	
53.	Sri A. S. M. Israil, 32, Elliot Lane, Calcutta.	53	15, Wellesley 2nd Lane, Calcutta.	
54.	Sri Sanjib Ch. Das, 32, Theatre Road, Calcutta.	54	32, Theatre Road, Calcutta.	
55.	(1) Sri A. K. Raha, Supdt., Entally Market, Calcutta.	55	Entally Market, Corporation Night School (Hindi), 185, Lower Circular Road, Calcutta.	Upto House-numbering and House-listing.
	(2) Dr. Birendra Kumar Banerjee, 99A, S. N. Banerjee Road, Calcutta.	55	Do.	After House-numbering to Enumeration.
56.	Sri Nalini Kanta Mukhopadhyaya, J. P. (Retd. Sub-Registrar), 11B, Ram Mohan Bera Lane, Calcutta-14.	56	11B, Ram Mohan Bera Lane, Calcutta-14.	

ANNEXURE 'B'—*contd.*

List of Charge Officers for 1961 Calcutta Census together with addresses of the Charge Offices—*contd.*

Serial No.	Name, Designation and Address of selected Charge Officers of Calcutta	Ward No.	Address of the Charge Office	Remarks
(1)	(2)	(3)	(4)	(5)
57.	Sri M. Rahaman, Secy. Muhammadan Burial Board, 67/1, Beniapukur Road, Calcutta-14.	57	67/1, Beniapukur Road, Calcutta-14.	
58.	Sri F. Rahaman, Asstt. Food Supply Officer, 3, Col. Biswas Road, Calcutta-17.	58	3, Col. Biswas Road, Calcutta-17.	
59.	Dr. S. Roy, Supdt., Vaccine Deptt., 36, Ballygunge Circular Road, Calcutta-19.	59	Corporation F. P. School, 2, Circus Market Place, Calcutta.	
60.	Sri Srimanta Kumar Ghosh, Offig. Supdt. (Plans), 67A, Palm Avenue, Calcutta.	60	67A, Palm Avenue, Calcutta.	
61.	Sri Shyam Charan Mukherjee, Conservancy Supervisor, Dist. IV, 22A, Girish Mukherjee Road, Calcutta-25.	61	Corporation F. P. School, 16B, Fern Road, Calcutta.	
62.	Sri D. N. Saha, Lighting Supdt., 27, Aswini Dutta Road, Calcutta.	62	Corporation F. P. School, 124/1, Sarat Bose Road, Calcutta.	
63.	Sri Biswa Nath Roy, M.A., B.L., Advocate, P-534, Raja Basanta Roy Road, Calcutta-29.	63	P-534, Raja Basanta Roy Road, Calcutta-29.	
64.	Sri R. K. Ghosh, Supdt., Lansdowne Market, Calcutta.	64	Corporation F. P. School, 6, Raja Basanta Roy Road, Calcutta.	
65.	Sri Sibendra Nath Bhanja, 28/4/1, Sree Mohan Lane, Calcutta-26.	65	28/4/1, Sree Mohan Lane, Calcutta-26.	
66.	Dr. C. D. Bose, School Medical Officer, 8, Sadananda Road, Calcutta-26.	66	Corporation F. P. School, 13/1, Nepal Bhattacherjee Street, Calcutta.	
67.	Sri S. N. Banerjee, Conservancy Supervisor, Dist. III, 8/9, Russa Road, Calcutta-26.	67	Calcutta Corporation F. P. School, 33, D & E., Kalighat Road, Calcutta.	
68.	Sri Ashim Kumar Ghosh, Supdt., Lake Market, Calcutta.	68	Corporation F. P. School, 34, Satish Mukherjee Road, Calcutta.	
69.	Sri Debesh Chandra Mallick, Sub-Assessor, 25/B, Mohini Mohan Road, Calcutta-25.	69	Corporation F. P. School, 16B, Rammohan Dutta Road, Calcutta.	
70.	Dr. K. B. S. Chakraborty, Sanitary Officer, Dist. II, Health Office, 6A, Nandalal Jew Road, Calcutta-26.	70	Corporation F. P. School, 8, Subarban School Road, Calcutta.	
71.	Janab Attar Hossain, Sub-Assessor, 28, Judge's Court Road, Calcutta-27.	71	Corporation F. P. School, 2/1, Paramahangsha Deb Road, Calcutta-27.	
72.	Sri Debitosh Ghosh, Sub-Assessor, 2/1, Rani kari Lane, Calcutta-26.	72	Corporation F. P. School, 2/1, Paramahangsha Deb Road, Calcutta-27.	
73.	Sri Loken Ghosh, 4L, Rajab Ali Lane, Calcutta.	73	4L, Rajab Ali Lane, Calcutta.	
74.	Sri Ashutosh Bhattacherjee, Conservancy Supervisor, Dist. IV, 79A, Manashatala Lane, Calcutta-23.	74	73A, Manashatala Lane, Calcutta-23.	

ANNEXURE 'B'—*concld.*

List of Charge Officers for 1961 Calcutta Census together with addresses of the Charge Offices—*concld.*

Serial No.	Name, Designation and Address of selected Charge Officers of Calcutta	Ward No.	Address of the Charge Office	Remarks
(1)	(2)	(3)	(4)	(5)
75.	Sri Sudhir Kumar Sen, 9/1, Ramanath Pal Road, Calcutta-23.	75	Corporation F. P. School, 16, Mohan Chand Road, Calcutta.	
76.	Dr. Harihar Banerjee, J.P., 61, Kashba Road, Calcutta.	76	61, Kashba Road, Calcutta.	
77.	Sri Dhanapati Bose, Senior Inspector, Calcutta Corporation, 47A, Motilal Nehru Road, Calcutta-29.	77	Corporation F. P. School, 32, Salimpur Road, Calcutta-31.	
78.	(1) Sri F. C. Sen Gupta, Anti-Corruption Officer, 58/71, Prince Anwar Shah Road, Calcutta.	78	Corporation F. P. School, (Tollygunge Boys' Primary School), 21, Prince Baktiar Saha Road, Calcutta-33.	Upto House-numbering and House-listing.
	(2) Sri Shiva Shambhu Sarkar, Prof., Charu Chandra College, 24, Indrani Park, Calcutta.	78	Do.	After House-numbering to Enumeration.
79.	Sri Sushil Chandra Roy Choudhury, Sub-Assessor, Kannangu Park, Garia, 24-Parganas.	79	Corporation F. P. School, (Russa F. P. School), 6, M. N. Sen Lane, Calcutta-40.	
80.	Sri Nirmal Ch. Bose, M.A., Head Clerk, Buildings Deptt., 2C, Jadabpur East Road, Calcutta.	80	Jadabpur Girls' H. E. School, Jadabpur East Road, Calcutta.	

Special Charges

Serial No.	Name and Designation of selected special Charge Officers	Charge No.	Name of Special Charge	Remarks
81.	Capt. B. A. Singh Chopra, A.S.C. of 225, Supply Platoon, Fort William, Calcutta.	81 (Fort)	Fort including Maidan Area.	
82.	Sri S. S. Ganguly, Asstt. Engineer, S.D.O. (Irrigation), Canals Division, Calcutta Canals.	82 (Canals)	Calcutta Canals.	
83.	Sri G. V. Karlekar, Chief Labour Relations Officer, Port Commissioners for the Port of Calcutta.	83 (Port-Land)	Port-Land Area.	
84.	Sri D. N. Mehta, Assistant Collector of Customs and Supdt. of Preventive Services, Calcutta Customs.	84 (Port-Sea-going Vessels)	Port-Sea-going Vessels.	
85.	Mr. M. W. Scott., Inspector of Police, Shipping Office, Port Division, Marine-House, Calcutta.	85 (Port-Inland Vessels)	Port-Inland Vessels.	
86.	Sri M. Raja Rao, A.E.N/Sealdah and In-charge, Sealdah Colony, Eastern Rly. Sealdah.	86 (E.R.S.)	Eastern Railway, Sealdah	
87.	Sri D. Hariram, D.T.S., Eastern Railway, Chitpore Yard, Calcutta.	87 (E.R.C.)	Eastern Railway, Chitpore Yard.	
88.	Sri D. R. Ryan, Assistant Commissioner of Police, Arms Act Department, Calcutta.	88 (C.P.)	Calcutta Police.	
89.	Sri B. Mahanti, Secretary, South Eastern Railway's Station Committee, Garden Reach, Calcutta.	89 (S.E.R.)	South Eastern Railway, Garden Reach.	

APPENDIX VI

Report of the Post Enumeration Check of Census, 1961

D.O. NO. 2C-38/6183 Dated Calcutta-1, 14-3-62

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

DEAR SHRI JAIN,

The data of the Post Enumeration Check relating to West Bengal (excluding the Barrackpore Subdivision of the district of 24-Parganas) were analysed in my office. I enclose a summary of the findings for your information as promised by me during my visit to New Delhi last month.

Yours Sincerely,
J. C. SEN GUPTA.

SHRI S. P. JAIN,
Deputy Registrar General of India,
2A, Mansingh Road,
Kotah House Annexe,
New Delhi.

THE POST ENUMERATION CHECK OF CENSUS, 1961.

1. *OBJECT :*

The Post-Enumeration Check was conducted to estimate the accuracy of the Census figures. It was designed to estimate primarily the discrepancy between the actual population and the Census figure.

2. *SAMPLING SCHEME :*

For the purpose of sampling each district in the State was divided into two Strata, Rural and Urban. In Calcutta, of course, there was only one stratum, *viz.*, the Urban one, there being no rural area in the City. Thus we have, to start with, 31 strata, 16 urban and 15 rural.

Beginning with a random start every 50th block was selected from an urban stratum and every 100th block was selected from a rural stratum. Then from each selected rural block every 10th Census house from a random start was sampled and from each selected urban block every 20th Census house from a random start was selected.

Thus we have a "stratified two-stage systematic sample", blocks being the primary units and Census houses the secondary units. For the purpose of estimation, we may take it to be a "stratified two-stage random sample".

3. *DATA :*

Every selected block was re-surveyed in its entirety to find whether any residential Census house had been completely left out or had been duplicated.

Then investigations were made into each of the sampled Census house in every selected block to ascertain whether any person had been missed or there had been any overenumeration.

Thus, we have the following data:—

N_λ = total number of blocks in the λth stratum

n_λ = number of sampled blocks in the λth stratum

$u_{i\lambda}$ = total number of persons missed in the i th block of the λ th stratum due to entire houses being left out.

$v_{i\lambda}$ = total number of persons overcounted in the i th block of the λ th stratum due to entire houses being duplicated.

$y_{ij\lambda}$ = number of persons missed in the j th Census house (subunit) of the i th block (primary unit) in the λth stratum.

$x_{ij\lambda}$ = number of persons overcounted in the j th subunit the i th primary unit in the λ th stratum.

$M_{i\lambda}$ = total number of subunits in the i th primary unit or the λth stratum.

$m_{i\lambda}$ = number of sampled subunits (leaving "moved away" cases) in the i th primary unit of the λth stratum.

4. *THE ESTIMATE :*

$$\text{Let } \xi_{1\lambda} = \frac{N_\lambda}{n_\lambda} \sum_{i=1}^{n_\lambda} u_{i\lambda}$$

$$\xi_{2\lambda} = \frac{N_\lambda}{n_\lambda} \sum_{i=1}^{n_\lambda} v_{i\lambda}$$

$$\xi_{3\lambda} = \frac{N_\lambda}{n_\lambda} \sum_{i=1}^{n_\lambda} M_{i\lambda}\, \bar{y}_{i\lambda}$$

$$\xi_{4\lambda} = \frac{N_\lambda}{n_\lambda} \sum_{i=1}^{n_\lambda} M_{i\lambda}\, \bar{x}_{i\lambda} \text{ where } \bar{y}_{i\lambda} = \frac{\sum_{j=1}^{m_{i\lambda}} y_{ij\lambda}}{m_{i\lambda}}$$

$$\text{and } \bar{x}_{i\lambda} = \frac{1}{m_{i\lambda}} \sum_{j=1}^{m_{i\lambda}} x_{ij\lambda}$$

Then, $\xi_{1\lambda}$ is the unbiased estimate of the total number of persons missed in the λth stratum due to entire houses being left out and $\xi_{2\lambda}$ is the unbiased estimate of the total number of persons overcounted in the λth stratum due to entire houses being duplicated.

$\xi_{3\lambda}$ may be taken to be the unbiased estimate of the total number of persons missed in the λth stratum due to persons being missed in censused houses. $\xi_{4\lambda}$ may be taken to be the unbiased estimate of the total number of persons overcounted in the λth stratum due to persons being overcounted within censused houses.

Thus $T_\lambda = (\xi_{1\lambda} - \xi_{2\lambda} + \xi_{3\lambda} - \xi_{4\lambda})$ may be taken to be the unbiased estimate of the actual population minus the censused population for the λ th stratum.

If T_λ is positive, it shows that there had been an overall underenumeration and if T_λ is negative an overenumeration. T_λ is, in fact, the estimate of the correction term to be added to the Census population figure of the λth stratum.

5. AN IMPORTANT NOTE:

It may, however, be noted that the estimating formula has a slight theoretical drawback.

This drawback is due to the fact that at the second stage the sample was taken from all subunits in the primary unit, including even those subunits which had been duplicated. Thus there is some amount of overlapping between the components of T_λ.

In fact, this estimate would have been a perfectly unbiased one if, at the second stage, samples were taken from Census houses that had been neither left out completely nor duplicated entirely.

This theoretical drawback will however, hardly affect the value of the estimate in the present case. For, in only 2 blocks out of the 661 selected blocks, entire houses were duplicated. One of the blocks is in Murshidabad (Urban) and the other in Cooch Behar (Rural). In the first, 4 persons were overcounted in 3 duplicated houses and in the second, 7 persons were overcounted in 1 duplicated house. And in neither of the blocks a person was missed or overcounted in censused houses.

6. ESTIMATED VARIANCE OF THE ESTIMATE:

$V(T_\lambda)=V(\xi_{1\lambda})+V(\xi_{2\lambda})+V(\xi_{3\lambda})+V(\xi_{4\lambda})$, if we ignore the covariance terms arising of the overlapping between the components of T_λ mentioned before. In this case, of course, those covariances will be small. The sample estimates of $V(\xi_{1\lambda})$, $V(\xi_{2\lambda})$, $V(\xi_{3\lambda})$ and $V(\xi_{4\lambda})$ may be denoted by A_λ, B_λ, C_λ and D_λ respectively the expressions for which are given below:

$$A_\lambda = \frac{N_\lambda^2 s_{u\lambda}^2}{n_\lambda}\cdot\frac{N_\lambda - n_\lambda}{N_\lambda}, \text{ where } s_{u\lambda}^2 = \frac{1}{n_\lambda - 1}\sum_{i=1}^{n_\lambda}(u_{i\lambda}-\bar{u}_\lambda)^2$$

$$B_\lambda = \frac{N_\lambda^2 s_{v\lambda}^2}{n_\lambda}\cdot\frac{N_\lambda - n_\lambda}{N_\lambda}, \text{ where } s_{v\lambda}^2 = \frac{1}{n_\lambda - 1}\sum_{i=1}^{n_\lambda}(v_{i\lambda}-\bar{v}_\lambda)^2$$

$$C_\lambda = \left(\frac{1}{n_\lambda}-\frac{1}{N_\lambda}\right)\cdot\frac{1}{n_\lambda - 1}\sum_{i=1}^{n_\lambda}(N_\lambda M_{i\lambda}\bar{y}_{i\lambda}-\xi_{3\lambda})^2 + \frac{N_\lambda}{n_\lambda}\sum_{i=1}^{n_\lambda}\frac{M_{i\lambda}(M_{i\lambda}-m_{i\lambda})}{m_{i\lambda}}s_{iy\lambda}^2, \text{ where}$$

$$s_{iy\lambda}^2 = \frac{1}{m_{i\lambda}-1}\sum_{j=1}^{m_{i\lambda}}(y_{ij\lambda}-\bar{y}_{i\lambda})^2$$

$$\text{and } D_\lambda = \left(\frac{1}{n_\lambda}-\frac{1}{N_\lambda}\right)\cdot\frac{1}{n_\lambda - 1}\sum_{i=1}^{n_\lambda}(N_\lambda M_{i\lambda}\bar{x}_{i\lambda}-\xi_{4\lambda})^2 + \frac{N_\lambda}{n_\lambda}\sum_{i=1}^{n_\lambda}\frac{M_{i\lambda}(M_{i\lambda}-m_{i\lambda})}{m_{i\lambda}}s_{ix\lambda}^2, \text{ where}$$

$$s_{ix\lambda}^2 = \frac{1}{m_{i\lambda}-1}\sum_{j=1}^{m_{i\lambda}}(x_{ij\lambda}-\bar{x}_{i\lambda})^2$$

Therefore $V(T_\lambda)$ is estimated by $A_\lambda + B_\lambda + C_\lambda + D_\lambda$. And the variance of the sum of any number of T-s is estimated by the sum of the corresponding estimates of V(T)s.

7. VALUE OF THE ESTIMATE AND THE ESTIMATED S.E.

The estimate of the discrepancy between the actual population and the Census figure, disregarding the second stage samples wherever faulty [kindly see 8(iv) below], come out as 41,937 and that of its standard error as 31,278. The estimate of the discrepancy when compared against the provisional population, 33,680,190 of West Bengal, excluding Barrackpore Subdivision shows, roughly 0·12 per cent. of underenumeration. Calculation of the exact confidence interval is not possible here. For, nothing is known about the distribution of the estimate. However, we may take $T \pm 2.S.E.(T)$ as a rough approximation to the 95 per cent. confidence interval of the discrepancy.

$T \pm 2.S.E.(T)$

$= 41{,}937 \pm 2.\ 31{,}278$

$= (-20{,}619\ ;\ 104{,}493)$

These confidence limits, when compared against 33,680,190, the provisional population figure of West Bengal excluding the Barrackpore Subdivision of the district of 24-Parganas, show that the discrepancy lies, roughly speaking, between 0·06 per cent. of overenumeration and 0·3 per cent. of underenumeration.

8. SOME POINTS ON THE ESTIMATE:

(i) The P.E.C. data of Barrackpore Subdivision of 24-Parganas were discarded to start with.

(ii) Number of persons in entirely missed houses could not be ascertained in the block 19/139 of Burdwan district and 8/43 of Jalpaiguri district. In our calculations, we took them to be zero.

(iii) Some of the persons in the category "Enumeration not known" were, perhaps, really missed by the Census. But they were all left out of consideration at the time of estimating the discrepancy between the actual population and the Census figure.

(iv) As the second-stage sampling was faulty in some blocks, $\xi_{3\lambda}$ and $\xi_{4\lambda}$ were calculated discarding those blocks. The revised estimate of the discrepancy between the actual population and the Census figure is, thus, for the λth stratum

$$T'_\lambda = \xi_{1\lambda} - \xi_{2\lambda} + \xi'_{3\lambda} - \xi'_{4\lambda}$$

$$\text{where } \xi'_{3\lambda} = \frac{N_\lambda}{n'_\lambda}\sum_i{}' M_{i\lambda}\bar{y}_{i\lambda},$$

$$\xi'_{4\lambda} = \frac{N_\lambda}{n'_\lambda}\sum_i{}' M_{i\lambda}\bar{x}_{i\lambda}$$

and where n'_λ is n_λ minus the number of blocks in which the second-stage sampling was faulty and $\sum'$ relates to the summation discarding those blocks. Corresponding modifications were also made in the expressions for C_λ and D_λ.

D.O. NO. 2C-38/6410 The 26th March, 1962.

From

SHRI J. C. SEN GUPTA, I.A.S.,
Superintendent of Census Operations,
West Bengal & Sikkim.

DEAR SHRI JAIN,

Please refer to your D.O. letter No. 16-16/61-VS dated the 20th March, 1962.

I am enclosing herewith the comments on the points raised in your letter and also in the note enclosed.

Yours sincerely,

J. C. SEN GUPTA.

SHRI S. P. JAIN,
Deputy Registrar General, India,
New Delhi.

Comments etc., on the note enclosed with D.R.G.'s D.O. letter No. 16-16/61-VS dated 20-3-1962.

1. The components of the estimated variance of the estimate are given below ;

$$\sum_{\lambda=1}^{31} A_\lambda = 46,256,800$$

$$\sum_{\lambda=1}^{31} B_\lambda = 548,794$$

$$\sum_{\lambda=1}^{31} C_\lambda : B = 358,515,000$$

$$\sum_{\lambda=1}^{31} C_\lambda : W = 3,168,390$$

$$\sum_{\lambda=1}^{31} D_\lambda : B = 566,891,000$$

$$\sum_{\lambda=1}^{31} D_\lambda : W = 2,957,700$$

where $C_\lambda : B$ and $C_\lambda : W$ are the "Between blocks" and "Within blocks" components of C_λ and $D_\lambda : B$ and $D_\lambda : W$ are the "Between blocks" and "Within blocks" components of D_λ; *i.e.*

$$C_\lambda = C_\lambda : B + C_\lambda : W$$

and $$D_\lambda = D_\lambda : B + D_\lambda : W.$$

It may please be noted that the values are rounded to six significant figures and they are correct to at least five significant figures. The total estimated variance, rounded to six significant figures, is 978,338,000.

It may please be noted that the figures relate to West Bengal excluding the Barrackpore Subdivision of the district of 24-Parganas.

2. In the third paragraph of section 5 of our note it has been stated that the estimate would have been unbiased if in the second-stage, samples were selected from only those Census houses which had neither been left out completely nor duplicated entirely. We never suggested inclusion of Census houses missed at the time of actual count in the frame from which the second-stage samples were to be selected. Thus the hypothetical illustration is inconsistent.

In the sampling procedure actually followed, there was a probability of *entirely duplicated houses* being included in the second-stage sample. "This will raise the question whether all the residents of this (*duplicated*) house should be included in the second kind of error. The answer is clearly 'No', since they have already been taken account of in the first kind of error". (Kindly see p. 2 of the note enclosed with your D.O. letter No. 16-16/61-VS dated March 20, 1962.)

Further, as the duplicated house occurs twice in the CHL from which the second-stage samples were drawn, there is also a probability, though remote, of the duplicated house being selected twice. For, the second-stage samples had been selected just after preparing the CHL's and before duplication of Census houses was detected. If, by chance, the duplicated house happend to be included in the second-stage sample once, and if further that house again occurred in the CHL at an interval of 10 (or 20 for an urban area) then that house will again be included in the sample.

This, perhaps, explains why the estimating formula is considered to be theoretically somewhat faulty. It is, of course, realised that, in this case, this fault fortunately does not affect the value of the estimate.

The modifications in the design that would have made the formula for the estimate and for the estimated standard error perfectly applicable are outlined below for your kind consideration.

(i) When it was detected that a Census house had been duplicated, the household schedule pads should have been examined to ascertain the numbers of persons enumerated on the two occasions. Let Z_1 and Z_2 be the numbers of persons enumerated on the two occasions and Z the number of persons actually eligible for enumeration at that place. Then (Z_1+Z_2-Z) is the number of persons overenumerated due to the house being duplicated. Sum of these quantities over the i th block should have been taken as the value of V_i.

(ii) The duplicated houses, if any, should, then have been completely struck off the CHL and re-serialling done. For example, if initially there had been 102 entries in the CHL and it was found that one house occurred twice then both the entries should have been scored off. Thus there would have been 100 entries in the second-stage frame.

The sampling design with these modifications divides the sub units into three mutually exclusive and exhaustive classes :

(i) Census houses completely missed.
(ii) Census houses counted only once.
(iii) Census houses counted twice.

The two components, under-enumeration and over-enumeration, of "the first kind of error" comes out of (i) and (iii) respectively. For, "the second kind of error" houses listed under (ii) only should have been sampled. "The two errors" could be "independent" only under these modifications.

3. As regards persons in the category "enumeration not known" it is not, perhaps, fully justifiable to treat all such persons as not enumerated by the Census. Some of them, specially those belonging to the "NRA" and "V" groups, might have been enumerated elsewhere but they do not know it for certain. Anyway, this is not a theoretical problem and some arbitrary decisions based on a prior knowledge have to be made. This arbitrariness should only be remembered when using the estimate.

APPENDIX VII

(i) Notifications of the Government of West Bengal issued under the Indian Census Act (XXXVII of 1948)

Serial No.	Section of the Act	Number and date of Notification	Short subject
1.	6	No. 1249-A.R., dated 6th May, 1960.	Superintendent of Census Operations, West Bengal and Deputy Superintendent of Census Operations, Calcutta, authorised to call upon Officers of Navy, Air, Military, Railways, Commercial Firms, etc., to perform the duties of a Census Officer.
2.	12	No. 1250-A.R., dated 6th May, 1960.	Superintendent of Census Operations, West Bengal and Deputy Superintendent of Census Operations, Calcutta empowered to sanction institution of prosecutions under the Census Act in the area of Calcutta.
3.	7	No. 1248-A.R., dated 11th May, 1960.	Authorised the Superintendent of Census Operations, West Bengal and Deputy Superintendent and Assistant Superintendent of Census Operations, Calcutta to call upon all owners of lands, members and employees of Municipalities, members and staff of factories, firms, etc., to perform the duties of a Census Officer within Calcutta.
4.	4(4)	No. 1582-A.R., dated 8th June, 1960.	Authorised Shri S. M. Bhattacharjee, Deputy Superintendent and Shri S. Roy, Assistant Superintendent of Census Operations, Calcutta, the power to appoint Census Officers and to sign the declaration in respect of all Census Officers, within their jurisdiction, appointed by them.
5.	4(4)	No. 1583-A.R., dated 8th June, 1960.	Delegation of power of appointing Census Officers to (1) Superintendent of Census Operations, West Bengal, (2) Dist. Magistrates and Deputy Commissioners and other officers so delegated by DM/DC, (3) Divisional Forest Officer, 24-Parganas and to sign the declaration in respect of all Census Officers appointed by them.
6.	12	No. 1584-A.R., dated 8th June, 1960.	Authorised the District Magistrates and Deputy Commissioners to sanction the institution of prosecutions under the Census Act within their jurisdiction.
7.	8	No. 2360-A.R., dated 6th Sept., 1960.	Instruction for the guidance of all Census Officers within the State of West Bengal.

APPENDIX VII—*contd.*

(ii) Budget Estimates for 1958-59, 1959-60, 1960-61 and 1961-62

Head of Account	Description	Budget Estimate				Actual Expenditure		
		1958-59	1959-60	1960-61	1961-62	1958-59	1959-60	1960-61
1	2	3	4	5	6	7	8	9
A—Superintendence	A.1—Pay of Officers	5,400	22,400	23,300	24,500	4,498	22,500	23,638
	A.2—Pay of Establishments.	52,000	34,000	32,700	50,800	51,956	33,093	44,764
	A.3—Allowances, Honoraria, etc. :	50,400	38,300	40,600	29,300	49,787	38,126	31,751
	Travelling allowance.		3,800	5,000	5,000	2,287	4,212	5,838
	Dearness allowance (*including* dearness pay).		20,300	21,100	5,200	30,765	19,704	11,441
	Other allowances		14,200	14,500	19,100	16,735	14,210	14,472
	A.4—Other Charges	7,500	8,900	12,000	12,000	7,332	8,950	31,122
	Total—A—Superintendence	115,300	103,600	108,600	116,600	113,573	102,669	131,275
B—Enumeration	B.1—Pay of Establishments.	..	..	66,100	8,500	..	..	79,179
	B.2—Allowances, Honoraria, etc. :	..	..	70,500	10,000	..	..	70,056
	Travelling allowance	..	..	21,300	4,000	..	..	18,924
	Dearness allowance (*including* dearness pay).	..	..	43,300	4,700	..	..	41,174
	Other allowances	..	..	5,900	1,300	..	..	9,958
	B.3—Honorarium to Enumerators.	8,500	..	150,000	500,000	..	..	595,170
	B.4—Other Charges	..	..	20,000	15,000	8,649	..	20,558
	Total—B—Enumeration	8,500	..	306,600	533,500	8,649	..	764,963

C—Abstraction and Compilation.	C.1—Pay of Officers	..	..	12,000	39,900	..	..	..
	C.2—Pay of Establishments :	..	..	..	1,254,800	..	..	..
	Pay of office staff	..	..	..	188,400	..	..	237
	Pay of Supervisors and Compiler-Checkers.	..	..	..	554,400	..	..	
	Pay of Sorters	..	..	..	512,000	..	..	
	C.3—Allowances, Honoraria, etc. :	..	..	6,700	41,200	..	..	90
	Travelling allowance.	..	..	2,000	12,100	..	..	..
	Dearness allowance (*including* dearness pay).	..	..	1,700	12,900	..	..	25
	Other allowances	..	..	3,000	16,200	..	..	65
	C.4—Other Charges	..	..	5,000	150,000	..	4,962	1,008
	Total—C—Abstraction and Compilation.	..	..	23,700	1,485,900	..	4,962	1,335
D—Printing and Stationery		14,800	2,500	50,000	50,000	19,599	60,635	214,555
E—Miscellaneous Staff	E.1—Pay of Officers	..	4,300	10,000	1,000	..	2,697	11,158
	E.2—Pay of Establishments.	..	19,200	30,500	16,800	..	5,060	131,827
	E.3—Allowances, Honoraria, etc. :	..	17,400	36,600	65,700	..	3,063	274,827
	Dearness allowance (*including* dearness pay).	..	12,900	20,000	700	..	1,814	8,627
	Travelling allowance.	..	..	..	200	..	48	2,243
	Other allowances	..	4,500	16,600	1,500	..	1,201	263,957
	Honorarium to Enumerators.	..	..	..	63,300	..		
	E.4—Other Charges	..	..	..	500	..	..	6,826
	Total—E—Miscellaneous Staff.	..	40,900	77,100	84,000	..	10,820	424,638
	GRAND TOTAL	138,600	147,000	566,000	2,270,000	141,821	179,086	1,536,766

APPENDIX

(iii) Number of Forms

District	Appointment letters of Charge Officers		Appointment letters of Circle Supervisors		Appointment letters of House-numberers		Appointment letters of Enumerators	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	2	3	4	5	6	7	8	9
Darjeeling . . .	385	365	474	461	1,360	1,159	1,760	1,688
Jalpaiguri . . .	421	337	700	565	2,381	2,097	2,781	2,168
Cooch Behar . .	161	151	368	342	1,748	1,599	2,448	2,143
West Dinajpur . .	157	150	571	350	2,721	1,935	2,721	1,956
Malda . . .	165	160	613	602	2,541	2,441	2,441	2,785
Murshidabad . .	308	301	1,038	988	4,668	4,532	4,468	4,369
Nadia	202	202	676	676	2,981	2,981	3,481	3,400
24-Parganas . .	893	882	2,664	2,480	12,624	12,600	15,139	14,639
Calcutta . . .	100	100	920	920	8,633	8,633	8,633	8,633
Howrah . . .	241	241	881	881	4,196	4,196	4,196	4,196
Hooghly . . .	421	421	963	963	4,328	4,328	4,478	4,478
Burdwan . . .	329	329	1,199	1,199	5,708	5,708	5,708	5,708
Birbhum . . .	285	235	684	684	2,929	2,929	2,785	2,785
Bankura . . .	243	243	797	797	3,685	3,685	3,435	3,235
Midnapur . . .	604	604	1,988	1,949	8,748	8,748	8,748	8,748
Purulia . . .	230	230	740	740	3,045	3,045	3,045	3,045
Sikkim . . .	50	50	122	122	605	605	605	605
Total .	**5,195**	**5,001**	**15,398**	**14,719**	**72,901**	**71,221**	**76,872**	**74,581**

VII—*contd.*

supplied and used

Mauza Registers (Part I)		Register for Rural Census Division and Census Personnel (Part II)		Register for Urban (Part I)		Register for Urban (Part II)		List of Scheduled Castes and Scheduled Tribes	
Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
10	11	12	13	14	15	16	17	18	19
26	26	26	26	4	4	4	4	2,171	1,908
12	12	24	12	6	3	4	3	2,872	2,382
10	10	19	18	7	7	7	7	2,226	1,683
23	23	29	19	8	8	6	6	2,741	2,300
11	11	11	11	6	6	2	2	2,939	2,148
31	31	31	31	9	9	7	7	5,390	4,870
13	13	26	26	11	11	20	20	4,031	4,031
72	60	100	80	87	69	91	68	16,092	13,820
..	..	..	..	..	..	..	..	6,050	2,766
16	16	29	29	26	26	11	11	5,048	3,000
19	19	38	38	14	13	14	14	6,134	4,182
53	52	53	50	38	37	38	35	6,871	6,400
14	14	41	41	6	6	39	39	4,449	4,000
24	24	38	38	9	9	9	9	4,691	3,464
75	68	86	68	16	16	16	15	11,073	9,200
20	20	36	36	5	5	5	5	3,669	3,169
10	10	10	10	5	5	5	5	..	..
429	**409**	**597**	**533**	**257**	**234**	**278**	**250**	**86,447**	**69,323**

APPENDIX

(iii) Number of Forms

District	Abbreviation Card to be used in reply to Questions		Summary of House-list		House-list Abstract		Instructions for filling up the House-list	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	20	21	22	23	24	25	26	27
Darjeeling	530	530	21,600	21,600	1,785	1,785	2,479	2,479
Jalpaiguri	..	..	27,400	19,079	2,381	2,035	2,936	2,596
Cooch Behar	..	..	25,925	18,610	2,153	2,112	2,024	2,024
West Dinajpur	500	500	37,544	29,600	5,021	3,935	3,292	2,770
Malda	..	..	28,100	9,806	2,841	2,602	2,672	2,672
Murshidabad	..	..	51,400	38,400	4,468	4,234	4,943	4,943
Nadia	..	..	34,300	22,111	3,381	3,180	3,665	3,665
24-Parganas	635	635	149,795	124,720	15,546	15,003	15,232	13,414
Calcutta	8,000	6,321	98,000	53,000	16,300	11,638	5,500	4,733
Howrah	200	200	51,300	43,250	4,396	4,192	5,064	4,964
Hooghly	135	135	52,700	52,197	4,978	3,824	5,626	4,576
Burdwan	400	400	69,800	63,500	6,213	5,211	6,666	6,362
Birbhum	..	..	37,000	30,580	3,979	3,780	4,045	4,045
Bankura	..	..	51,638	19,596	5,468	4,488	4,565	4,565
Midnapur	..	..	105,700	87,820	23,315	17,528	11,566	11,566
Purulia	..	..	35,000	31,797	4,045	4,003	3,335	3,335
Sikkim	..	..	4,500	4,500	635	635	636	636
Total	***10,400**	**8,721**	****881,702**	**670,166**	*****106,905**	**90,185**	**†84,246**	**79,345**

NOTE :

* English . . . 9,900 (Darjeeling, West Dinajpur, 24-Parganas, Calcutta, Howrah, Hooghly, Burdwan).
* Hindi . . . 500 (West Dinajpur).

** English . . . 111,845 (Darjeeling 4,000, 24-Parganas 2,245, Howrah 3,000, Hooghly 500, Burdwan 4,100, Calcutta 98,000).
** Nepali . . . 14,700 (Darjeeling 10,200, Sikkim 4,500).
** Hindi . . . 6,144 (West Dinajpur).
** Bengali . . . 749,013 (All Districts of West Bengal).

*** English . . . 18,042 (Darjeeling 475, 24-Parganas 512, Howrah 200, Hooghly 50, Burdwan 505, Calcutta 16,300).
*** Nepali . . . 1,395 (Darjeeling 760, Sikkim 635).
*** Hindi . . . 500 (West Dinajpur).
*** Bengali . . . 86,968 (All Districts of West Bengal).

VII—*contd.*

supplied and used—*contd.*

Instructions to Enumerators		Census Act, Circulars and important Letters (Booklet)		Card for special enumeration of technically qualified personnel		Thana/Part of Thana/ Development Block Abstract		Town Abstract		Charge Abstract	
Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
28	29	30	31	32	33	34	35	36	37	38	39
3,309	3,309	25	25	7,176	3,572	26	26	8	8	664	664
3,611	3,258	18	18	3,080	205	24	24	4	2	536	534
2,515	2,284	19	19	11,730	3,082	36	16	18	12	298	238
3,712	2,820	19	19	3,636	3,000	30	30	8	8	316	316
2,797	2,797	18	18	2,323	1,203	30	24	6	4	278	262
5,293	5,293	32	32	7,820	3,910	67	67	24	24	486	486
4,261	4,261	21	21	13,800	6,900	34	34	28	28	378	378
16,390	16,390	69	69	90,712	47,312	242	242	150	150	1,468	1,468
8,200	5,992	7	7	250,182	217,250	..	..	..	..	..	..
5,089	4,964	20	20	66,068	5,000	36	36	4	4	448	448
6,176	5,876	30	30	46,430	22,459	38	38	28	28	518	502
6,966	6,966	37	37	23,069	12,820	72	72	42	42	608	608
4,045	4,045	24	24	2,990	1,134	78	78	16	16	498	498
4,565	4,565	25	25	5,543	1,019	38	38	10	9	402	402
11,566	11,566	53	53	15,410	13,780	94	94	38	38	1,090	1,090
3,435	3,435	22	22	4,324	2,124	42	42	10	10	374	374
655	655	3	3	200	200	..	..	..	..	..	..
††92,585	88,476	442	442	554,493	344,970	887	861	394	383	8,362	8,268

† English . . . 5,978 (Darjeeling 350, Jalpaiguri 125, Murshidabad 50, 24-Parganas 308, Howrah 175, Hooghly 50, Burdwan 420, Calcutta 4,500).
† Nepali . . . 2,124 (Darjeeling 1,488, Sikkim 636).
† Hindi . . . 800 (West Dinajpur).
† Bengali . . . 75,344 (All Districts of West Bengal).

†† English . . . 11,070 (Darjeeling 870, Jalpaiguri 200, West Dinajpur 20, 24-Parganas 790, Howrah 200, Hooghly 350, Burdwan 420, Calcutta 8,200, Sikkim 20).
†† Nepali . . . 2,123 (Darjeeling 1,488, Sikkim 635).
†† Hindi . . . 800 (West Dinajpur).
†† Bengali . . . 78,592 (All Districts of West Bengal).

APPENDIX

(iii) Number of Forms

District	Block Abstract		Report on revisional round of visits		Censused Houselist		Verification House-list	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	40	41	42	43	44	45	46	47
Darjeeling	3,448	3,448	3,851	1,700	48	48	156	156
Jalpaiguri	4,380	4,345	2,540	2,430	56	56	220	220
Cooch Behar	4,027	3,245	2,014	1,803	56	56	176	176
West Dinajpur	4,342	4,342	2,644	2,644	58	58	224	224
Malda	4,234	4,215	2,460	2,053	50	50	202	202
Murshidabad	7,788	7,788	4,620	4,620	104	104	336	336
Nadia	6,239	6,239	3,689	3,689	86	86	346	346
24-Parganas	23,362	23,362	13,217	13,217	350	350	1,268	1,268
Calcutta	..	..	5,250	4,833	230	230	750	750
Howrah	7,724	6,822	4,314	4,038	104	104	412	412
Hooghly	7,482	7,278	4,480	4,415	112	112	440	440
Burdwan	11,262	11,262	6,431	6,431	154	154	614	614
Birbhum	5,314	5,314	3,032	3,032	74	74	260	260
Bankura	7,116	6,190	3,714	3,095	80	80	316	316
Midnapur	16,152	15,900	13,000	13,000	208	208	824	824
Purulia	4,898	4,898	2,910	2,910	60	60	240	240
Sikkim	..	..	400	400	..	..	..	..
Total	**117,768**	**114,648**	**78,566**	**74,310**	**1,830**	**1,830**	**6,784**	**6,784**

VII—*contd.*

supplied and used—*concld.*

List of Extras		Charge Circle Summary of House Verification		List of Inmates		Verification Slip		Re-enumeration of Persons		Charge Circle Summary of Re-enumeration of Persons	
Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
48	49	50	51	52	53	54	55	56	57	58	59
24	24	24	24	230	230	230	230	24	24	24	24
28	28	28	28	385	385	385	385	28	28	28	28
28	28	28	28	295	295	295	295	28	28	28	28
29	29	29	29	397	397	397	397	29	29	29	29
25	25	25	25	359	359	359	359	25	25	25	25
43	43	43	43	602	602	602	602	43	43	43	43
43	43	43	43	542	542	542	542	43	43	43	43
166	166	166	166	1,782	1,782	1,782	1,782	166	166	166	166
100	100	100	100	692	692	697	697	100	100	100	100
52	52	52	52	573	573	573	573	52	52	52	52
56	56	56	56	645	645	645	645	56	56	56	56
77	77	77	77	1,006	1,006	1,006	1,006	77	77	77	77
33	33	33	33	467	467	467	467	33	33	33	33
40	40	40	40	546	546	546	546	40	40	40	40
104	104	104	104	1,435	1,435	1,435	1,435	104	104	104	104
30	30	30	30	421	421	421	421	30	30	30	30
..	..	..	..	..	..	..	..	..	..	..	..
878	**878**	**878**	**878**	**10,377**	**10,377**	**10,382**	**10,382**	**878**	**878**	**878**	**878**

APPENDIX VII—*contd.*

(iv) Number of Enumeration Schedules supplied and used

District	House-list Forms		Household Schedules with Covers				Individual Slips			
			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
Darjeeling . . .	21,600	19,600	2,596	2,380	2,235	1,973	4,386	4,004	17,034	14,343
Jalpaiguri . . .	27,400	19,181	4,480	4,170	4,480	3,840	8,212	7,456	32,848	26,860
Cooch Behar . . .	26,325	18,358	3,338	3,152	3,603	2,873	6,255	6,018	24,014	19,474
West Dinajpur . .	34,744	33,450	5,022	4,622	4,960	4,338	9,359	8,099	37,436	32,426
Malda	28,100	9,806	4,219	2,427	4,225	4,200	7,262	7,060	30,048	24,278
Murshidabad . . .	51,400	49,806	8,000	7,076	8,000	6,970	13,839	12,582	55,536	47,237
Nadia	34,300	19,806	6,326	6,006	5,002	4,802	10,196	8,196	41,784	37,784
24-Parganas . . .	150,095	141,026	21,762	19,866	21,956	18,856	38,200	34,200	151,736	144,876
Calcutta	99,000	83,902	11,195	10,633	9,068	7,417	18,940	17,643	72,028	58,463
Howrah . . .	51,300	27,898	8,041	7,679	6,125	5,369	12,963	12,501	51,752	44,909
Hooghly . . .	52,700	52,197	7,314	7,192	6,926	6,546	13,252	12,989	52,753	50,017
Burdwan . . .	69,800	56,809	10,750	8,007	10,374	9,217	19,706	17,296	78,365	72,119
Birbhum . . .	37,000	33,000	4,993	4,801	4,837	4,500	9,028	8,728	36,112	35,912
Bankura	53,800	21,073	6,748	5,451	5,083	3,822	11,871	9,666	43,968	28,166
Midnapur . . .	105,700	100,100	15,699	15,699	14,639	14,639	27,386	27,386	110,186	110,186
Purulia	35,000	30,805	5,445	4,534	3,751	3,551	9,656	8,534	33,449	31,314
Sikkim	4,500	4,500	675	675	450	450	1,120	1,120	4,480	4,480
Total .	***882,764**	**721,317**	****126,603**	**114,370**	*****115,714**	**103,361**	**†221,631**	**203,478**	**††873,529**	**782,844**

NOTE :

English :—Darjeeling 4,000, 24-Parganas 2,245, Howrah 3,000, Hooghly 500, Burdwan 4,100, Calcutta 98,000 . . . = 111,845
Nepali :— Darjeeling 10,200, Sikkim 4,500 . . . . . = 14,700
Hindi :— West Dinajpur 6,144 . . . . . = 6,144
Bengali :—All Districts of West Bengal . . . . . = 750,075

**	English :—Darjeeling 401 , 24-Parganas 894 , Howrah 290 , Hooghly 95 , Burdwan 723 , Cooch Behar 4 , Calcutta 11,195	=	13,602
	Nepali :— Darjeeling 1,480 , Sikkim 675	=	2,155
	Hindi :— West Dinajpur 922	=	922
	Bengali :—All Districts of West Bengal	=	109,924
***	English :—Darjeeling 434 , 24-Parganas 819 , Howrah 290 , Hooghly 65 , Burdwan 371 , Cooch Behar 2 , Calcutta 9,068	=	11,049
	Nepali :— Darjeeling 986 , Sikkim 450	=	1,436
	Hindi :— West Dinajpur 858	=	858
	Bengali :—All Districts of West Bengal	=	102,371
†	English :—Darjeeling 644 , 24-Parganas 1,589 , Howrah 500 , Hooghly 145 , Burdwan 927 , Cooch Behar 252, Calcutta 18,940	=	22,997
	Nepali :— Darjeeling 2,400 , Sikkim 1,120	=	3,520
	Hindi :— West Dinajpur 1,699	=	1,699
	Bengali :—All Districts of West Bengal	=	193,415
††	English :—Darjeeling 1,736, 24-Parganas 5,192, Howrah 1,900, Hooghly 325, Burdwan 3,249, Cooch Behar 2, Calcutta 72,028	=	84,432
	Nepali :— Darjeeling 9,930 , Sikkim 4,480	=	14,410
	Hindi :— West Dinajpur 6,676	=	6,676
	Bengali :—All Districts of West Bengal	=	768,011

(v) Number of Forms supplied and used

(For Calcutta City only)

Name of Form	Supplied	Used
Charge Summary of House-list	200	180
Circle Summary of House-list	1,100	1,097
Charge/Circle Register	4,000	4,000
Proposal for dividing Circle into Enumeration Blocks	1,100	1,100
Charge Summary of Enumeration	260	259
Circle Summary of Enumeration	1,100	1,100
Enumerator's Summary	10,000	9,524
General Instructions for Calcutta Census 1961	1,500	1,500
Leaflets for Census 1961	300,000	300,000
Circulars for Special Enumeration of technically qualified personnel	6,000	6,000

APPENDIX VII—*contd.*

(vi) Census Divisions and Agency

Serial No.	District	Inhabited Rural Mauzas	Cities and Towns	Number of			Number of			Average number of houses per		
				Charges	Circles	Blocks	Charge Officers	Super-visors	Enumera-tors	Charge Officer	Super-visor	Enumera-tor
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Darjeeling	536	4	270	372	1,459	270	372	1,459	536	389	99
2.	Jalpaiguri	774	7	271	434	2,117	271	434	2,117	1,792	1,119	229
3.	Cooch Behar	1,138	6	123	317	1,678	123	317	1,678	4,154	1,612	305
4.	West Dinajpur	3,130	6	159	375	2,203	159	375	2,203	4,118	1,746	297
5.	Malda	1,603	2	131	406	2,050	131	406	2,050	2,341	755	150
6.	Murshidabad	1,932	9	204	711	3,466	204	711	3,466	2,464	707	145
7.	Nadia	1,282	12	175	562	3,078	175	562	3,078	1,997	622	114
8.	24-Parganas	3,812	49	516	1,767	10,181	516	1,767	10,181	2,372	693	120
9.	Calcutta	..	1	89	677	4,351	89	677	4,351	6,566	863	134
10.	Howrah	787	23	188	656	3,428	188	656	3,428	2,088	240	115
11.	Hooghly	1,911	16	258	675	3,704	258	675	3,704	2,248	859	157
12.	Burdwan	2,665	19	283	997	5,359	283	997	5,359	2,517	714	133
13.	Birbhum	2,234	6	189	536	2,527	189	536	2,527	1,810	638	135
14.	Bankura	3,553	5	201	635	3,095	201	635	3,095	1,905	603	124
15.	Midnapur	10,618	14	495	1,634	7,891	495	1,634	7,891	1,827	553	115
16.	Purulia	2,490	5	186	394	2,425	186	394	2,425	1,611	761	124
	Total	**38,465**	**184**	**3,738**	**11,148**	**59,012**	**3,738**	**11,148**	**59,012**	**2,241**	**751**	**142**

APPENDIX VII—*contd.*

(vii) District Census Charges

(District/Subdivision etc. Establishment)

Serial No.	District and Subdivision	District Office Establishment					Subdivisional Office Establishment					Paid Enumerator		Travelling allowance
		Particulars of staff	From date	To date	Pay	D.A. and other allowances	Particulars of staff	From date	To date	Pay	D.A. and other allowances	No.	Pay	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
					Rs.					Rs.				
1.	Darjeeling .	1 U. D. Clerk	1-3-60	30-4-61	130	At State Govt. rate								
		1 L. D. Clerk	30-4-60	30-4-61	55	Do.								
		1 Peon .	1-3-60	30-4-61	21	Do.								
2.	Kalimpong .						1 L. D. Clerk	3-5-60	30-4-61	55	At State Govt. rate			
							1 Peon .	3-5-60	30-4-61	20	Do.			
3.	Kurseong .						1 L. D. Clerk	3-5-60	30-4-61	55	Do.			
							1 Peon .	3-5-60	30-4-61	20	Do.			
4.	Siliguri .						1 L. D. Clerk	1-6-60	30-4-61	64	Do.			
5.	Jalpaiguri .	1 U. D. Clerk	1-3-60	30-4-61	130	At State Govt. rate	1 Peon .	..	30-4-61	20	Do.			
		1 L. D. Clerk	9-3-60	30-4-61	55	Do.								
		1 Peon .	11-3-60	30-4-61	20	Do.								
6.	Alipur Duars						1 L. D. Clerk	2-4-60	30-4-61	55	At State Govt. rate			
7.	Cooch Behar .	1 U. D. Clerk	1-3-60	31-5-61	130	At State Govt. rate	1 Peon .	17-10-60	30-4-61	20	Do.			
		1 L. D. Clerk	5-5-60	31-5-61	55	Do.								
		1 Peon .	5-4-60	31-5-61	20	Do.								
8.	Tufanganj .						1 L. D. Clerk	19-4-60	31 5-61	55	At State Govt. rate			
							1 Peon .	18-10-60	31-5-61	20	Do.			
9.	Dinhata						1 L. D. Clerk	22-4-60	31-5-61	55	Do.			
							1 Peon .	14-10-60	31-5-61	20	Do.			
10.	Mathabhanga						1 L. D. Clerk	4-5-60	31-5-61	55	Do.			
							1 Peon .	21-11-60	31-5-61	20	Do.			
11.	Mekliganj .						1 L. D. Clerk	4-5-60	31-5-61	55	Do.			
							1 Peon .	18-10-60	31-5-61	20	Do.			

APPENDIX VII—*contd.*

(vii) District Census Charges—*contd.*

(District/Subdivision etc. Establishment)

Serial No.	District and Subdivision	District Office Establishment					Subdivisional Office Establishment					Paid Enumerator		Travelling allowance
		Particulars of staff	From date	To date	Pay	D.A. and other allowances	Particulars of staff	From date	To date	Pay	D.A. and other allowances	No.	Pay	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
					Rs.					Rs.				
12.	West Dinajpur	1 U. D. Clerk	6-3-60	30-4-61	130	At State Govt. rate								
		1 L. D. Clerk	2-9-60	30-4-61	55	Do.								
		1 Peon	5-4-60	30-4-61	20	Do.								
13.	Raiganj						1 L. D. Clerk	31-8-60	30-4-61	55	At State Govt. rate			
							1 Peon	5-11-60	30-4-61	20	Do.			
14.	Islampur						1 L. D. Clerk	11-5-60	30-4-61	55	Do.			
							1 Peon	5-11-60	30-4-61	20	Do.			
15.	Malda	1 U. D. Clerk	1-3-60	30-4-61	130	At State Govt. rate								
		1 L. D. Clerk	3-6-60	30-4-61	55	Do.								
		1 Peon	26-4-60	30-4-61	20	Do.								
16.	Murshidabad	1 U. D. Clerk	1-5-60	30-4-61	130	Do.								
		1 L. D. Clerk	18-4-60	30-4-61	55	Do.								
		1 Peon	12-4-60	30-4-61	20	Do.								
17.	Jangipur						1 L. D. Clerk	18-4-60	30-4-61	55	At State Govt. rate			
							1 Peon	1-11-60	30-4-61	20	Do.			
18.	Lalbagh						1 L. D. Clerk	11-6-60	30-4-61	55	Do.			
							1 Peon	5-11-60	30-4-61	20	Do.			
19.	Sadar						1 L. D. Clerk	9-10-60	30-4-61	55	Do.			
20.	Kandi						1 L. D. Clerk	18-5-60	30-4-61	55	Do.			
							1 Peon	7-11-60	30-4-61	20	Do.			
21.	Nadia	1 U. D. Clerk	1-3-60	30-4-61	130	At State Govt. rate								
		1 L. D. Clerk	7-3-61	30-4-61	55	Do.								
		1 Peon	1-3-60	30-4-61	20	Do.								
22.	Sadar (North)						1 L. D. Clerk	11-4-60	30-4-61	55	At State Govt. rate			

23.	Ranaghat					
		1 L. D. Clerk	10-3-60	30-4-61	55	At State Govt. rate
		1 Peon	..	30-4-61	20	Do.
24.	24-Parganas	1 U. D. Clerk	1-3-60	30-4-61	130	At State Govt rate
		2 L. D. Clerks	9-3-60	30-4-61	55	Do.
		2 L. D. Clerks	1-4-60	30-4-61	55	Do.
		2 Peons .	9-3-60	30-4-61	20	Do.
25.	Bongaon					
		1 L. D. Clerk	6-6-60	30-4-61	55	At State Govt. rate
		1 Peon .	Oct. '60	30-4-61	20	Do.
26.	Basirhat					
		1 L. D. Clerk	1-11-60	30-4-61	55	Do.
		1 Peon .	27-10-60	30-4-61	20	Do.
27.	Barasat					
		1 L. D. Clerk	25-5-60	30-4-61	55	Do.
		1 Peon .	10-10-60	30-4-61	20	Do.
28.	Barrackpur					
		1 U. D. Clerk	13-6-60	30-4-61	130	Do.
		1 L. D. Clerk	April '60	30-4-61	55	Do.
		1 L. D. Clerk	2-8-60	30-4-61	55	Do.
		1 L. D. Clerk	5-8-60	30-4-61	55	Do.
		1 L. D. Clerk	14-9-60	30-4-61	55	Do.
		1 Peon .	Oct. '60	30-4-61	20	Do.
29.	Sadar					
		1 U. D. Clerk	1-6-60	30-4-61	130	Do.
30.	Diamond Harbour .					
		1 L. D. Clerk	1-4-60	30-4-61	55	Do.
		1 Peon .	1-11-60	30-4-61	20	Do.
31.	Howrah .	2 U. D. Clerks	1-3-60	30-4-61	130	At State Govt. rate
		2 L. D. Clerks	7-3-60	30-4-61	55	Do.
		1 L. D. Clerk	8-3-60	30-4-61	55	Do.
		1 L. D. Clerk	6-9-60	30-4-61	55	Do.
		1 Peon .	10-3-60	30-4-61	20	Do.
32.	Uluberia .					
		1 L. D. Clerk	16-6-60	30-4-61	55	At State Govt. rate
		1 Peon .	..	30-4-61	20	Do.
33.	Hooghly . .	1 U. D. Clerk	2-3-60	30-4-61	130	At State Govt. rate
		1 L. D. Clerk	15-3-60	30-4-61	55	Do.
		1 Peon	18-4-60	30-4-61	20	Do.
34.	Sadar . .					
		1 L. D. Clerk	6-10-60	30-4-61	55	At State Govt. rate
35.	Chandernagore					
		1 L. D. Clerk	1-3-60	30-4-61	55	Do.
		1 Peon .	14-10-60	30-4-61	20	Do.
36.	Serampur					
		1 L. D Clerk	23-3-60	30-4-61	55	Do.
		1 Peon .	1-11-60	30-4-61	20	Do.

APPENDIX VII—*contd.*

(vii) District Census Charges—*concld.*

(District/Subdivision etc. Establishment)

Serial No.	District and Subdivision	District Office Establishment					Subdivisional Office Establishment					Paid Enumerator		Travelling allowance
		Particulars of staff	From date	To date	Pay	D.A. and other allowances	Particulars of staff	From date	To date	Pay	D.A. and other allowances	No.	Pay	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
					Rs.					Rs.				
37.	Arambag .						1 L. D. Clerk	11-3-60	30-4-61	55	At State Govt. rate			
							1 Peon	24-10-60	30-4-61	20	Do.			
38.	Burdwan .	1 U. D. Clerk	1-3-60	30-4-61	170	At State Govt. rate								
		1 L. D. Clerk	1-3-60	30-4-61	64	Do.								
		1 Peon	1-3-60	30-4-61	20	Do.								
39.	Katwa. .						1 L. D. Clerk	1-3-60	30 4-61	55	Do.			
							1 Peon .	2-11-60	30-4-61	20	Do.			
40.	Kalna . .						1 L. D. Clerk	1-3-60	30-4-61	55	Do.			
							1 Peon .	2-11-60	30-4-61	20	Do.			
41.	Asansol .						1 U. D. Clerk	9-2-60	30-4-61	130	Do.			
							1 L. D. Clerk	1-3-60	30-4-61	55	Do.			
							1 Peon	2-11-60	30-4-61	20	Do.			
42.	Birbhum .	1 U. D. Clerk	17-3-60	30-4-61	130	At State Govt. rate								
		1 L. D. Clerk	2-5-60	30-4-61	55	Do.								
		1 L. D. Clerk	27-12-60	30-4-61	55	Do.								
		1 Peon	12-4-60	30-4-61	20	Do.								
43.	Rampurhat						1 L. D. Clerk	2-4-60	30-4-61	55	At State Govt. rate			
							1 Peon	19-10-60	30-4-61	20	Do.			

44.	Bankura	1 U. D. Clerk	7-3-60	30-4-61	130	At State Govt. rate							
		1 L. D. Clerk	1-4-60	24-4-60	55	Do.							
			25-4-60	30-4-61	82	Do.							
		1 L. D. Clerk	17-9-60	30-4-61	55	Do.							
		1 Peon	1-4-60	30-4-61	20	Do.							
45.	Vishnupur						1 L. D. Clerk	12-3-60	30-4-61	55	At State Govt. rate		
							1 Peon	16-11-60	30-4-61	20	Do.		
46.	Midnapur	1 U. D. Clerk	9-3-60	30-4-60	130	At State Govt. rate							
			1-5-60	30-9-60	155	Do.							
			1-10-60	30-4-61	130	Do.							
		1 U. D. Clerk	1-5-60	30-4-61	130	Do.							
		1 L. D. Clerk	1-3-60	31-5-60	112	Do.							
			1-6-60	30-4-61	85	Do.							
		1 L. D. Clerk	1-5-60	30-4-61	103	Do.							
		1 L. D. Clerk	1-10-60	30-4-61	115	Do.							
		1 Peon	2-4-60	30-4-61	20	Do.							
47.	Contai						1 L. D. Clerk	11-3-60	30-4-61	97	At State Govt. rate		
							1 Peon	17-11-60	30-4-61	20	Do.		
48.	Tamluk						1 L. D. Clerk	2-4-60	30-4-61	103	Do.		
							1 Peon	1-9-60	30-4-61	20	Do.		
49.	Ghatal						1 L. D. Clerk	1-6-60	30-4-61	85	Do.		
							1 Peon	2-11-60	30-4-61	20	Do.		
50.	Jhargram						1 L. D. Clerk	10-3-60	30-4-61	55	Do.		
							1 Peon	3-8-60	30-4-61	20	Do.		
51.	Purulia	1 U. D. Clerk	18-3-60	30-4-61	130	At State Govt. rate						70	Rs. 65 each (consolidated).
		1 L. D. Clerk	5-4-60	30-4-61	55	Do.							
		1 L. D. Clerk	12-5-60	30-4-61	55	Do.							
		1 Peon	24-3-60	30-4-61	20	Do.							

APPENDIX VII—*contd.*

(viii) District Census Charges

(Honorarium to Enumeration Staff)

Serial No.	District	Number of		Honorarium paid							
				House-listing		Supervision		Enumeration		Total	
		Supervisors	Enumerators	1960-61	1961-62	1960-61	1961-62	1960-61	1961-62	1960-61	1961-62
1	2	3	4	5	6	7	8	9	10	11	12
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1.	Darjeeling	372	1,459	8,157	..	..	..	12,815*	13,308	20,972	13,308
2.	Jalpaiguri	434	2,117	9,189	..	..	..	13,170	23,828	22,359	23,828
3.	Cooch Behar	317	1,678	6,104	..	..	..	..	25,804	6,104	25,804
4.	West Dinajpur	375	2,203	8,387	6	..	..	17,575	18,497	25,962	18,503
5.	Malda	406	2,050	6,095	..	..	..	10,689	22,426	16,784	22,426
6.	Murshidabad	711	3,466	14,128	..	..	..	29,918	32,090	44,046	32,090
7.	Nadia	562	3,078	10,950	..	..	..	23,432	23,073	34,382	23,073
8.	24-Parganas	1,767	10,181	38,644	..	..	..	70,894	99,163	109,538	99,163
9.	Calcutta	677	4,351	37,614	387	124,031	2,178	113,183	2,974	274,828	5,539
10.	Howrah	656	3,428	13,403	101	5,340	4,920	16,305	39,152	35,048	44,173
11.	Hooghly	675	3,704	16,116	..	300	..	20,581	39,954	36,997	39,954
12.	Burdwan	997	5,359	23,956	..	..	..	21,289	62,145	45,245	62,145
13.	Birbhum	536	2,527	10,113	..	..	..	14,306	25,032	24,419	25,032
14.	Bankura	635	3,095	12,149	..	..	..	16,648	28,642	28,797	28,642
15.	Midnapur	1,634	7,891	19,109	..	..	..	76,311	61,156	95,420	61,156
16.	Purulia	394	2,425	13,160	..	..	..	35,937	..	49,097	..

NOTE.—*This includes of Rs. 6,418·86 nP. as honorarium for 1951 Census in Sikkim.

APPENDIX VII—*contd.*

(ix) District Census Charges

(Other Charges)

Serial No.	District	Local purchase of stationery		Freight		Postage		Miscellaneous		Total	
		1960-61	1961-62	1960-61	1961-62	1960-61	1961-62	1960-61	1961-62	1960-61	1961-62
1	2	3	4	5	6	7	8	9	10	11	12
		Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
1.	Darjeeling	..	125	117	225	..	65	432	798	549	1,213
2.	Jalpaiguri	..	89	120	175	..	45	785	624	905	933
3.	Cooch Behar	..	74	108	200	500	110	531	574	1,139	958
4.	West Dinajpur	22	87	125	206	338	231	608	863	1,093	1,387
5.	Malda	12	102	335	467	..	80	297	796	644	1,445
6.	Murshidabad	209	35	..	287	..	30	135	766	344	1,118
7.	Nadia	19	60	148	299	150	45	296	369	613	773
8.	24-Parganas	507	1,082	1,542	1,137	300	983	2,104	2,977	4,453	6,179
9.	Calcutta	695	68	819	240	230	15	5,082	680	6,826	1,003
10.	Howrah	165	73	828	750	..	125	611	1,193	1,604	2,141
11.	Hooghly	115	75	183	418	258	113	1,500	1,485	2,056	2,091
12.	Burdwan	57	156	291	565	..	95	556	1,897	904	2,713
13.	Birbhum	..	78	176	436	..	78	1,061	728	1,237	1,320
14.	Bankura	694	62	413	347	..	130	1,237	535	2,344	1,074
15.	Midnapur	11	738	609	1,235	850	207	638	2,023	2,108	4,203
16.	Purulia	89	83	74	625	..	128	402	888	565	1,726

APPENDIX VII—*contd.*

(x) Stationery Indents for the Office of the Superintendent of Census Operations and Affiliated Offices

Item	Unit	S. C. O.'s Office—Number of Units			Calcutta City Office—Number of Units
		1959-60	1960-61	1961-62	1959-60
1	2	3	4	5	6
Paper T. W. D. F' cap. 13″×16″, 6 lbs.	Ream	10	4	12	5
Paper T. W. F' cap 13″×8″, 3 lbs.	,,	10	22	24	10
Paper Bleached F' cap, 10 lbs.	,,	3	2	..	..
Paper Bleached Ruled F' cap, 10 lbs.	,,	1	1⅛	..	..
Paper Bleached D. F' cap 24 lbs.	,,	..	4	..	9/10
Paper Coloured Ptg. Blue, D. F.' cap 24 lbs.	,,	5	..	..	..
Paper Coloured Ptg. Yellow, D. F.' cap 24 lbs.	,,	5	..	..	10
Paper Badami D. F' cap, 20 lbs.	,,	1½	..	..	9/10
Paper Badami F' cap, 13½″×17″, 10 lbs.	,,	..	1 3/16	8	10
Paper Brown 17″×27″, 27 lbs.	,,	..	15	..	..
Paper Brown Wrapping Imp., 38 lbs.	,,	..	20	..	..
Paper Brown Wrapping, Imp., 80 lbs.	,,	..	..	2⅜	1
Paper C. W. D. F' cap, 20 lbs.	,,	..	4	..	..
Paper C. W. D. F' cap, 24 lbs.	,,	..	100	..	..
Paper C. W. F' cap, 12 lbs.	,,	..	..	1 3/16	..
Paper C. W. F' cap, Ruled, 12 lbs.	,,	..	..	4	..
Paper White Dup. F' cap S/Abst. 13½″×8½″ — 6½ lbs.	,,	30	60	80	80
Paper Stencil for Gest. Duplicator Machine	Sheet	..	300	720	240
T. W. Carbon F' cap	Ream	..	5	1½	1
T. W. Carbon, D. F' cap	,,	..	1½	1⅛	1/10
Carbon Paper for Pencil F' cap	,,	..	..	..	10
Black Record Ribbon for R. Stander T. W. ½″	Dozen	1	1	2	½
Exercise Books, Plain 64 pages	No.	6	..	..	..
Exercise Books, Narrowed Ruled 64 pages	,,	6	..	..	..
Book Blank F' cap	,,	..	24	..	..
Book Ruled F' cap	,,	..	24	24	..
Shorthand Note Books	,,	..	20	10	..
Ink Aviline, Violet for Rubber Stamp, 2 oz a phial	Dozen	1	3	¾	½
Ink Black for Gestetner Duplicators, 1 lbs. a Tube	Tube	..	6	20	5
Ink Black for Numbering Machine	No.	..	..	2	..

APPENDIX VII—*contd.*

(x) Stationery Indents for the Office of the Superintendent of Census Operations and Affiliated Offices—*contd.*

Item	Unit	S. C. O.'s Office—Number of Units			Calcutta City Office—Number of Units
		1959-60	1960-61	1961-62	1959-60
1	2	3	4	5	6
Ink Powder, Blue-Black	Packet	..	..	132	36
Ink Powder, Red	,,	..	..	112	10
Fountain Pen Ink, Blue-Black, 4 oz. a phial	Dozen	1	½	1½	..
Envelops E. S. R. 4⅞″×3¾″	No.	1,700	4,000	..	..
Envelops E. S. 4	,,	..	1,600	16,000	..
Envelops E. S. 5 F' cap, Service	,,	1,700	4,800	..	..
Envelops E. S. 6, 11″×4½″	,,	850	2,400	1,600	..
Envelops E. S. 8, File size, 12″×16″	,,	1,000	160	..	..
Gum, Arabic	Ounce	27	29	156	18
Gum, Liquid in bottle	Dozen	½	..	..	..
Jute Twine	Lb.	20	..	132	20
Twine, White in 4 oz. a ball	Dozen	1	..	..	..
Correcting Fluid	Phial	12	..	..	..
Chalk Pencil, White, 144 in a box	Box	..	12	..	6
Pencil Middling	Dozen	..	11	12	..
Pencil, Ordinary Hard	,,	..	12	..	16½
Pencil, Red and Blue	,,	..	21	2	1
Pencil, Red	,,	..	..	50	..
Pad Blotting, (cloth bound 18″×23″)	No.	4	..	..	..
Paper Clip, Gem pattern (Box)	Box	12	6	6	6
Paper Clip, Ordinary	Dozen	1	..	..	..
Paper Clip, Bulldog	,,	..	..	2	..
Paper weight, Glass	,,	2	1	6	1
Pen Nibs	,,	..	..	612	6
Pen-holder, Clerical	No.	..	..	800	..
Pen-holder, Officer	,,	..	..	..	2
Pins, in packets of one oz. each	Dozen	..	121	12	3½
Pin Cushion, Ordinary	No.	3	14	3	1
Port Folio 14″×10″	,,	6	..	..	..
Eraser, Ink and Pencil	,,	27	..	3	30

APPENDIX VII—*contd.*

(x) Stationery Indents for the Office of the Superintendent of Census Operations and Affiliated Offices—*concld.*

Item	Unit	S. C. O.'s Office—Number of Units			Calcutta City Office—Number of Units
		1959-60	1960-61	1961-62	1959-60
1	2	3	4	5	6
Blotting Paper H. M. 18″×23″—30/32 lbs.	Sheet	..	..	..	125
Desk Knife	No.	..	..	6	..
Knife	,,	..	6	..	..
Ink Pot, Glass, 2″×2″ and China	Dozen	..	..	66	½
Note Sheet Buff	Pad	..	..	..	10
Punching Docket Machine to make one hole at a time	No.	2	4	4	1
Scissors—6″	,,	..	..	6	..
Sealing Wax, Red	Box	..	5	6	..
Staple Machine	No.	..	..	1	..
Staples, Wire, 1,000 in a box	Box	..	2	6	..
Straw Board, F'cap 18¾″×15¾″	No.	..	..	600	..
Tag, Cotton, White, 5″ long	Bundle	..	..	1,200	50
Un-inked Pad for Rubber Stamp (Box)	Dozen	..	1	..	..
White Pulp Board, 20″×26″, 100 lbs.	Ream	..	2 1/25	..	..
Waste Paper Basket—Steel	No.	..	..	..	5
Wooden Blotters	,,	12	..	..	6
Wooden Rulers, Round—18″ long	,,	..	..	..	6

Serial No.	Description	From whom received with date
	TYPEWRITERS	
1.	Remington typewriter No. IJ1847253—10″	1951 Census
2.	Remington typewriter No. IJ1879422—14″	Do.
3.	Remington typewriter No. IJ1879904—14″	Do.
4.	Remington typewriter No. J1897217—10″	Do.
5.	Remington typewriter No. J3896820—20″	Do.
6.	Halda typewriter No. 6—182388—20½″	Do.
7.	Halda typewriter No. 6—206924—18″	Registrar General, India on 29-3-57
	FACIT MACHINE	
1.	Facit Machine No. 203229	1951 Census
2.	Facit Machine No. 211561	Do.
3.	Facit Machine No. 216642	Do.
4.	Facit Machine No. 216644	Do.
5.	Facit Machine No. 776904	Registrar General, India in Aug., 1960
6.	Facit Machine No. 694702	Do.
	DUPLICATOR MACHINE	
1.	Gestetner Duplicator Machine	1951 Census

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents

Serial No.	Description	File No.
1	2	3
	1A—ACCOMMODATION	
1.	Accommodation for the office of the Superintendent of Census Operations, West Bengal.	1A—1
2.	Accommodation for Sorting and Tabulation Offices in districts	1A—2
3.	Telegraphic address of Superintendents of Census Operations	1A—3
4.	Accommodation for office staff and officers	1A—4
5.	Allotment of residential accommodation of Census Superintendent, West Bengal	1A—5
	2A—APPOINTMENT	
6.	Appointment of Shri J. C. Sen Gupta, I.A.S. as Superintendent of Census Operations, West Bengal	2A—1
7.	Appointment of Census Personnel in Defence Areas	2A—2
8.	Appointment of Shri Sukumar Ray as Assistant Superintendent of Census Operations, Calcutta City	2A—3
9.	(1) Appointment of District Census Officers	2A—4/A
	(2) Clerical assistance to the District and Subdivisional Offices	2A—4/B
10.	Appointment of Charge Superintendents, Supervisors and Enumerators for Calcutta City	2A—5
11.	Annual Confidential Report of Gazetted Officers	2A—6
12.	Census Superintendent's Office staff	2A—7
	Verification of character and antecedents of Government servants	2A—7 pt.
13.	Notification of Vacancies to the Employment Exchange for S.C.O., Tripura	2A—8
14.	Notification of Vacancies to the Employment Exchange	2A—9
15.	Interview of candidates other than Employment Exchange	2A—10
16.	Appointment of Special Census Officer for the City of Calcutta	2A—11
17.	Employment of School Teachers for 1961 Census—Enumeration	2A—12
18.	Appointment of Charge Superintendents, Subdivisional Census Officers, Supervisors and Enumerators of Districts	2A—13
19.	Census 1961—Employment of Central Government Servants for Enumeration	2A—14
20.	Employment of Non-Government office employees for Census work	2A—15
21.	Employment of State Government servant for Census 1961—Enumeration	2A—16
22.	Appointment of Deputy Superintendent of Census Operations, West Bengal	2A—17
23.	Concessional rules to the employees engaged in Census works, both State Government and Central Government	2A—18
24.	Concessional rules to the employees of Primary School Teachers engaged in Census work regarding leave, etc.	2A—19
25.	Deputation of several staff of State Statistical Bureau to work in the Census Department	2A—20
26.	Appointment of Deputy Superintendent of Census Operations for manning the Tabulation Offices	2A—21
27.	Statistical Officers' Training course organised by the Central Statistical Organisation, New Delhi	2A—22
28.	Staff for Tabulation Office—Calcutta	2A—23
29.	Staff for Tabulation Office—Districts	2A—24
30.	Staff for Tabulation of Housing Tables	2A—25
31.	Staff for Tabulation Office, Siliguri	2A—26
32.	Staff for Tabulation Office, Chandernagore	2A—27
33.	Staff for Tabulation Office, Krishnagar	2A—28
34.	Staff for conducting Socio-Economic Survey	2A—29
35.	Staff for Rural Tabulation Office, Calcutta	2A—30
36.	Suspension of Shri D. Choudhury.	2A—31
37.	Interview of candidates for the post of Tabulation Officer and Tabulation Assistant	2A—32
38.	Staff strength of Tabulation Offices	2A—33

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	2A—APPOINTMENT—*concld.*	
39.	Deputation of staff from Indian Statistical Institute to work in the Census Department	2A—34
40.	Staff for Rural Tabulation Office—II, Calcutta	2A—35
41.	Appointment of Shri B. K. Roy Burman for preparing materials on the monograph of Scheduled Castes and Scheduled Tribes	2A—36
42.	Submission of Return regarding staff position to the Employment Exchange	2A—37
43.	Staff for Rural Tabulation Office—III, Calcutta	2A—38
44.	Abolition of Census offices and Absorption of staff	2A—39
45.	Staff for Central Tabulation office	2A—40
	List of staff who may be absorbed in the Central Tabulation Office	2A—40 Pt
46.	Recruitment of staff for the office of the Linguistic Division, R.G., India from Census Department	2A—41
47.	Staff for Central Storage at Chandernagore	2A—42
48.	Recruitment of Statistical Assistant for the office of the S.C.O., Tripura	2A—43
49.	Recruitment of Junior Statistician for the office of the Commissioner of Commercial Tax, Orissa	2A—44
50.	Distribution list of the work of officers	2A—45
51.	Staff for District Census Handbooks—1961 Census	2A—46
52.	Transfer of Central Secretariat clerical service officers to *ex*-cadre post to Calcutta	2A—47
	3A—ACCOUNTS	
53.	Permanent Advance	3A—1
54.	Submission of statement of expenditure to Registrar General, India	3A—2
55.	General Financial Rules	3A—3
56.	Census Accounts Rule	3A—4
57.	Contingent expenditure for the office of the Superintendent of Census Operations	3A—5
58.	Financial arrangement with West Bengal Government for Census Enumeration	3A—6
59.	Allotment to District, on account of contingencies, allowances, honoraria, etc.	3A—7
60.	Enumeration Travelling Allowances for Districts	3A—8
61.	Grant of honorarium for translation of Instructional Booklets in Nepal	3A—9
62.	Sanction of Printing of Instructions etc. to Districts	3A—10
63.	Remuneration to House-numberers	3A—11
64.	Miscellaneous Remuneration for Census work	3A—12
65.	Sanction of contingent expenditure for the office of the Deputy Supdt. Census Operations Calcutta	3A—13
66.	Puja Advance	3A—14
67.	Submission of monthly statement of expenditure of Districts	3A—15
68.	Statement of monthly expenditure of Dy. Supdt. Census Operations, Calcutta City office	3A—16
69.	Cost of numbering of Streets and Lanes	3A—17
70.	Statistics of Employment in the Central and State Governments	3A—18/A
71.	Analysis of the growth of non-developmental expenditure of the Government of India	3A—18/B
72.	Contingent expenditure incurred by Calcutta Tabulation Office	3A—19
73.	Travelling Allowances for Tabulation Offices	3A—20
74.	Installation of Electric Metre and Payment of Electric Bills of Tabulation Offices	3A—21
75.	Permanent Advances for Sorting and Tabulation Offices	3A—22
76.	Accounts Miscellaneous (rules) and General Rules (order from Ministry of Finance, etc.)	3A—23
77.	(1) Correspondence with the Accountant General, West Bengal	3A—24
	(2) Local Inspection of Accounts of Tabulation offices by the Accountant General, West Bengal	3A—24 Pt.

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	3A—ACCOUNTS—*concld.*	
78.	Local Inspection of Accounts by Accountant General, West Bengal	3A—25
79.	Specimen signature of Superintendent and Deputy Superintendent of Census Operations	3A—26
80.	Re-imbursement to Municipalities	3A—27
81.	Statement of Liability Register	3A—28
82.	Audit objections from Accountant General, West Bengal	3A—29
83.	Demand of Remuneration by Municipalities	3A—30
84.	Fixation of Rate of Remuneration	3A—31
85.	Sanction of Acceptance of Honorarium by Government and Semi-Government offices	3A—33
86.	Honorarium for conducting the Census of Special Areas	3A—34
87.	Sanction of acceptance of Honoraria by Calcutta Corporation and District School Boards	3A—35
88.	(1) Remuneration to Enumerators	3A—36
	(2) Counter-signature of Honoraria Bills to Enumerators	3A—36 Pt.
89.	Sanction of Contingent expenditure for the office of the Deputy Superintendent of Census Operations, Chandernagore—(Bill)	3A—37
90.	Sanction of Contingent expenditure for the office of the Assistant Superintendent, Siliguri—(Bill)	3A—38
91.	Sanction of Contingent expenditure for the office of the Deputy Superintendent of Census Operations, Krishnagar—(Bill)	3A—39
92.	Allotment of funds for the Tabulation Offices in West Bengal	3A—40
93.	Order for Local Purchase of stationery and other miscellaneous articles	3A—41
94.	Submission of monthly statement of expenditure of Tabulation	3A—42
95.	Sanction of Contingent Expenditure for the office of the D.S.C.O., Calcutta Rural Tabulation Office No. I	3A—48
96.	Payment of incentive bonus to Sorters and Coders	3A—49
97.	Travelling allowance for Receiving Census medals	3A—50
98.	Sanction of Contingent Expenditure for the office of the Deputy Superintendent, Census Operations, Calcutta Rural Tabulation-II	3A—51
99.	Sanction of Contingent Expenditure for the office of Deputy Superintendent, Census Operations, Calcutta Rural III	3A—52
100.	T. A. of Shri P. R. Ray, Research Officer for his tour to Delhi in connection with Census work	3A—53
101.	Grant of special pay to the Cashier of Tabulation Offices	3A—54
102.	Submission of Income Tax Returns by officers and other staffs of this Department	3A—55
103.	Public Committee thirty eight Report	3A—56
104.	Sanction of T. A. for taking Sample Household Schedule to New Delhi by the Tabulation Offices	3A—57
105.	Correspondence regarding Medical bills of staffs	3A—58
	4A—ARRANGEMENTS	
106.	Return of House-list forms	4A—1
107.	Arrangement for the Despatch of Census forms	4A—2
108.	Return of enumeration forms, etc.	4A—3
109.	Errors in despatch and filling up of House-numbering, enumeration and P. E. C. papers	4A—4
110.	Despatch of forms for sorting and tabulation	4A—5
111.	Disposal of surplus form and sweepings	4A—6
112.	Return of Part I & II Registers from Tabulation offices to Central Tabulation office	4A—7
113.	Despatch of Census papers from Tabulation Offices to Chandernagore Storage Office	4A—8
	5A—TRAVELLING ALLOWANCES	
114.	Travelling allowance—Superintendent of Census Operations, West Bengal	5A—1
115.	Travel by Plane by Superintendent of Census Operations, West Bengal	5A—2
116.	Travelling allowance of Census office staff	5A—3
117.	Travelling allowance to Railway servants engaged in Census work	5A—4

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	6A—ADVANCE	
118.*	Motor Car Advance to Superintendent of Census Operations, West Bengal	6A—1
	1B—BOOKS AND PUBLICATIONS	
119.	Books and papers received from Registrar General, India	1B—1
120.	Distribution of Census Publications—1961	1B—2
121.	Sale of 1961 Census Publications (Permit for)	1B—3
	2B—BUDGET	
122.	Budget Estimate	2B—1
	1C—CIRCULARS	
123.	Circulars of other States	1C—1
124.	Supply of Circulars to all State Superintendents, Chief Secretary, Development Commissioner and Registrar General, India	1C—2
125.	Census Publicity	1C—3
126.	Supply of Circulars to all D. M., D. C. and Chairman of Municipality	1C—4
127.	Census Publicity of other States and Registrar General, India	1C—5
128.	Correction of Circulars	1C—6
129.	Circulars etc. issued by the Superintendent, Census Operations of other States regarding Tabulation	1C—7
	2C—CENSUS	
130.	Arrangement for the Census of Calcutta	2C—1
131.	Special difficulty in respect of Darjeeling District	2C—2
132.	List of Towns for Census purposes	2C—3
133.	List of Towns of other States	2C—4
134.	Census of uninhabited Mauzas in 1961 Census	2C—5
135.	Enumeration of homeless persons in cities and towns	2C—6
136.	Arrangement of taking Census in Sikkim	2C—7
137.	Training of Census Personnel	2C—8
138.	Sample Census by the Director, State Statistical Bureau, West Bengal	2C—9
139.	Census of Displaced Persons	2C—10
140.	Census of Fishermen	2C—11
141.	Census of Cantonments	2C—12
142.	Formation of Enumeration Block	2C—13
143.	Census in Urban Areas	2C—14
144.	Census of 24-Parganas Forest Division	2C—15
145.	Use of Development Blocks and the Block Development Staff for 1961 Census	2C—16 and 2C—16 Pt.
146.	Survey of Tribal Handicrafts	2C—17
147.	Code number of Police Station of different Districts	2C—18
148.	Census of Inland Steamers and Boats	2C—19
149.	Formation of Special Charges for Calcutta	2C—20
150.	Census of Ocean-going Vessels	2C—21
151.	Code number of Urban Areas	2C—22

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	2C—CENSUS—*concld.*	
152.	A Calendar of notable Events in West Bengal	2C—23
153.	Survey of Household Industries and Crafts	2C—24
154.	Period of Census Enumeration	2C—25
155.	Code number of Streets in Urban Areas	2C—26
156.	Census of Enclaves	2C—27
157.	Census of Assam Evacuees	2C—28
158.	Enumeration of Foreign Diplomatic Personnel	2C—29
159.	Census of Railways	2C—30
160.	Census of Special Areas—Government Park, Barrackpur	2C—31
161.	Special Enumeration of Technically qualified personnel for 1961 Census.	2C—32
162.	Census of Livestocks	2C—33
163.	Participation of the Inspectors of the National Sample Survey in population training camps in the State	2C—34
164.	Trial Census	2C—35
165.	Statement of population figures in the Blocks	2C—36
166.	Blockwise information in respect of land utilisation, cropping pattern, small Scale Industries, etc.	2C—37
167.	Sample Verification 1961	2C—38
168.	Enumeration of Pilgrim's Specials	2C—39
169.	Census of Personnel employed in Border Road Project	2C—40
170.	Post Enumeration Check by National Sample Survey	2C—41
171.	Rural and Tribal Crafts Survey	2C—42
172.	Comparative study of Pottery in the different parts of India	2C—43
173.	Census of infiltration of Muslims in different Districts of West Bengal	2C—44
174.	Boundaries of the Municipalities of Towns	2C—45
175.	Study of Growth of Urbanisation	2C—46
176.	First Letter of 1961 Census	2C—47
	3C—CASTES	
177.	Scheduled Castes, Scheduled Tribes and Backward Classes	3C—1
	4C—CONFERENCE	
178.	Census Conference in Delhi	4C—1
179.	Proceedings of the Conference of Census Operations of other States	4C—2
180.	Census Conference of Districts	4C—3
181.	Regional Census Conference at Darjeeling	4C—4
182.	Census Conference in the office of the Superintendent of Census Operations, West Bengal and Sikkim	4C—5
183.	Third Census Conference in Delhi	4C—6
	5C—CHANGE IN AREA	
184.	Area changes since last Census—consequential adjustment	5C—1
	Census of disputed mauza Gobindapur. Census of mauza Char Srikrishnapur	5C—1 Pt.
185.	Geographical area figures of the states in India	5C—2
186.	Area figures of other states	5C—3
187.	Boundaries of Calcutta Industrial Region, Greater Calcutta, Asansol Industrial Region, etc.	5C—4
	6C—CERTIFICATES	
188.	Recognition of good work done and grant of certificate	6C—1

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
	2	3
	7C—CENSUS ACT	
189.	Census Act	7C—2
	8C—CLOSING OF OFFICES	
190.	Winding up of Tabulation Offices	8C—1
191.	Closing of Census Offices—clear up all outstanding work relating to financial sanction, etc.	8C—2
	1E—ESTABLISHMENT	
192.	Establishment in the office of the Special Census Officer, Calcutta	1E—1
193.	Establishment in District Offices	1E—2
194.	Annual Establishment Returns	1E—9
	1F—FORMS	
195.	Supply of forms—Mauza Register	1F—1
196.	Supply of Census Register for Urban Areas	1F—2
197.	Supply of forms—Parwana of appointment of Charge Superintendent, Supervisors and Enumerators	1F—3
198.	Supply of Cyclostyled forms relating to Socio-Economic Survey	1F—4
199.	Supply of Instructions to Enumerators from Registrar General, India	1F—8
	2F—CENSUS FIGURES	
200.	Supply of figures to Tabulation Officers regarding Dwelling, Shop-cum-dwelling and Work-shop-cum-dwelling	2F—1
	3F—G. P. FUND AND INSURANCE	
201.	G. P. Fund of Staff	3F—1
202.	G. P. Fund of the Superintendent of Census Operations, West Bengal and Sikkim	3F—2
203.	G. P. Fund of the staffs of Tabulation Offices	3F—4
	2G—GENERAL CORRESPONDENCE	
204.	General correspondence with District Census Officer and District Magistrate	2G—1
205.	Correspondence with Calcutta Improvement Trust regarding preparation of Special Tables for Calcutta Slum Areas	2G—2
206.	Miscellaneous correspondence with Deputy Superintendents and Assistant Superintendent of Census Operations, Tabulation Offices	2G—3
	1H—HOUSE-LIST	
207.	House-numbering and House-listing	1H—1
	3H—HOLIDAYS	
208.	Census Holidays	3H—1/A
209.	State Government Holidays	3H—1/B
	1I—INSTRUCTION	
210.	Enumerators' Questionnaire	1I—1
211.	(1) Instruction issued by Registrar General, India from time to time	1I—2
	(2) Correspondence regarding different types of right on Land and its characteristics	1I—2 Pt.
212.	Instruction issued by Registrar General, India from time to time regarding Tabulation	1I—3
213.	Supply of Instruction regarding Sorting and Tabulation to Deputy Superintendents, Tabulation Offices	1I—4
214.	Correspondence with Superintendent of Census Operations of other States regarding Sorting and Tabulation Instructions	1I—5
215.	Instruction regarding Tabulation	1I—6

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	2I—INFORMATION	
216.	Supply of Information to different Private offices	2I—1
217.	Supply of Information to Municipalities and Government offices	2I—2
218.	Miscellaneous figures supplied by Deputy Superintendent of Tabulation offices	2I—3
	1L—LIVERIES	
219.	Supply of Liveries to Peons	1L—1
	2L—LEAVE	
220.	Casual Leave taken by Officers of Census Department	2L—2
221.	Leave of Shri J. C. Sen Gupta, Superintendent of Census Operations, West Bengal and Sikkim	2L—3
222.	Casual Leave of Deputy Superintendent and Assistant Superintendent of Census Operations, Calcutta City	2L—4
223.	Leave application of staff of the Office of the Deputy Superintendent of Census Operations, Calcutta City for sanction by the Superintendent of Census Operations, West Bengal and Sikkim	2L—5
224.	Leave application of the staff of the office of Deputy Superintendent of Census Operations, Calcutta City	2L—6
225.	Casual and Earned Leave granted to Tabulation Officers	2L—7
226.	Sanction of Casual Leave and Earned Leave of Deputy Superintendents and Assistant Superintendent, Tabulation Offices	2L—8
227.	Leave Rules	2L—9
228.	Leave application of staff of Central Tabulation Office	2L—10
	3L—LIST OF LANGUAGES	
229.	Linguistic Census Survey	3L—1
230.	Enumeration of Language	3L—2
	4L—LIBRARY	
231.	Library (General)	4L—1
232.	Books and Publications received from Registrar General, India and other States	4L—2
233.	Books and Publications sent to Registrar General, India and other States	4L—3
234.	Purchase of books for Office Library	4L—4
	1M—CENSUS MAPS	
235.	(1) Census Maps	1M—1
	(2) Atlas Volume	1M—1Pt.
236.	Preparation of Notional Maps of Villages and Blocks of Urban Areas	1M—2
	2M—MISCELLANEOUS	
237.	(1) Purchase of Furniture	2M—1
	(2) Purchase of Wall clock	2M—1/Pt.
238.	Miscellaneous letters from the Superintendents of Census Operations of other States	2M—2
239.	General Election or bye-elections	2M—3
240.	Cutting from Newspapers	2M—5
241.	Miscellaneous letters from Registrar General and Deputy Registrar General, India	2M—6
242.	Transport arrangement for tours for the 1961 Census	2M—7
243.	Purchase of glass tumblers and water pots etc. by Deputy Superintendent of Census Operations, Calcutta City	2M—8

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	2M—MISCELLANEOUS—*concld.*	
244.	Complaints in respect of House-numbering	2M—9
245.	Co-operation with the Census	2M—10
246.	Post and Telegraphic facilities	2M—11
247.	Propaganda by Communist Party in the District of Darjeeling	2M—12
248.	Personal file of Superintendent of Census Operations, West Bengal and Sikkim	2M—13
249.	Use of Police W. T. Grid for Transmission of Population figures and other administrative messages	2M—14
250.	Census of Central Government employees	2M—16
251.	Miscellaneous Correspondence with different Departments of West Bengal Government and Central Government	2M—17
252.	Complaint regarding Enumeration	2M—18
253.	Purchase of Wooden Pigeon-hole Boxes and Sorter Boxes	2M—19 and 2M—19 Pt.
254.	List of Schools in West Bengal	2M—20
255.	Publication in Newspapers	2M—21
256.	Counting the period of service of Sri Sudhir Kumar Maitra	2M—22
257.	List of Primary School Teachers	2M—23
258.	Co-operation with Calcutta Census	2M—24
259.	Secret letters received during the period of Strike of the Central Government employees	2M—25
260.	Superintendent of Census Operations' interview with Srimati Naidu	2M—26
261.	Complaint in Newspapers relating to Enumeration	2M—27
262.	Police Assistance for Enumeration	2M—28
263.	Secret Report of the Districts	2M—29
264.	Steps to be taken for negligence of Census duties	2M—30
265.	Sponsoring of candidates for admission to the training course	2M—31
266.	Installation of fans in Tabulation Offices	2M—32
267.	Purchase of furniture for Tabulation Offices—fire extinguisher, satranchi, etc.	2M—33
268.	Correspondence with Registrar General and Deputy Registrar General, India regarding Parliament Question	2M—34
269.	Diagnostic Survey of the Damodar Valley Region	2M—35
270.	Muslim employees in Tabulation Offices—concession for Friday Prayer	2M—36
271.	Transportation of Census materials to Siliguri	2M—37
272.	Correspondence with the Chief Secretary regarding a complaint lodged to Minister, Food, Relief and Supplies	2M—38
273.	Supply of Comptometer Machine and Operator	2M—39
274.	Advertisement in Newspapers	2M—40
275.	Census of Ex-service Personnel	2M—41
276.	Correspondence with Calcutta Metropolitan Planning Organisation	2M—42
277.	Opening of a departmental Canteen at Raja Santosh Road	2M—43
278.	Supply of information relating to Parliament Questions	2M—44
279.	Summons issued to persons of this Department from time to time	2M—45
280.	Flow Chart for Sorter's Ticket and Compiler's Posting Statement	2M—46
281.	Correspondence with All India Rural Debt and Investment Survey	2M—47
282.	Payment of Income Tax by Superintendent of Census Operations	2M—49
283.	Estimating Human Numbers—a Mast for Planners and a challenge to Statisticians by Dr. C. Chandrasekaran	2M—50
284.	Industrial Potential Survey of Police Stations in Basirhat by Small Industries Service Institute	2M—53
285.	Return of Tin Boxes and Pigeon-holes and other articles from Tabulation Offices	2M—54
286.	Creation of a section of the Ministry of Law at Calcutta for giving legal advice to the Central Government Offices	2M—55

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	1N—NOTIFICATION	
287.	Notification under the Census Act	1N—1
	1O—OCCUPATION	
288.	Classification of Occupations	1O—1
	1P—POWER	
289.	Delegation of financial powers to Registrar General, India and State Census Superintendents	1—P1
290.	Financial powers granted to Deputy Superintendent and Assistant Superintendent of Sorting and Tabulation Offices	1—P2
291.	Financial powers granted to Deputy Superintendent of Census Operations, Headquarters and Deputy Superintendents, of Central Tabulation Offices	1P—3
	2P—PRINTING	
292.	(1) Printing in Government of India Press	2P—1/A
	(2) Requisition to Government of India Press	2P—1/B
293.	Printing of English Leaflets	2P—2
294.	Printing Instructions	2P—3
295.	Printing of Forms, Schedules, etc.	2P—4
296.	Calcutta Census 1961—Printing in Government of India Press	2P—5
297.	Printing of Sorter's Tickets in Government of India Press	2P—6
298.	Printing and Publication of District Handbook	2P—7
299.	Printing of Reports and Tables of 1961 Census	2P—8
300.	Printing of Fairs and Festivals of the District	2P—9
301.	Printing of Enumerator's bill for honorarium etc. for Calcutta Census	2P—10
302.	Printing of Census forms for Tabulation Offices for Assam	2P—11
303.	Printing of Census forms for Tabulation Office, Andaman & Nicobar Islands	2P—12
304.	Printing of Tickets for Sample Verification	2P—13
305.	Printing of Reports and Tables of Manipur in Government Press	2P—14
306.	Printing of Census forms for Tabulation Office, Tripura	2P—15
307.	Printing of the List of Common Household Industries	2P—16
308.	Printing of forms relating to Socio-Economic Survey	2P—17
309.	Collection of materials for Printing and Publication of District Census Handbooks—Regarding Rainfall	2P—18
310.	Execution of Printing work by private press	2P—19
311.	Preparation and Printing of Village Directory—Rural Electrification	2P—20
312.	List of Primary Schools in West Bengal for the preparation of District Census Handbooks	2P—21
313.	Printing and Publication of Part X special Reports on Cities	2P—22
314.	Printing and Publication of Part IIB—Vital Statistics, West Bengal 1951—1961	2P—23
315.	Printing of Maps for Orissa	2P—25
316.	Proofs of manuscripts sent to Registrar General, India	2P—26
317.	Instructions regarding Printing of All India Volumes	2P—27
318.	Collection of Information regarding Agricultural Statistics for Publication of District Census Handbooks	2P—28
319.	Preparation of Village Directory—Medical and Public Health facilities—Collection of Information	2P—29
320.	Printing of Census Publications for Assam	2P—30
321.	Preparation of Village Directory—Orders and Circulars	2P—31
322.	Reading Room and Library facilities of Village Directory	2P—32

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	2P—PRINTING—*concld.*	
323.	Administrative Statistics, Public Entertainment and Marketing Statistics, etc. for District Census Handbooks	2P—33
324.	Statistics of Local Bodies for the preparation of 1961 District Census Handbooks	2P—34
325.	Administrative Statistics for District Census Handbooks—Vital Statistics	2P—35
326.	Economic Statistics for District Handbooks—1961 Census	2P—36
327.	Industrial Statistics for the preparation of District Census Handbook	2P—37
328.	Printing of Artisian Household Schedule	2P—38
329.	Publication of Part IIA—Census Volumes	2P—39
	4P—PROGRESS REPORT	
330.	Monthly Progress Report from Deputy Superintendent of Urban Tabulation Office, Calcutta	4P—1
331.	Progress Report of Census work in the Districts	4P—2
332.	Monthly Progress Report to Registrar General, India	4P—4
333.	Progress Report of Preparation of Housing Table	4P—5
334.	Progress Report of Individual Sorter, Urban Tabulation Office, Calcutta	4P—6
335.	Monthly Progress Report of Tabulation Offices	4P—7
336.	Weekly Progress Report of Individual Sorter, Tabulation Office, Siliguri	4P—8
337.	Weekly Progress Report of Individual Sorter, Tabulation Office, Krishnagar	4P—9
338.	Weekly Progress Report of Individual Sorter, Tabulation Office, Chandernagore	4P—10
339.	Progress Report to Registrar General, India regarding Tabulation	4P—11
340.	Weekly Progress Report—Rural Tabulation Office No. I	4P—12
341.	Weekly Progress Report—Rural Tabulation Office No. II	4P—13
342.	Maximum output	4P—15
343.	Progress Report sent to Registrar General, India relating to Socio-Economic Survey	4P—16
344.	Weekly Progress Report—Rural Tabulation Office No. III	4P—17
345.	Daily Progress Report—Central Tabulation Office	4P—18
	5P—POPULATION	
346.	Re-casting of population figures of West Bengal	5P—1
347.	(1) Supply of House-list population figures	5P—2
	(2) Supply of House-list population figures of other States	5P—2/Pt.
348.	Preparation of Bibliography on Population Surveys in India	5P—3
349.	Supply of Provisional Population figures to different Departments of West Bengal Government and others	5P—4
350.	Provisional Population figures of other States	5P—5
351.	Correspondence with Registrar General, India regarding supply of population figures	5P—6
352.	Provisional figures of Towns	5P—7
353.	Provisional Population figures of Rural and Urban Areas	5P—8
354.	Comment on Population figures of West Bengal	5P—9
355.	Provisional Population of Calcutta City, Ward by Ward	5P—10
356.	Final population figures—Preparation of	5P—11
357.	Census of Commonwealth Countries—population figures	5P—12
358.	Supply of figures of Commonwealth Nationals	5P—13
359.	Receipt and Supply of Miscellaneous population figures to the Superintendents of Census Operations of other States	5P—14
360.	Comparative statement of population figures of 1951 and 1961 Census	5P—15
361.	Percentage of increase in population of Cities between 1951 to 1961	5P—16
	1R—RECORDS	
362.	Preservation of Census Records	1R—2
363.	Requirements of Census forms, House-lists, etc.	1R—3

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*contd.*

Serial No.	Description	File No.
1	2	3
	3R—REPORT	
364.	Pilot Survey Report of Vital Statistics	3R—2
365.	Administration Report of 1961 Census	3R—3
366.	Preparatory measures for writing Census Report 1961	3R—4
367.	Collection of information for Census Report from Railways	3R—5
368.	Collection of Miscellaneous information from District Magistrates and Subdivisional Officers	3R—6
369.	Collection of information from Post and Telegraph Department for writing Census Report	3R—7
370.	Collection of data relating to the number of births to women *i.e.* productive age	3R—8
371.	Administration Report of Tabulation Offices	3R—9
372.	Annual Administration Report of Office of Registrar General, India	3R—16
	1S—STATIONERY	
373.	Supply of Stationery and standard forms	1S—1
374.	Paper for Printing	1S—2
375.	Supply of Stationery articles and standard forms to Tabulation Offices	1S—3
	2S—SORTING	
376.	Sorting and Compilation Instructions	2S—1
	1T—TABULATION	
377.	Mechanical Tabulation for the 1961 Census—(Household Schedules of the Second Pre-test) by the Director, Bureau of Economics and Statistics of Bombay	1T—1
378.	Census 1961—Tabulation Preparatory measures	1T—3
379.	Tabulation of language in 1961 Census	1T—4
380.	Collection of information on Tabulation	1T—5
381.	Census 1961—Tabulation Plan	1T—6
382.	Special Tabulation of Calcutta Slum Areas	1T—7
383.	Preparation of Housing Tables	1T—8
384.	List of Industrial Classification of Persons engaged in Public sector	1T—9
385.	Correspondence with Superintendents of Census Operations of other States regarding Tabulation	1T—10
386.	Primary Census Abstract and Sorter's Tickets	1T—11
387.	Supply of Housing Tables and Sample Household Schedules to Registrar General, India	1T—12
388.	Norms and Minima for various Sorter's Tickets	1T—13
389.	Supply of Tables to the Superintendents of Census Operations of other States	1T—14
390.	Supply of B-1 Statement by the Deputy Superintendents of Tabulation Offices	1T—15
391.	Preparation of Subsidiary Tables	1T—16
392.	Discrepancies found in figures at the time of Tabulation	1T—17
393.	Despatch of Sorter's Tickets and Compiler's Posting Statement, etc. by the Deputy Superintendents to Central Tabulation Office, Calcutta	1T—18
394.	Preparation of All India Brochure on land tenure	1T—19
395.	Despatch of Villagewise and talukwise Primary Census Abstract to Registrar Genrral, India	1T—20
396.	Preparation of 'A' Series Tables	1T—21
397.	Supply of Thanawise Primary Census Abstract by Tabulation Offices	1T—22
398.	Quality checks of Primary Census Abstracts	1T—23
399.	Preparation of 'B' Series Tables	1T—25
400.	Preparation of 'C' Series Tables	1T—26
401.	Preparation of 'D' Series Tables	1T—27
402.	Preparation of 'E' Series Tables	1T—28
403.	Preparation of Subsidiary Tables of other States	1T—29
404.	Preparation of Inset Tables suggested in the draft reporting programme	1T—30
405.	Time table for the despatch of various Tables	1T—31
406.	Despatch of 'B', 'C', and 'D' Series Tables to Registrar General, India	1T—32
407.	Supply of original Primary Census Abstract to different Government Departments	1T—33

APPENDIX VII—*contd.*

(xi) Number and location of important files and documents—*concld.*

Serial No.	Description	File No.
1	2	3
	2T—TELEPHONE	
408.	Telephone in the office of the Superintendent of Census Operations and at the residence of Superintendent of Census Operations	2T—1
409.	Telephone in Tabulation Offices	2T—2
	3T—TYPEWRITERS	
410.	Supply of Typewriters and Facit Machine	3T—1
	4T—TOUR PROGRAMME	
411.	Tour programme of the Superintendent of Census Operations, West Bengal and Sikkim	4T—1
412.	Tour diary of the Superintendent of Census Operations, West Bengal and Sikkim	4T—2
413.	Tour programme of Registrar General, India	4T—3
414.	Tour diary of Deputy Superintendent and Assistant Superintendent of Census Operations, Calcutta City	4T—4
415.	Tour diary of Deputy Superintendents of Tabulation Offices	4T—5
416.	Tour diary of Investigators	4T—6
417.	Tour programme of Dr. B. K. Roy Burman	4T—7
418.	Tour diary of Shri Sukumar Sinha	4T—8

APPENDIX VII—*contd.*

(xii) Summary of Staff employed in the Office of the Superintendent of Census Operations, West Bengal and Sikkim and in the Office of the Deputy Superintendent of Census Operations, Calcutta City

Part A—Staff in the Office of the Superintendent of Census Operations

Serial No.	Designation	Number	Period	Rates of pay excluding allowances	Remarks
1	2	3	4	5	6
1.	*Head Assistant*				
	Sri Sunil Kanti Majumdar . . .	1	1-4-58	Rs. 370	
2.	*Accountant*				
	Sri Kalidas Ganguly	1	3-2-60	Rs. 192 *plus* 20 per cent special pay	Deputed from office of the Accountant General, West Bengal.
3.	*Asstt. Accountant*				
	Sri Rabindra Nath Mondal . .	1	1-7-58	Rs. 160	
4.	*Statistical Inspector*				
	Sri Sachindra Nath Mukherjee . .	1	11-8-54	Rs. 230	Deputed from State Statistical Bureau.
	Sri Nirmal Chandra Sarkar . .	1	1-11-56	Rs. 230	Ditto.
5.	*Printing Inspector*				
	Sri Ram Chandra Bhar . . .	1	1-10-55	Rs. 210	
6.	*Proof Reader*				
	Sri Dhiresh Chandra Choudhury Sri Amiya Ranjan Kar . .	2	1-10-55	Rs. 150	
7.	*Stenographer*				
	Sri Kalyan Kumar Dutta . . .	1	1-9-59	Rs. 220	
8.	*U. D. Assistant.*				
	Sri Nanda Lal Nandy . . .	1	1-5-60	Rs. 176	
9.	*Librarian*				
	Sri Arun Kumar Roy . . .	1	1-11-56	Rs. 140	
10.	*Record Keeper*				
	Sri Ajit Kumar Ganguly . . .	1	24-1-57	Rs. 122	
11.	*Typist*				
	Sri Bechuram Dutta	1	1-10-55	Rs. 131	
	Sri Nirmal Kumar Mitra . .	1	1-10-55	Rs. 125	
	Sm. Namita Bose	1	4-1-61	Rs. 110	
12.	*L. D. Assistant*				
	Sri Asit Kumar Das	1	13-8-59	Rs. 113	
	Sm. Umarani Sen Gupta . . .	1	19-8-59	Rs. 113	
	Sm. Usha Dey	1	1-9-59	Rs. 113	
	Sm. Sefali Sen Gupta	1	27-10-60	Rs. 110	

APPENDIX VII—*contd.*

(xii) Summary of Staff employed in the Office of the Superintendent of Census Operations, West Bengal and Sikkim and in the Office of the Deputy Superintendent of Census Operations, Calcutta City—*contd.*

Part A—Staff in the Office of the Superintendent of Census Operations—concld.

Serial No.	Designation	Number	Period	Rates of pay excluding allowances	Remarks
1	2	3	4	5	6
13.	*Duftry*	1	..	Rs. 81	
14.	*Orderly for S. C. O.*	1	..	Rs. 71	
15.	*Orderly for D. S. C. O.*	1	..	Rs. 74	
16.	*Peons*	1	..	Rs. 72	
		1	..	Rs. 74	
		1	..	Rs. 72	
17.	*Farash*	1	..	Rs. 73	
18.	*Messenger peon*	1	..	Rs. 73	
19.	*Darwan*	1	..	Rs. 73	
20.	*Sweeper*	1	..	Rs. 70	

Part B—Staff in the Office of the Deputy Superintendent of Census Operations, Calcutta City

A—Supervising Staff

1.	Deputy Superintendent of Census Operations (W. B. C. S.)	1	12-11-59 to 30-4-61	Grade pay in the West Bengal Civil Service *plus* special pay at the rate of Rs. 225 p.m. *plus* D. A. at State Govt. rates and other allowances at Central Govt. rates.
2.	Asstt. Superintendent of Census Operations (W. B. J. C. S.)	1	2-1-60 (A.M.) to 30-4-61.	Grade pay in the West Bengal Junior Civil Service *plus* special pay at the rate of 33⅓ per cent of the basic pay or Rs. 75 whichever is less *plus* D. A. at State Govt. rates and other allowances at Central Govt. rates.
3.	District Census Officer (Central)	1	2-5-60 to 30-4-61 .	Rs. 210 *plus* allowances at Central Govt. rates.
4.	District Census Officer (South)	1	21-7-60 to 30-4-61 .	Pay admissible to Kanungo Grade-I of the Settlement Deptt. *plus* 20 per cent thereof as deputation special pay in addition to D. A. at State Govt. rates and other allowances at Central Govt. rates.
5.	District Census Officer (North)	1	21-7-60 to 30-4-61 .	
6.	District Census Officer (East) .	1	4-8-60 to 30-4-61 .	
7.	District Census Officer (Tollygunge).	1	5-8-60 to 30-4-61 .	Rs. 350 *plus* allowances at Central Govt. rates.
8.	Circle Supervisors . .	673	1-9-60 to 15-3-61 .	Honorarium Rs. 30 each per month.

APPENDIX VII—*contd.*

(xii) Summary of Staff employed in the Office of the Superintendent of Census Operations, West Bengal and Sikkim and in the Office of the Deputy Superintendent of Census Operations, Calcutta City—*contd.*

Part B—Staff in the Office of the Deputy Superintendent of Census Operations, Calcutta City—contd.

Serial No.	Designation	Number	Period	Rates of pay excluding allowances	Remarks
1	2	3	4	5	6
9.	Inspecting Surveyors . .	9	2-5-60 to 31-7-60 .	Rs. 125 each per month (consolidated).	
		8	1-8-60 to 31-3-61	Rs. 125 each p.m. (consolidated) from 1st to 31st Aug. '60. Rs. 150 each p .m. (consolidated)from 1-9-60 to 31-3-61.	
	B—Outlying Establishment and Preliminary work.				
10.	Copyists	9	12-12-59 to 31-3-60	Rs. 100 each per month (Consolidated)	
		1	15-12-59 to 16-4-60	Ditto.	
		4	21-12-59 to 31-3-60	Ditto.	
11.	Charge Clerks . . .	13	Aug. '60 to 31-3-61 .	Rs. 125 each per month (consolidated).	
		67	July '60 to 31-3-61 .	Ditto.	
12.	District Census Officers' Clerks	5	Aug. '60 to 31-3-61	Ditto.	
13.	House-numberers and House-list Makers.	..	..	Rs. 5 per 100 Census houses subject to the minimum of Re 1 each.	
14.	Enumerators	4,351	..	Rs. 3.12 nP for every hundred persons enumerated, subject to the minimum of Rs. 5 per Enumerator *plus* Rs. 2.50 nP for meeting out of pocket expenses per Enumerator.	
15.	Charge Office Darwan for 80 Charge Offices.	80	..	Rs. 5 each per month.	
	C—Office Staff				
16.	Head Clerk	1	12-12-59 to 1-5-60 .	Rs. 150	
			2-5-60 to 30-4-61 .	Rs. 210	
17.	Accountant . .	1	3-2-60 to 5-8-60 .	Rs. 184 *plus* Rs. 20 per cent thereof as deputation special pay *plus* Rs. 10 p. m. as special pay for handling cash.	Deputed from office of the Accountant General, West Bengal.
		1	6-8-60 to 30-4-61 .	Rs. 216 *plus* Rs. 20 per cent thereof as deputation special pay.	Ditto.
18.	Nazir-cum-Cashier . . .	1	6-8-60 to 15-4-61 .	Rs. 130 *plus* Rs. 10 cash allowance.	
19.	Correspondence Clerks	1	May' 60 to 31-3-61	Rs. 130	
		3	Jan.' 61 to 31-3-61 .	Rs. 110	
20.	Accounts Clerks	1	20-5-60 to 31-3-61 .	Rs. 110	
		2	Dec. '60 to 31-3-61	Rs. 110	

Summary of House-list in English .	17 RGI(PB)/60 . .	26-7-60	104,300	Ditto . . .	26	193	
Summary of House-list in Nepali .	19 RGI(PB)/ 60 . .	5-8-60	14,800	Ditto . . .	3	365	
Summary of House-list in Bengali .	20 RGI(PB)/60 . .	2-7-60	727,400	Ditto . . .	183	330	
Part II—Census Register for Urban Areas.	21 RGI(PB)/60 . .	18-7-60	368 books.	Ditto . . .	4	470	
Front Cover of Household Schedule in English.	23 RGI(PB)/60 . .	2-7-60	500	Ditto . . .	0	16	
Back Cover of Household Schedule in English.	24 RGI(PB)/60 . .	2-7-60	500	Ditto . . .	0	16	
Front Cover of Household Schedule in English.	26 RGI(PB)/60 . .	1-8-60	4,000	Ditto . . .	0	126	
Back Cover of Household Schedule in English.	27 RGI(PB)/60 . .	1-8-60	4,000	Ditto . . .	0	126	
Correction Slip—Instructions to Enumerators in English.	28 RGI(PB)/60 . .	13-9-60	11,500	Ditto . . .	7	0	
Correction Slip—House-list Form in Nepali.	29 RGI(PB)/60 . .	2-8-60	29,600	Ditto . . .	0	200	
Appointment letter of Charge Officer.	30 RGI(PB)/60 . .	28-7-60	1,000	Ditto . . .	0	100	
House-list Abstract in English .	31 RGI(PB)/60 . .	10-8-60	1,500	Ditto . . .	0	76	
House-list Abstract in Hindi . .	32 RGI(PB)/60 . .	18-8-60	1,000	Ditto . . .	0	60	
Summary of House-list in Hindi .	33 RGI(PB)/60 . .	18-8-60	3,000	Ditto . . .	0	400	
House-list Abstract in Bengali .	34 RGI(PB)/60 . .	10-8-60	10,000	Ditto . . .	1	5	
Census Act, Circulars and Important Letters.	35 RGI(PB)/60 . .	5-1-60	500 books	Ditto . . .	4	275	
Instructional Booklet—Instructions for filling up House-list in Bengali.	36 RGI(PB)/60 . .	30-8-60	5,000	Ditto . . .	5	25	
General Instructions for Calcutta Census of 1961.	38 RGI(PB)/60 . .	23-9-60	1,600	Ditto . . .	12	460	This was for Calcutta Census.
Circle Summary of House-list . .	39 RGI(PB)/60 . .	15-9-60	1,150	Ditto . . .	0	116	
Charge Summary of House-list .	40 RGI(PB)/60 . .	15-9-60	250	Ditto . . .	0	26	This was for Calcutta Census.
Charge/Circle Register . . .	41 RGI(PB)/60 . .	15-9-60	4,100	Ditto . . .	2	35	
List of Scheduled Castes and Scheduled Tribes in West Bengal .	42 RGI(PB)/60 . .	12-9-60	120,000	Ditto . . .	60	300	
Proposal for dividing Circle into Enumeration Blocks.	43 RGI(PB)/60 . .	19-9-60	1,150	Ditto . . .	0	116	
Charge Summary of Enumeration .	44 RGI(PB)/60 . .	15-9-60	250	Ditto . . .	0	26	
Circle Summary of Enumeration .	45 RGI(PB)/60 .	15-9-60	1,200	Ditto . . .	0	121	This was for Calcutta Census.
Enumerator's Summary . . .	46 RGI(PB)/60	20-9-60	10,100	Ditto . . .	2	20	

APPENDIX VII—*contd.*

(xiii) Circulars and Forms printed for Enumeration Period

Description of Circular or Form	No. of Impressions	Date of printing	No. of copies printed	Size and weight of paper used	Unit of paper used		Remarks
					Reams	Sheets	
1	2	3	4	5	6	7	8
D.O. Letter—6½″×8½″ (Blue) .	1423 RGI/59 . .	9-3-60	500	28 lb. Blue F'cap . .	0	137	
D.O. Letter—13½″×8½″ (,,) .	1424 RGI/59 . .	9-3-60	500	Ditto . . .	0	262	
D.O. Letter—6½″×8″ (White) .	1423 RGI/59 . .	26-2-60	500	46 lbs. D. Royal W/P .	0	25	
D.O. Letter—13″×8″ (,,) .	1424 RGI/59 . .	26-2-60	500	Ditto . . .	0	50	
Letter Head—6½″×8″ . . .	1425 Census/59 . .	26-2-60	4,500	Ditto . . .	0	228	
Letter Head—13″×8″ . . .	1426 Census/59 . .	26-2-60	4,500	Ditto . . .	0	455	
D.O. letter—6½″×8″ . . .	1427 RGI/59 . .	1-3-60	500	Ditto . . .	0	25	This was for Calcutta Census.
Instructional Booklet—Instructions for filling up House-list in Nepali.	14 RGI(PB)/59 . .	29-4-60	3,000	Ditto . . .	3	15	
Instructional Booklet—Instructions for filling up House-list in Bengali.	15 RGI(PB)/59 . .	30-3-60	74,600	Ditto . . .	75	170	
Instructional Booklet—Instructions to Enumerators in Bengali.	19 RGI(PB)/59 . .	17-10-60	81,000	Ditto . . .	244	0	
Instructional Booklet—Instructions to Enumerators in Nepali.	20 RGI(PB)/59 . .	8-9-60	3,250	Ditto . . .	8	85	
Circular No. 1	22 RGI(PB)/59 . .	4-3-60	500	10 lbs. F' cap . .	1	258	Paper supplied by Press.
Circular No. 2	23 RGI(PB)/59 . .	23-2-60	500	Ditto . . .	0	255	
Circular Letter	24 RGI(PB)/ 59 . .	24-2-60	500	Ditto . . .	1	130	
Back Cover of Household Schedule in English.	25 RGI(PB)/59 . .	30-3-60	28,958	46 lbs. D. Royal W/P .	1	410	
Front Cover of Household Schedule in Bengali.	26 RGI(PB)/59 . .	14-5-60	269,804	Ditto . . .	16	425	
Front Cover of Household Schedule in English.	27 RGI(PB)/59 . .	30-3-60	28,958	Ditto . . .	1	410	
Back Cover of Household Schedule in Bengali.	28 RGI(PB)/59 . .	17-5-60	269,804	Ditto . . .	16	425	

APPENDIX VII—*contd.*

(xiii) Circulars and Forms printed for Enumeration Period—*contd.*

Description of Circular or Form	No. of Impressions	Date of printing	No. of copies printed	Size and weight of paper used	Unit of paper used		Remarks
					Reams	Sheets	
1	2	3	4	5	6	7	8
Front Cover of Household Schedule in Nepali.	30 RGI(PB)/59	1-6-60	5,130	46 lbs. D. Royal W/P	0	162	
Back Cover of Household Schedule in Nepali.	31 RGI(PB)/59	30-5-60	5,130	Ditto	0	162	
Part I—Register	32 RGI(PB)/59	5-4-60	500	Ditto	1	5	This was for Calcutta Census.
Part II—Register	33 RGI(PB)/59	5-4-60	2,000	Ditto			
Part I—Register of Mauzas with Population.	34 RGI(PB)/59	27-2-60	350 books.	Ditto	1	287	
Part II—Register of Census Divisions and Census Personnel.	35 RGI(PB)/59	27-2-60	350 books	Ditto	4	208	
Abbreviations to be used in reply to Questions in English.	37 RGI(PB)/59	21-6-60	10,500	125 lbs. Imperial White Pulp Board.	2	150	
Part I—Census Register for Urban Areas.	1 RGI (PB)/60	27-5-60	368 books	46 lbs. D. Royal W/P	4	470	
Front Cover of Household Schedule in Hindi.	2 RGI(PB)/60	16-6-60	2,300	Ditto	0	73	
Back Cover of Household Schedule in Hindi.	3 RGI(PB)/60	16-6-60	2.300	Ditto	0	73	
Abbreviations to be used in reply to Questions in Hindi.	4 RGI(PB)/60	14-6-60	1 000	125 lbs. Imperial White Pulp Board.	0	100	
Instructional Booklet—Instructions for filling up House-list in Bengali.	7 RGI(PB)/60	9-6-60	6,400	46 lbs. D. Royal W/P	6	230	
Instructional Booklet—Instructions for filling up House-list in Nepali.	8 RGI(PB)/60	24-5-60	250	Ditto	0	126	
Appointment letter of House-numberer.	9 RGI(PB)/60	30-6-60	78,000	Ditto	13	66	
Appointment letter of Circle Supervisor.	10 RGI(PB)/60	27-6-60	15,200	Ditto	2	290	
Appointment letter of Enumerator	11 RGI(PB)/60	8-7-60	78,000	Ditto	13	66	
Appointment letter of Charge Officer.	12 RGI(PB)/60	24-6-60	4,200	Ditto	0	355	
House-list Abstract in English	14 RGI(PB)/60	11-7-60	7,040	Ditto	0	357	
House-list Abstract in Nepali	15 RGI(PB)/60	29-7-60	1,840	Ditto	0	100	
House-list Abstract in Bengali	16 RGI(PB)/60	4-7-60	60,080	Ditto	6	34	

Summary of House-list in English .	17 RGI(PB)/60 . .	26-7-60	104,300	Ditto . . .	26	193	
Summary of House-list in Nepali .	19 RGI(PB)/ 60 . .	5-8-60	14,800	Ditto . . .	3	365	
Summary of House-list in Bengali .	20 RGI(PB)/60 . .	2-7-60	727,400	Ditto . . .	183	330	
Part II—Census Register for Urban Areas.	21 RGI(PB)/60 . .	18-7-60	368 books.	Ditto . . .	4	470	
Front Cover of Household Schedule in English.	23 RGI(PB)/60 . .	2-7-60	500	Ditto . . .	0	16	
Back Cover of Household Schedule in English.	24 RGI(PB)/60 . .	2-7-60	500	Ditto . . .	0	16	
Front Cover of Household Schedule in English.	26 RGI(PB)/60 . .	1-8-60	4,000	Ditto . . .	0	126	
Back Cover of Household Schedule in English.	27 RGI(PB)/60 . .	1-8-60	4,000	Ditto . . .	0	126	
Correction Slip—Instructions to Enumerators in English.	28 RGI(PB)/60 . .	13-9-60	11,500	Ditto . . .	7	0	
Correction Slip—House-list Form in Nepali.	29 RGI(PB)/60 . .	2-8-60	29,600	Ditto . . .	0	200	
Appointment letter of Charge Officer.	30 RGI(PB)/60 . .	28-7-60	1,000	Ditto . . .	0	100	
House-list Abstract in English .	31 RGI(PB)/60 . .	10-8-60	1,500	Ditto . . .	0	76	
House-list Abstract in Hindi . .	32 RGI(PB)/60 . .	18-8-60	1,000	Ditto . . .	0	60	
Summary of House-list in Hindi .	33 RGI(PB)/60 . .	18-8-60	3,000	Ditto . . .	0	400	
House-list Abstract in Bengali .	34 RGI(PB)/60 . .	10-8-60	10,000	Ditto . . .	1	5	
Census Act, Circulars and Important Letters.	35 RGI(PB)/60 . .	5-1-60	500 books	Ditto . . .	4	275	
Instructional Booklet—Instructions for filling up House-list in Bengali.	36 RGI(PB)/60 . .	30-8-60	5,000	Ditto . . .	5	25	
General Instructions for Calcutta Census of 1961.	38 RGI(PB)/60 . .	23-9-60	1,600	Ditto . . .	12	460	This was for Calcutta Census.
Circle Summary of House-list . .	39 RGI(PB)/60 . .	15-9-60	1,150	Ditto . . .	0	116	
Charge Summary of House-list .	40 RGI(PB)/60 . .	15-9-60	250	Ditto . . .	0	26	This was for Calcutta Census.
Charge/Circle Register . . .	41 RGI(PB)/60 . .	15-9-60	4,100	Ditto . . .	2	35	
List of Scheduled Castes and Scheduled Tribes in West Bengal .	42 RGI(PB)/60 . .	12-9-60	120,000	Ditto . . .	60	300	
Proposal for dividing Circle into Enumeration Blocks.	43 RGI(PB)/60 . .	19-9-60	1,150	Ditto . . .	0	116	
Charge Summary of Enumeration .	44 RGI(PB)/60 . .	15-9-60	250	Ditto . . .	0	26	This was for Calcutta Census.
Circle Summary of Enumeration .	45 RGI(PB)/60 .	15-9-60	1,200	Ditto . . .	0	121	
Enumerator's Summary . . .	46 RGI(PB)/60	20-9-60	10,100	Ditto . . .	2	20	

APPENDIX VII—*contd.*

(xiii) Circulars and Forms printed for Enumeration Period—*concld.*

Description of Circular or Form	No. of Impressions	Date of printing	No. of copies printed	Size and weight of paper used	Unit of paper used		Remarks
					Reams	Sheets	
1	2	3	4	5	6	7	8
Summary of House-list in Hindi	47 RGI(PB)/60	3-9-60	5,000	46 lbs. D. Royal W/P	1	132	
Back Cover of Household Schedule in English.	49 RGI(PB)/60	21-9-60	3,500	Ditto	0	112	
Front Cover of Household Schedule in English.	50 RGI(PB)/60	22-9-60	3,500	Ditto	0	112	
Summary of House-list in Bengali	52 RGI(PB)/60	21-9-60	36,000	Ditto	9	45	
House-list Abstract in Bengali	53 RGI(PB)/60	21-9-60	15,000	Ditto	1	258	
House-list Abstract in English	54 RGI(PB)/60	26-9-60	8,000	Ditto	0	404	
Summary of House-list in English	56 RGI(PB)/60	21-9-60	130,000	Ditto	32	410	
House-list Abstract in English	57 RGI(PB)/60	4-10-60	8,500	Ditto	0	430	This was for Calcutta Census.
Taking the 1961—Census	58 RGI(PB)/60	4-10-60	300,000	*20 lbs. Demy W/P	75	375	
Part I—Register of Mauzas with Population.	65 RGI(PB)/60	17-11-60	200 books	46 lbs. D. Royal W/P	1	5	
Part II—Register of Census Divisions and Census Personnel.	66 RGI(PB)/60	17-11-60	300 books	Ditto.	3	390	
Block Abstract in Bengali	67 RGI(PB)/60	23-11-60	100,000	Ditto	10	50	
Thana/Part of thana/Development Block Abstract in Bengali.	68 RGI(PB)/60	22-11-60	2,000	Ditto	0	101	
Charge Abstract	69 RGI(PB)/60	28-11-60	22,000	Ditto	2	110	
Town Abstract in Bengali	70 RGI(PB)/60	22-11-60	500	Ditto	0	26	
Correction Slip—Instructions to Enumerators in English.	73 RGI(PB)/60	24-12-60	2,000	Ditto	1	105	
Back Cover of Household Schedule In Hindi.	74 RGI(PB)/60*	27-12-60	300	Ditto	0	10	

*Paper supplied by Press.

Front Cover of Household Schedule in Hindi.	75 RGI(PB)/60	16-1-61	300	46 lbs. D. Royal W/P	0	10	
Back Cover of Household Schedule in Bengali.	76 RGI(PB)/60	24-12-60	24,000	Ditto	1	255	
Front Cover of Household Schedule in Bengali.	77 RGI(PB)/60	18-12-60	25,000	Ditto	1	285	
Front Cover of Household Schedule in Bengali.	78 RGI(PB)/60	30-12-60	2,000	Ditto	0	64	
Back Cover of Household Schedule in Bengali.	79 RGI(PB)/60	30-12-60	2,000	Ditto	0	64	
Letter in Bengali	80 RGI(PB)/60	13-1-61	3,000	Ditto	0	76	This was for Malda Census.
Report on Revisional Round of Visits in English.	82 RGI(PB)/60	18-1-61	17,000	Ditto	1	358	
Report on Revisional Round of Visits in Bengali.	83 RGI(PB)/60	19-1-61	110,000	Ditto	11	55	
Block Abstract in Bengali	84 RGI(PB)/60	12-1-61	10,000	Ditto	1	5	
Block Abstract in English	90 RGI(PB)/60	3-2-61	10,000	Ditto	1	5	
Circular letter in English	91 RGI(PB)/60	8-2-61	5,000	Ditto	1	5	This was for Calcutta Census.
Block Abstract in Bengali	92 RGI(PB)/60	2-2-61	24,000	Ditto	3	0	
Circular letter in English	93 RGI(PB)/60	8-2-61	6,000	Ditto	3	315	
Front Cover of Household Schedule in Bengali.	96 RGI(PB)/60	20-2-61	5,600	Ditto	0	177	
Back Cover of Household Schedule in Bengali.	97 RGI(PB)/60	20-2-61	5,600	Ditto	0	177	
Charge Circle Summary of Re-enumeration of Persons.	121 RGI(PB)/60	17-3-61	1,000	Ditto	0	100	
Re-enumeration of Persons	122 RGI(PB)/60	17-3-61	1,000	Ditto	0	100	
Verification Slip	123 RGI(PB)/60	18-3-61	11,100	Ditto	2	403	
List of Inmates	124 RGI(PB)/60	18-3-61	11,100	Ditto	2	125	
Charge Circle Summary of House Verification.	125 RGI(PB)/60	18-3-61	1,000	Ditto	0	100	
List of Extras	127 RGI(PB)/60	18-3-61	1,000	Ditto	0	100	
Verification House-list	128 RGI(PB)/60	18-3-61	3,800	Ditto	0	385	
Censused House-list	154 RGI(PB)/60	15-3-61	1,000	Ditto	0	205	

(xiv) Table showing House-list, Provisional and Final Population 1961 and dates of receipt of Provisional Totals from Districts

Serial No.	District	Name of District Census Officer	Population according to House-lists	Date and hour of receipt of telegram or 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
	WEST BENGAL		34,890,315	..	34,967,634	34,926,279	—41,355	—0.118
1.	Darjeeling	Shri A. K. Dasgupta, W.B.J.C.S.	633,389	9-3-61—9-30 A.M.	624,879	624,640	—239	—0.038
2.	Jalpaiguri	Shri Panchanan Chakraborty, W.B.J.C.S.	1,313,868	9-3-61 8-10 P.M.	1,360,110	1,359,292	—818	— 0.060
3.	Cooch Behar	Shri Debabrata Sen, W.B.C.S.	999,405	8-3-61—11-20 P.M.	1,019,747	1,019,806	+59	+0.006
4.	West Dinajpur	Shri J. Dutta Gupta, W.B.C.S.	1,302,323	9-3-61—7-36 A.M.	1,330,346	1,323,797	— 6,549	—0.492
5.	Malda	Shri Sukhamay Ganguly, W.B.C.S.	1,210,230	8-3-61—4 P.M.	1,220,491	1,221,923	+1,432	+0.117
6.	Murshidabad	Shri Stephen M. Mondal, W.B.C.S.	2,306,489	9-3-61—7-20 A.M.	2,293,074	2,290,010	—3,064	—0.134
7.	Nadia	Shri Manasa Charan Dutta, W.B.C.S.	1,699,370	9-3-61—7-50 P.M.	1,715,068	1,713,324	—1,744	—0.102
8.	24-Parganas	Shri Santi Sankar Mukherjee, W.B.C.S.	6,243,392	9-3-61—4-40 P.M.	6,293,758	6,280,915	—12,843	—0.204
9.	Howrah	Shri Kali Prasad Banerjee, W.B.C.S.	2,077,080	8-3-61—2-50 P.M.	2,043,225	2,038,477	—4,748	—0.232
10.	Hooghly	Shri Bisweswar Ray, W.B.C.S.	2,184,551	8-3-61—4-30 P.M.	2,233,798	2,231,418	—2,380	—0.011
11.	Burdwan	Shri Mukti Ranjan Mazumdar, W.B.C.S.	3,078,498	9-3-61—7-50 P.M.	3,083,564	3,082,846	—718	—0.023
12.	Birbhum	Shri Rajendra Nath Sarkar, W.B.C.S.	1,444,447	8-3-61—4-21 P.M.	1,447,638	1,446,158	—1,480	—0.102
13.	Bankura	Shri Asoke Mohan Roy, W.B.C.S.	1,686,742	8-3-61—11 A.M.	1,667,527	1,664,513	—3,014	—0.181
14.	Midnapur	Shri Subimal Dutta, W.B.C.S.	4,374,526	9-3-61—8-10 P.M.	4,349,069	4,341,855	—7,214	—0.166
15.	Purulia	Shri Sibes Niyogi, W.B.C.S.	1,379,385	8-3-61—10-15 P.M.	1,358,842	1,360,016	+1,174	+0.086
16.	Calcutta	Shri Sachindra Mohan Bhattacharjee, W.B.C.S.	2,956,620	9-3-61—11-30 A.M.	2,926,498	2,927,289	+791	+0.027
	SIKKIM STATE	Shri C. S. Rai	..	4-5-61—8 P.M.	161,618	162,189	+571	+0.353

APPENDIX VIII

Specimen of Final Forms

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.)

APPEN

Specimen

CENSUS OF

HOUSE

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			
				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
1	2	3	4	5	6	7	8
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.....

DIX VIII

of Forms

INDIA, 1961

LIST

Number of Ward.....(Code No.)

Number of Circle.....

Name of Street.....(Code No.)

Description of census house		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
Material of wall	Material of roof					Males	Females	Total	
9	10	11	12	13	14	15	16	17	18
			Total for page		×				

Date.....

APPENDIX VIII—*contd.*

Specimen of Forms—contd.

CENSUS OF INDIA, 1961

SUMMARY OF HOUSELIST

Name of District.....(Code No.) Total No. of Census House-hold.....

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

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

Name of Street.....(Code No.) Name of Enumerator.....

Building Number 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.	Sub-number of each census household with census house number	Name of Head of Household	Remarks
1	2	3	4	5

APPENDIX VIII—*contd.*

Specimen of Forms—contd.

CENSUS OF INDIA, 1961

Houselist Abstract

Name and number of District.....

Name and number of Tehsil, etc.....

Name and number of Village/Ward/Enumerator's Block, etc.....

Total number of sheets used.....

Census Household Numbers From.....To.....

Total number of Census Households.....

Number of establishments, workshops or factories	Total number of rooms in all households	Number of persons residing in households:		
		Males	Females	Total

Dated Signature of Supervisor

Dated Signature of Enumerator

ENUMERATOR'S ABSTRACT

Location Code.....

Household Number..... to.....

Number of slips in the pad.....

Number of slips used.....

Number of slips cancelled.....

Number of Household Schedules filled up for this pad.....

Sex	Total	Literates
Males		
Females		
Total		

Dated Signature of Supervisor

Dated Signature of Enumerator

APPENDIX VIII—*contd.*

Specimen of Forms—contd.

Individual Slip

CONFIDENTIAL **CENSUS 1961**

Location Code

1 (a) Name

1 (b) Relationship to Head

2 Age last birthday

3 Marital Status

4 (a) Birthplace

4 (b) Born R/U

4 (c) Duration of residence if born elsewhere

5 (a) Nationality

5 (b) Religion

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

6 Literacy & Education

7 (a) Mother tongue

7 (b) Any other language(s)

8 Working as Cultivator

9 Working as Agricultural labourer

10 Working at Household Industry
- (a) Nature of Work
- (b) Nature of Household Industry
- (c) if Employee

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

12 Activity if Not Working

13 Sex

APPENDIX VIII—*contd.*

Specimen of Forms—contd.

ABBREVIATIONS TO BE USED IN REPLY TO QUESTIONS

Write in full answers for questions 1(a), 1(b), 2, 5(c), 7(a), 7(b), 10(a), 10(b), 11(a), 11(b) and 11(d).

QUESTION 3 : MARITAL STATUS :

NM (for Never Married) ; M (for Married) ; W (for Widowed) ; S (for Separated or Divorced).

QUESTION 4(a) : BIRTH PLACE :

PL (for person born in village or town in which enumerated) ; D (for person born in another village or town of the district *in which enumerated). In all other cases write in full according to instructions.*

QUESTION 4(b) : BORN R/U :

R (for born in a village) ; U (for born in a place which is now regarded as a town).

QUESTION 4(c) : DURATION OF RESIDENCE :

X (for person born in village or town or city in which enumerated) ; O (for duration under one year). Write actual years of residence for duration of one year and over.

QUESTION 5(a) : NATIONALITY :

I (for Indian nationals). For others write in full.

QUESTION 5(b) : RELIGION :

H (for Hindu) ; M (for Muslim) ; C (for Christian) ; J (for Jain) ; B (for Buddhist) ; S (for Sikh). For other religions write in full.

QUESTION 6 : LITERACY AND EDUCATION :

O (for person who neither read nor write or can merely read but cannot write) ; L (for person who can both read and write). For educational standards achieved write in full.

QUESTION 8 : WORKING AS CULTIVATOR :

C (for person working as cultivator). Write 'X' for all others.

QUESTION 9 : WORKING AS AGRICULTURAL LABOURER :

AL (for person working as agricultural labourer). Write 'X' for all others.

QUESTION 10(c) : IF EMPLOYEE :

EE (for person working as a paid employee in household industry). Write 'X' for all others.

QUESTION 11(c) : CLASS OF WORKER :

MR (for Employer) ; EE (for Employee) ; SW (for Single Worker) ; FW (for Family Worker). Write 'X' for others.

QUESTION 12 : ACTIVITY IF NOT WORKING :

ST (for full time students doing no other work) ; HW (for housewives or other adult females who do domestic duties but no other work) ; D (for infants and other dependents who do not work) ; R (for retired persons doing no work again, receivers of agricultural or non-agricultural rent, royalty or dividend) ; B (for beggars, vagrants, independent women without indication of source of income, others of unspecified source of existence); I (for inmates of penal, mental and charitable institutions) ; NE (for persons seeking employment for first time) ; UN (for persons employed before but *now out of employment and seeking work). Write 'X' for persons working.*

QUESTION 13 : SEX :

M (for Males) ; F (for Females).

POPULATION CENSUS OF INDIA 1961

STATE.....

Household Schedules (Front Cover)

Book No. for the Mauza/Ward.....

District Name.....No.....

Thana Name.....No.....

City/Town Name.....No.....

Mauza Name.....No.....

No. of Occupied houses.....

No. of Households.....

No. of Schedules completed.....

APPENDIX VIII—*contd.*

Specimen of Forms—contd.

CONFIDENTIAL

CENSUS OF INDIA 1961

[To be filled up during Enumeration]

PART I—HOUSEHOLD SCHEDULE

Is this an institution ?

LOCATION CODE :

Full Name of Head of Household

S. C. / S. T.

A. Cultivation

	Local name of right on land	Area in acres
1. Land under cultivation by Household (i) owned or held from Government		
(ii) held from private persons or institutions for payment in money, kind or share		
(iii) Total of items (i) and (ii)		
2. Land given to private 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 : Head	Other males	Other females	Total	Hired workers
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.

APPENDIX VIII—*contd.*

Specimen of Forms—contd.

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	Female				
	M	F				
Total Persons						

Dated Signature of Supervisor

Dated Signature of Enumerator

APPENDIX VIII—*contd.*

Specimen of Forms—contd.

(Household Schedule—Back Cover)

EXPLANATIONS OF ABBREVIATIONS USED

Marital Status

NM = Never married

M = Married

W = Widowed

S = Separated or Divorced

Description of Work in the case of Worker

C = Working as Cultivator

AL = Working as Agricultural Labourer

For others—Full description of the work done.

TOWN SUMMARY

District..... Code No. .....

Town..... Code No. .....

Number of Households Enumerated.....

	Population	
	Total	Literates including educated
MALE		
FEMALE		
TOTAL		

Dated Signature of Census Officer-in-Charge of Town .....

APPENDIX VIII—*contd.*

Specimen of Forms—contd.

Charge No.....

CHARGE SUMMARY

District ..... Code No.....

Thana/Town ..... Code No.....

Ward No. .....

The numbers of those Blocks with which the Charge has been formed:.....

Number of Households Enumerated .....

	Population	
	Total	Literates including educated
MALE		
FEMALE		
TOTAL		

Dated Signature of Charge Officer .....

THANA/PART OF THANA/DEVELOPMENT BLOCK SUMMARY

District..... Code No. .....

Thana..... Code No. .....

Description and name of Development Block or description of Part of Thana .....

Number of Households Enumerated .....

	Population	
	Total	Literates including educated
MALE		
FEMALE		
TOTAL		

Dated Signature of Assistant Census Officer .....

N.B.—If a town is situated within this Thana/Part of Thana/ Development Block, then its population should be excluded from the population to be recorded on this form.

APPENDIX VIII—*concld.*

Specimen of Forms—concld.

Block No.....

BLOCK SUMMARY

District ..... Code No.....

Thana/Town..... Code No.....

Mauza..... J. L. No. .....

Ward No.....

Name of Street ..... Code No.....

Number of Households Enumerated .....

	Population	
	Total	Literates including educated
MALE		
FEMALE		
TOTAL		

Dated ..... Signature of Enumerator.....

REPORT ON REVISIONAL ROUND OF VISITS

Block No. .....

District ..... Code No.....

Thana/Town ..... Code No.....

Mauza..... J. L. No.....

Ward No.....

1. The number of persons whose slips were cancelled between the 1st and the 5th of March 1961 on account of death, the death having taken place between the date of first visit to the household and the sunrise of the 1st of March 1961.....

2. The number of new born babies in respect of whom fresh enumeration slips were filled up between the 1st and the 5th of March 1961, the birth having taken place between the date of first visit to the household and the sunrise of the 1st of March 1961 .....

3. The number of visitors in respect of whom fresh enumeration slips were filled up between the 1st and the 5th of March 1961, the visitors having arrived in the household between the date of first visit and the sunrise of the 1st of March 1961 .....

Dated..... Signature of Enumerator.....

MGIPC—S1—3 RGI/62—13-8-63—200.