

CENSUS OF INDIA 1961

VOLUME X

MAHARASHTRA

PART VIII-A

ADMINISTRATION REPORT

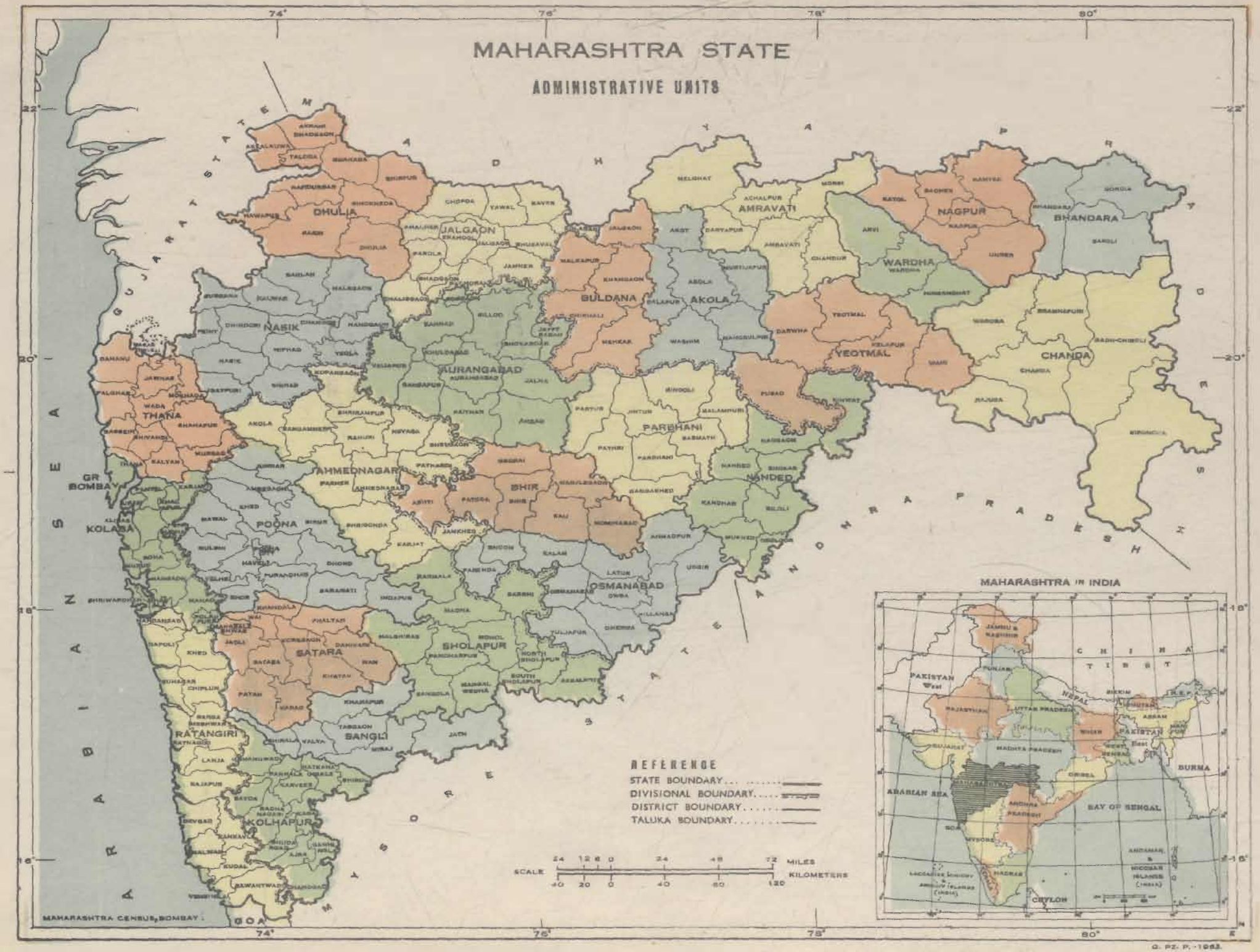
ENUMERATION

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Superintendent of Census Operations, Maharashtra

1963
PRINTED AT THE GOVERNMENT CENTRAL PRESS
BOMBAY

MAHARASHTRA STATE

ADMINISTRATIVE UNITS



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CENSUS OF INDIA 1961

Central Government Publications

Census Report, Volume X—Maharashtra, is published in the following Parts

I-A and B	..	General Report
I-C	..	General Report (*Contd.*)
II-A	..	General Population Tables
II-B (i)	..	General Economic Tables
II-B (ii)	..	General Economic Tables (*Contd.*)
II-C	..	Cultural and Migration Tables
III	..	Household Economic Tables
IV	..	Report on Housing and Establishments
V-A	..	Scheduled Castes in Maharashtra
V-B	..	Scheduled Tribes in Maharashtra
VI (1—35)	..	Village Surveys (35 monographs on 35 selected villages)
VII-A	..	Handicrafts in Maharashtra
VII-B	..	Fairs and Festivals in Maharashtra
VIII-A	..	Administration Report—Enumeration (For official use only) [*the present volume*]
VIII-B	..	Administration Report—Tabulation (For official use only)
IX	..	Census Atlas of Maharashtra
X (1—13)	..	Cities of Maharashtra (13 volumes—Two volumes on Greater Bombay and One each on other eleven Cities)

State Government Publications

25 Volumes of District Census Handbooks in English

25 Volumes of District Census Handbooks in Marathi

Alphabetical List of Villages in Maharashtra

ACKNOWLEDGEMENTS

I should express my gratitude to the thousands of people who worked hard in taking the Census and in compilation of its results. This was the first census of Maharashtra and everyone was inspired by an appeal to make it a success.

A large share of the credit for the success of the Census goes to the District Census Officers (Personal Assistants to Collectors now called Resident Deputy Collectors), the Tahsildars, Mamlatdars and Municipal Officers who worked as Charge Officers and the subordinate staff of the Revenue Department and Municipalities who did strenuous work for the Census in addition to their normal duties. I am obliged to them all.

I wish to express my obligations to Shri N. T. Mone, I.C.S., Chief Secretary and Shri D. R. Pradhan, I.C.S., Revenue Secretary to the Government of Maharashtra but for whose guidance and support the Census could not have been conducted so smoothly.

I would like to thank Shri M. A. Telang, Director, Bureau of Economics and Statistics, Government of Maharashtra, for his excellent co-operation at all stages.

I am deeply indebted to Shri Asok Mitra, I.C.S., Registrar General and Census Commissioner, India, whose experienced handling of the 1961 Census operations made our roles at the State level less arduous than those in the previous Censuses. His affection gave us strength and confidence. His devotion to work was always inspiring.

I am grateful to Shri D. Natarajan, Deputy Registrar General, who was always sympathetic and helpful in all administrative and technical matters.

My office staff worked hard in all stages. I should particularly mention Shri D. V. Rangnekar, Deputy Superintendent of Census Operations, who rendered valuable assistance in planning and conducting various stages of Census work. Shri V. M. Deole handled the voluminous correspondence in my office. Shri V. G. Surve and Shri C. M. Kane looked to printing and prompt despatch of Census material to district and taluka offices. Shri K. H. Shevade looked after the printing of the Volume.

I am thankful to Shri J. W. D'Souza, Director and Shri B. S. Naik, Deputy Director of Government Printing and Stationery Department for their advice on the lay-out of Census Report Volumes. I am also indebted to Shri B. W. Khadilkar, Manager and Shri R. B. Alva, Standards Officer of the Government Central Press, Bombay, and Shri J. D. Gandhi, Manager, Photo-zincographic Press, Poona, who always got Census material printed with utmost despatch.

B. A. KULKARNI

BOMBAY :

15th August 1963.

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CHAPTER I

PRELIMINARY ARRANGEMENTS

Introduction

The Administration Report briefly describes how the work for 1961 Census in Maharashtra State was planned and conducted in its various stages. The account will be useful for planning future Censuses or enquiries of a similar nature. It will also help in analysing or evaluating the results of the present Census itself.

2. This part of the Report deals mainly with the organisational arrangements and conceptual or procedural details up to the stage of completion of enumeration work. The various steps and precautions taken to ensure the quality of the material collected at the Census, have been described in detail. To indicate its limitations, we have also referred to the difficulties faced and the few mistakes we had made during the process. The different phases of work are described, generally, in the same sequence in which they actually occurred. Chapter I deals with the organisational set up at the State, district and charge office levels, the drafting, printing and distribution of Census Questionnaire Forms and Instructions and the Calendar of Census Operations. The Second Chapter describes the items related to the first stage of field work, *viz.*, house-numbering and houselisting. The quality of houselisting work is also reviewed in that Chapter. Items relating to the second stage of field work, *viz.*, enumeration are dealt with in Chapter III. A review of concepts and procedures, an assessment of the quality of enumeration and suggestions for the future will be found in Chapter IV. The last Chapter describes a few allied enquiries and special studies which have been undertaken as a part of 1961 Census work.

3. The following measures contributed to the higher degree of accuracy claimed for the 1961 Census :—

(*i*) Standardisation of conceptual and procedural instructions by the Registrar General ;

(*ii*) Printing of Census Questions on the Census Forms in the language of the State ;

(*iii*) Use of alphabetical abbreviations instead of numbers for recording of answers ;

(*iv*) Systematic listing of houses ;

(*v*) Payment of honoraria to enumerators and supervisors ;

(*vi*) More intensive training of enumeration staff ; and

(*vii*) Administrative strengthening of working and supervising agencies at all levels.

Appointment of Superintendent of Census Operations

4. I took charge of the appointment on 2nd April 1959. Among my colleagues for the various States, I was perhaps, the last to join. But my appointment in April itself meant an early start of 1961 Census work in the State by about eight months than that of all previous Censuses.

5. This early start was advantageous in many ways. I got time to read and to prepare both for administrative and technical aspects of Census work of which I had no previous experience. Coming on the State Cadre along with one of its constituent regional units in 1956, I did not know much of the State of Bombay as a whole. It was, therefore, a good opportunity to move about and to see different administrative patterns or levels obtaining in the six regional units of the State. The early start also enabled me to undertake a pre-test of the draft Census Questionnaires and to participate in the process of finally determining their contents and formats—a privilege which my predecessors in office did not have in any previous Census.

Bifurcation of Bombay State

6. Initially, my appointment was for Bombay State as it existed in 1959. It was, by area, the biggest State in India then, and I was confidently preparing for the formidable task of taking its Census. From 1st of May 1960, however, two new States of Maharashtra and Gujarat were formed and my appointment was notified for the State of Maharashtra while Shri R. K. Trivedi was appointed as Superintendent of Census Operations, Gujarat.

7. During one of my tours and in my pursuit of meeting Officers having previous experience of Census work, I had called on Shri Trivedi, who was then a member of the Revenue Tribunal at Rajkot. It was a happy coincidence that he later on came to work in close association with us and actually relieved me of a difficult part of my heavy assignment.

8. Shri Trivedi joined us as Additional Superintendent of Census Operations on 16th March 1960 and prepared for bifurcation of our office and setting up his own from 1st of May 1960 at Ahmedabad. It was mainly due to his congenial temperament and experienced handling that the bifurcation was completed in time and very smoothly too. In the process, however, Shri K. F. Patel, a very experienced and trained Deputy Superintendent and three other trained members of our staff went to the Gujarat Office.

9. Shri Trivedi's administration report will probably deal with the preliminary work done up to 30th April 1960 for the Gujarat area from Bombay even before he had joined. This Report is, therefore, restricted to the description of Census work only for Maharashtra State.

Office Accommodation

10. No arrangements had been made before my appointment for accommodation of our office. A letter from the Registrar General had been received in the Estate Office at Bombay. But, no one there ever appeared to be taking any serious notice of our requirements. As a result, I was for over a month without an office and could not think of appointing staff for want of a place to seat them.

11. Because of these initial difficulties of accommodation at Bombay, for some time, I thought of taking my office to Poona. But my predecessor had in his 1951 administration report advised against such a course and I soon found out that the accommodation problem was equally difficult at Poona. We, therefore, decided to have the office at Bombay. Seeing no solution in view by the end of April 1959, I was, however, feeling much distressed over the difficult situation.

12. The State Government ultimately came to my rescue. A small room on the 5th floor in Sachivalaya was got vacated and given to me on 9th May 1959. I shared it with my staff till the 16th of June, when a portion of another room was also given for my staff.

13. In November 1959, a few new units were appointed in the State Secretariat to work out plans for bifurcation of the State. We had to make room for those units and moved to the 1st floor of the Sachivalaya Annexe building which was then nearing completion. Finally, after the formation of the new State of Maharashtra, 1,640 sq. ft. area consisting of a corner room for me and a big hall including two cubicles for office was allotted to us. We occupied this area on the 4th floor of the Annexe building on 5th May 1960, and the issue of office accommodation thus got settled after 13 months of my joining the Department. Even if the State Government want to do the same favour to the Superintendent of Census Operations in 1971 they may not have any accommodation to spare. The question of accommodation will, therefore, have to be taken up more seriously and well ahead of the appointment of the Superintendent of Census Operations.

14. It was an advantage to have our office in the State Secretariat building. Apart from the facility in contacting various Secretariat Departments, it added a prestige which had some real significance with the administrative units working at district and taluka levels. It also meant substantial economy to the Census organisation, as we did not pay any rent for the accommodation we had occupied for over four years. We did neither pay for electricity nor for the three telephone extensions from the Sachivalaya PBX. We did not have to appoint chowkidars and Malies as had been done in the Census Offices in a few other States. As a result, our office was one of the most economically worked units in India.

Superintendent's Headquarters

15. The chief function of the Superintendent of Census Operations up to the stage of completion of enumeration is to move the entire district administrative machinery of the State Government and to create a tempo for the efficient conduct of this enormous field operation. He can do this effectively only from the State headquarters. The days when the Superintendent functioned from Poona or Satara are gone and in the present-day conditions it is impossible for him to have his office at any place other than Bombay. Enumeration work in Greater Bombay continues to be the most difficult part of Census work needing his constant attention and that is another equally important reason why his headquarters should be at Bombay.

Furniture

16. The small room given to me by the State Government on 9th May 1959 had a table and three chairs with which I started my office. Later on, we hired furniture from time to time to our requirements. Outright purchasing of furniture was, however, cheaper in the long run. We, therefore, purchased a few items at the end of 1959. The total amount of expenditure incurred on purchase or hire of furniture during the years 1959-60 to 1962-63 was as follows :—

Year	Purchase	Hire
	Rs.	Rs.
1959-60	3,246·50	261·11
1960-61	644·70	338·59
1961-62	1,060·50	50·00
1962-63 (Up to August 1962) ..	....	74·50
Total ..	4,951·70	724·20

Office Equipment and Stationery

17. There was no difficulty about other office equipment. We hired two typewriters from June to October, 1959, till we got two brief-size Remington Typewriters of our own on 9th October 1959. A third extra manifest size typewriter was received on 10th August 1960. One more typewriter was supplied to our Deputy Superintendent at Nagpur. A duplicating machine was similarly received from Messrs. Gestetner Duplicators Private Limited on 3rd July 1959. An electrically-operated calculating machine was supplied by the Registrar General on 28th August 1960. Two more hand-operating Facit Machines were received on 17th July 1962.

18. We had received some stationery as a legacy from the 1959 Census Office. Fresh supplies from Calcutta were also received well in time. We also made up the shortages by frequent purchases from the State Government's stationery store.

Staff Car

19. During December 1959, a Willy's Jeep Station Wagon was supplied as a Staff Car. This facilitated my touring in the districts. It was equally useful in lifting paper or printed material to and from the Press or our office to be dispatched to district offices. But for the staff car I could not have undertaken the heavy personal commitments of district level training as I actually did. Similarly, the on-the-spot supervision during the enumeration period could not have been undertaken over wide areas without it. The Station Wagon also led to economy on travelling allowances as officers using it on tours did not draw any mileage allowance.

1951 Records

20. We obtained some 1951 Census records from Shri Ranade of the Revenue Department who had worked as a Deputy Superintendent of Census Operations up to 31st January 1959. Other 1951 papers kept by my predecessor were obtained partly from the Director of Archives and partly from the Director of the Bureau of Economics and Statistics. State Government files pertaining to 1951 Census were also obtained for reference from the General Administration Department and were allowed with us as long as we needed them.

Books

21. We had borrowed old Census Report Volumes from the Sachivalaya Library. Rare and valuable volumes of the District Gazetteers, Grierson's Linguistic Survey and many old maps were lent by the Sachivalaya Library and allowed with us as long as we needed them. Books were frequently borrowed also from the Director of Archives, University Library and the Asiatic Society's Library. In addition, we built up our own library. The number of books purchased and expenditure incurred annually was as follows :—

Year	No. of Books purchased	Expenditure
		Rs.
1959-60 ..	177	1,082·14
1960-61 ..	121	1,285·78
1961-62 ..	210	1,573·79
1962-63 (Up to 30th September 1962) ..	82	394·12
Total ..	590	4,335·83

White Paper Stocks

22. We received stocks of white paper through the Controller of Government Stationery, Calcutta. Initially, we faced considerable difficulty for its storage. Through the courtesy of the Bombay Municipal Corporation we stored it for a few months in the Corporation's godown. From December 1960, the Topiwala College Building at Mulund was allotted to us by the State Government and we stored our stocks in one of the spacious rooms there. Following is the account of receipt and use of paper during the years 1959-60 to 1962-63 :—

Year	Received	Used
	Reams	Reams
1959-60	2,195	231
1960-61	1,682	1,815
1961-62	4	596
1962-63 (Up to 30th September 1962) ..	....	8
Total ..	3,881	2,650

Maps

23. We obtained five copies of printed maps for all talukas from the Government Photozincographic Press, Poona. Thirty-six taluka maps were specially printed to meet our requirements. In addition, we purchased two sets of Survey of India quarter-inch sheets. Maps of 21 districts published by a private firm were also purchased and were very useful.

Appointment of Staff

24. In his first long letter, the Registrar General had given indication of staff with which Census Superintendents were to work. As soon as office accommodation was available, I contacted various Officers of the State Secretariat Departments and secured services of a few experienced Clerks on deputation. The Head Assistant, two Clerks and a Stenographer came from the Political and Services Department (now General Administration Department). Services of an Accountant were obtained from the Accountant General's Office, and a retrenched but experienced typist was available from the General Administration Department. A Class IV servant was appointed because of his service in the 1959 Census office. Appendix (1) will show the personnel appointed in my office from time to time also indicating their parent Departments, emoluments and the periods for which they worked.

25. No difficulty was experienced for shortage of staff or for want of a suitable hand against any post at any time. Later on, the powers to create posts and to appoint staff were delegated to the Superintendents. Even in cases where such powers were not delegated, I did not have any difficulty in getting the posts sanctioned or for obtaining approval of appointments of persons we had recommended. In fact, no proposal for creation of a post or for appointment of an incumbent was ever refused by the Registrar General during the entire period of my association with the Census work.

26. No member on our staff had, however, any previous experience of Census work. Shri K. F. Patel had some but he went as Deputy Superintendent to Gujarat office. Shri D. V. Rangnekar had been associated with the 1951 Census though he was never on the Census establishment. It was difficult to get

experienced people as within a decade all had got higher ranks in their parent Departments and we did not have suitable posts for them.

27. It would have been better to have a Gazetted Officer of Class II as Head Assistant. In the earlier period it would have saved me of much routine work and later on I might have done with one Deputy Superintendent less than what we actually had.

Deputy Superintendents of Census Operations

28. Appointment of Deputy Superintendents well ahead of actual enumeration period considerably strengthened my hands. Initially, two posts of Deputy Superintendents were sanctioned, one for Greater Bombay and another for Nagpur. The two officers actually joined on 1st July, 1960, and 19th October, 1959, respectively. Four more posts were sanctioned during 1960 and the incumbents joined on different dates between April and November. The names of officers who worked as Deputy Superintendents, their parent Departments, headquarters, areas allotted to them and the periods for which they worked are shown below :—

Name	Parent Department	Headquarters and jurisdiction	Period of Work
1	2	3	4
1. Shri S. S. Tinaikar, I.A.S. ..	Revenue Department ..	Bombay—Greater Bombay ..	1st July 1960 to 31st March 1961.
2. Shri A. V. Desai	Do. ..	Poona—Poona, Ahmadnagar, Sholapur and Kolaba districts.	4th August 1960 to 31st March 1961.
3. Shri G. V. Badhe	Do. ..	Nagpur—Nagpur, Buldhana, Wardha, Amravati, Akola, Chanda, Yeotmal and Bhandara districts.	19th October 1959 to 31st March 1961.
4. Shri V. J. Karnik	Do. ..	Bombay—Thana, Nasik, Jalgaon and Dhulia districts.	21st April 1960 to 31st March 1961.
5. Shri R. G. Phadke	Do. ..	Kolhapur—Kolhapur, Ratnagiri, Satara and Sangli districts.	8th November 1960 to 31st March 1961.
6. Shri G. G. Laulkar	Bureau of Economics and Statistics.	Aurangabad—Aurangabad, Bhir, Parbhani, Nanded and Osmanabad districts.	2nd October 1960 to 31st March 1961.

29. The Deputy Superintendents visited district and taluka offices, explained Census procedures, solved local difficulties and created a sort of effective liaison between the Census Organisation and the administrative officers at the district, taluka and municipal levels. But for them these lines of contact would have remained weak and the implementation of our instructions may not have been so perfect.

Research Officer

30. A post of a Research Officer was sanctioned by the Registrar General in June 1960 and Shri D. V. Rangnekar joined on 16th June 1960. He had good experience of statistical work and had been associated with 1951 Census, National Sample Survey and other similar surveys both at the planning or supervisory and field levels. He rendered valuable assistance in planning for Census work, in drafting of instructions and in carrying out of intensive training programmes. He was appointed as a Deputy Superintendent from 1st November 1961 and was later in charge of the Central Tabulation Office.

Mapping Unit

31. In the year 1960, we set up our own mapping unit with two draughtsmen on deputation from the Photo-zincographic Press, Poona, and started preparing taluka maps for inclusion in the District Census Handbooks. This unit was expanded towards the end of 1961 and a Cartographer was appointed to prepare District and State maps for Census Report Volumes.

Superintendent of Census Operations' Financial Powers

32. The following financial powers were delegated to the Superintendent :—

(1) Creation of any temporary post in Class III and IV for two years ;

(2) Full powers for purchase of books and newspapers ;

(3) Contingent expenditure—to incur contingent expenditure up to Rs. 1,000 per annum in each case for recurring expenditure and Rs. 5,000 in each case for non-recurring ;

(4) To grant recurring and non-recurring honoraria up to a limit of Rs. 100 in each case to Government officials other than those in his own office and to non-officials for work done in connection with the 1961 Census Operations ;

(5) Controlling Officer for his own and the establishments' travelling allowances ;

(6) Local purchase of stationery stores up to Rs. 500 per annum ;

(7) Purchase of furniture for his own office or the Census Tabulation Offices up to Rs. 2,500 per annum for each office.

33. An amount of Rs. 200 was sanctioned as a Permanent Advance for our Office. It sufficed our requirements on petty items of contingent expenditure. No difficulty was experienced because we often used to draw on abstract bills whenever an item of expenditure could be anticipated.

Budget and Expenditure

34. Census expenditure was booked to Major Head " 47-Miscellaneous Departments—Census." Sub-heads A, B, C and D were fixed respectively for superintendence, enumeration, compilation and printing. During the year 1962-63, the Major Head was changed to " 39-Miscellaneous—Social Service Organisations—Census." In the State Budget, the expenditure on Census was booked to Major Head " 47-Miscellaneous Departments—D-Statistics."

35. The following statement will show the expenditure incurred on 'A—Superintendence' and 'B—Enumeration' during the years 1959-60 to 1962-63. Most of the expenditure on 'B—Enumeration' was actually incurred initially by the State Government in the year 1960-61. It appears in our Budget in three years because reimbursement to the State Government was made in three instalments.

	A-Superintendence	B-Enumeration
	Rs.	Rs.
1959-60 ..	1,10,607	672
1960-61 ..	1,63,106	11,01,348
1961-62 ..	1,28,927	8,01,702
1962-63 (Revised Estimates)	1,30,000	5,25,000
Total ..	5,32,640	24,28,722

Preparing for Census Work

36. Registrar General's first long letter was a comprehensive document describing the main lines of work for the 1961 Census. I had received it at Aurangabad a few days before I joined as Superintendent of Census Operations. In May 1959, I started reading old Census Reports on different States. United Nations handbooks on Census procedures were lent to me by a friend and were very valuable for initial preparation. I visited a few district headquarters and discussed broad lines of organising Census work with the Collectors and other experienced Revenue and Municipal Officers. At Dhulia, I studied the entire district office records pertaining to 1951 Census to see how the instructions from the Government and the Superintendent had been received and acted upon.

37. I had to seek the views of the State Government on two important points before they were discussed on All India levels. The first point was whether the State Government would like payment of some honoraria to enumeration staff or if the Census work should continue to be unpaid as it had been in all previous Censuses. I had forwarded to the State Government extracts of opinions expressed by the Census Superintendents and the Census Commissioners in earlier Census Reports. A brief note on what had been done in the 1951 Census in different States was also enclosed. The State Government was of the view that the enumerators should be paid at the rate of Rs. 15 each but the entire cost should be borne by the Central Government as Census was a Central subject though it may be true that both the State Government and the Central Government benefit from and make use of the Census results.

38. Another point was whether the Development Blocks should be adopted as units for presentation of Census material and the Block Development Officers used as Charge Officers for their respective Blocks. On this point, the State Government approved my views that a Population Census, though having much to do with Development and Planning was mainly an administrative task and the Block Development Officers may not, in a majority of cases, be able to exert influence over the other Departments and that, therefore, the Mamlatdars/Tahsildars were, in the circumstances, better suited to work as Taluka Charge Officers than the Block Development Officers. These were the conditions in 1959-60. The whole set up may get reversed by 1971 because of the Zilla Parishads and the Block Development Officers getting direct administrative control over the village administrative agencies much more than what would perhaps remain with the Revenue Officers.

Pre-test

39. In June 1959, the Registrar General asked us to undertake a pre-test for the second draft of the 1961 Census Questionnaire. A pre-test of the first draft had been undertaken in many States through the Directors of the Bureaux of Economics and Statistics. For the second pre-test, we selected six rural and six urban localities each having about five hundred and together covering 6,052 households.

40. Our report on the pre-test is reproduced at Appendix (2).

41. Most of the suggestions made in the report were, later, discussed in the Conference of Superintendents and adopted in the final formats of the Questionnaires.

42. Our suggestion to reduce the size of the houselist form by separating the four factory columns as an abstract at the end was, however, not accepted. That improvement might have led to considerable economy on paper. The reduced size of the houselist would have been easier to handle and separation of factory statistics at the end would have made compilation work for Table E-III very easy.

43. The pre-test gave us very valuable experience. We had to tackle all the problems including drafting of instructions, printing of forms and training of staff though on an infinitely small scale. I could personally see how people responded to the various items of the Questionnaires and how ultimately the reliability of the Census depended on the attitude of the enumerator towards his work.

Superintendents' First Conference at Delhi

44. A Conference of Superintendents from all States was held from 24th September to 1st October 1959. Compared to similar Conferences held for previous Censuses, the meeting was held much ahead of the enumeration period, and the Superintendents had fresh field experience because of the pre-test. The discussions were, therefore, well-informed. The main object of the Conference was to finalise the Census Questionnaire Forms and to prepare a broad time schedule and outline for organisational arrangements.

45. The following important decisions were taken in the Conference :—

(1) There should be three Questionnaire forms for the 1961 Census—

(*i*) the Houselist ;

(*ii*) the Enumeration Slip ; and

(*iii*) the Household Schedule.

Formats of the three Schedules and draft Instructions were finalised.

(2) The period of housenumbering and houselisting was left to be chosen by each Superintendent according to the climatic conditions and other factors for the State concerned.

(3) Each enumerator's charge was fixed as 600 population in urban areas and 750 in rural areas. It was decided that the supervisors should be at the rate of one for every five enumerators.

(4) Period of enumeration was fixed as between 10th and 28th February, for the first round and 1st to 5th March, for the second round.

(5) The date for enumeration of houseless persons was fixed as the night of 28th February 1961.

(6) It was decided that honorarium should be paid to enumerators and supervisors at the following rates :—

	Rs.
(*i*) Honorarium for housenumbering and houselisting, including cost of housenumbering material and carriage cost of paint, pot, brushes and stencils. (An average block in rural areas will consist of 150 houses and an average block in urban areas of 120 houses. This charge will cover the expense of housenumbering and of attending at least two training classes.)	5 Per block.
(*ii*) Enumeration charges to each enumerator for each block on the basis of an average population of 750 persons or 150 households for a rural block and 600 persons or 120 households in an urban block. This charge will include the enumerator's expenses for attending a minimum of six training classes and for equipping himself with stationery, ink, pen, etc.	15
(*iii*) Charges for supervision of enumeration ..	4 Per block.
(*iv*) Total of enumeration charges for each block ..	24

(7) It was decided that each enumerator and supervisor should be trained in not less than six training classes including practical training on the field.

(8) Uniform scales for giving clerical assistance to district and taluka offices were fixed.

46. On return from the Delhi Conference, I started preparing a Census Scheme with all local details fitted in the All India plan. It included a time-schedule of Census Operations, proposals for administrative arrangements and for drawing staff for enumeration from various Government Departments, etc. These proposals were submitted to the State Government and were generally approved by them towards the end of 1959. In January 1960, we brought out the first pamphlet of our Census Series called "The Census Scheme for Bombay State." It explained the Census Questionnaire Schedules and gave an outline of the proposed administrative arrangements. The pamphlet was well received and proved very useful in introducing the 1961 Census to the district, taluka and municipal officers who were to be intimately connected with it later on.

Letter of Introduction

47. On our request, the State Government issued in November, 1959, a general letter to all Heads of Departments, Commissioners of Divisions and Collectors to inform them of the forthcoming 1961 Census and to introduce me as the Officer in charge of that work. Copies were sent to all local authorities in the State. The Government's assertion of the importance they attached to the Census work and their direction to treat letters emanating from my office with care and promptitude as if issued from a Department of the Secretariat were very useful to us and continued to evoke adequate response to our requests among all the Officers of the State and during all the stages of Census work. The Circular issued by the State Government is reproduced below :—

Government of Bombay, Political and Services Department, Circular No. CNS-1059-H, dated the 20th November 1959

"The next population Census will be held in February 1961. The Government of India have created a post of Superintendent of Census Operations for Bombay State and have appointed Shri B. A. Kulkarni, I.A.S., as Superintendent of Census Operations. His office is at present situated in the Sachivalaya Annexe, Bombay.

In view of the importance of the Census work, Government desires that the Officers of the State Government, when approached by the Superintendent of Census Operations, should extend their co-operation and render all possible assistance to him. In view of the fact that the Census work has to proceed on a rigid time-schedule fixed on an All India basis, Government is pleased to direct that communications from the Superintendent of Census Operations received by the officers of the State Government should be treated with care and promptitude as if issued from a Department of the Secretariat."

Statutory Orders

48. The Government of India issued a notification on 5th December 1959, under section 3 of the Census Act, 1948, to declare that a Census of the population of India shall be taken during the year 1961. On our

request, the State Government issued the following seven notifications which were published in the *Bombay Government Gazette* on 25th February 1960 :—

(1) Under section 4 (*2*) of the Census Act to notify appointments of Census Officers.

(2) Under section 4 (*3*) of the Census Act to authorise specific authorities to sign declarations of appointments of Census Officers.

(3) Under section 4 (*4*) of the Census Act to delegate powers of appointment of Census Officers to specified authorities.

(4) Under section 6 (*1*) of the Census Act to appoint authorities with powers to act under that section.

(5) Under section 7 of the Census Act to appoint persons with powers to act under that section.

(6) Under section 8 (*1*) of the Census Act to notify the questions which were to be asked in the 1961 Census.

(7) Under section 12 and the proviso to section 13 of the Census Act to authorise specified authorities to give sanction to the institution of prosecutions under the Census Act.

49. The Census Act provides only for the appointment of Census Officers. There is no provision for appointing Census Officers of varying grades and responsibilities. Actual appointments of District Census Officers and Charge Officers had, therefore, to be made only through executive orders of the State Government.

Administrative Set up

50. Along with the publication of the above notifications, the State Government issued a Government Resolution on 18th February 1960 to order appointment of District Census Officers and Charge Officers and to describe their duties at the two levels. The State Government also fixed the duties of various supervisory Revenue Officers and prescribed the procedure for submission of progress reports on Census work. Because of its importance, the operative portion of that order is reproduced below :—

Government of Bombay. Political and Services Department, Resolution No. CNS-2059, dated the 18th February 1960

" * * * * * *

2. Government attaches great importance to the efficient conduct of the ensuing Census Operations. The prime responsibility for these operations should rest with the Collectors but this responsibility will not be adequately discharged unless more than ordinary interest and energy are displayed by subordinate Officers such as Personal Assistants, Deputy or Assistant Collectors, Mamlatdars, Tahsildars, Mahalkaries, Naib Tahsildars, Aval Karkuns and Officers of other Departments and of similar rank who have been or who will be appointed as Census Officers.

3. The Municipal Commissioner for Bombay should superintend the Census work within the limits of the Greater Bombay Municipal Corporation.

4. In the districts, the entire Census work should be carried out under the guidance and control of the Collectors concerned.

5. The Personal Assistants to Collectors should be designated as District Census Officers. They will personally attend to Census work in detail and will assist the Collectors in carrying out the Census Operations. They will also relieve the Collectors of most of the formal or routine type of Census work.

6. The following Officers should be designated as Charge Officers for Census work within the areas shown against them :—

Officers	Areas
(*a*) Mamlatdars, Tahsildars, Mahalkaries or Naib Tahsildars in charge of talukas or mahals.	Within their jurisdictions excluding areas covered by the following clauses (*b*), (*c*), (*d*) and (*e*).
(*b*) All Officers Commanding the Stations.	Within Military limits within the Cantonment areas.
(*c*) All Executive Officers of Cantonments.	Within the limits of their respective Cantonment areas excluding the Military limits.
(*d*) (1) The Executive Health Officer, Bombay Municipal Corporation, Bombay.	Within Bombay Municipal Corporation limits.
(2) The Medical Officer of Health, Poona.	Within Poona Municipal Corporation limits.
(3) The Octroi Superintendent at Ahmedabad.	Within Ahmedabad Municipal Corporation limits.
(4) The Deputy Municipal Commissioner, Nagpur.	Within Nagpur Municipal Corporation limits.
(*e*) The Chief Officers, Executive Officers or Secretaries of the Municipalities as shown in the list enclosed. (Not reproduced here.)	Within the limits of the respective Municipalities.

7. The Executive Health Officer for Bombay should work under the control and guidance of the Bombay Municipal Commissioner. All the other Charge Officers should carry out the Census work under the guidance and control of the Collectors concerned. Each of them should be responsible for appointment and training of enumerators and supervisors and for prompt conduct of Census operations within the area under his charge.

8. All Collectors and Charge Officers should be requested to exercise maximum economy on expenditure on the Census and to keep the Census expenditure in their charges as low as possible.

9. All touring Revenue Officers should, while on tours, inspect the progress of Census work and should take prompt action wherever work is found to be wanting.

10. The Commissioners of Divisions are requested to keep in touch with the progress of Census work within their Divisions and to take suitable steps for areas where they find the progress not satisfactory.

11. The Commissioners of Divisions are requested particularly to invite attention of all the Local Authorities within their Divisions to their statutory obligations under section 4 of the Bombay Census Expenses Contribution Act of 1950 and section 6 of the Census Act of India and to advise them to render every possible assistance in the taking of Census in their areas and for ensuring a high quality of work.

12. All Heads of Departments are requested to render every possible assistance to the Officers working for the 1961 Population Census.

13. The entire correspondence in respect of Census work should be routed through the Collectors concerned. Copies of letters dealing with important issues or local problems addressed to the Commissioners or Government in the Political and Services Department should also be forwarded to the Superintendent of Census Operations.

14. The Collectors should submit a monthly progress report on Census work to their Commissioners and copies to the Superintendent of Census Operations and the Political and Services Department. The Commissioner of Bombay/Ahmedabad/Poona/Nagpur Municipal Corporation should also forward his monthly progress reports to the Political and Services Department with copies addressed to the Superintendent of Census Operations. Such reports should reach the addressees on or before 10th of the succeeding month. The first of such reports should be the report on the progress of work made during March 1960.

15. Detailed instructions regarding preliminary arrangements for Census work in its various stages will be issued by this Department or the Superintendent of Census Operations from time to time. Government orders regarding additional staff and Budget provisions for stationery, contingencies, etc., in district and taluka offices will also be issued separately."

District Census Officers and Charge Officers

51. The following arrangements were ordered under the State Government's Resolution and the various Notifications issued in February 1960. The prime responsibility of the Census Operations in the district rested with the Collector. His Personal Assistant (usually a senior Officer in the Deputy Collectors' cadre), now designated as Resident Deputy Collector, was designated as the District Census Officer. He was to attend to Census work in detail which was to be carried out under the guidance and control of the Collector. The Collectors, in the year 1960-61, had multifarious responsibilities and were truly very hard-pressed officers. They had to be relieved of most of the formal or routine type of Census work. The next choice, therefore, fell on their Personal Assistants who commanded the second rank in the Revenue set up and through whom alone we could import enough of the Collector's influence in the district for the Census work. Their appointment as District Census Officers made and notified by the Government no doubt led to a high sense of personal responsibility among them.

52. The success of the huge field operation like Census depends on the degree of its administrative integration with the permanent agency of the Revenue Department. An independent line of full-time Officers appointed temporarily may not, in my opinion, be quite in the interest of Census work and entrusting that work to the Revenue Officers in addition to their normal duties, with adequate monetary compensation for that addition, will always be cheaper and a more effective arrangement.

53. Mamlatdars, Tahsildars and in a few cases Mahalkaries or Naib Tahsildars who were holding independent charges of talukas, tahsils or mahals were appointed as Charge Officers. For Municipalities which had over 20,000 population in 1951, their Chief Officers (also known in some districts as Chief Executive Officers or Secretaries) were appointed as Charge Officers. The Executive Officers of the Cantonment Boards worked as Charge Officers for Civil areas of the Cantonments while the Officers-Commanding the Military stations or their nominees worked as Charge Officers for strictly Military areas of those Cantonments.

54. For Greater Bombay Municipal Corporation area, the Executive Health Officer of the Municipal Corporation worked as the Charge Officer. Similarly, the Municipal Medical Officer of Health and the Deputy Municipal Commissioner were appointed as Charge Officers for Poona and Nagpur Municipal Corporation areas, respectively.

55. The State Government ordered payment of a special pay of Rs. 75 to each District Census Officer for eight months. This additional payment was very well deserved and did work as an incentive. I thought that it should have been paid for 14 months from 1st March 1960 to 30th April 1961.

56. The workload was equally heavy, if not heavier on the Charge Officers. During their meetings held for training purposes, they questioned me at many places, if I thought the Charge Officers' work not so important or heavy enough to deserve any special pay. I used to admit that their roles were more important and work heavier than those at any other level in the Census hierarchy and that their feelings or claims for special pays may perhaps be better appreciated in the 1971 Census.

57. Another question usually asked of me in those meetings was if in my opinion the Taluka Revenue Officers had any time or energies left with them to bear extraordinarily heavy burdens as those of Census work in addition to their normal duties. The usual reply was that the Revenue Department was known to have unlimited reserves of energy and that the Officers always rose higher in case of emergencies or assignments of national importance like Census or Elections. Such replies hardly satisfied them. I also promised to secure from the Government some relief in their normal workload to compensate for the addition of Census work.

Section Officers and Instructors

58. During the peak periods the workload on the Charge Officers was likely to be very heavy. We, therefore, advised the Collectors to appoint other suitable officers to assist them. Some of them were appointed as "Section Officers" to assist the Charge Officers in administrative matters and others were appointed as "Instructors" merely to give assistance in the training programmes. Generally, the Chief Officers of all smaller municipalities and Revenue Officers next in rank to the Charge Officers or the taluka officers of the Education Department were appointed as Section Officers. In Bombay, we had to draw suitable and willing officers from many Departments for appointment as Instructors.

Relief from Normal Work

59. On our request, the State Government issued a general order to relax for the year 1960-61 the fixed annual quotas of inspection work prescribed for Revenue Officers at various levels to the extent of 25 per cent. on the grounds that they had additional work for Census to do.

60. The Revenue Department also issued orders that from August 1960, the District Census Officers will have to devote continuous attention to Census work and the Collectors should, therefore, redistribute work in their offices and give relief to them to the extent of 50 per cent. of their normal work.

Clerical Assistance

61. In keeping with the All India decision of giving clerical assistance to the district and taluka officers for Census work, additional staff of one Aval Karkun (Rs. 100—8—140—10—170); one clerk-*cum*-typist (Rs. 46—130) and a peon (Rs. 30—35) for each district office and one clerk-*cum*-typist (Rs. 46—130) for each taluka office was sanctioned for 15 months. This establishment actually worked only for 14 months from March 1960 to end of April 1961, by which date we had completed entire Census work in the districts.

62. We obtained State Government's orders to treat that additional staff as a temporary addition to their permanent cadres and also for incurring the expenditure initially from the State Government funds. That arrangement facilitated appointment of staff on the additional posts and payment of their salaries in time. It also saved us the trouble of countersigning numerous salary and T. A. Bills. The State Government also ordered that Census work would require experienced and senior hands and that the employees appointed to the newly created posts need not necessarily be entrusted with Census work.

63. No extra staff was given to the Divisional Commissioners or to the Offices of the Deputy Collectors though the State Government had fixed supervisory responsibilities for Census work at those levels also.

64. Initially for a few months (March to June 1960) when the staff appointed for Census work did not have full time Census work on their hands we deliberately allowed them to be given some other work in the district or taluka offices. It was done on a clear understanding that those people may not, in the periods of heavy stress, be capable of doing the entire Census work alone and will have to be helped by other members of the staff. This arrangement worked very well. In the periods of peakload of Census work the entire staff in the taluka offices was often found doing only the Census work and that too up to late hours in the night.

65. We also allowed the three Municipal Corporations and 52 Municipalities having 20,000 or higher population in 1951 to appoint temporary additional staff for Census work. They had been notified as independent charges. The scale fixed for additional clerical assistance was as follows. The posts were sanctioned for 8 months from 1st August 1960 to 31st March 1961.

(*i*) One Lower Division Clerk (46—130) for every Municipality having 20,000 or higher population in 1951 ;

(*ii*) One Aval Karkun (100—180) added for the first addition of 50,000 population over the minimum of (*i*) ;

(*iii*) One Lower Division Clerk or one Aval Karkun alternately added for every subsequent addition of 50,000 population over that of (*ii*).

66. The above scale was higher than that envisaged in the Delhi Conference. The Registrar General allowed it as an exception because the Municipalities in Maharashtra were paying 50 per cent. of the Census expenditure as contribution.

67. Almost all the Municipalities appointed additional staff sanctioned to them. A few (Baramati, Nasik, Amravati and Bhandara) however worked only with their permanent staff or with a smaller additional staff than what was sanctioned. As a compensation they paid special pays to some members of their staff. We allowed those cases as exceptions as long as the total expenditure did not exceed the limit originally envisaged for them.

68. The State Government had sanctioned the additional staff on condition that the expenditure should be initially borne by the Municipalities, and ultimately shared to the extent of 50 per cent.

69. On the analogy of the Municipal Charge Offices we allowed one clerk each to the Cantonments at Deolali, Aurangabad and Kamptee. Poona Cantonment managed with its own staff. Deolali did not appoint any clerk but paid extra pay to someone on the staff who did Census work in addition to his normal duties. A clerk each was appointed for Aurangabad and Kamptee Cantonments and was made to work for the Census of both the Civil and Military areas. There would have been delay in getting those additional temporary posts sanctioned from the Defence Ministry. We, therefore, appointed those two clerks on the Census establishment and paid their salaries month by month from our office.

Corporation Areas

70. The staff set up in the Bombay Municipal Corporation area was somewhat different. The Executive Health Officer of the Bombay Municipal Corporation worked as the Chief Census Officer. He did Census work in addition to his normal duties and was paid Rs. 300 as special pay. Four Charge Officers were appointed for the four zones (A, B, C and D) in the scale of Rs. 270—375. Temporary staff was sanctioned for the Chief Census Officer's office, a sub-office for the suburbs under a Deputy Chief Census Officer and the four Charge Offices. The staff sanctioned was as follows :—

Posts and Grade	Chief Census Office	Deputy Chief Census Office	Charge Offices			
			A	B	C	D
1	2	3	4	5	6	7
Office Superintendent (Rs. 380—450) ..	1	....	....	....	....	....
Charge Officer (Rs. 270—375)	....	....	1	1	1	1
Chief Clerks (Rs. 270—375)	1	1	....	....	....	....
Head Clerk (Rs. 240—320)	1	....	....	....	....	....
Clerks (Rs. 75—275)	2	2	2	2	2	2
Typists (Rs. 75—275 *plus* Rs. 15 typing allowance) ..	1	1	....	....	....	....
Class IV servants (Rs. 40—70)	2	2	2	2	2	2

71. Because of the large number of its employees on the field and their intimate knowledge of different localities, the Health Department of the Municipal Corporation is, perhaps, best suited to do Census work. That Department had been traditionally associated with Census-taking and there was no reason to depart from that practice in 1961. They acted on their own conventions, the Census Unit was formed and the Municipal Budget for the year 1959-60 included a provision for housenumbering. This was all done before we or the State Government had made any formal suggestion to start work for the 1961 Census. The thickly congested localities, the enormous size of the population and its abnormal mobility present altogether different problems for field work in Greater Bombay, both at the stage of numbering of houses and enumeration. We did not, therefore, interfere with the administrative set up which the Municipal Commissioner had thought adequate for the job in view.

72. For Poona Corporation, the Medical Officer of Health worked as the Charge Officer in addition to his normal duties but no special pay was paid to him. A full-time Assistant in the grade of Rs. 400—440, one Office Superintendent (Rs. 300—350), one Head Clerk (Rs. 120—170), six Clerks (46—130), one Tracer (Rs. 42—65) and four peons (Rs. 30—45) assisted him. For Nagpur Corporation area, the Deputy Municipal Commissioner worked as the Charge Officer and a full-time Tahsildar, four Lower Division Clerks and two peons assisted him.

73. Generally speaking, the arrangements worked well in all the three Corporation areas. As we approached the enumeration stage we, however, had a feeling that the Census Units working in Bombay and Poona would have done better with a little more administrative weight to support them. The Nagpur Unit, however, worked effectively throughout and overcame many otherwise unsurmountable obstacles.

74. Census work in all other Municipalities was done with good care and with better standards than those of 1951. Their working as independent charges or appointment of their Chief Officers as Charge Officers may have improved matters. It may also be partly due to a greater consciousness or understanding of the importance of Census material on their part and to a general improvement in the administrative standards of local authorities. My predecessors had expressed warnings in their reports that the Municipalities were the weaker links in the Census set up. I had, however, no occasion to feel that way and most of our field work of quality in 1961 had been done in Municipal areas like Karad, Nasik, Dhulia, Sholapur, Pandharpur and Kolhapur—to mention a few of them.

Travelling Allowance, Stationery and Contingencies

75. We did not supply any stationery or furniture to any District or Charge Office. Budget provision was, however, made for each district and taluka office over and above their normal annual provision. The scale of additional provision of stationery, travelling allowance and contingencies was as follows :—

	District Office	Taluka Office
	Rs.	Rs.
Stationery	100	50
Contingencies	200	100
Travelling Allowance ..	400	100

76. This allotment had been made only for one year, *i.e.* 1960-61 and that too only for the Revenue Offices. All the officers were requested to combine their Census touring with their normal tours and thus to keep T. A. expenditure on Census to a minimum.

Paper

77. When we found that the district and taluka Revenue Officers were very much short of writing paper, we supplied white paper to each of them from our Nasik Stores. The supply was made in two instalments and on the following scale :—

	District Office	Taluka Office
1st instalment in October 1960.	½ ream	1/5 ream
2nd instalment in January 1961.	1 ream	½ ream

78. As we supplied all the circulars, forms and registers in printed form, there was not much scriptory work to be done in the district and taluka offices. The small supplies of paper we had made, therefore, sufficed for their requirements and were appreciated by all concerned.

Channels of Communication

79. In our first Census Circular issued to all District Census Officers and Charge Officers we had fixed the channels of communicating instructions on Census work. All the Census Circulars were printed and given a continuous running serial number. A fixed number of copies calculated as follows was sent to each District Census Officer who was in turn to arrange distribution of copies to Charge Officers and other supervisory officers in his district :—

Number of copies for Greater Bombay.	100
Each of the other 25 districts calculated as follows :—	
(*i*) For the District Census Officer ..	2
(*ii*) Each Charge Officer ..	2
(*iii*) Each Deputy Collector ..	2
(*iv*) District Statistical Officer ..	2

80. An extra copy was usually sent to the District Census Officer by post separately as a check against losses in transit. In every case, we insisted on getting acknowledgement receipts which for facility of working were also got printed and sent to each district office in advance. Similar printed acknowledgement receipts for each communication were obtained by the District Census Officer from each of his Charge Officers. These precautions were taken to avoid losses in transit and delays in compliance of instructions in the Charge Offices on the grounds of having not received any one

of them. We also sent copies of Census Circulars for information to the Divisional Commissioners, all Heads of Departments and all Secretariat Departments from our office.

81. Supply of adequate number of printed copies of Census Circulars obviated the need of duplicating them at the district level and considerably reduced the time-lag between receipt of instructions in the district office and issue of copies to the Charge Officers. We had also introduced three Registers to be written in each Charge Office and used for compilation and control at different stages of Census work. Orders of appointment of enumeration staff, letters of authority and other Census literature to be supplied to them were all supplied in printed form. This reduced the scriptory work at the district and charge office levels to the minimum and also secured a uniform standard of work in all the offices concerned.

Systematic work in the District and Charge Offices

82. Appointment of Personal Assistants to Collectors as District Census Officers, 50 per cent. relief to them out of their normal workload, the monthly special pay of Rs. 75, the additional staff sanctioned for the district and taluka offices and the 25 per cent. reduction of normal annual inspection work at all levels were all new things introduced for the first time in the 1961 Census. The Revenue Department also issued a confidential circular to say that the work done by Revenue Officers for the 1961 Census should be considered while writing their annual confidential reports for the year 1960-61. This was brought to the notice of all Revenue Officers and left no one in doubt that the State Government attached great importance to the Census work and that they meant it seriously. The entire team of Revenue Officers, therefore, worked for the Census at their best. We did find some weaker links here and there but those were due more to inherent lack of capacity than any indifference towards Census work.

83. In my first Census Circular to all the District and Charge Officers I had said :

> " I know full well that you and your other Revenue Officers must be already overworked with the day-to-day administration and the growing development activities. But the Census work will, from time to time, need and I hope will certainly get your personal attention and that of your other officers at all levels. On my part, I will endeavour to reduce the workload on your district, taluka and charge offices as far as possible."

84. We kept up this promise and never was any item of work which could be tackled in my office centrally, transferred to a district or taluka office, simply to reduce our own workload. Throughout the period of over 15 months of our contact with the District and Charge Officers, we endeavoured to do everything methodically. We knew that the District and Charge Officers would never do systematic work unless we ourselves set a good example before them. We kept this always in view, whether it was in drafting of instructions, packing and dispatching of Census material, imparting training on Census work or holding conferences of District Census Officers. It brought its rewards and did inspire neat and systematic work in all the District and Charge Offices.

Census Questionnaire Forms and Instructions

85. English copies of the three Census Questionnaire Forms, *viz.* the Houselist, the Household Schedule and the Individual Slip as finalised in the Delhi Conference were received along with two booklets of standard Instructions in English from the Registrar General. We had to translate those Questionnaire Forms and instructions in Marathi. Printing of Marathi Forms was to be done at the Government of India Press at Nasik while that of the instructions at the State Government Press at Bombay.

Marathi Translations

86. We translated the Forms in simple Marathi as spoken by the village folk taking good care to keep to the correct nuances. It was, however, difficult to find exact equivalents of a few English words or expressions in Marathi. The word " nature ", for example, appeared at five places in questions 10 and 11 on the Individual Slip. Not finding its exact equivalent in Marathi we put the questions in more direct form and used the word " कोणता " meaning " which " at all those places. This, in my opinion, was a better form for both the questions as what was intended was the description of the actual work returned by the respondents and not its elaborate classification. Question 12 " activity if not working " was translated as " काम करीत नसल्यास काय करीत आहे ". There was similarly no suitable word equivalent to " establishment " and we had to use the word " कारखाना " which appeared to be nearest to it as used in the Houselist. On the whole, we tried to make Marathi translations as simple and unambiguous as possible. They were approved by the Registrar General and then sent to the Nasik Press for printing.

Printing of Marathi Forms

87. As very small type for Marathi was not available, it was at first decided to set the Marathi Forms in 12 point, to reduce them photographically, to prepare flongs at Bombay and to transfer them to Nasik for making stereos. We tried two or three alternative types and photographic reductions. In one of the visits to the Press, Shri V. M. Deole, our Head Assistant, however discovered that the small Devnagari type available at that Press could be used for Marathi if only five letters written differently in Marathi and Hindi and which appeared actually in the three Forms were supplied to them. We supplied those letters in suitable types from a local private press and the Nasik Press authorities printed all the Marathi forms setting them directly in the smallest Devnagari type available with them. This direct printing improved the quality of printing of Marathi Forms which, perhaps, for no other apparent reason, were the best of all the language forms printed at Nasik.

Estimates of Requirements of Forms

88. Requirements of printed Forms were estimated very carefully. The first step was to decide the language of the Census Forms to be used in different areas. English Forms had been used in Greater Bombay in all the previous Censuses and even in 1960-61 the

majority of population was likely to be non-Marathi knowing. In consultation with the Officers of the Greater Bombay Municipal Corporation we, therefore, decided to use English Forms. For similar reasons we also decided to use English Forms in all the Cantonment areas. That decision was later on reversed only in respect of Poona Cantonment area where it was by practical experience found that Marathi Forms were easier to work with.

89. The following factors were considered for estimation of our requirements :—

(1) 1951 population ..	100	per cent.
(2) Probable increase in population during 1951-61.	25	,,
(3) Wastage resulting from scattering of population in small villages and left out Forms unused in partly used pads.	15	,,
(4) Reserve stock at the district headquarters.	5	,,
(5) Reserve stock at the State level ..	5	,,
Total ..	150	per cent.

90. The Registrar General's formula for working out estimates was more or less the same except that item (3) was described as reserve stock at the taluka office level.

91. Another difficulty was to determine the proportion of the number of pads of 100 and 25 Slips or 50 and 25 Household Schedules. We decided that the smaller pads should be used only to enumerate the fractional population remaining after one or more pads of 100 Slips or 50 Household Schedules had been filled in. The proportion of large and small pads was thus broadly determined as 2 : 1 for Slips and 3: 2 for Household Schedules.

92. On that basis, we had given the following as our requirements of English and Marathi Forms :—

	In lakhs
ENGLISH—	
(1) Houselists	1·63
(2) Individual Slips (Bound in 27,000 books of 25 and 40,000 books of 100 each).	46·75
(3) Household Schedules (Bound in 13,000 books of 25 and 14,000 books of 50 each).	10·25
MARATHI—	
(1) Houselists	8·42
(2) Individual Slips (Bound in 231,000 books of 25 and 383,000 books of 100 each).	440·75
(3) Household Schedules (Bound in 100,000 books of 25 and 132,000 books of 50 each).	91·00

93. The District Census Officers were also told of the basis on which we had calculated their requirements of Forms and were in turn asked to report if for any reasons they wanted more. Most of them, however, asked for more, but without any reasons to support their larger demands. The estimates of population received through the Houselists, however, showed that the increase in population in some areas was higher than 25 per cent. We also found that the wastage of Forms resulting from scattering of population in very small villages and left out unused forms in partly used pads was actually higher than our initial presumption of 15 per cent. We, therefore, revised our estimates and added the following to our requirements :—

	In lakhs
ENGLISH—	
(1) Houselists	....
(2) Individual Slips (Bound in 11,000 books of 25 and 27,000 books of 100 each).	29·75
(3) Household Schedules (Bound in 20,000 books of 25 and 8,000 books of 50 each).	9·00
MARATHI—	
(1) Houselists	1·00
(2) Individual Slips (Bound in 12,000 books of 25 and 42,000 books of 100 each).	45·00
(3) Household Schedules (Bound in 21,000 books of 25 and 50,000 books of 50 each).	30·25

Training Pads

94. It was decided to use Individual Slips and Household Schedules printed in *red* for practical training of the enumerators and supervisors. They were to be supplied in pads bound with 50 Slips and 10 Household Schedules respectively. Requirement of those pads depended on the number of enumerators and supervisors to be trained. Our total requirement reported to the press for those pads in English and Marathi was as follows :—

	Pads of 10 Household Schedules	Pads of 50 Individual Slips
English	15,000	15,000
Marathi	130,000	130,000

Census Forms Store at Nasik

95. Census Forms for Gujarat, Andhra Pradesh and Kerala were also printed at Nasik. In the case of the last two States, the press had agreed to dispatch the stocks to the respective State headquarters while in the case of Maharashtra and Gujarat we were to take delivery of stocks at Nasik and arrange dispatches to district headquarters ourselves. We, therefore, set up a small unit of our own consisting of a Mahalkari (Rs. 160-230) partly working for the Store and partly for the Census work in Nasik district, one Storekeeper (Rs. 60-130), two peons (Rs. 30-35) and two Chowkidars (Rs. 45 consolidated) to look after our store of Census Forms and their dispatch to district headquarters in Maharashtra and Gujarat States. We obtained 4 rooms from the Collector of Nasik in the Upanagar Colony which was very near to the Press and established a ' Census Forms Store ' there. This unit worked as a liaison between the Census Organisation and the Press and kept us informed of the day-to-day progress of printing and dispatches of forms. The Unit worked under the guidance and control of the District Census Officer. Motor lorries were arranged, Railway bookings made, and we were saved of all the heckling, bargaining and other little botherations with the transport contractors because through the District Census Officer the entire scheme of dispatches from Nasik worked with the full support of the District Magistrate behind it.

Dispatch of Forms

96. The entire printing was done in the press at a high priority and our dispatches were arranged to match the stock position of Forms or the progress of printing in the press. It was subsequently found that the transport of Census Forms to Hyderabad and Trivandrum would also be better done by road and on the request of the Superintendents concerned, our Nasik Unit also arranged for transport of their Forms to the respective headquarters by road.

97. Our dispatches to the district offices were made in two stages. Most of the transport was done by lorries. The first stage was the dispatch of Houselist Forms in the summer of the year 1960 and the second was in August-September 1960. We had prepared advance dispatch programmes for both the stages and due to the excellent co-operation received from the press and the efficient work done by the Nasik Stores Unit both of them went through without a fault.

98. With the approach of actual enumeration period, we allowed the district and taluka officers in case of urgent necessity to approach our Stores Unit at Nasik directly and to lift Forms to the extent of their requirements. Eleven Charge Officers actually availed of that facility.

99. The Statement on page 14 will show for each district the supplies finally made of each of the three Forms, those used and balance.

100. As for the Houselists, 82·4 per cent. of the Forms supplied to the districts were actually used and the balance at the district level left over after Stage I was 17·6 per cent. Out of the pads of Individual Slips 91·1 per cent. books of 100 Slips supplied were used and only 8·9 per cent. were in balance. For smaller pads of 25 Slips each, the balance was 30·9 per cent. Out of the Household Schedule pads, 84·5 per cent. of books with 50 Schedules had been used and only 15·5 per cent. left over as balance. For smaller pads of 25 Schedules, the balance was, however, a bit higher (32·3 per cent.).

101. The percentage of English Forms used in the districts similarly ranged between 75 and 85 and those in balance were 15 to 25 per cent. of the total stocks supplied to the districts.

102. The statement at Appendix (3) will show the total number of Forms printed in English and Marathi at Nasik, those actually supplied to the districts and the balance remaining in our stores.

103. Stocks left over in balance after Stage II at our Nasik Stores were less than 2 per cent. of the total printed for the Marathi Houselists and Slip pads of 25 and Household Schedule pads of 25. The balance of Marathi Slip pads of 100 and Household Schedule pads of 50 were respectively 7·4 and 6·6 per cent. of the total printing done for those two items. As Poona Cantonment used Marathi Forms the balance of English pads of Slips and Household Schedules remaining at Nasik came as high as 59 per cent. for pads of 25 Household Schedules and 27 per cent. for smaller pads with 25 Slips each.

104. As against the total printing of 486 lakhs of Slips and 121 lakhs of Household Schedules-in Marathi, the population enumerated in areas where Marathi Forms had been used was 352 lakh persons and 71 lakh households. The wastage on all accounts from the total printing done was thus 28 per cent. for Slips and 41 per cent. for Household Schedules.

Standard Instructions in English and Marathi

105. The English instructions prepared by the Registrar General did not deal with the background of Census work, the preliminary arrangements or the roles of enumerators and supervisors, etc. We, therefore, issued (as Part I of the Instructions) a sort of English supplement to cover those aspects and issued copies of the Registrar General's standard English instructions as Part II. Our translations of instructions for housenumbering and houselisting and for enumeration were also done in simple Marathi and we issued two booklets of self-contained instructions for work in the two stages.

106. Actual work on the translation of English instructions in Marathi, revealed many intricate points connected with the questionnaire which had to be explained or clarified later in the Training Classes. It was a good preparation for me personally for my subsequent work as an instructor during the intensive programme of training of officers and staff.

107. English Census Questionnaire Forms are reproduced as Appendices (4) to (6). Those in Marathi are as Appendices (7), (8) and (9). Registrar General's standard instructions for houselisting and enumeration and additional instructions we had issued as Part I in English are reproduced as Appendices (10) to (12). The two Marathi booklets of instructions issued for housenumbering and houselisting and for enumeration are reproduced as Appendices (13) and (14).

108. The Statement on page 15 will give the number of copies of the booklets of Instructions (both in English and Marathi) printed and supplied to the districts.

109. In the Marathi booklets of instructions for enumeration we inserted lists of Scheduled Castes and Scheduled Tribes applicable separately for each district. Such districtwise separation of the notified lists had not been done before. Without it the enumerators might have got confused over the long lists of Scheduled Castes and Scheduled Tribes notified for the State though applicable only in parts to different areas. Separate copies of Marathi instructions were, therefore, bound for each district with the insertion of the applicable lists of Scheduled Castes and Scheduled Tribes and a similar list of important local events of the district.

110. The districtwise apportionment of the lists of Scheduled Tribes showed that five out of eight districts from Nagpur Division did not have any notified Scheduled Tribes. We said so in the booklets issued for those five districts. That was no new revealation and was the result of notification of Scheduled Tribes for selected Tahsils only. Yet, there was criticism of what we had done and some Nagpur papers carried strong views expressed by some Tribal Association against it. Ultimately, a deputation appears to have met the Minister for Home Affairs and the matter ended when our action was upheld as legally correct.

Enumeration Schedules Supplied

District	HOUSELIST FORMS			HOUSEHOLD SCHEDULES						INDIVIDUAL SLIPS					
				Pads of 50			Pads of 25			Pads of 100			Pads of 25		
	Supplied	Used	Balance	Supplied	Used	Balance	Supplied	Used	Balance	Supplied	Used	Balance	Supplied	Used	Balance
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
ENGLISH															
1. Greater Bombay ..	125,000	103,000	22,000	18,300	15,250	3,050	12,247	9,808	2,439	50,000	39,018	10,982	24,750	18,127	6,623
2. Thana ..	3,000	2,200	800	500	500	....	300	300	....	1,100	1,100	....	800	800	....
3. Nasik ..	600	430	170	250	210	40	100	85	15	1,760	1,500	260	357	252	105
4. Jalgaon ..	150	110	40	25	20	5	25	25	....	25	25	....	25	25	....
5. Ahmadnagar ..	250	130	120	196	176	20	150	125	25	400	350	50	250	200	50
6. Poona ..	800	650	150	700	600	100	400	350	50	1,536	1,386	150	1,100	950	150
7. Aurangabad ..	200	151	49	100	80	20	50	50	....	150	150	.....	100	100	....
8. Nagpur ..	250	192	58	250	250	....	100	100	....	500	500	.....	350	350	....
Other States ..	15,000	15,000	....	....	....	....	....	....	....	....	....	....	....	....	....
Total ..	145,250	121,863	23,387	20,321	17,086	3,235	13,372	10,843	2,529	55,471	44,029	11,442	27,732	20,804	6,928
Percentage of balance to *total* supplied.			16·1			*15·9*			*18·9*			*20·6*			25
MARATHI															
1. Greater Bombay ..	....	....	....	....	....	....	....	....	....	....	....	....	....	....	....
2. Thana ..	38,000	[illegible]	6,069	7,800	7,561	239	5,250	4,192	1,058	17,970	17,898	72	11,530	8,937	2,593
3. Kolaba ..	26,000	[illegible]	3,088	4,460	4,299	161	3,440	2,856	584	12,540	10,744	1,796	7,440	5,785	1,655
4. Ratnagiri ..	56,000	[illegible]	12,296	10,550	8,987	1,563	5,720	3,963	1,757	20,870	18,719	2,151	10,990	8,763	2,227
5. Nasik ..	45,000	[illegible]	4,399	7,089	6,906	183	5,179	3,780	1,399	21,270	18,799	2,471	11,070	8,169	2,901
6. Dhulia ..	33,000	[illegible]	7,674	5,490	4,943	547	4,680	3,433	1,247	14,550	13,861	689	8,630	6,680	1,950
7. Jalgaon ..	42,000	[illegible]	4,020	8,011	7,030	981	5,508	3,901	1,607	19,681	18,457	1,224	11,582	8,276	3,306
8. Amadnagar ..	40,000	[illegible]	6,208	7,361	5,771	1,590	5,585	3,887	1,698	18,470	17,142	1,328	11,690	8,900	2,790
9. Poona ..	57,000	[illegible]	8,273	11,290	9,013	2,277	7,260	5,659	1,601	26,010	24,056	1,954	15,060	11,831	3,229
10. Satara ..	43,000	[illegible]	13,012	6,340	5,536	804	5,100	3,674	1,426	15,870	14,702	1,168	9,800	6,718	2,082
11. Sangli ..	28,000	[illegible]	8,503	4,850	4,563	287	6,200	2,802	3,398	13,690	12,880	810	11,540	6,349	5,191
12. Sholapur ..	43,000	[illegible]	8,925	10,000	8,634	1,366	6,770	3,114	3,656	19,100	18,578	522	11,440	9,089	3,351
13. Kolhapur ..	38,000	[illegible]	4,690	6,490	5,453	1,037	4,850	4,084	766	19,700	17,417	2,283	9,850	6,819	3,031
14. Aurangabad ..	44,000	[illegible]	10,627	7,329	6,156	1,173	4,296	3,200	1,096	16,285	15,586	699	10,137	8,614	1,523
15. Parbhani ..	40,000	[illegible]	11,690	5,700	4,900	800	4,940	2,542	2,398	13,630	12,101	1,529	9,110	4,353	4,757
16. Bhir	25,000	[illegible]	4,066	5,245	4,925	320	3,300	3,096	204	12,690	10,476	2214	6,690	4,313	2,377
17. Nanded ..	28,000	[illegible]	1,997	6,050	4,112	1,938	4,370	2,120	2,250	11,410	10,865	,545	8,150	2,845	5,305
18. Osmanabad ..	34,000	[illegible]	6,051	8,970	5,253	3,717	4,000	3,016	984	18,460	14,958	3,502	9,100	5,724	3,376
19. Buldhana ..	36,000	[illegible]	3,072	5,240	4,030	1,210	1,930	584	1,346	12,050	10,500	1,550	7,550	5,045	2,505
20. Akola ..	31,000	[illegible]	7,639	5,200	4,673	527	4,560	2,562	1,998	12,670	11,734	936	7,840	3,971	3,869
21. Amravati ..	28,000	[illegible]	3,481	5,873	5,346	527	4,050	2,255	1,498	13,590	12,678	912	7,760	4,586	3,174
22. Yeotmal ..	36,000	[illegible]	6,798	4,810	4,672	138	3,210	2,577	633	11,809	11,297	512	7,000	5,523	1,477
23. Wardha ..	28,000	[illegible]	3,500	3,750	2,756	994	2,920	1,690	1,230	7,540	5,378	2,162	4,430	2,990	1,440
24. Nagpur ..	34,000	[illegible]	2,281	8,134	6,180		4,339	2,476	1,863	17,670	15,003	2,667	12,620	7,058	5,562
25. Bhandara ..	30,000	[illegible]	4,539	5,404	4,670	....	5,148	3,474	1,674	13,600	13,078	522	9,050	5,326	3,724
26. Chanda ..	42,000	[illegible]	10,194	6,210	5,192		4,860	3,920	940	13,600	12,402	1,198	8,050	6,669	1,381
Other States ..	2,000	2,000	....	970	970		1,240	1240	....	2,250	2,250	....	3,650	3,650	....
Total ..	927,000	763,908	163,092	168,616	142,531	26,085	118,705	80,394	38,311	396,975	361,559	35,416	241,759	166,983	74,776
Percentage of balance to total supplied.			17·6			15·5			32·3			8·9			30·9

Statement showing Instruction Booklets for Stage I and Stage II (English and Marathi) supplied to Districts

Serial No.	Name of District	Instruction Booklets for Houselisting		Instruction Booklets for Enumeration		
		English	Marathi	English		Marathi
				Part I	Part II	
1	2	3	4	5	6	7
1	Greater Bombay.	4,200	..	15,000	15,000	500
2	Thana ..	100	1,700	400	400	4,980
3	Kolaba ..	100	1,500	100	100	3,480
4	Ratnagiri ..	100	1,800	100	100	6,480
5	Nasik ..	100	1,700	250	250	4,980
6	Dhulia ..	100	1,500	100	100	3,780
7	Jalgaon ..	100	1,700	125	125	4,480
8	Ahmadnagar ..	100	1,700	200	200	6,480
9	Poona ..	100	1,900	400	400	7,480
10	Satara ..	100	1,500	100	100	4,980
11	Sangli ..	100	1,500	100	100	3,880
12	Sholapur ..	100	1,500	100	100	6,480
13	Kolhapur ..	100	1,500	150	150	4,980
14	Aurangabad ..	100	1,500	150	150	5,480
15	Parbhani ..	100	1,500	100	100	5,480
16	Bhir ..	100	1,500	100	100	3,980
17	Nanded ..	100	1,500	100	100	3,480
18	Osmanabad ..	100	1,500	100	100	5,380
19	Buldhana ..	100	1,500	100	100	3,980
20	Akola ..	100	1,500	100	100	3,980
21	Amravati ..	100	1,500	100	100	4,480
22	Yeotmal ..	100	1,500	100	100	3,980
23	Wardha ..	100	1,500	100	100	3,480
24	Nagpur ..	100	1,500	300	300	4,480
25	Bhandara ..	100	1,500	100	100	4,880
26	Chanda ..	100	1,500	100	100	4,480
	Gujarat State ..	*1,800	....	....	*18,000	....
	TOTAL SUPPLIED.	8,500	39,000	18,675	36,675	120,500
	BALANCE ..	1,500	1,000	6,325	3,325	4,500
	TOTAL PRINTED.	10,000	40,000	25,000	40,000	125,000

* Printed at the Government of India Press, Nasik.

Disposal of Balance Stock of Forms

111. Stocks of unused Census pads and forms remaining at the District and Charge Offices were sold out under the corresponding rules of the State Government for disposal of waste paper. Proceeds of those sales were credited to Major Head "XXXVI (now XXXII)-Miscellaneous Departments—Census." The unused stock remaining at Nasik was first removed to the Collector's Office and disposed of under instructions from the Registrar General during June, 1962. Unused Forms collected in the Tabulation Offices were similarly sold to authorised Government contractors. Total receipts to Census budget on that account were Rs. 9,106·84

112. The expenditure incurred on the Nasik Unit and on transport of Census Forms to district headquarters was as follows :—

	Rs.
(1) Salaries	13,002
(2) Rent (Store-room) ..	936
(3) Transport, Railway freight, packing charges, etc.	13,182
(4) Miscellaneous	769
Total ..	27,889

Printing of Other Items

113. Printing of all other items was done at the State Government Press at Bombay. Except for a small job of Census Forms required for the pre-test, we did not give any other job to any private Press. We had printed 20 Census Circulars, three types of Registers and 22 types of other forms required for use in the District and Charge Offices. We also issued a publicity pamphlet of 3-4 pages in English and its two versions in Marathi. Two booklets of instructions in Marathi and five small booklets in English were also printed at the same Press. We received excellent co-operation from the State Government Press and never was any item of our dispatch programmes delayed during the period of about 12 months for want of printed stocks.

114. A list of all items printed at the State Press (Government Central Press, Bombay), along with the number of impressions will be found at Appendix (15).

Collectors' Conference

115. A Conference of all Commissioners and Collectors of the State (then Bombay State) was held at Bombay on 1st April, 1960, exclusively for Census work. It was inaugurated by the Chief Minister and presided over by the Chief Secretary. The Secretary of the Revenue Department, the Commissioners of six Divisions and the Municipal Commissioners participated in the discussions.

116. The Chief Minister emphasised the enormous size of the organisation and the detailed information which was going to be collected in the Census. He said:

"....And in this not one single man can afford to make a single mistake because it will vitiate the whole operation. Though the person concerned may not be conscious of this, if at all the real purpose of the Census is to be properly served it is necessary that every person participating in this activity must be made conscious of the responsibility that he has to shoulder."

He concluded his speech with the following inspiring message :

"As I said when you go back you should go back with a sense that you have to undertake a very important operation which has to be qualitatively perfect and I wish that the Census of this State should not only be perfect but should be the best in the country, and if we can arrange to do that I think the purpose of this Conference will be well served."

117. The discussions in the Conference related to—

(*i*) the language of Census Forms to be used in the Cantonment areas ;

(*ii*) the lowest population limit for municipal towns to which clerical assistance should be given ;

(*iii*) why the existing municipal or village panchayat house numbers could not be used for Census work ; and

(*iv*) why independent Officers should not be appointed for Census work in the districts.

The most important business in the Conference was, however, that of approving the Calendar of Census Operations, which was done without any discussion.

The Conference, however, witnessed a forceful presentation of the case for Census before a group of senior administrative Officers, on points which are bound to be raised again and again for every Census in future. The proceedings of the Conference thus have a long range value and are, therefore, reproduced as Appendix (16).

Calendar of Census Operations

118. The Calendar of Census Operations as approved in the Collectors' Conference and meticulously followed by all the District and Charge Officers in all stages of work is reproduced below :—

I. PRELIMINARY ARRANGEMENTS

April and May, 1960

(1) Taluka Officers prepare up-to-date talukawise lists of villages and towns and proposals for Location Code Nos. Charge Officers of municipal areas similarly work for wards.

(2) Preparation of maps for talukas and municipal areas showing location of villages or wards by Code Nos.

(3) Checking estimates of requirements of Census Forms prepared at Bombay.

(4) Arrangement for receipt and storage of Census Forms in the District Office and Charge Offices.

(5) Delimitation of blocks and circles for housenumbering and houselisting.

(6) Prepare Charge Registers. Estimate requirement of personnel required for the first stage of housenumbering and houselisting as well as for the second stage of enumeration to work as enumerators, supervisors, instructors and section officers.

(7) Contact Officers concerned with Defence Establishments, Railway Colonies, Forest areas, etc., to ensure their co-operation.

(8) Contact local Officers of various Government Departments to make sure of availability of personnel, prepare provisional lists of personnel to be appointed as enumerators, supervisors, instructors and section officers; make sure of their latest postings and addresses.

(9) Preparation of Census Scheme for each Charge and its submission to the Collector (before 15th of June).

June, 1960

(10) Preparation of Census Scheme for the district and forwarding it to the Superintendent of Census Operations before 30th June.

II. HOUSENUMBERING AND HOUSELISTING

July, 1960

(11) Divisional Conferences of District Census Officers and District Statistical Officers.

(12) Charge Officers prepare sets of Census Forms, other literature, orders of appointment, letters of authority, etc., for distribution at the first stage. Prepare Distribution. Registers of Forms.

(13) Collectors appoint Section Officers and Inst ructors for each Charge.

August, 1960

(14) Meetings of Charge Officers and other Municipal Officers at district headquarters. Their training.

(15) Charge Officers prepare Personnel Register, issue appointment orders to supervisors and enumerators. Fix up training programme and issue orders.

(16) Training of Supervisors.

(17) Publicity.

1st September to 15th September, 1960

(18) Publicity.

(19) Training of Enumerators for housenumbering and houselisting.

(20) Distribution of Census Forms, letters of authority, etc.

(21) Payment of advance honoraria.

16th September to 15th October, 1960

(22) Actual work of housenumbering and houselisting—writing abstracts.

(23) Village notes.

(24) Circle abstracts and Circle notes.

16th October to 31st October, 1960

(25) Collection of papers in Charge Offices, preparing charge abstracts and charge notes.

(26) Payment of balance of honoraria for housenumbering and houselisting.

III. ENUMERATION

(27) Final delimitation of blocks and circles for enumeration on the basis of estimates of population obtained from Houselists.

(28) Preparation of maps showing enumeration circles and blocks.

(29) Review of requirements of enumeration Forms on the basis of houselist estimates.

(30) Review of requirements of personnel for enumeration on the basis of houselist estimates.

(31) District Reports on the first stage of Census work and on final delimitation of blocks and circles and on the revised requirement of Forms and personnel.

(32) Submission of socio-economic reports on the districts prepared by the District Statistical Officers for the District Census Handbooks.

November, 1960

(33) Conference of District Census Officers at Bombay/ Ahmedabad.

(34) Training of higher Officers.

(35) Publicity.

(36) Fix up programme of intensive training and issue orders.

(37) Selection of personnel for enumeration.

(38) Issue of appointment orders of enumerators, supervisors, etc.

December, 1960 to January, 1961

(39) Intensive training of supervisors and enumerators.

(40) Preparing sets of Census Forms and other literature for distribution.

(41) Intensive publicity.

(42) Socio-economic enquiries of selected villages through the Statistical Officers.

(43) Training sample census (last week of January 1961).

1st February to 9th February, 1961

(44) Distribution of Census Forms to enumerators.

(45) Payment of advance honoraria to enumerators and supervisors.

(46) Intensive publicity.

10th February to 3rd March, 1961

(47) Publicity.

(48) Actual enumeration (first and second rounds).

(49) Writing of Part II of the Household Schedules and Abstracts.

(50) Intensive supervision.

(51) Block reports.

4th March, 1961

(52) Return of Census Forms to supervisors on 4th March.

6th March, 1961

(53) Preparation of circle summaries.

(54) Return of Census Forms to Charge Officers.

7th March, 1961

(55) Reporting of provisional totals to District Census Officer.

9th March, 1961

(56) Telegraphic reports on district provisional totals to Superintendent of Census Operations, Bombay and Registrar General, India.

9th March to 15th March, 1961

(57) Complete check of Census Forms, block and circle reports, etc., as received in the Charge Office.

(58) Payment of balance of honoraria to all enumerators and supervisors.

16th March to 31st March, 1961

(59) Packing and despatch of Census Forms to District Office and to Tabulation Office.

(60) Complete Census accounts.

(61) Submission of final charge reports on Census to the Collector.

1st April to 15th April, 1961

(62) District reports on Census.

(63) Reconciliation of Census accounts.

(64) Post-enumeration check.

(65) Winding up.

Preliminary work in the District and Charge Offices

119. Soon after the Collectors' Conference we asked the District and Charge Officers to complete a few preliminaries for Census work (items 1 to 10 of the Census Calendar) between April to June, 1960.

Location Code

120. We fixed the code numbers for the districts and talukas and requested them to fix the Location Code Nos. of villages and towns for each taluka on similar lines. Location Code Nos. of Wards were to be similarly fixed for municipal areas.

121. We had fixed four elements for the location code in rural areas and five elements for urban areas. They were as follows :—

RURAL—District/Taluka/Village/House.

URBAN—District/Taluka/Town/Ward/House.

The code numbers of towns were given separately for each taluka and were distinguished from the village numbers by writing in Roman numerals.

122. We asked each Charge Officer to get rubber stamps prepared with the first two (in rural areas) or three (in urban areas) elements of the Location Code and to stamp each and every paper issued from his office for Census work. All houselists, slips, household schedules, appointment orders, etc. thus had the first two or three elements stamped on them. This reduced the work of the enumerators who were to write only the last two elements on each paper. This also saved us a good deal of botheration in the Tabulation Offices as there was no possibility of any mixing because the first 2-3 elements of the location code were boldly stamped on each paper.

123. The Charge Officers prepared up-to-date lists of villages arranged on the basis of geographical contiguity starting from north-west to south-east. The lists were also arranged Revenue Circlewise. Sketch maps for talukas and municipal areas were prepared to show all the villages or wards by their Location Code Nos. Municipal lists also showed all the villages which were either partly or fully merged in the municipal limits.

124. The Charge Officers were asked to check the estimates of requirements of Forms we had prepared for them and also to arrange for receipt and storage of stocks in the District and Charge Offices.

125. They were asked to prepare estimates of personnel required for Census work in the two stages, to contact different local officers and to explore availability of personnel.

Towns

126. We prepared a list of 1951 towns for each district and taluka and asked for Collector's proposals on places to be treated as towns in 1961. We gave them the following criteria for treating any place as urban :—

(*i*) The place should be a Municipality, Cantonment or Civil Lines ; or

(*ii*) The place should have—

(*a*) a population of 5,000 or over ; and

(*b*) 3/4th or more of the total male population dependent on non-agricultural professions.

We ourselves applied those criteria to all the places having over 5,000 population in 1951 and prepared revised lists of places to be treated as towns and lists of 1951 towns which were to be declassified as villages. These tentative lists were sent to the Collectors for remarks along with their suggestions for treating any other new places as urban.

Charge Registers

127. The broad limits of population to determine the enumerator's blocks for housenumbering and enumeration were indicated to the Charge Officers and they were asked to write Charge Registers showing all their administrative units in them. For each unit, the 1951 figures of houses and population were to be shown. Then the number of enumerator's blocks the Charge Officer proposed to make for each unit for housenumbering and enumeration. The Charge Register was prepared for use as a control for area coverage and to give approximate requirements of men and material for the two stages of work for each small administrative unit and the charge as a whole.

District Census Schemes

128. After completing the Charge Register, each Charge Officer prepared a Census Scheme for his charge, reporting completion of preliminary work, reviewing his requirements of staff and their local availability, and estimating amounts required for payment of honoraria. Any special difficulties envisaged were also reported in the scheme. The District Census Officers examined those charge schemes and forwarded consolidated District Census Schemes to us by the end of June 1960. These schemes were very useful to us for discussions at the Conference of District Census Officers and for planning for field work for both the stages.

Government Orders for doing Census Work

129. While the District and Charge Officers were estimating their requirements of personnel for the two stages of Census work, the State Government, on our request, issued general orders on 18th June, 1960, directing their employees to accept and perform readily any work connected with the Census which is entrusted to them by responsible local Census Officers. They were asked to perform their duties diligently and conscientiously as the normal duties of the posts held by them. This order of the State Government was the pivot of all arrangements made for field work. Owing to its importance in the Census Scheme it is reproduced below :—

Government Resolution, General Administration Department, No. CNS-1060/558-H, dated the 18th June 1960

Preliminary arrangements for the 1961 Census are being made in the districts and the municipal areas in the State of Maharashtra. Field work for Census will be done as follows :—

	Period
(1) Housenumbering and preparation of Houselists	16th September to 15th October 1960
and	
(2) Enumeration	10th February to 5th March 1961.

Census work will, as in the past, be done by the fullest use of all establishments under the control of the Government of India, the State Government and the local bodies on a voluntary basis.

2. Census is a nationwide administrative operation involving demands on the services of staff which will have to be met from the resources of all establishments throughout the country. Government is accordingly pleased to direct that Heads of Departments and Heads of Offices should spare the services of as many of their staff as may be required for appointment as Section Officers, Supervisors and Enumerators, by Collectors, Mamlatdars (Tahsildars), Municipal authorities, etc.

3. Local Census Officers will be drawing minimum required staff from various departments. The Heads of Departments and Heads of Offices should, therefore, not support any claims for exemption from Census work. Nor should they sanction leave to any employee selected for Census duty except on medical grounds.

4. All employees of the State Government should accept and perform readily any work connected with the Census which is entrusted to them by responsible local Census Officers. Government servants are specifically instructed that they should give no cause for complaint by the officers in charge of the Census in respect of the performance of Census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. The manner in which they have performed Census duties will be taken into account in the periodical assessment of their work and conduct.

5. Census work is spread over a few weeks in order to reduce the number of employees to be drawn from various offices and also in order to enable them to carry out their duties conveniently. Section officers, supervisors and enumerators may not, therefore, always have full-time job during the period indicated in paragraph 1 above and it will be possible for them to attend to their urgent work. Heads of Departments and Offices are requested to give concession to such persons in the matter of office attendance, disposal of normal work, etc. not only during the periods indicated above but also during the periods preceding them in which they will be called upon to make preliminary arrangements for Census or to receive training and instructions.

6. As in the past, Census work will be done by all Government employees on a voluntary basis as a part of their normal duty. Government of India may, however, order payment of honoraria to meet the small out-of-pocket expenses incurred by Government employees while on Census duty. Orders regarding payment of such honoraria will be issued in due course.

7. Divisional Commissioners and the Director of Education are requested to communicate these orders to all the local authorities within their jurisdiction.

130. Similar orders had been issued by a few Ministries of the Government of India. Only the instructions issued by the Ministries of Defence, the Railway Board and the Ministry of Transport, however, contained clear and direct instructions to their subordinate officers to co-operate with the Census authorities. Instructions for sparing staff for Census work had not uniformly reached all the subordinate offices of the Central Government and we had many difficulties at Bombay and Nagpur because of the reluctance of many Central Government Officers to spare adequate number of staff for enumeration as well as to grant necessary concessions to those who had been spared.

Honorarium

131. The rates of payment of honoraria for housenumbering, houselisting and enumeration had been decided at the Delhi Conference. Within the limit of per capita expenditure, the Registrar General allowed each Superintendent to fix rates for his own State. As the blocks were not exactly to be of any fixed size, I fixed the rates on the basis of houses numbered and listed or the number of persons enumerated. Some slight departure was made in the case of Bombay for housenumbering and houselisting. That is described in Chapter II.

132. Following rates were fixed for payment of honoraria in Maharashtra :—

	Urban Areas	Rural Areas
(1) Housenumbering and houselisting—		
(*a*) Enumerators..	Re. 1 for 24 houses.	Re. 1 for 30 houses.
(*b*) Supervisors ..	Re. 1 for 120 houses.	Re. 1 for 150 houses.
(2) Enumeration :		
(*a*) Enumerators..	Re. 1 for 40 persons.	Re. 1 for 50 persons.
(*b*) Supervisors ..	Re. 1 for 200 persons.	Re. 1 for 250 persons.

Touring

133. The Statement below will show the touring done during the years 1959-60 and 1960-61 by the Superintendent and Deputy Superintendents. There were two peak periods in our touring which corresponded to the training programmes for the two stages of Census work. We had undertaken a commitment that each District Census Officer, Charge Officer and every other officer who was later on to conduct training classes for enumerators and supervisors should be trained in at least two training classes conducted either by me personally or by one of my Deputy Superintendents. We fulfilled that commitment in both the stages and in addition took many more classes for enumerators and supervisors also.

STATEMENT

Serial No.	Name	Designation	Journey performed by		Amount of T.A. and D.A.
			Road	Railway	
1	2	3	4	5	6
			Miles	Miles	Rs. nP.
1	Shri B. A. Kulkarni, I.A.S.	.. Superintendent of Census Operations ..	8,073	8,733	1,892 89
2	„ D. V. Rangnekar ..	.. Research Officer	176	1,680	323·87
3	„ S. S. Tinaikar, I.A.S.	.. Deputy Superintendent, Greater Bombay.	3,112	....	1,622 75
4	„ V. J. Karnik ..	.. Deputy Superintendent, Bombay (Mulund).	2,644	4,320	1,723·34
5	„ G. V. Badhe ..	.. Deputy Superintendent, Nagpur ..	9,429	13,156	5,846 45
6	„ A. V. Desai ..	.. Deputy Superintendent, Poona ..	3,841	3,720	2,088·44
7	„ R. G. Phadke ..	.. Deputy Superintendent, Kolhapur ..	3,787	4,750	3,212·71
8	„ G. G. Laulkar ..	.. Deputy Superintendent, Aurangabad ..	3,250	6,960	1,699· 98

134. The valuable assistance in field work which I received from the Deputy Superintendents saved me very long drawn or frequent touring in the districts. There were three other reasons also, *viz.*—

(*i*) we secured more communication through the written (or printed) than the spoken word;

(*ii*) the District Census Officers were more closely and effectively involved in Census work than those of earlier Censuses; and

(*iii*) a sound system of local inspections, progress reports, compilation and control had been set up which gave us good grip and reduced the need of our going on inspection rounds only to see if everything was going on well.

Manual or Census Code

135. There is so much for a Census Superintendent always to do both at his desk and on the field, that he can never devote exclusive attention to either. After the Collectors' Conference in April, 1960, things moved rapidly and so much work on drafting of instructions had to be done that I had to work overtime continuously for over 12 months. In retrospect, I, however, feel that this strain could have been avoided if a complete Census Code (covering all the topics which were later on dealt with in our 20 Census Circulars) could have been prepared by February or March, 1960. I did think of a code then and had even asked one of my Deputy Superintendents in December, 1959, to work on a portion relating to the Charge Officers. Preparation of a code, however, requires greater experience and forethought and I should admit that I may not have envisaged in February or March, 1960, all the details which we incorporated in the 20 Census Circulars later on. Moreover, many important issues were then still under consideration of the State Government or the Registrar General and final decisions on them could not have been anticipated. Instructions had, therefore, to be issued bit by bit and dealt only with a few items of work at a time.

136. With a view partly to make up for the want of a comprehensive Census Code or Manual, we issued two more booklets as the second and third issues in our 1961 Census Series. The second was a compilation of the two Acts, Rules and all statutory or administrative orders issued in connection with the 1961 Census both by the Government of India and the State Government. The third was a compilation of our first ten Census Circulars. Both of them were handy references and were very useful in the District and Charge Offices.

137. The Superintendent in 1971 should, if possible, prepare a comprehensive Census Code and seek State Government's approval to it after which all other statutory and administrative orders should follow as a matter of course.

Contribution from Local Authorities

138. Laws for payment of contribution towards Census expenses by local authorities were in force in the old Bombay and Madhya Pradesh areas of the State. On our request, the State Government enacted an amendment and made the Bombay Local Authorities (Census Expenses Contribution) Act, 1950, uniformly applicable to all the areas of the State. They also made rules under that Act and issued instructions to the Commissioners to advise all the local bodies to pay contributions under them. The rates prescribed for payment of contributions by local authorities were as follows :—

(*i*)	District Local Boards ..	Rs. 250 per taluka.
(*ii*)	Janapad Sabhas ..	Rs. 250 each.
(*iii*)	All Municipal Corporations and Municipalities.	50 per cent. of total expenditure.

139. All the 18 District Local Boards and 34 out of 38 Janapad Sabhas paid their contributions fully. Only 4 Janapad Sabhas had not paid any contribution by September, 1962. 253 out of 257 Municipalities paid their first instalments. 124 Municipalities also paid

their second instalments. Further correspondence is in progress with all the local bodies. By September, 1962, Rs. 1,46,319 had actually been received to the credit of the Government of India as contribution from local authorities. The total receipts to the Central Government on this account are estimated at about Rs. 8 lakhs.

140. Similar contributions are not paid by local authorities in many other States. It is difficult to presume that corresponding laws will be enacted in those States even for the 1971 Census. Expenditure on the 1961 Census has been heavier than that of 1951 because of various factors, particularly because of the payment of honoraria to enumeration staff. Majority of local bodies in the State were not in sound financial position and the comparatively heavier contributions were difficult for them to bear. Census being a Central subject, it is, in the changed constitutional set up, an anachronism to recover a portion of Census expenditure from the local bodies on the grounds that the Census data are also useful to them, more so because the State Governments who use the data most, do not pay any contribution.

Prosecutions under the Census Act

141. There was hardly any need to enforce the requirements of Census work exclusively under the statutory provisions. We did come across a few exceptional cases of people—highly educated people—who argued with the enumerators and resented their houses being numbered or refused giving any information in reply to the Census Questions. The enumerators had been trained to be extremely patient in such situations and those cases were tactfully handled by higher supervising officers.

142. The District Magistrate of Nasik had lodged the only case under the Census Act against a person who had pushed one of our enumerators going with a paint box to number his house. The case, however, failed in the Court and the matter ended there.

Publicity

143. The real success of a Census depends upon the people accepting it as a national undertaking. Ignorance about the importance or the real purpose of the enquiry often results in unwillingness to answer the questions truthfully. Numerous measures were, therefore, adopted to give wide publicity to the 1961 Census. The object was to explain to the people why particular questions were being asked in the Census and to create a trust among them that the enquiry was all to their benefit, that the information asked was required only for scientific study of group characteristics and that it would never be used against their individual interests.

144. The publicity measures adopted in 1960-61 may be described in two categories, one as a part of the All-India publicity drive sponsored by the Registrar General and conducted through the Films Division, All India Radio, Visual Publicity Officers and the information centres ; and the other consisting of measures we had adopted locally to supplement the All-India effort and to suit our local programmes of work.

Posters

145. From the Director of Advertising and Visual Publicity, we received 15,700 copies of each of the following four posters on Census in English and 67,200 copies each in Marathi :—

(1) Census Is Essential ;
(2) Census Helps Planned Consumption ;
(3) Census Textual Posters ; and
(4) Census Helps Them All.

They were distributed through the Collectors and Charge Officers and other usual channels of publicity and were exhibited at all important places like Railway Stations, Bus Stands, Cinema Houses, Public Libraries, Schools, Offices, etc.

Brochures

146. The Directorate of Advertising and Visual Publicity also supplied to us 196,300 copies of each of the following three brochures in Marathi and 100 copies each in English :—

(1) Growing Importance of Population Census ;
(2) How Census Is Taken ; and
(3) What Is Census And Why We Should Have One.

These brochures were distributed partly through the Publicity Officers and partly through the Charge Officers to newspaper representatives, Colleges, High Schools, Primary Schools, Public Libraries, Gram Panchayats and other similar institutions.

Census Film

147. The Films Division prepared a film on the 1961 Census known as " National Roll Call " with commentaries in important languages and put it in circulation circuits to complete rounds before the commencement of enumeration work. We had been associated with the preparation of that film and had arranged for demonstration of all stages of Census work through our staff to enable them to take shots. This film also carried Prime Minister's picture and his inspiring message on Census work.

148. We also got 30 Marathi and 6 English 16 mm copies of that film and arranged their exhibition through the Bombay Municipal Corporation at Bombay and through the District Publicity Officers in the districts.

All India Radio

149. As a part of All India Radio's plan for publicity, the Bombay, Poona and Nagpur Stations broadcast many features on Census in English, Marathi and Gujarati. Their features included in the ladies programmes were excellent and very instructive. They also broadcast a talk by the Census Superintendent in Marathi, another by Shri Dalal of the Bombay Municipal Corporation in Gujarati and dialogues by Shri D.V. Rangnekar. Similar talks and dialogues in which our Deputy Superintendents participated were released from Poona and Nagpur Stations also.

Press

150. Press reports on the Conferences held by the Registrar General appeared in the papers from time to time.

151. Two advertisements issued by the Central Government appeared in important newspapers and magazines. They were published as follows :—

(1) On housenumbering and houselisting during October 1960 ;

(2) On enumeration during January 1961.

The first advertisement did not, however, fit in our programme as we had completed work on those items by that time.

152. Reports of national leaders being interviewed for Census appeared in all the papers at the commencement of enumeration in February 1961, and created a countrywide interest in the work.

Local Publicity

153. The State Publicity Department was actively associated with our work in all its stages. The Department had nominated Shri R. V. Pophale as a liaison officer for our publicity work and rendered very valuable assistance. He was also in charge of all Government publications like *People's Raj, Farmer,* etc. including their language versions. Those State Government publications always spared adequate space for our news items, pictures and articles. Besides this, our local publicity effort consisted of the following items :—

(*i*) Two advertisements appearing in important newspapers to cover the housenumbering and houselisting programmes ;

(*ii*) Publication of articles, notes and views in newspapers and magazines ;

(*iii*) Preparation and exhibition of cinema slides ;

(*iv*) Press Conferences and release of occasional Press Notes on important Census events ; and

(*v*) Publication of messages of national leaders.

Advertisements

154. We issued two advertisements with very good illustrations. The first appeared on 14th August 1960 in 98 newspapers published in Maharashtra. The second appeared on 13th September 1960 in 13 papers only. Both the advertisements were inserted as the Government of India's advertisement on the subject was to appear in October, long after we would have completed our field work. Both the advertisements were issued through the State Publicity Department and the expenditure incurred on them was Rs. 12,344·73.

155. We had thought of inserting one more advertisement early in February 1961, just before the enumeration, but did not do so because of the heavy expenditure involved. Our plans to prepare a smaller film on Census in Marathi through the films unit of the State Government were similarly dropped for considerations of economy.

Publication of Articles, Notes, etc.

156. The State Publicity Department sponsored articles, notes and news items in important newspapers and magazines published in Maharashtra. The theme, generally, was to explain the importance of the Census and to indirectly suggest that it was the people's duty to co-operate with it. Important newspapers like the *Times of India* and the *Indian Express* also wrote editorially on the Census during the first week of February 1961.

Cinema Slides

157. We prepared the following Cinema Slides locally. They were displayed throughout the State in all Cinema theatres through the good offices of the District Magistrates and the Bombay Municipal Corporation. We were not charged any fees for their display :—

Marathi	..	5 types—62 of each type.
Hindi	..	3 types—38 of each type.
English	..	2 types—41 of each type.

All of them had been got prepared through the State Publicity Department. Total expenditure incurred on the item was Rs. 3,236·50.

Press Conferences

158. The District Census Officers occasionally released local news items on all important Census events. During my tours to district headquarters, many District Publicity Officers arranged meetings with local representatives of the press. They were all good to us and rendered valuable assistance in furthering the cause of our programmes.

159. In the morning on the 10th of February 1961, the first day of the enumeration period, we called on the Chief Minister of Maharashtra and the Mayor of Bombay for enumeration. The news about those interviews along with pictures was flashed the same evening and appeared in all newspapers. Later on, when we went to Karad, the local Census Officers had reserved for me the privilege of calling on the Chief Minister's mother and filling in the Census Slip for her. News and pictures of this event also appeared in important Marathi newspapers.

Messages of National Leaders

160. A week before the enumeration work started we made out copies of the Prime Minister's message recorded in the Census Film. Two lakh copies in Marathi and twenty-five thousand in Hindi were distributed in Maharashtra.

161. We had printed the following extracts from the Chief Minister's message to the Collectors' Conference on the cover page 2 of all the booklets of instructions, publicity pamphlets, etc. :—

...." I need not emphasise the importance of the operation of Census because it is now accepted on all hands that it gives us some very detailed and vital information on which we can base our efforts for social and economic development."

...." In this not one single man can afford to make a single mistake because it will vitiate the whole operation. Though the person concerned may not be conscious of this, if at all the real purpose of the Census is to be properly served it is necessary that every person participating in this activity must be made conscious of the responsibility that he has to shoulder."

...." I wish that the Census of this State should not only be perfect but should be the best in the country."

162. This message inspired thousands of school teachers, talaties, clerks and officers working for the Census. They loved both the Chief Minister and the new State immensely and took pride in doing their little bit for the State on his words.

163. On our side, we had followed the other part of the Chief Minister's message given to the same Conference as our guiding principle. While drafting the instructions for different stages of work we always presented the enumerator in a respectable role, quite willing and sincere on doing his best for the Census and then told him that he would not allow himself do indifferent work and thus spoil the good work done by thousands of other workers like him.

164. While working on different publicity measures described above, we always remembered that the thousands of enumerators and supervisors working for the Census were the most important and vocal of our publicity agents. Their satisfaction earned through neatly printed Forms, instruction booklets, letters of authority and other literature given to them, minute consideration given to their convenience of work and difficulties of understanding the Census concepts, and above all the respectable roles conceived for them in the whole scheme of Census work was the biggest and the most important single factor in our publicity drive. It straightened their attitude towards census work and found its echoes in thousands of households scattered all over the country—perhaps many times more than those where the posters, brochures, films or radio talks might have ever reached.

CHAPTER II

HOUSENUMBERING AND HOUSELISTING

Introduction

In 1951, the house numbers were no doubt used for Census purposes but the numbering had been done long before the actual enumeration, as early as in 1949 when there was no full-time officer to look to Census work at the State level. Moreover, the numbering was done only of residential places. Lists of houses were also prepared in a few districts but not in any standard form, and no attempt had been made to obtain estimates of population or to collect any other material connected with the housing conditions.

2. In 1961, housenumbering and houselisting were undertaken as integral stages of Census work and provided a reliable control for enumeration. The period of work was kept close to actual enumeration and lists of houses were prepared in a standard form uniformly all over India. Important additional features, in 1961, were the collection of data on manufacturing establishments, material of walls and roof, housing conditions and other characteristics of households and obtaining estimates of population through the houselists.

Municipal or Gram Panchayat House Numbers

3. We had to examine if it was at all necessary to do the housenumbering afresh or if the existing house numbers given by the Municipalities or GramPanchayats could be used for the Census. We found that those numbers had been in many cases given to properties and not to tenements or households. Several new houses did not have any numbers at all.

4. Even in Bombay, the Municipal numbers were given neither to the buildings nor to the houses or households but to the gates, doors or accesses opening on public roads, streets or lanes. A building having three entrances on three sides usually had three separate numbers for the three streets. Moreover the numbers were not given continuously. Odd and even numbers were given on the two opposite sides of every street or lane and both the series were broken and not continuous. The series were broken to secure consecutive odd and even numbers to two buildings facing each other.

5. The existing numbers were thus found to be of no use to Census. In any case, the enumerators had to visit each household for preparing the houselists. We, therefore, decided to do the housenumbering for all villages and towns afresh.

Period of Work

6. Some colleagues had suggested that housenumbering and houselisting should be done immediately after the monsoons in the year 1959-60. We did not agree with that suggestion. The matter was also discussed in the Delhi Conference and it was decided that housenumbering and houselisting work should neither be undertaken too far in advance of actual enumeration nor too close to it so as to affect the training of enumerators adversely. There were two reasons for not undertaking the work too far in advance. One was that the numbers were likely to get washed. The other was that the preparation of houselists involved considerable intensive work on the field and required building of a good tempo in the district organisation. It was not possible to develop such a tempo once for housenumbering and houselisting, in 1959-60, to allow it to lapse for some time and to develop it again fully in 1961 for enumeration. In effect, that would have amounted to organising two independent Censuses. We, therefore, decided to do that work between April and November of 1960.

7. To begin with, we had some apprehensions about the quality of Census work done in municipal areas and to be on the safe side we thought of undertaking housenumbering and houselisting work in all municipal areas from April 1960, *i.e.* before the monsoons of 1960 and thus to give them a few months more to complete it than the rural areas. In the meantime, the bifurcation of the State was in the air and many officers were being transferred in anticipation of their allotment to either of the two new States. It was, certainly, not the period to undertake any Census work. We, therefore, did not actually start work in any municipal area except Greater Bombay.

8. The work in Greater Bombay was of huge dimensions and the agency contemplated for doing it was also of a different type. A few well-trained men were to do it by working over a longer period. Work was, therefore, started in Greater Bombay in April 1960, and continued up to September 1960. In all other areas of the State it was completed between 16th September and 15th October 1960.

Size of Stage I Blocks

9. The average size of the enumerator's block for enumeration had been fixed in the Delhi Conference as 600 population in urban areas and 750 in rural areas. It was not, however, possible to have the same size of blocks at Stage I for housenumbering and houselisting firstly because it would have meant giving different running series of housenumbers for very small areas and secondly because it was not advisable to draw large numbers of employees from other Government Departments to work for a short period and to add so much training load on the Charge Officers at the very first stage of Census work.

10. We did a sort of pre-test work with half-a-dozen field workers at Bassein to find out the most suitable material for numbering of houses and to ascertain the

average daily work turned out by an individual worker separately for numbering and listing of houses. We found that—

(*i*) *geru* mixed in sweet oil with a little gum added to it was a suitable material to be used ; and

(*ii*) an average worker did housenumbering alone of 160 houses and listing alone of 50 to 60 houses per day.

11. We decided that the Stage I work given to any enumerator should not engage him for more than 15 days. They were all to be employees of the State Government or Local Authorities and were to do that work in addition to their normal duties. Doing it part-time, each enumerator, we thought, should be able to complete his assignment within a month. The average size of the Stage I block was, therefore, fixed at 600 houses or 3,000 population.

12. In Greater Bombay area, Stage I blocks were called Circles and their sizes were larger and in some cases went up even to 20,000 population.

Agency for Field Work

13. The Charge Officers were asked to estimate the requirements of personnel, select Government or municipal employees and keep appointment orders and sets of literature for distribution to them and training programmes ready. It was decided that as far as possible the work in the first stage should be done through the Revenue and Municipal staff alone and employees of the other Departments should be appointed only in exceptional cases.

14. In rural areas, the talaties in charge of a group of villages for revenue purposes did the work for those villages except where the group made larger than 3,000 population in which case a separate enumerator was appointed for the area in excess of the prescribed limit. Each small village or municipal ward was, however, made a separate block irrespective of the size of its population and a separate set of houselists was prepared for it, though the same enumerator might have worked for one or more other blocks or villages. Only the villages or municipal wards having over 3,000 population were made into two or more Stage I blocks.

Stage II Blocks

15. Each Stage I block had a separate series of house numbers. While preparing the houselists, however, we asked the enumerators to write separate sets for smaller units of about 600 and 750 population in urban and rural areas; respectively. Stage II (enumeration) blocks were thus carved out by the enumerators while writing the houselists in Stage I. They did not close a set of houselist and start another unless some natural boundary (street or lane) or any other important point was reached. Stage II blocks were thus made out approximating the prescribed population size and having identifiable natural boundaries.

16. Blank sets of houselists had been prepared with 4 to 5 houselist forms stitched with a thick brown paper cover and with a capacity for entries of 150 to 200 households. Each such set prepared in Stage I, represented one Stage II block and each enumerator working on houselisting for a Stage I block prepared 4 to 6 such sets. Even in Greater Bombay, Stage II blocks were similarly delimited and separate houselist sets were prepared for each of them.

Enumerators and Supervisors

17. The proportion between enumerators and supervisors was fixed as 6 : 1. Supervisors were required to inspect at least 10 per cent. of each enumerator's work on the field. The Charge Officers also appointed 16 per cent. more persons of both the categories to be in reserve. The enumerators were normally entrusted with blocks in which they were residing and of which they had good local knowledge.

18. The following statement will show the number of supervisors and enumerators who worked for Stage I in each district. In Greater Bombay, their number was comparatively small as they worked for over six months.

	District	No. of Supervisors	No. of Enumerators
1.	Greater Bombay ..	80	1,239
2.	Thana	131	686
3.	Kolaba	97	460
4.	Ratnagiri	175	970
5.	Nasik	146	765
6.	Dhulia	106	551
7.	Jalgaon	149	732
8.	Ahmadnagar	155	881
9.	Poona	216	1,144
10.	Satara	112	635
11.	Sangli	110	607
12.	Sholapur	164	804
13.	Kolhapur	122	706
14.	Aurangabad	109	585
15.	Parbhani	99	600
16.	Bhir	126	683
17.	Nanded	79	457
18.	Osmanabad	189	773
19.	Buldhana	121	626
20.	Akola	122	647
21.	Amravati	180	907
22.	Yeotmal	118	648
23.	Wardha	103	582
24.	Nagpur	147	837
25.	Bhandara	115	626
26.	Chanda	143	686
	Total for Maharashtra State ..	3,414	18,837

Training

19. Instructions to attend the training classes were issued to enumerators and supervisors along with their appointment orders. The training for housenumbering and houselisting was organised at the State, District and Charge Office levels. Each trainee had to undergo at least two training classes including a minimum field practice of numbering and listing of ten houses. A training class was not to have more than 50 trainees at a time. In rural areas, the centres for training

were fixed in such a manner that the enumerators did not have to travel long distances or to stay at those centres overnight. Copies of the instruction booklets and background material on the 1961 Census were sent to the trainees in advance and they were asked to read them carefully before attending any training class.

20. At the State level, I gave training to the District Census Officers and the District Statistical Officers at Bombay. The Conference of the District Census Officers was held from 25th to 27th July 1960 and was inaugurated by the Chief Secretary to the Government of Maharashtra. As field work was in progress then in Greater Bombay, we took them round to show how numbering and listing work was actually being carried out.

21. One more training class was held by me or by one of my deputies at each district headquarters where the District Census Officer, District Statistical Officer and all charge officers, section officers and instructors were trained. The charge office level training was conducted by the District Census Officers, District Statistical Officers and Charge Officers. The Charge Officer had to take at least one training class for every batch in his charge and the District Census Officer, District Statistical Officer and the Deputy Collectors between them had to take at least four training classes in each charge. We prescribed these limits of minimum participation by the Officers for two reasons. One was obviously to secure good understanding of the Census procedure and uniformity of concepts up to the enumerator's level. The other was not only to keep the Revenue Officers individually stuck up to the Census work but to demonstrate their interest in it before their subordinates. This was necessary because the importance of a scheme or work in the districts is usually measured by the subordinate staff from the degree of personal interest or participation shown by higher Revenue Officers.

22. With a view to ensure proper emphasis and to avoid monotony we had also decided that the two training classes arranged for each batch of enumerators and supervisors should necessarily be conducted by two different officers.

23. We prepared a Marathi booklet of instructions for housenumbering and houselisting. It contained a true translation of Registrar General's standard English instructions [Appendix (10)] and some introductory material to explain the scheme of work and the roles and duties of the enumerators, supervisors and other officers. In that booklet, we also included a model houselist form containing twenty sample entries and a sketch map of a village to show how the numbering series should proceed along the streets, lanes, etc. That booklet is reproduced at Appendix (13).

24. In all, 992 training classes each consisting of two sessions were held in Stage I to train the enumerators and supervisors. The entire training programme was completed before 15th September 1960.

Material for Numbering

25. " Geru " mixed in sweet oil was used in all the areas for numbering of houses. A neem stick with its end made as a brush was used for writing the numbers by hand. The enumerators purchased the material locally. The honorarium paid to them was supposed to cover the expenditure incurred on that item also.

26. In Bombay, brushes and stencils were used and the numbers were painted in chocolate oil paint. These materials were supplied to them. Each enumerator was given a Kamathi (labourer) to carry the paint-box, stencils and a ladder and to assist him in painting the house numbers. The total expenditure on paints, brushes and stencils in Greater Bombay area was Rs. 10,662·73.

Field Work

27. Actual work of numbering and listing of houses in areas other than Greater Bombay started on 16th September. It was completed by 15th of October. The enumerators and supervisors submitted their block reports and sets of houselists in the Charge Offices. The enumerators had prepared two copies of the houselists, block abstracts and village enumeration reports. Entries from the block abstracts were posted in a Register called the "Houselist Register" which was prescribed for and supplied with printed forms to each Charge Office for compilation of Stage I results. Three copies of the Houselist Registers were prepared. One was retained in the charge office for further work on Stage II, the second was sent to the district office and the third to us along with the complete set of houselists for all villages and towns. In the meantime, the Charge Officers prepared charge abstracts of the Houselist Registers separately for rural and urban areas within their charge and sent them to us along with their reports on Stage I.

28. We had prescribed 7th November as the date for dispatching charge reports and houselist abstracts by the Charge Officers and it was gratifying to have reports from all the 284 Charge Officers received in my Office by 14th November 1960. It showed that the entire district and municipal administration was well set for the Census work. Successful completion of Stage I thus added confidence to our efforts for Stage II.

Payment of Honorarium

29. Honorarium for housenumbering was paid to enumerators and supervisors at the following rates:—

	Enumerators	Supervisors
Urban Areas ..	Re. 1 for 24 houses.	Re. 1 for 120 houses.
Rural Areas ..	Re. 1 for 30 houses.	Re. 1 for 150 houses.

Advance Payment

30. An advance of Rs. 5 was paid to each enumerator and supervisor in the final training class where blank sets of houselists, letters of authority and forms for block abstracts and village reports were also distributed to them. Advance payment was made to meet their expenditure on purchase of material for housenumbering, small stationery and to and fro travelling. I had presumed that the acceptance of this advance

payment would also reduce the number of desertions during actual work. That presumption was later borne out by facts.

31. The balance of honoraria was calculated in the Charge Offices after receipt of Stage I Census records and had been paid to all the enumerators and supervisors before the end of November, 1960. The expenditure incurred on payment of honoraria for housenumbering and houselisting in Maharashtra was Rs. 4,50,733. The same expenditure in Greater Bombay was Rs. 34,208·41.

Arrangement and Dispatch of Stage I Records

32. We had asked the Charge Officers to arrange the sets of houselists and their abstracts blockwise in the order of Location Codes and to dispatch one of the sets so prepared to our office. We received complete Stage I records from all the Charge Officers and had started preliminaries for work on Housing Tables early in December 1960.

33. We needed some local and up-to-date information on basic amenities for each village for inclusion in village directories of the District Census Handbooks. As the work in Stage I was being mostly carried out by village staff of the Revenue Department I thought that Stage I was more appropriate period of collecting that information than Stage II. We, therefore, distributed printed forms known as " Village Enumeration Reports " for compiling information on a few items for each village. Villagewise information was later extracted from those reports and the forms have been preserved in the Offices of the District Statistical Officers. Those village reports contain valuable material on many more aspects of village life, which we could not publish in the District Census Handbooks for want of space.

34. The Questionnaire form of the houselist is reproduced at Appendix (4) and the instructions for housenumbering and preparation of the houselists issued in English at Appendix (10). Their Marathi versions are at Appendices (7) and (13) respectively.

35. The information regarding houses and households obtained through the houselists included the following items :—

Houses

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

(*ii*) material of walls ;

(*iii*) material of roof ;

Households

(*iv*) name of the head of the household ;

(*v*) number of rooms in use by the household ;

(*vi*) whether the household was living in an owned house or a rented house ;

(*vii*) persons living in the household—
(*a*) males, (*b*) females, (*c*) total;

Factory or Workshop

If a house was being used as a workshop or a factory the following additional information was obtained for that house :—

(*viii*) name of the Firm or proprietor ;

(*ix*) name of the product, repair or servicing undertaken;

(*x*) average number of persons employed daily ;

(*xi*) kind of fuel or power used.

36. The three important definitions used in the instructions are as follows:—

(*i*) *Buildings.*—A building was defined as a structure having a roof. This included wooden sheds, thatched huts, etc.

(*ii*) *House.*—A house was defined as a structure or part of a structure (inhabited or vacant or a dwelling, a shop, a shop-*cum*-dwelling or a place of business, workshop, school, etc.) with a separate entrance, whether that separate entrance led directly to the street or to a common staircase, courtyard or a gate.

(*iii*) *Household.*—A household was defined as a group of persons living in a house and eating from the same kitchen unless the exigencies of work prevented any of them from doing so.

The Scheme of Numbering

37. Continuous running numbers were given only to buildings, and the houses or the households within each building were marked by sub-numbers written in brackets after the number of that building. The sub-numbers for houses were written in numerals like (1), (2), (3), etc., while those for two or more households living in the same house were written in alphabets as (A), (B), (C), etc. Thus, No. 144 (5) meant the House No. 5 in the building bearing No. 144. The No. 117 (4B) meant the second household living in house No. 4 in building No. 117. Where there was only one household in a house, the number of the house also represented that of the household. Similarly, where there was only one house in a building the building number and the house number were identical. Where two or more Stage I blocks were made out of a village or a municipal ward, each series of house numbers was prefixed by the Stage I block number as 1-145, 2-145, etc.

38. In Greater Bombay area, the municipal sections were adopted as administrative units for the Census and each such section was divided in four to eight Circles for the purposes of housenumbering. Each Circle had a separate continuous building number series. The number of the Circle concerned was also added and rounded by a circle, as the first element of the building number, painted nearabout the main entrance of each building. The Circle number was, however, not repeated while writing the numbers of houses or households within a building. To facilitate work in Stage II the total number of houses numbered within a building was also painted after the building number. Thus a building number written as (5) 245(1-37) marked the building with No. 245 in the fifth circle of the Section

and having 37 houses numbered with sub-numbers ranging from (1) to (37). The direction in which the building numbers were proceeding along a street or lane was also shown by arrows painted at the corners of every street or lane. This was to enable enumerators in Stage II to keep track of the housenumbers and to follow the same sequence as far as possible. The back-doors of the buildings opening on smaller lanes were painted with letters BK to show that they were back entrances not having any building numbers as those numbers had already been painted on the front entrances of those buildings.

39. Before starting the actual work, the enumerators had been asked to take a preliminary round to fix up a broad direction in which they would go on numbering the buildings and to get acquainted with the outer boundaries of their blocks. Then they had to do the actual numbering of houses. They were not allowed to do housenumbering and houselisting simultaneously as while writing the houselists they were to give new numbers to the houses if they found any still left without numbers.

Houselisting

40. For every building numbered afresh for Census purposes, the permanent number, if any, assigned to it by the Municipality or the Gram Panchayat was entered in column 2 of the houselist for identification. Column 4 showed the purpose for which a Census house was used. Columns 5 to 8 were filled in only where a house was used as an establishment, workshop or factory. Information from columns 3 to 10 was with reference to each house while that in columns 11 to 17 was for each household. If there was only one household in a house, both the entries for the house and the household appeared on the same line. If there were two or more households in a house the entries for the second and the third households were made in columns 11 to 17 on the lines below. If there was no household in any house, entries in columns 11 to 17 for that line remained blank.

41. For purposes of columns 5 to 8, an establishment, workshop or a factory was defined as a place where goods were produced, processed or repaired. The operation was, however, to be for sale. Places where goods were only purchased or sold were not treated as establishments.

42. Column 18 for remarks was used to indicate salient local features like the end of a street, or lane, or village site boundary. Houses where households belonging to a Scheduled Caste or a Scheduled Tribe were residing were also marked as SC or ST in that column. In Greater Bombay area, the enumerators also marked all Parsee households as " P ". This was later on used to prepare a complete list of Parsee households from which a 20 per cent. sample was drawn for the Special Study of the Parsees.

43. We had asked the enumerators to prepare notional maps for Stage I blocks showing how their housenumbering series proceeded by streets or lanes. We thought that these maps would be very useful for the enumerators in Stage II. It was later on found that very few enumerators had actually prepared those notional maps.

Quality of Housenumbering and Houselisting

44. The work done for housenumbering and houselisting was of a high order in all the districts. Numbers had been painted neatly and lists were made in clean hand. The post-enumeration check described in Chapter IV showed that the error in coverage in Stage I was 2·2 per thousand in Maharashtra State as a whole. The error in urban areas was slightly higher at 5 per thousand and that in rural areas of the State as low as one in one thousand.

45. The accuracy of the estimates of population obtained from the houselists also reflects a high standard of houselisting work. The Statement on page 28 will show for each of the 26 districts of Maharashtra the final population as enumerated in the Census for 1st March 1961, the decade growth rate, the population estimated with that growth rate for 1st October 1960 and the estimates actually obtained through the houselists. The last column shows the difference between the two figures as a percentage of population estimated for 1st October 1960. It may be mentioned that the houselist figures of population did not include population of the Cantonments and the houseless population. In all other areas, the houselists recorded September-October populations. The seasonal inter-district migration has influenced the population of a few districts as enumerated on 1st March 1961. Satara, Sholapur and Ahmadnagar have intensive irrigation zones and sugar factories and, therefore, attract seasonal labour from adjoining districts.

46. Charge Officers had been instructed to take adequate precautions for securing hundred per cent. coverage. In rural areas, each enumerator was asked not to restrict his work to the village site or gaothan areas but also to go round the *siwar* of each village to number and list farm houses, scattered huts, etc. In urban areas, where town populations had overflowed beyond municipal limits, the Charge Officers brought the two groups of enumerators and supervisors from the rural and urban areas together and defined the boundaries of the two areas for which they were to work separately. Even where a village was shown as uninhabited in the Revenue records, we had asked the Charge Officers to appoint an enumerator for that village, let him go round the *siwar* and certify that there was no house both on the village site or in the fields. A blank set of houselists was also prepared for each such village as it was likely to have some population at the time of enumeration.

47. It was found that our instructions to number every structure standing on the ground were carried to an extreme point in a few districts. In urban areas of Ratnagiri District, *e.g.* where it is customary to have a separate structure in the backyard of each house as a lavatory, the enumerators gave separate house numbers to those small structures. In rural areas,

STATEMENT

Name of District	1951 Population	1961 Population	Percentage Decade Variation 1951-1961	Estimated Population as on 1-10-1960 (in '000)*	Houselist Population	Percentage variation in the Estimated Population (col. 5) and Houselist Population (col. 6)
1	2	3	4	5	6	7
MAHARASHTRA STATE ..	32,002,564	39,553,718	+23·60	39,224	38,986,837	−0·60
Bombay Division—						
1 Greater Bombay	2,994,444	4,152,056	+38·66	4,099	3,942,737	−3·81
2 Thana	1,282,572	1,652,678	+28·86	1,637	1,645,563	+0·52
3 Kolaba	909,083	1,058,855	+16·48	1,053	1,052,741	−0·02
4 Ratnagiri	1,711,964	1,827,203	+ 6·73	1,823	1,812,310	−0·59
5 Nasik	1,429,916	1,855,246	+29·75	1,837	1,819,654	−0·94
6 Dhulia	1,060,278	1,351,236	+27·44	1,338	1,340,727	+0·20
7 Jalgaon	1,471,351	1,765,047	+19·96	1,752	1,784,024	+1·83
Poona Division—						
8 Ahmadnagar	1,410,873	1,775,969	+25·88	1,759	1,733,099	−1·47
9 Poona	1,950,976	2,466,880	+26·44	2,445	2,349,059	−3·92
10 Satara	1,177,016	1,430,105	+21·50	1,420	1,424,570	+0·32
11 Sangli	998,434	1,230,716	+23·26	1,221	1 237,396	+1·34
12 Sholapur	1,505,316	1,860,119	+23·57	1,846	1,842,706	−0·18
13 Kolhapur	1,308,060	1,596,493	+22·05	1,584	1,587,361	+0·21
Aurangabad Division—						
14 Aurangabad	1,179,404	1,532,341	+29·93	1,517	1,518,464	+0·10
15 Parbhani	1,010,864	1,206,236	+19·33	1,198	1,186,906	−0·93
16 Bhir	826,046	1,001,466	+21·24	994	1,028,376	+3·46
17 Nanded	883,531	1,079,674	+22·20	1,071	1,070,302	−0·07
18 Osmanabad	1,210,041	1,477,656	+22·12	1,465	1,460,499	−0·31
Nagpur Division—						
19 Buldhana	870,168	1,059,698	+21·78	1,051	1,058,098	+0·68
20 Akola	950,994	1,189,354	+25·06	1,179	1,182,684	+0·31
21 Amravati	1,031,160	1,232,780	+19·55	1,225	1,224,605	−0·03
22 Yeotmal	931,982	1,098,470	+17·86	1,091	1,091,368	+0·03
23 Wardha	538,903	634,277	+17·70	630	626,090	−0·62
24 Nagpur	1,234,556	1,512,807	+22·54	1,500	1 491,663	−0·56
25 Bhandara	1,071,657	1,268,286	+18·35	1,259	1,250,540	−0·67
26 Chanda	1,052,975	1,238,070	+17·58	1,230	1,225,295	−0·38

many dilapidated monuments or temples scattered all round in the village limits were similarly numbered. We had emphasised numbering of every structure to secure complete coverage. But carried to an extreme it involved that much extra effort. It has, to some extent, inflated the total number of houses listed in certain areas as well as the number of houses for which the purpose for which used remained unclassified. The study of housing conditions is always made with reference to houses used as dwellings, the statistics for which have not been vitiated because of the above factor.

48. In Greater Bombay, and particularly in Upper Colaba Section, scores of houses remained permanently locked and in spite of repeated visits and enquiries with the neighbours the enumerators could not find out the purpose for which they were used. Those houses also appear in the group " unclassified " in the Housing Tables.

49. In some cases, the enumerators appeared not very clear in deciding whether a place was an establishment, factory or workshop for purposes of columns 5 to 8. The words " production, processing or repairing of goods " used in the definition were interpreted in some areas to include tea-stalls or pan-shops and in some others not to include them. Questions had been raised and answered in the training classes but we could not unfortunately secure uniformity of understanding over this matter in all the districts. This factor has not, however, been allowed to vitiate the

statistics of manufacturing establishments and hotels, restaurants or shops were, while processing the houselists, struck off from columns 5 to 8.

50. A limitation of the statistics obtained on manufacturing establishments through the houselists is that manufacturing establishments have been combined with processing and repairing establishments.

51. Another somewhat serious deficiency in Maharashtra resulted from the confusion over the fuel used for the manufacturing processes. Where steam was produced by burning coal or other solid fuels and used for generating electricity on which the machines actually worked the enumerators wrongly entered electricity as the fuel. Generally, the enumerators appear to have had a strong bias against coal and other solid fuels and the number of establishments returned using coal or other solid fuels is almost negligible, a finding which is not supported by facts. The break-up of manufacturing establishments by fuels used is thus not reliable as far as Maharashtra and its districts are concerned.

52. A second copy of the houselist sets for the entire area of the State was prepared with considerable effort as it was presumed that a national organisation connected with research on housing would use those second sets. When the sets were ready, no one appeared to be interested in them. We did our extraction and compilation work for the Housing Tables from the sets we had prepared for ourselves. The same set could have sufficed for any further extraction or special research work and could have even been used in future as a sampling frame. The preparation of the second sets of houselists thus turned out to be a huge waste of effort.

CHAPTER III

ENUMERATION

Introduction

The preliminary arrangements and the actual work of enumeration were together treated as the second or the final stage of the field work for the 1961 Census. Preparations began almost simultaneously with the completion of the first stage of work of housenumbering and houselisting. It has been explained in Chapter II why the work of housenumbering and houselisting was undertaken not too much ahead of the enumeration period. At the close of the first stage during November 1960 we did, however, feel that February 1961 was fast approaching and left less than three months at our disposal for the intensive training of enumeration staff.

2. We started with the State level Conference of District Census Officers and District Statistical Officers in November 1960. It was inaugurated by Shri J. B. Bowman, I.C.S., who was Superintendent of Census Operations in 1951 for Bombay, Saurashtra and Kutch States. The Conference reviewed the working of Stage I but its main objects were to discuss preparations for Stage II and to give intensive training to the district level officers.

3. The period of enumeration had been fixed in the Delhi Conference as between 10th February and 5th March 1961. The enumeration was to be done on the " canvasser " method which had been used in all previous Censuses. The scheme of work was that the enumerator should call on each household in the area assigned to him between 10th and 28th February and fill in Individual Slips for every person normally residing in the area and a Household Schedule for every household.

4. The information collected in respect of each individual included the following demographic, social and economic items :—

For Identification—Location Code :

1 (a) Name.
  (b) Relationship to the Head of the Household.

Demographic Questions—

2 Age.
3 Marital status.
4 (a) Birth place.
  (b) Born, rural or urban.
  (c) Duration of residence if born elsewhere.
13 Sex.

Social Questions—

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

Economic Questions—

8 Working at Cultivation.
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.

5. The two demographic questions 4 (b) and 4 (c) had been added in 1961 to study migration in more detail.

6. There were five economic questions (8 to 12) in the Individual Slip. A departure was made in the concept for collection of economic data. At the last few Indian Censuses, income or economic independence was made a criterion for measuring the economy of the country. Economically independent and economically dependent persons had been classified separately. They were called earners and dependents. An intermediate category of economic semi-dependence was introduced in 1931, 1941 and 1951. They were called working dependents in 1931, partly dependents in 1941 and earning dependents in 1951. In practice, however, this intermediate category did not seem to have worked well. It was felt that the strict application of criterion of economic independence suppressed those who worked in household economic activities but did not actually earn an income. The 1961 Census, therefore, laid stress on " work " so that all people who worked (including family workers, who were not in receipt of any income, or working children who did not earn enough for their maintenance) were included as workers.

7. The following information in respect of economic activities of each household was collected through the " Household Schedule " :—

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 culivation for payment in money, kind or share.	.....	.....

B. Household Industry—

	Nature of Industry	No. of months in the year during which conducted
(a)	.....	.....
(b)	.....	.....

C. Workers at Cultivation or Household Industry—

	Members of Family working				Hired workers
	Head	Other Males	Other Females	Total	
1. Household cultivation only.	....	....	....	....	....
2. Household Industry only.	....	....	....	....	....
3. Both in Household cultivation and Household Industry.	....	....	....	....	....

8. The " Household Schedule" was a new feature of 1961 Census. It was thought that in the case of countries of such economic status as ours where not all the goods produced enter the money market and where much of what is produced is consumed by the family itself, collection of information purely on the basis of individuals tended to be slightly misleading unless such information was supplemented by information relating to economic activities of the household as an entity. The " Household Schedule " was, therefore, designed to collect data on the two chief economic activities of the households in our country, namely, cultivation and household industry.

9. Part II of the Household Schedule was a Census population record. It contained names of all persons in each household and also showed the following main characteristics for each of them :—

(1) Sex.
(2) Relationship to the head of the household.
(3) Age.
(4) Marital status.
(5) Description of work, if working.

10. This Census population record was intended as a substitute for the 1951 National Register of Citizens.

11. The houseless population and nomadic people found in the block were to be enumerated during the night on 28th February. The enumerator was to re-visit every household in his block between 1st and the 5th March, and correct his forms for changes occurring between his first visit and the reference date of the Census, *viz.*, sunrise of 1st March 1961. The enumerator's work during the first visit was called the " first round " and the work done in his re-visit was called the " second round ".

Stage II Blocks

12. It has been described in Chapter II how Stage II blocks were carved out of Stage I blocks by the enumerators and how separate houselist sets had been prepared for control in Stage II. The total number of Stage II blocks or the houselist sets prepared in Maharashtra was 80,336. Out of this, 19,644 were in urban areas and 60,692 in rural areas. Greater Bombay alone had 7,050 blocks. Compared to the average sizes of 750 and 600 population fixed for enumerator's blocks for rural and urban areas, respectively, the average size for blocks in rural areas of Maharashtra (1961 final figures for population) came to 445 and that for blocks in urban areas to 569. In Greater Bombay, the average per block came to 588.

13. An enumerator was to work for each Stage II block separately. In case of very small villages which also made independent blocks we had allowed one enumerator to be assigned more than one such adjoining blocks provided the total population assigned to him did not exceed the prescribed limit. Separate pads were, of course, used for each such small village.

Abbreviated Houselists

14. Though a separate set of houselists had been prepared in Stage I for each Stage II block, it was decided that the sets should not be handed over to the enumerators while working in their blocks in Stage II. It was thought that the estimates of population given in those sets for the households will create some bias in the enumerators' minds and they may not care to ask exploring questions to find out if there were any other persons in the households. An abbreviated houselist was, therefore, prepared in each Charge Office for each Stage II block. It contained house numbers and names of the heads of the households only. Those lists were generally copied from the houselists by the Charge Office clerks. Where work was heavier, we allowed a few copyists to be employed and copying fees charged to contingencies on the Census budget. The list was used as a control for enumeration work. The houses visited and completed were ticked off. The enumerators were also asked to bring the lists up to date, *i.e.* to add newly built houses or old houses left out unnumbered in Stage I. Incidentally, the same lists corrected up to date during the enumeration period were used as a control for 1961 Livestock Census also for which field work was done in April 1961.

Agency for Field Work

15. As in the previous Censuses, the enumeration work was done through the permanent employees of the Central, State and Local Governments, drawn to do it part-time and in addition to their normal duties. Majority of the enumerators were appointed from among the village revenue staff and primary school teachers. The number of primary school teachers in rural areas had increased considerably by 1961, and there was generally no difficulty on account of non-availability of personnel for enumeration. Forests and other inaccessible areas in the western parts of Poona and Satara districts presented a few local difficulties. Most of the villages there had extremely small populations and the numbers of schools and school teachers were also very small.

16. We had advised the District Census Officers not to draw technical employees of the Public Works and Medical Departments and Police for Census

work. A few other departments and local officers represented to the State Government that their staff should also be exempted from Census duty. Such representations were generally discouraged. The District Officers were firm and by the time the representations and the reports from the departments reached the Secretariat, the Census field work had been practically completed.

17. It should be admitted that the enumeration of 40 to 50 persons and 8 to 10 households expected of each enumerator every day required him to do four hours of serious work. Some time had to be spent in addition in reaching the enumeration areas. The hours of visits to the households were either in the morning or in the evening. So much extra work and that too of a type so different from their normal duties could never be done by anyone without disturbance to his normal duties. In fact, most of the Government Offices functioned only nominally and nothing but only urgent business was perhaps attended to during the enumeration period.

18. The proportion between enumerators and supervisors was fixed as 6:1. The supervisors were appointed from among the inspecting or supervising officials of the Revenue, Education and other Departments of the State Government. In urban areas, specially in Greater Bombay, lower division clerks from all Departments of the State and Central Governments and the Municipal Corporation were employed as enumerators. Officials from higher cadres were employed as supervisors.

19. A 16 per cent. reserve of both enumerators and supervisors had been appointed over and above the actual requirements in each charge. The employees kept in reserve were also given intensive training along with the others and had not been told, till the date of commencement of work that they were to be in reserve.

Supervisors

20. Generally, the supervisors were expected to assist the Charge Officers in all aspects. They were to see that the enumerators and reserves proposed for their circles were taking the training properly and that they have received adequate supplies of enumeration pads. Each supervisor was instructed to necessarily contact everyone of his enumerators either on 10th or 11th February, and to inspect the entire work done by the enumerators in the first two days. Difficulties in actual work, if any, were likely to be faced in the first two or three days. Similarly, if the mistakes made by the enumerators in the first two days were corrected promptly, they would not be repeated again. The supervisors were, therefore, asked to visit each block, solve difficulties and correct the mistakes made by the enumerators in the first two days and to send reports to the Charge Officers on the state of affairs in each of their blocks by 12th February 1961. These reports posted the Charge Officers with the latest position in each block and enabled them to post personnel from the reserves, wherever the work had not started according to plan.

21. Later on, the supervisors were to watch the progress of enumeration in each block and had to undertake field verification of entries alteast from 10 per cent. of the households. They were to take particular care to see that the coverage for the households was 100 per cent. They sent a second progress report to the Charge Officers on the 20th February. They had to ensure that the first round of enumeration of households in each block was completed on the 27th February. Thus, the supervisors were responsible both for the timely completion and a good standard of work in their blocks.

22. The State Government's orders directing the employees of all Departments to accept and undertake Census work willingly and to do it as diligently as their normal duties, had been issued as early as in June 1960. We sent printed copies of that Government Resolution to the District Census Officers for distribution to all local offices. Finding a sort of luke-warm attitude among a few local officers we requested the General Administration Department to reiterate earlier instructions issued by the Government for the 1961 Census work and also to order all Heads of Departments and Heads of Offices to grant concessions to their staff employed on Census work, in matters of hours of attending offices or dispatch of daily routine work not only for the enumeration period but also for the days on which they attended the training classes. The instructions issued in December 1960 from the General Administration Department in this respect are reproduced below :—

Government of Maharashtra, General Administration Department, Circular No. CNS-1060-5654-H, dated the 5th December 1960

" Through Government Resolution, Political and Services Department, No. CNS-1060-558-H, dated 18th June 1960, all Heads of Departments and Offices were directed to spare the services of as many of their staff as may be required for Census work by Collectors, Mamlatdars, Tahsildars and Municipal Officers. All employees of the State Government were also directed to accept and perform readily any work connected with the Census which is entrusted to them by responsible local Census Officers.

2. It has been brought to the notice of Government that during Stage I of Census work many Government Departments and Offices had expressed their inability to spare their staff for the Census work and where they spared the staff they did it very reluctantly. Government, therefore, considers it necessary to reiterate orders issued in the Government Resolution, mentioned above. The Indian Census represents a huge administrative operation, the results of which are of great importance, interest and value to the State Government as well as to the Central Government. It is, therefore, necessary for all Government Departments and Offices to spare the staff required by the authorities in charge of Census Operations in their respective areas. All Heads of Departments and Offices are, therefore, requested to spare as many members of their staff as may be required by the Census authorities for Census duty and under no circumstances to refuse to spare the services of their staff on any ground.

3. As far as possible, Census work will be done outside office hours either in the morning or in the evening or partly in the morning and partly in the evening. The employees working for the Census may, however, need some concession from office attendance so that they are not handicapped in respect of taking meals, etc. All Heads of Departments and Offices are, therefore, requested to allow a concession up to two hours in the matter of attending or leaving Offices, to all employees who are appointed for Census duty.

4. All Heads of Departments should communicate these instructions to all Subordinate Offices within a week."

Administrative Impediments

23. In November 1960, we found that many Revenue Officers working as Charge Officers were transferred. The need for transfers arose from time to time because of promotions, repatriation of Revenue Officers from foreign service, integration of cadres of Revenue Officers, etc. But each such transfer caused disturbance in two charges. We, therefore, requested the Divisional Commissioners to stop such transfers till the enumeration period was over.

24. As the enumeration period approached, a number of school teachers appointed as enumerators or supervisors were similarly transferred by the District School Boards. It was perhaps usual for them to make transfers in that period. In view of the disturbance caused in the local arrangements made by the Charge Officers, we requested the Education Department to issue a general directive to the District School Boards and Officers of the Education Department not to make such transfers and even if made not to give them effect before the enumeration period was over. The Education Department accordingly issued general instructions on 23rd December 1960.

25. On our request, the Education Department also issued another directive not to hold any primary or secondary school examinations between 10th February and 15th March 1961.

26. With the permission of the Chief Secretary to the Government of Maharashtra, I requested all the Collectors to ensure that no elections of local bodies were fixed during or very close to the enumeration period. Elections to Gram Panchayats were, however, allowed as it was a matter of completion of national targets by the end of the Second Plan and also because I thought that those elections would not cause any appreciable local stir in the population likely to be prejudicial to the Census work.

27. Elections for the Bombay Municipal Corporation would have actually clashed with the Census enumeration work. On my request, the Bombay Municipal Commissioner however postponed them to 5th April 1961.

28. The programme fixed for field work on the Livestock Census clashed with our enumeration programme. On reference, the Ministry of Food and Agriculture clarified that their field work would be taken up only after the population Census work was over.

29. The Revenue Officers are frequently asked to organise special drives for intensification of activities on numerous phases of Government policies. March, 1961, was the last month of the Second Five-Year Plan. Many special drives were, therefore, in progress. The drive for distribution of waste lands in one of the four Commissioner's Divisions was started in December, 1960. All the Revenue Officers were given weekly targets for touring in villages and could not, therefore, attend to Census work. We had not only to revise our programmes for the intensive training of enumeration staff at the district and taluka level but had to approach a Minister of the Government to save it and get it through at least in the revised schedule as far as that Division was concerned.

30. A few refresher courses and departmental examinations similarly clashed with the Census programme. In a few cases, we succeeded in getting them postponed. In few others, we did not.

Local Difficulties

31. Census of Bombay and other large cities presented a few difficulties due only to the large numbers of enumerators and supervisors required for field work. In Bombay, the shortage of staff arose because the Municipal Census Officers had not in time established proper personal contacts with the various Heads of Offices of the State and Central Government Departments whom they were expecting to spare staff for Census work. As late as at the end of November, 1960, they were still short of their requirements by two thousand men. The Departments of the State Secretariat and many senior officers of the Central and State Government Departments were then approached individually. In spite of that, the Bombay Census unit could get people just enough for the actual requirements and none to be in reserve. We had, by that time, set up our own Tabulation Office at Mulund and were working with 125 staff. We gave them a thorough training of Census concepts and field work and allowed them to be used, and drawn upon as a reserve.

32. Another difficulty which also arose because of the huge dimensions of work in Greater Bombay was noticed earlier while preparing appointment orders and the two sets of Census literature for distribution to enumerators and supervisors. All the forms, orders of appointments, letters of authority, etc. were printed. But, the four Charge Officers could not cope up even with the work of filling the blanks, writing of addresses and serving the orders on thousands of enumerators and supervisors. The Municipal Officers were, therefore, advised to set up 66 Section Offices and to appoint 66 Section Officers, 33 Clerks and 21 Class IV servants to assist the Charge Officers.

33. In Nagpur, a small difficulty arose because a very senior Officer of a Central Government Department having a huge establishment at Nagpur refused to spare any employees from his office and ultimately when they were spared refused to give them any concessions in hours of office attendance or in minimum daily outturn of work, etc. The matter was reported to Delhi and things were settled both because of the instructions received from Delhi and the personal approaches made by local Officers.

Language Disputes

34. No difficulties arose because of language disputes. Sholapur City was the only exception. A Samyukta Karnatak Samiti had been set up there and its President went on sending representations to the authorities at all levels. All the representations were made before the enumeration work had actually started and were thus based on apprehensions that Marathi

enumerators might under-enumerate Kannada population in the City. They had suggested that each Marathi enumerator should be accompanied by a Kannada-knowing enumerator or the enumeration work should be done in the presence of two other persons representing the two languages. We examined their suggestions and had informed them that none of them was practicable. We also informed them how we proposed to ensure accurate and impartial recording of mother-tongue returns in Sholapur City and adjoining border areas.

35. I went to Sholapur myself and had discussions with the Collector and other local Officers. The situation was reported to the Chief Secretary to the Government of Maharashtra who invited the Collector for further discussions. He was requested to ensure that mother-tongue returns are not tampered with by anyone. To create a proper atmosphere, we also warned all the enumerators and supervisors in the training classes held at Sholapur that anybody found to have recorded the mother-tongue wrongly would be prosecuted and punished. The Supervising Officers were also asked to do more field inspections. The District Census Officer was also requested to see that Marathi-knowing enumerators should be appointed also from among the Kannada mother-tongue employees in the same proportion as the speakers of that language bore to the total population of the city in 1951. The Collectors of other bordering districts, *viz.*, Sangli and Kolhapur were also advised to take similar steps in their border talukas.

36. The President of the Samyukta Karnatak Samiti of Sholapur had called at our office and appeared to be satisfied when the precautions we were taking were explained to him.

37. During the enumeration period, a complaint was received through the same organisation alleging false recording in two specific cases. Local enquiries were made and it was found that the allegations were baseless in both the cases.

38. Some sort of canvassing or propaganda was also going in the Urdu Press and among the Muslim population, advising them to return their mother-tongue only as Urdu and no other language. A few representations expressing apprehensions that Urdu may not be correctly recorded as mother-tongue in the Census were received in our Office. A section of the Muslim population may have been influenced by that sort of propaganda and some Muslims speaking Marathi, Kannada, Konkani or any other language at home may have returned "Urdu" as their mother-tongue. Greater Bombay and Sholapur may serve as good examples. In the two cities, the Muslim population has increased during the decade 1951-61 by 23·8 and 28·3 per cent. while the number of Urdu speakers has gone up by 32·1 and 53·5 per cent., respectively.

Holiday on 1st March

39. We should have normally requested the State Government to declare a holiday on 1st March 1961. The 3rd and 5th March, however, happened to be public holidays and declaration of one more holiday on the 1st of March, would, instead of facilitating enumeration work, have added a few more difficulties. It would have encouraged many people to leave their normal places of residence on the night of 28th February, and made second round work difficult. We did not, therefore, request the State Government to declare any holiday either on 28th February or 1st of March, and on our request the State Government issued orders to exempt all their employees working for the Census on the night of 28th February, from office attendance on 1st March.

Payment of Honorarium

40. Honorarium was paid for enumeration work at the following rates. It was explained in the instructions that the honorarium was not being paid as any compensation for the additional work but only to ensure that the enumerators do not have to spend from their pockets on purchase of stationery and to and fro ourneys either during the enumeration work or while attending the Training Classes :—

Rates of Honorarium

(A) ENUMERATORS—		
(*i*) Urban areas	..	Re. 1 for every 40 persons enumerated.
(*ii*) Rural areas	..	Re. 1 for every 50 persons enumerated.
(B) SUPERVISORS—		
(*i*) Urban areas	..	Re. 1 for every 200 persons enumerated.
(*ii*) Rural areas	..	Re. 1 for every 250 persons enumerated.

41. As in Stage I, an advance payment of Rs. 5 out of the honorarium was also made in Stage II to each enumerator and supervisor at the time of distribution of enumeration pads and letters of authority. The balance payable was calculated on submission and scrutiny of the Census records in the Charge Office. In more than 95 per cent. cases, complete and final payments had been made before the end of March 1961.

42. The question of payment of some honoraria to the personnel kept in reserve was raised in all the districts. We did not allow any payment to them, though it was difficult to justify why we did so.

Training

43. We emphasised the Stage II training of enumeration staff as the most important aspect of the 1961 Census. The training programme was organised—

(*a*) to teach how the various questions should be asked and answers recorded ;

(*b*) to explain definitions of the terms used and interpretations of questions to ensure uniformity of returns ;

(*c*) to explain how the enumerators and supervisors should generally conduct themselves during enumeration ; and

(*d*) to develop proper attitudes among the enumeration staff.

44. Training was organised separately at the State, District and Charge Office levels. The District Census Officers and the District Statistical Officers were trained at the State level. All Deputy Collectors, Charge Officers and Section Officers were trained in the District level training classes. The State and the district level training classes were held between 16th November and 15th December. The Charge level training was arranged for enumerators and supervisors combined. Classes were held at different centres between 16th December 1960 and 31st January 1961. Those classes were organised in three repeating rounds. Every enumerator and supervisor had to attend at least one training class in each of the three rounds. The first round was completed between 16th and 31st December 1960, the second between 1st and 15th of January 1961, and the third and the last between 16th and 31st January 1961. In the eight districts of Nagpur Division, the Revenue Officers were busy during the month of December, on a special drive for disposal of lands. All the three rounds of Charge level training in those districts were, therefore, completed between 1st and 31st January 1961 by reducing the period allowed for each round from a fortnight to ten days. This did not, however, mean any reduction in either the number of training classes or the duration of each class attended by the enumeration staff.

45. In each of the first two rounds, the trainees were given two sessions of lectures and a practice demonstration of filling five Household Schedules and ten Individual Slips. The third round started with actual practice enumeration work in the field. Individual Slips and Household Schedule pads printed in red were used and each trainee filled 10 Household Schedules and 50 Individual Slips separately. A class was held after the field work was over and the Slips and the Schedules filled in by the trainees were discussed, and mistakes were explained and corrected.

46. A roller blackboard with the Individual Slip Form painted on it was used by the Instructors in each training class to explain how questions were to be asked and answers recorded.

47. The order of the subjects explained in the training classes was as follows. Usually, the first four items were completed in the morning session of three hours and the remaining in the afternoon session again of three hours :—

(*i*) Scheme of enumeration work, visits and re-visits ;

(*ii*) Individual Slip—Demographic and Social questions 1 to 7 and 13 ;

(*iii*) Individual Slip—Economic questions 8 to 12 ;

(*iv*) Household Schedule Part II ;

(*v*) Household Schedule Part I ;

(*vi*) Practice enumeration of five households and ten persons before the class ;

(*vii*) Decoding of the set of filled-in Slips.

48. The last item was a special feature of our Stage II training programme. A set of 15 stencilled slips having typical entries was supplied to each Instructor. Each Slip was first written by the Instructor on the blackboard and the answers written against each question were decoded in the class by the trainees turn by turn. The trainees were asked to explain what each entry meant. Some of the stencilled slips had been deliberately written wrongly and the trainees were asked to discover mistakes and explain why those entries were wrong. This created lively interest in the training classes and provided opportunity for discussions on various aspects of the Census Questionnaire without boredom. On an average, this item took an hour of the afternoon session.

49. This item is recommended for inclusion in the training programmes for future Censuses. It secures better concentration in the class, makes the Instructor's job easier and widens the understanding of even the below average trainees.

50. We had added an appendix in the booklet of instructions to show the form in which each Census Question should be asked. Another appendix showed the abbreviations to be used for recording the answers. Loose copies of the abbreviations printed on thick pulpboard paper were also supplied to each enumerator and supervisor separately and were carried by them for reference during actual enumeration work.

51. A Register called the " Control Register " was introduced in each Charge Office. For each enumerator and supervisor it showed the dates on which appointment order, orders for attending training classes and the first set of Census literature were issued, the centres at and the dates on which he actually attended the respective classes in each round of training, the dates of issue of the second set of Census literature and payment of advance honorarium and the number of pads of Individual Slips and Household Schedules of different sizes actually issued to him.

52. A list of trainees ordered to attend a particular training class was sent in a printed form to the Instructor concerned who sent it back with the attendance in the class marked after completion of the round. Entries from those lists returned to the Charge Office were posted in the Control Register and the progress of training for each enumerator and supervisor watched from time to time.

53. A trainee not attending a training class at the centre fixed for him was immediately asked to attend another class at a nearby centre during the same round. The Charge Officers did not issue the letter of authority and the enumeration pads to any enumerator or supervisor unless he had undergone training in each of the three rounds.

54. We had decided that a batch to be trained at any centre in any training class should not have more than 50 trainees. The centres for training were so fixed that the trainees did not have to travel long distances or to stay at the centres overnight. The three rounds of training for any batch were necessarily conducted by three different Instructors. This ensured proper emphasis on all aspects of the Census Questionnaire and avoided monotony both for the trainees and the Instructors.

55. We had fixed the following as the minimum participation by higher Officers to ensure that the enumerators and supervisors are properly trained :—

(*i*) Every Charge Officer should personally conduct at least one round of training for each batch of trainees within his charge.

(*ii*) The District Census Officer and District Statistical Officer should between them personally conduct at least one round of training for each batch in the district.

(*iii*) The Assistant Collector or the Deputy Collector concerned should personally conduct at least one round of training for each batch of trainees within his jurisdiction.

56. A few Officers required to personally conduct a minimum number of training classes could not do so for the lack of fluent expression in Marathi. Appointment of other Instructors to assist them was allowed in such cases on condition that the Officers themselves remained present in the class.

57. The small size of the batch trained in a class and the three repeated rounds of training given to each enumerator and supervisor were the special features of the 1961 Census Training Programme. As a result, the training load on the Officers increased beyond all comparison. In some earlier Censuses, at times, a class used to be of 300 or 350 persons and even loudspeakers had been used by the Instructors to give the training.

58. In Maharashtra, the total number of batches made for training was 1,820. With at least two sessions of three hours each in each of the three rounds, eighteen instructor hours were spent on each batch and the total training load in the State may be described as 32,760 instructor hours for the charge level training and 552 instructor hours for the training at the State and District levels.

59. My personal contribution in this colossal task was 222 hours only and that of the six Deputies and the Research Officer put together 916 hours. We restricted our efforts to the State and district level training only and addressed batches of enumerators or supervisors where they incidentally came our way. The rest of the burden was shared by the District Census Officers, District Statistical Officers, Assistant or Deputy Collectors, Charge Officers and Section Officers.

60. In Greater Bombay, the number of enumerators, supervisors and Section Officers including a reserve at 16 per cent. to be trained was 7,195. The number of batches made was 165. The training classes were held mostly in the primary school buildings. In addition to the four Charge Officers, we appointed 55 Instructors to conduct the training rounds. They were selected out of the Research Officers of the Bureau of Economics and Statistics, a few lecturers from Colleges and Supervisory Class II or Class III officials from State Government Departments. An honorarium at the rate of Rs. 5 per training round conducted subject to a maximum of Rs. 50 was paid to each Instructor in Bombay.

Supply and Account of Enumeration Forms

61. The arrangements made for the supply of enumeration pads to District and Charge Offices from the Nasik Stores have been explained in Chapter I. The stocks kept in reserve at the district and charge levels sufficed their requirements and only eleven Charge Officers had to lift stores from Nasik to meet their last minute requirements. These cases occurred in areas where large numbers of people had migrated from adjoining districts for seasonal work on sugarcane farms and in the sugar factories.

62. Census Forms and literature were issued to the enumeration staff in two sets. The first set was issued along with the orders of appointment and included the following :—

(*i*) Instructions to attend training classes at specified centres.

(*ii*) A copy of the background note on the 1961 Census.

(*iii*) A copy of the booklet of instructions.

(*iv*) A copy each of the enumeration forms.

The second set of Forms was issued to the enumerators and supervisors after completion of the training programme in the first week of February 1961. It included the following :—

(*i*) A letter of authority.

(*ii*) Adequate number of large and small pads of Slips and Household Schedules.

(*iii*) Two copies of enumerator's report.

(*iv*) A copy of the abbreviated houselist for the concerned block.

(*v*) A copy of the alphabetical abbreviations printed on thick pulpboard.

63. The enumeration pads required by each enumerator had been estimated in the houselist registers. The supervisors were also supplied with a few spare pads to be supplied to anyone of their enumerators who might need more.

64. Each Individual Slip and Household Schedule in all the pads issued from the Charge Office had been stamped with the location code number of the district, the taluka and the Charge Office concerned. No Census Form was issued from any Charge Office without being stamped with the first two or three elements of the location code.

65. The enumerators and supervisors had been warned not to tear out any Slip or Schedule from the pads supplied to them. In case of mistakes, they were only to cancel the entries and not to tear any page out of the pads. Pads received after enumeration in the Charge Offices were checked with the numbers which had been issued to them to ensure that no filled-in pad was by mistake left over with any enumerator. Even the unused pads were returned and accounted for and totals tallied with the Register of Distribution of Forms.

Special Arrangements

66. The requirements of personnel, Forms and the special precautions to be taken in difficult areas had been worked out in advance. Special instructions were issued for enumeration of population at sea, *i.e.* naval ships, ocean liners coming from foreign countries, Indian mercantile ships plying between Indian ports and foreign ports and coasting vessels of various types. Officials of the Customs Department enumerated the port population and the population at sea. Special instructions were issued to the enumerators in the coastal districts for this purpose. Military, Naval or Air Force Stations were enumerated by the Officers nominated by the authorities concerned. We received intimations of pilgrim special trains arriving at Bombay V. T. Station. Enumerators were specially deputed to enumerate their passengers on the night of 28th February.

Houseless Persons

67. Enumeration of houseless persons and mobile population for each block was done by the enumerator concerned on the night of 28th February. During the first round, the enumerators had made notes of places where houseless people were likely to be found. Instructions had been issued by the Collectors to the Police Patil of each village to assist the enumerators in those night rounds. In Greater Bombay, 11 special enumeration centres were set up for the night of 28th February, at some of the Police Stations. Beggars, vagrants and other houseless persons found on the streets, parks, seashore, etc. were brought by the Police to those centres and enumerated. 110 enumerators worked at those stations during the night and enumerated 6,900 houseless persons. In addition to this all the enumerators moving round their blocks, enumerated 55,277 houseless persons in Greater Bombay during the same night.

Progress of Work on the Field

68. Enumeration started in all blocks on the due date. Enumerator's visits to enumerate national leaders made front page news in all newspapers. We made a formal beginning by enumerating the Chief Minister and the Mayor of Bombay. Similarly the District Census Officers began the work in the districts by euumerating senior officers and the Presidents of local authorities.

69. *12th and 13th February* happened to be public holidays. Enumeration work got pushed up because of those two holidays and we found that more than half the population of the blocks had been enumerated by 17th February. With practice and confidence gained, the enumerators did faster work in the second week and many of them had completed their first round visits by the 24th February.

70. The numbers of enumerators and supervisors who actually worked for enumeration in Maharashtra are as follows :—

Number of Stage II Blocks	Enumerators	Supervisors
80,336	67,640	11,902

It will be seen that 12,696 enumerators have worked for two blocks each. The ratio between supervisors and enumerators actually came to 1 : 5·6. The following statement will show the number of Stage II blocks, and the numbers of enumerators and supervisors who actually worked during Stage II in each of the 26 Districts :—

District	Census Blocks		Number of	
	Urban	Rural	Enumerators	Supervisors
1	2	3	4	5
1. Greater Bombay ..	7,050	....	7,165	1,179
2. Thana ..	890	2,486	2,688	505
3. Kolaba ..	182	2,406	1,720	302
4. Ratnagiri ..	236	3,348	3,236	574
5. Nasik ..	836	2,791	3,072	552
6. Dhulia ..	371	2,226	2,334	422
7. Jalgaon ..	706	2,739	3,229	575
8. Ahmadnagar ..	357	2,675	3,084	524
9. Poona ..	1,550	2,760	4,015	726
10. Satara ..	281	2,325	2,355	424
11. Sangli ..	335	1,674	1,885	327
12. Sholapur ..	927	2,210	3,120	550
13. Kolhapur ..	557	2,316	2,695	472
14. Aurangabad ..	432	3,170	2,486	409
15. Parbhani ..	306	2,278	1,817	291
16. Bhir ..	173	1,830	1,498	244
17. Nanded ..	306	2,005	1,736	304
18. Osmanabad ..	283	2,410	2,247	395
19. Buldhana ..	339	1,952	2,608	482
20. Akola ..	523	2,312	2,186	408
21. Amravati ..	601	2,546	1,876	332
22. Yeotmal ..	269	2,369	2,082	369
23. Wardha ..	267	1,653	1,333	214
24. Nagpur ..	1,448	1,820	2,662	554
25. Bhandara ..	254	2,416	2,560	422
26. Chanda ..	165	3,975	1,951	346
Total for Maharashtra State ..	19,644	60,692	67,640	11,902

71. The enumerators visited the households in the sequence of house numbers given in Stage I. But they did not leave any blank slips or pages out of the pads for the households which could not be enumerated in the first visits. Those, which were completely enumerated were only ticked off in the abbreviated houselists. The enumerators filled in all the individual slips for the household first and then took Part I of the Household Schedule. Even for filling individual slips the order followed was of closeness of relationship to the Head of the Household. They filled in the second part of the Household Schedule in the evenings at home.

72. The Supervisors inspected the work of all enumerators in their Circle in the first two days, as they had been asked to do. They met and accompanied the enumerators while they were working on the field during the remaining period also.

73. I went on a long tour in the districts to see how the work was progressing. My Deputies were also intensively touring in their areas. Shri D. Natarajan, Deputy Registrar General, also visited Bombay, Poona, Satara and Kolhapur districts during the enumeration period and saw how work was being done in Bombay, Poona and Kolhapur Cities, in towns like Satara and Karad and in many roadside villages which were visited without prior intimation. We found that the work was progressing satisfactorily everywhere and its quality was much above our own expectations.

74. The enumerators completed the second round of visits between 1st and 5th March. The Festival of Holi occurred on 2nd and 3rd March. The second round work was thus done mainly in the remaining three days.

75. In a village in Satara District a few houses including the house of an enumerator accidentally caught fire and the entire enumeration record for the village was burnt. The Charge Officer, however, put three more enumerators on the village and got the whole village re-enumerated before 5th March.

Provisional Totals

76. On completion of the second round of visits each enumerator and supervisor submitted enumeration pads for his block to the Charge Office on 6th March. Each of them had earlier prepared pad abstracts and a block report. The block report gave an account of the total pads obtained from the Charge Office, the Forms actually used and the remaining unused. The Charge Officers posted entries from these block reports in a Register called the " Final Census Register " specially prescribed for each Charge Office for posting and compilation of provisional totals. The Charge Officers prepared charge totals from that Register and reported the total population for males and females and the number of literates among males and females by telegrams or through special messengers to the District Census Officers. The District Census Officers in their turn prepared totals for the districts and sent telegrams communicating the provisional district totals to us at Bombay and to the Registrar General and Census Commissioner at Delhi.

77. The system fixed for relaying provisional totals worked very well and the first telephonic report on provisional totals was received from Satara on 6th March 1961. By the evening of 7th March, all the 26 districts of Maharashtra had reported their provisional totals and the State totals prepared at Bombay were compared and tallied with Delhi figures on telephone. On 8th March, we held a Press Conference and released the provisional totals for the State and for each of the 26 districts. On 17th March 1961, we brought out a booklet giving the provisional totals not only for the State and the districts but for all talukas and all towns above 20,000 population.

Winding up

78. The Charge Officers arranged and packed all the enumeration pads and dispatched them to our regional tabulation offices. We had received enumeration records in our offices from all the districts before the end of March 1961.

79. Payment of balance honoraria were also completed during March and April 1961. Accounts were prepared during April and the temporary establishments set up for Census work in the district, taluka and municipal offices were wound up before the end of April 1961.

Recognition of Work

80. On completion of the enumeration work the Registrar General wrote a letter to the Chief Secretary to express gratitude for all the kindness and assistance we had received from the State Government, as well as to thank the Governor and the Chief Minister who gave encouragement through their messages and kind directives.

81. The Governor of Maharashtra made the following kind endorsement on that letter :—

> " All persons who were in charge of Census operations deserve our thanks for the great efficiency and success with which they carried on their very important work. I, for myself, am amazed at the celerity with which they were able to give the results of their labours to the world. My great sorrow, however, is that our population should have become so great creating serious problems of food, employment and accommodation in its train. The work of those who carried on Census operations becomes the more praiseworthy because of the extent of the territory which they covered and the difficulties they must have encountered in enumerating all manner and classes of men in distant forests and mountains. I wish I could thank them individually for what they have done for us."

82. The Chief Secretary to the Government of Maharashtra issued letters of appreciation to all the Collectors and Commissioners of Municipal Corporations for the good work done by them and their subordinates for the 1961 Census.

83. In recognition of outstanding zeal and the high quality of service rendered for the 1961 Census, the Government of India awarded Silver and Bronze Census Medals. Each recipient was given a Certificate of Honour signed by the Registrar General. 449 Silver and 896 Bronze Medals were allotted to Maharashtra for award to enumeration personnel. Proposals were obtained from the Collectors of the Districts (Executive Health Officer in the case of Greater Bombay) and scrutinised in our office with reference to Census record prepared by the persons recommended for award of medals. Our recommendations on the Collectors' proposals were submitted for approval of the State and the Central Governments. The following is the categorywise break-up of Census workers who were awarded Census Medals :—

Category	Census Medals	
	Silver	Bronze
Enumerators	223	570
Supervisors	56	204
Charge Officers	72	23
Others	98	99
Total ..	449	896

Cost of Enumeration

84. Expenditure on enumeration was partly booked to A—Superintendence and partly to B—Enumeration and the remaining under D—Printing. Major part of the expenditure was initially incurred by the State Government. A portion on the temporary staff was also incurred by local authorities. All those items were later on reimbursed from the Census Budget.

85. Our office worked from April 1959 to end of April 1960 for the composite State of Bombay. One-third of the expenditure incurred during that period under A—Superintendence and D—Printing is, therefore, chargeable to Gujarat area.

The net expenditure on enumeration (including house-numbering and houselisting) in Maharashtra is as follows :—

		Rs.
A—Superintendence		2,29,982
B—Enumeration—	Rs.	
(*a*) Clerical assistance ..	11,08,539	
(*b*) Honorarium ..	14,56,326	
		25,64,865
D—Printing		1,26,346
Total ..		29,21,193

86. The final population of Maharashtra came to be 39,553,718. The net cost of enumeration is thus 7·4 nP. per head of population.

87. The cost of Census in 1961 has gone up mainly because of the honoraria paid to the enumeration staff and the temporary staff allowed in the district, taluka and municipal offices. These two factors have actually cost 3·7 nP. and 2·8 nP. per head of population respectively. The remaining expenditure on the Census in 1961 has been only 0·90 nP. per head of population which compares favourably with the following costs reported for different States in 1951. It may be added that in 1951, no honoraria had been paid to enumeration staff and no clerical assistance had been sanctioned for district, taluka and municipal offices.

	Cost per head
1961 Maharashtra ..	0·90 nP.
1951 (*i*) Bombay, Saurashtra and Kutch ..	0·96 „
(*ii*) Madhya Pradesh ..	1·02 „
(*iii*) Hyderabad ..	0·85 „

88. The above figures for cost of the Census do not, however, represent the real costs of the entire field operation. The administrative machinery of the State Government worked for the Census and all the enumerators, supervisors, section officers, etc., were employees of the Government Departments, spared to do Census work in addition to their normal duties. Census work has not thus been directly paid for and the above figures, therefore, show only the net additional expenditure incurred by the Central Government on account of the Census enumeration work.

CHAPTER IV

REVIEW

The last three Chapters described the organisational set-up for the 1961 Census and how its work progressed stage by stage. The Questionnaire Forms, the standard Instructions for filling them and twenty Circulars we had issued to set out procedural details are reproduced as appendices to this Report.

2. A high standard of accuracy and reliability can certainly be claimed for the 1961 Census. It is, however, necessary to describe how the various organisational plans or conceptual definitions actually worked on the field and to give an assessment of the accuracy of the material collected at this Census on demographic and economic aspects. In fact, the object of this report is more to indicate the directions in which further improvement is possible in future than to highlight the improvements actually effected during the present Census.

3. The following seven important items are, therefore, reviewed in this Chapter. The shortcomings noticed during enumeration as well as those observed during the tabulation stage when the Census material was processed in our Tabulation Offices are described objectively so that they may be corrected at the next Census. It is hoped that these remarks would not be read out of context and used to magnify the faults mentioned here. The topics are reviewed in the following order :—

(*i*) Phasing of the Census enquiry,
(*ii*) Training,
(*iii*) Field work,
(*iv*) Coverage,
(*v*) Demographic and social characteristics,
(*vi*) Economic characteristics, and
(*vii*) Organisational set-up.

Phasing of the Census Enquiry

4. Unlike the previous Censuses the scope of the first stage work was enlarged in 1961 beyond the numbering and listing of houses to include collection of material on housing conditions and industrial establishments. These additional items naturally introduced a few concepts in the first stage Questionnaire Form, *i.e.*, the houselist. It was necessary to explain those concepts to the enumerators and others. That led to the booklets of instructions, their translations and training classes. So much so that the first stage became a little census by itself. As a result, our training effort for Stage I work was alone equal to the total training effort made in this area for the 1951 Census. No doubt, it improved the quality of numbering and listing of houses as well as of the material collected in the first stage. It also enabled us to establish effective contacts with the district administration which later on went a long way to improve the quality of actual enumeration work. But, I feel that we have spent on Stage I rather disproportionately both in money and in human effort.

5. Without losing any valuable item of enquiry in 1961, I think, that the items of enquiry on housing conditions could have been incorporated in the Household Schedule and taken to the second stage. The first stage should not have been encumbered with numerous items of enquiry and should have been used for preparation of a simple list of houses with their uses and a separate list of industrial establishments only.

6. It has been described in Chapter II how the second sets of houselists were not put to much use. Even the duplication of work in preparing the abbreviated list of houses could have been avoided if the houselist had been a simpler document and had been handed over to the enumerator in Stage II for use and for bringing it up-to-date.

7. Writing of Part II of the Household Schedules on the model of the 1951 National Register of Citizens may also ultimately turn out to have been an unnecessary effort. At least by 1963, there are no indications that the fate of this Part II of the Household Schedules is going to be better than that of the 1951 National Register of Citizens. True that Table C-I has been prepared by using that part of the Schedule but the abstract needed for work on that Table which was prepared later on could have been prepared in Part I by the enumerator himself.

Training

8. In terms of duration of the classes or the quantum of instruction provided to the enumerators and supervisors the present Census has far exceeded the standards followed in any previous Census. The three repeating rounds each of six hours' duration spread over two sessions were an outstanding improvement. The smaller size of the batches formed for training secured adequate attention of the trainees. The provision for three different Instructors to conduct the three rounds ensured adequate emphasis on all the aspects of the Census Questionnaire. All the three rounds were moreover given within two months of the period of actual work. There was thus no time-lag for the trainees to forget anything. The decoding of filled-in entries in the class, enumeration of two or three persons and households for demonstration and the training census actually conducted by the trainees in the last round prepared them for the job thoroughly. The printed instructions and the background material supplied to them did not leave anything wanting. Considering the large number of enumerators and supervisors who were trained, we may say that our training effort had reached the maximum intensity that is ever possible for any census to attain in the same circumstances.

9. The training of Charge Officers who, in the later stages worked as Instructors, was not, however, carried out with the same intensity. The District level Officers did get the three training rounds, one at Bombay and the other two at the district headquarters. All those

rounds were conducted by me personally or by one of my Deputies. The Charge level Officers, however, got only two rounds each, those conducted by us at the district headquarters. Understanding the Census Questionnaire and instructions and the ability to give training on them are, however, two different things and we did not do anything to check up whether the officer-trainees were capable of imparting instructions. That could have been done by holding one or two classes of enumerators and supervisors in our presence as a follow up and asking each of the officers trained to give training to the class item by item. That may have also secured better attention of the officer-trainees and provided some more scope for clearing their notions on various aspects of the Questionnaire.

10. At the State level, our own training and preparation to work as Instructors consisted of a thorough study of the standard instructions and an item by item discussion between the Deputy Superintendents and myself. We had also arranged pilot training classes with Greater Bombay staff for practice and to determine the sequence of the subjects to be explained and the time required for each item. The work on translation of the standard English instructions in Marathi was very useful in widening our own understanding of the Census concepts. Yet, it was my feeling that an exposition of the whole range of Census enquiry by the Registrar General before all the Superintendents might have been very valuable to all of us and might have led to a perfect uniformity in interpretations. Every item of the Census Questionnaire had certainly been discussed in the First Conference at Delhi, but the Superintendents by that time had not been associated with the subjects for long and those discussions were held more to finalise the contents of the Questionnaire Forms than to elaborate or explain the subject matter of each item of enquiry.

Field Work

11. Enumeration work started in all areas simultaneously on the 10th of February. In the first two days, the supervisors met the enumerators frequently and corrected their mistakes.

12. It was found that in the first week, the work progressed with a higher speed than expected. In majority of blocks, 50 per cent. enumeration work had been completed by the end of the first week. It was also due to the two holidays on 12th and 13th February. Many enumerators had covered their entire population by 25th of February. The size of the enumeration block thus appeared to be somewhat smaller than the enumerators could have covered in the given period. In the rural areas, the village population was a practical limitation on the size of the block and the average block size came to 445 as against the normal size of 750. In urban areas, it was, however, possible to carve out blocks of the required sizes and the average population per block came to 569 as against the normal size of 600.

13. The work of filling in the Individual Slips was comparatively easier in rural areas as in 95 per cent. cases there were no entries both against Questions 10 and 11. The work on filling details in Part I of the Household Schedule was, however, a compensatory factor. In urban areas, there were fewer entries on Questions 8, 9 and 10 and also very few Household Schedules were to be filled in for Part I. The large number of entries and the details to be filled in for Question 11 compensated all those items. On the whole, the work in urban areas was found to have been easier than that in the rural areas. The smaller size of 600 population suited the requirements of urban areas not because of the more complicated nature of work but because the household heads were available only at certain hours and the enumerators had to visit many households more than once.

14. Supplies of material made to the enumerators were adequate and there was no case of delay in enumeration work for want of enumeration pads, etc. The printed letter of authority bearing the Government of India's emblem set at rest the apprehensions of many respondents in urban areas who first wanted to be sure of the enumerator's *bona fides* in seeking such details about the household and its members.

15. All the enumerators filled in the Questionnaire Schedules with care and in neat handwriting. There were hardly any blanks in the schedules and answers had been recorded in correct abbreviations and at appropriate places. Recording of answers was found to have been satisfactory both in rural and urban areas. The records showed that the instructions had been thoroughly understood and carefully followed by the enumerators.

16. The supervisors were to visit 10 per cent. of the households and verify the entries made by the enumerators on the spot. They actually scrutinised a higher percentage of entries but not many by visiting the households. Very few visited the prescribed number of households for on the spot verification. May be that 10 per cent. was too high an expectation for the supervisor's visits. We may have improved the supervisor's performance and enforced the standard of verification visits by prescribing a form for the supervisors' reports asking them to show the households visited by them and the type of mistakes they had found and corrected during their visits. Such circle reports had been conceived earlier and had been included as an item in the Calendar of Census Operations. But later on, we thought that they would be a procedural superfluity and, therefore, left the quantum of spot verification to the good sense of duty among the supervisors.

17. The 2nd and 3rd of March happened to be festival days. Holi is celebrated in all the districts of Maharashtra with abandon and gaiety and it was almost impossible for the enumerators to do any Census work on those days. The work of the second round was thus completed mostly in the remaining three days. Here again, our observation was that many enumerators did not re-visit all the households in the second round and perhaps corrected their first round entries for new births or deaths only by inquiries with knowledgeable persons. The question regarding a death occurring during the intervening period was embarrassing to be asked of the household directly, and that may have been one of the reasons for the enumerators not re-visiting all the households. In the rural areas,

a birth or a death occurring in any household becomes a common knowledge in the village within a few hours and the incompleteness of the second round visits may not be much prejudicial to the accuracy of the Census count there. In the urban areas, it should have affected the accuracy of the count to some extent. Population in urban areas is more mobile and the second round of enumerators' visits were expected to improve the Census coverage by enumerating persons who may have been missed in the first round.

18. The position might have improved if we had asked the enumerators to specifically mention in their block reports all the new births and deaths for which entries had been corrected during the second round. We could have provided additional columns in the abbreviated houselists (used as a control for enumeration) to show those corrections. Such reports may also have provided valuable material on the number of births and deaths occurring in the period between the enumerator's two visits. We, however, missed that opportunity and as a result the enumerators' second rounds did not come up to the mark particularly in urban areas.

19. The system fixed for relaying the provisional Census totals from the enumerators through the Charge and District Officers, to Bombay and Delhi worked very satisfactorily. Three districts of Maharashtra actually reported their provisional totals on the morning of 7th March By that evening all the districts had communicated their provisional totals to Delhi.

20. We are not sure how far the rush of communicating provisional totals also contributed to the incompleteness of the second rounds. In the context of the loss of two working days because of the Holi festival, we should have in fact extended the period for the second round visits. It would also have been advisable not to encourage the District and Charge Officers to join a sort of mutual competition for the speedy communication of provisional totals. Swayed more perhaps by an executive flare, we ourselves joined the race for speedy communication of figures to the Registrar General and led to a slight shift of emphasis in the District and Charge Offices during the first six days of March, 1961, from quality of work to its speed. The Census results were never required so urgently and we should not have allowed the emphasis on the quality of work maintained assiduously throughout the year 1960-61 to shift even slightly at that last stage of the work.

21. Incompleteness of the second round work should result in under-enumeration of infants. Had the second round visits been totally ineffective, we would have missed all the births occurring between the enumerator's visit and the sunrise of 1st March. Taking that interim period to be on an average a week the under-count in the age "0" should have been of the order of 2 per cent.

22. The post-enumeration sample check conducted soon after the Census count showed that out of the 53 missed persons found during the sample check as many as 14 were of 0-4 years age. The percentage of 0-4 age group in the total population is 15. Thus, the post-enumeration sample check showed that the under-count of 0-4 years age children was 66 per cent. higher than that of the total population. Moreover, the birthrate deduced from the population of "0" year age is 35·8 though on other evidence we have to put it over 40. It will thus be seen that the incompleteness of the second rounds did prejudice the accuracy of the count of 0-4 year group to an appreciable extent.

Coverage

23. Errors of coverage in enumeration are possible in three ways :

(*i*) omission or duplication of enumeration areas ;
(*ii*) omission or duplication of houses and thereby of their inmates ; and
(*iii*) omission or duplication of counting of one or more of the inmates of a house.

24. There was no omission or duplication of any area during enumeration in the State. Lists of villages had been prepared with great care and meticulously checked with the Revenue lists, lists of electoral areas and the taluka maps. Serial numbers were similarly given in urban areas to each enumerator's block which was a well defined identifiable area. Compilation of results in all the stages was done on the basis of those Location Code Nos. and Serial Nos. together leaving no scope for omission or duplication of any one of them at any stage.

25. After completing tabulation work, the lists of villages and the Primary Census Abstracts compiled for each village had been referred to the Taluka Revenue Officers for verification. All the 229 Taluka Revenue Officers reported that there was no mistake of omission or duplication of any village.

26. In the rural areas, most of the houses are concentrated in the area called village site but a small population also lives in outlying farmhouses, temples, etc. We had emphasised in both the stages that the area assigned to the enumerator for enumeration was not restricted to the village site alone and was inclusive of the entire area included in the Revenue boundaries of the village.

27. Not to leave any scope for confusion and omission or duplication of houses situated on the boundaries of municipal areas, the Charge Officers had got the two groups of enumerators for rural and municipal areas together and the respective boundaries of their assigned areas were clearly shown to them on the spot to ensure that no houses are left out or counted twice.

28. All inhabited localities situated in the forest areas were also given serial Location Code Nos. Each of them was called a forest village and treated as a separate enumeration block. Their enumeration was done by the staff of the Forest Department who were acquainted with their location and layouts.

29. Within each enumeration block, the actual work of enumeration was controlled by using the abbreviated houselists. The enumerators had been asked to add any houses found without number either because of their construction after the houselisting stage or because of their having been left out of the first stage coverage.

30. All possible attempts had thus been made to get an accurate coverage of areas and houses.

31. Enumeration of a person was done at the place of his normal residence. Every person was enumerated at the place of his normal residence though he may not be actually present at the time of the enumerator's visit. Persons likely to be absent from the place of normal residence throughout the enumeration period, *i.e.* from 10th February to sunrise of 1st of March, were, however, not enumerated at those places. On the other hand, guests found in any house at the time of enumeration were enumerated at places of their temporary residence when they were likely to be absent from the places of their normal residence during the whole of the enumeration period. In either case, the instructions were to ask the person if he has been enumerated anywhere else and to enumerate him only if he had not been enumerated elsewhere. Once enumerated he was advised not to allow himself to be enumerated again. Thus, the actual enumeration had been done on a combination of the *de jure* and *de facto* methods. No separate Questionnaire was used for persons enumerated at places of their temporary residence. There was no ambiguity about the persons who were to be counted or those who were not to be counted at any place.

32. There was, however, a lacuna in the concept of absence from the place of normal residence, which left a little scope for missing the person who is absent from his place of residence during the entire enumeration period, but who may reach the place of temporary residence after the enumerator had visited the household of his host. The number of such people continuously away from their households for the entire enumeration period would, however, be very small and the error by missing a fraction out of them should only be of negligible proportions.

Post-Enumeration Check

33. Registration of births and deaths is incomplete in many respects, more so in non-municipal areas. The available vital statistics cannot, threfore, be used to determine the degree of accuracy of the Census count.

34. In order to find out the extent of error in the coverage during the 1961 count, a post-enumeration sample check was therefore undertaken soon after the completion of the enumeration work. Its object was only to estimate the error of coverage and not to check errors of response or recording of answers on demographic or economic questions.

35. The post-enumeration check was conducted by re-enumeration of sample houses in the selected sample of enumerator's blocks. The sample size was one in two thousands or 0·05 per cent. Selection of sample blocks was made by arranging all the blocks in the order of their location code numbers and using random starting numbers 11 and 24 for rural and urban areas separately. The sample size for blocks was ½ per cent. in rural areas and 1 per cent. in urban areas. Thus, rural blocks having Nos. 11, 211, 411, etc. and urban blocks with Nos. 24, 124, 224, etc. were selected as sample. A further sampling for houses was done at 10 per cent. in rural and 5 per cent. in urban areas. Each block had a separate random starting number and every 10th house in rural blocks and every 20th house in urban blocks was included in the sample. The total number of blocks selected in the sample was 500 out of which 304 were in rural area and 196 in urban area. Number of houses taken up for re-enumeration was 49,239 and the re-enumerated population was 252,256 or 0·8 per cent. of the total population.

36. A copy of Census Circular No. 20 is reproduced at Appendix 17. It will show the different stages of work and the procedural instructions issued for its conduct. All the preliminaries of preparation of list of Census houses, selection of sample, preparation of verification slips and appointment of Verification Officers had been completed by the end of March, 1961, in all the areas.

37. The second stage of re-enumeration of sample houses was completed in all the areas including Greater Bombay by middle of April, 1961. Thus, the time-lag between the Census count and re-enumeration was less than a month and half.

38. The work of listing of Census houses was carried out by the revenue or municipal staff who had been trained and had worked as enumerators in the Census but for different blocks. In Greater Bombay, this work was entrusted to Municipal employees who had worked as supervisors during the Census. The work of selection of sample and preparation of verification slips was carried out by the Charge Officers.

39. Special training for all the stages of Post-Enumeration Check work was imparted by the District Census Officers in a meeting convened at the district headquarters.

40. The Charge Officers had inserted " ghost entries " in all the blocks, and had deleted a few names of persons from the list of inmates of selected households. Out of 3,714 bogus entries for all the blocks, the Verification Officers could spot out 3,599. The percentages of detection of bogus entries was 97·51 in rural and 95·39 in urban blocks. This showed that the staff employed in the Post-Enumeration Check worked conscientiously.

41. The records of the Post-Enumeration Check were transferred to the Registrar General and were processed in his office. The results for India and Maharashtra were as follows :—

	Estimated True Population	Lower	Upper
MAHARASHTRA			
Total	1,007	1,003	1,011
Rural	1,005	1,001	1,009
Urban	1,010	1,004	1,016
INDIA			
Total	1,007	1,006	1,008
Rural	1,006	1,005	1,007
Urban	1,010	1,007	1,013

It will be seen that there was an under-enumeration of 0·7 per cent. in Maharashtra and the estimated true population was, therefore, 1,007 per 1,000 of censused population. The lower and upper limits were 1,003 and 1,011, respectively. The same figures for rural

areas in the State were 1,005 for true population and 1,001 and 1,009 for the two limits. For urban areas, the under-enumeration was 1 per cent. and the true population, therefore, 1,010 per 1,000 Census population and the two limits were 1,004 and 1,016, respectively. Compared with the figures for India it may be seen that Maharashtra figures are almost identical for total and urban and slightly better for rural areas. In other words, as far as accuracy of the Census count is concerned, Maharashtra stood among the States just at the centre with an average performance.

42. In respect of coverage of houses in rural areas, nine out of 25 districts (Sangli, Satara, Ahmadnagar, Sholapur, Nanded, Amravati, Wardha, Buldhana and Aurangabad) did not show (in the Post-Enumeration Check) any houses missed, duplicated or wrongly included. Kolhapur and Jalgaon showed a few houses missed but the persons residing in those houses had not been missed from the count.

43 The number of houses missed was naturally more than the number of houses duplicated or wrongly entered. The highest number of houses missed was in Bhandara, followed by Akola, Poona and Jalgaon. Out of 8 houses found duplicated in rural areas of all districts, Ratnagiri alone accounted for 5. The percentages of houses missed or duplicated to the total number of sample houses in rural and urban areas were 0·1414 and 0·4972, respectively. The combined percentage for the total area worked out to 0·2462.

44. Out of 790 persons residing in the missed houses, 170 were in rural blocks and 620 in urban blocks. In rural blocks, the number of males and females in missed houses was about the same while in urban blocks males were more than females. The percentage of persons in missed houses in rural and urban blocks to the population of the sample blocks was 0·1195 and 0·5634, respectively. The rural blocks of Bhandara District reported the maximum number of persons in missed houses followed by Poona, Thana and Ratnagiri districts.

45. The reason for omission of houses in rural blocks was mainly their situation in obscure places. In Bhandara district where the number of houses missed was the highest, the blocks selected for Post-Enumeration Check happened to be situated in the forest areas.

46. So far as urban blocks are concerned Akola District showed the highest percentage (2·81) of houses missed. Out of 214 houses missed in the State, Greater Bombay alone accounted for 160 houses (74·76 per cent.) although that represented only 2 per cent. of the total number of sample houses in the sample blocks selected for Post-Enumeration Check in Greater Bombay.

47. Out of the 32 houses found duplicated or wrongly included in all the sample blocks in the State, Nasik district accounted for as many as 19.

48. Eleven out of 26 districts did not show any deficiency in coverage of houses in the selected urban blocks.

49. Out of 110,043 persons censused in the sample urban blocks 620 had not been covered being residents of the houses missed. That made 0·56 per cent. under-enumeration because of the houses missed from coverage. Next to Greater Bombay, Thana, Akola, Poona, Sholapur and Nagpur showed higher percentages of persons from the missed houses not covered in the count.

50. The main reasons for missing the houses during the Census count in urban blocks were :

(*i*) houses were in a multi-house building; and

(*ii*) residents were frequently away from home and came home perhaps only at night.

The latter type of difficulty was faced more in Greater Bombay area. In the predominantly business localities many persons were found to be residing in the office premises of the firms after office hours. They could be contacted only on holidays, and during the night on other days. The Charge Officers made special efforts to count such persons. The places of their residence had been numbered but were treated as offices and not as office-*cum*-residence. This resulted in missing some of those houses. In spite of efforts the problem of locked houses where residents came only late at night remained unsolved in the Colaba Section of Greater Bombay also.

51. The number of persons who had been missed in the Census count and detected as such during re-enumeration was 53 out of a total of 252,256 re-enumerated population of selected sample blocks. Percentage of persons missed in the count to the total persons censused in rural and urban blocks was 0·24 and 0·28, respectively. The number of persons reported extra for whom it was not known whether they were enumerated or not was 38. Twenty-five out of them were found in rural blocks and thirteen in urban blocks.

52. Out of the 13 persons reported as over-enumerated only 2 were in urban blocks and 11 in rural blocks.

53. Four out of the 26 districts (Sholapur, Buldhana, Aurangabad and Dhulia) did not show any cases of persons missed or over-enumerated in rural areas. As regards the urban blocks, 18 out of 26 districts did not show a single case of persons missed in the count or over-enumerated.

54. Of the 53 persons detected in the re-enumeration as missed in the Census count, 28 were below 15 years of age. Of these 28, 13 were males and 15 females. All the persons reported as missed in the age-group 0-15 were related and no unrelated person was found to have been missed. The number of children in the age-group 0-4 missed in the Census count was 14 or about 25 per cent. of the total missed. The percentage of age-group 0-4 to the total population is 15 only. Thus, there was a greater under-enumeration of children of 0-4 years group than the total population.

Demographic and Social Characteristics

55. An analysis of the 1961 Census age and sex data for Maharashtra shows that there is some improvement in the quality of the demographic data collected at this Census compared to that of 1951.

56. The information about the sex of the person was to be recorded at item 13. The returns on sex have generally been satisfactory except that in a very few cases item 13 was left blank by the enumerators and had to be reconstructed in the Tabulation Offices from the name of the person and relationship with

the head of the household. In some very rare cases we also found that there was inconsistency in the answer recorded for Question 13 and the name of the person or relationship with the head of the household. Though in extremely small proportions such mistakes occurred because the question on sex was too far removed from the other demographic questions, it was taken to the bottom right hand corner of the Individual Slip to facilitate sorting in the Tabulation Offices. In practice we did not, however, find any particular advantage because of putting the item on sex in that corner. Sorting for sex was done only once at the beginning and it could have been done with equal facility even if the sex of the person was recorded on the top right hand corner immediately after the name of the person.

57. The sex ratios observed in the Census were consistent with the well known trends not only in all the districts of the State but also in the rural and urban areas of each district. The Post-Enumeration Sample Check also showed that there was no greater under-count of females than males in the Census.

58. The age returns showed the usual heaping at certain ages resulting from preferences for figures ending with digits zero and five. That preference for digits became more prominent in the older ages.

59. The population in 0-4 years group gives a birth rate of 39 while on the same calculations the population of 5-9 years group gives the birth rate as 47. On other evidence the birth rate should be round about 43. It will thus be seen that a part of the population from 0-4 years has been returned in the age group 5-9.

60. The well known phenomenon of a low percentage of age 15 is also seen in the age returns. The percentages for age 12 and 18 are abnormally large which shows that persons aged 15 may have reported ages as 12 or 18. The age group 15 to 19 shows a very low value.

61. The preference for digits like "0" and "5" is very heavy and the age appears to be grossly over-estimated in the age group 70+. A small number of Slips did not have any record of age. These blanks were presumably left by the enumerators at the time of the interview for making further enquiries with some other more knowledgeable person than the one being interviewed for more accurate information. Either those proposed enquiries did not materialise or no one could perhaps give correct ages in those cases. The number of age not returned for the State is 17,283 which is 0·04 per cent. of the entire population.

62. Answers on marital status were found to be very satisfactory except that a small number were left as unclassified. These unclassified perhaps were representatives of cases in which marital status could not be specifically defined.

63. As for the returns on place of birth, and the duration of residence the answers to Questions 4(a) and 4(c) had been recorded satisfactorily. Answer to Question 4(b) was however difficult in cases where the respondents themselves did not know whether their place of birth was rural or urban now (in the present Census). The answers to 4(b) in such cases depended upon their impressions of what their place of birth was at the time they left it. There was no other way to check on those answers. A small ambiguity was thus unavoidable in the rural or urban classifications of places of birth.

64. Another limitation of migration statistics obtained from answers to Questions 4(a), (b) and (c) was that the number of migrants got inflated by the social custom of ladies going to their parents' houses for at least the first delivery or their going to the nearby towns where maternity facilities were available. In such cases, a few persons get enumerated as born outside though there is no real migration involved. Similarly the migration due to marriage and due to boys or girls going to towns for education got mixed up with the migration on economic reasons.

65. The three questions on migration were however a great improvement over the 1931 or 1941 Questions. The question on duration of residence has been asked for the first time in this Census and will be useful in determining the trends and directions of migration particularly to our rapidly growing Cities.

66. Question on religion was very simple to ask and to be answered. The instructions were to record what is actually returned as religion. Many respondents gave the names of their sects like Shaiva, Vaishnava, Shia or Sunni, Roman Catholic, etc. There were, however, no instructions to ask any questions about the sect in addition to the religion. Majority of people did not give the names of their sects and it would be a mistake if the sectwise figures were published as their totals returned in the Census. We had, therefore, to group such sects in the major religious groups though we have in the explanatory notes also shown the numbers actually returned for the different sects.

67. Similarly on the question of mother-tongue some people gave names of the dialects they spoke at home. Majority of the people though speaking one dialect or the other did not return its name as their mother-tongue and instead returned the name of the major language. We had, therefore, to present the dialects as returned along with the major languages. A few Slips were found to have twin-names of mother-tongues returned against Question 7(a) as Wadari-Marathi, Marathi-Wadari, Marathi-Gondi or Gondi-Marathi, etc. While processing the language data we, however, accepted only the first of such twin names returned for Question 7(a) and eliminated the second. The twin names may also have appeared because the next question on bilingualism was following immediately after Question 7(a).

68. The question on special groups on Scheduled Tribes or Scheduled Castes was to be asked to persons who belonged to either of those Tribes or Castes. A person who did not belong to either of those groups might have taken offence if that question was put to him. The enumerators had, therefore, to first make sure if the household about to be interviewed belonged to any special group. This difficulty does not however appear to have led to any under-enumeration of Scheduled Castes or Scheduled Tribes because we had split up the State lists of Scheduled Castes and Scheduled Tribes for districts and indicated names of specific

Scheduled Castes or Scheduled Tribes to be enumerated as such. We have compared 1961 individual Caste and Tribe figures for comparable areas and have found them consistent with the corresponding figures of 1921 and 1931 Censuses in which the question of caste or tribe had been asked of each individual.

69. Combination of the two groups in only one question also resulted in some ambiguous returns. In a few cases, the word " ST " was struck off but the name returned was one of the Scheduled Tribes. In a few other cases, either the word " SC " or " ST " was ticked off but no names had been given of either the Castes or Tribes. While processing this data such Slips have been treated as belonging to Scheduled Castes or Scheduled Tribes but in the unclassified category.

70. The names of sub-castes and sub-tribes created more complications. In the notified lists of Scheduled Tribes in Maharashtra a few names of sub-tribes appear under two different Scheduled Tribes. For example, Tadvi is shown as a sub-tribe of both the Bhils and Dhanka. Similarly Vasava and Vasave are shown as sub-tribes of Bhils as well as Gamit. In many cases, the return was only the name of the sub-tribe and it was later on difficult to correctly classify those persons especially because both the major tribal groups were found living side by side in the same areas. It may not have been possible for the respondents to say to which major tribe they belonged as they did not know in which group the official lists classify them. So, the enumerators had to be content only with the name of the sub-tribe returned.

71. Another limitation on statistics of Scheduled Castes and Scheduled Tribes was that those questions were to be asked only for the areas where a particular tribe or caste had been notified as Scheduled Tribe or Scheduled Caste. The notifications of Scheduled Castes and Scheduled Tribes were on the basis of specified areas and the instructions were to enumerate only the Scheduled Castes and Scheduled Tribes as notified under the President's Order. We, therefore, missed an opportunity of counting the members of the notified Castes and Tribes who were living outside the specified areas. This was a statutory limitation but the instructions for enumeration may have been modified to include such outlying sections of population of the Scheduled Castes or Scheduled Tribes. The case of Gonds will illustrate this limitation. In the Nagpur Division we enumerated 256,467 Gonds as Scheduled Tribes in the seven notified talukas. The mother-tongue returns however show that there are 158,038 more Gonds in the Division who are not enumerated as Scheduled Tribes because they live outside the seven notified talukas of that Division.

72. For information on literacy and educational standard attained, the first question was on the educational level attained and where there was no examination or standard passed then the enumerator had to follow it up with the question if the respondent knew reading and writing both. The criterion for literacy was the same as had been used in earlier Censuses, *viz.*, the ability both to read and write. A small difficulty arose if the school-going children studying in 2nd or 3rd standard should all be treated as literates or not.

73. The returns on literacy and educational levels have been generally satisfactory.

74. The All India definition of urban areas was rigidly applied to determine urban and rural areas in Maharashtra. 140 towns of 1951 were declassified and 23 treated as new towns. 15 places having less than 5,000 population were treated as towns as they have municipalities. On the other hand 334 places having more than 5,000 population (one even more than 20,000) were treated as villages because they did not have municipalities and the required percentage of male workers in non-agricultural sector of economy.

75. The limits of urban areas were moreover treated as restricted to the municipal or administrative boundaries. Localities adjoining the urban centres have not been treated as urban in spite of their predominant non-agricultural economy unless they independently fulfilled the criterion of 5,000 population fixed for urban areas. Thus, all suburban localities of less than 5,000 population and their small suburban populations have not been included in the urban population though they had been included as such in a few Censuses prior to 1951.

76. The change in the definition of urban areas does not allow comparability of 1961 urban figures with those of the 1951 or earlier Censuses. As a compensation, the figures are now comparable from State to State as the criteria have been uniformly followed by all States in 1961.

Economic Characteristics

77. The basis of economic classification of population adopted in 1951 and earlier Censuses has been completely changed in the 1961 Census. As in 1951 there was no classification of population in 1961 on the grounds of primary economic status, *i.e.*, self-supporting persons, earning dependents and non-earning dependents. Instead, the criterion of classification is " working " or " non-working " irrespective of one's earning an income or not.

78. This radical change in the basis of classification has been made to improve Census material on economic activity of the population. The change has been made in spite of a recognition that it would lead to a loss of comparability with the 1951 Census. The 1961 Census economic classification scheme in many respects goes nearer the schemes of 1921 and 1931 Census than that of the 1951 Census.

79. It is difficult yet to say if the change in the concept itself has led to an increase in the number of workers. A sample check has been organised along with the fertility survey to find out how the 1961 definition has actually worked on the field. The period of reference was the previous season for seasonal work like cultivation or household industry and previous fortnight for non-seasonal work. The longer period of reference for cultivation may have increased the number of workers engaged in cultivation and as agricultural labourers to some extent. The earlier Censuses, however, had still a longer period in the concept of " usual occupation ".

80. There were four categories of cultivation as means of livelihood in the Census of 1951. The absentee landlords have now been included as non-workers. The two categories of owner-cultivators and tenant-cultivators have now been combined only in one category while agricultural labourers remain a distinct category as in 1951.

81. Separate figures for owner-cultivators and tenant-cultivators in 1961 are available through the Household Schedules. One more category of " partly owned land and partly tenanted land " is also available from those Schedules. This classification will throw light on the structural pattern of agricultural economy in different parts of the country and highlight the impact of land reform measures implemented during the decade 1951-61. This material has, however, been collected in the 1961 Census on a household basis through the Household Schedules. Classification of households is possible both by the type of interest in land and size of the operational holding. The collection of information on economic activity of the household as a unit was an innovation in the 1961 Census. Though the items were limited only to cultivation and household industry, these household schedules have brought out very valuable information on both the categories of economic activity which together cover over 80 per cent. of the country's population. We had apprehensions that returns on land holdings and leased out lands may not be reliable. Analysis of actual returns, however, shows that by and large they are not only comparable with corresponding material from other sources but are also equally representative of actual conditions in 1961.

82. The 1961 Census definition of household industry does not conform to any previously used concept. The returns are, therefore, not comparable with the statistics on cottage or small scale industries. The definition was itself slightly different for urban and rural areas. There is thus no strict comparability even between the Census figures for rural and urban areas. The locational requirement of " within the village " was changed to " within the house " for urban areas. This has shifted some of the household industries in the towns to the manufacturing sector. This latter sector has, therefore, been somewhat inflated at the cost of household industries in Maharashtra where the percentage of urban area was higher than other parts of the country.

83. Another change made in the 1961 Census economic questions was that there was no separate question for secondary work. The enumerator was to ask leading questions if the person was working in more than one category and if so which was the principal work for him on the basis of time consumed. The relevant question number was to be circled for principal work. Here also, the category of cultivation seems to have got an advantage over others because—

(*i*) the cultivation of even a small piece of land takes more time than in a part-time household industry ;

(*ii*) due to the higher status of cultivators in the village, a person was more likely to return cultivation as his principal work ; and

(*iii*) the first question asked on economic activity was on cultivation.

As for the work at a household industry, there was no difficulty in recording the answers to Question 10 where it was the person's own household industry. In case of employees working in the household industries belonging to others, it was difficult for the enumerator to ascertain if the industry in which the person was working was a household industry or not. In many cases, the employer's house was enumerated in another block and a number of employees working at household industry may have thus shifted to non-household industry under Question 11.

84. There was some difficulty in putting across the difference between the answers to Questions 10(a) and 10(b) or 11(a) and 11(b) to the enumerators. The answers to 10(a) and 11(a) were subsequently used for occupational classifications. It would have made matters easier if the instructions had explained that 10(a) or 11(a) applied to the person's occupation and 10(b) and 11(b) to the sector of industry in which he was working.

Organisational Set-up

85. The administrative set up in the District and the Charge Offices has been explained in detail in Chapter I. The various steps taken to develop an adequate tempo for enumeration work and the instructions issued by the Revenue Department to make the Charge Officers and District Census Officers take willing and personal interest in the Census work have also been described there. In paragraph 52, it has also been explained how an independent line of Census Officers at the district level may not be quite in the interest of Census work and entrusting that work to the Revenue Officers in addition to their normal duties with adequate monetary compensation for that work will be the only cheaper and more effective arrangement. With the constitution of Zilla Parishads and Block Panchayat Samities, the workload on the Revenue Officers at the district and taluka levels stands somewhat reduced and it may not be difficult for them to take up Census work in 1971 as they did in 1961. We may have to continue the same clerical assistance as was given in the present Census. The Charge Officers proportionately share a larger portion of Census work and they also deserve an additional pay of Rs. 50 per month at least for eight months.

86. *Payment of honorarium to the enumerators* and supervisors may, now, become a permanent feature. In the 1961 Census, the payment of honoraria made 43·7 per cent. of the total Census cost of enumeration while the expenditure on clerical assistance to District and Charge Offices and Municipalities made 45·6 per cent. The rates at which the honorarium was paid were quite commensurate with the additional work and the incidental expenses the staff had incurred on to and fro journeys, etc. As this was the first time that such payment was being made every one appeared to be happy about it and no one questioned its adequacy.

87. In the Delhi Conference the rates of payment of honoraria were determined on the basis of enumerator's blocks. The blocks did not, however, conform to any standard size and to avoid the discrimination of assignment of small or big blocks we changed the rates of payment and brought them to a piecework basis. I do not feel that payment on piecework basis has in any case led to over-enumeration of population. The rate of payment was so low and the role in which we had asked the enumerators and supervisors to work was so honourable that none of them would have ever thought of adding one or two false cases and to earn 10 or 15 nP. more. Apprehension has been expressed in some quarters about the possibility of over-enumeration because of such payment on piecework basis. There is, however, no ground for such doubts at all. Even in the Census of U.S.A., such payment on piecework basis is made comparatively at a very high rate per infant card filled in by the enumerator.

88. It was difficult to establish effective communication up to the enumerator's level when the Census operation was actually in progress. Supplementary instructions or clarifications do not reach the targets at that stage. One or two such supplementary clarifications were issued in Stage I but had not reached the enumerators at all. It is, therefore, necessary to decide what is to be done on each item of work and put it in as clear a language as possible in the instructions. We had the same sort of difficulty in communications when an additional item of enquiry regarding the Census of technically qualified personnel was introduced by the Registrar General at a very late stage. Though the instructions and the cards were to reach only the urban areas, we found it very difficult.

89. The post-enumeration check was originally fixed for 17th March 1961. The instructions, however, were received in instalments and very late for them to be printed or translated and communicated to the District Officers in time. Another improvement on the post-enumeration check in future may be by way of printing the instructions and all the Forms required Centrally. The duplication of effort in getting the Forms printed at about 25 different places should be avoided by the Registrar General's Office taking up the printing themselves.

90. It has been indicated in paragraph 73 in Chapter I that the Census units working in Bombay and Poona needed some more administrative support as we approached the enumeration stage. The Bombay Municipal Officers working on Census worked very well on Stage I but in the meantime there was some reorganisation of the various Departments, reduction of staff and tightening up of working patterns in all the Departments. The same Officers found it difficult in Stage II to devote as much time for the Census as they had been doing in Stage I. In fact, the second stage was more intensive of the two and needed, therefore, much more attention. In my opinion, the set up we had in the Bombay Municipal Corporation Census Unit in 1961 may not work for 1971. We may have to make it more effective and the best way appears to be to post one of the State Civil Service Officers to be in charge of the Census work of Greater Bombay. He may work independently under the Municipal Commissioner or under one of the Deputy Municipal Commissioners or even under the Executive Health Officer. The same Officer may later on be taken up as a Deputy Superintendent in charge of tabulation work.

91. The Deputy Superintendents shared much of my own burdens during the training periods. The posts were, however, sanctioned very late and some of the Deputies joined so late that they could not participate in any item of work in the first stage. Their main contribution is in sharing the load of training classes. In order to get well-versed in the instructions they should join the posts at least by the end of August of the pre-Census year.

92. Up to the stage of completion of enumeration work, organisation of Census work is in many respects similar to that of General Elections. The Superintendent has to build up small Census units in the District and Charge Offices and develop a tempo and move the entire State administrative machinery in the districts to take up enumeration work. He may be able to do it more effectively if his position *vis-a-vis* the State Government is made equivalent to that of the Chief Electoral Officer. Instead of drawing a State Cadre Officer on a Central post and making him work as an effective liaison between the State Government and the Census Organisation it would be more convenient to get a post created in the State Government and to make him work for the Census as the Chief Electoral Officer works for Elections. At least till the completion of the enumeration work he should continue to be a State Officer and the instructions on Census issued for all purposes be the instructions issued by the State Government. Such an arrangement will solve many local difficulties including those of accommodation, borrowing of staff and effective contacts with the districts and Heads of Departments. After completion of enumeration work, the same Officer can be completely drawn on the Central Census Organisation and work as the Superintendents worked in 1961.

93. The question of designation of the Superintendents of Census Operations had been raised very early in 1959. Its consideration was dropped because it needed some amendments to the Census Act. I hope there would be ample time for getting these amendments enacted and the designation will be changed for 1971 Census. The designation may be either a " Director of Census " or even on the lines of Chief Electoral Officers the " Chief Census Officer ".

CHAPTER V

ALLIED ENQUIRIES

The scope of the Census enquiry in 1961 was wider than that of the earlier Censuses. The tabulation programme was particularly very much enlarged. As a result, the volume of the actual Census material published in 1961 is at least three times more than that of 1951. In spite of these heavier burdens of regular Census work and in keeping with the glorious tradition of Indian Censuses of bringing out elaborate and scholarly accounts of various aspects of Indian life in addition to the Census material, we had undertaken special studies on a few topics more or less as a part of the 1961 Census operations.

2. These special studies known as Allied Enquiries are broadly of two types. In some of them we used the 1961 Census material and compiled more elaborate special tables and notes without any additional field work. In others, the 1961 Census material was supplemented both by field work and by collection of collateral statistics from other sources. The special study of migration to Greater Bombay is an example of the first type while the Village Surveys and the District Census Handbooks are good examples of the second.

3. Brief accounts of these allied enquiries are given in this Chapter. They are described in the following order :—

(*i*) Special Study of Migration to Greater Bombay.
(*ii*) Special Study of Parsees of Greater Bombay.
(*iii*) District Census Handbooks.
(*iv*) Village Surveys.
(*v*) Ethnographic Notes on Scheduled Castes and Scheduled Tribes.
(*vi*) Fertility Survey.
(*vii*) Cities.
(*viii*) Fairs in Maharashtra.
(*ix*) Rural Crafts.
(*x*) Census of Technically qualified personnel.

(i) Special Study of Migration to Greater Bombay

4. People born outside Greater Bombay form over 66 per cent. of the population of the City. The growth of population has not followed any definite trend during the last 60 years. The City has been attracting migrants from all parts of India. We, therefore, undertook a special study of migration to Greater Bombay. Special Tables have been prepared on a full count (not a sample) by cross-tabulating state of origin, religion, age, duration of residence, industry, occupation, marital status and educational qualifications. This special study was done only from the material collected in the 1961 Census and no supplementary field work was undertaken. The sorting and tabulation work were however done by hand and no machines were used at any stage. This special study will be an important contribution of the 1961 Census to the understanding of socio-economic conditions in Greater Bombay.

(ii) Special study of Parsees of Greater Bombay

5. Parsees are an important community in Greater Bombay. Their demographic trends have for some time been widely different from the rest of the population. We, therefore, undertook a special study of this group and prepared all the Census Tables separately for them. A field survey of 20 per cent. sample Parsee households was also undertaken specially to find out age at marriage, fertility and their attitudes towards family planning. This special study is proposed to be published in the volume on Greater Bombay and also as a monograph separately.

(iii) District Census Handbooks

6. The scope of the District Census Handbooks has been considerably expanded to include in addition to the District Census Tables and the Village Directory a few more tables on other official statistics and an introductory note on the socio-economic conditions of each district. In the Village Directory portion the villages are presented in the order of their geographical contiguity. An alphabetical list is added for each taluka facing the taluka map in which all the villages are shown by location code numbers corresponding to their geographical location. Four district maps and more than a dozen illustrations are included in the introductory note on each district. Another great advance in 1961 is the publication of all the District Census Handbooks also in Marathi.

7. Many district and talukawise Census Tables were prepared from the 1961 Census material, specially for the District Census Handbooks. The official statistics presented in the District Census Handbooks were collected through the District Statistical Officers and through the Heads of Departments. Material on basic amenities for each village was collected at the time of housenumbering and houselisting through the enumerators in Stage I.

8. Tremendous effort had been put in for compilation of district statistics and notes and for bringing out the 25 volumes of District Census Handbooks in English and Marathi separately. In fact these two encyclopaedic sets in English and Marathi should be the biggest contribution made by the 1961 Census to the official literature in Maharashtra.

(iv) Village Surveys

9. In the last few decades the Census had increasingly turned its efforts to the presentation of village statistics. This suits the temper of the times as well as our political and economic structure. As a continuation of the same Census tradition an All India Scheme of Village Surveys was undertaken to try to present elaborate accounts on social structure and social change in today's rural India. The object of the survey was to get first hand personal observation to interprete the village

statistics and to find out how much of a village was static and yet changing and how fast the winds of change were blowing and from where.

10. Thirty-five villages were selected in Maharashtra: 10 each in Bombay and Poona Division, 8 in Nagpur and 7 in Aurangabad Division. The selection was purposive and we tried to include at least one or two villages of each of the known types. The field work was done in two stages. The first was through the Block Development Officers or the Social Education Organisers of the concerned Development Blocks who filled the prescribed Household Schedules and collected preliminary material. In the second stage, trained investigators visited each village and collected some more material, made personal observations and prepared preliminary reports. These reports were then finalised where necessary even by visiting the villages once or twice again. A monograph of about 50-75 printed pages is proposed to be published on each village separately. It is also proposed to publish the 35 monographs bound together in four volumes one each for a Commissioner's Division. These village surveys make an impressive total of 500 spread all over the country and will be the most voluminous and exhaustive study of rural life in India published or attempted so far. By the richness of material they are likely to set a new standard altogether.

(v) Ethnographic Notes on Scheduled Castes and Scheduled Tribes

11. A special question was asked in the 1961 Census about the name of the Scheduled Tribe or Scheduled Caste to which a person belonged. Special Tables for each Scheduled Caste and Scheduled Tribe have been separately prepared with reference to the replies to that question. They present statistics on demographic, social and economic aspects of life of each Scheduled Caste and Scheduled Tribe. In addition to these tables, ethnographic notes on each Scheduled Caste and Scheduled Tribe have been prepared mainly based on the 1961 Census material and the literature available on them. In the case of major Scheduled Tribes, a few local enquiries were undertaken in tribal areas to get personal observation on the conditions of tribal life today and to supplement the material available from the Census. These local enquiries were conducted during the years 1961-62 and 1962-63. Ethnographic notes will be published in Part V of Maharashtra Census Report.

(vi) Fertility Survey

12. In the absence of reliable vital statistics it was necessary to have alternative estimates for birth rates. A "Fertility Survey" was, therefore, undertaken. 304 sample enumeration blocks were selected in rural and 196 in urban areas. Field work was done through our office staff and through Statistical Assistants from the Block Development Offices. Findings of this survey will be presented in Part I of the Maharashtra Census Report.

(vii) Cities

13. In the Censuses of 1921 and 1931, separate volumes were published for Cities of Bombay Presidency. That practice had been discontinued in subsequent Censuses. In 1961, special Census Tables have been prepared for all the 12 Cities of Maharashtra. Tables for Bombay City have been prepared for nine smaller units. Material on Bombay City will be published in two volumes and that on the remaining 11 cities as separate monographs.

(viii) Fairs in Maharashtra

14. In the village enumeration reports obtained through the enumerators at the time of housenumbering and houselisting, we had included an item on important local fairs to be reported for each village. From these reports we compiled talukawise lists of fairs showing the location of the village, dates and duration of fair and the congregation gathering at each fair. It is proposed to publish these lists in a separate volume of Census Report. It is also proposed to add detailed accounts on fairs which have a gathering of more than 50,000 people. District maps will be added to show locations of important fairs in the district.

15. These lists will be useful for administrative purposes and for sociological studies.

(ix) Rural Crafts

16. Special talukawise Tables were prepared from the 1961 Census houselists to show the number of villages where it is carried and the number of workers engaged in each type of rural craft. It is proposed to publish these tables in a separate volume of the Maharashtra Census Report.

17. Special studies and local enquiries were also undertaken on seven selected rural crafts. Descriptive reports on processes, materials used and general economic conditions of the craftsmen engaged have been prepared and will be included in the same volume.

(x) Census of Technically Qualified Personnel

18. As a part of an All India Scheme we had undertaken a Census of technically qualified personnel simultaneously with the 1961 enumeration work. Specially designed cards were distributed by the enumerators to all the persons who returned some technical qualification as educational level attained in response to Question 6. Such cards were distributed only in urban areas and at the project sites. 462,665 cards had been distributed in Maharashtra. The persons concerned were to send them directly to the Registrar General. The results of this Census were compiled by the Registrar General and are proposed to be published in one of the Census papers separately.

APPENDIX (1)

Staff employed in the Office of the Superintendent of Census Operations during 1961 Population Census

	Name	Designation	Parent Department/ Office	Grade Rs.	Period		Remarks
					From	To	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
			CLASS II				
1.	Shri K. F. Patel ..	Deputy Superintendent of Census Operations, Bombay	Revenue Department.	220—325	1-7-1959	1-5-1960	Transferred to Gujarat from 1-5-1960.
2.	„ D.V. Rangnekar.	Research Officer ..	Bureau of Economics and Statistics, Bombay.	220—650	16-6-1960	*Continued.*	
			CLASS III				
1.	Shri V. M. Deole ..	Head Assistant ..	General Administration Department.	350—475	18-5-1959	*Continued.*	
2.	„ K. K. Kotwal ..	Stenographer ..	Do. ..	210—530	1-7-1959	*Continued.*	
3.	„ J. G. Deshmukh	Statistical Assistant	Bureau of Economics and Statistics, Bombay.	210—425	15-5-1959	*Continued.*	
4.	„ R. M. Vankani..	Do. ..	Do. ..	210—425	14-5-1959	1-5-1960	Transferred to Gujarat from 1-5-1960.
5.	„ C. V. Kasbekar.	Do. ..	Do. ..	210—425	25-1-1960	....	Repatriated on 15-11-1961.
6.	„ C. B. Patel ..	Do. ..	Do. ..	210—425	25-1-1960	1-5-1960	Transferred to Gujarat from 1-5-1960.
7.	„ S. L. Bhat ..	Accountant-*cum*-Cashier.	Accountant General, Bombay.	210—380	1-8-1959	24-5-1960	Transferred to Gujarat.
8.	„ J. M. Rodrigues	Do. ..	Do. ..	210—380	1-6-1960	....	Repatriated on 31-7-1962.
9.	„ R. E. Gupte ..	Upper Division Clerk.	Co-operation and Rural Development Department.	130—300	8-6-1959	*Continued.*	
10.	„ A. G. Borkar ..	Lower Division Clerk.	General Administration Department.	110—180	18-5-1959	*Continued.*	
11.	„ M. S. Vyas ..	Do. ..	Revenue Department.	110—180	1-7-1959	....	Repatriated on 22-5-1960.
12.	Kumari S. S. Wagle	Do. ..	....	110—180	14-12-1959	31-3-1961	
13.	Shri H. G. Barve ..	Do.	General Administration Department.	110—180	1-4-1960	....	Repatriated on 2-5-1961.
14.	„ M. R. Bapat ..	Typist ..	....	110—180	18-5-1959	....	Resigned on 31-5-1962.
15.	Kumari G. N. Pednekar.	Do. ..	Bureau of Economics and Statistics, Bombay.	110—180	17-4-1960	*Continued.*	
16.	Shri V. G. Surve ..	Proof Reader ..	Director, Government Printing and Stationery, Bombay.	150—240	17-2-1960	*Continued.*	
17.	„ C. M. Kane ..	Do. ..	Do. ..	150—240	17-2-1960	*Continued.*	
18.	„ S. Y. Pradhan ..	Draughtsman ..	....	150—240	2-2-1960	*Continued.*	
19.	„ B. M. Nagarkar	Do. ..	....	150—240	2-2-1960	*Continued.*	
20.	„ Marshal Almeida	Staff Car Driver ..	....	110—139	8-12-1959	*Continued.*	
			CLASS IV SERVANTS				
1.	Shri N. S. Gavali ..	Class IV Servant ..	General Administration Department.	70—85	1-6-1959	....	Repatriated on 1-11-1961.
2.	„ S. R. Chavan ..	Do. ..	Do. ..	70—85	1-11-1959	....	
3.	„ M. S. Gada ..	Do. ..	Revenue Department	70—85	10-7-1959	....	Resigned on 5-12-1961.
4.	„ B. B. Lad ..	Do. ..	....	70—85	4-4-1959	*Continued.*	
5.	„ Kisan Kashid ..	Do. ..	....	70—85	10-11-1959	*Continued.*	
6.	„ S. V. Hatode ..	Do. ..	....	70—85	3-3-1960	*Continued.*	

Deputy Superintendents during Enumeration

Name	Parent Department	Grade Rs.	Period		Remarks
			From	To	
(1)	(2)	(3)	(4)	(5)	(6)
		CLASS I			
1. Shri S. S. Tinaikar, I.A.S.	General Administration Department.	400—1,000	1-7-1960	*Continued.*	
		CLASS II			
1. Shri S. H. Dani ..	Revenue Department.	350—650	2-11-1959	14-2-1960.	Expired on 14-2-1960.
2. ,, G. V. Badhe ..	Revenue Department.	350—650	19-10-1959	*Continued.*	
3. ,, V. J. Karnik ..	Revenue Department.	350—650	21-4-1960	*Continued.*	
4. ,, A. V. Desai ..	Revenue Department.	350—650	4-8-1960	*Continued.*	
5. ,, R. G. Phadke ..	Revenue Department.	350—650	8-11-1960	*Continued.*	
6. ,, G. G. Laulkar ..	Bureau of Economics and Statistics, Bombay.	220—650	2-10-1960	*Continued.*	

Note.—Each Deputy Superintendent of Census Operations was given one Upper Division Clerk, one Typist and two Class IV servants.

APPENDIX (2)

Report on the Pre-testing of the Second Draft of the Houselist and Enumeration Schedule in Bombay State

As reported in my demi-official letter No. CSE/Pre-testing/II, dated the 17th June 1959, we had undertaken pre-testing of the Second Draft Schedule in 12 different localities in 12 districts. The Director of the Bureau of Economics and Statistics asked his 12 District Statistical Officers to work as Supervisors and also to give two Statistical Assistants for each locality to work as Enumerators. As other agencies for enumeration we had secured two Primary School Teachers and two Talatis for each locality. One Revenue Circle Inspector was also deputed as Assistant Supervisor for all the localities. All the Enumerators joined and worked for the entire period of the programme initially given to them except at Nagpur where the two primary school teachers had not been spared by the Municipal Corporation.

2. The actual work started with the first meeting and training of District Statistical Officers at Bombay. This went on for three days. As a part of training we also had a domestic practice of enumeration in one of the Bombay Suburban villages. The work on the field started on 20th July in four areas, 2nd August in four other areas and 10th August in the remaining four areas. The programme of work was for 14 days at each place. The four areas starting last completed their work on 23rd August. At each place, the Supervisors had been constantly in touch with the Enumerators and on the last day a meeting of all the Enumerators was held to discuss their observations and difficulties they had come across. I myself visited 7 of these 12 localities and Shri Patel, my Deputy Superintendent, visited five. During our visits both of us discussed with all the Enumerators on spot about their difficulties and observations. A few enumerators had also experience of previous Censuses. Some areas included the localities where the first pre-test was taken and a few District Statistical Officers and their Statistical Assistants had, therefore, previous experience of pre-test work.

3. We had translated the Houselist and the Household Schedule in Marathi and Gujarati and got them printed locally. The instructions for the houselists and the household schedules were also translated and stencilled. Two copies of all these translations in Marathi and Gujarati, are enclosed. (Not reproduced here.)

4. The District Statistical Officers had been asked to make payment to the Enumerators to the extent of amounts they spent on journeys to and fro in cases where they were not entitled for T. As. Some small incidental expenditure has also been incurred in all the localities on training camps, lighting, writing material, etc.

5. The total coverage in the 12 selected localities has been of 6,052 households. At each place 3 days were spent in study and training of the Enumerators, 2 days in the preparation of houselists, 2 days in intensive training and 7 days for enumeration.

6. The reports received from all the supervising District Statistical Officers were discussed in a meeting on 31st August 1959. The comments made in the following paragraphs are based on our observations in the field as well as on the discussions we had with the District Statistical Officers and Enumerators.

7. As desired the following report on the Pre-test and remarks on the forms and procedure adopted for the Pre-test have been prepared on the lines indicated in the Registrar General's D. O. letter No. 6/21/58-RG., dated the 19th February 1959, to the Directors of the Bureaux of Economics and Statistics :—

(1) *Format of the Houselist Form and the Enumeration Schedule*

8. (*a*) The unusually large size both of the Houselist and the Household Schedule presented considerable difficulty to the enumerators in writing out the answers while standing. Most of them were observed trying to squat in all awkward places available so as to be able to write. Some others were writing using the walls or doors as support. This made them face odd directions and not face to face to the respondent as they should normally do. Majority of enumerators have expressed this difficulty. A few enumerators no doubt also admitted the advantage of having all the six slips in sight along with the Household Schedule as by that they could prepare Enumerator's abstract easily.

(*b*) (*i*) There was no difficulty because there are only six slips in the Household Schedule Form except that combining the slips with the Household Schedule is making the combined size too large to handle. On an average, 30 per cent. more forms were required for enumerating households while the total wastage of slips was over 50 per cent.

(*ii*) Because of the large size of the format of the Schedule and Slips during handling by the enumerators the Slips were found to be folded and crumpled in odd corners and with slight careless handling the slips are likely to be torn.

(*c*) The enumerators correctly applied the instructions regarding crossing out of unused slips. All the unused slips had been crossed. All unused Household Schedules had also been similarly crossed.

(2) *Houselist Form*

9. (*a*) and (*b*) (*i*) Columns 6 to 9 mostly remained blank in all selected areas. It was suggested that they should be separated and information about factories or workshops should be collected in a separate form.

(*ii*) For Columns 10 and 11 the enumerators found difficulty in writing the types of walls or roofs for houses where a few walls were of one type and others a different type. Similarly, for roofs.

(*iii*) The heading of Column 12 was slightly different than what the instructions for writing this column would suggest. If the entire household number including the building and the Census House sub-number was to be written the heading of the column should be revised.

(*iv*) The width of Column 13 was inadequate to write the full name of the Head of the Household.

(*v*) The enumerators found it difficult to write out the number of rooms in Census Houses where only one room was being used both as kitchen and living room. The difficulty was if in such cases number " 1 " should be written or " zero ". If one is written it will overlap with the house having one living room and one kitchen.

(*vi*) The placing of this Column 14 also requires some change as entries in this column are likely to get mixed up with the entries under Columns 15 to 18 when they are totalled up. Column 15 may, therefore, be taken up immediately after Column 12 and Column 13 re-numbered as Column 14.

(*vii*) The enumerators found it extremely difficult to correctly find out the number of males and females of 21 years and over. This actually needed a very elaborate inquiry of ages of all members of the family and enumerators had to spend three to four minutes on each household to elicit this information. Subsequent comparison with the individual slips showed that in many cases the information of males and females of 21 years and over was not tallying with the entries obtained from the Slips and had, therefore, to be corrected. It is, therefore, suggested that in the Houselist we should only seek information of the total number of males and females in the household and the inquiry about the age groups should not be made at this stage. We would be getting that information through enumeration.

(*viii*) The numbering printed under Column 1 on first page is repeated as 1 to 20 on the second page also whereas it should be 21 to 40. As it is, the same repeated numbering is likely to create confusion to the enumerators when he uses the houselist page for reference during enumeration of a particular household.

(*ix*) It is not also clear if the numbering under Column 1 is for lines or for the spaces between the lines. The heading of the first column is " Line No. " whereas the numbers are printed in between the lines. It should be clearly stated whether entries are to be made on the lines or in the spaces between the lines.

(*x*) It was observed that some more clarification of the " Census House " concept is required. It should be clearly stated in the instructions if one household could occupy two Census houses.

(*xi*) It may not be necessary to ask the enumerator to sign on every page and put dates, etc.

(3) *Sequence of Enumeration Schedule*

10. (*a*) The order of obtaining information first in regard to the household and then in respect of individual members was not found to be convenient for enumeration.

(*b*) (*i*) The enumerators found it difficult to fill in the details of the Household Schedule particularly for " C " under Part I. The exact economic activity of the household is better known only after the enumerator fills in all the slips for individual members. A few enumerators, therefore, filled in the slips first and then took up Part I of the Schedule. Where it was not done it was found that entries under " C " Part I had to be subsequently corrected.

(*ii*) The questions about land cultivated, owned and leased out are very delicate questions to be asked particularly on the background of impending land reforms legislation in the State. In the sequence of enumeration, therefore, these questions should be put to the respondent last as by that time the enumerator might have finished his inquiry on demographic aspects of the household and economic activities of individual members and might have earned good confidence of the Head of the Household. By taking the Household Schedule first the enumerator has to put the most awkward question about land held, cultivated and leased out at the start and the subsequent inquiry is, therefore, likely to be prejudiced.

(*iii*) Another difficulty experienced for recording extents of land cultivated, owned or leased was whether to record the total of extents held by different members of the household where they had separate individual holdings in their names while living together in the same household. In such cases, the Head of the Household has a holding in his name separately and a few other members of the family also severally own or cultivate separate holdings. In some genuine cases, the holdings are separately managed in practice but very often the separation exists only on paper record while the management is common. *Vice versa*, there are a few joint holdings under cultivation or ownership where the sharers live separately. The former sort of partitions either real or on paper are made to evade different provisions of land legislation. The enumerators had to face many such examples and got confused if the several holdings cultivated or owned in the names of different members of the household should be totalled up and the total recorded or the extent of land cultivated, owned or leased by the Head of the Household only should be recorded. In the latter sort of cases it will have to be clarified if the deduced share of the extent of land cultivated, owned or leased as a joint enterprise should be recorded for each sharing household separately.

(*iv*) The other difficulty was about finding the extent of land held by a household beyond the boundaries of the village under enumeration. It is found that there are quite a number of households owning or cultivating land situated in more than one village particularly among those having large holdings. In case of very big land holders their lands owned or cultivated are known to be spread over even beyond the limits of talukas and in some few cases even districts.

(*c*) (*i*) The hesitancy or unwillingness on the part of the householders to give out information was felt only in respect of A : Cultivation under Part I. Under the existing laws lease of land is prohibited in certain areas (Saurashtra area) and this factor is now commonly known even in the villages. In practice, however, lands continue to be given and taken on lease. There was considerable hesitancy, therefore, in giving out correct information and almost every household said that the land was under its own cultivation. This information is further pursued by intelligent respondents while answering individual slip questions. To avoid exposure they show themselves as engaged in cultivation under Question 9. If individual slips are taken first the information under Question 9 would be more reliable than otherwise.

(*ii*) It is similarly much more easy to write about non-Indian nationals and about the migration of the household after the individual slips are filled in.

(4) *Household Schedule*

11. (*a*) and (*b*) (*i*) About non-Indian nationals it was suggested that an independent question need not be asked about this as there would be very few cases of non-Indian nationals and wherever they might be they could be marked in the individual slips and, therefore, if necessary may be shown only in the Enumerators' abstract. In any case, it may be better not to put this question as the first question for a household. As far as the wording of the question is concerned it is suggested that words " and their " should be added before the word " nationality " as some enumerators got confused and started writing nationality of even Indian nationals as " Indian. "

(*ii*) The enumerators found it difficult to write the period of residence of the Head of the Household as in many cases of migration the periods for the heads of households and other members were different. The instructions for this question need some more clarification.

(*iii*) As far as the household information under sub-part A : Cultivation : Part I was concerned it has been found generally that the respondents are hesitant to give information of the land cultivated, owned or leased out. In a majority of cases the exact area cultivated, owned or leased out is not known to the respondents even in local measures. Then the names of different local rights on land are not known to the respondents as well as to our school teachers who constitute the majority of our enumerators. Similarly, the expression " held from Government " is very much resented in this State as unlike zamindari areas the lands are supposed to be owned by their occupants and not held from Government. With the operation of the various land reforms laws the tenures in Bombay State have now been very much simplified and there are now only two groups of cultivators either with occupancy (ownership) tenure or with tenancy rights. The distinction of various local rights would not, therefore, be necessary at least for Bombay State. The cultivators in general in rural areas have been recently alarmed with false rumours about the proposals for compulsory co-operative farming or about the impending ceilings legislation. The enumerators found considerable resentment among the respondents against giving acreages of their ownership or cultivation holdings. In fact, in one area the villagers had started thinking of a combined refusal to give information under this heading.

(*iv*) I got some entries about lands leased compared from the village records. It was seen that the entries mostly tallied with the official revenue records. The information which has already gone to official revenue records was not concealed but transactions of leasing of land or taking of land on lease which had not been reported in the revenue records were concealed. In other words, we are not likely to get under A : Cultivation any better information than the existing official revenue records.

(*v*) It was found that ' bigha ' was in vogue as a local measure but the quantum of the ' bigha ' ranged from 10 gunthas to 40 gunthas in different regions. Conversion of the reported extents of land in acres would, therefore, be possible only if the enumerators are asked to write the equivalent of the local measure in acres. Then, the respondents usually reported the extent of their cultivated lands in terms of so much seed sown and it was difficult for the enumerators to calculate the extent even in local measures unless they knew the seed-rate per acre for that particular crop and locality.

(*vi*) Under these conditions the information we obtain either under local rights or for the extents of land cultivated, owned or leased may not perhaps be very accurate or reliable. Unless there be an idea of having tabulation for extents of land cultivated, owned or leased under many size-groups it may be suggested that we may restrict our inquiry to finding out the agricultural status of the household, *i.e.*, whether the household is owner-cultivator or tenant-cultivator or both, and for sizes of holdings to a very few broad size-groups.

Precise Clarification.—It was felt that for sub-part B : Household Industry or Business under Part I there should be further clarification about or a precise definition of the household industry or business.

(*vii*) Questions 1 and 2 under sub-part C in Part I should have word " only " added. Question 1 should be " Household cultivation only ". Question 2 should be " Household Industry or Business only ". It should be made clear that item 3 is not intended as a total for item 1 and 2 but is an independent item for workers working both in household cultivation and household industry. The word " business " has been left out in item 3. That might not be intentional. But its omission is likely to create confusion. The word " only " added to questions 1 and 2 would make the meaning of item 3 more clear.

(*viii*) *Part II : Enumerators' Abstract.*—There should be two additional columns in this abstract one for horizontal totals and the other for writing the number of illiterates. Entries under persons working and non-working need to be referred to for verification with the total of male population. Similarly, for females and for the total household population. The same total figure for the households for males, for females and totals has to be referred to for verifying members under " one year " age with " other ages ". Along with literates we should similarly write the number of illiterates as we are writing the number of non-workers with the number of workers and the number of persons of other ages with that of under one year.

(*ix*) The word " literate " for purposes of this abstract should be further clarified to say if only reading or reading and writing constitutes literacy for this purpose.

(*x*) Under Part III, the Registrar General has stated that the existing Part III is to be substituted by an abbreviated table of National Register. In his letter, D. O. No. 6/7/59-RG, dated the 8th July 1959, he has also given a Table in this respect. In Column 7 of that Table occupation for all individual members of the household is to be shown but this word " occupation " does not appear in any of the questions asked on the Slips. It may, therefore, be difficult to directly fill in this Column 7 of Abbreviated Table of National Register. The word " occupation " will have to be defined clearly.

(*c*) The data collected in the Household Schedule is reliable enough to provide a useful frame for future sample inquiry except perhaps for the information relating to the extents of land cultivated, owned or leased out.

(*d*) As stated above, householders were reluctant to give information about land cultivated, owned or leased. No one else refused to give any other information for the household schedule.

(5) *Individual Slips*

12. (*a*) The captions used in the individual slips were really helpful to the enumerator.

(*b*) (*i*) The geometrical designs used in the slips for recording the answers did not present any difficulty.

(*ii*) The size of the square under Question 8 (*a*) needs to be increased. As in some cases two alphabets " NW " could not be written conveniently in that small square.

(*iii*) If it is necessary, the size of the parallelogram under Question 8 (*b*) may be somewhat reduced as it is too big for recording two alphabets with which all the eight categories of answers under 8 (*b*) are covered.

(*iv*) The use of geometrical designs facilitated the enumeration work very much.

(*c*) & (*d*) (*i*) The size of the rectangle under Question 2 " age " may be reduced as it is more than what is required for writing two or three digits.

(*ii*) For 4 (*b*) in many cases the respondents do not remember the district in which their birth place happened to be or whether it was a rural or an urban area now. The enumerators with their limited knowledge of geography are also not able to improve that position. The difficulty might perhaps be solved by asking for the name of the State only in case of other States and the name of the district in the case of the parent State only.

(*iii*) Under 4 (*c*), we are recording migration resulting from all the following possible factors:—

(1) Birth in a town having maternity facilities or in a maternal uncle's place.

(2) Students living in towns for their studies.

(3) Marriage.

(4) Professional migration.

From the responses it is not possible to study the real sort of migration, namely, the last category. We may, if necessary, improve upon 4 (*c*) and add categories of migration and ask for the period of migration only in cases of professional type of migration.

(*iv*) Under 6 (*b*) for any other language known it was not clear what standard of efficiency should be accepted for knowledge of other language whether speaking, reading or writing.

(*v*) Under " 7 Education " answers are recorded in wide ranges. The same terms like " 10th standard " or " Pravin" for example have different meanings under different educational systems and the answers recorded are likely to be wrongly classified during tabulation. For example, 5th Std. English of the old days was equivalent to the existing 9th Std. and so on.

(*vi*) A person engaged partly as owner cultivator and partly as agricultural labourer will, under the existing instructions, appear both under Questions 9 and 10. Same thing will happen for answers under Questions 11 and 12. As we are not recording one of the two or more occupations as main occupation we are likely to inflate the total number of workers by recording such workers under more than one heading.

(*vii*) Under the present instructions, a hired worker working in somebody else's household industry is to be recorded under Questions 11 (*a*), (*b*) and (*c*). For that worker, the household industry is, however, not exactly a household industry. It might in some cases be situated in some other enumerator's block and the enumerator enumerating the worker, as well as the worker himself may not be able to decide if that industry is a household industry or not. The answers to Questions 11 (*a*), (*b*) and (*c*) in such cases may, therefore, not be quite accurate as the worker is more likely to be recorded under Question 12 than under Question 11.

(*viii*) In the Instructions, under 11 (*c*) the categories of employer and family worker do not appear to be mutually exclusive. This should, therefore, be further clarified.

(*ix*) Difficulty was experienced in recording answers under Question 8 (*a*) or 8 (*b*) in the case of M. L. As. or of rich people now doing honorary social work. The point for clarification was whether a full-time honorary social work is to be treated as " work " or not.

(*e*) Nil.

(*f*) The abbreviations prescribed and translated in language alphabets did not present any difficulty. Care is, however, to be exercised in avoiding the same alphabets being used either singly or in combination with other alphabets for probable answers in different questions. This could be done while translating the final form in regional languages.

(6) *Enumeration*

13. (*i*) The agency employed for pre-test, namely, that of school teachers, talatis and patwaris is the right type for such work and could be relied upon to put the questions correctly and properly and to get proper and correct answers in the General Population Census. The experience has been that talatis work better than the school teachers perhaps because of their local acquaintance and that the school teachers work better than the patwaris, *i.e.*, village officers working in some areas on hereditary watan system.

(*ii*) Adequate number of school teachers would not be available to be used as single agency for enumeration in all areas. Even where they are available in sufficient numbers they should not be entrusted with enumeration work alone as that would create a feeling among the school teachers themselves that they are being singled out and saddled with this sort of additional work. It would simultaneously create unhealthy reactions among the revenue staff that they are not being trusted for the work which they have been doing for the last hundred years. This sort of negative feeling or reaction among the revenue staff might in some areas create considerable difficulties for enumeration.

(7) *Time taken for filling up the Enumeration Schedule*

14. Record of time taken for filling Enumeration Schedules was maintained only in seven localities. On an average, an experienced enumerator takes three minutes for filling the Household Schedule and two minutes for an individual slip. As a day's work we can safely presume that the enumerator would be enumerating twenty families. The outturn of work is naturally lower in the first three days, but the enumerators make up the average with experience.

The houselisting was done in all cases for hundred households in 2½ days. For 150 households with housenumbering the enumerator will have to work for four days.

(8) *Supervisors*

15. The Supervisors could adequately check the work of Enumerators. The checking has not been strictly to any percentage but the supervising officers were constantly in touch with the Enumerators' work and were solving their difficulties on the spot and checking their work from day to day.

(9) *Co-operation from the Public*

16. No general disinclination on the part of householders to co-operate in the Pre-test work was found anywhere. In one village, there was small difficulty about mother-tongue data and some general reluctance for giving information about the extents of land. In one case, the householder refused to give out his religion and in another to give answers to the Household Schedule and Slips as he thought that the basic data obtained from the Census was not being correctly used for political decisions. This reference was probably to that disputed border areas of Belgaum. Some householders, particularly in urban areas, asked for authority letters or identification cards from the enumerators as we were not able to inform all the households in the selected localities of the Pre-test work. This will, of course, be done for the General Population Census and our enumerators would also be carrying letters/identification cards.

17. The following are a few additional remarks :—

(*a*) *Training.*—It was observed that the total training period for enumerators should be six working days if they are attending the training as a part-time work in addition to their normal duties. It has been found that domestic practice of enumeration should be an essential part of training at every level. It has been observed that all Circle Inspectors or all School Headmasters would not be able to give training to the enumerators. A few out of them who are above average will have to be selected for giving such training.

(*b*) *Supervision.*—(*i*) It was observed that the Revenue (Circle) Inspectors will be able to exercise control or to supervise the Census work of five to six enumerators in rural areas and 8 to 10 enumerators in urban areas.

(*ii*) We will have also to use Primary School Headmasters as Supervisors as the supervising agency should also be drawn from both the Revenue and Education Departments from which the enumerators are drawn. It would not, however, be possible or good to make separate batches of Supervisors and Enumerators from the two Departments and to make them work exclusively in separate circles.

(*iii*) The Supervisors and the Enumerators drawn from two Departments should be fixed at all levels.

(*iv*) For Backward areas having very thin population and scattered houses without concentration in village sites we will have to provide one supervisor for a much lesser number of enumerators say 2 or 3.

(*v*) The Supervisor's work is normally very heavy in the first three days of enumeration. We should make it compulsory for him to meet and see the work of all the enumerators on the first two days as it is only during these first two days of enumeration that the enumerators are not clear about various concepts and are, therefore, likely to make a few mistakes.

(*c*) *Enumerators' working pairs.*—It was observed that the enumerators' work becomes easier if two of them visit the household in a pair. One goes on asking questions and the other recording the answers. Going together also creates additional confidence with the respondent's family, particularly when womenfolk happen to be respondents. On the other hand, two enumerators working together would not give output of work equal to what they had done separately. But the quality of work will certainly be better. The total output will be about 75 per cent. of their total work if they worked separately. Working in pairs, however, would require a larger number of enumerators or the same number of enumerators for a longer period. It might require more training effort and if honorarium is to be paid to the enumerators it will also involve heavier expenditure. The advantage of improvement in quality will have, therefore, to be weighed against the higher requirements of personnel, training and expense.

(*d*) *Instructions.*—It was observed that there should be two sets of instructions one a comprehensive set of instructions needed for those at higher levels who are required to give training or solve enumerators' difficulties or in other words who are required to master the concepts and procedure prescribed. Another abbreviated set of instructions should be provided for day to day reference by the enumerators themselves.

(*e*) *Pads.*—All the enumerators who had experience of the previous Census insisted that for the 1961 Census also they should be provided with pads for Slips and Household Schedules.

(*f*) *Translations.*—Our language translations of the Houselist, Schedule and Instructions were found to be wanting in many respects. The draft translations of the final Schedule will, therefore, need very careful scrutiny. Some language authorities will have to be referred for getting simple translations of the Schedules and Instructions. The language generally to be used for the Forms and Instructions should have a rural accent as it is mostly in rural areas that the people find it difficult to understand the various concepts used.

APPENDIX (3)

Statement showing the Details of Census Forms printed at the Government of India Press, Nasik

Serial No.	Details of Orders	Houselist Forms	Household Schedules (Black)		Individual Slips (Black)		Individual Slips (Red)	Household Schedules (Red)
			Pads of 50	Pads of 25	Pads of 100	Pads of 25		
1	2	3	4	5	6	7	8	9
			ENGLISH					
1	Original Printing	163,000	14,000	13,000	40,000	27,000	10,000	10,000
2	Additional Printing .. .. Superintendent of Census Operations' No. CSG Ptg./4538, dated 19th August 1960.	....	8,000	20,000	27,000	11,000	....	....
3	Additional Printing .. .. Superintendent of Census Operations' No. CSG/Ptg./Nasik, dated 14th October 1960.	....	....	....	....	....	5,000	5,000
	TOTAL PRINTED FORMS ..	163,000	22,000	33,000	67,000	38,000	15,000	15,000
	SUPPLIED ..	130,250	20,321	13,372	55,471	27,732	14,066	14,266
	BALANCE ..	32,750	1,679	19,628	11,529	10,268	934	734
	Percentage of Balance to Total Printed.	20·1	7·6	59·5	17·2	27	6·2	4·9
			MARATHI					
1	Original Order of Printing .. Registrar General's Letter.	842,000	132,000	100,000	383,000	231,000	60,000	60,000
2	Additional Printing .. .. Superintendent of Census Operations' No. CSG/Ptg./4538, dated 19th August 1960.	....	50,000	21,000	42,000	12,000	....	....
3	Additional Printing .. .. Houselist Forms—CSG/Ptg., dated 13th September 1960.	100,000	....	....	....	....	....	....
4	Additional Printing .. .. Superintendent of Census Operations' Letter No. CSG/Printing/ Nasik, dated 14th October 1960.	....	....	....	....	....	50,000	50,000
5	Additional Printing .. .. Superintendent of Census Operations' No. CSG/Ptg./Nasik, dated 1st December 1960.	....	....	....	....	....	20,000	20,000
	TOTAL PRINTED FORMS ..	942,000	182,000	121,000	425,000	243,000	130,000	130,000
	SUPPLIED ..	927,000	168,616	118,705	396,975	241,759	130,000	130,000
	BALANCE ..	15,000	13,384	2,295	28,025	1,241	....	....
	Percentage of Balance to Total Printed.	1·6	7·4	1·9	6·6	0·5	....	....

APPENDIX (4)

CENSUS OF INDIA 1961

[Actual size of the form used —20 in. ×13 in.]

HOUSELIST

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

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

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

Line No.	Building Number (Municipal or local authority or Census Number, if any)	Building Number (Column 2) with sub-numbers for each census house	Purpose for which census house used, e.g., dwelling, shop, shop-*cum*-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, etc.	If this census house is used as an establishment, workshop or factory				Description of census 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
				Name of establishment or proprietor	Name of product (s), repair or servicing undertaken	Average No. of persons employed daily last week (including proprietor, or household members, if working)	Kind of fuel or power if machinery is used	Material of wall	Material of roof					Males	Females	Total	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
1																	
2																	
3																	
4																	
5																	
6																	
7																	
etc.																	
20																	
													×				

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

APPENDIX (5)

INDIVIDUAL SLIP

[Actual size of the form used—5 in. × 6½ in.]

CONFIDENTIAL CENSUS 1961

Location Code

1 (a) Name

1 (b) Relationship to Head

2 Age last birthday

3 Marital Status

4 (a) Birth-place

4 (b) Born R/U

4 (c) Duration of residence if born elsewhere

5 (a) Nationality

5 (b) Religion

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

6 Literacy & Education

7 (a) Mother tongue

7 (b) Any other language(s)

8 Working as Cultivator

9 Working as Agricultural labourer

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

11 Doing Other Work 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 (6)

HOUSEHOLD SCHEDULE

[Actual size of the form used—6½ in. × 8 in.]

(Obverse)

CONFIDENTIAL

CENSUS OF INDIA 1961

(To be filled up during Enumeration)

Is this an institution ?

PART I—HOUSEHOLD SCHEDULE

LOCATION CODE : _____

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

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

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

C. Workers at Cultivation or Household Industry

Members including Head of family working and hired workers, if any, kept wholetime 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 .

HOUSEHOLD SCHEDULE—*contd.*

(Reverse)

PART II—CENSUS POPULATION RECORD

(To be compiled from individual Census Slips)

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

Dated Signature of Supervisor

Dated Signature of Enumerator

APPENDIX (7)

भारतीय जनगणना, १९६१ [मूळ नमुन्याचा आकार—२०″ × १३″]

घरांची यादी

जिल्ह्याचें नांव ..... (स्थलांक .....)
तालुका/तहसील, महाल किंवा शहराचें नांव ..... (स्थलांक .....)
गांवाचें/वॉर्डाचें नांव (गणना विभाग) ..... (स्थलांक .....)

ओळीचा नंबर	इमारतीचा नंबर (नगरपालिका अथवा स्थानिक संस्थेनें दिलेला किंवा जनगणनचा)	गणनेसाठीं दिलेला इमारतीचा नंबर व प्रत्येक घरास दिलेला पोट-नंबर	घराचा उपयोग कशासाठीं होत आहे उदाहरणार्थ—राहणें, दुकान, राहणें व दुकान दोन्हीं, धंदा, कारखाना, वर्कशॉप, शाळा, अन्य संस्था, तुरुंग, वसतिगृह, उपाहारगृह, इत्यादिसाठीं	घराचा उपयोग कारखाना किंवा वर्कशॉप म्हणून होत असेल तर			
				कारखाना किंवा मालकाचें नांव	कोणता माल तयार होतो, अथवा दुरुस्त होतो किंवा साफसफाई (सर्व्हिसिंग) चें कोणतें काम केलें जातें	गेल्या आठवड्यांत दररोज कामावर हजर असलेल्या इसमांची सरासरी संख्या (मालक किंवा त्याच्या कुटुंबांतील कोणी कामें करीत असतील तर त्यांना धरून)	मशिनरी (यंत्र) वापरीत असल्यास, कोणत्या प्रकारचें इंधन किंवा पॉवर वापरण्यांत येते
१	२	३	४	५	६	७	८
१	.....	.....	.....	.....	.....	.....	.....
२	.....	.....	.....	.....	.....	.....	.....
३	.....	.....	.....	.....	.....	.....	.....
४	.....	.....	.....	.....	.....	.....	.....
५	.....	.....	.....	.....	.....	.....	.....
६	.....	.....	.....	.....	.....	.....	.....
७	.....	.....	.....	.....	.....	.....	.....
इत्यादि	.....	.....	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....	.....	.....
२०	.....	.....	.....	.....	.....	.....	.....

माझ्या माहितीनुसार वरील नोंदी बरोबर आहेत. गणना करणाराची सही———————— तारीख————————

घराचें वर्णन		घराचा नंबर (रकाना ३) व घरांतील प्रत्येक कुटुंबाचा पोट-नंबर	कुटुंब प्रमुखाचें नांव	कुटुंबाकडे असलेल्या खोल्यांची संख्या	कुटुंब स्वतःच्या घरांत राहात आहे किंवा भाड्याच्या (अ) स्वतःचें (स्व) (ब) भाड्याचें (भा)	नोंदणीच्या दिवशीं कुटुंबांत राहात असलेल्या इसमांची संख्या			शेरा
भिंती कशाच्या आहेत	छप्पर कशाचें आहे					पुरुष	स्त्रिया	एकूण	
९	१०	११	१२	१३	१४	१५	१६	१७	१८
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
			पानाची बेरीज		×				

APPENDIX (8)

वैयक्तिक स्लिप [मूळ नमुन्याचा आकार--५″ × ६½″]

गुप्त भारतीय जनगणना, १९६१

स्थलांक _____

1. (अ) नांव _____

1. (ब) कुटुंबप्रमुखाशीं नातें _____ 2. वय (पूर्ण झालेलीं वर्षें) [ ]

3. वैवाहिक दर्जा _____ 4. (अ) जन्मस्थान _____
इतर ठिकाणीं

4. (ब) जन्म खे./श. ◯ 4. (क) जन्म झाला असेल तर येथील वास्तव्याची मुदत [ ]

5. (अ) राष्ट्रीयत्व _____ 5. (ब) धर्म _____

5. (क) अनुसूचित जाति / वन्य जमाती _____ 6. साक्षरता व शिक्षण _____

7. (अ) मातृभाषा _____ 7. (ब) इतर कोणती (त्या) भाषा _____

8. शेतकरी म्हणून काम करीत असल्यास _____ 9. शेतमजूर म्हणून काम करीत असल्यास _____

10. घरगुती उद्योगधंद्यांत काम करीत असल्यास
(अ) कोणतें काम _____
(ब) कोणता घरगुती उद्योगधंदा _____ (क) घरगुती उद्योगधंद्यांत नोकर असल्यास △

11. 8, 9 किंवा 10 याशिवाय इतर काम करीत असल्यास
(अ) कोणतें काम _____
(ब) कोणता उद्योगधंदा _____ (क) कोणता वर्ग ▽
(ड) कोठें काम करतो ? _____ 13

12. काम करीत नसल्यास काय करीत आहे ? [ ] स्त्री किंवा पुरुष.

APPENDIX (9)

[मूळ नमुन्याचा आकार—$6\frac{1}{2}'' \times 8''$]

कुटुंब पत्रक

(पुढील बाजू)

गुप्त

भारतीय जनगणना, १९६१

(गणनेच्या वेळीं भरण्यासाठीं)

भाग १—कुटुंबपत्रक

संस्था आहे किंवा काय ?

स्थलांक ——— ———

कुटंब प्रमुखाचें संपूर्ण नांव } ———

अनुसूचित जाती किंवा वन्य जमाती असल्यास

(अ) **शेती**—	जमिनीवरील हक्काचें स्थानिक नांव	क्षेत्रफळ (एकरांमध्यें)
1. घरीं केलेली शेती—		
(i) मालकीची किंवा सरकारी जमीन		
(ii) लागवडीची जमीन (रोख रक्कम, माल अथवा हिश्श्यावर इतरांकडून किंवा संस्थेकडून केलेली)		
(iii) एकूण (i) व (ii)	.....	.....
2. रोख रक्कम, माल अथवा हिश्श्यावर इतर इसमास लावणीस दिलेली जमीन.		

(ब) **घरगुती उद्योगधंदा**— रजिस्टर्ड फॅक्टरीच्या प्रमाणावर नसलेला, स्वत: कुटुंब प्रमुख आणि/किंवा मुख्यत: कुटुंबांतील सभासदांनीं, ग्रामीण विभागांत घरीं अथवा गांवाच्या शिवारांत आणि शहरी विभागांत फक्त घरीं चालविलेला.	उद्योगधंद्याचा प्रकार		वर्षांतून किती महिने चालतो
	(अ)		
	(ब)		

(क) **शेतीवर किंवा उरगुती उद्योगधंद्यांत काम करणारे**— कुटुंब प्रमुखासहित काम करणारे, कुटुंबांतील सभासद आणि अथवा हंगामांत पूर्ण वेळ नोकरीस ठेवलेले इतर इसम.	काम कारणारे कुटुंबांतील सभासद				नोकरीस ठेवलेले इतर इसम
	प्रमुख	इतर पुरुष	इतर स्त्रिया	एकूण	
1. केवळ घरच्या शेतीवर					
2. फक्त घरगुती उद्योगधंद्यांत					
3. घरची शेती व घरगुती उद्योगधंदे या दोन्हींमध्यें					

सुपरवायझरची सही व तारीख

गणना करणाराची सही व तारीख

सूचना.—मागील पानांवरील (भाग २) जनगणनेची यादी गणतीच्या पहिल्या भेटीच्या वेळेस (१० फेब्रुवारी ते २८ फेब्रुवारी) या कुटुंबाच्या सर्व स्लिपांवरून लिहावी आणि १ ते ३ मार्च १९६१ पर्यंत तपासणीच्या दुसऱ्या भेटींत कांहीं चुका किंवा बदल झाल्याचें आढळलें तर त्याप्रमाणें दुरुस्त व पूर्ण करावी.

कुटुंब पत्रक—चालू

(मागील बाजू)

भाग २—जनगणनेची यादी

(जनगणनेच्या वैयक्तिक स्लिपांवरून भरावयाची)

नांव	स्त्री-पुरुष		कुटुंबप्रमुखाशीं नातें	वय	वैवाहिक दर्जा	काम करीत असल्यास कामाचें वर्णन
	पुरुष — पु	स्त्री — स्त्री				
एकूण .. इसम						

सुपरवायझरची सही व तारीख

गणना करणाराची सही व तारीख

APPENDIX (10)

INSTRUCTIONS FOR FILLING UP THE HOUSELIST

Column 1—*Line Number.*

Only one digit of the line number has been printed in this column. The line numbers should be continuous for your block. Where the line numbers exceed 9 write the earlier digit(s) yourself.

Column 2—*Building Number (Municipal or Local Authority or Census Number, if any).*

This refers to the entire structure on the ground. There are, however, high, large or long buildings along a street or lane which have been partitioned or portions of which have been sold, which have distinct, separate main exit on the road and which belong to separate owners or occupiers or alternatively there are a series of different houses joined each to each by common walls on either side to make the whole look like one building but parts of which have been built at different times and belong to separate owners. Such distinguishable structures, although not separate from each other, should be regarded as separate buildings and given separate numbers. Each building should have a separate number. If in big cities a large mansion or building containing several census houses has a well known name by which it is generally known then the name of the building should also be recorded for convenient reference. If there are 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 should be given. If the locality 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 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 North-West. A building under construction should also be given a number in the serial. If a new hut or building is constructed between the time when the house numbering and houselisting have been completed and the census count it should be given a new number beyond the last number of the serial for the village. Arabic numerals should be used for building numbers.

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. In such cases, column 2 will carry the established municipal or local authority number which will facilitate identification. Where there are municipal or local authority numbers but there are reasons to believe that the number is incomplete or unsatisfactory, the municipal or local authority number may still be entered in column 2, but at the same time it will be necessary to serially number that building afresh for the purposes of census houselist. In that case, the new census serial for buildings will be entered in column 3 and the new census numbers for the buildings will have to be painted on the buildings themselves. In those cases where there are no municipal or local authority numbers in existence, all buildings will have to be serially numbered for the census and column 2 will contain entries of this census serial. This number will have to be repeated in column 3 with sub-numbers for census houses, if any.

Column 3—*Building Number (Column 2) with sub-numbers for each Census House.*

A census house is a structure or part of a structure inhabited or vacant, or a dwelling, a shop, a shop-*cum*-dwelling or a place of business, workshop, school, etc., with a separate entrance.

If a building has a number of flats or blocks which have separate entrances of their own and are independent of each other 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 or open compound there are separate buildings then each such building will also be a separate census house. If all the structures within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as a separate census house.

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, namely, that of the building. 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. The census house number should be written after the building number in arabic numerals in brackets such as 2(2), 3(2), etc. A census house may contain more than one household, in which case, each household will have to be denoted by a separate alphabetical sub-number (see instructions for column 11 below).

Column 4—*Purpose for which census house used,* e.g., *dwelling, shop, shop*-cum-*dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, 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. A workshop is a place where some kind of production, repair or servicing goes on or where goods or articles are made and sold. Similarly, a shop is a place where articles are sold for cash or for credit. Business houses are those where transactions in money or other articles are taking place, *e.g.*, bank, etc. But rooms or apartments where professional consultations are held such as by doctors, *hakims*, pleaders, etc., should be described as 'professional consultation rooms' and not workshops. In the case, however, of a dispensary where, in addition to consultation by a doctor, medicines are prepared and sold, the house should be described as a dispensary. Write also if used for place of worship or congregation or if unoccupied, 'vacant'. If the census house is a shop, business house, bank, etc., but is not a factory or workshop as defined above, the name of the proprietor, manager or director should be entered in column 18.

Columns 5 to 8—"*If this census house is used as an establishment, workshop or factory*".

These columns apply only in cases where the census house is a factory or a workshop, *i.e.* where some kind of production, processing, repair or servicing is undertaken or where goods or articles are made and sold. If the census house is not used for purposes of a factory or workshop write 'X' in each of the columns 5 to 8.

Column 5—*Name of establishment or proprietor.*

Write the name of the establishment in the case of factories or large manufacturing concerns and write the name of the proprietor in the case of small workshops and establishments like confectioneries where no distinct name has been given to them like *Halwai* shop, etc. If the census house is not used for the purpose of a factory or workshop put 'X' in each of the columns 5 to 8.

Column 6—*Name of product(s), repair or servicing undertaken.*

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

Column 7—*Average number of persons employed daily last week (including proprietor or household members, if any).*

The total number of workers including apprentices, either paid or unpaid, employed in the factory or workshop, including the owner or proprietor and any of his family members (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 each product. It may not be possible to get this information in cases where the operations may be composite.

Column 8—*Kind of fuel or power, if machinery is used.*

If the factory or workshop uses steam or diesel engine or fuel, *e.g.*, kerosene, soft coke, electricity, water-mill, etc., for running the machinery used for production, servicing or repairs, write what fuel or power is actually used.

Columns 9 and 10—*Description of Census House.*

Column 9—*Material 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. Where a house consists of separate structures each of different materials, the material out of which the walls of the main bedrooms are made are to be recorded.

Column 10—*Material of roof.*

The material out of which most of the outer roof exposed to the weather and not the ceiling is made, *i.e.*, tiles, thatch, corrugated iron, zinc or asbestos cement sheets or concrete, etc., should be written. In the case of a multi-storeyed building the intermediate floor or floors will be the roof of the lower floor.

Column 11—*Sub-number of each Census Household with Census House Number (Column 3).*

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(1) and 4(2). If within each house there are respectively 3 and 2 households, then they will be numbered as 4(1A), 4(1B), 4(1C) and 4(2A) and 4(2B).

Column 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 the household should be recorded. 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.

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

Column 13—*Number of rooms in Census Household.*

If a census house 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. In cases where more than one household occupy a single room or share more than one room in such a way that it is not possible to say the number of rooms occupied by each household, the number of rooms should be given together within brackets as common to both the households.

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. Unenclosed verandah, kitchen, store, garage, cattle shed and latrine which are not ordinarily used for living and sleeping should not be treated as rooms. An enclosed room, however, which is used for living, dining, sorting and cooking should be regarded as a room.

Column 14—*Does the household live in own or rented house ?*

If the household lives in own house write ' O '. If the household lives in a rented house write ' R '.

In the case of public buildings like schools, hospitals, etc., or places of worship, put ' X ' in this column.

Columns 15 to 17—*Number of persons residing in census household on day of visit.*

Write the number of males residing in the household in column 15, the number of females residing in the household in column 16 and the total number of persons in column 17.

Column 18—*Remarks.*

In this column should be entered any useful or significant information about the building or the census house or the census household that has not been entered in any other column. For example, if the census house is a shop, the name of the proprietor or owner should be recorded in this column. If the census household is occupied by members of Scheduled Castes or Scheduled Tribes, it should be indicated by writing words ' S.C. ' or ' S.T. '. If a census house is vacant at the time of houselisting but there is reason to believe that the house will be occupied in the course of the next few days and almost certainly before the census enumeration period, then the word ' Vacant ' should be entered in column 4 and a remark should be entered in column 18 to the effect ' likely to be occupied shortly '. Thus, the Remarks column should be utilised for recording all significant information relating to the building or census house or census household.

Each person engaged in housenumbering of one block will have to make out an abstract at the conclusion of houselisting and housenumbering. This abstract will be in the form shown below :—

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

HOUSELIST

[Reproduced as Appendix (4) at page 60 of this Report.]

APPENDIX (11)

INSTRUCTIONS FOR ENUMERATION

PART I—GENERAL

INTRODUCTION

India seems to have had some form of Census taking even 2,000 years ago. In recent times, however, regular Censuses started from 1872 and this 1961 Census which you are going to take is the tenth of the series. It is the Second Census since Independence and its period closely coincides with the completion of the Second Five-Year Plan and with the beginning of the Third.

2. *Valuable information.*—You will collect very valuable information in this Census. It will be used to evaluate the progress which we have made in social and economic fields after Independence and through the first two Five-Year Plans.

3. The distribution and growth of population observed in this Census will be used to estimate regional and national requirements of food, clothing, education, health, medical amenities, employment, etc. The planners and administrators of the country will be thus using the facts and figures which you collect in this Census for formulation of governmental policies over a long time. Trade and Industry also use this information to study regional or national requirements of consumption goods, and availability of manpower and determine the location or lines of production and trade accordingly.

4. *Accuracy of work.*—It is essential that the facts and figures which will be so used as a basis for future planning are collected with utmost accuracy. The value of a Census depends upon its accuracy. All the past Censuses had been conducted in difficult conditions. But the work had always been of a very high standard, and has earned a high place for India in the Census map of the world.

5. *People's co-operation.*—You will be taking the 1961 Census in very favourable circumstances. The Census Forms have been designed and printed with a view to make your work as easy as possible. You will also get abundant co-operation from the people as the need for and the importance of a Census is now appreciated all over the country. Nothing prevents you from making this 1961 Census the best of all the Censuses held so far.

6. *Your own attitude.*—Much will depend upon your own approach to the Census work given to you. True, that it is an addition to your normal work, and that you are not accustomed to such a trying job. But, it has been given to you and to thousands of persons like you because it is the only way of taking a Population Census in a great country like ours. The country's law requires you to do this work. Your officers will also give you concessions from office attendance, office hours, etc. A small honorarium will also be paid to you to meet your out-of-pocket expenses incurred on purchase of stationery, to and fro journeys, etc. Moreover, such occasions come only once in ten years. Why should you not, then, take pleasure in being so closely associated with the most extensive operation of stock taking of the nation's progress. You would not mind the small addition to your normal work or the other accompanying inconveniences, if you work with a feeling that the work you do for the Census will be your humble contribution in this great national endeavour.

7. *Courtesy to the people.*—While on Census duty you have to approach all the households in the area assigned to you and to ask many questions about all persons, men and women, young and old. The law requires them to give truthful answers to your questions. Everybody will certainly do so.

8. Nonetheless, your visits are also going to inconvenience them. Only through your cordiality you can reduce this inconvenience and save your own time as well as theirs. The people would respect you because of your good behaviour. They would respect you more if you yourself feel and always keep in mind that you are engaged in a respectable job and that you are doing it for your nation. Such a feeling will provide enough patience to you also to bear with a few exceptional types of people who would often not reply properly and would sometimes ask you to come later on or even refuse to reply to your questions.

9. *Recognition of work—Medals.*—Courtesy to the people and a very high standard of accuracy of work will, therefore, be your two guiding principles while you are doing Census work. Your good work will be certainly recognised. Government has ordered that the quality of work performed for Census should be considered while writing annual confidential reports. In addition, the Government will be awarding silver and bronze medals to the enumerators and supervisors whose work is judged by the Collectors to be above the mark. Your work has also to be in keeping with the high administrative standards of our State. You will certainly give off your best for the Census.

ADMINISTRATIVE SET UP

10. *Administrative Set up.*—The entire Census work in a district proceeds under the control and guidance of the Collector. His Personal Assistant has been designated as District Census Officer who assists the Collector in all aspects of Census work. The Executive Health Officer of Bombay Municipal Corporation is the Chief Census Officer for Greater Bombay Municipal Corporation area.

11. Revenue Officers in charge of talukas or mahals have been appointed as Charge Officers. Municipal Chief Officers or Secretaries also work as Charge Officers for a few selected big municipalities. Executive Officers of Cantonment Boards are in charge of Census work for the respective Cantonment areas. The Deputy Municipal Commissioner of Nagpur and the Medical Officer of Health, Poona Municipal Corporation, are Charge Officers respectively for Nagpur and Poona Municipal Corporation areas.

12. The Charge Officers are responsible for efficient conduct of Census work. They have been empowered to appoint persons for various duties pertaining to Census. They would also sign declarations to that effect. In a few cases, Section Officers have been appointed to assist them.

13. The Charge Officers will—

(*i*) make appointments of enumerators and supervisors and assign areas of work to them ;
(*ii*) make arrangements for their training ;
(*iii*) arrange supply of all Census forms, literature, etc.; and
(*iv*) provide effective supervision over Census work in the field.

14. *Enumerator and his Block.*—Persons appointed to do Census work on the field are called enumerators. Each of them has to work for a specified area, which is called his " Block ". A block may be a whole village or part of a village or a ward or section in a town. Normally a block would have a population of about 600 in urban areas and about 750 in rural areas.

15. *Supervisor and his Circle.*—A supervisor is appointed to supervise the work of about six enumerators. The area given to him for supervision is called his " Circle ". Normally it would contain six blocks or a population of about 3,600 in urban areas and of 4,500 in rural areas. A circle may consist of a village or a group of villages or a ward or a portion of a ward in urban areas.

16. *Appointment Order.*—You would receive an order of appointment for Census work from the Charge Officer during the first week of December 1960. A copy of these instructions and some other literature also will be enclosed with it. The order of appointment is a statutory order made under the provisions of the Census Act of India. Under the provisions of this Act, no one can refuse to do the work entrusted to him.

TRAINING

17. *Training.*—The order of appointment will be followed by another order asking you to attend three rounds of training at specified centres and on certain fixed dates. It is your duty

to attend all the training rounds. Your failure to attend any training round may be considered as negligence or failure in performance of duties.

18. You should read these instructions and the other literature sent to you before you attend any training round. Also follow the instructions in the training class attentively. Do ask questions in the class and get your doubts or difficulties clarified. Do not miss any opportunity of getting actual practice of Census work. It will add confidence to your understanding.

19. Each round of training would consist of two theory classes and a practical demonstration in which at least 5 Household Schedules and 10 Individual Slips should be filled in before the batch of trainees. The third round will start with actual practice of enumeration called Training Census. You will be actually enumerating ten households and fifty individuals and filling ten schedules and fifty slips specially printed in red ink for this purpose. This round will close with a discussion on the mistakes made and the difficulties experienced by you and your colleagues during the Training Census.

20. The object of training is not only to teach the method of Census work. It is also intended to develop among all enumerators and supervisors a common and uniform understanding of all questions. We can imagine that Census information will lose much of its comparability if each enumerator or supervisor gives his own meaning and content to the Census questions.

21. *Programme of training and enumeration.*—The programme of training and enumeration will be as follows :—

(1) 1st round of training	..	Some day between 16th and 31st December 1960.
(2) 2nd round of training	..	Some day between 1st and 15th January 1961.
(3) 3rd round of training	..	Some day between 16th and 31st January 1961.
(4) Receive second set of Census forms and advance payment of honorarium.		During the 1st week of February 1961.
(5) Actual enumeration work.		10th February to 5th March 1961.
(6) Submission of records in the Charge Office.		6th March 1961.
(7) Receive balance of honoraria.		During the 2nd week of March 1961.

STATE GOVERNMENT'S ORDERS

22. The Government of Maharashtra have through their Government Resolution, General Administration Department, No. CNS-1060/558-H of 18th June 1960, ordered as follows :—

"Preliminary arrangements for the 1961 Census are being made in the districts and the municipal areas in the State of Maharashtra. Field work for Census will be done as follows :—

		Period
(1) House-numbering and preparation of House-lists.		16th September to 15th October 1960.
(2) Enumeration	..	10th February to 5th March 1961.

Census work, will, as in the past, be done by the fullest use of all establishments under the control of the Government of India, the State Government and the local bodies on a voluntary basis.

2. Census is a nation-wide administrative operation involving demands on the services of staff which will have to be met from the resources of all establishments throughout the country. Government is accordingly pleased to direct that the Heads of Departments and Heads of Offices should spare the services of as many of their staff as may be required for appointment as Section Officers, Supervisors and Enumerators, by Collectors, Mamlatdars (Tahsildars), Municipal authorities, etc.

3. Local Census Officers will be drawing minimum required staff from various departments. The Heads of Departments and Heads of Offices should, therefore, not support any claims for exemption from Census work. Nor should they sanction leave to any employee selected for Census duty except on medical grounds.

4. All employees of the State Government should accept and perform readily any work connected with the Census which is entrusted to them by responsible local Census Officers. Government servants are specifically instructed that they should give no cause for complaint by the officers in charge of the Census in respect of the performance of Census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. The manner in which they have performed Census duties will be taken into account in the periodical assessment of their work and conduct.

5. Census work is spread over a few weeks in order to reduce the number of employees to be drawn from various offices and also in order to enable them to carry out their duties conveniently. Section Officers, Supervisors and Enumerators may not, therefore, always have full-time job during the periods indicated in paragraph 1 above and it will be possible for them to attend to their urgent work. Heads of Departments and Offices are requested to give concessions to such persons in the matter of office attendance, disposal of normal work, etc., not only during the periods indicated above but also during the periods preceding them in which they will be called upon to make preliminary arrangements for Census or to receive training and instruction.

6. As in the past, Census work will be done by all Government employees on a voluntary basis as a part of their normal duty. Government of India may, however, order payment of honoraria to meet the small out-of-pocket expenses incurred by Government employees while on Census duty. Orders regarding payment of such honoraria will be issued in due course.

7. Divisional Commissioners and the Director of Education are requested to communicate these orders to all the local authorities within their jurisdiction."

HONORARIUM

23. During 1951 and all previous Censuses, enumeration work had been done purely on voluntary basis, i.e., without any extra payment for it. The same traditions will continue for the 1961 Census also. Under the above Government orders all employees of Government and local bodies will perform Census work as a part of their normal duty. The Government have, however, ordered payment of honorarium at the following rates to all enumerators and supervisors to cover small items of out-of-pocket expenditure incurred by them on purchase of paper, pencil, ink or on to and fro journeys :—

To Enumerators—		
(*a*) In Urban areas	..	One rupee for every 40 persons enumerated.
(*b*) In Rural areas	..	One rupee for every 50 persons enumerated.
To Supervisors—		
(*a*) In Urban areas	..	One rupee for every 200 persons enumerated.
(*b*) In Rural areas	..	One rupee for every 250 persons enumerated.

24. An amount of Rs. 5 will be paid to you as an advance out of the total honorarium payable to you. This advance will be paid when the second set of Census forms are issued to you from the Charge Office. Balance of honoraria will be calculated on the basis of actual work done by you. Payment of that balance will be made to you during the second week of March 1961.

25. *Second set of Census forms.*—After you have completed all the three rounds of training, the Charge Officer will issue the second set of Census forms and literature to you. You may have to go to the Charge Office to obtain this set and to receive the advance payment of honorarium. This should be done during the 1st week of February 1961.

26. The second set issued to you from the Charge Office will consist of the following :—

A. *Enumerator's set* —
(*i*) A letter of authority ;
(*ii*) Required number of household schedule pads of 50 schedules and pads of 25 schedules ;
(*iii*) Required number of individual slip pads of 100 slips and 25 slips ;
(*iv*) Two copies of block reports ;
(*v*) Abbreviated Houselist prepared for the block concerned ;
(*vi*) One copy of printed pulp board or sheet showing abbreviations to be used.

B. *Supervisor's set*—
(*i*) A letter of authority ;
(*ii*) Spare pads of household schedules and individual slips, one of each category and size ;
(*iii*) Two copies of block reports ;
(*iv*) One printed pulp board or sheet showing abbreviations to be used.

27. You should check up the contents of the set carefully. During this visit to the Charge Office you should also seek instructions from the Charge Officer if you have any doubts about the boundaries of your block or circle, its location code numbers or about any other matter related to Census work.

ENUMERATION

28. *Preliminary round in the block.*—As soon as you receive the second set of forms you should go round your block with the abbreviated houselist in your hands and familiarise yourself with the houses it contains and its boundaries. Your block must have been shown to have some natural boundaries. This round will enable you to see which are those boundaries. You should thus make doubly sure of complete coverage in your block.

29. *Scheme of Work.*—You have to obtain certain particulars like age, marital status, place of birth, religion, literacy, education, language, economic activity, etc., in respect of all persons and also particulars regarding cultivation of land, household industry, etc., for all households in your block. You have to visit every household in your block and interview the head of the household or some other person in the household for collecting the required information. You should record the information as returned for individual persons in the individual slips. You have to use one slip separately for each person. The information collected for households is to be recorded in the household schedules by similarly using a schedule separately for each household.

30. *Reference Date.*—Size of population as well as its characteristics go on changing day by day. Age, education and economic activity also change in course of time. The information you collect should, therefore, be as it happens to be at sunrise on 1st March 1961. This date has been fixed by Government as the reference date.

31. In the past, Census used to be taken all over the country during only one night. That practice, however, required a huge army of people for enumeration, and involved unmanageable tasks of training and supervision. The one night enumeration method has now been given up and the work is now spread over three weeks.

32. *Two rounds of visits.*—You start visiting households in your block and recording information from 10th February 1961, and complete one full round of all households in the block by 27th February 1961. You would of course record information about individuals or households as found at the time of your visits to those households. From 1st March to 5th March 1961, you visit each of the households again and record all changes by births, deaths, visitors, etc., which had occurred after your first visit and before the sunrise on 1st March 1961. Thus, during your second round—called the revisional round—you correct the entire information collected during your first round and make it tally with the conditions as actually obtaining at sunrise on 1st March 1961.

33. *100 per cent. coverage.*—Census is valued because of its complete coverage. Its objective is, therefore, to have a 100 per cent. count. No one should be left uncounted. Nor should anyone be counted twice. The other objective is that the information should be complete. All questions should be asked for every person and for every household and answers recorded against every item. In other words, no item should be left blank or unrecorded in any Slip or Schedule. The answers should also be recorded neatly, in proper places and with correct abbreviations. Any mistake in recording an answer would make the entry ambiguous and the completeness of your information is lost to that extent.

34. *Careful handling of Census Forms.*—The Charge Officer has given you Census Forms to meet your probable requirement. You should keep and use those Forms very carefully. Slips and Household Schedule Pads in which you have recorded information are very valuable records. Any damage or loss would mean your doing the work again.

35. You should number pads of slips and household schedules. You should take the second pad only after all pages of the first have been filled in. You should first utilise all pads of 100 slips and then start with pads of 25 slips.

36. In no case should a slip or schedule be torn out of the pad. Even if some mistake has been made or a slip or schedule is spoiled you should not tear it out. You should simply draw two cross lines over it and write as ' spoiled '.

37. After completion of work you have to return all pads, used, partly used and unused to the Charge Officer. You have to account not only for the number of pads but also for the spoiled and cancelled slips or schedules. Numbering of all the pages in the pads will also help you in preparing pad abstracts and block reports.

38. *Visits to households.*—You know that as a preparation for Census, all houses in your block have been numbered and listed very recently. A list of houses and names of heads of households residing in your block is given to you in the second set. You should follow the same sequence of houses as in the list for your visits to the households. You start on 10th February, with the first house in the list, then visit the second, then third and so on. As soon as you have visited a household and recorded complete information for it and for all persons, you should tick of its number in the list.

39. You should not leave any household till you have filled in slips for all members of the household and a schedule for the household itself. Take particular care to ask information of young babies and visitors who are most likely to be left out of the count unless you specially ask for them.

40. *Visit all houses.*—House numbering has been done a few months ago. There may have been many changes in the meantime. Apart from the changes in the sizes of households, a few households might have also changed places. New houses might have been built up. Houses which were vacant then or were used for non-residential purposes may now be occupied by households. You may also come across a house which had altogether escaped numbering in the first stage. The list of houses given to you will thus be useful only as a guide. You should not treat it as an exhaustive list. You should yourself work with a searching eye and do everything possible to locate new or unnumbered houses. Farm houses which are normally scattered far and wide should not be missed. You should make enquiries for all houses, sheds, huts, or similar structures to find out if anyone is residing there. Location of all households residing in your block is the first important step in securing 100 per cent. count. The next step is of counting all persons in every household.

41. You should thus work with great vigilance and (*i*) visit all households residing in your block at the time of enumeration whether they are included in the list or not ; and (*ii*) count all persons in each household.

42. *New or unnumbered houses.*—While you follow the numbering sequence as appearing in the list, you also see round and try to discover unnumbered or unlisted households. As soon as you come across one you should enter it at the end of the list with the number of its preceding house and letter A prefixed to it. If you discover a new or unnumbered house after a house bearing number 33(2) the discovered house should be entered at the end of the list with number A 33(2) and so on.

43. You are taking Census of an area given to you. You should not, therefore, restrict to the list of houses given to you only for use as an outer frame for work. You should also not restrict work only to the gaothan of the village or town. You should also work for houses, situated outside the gaothan but within the administrative limits of blocks given to you. If you have any doubt about the extent of your block, you should immediately seek clarification from the supervisor or the Charge Officer.

44. *Interview.*—During your visit to a household you interview the head of the household or any other adult member of the household who can answer your questions accurately and give information about himself as well as of other members of the household. You should, on entering a house, wish according to the local custom and introduce yourself and explain the purpose of your visit. You should always carry the Letter of Authority with you. If demanded you should show it. You should frankly admit that you are going to take some of his valuable time and ask him a few questions. This would create a sort of friendly atmosphere. You should be very businesslike during the interview as you have to cover a large population within a short period. Refrain from controversial matters. Do not discuss political matters. Do not enter into an argument with anyone with regard to his religion or language.

45. You should also thank the person interviewed after your interview is over. The cordial atmosphere which you are able to create during the interview will not only save your time but would also improve the quality of the answer and through them the accuracy of your information.

46. *Secrecy of Answers.*—You should remember that the information you collect is of a confidential nature and you are bound by law to maintain secrecy about it. Disclosure of any information is punishable under the Census Act of India. There should, therefore, be no unauthorised person accompanying you during the interview.

47. *No Unauthorised Questions.*—You are permitted only to ask the questions incorporated in the slip and the household schedule. You should not, therefore, ask any other unauthorised questions.

48. *Refusal to Answer.*—If the person being interviewed refuses to answer your questions you should use tact and humour and very politely explain the nature of your enquiry and the provisions of law which are equally binding upon him. In 99 per cent. cases, you may be able to overcome difficulties in this manner. If you come across any more difficult case, you may seek instructions from your supervisor or Charge Officer. It should be your duty, however, to be patient with everybody and not to get provoked in any case.

49. *Repeated Visits.*—In a few cases, you may not be able to find the head of the household or any other person capable of giving you the required information in your first visit. Some houses might be locked or vacant. You may have to repeat your visits to such houses and go at a time suitable to the household. Repeated visits will also be needed if you do not get adequate answers in your first visit.

50. *Sequence of Work.*—You will start work with the filling of slips for all the persons of the household. After recording information for all persons in the household you will fill in the household schedule. For filling of slips also the sequence should be to take the head of the household first followed by his wife and children in the order of their ages, then the other related members of the household and then in the last unrelated members of the household. In other words, the sequence should be in the order of nearness of relation and between near relatives that of age. You should make repeated inquiries about infants and very young children for they are liable to be left out of count.

51. You should ask questions in the same order as they are printed in the slip and in the household schedule.

52. *Form of Questions.*—The questions have been printed in brief on the slips and on the household schedules. You should note the complete versions of the questions. Otherwise, you may not understand their full meaning and implication. A printed copy showing full versions of all questions will be supplied to you separately.

53. *Daily output of work.*—You have to complete work for about 150 households by 28th February. Simultaneously you have to complete writing of Part II of Household Schedule as well as of pad abstracts. On the 28th of February, you may have to work only on the houseless population. You may also keep one or two days for unforeseen difficulties. You thus have only 16 days for work inclusive of holidays. You should, therefore, complete enumeration of at least 10-12 households and 40-50 persons every day and also write Part II, for the households enumerated during the day, at night. Enumeration of 10 households and about 40-50 persons and writing of Part II and of pad abstracts will together mean 4 to 5 hours' work for you every day. It is necessary to keep this speed throughout the enumeration period. It will enable you to do work with equal care and attention and there may be no necessity to rush through the work during the fag end of the enumeration period.

54. *Correct recording of Answers.*—Against every question asked you should truthfully record the information that has been returned by the person interviewed. Making of any false returns is punishable under the Census Act of India.

55. All answers should be recorded in the slips and household schedules in ink. The recording should be done in appropriate places, i.e., in the geometrical designs provided for that purpose. Answers should also be recorded with the Abbreviations prescribed for use. You will find these abbreviations for recordin answers of questions at Appendix I. A printed pulp board or sheet showing all these abbreviations will also be given to you as a part of the second set.

56. Recording of information obtained under a question in wrong place would nullify your enquiry to that extent. It is important to ask all questions to all persons. It is equally important to record their answers in correct places and with correct abbreviations.

57. *Part II—Instructions for writing individual slips & household schedules.*—Instructions for filling individual slips and household schedules are given in Part II. They should be studied thoroughly.

58. *Pad Abstracts.*—For every pad used you have to write a pad abstract on its brown cover. You have to count for each pad the number of slips for males and females separately. Out of each you have also to count separately literates among males and literates amongst females. For this you should count all slips which have against Question 6, an entry of 'L' or a name of examination passed, i.e., an entry other than 'O'.

59. *Houseless Population.*—On the night of 28th February you should enumerate the part of the population which lives without any fixed abodes or leads a nomadic life. Such people are constantly on move. Working on only one night (28th February) throughout the country will prevent their being counted twice.

60. Household schedules and slips will be filled in for such houseless persons in the same manner as for the general population. Normally, there would be a small number of such persons in a block and it should be possible for the enumerator to count all of them alone. The village patil or the local police officer will assist the enumerator in going round the block at night and in obtaining information from the houseless persons.

61. Should there be a big camp of nomads or a similar concentration of beggars and other houseless persons in any block, the Charge Officer and the Supervisor will provide special assistance and the work of enumeration of the houseless persons may go on for two nights, i.e., may continue even on the night on 1st March 1961.

62. During the preliminary and the first enumeration rounds in the blocks, the enumerator should have noted the places in his block where houseless persons are likely to be residing.

63. In the case of big cities, special instructions will be issued by the Charge Officers. They would also arrange for Police help required for this work.

64. Care will have to be exercised to distinguish between the genuine houseless population and the persons, who do have houses and live in the households, but sleep on the streets or at other public places. You should also not confuse temporary visitors and travellers who have already been enumerated in their households.

65. *Final Round.*—You would have completed enumeration of all households and houseless population on 28th February 1961. From 1st March 1961 to 5th March 1961, you should revisit all the households. Ask first if there has been a new birth. Then ask about visitors and lastly if there has been any death. Address your questions with due decorum, so as not to cause any hurt to anyone's feeling.

66. You should fill in a new slip for a child born after your first visit and before sunrise of 1st March. If the child has not been given a name write unnamed or 'Baby', etc.

67. If you find that any person whom you had enumerated in your first visit has died before the sunrise of 1st March you should cancel the relevant slip by drawing two cross lines over it and by overwriting the word 'dead' on it.

68. If you find any visitor who has not been enumerated elsewhere because of his having left his place of normal residence before 10th of February, you have to enumerate him and fill in a new slip.

69. It should be remembered that new slips are to be filled in or old slips are to be cancelled only for changes before sunrise of 1st March. You should not take any notice of births or deaths occurring after sunrise of 1st March.

70. You should read out from Part II of the household schedule the names of persons enumerated in the household to someone there. Make enquiries if someone else has been left out. Also ask for domestic servants if any residing in the household.

71. *Block Report.*—After completing the second round of all the households and having written new slips and cancelled some slips for births and deaths you should make appropriate corrections in Part II of the household schedule concerned. Pad abstracts should also be corrected accordingly.

72. After having made all these corrections you should fill in the Block Report. It is a simple form and you have to carry the entries from pad abstracts to it and prepare totals for your block.

73. *Submission of Records.*—The only remaining item of work is submission of the Block Report and enumeration records to the Charge Officer through your Supervisor. You have to return even unused pads of slips or schedules and accounts in Parts I and II of the Block Report for the pads which had been given to you. All papers should be received in the Charge Office on 6th March 1961.

DUTIES OF SUPERVISORS

74. *Supervisor's Duties.*—Supervisors have to assist Charge Officers in the efficient conduct of the Census Operations in all stages. It is their duty to see that the enumerators attend all the training rounds, take the training properly and also get adequate practice. If anyone of the enumerators does not attend a training round or does not take the training seriously, the supervisor concerned should report the matter to the Charge Officer and under his guidance take steps to make the enumerator attend the training round at another centre.

75. The Supervisor should also know the person who is proposed as an enumerator in reserve for his Circle. He should take care of his training as much as he takes of other enumerators.

76. The Supervisor should see that all his enumerators get enough stock of Census Forms and literature. He should carry some pads as spare with himself and should supply them where needed and also take prompt steps to ensure supplies to all his enumerators.

77. Inspection of work on the field and guidance to the enumerators on spot are the two most important duties of the Supervisor. The Supervisor should meet all his enumerators in the first two days, i.e., either on 10th or 11th of February, and see that they have started work and that everyone is working on right lines. This first supervision round is very important because it is only for the first 20 to 25 households that an enumerator might make a few mistakes and might experience some difficulties. After correcting such mistakes, if any, and making sure that everybody is working with normal speed, the Supervisor should report this fact to the Charge Officer on 12th February 1961.

78. From 12th February, onwards, the Supervisor should start inspection of the enumerator's work. He should first scrutinise all the Forms—Slips and Schedules—filled by the enumerator to-date. The scrutiny should be to see if the Forms are completely filled in or not and if recording of answers is with the correct abbreviations and in correct places or not. The supervisor should also inspect some of the households by himself visiting them and checking up on a few important aspects in each case. The check should be specially to find out if any person in any household has been left out of the count and if economic activities have been correctly enumerated or not. The Supervisor should put his initials and date on all the Slips and Household Schedules which he verifies by personal enquiry with the households.

79. The Supervisor should go on inspecting enumeration work from block to block and should at the end have inspected by personal inquiries with the households, not less than ten per cent. of the households in each of his blocks. He should also keep in touch with the progress of work and the requirements of Census Forms in each block. On 20th February, he should send his second report to the Charge Officer showing the work completed in each block and the amount of inspection work he has done himself.

80. The Supervisor should ensure that the enumeration of all households is completed by all enumerators on or before 27th February, and that they also complete writing of Part II of Household Schedules.

81. The Supervisor should arrange for the required assistance to his enumerators for enumeration of houseless persons on the night of 28th February.

82. The Supervisor's inspection work may continue even beyond 28th February. It should, however, be completed before 5th March 1961. By 5th March, the Supervisor should have completed his scrutiny and field inspection work for all blocks. He should scrutinise all pad abstracts and block reports and initial them. These records are going to be scrutinised in the Charge Office and the Supervisors may have themselves to rectify all deficiencies found later on. They should, therefore, take proper care while inspecting an enumerator's work and should get all deficiencies completed through the enumerator himself.

83. The Supervisor should collect all Census pads and block reports from all his enumerators and after completing his own scrutiny and inspection should personally submit them to the Charge Officer on or before 6th March 1961, positively.

84. The Supervisor will thus be responsible for the quality of work, fullness of information and timely completion of enumeration work by all the enumerators in his Circle.

85. The following papers have been enclosed as Appendices :—

Appendix I : List of abbreviations to be used for recording answers.

Appendix II : List of Scheduled Castes.

Appendix III : List of Scheduled Tribes.

APPENDIX I

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) : 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 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 wirte 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 can 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.
X for all others.

QUESTION 9 : WORKING AS AGRICULTURAL LABOURER

AL for person working as agricultural labourer.
X for all others.

QUESTION 10(c) : IF EMPLOYEE

EE For person working as a paid employee in household industry.
X for all others.

QUESTION 11 (c) : CLASS OF WORKER

MR for Employer.
EE for Employee.
SW for Single Worker.
FW for Family Worker.
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.
X for persons working.

QUESTION 13 : SEX

M for Males.
F for Females.

APPENDIX II

List of Scheduled Castes

List of Scheduled Castes applicable in the State of Maharashtra throughout the State except the districts of Buldhana, Akola, Amravati, Yeotmal, Wardha. Nagpur, Bhandara, Chanda, Aurangabad, Parbhani, Nanded, Bhir, Osmanabad and Rajura—

(1) Ager ;
(2) Baked or Bant ;
(3) Bhambi, Bhambhi, Asadaru, Asodi, Chamadia, Chamar, Chambhar, Chamgar, Haralayya, Harali, Khalpa, Machigar, Mochigar, Madar, Madig, Mochi, Telegu Mochi, Kamati Mochi, Ranigar, Rohidas, Rohit or Samgar ;
(4) Bhangi, Mehtar, Olgana, Rukhi, Malkana, Halalkhor, Lalbegi, Balmiki, Korar or Zadmalli ;
(5) Chalvadi or Channayya ;
(6) Chenna Dasar or Holaya Dasar ;
(7) Dhor, Kakkayya or Kankayya ;
(8) Garoda or Garo ;
(9) Halleer ;
(10) Halsar, Haslar, Hulasvar or Halasvar ;
(11) Holar or Valhar ;
(12) Holaya or Holer ;
(13) Lingader ;
(14) Mahar, Taral or Dhegu Megu ;
(15) Mahyavanshi, Dhed, Vankar or Maru Vankar ;
(16) Mang, Matang, or Minimadig ;
(17) Mang-Garudi ;
(18) Meghval or Menghvar ;
(19) Mukri ;
(20) Nadia or Hadi ;
(21) Pasi ;
(22) Shenva, Chenva, Sedma or Ravat ;
(23) Tirgar or Tirbanda ;
(24) Turi.

2. In the districts of Buldhana, Akola, Amravati, Yeotmal, Wardha, Nagpur, Bhandara and Chanda—

(1) Bahna or Bahana ;
(2) Balahi or Balai ;
(3) Basor, Burud, Bansor or Bansodi ;
(4) Chamar, Chamari, Mochi, Nona, Rohidas, Ramnami, Satnami, Surjabanshi or Surjyaramnami ;
(5) Dom or Dumar ;
(6) Dohor ;
(7) Ganda or Gandi ;
(8) Ghasi or Ghasia ;
(9) Kaikadi ;
(10) Katia or Patharia ;
(11) Khatik, Chikwa or Chikvi ;
(12) Madgi ;
(13) Mahar or Mehra ;
(14) Mang, Dankhni-Mang, Mang-Mahashi, Mang-Garudi, Madari Garudi or Radhe-Mang ;
(15) Mehtar or Bhangi ;
(16) Sansi.

3. In the districts of Akola, Amravati and Buldhana—

Bedar.

4. In the district of Bhandara—

(1) Chadar ;
(2) Holeya.

5. In the districts of Bhandara and Buldhana—

Khangar, Kanera or Mirdha.

6. In the districts of Amravati, Bhandara and Buldhana—

Kori.

7. In the districts of Aurangabad, Parbhani, Nanded, Rajura, Bhir and Osmanabad—

(1) Anamuk ;
(2) Aray (Mala) ;
(3) Arwa Mala ;
(4) Beda (Budga) Jangam ;
(5) Bindla ;
(6) Byagara ;
(7) Chalvadi ;
(8) Chambhar ;
(9) Dakkal (Dokkalwar) ;
(10) Dhor ;
(11) Ellamalwar (Yellammalawandlu) ;
(12) Holeya ;
(13) Holeya Dasari ;
(14) Kolupulvandlu ;
(15) Madiga ;
(16) Mahar ;
(17) Mala ;
(18) Mala Dasari ;
(19) Mala Hannai ;
(20) Malajangam ;
(21) Mala Masti ;
(22) Mala Sale (Netkani) ;
(23) Mala Sanyasi ;
(24) Mang ;
(25) Mang Garodi ;
(26) Manne ;
(27) Mashti ;
(28) Mehtar ;
(29) Mitha Ayyalvar ;
(30) Mochi ;
(31) Samagara ;
(32) Sindhollu (Chindollu).

APPENDIX III

List of Scheduled Tribes

List of Scheduled Tribes applicable in the State of Maharashtra throughout the State except the districts of Buldhana, Akola, Amravati, Yeotmal, Wardha, Nagpur, Bhandara, Chanda, Aurangabad, Parbhani, Nanded, Bhir, Osmanabad and Rajura :—

(1) Barda ;
(2) Bavacha or Bamcha ;
(3) Bhil, including Bhil Garasia, Dholi Bhil, Dungri Bhil, Dungri Garasia, Mewasi Bhil, Rawal Bhil, Tadvi Bhil, Bhagalia, Bhilala, Pawra, Vasava and Vasave ;
(4) Chodhara ;
(5) Dhanka, including Tadvi, Tetaria and Valvi ;
(6) Dhodia ;
(7) Dubla, including Talavia or Halpati ;
(8) Gamit or Gamta or Gavit, including Mavchi, Padvi, Vasava, Vasave and Valvi ;
(9) Gond or Rajgond ;
(10) Kathodi or Katkari, including Dhor Kathodi or Dhor Katkari and Son Kathodi or Son Katkari ;
(11) Kokna, Kokni, Kukna ;
(12) Koli Dhor, Tokre Koli, Kolcha or Kolgha ;
(13) Naikda or Nayaka, including Cholivala Nayaka, Kapadia Nayaka, Mota Nayaka and Nana Nayaka ;
(14) Pardhi, including Advichincher and Phanse Pardhi ;
(15) Patelia ;
(16) Pomla ;
(17) Rathawa ;
(18) Varli ;
(19) Vitolia, Kotwalia or Barodia

2. In Thana district :—

Koli Malhar.

3. (*a*) In Ahmednagar district :—
Akola, Rahuri and Sangamner talukas.
(*b*) In Kolaba district :—
Karjat, Khalapur, Alibag, Mahad and Sudhagad talukas.
(*c*) In Nasik district :—
Nasik, Niphad, Sinnar, Chandor, Baglan, Igatpuri, Dindori and Kalvan talukas and Surgana and Peint Mahals.
(*d*) In Poona district :—
Ambegaon, Junnar, Khed, Maval and Mulshi talukas and Velhe Mahal.
(*e*) In Thana district :—
Thana, Murbad, Bhivandi, Bassein, Vada, Shahapur, Dahanu, Palghar, Jawhar and Mokhada talukas.

} Koli Mahadev or Dongar Koli.

4. (*a*) In Ahmednagar district :—
Akola, Rahuri and Sangamner talukas.
(*b*) In Kolaba district :—
Karjat, Khalapur, Pen, Panvel and Sudhagad talukas and Matheran.
(*c*) In Nasik district :—
Igatpuri, Nasik and Sinnar talukas.
(*d*) In Poona district :—
Ambegaon, Junnar, Khed and Maval, talukas.
(*e*) In Thana district :—
Thana, Kalyan, Murbad, Bhivandi, Bassein, Vada, Shahapur, Palghar, Jawhar and Mokhada talukas.

} Thakur or Thakar including—
Ka Thakur,
Ka Thakar,
Ma Thakur and
Ma Thakar.

5. In (1) Melghat tahsil of Amravati district, (2) Gadchiroli and Sironcha tahsils of the Chanda district, (3) Kelapur, Wani and Yeotmal tahsils of the Yeotmal district :—

(1) Andh ;
(2) Baiga ;
(3) Bhaina ;
(4) Bharia-Bhumia or Bhuinhar-Bhumia including Pando ;
(5) Bhattra ;
(6) Bhil ;
(7) Bhunjia ;
(8) Binjhwar ;
(9) Birhul or Birhor ;

(10) Dhanwar ;
(11) Gadaba or Gadba ;
(12) Gond, includings :—

Arakh or Arrakh,	Kandra,
Agaria,	Kalanga,
Asur,	Khatola,
Badi Maria or Bada Maria,	Koitar,
Bhatola,	Koya,
Bhimma,	Khirwar or Khirwara,
Bhuta, Koilabhuta or Koilabhuti,	Kucha Maria,
Bhar,	Kuchaki Maria.
Bisonhorn Maria,	Madia (Maria),
Chota Maria,	Mana,
Dondami Maria,	Mannewer,
Dhuru or Dhurwa,	Moghya or Mogia or Monghya,
Dhoba,	Mudia (Muria),
Dhulia,	Nagarchi,
Dorla,	Nagwanshi,
Gaiki,	Ojha,
Gatta or Gatti,	Raj,
Gaita,	Sonjhari Jhareka,
Gond Gowari,	Thatia or Thotya,
Hill Maria,	Wade Maria or Vade Maria ;

(13) Halba or Halbi ;
(14) Kamar ;
(15) Kawar, Kanwar, Kaur, Cherwa, Rathia Tanwar or Chattri ;
(16) Khairwar ;
(17) Kharia ;
(18) Kondh or Khond or Kandh ;
(19) Kol ;
(20) Kolam ;
(21) Korku, including Bopchi, Mouasi, Nihal or Nahul and Bondhi or Bondeya ;
(22) Korwa, including Kodaku ;
(23) Majhwar,
(24) Munda,
(25) Nagesia or Nagasia ;
(26) Nihal ;
(27) Oraon, including Dhanka and Dhangad,
(28) Pardhan, Pathari and Saroti ;
(29) Pardhi, including Bahelia or Bahellia, Chita Pardhi, Langoli Pardhi, Phans Pardhi, Shikari, Takankar and Takia ;
(30) Parja ;
(31) Saonta or Saunta ;
(32) Sawar or Sawara.

6. In the districts of Aurangabad, Parbhani, Nanded, Rajura, Bhir and Osmanabad :—
(1) Andh ;
(2) Bhil ;
(3) Gond (including Naikpod and Rajgond);
(4) Kolam (including Mannervarlu) ;
(5) Koya (including Bhine Koya and Rajkoya) ;
(6) Pardhan ;
(7) Thoti.

APPENDIX (12)

INSTRUCTIONS FOR ENUMERATION

PART II—TECHNICAL

The 1961 Census count will relate to the sunrise of 1st March, 1961. The count will be spread over a period of 19 days, beginning on the 10th February and ending on the 28th February, 1961. During this period you should visit every household in your block for enumeration. On the night of 28th February you will have to go round your enumeration block and enumerate all persons who are houseless. (In large cities the enumeration of houseless persons will have to be undertaken in a different manner for which more elaborate arrangements will be made.) During the period 1st March to 3rd March you will have to pay a revisional round to every household and verify that your earlier work of enumeration has been completed in every respect. If during this revisional round you find that a birth has taken place in any household between the time of your first visit and the sunrise of 1st March 1961, you will have to fill up a new slip for this birth; if there has been a death in any household during the same period you will have to cancel the slip of the dead person ; if there is a visitor in any household who has come to stay during the same period and has not been enumerated elsewhere, you will have to fill up a new slip for this visitor. But you will not have to take notice of any birth or death or visit occurring after sunrise of 1st March 1961.

You will have been supplied by your Supervisor household schedule forms in books of 50 or 25 each for recording information relating to the household as a whole and enumeration pads consisting of 100 or 25 slips each to record information of individuals living in the household. Instructions for filling up the household schedule and the individual slips are given in this booklet. You should carefully observe them when filling each household. You can fill up the household schedule first or the enumeration slips first but for every household you should fill up both before you leave the household and also fill up the Census Population Record at the back of the household schedule.

A. Instructions for filling up the Household Schedule

At the top of the Schedule you will find the Location Code. You will have to write the Location Code of the household here. Your supervisor will give you the Code numbers representing your district, tehsil/thana/town, village/ward/block. 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 household for enumeration you should write the code number of the household also 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 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 should be prepared. You should write the household number from the extracts of the Houselist given to you by your supervisor. If, in any case, you find a census house or a household satisfying the definitions given above has not been numbered you should bring it to the notice of your supervisor and have a separate number given to the house or household and enumerate the household.

At the right hand corner of the Location Code you will find a question " Is this an institution ? " with a rectangle below it. If you are enumerating any penal, charitable or mental institution, hostel, hotel, hospital, boarding house, etc., you should write the nature of the institution within the rectangle like jail, hospital, etc.

Below the Location Code you will find a column for recording the full name of the Head of the household. The Head of the 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 or a 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.

Institutions like boarding houses, messes and chummeries should also be regarded as census households but of ' un-related persons living together '. In such a household the manager or superintendent or the person who has administrative responsibilities or who by common consent is regarded as the Head, should be recorded as Head of the household. If in an Institution separate families are also living, each such family should be treated as a census household and a separate household schedule should be filled. In such cases the full name of the recognised Head of the household should be written.

If the Head of the household is a person who spends the week-days in town and spends the week-ends at home, he should be recorded as Head of household and entered for enumeration at his home. If he should be away for a fairly long time which covers the entire enumeration period then the person who is incharge in his absence should be recorded as the Head of the household.

You will find a parallelogram at the right-hand side against the Full Name of the Head of the household marked " S.C./S.T. ". If the Head of the household is a member of the Scheduled Caste or Scheduled Tribe obtaining in your State or in your district, you should write the name of the particular Scheduled Caste or Scheduled Tribe to which the Head of the household belongs within the parallelogram. If the Head of the household does not belong to Scheduled Caste or Scheduled Tribe you should put ' X ' within the parallelogram.

You should then fill up the part of the household schedule relating to Cultivation and Household Industry. Sub-part ' A ' relates to Cultivation, sub-part ' B ' to Household Industry and sub-part ' C ' to Workers at Cultivation or Household Industry.

Sub-part ' A ' relating to Cultivation will have to be filled in only where the household cultivates land. (Land includes all land normally used for cultivation purposes including temporary fallows.) 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 which is not cultivated by the household but has been given by it to private persons for cultivation for payment in money, kind or share. In each of the three cases the total of separate plots or parcels of land in different places, owned or held, or taken or given should be made and entered. A number of lines has been provided for this purpose in 1(i) and 1(ii) to account for separate plots or parcels of land held or owned or taken under different recognised local rights. If the household (*a*) cultivates land owned or held from Government or taken from private persons or institutions or (*b*) has given land to private persons for cultivation purposes you should ascertain the local name of the right on such land and record in the column relating to ' local name of right on land '. Category 1(i) land owned or held from Government, will include the total of all pieces of land owned or held in owner-like possession, *e.g.*, land held directly from Government under a grant, lease or assignment, (*i*) with rights of permanent, heritable and transferable possession, (*ii*) with rights of permanent and heritable possession, but without the right of transfer and (*iii*) temporary or conditional leases of any kind with the Government. Category 1(ii) land taken from private persons or institutions for payment in money, kind or share, will include land (*i*) with rights of permanent, heritable and transferable possession; (*ii*) with rights of permanent and heritable possession but without right of transfer ; (*iii*) held in a variety of tenancies or tenures which may be broadly classified as follows :

(*a*) tenants holding land with permanent and heritable rights whose land cannot be resumed by the owner on grounds of personal cultivation (such tenants may in some cases have the right of transfer also) ;

(*b*) tenants who have been given permanent rights subject to the right of resumption by the owner (in some cases the tenant has the right to acquire ownership of the non-resumable area. In other cases he does not possess the right) ;

(*c*) tenants holding land in areas where interim measures have been enacted for stay of ejectment or for continuing the leases for a specified period ;

(*d*) tenants holding land on temporary leases who are liable to ejectment ; and

(*e*) areas held on condition of rendering service either to a village community or to Government (This also includes cases where labourers on plantations are given some land for cultivation with permanent rights) ; and

(*iv*) the following :—
(*a*) land taken for a fixed amount of money,
(*b*) land taken for a fixed amount of produce,
(*c*) land taken for a share of the produce,
(*d*) land for which money is paid partly in one and partly in any other form mentioned above, and
(*e*) land held free of consideration.

Category 2 Land given to private persons for cultivation for payment in money, kind or share will include the classifications mentioned in category 1(ii).

Categories 1(i) and (ii) will include only those plots or parcels of land which are cultivated by the household itself, that is, lands which lie within the village, or in adjacent villages, or within such a distance as enables the household to work on the land or actively supervise the cultivation. They will not include land owned or held in distant places where distance itself is a bar to active cultivation, constant supervision or direction. But Category 2 will include land in any part of the country whatsoever. You should ascertain the extent of land in each category of local right in acres and record it in acres corrected up to the first place of decimal in the column relating to ' Area in acres '. In case it is not possible to record the area in decimal, the figures of acres and gunthas may be recorded. It is not however necessary to write fractions of a guntha. A fraction being less than 1/2 guntha should be overlooked and a fraction of 1/2 guntha or more should be taken as one guntha. Figures for acres and gunthas should be written with a dash between them and not with '♂' written in between. Write 15-22 and not 15♂22. You should write the total of separate plots or parcels of land under the same right if they are situated in different places. If it is not possible to ascertain the extent of land in acres you should, if possible, make a conversion from the local measure given to you. Even if this is not possible write the area in local measure giving invariably the name of the measure adopted.

This sub-part will not apply to households which do not possess or cultivate any land. Thus, it 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 and put a bold cross on this sub-part.

Land under any of the items in sub-part ' A ' includes rent free land, lands enjoyed in permissive possession or gifts without encumbrance or consideration. A household which is a member of a co-operative farm will record only that amount of land in the co-operative farm which had belonged to it before and under right enter ' co-operative farm '. Labour hired by such a co-operative farm should *not* be entered for this household.

Sub-part ' B ' relates to Household Industry. This part will be filled up only where there is a Household Industry conducted by the Head of the household himself and/or mainly by members of the household at home or within the village in rural areas and only at home in urban areas. The industry should not be on the scale of a registered factory. The participation of the Head of the household and/or members of the household is an essential feature of the Household Industry. In a rural area the Household Industry can be located either at home or within the village. But in an urban area the Household Industry or at least the major part of its work must be located only at home. A Household Industry should relate to production, processing, servicing or repairing and includes makers and sellers of goods.

The test for Household Industry is mainly threefold :

(*a*) Household Industry should embrace manufacture, processing or servicing and may include sale but should not be confined simply to buying and selling. At least part of the goods offered for sale from the household should be manufactured or processed by members of the household.

(*b*) Household Industry should be on the household scale where the workers mainly will be the Head of the household himself and members of the household, the role of hired workers from outside being of secondary importance. Thus, in any Household Industry, members of the household should be in a position to lend a hand in the industry whenever they find the time in the course of their daily chores. Household Industry cannot, therefore, be on the scale of a registered factory but can use machinery and employ power like steam engine or oil engine or electricity to drive the machinery.

(*c*) Location also is important, for proximity decides participation by members of the household. In a village this participation is possible if the Household Industry is located at home or within the village, because village organisation is such as makes it possible for members of the household to move about freely in the village to look after their work. In urban areas such a free movement is not possible and, therefore, for Household Industry in urban areas we should consider only those industries which are located at home. Where, however, part of the work is done outside the house, *e.g.*, preparing and dyeing the yarn for weaving or winding into warp and wool or cleaning metal surfaces before electroplating in baths, it should still be considered a Household Industry, even in urban areas, as the main operation of weaving or of electroplating is conducted within the house and only one or two operations are conducted outside.

The following activities should also be regarded as illustrative of Household Industry. 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 carried out at home by members of the household both at residence and at ' place of work ' or where women folk of the household fill in at home with lac gold ornaments prepared at the shop by male members of the household.

Ascertain from the Head of the household whether there are any Household Industries and write the nature of the industry(s) in the column provided, if there are any. Then ascertain for how many months in a year roughly they are conducted and put down the number of months in the appropriate column. If the industry is conducted throughout the year write ' 12 '. If there is no Household Industry of any sort put an ' X ' in each of the places in right hand corner where the answers will be written and put a bold cross on this sub-part.

Sub-part ' C ' relates to Workers in Cultivation or Household Industry.

In the case of households which are engaged only in Cultivation, if the Head of the household is working write 1 under the column ' Head ', and ascertain how many other male and female members of the family are working. Write the numbers in the respective columns. Write the total number of family workers including the Head, if he is working, in the column relating to ' Total '. Then ascertain whether any hired workers are employed and, if so, write the number of such workers in the column allotted for it. The hired workers should have been in wholetime employment during last working season or should be in wholetime employment during current working season.

Similarly in the case of households engaged in Household Industry only, if the Head of the household is working write 1 in the column ralating to the ' Head ' and also ascertain how many male members and female members of the family are working and write the numbers in the respective columns. Write the total number of family workers including the Head, if he is working, in the column relating to ' Total ' and then ascertain the number of hired workers, if any, and then write the number of hired workers in the appropriate column.

If a household is engaged both in Cultivation and Household Industry ascertain whether the Head is working and write 1 under the column ralating to the Head and also ascertain how

many male and famale members of the family are working both at Cultivation and the Household Industry and write the numbers in the respective columns. Write the total number of family workers in the column relating to Total. Ascertain the number of hired workers engaged by the family both for Cultivation and Household Industry and write the number in the appropriate column. In a household engaged both in Household Cultivation and Household Industry, you need not ascertain how many are engaged in Household Cultivation and Household Industry separately.

Even if any of the members of the family working or hired labourers are absent during the period of the census count they should be counted for the purposes of the Household Schedule.

In the case of households engaged in Cultivation only, put 'X' in the columns relating to 'Household Industry only' and 'Both in Household Cultivation and Household Industry'. Similarly, in the case of Households engaged in Household Industry only, put 'X' in the columns relating to 'Household Cultivation only' and 'Both in Household Cultivation and Household Industry'. If a household is engaged both in Household Cultivation and Household Industry put 'X' in the columns relating to 'Household Cultivation only' and 'Household Industry only'. If a household is not engaged in either Household Cultivation or Household Industry or both put 'X' n all the columns and a bold 'X' on this sub-part.

The test for a worker is whether a person is actually working in Cultivation or Household Industry or supervising or directing work thereon.

B. Instructions for enumerating individual members of households

I. General

1. Enumerate all persons who are normally resident in the household, *i.e.*, those who live in the household 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 your visit.

2. Enumerate also all persons who are normal residents in the household even if they are absent at the time of your visit, provided they left the household on or after the 10th February, 1961, or if they had left earlier than 10th February, 1961, are likely to return before the sunrise of 1st March, 1961.

3. Enumerate a visitor, a boarder, or a guest found in the household at the time of your visit, *if he had not been enumerated before and if he will be away from his household between the 10th and 28th February, 1961*, and warn him not to permit any other enumerator to enumerate him even if he goes back by 1st March, 1961.

4. Do not enumerate pavement dwellers or others who do not form part of the household, when you are enumerating the households. These along with persons who do not normally reside in houses, *i.e.*, members of wandering tribes, tramps, sadhus, etc., would be separately enumerated on the night of the 28th February and on the 1st and 2nd March, 1961.

5. Each individual has to be enumerated in one slip. Before commencing enumeration of an individual make sure to fill the Location Code in each case. The Location Code in the slips will be the same as in the household schedule to which the individuals relate.

6. The questions have been briefly printed in the slips, *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 use of the abbreviations recommended in these instructions for recording the answers to the various questions. All abbreviations required to be entered within the geometric designs should be written well within the designs.

7. Make repeated enquiries about new born babies and very young children for they are liable to be missed because they neither talk nor walk and no meals are usually cooked for them.

8. Before leaving one household for the next make doubly sure that all the persons that are to be enumerated in the household have been enumerated. As soon as you have completed the enumeration of the household fill up the Census Population Record at the back of the Household Schedule for that household before you proceed to the next household. Strike the total for the number of males and females in the household and check it with the number of enumeration slips used before you sign the Census Population Record.

9. You should revisit every household in your block during the period of final check (1st to 3rd March) when you should enumerate every birth that has taken place in the household since your visit but before sunrise of 1st March. You should cancel the slip for any death that might have taken place since your last visit but before sunrise of 1st March 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. But you should not take notice of any birth or death or visit occurring after sunrise of 1st March, 1961. After your revisit if you have added any new slip or cancelled any slip already prepared you should make corresponding changes in the Census Population Record at the back of the Household Schedule.

10. As soon as you have completed a pad, you should fill up the enumerator's abstract on the cover of the pad. After you have completed the enumeration of your block and filled up all the abstracts in the pads, you should total up your figures and prepare your abstract for your entire block and hand it over to your supervisor along with your pads.

11. Under the Census Act, every person is legally bound to furnish you with the information you need for recording your answers. You must not ask information on any matters not necessary for the purposes of the census, for example, the amount of any person's income. Nor must you disclose to any unauthorised person any information given to you or the results of the enumeration. All census entries are confidential and cannot be admitted as evidence in any civil proceeding whatever or in any criminal proceeding other than a prosecution for a census offence.

II. Instructions for Filling up the Slips

In each household 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 persons in the household are left out. Please make repeated enquiries about infants and very young children, for they are liable to be left out of count. Count near relatives first, such as wife, son, daughter-in-law, daughter, son-in-law, grand-children, then distant relations and then domestic servants or other employees living in the household, boarders, visitors, etc.

Location Code

Write the Location Code of the household in each slip. For instructions please see Section A above.

Q. 1(a)—Name

Write the name of the person enumerated. If a woman's name is not given out describe her as 'so-and-so's mother, wife or daughter'. If a woman does not take the name of a person's husband and that husband's particulars have to be recorded write 'so-and-so's husband'.

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

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

In the case of the Head of the household write 'Head'. The person who should be treated as the 'Head of the Household' has been fully explained in Part A. All relationships in this question should be recorded in respect of that person. In the case of relations write the relationship in full. 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 (uncle). 'Son' will include 'adopted son' or 'step son'; similarly for a daughter. In the case of visitors, boarders or employees write 'visitor', 'boarder', or 'employee' as the case may be.

If on the check or revisional round between the 1st and 3rd March the Head of the household as recorded previously is found to have died, the person in the household who succeeds him by common consent as Head should be recorded as Head and the relationships in all other slips will have to be suitably corrected. The slip of the dead Head of household will, of course, be cancelled.

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 'O'. 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 for persons in stable *de facto* union. Even if a marriage is disputed in the locality write 'M' if the person concerned says he or she is married or 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'. For a prostitute return her marital status as declared by her.

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 if name of district is known ; otherwise write name of State.
5. If born in a country outside India, *e.g.*, Pakistan or any other country.	write name of country.
6. Persons born at sea or in air or in railway carriages or on road transport, *e.g.*, buses, etc., should be entered as such.	

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

Q. 4(c)—Duration of Residence

1. For a person born in village or town or city in which enumerated.	write X
2. For a person born in another village or town or city 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/city 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)—Nationality

1. For Indian nationals	write I
2. For other nationals	write the nationality in full.

Q. 5(b)—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(c)—Scheduled Castes and 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 obtaining in your State, or in your district 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 obtaining in your State or in your district 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 it is returned and write it. If a person is negligent and insists on calling himself merely 'Harijan' tell him that this description will not earn the person any benefits under the Constitution permissible to Scheduled Castes and Scheduled Tribes. This may persuade him to give out the correct name.

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(b). Scheduled Tribes may belong to any religion.

Q. 6—Literacy and Education

I. Illiterate or Literate

For a person—

1. Who can neither read nor write or can merely read but cannot write in any language ..	write O
2. Who can both read and write	write L

The test for reading is ability to read any simple letter either in print or in manuscript, *i.e.*, 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 for reading. The test for writing is ability to write a simple letter. The test for literacy is satisfied if the person can with understanding both read and write.

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 L.

Q. 7(a)—Mother-tongue

Write the mother-tongue in full including dialect as returned by the person enumerated. Mother-tongue is language spoken in childhood by the person's mother to the person or mainly spoken in the household. If the mother died in infancy. write the language mostly spoken in the person's home in childhood. In the case of infants and deaf mutes give the language usually spoken by the mother.

Q. 7(b)—Any other language(s)

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

The number of languages recorded against this question should not be more than two. These languages should be other than his mother-tongue which he speaks and understands best and can use with felicity in communicating with others. Such language or languages will exclude dialects of the same language.

Qs. 8 to 11—Working

These questions apply only to workers. A person who is working may be working as a Cultivator, as an Agricultural Labourer, at Household Industry or may be doing any other work. You have to record the answers in questions 8, 9, 10 and 11 according *as the person is working as a Cultivator or as an Agricultural* Labourer or at Household Industry or doing any other work. He may be engaged in only one of the above four categories or in more than one. Thus, a person can be working both as a cultivator and an Agricultural Labourer, in which case he should be entered both in Q. 8 and Q. 9. Or, he may be working both as Cultivator and at Household Industry in which case he will be entered in Q. 8 and Q. 10. Or, he may be working in any possible combination of 8, 9, 10 and 11, in which case he will be entered in the appropriate places. Or, he may be doing just one kind of work in which case he will be entered in only one of the four Questions 8 to 11.

Detailed instructions as to how the answers should be recorded in the individual questions are given against those questions below. You should carefully study them before recording the answers. For an undertrial prisoner enumerated in a Jail he should be recorded for the work or kinds of work he was doing before he was apprehended. Similarly, for a person temporarily in a hospital or similar institution he should be recorded for the kind of work he was doing before he was admitted into hospital or institution. But for a convict in a prison or for long term inmates of penal or charitable or mental institutions, the person's previous work should not be recorded but 'I' should be recorded in Q. 12 below.

The basis of work will be satisfied in the case of seasonal work like cultivation, livestock, dairying, household industry, etc., if the person has had some regular work of more than one hour a day throughout the greater part of the working season. In the case of regular employment in any trade, profession, service, business or commerce the basis of work will be satisfied if the person was employed during any of the fifteen days preceding the day on which you visited the household. If on the check or revisional round such a person is found to be unemployed no change in the original entry should be made. A person who is working but was absent from his work during the fifteen days preceding the day on which enumerated or even exceeding the period of fifteen days 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. Work includes not only actual work but effective supervision and direction of work.*

Persons under training as apprentices with or without stipend or wages will be regarded as working.

An adult woman who is engaged in household duties but doing no other productive work to augment the family's 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 services for wages for others or minding cattle or selling firewood or making and selling cowdung cakes or 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.

A public or social service worker who is actively engaged in public service activity or a political worker who is also actively engaged in furthering the political activity of his party will be regarded as a worker and entered fully in Q. 11.

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.

Qs. 10(a) and 10 (b)—Household Industry

If a person is working in a Household Industry write (1) the nature of work done by him in the Household Industry against question 10(a) and (2) the nature of the Household Industry against question 10(b). Otherwise put X in both questions 10 (a) and 10(b). A Household Industry is defined as an industry 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. The industry should not be run on the scale of a registered factory. Thus the main criterion for a Household Industry is the participation of one or more members of a household in rural areas. In the urban areas the industry should be confined to the house. You should carefully keep in mind the definition of Household Industry in the rural area if you are enumerating a rural area and the definition in the urban area if you are enumerating an urban area.

A Household Industry should relate to production, processing, servicing, repairing or making and selling of goods. It does not include professions such as pleader or doctor or barber or waterman or astrologer.

A person though he may not be working in his own Household Industry may be working as a paid employee in another Household Industry. You should, therefore, enquire whether the person who is not working in his own Household Industry is working in any other Household Industry and if so, write the nature of the work done by him against question 10(a) and the nature of the Household Industry against 10(b).

Q. 10 (c)—If Employee in Household Industry

This question will be filled up only for a person who is working as a paid employee in another person's Household Industry: In his or her case write E.E. For all others put X.

The following examples will illustrate how questions 10(a) to 10(c) should be filled up for persons working at Household Industry:

Q. 10—Working at Household Industry

	(a) Nature of work	(b) Nature of Household Industry	(c) If employee
1.	Spinning yarn	Spinning yarn in Ambar Charkha.	X
2.	Dyeing and printing yarn ..	Handloom weaving ..	X
3.	Threshing and cleaning grain.	Flour making *chakki* ..	X

	(a) Nature of work	(b) Nature of Household Industry	(c) If employee
4.	Labourer employed for crushing oil.	Oil ghani ..	EE
5.	Tempering and polishing implements.	Blacksmithy making agricultural implements.	X
6.	Labourer employed for making and firing kiln.	Earthenware pottery ..	EE
7.	Throwihg and Turning pottery	Earthenware pottery ..	X
8.	Making wooden doors and windows.	Carpentry ..	X
9.	Filling gold ornaments with lac.	Goldsmithy ..	X
10.	Labourer working hosiery machine.	Hosiery ..	EE
11.	Keeping accounts ..	Hosiery	X
12.	Polishing and Scraping metal	Electroplating ..	X
13.	Labourer employed for putting iron hoop on cartwheels.	Cartwheelwright ..	EE
14	Repairing of guns ..	Gunsmithy ..	X
15.	Bee Keeping ..	Production of honey ..	X
16.	Tending cattle ..	Livestock raising ..	X

Q. 11—Doing Work other than 8, 9 or 10

If a worker is not working as a cultivator or as an agricultural labourer or at any Household Industry write the actual work he is doing. If a person is working as a cultivator or as an agricultural labourer or at Household Industry and also does some other work including dairying or livestock raising, orchard or plantation, etc., as distinct from cultivation of crops) which does not relate to any of the above categories, write the other work he does in this question. If he is engaged in more than one work and neither of them relates to any of the three categories mentioned above write here the work on which he devotes more time.

Q. 11(a)—Nature of work

In the case of persons not working or who work *only* as cultivator or as agricultural labourer or at Household Industry, put 'X'.

Describe fully the nature of the work done by the person himself. Full and precise information as to the nature of work done by the person should be given either in the vernacular or in English or in vernacular transliteration of English. 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. 11(b)—Industry, Business, Trade, Profession or Service

In the case of a person who is working and the nature of whose own work has been recorded in Question 11(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 11(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. The description should be either in the vernacular or in English or in vernacular transliteration of English.

In the case of a person for whom an X is put in Question 11 (a), put an X in this question also.

Important points to remember in Questions 11(a) and 11(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 cowdung 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. *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 (*e.g.* Ship and Railway Parts, Fans and Sewing Machines, Grocers and Confectioners).

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 Service write " Service of Central Government ".

10. If the job is known in the trade or industry by a special name, use that name. Manager, Foreman, 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.

For persons in the employ of Firms carrying on two or more businesses, 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.

12. *Commerce.*—Special care should be taken to see that the distinction between retail and wholesale business is clear. As in industries, the goods handled should be clearly indicated.

Q. 11(c)—Class of Worker

For a person who is :

1. an *Employer*, that is, who hires one or more persons in his work described in Q. 11 (a) .. .. write MR
2. an *Employee*, that is, who does his work described in Q. 11 (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. 11 (a) without employing others except casually, and without the help of other members of the family except casually. This will include workers working as members of co-operatives .. write SW
4. a *Family Worker*, that is, who is doing his work described in Q. 11 (a) in own family without wages or salary in cash or kind .. write FW

For a person for whom an "X" is put in Qs. 11(a) and 11(b) put an X in this question also.

Explanation :—

(i) An *Employer* is a person who has to employ other persons in order to perform the work entered in Q. 11 (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 Q. 11(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* for the purpose of Q. 11(c) is a person who works by himself but not as Head of household in a Household Industry. He is not employed by any one else and in his turn does not employ anybody else not 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' co-operative. Each one of the partners or members of such producers' co-operatives should be recorded as "Single Worker".

(iv) A *Family Worker* is a member who works, without receiving wages in cash or kind, in an industry, business or trade conducted mainly by members of the family and ordinarily does at least one hour of work every day during the working season. For the purpose of the entire Q. 11, such an industry should be on a scale larger than what has been covered in "Household Industry" in Q. 10 whether run at home or away from home in town or village and even away from village in rural area and should ordinarily be in the nature of a recognised partnership, joint stock company or registered factory. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or Head of the Household or other relative.

Members of the household who help solely in household duties should not be treated as family workers.

Q. 11(d)—Name of Establishment

Describe in detail the name of the factory, workshop, busines house, company, shop, etc. If a person has no fixed place of work, write "No fixed place of work".

For a person for whom an X is put in Qs. 11(a), 11(b) and 11(c) put an X in this question also.

The following examples will illustrate how Qs. 11(a) to 11(d) should be filled up for persons doing work other than 8, 9 or 10 :—

Q. 11—Doing Work other than 8, 9 or 10

	Q. 11(a) Nature of Work	Q. 11(b) Nature of Industry, Profession, Trade or Service	Q. 11(c) Class of Workers	Q. 11(d) Name of Establishment
1.	Cutting trees in forests.	Logging in forests ..	EE	Forest Deparment of Government.
2.	Hunting for fur ..	Hunting ..	SW	No fixed place of work.
3.	Gardener in mango orchard.	Fruit growing ..	EE	Master's mango orchard.
4.	Paid farm labourer.	Coffee plantation ..	EE	Muthuswamy Coffee Estate.
5.	Travelling Ticket Inspector.	Northern Railway.	EE	Northern Railway.
6.	Senior Scientific Officer.	Indian Ceramic Institute.	EE	Indian Ceramic Institute.
7.	Foreman ..	Kiln room in Ceramic Institute.	EE	Indian Ceramic Institute.
8.	Contractor ..	Supplying gypsum to Fertilizer Factory.	MR	Sindri Fertilizer Factory.
9.	Accountant ..	Locomotive Factory.	EE	Chittaranjan Locomotives.
10.	Goods porter ..	Railway Station porter.	SW	Delhi Central Railway Station.

Q. 11—Doing Work other than 8, 9 or 10—contd.

	Q. 11 (a) Nature of work	Q. 11(b) Nature of Industry, Profession, Trade or Service	Q. 11(c) Class of Workers	Q. 11(d) Name of Establishment
11.	Day labourer ..	Road digging in Mathura Road.	EE	C.P.W.D.
12.	Labourer ..	Assisting brick layer in house building.	EE	Defence Colony, New Delhi.
13.	General Labourer ..	No fixed job ..	SW	No fixed place of work.
14.	Machine Operator ..	Electric transformer in Electric Supply Transformer Station.	EE	Delhi Electric Supply Corporation.
15.	Shop Assistant ..	Retail shop in Stationery Stores.	FW	Madan Brothers.
16.	Dealer ..	Wholesale Stores in grains and cereals.	MR	Sahu & Co.
17.	Salesman ..	Retail shop of ready made garments and hosiery.	FW	Dayanand & Sons.
18.	Sales Manager ..	Hardware Department, Kaka Agrico.	EE	Kaka Agrico.
19.	Boiler Room Foreman.	Indian Iron and Steel Company.	EE	Indian Iron and Steel Company, Burnpur.
20.	Air pilot ..	Air transport ..	EE	Indian Airlines Corporation.
21.	Bus-driver ..	Motor Transport Service.	EE	Government Motor Transport Service.
22.	Manager and Proprietor.	Motor Truck Goods Transport.	MR	Prakash Transport Service.
23.	Radiologist ..	Surgical Department of Hospital.	EE	Medical College, Calcutta.
24.	Plant Nutritionist ..	Plant Protection Research.	EE	I. C. A. R., Pusa, Delhi.
25.	Chemist ..	Sugar factory ..	EE	Bimla Sugar Factory.
26.	Chemist ..	Pharmaceutical factory.	EE	Akash Chemical and Pharmaceutical Factory.
27.	Secretary ..	Administrative Department of Life Insurance Corporation.	EE	L. I. C., Delhi.
28.	Assistant Secretary.	Commerce and Industry Department, Madras.	EE	Government of Madras State.
29.	Supervisor ..	Jewellery Works ..	FW	Kundan Brothers Jewellers, Jaipur.
30.	Machinist ..	Lathe Department in Engineering Works.	EE	Hooghly Docking Company.
31.	Private cook or domestic servant.	....	EE	Master's house.
32.	Cook ..	Residential Hotel ..	EE	Ashoka Hotel, New Delhi.
33.	Khansama ..	Boarding House and Club.	EE	XYZ Club.
34.	Grocer ..	Retail trade in grocery.	SW	Home.
35.	Chartered Accountant.	Steel Production Factory.	EE	Bhilai Steel Plant.
36.	Accountant ..	Jute mill ..	EE	Howrah Jute Mill.
37.	Cinema Artist ..	Cinema Company ..	EE	ABC Cinema Co.
38.	Sign painter ..	Commercial Sign Painting.	EE	Rupalekha Company.
39.	Canvas bag maker ..	Cement Company ..	EE	Portland Cement Co.
40.	Sharebroker ..	Broker in Tea and Jute shares.	SW	ABC Share Exchange.
41.	Discount broker ..	Discounting of bills in business house.	MR	ABC Business House Ltd.
42.	Die Caster ..	General Engineering Works.	EE	Ramachandra Engineering Co.
43.	Ochre grinder ..	Wood Paint Factory.	EE	ABC Paint Factory.
44.	Distillation Plant Operator.	Brewery Factory ..	EE	Solan Breweries.
45.	Grinder ..	Chemical Factory ..	EE	ABC Chemical Factory.
46.	Cleaner ..	Steel Re-rolling Works.	EE	ABC Re-rolling Mills.
47.	Ticket Collector ..	Cinema House ..	EE	ABC Cinema.
48.	Iron moulder ..	Iron & Steel Foundry.	EE	ABC Engineering Works.
49.	Foreman ..	Packing Department in Oil Mill.	EE	ABC Oil Mill Company.
50.	Foreman ..	Saw Mill in Wagon Factory.	EE	ABC Wagon Company
51.	Foundry Caster ..	Aluminium Factory.	EE	ABC Aluminium Company.
52.	Furnaceman ..	Boiler shop, Iron Foundry Works.	EE	ABC Iron Foundry.
53.	Mono printer ..	Printing Works ..	EE	Govt. Printing Press.
54.	Brass turner ..	Small tools production.	EE	ABC Small Tools Company.
55.	Honorary Social Worker.	State Social Welfare Board.	SW	State Social Welfare Board.
56.	Member of Parliament.	Parliament ..	SW	Parliament, Delhi.
57.	Free Lance Journalist.	Writing for newspapers and periodicals.	SW	No fixed journal.
58.	Political Worker ..	Political Work ..	SW	Name of party.

After you have filled up the answers to questions 8 to 11, if you find that in the case of any person more than one productive activity has been recorded, *i.e.*, more than one of the questions, 8, 9, 10 or 11, has been filled up by some work you should ask him which one of the activities that has been recorded for him is his principal work. The principal work is the one on which the person spends most time. Put a ring round the number of the questions, 8, 9, 10 or 11, according to the work on which the person says he spends most time. You should invariably ask for the principal work where more than one work is recorded and put a ring round the question relating to the principal work.

It may be that in a few cases you find that you have recorded more than two productive activities in questions 8 to 11, *i.e.*, more than two of the questions, 8 to 11, would have been filled up by some work. In such cases you should first ascertain the principal work, *i.e.*, the one on which the person spends most time and put a ring round the number of the question. You should then ascertain the work which is the next in importance to his principal work, *i.e.*, the work after his principal work which occupies most time. You should put a tick against the question number of that work on the right hand side of the question number. The ring and the tick should be put clearly so that any difficulty will not be felt to recognise them clearly.

Q. 12—Activity, if not working

This question will apply to a person NOT Working.

Write " X " in this question for a person who is working, that is for whom you have recorded the work in any of the questions 8 to 11 above.

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, trade or business. — write ST
2. For a person engaged in unpaid home duties (like housewife 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 under-trial 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 as he would have been entered for his new work in Questions 8 to 11.

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 item 7 or 8.

Q. 13—Sex

Write " M " for Males ; and " F " for Females.

For eunuchs and hermaphrodites, write " M ".

HOUSEHOLD SCHEDULE

[Reproduced as Appendix (6) at pages 62-63 of this Report.]

INDIVIDUAL SLIP

[Reproduced as Appendix (5) at page 61 of this Report.]

APPENDIX (13)

घरांना नंबर देऊन त्यांची यादी तयार करण्यासाठीं सूचना

प्रास्ताविक

१९६०–६१ मध्यें अखिल भारतांत जनगणना होईल. त्या कामाचा पहिला टप्पा म्हणून येत्या सप्टेंबर-ऑक्टोबरमध्यें घरांना नंबर देऊन त्यांच्या याद्या तयार करावयाच्या आहेत. घरांना दिलेल्या नंबरांच्या व याद्यांचा उपयोग जनगणनेच्या पुढील सर्व कार्यांत मूलभूत आंखणी म्हणून होत असल्यानें जनगणनेच्या कामाचा दर्जा पुष्कळ अंशीं या पहिल्या कामावर अवलंबून आहे. म्हणून हें काम व्यवस्थित व चोखपणें करणें जरूर आहे. जनगणनेंतून एकहि व्यक्ति सुटूं नये किंवा दोनदां मोजली जावूं नये हा उद्देश असतो. अशा १०० टक्के अचूक व्याप्तीमुळेंच जनगणनेचें मूल्य किंवा तिचा दर्जा वाढत असतो त्यासाठीं एकहि घर नंबर न देतां सुटूं नये किंवा यादींतून वगळलें जावूं नये असें या कार्याचें लक्ष्य आहे.

२. घरांना नंबर देऊन त्यांच्या याद्या तयार करावयाचें काम तसें सोपें आहे. तलाठी/पटवारी किंवा नगरपालिकेचे कर्मचारी हें काम यापूर्वीच्या सर्व जनगणनांतून उत्तम प्रकारें करीत आले आहेत. आतांहि मुख्यतः त्याच लोकांना हें काम करावयास सांगण्यांत येत आहे. १९५१ च्या तुलनेंत हें काम अधिक व्यवस्थित व्हावें एवढी अपेक्षा आहे. घरांच्या याद्यांचा विस्तारहि या खेपेस अधिक आहे, कारण जनतेच्या राहणीमानासंबंधीं बरीच उपयुक्त माहिती या याद्यांतून गोळा करण्याचें सरकारनें ठरविलें आहे.

३. ग्रामीण विभागांत तलाठी/पटवारी आणि शहरी विभागांत नगरपालिकेच्या कर्मचाऱ्यांनीं हें काम करावयाचें आहे. मुलकी कारभारासाठीं जीं जीं गांवें तलाठी किंवा पटवाऱ्यांकडे असतील त्या सर्व गांवांचें काम त्यांना करावयाचें आहे. अशीं सर्व गांवें मिळून कुणा तलाठ्या/पटवाऱ्याकडे तीन हजारांवर लोकसंख्या होत असेल तर विभागाधिकारी त्याला मदत म्हणून एखाद्या शिक्षकाची नेमणूक करतील व त्यांनी काम करावयाचें गांव किंवा एखाद्या मोठ्या गांवाचा विशिष्ट विभाग नेमून देतील. शहरी भागांतहि अशाच प्रकारें प्रत्येकानें काम करावयाचें क्षेत्र स्पष्ट ठरवून दिलें जाईल.

४. प्रत्येकाचें कामाचें क्षेत्र वांटून देऊन नेमणुकीचे हुकूम ऑगस्ट महिन्यांत दिले जातील. ऑगस्ट व सप्टेंबरच्या पहिल्या पंधरवड्यांत नेमलेल्या सर्व लोकांना या कामाचें ट्रेनिंग दिलें जाईल. निरनिराळ्या विभागांतून कामाचा सारखेपणा रहावा व कामासंबंधीं ट्रेनिंग देतांना त्यासंबंधींच्या शंकांचें निरसन करतां यावें म्हणून प्रत्येकास ट्रेनिंगसाठीं दोन वर्गांत हजर राहण्यास हुकूम होतील. कमींत कमी दहा घरांना नंबर देऊन त्यांच्या याद्या तयार करावयाचें प्रात्यक्षिक शिक्षणपण यांपैकीं दुसऱ्या वर्गांत दिलें जाईल. कामासंबंधीचे अधिकारपत्र व जरूर ते कागद सप्टेंबरच्या पहिल्या पंधरवड्यांत सर्वांना दिले जातील. घरांना नंबर देण्याचें व याद्या लिहावयाचें काम १६ सप्टेंबरला सुरूं करून सर्व विभागांतून १५ ऑक्टोबरपर्यंत पूर्ण करावयाचें आहे.

५. ठरवून दिलेल्या वेळेंत जनगणनेचें प्रत्येक काम पूर्ण होणें फार अगत्याचें आहे कारण एखाद्या गांवांत जरी उशीर झाला तरी त्याचा सर्व विभागाच्या कामावर परिणाम होईल व कामाच्या राष्ट्रीय वेळापत्रकांत वं गणनेचे निकाल तत्परतेनें प्रकाशित करावयाच्या अखिल भारतीय चढाओढींत आपला जिल्हा किंवा राज्य मागें पडेल. प्रत्येक काम वेळेवर होणें किंवा कामाचा दर्जा उंच राखणें अशा रीतीनें प्रत्येकाच्या तत्परतेवर अवलंबून आहे.

जनगणना समाजाचा शास्त्रीय अभ्यास करतां यावा म्हणून करतात. त्या अभ्यासांतून समाजाच्या आजवर झालेल्या सुधारणेचें मूल्यमापन करून भावी योजना ठरविल्या जातात. हें काम करतांना कुणी निष्काळजीपणा केला किंवा उदासीनपणें उणिवा राहूं दिल्या तर त्या प्रमाणांत चुकीची माहिती गोळा होऊन त्यानें समाजाचें अहित केल्यासारखें होईल. म्हणून जनगणनेचें काम वक्तशीरपणें आणि अचूकपणें करून समाजाची अल्पशी सेवा आपल्याकडून घडेल या भावनेनें प्रत्येकानें आपापलें काम केलें पाहिजे.

६. सर्व खात्यांतील नोकरांनीं जनगणनेचें काम करण्यासंबंधीं महाराष्ट्र राज्य सरकारनें १८ जून १९६० च्या G.R. No. CNS-1060/558-H, dated 18th June 1960, अन्वयें खालील हुकूम काढले आहेत :—

> "राज्य सरकारच्या सर्व नोकरांनीं व स्थानिक विभाग अधिकाऱ्यांनीं त्यांना दिलेले जनगणनेचें कोणतेंहि काम तत्परतेनें केलें पाहिजे. तक्रारीचें एकहि कारण राहणार नाहीं अशा प्रकारें हीं कामें सर्वांनीं पार पाडावींत. जनगणनेचीं कामें आपल्या दैनंदिन कार्याचा एक भाग म्हणून आणि तेवढ्याच तत्परतेनें व जिव्हाळ्यानें केलीं पाहिजेत."

७. १९५१ किंवा पूर्वीच्या सर्व जनगणनांतून लक्षावधि सरकारी नोकरांनीं आणि बिनसरकारी लोकांनीं विनामोबदला काम केलेलें आहे. भारतीय जनगणनेचें हें उदात्त स्वरूप या खेपेसहि सांभाळलें जाईल. जनगणनेचें काम करणाऱ्यांना साधे कागद, पेन्सिली, शाई इत्यादि स्टेशनरी किंवा नंबर देण्यासाठीं रंग, गोडे तेल, डांबर वगैरे साहित्य विकत घ्याव लागेल. ट्रेनिंगसाठीं किंवा कामासाठीं येण्याजाण्यावर असा किरकोळ खर्च होईल तो पदरचा करावा लागूं नये म्हणून थोडेंसे मानधन हें काम करणाऱ्यांना द्यावयाचें सरकारनें ठरविलें आहे. घरांना नंबर देऊन त्यांच्या याद्या तयार करावयासाठीं मानधनाचे खालील प्रमाण ठरविण्यांत आले आहे :—

गणनाकार (Enumarator) ..	ग्रामीण विभागांत दर तीस घरांस आणि शहरीं विभागांत दर चोवीस घरांस एक रुपया याप्रमाणें.
सुपरवायझर ..	ग्रामीण विभागांत दर १५० घरांस आणि शहरीं विभागांत दर १२० घरांस एक रुपया याप्रमाणें.

८. विभागाधिकाऱ्यांकडून नेमणुकीचा हुकूम अथवा सूचना मिळतांच आपणास नेमून दिलेलें क्षेत्र आपण तपासून घ्यावें. त्यासंबंधीं शंका असल्यास विभागाधिकारी (Charge Officer) याजकडे विचारपूस करावी. मुलकी कारभारासाठीं तलाठ्या/पटवाऱ्याकडे असलेल्या गांवांपैकीं कांहीं त्यास दिलीं नसतील तर

तीं इतर कोणास दिलीं आहेत याची ते चौकशी करतील, कारण ज्यांना तीं गांवें दिलीं असतील त्यांना सर्वतोपरी सहाय्य करणें हें त्यांचें कर्तव्य आहे.

लोकवस्तीचीं प्रमाणें

९. जनगणनेचें काम बहुधा इमारती व घरें यांच्या सदर्भानेंच केलें जातें कारण तीं दोनच लोकवस्तीचीं सर्वसाधारण आणि स्पष्ट दिसून येणारीं प्रमाणें आहेत. इमारत किंवा घर म्हणजे काय हें आपणां सर्वांस माहीत असतें पण हे दोन्ही शब्द जनगणनेसाठीं विशिष्ट किंवा मर्यादित अर्थानें वापरले जातात तेव्हां त्यांचे ते मर्यादित अर्थ कामाच्या आरंभींच समजून घेतले पाहिजेत.

१०. सामान्यतः "इमारत" या शद्बाचा आपण पक्की किंवा कायम बांधणी असलेलें ठिकाण असा अर्थ समजतो. गवतानें किंवा पालापाचोळ्यांनीं शाकारलेल्या झोपडीस आपण इमारत असें सहसा म्हणत नाहीं, पण जनगणनेसाठीं इमारत हा शब्द विस्तृत अर्थानें वापरला आहे.

छत किंवा छप्पर असलेल्या कसल्याहि ठिकाणास "बांधणी" म्हटलें तर जमिनीवर उभ्या असलेल्या प्रत्येक वेगळ्या बांधणीस इमारत असें म्हटलें जाअील. बांधणी बांधणीमध्यें खालील कारणांमुळें भिन्नता असते :—

(१) आकार, स्वरूप आणि रचना,

(२) भितीसाठीं व छतासाठीं वापरलेला माल,

(३) बांधणीचा प्रकार—पक्का, कच्चा, कायम अथवा हंगामी,

(४) मालकीहक्क, खाजगी मालकी, समाअीक मालकी, सरकारी अथवा सार्वजनिक, आणि

(५) उपयोग कशासाठीं होत आहे—राहणें, दुकान, दुकान-राहणें दोन्ही, कारखाना, वर्कशॉप, मंदिर, शाळा अथवा ऑफिस वगैरे.

११. बांधणीच्या या सर्व प्रकारांना जनगणनेसाठीं इमारत हा एकच शब्द वापरला आहे. या अर्थानें शाकारलेली झोपडी व अनेक मजल्यांची बिल्डिंग या दोन्हीस "इमारत" असेंच समजलें जाअील.

१२. इमारत रिकामी असेल किंवा संपूर्ण अथवा कांहींशी वापरांत असेल, राहण्यासाठीं उपयोगांत असेल किंवा दुकान, कारखाना, वर्कशॉप आदिसाठीं. इमारत या शब्दांत लहानसहान झोंपड्या, गाळे, तात्पुरते शेड, शेतावरील गोठे, या सर्वांचा समावेश होतो. जमिनीवर उभ्या असलेल्या कोणत्याहि वेगळ्या बांधणीस एक इमारत म्हणून समजलें जाअील.

१३. इतर बांधणीपासूनचा वेगळेपणा (तुटकपणा) बघूनच कोणत्याहि अिमारतीचा विस्तार ठरविला जाअील. एकाच कंपाउंडमध्यें दोन तुटक अशा बांधणी असतील (एक मुख्य इमारत व दुसरें आअुटहाअूस अथवा गॅरेज) तर त्या तुटकपणामुळें त्या दोन्हीचा मालक एकच इसम असला तरी त्या दोन वेगवेगळ्या इमारती आहेत असें समजलें जाअील.

१४. अनेक वेळां विशेषतः शहरांतून इमारती एकमेकांस जोडून बांधलेल्या असतात व कित्येकदां तर त्यांच्या भितीपण समाअीक असतात. बाहेरून दिसण्यास त्या सर्वांचें एकच इमारत असें स्वरूप असतें पण त्यांचे मालक वेगवेगळे असतात. त्यांची बांधणी निरनिराळ्या काळांत झालेली असते. त्यांचे कांहीं भाग वेगळे करून विकलेले किंवा वांटून घेतलेले आणि त्या सर्वांना स्वतंत्र असे मुख्य प्रवेशद्वार असतें. अशा इमारतींना प्रत्यक्ष तुटकपणा नसला तरी वेगवेगळ्या इमारती म्हणून समजलें पाहिजे.

१५. कांहीं इमारतींत एकाहून अधिक कुटुंबें रहात असतात. इतर इमारतींचा कांहीं भाग राहण्यासाठीं वापरतात तर कांहीं भागांत दुकानें, कारखाने किंवा ऑफिसेस असतात. इमारतीच्या अशा निरनिराळ्या भागांचा एक विशेष असतो तो हा कीं प्रत्येक भागास रहदारीच्या रस्त्यावर आपलें असें स्वतंत्र प्रवेशद्वार असतें. अशीं स्वतंत्र प्रवेशद्वारें असलेल्या इमारतींच्या निरनिराळ्या भागांना जनगणनेसाठीं "घर" असें म्हणतात. अगदीं लहान इमारत असेल व त्यांत स्वतंत्र प्रवेशद्वारें असलेले भाग नसतील तर या व्याख्येप्रमाणें ती सबंध इमारत एक घर म्हणून समजली जाअील. मोठ्या शहरांतून प्रत्येक घरास रहदारीच्या रस्त्यावर थेट पोंच असलेलें प्रवेशद्वार अनेकदां नसतें त्याऐवजीं समाअीक जिन्यावर, अंगणांत किंवा फाटकाकडे प्रवेश असतो. असें असलें तरी इमारतीच्या त्या त्या भागांना "घरें" असेंच म्हणतात.

१६. वरील विवेचनावरून जनगणनेसाठीं घराची व्याख्या खालीलप्रमाणें असेल :—

"घर म्हणजे अेकादी इमारत अथवा इमारतीचा असा भाग कीं, ज्यास स्वतंत्र प्रवेशद्वार आहे. मग तें प्रवेशद्वार रास्त रहदारीच्या रस्त्यावर असो किंवा समाअीक जिन्यावर, अंगणांत अथवा फाटकाकडे असो." घर रिकामें असूं शकेल, राहण्यासाठीं असेल किंवा दुकान, कारखाना, वर्कशॉप वगैरेसाठीं वापरांत असेल.

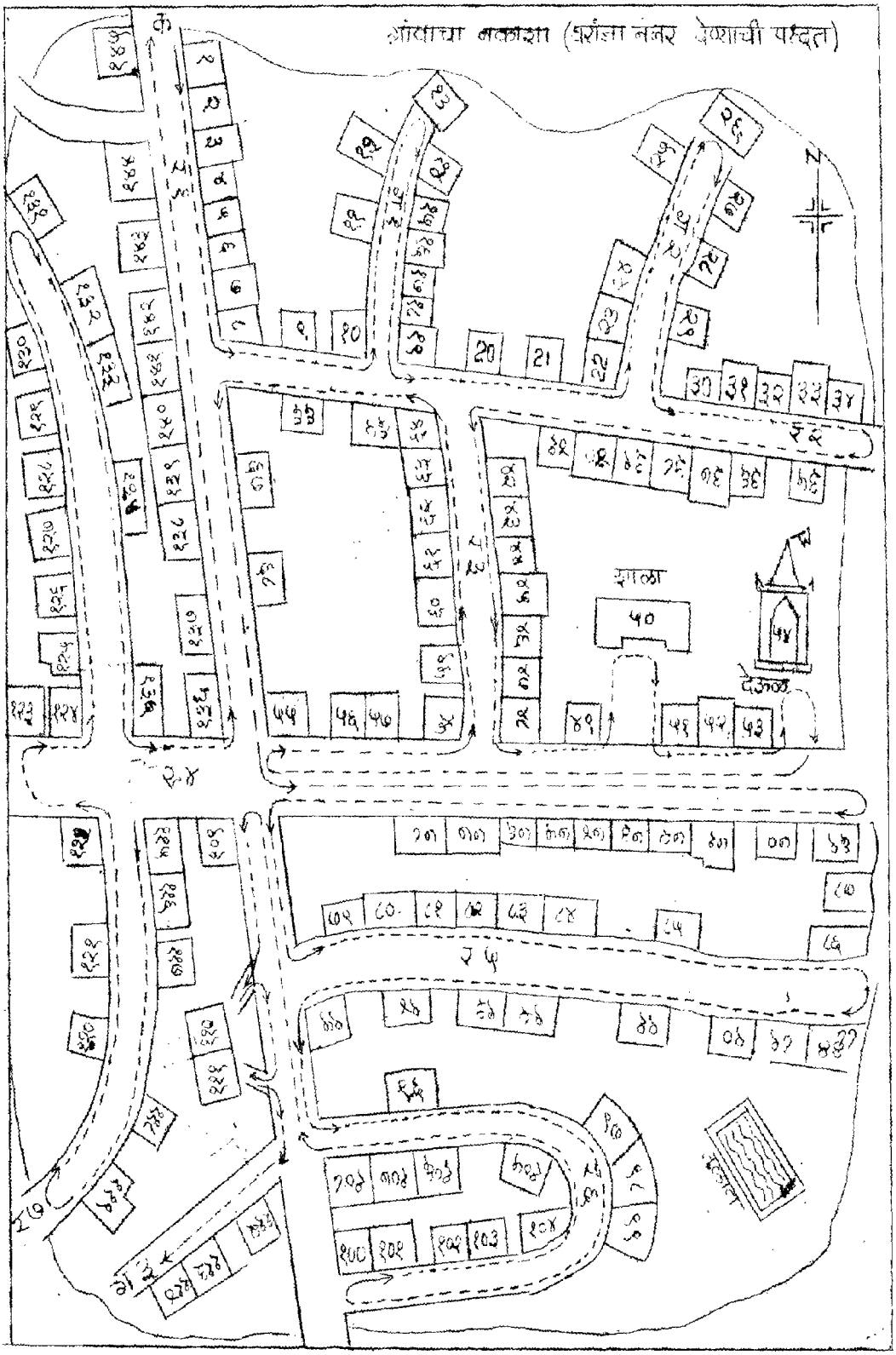
अशाच घरांना नंबर द्यायचे आहेत व याद्यापण अशाच घरांच्या करावयाच्या आहेत. अनेकदां घर म्हणजे कुठें कोंपऱ्यांत एकादी छोटी खोली असेल. कुठें जिन्याखालीं किंवा वर अगदीं लहान अशी जागा असेल. एकाद्या मंदिराच्या पिछाडीस एकादें कुटुंब रहात असेल तर त्या मंदिराच्या इमारतींत दोन घरें आहेत असें समजलें जाअील—एक प्रत्यक्ष मंदिराचें आणि दुसरें पिछाडीचें. जर पुजारी जरा तुटक अशी झोपडी बांधून रहात असेल तर त्या दोन इमारती आहेत असें होअील—एक मंदिराची आणि दुसरी झोपडीची. एकहि घर सुटूं नये असा अुद्देश असल्यानें नंबर देतांना अशा निरनिराळ्या घरांसाठीं काळजीपूर्वक चौकशी करावी लागेल.

"कुटुंब"

१७. इमारत आणि घर हीं दोन लोकवस्तीचीं प्रमाणें झालीं तसें कुटुंब हें लोकसंख्येचें घटकरूप प्रमाण आहे. जनगणनेसाठीं त्याची व्याख्या खालीलप्रमाणें आहे :—

"कुटुंब म्हणजे एका घरांत एकत्र राहणाऱ्या व अेका स्वयंपाकघरांतून जेवण घेणाऱ्या लोकांचा समूह." कामाच्या निकडीमुळें एकादा सभासद आपलें जेवण घरीं घेअूं शकत नसेल तरीहि तो कुटुंबाचा सभासदच समजला जाअील.

१८. कुटुंबाचा सभासद, (१) त्याच घरांत रहात असला पाहिजे ; आणि (२) त्याच स्वयंपाकघरांतून जेवण घेत असला पाहिजे. कुटुंबांतील सभासदांचा आपसांतील नात्याचा येथें


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विचार करावयाचा नाहीं ही गोष्ट लक्षांत ठेवली पाहिजे. एखादा घरगडी घरांत राहून जेवणखाण घेत असेल तर तो कुटुंबाचा सभासद समजला जाईल, तसेंच, एकादा मुलगा किंवा मुलगी घरी न रहातां इतर ठिकाणीं हॉस्टेलमध्यें रहात असेल तर तो किंवा ती कुटुंबाचे सभासद समजले जाणार नाहींत.

१९. "इमारत, घर आणि कुटुंब यांचे असें विशिष्ट किंवा मर्यादित अर्थ आहेत. जनगणनेच्या कोणत्याहि पुस्तिकेंत किंवा पत्रकांत हे सर्व शब्द याच अर्थानें वापरले गेले पाहिजेत."

२०. या तीन प्रमाणांचा परस्पर संबंध पाहिल्यास हे सर्व अर्थ अधिक स्पष्ट होतील. सर्वांत सोपें अुदाहरण एका लहानशा इमारतीचें असेल कीं जीमध्यें फक्त एकच कुटुंब रहात आहे व जीस फक्त एकच प्रवेशद्वार आहे. एक इमारत, एक घर व एक कुटुंब असें हें अुदाहरण आहे. एका दुसऱ्या इमारतींत एका भागांत एक कुटुंब असून दुसऱ्या भागांत एक वर्कशॉप असेल आणि दोहोंचीं दोन स्वतंत्र दारें असतील तर एक इमारत, दोन घरें आणि एकच कुटुंब असें हें अुदाहरण होअील. अशा रीतीनें एका इमारतींत अनेक घरें व कमी-अधिक अशी कुटुंबांची संख्या असूं शकेल. सामान्यतः एका घरांत एक कुटुंब असा रिवाज असल्यानें कुटुंबांची संख्या राहत्या घराच्या संख्येबरोबर असेल. एकूण घरांची संख्या अितर बिगररहिवासाचीं घरें असल्यानें त्या प्रमाणांत वाढलेली असेल.

२१. मोठ्या शहरांतून सर्व कुटुंबांना स्वतंत्र प्रवेशद्वार असलेलें घर मिळत नाहीं. अनेकदां आपण घर म्हणूं अशा भागांत दोन किंवा अधिक कुटुंबें रहात असतात. या ठिकाणीं दोहींचा रहिवास वेगळा असेल व त्यांचे स्वयंपाक वेगळे होत असतील तरच त्यांना वेगळीं कुटुंबें असें समजलें जाअील. अशीं अुदाहरणें मात्र फार थोडीं असतील.

घरांना नंबर देण्याची पद्धत

२२. इमारतींना व घरांना नंबर खालीलप्रमाणें द्यायचे आहेत :—

(१) गणना विभागांतील (ब्लॉक) प्रत्येक इमारतीस १,२,३ याप्रमाणें नंबराचा क्रम ब्लॉकच्या सुरवातीपासून शेवट-पर्यंत चालू राहील.

(२) इमारतीमधील प्रत्येक घरास एक एक पोट-नंबर ; अशा पोट-नंबराचा क्रम फक्त त्या त्या इमारतीपुरताच असेल, म्हणजे शेजारच्या इमारतींत पोट-नंबर पुनः १ पासून सुरू होतील. घराचे हे पोट-नंबर नेहमीं मूळ इमारतीचा नंबर लिहून त्यापुढें कंसांत लिहायचे असतात, जसें १४४(१), १४४ (२) इत्यादि ;

(३) क्वचित् प्रसंगीं एकाद्या घरांत दोन किंवा अधिक कुटुंबें रहात असतील तर त्या सर्वांना मळ घराच्या पोट-नंबरास जोडन कंसांतच अ, ब, क अशीं अक्षरें लावून दाखवायचें असतें. १४४ नंबरच्या इमारतींतील पांचव्या घरांत दोन कुटुंबें रहात असतील तर त्यांना १४४ (५अ) आणि १४४ (५ब) असे नंबर दिले जातील. ज्या इमारतींत एकच घर असेल तेथें इमारतीचा नंबर तोच घराचा नंबर होअील व पोट-नंबर देण्याची जरूरच राहणार नाहीं ; तसेंच एका घरांत एक कुटुंब रहात असेल तेव्हां त्या घराचा नंबर तोच कुटुंबाचापण नंबर होअील.

२३. इमारतींतील घरांना पोट-नंबर तळमजल्यापासून वरच्या मजल्यापर्यंत व डावीकडून अुजवीकडे जात जात असें द्यावेत. इमारतींत जातांच जाणाऱ्याच्या डाव्या हाताकडे शेवटचें जें घर असेल त्यास पोट-नंबर (१), त्या शेजारच्या पण त्याच्या किंचित् अुजव्या हातास असलेल्या दुसऱ्या घरास पोट-नंवर (२) असे देत देत तळमजल्यावरील शेवटचा पोट-नंवर आंत जाणाऱ्याच्या अगदीं अुजव्या हातास शेवटीं असलेल्या घरास दिला जाअील. त्यापुढील पोट-नंबर वरच्या (पहिल्या) मजल्यावरील डाव्या बाजूच्या शेवटच्या घरास दिला जाअील. त्यापुढील काम तळ-मजल्याप्रमाणेंच होत राहील. इमारतींतील घरांना नंबर देण्याचें काम त्यामानानें सोपें आहे. एकाद्या गांवांत किंवा ब्लॉकमध्यें इमारतींना देण्याच्या नंबरांचा क्रम कसा लावावा हें मात्र विचार करून व लोकवस्तीचा विस्तार लक्षांत घेऊन ठरवावें लागेल. हा क्रम शक्यतों सारखा रहावा व नंबर देणाऱ्यांना सोपें जावें म्हणून एक नकाशा सोबत जोडला आहे व त्यांत घरांचे नंबर देणें कुठें सुरूं करावें व पुढें कसें कसें जावें तें दाखविलें आहे. त्यांचें वर्णन पुढील परिच्छेदांत केलें आहे. प्रत्यक्ष कामाची पद्धति ज्या त्या ठिकाणची वस्ती व रस्त्याची ठेवण बघून ठरवावी लागेल. म्हणन नकाशांत दाखविलेली योजना कांटे-कोरपणानें पाळली जावी अशी अपेक्षा नाहीं. एवढें मात्र कटाक्षानें लक्षांत ठेवलें पाहिजे कीं, एकहि "घर" नंबर न देतां सुटूं नये व यादींतून वगळलें जाअूं नये.

२४. इमारतींना नंबर देण्याचा नकाशांत दाखविलेला क्रम पुढें दिल्याप्रमाणें आहे :—

नकाशांत दाखविल्याप्रमाणें नंबर देण्यास सोईस्कर असणाऱ्या कोंपऱ्यापैकीं एकापासून (नकाशांत क) आरंभ केलेला आहे. या ठिकाणीं एक रस्ता (र १) ब्लॉकच्या किंवा गांवठाणाच्या सीमेस ओलांडीत आहे. या रस्त्यावरून ब्लॉकमध्यें किंवा गांवठाणांत प्रवेश करीत असतांना आपल्या डावीकडे सर्वांत शेवटची जी इमारत आहे तीस पहिला नंबर दिला आहे. या इमारतीकडे तोंड करून उभें राहिल्यास आपल्या उजवीकडे पण पहिल्या इमारतीच्या सर्वांत जवळ असलेल्या दुसऱ्या इमारतीस नंबर २ व पुढें याच क्रमानें ३, ४ असे नंबर दिले आहेत. या क्रमानें दुसरा रस्ता (र २) पहिल्या रस्त्यास मिळतो त्या कोंपऱ्या-वरील इमारतीस नंबर ८ दिलेला आहे. नंबरांचा क्रम शक्य तेव्हां उजवीकडेच जायचा असल्यानें यापुढील नंबर ९ दुसऱ्या रस्त्यावरील इमारतीस दिला आहे. या दुसऱ्या रस्त्यावर एक गल्ली (ग १) येते, तेव्हां १० च्या पुढील नंबर त्या गल्ली-तील इमारतींस दिले आहेत. ती गल्ली संपवन इमारत नंबर १९ पासून पुन्हा नंबर दुसऱ्या रस्त्यावर आले आहेत. दुसऱ्या रस्त्यावर पुढें जात जात दुसरी एक गल्ली (ग २) येते तीपण संपवून दुसऱ्या रस्त्याच्या शेवटीं व ब्लॉकच्या (गांवठाणाच्या) सीमेवर एका इमारतीस नंबर ३४ दिलेला आहे. येथन रस्त्याच्या उलट बाजच्या इमारतींना ३५, ३६.....असे नंबर दिले आहेत. इमारत नंबर ४१ ला कोंपऱ्यावर तिसरा रस्ता (र ३) मिळतो. या तिसऱ्या रस्त्यावर इमारत नंबर ४८ पर्यंत नंबर दिल्यावर आणखी एक रस्ता (र ४) मिळतो, त्यावर ५४ पर्यंत नंबर दिले आहेत. नकाशांत दाखविल्याप्रमाणें नंबर १ ते ३४ पर्यंत वस्तीचा एक तुटक भाग (रस्ता १ व रस्ता २ यांमधील) आणि ३५ ते ५४ पर्यंत दुसरा एक तुटक भाग (रस्ता २, रस्ता ३ व रस्ता ४ यांमधील) असे नंबर देऊन झाले आहेत. रस्ता १ व रस्ता ४ च्या कोंपऱ्यावर नंबर ५५ पासून पुढें अशाच रीतीनें नंबर देत देत व रस्ते, गल्ल्या लागतील तशा पूर्ण करीत नंबर पुन्हा आरंभीच्या कोंपऱ्यापर्यंत (क) पोहोंचून काम पूर्ण झालें आहे.

२५. कांहीं थोडच्या इमारती कोणत्याहि रस्त्यावर किंवा गल्लींत नीट नंबराच्या दिशेंत न येतां एक एकटच्या अंतरावर विखुरलेल्या असतात. रस्त्यावर किंवा गल्लींतील त्या इमारतीच्या जवळांत जवळ असलेल्या इमारतीस जो नंबर दिला असेल त्याच्या पुढचा नंबर अशा विखुरलेल्या इमारतीस द्यावा. नकाशांतील २७, ५० आणि ५४ नंबरांच्या इमारती अशापैकीं उदाहरणें आहेत.

२६. ग्रामीण विभागांत नंबर देण्याचें काम प्रथम गांवठाणांत पूर्ण करावें. नंतर एकाददुसरी वाडी (वस्ती) असेल तर तिच्या गांवठाणांत करावें व त्यानंतर शिवारांत विखुरलेलीं घरें, गोठे, झोपडचा वगैरेंना नंबर द्यावेत. शिवारांतील घरांना डावीकडून उजवीकडे जात जात नंबर द्यावेत.

२७. शेतावर किंवा मळचांत राहाण्याची प्रथा उत्तरोत्तर वाढत आहे. जनगणनेचें काम करतांना अशापैकीं एखादें घर सुटणार नाहीं याची दक्षता घ्यावी.

२८. नंबर देतांना एकहि इमारत, घर किंवा कुटुंब सुटूं नये या मूळ उद्देशाकडे लक्ष असावें. नंबर द्यावा किंवा देऊं नये अशी शंका असल्यास तो देऊन मोकळें व्हावें. कारण एक अधिक नंबर दिला तरी चूक होत नाहीं. एखादें घर नंबराविना राहिलें तर मात्र तेवढचा प्रमाणांत पुढील सर्व कामांत उणीव राहून जाईल.

२९. "शेजारच्या जवळच्या इमारतीस जवळचा पुढील नंबर" हें नंबर देण्याचें तत्त्व आहे. असें केल्यानें घरांची यादी तयार करतांना किंवा पुढें प्रत्यक्ष जनगणना करतांना, इमारतीच्या अनुक्रमानेंच काम करूं पाहणाऱ्या गणनाकारास तमें करण्यासाठीं इकडून तिकडे, तिकडून इकडे अशी धांवपळ करावी लागणार नाहीं.

३०. कांहीं शहरांतून किंवा गांवांतून नगरपालिका किंवा ग्रामपंचायतीनें दिलेले नंबर जनगणनेसाठीं जसेच्या तसे वापरतां येतील कीं काय याचा विचार करण्यांत आला आहे. पण हे चालू नंबर, एक एका इस्टेटीस एक असे दिलेले असतात, रिकाम्या प्लॉट्सनापण नंबर दिलेले असतात आणि वेगवेगळचा घरांना किंवा कुटुंबांना नंबर दिलेले नसतात. या कारणांमुळें सध्यांचे स्थानिक नंबर जसेच्या तसे जनगणनेसाठीं कामीं येतील असें वाटत नाहीं. म्हणून सर्व ठिकाणीं जनगणनेसाठीं नवे नंबर देणें जरूर आहे.

घरावर नंबर लिहिणें

३१. प्रत्येक गणनाकारास घरावर नंबर लिहिणें आणि घरांची यादी करणें अशीं दोन्हीं कामें करावयाचीं आहेत. त्यापैकीं नंबर लिहिण्याचें काम अगोदर पूर्ण करून घेणें सोईचें आहे. तसें केल्यानें राहिलेल्या चुका यादी करतांना दुरुस्त करतां येऊन काम चांगलें होईल.

३२. सुरवातीस गणनाकारांनीं आपल्या ब्लॉकमध्यें एक प्राथमिक फेरी घालावी आणि इमारतींना (आंतील घरांना नव्हे) खडूनें नंबर देऊन टाकावेत. नंबर कोणत्या दिशेनें कसे देत जावे याचा अंदाज या प्राथमिक फेरीमुळें चांगला येईल. यानंतर इमारतींना व आंतील घरांना नंबर देऊन ते लिहिण्याचें काम करावें.

३३. नंबर लिहिण्यासाठीं एखादा चांगला लाल रंग किंवा गेरु तेलांत मिसळून किंवा डांबर वापरावें. चार छटाक गोडे तेलांत १ छटाक गेरु आणि १ छटाक डिंक मिसळून चांगलें मिश्रण तयार होतें असा अनुभव आहे. कोणतेंहि मिश्रण वापरलें तरी १५० घरांना नंबर लिहिण्यास ५० नया पैशांहून अधिक खर्च येणार नाहीं. रंग पक्का व लवकर पुसून जाणार नाहीं असा असावा.

३४. ग्रामीण विभागांत नंबर हातांनीं लिहावेत. लिंबाची काडी टोंक मऊ करून लिहावयास सोईची होईल. शहरांतून शक्य असेल तर मुद्दाम कातरून तयार केलेले पत्रे वापरून नंबर रंगवावे. नंबर स्वच्छ आणि नीटनेटके लिहिले तर जनगणनेचें कार्य आस्थेनें होत आहे असा लोकांचा समज होतो आणि विचारलेल्या प्रश्नांना अचूक उत्तरें देण्याचें वातावरण आपोआप तयार होतें. नीटनेटक्या कामास यांहून चांगलें बक्षिस कोणतें मिळावें ?

३५. इमारतींचे किंवा घरांचे नंबर मुख्य प्रवेशद्वाराच्या आडव्या लांकडावर किंचित उजव्या बाजूस किंवा शक्य नसेल तर त्या घराच्या कवाडांपैकीं एकावर आणि तेही शक्य नसेल तर शेजारच्या भितीवर लिहावेत. हे नंबर जमिनीपासून कमींत कमी पांच फूट उंचीवर लिहावेत म्हणजे ते सहजासहजीं पुसून जाणार नाहींत.

३६. मुंबई शहरांत व कँटोन्मेंट क्षेत्रांतून जेथें जनगणनेच काम इंग्रजींतून केलें जात आहे तेथें घरांना दिलेले नंबर इंग्रजी आंकडचांतून लिहिले जातील, जसें 1, 2, 3 इत्यादि. इतर सर्व विभागांतून जनगणनेचें काम मराठींत होत आहे म्हणून घरांचे नंबर मराठी आंकडचांमध्यें लिहावेत, जसें १, २, ३..... १४४(१), १४४(२) इत्यादि. एकाच घरांत राहणाऱ्या दोन किंवा अधिक कुटुंबांचे नंबर त्या घराच्या नंबरापु (कंसांत) अ, ब, क इत्यादि अक्षरें घालून लिहावेत, जसें १४४(१अ) १४४(१ब) इत्यादि. सर्व कुटुंबांचे असे नंबर त्या घराच्या प्रवेशद्वारावर एकापुढें एक किंवा एकाखालीं एक असें लिहावेत.

३७. नंबर लिहिले जातील ते खालीलप्रमाणें :—

(i) प्रत्येक इमारतीच्या मुख्य प्रवेशद्वारावर इमारतीचा नंबर;

(ii) इमारतीमधील प्रत्येक घराच्या प्रवेशद्वारावर त्या घराचा पोट-नंबर—इमारतीचा नंबर लिहून त्यापुढें कंसांत जसें १४४(१), १४५(३) इत्यादि ;

(iii) एखाद्या घरांत दोन किंवा अधिक कुटुंबें असतील तर घराचा नंबर न लिहितां त्या कुटुंबाचें नंबर जसें १४४(१अ), १४४(१ब) इत्यादि.

वरीलपैकीं कलमें (ii) आणि (iii) प्रमाणें प्रत्येक घराचा किंवा कुटुंबाचा नंबर लिहितांना इमारतीचा नंबर लिहिण्याचें कारण नाहीं असें प्रथम वाटतें पण तें बरोबर नाहीं. घराचे किंवा कुटुंबाचे नंबर पुढें जनगणनेच्या प्रत्येक पत्रकांतून लिहावयाचे आहेत आणि त्यांत इमारतीचा नंबर न लिहिला तर त्याचें पृथःकरण करणें कठीण होईल, म्हणून जादा काम पडत असलें तरी प्रत्येक घरावर मूळ इमारतीचा नंबर पुन्हा लिहिणें जरूर आहे.

३८. एखाद्या इमारतीचें बांधकाम चालूं असेल तर त्या इमारतीलासुद्धां नंबर द्यावा. तशा इमारतीमधील घरांना मात्र नंबर देण्याची जरूर नाहीं.

३९. घरांची यादी तयार करतांना एखादी इमारत किंवा एखादें घर नंबर द्यावयाचें सुटून राहिलें आहे असें आढळून आलें तर त्या इमारतीस किंवा घरास त्या अगोदरच्या इमारतीचा किंवा घराचाच नंबर मागें 'अ' हें अक्षर लावून द्यावा. जसें अ२३२, अ१४५, अ१४५(३) इत्यादि.

४०. नंबर द्यावयाचे ते आंकडे साधारणतः अर्धा इंच जाड आणि २ ते २।। इंच उंचीचे लिहावेत.

४१. जर एकाच मोठ्या गांवचे किंवा वॉर्डाचे घर नंबर देण्यासाठीं दोन किंवा अधिक ब्लॉक केले असतील तर इमारतीच्या नंबराअगोदर तशा ब्लॉकचा नंबरपण लिहावा. जसें २–१३२, ३–१६५ इत्यादि. असें न केलें तर एकाच गांवांत किंवा वॉर्डांत १३२ नंबरच्या दोन इमारती आहेत असें होईल. ब्लॉकचे असे नंबर फक्त इमारतीच्या मुख्य नंबरामागे लिहावे. ते आंतील घरांच्या नंबरामागे लिहिण्याची आवश्यकता नाहीं.

४२. एखाद्या झोपडीच्या दारावर किंवा भितीवर नंबर लिहिणें शक्य नसेल तर पुठ्ठ्याच्या एका तुकड्यावर तो नंबर लिहून कुटुंबप्रमुखास द्यावा व दारासमोर (आंतून) तारेनें किंवा दोरीनें लटकवून ठेवण्यास त्यास सांगावें.

४३. ब्लॉकमधील घरांना नंबर कोणत्या दिशेनें कसे दिले आहेत ते दाखविणारी एक कच्ची आकृति तयार करावी ; ती प्रमाणांत काढण्याची जरुरी नाहीं. आरंभीच्या व निरनिराळ्या कोंपऱ्यावरच्या अशा थोड्या इमारतींचे नंबर त्यांत दाखविले म्हणजे पुरे.

४४. एका दिवसांत साधारणतः १५० घरांना नंबर देण्याचें काम एक मनुष्य करूं शकतो असा अनुभव आहे.

४५. गांवठाणाच्या बाहेरील विखुरलेल्या घरांची नोंद फार दक्षतेनें करावी. गणनाकारास नेमून दिलेलें क्षेत्र गांवठाणापुरतेंच मर्यादित नसून त्या त्या गांवाच्या शिवाराचापण त्यांत समावेश होतो ही गोष्ट लक्षांत असावी.

घरांची यादी लिहिण्यासंबंधीं

४६. कामास आरंभ करण्यापूर्वी चार्ज ऑफिसमधून प्रत्येक गणनाकारास खालीलप्रमाणें कागद दिले जातील :—

(१) अधिकारपत्र ;

(२) घरांच्या यादीचे पुरेसे सेट्स (प्रत्येक सेटमध्यें घरांच्या यादींचीं पांच पत्रकें आणि गोषवाऱ्याची एक प्रत जाडशा कागदी कव्हरमध्यें टांचलेली असेल) ;

(३) गणनाकाराच्या रिपोर्टाच्या पुरेशा प्रति.

घरांना नंबर देऊन यादी करण्याच्या सूचनांची प्रत ट्रेनिंग अगोदरच प्रत्येकास दिलेली असेल. प्रत्यक्ष काम करतांना तिची वारंवार गरज पडेल.

४७. चार्ज ऑफिसमधून मिळणाऱ्या वरील सर्व कागदपत्रांवर विभागाचे स्थलांक (Code Numbers) रबर स्टँपनीं छापून मिळतील. एकाद्या कागदावर छापण्याचें राहून गेलें असेल तर गणनाकारानें ते स्थलांक हातांनीं लिहावेत. त्यानंतर घरांच्या यादीच्या सर्व सेट्समधून सगळ्या पानांवर पृष्ठांक १ ते १० घालावेत.

४८. त्यानंतर गणनाकारांनीं ऑफिसमधून मिळालेल्या प्रत्येक कागदावर आपल्या ब्लॉकचें नांव आणि ब्लॉकचा (गणना विभागाचा) स्थलांक हातांनीं लिहावा. तो काय आहे हें ऑफिसमध्यें किंवा सुपरवायझरास विचारावें. बहुधा हा स्थलांक नेमणुकीच्या हुकुमावरही लिहिलेला आढळेल.

४९. सर्व कागदपत्रांवर स्थलांकदर्शक रबरी शिक्के मारणें आणि ब्लॉकचें नांव व स्थलांक व पृष्ठांक लिहिणें या वर वर सामान्य वाटणाऱ्या गोष्टींचें फार महत्त्व आहे ; कारण पुढें एक एक कागद सुटा होऊन सॉर्टिंग कचेरींत वापरला जात असतांना हे स्थलांक नसतील तर तो इतरांपासून वेगळा करतां येणार नाहीं आणि तो न लिहिल्यासारखेंच होऊन जाईल. म्हणून या गोष्टीची पुरेशी काळजी घ्यावी.

५०. घरांची यादी करण्याच्या कामांत मुख्यतः तीन कामांचा अन्तर्भाव होतो. उदा० (अ) प्रत्येक इमारतीला नंबर व घरांना पोट-नंबर दिले आहेत किंवा नाहीं याची खात्री करणें, (ब) क्रमवार इमारतींची व घरांची यादी करणें व (क) घरांसंबंधीं तपशील गोळा करून त्यांची पद्धतशीरपणें यादीत नोंद करणें.

५१. यादी करण्यापूर्वी गणनाकाराच्या त्याच्या विभागांत दोन फेऱ्या झालेल्या असतील. पहिली फेरी विभागाची माहिती करून घेण्यासाठीं व दुसरी फेरी इमारतींना नंबर व घरांना पोट-नंबर देण्यासाठीं. तिसऱ्या फेरीत म्हणजे यादी करते वेळीं एखाद्या इमारतीस नंबर दिलेला नाहीं असें आढळून आल्यास त्या इमारतीस परिच्छेद ३९ मध्यें सूचना दिल्याप्रमाणें नंबर देणें अगत्याचें आहे.

५२. घरांची यादी करतांना ती क्रमवार व पद्धतशीरपणें होईल याकडे पूर्ण लक्ष दिलें पाहिजे. गणना विभागाच्या सुरुवातीच्या पहिल्या इमारतीपासून शेवटच्या इमारतीपर्यंत नंबराच्या क्रमाप्रमाणें यादी करावी. पहिल्या इमारतीमधील सर्व घरांची यादी झाल्यावरच दुसऱ्या इमारतीमधील घरांची यादी करावी. याप्रमाणें विभागाची शेवटच्या इमारतीपर्यंत क्रमवार यादी करावी. सुरुवातीच्या इमारतीपासून यादी न करतां यादीला मध्येंच सुरुवात केली व ती अनुक्रमानें केली नाहीं तर यादी करण्याचा मुख्य हेतु साध्य होत नाहीं.

५३. यादी करतांना घरांची व घरांत असलेल्या कुटुंबासंबंधीं माहिती गोळा करून त्यासंबंधीं नोंद घरांच्या यादींत योग्य त्या रकान्यांत केली पाहिजे. 'घरांच्या यादींत' एकूण १८ रकाने आहेत. प्रत्येक रकाना भरण्यासंबंधीं सूचना पुढीलप्रमाणें आहेत.

५४. **रकाना १. ओळीचा नंबर.**—एका पानांत एका बाजूस वीस याप्रमाणें पाठपोट ४० ओळी माहिती भरण्यासाठीं दिलेल्या आहेत. ओळीसमोर फक्त एक अंकीं क्रमांक (१ ते ९ व ०) दिलेला आहे. यादी करतांना ज्यावेळेस जरूर पडेल तेव्हां एक अंकीं क्रमांकामागें 'दशक' व 'शतक' स्थानीं योग्य तो क्रमांक देऊन ओळीला जरूर तो नंबर दिला जाईल. उदा० १० व्या ओळीला '०' च्या मागे १ व ११ व्या ओळीपासून १९ व्या ओळीपर्यंत सुटचा आंकड्यामागें दशक स्थानीं १ व त्यानंतर २० व्या ओळीपासून २९ व्या ओळीपर्यंत दशक स्थानीं २ याप्रमाणें आंकडे दिले जातील.

५५. **रकाना २. इमारतीचा नंबर (नगरपालिका अथवा स्थानिक संस्थेनें दिलेला किंवा जनगणनेचा).**—रकाना २, रकाना ३ भरून झाल्यावर भरला पाहिजे. बऱ्याच शहरांत व खेड्यांत नगरपालिकेनें अगर ग्रामपंचायतीसारख्या संस्थेनें इमारतींना नंबर दिलेले आढळतील. गणनाकारानें दिलेले नंबर हे विशिष्ठ हेतूनें व पद्धतीनें दिलेले असल्यामुळें ते नंबर व नगरपालिकेनें किंवा इतर संस्थेनें दिलेले नंबर एकच असण्याचा संभव फार कमी आहे. उदा० गणनेसाठीं इमारतींना द्यावयाचे नंबर ओळीनें क्रमवार असणें आवश्यक आहे. तर मुंबई व इतर कांहीं शहरांत रस्त्याच्या एका बाजूला विषम नंबर १०१, १०३, १०५ इत्यादि व दुसऱ्या बाजूला सम नंबर १०२, १०४, १०६ इत्यादि देण्यांत आले आहेत. या कारणास्तव व नंबर देण्याची सुरुवात एकाच घरापासून होण्याची शक्यता नसल्यामुळें गणनेसाठीं दिलेले

इमारतींचे नंबर व अस्तित्वांत असलेले नगरपालिका इत्यादींचे नंबर सारखे असणार नाहींत. रकाना ३ मध्यें दर्शविलेल्या इमारतीला गणनाकारानें दिलेल्या नंबराशिवाय नगरपालिकेचा वा ग्रामपंचायतीचा नंबर असेल तर तो रकाना २ मध्यें द्यावा. जर असा नंबर नसेल तर रकाना ३ मध्यें दिलेला नंबर परत रकाना २ मध्यें लिहिण्यांत यावा. गणनाकारानें दिलेले नंबर कायम स्वरुपाचें नसतात म्हणून इमारती कोणत्याहि वेळीं तावडतोब ओळखल्या जाव्यात हाच हेतु हा रकाना भरण्यामागें आहे.

५६. **रकाना ३. गणनेसाठीं दिलेला इमारतीचा नंबर व प्रत्येक घरास दिलेला पोट-नंबर.**—हा रकाना भरतांना गणना विभागांतील सुरुवातीच्या घरापासून इमारतीचे नंबर व घरांचे पोट-नंबर क्रमवार एकाखालीं एक असें लिहिले पाहिजेत. प्रत्येक घराचा यादींत समावेश होण्यासाठीं सर्वसाधारणपणें प्रत्येक घराचा पोट-नंबर एकाखालीं एक असें ओळीवर लिहीले जातील. महत्त्वाची सूचना म्हणजे एका घरासंबंधीं तपशील ४ ते १८ रकान्यांमध्यें भरल्यावरच मग पुढच्या घराचा पोट-नंबर खालील ओळीवर लिहावा. कारण एकाच घरांत एकापेक्षां जास्त कुटुंबें रहात असल्यास त्या घरासाठीं एकापेक्षां जास्त ओळींची गरज भासेल.

५७. **रकाना ४. घराचा उपयोग कशासाठीं होत आहे, उदाहरणार्थ, राहणें, दुकान, राहणें व दुकान दोन्हीं, धंदा, कारखाना, वर्कशॉप, शाळा, अन्य संस्था, तुरुंग, वसतिगृह, उपहारगृह इत्यादिसाठीं.**—घरांचा उपयोग प्रत्यक्ष कशा प्रकारें होत आहे तें येथें नमूद करावें. घराचा उपयोग (१) कुटुंबांना रहाण्यासाठीं किंवा (२) वरीलपैकीं एखाद्या कारणासाठीं होत असेल किंवा (३) राहण्यासाठीं व वरीलपैकीं एखाद्या कारणासाठीं मिळून होत असेल तर, ज्याप्रमाणें उपयोग होत असेल त्याप्रमाणे नोंद करावी. उदा० राहणें, दुकान, दुकान व राहणें, कारखाना, कारखाना व राहणें, इत्यादि. ज्या ठिकाणीं वेगवेगळ्या वस्तु तयार करतात, म्हणजे कच्च्या मालापासून पक्क्या मालांत उत्पादन वेगवेगळ्या क्रियेनें होत असतें (उदा० चामड्याच्या वस्तु, कांचेची, मातीचीं व धातूचीं भांडीं, दागदागिने इत्यादि बनविणें, कापड, कागद, खेळणीं वगैरे तयार करणें, विड्या बनविणें, बिस्किटें व इतर खाद्यपदार्थ तयार करणें, इत्यादि) अशा ठिकाणांस आपण कारखाने म्हणतो. कांहीं ठिकाणीं वस्तु तयार करण्यांत येत नसून फक्त दुरुस्तीचें किंवा साफसफाईचें काम करण्यांत येतें. या ठिकाणाससुद्धां कारखाना असें म्हणतात. ज्यावेळीं कारखाना मोठ्या प्रमाणांत चालतो तेव्हां तो भारतीय फॅक्टरी ॲक्टप्रमाणें नोंदविण्यांत आलेला (रजिस्टर्ड) असतो. जे कारखाने असे रजिस्टर्ड झाले आहेत त्या सर्वांस "कारखाना" म्हणून समजलें पाहिजे. इतर छोट्या कारखान्यांस जे रजिस्टर्ड झाले नसतील त्यांस वर्कशॉप म्हणून समजलें पाहिजे.

५८. कारखाने, वर्कशॉप आणि घरांचे इतर उपयोग यांतील फरक प्रथम समजून घेणें योग्य होईल. ज्या ठिकाणीं कोणत्याही प्रकारचें उत्पादन किंवा दुरुस्तीकार्य होत असेल व वस्तु तयार करून विकल्या जात असतील त्यास कारखाना किंवा वर्कशॉप म्हटलें जाअील. कांहीं ठिकाणीं वस्तु तयार न होतां त्यांची खरेदीविक्री, रोकड, उधारीनें, घाऊक किंवा किरकोळ प्रमाणांत होत असते त्यास कारखाने न म्हणतां दुकान म्हणावें. ज्या ठिकाणीं पैसे किंवा इतर वस्तु देण्याघेण्याचे व्यवहार चालतात, उदा० बँका, पेढ्या, वगैरे, त्यास व्यापारी संस्था म्हणावें. ज्या जागा डॉक्टर, वकील, वैद्य वगैरे आपल्या धंद्याच्या सल्लामसलतीसाठीं वापरतात त्यास धंद्याची जागा असें म्हणावें. एखाद्या जागेचा उपयोग वैद्यकीय सल्ल्यासाठीं व औषधें देण्यासाठीं होतो त्या जागेस दवाखाना म्हणतां येईल. तर कांहीं ठिकाणीं औषधें मोठ्या प्रमाणांत तयार होत असतात त्यांस कारखाना म्हणावें लागेल. (उदा० सांडू ब्रदर्स, अलेंबिक केमिकल्स वगैरे कारखाने). घराचा वापर देवळासाठीं होत असेल तर त्याप्रमाणें नोंद करावी. घर रिकामें असेल तर 'रिकामें' म्हणून या रकान्यांत लिहावें.

५९. जर एखाद्या घराचा उपयोग कारखान्यासाठीं, वर्कशॉपसाठीं अगर उत्पादन कार्यासाठीं न होतां फक्त दुकानासाठीं, बँकेसाठीं किंवा व्यापाराचें ठिकाण म्हणून होत असेल तर त्या दुकानाच्या मालकाचें, बँकेच्या व्यवस्थापकाचें अगर डायरेक्टरचें नांव रकाना १८ मध्यें नोंदवावें.

६०. **रकाने ५ ते ८. घराचा उपयोग कारखाना किंवा वर्कशॉप म्हणून होत असेल तर.**—घराचा उपयोग कारखाना किंवा वर्कशॉप म्हणून होत असेल तरच हे रकाने भरले जातील. इतर वेळीं हे भरण्याची जरुरी नाहीं. एखाद्या घराचा उपयोग कारखान्यासाठीं किंवा वर्कशॉपसाठीं केला जात नसल्यास त्या घरासमोर ५ ते ८ रकान्यांत (×) फुल्या मारण्यांत याव्या.

६१. **रकाना ५. कारखाना किंवा मालकाचें नांव.**—घराचा वापर कारखाना किंवा वर्कशॉप यासाठीं होत असेल तर हा रकाना भरण्यांत येईल. कारखाने व मोठमोठ्या उत्पादन संस्था व वर्कशॉप यांचीं नांवें येथें लिहावींत. उदा० मॉडेल मिल्स, रॉजर्स सोडावॉटर फॅक्टरी, साठे बिस्किट फॅक्टरी, इत्यादि. लहान वर्कशॉप व वस्तु किंवा खाद्यपदार्थ तयार करणारीं छोटीं दुकानें ज्यांना नांवें दिलेलीं नसतात उदाहरणार्थ, हलवायाचें दुकान, चहाचिवडा भज्याचें हॉटेल अशांसाठीं, त्यांच्या मालकांचीं नांवें लिहावींत.

६२. **रकाना ६. कोणता माल तयार होतो अथवा दुरुस्त होतो किंवा साफसफाईचें (सर्व्हिसींगचें) कोणतें काम केलें जातें.**—कारखान्यांत किंवा वर्कशॉपमध्यें प्रत्यक्ष कोणतें काम चालतें त्याची नोंद या रकान्यांत करण्यांत येईल. एकाद्या ठिकाणीं उत्पादनाचें, वस्तु बनविण्याचें, वस्तु दुरुस्तीचें अगर साफसफाईचें काम चालत असेल. जरुरीप्रमाणें कामाची नोंद करतांना कोणत्या प्रकारचें काम करण्यांत येतें त्याची सविस्तर माहिती द्यावी. उदाहरणार्थ कागद बनविणें, खेळणीं बनविणें, खाद्यपदार्थ बनविणें, बिस्किटें तयार करणें, चामड्याच्या वस्तु बनविणें, शिलाई मशीन अगर सायकल दुरुस्ती, मोटारची अगर यंत्राची तेलपाणी व साफसफाई इत्यादि. एखाद्या कारखान्यांत उत्पादनाचें व दुरुस्तीचें अशीं दोन्हीं कामें चालत असल्यास दोन्हींची नोंद करावी.

६३. **रकाना ७. गेल्या आठवड्यांत दररोज कामावर हजर असलेल्या इसमांची सरासरी संख्या (मालक किंवा त्यांच्या कुटुंबांतील कोणी कामें करीत असतील तर त्यांना धरून).**—कारखान्यांत अगर वर्कशॉपमध्यें काम करणाऱ्या कामगारांची संख्या लिहिण्यासाठीं या रकान्याचा उपयोग करावयाचा आहे. या कामगारांमध्यें (१) मजुरी अगर पगार मिळणारे कामगार, (२) मोबदला घेणारे अगर विनामोबदला काम करणारे उमेदवार, त्याचप्रमाणें (३) मालक व मालकाच्या कुटुंबांतील माणसें प्रत्यक्ष काम करीत असल्यास त्यांचा समावेश होतो. यादी

भरण्याच्या दिवसाच्या पूर्वीच्या एका आठवड्यांत सरासरी दर दिवशीं काम करणाऱ्या कामगारांची संख्या येथें द्यावयाची आहे. एखाद्या कारखान्यांत अगर वर्कशॉपमध्यें एकाहून अधिक वेगवेगळ्या वस्तूंचें उत्पादन होत असल्यास प्रत्येक वस्तूच्या उत्पादनासाठीं किती कामगार लावले होते त्याची माहिती देण्याची आवश्यकता नाहीं. या ठिकाणीं प्रत्येक वस्तूची उत्पादनक्रिया वेगळी न होतां सलग्न होत असल्यानें तशी माहिती देणें शक्य होणार नाहीं.

६४. **रकाना ८. मशिनरी (यंत्र) वापरीत असल्यास कोणत्या प्रकारचें इंधन किंवा पॉवर वापरण्यांत येते.**—कारखान्यांत अगर वर्कशॉपमध्यें उत्पादन किंवा वस्तु तयार करण्याचें अगर दुरुस्तीचें काम यंत्राच्या सहाय्यानें किंवा यंत्रसामुग्रीविना होत असतें. ज्यावेळीं यंत्रसामुग्री वापरली जात असेल तेव्हां यंत्रें कोणत्या शक्तीच्या अगर जळणाच्या आधारें चालतात याची चौकशी करावी व यंत्र चालविण्यास कोणती शक्ति अगर जळण उपयोगांत आणण्यांत येतें त्याची येथें नोंद करावी. उदाहरणार्थ वाफ, डिझेल, इंजिन, वीज, पाणचक्की वगैरे अगर जळण उदाहरणार्थ कोळसा, घासलेट, तेल, इत्यादि.

६५. **रकाना ९ व १०. घरांचें वर्णन.**—या रकान्यामध्यें घरांच्या भिंती व छपरें यांचें वर्णन करावयाचें आहे.

रकाना ९. भिंती कशाच्या आहेत.—घरांच्या भिंती गवत, पानें (पालापाचोळा), बांबू, माती, कच्च्या विटा, पक्क्या विटा, दगड, सिमेंट क्राँकीट अगर लांकूड यांपैकीं कशाच्या आहेत तें लिहावें. जर एखाद्या घराच्या वेगवेगळ्या विभागांतील भिंती बांधण्यांत वेगवेगळ्या वस्तूंचा उपयोग करण्यांत आला असेल तर मुख्य उठबस करण्याच्या अगर झोंपण्याच्या खोलींतील भिंतीसाठीं उपयोगांत आणलेल्या वस्तूंची नोंद करावी.

६६. **रकाना १०. छप्पर कशाचें आहे.**—घरावरील छप्पर (जें ऊन व पाऊस यांपासून संरक्षण देतें तें) कौलें, गवत, पत्रे, ॲस्बेस्टॉसचे पत्रे, सिमेंट काँक्रिट यांपैकीं ज्याचें बनविले आहे त्याची नोंद या रकान्यांत केली पाहिजे. अनेक मजलें असलेल्या इमारतींच्या बाबतींत खालच्या व वरच्या मजल्यावरील जमीन ही खालच्या मजल्याचें छप्पर असें समजण्यांत येईल.

६७. रकाने नं. २ ते १० घराचा तपशील लिहिण्यासाठीं आहेत तर रकाने ११ ते १७ घरांत राहणाऱ्या कुटुंबाविषयीं माहिती लिहिण्याकरितां आहेत. ज्याप्रमाणें रकाना २ मध्यें घरांना नंबर देऊन त्यापुढील रकान्यांत घराविषयीं माहिती भरली पाहिजे त्याप्रमाणें रकाना ११ मध्यें कुटुंबाचा नंबर देऊन त्यापुढील रकान्यांत कुटुंबाविषयीं माहिती द्यावयाची आहे.

६८. **रकाना ११. घराचा नंबर (रकाना ३) व घरांतील प्रत्येक कुटुंबाचा पोट-नंबर.**—घरांत एकच कुटुंब रहात असतें तेव्हां त्या घराचा जो नंबर (रकाना ३) मध्यें दिलेला असतो तोच त्या कुटुंबाचाहि नंबर असतो व तोच रकाना ११ मध्यें लिहावयाचा असतो. एखाद्या घरांत एकहि कुटुंब रहात नसेल व त्याचा उपयोग दुकान किंवा कारखाना म्हणून होत असेल तर तेथें कुटुंबच नसल्यानें रकाना ११ मध्यें (×) फुली मारावी. त्यापुढील रकाने १२ ते १७ (×) फुलीचे असतील. कांहीं ठिकाणीं एखाद्या घरांत दुकानहि असतें व एखादें कुटुंबहि राहतें तेव्हां रकाना ११ मध्यें घराचा नंबर लिहून पुढील माहिती त्या कुटुंबासंबंधीं भरावी लागेल. मोठमोठ्या कारखान्यांतून किंवा वखारींतून तेथेंच कायम राहणारे नोकर लोक असतात त्यांचा येथें रकाने ११ ते १७ मध्यें तपशील लिहावा लागेल. क्वचित् प्रसंगीं एका घरांत दोन कुटुंबें रहात असतील तेव्हांच फक्त रकाने ११ ते १७ मधील तपशिलासाठीं दोन ओळी वापरून प्रत्येक ओळींत एकेका कुटुंबाचा तपशील भरावयाचा असतो. रकाना ११ मध्यें त्या दोन कुटुंबांचे नंबर घराच्या नंबरापुढें कंसांत (अ) आणि (ब) जादा लिहून दाखवावेत. एवढी क्वचित् उदाहरणें सोडलीं तर इतर सर्व घरांचे जे नंबर रकाना ३ मध्यें येतील तेच रकाना ११ मध्यें पुन्हां लिहावे लागतील.

६९. **रकाना १२. कुटुंबप्रमुखाचें नांव.**—रकाना ११ मध्यें नंबर दिलेल्या कुटुंबाच्या प्रमुखाचें नांव येथें देण्यांत यावें. ज्या इसमावर कुटुंबांतील सर्व माणसांच्या पालनपोषणाची जबाबदारी असते अशा इसमास जनगणनेसाठीं कुटुंबप्रमुख असें समजावें. सर्वसाधारणपणें, जो इसम कुटुंबप्रमुख म्हणून ओळखला जातो त्याचें संपूर्ण नांव येथें द्यावें. बोर्डींग, हॉस्टेल, हॉस्पिटल, वगैरें ठिकाणीं जेथें माणसांचें परस्परांशीं कोणतेंहि नातें नसतें, अशा ठिकाणीं तेथील व्यवस्थापक, मॅनेजर किंवा सुपरिन्टेंडंट अगर इतर व्यक्ति ज्यास प्रमुख म्हणून ओळखण्यांत येईल अशा माणसास कुटुंबप्रमुख म्हणून समजावें.

७०. **रकाना १३. कुटुंबाकडे असलेल्या खोल्यांची संख्या.**—कुटुंबाकडे असलेल्या खोल्यांची संख्या येथें नमूद करावी. घरांत एकच कुटुंब रहात असेल तर ते उपयोगांत आणत असलेल्या खोल्यांच्या संख्येची नोंद करणें सोपें आहे. जर एखाद्या घरांत अनेक कुटुंबें रहात असतील तर प्रत्येक कुटुंब वापरीत असलेल्या खोल्यांचा आंकडा ज्या त्या कुटुंबप्रमुखाच्या नांवासमोर द्यावा. जर एकच खोली किंवा एकाहून जास्त खोल्या एकाहून अधिक कुटुंबें वापरीत असतील तर प्रत्येक कुटुंबाकडे असलेल्या खोल्यांचा आंकडा वेगळा दर्शविणें कठीण होईल. अशा वेळीं सर्व कुटुंबाकडे मिळून असलेल्या एकूण खोल्यांचा आंकडा द्यावा व कंस करून खोल्या सर्व कुटुंबाच्या उपयोगासाठीं आहेत असें दर्शवावें.

७१. चार बाजूंस भिंती व वर छप्पर असलेल्या कमींत कमी ६ फूट लांबीच्या जागेस खोली म्हणून समजावें. उघडे व्हरांडे, स्वयंपाक घर, सामान ठेवण्याची जागा, गोठे, तबेले, मोटार गॅरेज, संडास यासारख्या जागा सर्वसाधारणपणें राहाण्याच्या अगर झोंपण्याच्या कामाच्या नाहींत म्हणून अशांचा खोल्यांमध्यें अन्तर्भाव करूं नये. परंतु, एखादी खोली राहण्याकरितां, झोंपण्याकरितां आणि त्याबरोबरच सामान ठेवण्याकरितां किंवा स्वयंपाकाकरितां वापरण्यांत येत असेल तर तिचा खोली म्हणून अन्तर्भाव करावा.

७२. जागेच्या टंचाईमुळें बरीचशीं कुटुंबें गाई म्हशीच्या गोठ्यांत, मोटार गॅरेज, जिन्याखालील जागेंत अगर इतर आडोशाच्या व निवाऱ्याच्या जागीं रहात असतात त्या जागांना खोल्या म्हणून संबोधणें शक्य नसल्यामुळें अशा कुटुंबापुढें रकाना १३ मध्यें (०) अशी नोंद करावी. ही नोंद कुटुंबाकडे खोली नाहीं पण तें 'खोली' म्हणून न समजल्या जाणाऱ्या पण निवाऱ्याच्या जागीं रहातें असें दर्शवील. एखाद्या हॉटेलांतील नोकर रात्रौ त्या हॉटेलांत झोंपत असतील तर त्या बाबतींतसुद्धां (०) ही नोंद करावी.

७३. **रकाना १४. कुटुंब स्वतःच्या घरांत रहात आहे किंवा भाड्याच्या (अ) स्वतःचे (स्व), (ब) भाड्याचें (भा).**—कुटुंब स्वतःच्या मालकीच्या घरांत रहात असेल तर (स्व) अशी नोंद करावी व भाड्याच्या घरांत रहात असेल तर (भा) अशी नोंद करावी. या रकान्यांत (स्व) व (भा) यांशिवाय

इतर नोंद येतां कामा नये. जेथें कुटुंब मालकीच्या नसलेल्या पण बिनभाड्याच्या घरांत रहात असेल तरीसुद्धां त्या बाबतींत (भा) हीच नोंद करण्यांत येईल. स्वत:च्या मालकीशिवाय इतर रीतीनें वापरल्या जाणाऱ्या सर्व घरांच्या बाबतींत (भा) अशीच नोंद करण्यांत येईल.

शाळा, हॉस्पिटल, तुरुंग, देऊळ, वगैरेसारख्या सार्वजनिक कामासाठीं वापरल्या जाणाऱ्या इमारतींसाठीं अगर घरांसाठीं (×) फुली मारण्यांत येईल.

७४. **रकाना १५ ते १७. नोंदणीच्या दिवशीं कुटुंबांत रहात असलेल्या इसमांची संख्या.**—यादी करतांना गणनाकार ज्या दिवशीं कुटुंबाला भेट देईल त्या दिवशीं कुटुंबांत रहाणाऱ्या पुरुषांची संख्या रकाना १५ मध्यें व स्त्रियांची संख्या १६ मध्यें द्यावी. एकण माणसांची संख्या रकाना १७ मध्यें लिहावी.

७५. **रकाना १८. शेरा.**—इमारतीसंबंधीं, घरासंबंधीं अगर घरांत रहात असलेल्या कुटुंबासंबंधीं इतर रकान्यांत लिहिलेल्या माहितीशिवाय आणखी कांहीं उपयुक्त माहिती देण्यासारखी असल्यास ह्या रकान्यांत लिहावी. उदा० घराचा वापर दुकानासाठीं होत असल्यास त्याच्या मालकाचें नांव येथें लिहावें. घराची यादी करतें वेळीं एखादें घर रिकामें आढळल्यास 'रिकामें' असा शेरा रकाना ४ मध्यें लिहिलेला असेल तर हें घर कांहीं दिवसांनीं फार तर फेब्रुवारी १९६१ पूर्वी उपयोगांत आणलें जाण्याचा संभव असल्यास 'वापरण्याची शक्यता' असा शेरा या रकान्यांत लिहावा.

७६. इमारत वा घर ज्या रस्त्यावर किंवा गल्लींत आहे त्या रस्त्याचें किंवा गल्लीचें नांव येथें लिहावें. प्रत्येक घरापुढें रस्त्याचें नांव परत परत लिहिण्याचें कारण नाहीं. फक्त ज्या घरापासून नवीन रस्ता किंवा गल्ली सुरुवात होते त्या घरासमोरच नांवें द्यावींत.

७७. घरांत राहाणारें एखादें कुटुंब भारतीय घटनेंत ठरवून दिलेल्या अनुसूचित जाती व वन्य जमातीपैकीं असेल तर या रकान्यांत त्या कुटुंबासमोर (अ जा) अथवा (व ज) असा शेरा लिहावा. प्रत्येक विभागांत कोणत्या जाती अनुसूचित जाती व वन्य जमाती या सदरांत मोडतात त्यासंबंधीची यादी गणनाकाराच्या माहितीसाठीं सोबत जोडली आहे. (पृष्ठ ९३ पहा).

७८. घराच्या यादीचा अभ्यास केल्यास असें आढळून येईल कीं या यादीचे दोन भाग पाडतां येतील. पहिला भाग रकाने २ ते १० हा घरांसंबंधीं माहिती भरण्यासाठीं व दुसरा भाग रकाने ११ ते १७ घरांत राहाणाऱ्या कुटुंबासंबंधीं माहिती भरण्यासाठीं आहे. जेव्हां घराचा उपयोग रहाण्यासाठीं होत नसून इतर कारणांसाठीं म्हणजे दुकान, कारखाना, शाळा, कचेरी, इत्यादींसाठीं होत असेल तेव्हां ११ ते १७ रकान्यांत कोणतीहि माहिती येऊं शकणार नाहीं. त्याचप्रमाणें, ज्या घरांचा उपयोग फक्त राहाण्यासाठीं होत असेल तेव्हां रकाने ११ ते १७ भरले जातील व रकाने ५ ते ८ मध्यें माहिती भरली जाणार नाहीं.

७९. घरांची यादी तयार करतांना माहिती निरनिराळ्या रकान्यांतून कशी भरावयाची तें वर सांगितलें आहे. चार्ज ऑफिसमधून पांच पांच पत्रकें असलेलें सेट्स दिले आहेत त्यांपैकीं प्रत्येक सेटमध्यें किती घरांची माहिती भरावयाची तें आतां बघूं. दर पानास २० याप्रमाणें पान १ ते १० असलेल्या एका सेटमध्यें एकूण २०० ओळी आहेत. म्हणजे सामान्यत: २०० घरांना एक सेट पुरण्यासारखा आहे. २०० घरांच्या एका विभागाची जनसंख्या सामान्यत: एक हजाराच्या जवळपास असेल. जनगणनेच्या दुसऱ्या टप्प्यामध्यें गणनेचें काम करणाऱ्या प्रत्येक इसमास शहरीं विभागांत सुमारें ६०० व ग्रामीण भागांत सुमारें ७५० जनसंख्या असलेला विभाग देण्यांत येणार आहे. व तेवढ्या विभागासच त्या दुसऱ्या अवस्थेंत ब्लॉक किंवा गणना विभाग म्हणावयाचें आहे. नंबर देऊन याद्या करण्यासाठीं याहून कितीतरी जास्त जनसंख्या असलेले विभाग पाडून एकेकास कामासाठीं नेमलें आहे. म्हणून नंबर देण्याच्या एकेका विभागांत दोन किंवा अधिक गणना विभाग पुढील कामासाठीं पाडावे लागणार आहेत. त्यापैकीं एकेका विभागास उपयोगी पडेल असा एकेक सेट वेगळा तयार केला तर सोयीचें होईल.

८०. घरांची यादी तयार करतांना प्रत्येक पानावरील रकाने १३, १५, १६ व १७ मधील नोंदीची बेरीज केली पाहिजे. रकाना १७ ची बेरीज त्या पानांत आलेली एकूण जनसंख्या दाखवील. शहरीं विभागांत ६०० च्या व ग्रामीण विभागांत ७५० च्या जवळ एकाद्या सेटची संख्या होत आली तर तो सेट बंद करून त्यापुढील घरांसाठीं दुसरा सेट लिहावयाला घ्यावा. पण सेट बंद करावयाचा तो मध्यंच कुठेंतरी न करतां एखाद्या रस्त्याच्या शेवटीं, चौकाच्या कोंपऱ्यावर किंवा दुसऱ्या कोणत्या स्पष्ट अशा नैसर्गिक खुणेजवळ पोहोंचल्यावर करावा, त्यामुळें पुढील कामासाठीं दोन सेट्सचे जे दोन विभाग तयार होतील त्याच्या मधली सीमा स्पष्ट म्हणून लक्षांत राहील. अशी नैसर्गिक सीमा, सेट संपतांना मिळेल या गोष्टीवर अधिक भर द्यावा. सेटची एकूण संख्या तसें करण्यासाठीं शहरांतून ६०० किंवा ग्रामीण विभागांत ७५० हून थोडी कमी अधिक भरली तरी कांहीं हरकत नाहीं. शहरांत ५५० ते ६५० व ग्रामीण विभागांत ७०० ते ८०० या मर्यादेंत सेट बंद झाले म्हणजे पुढें सेट संपवतांना नैसर्गिक सीमा मात्र कसोशीनें सांभाळावी.

८१. वर लिहिल्याप्रमाणें एक सेट संपवून दुसरा सुरू करण्याची आवश्यकता फक्त ठरलेल्या जनसंख्येपेक्षां जास्त संख्या असलेल्या विभागांतच असेल. शहरांत एखादा ब्लॉक (नंबर देण्याचा) ६०० च्या जवळपास किंवा त्याहून कमी जनसंख्येचा असेल तर तो सेट आपोआप ब्लॉक संपतांच संपेल. तसेंच ग्रामीण विभागांत ७५० हून कमी जनसंख्या असलेल्या गांवासाठीं एकेकच सेट पुरेल, दुसरा घ्यावा लागणारच नाहीं. एखाद्या खेडेगांवाची लोकसंख्या फक्त २०० च असली तरी तेवढ्यासाठीं एक स्वतंत्र सेट वापरला जाईल. कारण एका सेटमध्यें (कागद उरले तरी) दुसऱ्या गांवाचीं किंवा ब्लॉकचीं घरें घ्यावयाचींच नाहींत. अशा रीतीनें लोकसंख्या ८०० हून जास्त असलेल्या गांवामधूनच एकापेक्षां अधिक सेट्स तयार करावे लागतील, व तसें करतांना परिच्छेद ८० मध्यें लिहिल्याप्रमाणें एकेक सेट योग्य ठिकाणीं संपवावा लागेल. तसेंच शहरीं भागांतून ६५० च्या वर जनसंख्या असलेल्या सर्व ब्लॉक्समध्यें एकाहून अधिक सेट्स तयार करावे लागतील.

८२. सोबत जोडलेल्या नकाशामध्यें जनसंख्येवर अवलंबून एकेक सेट संपवायचा असेल तर इमारत नंबर ५४, ६८, ८७, ९५, १०८ किंवा १२२ चें काम पूर्ण करून झाल्यावर तसें करण्यास सोईच्या जागा आहेत.

८३. ज्या विभागांत एकाहून अधिक सेट्स तयार होतील तेथें प्रत्येक सेटवर त्याचा क्रमांक ठळक अक्षरांत लिहावा ; जसें सेट नंबर १, सेट नंबर २ इत्यादि.

८४. घरांच्या यादीचा गोषवारा प्रत्येक सेटसाठीं वेगळा लिहावा. तसेंच प्रत्येक सेटच्या दोन प्रति तयार करावयाच्या आहेत. एक स्थळप्रत व दुसरी पक्की प्रत. दोन्ही प्रतींचे गोषवारेपण वेगळे तयार करावेत. पक्क्या प्रतीवर 'पक्की प्रत' असें ठळक अक्षरांत लिहावें. म्हणजे स्थळप्रत प्रत्यक्ष काम करतांना भरावयाची व दुसरी पक्की प्रत कचेरींत आल्यावर नक्कल करून तयार करावयाची आहे. या दोन प्रतींशिवाय इतर प्रति किंवा कच्चे खर्डे वगैरे वापरूं नयेत. काम करतांना-सुद्धां कागदावर नोट्स घेऊन मग त्यावरून यादी तयार करण्याची प्रवृत्ति चांगली नाहीं कारण त्यामध्यें चुका होण्याचा फार संभव असतो. स्थळप्रत पेन्सिलनें लिहावी व पक्की प्रत लिहितांना शाई वापरावी. यादींत लिहिलेल्या तपशिलाचें संकलन करून उपयुक्त माहितीचीं कोष्टकें तयार करावयाचीं असल्यामुळें यादी सुवाच्य अक्षरानें तयार करावी.

८५. हें सर्व काम झाल्यावर गणनाकारांना आपल्या ब्लॉकच्या कामाचा व इतर माहिती असलेला एक रिपोर्ट (Enumerator's Abstract and Report) तयार करावयाचा आहे. त्याचे छापील फॉर्म व तो लिहिण्याच्या सूचना वेगळ्या दिल्या आहेत.

८६. जनगणनेचें एकूण काम जनतेच्या हितासाठीं सरकारी आज्ञेवर होत असतें. तें करीत असतांना जनतेशीं सभ्यतेची वागणूक ठेवणें जरूर आहे. गणनाकारांनीं लोकांस या कामाचें स्वरूप समजावून विश्वासांत घेत असावें म्हणजे त्यांच्याकडून अचूक माहिती मिळत राहील आणि एकूण कामाचा दर्जा वाढेल.

८७. जनगणनेच्या १९४८ च्या भारतीय कायद्यान्वयें पूर्ण आणि खरी माहिती देण्याची प्रत्येक भारतीय नागरिकावर जबाबदारी आहे. पण त्याबरोबरच जनगणनेसाठीं काम करणाऱ्यांनीं सर्वांशीं सौजन्यानें वागावें आणि सांगितली ती माहिती जशीच्या तशी लिहावी व ती गुप्त राखावी असें त्यांच्यावरपण त्याच कायद्यानें बंधन घातलेलें आहे.

८८. कांहीं विशिष्ट प्रकारचीं उदाहरणें घेऊन तयार केलेल्या घरांच्या 'नमुना यादी' ची एकेक प्रत गणनाकाराच्या माहितीसाठीं या पुस्तिकेस जोडलेली आहे. (पृष्ठें ९५–९७ पहा.)

अनुसूचित जाती व वन्य जमातींची यादी

अनुसूचित जाती—

बुलढाणा, अकोला, अमरावती, यवतमाळ, वर्धा, नागपूर, भंडारा, चांदा, औरंगाबाद, परभणी, नांदेड, बीड, उस्मानाबाद आणि राजुरा हे जिल्हे सोडून सर्व महाराष्ट्र राज्य :—

(१) अगेर.
(२) बाकड किंवा बंट.
(३) भांबी, भांभी, असादारू, असोडी, चामडिया, चमार, चांभार, चामगार, हरालय्या, हराली, खल्पा, मचिगर, मोचिगर मादर, मादिग, मोची, तेलगु मोची, कामाटी मोची, रानीगर, रोहिदास, रोहित किंवा सम्गर.
(४) भंगी, मेहतर, ओलगना, रुखी, मलकाना, हलालखोर, लालबेगी, वाल्मीकी, कोशर किंवा झाडमल्ली.
(५) चलवदी किंवा चन्नय्या.
(६) चेन्ना दसार किंवा होलया दसार.
(७) ढोर, कक्कय्या किंवा कन्कय्या.
(८) गरोडा किंवा गारो.
(९) हाल्लीर.
(१०) हालसार, हासलार, हुलासवर किंवा हलासवार.
(११) होलर किंवा वल्हार.
(१२) होलया किंवा होलर.
(१३) लिंगदर.
(१४) महार, तराल किंवा ढेगु मेगु.
(१५) मह्यवंशी, धेड बंकर किंवा मारू बंकर.
(१६) मांग, मातंग किंवा मिनिमादिग.
(१७) मांग-गारूडी.
(१८) मेघवल किंवा मेंघवर.
(१९) मुक्री.
(२०) नादिया व हादी.
(२१) पासी.
(२२) शेणवा, चेनवा, सेदमा किंवा रवात.
(२३) तिरगर किंवा तिरवंडा.
(२४) तुरी.

२. बुलढाणा, अकोला, अमरावती, यवतमाळ, वर्धा, नागपूर, भंडारा व चांदा या जिल्ह्यांमध्यें :—

(१) बहना किंवा बहाना.
(२) बलाही किंवा बलाअी.
(३) बसोर, बुरुड, बन्सोर किंवा बन्सोडी.
(४) चमार, चमारी, मोची, नोना, रोहिदास, रामनामी, सतनमी, सुर्जबंशी किंवा सुर्गरामनामी.
(५) दोम किंवा दुमार.
(६) दोहोर.
(७) गंडा किंवा गंडी.
(८) घासी किंवा घासिया.
(९) कैकाडी.
(१०) कटिया किंवा पथारिया.
(११) खाटीक, चिक्वा किंवा चिक्वी.
(१२) मडगी.
(१३) महार किंवा मेहरा.
(१४) मांग, दखनी-मांग, मांग-मह्यी, मांग-गारूडी, मदारी-गारूडी किंवा राधेमांग.
(१५) मेहतर किंवा भंगी.
(१६) संसी.

३. अकोला, अमरावती व बुलढाणा जिल्ह्यांमध्यें :—
बेडर.

४. भंडारा जिल्ह्यामध्यें :—
(१) चदर
(२) होलिया.

५. भंडारा व बुलढाणा जिल्ह्यांमध्यें :—
खंगर, कनेरा किंवा मिर्ढा.

६. अमरावती, भंडारा आणि बुलढाणा या जिल्ह्यांमध्यें :—
कोरी.

७. औरंगाबाद, परभणी, नांदेड, राजुरा, बीड व उस्मानाबाद या जिल्ह्यांमध्यें :—
(१) अनामुक.
(२) अरे (माला).
(३) अरवा माला.
(४) बेडा (बुडगा) जंगम.

(५) बिंडला.
(६) ब्यागरा.
(७) चलवडी.
(८) चांभार.
(९) दक्काल (दोक्कालवार).
(१०) ढोर.
(११) एल्लामलवार (येल्लाम्मालवान्डलु).
(१२) होलेया.
(१३) होलेया दसारी.
(१४) कोलुपुळवंडलु.
(१५) मदीगा.
(१६) महार.
(१७) माला.
(१८) माला दसारी.
(१९) माला हन्नाइ.
(२०) मालाजंगम.
(२१) माला मस्ती.
(२२) माला साले (नेटकनी).
(२३) माला सन्यासी.
(२४) मांग.
(२५) मांग गारोडी.
(२६) मान्ने.
(२७) मष्टी.
(२८) मेहतर.
(२९) मिठा अय्यलवार.
(३०) मोची.
(३१) समगारा.
(३२) सिंधोल्लु (चिंडोल्लु).

बन्य जमाती—

बुलढाणा, अकोला, अमरावती, यवतमाळ, वर्धा, नागपूर, भंडारा, चांदा, औरंगाबाद, परभणी, नांदेड, बिड, उस्मानाबाद व राजुरा हे जिल्हे सोडन सर्व महाराष्ट्र राज्य :—

(१) बर्डा.
(२) बावचा किंवा बामचा.
(३) गरासिया भिल, ढोली भिल, डोंगरी भिल, डोंगरी गरासिया, मेवासि भिल, रावल भिल, तडवी भिल, भगालिया, भिलाला, पावरा, वसवा आणि वसवे धरून भिल.
(४) चोधरा.
(५) तडवी, तेतारिया आणि वलवी धरून ढंका.
(६) घोडीया.
(७) तलाविया किंवा हलपति धरून दुब्ळा.
(८) मावची, पडवी, वसवा, वसवे आणि वाल्वी धरून गमीट किंवा गामटा किंवा गवीट.
(९) गोंड किंवा राजगोंड.
(१०) ढोर काथोडी किंवा ढोर कातकरी आणि सोन काथोडी किंवा सोन कातकरी धरून काथोडी किंवा कातकरी.
(११) कोकना, कोकनी, कुकना.
(१२) कोळी ढोर, तोकरे कोळी, कोलचा किंवा कोलधा.
(१३) चोळीवाला नायका, कपाडिया नायका, मोटा नायका व नाना नायका धरून नाअिकडा किंवा नायका.
(१४) अडविंचिचर आणि फासे पारधी धरून पारधी.
(१५) पटेलिया.
(१६) पोमला.
(१७) रथवा.
(१८) वारली.
(१९) विटोलिया, कोतवालिया किंवा बरोदिया.

२. ठाणें जिल्ह्यांत :—

कोळी महार.

३. (अ) अहमदनगर जिल्ह्यांत :—
अकोला, राहुरी व संगमनेर तालुक्यांत
(ब) कुलाबा जिल्ह्यांत :—
कर्जत, खालापूर, अलिबाग, महाड व सुधागड तालुक्यांत.
(क) नाशिक जिल्ह्यांत :—
नाशिक, निफाड, सिन्नर, चांदोर, बागलान, इगतपुरी, दिंडोरी व कालवण तालुक्यांत आणि सुरगाणा व पेंट महालांत
(ड) पुणें जिल्ह्यांत :—
आंबेगांव, जुन्नर, खेड, मावळ व मुळशी तालुक्यांत आणि वेल्हे महालांत.
(इ) ठाणें जिल्ह्यांत :—
ठाणें, मुरबाड, भिवंडी, वसई, वाडा, शहापूर, डहाणू, पालघर, जव्हार व मोखाडा तालुक्यांत.
} कोळी महादेव किंवा डोंगर कोळी.

४. (अ) अहमदनगर जिल्ह्यांत :—
अकोला, राहुरी व संगमनेर तालुक्यांत
(ब) कुलाबा जिल्ह्यांत :—
कर्जत, खालापूर, पेण, पनवेल व सुधागड तालुक्यांत आणि माथेरानमध्यें.
(क) नाशिक जिल्ह्यांत :—
इगतपुरी, नाशिक व सिन्नर तालुक्यांत
(ड) पुणें जिल्ह्यांत :—
आंबेगांव, जुन्नर, खेड व मावळ तालुक्यांत.
(इ) ठाणें जिल्ह्यांत :—
ठाणें, कल्याण, मुरबाड, भिवंडी, वसई, वाडा, शहापूर, पालघर, जव्हार व मोखाडा तालुक्यांत.
} का ठाकूर, का ठाकर, मा ठाकूर आणि मा ठाकर धरून ठाकूर किंवा ठाकर.

५. (१) अमरावती जिल्ह्यामधील मेलघाट तहसील, (२) चांदा जिल्ह्यामधील गडचिरोली व सिरोंचा ह्या तहसिलांत, (३) यवतमाळ जिल्ह्यांतील केळापूर, वाणी आणि यवतमाळ तहसिलांत :—

(१) अंध.
(२) बैगा.
(३) भैना.
(४) पांडो धरून भरीया-भुमिया किंवा भुअिन्हार-भुमिया.
(५) भट्टारा.
(६) भिल.
(७) भुंजिया.
(८) बिंजवार.
(९) बिरहूल किंवा बिरहोर.
(१०) धानवार.
(११) गडबा किंवा गड़बा.

(१२) अराख किंवा अर्‌राख,
अगरिया,
असूर,
बडी मरीया किंवा बडा मरीया,
भतोला,
भिम्मा,
भुता, कोयला भुता किंवा कोयला भुती,
भार,
बिसोन होर्न मरीया,
छोटा मरीया,
दोंडमी मरीया,
धुरु किंवा ध्रुव,
ढोबा,
धुलिया,
दोर्ला,
गैकी,
गटा किंवा गट्टी,
गटा,
गोंड गोवारी,
हील मरीया,
कंड्रा,
कलंगा,
खटोला,
कोयतार,
कोया,
खिरवार किंवा खिरवारा,
कुचा मरीया,
कुचकी मरीया,
मदीया (मरीया),
माना,
मन्नेवर,
मोघ्या किंवा मोग्या किंवा मोंग्या,
मदिया (मुरीया),
नागर्ची,
नागवंशी,
ओझा,
राज,
सोनझारी झरेका,
थाटीया किंवा थोटचा,
वाडे मरीया किंवा वडे मरिया,
घरून गोंड.

(१३) हलबा किंवा हलबी.
(१४) कामर.
(१५) कवार, कनवार, कौर, चेरवा, रथीया तंवार किंवा चत्री.
(१६) खरवार.
(१७) खरीया.
(१८) कोंढ किंवा खोंड किंवा कंढ.
(१९) कोल.
(२०) कोलम.
(२१) बोपची, मौआसी निहाल किंवा नाहूल आणि बोंधी किंवा बोंडेया धरून कोरकु.
(२२) कोडकु धरून कोर्वा.
(२३) मझवार.
(२४) मुंडा.
(२५) नागेसिया किंवा नागासिया.
(२६) निहाल.
(२७) धंका व धनगड धरून ओराओन.
(२८) परधान, पथारी व सरोटी.
(२९) बहेलिया किंवा बहेल्लीया, चित्ता पारधी, लंगोली पारधी, फांस पारधी, शिकारी, टकानकार व टाकीया धरून पारधी.
(३०) पर्जा.
(३१) साओन्टा किंवा सौन्टा.
(३२) सवार किंवा सवारा.

६. औरंगाबाद, परभणी, नांदेड, राजुरा, बीड व उस्मानाबाद ह्या जिल्ह्यांमध्यें :—
(१) अंध.
(२) भिल.
(३) गोंड (नाईकपोड व राजगोंड धरून).
(४) कोलम (मन्नेरवारलु धरून).
(५) कोया (भीने कोया व राज कोया धरून).
(६) परधान.
(७) थोटी.

नमुना यादीचें स्पष्टीकरण

(१) स्थानिक संस्थेनें दिलेले इमारतीचे नंबर व त्यांचा क्रम जनगणनेसाठीं दिलेल्या इमारतींच्या नंबराहून वेगळा असल्यामुळें रकाना ३ व रकाना २ मधील नंबर सारखे नाहींत.

(२) ज्या घरांचा उपयोग राहणें, कारखाना व वर्कशॉप (म्हणजे उत्पादनाची अगर वस्तु तयार करण्याची जागा) याशिवाय इतर कारणांसाठीं होतो तेव्हां रकाने ५ ते ८ व ११ ते १७ मध्यें कोणत्याहि प्रकारची नोंद येत नाहीं. ओळी ४, १०, ११, १६, १७, १८, १९ पहा.

(३) ज्यावेळीं घरांचा उपयोग कारखाना व वर्कशॉपसाठीं होतो तेव्हांच रकाने ५ ते ८ भरले जातील. ओळी ३, १३, १४ पहा.

(४) ज्यावेळीं घरांचा उपयोग कारखाना व रहाणें, वर्कशॉप व रहाणें अशांसाठीं होत असेल तेव्हां कारखाना किंवा वर्कशॉप-संबंधीं माहिती रकाने ५ ते ८ मध्यें लिहिली जाईल व घरांत राहणाऱ्या कुटुंबांविषयीं माहिती त्याच ओळींत रकाना ११ ते १७ मध्यें दिली पाहिजे. ओळी २, ७, १५ व २० पहा.

(५) जेव्हां घरांचा उपयोग राहण्यासाठीं होत नाहीं तेव्हां रकाना १३ मध्यें नोंद होणार नाहीं. ओळी ३, ४, १०, ११, १३, १४, १६, १७, १८, १९ पहा.

जर कुटुंब गोठ्यांत, गॅरेजमध्यें, जिन्याखालीं व अशाच ठिकाणीं रहात असेल कीं, त्यास खोली म्हणतां येणार नाहीं तेव्हां रकाना १३ मध्यें '०' अशीं नोंद होईल. ओळ ९ पहा.

ओळी ५ व ६ वर दर्शविलेलीं कुटुंबें एकाच घरांत रहातात. या कुटुंबांना देण्यांत आलेले नंबर (रकाना १३) नीट पाहून ठेवा. या कुटुंबांकडे ४ खोल्या आहेत पण त्यांची विभागणी करणें अशक्य असल्यामुळें त्या खोल्यांची संख्या दोन्ही कुटुंबांसमोर कंस करून दाखविली आहे.

घराचा उपयोग राहणें, कारखाना, वर्कशॉप याव्यतिरिक्त होत असेल, उदा० दुकान, बँक, गोठा, दवाखाना, इत्यादि, तर त्यांच्या मालकाचें, बँकेचें किंवा डायरेक्टरचें, डॉक्टरचें इत्यादि नांवें १८ व्या रकान्यांत लिहावींत.

जिल्ह्याचें नांव—यवतमाळ. (स्थलांक २२)

तालुका/तहसील, महाल किंवा शहराचें नांव—पुसद. (स्थलांक ३)

गांवाचें/वॉर्डाचें नांव (गणना विभाग)—गहुली. (स्थलांक १२)

भारतीय जनगणना

घरांची

१	२	३	४	५	६	७	८	९
१	११	३१	राहणें ..	×	×	×	×	पक्क्या विटा.
२	१२	३२ (१)	राहणें व दुकान ..	×	×	×	×	सिमेंट काँक्रिट
३	१३	३२ (२)	कारखाना ..	अरुणोदय प्रेस ..	छपाईचें काम .	१२	वीज	सिमेंट काँक्रिट
४	१५	३३	देऊळ ..	×	×	×	×	कच्च्या विटा
५	१७	३४ (१अ)	राहणें ..	×	×	×	×	पक्क्या विटा
६	१७	३४ (१ब)	राहणें ..	×	×	×	×	पक्क्या विटा
७	१७	३४ (२)	वर्कशॉप व राहणें	काशिनाथ पाटील	सायकल दुरुस्ती	२	×	पत्रा
८	१९	३५	राहणें ..	×	×	×	×	बांबू
९	२१	३६ (१)	म्हशीचा गोठा व राहणें	×	×	×	×	पत्रा
१०	२१	३६ (२)	शाळा ..	×	×	×	×	पक्क्या विटा
११	२१	३६ (३)	रिकामें ..	×	×	×	×	पक्क्या विटा
१२	२३	३७	वसतिगृह ..	×	×	×	×	पक्क्या विटा
१३	२५	३८ (१)	हलवायाचें दुकान	महादेव गवळी ..	मिठाई ..	४	×	पक्क्या विटा
१४	२५	३८ (२)	वर्कशॉप ..	दामू सावंत	पिठाची चक्की	२	डिझेल तेल.	पत्रा
१५	२७	३८ (३)	वर्कशॉप व राहणें ..	शिवराम पितळे	दागदागिने करणें	३	×	पक्क्या विटा
१६	२९	३८ (४)	पोस्ट कचेरी ..	×	×	×	×	पक्क्या विटा
१७	३०	३९ (१)	केंस कापण्याचें दुकान	×	×	×	×	पक्क्या विटा
१८	३१	३९ (२)	दवाखाना ..	×	×	×	×	पक्क्या विटा
१९	३३	३९ (३)	बँक	×	×	×	×	पक्क्या विटा
२०	३४	३९ (४)	वर्कशॉप व राहणें ..	कुमारप्पा कलघटगी	तेलघाणी ..	२	×	पक्क्या विटा

माझ्या माहितीनुसार वरील नोंदी बरोबर आहेत. गणना करणाराची सही

यादी

१०	११	१२	१३	१४	१५	१६	१७	१८
कौलें ..	३१	रामकृष्ण नरहर जोशी	३	(स्व)	३	२	५	रविवार पेठ
कौलें ..	३२ (१)	रमेश अनंत पोतदार ..	४	(भा)	४	२	६	
कौलें ..	×	×	×	×	×	×	×	
कौलें ..	×	×	×	×	×	×	×	
सिमेंट काँक्रिट	३४ (१अ)	अब्दुल गफार ..	४	(भा)	२	१	३	
सिमेंट काँक्रिट	३४ (१ब)	करीम इब्राहीम सत्तार ..			१	२	३	
कौलें ..	३४ (२)	काशिनाथ महादेव पाटील	१	(भा)	१	१	२	
झाप ..	३५	श्रीपत काळू कांबळे ..	२	(स्व)	२	३	५	(अ जा).
कौलें ..	३६ (१)	रामसुखलाल मिश्रा ..	०	(स्व)	२	×	२	
कौलें ..	×	×	×	×	×	×	×	
कौलें ..	×	×	×	×	×	×	×	वापरण्याची शक्यता.
सिमेंट काँक्रिट	३७	शंकर विठ्ठल जगताप ..	११	(भा)	२२	×	२२	कुटुंब प्रमुख दुसरीकडे राहतो.
सिमेंट काँक्रिट	×	×	×	×	×	×	×	
पत्रा ..	×	×	×	×	×	×	×	सोमवार पेठ सुरू.
सिमेंट काँक्रिट	३८ (३)	शिवराम हरी पितळे ..	३	(भा)	४	३	७	
सिमेंट काँक्रिट	×	×	×	×	×	×	×	
सिमेंट काँक्रिट	×	×	×	×	×	×	×	
सिमेंट काँक्रिट	×	×	×	×	×	×	×	सरकारी दवाखाना.
सिमेंट काँक्रिट	×	×	×	×	×	×	×	बँक ऑफ् महाराष्ट्र.
सिमेंट काँक्रिट	३९ (४)	कुमारप्पा कलघटगी ..	३	(भा)	२	१	३	
		पानाची बेरीज ..	३१	×	४३	१५	५८	

तारीख

APPENDIX (14)

गणनेसाठीं सूचना

प्रास्ताविक

दोन हजार वर्षांपूर्वीपासून भारतांत कोणत्या तरी स्वरुपांत जनगणना होत असावी असें दिसतें. अलीकडील काळांत पहिली गणना सन १८७२ सालीं झाली आणि त्यानंतर दर दहा वर्षांनीं सबंध भारतांत हें काम होत आलें आहे. १९६१ सालीं आपण करणार ती भारताची दहावी आणि स्वराज्यानंतरची दुसरी जनगणना आहे.

२. १९६१ ची जनगणना दुसऱ्या पंचवार्षिक योजनेच्या शेवटीं आणि तिसऱ्या योजनेच्या सुरुवातीस होत आहे. म्हणून या गणनेंतून जी माहिती मिळेल तिचा उपयोग स्वराज्यानंतरच्या काळांत आणि विशेषत: पहिल्या दोन पंचवार्षिक योजनांमुळें सामाजिक आणि आर्थिक बाबतींत देशाची जी प्रगति झाली तिचें मोजमाप करण्यासाठीं केला जाईल.

महत्त्वपूर्ण माहिती

३. लोकसंख्येची वाढ किंवा तिची प्रादेशिक विभागणी पाहूनच अन्नवस्त्र, शिक्षण, आरोग्य आणि रोजंदारीच्या राष्ट्रीय आणि प्रादेशिक गरजा येत्या दहा वर्षांत कोणत्या असतील हें ठरविलें जाईल. म्हणून या गणनेंतून जी महत्त्वाची माहिती आपण गोळा कराल तिचा उपयोग, देशाची योजना तयार करणारांना किंवा राज्यकारभार चालविणारांना पुष्कळ दिवस होत राहील. उद्योगधंद्यांतील लोकांनापण अशा माहितीची जरूर असते. तिच्यावरून ठिकठिकाणीं उपलब्ध असणारें मनुष्य-बळ आणि त्या त्या ठिकाणच्या बाजारपेठांतून होणाऱ्या मालाच्या उठावासंबंधीं अंदाज करतात आणि त्या अनुरोधानें नवीन उद्योग-धंद्याची उभारणी किंवा मालाच्या उत्पादनाच्या दिशा ठरवीत असतात.

कामाचा अचूकपणा

४. अशा रीतीनें भावी योजनांना आधारभूत अशी जी माहिती लागेल ती बिनचूक असणें आवश्यक आहे. जनगणनेचें महत्त्व पण पुष्कळ अंशीं या अचूकपणामुळेंच असतें. यापूर्वीच्या गणना, शिक्षण आणि दळणवळणाचीं साधनें नसल्यामुळें बऱ्याच कठिण परिस्थितींत होत असत. पण त्या सर्वांच्या कामाचा दर्जा फार उच्च असे आणि त्यामुळेंच जगांतील इतर राष्ट्रांच्या जनगणनांच्या तुलनेनें भारतीय जनगणनेचें स्थान फार श्रेष्ठ समजलें जातें.

लोकांचें सहकार्य

५. तुलनेनें १९६१ ची गणना करतांना आपणास परिस्थिति पुष्कळ अनुकल आहे. गणनेचे कागदपत्र मराठींत तयार करून विचारावयाचे प्रश्न प्रत्यक्ष स्लिपांवर छापल्यानें आपलें काम बरेंच सोपें झालें आहे. गणनेची आवश्यकता लोकांना पटली असल्यानें आपल्या कामांत त्यांचें भरपूर सहकार्य मिळणार आहे ; आणि म्हणून १९६१ मध्यें आपण करणार ती गणना आतांपर्यंतच्या सर्व गणनांहून श्रेष्ठ प्रकारची होण्यांत कोणत्याहि अडचणी नाहींत.

आपली स्वत:ची भावना

६. गणनेच्या कामाकडे आपण कोणत्या दृष्टिकोनांतून बघाल यावर पुष्कळसें अवलंबून आहे. गणनेचें काम आपणास आपल्या नित्याच्या कामाशिवाय करावें लागणार आहे हें खरें आहे. घरोघर हिंडून माहिती गोळा करावयाचें काम कठिण आहे व आपणास तशा प्रकारच्या कामाची संवय नाहीं हेंहि खरें आहे. पण आपणास आणि आपणासारख्या इतर हजारों लोकांस हें काम दिलें आहे ; कारण भारतासारख्या महान् देशाची जनगणना करण्यासाठीं दुसरा पर्यायी मार्गच नाहीं. भारतीय कायद्याखालीं हें काम आपणास देण्यांत आलें तर आपणास तें करणें जरूर आहे. हें काम करीत असतांना आपले वरिष्ठ अधिकारी ऑफिसला जाण्यायेण्याच्या वेळा व कामाचे तास यांमध्यें आपणास जरूर तेवढचा सवलती देतील. त्याशिवाय कागद-पेन्सिलीसारख्या स्टेशनरीवर आणि जाण्यायेण्यावर होणारा किरकोळ खर्च आपणास पदरचा करावा लागूं नये म्हणून सरकार-तर्फे थोडेसें मानधन पण आपणास देण्यांत येणार आहे. दुसरें असें कीं, अशा प्रकारचें काम दहा वर्षांनीं एकदांच आपणास करावें लागणार आहे. या सर्व दृष्टीनें विचार करतां जनगणने-सारख्या देशव्यापी कार्यांत सहभागी होत असतांना आपण आनंद कां मानूं नये ? या राष्ट्रकार्यांत आपला स्वत:चा वांटा म्हणून आपण दिलेलें काम करावयाचें ठरविलें तर नित्यापेक्षां थोडें अधिक पडणारें काम किंवा त्यामुळें होणारी गैरसोय या गोष्टींना आपण फारसें महत्त्व देणार नाहीं.

लोकांशीं सौजन्यपूर्ण वागणूक

७. गणनेचें काम करीत असतांना आपणास आपल्या विभागांतील सर्व कुटुंबांना त्यांच्या घरीं भेटून आणि प्रश्न विचारून माहिती भरावी लागेल. आपण विचारलेल्या प्रश्नांचीं खरीं उत्तरें देण्याचें त्या सर्वांवर भारतीय कायद्याचें बंधन आहे. प्रत्येकजण तशी माहिती देईल अशी खात्री आहे.

८. तरीपण आपल्या भेटी किंवा प्रश्न विचारण्यानें त्या लोकांना गैरसोय वाटणें सहाजिक आहे. आपल्या सौजन्यपूर्ण वागणुकीमुळेंच कदाचित् लोक तशी गैरसोय आनंदानें सहन करतील आणि त्यांना आपणासंबंधीं आदर वाटेल. आपलें काम एक सन्माननीय कार्य आहे आणि आपल्या राष्ट्रासाठीं तें आपण करीत आहां ही भावना आपण मनांत बाळगून तसें वागत राहिला तर लोक आपला जास्तच आदर करतील. या भावनेमुळेंच आपणास कांहीं अपवादात्मक लोकांशीं संयमपूर्ण वागणूक ठेवतां येईल कारण तसें अगदी थोडे लोक आपणास जरूर भेटतील ; उद्यां या, परवां या, असें सांगतील किंवा प्रश्नांचीं उत्तरें देण्यास स्पष्ट नकार दर्शवितील.

चांगल्या कामाचें बक्षीस

९. लोकांशीं सौजन्यपूर्ण वर्तणूक आणि उच्च दर्जाचें काम या दोन तत्त्वांवर आपणास गणनेचें सर्व काम करावयाचें आहे. आपण केलेल्या चांगल्या कामाची नोंद जरूर घेण्यांत येईल. वर्षभराच्या आपल्या कामाचें मोजमाप करतेवेळीं गणनेसाठीं आपण केलेल्या कामाचा प्रकार लक्षांत ठेवावा असे हुकूम महाराष्ट्र सरकारनें काढले आहेत. त्याशिवाय जिल्ह्याधिकाऱ्यांनीं चांगल्या कामामुळें निवडलेल्या कांहीं गणनाकार आणि निरीक्षकांना चांदीची व ब्रॉंझचीं पदकें सरकारतर्फे दिलीं जाणार आहेत.

आपलें कार्य आपल्या राज्याच्या श्रेष्ठ राज्यकारभारास साजेशें होणें जरूर आहे. म्हणून गणनेचें कार्य आपण जास्तींत जास्त चांगलें करून दाखवाल अशी खात्री आहे.

कारभारविषयक व्यवस्था

१०. जिल्ह्यांतील जनगणनेचें कार्य जिल्ह्याधिकाऱ्यांच्या मार्गदर्शनानें आणि त्यांच्या देखरेखींत होत असतें. त्यांचे सहाय्यक अधिकारी त्यांना मदत करतात. त्यांना सरकारनें जिल्ह्याचे गणनाधिकारी म्हणून नेमलें आहे. मुंबई म्युनिसिपल कॉर्पोरेशनचे एक्झिक्युटिव्ह हेल्थ ऑफिसर मुंबई शहरासाठीं मुख्य गणनाधिकारी म्हणून काम पहातात.

११. तालुक्याच्या मुलकी अधिकाऱ्यांना चार्ज ऑफिसर म्हणून नेमलें आहे. कांहीं निवडक शहरांतून नगरपालिकांचें चीफ् ऑफिसर, सेक्रेटरी किंवा एक्झिक्युटिव्ह ऑफिसर यांना चार्ज ऑफिसर म्हणून नेमलें आहे. पुणें आणि नागपूर शहरांत अनुक्रमें मेडिकल ऑफिसर फॉर हेल्थ आणि डेप्युटी म्युनिसिपल कमिशनर चार्ज ऑफिसर म्हणून काम करीत आहेत.

१२. गणनेच्या कार्याची सर्व जबाबदारी चार्ज ऑफिसरवर असते. गणनेसाठीं लागतील तेवढे लोक नेमण्याचा त्यांना अधिकार दिला आहे. लोकांच्या नेमणुकी केल्याचे जाहीरनामे त्यांच्या सहीनें काढले जातील. कुठें कुठें चार्ज ऑफिसरांना सहाय्य करण्यासाठीं सेक्शन ऑफिसरांची नेमणूक केलेली आहे.

१३. चार्ज ऑफिसर—

(अ) गणनाकारांच्या व निरीक्षकांच्या नेमणुका करतील आणि त्यांना कार्यासाठीं विभाग नेमून देतील ;

(ब) त्यांच्या प्रशिक्षणाची व्यवस्था करतील ;

(क) त्यांना लागतील तेवढें गणनेचे कागदपत्र पुरविण्याची व्यवस्था करतील ; आणि

(ड) काम चालूं असतांना त्यावर कडक देखरेख ठेवतील.

गणनाकार आणि त्यांचे विभाग

१४. जनगणनेचें प्रत्यक्ष काम करणारांसाठीं नेमलेल्या लोकांना गणनाकार म्हणतात. त्यांपैकीं प्रत्येकास एक विविक्षित क्षेत्र कामासाठीं दिलेलें असतें त्यास 'गणना विभाग'— 'ब्लॉक'— म्हणतात. एक विभाग म्हणजे एखादें सबंध खेडें किंवा एखाद्या मोठ्या खेड्याचा किंवा शहरांतील वॉर्डाचा भाग असेल. साधारणतः एका विभागाची लोकसंख्या शहरांतून ६०० आणि ग्रामीण भागांतून ७५० च्या जवळपास असेल.

निरीक्षक आणि त्यांचें सर्कल

१५. सहा किंवा सात गणनाकारांच्या कामावर देखरेख करण्यासाठीं एका निरीक्षकाची नेमणूक होते. या कामासाठीं त्यांना जें क्षेत्र दिलें जातें त्यास त्यांचें 'सर्कल' म्हणतात. साधारणतः एका सर्कलमध्यें सहा गणना विभाग असून त्यांची लोकसंख्या शहरांतून ३,६०० आणि ग्रामीण भागांतून ४,५०० च्या जवळपास असेल. सर्कल म्हणजे एक मोठें खेडें किंवा लहान खेड्यांचा गट किंवा शहरांतील एकादा वॉर्ड अथवा वॉर्डाचा भाग असेल.

नेमणुकीचा हुकूम

१६. चार्ज ऑफिसरकडून जनगणनेसाठीं आपली नेमणूक केली असल्याचा हुकूम आपणास डिसेंबर १९६० च्या पहिल्या आठवड्यांत मिळेल. या सूचनांची एक प्रत आणि इतर साहित्य या हुकुमाबरोबर आपणाकडे पाठविलेलें असेल.

नेमणुकीचा हुकूम जनगणनेच्या भारतीय कायद्याखालीं काढलेलें अधिकारपत्र म्हणून असतो. त्या कायद्याखालीं जनगणनेचें दिलेलें काम कोणीहि भारतीय नागरिक नाकारूं शकत नाहीं.

प्रशिक्षण

१७. नेमणुकीच्या हुकुमापाठोपाठ आपणास प्रशिक्षणाचे हुकूम मिळतील. त्यांत आपण कांहीं केंद्रांतून ठरविलेल्या तारखांना प्रशिक्षण घेण्यासाठीं तीन वेळां हजर रहावें असें सांगितलेलें असेल. प्रशिक्षणासाठीं नेमलेल्या सर्व वर्गांत हजर रहाणें आपलें कर्तव्य आहे. तसें आपण हजर राहिला नाहीं तर जनगणनेच्या कार्यांत आपण कसूर केली असें समजलें जाईल.

१८. प्रशिक्षणाच्या कोणत्याहि वर्गांत जाण्याअगोदर आपण या सूचना आणि इतर सर्व साहित्य वाचून गेलें पाहिजे. प्रशिक्षणाच्या वर्गांतहि आपण लक्षपूर्वक प्रशिक्षण घ्यावें. वर्गांत प्रश्न विचारीत असावें आणि आपल्या अडचणींचें व शंकांचें निरसन करून घेत असावें. जनगणनेच्या कामाचें प्रात्यक्षिक होईल तें जरूर बघावें कारण प्रश्न आपणास समजलें असतील तरी तशा प्रात्यक्षिकांमुळें आपला कामाचा विश्वास वाढेल.

१९. प्रशिक्षणाचें कार्य तीन राऊंडमध्यें संपेल. प्रत्येक राऊंडमध्यें शिक्षणाचे दोन वर्ग घेतले जातील आणि कमींत कमी ५ कुटुंबपत्रकें आणि १० स्लिपा भरून प्रात्यक्षिक दाखविलें जाईल. तिसऱ्या राऊंडची सुरुवात प्रात्यक्षिकानेंच होईल. त्यावेळीं प्रत्येक गणनाकार आणि निरीक्षक यांस १० कुटुंबांची आणि ५० व्यक्तींची प्रत्यक्ष गणना करावी लागेल. त्यानंतर वर्ग घेतला जाईल आणि प्रत्यक्ष काम करतांना ज्या अडचणी आल्या किंवा चुका झाल्या त्यांची चर्चा होईल. या प्रात्यक्षिकास 'ट्रेनिंग सेन्सस'—'प्रशिक्षण गणना'—म्हटलें जाईल.

२०. प्रशिक्षणाचा उद्देश गणनेची कार्यपद्धति शिकविणें एवढाच नसतो. सबंध देशभर गणनेच्या प्रश्नांचे सारखेच अर्थ सर्व गणनाकार आणि निरीक्षक लावतील हें बघणेंपण फार जरुरीचें असतें. प्रत्येक गणनाकार आणि निरीक्षक एकेका प्रश्नाचे निरनिराळ अर्थ समजूं लागतील तर निरनिराळ्या विभागांतून मिळविलेल्या आंकडेवारींची तुलना करणें शक्य होणार नाहीं.

प्रशिक्षणाचा आणि गणनेचा कार्यक्रम

२१. प्रशिक्षणाचा आणि गणनेचा कार्यक्रम खालीलप्रमाणें असेल :—

(१) प्रशिक्षणाचा पहिला राऊंड.	१६ ते ३१	डिसेंबर १९६० पर्यंत.
(२) प्रशिक्षणाचा दुसरा राऊंड.	१ ते १५	जानेवारी १९६१ पर्यंत.
(३) प्रशिक्षणाचा तिसरा राऊंड.	१६ ते ३१	जानेवारी १९६१ पर्यंत.

(४) जनगणनेच्या कागदपत्रांचा दुसरा सेट आणि मानधनापैकीं अॅडव्हान्स घेणें.	फेब्रुवारी १९६१ चा पहिला आठवडा.
(५) प्रत्यक्ष गणनेचें काम ..	१० फेब्रुवारी ते ५ मार्च १९६१ पर्यंत.
(६) कागदपत्र चार्ज ऑफिसरकडे दाखल करणें.	६ मार्च १९६१.
(७) मानधनांतून बाकीची रक्कम घेणें.	मार्च १९६१ चा दुसरा आठवडा.

राज्य सरकारचा हुकूम

२२. १८ जून १९६० च्या ठरावान्वयें महाराष्ट्र सरकारनें खालीलप्रमाणें हुकूम काढले आहेत :—

(१) जिल्ह्यांतून आणि म्युनिसिपल विभागांतून १९६१ च्या जनगणनेसाठीं प्राथमिक तयारी केली जात आहे. जनगणनेचें काम खालीलप्रमाणें केलें जाईल :—

(१) घरांना नंबर देऊन त्यांची यादी करणें.	१६ सप्टेंबर ते १५ ऑक्टोबर १९६०.
(२) गणना ..	१० फेब्रुवारी ते ५ मार्च १९६१.

पूर्वीप्रमाणेंच जनगणनेचें काम भारत सरकार, राज्य सरकार आणि स्थानिक संस्थांच्या सर्व खात्यांतील जास्तींत जास्त लोकांना नेमून करण्यांत येईल.

(२) जनगणना एक देशव्यापी कार्य असल्यामुळें त्या कार्यासाठीं देशांतील कारभाराच्या सर्व खात्यांतून लोक निवडावे लागतील. म्हणून राज्य सरकार हुकम देत आहे कीं खातेप्रमुख आणि निरनिराळ्या कार्यालयाच्या मुख्य अधिकाऱ्यांनीं, कलेक्टर, मामलेदार व नगरपालिकांच्या अधिकाऱ्यांना लागतील तेवढे इसम आपापल्या कार्यालयांतून सेक्शन ऑफिसर, निरीक्षक आणि गणनाकार म्हणून नेमण्यासाठीं द्यावेत.

(३) स्थानिक अधिकारी स्वतःच निरनिराळ्या खात्यांकडून कमींत कमी लोक मागतील. खातेप्रमुख आणि कार्यालयाच्या मुख्य अधिकाऱ्यांनीं म्हणूनच जनगणनेच्या कार्यांतून वगळले जावें म्हणून केलेल्या कोणत्याही मागणीस पाठिंबा देवूं नये. तसेंच जनगणनेच्या कार्यासाठीं निवडलेल्या कुणाहि इसमास आरोग्यविषयक कारणाखेरीज कोणत्याही प्रकारची रजा मंजूर करूं नये.

(४) स्थानिक अधिकाऱ्यांनी दिलेले जनगणनेचें कोणतेंही कार्य सरकारच्या सर्व कर्मचारी लोकांनीं तत्परतेनें स्वीकारलें आणि केलें पाहिजे. सर्व सरकारी नोकरांना मुद्दाम सूचना दिली जातें कीं जनगणनेच्या कामासंबंधीं स्थानिक गणनाधिकाऱ्यांना तक्रार करण्यासारखें कोणतेंहि कारण असूं नये. जनगणनेचें कार्य सर्वांनीं आपल्या नित्याच्या कामासारखेंच तत्परतेनें आणि मन लावून करावें. जनगणनेचें काम कशा रीतीनें केलें ती गोष्ट त्यांच्या कामाचे आणि वर्तणुकीचे वार्षिक मोजमाप करते वेळीं विचारांत घेण्यांत येईल.

(५) निरनिराळ्या खात्यांतून फार मोठ्या संख्येनें लोकांना नेमावें लागूं नये म्हणून आणि नेमलेल्या सर्व लोकांना तें काम सोयीनें करतां यावें म्हणून जनगणनेचें काम कांहीं आठवडे चालत असतें. सेक्शन ऑफिसर, निरीक्षक आणि गणनाकार यांना पहिल्या परिच्छेदांत दाखविलेल्या काळांत रोजच पूर्ण दिवसाचें काम असेल असें नाहीं. म्हणून त्यांना आपल्या नित्याच्या कामापैकीं निकडीचीं कामें करणें शक्य होईल. खातेप्रमुखांना आणि कार्यालयाच्या मुख्य अधिकाऱ्यांना विनंती आहे कीं त्यांनीं कार्यालयांतील हजेरीसंबंधीं आणि नित्याचें काम करण्यामध्यें सवलती द्याव्या. अशा सवलती वर दाखविलेल्या काळांतच नव्हे तर जनगणनेची प्राथमिक तयारी करण्यासाठीं किंवा प्रशिक्षण घेण्यासाठीं त्या लोकांना बोलाविलें जाईल त्या त्या काळींही दिल्या पाहिजेत.

(६) पूर्वीप्रमाणेंच जनगणतेचें काम सर्व सरकारी नोकर निर्वेतन आणि आपल्या नित्याच्या कामाचा एक भाग म्हणूनच करतील. भारत सरकारकडून (या कामासाठीं) पदरून होणाऱ्या किरकोळ खर्चाप्रीत्यर्थ मानधन देण्याचे हुकूम येतील. त्यासंबंधीं निराळे हुकूम काढण्यांत येतील.

(७) विभागीय कमिशनरांनी आणि संचालक, शिक्षण खातें, यांनी आपापल्या अधिकारक्षेत्रांतील सर्व स्थानिक संस्थांना (Local Authorities) हे हुकूम कळवावे अशी त्यांना विनंती आहे.

मानधन

२३. १९५१ सालीं आणि तत्पूर्वी जनगणनेचें कार्य निर्वेतन करण्यांत आलें होतें. १९६१ चें कामही त्याच धोरणांनीं केलें जाईल. वरील हुकुमाप्रमाणें सरकार आणि स्थानिक संस्थांचे सर्व कर्मचारी गणनेचें काम आपल्या नित्याच्या कामाचा एक भाग म्हणून करतील. सरकारनी सर्व गणनाकारांना व निरीक्षकांना खालीलप्रमाणें मानधन देण्याचें हुकूम काढले आहेत, कारण कागद-पेन्सिलीसारख्या स्टेशनरीवर आणि येण्याजाण्यावर होणारा किरकोळ खर्च गणनेचें काम करणाऱ्यास पदरून क़रावा लागू नये :—

गणनाकारांसाठीं ..	(अ) शहरांतून ..	गणना केलेल्या दर ४० इसमांस एक रुपया याप्रमाणें.
	(ब) ग्रामीण भागांतून.	गणना केलेल्या दर ५० इसमांस एक रुपया याप्रमाणें.
निरीक्षकांसाठीं ..	(अ) शहरांतून ..	गणना केलेल्या दर २०० इसमांस एक रुपया याप्रमाणें.
	(ब) ग्रामीण भागांतून.	गणना केलेल्या दर २५० इसमांस एक रुपया याप्रमाणें.

२४. आपणास मिळावयाच्या एकूण मानधनापैकीं पांच रुपये अॅडव्हान्स देण्यांत येईल. हा अॅडव्हान्स जनगणनेच्या कागदपत्रांचा दुसरा सेट घेण्यासाठीं आपण चार्ज ऑफिसला जाल तेव्हां देण्यांत येईल. बाकीच्या मानधनाचा हिशेब आपण केलेल्या एकूण कामावरून केला जाईल आणि ती रक्कम १९६१ मार्चच्या दुसऱ्या आठवड्यांत आपणास देण्यांत येईल.

कागदपत्रांचा दुसरा सेट

२५. प्रशिक्षणाच्या तिन्ही राऊंडमधून आपण प्रशिक्षण घेतलें म्हणजे चार्ज ऑफिसर गणनेचे फॉर्म्स आणि इतर साहित्याचा

दुसरा सेट आपणास देतील. हा सेट आणि मानधनांपैकीं अँडव्हान्स रक्कम घेण्यासाठीं फेब्रुवारी १९६१ च्या पहिल्या आठवड्यांत आपणास चार्ज ऑफिसमध्यें जावें लागेल.

२६. आपणास दिलेल्या दुसऱ्या सेटमध्यें खालीलप्रमाणें कागद असतील :—

(अ) गणनाकारांसाठीं सेट—

(१) अधिकारपत्र—एक प्रत ;

(२) ५० आणि २५ कुटुंबपत्रकें असलेले पुरेसे पॅड्स ;

(३) १०० आणि २५ स्लिपा असलेले पुरेसे पॅड्स ;

(४) गणना विभाग (ब्लॉक) रिपोर्ट—दोन प्रति ;

(५) आपल्या विभागासाठीं तयार केलेली घरांची संक्षिप्त यादी ; आणि

(६) उत्तरांची संक्षिप्त रूपें छापलेली एक प्रत.

(ब) निरीक्षकांसाठीं सेट—

(१) अधिकारपत्र—एक प्रत ;

(२) कुटुंबपत्रकें आणि स्लिपांचे पॅड्स—प्रत्येक प्रकार आणि आकार याचे एकेक याप्रमाणें ;

(३) गणना विभाग (ब्लॉक) रिपोर्ट—दोन प्रति ; आणि

(४) उत्तरांचीं संक्षिप्त रूपें छापलेली एक प्रत.

२७. आपण सेटची नीट तपासणी करून घ्यावी. आपल्या गणना विभागाच्या किंवा सर्कलच्या विस्तार मर्यादांसंबंधीं, स्थलांकाविषयीं किंवा इतर कोणत्याही बाबींसंबंधीं आपणास शंका असतील तर या भेटींत आपण चार्ज ऑफिसरकडून त्या गोष्टींचा खुलासा करून घ्यावा.

गणना विभागांतून प्राथमिक फेरी

२८. कागदपत्रांचा दुसरा सेट मिळाल्यानंतर लवकरच आपण घरांची संक्षिप्त यादी घेवून आपल्या विभागांतून एक फेरी घालावी व विभागांत असलेलीं घरें व विभागाच्या सीमा पाहून घ्याव्या. विभागाच्या कांहीं नसर्गिक मर्यादा असतील (नदी, नाला, रस्ता, वगैरे). या प्राथमिक फेरींत त्या आपण पाहून घ्याव्या आणि विभागाच्या १०० टक्के गणनेची खात्री करून घ्यावी.

२९. जनगणनेचें काम म्हणजे आपणास आपल्या विभागांत रहात असलेल्या सर्व इसमांसंबंधीं वय, वैवाहिक दर्जा, जन्मस्थान, धर्म, मातृभाषा, साक्षरता व आर्थिक कामाचा प्रकार वगैरे बाबतींत कलमवार माहिती नोंदवावयाची आहे. तसेंच विभागांत रहात असलेल्या सर्व कुटुंबांसंबंधीं, ते करीत असलेल्या शेतीसंबंधीं किंवा त्यांच्या घरगुती उद्योगासंबंधीं कलमवार माहिती नोंदवावयाची आहे. त्यासाठीं विभागांतील प्रत्येक कुटुंबास आपणास भेटावें लागेल आणि कुटुंबप्रमुख किंवा कुटुंबांतील इतर इसमास प्रश्न विचारून ती सर्व माहिती भरावी लागेल. इसमवार माहिती स्लिपांमध्यें भरावयाची आहे. तसें करतांना प्रत्येक इसमास एक निराळी स्लिप भरली जाईल. कुटुंबविषयक माहिती कुटुंबपत्रकांतून भरली जाईल आणि प्रत्येक कुटुंबासाठीं एक निराळें कुटुंबपत्रक भरलें जाईल.

संदर्भ दिन—१ मार्च १९६१

३०. एकूण लोकसंख्येंत किंवा लोकांचें वय, शिक्षण, आर्थिक कार्य वगैरे बाबतींत रोज रोज बदल होत असतो. जनगणनेंतून जी माहिती मिळवावयाची ती १ मार्च १९६१ रोजीं सूर्योदयाचे वेळीं असेल तशी मिळवावयाची आहे, कारण तो दिवस आणि ती वेळ भारत सरकारनें संदर्भ दिन आणि संदर्भ वेळ म्हणून ठरविली आहे.

३१. मागील कांहीं जनगणनांचें काम सबंध देशभर एकाच रात्रींतून करण्यांत येत असे. त्यासाठीं काम करावयास फार मोठ्या संख्येंत लोकांची गरज पडे, आणि तेवढ्या लोकांना प्रशिक्षण देण्याचें आणि त्यांच्यावर देखरेख ठेवण्याचें काम फार बिकट होत असें. एकाच रात्रीं काम करावयाची पद्धति त्यामुळेंच सोडून देण्यांत आली आहे आणि गणनेचें काम आतां तीन आठवडे चालत असतें.

भेटीच्या दोन राऊंड्स (फेऱ्या)

३२. १० फेब्रुवारीस आपण कुटुंबांना भेटून माहिती भरावयाचें काम सुरूं करून विभागांतील सर्व कुटुंबांचें काम २७ फेब्रुवारीस पूर्ण करावयाचें आहे. एखाद्या कुटुंबाच्या मुलाखतीचें-वेळीं जशी असेल तशीच माहिती आपण लिहून घ्यावयाची आहे. १ ते ५ मार्च १९६१ पर्यंत आपण त्यापैकीं प्रत्येक कुटुंबास पुन्हा भेट देवून जन्म, मृत्यु किंवा पाहुण्याच्यामुळें आपल्या भेटीनंतर व १ मार्च १९६१ च्या सूर्योदयापर्यंत झालेले बदल नोंदवून पहिल्या भेटींत लिहिलेली माहिती दुरुस्त करावयाची आहे. अशा रीतीनें आपण दुसऱ्या फेरींत पहिल्यांदा मिळविलेली माहिती दुरुस्त करीत करीत ती १ मार्चच्या सूर्योदयाच्या वेळेस जशी असेल तशी हुबेहूब सुधारून घ्यावयाची आहे.

१०० टक्के गणना

३३. जनगणनेचें मूल्य तिच्या १०० टक्के अचूकपणामुळेंच असतें. तिची व्याप्ति १०० टक्के असावी हें तिचें पहिलें उद्दिष्ट असतें. गणनेंतून एकही व्यक्ति सुटूं नये किंवा एकही व्यक्ति दुसऱ्यांदा मोजली जावूं नये. गणनेचें दुसरें उद्दिष्ट असें असतें कीं, मिळविलेली माहिती संपूर्ण असावी. विभागांतील सर्व इसमांना आणि कुटुंबांना एकण एक प्रश्न विचारलेच पाहिजेत आणि त्यांचीं उत्तरें प्रत्येक बाबीसमोर लिहिलींच पाहिजेत. दुसऱ्या शब्दांत सांगावयाचें म्हणजे भरलेल्या प्रत्येक कुटुंबपत्रकांत किंवा स्लिपमध्यें एकही कलम रिकामें राहातां कामा नये. तिसरें उद्दिष्ट असें असतें कीं मिळालेलीं उत्तरें बिनचूक लिहून घेतलीं पाहिजेत. तीं व्यवस्थितपणें, योग्य त्या ठिकाणीं आणि ठराविक अशा संक्षिप्त रूपांतूनच लिहिलेलीं असावींत. एखादें उत्तर लिहून घेतांना चूक झाली म्हणजे तें उत्तर दुसऱ्याच एकाद्या प्रश्नासमोर लिहिलें गेलें किंवा ठरलेल्या संक्षिप्त रूपांत न लिहितां दुसऱ्याच रूपांत लिहिलें गेलें तर त्या उत्तराचा अर्थ पुढें कोणासही कळणार नाहीं आणि तेवढ्यापुरती गणनेची ती माहिती न मिळाल्यासारखीच होईल.

कागदपत्रांचा काळजीपूर्वक वापर

३४. आपल्या विभागाची गरज लक्षांत घेवून चार्ज ऑफिसरनीं आपणास पुरेसे कागदपत्र दिलेले असतील. या सर्व कागदपत्रांचा उपयोग काळजीपूर्वक केला पाहिज. आपण भरून तयार केलेलीं कुटुंबपत्रकें आणि स्लिपातर फार मूल्यवान वस्तु आहेत, कारण निष्काळजीपणानें त्यापैकीं एखादें पॅड हरवलें किंवा फाटलें गेलें तर आपणास तेवढें काम फिरून करावें लागेल.

३५. कुटुंबपत्रकांच्या व स्लिपांच्या पॅड्सना आपण नंबर द्यावे. एखादें पॅड पूर्ण भरून झाल्याशिवाय दुसरें पॅड घेवूं नये व एक पॅड भरून झाल्यावर त्याच्या पुढच्या नंबराचें पॅड भरण्याकरितां घ्यावें. स्लिप भरतांना प्रथम १०० स्लिपा असलेलीं पॅड्स उपयोगांत आणावीं.

३६. कोणत्याहि कारणासाठीं कोणत्याहि पॅडमधन एकही कुटुंबपत्रक किंवा स्लिप फाडली जावूं नये. एखाद्या पत्रकांत किंवा स्लिपमध्यें चक झाली किंवा एकादें पत्रक किंवा स्लिप लिहितांना बिघडली तरी पॅडमधन न फाडतां त्या पत्रकावर किंवा स्लिपवर दोन तिरप्या रेघा मारून 'चूक' असें लिहावें व पुढील पत्रक किंवा स्लिप कामास घ्यावी.

३७. काम संपल्यावर आपण वापरलेलीं, अंशत: वापरलेलीं व मुळींच न वापरलेलीं सर्व पॅड्स चार्ज ऑफिसरकडे परत करून त्यांचाच (पॅड्सचाच) नव्हे तर आंतील पत्रकांचा व स्लिपांचासुद्धां हिशेब द्यावयाचा आहे. प्रत्येक पॅडमधील पृष्ठावर क्रमांक लिहिले असल्यामुळें असा हिशेब ठेवणें व तसेंच पॅडचे गोषवारे व विभागाचे रिपोर्ट लिहिणें आपणास सोपें होईल.

कुटुंबांना भेटी

३८. जनगणनेची पूर्व तयारी म्हणून आपल्या विभागांतील सर्व घरांना नंबर देवन त्यांची यादी तयार केली असल्याचें आपणास माहीत आहेच. विभागांतील घरांची एक संक्षिप्त यादी आपणास दुसऱ्या सेटमध्यें दिलेलीपण असेल. कुटुंबांना भेटी देतांना आपण घरांच्या नंबरांचा तोच क्रम पाळला तर काम करणें सोईस्कर होईल. १० तारखेस आपण पहिल्या क्रमांकाच्या कुटुंबास प्रथम भेटावें, नंतर दुसऱ्या, तिसऱ्या आणि त्याचप्रमाणें पुढें शेवटापर्यंत. एकाद्या कुटुंबास भेट देवन तेथील सर्व इसमांसंबंधीं सर्व प्रश्न विचारून माहिती लिहून झाली आणि तसेंच कुटुंबप्रत्रक भरून झालें कीं संक्षिप्त यादींत त्या घरासमोर (√) अशी खण करावी.

३९. एका कुटुंबांतील सर्व इसमांच्या माहितीसाठीं तेवढ्या स्लिपा आणि कुटुंबासाठीं एक पत्रक भरून झाल्याशिवाय आपण दुसऱ्या कुटुंबाचें काम सुरू करूं नये. प्रत्येक कुटुंबांतून अगदीं लहान मुलें, पाहुणे आणि घरगडी यांची जरूर चौकशी करावी, कारण यांपैकीं कांहींजण गणनेंतून सुटन राहण्याचा फार संभव असतो.

एकूण एक घरांना भेट

४०. घरांच्या याद्या कांहीं महिन्यापूर्वीं तयार केल्या आहेत. मधल्या काळांत त्यांत बदल झाला असणें शक्य आहे. नवीन घरें बांधलीं गेलीं असतील, कुटुंबांतून जन्ममृत्युमुळें फेरफार झालें असतील, रहात्या जागेंतून कुटुंबांची अदलाबदल झाली असेल किंवा पूर्वीं जीं घरें रिकामीं होतीं अथवा बिगररहिवासाचीं होतीं त्यांतून आतां लोक रहात असतील. कदाचित् एखादें घर आपणास असेंहि दिसून येईल कीं जें प्रथमावस्थेंत नंबर देतांना चुकून राहून गेलेलें असेल. या कारणांनीं घरांची जी संक्षिप्त यादी आपणास दिली आहे तिचा उपयोग केवळ मार्गदर्शनासाठीं आहे असें समजावें. ती यादी संपूर्ण आहे असें आपण समजूं नये. त्याऐवजीं आपण स्वत: शोधक दृष्टीनें नवीन किंवा नंबर न दिलेलीं घरें बघत असावें. गांवापासून दूर असलेले शेतावरील गोठे वगैरे आपल्या कार्यांतून सुटन राहूं नयेत याची दक्षता घ्यावी. बिगररहिवासाच्या सर्व घरांतून तेथें कुणी रहात आहे कीं काय याची चौकशी आपण करीत असावें. आपल्या विभागांतील घरांचा १०० टक्के शोध ठेवणें हें अचूक जनगणनेचें पहिलें कार्य आहे. अशा प्रत्येक घरांतून सर्व इसमांची १०० टक्के गणना करणें हा त्याच कार्याचा दुसरा महत्त्वाचा भाग आहे.

४१. वरील कारणास्तव आपण फार दक्षतेनें काम केलें पाहिजे आणि संक्षिप्त यादींत लिहिलेलें असो अगर नसो, प्रत्येक कुटुंबास आपण भेट दिली पाहिजे व त्यांतील सर्व इसमांची नोंद केली पाहिजे.

नवीन किंवा नंबर न दिलेलीं घरें

४२. संक्षिप्त यादींच्या क्रमानें जात जात आपण नवीन किंवा नंबर न दिलेलीं घरें शोधीत असावें. एकादें असें घर आढळल्यास संक्षिप्त यादींच्या शेवटीं त्याची नोंद करावी आणि त्यास त्या घराच्या अगोदरच्याच घराचा नंबर द्यावा. मात्र 'अ' हें अक्षर त्या नंबराच्या अगोदर लिहावें. उदा०. क्रमांक ३३(२) या घरापुढें एखादें नवीन अगर नंबर नसलेलें घर आढळल्यास तें यादीच्या शेवटीं लिहावें आणि त्यास 'अ-३३(२)' असा नंबर द्यावा.

४३. आपण आपणास दिलेल्या विभागाची म्हणजे त्यांतील सबंध क्षेत्रांची जनगणना करीत आहां म्हणून आपणास दिलेल्या घरांच्या संक्षिप्त यादीबाहेर जाऊनहि काम करावें लागेल. तसेंच गांवाची वस्ती असलेल्या गांवठाण्याच्या क्षेत्राबाहेर म्हणजे शेतांतून असलेल्या घरांची, झोपड्यांची किंवा गोठ्यांची दक्षतेनें तपासणी करावी लागेल आणि त्यांतून रहात असलेल्या लोकांची गणना करावी लागेल. आपल्या विभागाच्या विस्तारासंबंधीं आपणास शंका असेल तर तिचें निरसन निरीक्षक किंवा चार्ज ऑफिसरकडून ताबडतोब करून घ्यावें.

कुटुंबाची मुलाखत

४४. एखाद्या घरीं गेल्यावर आपण कुटुंबप्रमुख किंवा कुटुंबांतील इतर कोणा प्रौढ इसमाकडन कुटुंबांतील सर्व लोकांची आणि खुद्द कुटुंबासंबंधीं माहिती विचारावी. घरांत प्रवेश करतांना स्थानिक रिवाजाप्रमाणें कुटुंबप्रमुखाशीं अभिवादन करावें आणि आपण कोण आणि आपलें काय काम आहे हें समजावून सांगावें. आपणांस दिलेलें अधिकारपत्र नेहमीं बरोबर असूं द्यावें म्हणजे कोणी विचारल्यास आपणांस तें दाखवितां येईल. आपण कुटुंबांतील सर्व इसमांसंबंधीं कांहीं प्रश्न विचारून कुटुंबप्रमुखाचा थोडासा वेळ घेणार आहांत हें त्यांना स्पष्ट सांगावें, म्हणजे एक प्रकारचें अनुकूल वातावरण निर्माण केल्यासारखें होईल. त्यानंतर विचारावयाचे प्रश्न कुशलतेनें विचारून ही मुलाखत शक्यतों लवकर संपवावी. कारण अशा रीतीनें थोड्या मुदतींत आपणास अनेक कुटुंबांना भेटावयाचें आहे. कोणत्याहि मुद्यावर वाद घालूं नये. राजकीय प्रश्नावर किंवा कोणाहि इसमाचा धर्म अथवा भाषा यासंबंधीं मुळींच वाद करूं नये.

४५. प्रश्न विचारून माहिती भरून झाल्यावर ज्या इसमानें माहिती दिली असेल त्याचे आभार जरूर मानावे. अशा रीतीनें स्नेहपूर्ण वातावरणांत काम करीत गेल्यास आपला वेळ वांचेल एवढेंच नव्हें तर प्रश्नांचीं उत्तरें बिनचक मिळत राहातील आणि आपण मिळविलेल्या माहितीचा दर्जा वाढेल.

उत्तरांची गुप्तता

४६. आपण मिळवितां ती माहिती गुप्त ठेवायची आहे हें आपण विसरूं नये. तशी गुप्तता राखण्याचें बंधन भारतीय कायद्यानेंच आपणावर घातलें आहे. अशी माहिती इतरांना

सांगितली तर भारतीय कायद्यान्वयें गुन्हा घडून त्यास शिक्षा सांगितलेली आहे. याच कारणामुळें आपण कुटुंबांची मुलाखत घ्याल त्यावेळीं आपणाबरोबर कोणीहि इतर इसम असूं नये याची आपण काळजी घ्यावी.

कामाचे तेवढेच प्रश्न

४७. स्लिप आणि कुटुंबपत्रकांत छापलेले तेवढेच प्रश्न विचारण्याची आपणास परवानगी आहे. त्याव्यतिरिक्त कोणताहि अधिक प्रश्न आपण विचारूं नये.

उत्तरें देण्यास नकार

४८. एखादा इसम उत्तरें देण्यास नकार देत असेल तर युक्तीनें आपण करीत असलेल्या कार्याची माहिती त्यांना द्यावी आणि सौजन्यानें त्या इसमावर बंधनकारक असलेल्या भारतीय कायद्याचा उल्लेख करावा. शेंकडा ९९ प्रकरणांत असें केल्यानें आपल्या अडचणी दूर होतील. तेवढ्यानें काम झालें नाहीं आणि एखादा इसम उत्तरें न सांगण्याची जिद्द चालूच ठेवीत असेल तर आपण निरीक्षकांकडून किंवा चार्ज ऑफिसरकडून त्याबाबत हुकूम घ्यावे. कसेंहि झालें तरी प्रत्येकांशीं संयमानें वागणें जरूर आहे. कोणत्याहि परिस्थितींत आपण स्वतः रागावूं नये.

दुबार भेटी

४९. कांहीं घरांतून कुटुंबप्रमुख किंवा कुटुंबाची माहिती सांगेल असा कोणीही इसम भेटणार नाहीं ; कांहीं घरें रिकामींच आढळतील आणि कांहीं घरें बंद असतील. अशा सर्व घरांसाठीं आपण पुन्हा पुन्हा प्रयत्न करीत असावें. त्या त्या कुटुंबांना सोईस्कर अशा वेळीं आपण त्यांच्याकडे जात असावें. पहिल्या भेटींत एखाद्या घरीं पूर्ण माहिती न मिळाल्यास ती माहिती पूर्ण करून घेण्यासाठींसुद्धां आपणास तशा घरीं दुसऱ्यांदा जावें लागेल.

कामाचा क्रम

५०. एखाद्या कुटुंबाकडे गेल्यावर त्या कुटुंबांतील प्रत्येक इसमासाठीं स्लिपा भरावयाचें काम प्रथम करावें. कुटुंबांतील सर्व इसमांसाठीं स्लिपा भरून झाल्यावर कुटुंबासंबंधीं माहिती कुटुंबपत्रकांत भरावी. स्लिपा भरतांना कुटुंबप्रमुखाची स्लिप प्रथम भरावी. नंतर त्यांच्या पत्नी आणि मुलें यांच्या स्लिपा त्यांच्या वयानुक्रमें भराव्यात. त्यानंतर कुटुंबांतील इतर नात्यांच्या इसमांसाठीं स्लिपा भराव्यात आणि अखेरीस बिगर नात्याचे इसम, घरगडी वगैरेंसाठीं स्लिपा भराव्यात. स्लिपा भरावयाचा क्रम अशा रीतीनें नात्याच्या निकटपणाप्रमाणें आणि इसमांच्या वयाप्रमाणें असावा. कुटुंबांतील अगदीं लहान मुलें, पाहुणे आणि घरगडी वगैरेंच्यासाठीं विशेष चौकशी करावी. कारण त्यांपैकीं कांहीं लोक गणनेंतून सुटून जाण्याचा संभव फार असतो.

५१. काम करीत असतांना विचारावयाचे प्रश्न ते स्लिपांवर किंवा कुटुंबपत्रकांत छापले आहेत त्याच क्रमानें विचारावे.

फॉर्म आणि प्रश्न

५२. स्लिप आणि कुटुंबपत्रकांचे नमुने परिशिष्ट १ आणि २ (या अहवालाचीं परिशिष्टें ८ व ९), पृष्ठें ६५ ते ६७ वर आहेत.

विचारावयाचे प्रश्न स्लिपांवर व कुटुंबपत्रकावर संक्षिप्त रूपांत छापले आहेत. प्रत्येक प्रश्न प्रत्यक्ष ज्या रीतीनें विचारावयाचा तें परिशिष्ट ३, पृष्ठ १२२ वर दाखविलें आहे. प्रश्नांचीं सबंध रूपें आपण नीट लक्षांत घ्यावींत. नाहींतर प्रश्नाची व्याप्ति आणि उद्दिष्ट अर्थ आपणास समजणार नाहींत.

रोजचें काम

५३. १० फेब्रुवारीपासून २७ फेब्रुवारीपर्यंत आपणास सुमारें १५० कुटुंबांचें काम करावयाचें आहे. कुटुंबपत्रकाचा दुसरा भाग लिहिणें आणि प्रत्येक पॅडचा गोषवारा लिहिणें हीं कामेंहि करावयाचीं आहेत. २८ फेब्रुवारीला बेघर लोकांची गणना आपणास करावी लागेल. त्याशिवाय अकल्पित अडचणींसाठीं एक दोन दिवस राखून ठेवावे. अशा रीतीनें एकूण १५० कुटुंबांचें काम आपणास सुट्या सामील करून १६ दिवसांत पुरें करावयाचें आहे. म्हणून दररोज १० कुटुंबांचें आणि ४०/५० इसमांचें काम करून संबंधित कुटुंबपत्रकाचे दुसरे भाग आणि पॅडचे गोषवारे लिहून झाले पाहिजेत. हीं सर्व कामें मिळून रोज आपणास ४/५ तास लागतील. सुरुवातीपासून कामाचा अेवढा वेग ठेवणें जरूर आहे. त्यामुळें सर्वच काम आपणास लक्षपूर्वक करतां येईल, आणि कामाच्या शेवटीं निष्कारण घाई होऊन कामाचा दर्जा खालावणार नाहीं.

उत्तरें बिनचूक लिहिणें

५४. प्रत्येक प्रश्नासमोर मिळालेली माहिती बिनचूक लिहावी. माहिती सांगणारा इसम सांगेल तशी माहिती लिहिणें जरूर आहे. त्याहून निराळीं किंवा चूक उत्तरें लिहून घेणें हा भारतीय कायद्यान्वयें गुन्हा होतो.

५५. स्लिपांवर आणि कुटुंबपत्रकांत सर्व उत्तरें शाईनीं लिहावीं. उत्तरें लिहावयाचीं तीं त्यासाठीं राखून ठेवलेल्या ओळींवर किंवा आकृत्यांमध्येंच लिहावींत. उत्तरें लिहितांना उत्तरांचीं ठरविलेलीं संक्षिप्त रूपें बिनचूक लिहावीं. उत्तरांचीं हीं संक्षिप्त रूपें परिशिष्ट ४, पृष्ठ १२४ वर दाखविलेलीं आहेत. हीं रूपें असलेलें एक छापील कार्ड किंवा पत्रक आपणास गणनेच्या कागदपत्रांच्या दुसऱ्या सेटमध्यें दिलें जाईल.

५६. एकाद्या प्रश्नास मिळालेलें उत्तर चूक ठिकाणीं किंवा चुकीच्या संक्षिप्त रूपांत लिहिलें गेल्यास तेवढ्या प्रमाणांत आपण मिळवलेली माहिती निरुपयोगी होईल. कुटुंबांतील सर्व इसमांसाठीं सर्व प्रश्न विचारणें जेवढे जरूर आहे तेवढेच मिळालेलीं उत्तरें योग्य त्या ठिकाणीं आणि योग्य त्या संक्षिप्त रूपांत लिहिणें जरूर आहे.

स्लिपा आणि कुटुंबपत्रकें भरावयाच्या सूचना

५७. स्लिपा आणि कुटुंबपत्रकें भरावयाच्या सूचना पुढें परिच्छेद ९४ ते २०२ मध्यें दिल्या आहेत. प्रशिक्षणासाठीं जाण्याअगोदर आपण त्यांचा काळजीपूर्वक अभ्यास करणें जरूर आहे.

पॅडचा गोषवारा

५८. प्रत्येक पॅडच्या कव्हरवर गोषवारा लिहावयाचा आहे. त्या त्या पॅडमध्यें पुरुषांच्या आणि स्त्रियांच्या स्लिपा वेगवेगळ्या मोजाव्या लागतील. तसेंच त्यापैकीं साक्षर आणि सुशिक्षित पुरुष आणि स्त्रिया किती हें मोजावें लागेल. त्यासाठीं प्रश्न ६ च्या उत्तरांत '०' खेरीज इतर उत्तरें ('सा' किंवा परीक्षेचें नांव) असतील तेवढ्या स्लिपा पुरुषांसाठीं आणि स्त्रियांसाठीं वेगवेगळ्या मोजाव्या लागतील.

बेघर लोकसंख्या

५९. २८ फेब्रुवारीच्या रात्रीं बेघर असलेल्या लोकांची गणना आपण केली पाहिजे. हे लोक साधारणतः टोळ्यांतून राहातात आणि त्यांची राहाण्याची निश्चित घरें अथवा ठिकाणें

नसतात. ते बहुधा हिंडत असतात. सबंध देशभर एकाच रात्रीं (२८ फेब्रुवारीच्या रात्रीं) अशा लोकांची गणना केल्यामुळें त्यापैकीं कांहींची दुसऱ्यांदा गणना होण्याची शक्यता रहात नाहीं.

६०. घरांतून राहणाऱ्या कुटुंबांसाठीं भरल्याप्रमाणेंच अशा बेघर कुटुंबांसाठींपण स्लिपा आणि कुटुंबपत्रकें भरावींत. साधारणतः अशा लोकांची संख्या प्रत्येक गणना विभागांतून फार थोडी असेल म्हणून आपणास त्यांची गणना करणें सहज शक्य होईल. गांवांतील पाटील किंवा पोलीस अधिकारी रात्रीं गांवांतून फिरण्यासाठीं आणि अशा बेघर लोकांची गणना करण्यासाठीं आपणास जरूर ते सहाय्य करतील.

६१. एखाद्या गणना विभागांत भटक्या लोकांचा, भिकाऱ्यांचा किंवा बेघर लोकांचा कॅम्प पडला असेल तर चार्ज ऑफिसर आणि निरीक्षक त्या गणनाकाराच्या मदतीसाठीं खास व्यवस्था करतील. अशा ठिकाणीं बेघर लोकांच्या गणनेचें काम जरूर पडल्यास १ मार्च १९६१ च्या रात्रीपण चालूं ठेवावें.

६२. गणना विभागाच्या प्राथमिक फेरीमध्यें किंवा गणनेचें काम करीत असतांना आपल्या विभागांत भटके, भिकारी आणि बेघर लोकांच्या राहण्याची सामान्यतः कोणतीं ठिकाणें आहेत हें आपण बघत असावें.

६३. मोठ्या शहरांतून बेघर लोकांची गणना करण्यासाठीं चार्ज ऑफिसर खास सूचना देतील. अशा कामासाठीं जरूर असलेली पोलिसांची मदतहि ते मिळवतील.

६४. बेघर लोकांची गणना करतांना ते खरोखरच बेघर आहेत कीं नाहींत ते काळजीपूर्वक बघावें लागेल. कारण घरांतून रहात असलेले कांहीं इसमहि रस्त्यावर, फूटपाथवर व इतर सार्वजनिक ठिकाणीं झोंपलेले असतात. तसेंच तात्पुरत्या प्रवाशी लोकांची अशा बेघर भटक्या लोकांबरोबर गणना होऊं नये. कारण त्या लोकांची गणना त्यांच्या घरीं अगोदरच झाली असेल.

मुलाखतींचा दुसरा राऊंड

६५. घरांतून राहणाऱ्या आणि बेघर अशा सर्व लोकांची गणना आपण २८ फेब्रुवारीस संपविली म्हणजे १ मार्च ते ५ मार्चपर्यंत आपण सर्व कुटुंबांना दुसऱ्यांदा भेटून पूर्वी लिहिलेली माहिती १ मार्च १९६१ सूर्योदयापर्यंत बदलली असेल तशी दुरुस्त करावयाची आहे. कुटुंबांत नवीन जन्म झाला असल्यास त्याची विचारपूस करावी. नंतर पाहुण्यासंबंधीं आणि शेवटीं झाला असल्यास एकाद्या इसमाच्या मृत्युविषयीं चौकशी करावी. असे प्रश्न आपणास फार जपून आणि कौशल्यानें विचारावे लागतील. लोकांच्या भावना त्यामुळें दुखावल्या जावूं नयेत.

६६. आपल्या पहिल्या भेटीनंतर आणि १ मार्च १९६१ च्या सूर्योदयाअगोदर जन्मलेल्या प्रत्येक मुलासाठीं एकेक नवीन स्लिप आपण करावी. मुलांचीं नांवें ठेवलीं नसतील तर 'बेबी', 'अमक्याचा मुलगा' किंवा 'अमक्याची मुलगी' म्हणून लिहावें.

६७. पूर्वी स्लिपा भरलेल्यापैकीं एखादा इसम १ मार्चच्या सूर्योदयापूर्वी मयत झाला असल्यास त्याच्यासंबंधींची स्लिप रद्द करावी. त्यासाठीं दोन तिरप्या रेघा मारून मध्यें 'मयत' असें लिहावें.

६८. आपल्या दुसऱ्या भेटींत एखादा असा पाहुणा आढळला कीं त्याची गणना तो आपल्या घरून १० फेब्रुवारीच्या अगोदर निघाल्यामुळें त्याच्या घरीं झालेली नाहीं तर त्याच्यासाठीं एक नवी स्लिप भरावी.

६९. नवीन स्लिपा भरावयाच्या किंवा जुन्या रद्द करावयाच्या त्या फक्त १ मार्चच्या सूर्योदयापूर्वी झालेल्या बदलाबाबतच भरावयाच्या हें लक्षांत ठेवावें. त्या वेळेनंतर (पण आपल्या दुसऱ्या भेटीअगोदर) झालेल्या बदलांची (जन्ममृत्यु इत्यादींची) दखल घेवूं नये.

७०. कुटुंबांतील कुणातरी इसमासमोर कुटुंबपत्रकाच्या भाग २ मधून नोंदलेल्या इसमांचीं नांवें आपण वाचून दाखवावीं. कुणाचें नांव लिहावयाचें राहून गेलें आहे काय, कुणी पाहुणे किंवा घरगडी आहेत काय असें विचारून कुणी सुटले नसल्याची पक्की खात्री करून घ्यावी. दुसऱ्या भेटींत मिळालेल्या माहितीवरून नवीन स्लिपा भराव्या किंवा जुन्या रद्द केल्यावर त्याप्रमाणें कुटुंबपत्रकाचे भाग २ दुरुस्त करावे व पॅडचे गोषवारेसुद्धां दुरुस्त करावे.

गणना विभागाचा (ब्लॉकचा) रिपोर्ट

७१. भेटीचा दुसरा राऊंड संपल्यावर नवीन नोंदलेल्या आणि रद्द केलेल्या स्लिपांवरून कुटुंबपत्रकाचे भाग २ आणि पॅडचे गोषवारे दुरुस्त करून झाल्यानंतर आपण आपल्या गणना विभागाचा (ब्लॉकचा) रिपोर्ट लिहावा. हा सोपा फॉर्म आहे. प्रत्येक पॅडचा गोषवारा त्यांत उतरून घेऊन विभागासाठीं बेरजा दिल्या म्हणजे झाले. एकूण आपणास दिलेले पॅड व त्यांत पूर्ण भरलेले, अंशतः भरलेले आणि मुळींच न भरलेले असा तपशील या रिपोर्टांत लिहावा लागेल. तसेंच एकूण भरलेल्या व रद्द केलेल्या स्लिपा व पत्रकांचा हिशेबपण प्रत्येक पॅडसाठीं लिहावा लागेल.

कागदपत्र चार्ज ऑफिसरकडे पोहोंचविणें

७२. यापुढचें राहिलेलें एकच काम आहे आणि तें म्हणजे गणनेचे सर्व कागदपत्र आपल्या निरीक्षका(Supervisor) मार्फत चार्ज ऑफिसरकडे पोहोंचविणें. हे सर्व कागदपत्र चार्ज ऑफिसरकडे ६ मार्च १९६१ किंवा त्यापूर्वी पोहोंचले पाहिजेत.

७३. तपासणीसाठीं निरीक्षकांना प्रत्येक ब्लॉकमध्यें जावें लागणारच आहे. काम संपल्यावर प्रत्येक गणनाकारास चार्ज ऑफिसकडे जाण्यायेण्यासाठीं खर्च व त्रास पडूं नये म्हणून सर्व कागदपत्र निरीक्षकांना देणें सोईचें आहे. आपली तपासणी पूर्ण करून ते ठरलेल्या तारखेस चार्ज ऑफिसमध्यें जाऊन सर्व कागदपत्र दाखल करतील.

निरीक्षकांचीं कर्तव्यें

७४. जनगणनेच्या सर्व कामांत निरीक्षकांनीं चार्ज ऑफिसरना मदत करावयाची आहे. त्यांनीं—

(१) सर्कलमधील सर्व गणनाकार प्रत्येक ट्रेनिंग राऊंडला हजर राहून योग्य प्रकारें ट्रेनिंग घेत आहेत याची खात्री करून घेत असावें. ट्रेनिंग चालूं असतांना निरीक्षकांनीं आधीं काळजी घेतली नाहीं तर पुढें प्रत्यक्ष काम करतांना त्यांना स्वतःला बराच त्रास पडेल आणि त्यांचें काम वाढेल.

(२) एखादा गणनाकार काळजीपूर्वक ट्रेनिंग घेत नसेल किंवा गैरहजर असेल तर त्यांनीं चार्ज ऑफिसरकडे रिपोर्ट करून त्यासाठीं दुसऱ्या केंद्रावर ट्रेनिंग घेण्यासंबंधीं हुकूम आणवावेत.

(३) सर्कलसाठीं रिझर्व्ह म्हणून कोण गणनाकार आहे तें बघावें आणि इतर लोकांबरोबरच त्यांचेंपण प्रशिक्षण (Training) चांगलें होत आहे याची खात्री करून घ्यावी.

(४) सर्कलमधील सर्व गणनाकारांना गणनेच्या सर्व कागदपत्रांचा पुरेसा पुरवठा झाला आहे याची चौकशी त्यांनीं करीत असावें. कांहीं कागदपत्र त्यांनीं स्वतःबरोबर ठेवण्यासाठीं दिले आहेत त्यांतून कुणा गणनाकारास लागतील तसे पॅड्स पुरवीत असावें. वरचेवर जरूर तेवढे पॅड्स सर्वांना वेळेवर मिळतील अशी व्यवस्था त्यांनीं ठेवली पाहिजे.

७५. काम चालूं असतांना देखरेख ठेवणें आणि गणनाकाराचें वेळोंवेळीं मार्गदर्शन करणें हीं निरीक्षकांचीं महत्त्वाचीं कामें आहेत. निरीक्षकांनीं म्हणूनच सर्कलमधील प्रत्येक गणनाकाराचें काम पहिल्या दोन दिवसांत १० किंवा ११ फेब्रुवारीस एकदां तरी बघितलेंच पाहिजे. असें करणें फार जरूर आहे. कारण पहिल्या २०–२५ कुटुंबांचें काम करतांनाच गणनाकाराच्या हातून झाल्याच तर चुका होण्याचा संभव असतो. काम करतांना कांहीं इतर अडचणी असतील त्यासुद्धां पहिल्या दोन दिवसांतच अनुभवास येतील. होत असलेल्या चुका आणि अडचणींचें निरसन करून प्रत्येक गणनाकाराचें काम व्यवस्थित होत आहे याची खात्री करून घेऊन तशा मजकुराचा एक रिपोर्ट निरीक्षकांनीं १२ फेब्रुवारीला चार्ज ऑफिसरकडे पाठवावा.

७६. १२ फेब्रुवारी १९६१ पासून निरीक्षकांनीं तपासणीचें काम सुरूं करावें. तपासणी दोन प्रकारें करावयाची आहे. गणनाकारांची भेट होतांच त्यांनीं त्यावेळेपर्यंत भरलेल्या सर्व स्लिपा किंवा पत्रकें यांची चांचणी करून कामांत कांहीं चुका तर नाहींत अशी खात्री करून घेणें आणि एकूण करावयाचें काम व तोंपर्यंत झालेल्या कामाचा अंदाज बघून जरूर त्या सूचना देणें हा पहिला प्रकार आहे. यांत निरीक्षकांनीं सर्व स्लिपा आणि पत्रकें बघितलीं पाहिजेत. भरलेली माहिती निरीक्षकांनीं पुन्हा कुटुंबांना भेटून पडताळून पाहण्याचा दुसरा प्रकार आहे. त्यांत निरीक्षकांनीं अखेरीस प्रत्येक ब्लॉकमधील कमींत कमी शेंकडा दहा कुटुंबांना भेटून त्या कुटुंबांच्या सर्व स्लिपा व पत्रकें पडताळून तपासलेलीं असावीं. प्रत्येक कुटुंबांत कांहीं महत्त्वाच्या प्रश्नांसंबंधीं माहिती पुनः विचारून पडताळून पहावी. चुका आढळल्यावर त्या दुरुस्त करून गणनाकारास जरूर त्या सूचना द्याव्या. कुटुंबांतील सर्व इसम नोंदले आहेत कीं नाहींत याची चौकशीमात्र प्रत्येक कुटुंबांत करीत असावें. प्रत्यक्ष कुटुंबांना भेटी देऊन तपासलेल्या स्लिपांवर आणि पत्रकांवर तसे शेरे लिहून निरीक्षकांनीं आपली सही करीत असावें.

७७. अशा प्रकारें कामाची तपासणी करीत करीत प्रत्येक ब्लॉकमधील कामाचा प्रकार आणि कागदपत्रांचा पुरेसा पुरवठा यासंबंधीं निरीक्षकांना उत्तम देखरेख ठेवावी लागेल. तारीख २० फेब्रुवारी १९६१ ला सर्व विभागांतून झालेल्या कामासंबंधीं व तोंवर स्वतः केलेल्या तपासणीसंबंधींचा दुसरा रिपोर्ट निरीक्षकांनी चार्ज ऑफिसरकडे पाठविला पाहिजे. एकाद्या गणनाकाराचें काम फार वाईट असेल आणि तपासणींत सांगितल्याप्रमाणें तें सुधारत नसेल तर त्यासंबंधीं चार्ज ऑफिसरकडे खास रिपोर्ट करावा.

७८. २७ फेब्रुवारीपर्यंत प्रत्येक गणना विभागांतील (ब्लॉकमधील) सर्व घरांना भेटी देऊन गणनेचें कार्य पूर्ण होईल अशी निरीक्षकांनीं दक्षता घ्यावी. कुटुंबपत्रकाचे भाग २ पण लिहिले जात आहेत याची खात्री करीत असावें.

७९. २८ फेब्रुवारीच्या रात्रीं बेघर लोकांची गणना करावयाची त्यासाठीं प्रत्येक गणनाकारास जरूर त्या सूचना देऊन स्थानिक अधिकाऱ्यांची मदत मिळेल अशी व्यवस्था निरीक्षकांनीं करावी.

८०. निरीक्षकांचे तपासणीचें काम ५ मार्चपर्यंत पूर्ण झालें पाहिजे. त्या अगोदर गणनाकारांनीं तयार केलेले पॅडचे गोषवारे, ब्लॉकचे रिपोर्ट वगैरे सर्व कागदपत्र तपासून झाले पाहिजेत. तशी तपासणी केल्याची खूण म्हणून प्रत्येक कागदावर निरीक्षकांनी सही करीत असावें. पत्रकांचे कांहीं भाग किंवा गोषवारे भरावयाचे राहिले असल्यास त्या त्या गणनाकाराकडून समक्ष भरून घ्यावे. या कागदपत्रांतून राहिलेल्या उणिवा पुढें चार्ज ऑफिसमध्यें दिसून आल्या तर त्या निरीक्षकांना स्वतः भरून किंवा दुरुस्त करून घ्याव्या लागतील. त्यासाठीं तपासणीचें काम होईल तेवढें काळजीपूर्वक करावें.

८१. ५ मार्चला सर्व काम संपल्यावर सर्व कागदपत्र निरीक्षकांनीं स्वतःजवळ घ्यावे आणि तपासणीचें काम संपवून ६ मार्च १९६१ रोजीं ते सर्व कागदपत्र चार्ज ऑफिसरकडे पोहोंचवावे. यांत एकहि दिवसाचा उशीर चालणार नाहीं, कारण गणनेचे निकाल चार्ज ऑफिसरकडून जिल्ह्यास आणि वर तारेनें पाठवावयाचे असतात. आणि ते लवकर जाहीर करावयाची एक प्रकारें चढाओढच राज्याराज्यांत असते.

८२. काम बिनचूक आणि वेळेवर पूर्ण करून घेणें अशी दुहेरी जबाबदारी निरीक्षकांवर आहे. त्यासाठीं त्यांनीं जेवढे श्रम केले तेवढे कमीच आहेत.

कांहीं शब्दांचे मर्यादित अर्थ

८३. जनगणनेसाठीं घर व कुटुंब हे दोन्ही शब्द विशिष्ठ अथवा मर्यादित अर्थानें वापरले जातात. ते अर्थ कामास आरंभ करण्यापूर्वी नीट समजून घ्यावे.

घर

८४. घर म्हणजे एखादी इमारत अथवा इमारतीचा असा भाग कीं ज्यास स्वतंत्र प्रवेशद्वार आहे, मग तें प्रवेशद्वार थेट रहदारीच्या रस्त्यावर असो किंवा समाईक जिन्यावर, अंगणांत अथवा फाटकाकडे असो. घर रिकामें असेल किंवा रहिवासासाठीं किंवा बिगररहिवासाचें असून दुकान, कारखाना, वर्कशॉप वगैरेसाठीं वापरण्यांत येत असेल. रहिवासासाठीं उपयोग होत असेल तर सामान्यतः एका घरांत एक कुटुंब रहात असतें. क्वचित् प्रसंगीं एकाच घरांत दोन, तीन किंवा अधिक कुटुंबेंहि रहात असतात.

कुटुंब

८५. कुटुंब म्हणजे एकाच घरांत रहात असून एकाच स्वयंपाक घरांतून जेवण घेत असलेल्या लोकांचा गट. कामाच्या निकडीमुळें एखादा सभासद एकाद दुसरें जेवण घरीं घेत नसेल तरी तो कुटुंबाचा सभासद असतोच.

एकाच घरांत दोन चुली व स्वयंपाक असले व राहणाऱ्या लोकांचे दोन वेगळे गट त्या त्या स्वयंपाकांतून जेवत असले म्हणजे त्या दोन गटांना दोन वेगळीं कुटुंबें असें समजलें जाईल. एकाच खानावळींत जेवतात म्हणून निरनिराळ्या घरांतून राहणारे लोक एका कुटुंबाचे सभासद होत नाहींत, तसेंच एकाच खोलींत राहून आपला स्वयंपाक स्वतंत्र करून खाणारे किंवा निरनिराळ्या खानावळींत जेवण घेणारे विद्यार्थी एका कुटुंबाचे सभासद समजलें न जातां त्यापैकीं प्रत्येकाचे एक एक कुटुंब आहे असें समजलें जातें.

८६. कुटुंबाचा सभासद—

(१) त्याच घरांत रहात असला पाहिजे; आणि

(२) त्याच स्वयंपाकघरांतून जेवण घेत असला पाहिजे.

कुटुंबांतील सभासदांचा आपसांतील नात्याचा येथें विचार करावयाचा नाहीं ही गोष्ट लक्षांत ठेवली पाहिजे. एखादा घरगडी घरांत राहून जेवणखाण घेत असेल तर तो कुटुंबाचा सभासद समजला जाईल. तसेंच एखादा मुलगा किंवा मुलगी घरीं न रहातां इतर ठिकाणीं हॉस्टेलमध्यें रहात असेल तर तो किंवा ती कुटुंबाचे सभासद समजलें जाणार नाहीं.

८७. बोर्डींग, हॉस्टेल, हॉस्पिटल, तुरुंग वगैरे ठिकाणीं ज्यांचें परस्पराशीं कोणतेंहि नातें नाहीं असे लोकसमूह राहतात अशा समुहालासुद्धां जनगणनेसाठीं 'कुटुंब' मानण्यांत येईल. अशा ठिकाणीं तेथील व्यवस्थापक, मॅनेजर किंवा सुपरिन्टेंडेंट, ज्याच्यावर संस्था चालविण्याची जबाबदारी असते त्यास अगर ज्यास प्रमुख म्हणन इतरांकडन समजण्यांत येत असेल त्यास कुटुंबप्रमुख म्हणून समजावें. अशा संस्थांतून वेगवेगळीं कुटुंबें स्वतंत्र रहात असतील तर मात्र तशा प्रत्येक कुटुंबास स्वतंत्र कुटुंब समजावें व त्यासाठीं स्वतंत्र कुटुंबपत्रक भरावें.

स्थलांक

८८. गणनेच्या कामाच्या सोयीसाठीं महाराष्ट्र राज्यांतील २६ जिल्ह्यांना १, २, ३..... असे २६ क्रमांक दिले आहेत. तसेंच प्रत्येक जिल्ह्यांतील तालुक्यांना, तालुक्यांतील शहरांना आणि खेड्यांना त्यांचें भौगोलिक स्थान लक्षांत घेऊन एका क्रमानें नंबर दिले आहेत. जिल्ह्याचे, तालुक्याचे व खेड्याचे नंबर एकापुढें एक लिहून कोणत्याहि खेड्याचा संदर्भ लिहितां यावा हा उद्देश आहे. उदा० ५/३/२५ असें लिहिलें म्हणजे पांच नंबरच्या जिल्ह्यांतील (नाशिक) तिसऱ्या तालुक्याचें (सुरगाणा) २५ क्रमांकाचें गांव (राशा) असा बोध होतो. गणनेच्या प्रत्येक कागदावर असा स्थल संकेत किंवा स्थलांक लिहावा लागतो. जिह्यांचीं, तालुक्यांचीं व गावांचीं नांवें पूर्ण लिहावयाचीं म्हणजे काम वाढतें तें आंकडे लिहून सोपें केलें आहे. पुढें हे कागद सॉर्टींग ऑफिसमध्यें एकांत एक मिसळून फिरून दुसऱ्या सॉर्टींगसाठीं वेगळे करावे लागतात. तेव्हां या स्थलांकामुळेंच तसें करणें फार सोपें होतें. घरांना दिलेले नंबर हेंहि पण अशा स्थलांकाचे भाग म्हणून लिहावें लागतात. उदा० ५/३/२५/३३(२) असें लिहिलें तर वरील गांवांतील ३३(२) नंबरचें घर किंवा ३३ या इमारीतींतील पोट-नंबर (२) असलेलें घर असा बोध होतो. ग्रामीण भागांत अशा रीतीनें चार अंक लिहून थोडक्यांत एखाद्या कुटुंबाचा किंवा व्यक्तीचा पूर्ण पत्ता लिहिला जातो म्हणजे जिल्हा/तालुका/गांव/घर नंबर या चार अंकांना मिळून स्थलांक (Location Code No.) म्हणतात.

शहरांतून घर नंबराच्या अगोदर वॉर्डाचापण क्रमांक लिहितात. म्हणून शहरांतील स्थलांक पांच आंकडयाचे असतात. उदा० २२/५/I/३/६३ (४) म्हणजे बाविसाव्या जिल्ह्यांतील (यवतमाळ) पांचव्या तालुक्यांतील (वणी) पहिल्या क्रमांकाच्या शहरांतल्या (वणी) तिसऱ्या वॉर्डांतलें ६३ (४) नंबरचें घर असा अर्थ होईल.

८९. चार्ज ऑफिसमधून दिल्या जाणाऱ्या प्रत्येक कागदावर चार्जचा स्थलांक म्हणजे जिल्हा आणि तालुक्यांचे क्रमांक रबरी स्टँपनीं छापून झालेले असतील. आपण काम करतें वेळीं स्थलांकाचे उरलेले दोन किंवा तीन अंक प्रत्येक स्लिप आणि पत्रकावर लिहावयाचे आहेत. ते नंबर कोणते आहेत व कसे लिहावे हें आपण निरीक्षक आणि चार्ज ऑफिसरना विचारून घ्यावें. स्थलांकापैकीं शेवटचा अंक आपण त्या घरांत काम करीत असलेल्या घराचा नंबर असतो. तो बहुतेक घरावर लिहिलेला असेल, नसला तर आपण त्या घरास नवीन नंबर देऊन तो लिहावा. नवीन नंबर कसा द्यावा तें परिच्छेद ४२ मध्यें सांगितलें आहे.

गणना कुणाची करावी

९०. साधारणतः ९५ टक्क्यांहूनहि अधिक लोक कुटुंबांतून रहात असल्यामुळें गणनेचें काम कुटुंबांच्या क्रमानें करावयाचें असतें. प्रत्येक कुटुंबांत तेथें साधारणतः राहणाऱ्या (normally resident) अशा इसमाची गणना करावी. १० फेब्रुवारी ते २७ फेब्रुवारीपर्यंतच्या गणना काळांत घरांत रहात आहेत असे कुटुंबप्रमुख, इतर पुरुष, स्त्रिया, मुलें, मुलीं, बिगरनात्याचें इसम, घरगडी वगरे सर्वांचा समावेश करावा. कुटुंबांतील मूळचे सभासद आणि अलीकडेच जन्म झालेलीं मुलें किंवा लग्न होऊन कुटुंबांत आलेल्या सुना वगैरेपैकीं तुमच्या भेटीच्या वेळीं सर्वसाधारणतः कुटुंबांत रहात असलेल्या सर्व लोकांची गणना करावी.

९१. कुटुंबांत सर्वसाधारणपणें राहणाऱ्या इसमांपैकीं कुणी आपल्या भेटीच्या दिवशीं त्या गांवीं नसले तरी त्यांची गणना तेथेंच करावी. मात्र ही गैरहजेरी सबंध गणना काळांतली नसावी. म्हणजे तो इसम तारीख १० ते २८ फेब्रुवारीपर्यंत एकदां तरी त्या घरांत आलेला किंवा येणारा असावा.

९२. कुटुंबाकडे आलेल्या सर्व पाहुण्यांची गणना त्याच घरांत करावी; मात्र—

(१) त्या पाहुण्यांची गणना अन्यत्र झालेली नसावी,

(२) ते स्वतःच्या घरांतून सबंध गणना काळांत गैरहजर असावेत, आणि

(३) १ मार्चच्या अगोदर आपल्या घरीं परत गेले तरी त्यांना फिरून त्यांची गणना अन्यत्र न करून घेण्याविषयीं बजावून सांगावें.

९३. घरासमोर फुटपाथवर राहणारे किंवा त्यांच्यासारखे इतर लोक जे कीं त्या कुटुंबाचे सभासद नव्हेत त्यांची गणना त्या कुटुंबांत करूं नये. हे लोक साधारणतः बेघर असतात आणि यांची गणना इतर लोकांबरोबर २८ फेब्रुवारीच्या रात्रीं करावयाची आहे.

स्लिपा भरावयाच्या सूचना

व्यक्तिगत माहितीचीं कलमें

९४. स्लिपचा फॉर्म परिशिष्ट १ (या अहवालाचें परिशिष्ट ८), पृष्ठ ६५ वर दाखविला आहे. प्रत्येक इसमासंबंधीं माहिती तेरा प्रश्न

विचारून भरावयाची आहे. कांहीं प्रश्नांतील उप-प्रश्न (अ), (ब) वगैरे धरून प्रत्येक इसमासंबंधीं माहिती भरावयाचीं कलमें एकूण २५ आहेत, तीं खालीलप्रमाणें :—

स्थलांक .....
१ (अ) नांव .....
१ (ब) कुटुंबप्रमुखाशीं नातें .....
२ वय (पूर्ण झालेलीं वर्षें)
३ वैवाहिक दर्जा
४ (अ) जन्मस्थान
४ (ब) जन्म खे./श.
४ (क) इतर ठिकाणीं जन्म झाला असेल तर येथील वास्तव्याची मुदत.
५ (अ) राष्ट्रीयत्व
५ (ब) धर्म
५ (क) अनुसूचित जाती/वन्य जमाती
६ साक्षरता व शिक्षण
७ (अ) मातृभाषा
७ (ब) इतर कोणती(त्या) भाषा
८ शेतकरी म्हणून काम करीत असल्यास
९ शेतमजूर म्हणून काम करीत असल्यास
१० घरगुती उद्योगधंद्यांत काम करीत असल्यास—
(अ) कोणतें काम
(ब) कोणता घरगुती उद्योगधंदा
(क) घरगुती उद्योगधंद्यांत नोकर असल्यास
११ ८, ९ किंवा १० याशिवाय इतर काम करीत असल्यास—
(अ) कोणतें काम
(ब) कोणता उद्योगधंदा
(क) कोणता वर्ग
(ड) कोठें काम करतो
१२ काम करीत नसल्यास काय करीत आहे
१३ स्त्री किंवा पुरुष

९५. वरीलपैकीं प्रश्न १(अ), १(ब), २, ५(क), ७(अ), ७(ब), १०(अ), १०(ब), ११(अ), ११(ब), ११(ड) यांचीं उत्तरें संपूर्ण लिहावींत. उरलेल्या प्रश्नांचीं उत्तरें संक्षिप्त रूपांत लिहावयाचीं आहेत. उत्तरांची ती संक्षिप्त रूपें परिशिष्ट ४ पान १२४ वर दाखविलीं आहेत. कांहीं प्रश्नांसमोर भूमितीच्या आकृती दिलेल्या आहेत अशा प्रश्नांसमोर उत्तरें लिहितांना तीं त्या आकृत्यांमध्येंच लिहिलीं पाहिजेत.

स्थलांक

९६. स्लिप भरावयास सुरू करतांच प्रथम स्थलांक लिहावेत. हाच स्थलांक त्या कुटुंबासाठीं लिहिलेल्या सर्व स्लिपांवर आणि कुटुंबपत्रकांवर लिहिला जाईल. स्थलांकांचें स्पष्टीकरण परिच्छेद ८८ मध्यें दिलें आहे.

प्रश्न १(अ) : नांव

९७. ज्या व्यक्तीसंबंधीं स्लिप लिहिली जात आहे त्या व्यक्तीचें संपूर्ण नांव लिहावें. एकाद्या स्त्रीचें नांव सांगण्यांत आलें नसल्यास त्या स्त्रीसाठीं "अमक्याची आई, पत्नी अगर मुलगी" असें लिहावें. रूढीनुसार एखाद्या स्त्रीनें पतीचें नांव सांगण्यास नकार दिल्यास त्याची स्लिप भरतांना त्याच्या नांवाच्या ऐवजीं "अमक्याचे पति" असें लिहावें. नुकतींच जन्मास आलेलीं बालकें, ज्यांचें नामकरण झालेलें नसेल अशांसंबंधीं बालकांच्या वडिलांचें अगर आईचें नांव लिहून अमक्याचा मुलगा किंवा अमक्याची मुलगी असें लिहावें. उदा० "गणपतरावांचा मुलगा", "जानकीबाईची मुलगी" इत्यादि.

प्रश्न १(ब) : कुटुंबप्रमुखाशीं नातें

९८. ज्या व्यक्तीवर कुटुंबाच्या पालनपोषणाची मुख्य जबाबदारी असते त्या व्यक्तीस कुटुंबप्रमुख समजण्यांत येतें. कुटुंबप्रमुख नेहमींच घरांतील सर्वांत वडील पुरुष असतो असें नाहीं. केव्हां केव्हां वृद्ध किंवा तरुण स्त्री अथवा तरुण पुरुषहि कुटुंबप्रमुख असूं शकतो. यासंबंधीं आपण जास्त चौकशी न करतां कुटुंबांतील माणसें ज्यास कुटुंबप्रमुख समजतात तसेंच आपण समजून चालावें. बोर्डींग, हॉस्टेल, हॉस्पिटल वगैरे ठिकाणीं जेथें माणसांचें परस्पर नातें नसतें तेथें तेथील व्यवस्थापक, मॅनेजर, सुपरिंटेंडेंट अगर इतर व्यक्ति ज्यास इतरांकडून प्रमुख म्हणून मानण्यांत येत असेल त्यास कुटुंबप्रमुख म्हणून समजावें. एखाद्या कुटुंबाचा प्रमुख आठवड्याचे पांच दिवस गांवाबाहेर राहून फक्त आठवड्याच्या शेवटचे दोन दिवस स्वतःच्या घरांत रहात असेल तर त्यास कुटुंबप्रमुख मानून त्याची गणना त्याच्या घरीं करावी. जर कुटुंबप्रमुखाचें वास्तव्य बरेच दिवस बाहेर असेल व तो जनगणनेच्या कालांतहि (१० फेब्रुवारी ते ५ मार्च) घराबाहेर राहणार असेल तर त्याच्या गैरहजेरींत जो कुटुंबाची जबाबदारी संभाळतो त्यास कुटुंबप्रमुख असें समजावें.

९९. जेव्हां कुटुंबप्रमुखासाठीं स्लिप भरली जाते तेव्हां या प्रश्नासमोर "प्रमुख" अशी नोंद करावी. कुटुंबांतील इतर व्यक्तींचीं नातीं कुटुंबप्रमुख म्हणून गणल्या जाणाऱ्या व्यक्तीच्या संदर्भानेंच लिहिलीं पाहिजेत. नातीं संक्षिप्त स्वरुपांत न लिहितां सविस्तर लिहावीं. उदा० "मेहुणा" हें नातें लिहितांना पत्नीचा भाऊ म्हणून आहे किंवा वहिणीचा नवरा म्हणून यांचें स्पष्टीकरण करावें.

१००. "मुलगा" या नात्यांत दत्तक मुलगा, सावत्र मुलगा, यांचाहि समावेश करावा. नात्याच्या नसलेल्या माणसासाठीं पाहुणा, जेवणखाण करून घरांत राहणारा, आश्रित, नोकर, मुलांचा शिक्षक अशी ज्याप्रमाणें असेल ती नोंद करावी.

१०१. १ मार्च ते ५ मार्चपर्यंत करावयाच्या दुसऱ्या फेरीच्या (Revisional Round) वेळेस कुटुंबप्रमुख म्हणून गणलेली व्यक्ति मयत झाली असें आढळून आल्यास तिच्या जागीं घरांतील दुसरी व्यक्ति कुटुंबप्रमुख म्हणून ठरविली असल्यास त्या नवीन कुटुंबप्रमुखाच्या स्लिपमध्यें दुरुस्ती करून या प्रश्नासमोर "प्रमुख" म्हणून नोंद करावी. इतर व्यक्तींच्या स्लिपांत या नवीन प्रमुखाच्या संदर्भांत नात्यांत झालेले बदल दुरुस्त करून लिहावेत. मयत झालेल्या कुटुंबप्रमुखाची स्लिप अर्थातच रद्द करण्यांत येईल. बोर्डींग, हॉस्टेल, मेस वगैरे ठिकाणीं जेथें एकत्र राहणाऱ्या माणसांचें परस्परांशीं कोणतेंहि नातें नसतें अशा ठिकाणीं तेथील व्यवस्थापक, सुपरिंटेंडेंट, मॅनेजर वगैरेपैकीं कुणीं प्रमुख म्हणून आणि अितर लोकांसमोर नात्याचें नाहींत असें लिहावें. अशा व्यक्तीसाठीं स्लिप भरण्यापूर्वी त्या व्यक्तीची इतरत्र कोठें गणना झालेली तर नाहीं याची मात्र खात्री करून घ्यावी.

प्रश्न २ : वय पूर्ण झालेल्या वर्षांत

१०२. प्रत्येक व्यक्तीचें वय पूर्ण वर्षांत म्हणजे त्याच्या गेल्या वाढदिवशीं पूर्ण झालेल्या वर्षांत लिहिलें पाहिजे. ज्या

मुलाचे वय १ वर्षाहून कमी आहे त्याच्यापुढें ० (शून्य) लिहावें. कांहींजणांस आपलें वय नक्की किती आहे हें सांगणें शक्य नसतें. अशा माणसांना, त्यांचें वय आठवण्यासाठीं आपण मदत केली पाहिजे. त्या माणसाच्या स्मृतीला चालना देण्यासाठीं एखाद्या घडलेल्या प्रसंगाची अगर घटनेची आठवण करून देऊन त्याच्याकडून अचूक वय वर्तवून घेण्याचा प्रयत्न करावा. यासाठीं महत्त्वाच्या स्थानिक घटनांसंबंधींची यादी परिशिष्ट ५* मध्यें दिलेली आहे तिचा उपयोग अवश्य करावा.

१०३. जे फारसे शिकलेले नाहींत व जे अशिक्षित आहेत त्यांच्यामध्यें वय सांगतांना ज्या आंकडयांत ५ किंवा ० हा अंक असतो असे आंकडे सांगण्याची स्वाभाविक प्रवृत्ति असते. उदा० ३०, ३५, ४०, ४५, इत्यादि. यासंबंधींही योग्य ती खबरदारी घेऊन नक्की वय लिहिण्याचे अवश्य ते प्रयत्न करावेत.

प्रश्न ३ : वैवाहिक दर्जा

१०४. या प्रश्नाचीं उत्तरें संक्षिप्त रूपांत लिहिलीं पाहिजेत. ज्या व्यक्तीचें अजूनपर्यंत मुळींच लग्न झालेलें नाहीं त्यासाठीं 'लना' अशी नोंद करावी. जी व्यक्ति विवाहित आहे, मग तिचा सध्यांचा विवाह प्रथम विवाह असो अगर दुसरा, तिसरा असो, तिच्यासंबंधीं 'ल' अशी नोंद करावी. ज्यांचा विवाह प्रचलित रूढीनुसार किंवा समाजाच्या संमतीनें झालेला आहे आणि ज्या व्यक्ति प्रत्यक्ष पती-पत्नी म्हणून एकत्र रहात असतील अशांसंबंधीं 'ल' म्हणूनच लिहावें. पती अगर पत्नी मयत होऊन विधुर अगर विधवा झालेल्या व्यक्तीसंबंधीं त्यानी परत विवाह केला नसल्यास 'वि' अशी नोंद करावी. ज्या व्यक्तीनें कायदेशीर रीत्या कोर्टाच्या हुकुमानुसार अगर त्या त्या समाजांतील प्रचलित रिवाजाप्रमाणें घटस्पोट घेतला असेल त्या व्यक्तीसाठीं तसेंच जी व्यक्ति पतीपासून अगर पत्नीपासून वेगळी होऊन परत एकत्र न येण्याच्या उद्देशानें इतरत्र रहात असेल तर त्यासंबंधीं 'विभ' अशी नोंद करावी. विधवा अगर विधुर असल्यावर करावयाची नोंद (वि) व विभक्त किंवा घटस्पोटीत असल्यावर करावयाची नोंद (विभ). यासंबंधीं घोटाळा होणार नाहीं याची आपण काळजी घ्यावी. वेश्यांच्या बाबतींत त्या जो वैवाहिक दर्जा सांगतील तसें लिहावें.

प्रश्न ४ : जन्मस्थान

१०५. ४ (अ) व ४ (ब) या दोन्ही प्रश्नांवरून लोकांचें स्थलांतर कसें होत आहे व त्यांचा कल खेडयांतून शहराकडे अगर विरुद्ध दिशेनें आहे याचा अभ्यास करण्यासाठीं उपयुक्त माहिती गोळा होईल—

(१) जन्म गणनेच्या गांवीं अगर शहरांत झाला असल्यास.	'जगां' अशी नोंद करावी.
(२) जन्म गणनेच्या गांवाबाहेर अथवा शहराबाहेर पण त्याच जिल्ह्यांत झाला असल्यास (मुंबई शहराची व बृहन्मुंबई जिल्ह्याची सीमा एकच असल्यामुळें मुंबईंत ज्यांचा जन्म झालेला आहे त्यांच्यासंबंधीं नोंद 'जगां' ही होईल व 'जि' अशी नोंद कोणत्याही परिस्थितींत मुंबईंत गणना करतांना करावी लागणार नाहीं).	'जि' अशी नोंद करावी.
(३) जन्म गणनेच्या जिल्ह्याबाहेर पण महाराष्ट्रांतच झाला असल्यास.	जिल्ह्याचें नांव लिहावें.
(४) जन्म महाराष्ट्राबाहेर पण भारतांतच झाला असल्यास.	जिल्ह्याचें नांव. (माहीत असल्यास) व राज्याचें नांव लिहावें.
(५) जन्म भारताबाहेर झाला असल्यास उदा० पाकिस्तानांत अगर इतर राष्ट्रांत झाला असल्यास.	राष्ट्राचें नांव लिहावें.
(६) व्यक्तीचा जन्म समुद्रावर (बोटींत), विमानांत, आगगाडीच्या डब्यांत, मोटार अगर इतर वाहनांत झाला असल्यास.	त्या त्या प्रमाणें नोंद करावी.

प्रश्न ४ (ब) : जन्म खे./श.

१०६. व्यक्तीचा जन्म खेडयांत झालेला आहे किंवा शहरांत झाला आहे याची चौकशी करून उत्तरें खालीं दर्शविल्याप्रमाणें संक्षिप्त स्वरुपांत लिहिलीं पाहिजेत :—

(१) जन्म खेडयांत झाला असल्यास	'खे' अशी नोंद करावी.
(२) जन्म शहरांत झाला असल्यास अथवा जन्मगांव आतां शहर झालें असल्यास. (जन्माच्या वेळीं खेडें असलें आणि आतां त्याचें रूपांतर शहरांत झालें असेल तरी जन्म शहरांत झाला असें समजावें). (जर एखाद्या इसमास त्याचा जन्म खेडयांत किंवा शहरांत झाला हें सांगतां आलें नाहीं तर जन्म ज्या ठिकाणीं झाला त्या गांवाचें नांव विचारून तें या प्रश्नासमोर लिहावें.)	'श' अशी नोंद करावी.

प्रश्न ४ (क) : इतर ठिकाणीं जन्म झाला असेल तर येथील वास्तव्याची मुदत

१०७. गणनेच्या गांवांतील/शहरांतील वास्तव्याची मुदत किती आहे यासंबंधीं चौकशी करून उत्तरें खालीं दर्शविल्याप्रमाणें लिहावींत :—

(१) जन्म गणनेच्या गांवीं अगर शहरांत झाला असल्यास.	वास्तव्याची मुदत लिहिण्याचें प्रयोजन नाहीं म्हणून (फुली) × मारावी.
(२) जन्म गणनेचें गांव किंवा शहर सोडून इतर ठिकाणीं झाला असल्यास किंवा गणनेच्या जिल्ह्याबाहेर झालेला असल्यास गणनेच्या गांवांत अगर शहरांत वास्तव्याची मुदत एक वर्ष अगर त्याहून अधिक असल्यास. (ही मुदत लिहितांना व्यक्तीची कामानिमित्त किंवा रजेमुळें होणारी गैरहजेरी लक्षांत न घेता व्यक्ति ज्या वेळेस प्रथम गांवांत आली तेव्हांपासून मुदत मोजली पाहिजे.)	मुदत संपूर्ण वर्षांत लिहावी.
(३) गणनेच्या गांवांत/शहरांत व्यक्तीच्या वास्तव्याची मुदत एक वर्षाहून कमी असल्यास.	० (शून्य) लिहावे.

* पुनर्मुद्रित केलें नाही.

प्रश्न ५ (अ) : राष्ट्रीयत्व

१०८. हा प्रश्न व्यक्तीचें राष्ट्रीयत्व कोणतें यासंबंधीं आहे—

(१) सर्व भारतीयांसाठीं	..	'भा' अशी नोंद करावी.
(२) इतर लोकांसाठीं	..	राष्ट्रीयत्वाचें संपूर्ण नांव लिहावें.

प्रश्न ५ (ब) : धर्म

१०९. या प्रश्नासमोर प्रत्येक व्यक्तीच्या धर्मासंबंधीं नोंद करावयाची आहे—

प्रत्येक हिंदूसाठीं	.. ..	'हिं' अशी नोंद करावी.
प्रत्येक मुसलमानासाठीं	.. ..	'मु' अशी नोंद करावी.
प्रत्येक ख्रिश्चनासाठीं	.. ..	'ख्रि' अशी नोंद करावी.
प्रत्येक जैनासाठीं	.. ..	'जै' अशी नोंद करावी.
प्रत्येक बौद्धासाठीं	.. ..	'बौ' अशी नोंद करावी.
प्रत्येक शीखासाठीं	.. ..	'शी' अशी नोंद करावी.

वरील धर्मांव्यतिरिक्त इतर धर्माच्या प्रत्येक व्यक्तीसाठीं त्या त्या धर्माचें नांव लिहावें.

प्रश्न ५ (क) : अनुसूचित जाती/वन्य जमाती

११०. या प्रश्नाचा उद्देश अनुसूचित जातीचे व वन्य जमातीचे लोक किती आहेत यासंबंधीं माहिती उपलब्ध करून देण्याचा असल्यानें अशाच जातीच्या व जमातीच्या लोकांसंबंधीं या प्रश्नाचें उत्तर लिहीलें जाईल. इतर लोकांसाठीं या प्रश्नाचें उत्तर लिहावयाचें नसल्यामुळें × (फुली) मारण्यांत येईल. जर एकाद्या व्यक्तीनें आपण अनुसूचित जातीपैकीं किंवा वन्य जमातीपैकीं आहोंत असें सांगितलें तर त्यास त्याची जात कोणती तें विचारावें. त्यानें सांगितलेली जात अनुसूचित जातीं व वन्य जमातींची जी यादी या पुस्तकांत परिशिष्ट ६/७* मध्यें छापलेली आहे तिच्याबरोबर ताडून पाहावी व ती त्यापैकीं एखादी असल्यास स्लिपमध्यें लिहावी. प्रश्न ५(क) समोर अनुसूचित जातीचें अगर वन्य जमातीचें नांव लिहिल्यावर प्रश्नासमोर लिहिलेल्या अनुसूचित जाती व वन्य जमातींपैकीं जें योग्य नसेल तें खोडून टाकावें. अनुसूचित जातीपैकीं एखादी जात लिहितांना 'हरिजन', 'अछुत' असें व्यापक अर्थाचे शब्द वापरूं नयेत, कारण त्यावरून व्यक्ति खरोखरच अनुसूचित जातीपैकीं आहे किंवा नाहीं अगर असल्यास कोणत्या विशिष्ट जातीपैकीं आहे हें समजत नाहीं. जर उत्तरें देणारी व्यक्ति निष्काळजीपणानें किंवा अट्टाहासानें या प्रश्नाचें उत्तर "हरिजन" असें देत असेल तर तीस सौजन्यानें सांगावें कीं, ज्या विशिष्ट अनुसूचित जातींतील इसमांना भारताच्या राज्यघटनेमुळें सवलती ठरवून दिल्या आहेत त्यांत (जातींच्या यादींत) हरिजन या जातीचा समावेश केलेला नाहीं. यावरून ती व्यक्ति कदाचित् आपली कोणती खरी जात आहे तें सांगेल.

१११. अनुसूचित जाती फक्त हिंदु व शीख धर्मांतच आहेत. म्हणून अनुसूचित जातीच्या व्यक्तीसाठीं प्रश्न ५(ब) समोर 'हिं' किंवा 'शी' याव्यतिरिक्त इतर नोंद येणार नाहीं. मात्र वन्य जमातीचे लोक कोणत्याही धर्माचे असूं शकतील.

* पुनर्मुद्रित केलेलीं नाहीत.

प्रश्न ६ : साक्षरता व शिक्षण

११२. या प्रश्नावरून साक्षरता व शिक्षण यासंबंधीं माहिती मिळेल—

(१) ज्यांना वाचतांही येत नाहीं व लिहितांही येत नाहीं किंवा ज्यांना फक्त वाचतां येतें पण कोणत्याही भाषेंत लिहितां येत नाहीं त्यांच्याकरितां.	० (शून्य) लिहावें.
(२) ज्यांना लिहितां व वाचतां येतें त्यांच्याकरितां.	'सा' अशी नोंद करावी.

११३. एखाद्या व्यक्तीस छापलेलें अगर हस्ताक्षरांत लिहिलेलें सोपें पत्र वाचतां येतें अशी व्यक्ति 'वाचावयास येतें' या कसोटीस उतरतें असें समजावें. अशा व्यक्तीस गणनाकारास दिलेल्या सूचनापत्रकांतील कांहीं भाग सहजरीत्या वाचून दाखवितां आला पाहिजे. 'लिहावयास येतें' याबद्दलची कसोटी म्हणजे एखादें सोपें पत्र लिहितां येणें अशी आहे. एखादा इसम साक्षर आहे म्हणजे त्यास वाचावयास व लिहावयास दोन्ही आलें पाहिजे.

शिक्षणाचा दर्जा

११४. ज्या व्यक्तींना वाचतां व लिहितां येत असून ज्या परीक्षा उत्तीर्ण झाल्या असतील त्यांच्याकरितां त्या जी शेवटची परीक्षा पास झाल्या असतील त्या परीक्षेची नोंद 'सा' च्या ऐवजी करावी. उदा. ९ वींत शिकत असलेल्या व्यक्तीसाठीं '८ वी पास' अशी नोंद येईल. एम्. ए. परीक्षेसाठीं टर्म भरत असल्यास बी. ए. अशी नोंद करावी. एकापेक्षां जास्त शैक्षणिक पदव्या मिळविलेल्या इसमासाठीं सर्वांत जी उच्च व महत्त्वाची पदवी असेल तिची नोंद करावी. पहिली अगर दुसरी परीक्षा पास झालेल्या मुलांस लिहितां वाजतां येत असेल तरच पास झालेल्या वर्गाची नोंद करावी, नाहींतर त्यासाठीं नोंद '०' करावी.

प्रश्न ७ (अ) : मातृभाषा

११५. या प्रश्नास उत्तर मिळेल त्याप्रमाणें मातृभाषेचें नांव पूर्ण लिहावें. एकादी पोट-भाषा किंवा बोली सांगत असतील तर तीही लिहावी. व्यक्तीच्या बालपणीं त्याची आई ज्या भाषेंत त्याच्याशीं बोलत असेल किंवा कुटुंबांत ज्या भाषेचा वापर मुख्यत्वेंकरून होत असेल त्या भाषेस मातृभाषा असें समजावें. आई बालपणींच मयत झाली असल्यास कुटुंबांत जी भाषा मुख्यत्वेंकरून बोलली जाते ती भाषा मातृभाषा म्हणून समजली जाईल. अगदीं लहान बालकांसाठीं अगर बहिऱ्या व मुक्या माणसांकरितां त्यांच्या आईची जी भाषा असेल त्या भाषेची मातृभाषा म्हणून नोंद करावी.

प्रश्न ७ (ब) : इतर भाषा

११६. मातृभाषेची नोंद केल्यावर एखाद्या इसमास मातृभाषेशिवाय इतर देशी किंवा विदेशी भाषा येत असल्या तर त्या भाषांची नोंद करावी. या प्रश्नासमोर दोनपेक्षां जास्त भाषा मात्र लिहूं नयेत. मातृभाषा सोडून इतर भाषा येत असतील त्याच येथें लिहावयाच्या आहेत. एखाद्या भाषेंत सहजरीत्या दुसऱ्याशीं संभाषण करतां आलें म्हणजे ती भाषा येते असें समजावें. एवादी भाषा लिहिली तर त्याच भाषेची पोट-भाषा किंवा बोली दुसरी भाषा म्हणून लिहूं नये.

प्रश्न ८ ते ११ : काम करणारे

११७. हे प्रश्न ज्या व्यक्ति काम (व्यवसाय) करीत आहेत त्यांच्याकरितां आहेत.

११८. स्वतःचें व कुटुंबांतील माणसांचें पालनपोषण करण्यासाठीं बहुधा सर्वांनाच कोणतें ना कोणतें तरी काम करावें लागतें. हें काम शेतीचें असेल, शेतमजुरीचे असेल, घरगुती उद्योगधंद्यांतील असेल, डॉक्टर, वकील इत्यादि पेशांचें असेल, व्यापार, नोकरी इत्यादिचें असेल. हें काम करतांना प्रत्यक्ष अगर अप्रत्यक्षरीत्या रोखीच्या अगर मालाच्या रूपांत मोबदला मिळाल्यामुळें कुटुंबाच्या उत्पादनांत भर पडते. अशा स्वरुपांचें काम करणाऱ्या इसमास काम करणारे असें समजावें. या उलट कांहीं गृहिणी व इतर प्रौढ स्त्रिया फक्त घरकाम (स्वयंपाक, घराची झाडलोट, मुलांचें संगोपन इत्यादि) करतात त्यांच्या तशा कामामुळें कुटुंबाच्या उत्पन्नांत प्रत्यक्षाप्रत्यक्ष भर पडत नाहीं म्हणून त्यांना 'काम करणाऱ्या' असें म्हणतां येत नाहीं. त्यापैकीं ज्या स्त्रिया घरकाम करून त्याशिवाय शेतीवर किंवा इतर कोणतें तरी काम करीत असतील तर त्यांना 'काम करणाऱ्या' असें समजलें जाईल.

११९. कांहीं व्यक्तींना प्रत्यक्ष काम केल्याशिवाय प्राप्ति असते उदा० पेन्शनर, घराचें भाडें किंवा जमिनीचा खंड घेणारे मालक वगैरे. कांहीं इसम म्हातारपण, अपंगता वगैरेमुळें काम करण्यास असमर्थ असतात, अगदीं लहान मुलें काम करूंच शकत नाहींत, कांहींना घरकाम किंवा विद्यार्जनामुळें काम करणें शक्य नसतें, तर कांहींना कामाची जरूरी असून काम मिळालेलें नसतें. अशा व्यक्तींना व कामाच्या शोधांत असलेल्यांना काम न करणारे असें समजावें. विविध प्रकारचें व क्षेत्रांतलें काम करणारे कोण त्यांची वर्गवारी व काम न करणारे कोण व त्यांची वर्गवारी यासंबंधीं सविस्तर सूचना पुढें दिल्या आहेत :—

१२०. काम करणाऱ्यांची वर्गवारी करण्यासाठीं—

(१) शेतकरी म्हणून काम करणारे ;

(२) शेतमजूर म्हणून काम करीत असलेले ;

(३) घरगुती उद्योगधंद्यांत असणारे ; आणि

(४) या तीन वर्गांव्यतिरिक्त इतर काम (व्यवसाय) करीत असलेले

असे वर्ग पाडले आहेत.

शेतकरी म्हणून काम करीत असल्यास प्रश्न ८, शेतमजूर म्हणून काम करीत असल्यास प्रश्न ९, घरगुती उद्योगधंद्यांत असल्यास प्रश्न १० व या तीन वर्गांव्यतिरिक्त इतर कामें करीत असल्यास प्रश्न ११ मध्यें उत्तरें लिहावींत.

१२१. कांहीं व्यक्ति वर उल्लेख केलेल्या चार प्रकारांपैकीं फक्त एकाच प्रकारचें काम करीत असतील तर कांहीं एकाहून अधिक प्रकारचें—एखादा इसम शेतकरी म्हणून काम करीत असतानांच शेतमजूर म्हणूनहि काम करीत असेल तर त्याच्याकरितां प्रश्न ८ व प्रश्न ९ या दोन्ही समोर उत्तरें लिहिलीं जातील. एखादा शेतकरी जोडधंदा म्हणून एखादा घरगुती उद्योगधंदा करीत असेल तर त्याच्या बाबतींत प्रश्न ८ व प्रश्न १० या दोन्हीमध्यें उत्तरें लिहावीं लागतील. याप्रमाणें कोणी इसम प्रश्न ८, ९, १० व ११ यांत उल्लेख केलेल्या कामाच्या प्रकारांपैकीं एकापेक्षां जास्त कामें करतांना आढळला तर त्याच्यासंबंधीं उत्तरें (प्रश्न ८, ९, १० व ११ यांपैकीं) योग्य त्या प्रश्नासमोर लिहावींत. फक्त एकाच प्रकारचें काम करणाऱ्या इसमासाठीं ज्याप्रमाणें कामाचा प्रकार असेल त्याप्रमाणें प्रश्न ८ ते ११ यांपैकीं कोणत्याहि एकाच प्रश्नासमोर नोंद होईल.

१२२. 'काम करणारे' व 'काम न करणारे' अशी वर्गवारी करतांना कांहीं मुलभूत तत्त्वें अवश्य लक्षांत ठेवलीं पाहिजेत. म्हणजे प्रश्न ८ ते ११ मधील मूळ कल्पना व प्रश्नाची व्याप्ति याविषयीं प्रश्न विचारतांना गोंधळ होणार नाहीं व उत्तर लिहितांना चुका होणार नाहींत. कांहीं कामें कायम म्हणजे बाराही महिने चालतात तर त्या अुलट कांहीं कामें बारा महिने न चालतां ठराविक मोसमांतच चालतात.

१२३. मोसमी कामांत (उदा० शेती, पशुसंवर्धन, दुधदुभत्याचा धंदा, घरगुती धंदे) एखाद्या व्यक्तीनें कामाच्या मोसमांतील (सीझन) अधिकतर काळांत दिवसांत एक तासापेक्षां जास्त असें काम सतत केलेलें असेल तर त्यास काम करणारा असें म्हटलें पाहिजे. कोंकणासारख्या भागांत फक्त खरिपाचें एकच पिक काढतात तेथें सर्वसाधारणपणें शेतकरी बाराहि महिने शेतीवर काम करतांना आढळून येत नाहीं. तेव्हां गणनेच्या वेळेस (कामाचा सीझन नसल्यामुळें) तो काम करीत नाहीं. म्हणून त्यास काम न करणारा असें म्हणणें योग्य नाहीं. कामाच्या सीझनमध्यें तो नियमित काम करीत असतो म्हणून आपल्या मुलाखतीच्या वेळीं प्रत्यक्ष काम करीत नसतांनासुद्धां त्यास काम करणारा असें समजलें पाहिजे.

१२४. कायम (Regular) बाराही महिने चालणाऱ्या कामांत उदा० व्यापार, उदीम, नोकरी, धंदे, वैद्यकी, वगैरे व्यवसाय यामध्यें काम करणाऱ्या व्यक्ति आपल्या मुलाखतीच्या अगोदरच्या पंधरवड्यांत केव्हांही काम करीत असल्यास त्यास काम करणारे म्हणून समजावें. अशा व्यक्ति दुसऱ्या तपासणीच्या फेरींत (राऊंड) काम करीत नसलेल्या आढळल्या तरी त्यासंबंधीं भरलेल्या स्लिपांत बदल करण्यांत येऊं नये.

१२५. एखादा काम करणारा इसम आपल्या भेटीपूर्वीच्या पंधरवड्यांत कामावर गैरहजर असला तरी त्यास काम करणारा असें समजावें.

आजारपणामुळें किंवा इतर अपरिहार्य कारणामुळें एखादा काम करणारा इसम कामावर पंधरा दिवसांपेक्षां जास्त दिवस गैरहजर असला तरीसुद्धां त्यास 'काम करणारा' म्हणून समजण्यांत आलें पाहिजे.

एखाद्या सरकारी नोकराची बदली झाल्यावर एका कामाचा चार्ज देऊन दुसऱ्या कामाचा चार्ज घेण्यामधील मुदतींतसुद्धां त्यास 'काम करणारा' असें समजावें.

काम करणाऱ्यांत प्रत्यक्ष काम करणाऱ्याबरोबर कामावर परिणामकारक देखरेख (effective supervision) करणारे व मार्गदर्शन करणारे यांचापण समावेश केला जाईल.

उमेदवार म्हणून शिक्षण घेणाऱ्या सर्वांना, मग त्यांना मुशाहिरा अगर वेतन मिळत असो वा नसो, "काम करणारे" असें समजलें पाहिजे.

समाज सेवेचें काम दक्षतेनें करणारे तसेंच एखाद्या राजकीय पक्षाच्या कामांत दक्षतेनें भाग घेणाऱ्या लोकांना काम करणारे असें समजण्यांत यावें व त्यासंबंधीं नोंद प्रश्न ११ मध्यें करावी.

एखाद्या इसमास काम मिळालें आहे पण त्यानें प्रत्यक्ष तें काम करण्यास सुरवात केली नाहीं तर त्या इसमास काम करणारा असें म्हणण्यांत येणार नाहीं.

१२६. गृहिणी व इतर प्रौढ स्त्रिया कुटुंबाच्या प्राप्तीदायक कामांत भाग घेऊन कुटुंबाच्या प्राप्तींत कोणत्याही प्रकारची भर घालीत नसतील व फक्त घरकाम (स्वयंपाकपाणी, घराची झाडलोट, मुलांचें संगोपन वगैरे) करीत असतील तर त्यांना काम करणाऱ्या असें समजावयाचें नाहीं. त्या घरकामाशिवाय इतर कांहीं काम करीत असतील—ज्यापासून कुटुंबाच्या मिळकतींत प्रत्यक्षाप्रत्यक्ष भर पडत असेल—तर त्यांना काम करणाऱ्या असें समजावें. उदा० शेतीच्या कामांत मदत करणें, घरगुती उद्योग-धंद्यांत मदत करणें, विक्रण्याकरितां अगर मजुरीनें भात सडणें, जळाऊ लाकडें (मोळचा) विकणें, गोवऱ्या तयार करून विकणें, गवत विकणें इत्यादि.

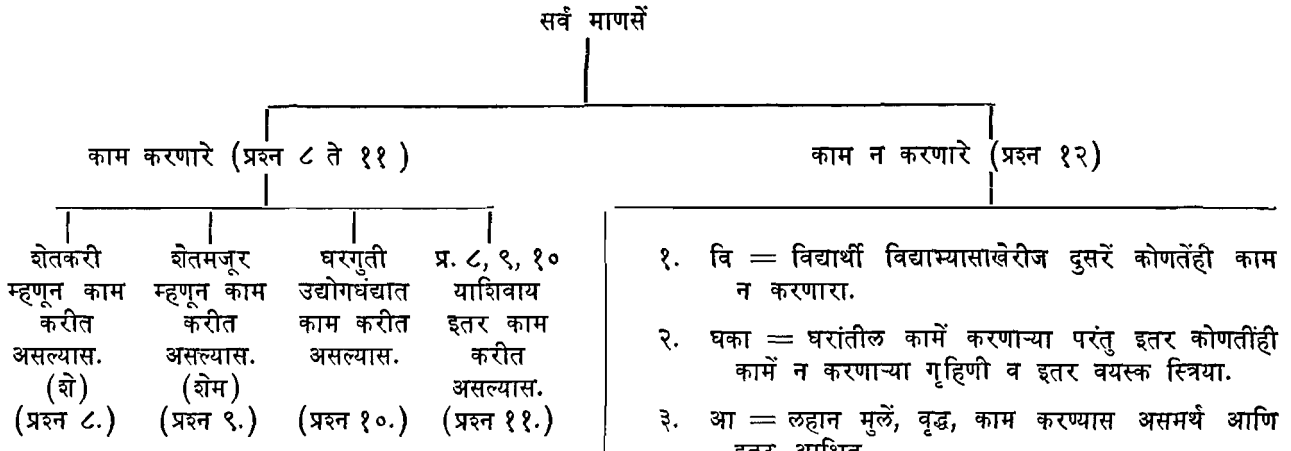
कच्च्या कैदेंत असलेले इसम जर ते पकडण्यापूर्वी कोणतेंही काम करीत असल्यास त्यांस "काम करणारे" असें समजण्यांत येईल. त्याचप्रमाणें थोड्या मुदतीसाठीं हॉस्पीटलमध्यें किंवा तत्सम इतर संस्थेंत दाखल करण्यांत आलेले इसम दाखल करण्यापूर्वी काम करीत होते असें आढळून आल्यास त्यांस काम करणारे असें समजावें. शिक्षा झालेले कैदी हॉस्पीटलांत, वेड्याच्या हॉस्पीटलांत आणि तत्सम संस्थेंत दीर्घ मुदतीसाठीं दाखल करून घेतलेल्या इसमास "काम न करणारे" असें समजण्यांत येईल.

काम न करणारे

१२७. भिकारी, पेन्शनर—सेवानिवृत्त, शेतीचा खंड, घराचे भाडें यावर उपजिविका करणारे, रॉयल्टीदाखल मोबदला घेणारे, शेअरवरील नफा यावर निर्वाह करणारे आणि कोणत्याही प्रकारच्या उत्पादक धंद्यांत अगर व्यवसायांत काम न करतां प्राप्ति असलेले अशा सर्वांना ते जर शेती, धंदा, व्यापार, व्यवसाय इत्यादिपैकीं कांहीं काम करीत नसतील तर "काम न करणारे" असें समजावें.

१२८. काम करणाऱ्या व काम न करणाऱ्या लोकांचें वर्गीकरण स्पष्ट व्हावें म्हणून एक तक्ता खालीं दिला आहे.

"काम करणारे व काम न करणारे" प्रकार दाखविणारा तक्ता



टीप.—(१) प्रश्न ८ ते ११ पैकीं कोणत्याहि प्रश्नासमोर नोंद करण्यांत आली असल्यास प्रश्न १२ समोर असलेल्या चौकोनांत × (फुली) शिवाय इतर नोंद येणें शक्य नाहीं.

(२) एखादा इसम प्रश्न ८, ९, १० किंवा ११ पैकीं एक किंवा एकापेक्षां जास्त कामें करू शकतो. एकापेक्षां जास्त कामें केल्यास ज्या कामावर त्याचा जास्त वेळ खर्च केला जातो तें काम ज्या प्रश्नासमोर लिहिलें आहे त्या प्रश्नाच्या क्रमांकाभोंवतीं वर्तुळ काढावें. दोन कामांपेक्षां जास्त कामें करण्यांत येत असलीं तर ज्या कामासाठीं सर्वांत जास्त वेळ खर्च केला जातो तें काम ज्या प्रश्नासमोर लिहिलें असेल त्या प्रश्नाच्या क्रमांकाभोंवतीं वर्तुळ काढण्यांत येईल व त्या कामाच्या खालोखाल ज्या कामावर वेळ खर्च केला जात असेल तें काम ज्या प्रश्नासमोर लिहिलें असेल त्या प्रश्नाच्या क्रमांकाच्या उजव्या बाजूस अशी √ खूण केली पाहिजे.

(३) प्रश्न ११ समोर लिहितां येण्यासारखीं एकापेक्षां जास्त कामें एखादा इसम करीत असल्यास ज्या कामांत त्याचा जास्त वेळ खर्च होतो त्याचीच नोंद होईल. दुसऱ्या कामाची नोंद करण्यांत येणार नाहीं.

१. वि = विद्यार्थी विद्याभ्यासाखेरीज दुसरें कोणतेंही काम न करणारा.

२. घका = घरांतील कामें करणाऱ्या परंतु इतर कोणतींही कामें न करणाऱ्या गृहिणी व इतर वयस्क स्त्रिया.

३. आ = लहान मुलें, वृद्ध, काम करण्यास असमर्थ आणि इतर आश्रित.

४. नि = निवृत्त—सेवानिवृत्तीनंतर पुन्हा कामधंदा करीत नसणारे. शेतीचा खंड किंवा भाडें, रॉयल्टीदाखल मोबदला अथवा शेअर्सवरील नफा वगैरे मिळविणारे लोक.

५. भ = भटके, भिकारी, स्वतंत्र स्त्रिया किंवा ज्यांच्या उत्पन्नाचें साधन माहीत नाहीं असे व निर्वाहाचीं साधनें कोणतीं तीं दाखवितां येत नाहींत असे.

६. सं = तुरुंग, वेड्याचीं इस्पितळें, धर्मार्थ संस्था वगैरेमध्यें राहणारे.

७. नरो = प्रथम नव्यानेंच रोजगाराच्या शोधांत असलेले.

८. बे = बेकार—पूर्वी रोजगार असलेले पण तूर्त रोजगार नसलेले व सध्यां कामाच्या शोधांत असलेले.

टीप.—प्रश्न १२ पुढील समांतरभूज चौकोनांत वर दिलेल्या प्रकारांपैकीं फक्त कोणत्याही एका प्रकारची नोंद होऊं शकेल.

प्रश्न ८ : शेतकरी म्हणून केलेलें काम

१२९. शेतकरी म्हणून काम करीत असलेल्या व्यक्तीकरितां 'शे' अशी नोंद करावी, जे शेतकरी म्हणून काम करीत नाहींत त्यांच्याकरितां × (फुली) मारावी.

जनगणनेच्या संदर्भांत शेतकरी म्हणून काम करणाऱ्यांत जे लोक (१) नोकर ठेऊन स्वत: मालक म्हणून शेतीची परिणामकारक देखरेख करतात, (२) एकटेच स्वत: शेतकरी म्हणून काम करतात किंवा (३) घरच्या शेतींत कुटुंबांतील एक म्हणून काम करतात, अशा सर्वांचा समावेश होतो, मग ते स्वत:च्या मालकीच्या शेतांत काम करीत असोत किंवा दुसऱ्याकडून खंडानें अगर हिश्श्यानें केलेल्या शेतांत काम करीत असोत, स्वत: औत चालवीत असोत किंवा देखरेख अथवा मार्गदर्शनाचें काम करीत असोत.

१३०. शेतीच्या कामांत मुख्यत्वेंकरून नांगरणी, पेरणी आणि कापणी ह्या कामाचा अंतर्भाव होतो. फळांचें उत्पादन, आंबराई, कॉफी, रबर किंवा औषधि वनस्पतीच्या मळ्यांत केलेलें काम तेथें नांगरणी, पेरणी वगैरें करावी लागत नसल्यानें शेतीचें काम म्हणून समजलें जात नाहीं. असलें काम करणाऱ्यांची प्रश्न ८ मध्यें नोंद न करतां प्रश्न १० किंवा प्रश्न ११ मध्यें नोंद केली पाहिजे.

शेतीच्या कामांत कोणत्या कामाचा समावेश करूं नये हें खालीं दिलेल्या यादीवरून ध्यानांत येईल. हीं कामें करीत असलेल्या लोकांना प्रश्न ८ व प्रश्न ९ यासमोर न दाखवितां त्यांचा उल्लेख प्रश्न ११ समोर करावा :—

(१) सुपारी, फळफळावळ वगैरेंच्या बागा, द्राक्षाचे मळे अगर नारळीच्या बागा यांमधील काम.

(२) लांकूड, बांबू, वेत किंवा घरें शाकारण्याकरितां गवत यांचें उत्पादन.

(३) फळांचा रस काढणें अगर ताडापासून माडी काढणें.

(४) चहा, कॉफी, रबर, इत्यादींच्या मळ्याचें उत्पादन.

(५) तंबाखूच्या मळ्यांतील उत्पादन [पण तंबाखूचें पीक फेरपाळीनें (Rotation) (जमीन बदलून) काढण्यांत येत असेल तर तें मात्र शेतीचें काम म्हणून समजलें जाईल.]

(६) गांजा, अफू, केशर इत्यादींचें उत्पन्न.

१३१. ज्या इसमानें आपली जमीन दुसऱ्या इसमाला अथवा इसमांना खंडाच्या अगर धान्याच्या हिश्श्यानें वहितीसाठीं दिली आहे किंवा जो इसम शेतीच्या कामावर देखरेख अगर मार्गदर्शनसुद्धां करीत नाहीं अशा इसमास 'शेतकरी म्हणून काम करणारा' असें समजूं नये.

प्रश्न ९ : शेतमजूर म्हणून काम करणारे

१३२. जे शेतमजूर म्हणून काम करतात त्यांच्याकरितां प्रश्न ९ मध्यें 'शेम' अशी नोंद करा. जो इसम दुसऱ्याच्या शेतावर रोख किंवा हिश्श्याच्या स्वरुपांत मिळणाऱ्या मजुरीवर काम करतो त्यास शेतमजूर असें समजावें. शेतमजुराशिवाय इतर इसमासाठीं या प्रश्नासमोर × (फुली) मारावी. शेतमजुराचा तो ज्या शेतावर काम करतो त्यावर कसलाहि हक्क, मक्ता, करारनामा नसतो; शिवाय त्याच्यावर कोणतें पीक काढावें हें ठरविण्याची जबाबदारी नसते व शेतीकामाबद्दल कसलीच जोखीम नसते. उत्पादनाचा हिस्सा फक्त मजुरी म्हणूनच कुठें कुठें त्यास दिला जातो. जे चालू असलेल्या शेतीच्या मोसमांत (सीझन) शेतमजूर म्हणून काम करीत होते त्यांस शेतमजूर म्हणून समजावें. शेतीचा मोसम संपला असेल तर त्या संपलेल्या मोसमांत शेतमजूर म्हणून काम करीत होते काय तें पहावें.

कांहीं इसम ठराविक मालकाकडे वर्षानुवर्षे शेतमजुरीचीं कामें करतांना आढळतील, तर कांहीं शेतीचीं सर्व प्रकारचीं कामें करण्यासाठीं रोजमजुरीच्या, महिन्याच्या किंवा वर्षाच्या करारानें नोकर म्हणून नेमलेले असतात. या सर्वांस 'शेतमजूर' असें म्हणावें. कांहीं इसम ठराविक मालकाकडे बांधलेले न राहतां वेगवेगळ्या ठिकाणीं ज्याप्रमाणें बोलाविणें येईल त्याप्रमाणें 'कापूस वेचणें', 'शेंगा काढणें', 'खुरपणीचें काम', 'मिरच्या तोडणें' वगैरेसारखीं कामें रोजमजुरीवर करतात तर कांहीं माणसें कापणी, मळणी वगैरेंचीं कामें मक्त्यावर घेऊन तीं रोखमजुरीनें किंवा उत्पन्नाच्या हिश्शावर करतात, या सर्वांची गणना 'शेतमजूर' म्हणून केली पाहिजे.

१३३. अशीं कांहीं उदाहरणें आढळतील कीं कांहीं व्यक्ति स्वत:च्या शेतींत काम करतात आणि इतरांच्या शेतावर शेतमजूर म्हणूनही काम करतात. स्वत:च्या शेतीमधील प्राप्ति अपुरी पडल्यामुळें त्यास दुसऱ्याच्या शेतांत असें शेतमजूर म्हणून काम करावें लागतें. अशा व्यक्तीसाठीं प्रश्न ८ व प्रश्न ९ मध्यें दोन्ही ठिकाणीं अनुक्रमें 'शे' व 'शेम' अशी नोंद केली जाईल.

प्रश्न १०(अ) व १०(ब) : घरगुती उद्योगधंदा

१३४. घरगुती उद्योगधंद्यांत काम करणारे—जे इसम घरगुती उद्योगधंद्यांत काम करीत आहेत त्यांच्याकरितां ते कोणत्या प्रकारचें काम करतात ते प्रश्न १०(अ) समोर लिहावें. ते कोणत्या उद्योगधंद्यांत काम करतात ते प्रश्न १०(ब) समोर लिहावें. ज्यांचा घरचा उद्योगधंदा नाहीं किंवा जे घरच्या उद्योगधंद्यांत भाग घेत नाहींत त्या सर्वांकरितां या दोन्ही प्रश्नांसमोर × (फुली) मारावी.

१३५. जो उद्योगधंदा कुटुंबांतील कुणा एका इसमानें स्वत: आणि/अगर मुख्यत: कुटुंबांतील माणसांच्यासह स्वत:च्या घरांत किंवा गांवांत (आणि शहरांत फक्त स्वत:च्या घरांत) चालविलेला असतो त्यास घरगुती उद्योगधंदा असें समजण्यांत येईल. ही व्याख्या ठरवितांना खालीं दिलेलीं तीन मुख्य तत्त्वें अवश्य लक्षांत ठेवावींत.

१३६. घरगुती उद्योगधंद्यांत निरनिराळ्या तऱ्हेच्या वेगवेगळ्या पद्धतीनें विक्रीसाठीं वस्तु तयार करणें व विकणें, दुरुस्तीकाम, यंत्राची साफसफाई व तेलपाणी इत्यादि कामांचा मुख्यत: समावेश होतो. शिवाय तयार करून विक्रीसाठीं काढलेल्या वस्तूंपैकीं थोड्याशा तरी वस्तु कुटुंबप्रमुखानें किंवा कुटुंबाच्या सभासदांनीं तयार केलेल्या असल्या पाहिजेत.

घरगुती उद्योगधंद्याचें दुसरें मुख्य लक्षण म्हणजे त्या धंद्यांत कुटुंबांतील एक किंवा जास्त माणसें भाग घेत असलीं पाहिजेत. घरगुती उद्योगधंदा बहुधा घरांतील व्यक्तींपुरता मर्यादित असतो व त्यांत स्वत: कुटुंबप्रमुख अगर कुटुंबांतील इतर माणसें भाग घेतात. बाहेरचीं माणसें (मजूर) जरूर असेल तेव्हां कामास लावलीं तर त्यांचें स्थान जवळ जवळ दुय्यम अगर गौण असतें. घरगुती उद्योगधंद्यांत कुटुंबांतील माणसांना त्यांच्या दिनचर्येंत ज्याप्रमाणें सवड मिळेल त्याप्रमाणें भाग घेतां येतो.

घरगुती धंदा रजिस्टर फॅक्टरीप्रमाणें मोठ्या प्रमाणांत नसतो. पण त्या धंद्यांत मशीन, यंत्रें किंवा यंत्रें चालविण्यासाठीं लागणारी शक्ति, ऑईल इंजिन, वीज इत्यादींचा उपयोग केला जाण्याची शक्यता आहे.

१३७. घरगुती उद्योगधंदा मुख्यत्वेंकरून कुटुंबाच्या घरांतच चालविला जातो. खेडेंगांवांत तो घरांत अगर गांवाच्या शिवारांत असला तरी चालेल, पण शहरांत त्याचें अस्तित्व फक्त कुटुंबाच्या घरांतच असलें पाहिजे, इतर ठिकाणीं असल्यास त्यास घरगुती धंदा समजतां येणार नाहीं. घरगुती धंदा कोठें केला जातो (Location) हा प्रश्न अतिशय महत्त्वाचा आहे, कारण रहातें घर व घरगुती धंद्याचें ठिकाण यांमधील अंतरावर कुटुंबांतील माणसांचें धंद्याच्या कामांत भाग घेणें अवलंबून असतें. गांवांत उद्योगधंद्याचें ठिकाण घरांत अगर गांवाच्या शिवारांत असलें तरी चालेल कारण गांवाचें क्षेत्र लहान व रचना अशी असतें कीं कुटुंबांतील माणसांना कामासाठीं केव्हांहि मोकळेपणानें फिरणें शक्य असतें. ही परिस्थिति शहरांत आढळून येत नाहीं. म्हणून शहरांत जे धंदे फक्त घरांत चालतात त्यास घरगुती धंदे म्हणतां येईल. शहरांतसुद्धां जर मुख्य काम घरांत करण्यांत येऊन कांहीं इतर कामें घराबाहेर करण्यांत आलीं तरी त्यास घरगुती धंदा समजावें (उदा० हातमागाच्या धंद्यांत सूत बाहेर रंगवून आणावें लागतें, इलेक्ट्रोप्लेटिंगच्या धंद्यांत धातूचे पृष्ठभाग बाहेरून साफ करून आणतात, शिंपी शिवलेल्या कपड्यांना काज बाहेरून करून आणतात, दुकानांत तयार केलेल्या दागिन्यांत घरीं स्त्रिया लाख भरून देतात, बाहेरून पानें आणून घरीं विड्या तयार करतात, इत्यादि). कांहीं इसम स्वतः अगर कुटुंबांतील इतर माणसांच्या सहाय्यानें घरांत मजुरीवर विडी वळतात व त्यांस व्यापाऱ्याकडून अगर कॉंट्रॅक्टरकडून विडीचीं पानें, तंबाखू वगैरे साहित्य पुरविलें जातें. अशा इसमांचा घरगुती उद्योगधंदा आहे असें समजावें.

१३८. वस्तूंची केवळ खरेदी आणि विक्री करण्याचा धंदा (वाण्याचा धंदा) किंवा वकील व डॉक्टरचा पेशा, न्हावी, पाणकी, ज्योतिषी यांचे धंदे जरी घरच्या घरींच करण्यांत येत असले तरी त्यास घरगुती उद्योगधंदे म्हणतां येणार नाहीं. कारण घरगुती उद्योगधंद्यांत कोणत्यातरी वस्तूंचें उत्पादन, साफसफाई किंवा दुरुस्तीचें काम होत असावें लागतें.

मच्छिमारी करण्याऱ्या इसमांसाठीं प्रश्न १० च्या ऐवजीं प्रश्न ११ समोर नोंद केली जाईल. मच्छिमारी करणाऱ्या कुटुंबांतील व्यक्तीनीं जर मासळी खारविण्याचा धंदा चालविला असल्यास तो धंदा घरगुती उद्योगधंदा असें समजण्यांत येईल व त्यासंबंधीं नोंद प्रश्न १० समोर करावी.

प्रश्न १० (क) : घरगुती उद्योगधंद्यांत नोकर असल्यास

१३९. एखादा इसम स्वतःच्या घरगुती धंद्यांत काम न करतां दुसऱ्या एखाद्या कुटुंबांत चालविल्या जाणाऱ्या घरगुती उद्योगधंद्यांत पगारी नोकर म्हणून काम करीत असणें शक्य आहे म्हणून एखादी व्यक्ति स्वतःचा उद्योगधंदा नसल्यास ती व्यक्ति इतरांकडे घरगुती धंद्यांत काम करीत आहे किंवा नाहीं त्याची चौकशी करावी व अशी व्यक्ति आढळल्यास त्यासंबंधीं ती जें काम करते त्याची नोंद प्रश्न १०(अ) समोर व कोणत्या घरगुती धंद्यांत काम करते त्याची नोंद प्रश्न १०(ब) समोर करावी. अशी जी व्यक्ति दुसऱ्या इसमाच्या घरगुती उद्योगधंद्यांत पगारी नोकर म्हणून काम करते तिच्यासंबंधीं प्रश्न १०(क) मध्यें 'नो' अशी नोंद करावी. बाकी इतर सर्व लोकांसाठीं या प्रश्नासमोर × (फुली) मारावी. १०(क) साठीं छापलेल्या त्रिकोणांत 'नो' म्हणून लिहावयाचें तें फक्त तो करीत असलेल्या व १०(अ) मध्यें लिहितां येईल अशाच कामांत तो नोकर असला तर लिहावयाचें आहे. तो इसम कुठेंहि अितर ठिकाणीं नोकर असला कीं येथें 'नो' असें लिहावयाचें नाहीं. तसेंच कुटुंबांतील कुणीं अिसम अशा घरगुती धंद्यांत काम करीत असेल तर त्यासपण 'नो' असें लिहितां येणार नाहीं.

१४०. घरगुती उद्योगधंद्यांत काम करीत असलेल्या लोकांसाठीं प्रश्न १०(अ), प्रश्न १०(ब) व प्रश्न १०(क) मध्यें उत्तरें कशा प्रकारें लिहावयाचीं त्यांचीं उदाहरणें खालीं दिलीं आहेत.

प्रश्न १० : घरगुती धंद्यांत काम करणाऱ्यांसाठीं

	१०(अ) : कामाच्या प्रकाराची नोंद	१०(ब) : कोणता घरगुती उद्योगधंदा आहे त्याची नोंद	१०(क) : नोकर असल्यास त्याची नोंद
१	२	३	४
१	सूत काढणें ..	अंबर चरख्यावर सूत काढणें.	×
२	हातमागासाठीं सूत रंगविणें.	हातमाग ..	×
३	भात सडणें ..	भात सडण्याची गिरणी ..	×
४	तेलघाणी चालविणें.	तेलाची घाणी ..	नो.
५	हत्यारांना धार लावणें, तयार करणें.	लोहारकाम ..	×
६	मडकीं भाजण्यासाठीं मदत करणारा.	कुंभारकाम ..	नो.
७	मातीचीं भांडीं तयार करणें.	मातीचीं भांडीं तयार करणें.	×
८	लांकडी खिडक्या, दारें तयार करणें.	सुतारकाम ..	×
९	दागिने करणें, दागिन्यांत लाख बसविणें.	सोनारकाम ..	×
१०	होजिअरी मशीनवर काम.	होजिअरी कपडे तयार करणें (पायमोजे, गंजिफ्रॉक तयार करणें).	नो.
११	सॉ मिलमध्यें हिशेब ठेवणारा कारकून.	लांकडाची गिरणी ..	नो.
१२	धातूंना पॉलिश करणें.	इलेक्ट्रोप्लेटिंग ..	×
१३	चाकावर धांव बसविण्यासाठीं मदत.	लोहारकाम ..	नो.
१४	बंदुका दुरुस्त करणें..	बंदुका दुरुस्त करणें व तयार करणें.	×
१५	मधमाशा पाळणें ..	मधाचें उत्पादन ..	×
१६	धंदा किंवा व्यापारासाठीं गुरें पाळणें	पशुसंवर्धन ..	×

—	१० (अ) : कामाच्या प्रकाराची नोंद	१० (ब) : कोणता घरगुती उद्योगधंदा आहे त्याची नोंद	१० (क) : नोकर असल्यास त्याची नोंद
१	२	३	४
१७	गणपती व इतर मूर्ति तयार करणें.	मातीच्या मूर्ति तयार करणें	×
१८	चपला, बूट तयार करणें .	चांभारकाम ..	×
१९	विड्या वळणें ..	विडी तयार करणें ..	×
२०	पापड, लोणचीं करणें.	खाद्यपदार्थ तयार करणें ..	×
२१	उदबत्ती तयार करणें.	उदबत्त्या तयार करणें ..	×
२२	लांकडी खेळण्यांना रंग देणें.	लांकडी खेळणीं बनविणें ..	×
२३	रेडिओ दुरुस्त करणें.	रेडिओ दुरुस्त करणें ..	×
२४	कपड्यांना बटण लावणें.	कपडे शिवणें ..	नो.
२५	लोंकरीच्या घोंगड्या तयार करणें.	लोंकरीच्या घोंगड्या तयार करणें.	×
२६	धंदा किंवा व्यापारासाठीं कोंबड्या पाळणें.	कोंबड्या पाळणें ..	×
२७	अमसुलें तयार करणें.	फळांचे पदार्थ तयार करणें.	×
२८	टोपल्या व कणगी बनविणें.	वेळूच्या वस्तु बनविणें ..	×

टीप.—रकाना ४ मध्यें 'नो' अशी नोंद ज्या ठिकाणीं केली आहे त्या ठिकाणीं रकाना २ मध्यें दाखविलेलें काम दुसऱ्याच्या घरगुती उद्योगधंद्यांत 'नोकर' म्हणून करण्यांत येत आहे असें समजावें.

प्रश्न ११ : प्रश्न ८, ९ किंवा १० मध्यें दर्शविलेल्या कामांव्यतिरिक्त इतर कामें

१४१. जे काम करणारे इसम शेतकरी, शेतमजूर म्हणून अगर कोणत्याहि घरगुती उद्योगधंद्यांत काम न करतां किंवा त्यापैकीं कोणतें काम करून त्याशिवाय इतर काम करतात त्यासाठीं प्रश्न ११(अ), ११(ब) आणि ११(क) मध्यें नोंद करावी. ते इसम प्रत्यक्ष जें काम करतात त्याची नोंद ११(अ) मध्यें करावी. एखादी व्यक्ति शेतकरी म्हणून काम करीत असेल अगर शेतमजूर म्हणून काम करीत असेल अगर तिचा घरगुती उद्योगधंदा असून शिवाय इतर कांहीं काम करीत असल्यास (त्या कामांत शेतीमध्यें अंतर्भूत न केलेला दुधदुभत्याचा धंदा, पशुसंवर्धन, चहा, कॉफी, रबर इत्यादिसंबंधीं कामाचाहि समावेश होतो) ती व्यक्ति प्रत्यक्ष जें काम करीत आहे त्याची नोंद करावी. अशा इतर कामांपैकीं एकापेक्षां जास्त कामें एखादा इसम करीत असेल (उदा० कचेरींत नोकर असून शिवाय वर्तमानपत्रें विकण्याचेंहि काम करतो, वकीलीचा धंदा असून स्टेशनरीचें दुकानहि चालवितो वगैरे) तर त्यापैकीं फक्त एकच काम प्रश्न ११(अ) साठीं लिहावें. दोन्हीपैकीं ज्या कामांत त्याचा अधिक वेळ जात असेल तें काम लिहावें.

प्रश्न ११ (अ) : कामाचा प्रकार

१४२. जे लोक कोणतेंहि काम करीत नाहींत, शेतकरी किंवा शेतमजूर म्हणून अथवा घरगुती उद्योगधंदा करून त्याशिवाय इतर कोणतेंहि काम करीत नाहींत, त्यांच्यासाठीं या प्रश्नासमोर × (फुली) करावी.

व्यक्ति जें काम करते तें कोणत्या प्रकरचें आहे तें सविस्तर लिहावें. ज्या प्रकारचें काम करण्यांत येतें त्याविषयीं संपूर्ण व अचूक माहिती मराठींत, इंग्रजींत अगर इंग्रजी शब्द मराठींत लिहून द्यावी. पूर्वी करण्यांत आलेल्या जनगणनेंत अपूर्ण उत्तरें देण्यांत आल्यामुळें जनगणनेची माहिती संकलित करतांना पुष्कळच त्रास झाला व त्यामुळें बऱ्याच उणीवा राहून गेल्या होत्या. म्हणून स्लिपांतून संपूर्ण व समाधानकारक माहिती लिहितां आली नाहीं तर आपणांस कुटुंबाला परत भेट देऊन ती पूर्ण करावी लागेल.

प्रश्न ११ (ब) : कोणता उद्योगधंदा

१४३. कामाच्या प्रकाराची प्रश्न ११(अ) मध्यें नोंद केल्यावर तें काम कोणत्या धंद्यांत, व्यवसायांत, व्यापारांत, पेशांत, नोकरींत करीत आहेत याविषयीं माहिती ११(ब) मध्यें पूर्ण विचारपूस करून लिहावी. याबाबतींत त्रोटक व असंदिग्ध लिहूं नये. उत्पादनाच्या धंद्यांत व्यक्ति काम करीत असली तर त्यांत कोणत्या वस्तु तयार केल्या जातात किंवा दुरुस्त, साफसफाई (सर्व्हिसींग) केली जाते याविषयीं नोंद करावी. (उदा० साबणाचा कारखाना, कापडाची गिरणी, सायकल दुरुस्तीचें दुकान इत्यादि). एकापेक्षां जास्त वस्तूंचें उत्पादन होत असल्यास जी मुख्य वस्तु तयार केली जाते तिचाच फक्त उल्लेख करावा. जर कामधंद्यांत किंवा व्यापारांत करण्यांत येत असेल तर ज्या मुख्य वस्तूंची विक्री किंवा देवाणघेवाण होते त्या वस्तूंचें वर्णन करावें. [उदा० किराणा मालाचें दुकान, तयार कपड्यांचें दुकान, धान्याची ठोक (घाऊक) विक्री, तपकिरीचें दुकान]. जर काम, एकाद्या पेशांत किंवा नोकर म्हणून केलें जात असेल तर तो पेशा कोणता किंवा नोकरी कोणत्या प्रकारची आहे तें लिहावें. (उदा० प्राथमिक शाळेंत शिक्षक, वकील, सरकारी हॉस्पिटलमध्यें डॉक्टर वगैरे). ही माहिती अशा प्रकारें संपूर्ण व अचूक रीतीनें लिहावी कीं त्यावरून कामधंद्याची, व्यवसायाची, नोकरीची, इतर पेशाची व क्षेत्रांची जी वर्गवारी आहे त्यामध्यें योग्य प्रकारें दाखल करतां येईल. ही माहिती मराठींत वा इंग्रजींत (अगर इंग्रजी शब्द मराठीमध्यें लिहून) लिहावी.

१४४. ज्या व्यक्तीसाठीं प्रश्न ११ (अ) मध्यें × (फुली) केलेली असेल त्या व्यक्तीसाठीं प्रश्न ११ (ब) मध्येंसुद्धां × (फुली) करावी.

१४५. प्रश्न ११(अ) आणि प्रश्न ११(ब) यासंबंधीं लक्षांत ठेवावयाचे महत्त्वाचे मुद्दे असे—

१४६. स्त्रिया व मुलें ज्यावेळीं कुटुंबाच्या प्राप्तींत भर घातलीं जाणारीं कामें करतात (उदा० पैसे घेऊन भात सडून देणें, गुरें राखणें, जळाऊ लांकडें विकणें, गोवऱ्या तयार करून विकणें, गवताचे भारे विकणें, पैशासाठीं दुसऱ्याच्या घरीं घरकाम, धुणींभांडी करणें, इत्यादि), मग तीं तशीं कामें सबंध दिवसभर करोत किंवा थोडा वेळ करोत, त्याचीं नोंद ११ (अ) व ११(ब) मध्यें झाली पाहिजे. जेव्हां विवाहित स्त्रिया अगर इतर प्रौढ स्त्रिया

घरकामाशिवाय वर उल्लेख केलेलीं किंवा त्यासारखीं कामें करतात तेव्हां त्या कामाची ११(अ) मध्यें नोंद केल्यावर त्यापुढें "गृ" अशी नोंद कंसांत करावी.

१४७. जो इसम स्वतः तयार केलेल्या वस्तु विकत असेल तर वस्तु तयार करून विकणारा अशी नोंद करण्यांत येईल.

१४८. जेथें जेथें शक्य असेल तेथें कामाची पूर्ण माहिती देतांना मराठी शब्दांचा उपयोग करावा.

१४९. पुढें दिलेले शब्द असंदिग्ध—अपुरे आहेत. ते नुसते न लिहितां त्यांचें अधिक वर्णन करावें. [सायंटिस्ट, टेक्निशियन्स (तंत्रज्ञ), मुलकी नोकर, कारकून, इंजिनियर, इन्स्पेक्टर, चेकर, फोरमन, ओव्हरसिअर, मजूर, असिस्टंट, मशीन चालविणारे, कॉन्ट्रॅक्टर, पॉलिश करणारे].

१५०. जे मजूर कसबी नाहींत व जे एकाच तऱ्हेच्या कामावर असतात [उदा० रेल्वे पोर्टर, मार्केट—बाजारांतील हमाल, रस्ते खणण्याच्या कामावर अगर गवंड्याच्या हाताखालीं काम करणारे बिगारी (मजूर)] त्यांच्यासाठीं ते कोणत्या तऱ्हेचें काम करतात त्याची नोंद करावी.

जर एखादा मजूर एखादें एकाच प्रकारचें ठराविक काम न करतां हरतऱ्हेच्या ठिकाणीं मजुरीचें काम करीत असला तर "सामान्य मजूर" असें लिहावें.

१५१. **मशीनवर काम करणारे.**—ज्या मशीनवर काम करतात त्या मशीनचें नांव लिहावें (उदा० टेलिफोन ऑपरेटर, मोनोप्रिंटर इत्यादि).

१५२. दुकानदार, किरकोळ विक्रेते, दुकानांतील मदतनीस—जे विक्रीच्या कामांत संपूर्णपणें किंवा मुख्यत्वें गुंतलेले आहेत त्यांच्यासाठीं व्यापारी (मुख्य असेल तर) किंवा दुकानांतील मदतनीस अगर विक्रेता, विक्री करणारा नोकर अशी नोंद करून ते करीत असलेला व्यापाराचा धंदा घाऊक आहे कीं किरकोळ आहे किंवा दोन्हीं आहेत तें लिहावें. एखाद्या ठिकाणीं वेगवेगळ्या खात्यांतून मदतनीस अगर विक्री करणारे नोकर असतात. तेव्हां ते कोणत्या विवक्षित खात्यांत काम करतात तें लिहावें (उदा० आगगाड्यांच्या सुट्या भागांचें खातें, शिवण्याच्या मशीनचें खातें, किराणा मालाचा विभाग, विजेच्या सामानाचा विभाग, मिठाईचा विभाग, इत्यादि).

१५३. **वाहतुकीचें काम करणारे.**—ज्या प्रकारच्या वाहतुकींत काम करण्यांत येतें तो प्रकार पूर्णपणें लिहावा (उदा० विमान वाहतूक, आगगाड्यांची वाहतूक, मोटार अगर बस.)

१५४. **नोकरी करणारे.**—जे लोक सैनिक दलाच्या नोकरी खात्यांत काम करीत आहेत त्यासाठीं मध्यवर्ति सरकारच्या नोकरींत असें लिहावें.

१५५. उद्योगधंद्यांत किंवा व्यापारांत विविध तऱ्हेचें काम करणारांसाठीं कांहीं ठराविक नांवानें ओळखलें जात असल्यास तीं नांवें लिहा (उदा० मॅनेजर, फोरमन, सुपरवायझर, जॉबर, इत्यादि) व हीं नांवें लिहितांना तीं कोणत्या खात्यांतील किंवा शाखेंतील आहेत तें लिहावें. (उदा० बॉयलर रुममधील फोरमन, मशीन शॉपमधील फोरमन, कपडे शिवण्याच्या खात्याचा मॅनेजर, कांचवस्तु शाखेंतील सुपरवायझर अगर मॅनेजर). इतर खुलाशाशिवाय फक्त पुढें दिलेल्या नांवांवरून कामासंबंधीं फारसा बोध होत नाहीं म्हणून आवश्यक खुलाशाशिवाय तीं नुसतीं नांवें लिहूं नयें. (उत्पादक व्यापारी, कारखानदार, एजंट, ब्रोकर, इंजिनियर, लोखंडाचें काम, इत्यादि).

१५६. **घरकाम करणारे चाकर.**—दुसऱ्याच्या घरीं खाजगी नोकर म्हणून नोकरी करणाऱ्यांसाठीं (उदा० स्वयंपाकी, घरगडी, इत्यादि) खाजगी नोकर (स्वयंपाकी), घरगडी अशी नोंद करावी, त्याच्या बाबतींत ११(ब) मध्यें नोंद करण्याची जरुरी नाहीं, पण जे स्वयंपाकी चाकर, गडी, हॉटेल, बोर्डींग व लॉजिंगमध्यें, इतर संस्थेमध्यें, हॉस्टेलमध्यें, डाक बंगल्यांत कामें करतात त्यांच्याकरितां मात्र प्रश्न ११ (ब) मध्यें हॉटेल, बोर्डींग, लॉजिंग, डाक बंगला अशीं नोंद करण्यांत यावी.

१५७. जे नोकर एकापेक्षां जास्त तऱ्हेचे धंदे करणाऱ्या फर्म किंवा कंपन्यांमध्यें काम करीत असतील व ते धंदे वेगवेगळ्या ठिकाणीं करण्यांत येत असतील तर ज्या धंद्यांत ते नोकर काम करीत असतील त्या धंद्याचें नांव लिहावें. जर, असे वेगवेगळे धंदे एकाच ठिकाणीं होत असून त्यांची कारभाराची व्यवस्था (म्हणजे कागदपत्र, नोकरांची नेमणूक, उत्पादन वगरे) वेगवेगळी असेल तर ज्या धंद्यांत नोकर म्हणून काम करीत असेल त्या धंद्याची नोंद करावी. एकाद्या फर्मचे अगर कंपनीचे एकाहून जास्त धंदे एकाच ठिकाणीं चालविण्यांत येत असतील, तर जो मुख्य धंदा असेल त्याची नोंद करावी.

१५८. व्यापार, विक्री यांविषयी नोंद करतांना व्यापार घाऊक किंवा किरकोळ किंवा दोन्ही तऱ्हेचा आहे तें लिहिण्यास विसरूं नये. त्याचप्रमाणें ज्या वस्तूंचा व्यापार करण्यांत येत आहे त्या वस्तूंची नोंद करावी.

प्रश्न ११(क) : कोणता वर्ग

१५९. माणसें कोणत्याहि धंद्यांत अगर क्षेत्रांत कामें करीत असलीं तरी त्या सर्वांचा काम करण्याचा दर्जा एकच नसून वेगवेगळा असतो. उदा० कांहीं लोक हाताखालीं नोकर ठेवून त्यांच्यावर देखरेख करण्याचें अगर त्यांना मार्गदर्शन करण्याचें काम करतात. कांहीं दुसऱ्याचे नोकर म्हणून काम करतात. कांहीं दुसऱ्यांचे ताबेदार न राहतां एकटे अगर स्वतंत्र म्हणून काम करतात आणि कांहीं कुटुंबाच्या व्यवसायांत असें काम करतात कीं, मालक, नोकर म्हणून त्यांची वर्गवारी नसते. एवढें मात्र लक्षांत ठेवावें कीं ११(क) चें उत्तर लिहिण्यासाठीं छापलेल्या त्रिकोणांत जो कामाचा दर्जा अथवा वर्ग लिहावयाचा आहे, तो फक्त ११(अ) मध्यें दाखविलेल्या कामापुरताच दाखवायचा आहे. एखादा इसम शेती करीत असेल मालक म्हणून, पण दुकानावर काम करीत असेल नोकर म्हणून तर या त्रिकोणांत 'नो' म्हणून लिहिलें जावें.

१६०. प्रश्न ११(अ) मध्यें नमूद केलेल्या कामाकरितां जे इसम एक किंवा अधिक माणसें नोकरीस ठेवतात, त्यास मालक समजावें व त्याच्यासाठीं त्या प्रश्नासमोर "नोमा" अशी नोंद करावी (म्हणजे नोकर ठेवणारे मालक).

१६१. जे इसम प्रश्न ११(अ) मध्यें नमूद केलेलें काम दुसऱ्याकडे मजुरी अगर पगारावर (रोख रक्कम अगर मालाच्या रूपांत घेऊन) करतात, त्यांस नोकर असें समजावें व त्यांच्यासाठीं "नो" अशी नोंद करावी.

१६२. जे इसम ११(अ) मध्यें नोंद केलेलें काम सर्वसाधारणपणें स्वत: एकटेच करतात आणि किरकोळ प्रसंगाशिवाय इतर नोकर ठेवीत नाहींत किंवा कुटुंबियांची मदतपण घेत नाहींत त्यांच्यासाठीं 'एका' अशी नोंद करावी (म्हणजे एकटे काम करणारे).

१६३. जे इसम प्रश्न ११(अ) मध्यें नमूद केलेलें काम स्वत:च्या कुटुंबांतील लोकांनीं चालविलेल्या उद्योगधंद्यांत, व्यवसायांत अथवा व्यापारांत, पगार किंवा मोबदला न घेतां करीत असतील त्यांना 'कुका' म्हणजे कुटुंबांतून काम करणारे असें लिहावें.

१६४. ज्याच्यासाठीं प्रश्न ११ (अ) व ११(ब) मध्यें × (फुली) मारली आहे, त्याच्याकरितां या प्रश्नासमोरसुद्धां × (फुली) करावी.

स्पष्टीकरण

१६५. **नोकर ठेवणारे मालक.**—ज्या इसमास प्रश्न ११(अ) समोर लिहिलेलें काम करण्यासाठीं इतर माणसांना कामावर नेमावें लागतें त्यास मालक असें समजावें. असा इसम स्वत:च्या कामाबद्दल जबाबदार असतो असें नव्हे तर जे लोक प्रश्न ११(अ) मध्यें लिहिलेल्या कामाकरितां नेमलेले असतात त्यांना काम देऊन तें काम त्यांच्याकडून करून घेण्याचीही त्याच्यावर जबाबदारी असते. एकाद्या इसमानें घरकामासाठीं चाकर ठेवला असेल अगर तो ज्या कचेरींत नोकर म्हणून आहे तेथें त्याच्या हाताखालीं इतर नोकर असले आणि त्याला त्याच्या मालकाच्या वतीनें कचेरींत इतर नोकर नेमण्याच्या अधिकार असला तरी त्याला मालक म्हणून म्हणतां येणार नाहीं. [उदा० जिल्हाधिकाऱ्याला तलाठ्यांची अगर इतर नोकरवर्गाची नेमणूक करण्याचा अधिकार असला तरी त्याला ११(क) साठीं मालक समजण्यांत येणार नाहीं.]

१६६. **नोकर.**—जो दुसऱ्याच्या हाताखालीं पगारासाठीं अगर मजुरीनें—मग ती रोख असो किंवा मालाच्या रूपांत असो—काम करतो त्यास नोकर म्हणावें. कांहीं व्यक्ति मॅनेजर, सुपरिंटेंडेंट, एजंट, व्यवस्थापक, इत्यादि म्हणून काम करतात व त्या अधिकारांत आपल्या मालकाच्या वतीनें दुसऱ्यांना नेमू शकतात व त्यावर नियंत्रण करूं शकतात अशा व्यक्तींनासुद्धां वर लिहिल्याप्रमाणें नोकरच म्हणावें, ते मालक समजलें जाणार नाहींत.

१६७. **एकटा काम करणारा.**—एखादा इसम स्वत: एकटाच काम करीत असेल तर त्यासाठीं प्रश्न ११(क) समोर "एका" अशी नोंद करावी. त्यास कामावर कोणीहि नेमलेलें नसतें किंवा तोहि इतरांस नोकरीस ठेवीत नसतो. किरकोळ प्रसंगाखेरीज कुटुंबांतील इतर इसमांचीदेखील तो मदत घेत नाहीं. इतर कोणा एकाच्या जोड भागीदारींत किंवा अनेक माणसांच्या भागीदारींत नोकर न नेमतां काम करतात त्यांचा या वर्गांत समावेश होतो. तसेंच उत्पादक संघ किंवा सहकारी संघाचे सभासद म्हणून काम करत असतील त्यांचापण या वर्गांत समावेश होईल. यांपैकीं प्रत्येक भागीदार किंवा सभासद यांना एकटे काम करणारे असें समजावें आणि "एका" असें लिहावें. (घरगुती उद्योगधंद्यांत कुटुंबप्रमुख एकटाच काम करीत असल्यास त्यास एकटा काम करणारा असें म्हणावयाचें नाहीं).

१६८. **कुटुंबांत काम करणारा.**—कुटुंबाच्या सभासदांनीं चालविलेल्या उद्योगधंद्यांत, व्यापारांत, व्यवसायांत जो कामाच्या मोसमांत प्रत्येक दिवशीं कमींत कमी एक तास काम करीत असतो व ज्यास त्या कामासाठीं रोख अगर मालाच्या रूपांत मजुरी मिळत नाहीं, त्यास "कुटुंबांतील काम करणारा" असें समजावें. प्रश्न ११ समोर लिहिण्यांत येणाऱ्या उद्योगधंद्याचें स्वरूप प्रश्न १० समोर लिहिलें जाणाऱ्या घरगुती उद्योगधंद्याहून वेगळें असतें. म्हणून हा उद्योगधंदा प्रश्न १० च्या व्याख्येंत न बसणारा असला पाहिजे. "कुटुंबांत काम करणारा" म्हणून काम करणाऱ्या व्यक्तीस उद्योगधंद्यांत होणाऱ्या नफ्यांचा वांटा मिळतहि नसेल, कारण तो धंदा त्यानें स्वत:, कुटुंबप्रमुख किंवा इतर नातेवाईकांनीं चालविलेला असेल. कुटुंबांतील व्यक्ति फक्त घरकाम करीत असतील तर त्यांस "कुटुंबांत काम करणारे" असें म्हणतां येणार नाहीं. त्यांच्यासंबंधीं नोंद प्रश्न १२ मध्यें केली पाहिजे.

प्रश्न ११(ड) : कोठें काम करतो ?

१६९. ज्या कारखान्यांत, वर्कशॉप, धंद्याचें ठिकाण, कंपनी, दुकान, इत्यादिमध्यें काम करण्यांत येत असेल त्याचें संपूर्ण नांव येथें लिहावें. जे ठराविक ठिकाणीं काम करीत नाहींत त्यांच्याकरितां "ठराविक ठिकाण नाहीं" अशी नोंद करावी.

१७०. ज्या इसमासाठीं प्रश्न ११(अ), प्रश्न ११(ब) आणि ११(क) मध्यें × (फुली) मारली असेल, त्याच्यासाठीं या प्रश्नासमोर × (फुली) मारण्यांत यावी.

१७१. पुढील उदाहरणांवरून प्रश्न ११(अ) ते ११(ड) समोर जे इसम प्रश्न ८, प्रश्न ९ व प्रश्न १० मध्यें दर्शवलेल्या कामाशिवाय इतर काम करतात त्यांच्यासाठीं कशा प्रकारें नोंद करावयाची तें स्पष्ट करून दाखविलें आहे.

प्रश्न ११ : प्रश्न ८, ९ व १० यांमध्यें लिहावयाच्या कामाशिवाय इतर काम

प्रश्न ११(अ)	प्रश्न ११ (ब)	प्रश्न ११ (क)	प्रश्न ११ (ड)
१	२	३	४
कामाचा प्रकार			
१. जंगलांत लांकूड तोडणें	लांकडाचें ओंडके तयार करणें	नो	कृषि व जंगल खातें, महाराष्ट्र सरकार.
२. लोंकरयुक्त कांतडचासाठीं	शिकार करणें	एका	ठराविक जागा नाहीं.
३. आमराईचा माळी	फळझाडांची लागवड	नो	धन्याची आमराई अथवा बाग.
४. तिकीट तपासनीस	मध्य रेल्वे, ट्रॅफिक खातें	नो	मध्य रेल्वे.
५. बॉयलर फोरमन	चिनीमातीच्या कारखान्यांतील भट्टी	नो	इंडियन सेरामिक इंस्टिटचूट.

विवरण—चालू

प्रश्न ११(अ)	प्रश्न ११(ब)	प्रश्न ११ (क)	प्रश्न ११ (ड)
१	२	३	४
कामाचा प्रकार			
६. कॉन्ट्रॅक्टर ..	घर बांधणारे कॉन्ट्रॅक्टर ..	नो	शहा कन्स्ट्रक्शन वर्क्स.
७. हिशेब तपासनीस ..	आगगाडयांचा कारखाना ..	नो	चित्तरंजन आगगाडी कारखाना
८. रेल्वे कुली ..	रेल्वे स्टेशन कुली ..	नो	औरंगाबाद स्टेशन, मध्य रेल्वे.
९. रोजगारीवर काम करणारा मजूर.	रस्ता दुरुस्ती, मुंबई-आग्रा रस्ता ..	नो	बांधकाम खातें, महाराष्ट्र सरकार.
१०. मजूर ..	गवंडी कामांत मदत करणारा ..	नो	चेंबूर हाऊसिंग सोसायटी.
११. मजूर ..	मजुरीचें पण ठराविक काम नाहीं. ..	एका	निश्चित ठिकाण नाहीं.
१२. यंत्र चालविणारा ..	विजेचे ट्रान्सफॉर्मर ..	नो	टाटा पॉवर हाऊस, खोपोली.
१३. दुकानांतील मदतनीस अगर नोकर	स्टेशनरीचें दुकान ..	नो	प्रभात स्टेशनरी मार्ट.
१४. धान्य व्यापारी ..	घाऊक धान्याचे व्यापारी ..	नोमा	देवजी कानजी, दाणाबंदर.
१५. कापड विक्रेता ..	तयार कपडयाचें दुकान ..	नो	सॅम्सन स्टोअर्स.
१६. विक्री खात्याचा मॅनेजर ..	शेतकी उपकरणें व अवजारें तयार करणारें खातें. ..	नो	किर्लोस्कर कारखाना.
१७. बॉयलर रूम फोरमन ..	कमानी मेटल इंडस्ट्रीज ..	नो	कमानी मेटल इंडस्ट्रीज.
१८. वैमानिक ..	विमान वहातूक ..	नो	इन्डियन एअर लाइन्स.
१९. बस ड्रायव्हर ..	मोटार वहातूक ..	नो	स्टेट ट्रान्सपोर्ट कॉर्पोरेशन.
२०. मोटार वहातूक कंपनीचा मालक.	मोटार वहातूक ..	नोमा	प्रकाश ट्रान्सपोर्ट सर्व्हिस.
२१. रेडिओलॉजीस्ट ..	शस्त्रक्रिया विभाग ..	नो	सरकारी मेडिकल कॉलेज, नागपूर.
२२. रसायनें बनविणारा (केमिस्ट).	साखर कारखाना ..	नो	फलटण शुगर वर्क्स.
२३. रासायनिक औषधें करणारा ..	औषधि कारखाना ..	नो	धूतपापेश्वर औषधि कारखाना.
२४. सेक्रेटरी ..	व्यवस्था खातें, आयुर्विमा कॉर्पोरेशन ..	नो	आयुर्विमा कॉर्पोरेशन, मुंबई.
२५. असिस्टंट सेक्रेटरी (सहाय्यक सचिव).	शिक्षण खातें ..	नो	महाराष्ट्र सरकार.
२६. सुपरवायझर (देखरेख करणारा).	जडजवाहिऱ्यांचें–दागिन्यांचे दुकान ..	नो	नरोत्तम भाऊ ज्वेलर्स.
२७. मशीनवर काम करणारा ..	लेथ खातें	नो	माझगांव डॉक्स.
२८. घरांतील आचारी, नोकर ..	....	नो	धन्याच्या घरांत.
२९. स्वयंपाकी ..	बोर्डींग हाऊस ..	नो	पूना गेस्ट हाऊस.
३०. खानसामा ..	डाक बंगला ..	नो	सुभेदारी गेस्ट हाऊस, औरंगाबाद.
३१. किराणा जिन्नस ..	किराणा मालाची किरकोळ विक्री. ..	एका	घरच्या घरीं.
३२. अकाउंटंट ..	बिस्किटाचा कारखाना ..	नो	पार्ले बिस्किट मन्युफॅक्चरिंग कंपनी.
३३. हिशेब तपासनीस ..	सुती कापड गिरणी ..	नो	मॉडर्न मिल्स.
३४. सिनेमा नट ..	सिनेमा कंपनी ..	नो	राजकमल स्टुडियो.
३५. पाटचा रंगविणारा ..	कमर्शिअल पेंटर ..	नो	कोटकर आणि कंपनी.
३६. कॅनवस पिशव्या तयार करणारा.	सिमेंट कंपनी ..	नो	पोर्टलँड सिमेंट कंपनी.
३७. शेअर ब्रोकर (दलाल). ..	गिरणीच्या शेअरचा दलाल ..	एका	मुंबई शेअर बाजार.
३८. कमिशन एजंट ..	हुंडया बनविणें ..	एका	कपडिया इन्वेस्टमेंट्स.
३९. सांचा बनविणारा ..	जनरल इंजिनियरिंग वर्क्स ..	नो	रामचंद इंजिनियरिंग कंपनी.
४०. औषधें घोटणारा ..	रसायन खातें ..	नो	धूतपापेश्वर औषधांलय.
४१. साफ करणारा ..	लोखंड शुद्ध करणें ..	नो	इंडिया रोलिंग मिल.
४२. डोअरकीपर (तिकिटें तपासणारा)	सिनेमा गृह ..	नो	मराठा मंदिर.
४३. आयर्न मोल्डर (लोखंडाच्या वस्तूंसाठीं सांचा बनविणारा).	आयर्न व स्टील फाउंड्री (धातु ओतण्याचा कारखाना).	नो	महाराष्ट्र इंजिनियरींग वर्क्स.
४४. पॅकिंग फोरमन ..	पॅकिंग खातें, तेलाच्या गिरणींत. ..	नो	टाटा ऑईल मिल.
४५. कटर फोरमन ..	वॅगन फॅक्टरी, सॉ मील ..	नो	हिंदुस्थान वॅगन कंपनी.
४६. भट्टी चालविणारा ..	बॉयलर रुम फाउंड्री वर्क्स ..	नो	भारत आयर्न फाउंड्री.
४७. मोनो प्रिंटर ..	छपाईचें काम ..	नो	गव्हर्नमेंट सेंट्रल प्रेस, मुंबई.
४८. टर्नर ..	लहान हत्यारें तयार करणें ..	नो	खंडेलवाला टूल्स कंपनी.
४९. सामाजिक कार्यकर्ता ..	भारत सेवक समाज ..	एका	भारत सेवक समाज.

विवरण—समाप्त

प्रश्न ११ (अ)	प्रश्न ११ (ब)	प्रश्न ११ (क)	प्रश्न ११ (ड)
१	२	३	४
	कामाचा प्रकार		
५०. खासदार	.. लोकसभा	.. एका	लोकसभा, दिल्ली.
५१. स्वतंत्र लेखक पत्रकार	.. वर्तमानपत्रासाठीं लेख लिहिणारा	.. एका	ठराविक वृत्तपत्र नाहीं.
५२. राजकीय कार्यकर्ता	.. राजकीय पक्षाचें कार्य	.. एका	पक्षाचें नांव.
५३. शिक्षक	.. शैक्षणिक वर्ग चालविणें	.. एका	पिंगेज ट्रेनिंग क्लास.
५४. शिक्षक	.. प्राथमिक शाळा	.. नो	स्कूल बोर्ड, उत्तर सातारा.
५५. डॉक्टर	.. स्वत:चा दवाखाना	.. एका	मुकुंद फार्मसी, मुंबई.
५६. शस्त्रवैद्य (सर्जन)	.. शस्त्रक्रिया विभाग	.. नो	ससून सरकारी हॉस्पिटल, पुणें.
५७. तलाठी	.. महसूल खातें	.. नो	महसूल खातें, महाराष्ट्र सरकार.
५८. जिल्हाधिकारी	.. महसूल खातें	.. नो	महसूल खातें, महाराष्ट्र सरकार.
५९. ज्योतिषी	.. ज्योतिष्याचा धंदा	.. एका	निश्चित ठिकाण नाहीं.
६०. पुजारी	.. देवपूजेचें काम	.. एका	रामाचें देऊळ.
६१. चणेफुटाणे विकणारा	.. किरकोळ विक्री	.. एका	निश्चित ठिकाण नाहीं.

महत्त्वाची सूचना

८ ते ११ प्रश्नांसमोर कामाविषयीं नोंद केल्यावर कांहीं माणसांच्या स्लिपांवर प्रश्न ८, ९, १० व ११ या प्रश्नांपैकीं एकापेक्षां जास्त प्रश्नांसमोर ते करीत असलेल्या कामांची नोंद केलेली असेल. अशा तऱ्हेनें एखादा इसम एकापेक्षां जास्त कामें करीत असल्यास तो ज्या कामासाठीं सर्वांत जास्त वेळ खर्च करतो तें काम ज्या प्रश्नासमोर लिहलें आहे त्या प्रश्नाच्या क्रमांकाभोंवतीं वर्तुळ काढावें.

अशीं फार थोडीं उदाहरणें असतील कीं, एखादा इसम प्रश्न ८ ते ११ मध्यें नोंद करण्यासारखीं दोनापेक्षां जास्त कामें करीत असेल व त्यामुळें प्रश्न ८ ते ११ पैकीं दोनपेक्षां जास्त प्रश्नांसमोर नोंद येईल अशा वेळीं ज्या कामासाठीं सर्वांत जास्त वेळ घालविण्यांत येतो तें काम ज्या प्रश्नासमोर लिहिलें आहे त्या प्रश्नाच्या क्रमांकाभोंवतीं वर्तुळ काढावें आणि त्यानंतर राहिलेल्या दुसऱ्या कामांपैकीं कोणत्या कामावर त्याचा जास्त वेळ खर्च होत असतो याची चौकशी करून तें काम ज्या प्रश्नासमोर लिहिलें आहे त्या प्रश्नाच्या उजव्या बाजूस (√) अशी खूण करावी.

उदा० (१) एखादा इसम शेती करीत असून त्याचा घोंगडी तयार करण्याचा घरगुती धंदाहि आहे. शेतीच्या कामांत त्याचा जास्त वेळ खर्च होतो. अशा वेळीं प्रश्न ८ व १० समोर नोंद करण्यांत येईल व प्रश्न ८ च्या क्रमांकाभोंवतीं वर्तुळ काढण्यांत येईल.

उदा० (२) एखादा इसम शेती करीत असून त्याचा सायकल दुरुस्तीचा घरगुती उद्योगधंदा आहे. शिवाय तो कापडाच्या व्यापाऱ्याकडे नोकर म्हणून काम करतो. त्याचा जास्त वेळ नोकरींत जात असून त्याच्या खालोखाल वेळ घरगुती उद्योगधंद्यांत खर्च होतो. अशा इसमासाठीं प्रश्न ८, प्रश्न १० व प्रश्न ११ मध्यें नोंद करण्यांत येईल व प्रश्न ११ भोंवतीं वर्तुळ व प्रश्न १० च्या उजव्या बाजूस (√) अशी खूण केली जाईल.

प्रश्न १२ : काम करीत नसल्यास काय करीत आहे

१७२. ज्या व्यक्ति ८, ९, १० किंवा ११ मध्यें नमूद करण्यासारखें कोणतेंहि काम करीत नसतील त्या व्यक्तींचा समावेश खालीं दर्शविलेल्या एकाद्या गटांत होईल व त्या गटासमोर नमूद केलेली नोंद त्याच्या स्लिपमध्यें प्रश्न १२ पुढें लिहिण्यांत येईल. पूर्ण चौकशी करून व्यक्ति काम न करणाऱ्यांच्या कोणत्या गटांत आहे यासंबंधीं विचार करून मग उत्तर लिहिणें :—

१. **विद्यार्थी**.—सर्वकाळ विद्यार्जनांत घालविणारे विद्यार्थी, शाळेंत जाणारीं लहान मुलें, इतर कोणतेंहि काम करीत नसतील म्हणजे कोणत्याहि कामांत अगर व्यवसायांत (जेणें करून कुटुंबाच्या उत्पन्नांत भर पडेल उदा० घरांत निरनिराळ्या वस्तु तयार करून विकणें, घरची शेती, धंदा अगर व्यवसाय यांत) थोडा वेळसुद्धां भाग घेऊन सहाय्यसुद्धां करीत नाहींत अशांसाठीं "वि" म्हणजे विद्यार्थी अशी नोंद करावी.

२. **घरकाम करणारे**.—ज्या गृहिणी व इतर वयस्क स्त्रिया गृहकृत्यांत (स्वयंपाकपाणी, घराची झाडलोट, मुलांचें संगोपन इत्यादि—ज्यांत मोबदला अगर वेतन मिळत नसतें) भाग घेतात व ज्या इतर कोणत्याहि कामांत अगर व्यवसायांत (जेणें करून कुटुंबाच्या उत्पन्नांत भर पडेल उदा०. घरांत निरनिराळ्या वस्तु तयार करून विकणें, घरची शेती, धंदा अगर व्यवसाय यांत मदत) थोडा वेळसुद्धां भाग घेऊन सहाय्य करीत नाहींत अशांसाठीं "घका" अशी नोंद करावी.

३. **आश्रित**.—दुसऱ्यावर अवलंबून असलेल्या व्यक्ति ज्यांत बालकें, शाळेंत न जाणारीं लहान मुलें, वार्धक्यामुळें किंवा आजारपणामुळें अपंग होऊन काम करण्यास असमर्थ झालेल्यांचा समावेश होतो अशांसाठीं "आ" अशी नोंद करावी.

४. **निवृत्त**.—सेवानिवृत्त—पेन्शनर (जे सेवानिवृत्तीनंतर पुन्हा कोणताहि कामधंदा करीत नाहींत), शेतीचा खंड अगर भाडें, रॉयल्टीदाखल मोबदला अथवा शेअर्सवरील

नफा यावर निर्वाह करणारे, उत्पन्नाचीं ज्यास स्वतंत्र साधनें आहेत पण त्याकरितां त्यांना प्रत्यक्ष काम करावें लागत नाहीं अशांसाठीं "नि" अशी नोंद करावी.

५. भिकारी, भटके, उडाणटप्पू, स्वतंत्र स्त्रिया (ज्यांच्या उत्पन्नाचें साधन माहीत नाहीं आणि इतर ज्यांना निर्वाहाचीं साधनें कोणतीं तीं दाखवितां येत नाहींत) अशांसाठीं "भ" अशी नोंद करावी.

६. तुरुंगांतील कैदी (कच्च्या कैदेंत असलेले सोडून ज्यांना ते पकडले जाण्यापूर्वी काम करीत असले तर काम करणारे म्हणतां येईल), वेडयाच्या हॉस्पिटलमधील वेडे, शिक्षापात्र लोकांसाठीं असलेल्या वसाहतींत, धर्मार्थ संस्थेंत राहणारे अशांसाठीं "सं" अशी नोंद होईल.

७. जे कोणतेंहि काम करीत नाहींत (बेकार) व प्रथम नव्यानेंच रोजगाराच्या शोधांत असलेले अशांसाठीं "नरो" अशी नोंद करावी.

८. पूर्वी कामावर असलेले पण तूर्त कामावर नसलेले आणि सध्यां कामाच्या शोधांत असलेले अशांसाठीं "बे" अशी नोंद करावी.

स्पष्टीकरण.—काम न करणाऱ्या एकाद्या व्यक्तीची वरील आठ प्रकारांमध्यें वर्गवारी करणें शक्य नसल्यास तिचा उल्लेख ५ व्या प्रकारांत करून तिच्याकरितां "भ" अशी नोंद करावीं. सेवानिवृत्त इसम जर परत नियमित काम करीत असेल तर त्याच्यासंबंधीं ज्या प्रकारचें तो काम करीत असेल त्याप्रमाणें प्रश्न ८ ते ११ पैकीं योग्य ती नोंद करावी. एकाद्या इसमास कामासाठीं बोलविण्यांत आलें अगर त्याची कामावर नेमणूक झाली पण त्यानें जर प्रत्यक्ष काम करण्यास सुरुवात केली नसेल तर त्याचा वर उल्लेख केलेल्या तिसऱ्या प्रकारांत समावेश होतो; म्हणून त्याच्याकरितां "आ" अशी नोंद करावी. त्याच्याकरितां काम न करणाऱ्याच्या प्रकार ७ किंवा ८ मध्यें नोंद करावयाची नाहीं. तसेंच त्याच्यासाठीं प्रश्न ८ ते ११ मध्येंहि नोंद करावयाची नाहीं.

जेव्हां प्रश्न ८, ९, १० व ११ समोर × (फुल्या) असतील तेव्हांच प्रश्न १२ समोर नोंद येईल व जेव्हां प्रश्न ८ ते ११ पुढें नोंद असेल तेव्हां प्रश्न १२ पुढें × (फुली) शिवाय इतर नोंद येणें शक्य नाहीं.

प्रश्न १२ समोर नोंद करतांना वर दिलेल्या ८ प्रकारांपैकीं योग्य अशा फक्त एकाच प्रकाराची नोंद करावी. कोणत्याहि परिस्थितींत एकापेक्षां जास्त नोंद या प्रश्नासमोर करावयाची नाहीं. उदा० एखादा सेवानिवृत्त इसम पेन्शन कमी मिळत असल्यामुळें आपल्या मुलांवर अगर इतर कुटुंबांतील माणसांवर अंशतः अवलंबून रहात असला तरी त्या इसमासमोर 'नि' अशीच नोंद करावी (या इसमासाठीं 'नि' आणि 'आ' अशा दोन्हीहि नोंदी करूं नये).

प्रश्न १२ समोर 'काम न करणाऱ्यां'करितां नोंद करतांना ज्या व्यक्तीसाठीं स्लिप भरली जात आहे ती व्यक्ति कोणतेंहि काम करीत नाहीं याची संपूर्ण चौकशी करून खात्री करून घ्या. कांहीं विद्यार्थी दिवसभर नोकरी अगर इतर कामकाज करून रात्रौच्या शाळेंत शिकत असतात, तर कांहीं विद्यार्थी सकाळीं वर्तमानपत्रें नियमित विकतात व शाळेंत शिकतात अशा विद्यार्थ्यांची वर्गवारी 'काम करणारे' म्हणून करावी लागेल व म्हणून त्यांच्यासाठीं प्रश्न १२ च्या ऐवजीं प्रश्न ११ समोर नोंद येईल.

सेवानिवृत्त.—पेन्शनर व घरकाम करणारे यांच्यासाठीं प्रश्न १२ समोर नोंद करतांना ते प्रश्न ८ ते ११ मध्यें नोंद करतां येण्याजोगें कोणतेंहि काम करीत नाहींत याची पूर्ण खात्री करून घ्यावी.

प्रश्न १३ : स्त्री किंवा पुरुष

१७३. **पुरुष व स्त्री.**—पुरुषांकरितां "पु" अशी नोंद करावी व स्त्रियांसाठीं "स्त्री" अशी नोंद करावी. पुरुषांत लहान मुलगे व स्त्रियांत लहान मुलींचा समावेश होतो हें विसरूं नये.

नपुंसक, उभयलिंगी पुरुषांकरितां "पु" अशी नोंद करावी.

कुटुंबपत्रक भरण्याविषयीं सूचना

१७४. प्रत्येक कुटुंबासाठीं एक कुटुंबपत्रक याप्रमाणें कुटुंबपत्रकें भरलीं पाहिजेत. जनगणनेच्या कार्याकरितां कुटुंबाची जी विशिष्ट मर्यादित व्याख्या करण्यांत येते त्यासंबंधीं सविस्तर सूचना परिच्छेद ८५ ते ८७ मध्यें आहेत. कुटुंबपत्रक भरण्यास सुरुवात करण्यापूर्वी कुटुंबांतील प्रत्येक व्यक्तीसाठीं स्लिपा भरून झालेल्या असतील. तेव्हां कुटुंबपत्रकांत माहिती भरतांना ती माहिती स्लिपांमध्यें भरलेल्या माहितीशीं सुसंगत आहे अशी काळजी घ्यावी.

१७५. कुटुंबपत्रकाचे दोन भाग आहेत. भाग १ ला कुटुंब-विषयक शेती आणि घरगुती उद्योगधंद्याविषयीं माहिती भरण्यासाठीं आहे, तर भाग दोनमध्यें कुटुंबांतील व्यक्तींची यादी कांहीं उपयुक्त माहितीसह करावयाची आहे.

१७६. प्रत्येक कुटुंबपत्रकाच्या सुरुवातीस वर कोंपऱ्यांत स्थलांक लिहावयाचा आहे. हा स्थलांक व कुटुंबांतील प्रत्येक इसमाबद्दल भरलेल्या स्लिपांवर लिहिलेला स्थलांक एकच असला पाहिजे. स्थलांक म्हणजे काय याविषयीं सविस्तर सूचना परिछेच्द ८८ मध्यें दिल्या आहेत.

१७७. स्थलांकाच्या उजव्या बाजूस कोंपऱ्यांत "संस्था आहे कीं काय?" या प्रश्नाखालीं काटकोन चौकोन आहे. जनगणनेसाठीं ठरविण्यांत आलेल्या कुटुंबाच्या व्याख्येमुळें ज्यांचे परस्परांशीं नातें नसलेल्या पण एकत्र राहून एकाच ठिकाणीं जेवण घेणाऱ्या लोकांच्या समुहास (उदा० हॉस्टेल, हॉटेल, बोर्डिंग, तुरुंग, हॉस्पिटल येथें राहणाऱ्यांस) कुटुंब म्हणण्यांत येतें. कैद्यांच्या वसाहती, तुरुंग, वेडयाचें हॉस्पिटल, वसतिगृहें, हॉटेल, हॉस्पिटल वगैरेंची गणना करतांना तुरुंग, वेडयांचें हॉस्पिटल, हॉस्टेल वगैरे अशा संस्थात्मक कुटुंबांचें जें स्वरूप असेल त्याप्रमाणें काटकोन चौकोनांत लिहावें.

१७८. ज्या कुटुंबाविषयीं पत्रक भरावयाचें त्या कुटुंबाच्या प्रमुखाचें नांव लिहावें. जो इसम कुटुंबाच्या पालनपोषणासाठीं जबाबदार असतो त्यास कुटुंबप्रमुख म्हणावें. कुटुंबप्रमुख कोणास समजावें याविषयीं सविस्तर सूचना परिच्छेद ९८ मध्यें दिल्या आहेत. कुटुंबांतील प्रत्येक माणसासाठीं लिहिलेल्या स्लिपांवर ज्या प्रमुखाशीं नातें लिहिलें आहे त्यांचेच नांव कुटुंबपत्रकांत लिहावें.

१७९. कुटुंबप्रमुख अनुसूचित जातीपैकीं किंवा वन्य जमातीपैकीं असल्यास त्या जातीचें किंवा जमातीचें नांव समांतरभूज चौकोनांत लिहावें. ज्या अनुसूचित जातीचें अगर जमातीचें नांव कुटुंबप्रमुख सांगेल तें नांव ज्या जिल्ह्यांत तो रहातो त्या जिल्ह्याकरितां

दिलेल्या अनुसूचित जाती किंवा वन्य जमातींच्या यादींत आहे किंवा नाहीं याची खात्री करून घेऊन मगच तें नांव लिहावें. जातीचें किंवा जमातीचें नांव व कुटुंबप्रमुखाच्या स्लिपांमध्यें प्रश्न ५(क) समोर लिहिलेलें नांव एकच असलें पाहिजे अनुसूचित जाती असेल तर तेवढें राहूं देऊन त्याखालील वन्य जमाती हे शब्द एक आडवी रेघ मारून खोडावे. तसेंच उलट वन्य जमाती असेल तर अनुसूचित जाती हे शब्द खोडावे.

१८०. कुटुंबपत्रकाच्या भाग १ चे तीन पोट-विभाग केलेले आहेत. पोट-विभाग 'अ' शेतीविषयक माहितीकरितां, पोट-विभाग 'ब' घरगुती धंद्यासंबंधीं माहितीकरितां व पोट-विभाग 'क' शेतीवर व घरगुती उद्योगधंद्यांत काम करणाऱ्यासंबंधीं.

पोट-विभाग 'अ' : शेतीविषयक

१८१. कुटुंबाच्या मालकीची अथवा त्यांनीं इतरांची केलेली एखादी जमीन असेल तर पोट-विभाग 'अ' भरला जाईल. शेतीच्या जमिनींत प्रत्यक्ष वहित केलेली (कसलेली) आणि हंगामी किंवा चालू पड म्हणून असलेली अशा जमिनींचा समावेश होतो. पोट-विभाग 'अ' मध्यें जमिनीचे तीन प्रकार लिहावयाचें आहेत ते असे —

१(१) मालकीची आणि घरीं केलेली जमीन ;

१(२) मालकीची नसलेली आणि इतरांकडून घरीं केलेली जमीन ; आणि

२ कुटुंबाच्या मालकीची पण घरीं न करतां इतरांस वहित करावय स दिलेली जमीन.

१८२. वरील तिन्हीपैकीं प्रत्येक प्रकारासाठीं, मालकीच्या, बिनमालकीच्या, घेतलेल्या किंवा दिलेल्या अशा जमिनींच्या अनेक ठिकाणीं असलेल्या विभागाच्या (तुकड्यांच्या) बेरजा काढून एकूण बेरजाच त्या त्या प्रकारापुढें लिहावयाच्या आहेत. पहिल्या दोन प्रकारची जमीन निरनिराळ्या हक्कांनीं धारण केलेली (मालकीची किंवा घेतलेली) असते. अशा निरनिराळ्या हक्काच्या जमिनी वेगवेगळ्या लिहितां याव्या म्हणून १(१) व १(२) समोर एकाहून अधिक ओळी आहेत. कुटुंबाकडे वरील प्रकारांपैकीं कसलीहि जमीन असली कीं ती ज्या हक्कांनीं धारण केलेली असेल त्या हक्काचें स्थानिक नांव कोणतें याचा तपास करावा आणि तें नांव त्यासाठीं असलेल्या रकान्यांत लिहावें व त्यानंतर त्या हक्कांनीं धारण केलेल्या जमिनीचें एकूण क्षेत्रफळ लिहावें.

१८३. प्रकार १(१) मध्यें मालकीसारख्या सर्व प्रकारच्या हक्कांनीं धारण केलेल्या जमिनी येतील. कांहीं कायम मालकीच्या असतील, कांहीं सरकारकडून कायम किंवा ठराविक मुदतीसाठीं बिनशर्त किंवा कांहीं अटीवर वहितीस मिळालेल्या असतील. ज्या जमिनीच्यासंबंधांत कुटुंब आणि सरकार यांच्या दरम्यान कुणी त्रयस्त इसम अगर संस्था मालक म्हणून मध्यस्थ नसेल आणि ज्या घरीं (वहित) केलेल्या असतील त्या सर्व जमिनी १(१) मध्यें येतील. त्यापैकीं कांहींवर कुटुंबाची संपूर्ण मालकी असेल तर कांहींवर सशर्त मालकी असेल. (उदा० सरकारकडून नव्या अटीवर घेतलेली एखादी जमीन जिला विकण्याचा हक्क नसेल वगैरे.) वेगवेगळ्या हक्काच्या मालकीच्या व घरीं केलेल्या जमिनीबाबत एक एक ओळ लिहून त्या समोरील रकान्यांत त्या हक्कानें धारण केलेल्या सर्व जमिनीचें एकूण क्षेत्र लिहावें. कलम १(१) मध्यें लिहिल्या जाणाऱ्या हक्कांच्यापैकीं उदाहरणें म्हणून इनाम, कबजेदार किंवा नव्या शर्तीवर धारण केलेली जमीन अशीं देतां येतील. एकाच कुटुंबासाठीं यापैकीं १ किंवा २ असे हक्क लिहावे लागतील. इनाम या हक्कानें धारण केलेल्या एकूण सर्व जमिनीचें क्षेत्रफळ त्या क्षेत्रफळासाठीं असलेल्या रकान्यांत लिहावें. त्याखालीं असलीच तर दुसऱ्या एखाद्या हक्काची कबजेदाराची किंवा नव्या शर्तीची जमीन दाखवावी.

१८४. कलम १(२) मध्यें इतरांकडून घेतलेली व कुटुंबानें घरीं वहित केलेली जमीन लिहावयाची आहे. कलम १(१) मधील जमीन आणि कलम १(२) मधील जमिनींमध्यें सारखेपणा एवढाच असतो कीं, त्या दोन्ही घरीं वहित केलेल्या असतात. कलम १(२) मधील जमिनींचा विशेष एवढा आहे कीं त्या जमिनींच्या संबंधांत हे कुटुंब आणि सरकार हचा दोहोंच्यामध्यें कोणीतरी दुसरा इसम किंवा संस्था मालक म्हणून मध्यस्थ असते.

१८५. कलम १(२) मध्यें लिहावयाच्या जमिनीदेखील अनेक प्रकारच्या हक्कांनीं (धारण) केलेल्या असतात. हे हक्कांचे प्रकार मालक आणि कूळ यांच्यांतील करार, रिवाज किंवा राज्यांतील प्रचलित कायद्याप्रमाणें भिन्नभिन्न असतात. या हक्कांचें स्वरूप खालील कांहीं बाबींच्या भिन्नतेमुळें बदलत असतें :—

(१) हक्काचा कायमपणा किंवा हंगामीपणा,

(२) असलेले हक्क इतरांस विकतां किंवा बदलतां येत असणें,

(३) घरीं करण्याच्या कारणांनीं मालकांस जमीन काढून घेतां येणें किंवा न येणें,

(४) कांहीं अटींवर केलेल्या जमिनीची मालकी प्राप्त करून घेण्याचा कुळाचा अधिकार असणें किंवा नसणें,

(५) जमिनीवरून काढून टाकण्याच्या विरुद्ध असलेलें कायद्याचें संरक्षण,

(६) मालकास जो मोबदला द्यावयाचा तो देण्याच्या प्रकारांतील भिन्नता. उदा० रोख रक्कम, ठराविक माल, उत्पन्नाचा ठराविक वांटा किंवा या सर्वांचे मिश्र प्रकार.

१८६. वरीलप्रमाणें फरक असलेल्या निरनिराळ्या हक्कांना कांहीं नांवें असतात. त्यापैकीं कांहीं प्रचलित कायद्यांनी धालून दिलेलीं असतात. कलम १(२) मध्यें ज्या जमिनी लिहावयाच्या त्या निरनिराळ्या हक्कांनी केलेल्या असतील तर, प्रत्येक हक्काच्या जमिनीसाठीं एक ओळ वापरून लिहावी. प्रथम हक्काचें नांव लिहून त्या हक्कानें केलेल्या जमिनीचें एकूण क्षेत्रफळ पुढें लिहावें.

१८७. कलम १(१) आणि कलम १(२) मध्यें लिहावयाचे ते निरनिराळ्या हक्काचे प्रकार आपल्या जिल्ह्यासाठीं लिहून परिशिष्ट ८* मध्यें दाखविले आहेत. हक्कांची ही यादी पूर्ण आहे असें नाहीं. ती केवळ मार्गदर्शनासाठीं आहे. तिच्या बाहेरील एखादा हक्काचा प्रकार आढळला तर तो लिहिणें जरूर आहे.

१८८. कलम १(१) आणि कलम १(२) मध्यें निरनिराळ्या हक्कांसाठीं तपशील लिहून झाल्यावर सर्वांच्या क्षेत्रफळांची बेरीज करून लिहावी.

१८९. पोट-विभाग 'अ' च्या प्रकार २ मध्यें कुटुंबाच्या मालकीच्या पण इतरांस हक्काच्या निरनिराळ्या प्रकारांवर दिलेल्या एकूण जमिनीचें क्षेत्रफळ लिहावयाचें आहे. या ठिकाणीं निरनिराळ्या हक्कांचा तपशील त्याचप्रमाणें लिहावा.

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* पुनर्मुद्रित केलें नाही.

१९०. प्रकार १(१) आणि १(२) मध्यें कुटुंबानें प्रत्यक्ष घरीं केलेली जमीन लिहावयाची आहे. अशा जमिनी गांवांत, शेजारच्या गांवांत किंवा अशा थोडचा अंतरावर असावयास पाहिजेत कीं कुटुंबास त्या जमिनीवर काम करतां येत असावें किंवा त्यावर परिणामकारक देखरेख करतां येत असावी. या कारणामुळें १(१) किंवा १(२) मध्यें फार अंतरावरच्या जमिनी सामील करूं नयेत. त्यावर काम करणें, परिणामकारक देखरेख किंवा व्यवस्था करणें मोठचा अंतरामुळें कुटुंबास अशक्य नसावें. प्रकार २ मध्यें मात्र देशांतील कोठल्याहि जमिनीचा समावेश करावा.

१९१. प्रत्येक प्रकारची आणि हक्कांच्या निरनिराळ्या वर्गातील एकूण जमीन किती आहे याची चौकशी करून क्षेत्रफळासाठीं असलेल्या पुढील रकान्यांत त्या त्या वर्गासाठीं एकूण क्षेत्रफळ लिहावें.

१९२. कलम १(१) व १(२) साठीं क्षेत्रफळ लिहितांना एकर आणि गुंठ्यांत लिहावें. गुंठ्याचे अपूर्णांक लिहूं नयेत. त्यासाठीं अर्धा किंवा त्याहून अधिक गुंठा असेल तर १ समजून व अर्ध्यापेक्षां कमी असल्यास ० समजून क्षेत्रफळाचे आंकडे लिहावेत. उदा० ५ एकर ३½ गुंठे लिहिण्याऐवजीं ५ एकर ४ गुं. व २ ए. ३½ गुं. चे ऐवजीं २ ए. ३ गुं. लिहावें. एकर व गुंठे लिहितांना मध्यें आडवी रेघ लिहावी. मध्यें आळे (ं) लिहूं नये.

१९३. पोट-विभाग 'अ' अशा कुटुंबांसाठींच भरावा लागेल. ज्यांनी स्वतःच्या मालकीची किंवा इतरांकडून केलेली जमीन घरीं केलेली असेल, मालकीची जमीन नाहीं आणि लोकांकडून केलेलीहि नाहीं पण जे शेतावर काम करतात त्यांना शेतमजूर म्हणतात. त्यांच्यासाठीं पोट-विभाग 'अ' मध्यें कांहीं लिहावयाचें नाहीं. तसेंच शेती न करतां कुटुंब इतर उद्योगधंदे करीत असेल तर अशा सर्व प्रकारांमध्यें × (फुली) करावी आणि पोट-विभाग 'अ' वर एक मोठी × (फुली) करून अंमल नाहीं असें दाखवावें.

१९४. सहकारी शेती संस्थेचे सभासद असलेल्या एकाद्या कुटुंबाकडे तसे सभासद होण्याअगोदर जी जमीन असेल ती जमीन लिहावी आणि हक्काच्या प्रकारांत 'सहकारी शेती' असें लिहावें. अशा सहकारी संस्थेनें लाविलेले मजूर मात्र या कुटुंबानें कामास लाविले आहेत असे पोट-विभाग 'क' साठीं समजूं नये.

पोट-विभाग 'ब' : घरगुती उद्योगधंदा

१९५. कुटुंबप्रमुख आणि/किंवा मुख्यत्वें कुटुंबाचे इतर सभासद एखादा घरगुती उद्योगधंदा चालवीत असतील तेव्हां हा पोट-विभाग 'ब' त्या कुटुंबासाठीं भरावा. जनगणनेसाठीं ठरविलेल्या व्याख्येप्रमाणें शहरांत असा उद्योगधंदा फक्त घरींच चालविण्यांत येत असेल तर घरगुती उद्योगधंदा समजण्यांत येईल. घरगुती उद्योगधंदा मर्यादित प्रमाणावर चालविण्यांत येतो म्हणून मोठचा प्रमाणावर चालणारे फॅक्टरीज ॲक्टान्वयें रजिस्टर्ड केलेले कारखाने घरगुती उद्योगधंद्याच्या कक्षेंत येत नाहींत. शिवाय घरगुती उद्योगधंद्यांत कोणत्या तरी वस्तूचें उत्पादन, दुरुस्ती किंवा साफसफाई इत्यादि कामें होत असतात. घरगुती उद्योगधंद्यांसंबंधीं सविस्तर सूचना परिच्छेद १३६ मध्यें देण्यांत आलेल्या आहेत.

१९६. कुटुंब एखादा घरगुती उद्योगधंदा चालवीत आहे काय? व तसा असल्यास तो कोणता? याची चौकशी करावी. स्लिपांमध्यें प्रश्न १० समोर कुटुंबांतील एकाद्या व्यक्तीसाठीं नोंद असेल तर कुटुंबाचा घरगुती उद्योगधंदा आहे असा आपण अगोदरच अंदाज केलेला असावा. कुटुंब घरगुती उद्योगधंदा चालवीत असल्यास त्या उद्योगधंद्याचा प्रकार लिहावा. एकापेक्षां जास्त घरगुती उद्योगधंदे असतील तर त्यांचे प्रकार एकाखालीं एक ओळीवार लिहावेत. त्यानंतर घरगुती उद्योगधंदा वर्षांतून सर्वसाधारण किती महिने चालतो याची चौकशी करून त्याप्रमाणें उत्तर महिन्यांत पुढील रकान्यांत लिहावें. घरगुती उद्योगधंदा वर्षभर चालत असल्यास उत्तर '१२' असें लिहावें. कुटुंब कोणताहि घरगुती उद्योगधंदा चालवीत नसल्यास प्रत्येक रकान्यांत × (फुल्या) मारून शिवाय घरगुती उद्योगधंद्यासंबंधींच्या पोट-विभाग 'ब' मध्यें ठळक अशी × (फुली) मारावीं. 'उद्योगधंद्याचा प्रकार' व 'वर्षांतून किती महिने चालतो' या दोन रकान्यांमध्यें मोकळी जागा आहे. ती जागा गणनाकारानें कोणतीहि नोंद न करतां रिकामी ठेवावी.

पोट-विभाग 'क' : शेतीवर व घरगुती उद्योगधंद्यांत काम करणारे इसम

१९७. जर कुटुंब फक्त शेती करीत असेल व कुटुंबप्रमुख स्वतः शेतकरी म्हणून काम करीत असेल तर पहिल्या ओळींत "प्रमुख" या रकान्यांत १ अशी नोंद करावी. कुटुंबांतील इतर पुरुष अगर स्त्रिया शेतकरी म्हणून काम करीत असल्यास त्यासंबंधीं चौकशी करून त्यांची संख्या अनुक्रमें "इतर पुरुष", "इतर स्त्रिया" या रकान्यांत लिहावी व कुटुंबांतील एकूण काम करणाऱ्या व्यक्तींची बेरीज (कुटुंबप्रमुखाचा समावेश करून) "एकूण" या रकान्यांत लिहावी. कुटुंबाबाहेरचीं कांहीं माणसें कामावर नोकरीस ठेवलेलीं असल्यास त्यांची संख्या "नोकरीस ठेवलेले इतर इसम" या रकान्यांत लिहावी. अशा नोकरांची संख्या लिहितांना ते गेल्या कामाच्या मोसमांत पूर्णवेळ कामावर ठेवलेले होते अगर चालू मोसमांत पूर्णवेळ कामावर असले तरच लिहावे.

१९८. वर उल्लेख केल्याप्रमाणें कुटुंब फक्त घरगुती उद्योगधंदा करीत असल्यास व कुटुंबप्रमुख स्वतः काम करीत असल्यास दुसऱ्या ओळींत "प्रमुख" या रकान्यांत १ अशी नोंद करावी. कुटुंबांतील इतर माणसें पुरुष अगर स्त्रिया काम करीत असल्यास त्यांची संख्या योग्य त्या रकान्यांत भरावी व कुटुंबांतील काम करणाऱ्या माणसांची कुटुंबप्रमुख धरून बेरीज एकूण या सदरांत करावी. शिवाय नोकरीस ठेवलेल्या इतर इसमांची संख्या योग्य त्या सदरांत लिहावी.

१९९. जर एखादें कुटुंब शेती आणि एखादा घरगुती उद्योगधंदा असे दोन्ही करीत असेल व त्यांत कुटुंबप्रमुख काम करीत असल्यास तिसऱ्या ओळींत प्रमुख या सदरांत १ अशी नोंद करावी. कुटुंबप्रमुखाखेरीज घरांतील किती पुरुष व स्त्रिया शेती व घरगुती उद्योगधंदा या दोन्हींत काम करतात याची योग्य चौकशी करून त्यांची संख्या योग्य त्या सदरांत लिहावी व कुटुंबांतील एकूण माणसांची संख्या (कुटुंबप्रमुख धरून) एकूण या सदरांत लिहावी. याशिवाय शेतीच्या कामांत व घरगुती उद्योगधंद्यांत बाहेरचीं माणसें नोकर म्हणून कामावर ठेवलेलीं असल्यास त्यांची संख्या लिहावी. कुटुंब शेती व घरगुती उद्योगधंदा दोन्हीहि करीत असेल तर शेतींत व घरगुती उद्योगधंद्यांत किती किती माणसें भाग घेतात याविषयीं वेगळा तपशील देण्याचें कारण नाहीं.

२००. कुटुंबांतील काम करणारे इसम अगर बाहेरचे मजुरीनें लावलेले नोकर गैरहजर असले तरी त्यांची संख्या कुटुंबपत्रकांत लिहिण्यांत आली पाहिजे.

स्पष्टीकरण.—(१) केवळ घरच्या शेतीवर; (२) फक्त घरगुती उद्योगधंदा; (३) घरची शेती व घरगुती उद्योगधंदे या दोन्हीमध्यें. हीं तीन कलमें वेगवेगळीं आहेत व त्यांचा

एकमेकांत समावेश होत नाहीं. म्हणून तिसरें कलम पहिल्या दोघांची बेरीज नाहीं. कुटुंबपत्रक भरतांना या तिघांपैकीं फक्त कोणतेंहि एक कलम भरलें जाईल ही गोष्ट पूर्ण ध्यानांत ठेवावी.

२०१. जेव्हां कुटुंब केवळ घरची शेती करीत असेल तेव्हां फक्त घरगुती उद्योगधंद्यांत व घरची शेती व घरगुती उद्योगधंदे या दोन्हीमध्यें या कलमासमोरील सर्व रकान्यांत × (फुल्या) माराव्या.

जेव्हां कुटुंब फक्त घरगुती उद्योगधंदा करीत असेल तेव्हां केवळ "घरच्या शेतीवर" व "घरची शेती व घरगुती उद्योगधंदे या दोन्हीमध्यें" या कलमासमोरील सर्व रकान्यांत × (फुल्या) माराव्या.

जेव्हां कुटुंब घरची शेती व घरगुती उद्योगधंदा दोन्हीहि करीत असेल तर केवळ "घरच्या शेतीवर व फक्त घरगुती उद्योगधंद्यांत" या कलमासमोरील सर्व रकान्यांत × (फुल्या) माराव्या.

जर कुटुंब शेती करीत नसेल व त्याचा घरगुती धंदाहि नसेल तर सर्व रकान्यांत × (फुल्या) माराव्या व "क" या सर्व पोट-विभागावर ठळक × (फुली) मारावी.

२०२. शेतीमध्यें अगर घरगुती उद्योगधंद्यांत काम करणाऱ्यांची कसोटी म्हणजे प्रत्यक्ष काम करणें किंवा कामावर देखरेख करणें अगर कामांत मार्गदर्शन करणें ही आहे.

परिशिष्टें १ व २--या अहवालाचीं परिशिष्टें ८ व ९ पृष्ठें ६५ ते ६७ वर पहावीं.

परिशिष्ट ३

कुटुंबप्रमुखास मुलाखतीच्या वेळीं विचारावयाचे प्रश्न

खालील प्रश्न नमुन्यादाखल दिले आहेत. पूर्ण माहितीसाठीं पुष्कळ ठिकाणीं पुरवणी प्रश्न विचारावे लागतील.

कांहीं प्रश्न [उदा० प्रश्न ३, प्रश्न ९, प्रश्न १०(ब) किंवा प्रश्न (१२)] विचारतांना कुटुंबाच्या परिस्थितीचा सारासार विचार करावा.

कुटुंबप्रमुखास विचारावयाचे तेच प्रश्न खालीं दिले आहेत. इतर इसम उत्तरें देत असेल किंवा इतर कुणाची स्लिप भरणें चालूं असेल तर प्रश्नांच्या स्वरूपांत तसे बदल करावे लागतील.

प्रश्न १(अ) : नांव.	कुटुंबप्रमुख आपणच ना ? आपलें पूर्ण नांव काय लिहूं ?
प्रश्न १(ब) : कुटुंबप्रमुखाशीं नातें.	(प्रमुखास प्रश्न विचारीत असल्यानें हा प्रश्न विचारण्याची जरुरी नाहीं.)
प्रश्न २ : वय (पूर्ण झालेलीं वर्षें).	आपलें वय किती लिहूं ? वरचे महिने नकोत. पूर्ण झालेलीं वर्षें तेवढींच लिहावयाचीं आहेत.
प्रश्न ३ : वैवाहिक दर्जा.	आपल्या पत्नी इथेंच आहेत काय ? (उत्तर मिळेल त्याप्रमाणें पुढील पुरवणी प्रश्न विचारावे.)
प्रश्न ४(अ) : जन्मस्थान.	आपला जन्म याच गांवीं झाला काय ? नाहीं म्हणतां, मग याच जिल्ह्यांत झाला काय ? नाहीं, तर कोणत्या जिल्ह्यांत झाला ?
प्रश्न ४(ब) : जन्म खे./श.	आपलें जन्मठिकाण खेडें आहे कीं शहर ? हो--सध्यां तें काय आहे तेंच सांगा. (हा प्रश्न जन्म परगांवीं झाला असेल तरच विचारावा.)
प्रश्न ४(क) : इतर ठिकाणीं जन्म झाला असेल तर येथील वास्तव्याची मुदत.	आपण या गांवांत किती वर्षांपासून रहात आहां ? (अधूनमधून आल्यागेल्याचा हिशेब नको.) येथें राहावयास आला त्याला आज किती वर्षें झालीं तें सांगा. (हा प्रश्नसुद्धां जन्म परगांवीं झाला असेल तरच विचारावा.)
प्रश्न ५(अ) : राष्ट्रीयत्व.	(हा प्रश्न फक्त भारतीय नसलेल्या कुटुंबांतच विचारावा लागेल.)
प्रश्न ५(ब) : धर्म.	आपला धर्म कोणता लिहूं ?
प्रश्न ५(क) : अ.जा /व.ज.	आपली जात कोणती, ती अनुसूचित जाती अगर वन्य जमातीपैकीं एक आहे काय? हो म्हणतां, तर मग आपल्या जातीचें नांव सांगा. हरिजन, आदिवासी अशी सामान्य रूपें नकोत ; आपल्या जातीचें विशिष्ट नांव सांगा, कारण तेंच नांव लिहावयाचें आहे.
प्रश्न ६ : साक्षरता व शिक्षण.	आपलें शिक्षण किती झालें आहे ? हो – पास झालेली सर्वांत वरची परीक्षा किंवा इयत्ता सांगा. एकहि इयत्ता झाली नाहीं म्हणतां, मग आपणास लिहितां व वाचतां येतें काय ?
प्रश्न ७(अ) : मातृभाषा.	आपली मातृभाषा कोणती आहे ?
प्रश्न ७(ब) : इतर कोणती(त्या) भाषा.	मातृभाषेशिवाय आपणास आणखी कोणत्या भाषा येतात ? त्यांपैकीं चांगल्या येणाऱ्या फक्त दोनच सांगा. त्या भाषांतून आपणास इतरांशीं सहजपणें बोलतां येत असलें तर पुरें आहे.
प्रश्न ८ : शेतकरी म्हणून काम करीत असल्यास.	आपण घरीं शेती करतां काय ? असल्यास, त्या शेतींत आपण स्वत: काम करतां काय ?
प्रश्न ९ : शेतमजूर म्हणून काम करीत असल्यास.	आपण शेतमजूर म्हणून काम करतां काय ?
प्रश्न १० : घरगुती उद्योगधंद्यांत काम करीत असल्यास.	आपल्या घरीं कांहीं घरगुती उद्योगधंदा चालतो काय ? १० (अ)असल्यास, आपण स्वत: त्यांत कोणतें काम करतां ? १० (ब) त्या घरगुती उद्योगधंद्याचा प्रकार कोणता आहे ? १० (क) इतरांनीं चालविलेल्या एकाद्या घरगुती उद्योगधंद्यांत आपण नोकर आहां काय ?

प्रश्न ११ :
८, ९ किंवा १० याशिवाय इतर काम करीत असल्यास.

शेती, शेतमजुरी आणि घरगुती उद्योगधंदा याशिवाय कांहीं काम आपण करतां काय ?

११(अ) असल्यास, कोणतें काम करतां ?

११(ब) ज्या उद्योगधंद्यांत, व्यापारांत किंवा व्यवसायांत आपण काम करतां त्याचा प्रकार कोणता आहे ?

११(क) आपल्या कामाचा वर्ग कोणता आहे ?

नोकर ठेवणारे मालक म्हणून, नोकर म्हणून, एकटे काम करणारे म्हणून कीं कुटुंबीय काम करणारे म्हणून ?

११(ड) आपण काम करतां त्या ठिकाणाचें, संस्थेचें, फर्मचें अगर खात्याचें नांव काय आहे ?

प्रश्न ८ ते ११ संबंधीं सामान्य—
आपण दोन/तीन प्रकारचें काम करतां म्हणून सांगितलें ; त्यापैकीं कोणत्या कामावर आपला सर्वांत जास्त वेळ खर्च होतो ? त्या खालोखाल कोणत्या कामावर ?

प्रश्न १२ :
काम करीत नसल्यास काय करीत आहे ?

वरीलपैकीं एकहि काम आपण करीत नाहीं असें सांगितलें तर आपण काय करतां ?

प्रश्न १३ :
स्त्री किंवा पुरुष.

(सविस्तर प्रश्न विचारण्याची जरूर नाहीं.)

कुटुंबपत्रक

(अ) १ : कुटुंबाकडे असलेली शेतजमीन.

(१) आपण मालकीची जमीन घरीं केली आहे ना ? असल्यास, त्या जमिनीवर हक्कांचें स्थानिक नांव काय आहे ? त्या जमिनीचें क्षेत्रफळ किती आहे ?
(कृपा करून प्रत्येक हक्कासाठीं क्षेत्रफळ वेगवेगळें सांगा.)

(२) आपण दुसऱ्या कोणाकडून घेऊन जमीन घरीं केली आहे काय ? असल्यास, त्या जमिनीवरील हक्कांचें स्थानिक नांव काय आहे ? तशा प्रकारें केलेल्या जमिनीचें क्षेत्रफळ किती आहे ?

(कृपा करून प्रत्येक हक्कासाठीं क्षेत्रफळ वेगवेगळें सांगा.)

(अ) २ : रोख रक्कम, माल अगर हिश्श्यावर इतर इसमांस लावणीस दिलेली जमीन.

आपण स्वत:ची कांहीं जमीन दुसऱ्या कुणास लावणीस (वहितीसाठीं) दिली आहे काय ?

असल्यास, त्या जमिनीवरील आपल्या हक्कांचें स्थानिक नांव काय आहे ? त्या जमिनीचें क्षेत्रफळ किती आहे ? (कृपा करून प्रत्येक हक्कासाठीं क्षेत्रफळ वेगवेगळें सांगा).

(ब) घरगुती उद्योगधंदा ...

आपल्या घरीं एखादा घरगुती उद्योगधंदा चालतो काय ? तो कोठें चालतो ?

त्यांत किती लोक काम करतात ?

त्यांत कसल्या मालाचें उत्पादन, दुरुस्ती किंवा साफसफाई होते ?

त्या घरगुती धंद्याचें नांव काय आहे ?

हा उद्योगधंदा वर्षांतून किती महिने चालतो ?

आपल्या घरीं एकापेक्षां अधिक घरगुती उद्योगधंदे चालतात काय ?

असल्यास, त्यांचीं नांवें सांगा ? हे उद्योगधंदे वर्षांतून प्रत्येकीं किती महिने चालतात ?

(क) १ : शेतीवर किंवा घरगुती उद्योगधंद्यांत काम करणारे.

आपलें कुटुंब नुसत्या शेतीमध्यें काम करीत आहे त्या शेतीवर आपण स्वत: काम करतां काय ?

कुटुंबांतील इतर किती पुरुष व किती स्त्रिया काम करतात ?

त्याशिवाय सबंध दिवस मजुरीनें काम करणारी किती माणसें असतात ?

(क) २ : फक्त घरगुती उद्योगधंद्यांत काम करणारे.

आपलें कुटुंब नुसत्या घरगुती उद्योगधंद्यांत काम करीत आहे—आपण स्वत: त्यांत काम करतां काय ? आपणाशिवाय कुटुंबांतील किती पुरुष व किती स्त्रिया काम करतात ?

त्याशिवाय सबंध दिवस मजुरीनें काम करणारीं रोजगारावर किती माणसें असतात ?

(क) ३ : घरची शेती व घरगुती उद्योगधंदे या दोन्हीमध्यें काम करणारे.

आपलें कुटुंब घरची शेती व घरगुती उद्योगधंदे या दोन्हीमध्यें काम करीत आहे—हीं दोन्ही मिळून किती माणसें काम करतात तें **सांगा.**

आपण स्वत: त्यांत काम करतां काय ?

आपणाशिवाय कुटुंबापैकीं किती पुरुष व किती स्त्रिया काम करतात ?

त्याशिवाय सबंध दिवस मजुरीनें काम करणारीं किती माणसें असतात ?

परिशिष्ट ४

उत्तरांचीं संक्षिप्त रूपें

प्रश्न १(अ), १(ब), २, ५(क), ७(अ), ७(ब), १०(अ), १०(ब), ११(अ), ११(ब) आणि ११(ड) यांचीं संपूर्ण उत्तरें लिहावींत.

इतर बाबतींत खालीलप्रमाणें संक्षिप्त रूपें वापरावींत :—

प्रश्न ३ : वैवाहिक दर्जा

लना लग्न मुळींच झालें नसल्यास.
ल लग्न झालेलें असल्यास.
वि विधवा अगर विधुर असल्यास.
विभ विभक्त किंवा घटस्फोटित असल्यास.

प्रश्न ४ (अ) : जन्मस्थान

जगां जन्मगांव—गणनेच्या गांवीं अथवा शहरीं जन्म झाला असल्यास.
जि जिल्हा—गणनेच्या गांवाबाहेर अथवा शहराबाहेर परंतु त्याच जिल्ह्यांत जन्म झाला असेल तर.
इतर ठिकाणीं सूचनापत्रकांत दर्शविल्याप्रमाणें संपूर्ण माहिती द्यावी.

प्रश्न ४ (ब) : जन्म खे/श

खे खेडें—खेड्यांत जन्म झाला असल्यास.
श शहर—जन्म शहरांत झाला असल्यास अथवा जन्मगांव आतां शहर झालें असल्यास.

प्रश्न ४ (क) : इतर ठिकाणीं जन्म झाला असेल तर येथील वास्तव्याची मुदत

× गणनेच्या गांवांत किंवा शहरांत जन्म झाला असल्यास.
O गणनेच्या गांवाबाहेर जन्म झाला असल्यास व गणनेच्या गांवांत एका वर्षाहून कमी काळ वास्तव्य असल्यास.
(गणनेच्या गांवांत एक वर्ष किंवा एका वर्षाहून अधिक वास्तव्याची मुदत असल्यास संपूर्ण वर्षें लिहावींत.)

प्रश्न ५ (अ) : राष्ट्रीयत्व

भा भारतीयांसाठीं. (इतर सर्व लोकांसाठीं राष्ट्रीयत्वाचें संपूर्ण नांव लिहावें.)

प्रश्न ५ (ब) : धर्म

हिं हिंदु.
मु मुसलमान.
ख्रि ख्रिश्चन.
जै जैन.
बौ बौद्ध.
शी शीख.
इतर धर्मासाठीं संपूर्ण नांव लिहावें.

प्रश्न ६ : साक्षरता व शिक्षण

O लिहितां व वाचतां येत नसेल अगर लिहितां येत नसून फक्त वाचतां येत असेल तर.
सा साक्षर—लिहितां व वाचतां येत असेल तर.
इतर बाबतींत जो शैक्षणिक दर्जा प्राप्त केला असेल तो संपूर्णपणें लिहावा.

प्रश्न ८ : शेतकरी म्हणून काम करीत असल्यास

शे शेतकरी म्हणून काम करीत असल्यास.
× इतर सर्व ठिकाणीं फुली द्यावी.

प्रश्न ९ : शेतमजूर म्हणून काम करीत असल्यास

शेम शेतमजूर म्हणून काम करीत असल्यास.
× इतर सर्व ठिकाणीं फुली द्यावी.

प्रश्न १० (क) : घरगुती उद्योगधंद्यांत नोकर असल्यास

नो घरगुती उद्योगधंद्यांमध्यें मजुरीनें नोकरी करीत असल्यास.
× इतर सर्व ठिकाणीं फुली द्यावी.

प्रश्न ११ (क) : कोणता वर्ग

नोमा नोकर ठेवणारा मालक.
नो नोकर.
एका एकटा काम करणारा
कुका कुटुंबांत काम करणारा.
× इतर सर्व ठिकाणीं फुली द्यावी.

प्रश्न १२ : काम करीत नसल्यास काय करीत आहे

वि विद्यार्थी—विद्याभ्यासाखेरीज दुसरें कोणतेंहि काम न करणारा.
घका घरांतील कामें करणाऱ्या परंतु इतर कोणतींहि कामें न करणाऱ्या गृहिणी व इतर वयस्क स्त्रिया.
आ लहान मुलें व इतर आश्रित.
नि निवृत्त—सेवानिवृत्तीनंतर पुन्हा कामधंदा करीत नसणारे. शेतीचा खंड किंवा भाडें, रॉयल्टीदाखल मोबदला अथवा शेअर्सवरील नफा वगैरे मिळविणारे लोक.
भ भटके, भिकारी, स्वतंत्र स्त्रिया किंवा ज्यांच्या उत्पन्नाचें साधन माहीत नाहीं असे व निर्वाहाचीं साधनें कोणतीं तीं दाखवितां येत नाहींत असे.
सं तुरुंग, वेड्यांचीं इस्पितळें, धर्मार्थ संस्था वगैरेमध्यें राहणारे.
नरो प्रथम नव्यानेंच रोजगाराच्या शोधांत असलेले.
बे बेकार—पूर्वी रोजगार असलेले पण तूर्त रोजगार नसलेले व सध्यां कामाच्या शोधांत असलेले.
× काम करणाऱ्या लोकांसमोर.

प्रश्न १३ : स्त्री किंवा पुरुष

पु पुरुष.
स्त्री स्त्री.

APPENDIX (15)

List of Circulars, Instructions Forms, etc., printed at the Government Central Press, Bombay.

Serial No.	Description	Date of Printing	Number of copies printed	Size and weight of paper	Unit of paper used		Remarks
1	2	3	4	5	6		7
					Reams	Sheets	
1	Census Series 1—General ..	6-1-60	10,000	26″ × 40″, 46 Lbs.	10	28	
				20″ × 30″, 60 Lbs.	5	11	Smoke cross crease for cover.
2	Census Series 2—Statutory Provisions and Government orders.	31-3-60	4,000	26″ × 40″, 46 Lbs.	10	35	
				20″ × 30″, 60 Lbs.	2	7	Smoke cross crease for cover.
3	Census Series 3—Census Circulars 1—10.	27-4-60	6,000	26″ × 40″, 46 Lbs.	19	312	
				20″ × 30″, 60 Lbs.	3	10	Smoke cross crease for cover.
4	Census Series 4—General—Part I.	10-11-60	25,000	26″ × 40″, 46 Lbs.	37	349	
				20″ × 30″, 60 Lbs.	12	282	Red for cover.
5	Census Series 5—Provisional Census Results.	24-3-61	3,000	26″ × 40″, 46 Lbs.	3	11	
7	Census Circular 1 ..	29-2-60	2,000	27″ × 34″, 40 Lbs.	1	4	
8	Census Circular 2 ..	2-3-60	1,000	Do.	..	127	
9	Census Circular 3 ..	3-3-60	2,500	Do.	..	315	Badami paper.
10	Census Circular 4 ..	23-3-60	2,500	Do.	..	315	
11	Census Circular 5 ..	4-4-60	3,000	Do.	1	256	
12	Census Circular 6 ..	4-4-60	3,000	Do.	..	378	
13	Census Circular 7 ..	13-4-60	3,000	Do.	2	134	
14	Census Circular 8 ..	12-4-60	3,000	Do.	1	256	
15	Census Circular 9 ..	6-4-60	3,000	Do.	4	267	
16	Census Circular 10 ..	21-4-60	3,000	Do.	..	378	
17	Census Circular 11 ..	6-6-60	3,000	Do.	..	378	
18	Census Circular 12 ..	11-6-60	3,000	Do.	..	378	
19	Census Circular 13 ..	22-7-60	3,000	Do.	1	256	
20	Census Circular 14 ..	29-7-60	4,000	Do.	12	42	
21	Census Circular 15 ..	28-7-60	3,000	Do.	1	256	
22	Census Circular 16 ..	4-10-60	2,500	Do.	3	74	
23	Census Circular 17 ..	24-10-60	3,000	Do.	5	145	
24	Census Circular 18 ..	13-1-61	20,000	Do.	10	27	
25	Census Circular 18-A ..	15-1-61	2,500	Do.	..	315	
26	Census Circular 19 ..	22-2-61	3,000	Do.	2	134	
27	Census Circular 20 ..	13-3-61	3,000	Do.	6	22	

APPENDIX (15)—contd.

Serial No.	Description	Date of printing	Number of copies printed	Size and weight of paper	Unit of paper used		Remarks
					Reams	Sheets	
1	2	3	4	5	6		7
28	A note on estimation of requirement of Census forms.	23-3-60	2,500	27″ × 34″, 40 Lbs	..	315	
29	Corrigendum to Houselist instructions.	18-5-60	8,000	26″ × 40″, 46 Lbs.	..	168	
30	Reminder letters ..	21-4-60	2,000	27″ × 34″, 40 Lbs.	..	113	
31	Corrigendum slips—Instructions to Enumerators. (2 Nos.).	8-6-60	42,000 (each).	26″ × 40″, 46 Lbs.	6	168	
32	Mailing list	26-5-60	500	27″ × 34″, 40 Lbs.	..	127	Badami Paper.
33	Manual of Instructions for Housenumbering and Houselisting.	17-7-60	2,000	26″ × 40″, 46 Lbs.	7	38	
				20″ × 30″, 60 Lbs.	1	5	Smoke cross crease for cover.
33	Letter regarding study of lesser known languages.	27-5-60	2,000	27″ × 34″, 40 Lbs.	..	253	
34	Abbreviations (Marathi) ..	22-7-60	78,000	25″ × 20″	19	300	Pulp Board.
			78,000	26″ × 40″, 46 Lbs.	9	388	
35	Abbreviations (English) ..	22-7-60	7,000	25″ × 20″	1	381	Pulp Board.
			7,000	26″ × 40″, 46 Lbs.	..	441	
36	Letter regarding Priority in transmission for Census Despatches.	18-6-60	2,000	27″ × 34″, 40 Lbs.	..	253	
37	G.R., G.A.D., No. CNS-1060-558-H, dated the 18th June 1960 regarding employment of Government servants for Census work.	12-7-60	2,000	Do.	..	253	
38	Instructions for Houselisting (Marathi).	11-8-60	40,000	26″ × 40″, 46 Lbs.	75	195	
				20″ × 30″, 60 Lbs.	20	52	Brown for cover.
39	Booklet—General Information (Marathi).	26-9-60	100,000	26″ × 40″, 46 Lbs.	50	125	
40	Booklet—General Information (Marathi).	6-11-60	150,000	Do.	75	190	
41	Corrigendum Slips (3 Nos.).	25-10-60	42,000 (each).	Do.	5	139	
42	Instructions for Enumeration (Marathi).	14-11-60	1,25,000	Do.	439	356	
				20″ × 30″, 60 Lbs.	64	400	Green for cover.
43	Instructions for Enumeration (Marathi) Appendices—						
	Aurangabad ..	7-11-60	5,500	26″ × 40″, 46 Lbs.	2	384	
	Parbhani ..	1-11-60	5,500	Do.	2	383	
	Bhir ..	7-11-60	4,000	Do.	2	7	
	Nanded ..	7-11-60	3,500	Do.	1	381	

APPENDIX (15)—contd.

Serial No.	Description	Date of printing	Number of copies printed	Size and weight of paper	Unit of paper used		Remarks
					Reams	Sheets	
1	2	3	4	5	6		7
43	Instructions for Enumeration (Marathi) Appendices—*contd.*						
	Osmanabad ..	9-11-60	5,400	26″ × 40″, 46 Lbs.	2	358	
	Buldhana ..	13-11-60	4,000	Do.	2	7	
	Akola ..	12-11-60	4,000	Do.	2	7	
	Amravati ..	7-11-60	4,500	Do.	2	132	
	Yeotmal ..	11-11-60	4,000	Do.	2	7	
	Wardha ..	7-11-60	3,500	Do.	1	381	
	Nagpur ..	7-11-60	4,500	Do.	2	132	
	Bhandara ..	11-11-60	4,900	Do.	2	237	
	Chanda ..	7-11-60	4,500	Do.	2	132	
	Thana ..	7-11-60	5,000	Do.	2	258	
	Kolaba ...	14-11-60	3,500	Do.	1	382	
	Nasik ..	12-11-60	5,000	Do.	2	258	
	Dhulia ..	14-11-60	3,800	Do.	1	456	
	Ratnagiri ..	11-11-60	6,500	Do.	3	135	
	Jalgaon ..	15-11-60	4,500	Do.	2	133	
	Ahmadnagar ..	9-11-60	6,500	Do.	3	135	
	Poona ..	14-11-60	7,500	Do.	3	387	
	Satara ..	11-11.60	5,000	Do.	2	258	
	Sangli ..	11-11-60	3,900	Do.	1	481	
	Sholapur ..	12-11-60	6,500	Do.	3	135	
	Kolhapur ..	12-11-60	5,000	Do.	2	383	
44	Instructions for Enumeration (Marathi) Appendices—						
	Chanda ..	13-12-60	2,600	Do.	1	155	
	Jalgaon ..	22-12-60	700	Do.	..	178	
	Kolaba ..	13-12-60	500	Do.	..	127	
	Buldhana ..	15-12-60	100	Do.	..	26	
	Akola ..	17-12-60	100	Do.	..	26	
45	G. R., G. A. D., No. CNS-1060-5654-H, dated 7th December 1960.	16-12-60	5,000	27″ × 34″, 40 Lbs.	..	420	
46	Questionnaire ..	18-1-61	15,000	26″ × 40″, 46 Lbs.	3	386	
47	Correction slips ..	15-1-61	10,000	27″ × 34″, 40 Lbs.	..	187	
48	Supplementary instructions for Enumeration (Marathi).	18-1-61	20,000	26″ × 40″, 46 Lbs.	5	14	
49	Supplementary instructions for Sea Population (Marathi).	18-1-61	4,500	Do.	..	283	
50	Message of Prime Minister (Marathi).	3-2-61	200,000	Do.	25	64	
51	Message of Prime Minister (Hindi).	3-2-61	25,000	Do.	3	71	
52	Pamphlet (Marathi) ..	3-2-61	200,000	Do.	25	64	
53	Office Order ..	23-3-61	4,000	27″ × 34″, 40 Lbs.	..	224	
54	Instructions for Sorting (Marathi).	25-3-61	2,500	26″ × 40″, 46 Lbs.	1	288	

APPENDIX (15)—contd.

Serial No.	Description	Date of Printing	Number of copies printed	Size and weight of paper	Unit of paper used		Remarks
1	2	3	4	5	6		7
					Reams	Sheets	
	FORMS—STAGE I—HOUSE NUMBERING AND LISTING						
1	Houselist Abstract (Marathi and Gujarati)	31-3-60	222,000(M) 108,000(G)	26″×40″, 46 Lbs.	41	292	
2	Form of Material Despatched and received (For S. C. O.'s Office).	29-2-60	5,000	Do.	3	276	
3	Form of Material Despatched and received (For Nasik).	29-2-60	5,000	Do.			
4	Form of Material Despatched and received (For Collector's Offices).	27-2-60	50,000	Do.	12	282	
5	Houselist Abstract (English).	8-4-60	16,000	27″×34″, 40 Lbs.	2	6	
6	Register of Store Account of Census Forms.	21-4-60	1,000 Bks. of 100 pp.each.	26″×40″, 46 Lbs. 20 1/20″ × 30½″, 80 Lbs.	25 ..	64 253	Yellow paper for cover.
7	Letter of Authority (English).	16-4-60	25,000	22″×28″, 28 Lbs.	8	105	Green Pulp Board.
8	Letter of Authority (Marathi).	21-4-60	150,000	Do.	43	138	Do.
9	Form showing Local names of Rights on Land.	7-3-60	2,000	26″×40″, 46 Lbs.	..	253	
10	Slips "CENSUS IMMEDIATE".	23-3-60	10,000	Do.	..	419	
11	Household Schedule Abstract (Marathi, Gujrati, English).	22-4-60	250,000(M) 150,000(G) 25,000(E)	Do.	26	348	
12	Appointment Letter of Enumerators.	4-4-60	10,000	Do.	2	257	
13	Appointment Letter of Supervisors.	4-4-60	3,000	Do.	..	378	
14	Sample Census Forms ..	21-4-60	30,000	Cr. Folio.	15	40	Badami Paper.
15	Charge Register Forms ..	30-4-60	25,000	26″×40″, 46 Lbs.	12	283	
16	Distribution Register Forms.	30-4-60	25,000	Do.	12	283	
17	Personnel Register Forms ..	21-4-60	25,000	Do.	12	283	
18	Acquittance Roll Forms ..	21-4-60	25,000	Do.	12	283	
19	Appointment Letter—Enumerators (Marathi).	8-7-60	200,000	Do.	31	205	
20	Appointment Letter—Supervisors (Marathi).	8-7-60	50,000	Do.			
21	Houselist Abstract (Marathi and Gujarati).	12-7-60	10,000(M) 20,000(G)	Do.	3	386	
22	Household Schedule Abstract (English).	4-8-60	40,000	Do.	2	257	
23	Household Schedule Abstract (Marathi and Gujarati).	4-8-60	100,000(M) 40,000(G)	Do.	Not available		
24	Cover of Houselist Forms ..	20-7-60	225,000	Kraft paper 65 Lbs.	113	33	
25	Training Order (Marathi) ..	26-7-60	40,000	27″×34″, 40 Lbs.	5	13	
26	Enumerator's Report (Marathi)	3-8-60	45,000	26″×40″, 46 Lbs.	22	308	

APPENDIX (15)—contd.

Serial No.	Description	Date of printing	Number of copies printed	Size and weight of paper	Unit of paper used		Remarks
1	2	3	4	5	6		7
					Reams	Sheets	
			FORMS—STAGE II—ENUMERATION				
1	Appointment Letter—Enumerator and Supervisor (Marathi).	15-9-60	12,500 (S) 50,000 (E)	26″×40″, 46 Lbs.	7	428	
2	Appointment Letter—Enumerator and Supervisor (English).	4-10-60	3,000 (S) 12,000 (E)	Do. 27″×34″ 40 lbs.	.. 3	336 9	
3	Training Letters (Marathi) ..	25-10-60	100,000	26″×40″, 46 Lbs. 27″×34″, 40 Lbs.	24 1	64 ..	
4	Abbridged Houselist (English).	5-10-60	30,000	26″×40″, 46 Lbs.	7	270	
5	Abbridged Houselist (Marathi).	5-10-60	180,000	Do. 27″×34″, 40 Lbs.	40 5	.. 113	
6	Houselist Register Forms (English).	4-10-60	30,000	26″×40″, 46 Lbs.	15	40	
7	Houselist Abstract (Marathi)	28-9-60	25,000	Do.	2	396	
8	Training Letters (English) ..	24-10-60	20,000	Do. 27″×34″, 40 Lbs.	1 4	.. 14	
9	Training Class Letter with Proforma (Marathi).	25-10-60	25,000 (L) 125,000 (P)	26″×40″, 46 Lbs. 27″×34″, 40 Lbs.	7 2	142 71	
10	Training Class Letter with Proforma (English).	25-10-60	2,500 (L) 5,000 (P)	26″×40″, 46 Lbs.	1	409	
11	Control Register for Stage II.	24-10-60	12,500	26″×40″, 46 Lbs.	6	142	
12	Houselist Register's Cover (English).	5-10-60	1,100	Kraft paper 65, Lbs.	..	278	
13	Control Register's Cover (English).	1-10-60	700	Do.	..	178	
14	Charge Report (English) ..	4-10-60	4,500	26″×40″, 46 Lbs.	1	66	
15	Block Report (Marathi) ..	5-10-60	175,000	Do.	43	486	
16	Block Report (English) ..	24-10-60	30,000	Do.	7	270	
17	Houselist Register and Control Register Cover.	29-10-60	500 (each)	Kraft Paper, 65 Lbs.	..	254	
18	Appointment letter of Enumerator.	28-10-60	6,000	26″×40″, 46 Lbs.	1	255	
19	Training Class Letter with Proforma (English).	9-10-60	2,500 (L) 5,000 (P)	27″×34″, 40 Lbs.	1	444	
20	Training Class Letter with Proforma (Marathi).	14-12-60	5,000 (each)	26″×40″, 46 Lbs.	2	120	
21	Abbridged Houselist (English and Marathi).	15-12-60	10,000 (E) 20,000 (M)	Do.	7	272	
22	Training Orders (Marathi) ..	13-12-60	20,000	Do.	5	14	
23	Block Report (Marathi) ..	13-12-60	10,000	Do.	2	257	
24	Socio Economic Survey Forms	17-12-60	4,000	....	Not available		
25	Block Report (Marathi) ..	14-12-60	10,000	26″×40″, 46 Lbs.	2	257	
26	Household Schedule Abstract.	1-1-61	50,000	Do.	3	71	
27	Household Schedule (Socio Economic).	16-1-61	6,000	Do.	15	48	

APPENDIX (15)—concld.

Serial No	Description	Date of Printing	Number of copies printed	Size and weight of paper	Units paper used		Remarks
1	2	3	4	5	6		7
					Reams	Sheets	
	FORMS—STAGE II—ENUMERATION—*concld.*						
28	Final Census Register ..	16-2-61	30,000	26″×40″, 46 Lbs.	15	39	
29	Final Census Register (Cover).	16-2-61	1,800	Kraft Paper, 65 Lbs.	..	453	
30	Package Labels for Census Records.	21-2-61	150,000	26″×40″, 46 Lbs.	9	212	
31	P. E. C. Forms I, II and III.	8-3-61	5,000 (each)	Do.	3	387	
32	P. E. C. Forms IV and V ..	1-3-61	1,500 5,000	Do.	..	410	
33	Consanguineous Marriage Forms.	14-2-61	5,000	Do.	2	257	
34	P. E. C. Forms VI ..	8-3-61	9,000	Do.	3	9	
35	P. E. C. Forms VII ..	8-3-61	5,000	Do.	1	339	
36	P. E. C. Forms VIII ..	27-2-61	1,500	Do.	..	95	
37	P. E. C. Forms IX ..	1-3-61	3,000	Do.	..	378	
38	P. E. C. Forms V ..	11-3-61	4,000	Do.	Not Available.		
39	P. E. C. Forms II ..	16-3-61	3,000	Do.	..	378	
40	Slips (For Pigeon Holes) ..	20-4-61	2,000	Do.	..	162	
41	Household Schedule for Parsees.	4-5-61	5,000	Do.	7	280	
42	Slips (A and B) (For Pigeon Holes).	17-6-61	2,500	....	Not Available.		
43	Form regarding Consanguineous Marriage.	22-5-61	12,000	26″×40″, 46Lbs.	6	17	
44	Schedule for Urban Area ..	21-8-61	1,000	....	Not Available.		
45	Household Schedule regarding Socio Economic Survey.	9-6-61	1,000	....	Do.		
46	Taluka Register Forms ..	19-7-61	5,000	....	Do.		

APPENDIX (16)

Proceedings of the Conference of Census Officers held in the Committee Room, 6th floor, Sachivalaya, Bombay, on Friday, the 1st April 1960, at 11 a.m.

INAUGURAL ADDRESS BY THE CHIEF MINISTER

Shri Y. B. Chavan (Chief Minister) : Friends, we are meeting in a conference which is to plan a very important operation that is to take place early next year, the 10th Census of this country which, incidentally, is going to be the first Census of the two new States of Maharashtra and Gujarat. I need not emphasise the importance of the operation of Census because it is now accepted on all hands that it gives us some very detailed and vital information on which we can base our efforts for social and economic development. It also, as the Pamphlet that has been circulated for your information, puts it, has a two-fold purpose. Firstly it gives us some idea of the composition, distribution and growth of population and secondly it gives us some very vital information on which we can base our plans for development. As is well known this is the 10th Census in this country. May be that there were some efforts in our country before that for having some check up of the size of population. But since the modern industrial civilization started functioning the social life is getting more and more complex, and to have a clearer picture of this complex society equally complex processes were discovered to find out the information we wanted and this operation of Census is one of them.

I am sure most of you have read the literature that is published about it, particularly very detailed schemes which have been worked out by the Department not now but even beforehand for the last two or three Census operations have given us very intimate experience about the Census work. From that you must have realised how very vital this work is and how every person connected with this operation has to be accurate and perfect in his work. A very large number of people are involved in this operation.

I am told that for the forthcoming Census operation nearly a lakh of enumerators will be required for the whole State as it is constituted now and about 13 to 14 thousand supervisors. That means that this has to be a planned operation in which about 1¼ lakh people would be taking part. It would be an army of 1¼ lakh people working in this activity in a given time throughout the State. From this you would realise the enormous size of this activity and what detailed information is going to be collected. And in this not one single man can afford to make a single mistake because it will vitiate the whole operation. Though the person concerned may not be conscious of this, if at all the real purpose of the census is to be properly served it is necessary that every person participating in this activity must be made conscious of the responsibility that he has to shoulder. I find that the whole scheme has been worked out to its last details, and I am sure that all of you who have come here from all over the State will discuss the details of this scheme. As far as I can see there is practically nothing to be discussed because there is nothing controversial, unless there is some detailed information or instruction that anyone of you may need. But when I saw the Agenda I felt that no doubt it is very impressive and very important but there is not much scope for discussion. But since you have come together you can certainly discuss non-controversial points. If there are any points which have not been properly worked out by the people at the Secretariat you can bring up such points here.

I am sure that when you go back you will go back with this sense that you are collecting information which is going to be the basis for what we do in the next two Five Year Plans. Incidentally, the next Plan begins with the Census that is going to take place. The coincidence of the beginning of the Plan and of the Census is very important ; it is not a very unexpected coincidence. It is deliberately arranged. In the course of the next six months we have got to divert some persons for this activity and it also happens to be the last year of the Second Five Year Plan and hence we have also to concentrate on the developmental activity. I concede that it will affect our effort in that direction to a certain extent. But these Census operations are also important to planning. It will help us to decide what exactly we propose to do and whether what we propose to do is right and essential and how far it is going to meet the necessities of people. Census is a kind of mirror in which the whole society can see its face and find out how it looks and how it should arrange its future and so on and so forth.

I am supposed to inaugurate this Conference and I am formally inaugurating it. As I said when you go back you should go back with a sense that you have to undertake a very important operation which has to be qualitatively perfect and I wish that the Census of this State should not only be perfect but should be the best in the country, and if we can arrange to do that I think the purpose of this Conference will be well served.

Thank you very much.

(The Chief Minister then left the Conference Hall.)

(The Chief Secretary, Shri N. T. Mone, took the Chair.)

The Chairman : Friends, the Chief Minister has just inaugurated our Census Conference. He has pointed out the salient features of the scheme and given us a rough idea of what we are all required to do in the next one year and how important and fundamental this work is and of what tremendous use it will be for all our Plan activities in the next two Five Year Plans.

He also mentioned that although the Agenda is very important yet, luckily, it is not controversial and, therefore, our discussion could be brief and to the point.

So along with this, we thought of taking the opportunity of calling all the Collectors, Commissioners and Municipal Commissioners so as to have a meet before the bilingual State breaks up on 1st of May, and so this big Conference had to be called. It is usual to call such a conference at the beginning of every Census operation and time was ripe for it ; when the Census Superintendent mentioned to me that such a conference might be called, as the date of bifurcation was luckily for us put off by one month, I thought that it would be a good opportunity to have a get-together conference, where, apart from doing work, we could also have a meet before we all disperse and join the respective new States.

I think we should now start with the Agenda. I would suggest that members might be brief and every speaker might start mentioning his name and the district which he represents, so that it would be better for the people who are taking down the notes.

I shall now ask Shri Kulkarni, who is the leader of the show practically, to lead the discussion with some general remarks which he may have to make. We will then go to the Agenda and take the items one by one.

Shri B. A. Kulkarni (Superintendent of Census Operations) : In the small pamphlet which we have sent to you, I have tried to explain what the Census scheme of Bombay State is to be.

Though it has now become a technical subject, I have tried to explain the whole thing as briefly as possible so that even the last man working in the field may be able to understand what he has to do.

I have mentioned in the first note on the Agenda the salient points about the scheme, particularly the contribution of local bodies not only in cash but also in the work that is to be done, we should not be short of men for effective supervision and guidance on the subject for Census work.

Then about the number of enumerators and supervisors working, as just now mentioned by the Chief Minister. Their number is too large that we will have to draw people from almost every Department. We appreciate that every activity of every Department is important nowadays, but for some time, say, for two or three weeks, we will have to draw upon as many people as possible from every Department for the Census work. So the requisite number of people will have to be drawn, but how many are to be drawn we have left it to the Collectors. This is nevertheless an important job and priority will have to be given to this work in the districts and elsewhere. There may be requests from various

departments that their personnel should be saved, the technical department may say that theirs is a technical job and that those people should not be disturbed. Now it so happens that the period when we are going to draw the personnel will be near the budget end next year, that is next February and March and there may be representations or claims for saving or making exceptions by certain Departments. So we will have to consider all these problems very carefully.

The Chairman : If any member wants to make any remarks, he may do so. Item No. 1 relates to " Discussion on the Scheme for Census Operations." There is a general note on that. We shall take it up first, and if any member wishes to ask for any information or if he has any points to emphasise, he may do so.

A Collector : We Collectors have not got the up-to-date copies of the Census publications.

Shri B. A. Kulkarni : They have just now been circulated. The publications have been just now distributed in the Conference itself.

There is one point on which I would request suggestions from the Collectors and about which I am not clear myself. The point is as to whether in all the cantonments in Bombay State, the Census work should be done in English or in the language of the district. There will be about 7 to 8 districts connected with cantonments and the Collectors of those districts may please advise me on it. Now it may so happen that non-Marathi speaking people may be mainly the citizens in a cantonment area. If we are going to call military personnel for doing Census work, whether it would be advisable to do the work in the cantonment in Marathi or in the language of the district.

Collector of Ahmadnagar : I am coming from Ahmadnagar District. Most of the military personnel will be there and they will be able to do the work in English only. So for Ahmadnagar I would say that English would be the language for doing this work.

Shri B. A. Kulkarni : Poona Cantonment would be the biggest. What would be the views of that Collector ?

Collector of Poona : Have we asked the Cantonment authorities themselves about this ? That would be the right thing to be done because it all depends upon getting the enumerators, and if they can get civilian enumerators for doing the work in English, then it would be all right.

Collector of Nasik : It all depends upon what class of military personnel we will be getting for this work. If it is to be done by jawans, then Hindi would be all right.

Shri B. A. Kulkarni : Work will have to be done either in Marathi or in English. We are not thinking of Hindi. We will be getting only a few enumerators and the military authorities will see to it that they draw people knowing only English or Marathi or Gujarati. I thought that we would get first hand advice from Collectors who would have consulted the military authorities. So even if the Collectors have not consulted the military authorities, we can leave this question open, but the matter will have to be decided within a fortnight.

Collector of Nasik : If, in the cantonment areas, the military personnel that is drawn is non-Marathi, then they would find it difficult to do the work in Marathi, So it may be either Hindi or Marathi or English and Marathi.

Shri Joshi : I think the suggestion that we should consult the Military Authorities is a good one. There is a large number of Civil population in the cantonment areas knowing Marathi and if questions are put to them in English, they will not be able to give information.

Collector (Ahmedabad) : If this Census operation is going to be an All India operation, then perhaps Hindi might be suggested. However, the best thing is to consult the Military Authorities.

Shri B. A. Kulkarni : I think it is now too late for us to suggest Hindi because the All India decision has been taken that the Census should be in the language of the State and we have printed forms also in Marathi and Gujarati. If we, however, decide that in the cantonment areas the Census should be carried on in English, we will have to print a few additional forms in English. But forms in Marathi and Gujarati have already been printed. In order to make the question as clear to the respondents as possible the decison has been deliberately taken that these forms should be printed in the language of the State.

The Chairman : It is better to consult the Military Authorities.

Shri Rana : About paragraph 9 it is stated that the Municipal Corporations or Municipalities of over a lakh of population may appoint minimum additional staff. Is this figure of population based on the 1951 Census or is it the present figure of population?

Shri B. A. Kulkarni : 1951 Census.

Shri Rana : There are a number of Municipalities whose population has gone up by one lakh by now. We will have to think about them.

Shri B. A. Kulkarni : This population figure of one lakh has been decided upon by the Government of India and recently the Registrar General had come over here when I had mentioned to him that the municipalities in the Bombay State stand on a different footing because Bombay is one of the few States where the municipalities are contributing their share and in view of that the limit for additional staff may be relaxed. The Registrar General also agreed. It is up to us to say to what level we should bring down this figure of population.

Shri Monani : May I suggest that if the payment has to be made it should be made on the previous Census figure ?

Shri B. A. Kulkarni : For Census purposes we are roughly estimating 1961 figures by adding 25 per cent. The total growth of population in Bombay State was to the tune of about 23 per cent. While in the urban areas it is still higher over the Census figure of 1951. Anyway, we have to refer to the 1951 figures only.

As you are aware, we have made towns of 20,000 or over as independent charges. That means that they will do their Census work themselves. For that, we have taken 1951 figures. It is for consideration whether we should give some clerical assistance to these people. The municipalities will share half of the expenditure and they will take care not to exceed this amount. So, we may decide whether we should make staff available to these people.

An officer : In paragraph 9, the expenditure is mentioned for additional staff. Is it an overall expenditure or administrative expenditure? Is payment to enumerators included in it ?

Shri B. A. Kulkarni : It is not included. I may clarify that this amount of Rs. 20 per thousand of population is the Census budget contribution which is to be added by another Rs. 20 as the share of contribution by municipalities.

Deputy Municipal Commissioner (Nagpur) : The Bomba Census Act and the Rules made thereunder do not indicate whether any expenditure can be met out of the municipal funds. The rule only says that half of the expenditure will be reimbursed by Government. So, this should be made clear. We had some difficulties in meeting this expenditure out of the municipal funds. We had some difficulty in getting some money out of the municipal funds and unless the rules are made quite clear, there may be some objections raised.

Shri B. A. Kulkarni : Because this point has been already mentioned in the Act itself, the rules do not provide for that. Section 3 of the Act clearly says that notwithstanding anything contained in any enactment, the Census expenditure may be charged to the municipality. That is clearly stated in section 3 of the Act itself.

Deputy Municipal Commissioner (Nagpur) : We did not get that direction.

Shri B. A. Kulkarni : This expenditure may be charged. The section empowers you to charge. Anyway I will get this point examined in the Law Department. That direction had not been issued in 1941 or in 1951 either by Bombay Government or by the Madhya Pradesh Government.

Deputy Municipal Commissioner (Nagpur) : This should be incorporated in the rules.

Shri B. A. Kulkarni : I shall get the point examined as to whether it is necessary to include.

Collector (Osmanabad) : There are some municipalities having a population of over 7,000 to 8,000 whose financial condition is very poor and they are not able to pay even dearness allowance to their employees. So, it will be difficult for them to share this half expenditure for the Census operation. Therefore, I suggest that small municipalities having a population below 10,000 should be exempted from payment of this expenditure.

Shri B. A. Kulkarni : Even the financial position of the local bodies had also been taken into consideration by Government when these rules were framed. In 1951 the municipalities had been asked to contribute 100 per cent. But in view of the financial position of some of the municipalities and also in view of the fact that some of the municipalities in Marathwada, Kutch and Saurashtra are going to share this expenditure for the first time, Government had made their contribution only 50 per cent. and overall expenditure as 35 per thousand and so it would not be difficult for these municipalities to share the expenditure. In some cases, the total contribution may be to the tune of Rs. 350 only.

Now, the Chief Secretary wants to decide some population limit after which we can give additional staff to the municipalities. Should we take 20,000 (in 1951) as the basis or should we take some higher limit ? Actually, our Mamlatdars have been given only one clerk and each Mamlatdar on an average works for about 1 lakh population. If we compare the municipal charges for them, they will be considerably less. Also, the Mamlatdar has got other additional staff and particularly in the villages he can draw upon their services from time to time. In the case of municipalities, some liberal considerations will have to be given.

The Chairman : Is limit of 20,000 population alright ?

A Collector : It is alright. But it should not go beyond 20,000 population.

Shri B. A. Kulkarni : We have taken this limit because we have made it one independent charge. I will request the Political and Services Department for issuing orders. In 1951 Census Operations no staff was given. This time we are giving staff at the Taluka level also.

The Chairman : Any other point on item No. 1 ?
(*After a pause*) So we go to the next item.

ITEM 2.—*Calendar for Census Operations*

Shri Bedekar : Postponement of house-numbering work to September-October is good as otherwise there was danger of numbers being mutilated or being rubbed out.

Shri B. A. Kulkarni : That was one of the reasons.

The Collector, Ahmadnagar : In towns and in some villages, houses have been numbered by the Municipalities of the area of the Gram Panchayat. They may be very useful for our Census operation. It will have duplication of numbering of houses.

Shri B. A. Kulkarni : The Collector of Ahmadnagar has referred to the point that in some towns and in some villages, house-numbering is done by the Municipality of towns and Gram Panchayats. That may be useful from the Census operation point of view. We are giving discretion to Mamlatdars to decide if this house-numbering could be useful. If he thinks so, he may use it. In any case the numbering done by the Gram Panchayats or Municipalities is for the purposes of property assessment, vacant plots and buildings. But this numbering is not for each household. You will have to give separate numbering for the purposes of Census operations.

The Collector, Ahmadnagar : Suppose in a building two or three families stay. Then in that case numbers are given like this—100, 100A, 100B, etc. My point is to eliminate this duplication of house-numbering work.

Shri B. A. Kulkarni : If there is a good case, we may certainly use what is readily available. My experience has been that in 1951 Census Operations orders were actually issued by the Bombay Government that this numbering should be done on a permanent footing so that there may not be necessity of numbering again and again. If numbers have been maintained intact, we would welcome and use them.

The Collector, Sorath : May I know as to who will do Census work in areas outside the Municipality limits and adjacent to a town ? Are we going to have separate enumerators for such areas ?

Shri B. A. Kulkarni : That will be a good point for discussion. We have to make some demarcation somewhere. Housing colonies are extending beyond municipal limits. Point is whether any officer of Municipality should do Census work there or others should do this work. So far as municipal officers are concerned they will do their work within the limits of the municipality. In the areas adjacant to municipal areas but which are outside the limits of municipal areas, this will be done by the Mamlatdar because they are in-charge of the Taluka. If there are some houses or huts or cottages etc. adjacent to a village, they will have to be counted with the main population of the village. I will clarify this point for the benefit of Mamlatdars also.

A Collector : I do not know if the suggestion of the Municipal Commissioner, Nagpur, has been considered thoroughly. From the houselist, we can know where a particular house is in a particular locality. Taking assistance from it, it will not go difficult for the enumerators to locate a particular house in a locality. They are of great assistance because these house numbers are sometimes mutilated or washed away after the Diwali white-washing and practically there are no house numbers.

Shri B. A. Kulkarni : Unfortunately, the houselist does not contain names of the owners of houses. In case of factories and shops, names of owners are also given. Names of owners of buildings are not given in the list. Anyway it is too late for us to have any change in the forms. They have been designed on an All-India basis.

The Collector, Ahmadnagar : In one of the forms, information has been asked about land cultivated. This information should be available from the records itself.

Shri B. A. Kulkarni : There are two points here. Firstly none of our village records contains the information about the lands cultivated. They contain the information about the lands held or owned. In our " Khatas " also we have got the information about the total lands. None of our village records or " Khatas" contains the information about the total extent of lands cultivated. As you may have noticed, we are going to collect the information about the lands cultivated. Our 7/12 or Pahani Patraks also contain information about the land owned and then for each bit of land the name of the owner of cultivator is there. (*Interruption.*) We are also giving the name of the Cultivator.

Collector, Ahmadnagar : Even we have to ask the question to most of the people in the villages. Some people will not be able to give the correct information on this subject. They will give half information which may not be correct also. If we ask a cultivator as to how much he cultivates he will say that he is cultivating so many acres, but that information will not be so accurate as to the information we get from the Revenue Department

Shri B. A. Kulkarni : We are speaking only of our village records which are supposed to be the best in India. In many other States, they do not have the up-to-date figures in this respect. That is one point about the records of cultivated lands. Another point is, if we refer to these records we are likely to bring in the mistakes also. We know from our actual experience that village records do not represent the accurate picture. The cultivator may some time claim to be a tenant but the village record will not show that. Perhaps this aspect of the question has been considered by the Planning Commission and it has been recommended by the Planning Commission that we should try to find out some information from different sources. Probably they may have kept this point in view.

Additional Collector, Ratnagiri : We do not seem to have taken any opinion about the house numbering by Municipalities and Village Panchayats. They do the numbering on the basis

of assessment. The definition given in the Act is that for Census purposes a House shall be a room or a family having a separate entrance. We can visualise that a House can be occupied by 10 tenants. Each of these families will have to be considered as living in separate houses. If we accept the Municipal or Village Panchayat numbering there will be some difficulty. I do not think that this fact has been taken into account by the Conference.

Shri B. A. Kulkarni : At the cost of repetition, I would say that my personal opinion is except in a very few exceptional cases we have to do numbering afresh. The numbering is different for municipal and Census purposes. Supposing there is a residential building and some 10 families are residing in that building, there will be only one numbering for municipal purposes. Small huts, etc., may not bear any municipal number at all.

Collector, Ahmadnagar : I suggest that we may accept the municipal number provided they are accurate.

Shri B. A. Kulkarni : Only because the Collector certified that there are some cases where the numbering is very up-to-date we may consider it. The Collector concerned will certify first. What I want to say is that it is safer to do it afresh. When once we are going to number afresh we can as well number the building itself. Even in Bombay we claim that the numbering system is very up-to-date. There is a Queer numbering system in Bombay also.

The Chairman : It is better we decide to go in for fresh numbering.

Deputy Municipal Commissioner, Nagpur : Regarding Nagpur we want to stick to Municipal numbering. We have actually distinct numbers. If there is a house and if there are several tenants in it, there are sub-numbers in the House. Suppose the number of the house is 25, then there are sub-numbers as 25/1, 25/2, 25/3 and so on. So, it is better if the discretion of accepting the municipal numbering is left to the Collectors.

Shri B. A. Kulkarni : Wherever the Collectors, or Municipal Commissioners feel that the present numbers would do well, we will inspect the site on the spot. I would go personally myself and inspect the site and together with the Collector or the Municipal Officer we will decide whether fresh numbering is necessary.

ITEM 3.—*Divesting the Personal Assistants to Collectors of a major portion of their normal duties from 1st August 1960 to 31st March 1961*

The Chairman : There is a proposal to pay a special pay of Rs. 75 per mensem to the District Census Officers for eight months.

Collector, Ahmadnagar : In Ahmadnagar the Personal Assistant has got to work as a Prant Officer in addition to the work of Personal Assistant. In addition he is made the District Census Officer. At least during this period he should not be given the Prant Officer's work and this should be given to somebody else.

The Chairman : That is a matter of adjustment by the Collector.

Collector, Ahmadnagar : In many Districts, there are Prant Officers who are in charge of the Districts. That is the position in some districts. That is not the position in our District. Therefore, I want to make that position clear.

The Chairman : I would like to have the views of other Collectors on this point.

Collector, Osmanabad : I think this arrangement of designating the Personal Assistants as District Census Officers will disturb the work of Collectors. The Collectors will be away from the headquarters for 15 days or so in a month. The Personal Assistants practically attend to the Collector's work. The Personal Assistants also hear tenancy appeals. If Personal Assistants are entrusted with the work of Census then the Office work will suffer. Therefore, my suggestion is to appoint a Special Officer on the Deputy Collector's cadre for four or five months. If that is done I think that would be better.

Collector, Poona : It is not possible to divest the Personal Assistant of his regular work because he is the only officer who remains in the office when others are going round. If he also starts going about on Census work the Collector's Office will be greatly inconvenienced.

Collector, Nasik : If Personal Assistant is to be given Census work probably it can be done by relieving him of some of his work which can be given to the Project Officer. As Shri Kulkarni said if he is also to go on touring then the work in the Collector's Office will be very much upset. For this reason, he should be relieved of touring work and he may remain at the headquarters all the time. The touring work should be given to the Project Officer or the District Village Panchayat Officer. The Personal Assistant should not be asked to go outside the headquarters.

The Chairman : Assistance can be given by Project Officers who can be asked to do the touring work.

Collector, Sabarkantha : In my view, all the Officers are equally busy, with the present load of work, including the D. P. O. and D. V. P. O. There is more work for him because he has no Assistant Secretary for the D. D. Board which was previously there and which has now been abolished. These are two branches where the more a man works the more scope there is. I agree with my two brother Collectors who said that a special man should be appointed to look after the District Census Work. If such a person is to be appointed, in my opinion, he should be appointed at an early stage and not later after so many circulars and Government Resolutions have been issued. That leads to a lot of delay in the initial work because the Officer coming at a late stage is not aware of the documents and schemes are not carried in the proper way as they should be done. My submission, therefore, is that a special officer of the Deputy Collector's rank should be appointed at a much earlier stage before the actual enumeration work takes place.

Divisional Commissioner, Ahmedabad Division : District Village Panchayat Officers have light work compared to other officers and so he may be given this work.

The Chairman : The tempo of work can be slowed down for this period when Census work is going on.

Shri B. A. Kulkarni : In the 1951 Census and in the previous Census operations the Collectors worked as District Census Officers, but with the realisation that their hands are too full and cannot spare as much energies and time as are required for Census work we went down and appointed Personal Assistants as District Census Officers this time.

There are two or three things which we must accept as inevitable. For instance, the Census work is going to be an encroachment on the work of all other departments for some time, but we are organising the work in such a way that it causes the least disturbance. If it is suggested that Census work should not cause disturbance to the work of other departments, Census work can never be done. Census and elections are bound to cause some inconvenience, some dislocation of work, for some time when work in their connection is going on. The entire district will have to play its part if the Census work is to be done properly. It has been urged by some Collectors that Personal Assistants have no time and that Mamlatdars and other officers may be given this work. Our idea has been to cause as little disturbance as possible and yet see that the Census work goes through. With the traditions that Bombay State has it was decided not to appoint Special officers even for 1961 Census, though in some other States special officers are appointed for this purpose. Bombay has been doing without Special Officers and even without additional staff. But this time we have made a departure in that we have appointed Personal Assistants as District Census Officers and we have given them some staff. There is reason why our choice has fallen on Personal Assistants to Collectors. No doubt, for other staff we are going to draw upon all departments' personnel. Personal Assistant is next in command to the Collector and having good contacts he can wield influence over other departments in the district. There can be no other person than the Personal Assistant who can import the influence of the Collector for the Census work. Since Collectors are hard pressed persons and would not be able to attend to some routine of Census work we thought that the next man to him, the Personal Assistant, would be the person to shoulder this responsibility. I do not think we have been wrong in doing so.

We have also considered the question of how to give relief to the Personal Assistant who would be doing Census work. In my note I have suggested two ways, one, redistribution of work

among officers of the same rank working in the District Office and to allowing direct submission of papers to Collector from the Chitnis or the Head Clerk. The District Project Officer or the District Village Panchayat Officer can look after some sections of the Collector's Office. The number of branches to be dealt with by the Personal Assistant may thus be reduced.

Shri Bedekar from Nasik suggested that Personal Assistant should not be required to do touring and that he should be at headquarters, even when doing this Census work.

Shri B. A. Kulkarni : Recently I had a talk with Shri Telang and he said that 50 per cent. of training load can be reduced—training classes for supervisory staff can be shared by the District Statistical Officers. That would be a big relief but for the sake of uniformity we want to see that one man gives training throughout the district at least to higher officers. But as I said District Statistical Officers can give some relief to the Personal Assistant, Assistant Collectors and Deputy Collectors can be put on the job and do major portion of touring. Personal Assistants can train Mamlatdars and Field officers who will undertake the work of training. But at this stage, we cannot think of removing Personal Assistants completely from the picture.

Collector, Kutch : If Personal Assistants are appointed as District Census Officers we can think of giving them help of Mamlatdars for this work who can take the duty of touring.

Shri B. A. Kulkarni : What we propose to do is to give clerical staff, but the Revenue Officers cannot be absolved of this heavy responsibility. The Census work has got to be seen through the Revenue officers. The Deputy Collectors or Assistant Collectors or Mamlatdars can look to major portion of training and in fact Deputy Collectors have been doing this work in all Census operations. With this work taken away from the Personal Assistant he may not be required to do a lot of touring. But he will have to do a little amount of touring for purposes of inspection.

Collector, Kutch : Personal Assistant is not to be absolved from responsibility but somebody will be required to go round the district to carry out the training programme.

Shri B. A. Kulkarni : Assistance by way of sanctioning additional officers is out of question, unless a particular district makes out a case and it is accepted by Government. As I said earlier, relief to Personal Assistant can be given in two ways : (1) by Chitnis or Head Clerk submitting the cases direct to the Collector for orders and (2) some sections in charge of Personal Assistant being transferred to the Project Officer or District Village Panchayat Officer or any other officer who may be available.

Collector of Nasik : Will we be permitted to entrust the Census inspection work to Panchayat and Project Officers also ?

Shri B. A. Kulkarni : Certainly. You have got statutory powers even to appoint non-officials. Even on the administrative side, the Government Resolution says that inspecting and touring officers could be entrusted with this work.

Collector of Poona : The District Census Officer's main job would be to direct the Census operations in the district. So this officer must be free enough to devote his entire attention to this work. It was mentioned that all the Departments have to take the burden of the Census work. It is not merely taking the burden of this work. The Revenue Department also takes the burden. We are not thinking in terms of relieving the Mamlatdar of his normal duties and giving them to an additional Mamlatdar, but the position of a District Census Officer is quite different. He has to direct the Census operations and for that he has got to be relieved of his normal duties. Now it so happens that a Legislative Assembly question comes up. So we will have to tell him to leave the Census work aside and to attend to the Legislative Assembly work or any other emergent matter. So, so long as the Personal Assistant has to attend to both these matters, his attention is bound to be diverted.

Another point was about divesting the Personal Assistant of his duties by submitting the papers direct. This is being done in many districts. That is done in Poona also. In East Khandesh also I had introduced that system. The Personal Assistant being an officer in the Collector's office, he is the one who has more contacts. I would suggest that we could have an additional Personal Assistant for doing the Census work, leaving the other Personal Assistant to do his normal work.

Then a suggestion was made about somebody touring on his behalf. That is not a practicable suggestion. It is advisable that he himself goes round and sees for himself as to what is happening in the field ; otherwise, one seeing and the other one directing without seeing would not at all be proper.

Collector of Kaira : My view is that it would not be possible for the Personal Assistant to do the Census work in addition to his own normal duties. It is also not advisable to submit the papers direct, as was suggested. I would also say that, since the Personal Assistant is already doing the work of a Prant Officer in addition to his normal work, it would not be proper to entrust the Census work to him.

A Collector : I would suggest that there should be at east an Additional Mamlatdar to do the Census work.

Collector of Osmanabad : In the 1951 Census, a Mamlatdar was appointed to do this work for a district. This time there is not going to be any special officer for doing this work. We are prepared to entrust this work to the Personal Assistant provided he is divested of his regular work.

Shri B. A. Kulkarni : No special officer was appointed for this work either in Hyderabad or in Saurashtra. I know that in Madhya Pradesh too one Deputy Collector had been entrusted with this work. Generally the Bombay State has not been appointing any additional officer for doing this Census work.

Collector, Nagpur : An additional man was appointed so far as Madhya Pradesh was concerned.

Shri B. A. Kulkarni : All right, we may accept that position so far as Madhya Pradesh is concerned, but in Bombay it is not so. This time we have taken a decision that it may not be necessary to create a separate organisation for doing the Census work.

A point has been raised about the volume of work that will have to be handled so far as Census is concerned. I may say that there is some attraction for the special pay we will be giving for 8 months. The work will be spread over in two periods : the first period is August-September and then January and February there will be full-time work. The volume of work will vary from district to district. The work in Poona or Ahmedabad will be heavier than the work, say, in Wardha or elsewhere.

Shri V. M. Joshi (Divisional Commissioner, Poona Division) : I would suggest that there should be additional posts created for doing the Census work.

Collector of Ahmedabad : I would say that the forms to be filled in are very simple ; rather than having a number of languages, Hindi would be quite proper.

Another suggestion of mine is that it would be better if a Deputy Collector's post is created because the Census work is very arduous and the Personal Assistants have to do more work.

The Chairman : So, the consensus of opinion is that ordinarily no staff should be given unless the Collector thinks that it is necessary.

ITEM No. 4.—*Amount of training work which Inspecting Officers should necessarily undertake*

The Chairman : May I know whether anybody wants to offer any comments on this item ?

[*No comments were offered.*]

The Chairman : There is a small change that should be made on page 8 of the Agenda. Instead of 10 minutes it should be 10 months.

Now, since the Municipal Commissioners have come here, I would like to have their suggestions, if any, apart from the discussions that we have had so far.

[*Nobody rose to offer any suggestions.*]

ITEM No. 5.—*Selection of Centres for Tabulation Offices*

Shri B. A. Kulkarni : Now on page 8 are given the names of places for Tabulation Offices. I would like to know whether these places are suitable or whether any Collector would like to suggest other places. I would like to know whether any other Collectors would like to suggest that their districts would be more suitable for this purpose. The point is only about the availability of accommodation and the possibility of getting 300 people to work temporarily for ten months.

Shri Shinde : I may say that accommodation will not be available.

Collector, Poona : Poona will be quite suitable.

Shri B. A. Kulkarni : What about Nagpur ?

Collector, Nagpur : It is difficult. The rent will be very high.

Shri B. A. Kulkarni : It should not be very high, but it should be a reasonable rent. We are willing to pay reasonable rent.

Collector, Nagpur : I will have to clarify whatever is asked for ; otherwise it will be difficult to get accommodation.

Collector, Rajkot : In Rajkot there will be no suitable accommodation. So, Bhavnagar should be selected.

Shri B. A. Kulkarni : We will consider both these places, namely, Rajkot and Bhavnagar. If we find that Bhavnagar is preferable to Rajkot, we will select Bhavnagar.

A Collector : There is also no difficulty of getting accommodation in Bhavnagar.

Shri B. A. Kulkarni : So far as Additional Mamlatdars are concerned, I learn that in some talukas of the Old Bombay State area, Mamlatdars are very busy because of the tenancy work. Now, if the Additional Mamlatdars are doing this work then we will have to appoint them as Census officers. Actually, I think some of the Collectors have appointed Additional Mamlatdars and I have seen a provision in the Bombay Land Revenue Code which says that Additional Mamlatdars will exercise the powers and functions as Government may from time to time direct them to exercise and so we may issue from P. & S. D. a directive that Additional Mamlatdars who are doing administrative work apart from tenancy work should be put in charge of a taluka Census. We will also issue a notification appointing Additional Mamlatdars, as Census officers.

The Chairman : Now we come to the close of the deliberations to-day. Before closing, I would like to mention that the decision on Personal Assistants being in charge of Census operations in the districts stands. They should continue to work until fresh orders are passed. Till fresh orders, the present decision that Personal Assistants should work for Census work stands and that should be followed.

A Collector : What about 3 districts where there is no post of Personal Assistant ?

The Chairman : One of the senior Deputy Collectors may be designated as Personal Assistant. Personal Assistant is not an extra man. For the present you will have to designate one of them as Personal Assistant and carry on with the work.

I forgot to introduce Mr. Trivedi to you. He is for the present Additional Superintendent of Census Operations. He will take over as Superintendent of Census Operations in the new State of Gujarat from the 1st May 1960.

I am glad we all met here. I am sure you will be benefited by the discussion we had here.

I thank you all.

(The conference terminated at 12-30 p.m.)

APPENDIX (17)

CENSUS CIRCULARS

CENSUS CIRCULAR No. 1

Bombay, 24th February 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COMMISSIONERS OF MUNICIPAL CORPORATIONS,
ALL COLLECTORS (except Collector, Bombay).

As you are aware, the countrywide programme for 1961 Census is to enumerate the population from 10th February to 3rd March 1961. There are thus less than 12 months for all of us to make preliminary arrangements, to carry out the two earlier stages, *viz.*, the housenumbering and houselisting, to delimit Census Divisions and to select, train and organise thousands of enumerators and supervisors for actual enumeration of the population in February 1961.

2. We are separately sending to you 100 copies of the first of our 1961 Population Census Series which briefly gives the outlines of the Census Scheme for Bombay State. A few of these copies are meant for publicity and you may distribute them to persons who may appear to be interested in the subject. But please see that all of your Officers who may have something to do with Census do get adequate number of copies of this as well as of other forthcoming Census publications.

3. You might also have received Government Resolution, Political and Services Department, No. CNS-2059-H, dated 18th February 1960 and accompanying 7 notifications appointing you and some other Officers as Census Officers and delegating various powers at different levels. These notifications are being published in the *Bombay Government Gazette* of 25th February 1960. The Government of India have also similarly issued a few statutory orders and executive instructions. We are getting all these notifications and orders printed together with the Census Act of 1948, the Bombay Local Authorities Census Expenses Contribution Act of 1950 and Rules made by the Government. This will be the second of the 1961 Census Series. I hope it will be in your hands in the first week of March 1960.

4. The Government have sanctioned additional staff to district and taluka offices through Government Resolution, Political and Services Department, No. CNS-2159-H, dated 24th February 1960. As desired by the Government I hope you will be able to post experienced hands for Census work. It is necessary for all these persons to join immediately as otherwise work in the areas where they do not join is likely to lag behind. It is not necessary to treat this additional staff as meant exclusively for Census work or intended to do it alone. The volume of Census work would vary from time to time. You or your taluka officers may, therefore, give some other items of work to these people if it is found that they can do it in addition to Census work. When, on the other hand, the Census work develops full tempo, the district or taluka offices may have to spare hands from other sections for that purpose.

5. In paragraph 6 of the Government Resolution, Political and Services Department, No. CNS-2059-H, dated 18th February 1960, the Government have appointed certain officers as Charge Officers. Except for a few big towns the designation as ordered is of a general nature and it may be necessary for you to inform each of such Officers in your district individually about his appointment as Charge Officer and about the area for which he will have to work as such. The Charge Officer is the most important executive in the Census Scheme and the quality of Census work would much depend on the interest and enthusiasm exhibited by him during the next 12 months. It will be better if you please apprise them all of their responsibilities personally. A copy of letters so issued may be sent to me for record.

6. I would request you to send me as soon as possible a list of all Charge Officers in your district by designations and by showing the areas for which each of them will work as Charge Officer (Mamlatdars/Tahsildars/Mahalkaris/Naib-Tahsildars independently in charge of talukas or mahals, Officers Commanding for Military Areas of Cantonments, Executive Officers of Cantonment Boards for non-Military areas of Cantonments and Chief Officers/Executive Officers/Secretaries only of bigger towns mentioned in the list in paragraph 6 of the Government Resolution). I would also request you to let me know if you propose to treat any areas as special areas. Reference is invited in this context to paragraphs 35, 36 and 37 of Series No. 1.

7. We would be sending adequate number of printed copies of Circulars pertaining to Census work including the copies required for use by Charge Officers. The District Census Officer and each Charge Officer should maintain a S. O. (Standing Orders) file on 1961 Census containing all Orders and Circulars of a general nature issued either from the Political and Services Department or by me. Each District Census Officer or Charge Officer should, therefore, get one copy for the S. O. file in addition to other copies for current record for action or correspondence. Translation of instructions, etc., in Marathi or Gujarati to be used by workers on the field will also be made here and copies sent to you from time to time. The actual distribution of all this material will, however, be through you. Your office will, therefore, have to arrange for storage and prompt distribution of Census literature, Forms, etc., as well as for securing correct compliance of instructions issued from time to time.

8. When some information is asked from the district, it is expected that it will be obtained expeditiously from the taluka officers and other Charge Officers, consolidated in the district office and then forwarded with corrections or remarks where necessary. The taluka officers or Charge Officers should not be asked to forward information directly.

9. In view of the necessity of keeping to the All-India time-schedule of Census work and to safeguard against delay or loss during transit I would request you to acknowledge receipts of every Circular issued from my office, or from the Political and Services Department. You may have similarly to ask for acknowledgements for all instructions from your Charge Officers. We will be sending to you printed forms for use for despatching and acknowledgements.

10. Copies of Circulars and instructions have also to be sent to all the Deputy Collectors in your district and the District Statistical Officer who have to inspect the progress of Census work while on tour in areas under their jurisdiction and who may have to undertake intensive training of enumerators and supervisors later on.

11. From March 1960 onwards, it may be useful for you to discuss the programme of Census work and review the progress made in different areas in each of your periodical conferences with your Revenue Officers. These discussions will provide opportunities for clarification of doubts and solving of difficulties and for locating the weaker spots in the district. Your Personal Assistant who has been designated by Government as District Census Officer should be the spokesman for Census in all such Conferences. Through such discussions held at these periodical Conferences and through other training classes specially held for that purpose the Deputy Collectors and Mamlatdars/Tahsildars, etc., are to be prepared for undertaking intensive Census training of other subordinate agencies by themselves.

12. I propose to write to you very soon on the following subjects :—

(1) Talukawise Lists of Villages or Wards in Municipal areas ;
(2) Location Code ;
(3) Taluka and district maps and maps of Municipal areas ;
(4) Storage and distribution of Census Forms and other publicity material ;
(5) Procedure for accounting of expenditure incurred on Census ;
(6) Local names of rights on land ;
(7) Local calendar of important events ;
(8) Local names of household industries ;
(9) Rural Urban Classification ;
(10) Housenumbering and Houselisting in Municipal areas ; and
(11) Conference of Collectors likely to be held at Bombay in the first week of March 1960.

13. The work of housenumbering and houselisting is slightly difficult in Municipal areas. We also wanted some more time to study the valuable material obtained through houselisting of

those areas. This work is, therefore, proposed to be undertaken in all Municipal areas during April and May, 1960, while in non-Municipal (rural) areas we propose to get it done after the monsoons of 1960 are over. There is thus very little time left and you may better get all Municipal Officers concerned to meet in conference along with your other Revenue Officers some time towards the end of March 1960, where the Census Scheme may be explained and the programme of housenumbering and house-listing discussed in detail.

14. Your taluka officers (as Charge Officers) will be responsible for getting that work done in smaller Municipal areas. Even in the case of big municipalities and cantonment areas declared as independent charges the taluka officers should continue to be responsible for Census work in all areas within their jurisdiction and should, therefore, assist the cantonment or municipal administration as much as possible and co-ordinate Census work in all areas at all stages.

15. I know full well that you and your other Revenue Officers must be already overworked with the day-to-day administration and the growing development activities. But the Census work will from time to time need and I hope will certainly get your personal attention and that of your other officers at all levels. On my part, I will endeavour to reduce the workload on your district, taluka and Charge Offices as far as possible.

16. I would be obliged to have your suggestions leading to any improvement of procedures or expedition in Census work at any stage.

CENSUS CIRCULAR No. 2

Bombay, 1st March 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COLLECTORS.

Subject.—Local names of rights on land.

As will be seen in paragraph 20 of the Census Series No. 1 it is proposed to collect information for areas of land cultivated or leased out for cultivation by each household under different rights on land. In the Household Schedule such rights on land have to be shown in three main groups as follows :—

I. (*i*) Ownership and cultivation both ;
(*ii*) No ownership but cultivation (of others' lands).

II. Ownership but no cultivation (cultivation through others).

2. Under each of these three main groups exist various local names of rights on land. Names do not only vary from area to area but also signify differing shades or degrees of rights on land. The following are examples of different names of ownership rights on land :—

Seridar, Pattadar, Kabjedar, Barkhali, Malguzar, etc.

Tenancy rights are also known by various names such as : permanent tenant, protected tenant, crop-sharer, Bataidar, Bhagin, Bhagidar, Ganotia.

3. Our object is not to confuse the enumerator while filling in the Household Schedule with the legal implications of each of such names of rights upon land. He will be asked to record the local name of the rights as given by the Head of the Household. He has, however, to understand the nature of the right indicated by that name so as to be able to classify that particular right in one of the three main groups shown above. The trainers will have, therefore, to educate the enumerators in respect of the various names of local rights used in different areas and tell them which of the rights known locally by particular names should be classified in I (*i*), I (*ii*) and II above. We have, therefore, to prepare an exhaustive list of local names of rights on land for the whole State and suitably incorporate it in our instructions to the enumerators.

4. The implementation of the various land reforms laws has extremely simplified the system of land tenure in Bombay State. Yet various local names of rights on land are still in vogue and might perhaps depict the actual conditions prevailing in regard to rights upon land. Household Schedules will thus provide up-to-date data on this subject provided that we explain the various local names of rights to the enumerators satisfactorily. A list of such local names of rights upon land will indicate the history of land administration in different areas and if compiled for the whole State will be a valuable document for the study of Agrarian affairs.

5. I am, therefore, to request you kindly to obtain from all Mamlatdars/Tahsildars/Mahalkaris, etc. a list of all local names of rights on land in use within their talukas as a whole or in some areas only and particularly of those which are used by Tribal people if there be any. The Mamlatdars may be asked to note against each local name the areas in which it is in use and the sense in which it is used or understood. I am giving below a specimen of a taluka report on three local names. You might obtain the information from the taluka officers in duplicate, consolidate it and send a copy of each of such reports to us with your remarks. I am accordingly enclosing ( ) spare copies of this letter each having three blank forms for report. It would be preferable if taluka reports are prepared in Marathi or Gujarati as the case may be.

6. I will be obliged to have the information before 25th March 1960.

SPECIMEN OF A TALUKA REPORT

Local Names of Rights on Land

Taluka ..... of ..... District

Local Name	Area in which the Name is used	Sense in which it is used or commonly understood
१ पट्टेदार (Pattadar)	Whole taluka ..	The name is commonly understood to signify full ownership rights as well as registration of the person independently in Revenue accounts. The name Pattadar had previously some superiority of title over his other brother shareholders known as Shikmidars or Hissedars. This superiority has now disappeared as he is known along with other shareholders as Kabjedar (occupant). But the name Pattadar is still in use perhaps because of the pride it once had.
२ वाटेकरी (Crop-sharer)	Two Revenue Circles ..... and	This name is commonly used in those two circles for persons who undertake harvesting of crops on payment of certain share of the produce. Except for the harvesting season they have no other connection with the land. This word is, however, used in other areas of the taluka generally to indicate a tenant who cultivates the land and retains a certain share of the produce for himself.
३ अंगवाटेकरी (Angawatekari).	Whole taluka ..	The word is used to indicate a person employed as agricultural labourer on annual contract and on payment of a certain share of the annual produce. Irrespective of his position being recognised in law having a right upon land or not a few persons of this category conceive themselves to be only agricultural labourers.

CENSUS CIRCULAR No. 3

Bombay, 2nd March 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—THE COMMISSIONER OF MUNICIPAL CORPORATION, BOMBAY, ALL COLLECTORS (except Collector of Bombay).

Subject.—Storage, accounting and distribution of Census forms, booklets, circulars, etc.

During the course of the next few months we would be sending to you various items of printed material, forms, booklets, circulars, etc., for use in the district office and distribution to and compliance in the taluka offices and other charge offices in the district. All these items are printed for requirements based on estimated population and fresh supply will be almost impossible if any item is lost or damaged through careless storage or bad handling anywhere. I am, therefore, to request you kindly—

(*i*) to make good arrangements for storage of Census materials ;

(*ii*) to see that all Charge Officers use Census materials with utmost consideration for economy ;

(*iii*) to insist on acknowledgement receipts from each recipient office ; and

(*iv*) to see that a store account is maintained for census items in the district office and all other charge offices.

2. We are to-day despatching to you separately printed forms for use in the district office for despatching Census items to Charge Officers. Printed registers for maintaining store accounts of Census items will also be sent to you within a week.

3. As stated in paragraph 7 of Census Circular No. 1 we would be sending to you minimum number of spare copies of Census Circulars, etc. as shown in the statement enclosed (not reproduced here). The number of copies to be distributed to various officers in the district is also indicated in the statement. Kindly let me know if the number given in the statement falls short of your actual requirements for any reasons.

CENSUS CIRCULAR No. 4

Bombay, 21st March 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COLLECTORS.

Subject.—Despatch of Census Forms to districts.

I am enclosing a Statement (not reproduced here) showing the requirements of various Census (Technical) Forms estimated for your district and various Charge Officers. A note is enclosed to show how the estimates for various Forms have been worked out. One specimen each of the following Census Forms is also enclosed :—

(1) Houselist.
(2) Houselist Abstract.
(3) Household Schedule.
(4) Individual Slip.

2. The Collector of Nasik is being requested to despatch these Forms to you in quantities indicated in the Statement. The supplies from Nasik might be in one or more instalments and will be arranged in bulk direct to district offices by rail or road or by both. You will have to arrange their despatch to Charge Offices at proper times. The stocks could be stored at the district during monsoons if suitable accommodation is available or sent to such of the Charge Offices which can make satisfactory arrangements for storage.

3. We are keeping a very limited stock of Forms in reserve at Nasik. It may not be possible for us to arrange supply of stocks particularly if the additional requirements are of large numbers. The storage, distribution and use of Forms should, therefore, be arranged very carefully. The Charge Offices are expected to avoid wastage at all levels and stages of work.

4. You are requested to check up the estimates prepared for your district and let us know as early as possible if any item falls short or is in excess of your probable requirements. It may, however, be noted that the estimates at this stage have to be on *ad hoc* basis and will have to be finally reviewed once again after actual estimates of population are obtained through house-numbering and houselisting of all the areas in each Charge. Your comments, if any, on the estimates prepared for your district may kindly be sent to us before the end of April, 1960, also explaining if shortage in any Charge could not be adjusted out of excess in any other Charge within the district.

A NOTE ON ESTIMATION OF REQUIREMENT OF CENSUS FORMS

While working out the requirements for each charge and district the following procedure has been adopted :—

(*i*) 1951 Population of the charge ;

(*ii*) Increase in the population during the decade estimated at 25 per cent. of 1951 Population ;

(*iii*) Wastage of Forms during Census work estimated at 15 per cent. of 1951 Population Census ;

(*iv*) Reserve stock at district headquarters estimated at 5 per cent. of 1951 Population Census ;

(*v*) Total requirement thus estimated for 145 per cent. of 1951 Population.

2. The Houselist Forms will be supplied as loose sheets. The Household Schedules will be bound in books of 50 Slips and 25 Slips each, and the Individual Slips will be bound in books of 100 Slips and 25 Slips each.

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3. During the Housenumbering and Houselisting stage the Forms used will be Houselists and Houselist Abstracts. During the second stage of Census the Household Schedules and the Individual Slips with pad abstracts will be used. English Forms will be used in Bombay Municipal Corporation area. In Maharashtra and Gujarat Districts, Marathi and Gujarati Forms will be used respectively.

4. The requirement of each Form for every enumerator's block is worked out on the following lines :—

(*i*) *Houselists and Houselist Abstract.*—These Forms are to be filled in duplicate. Each enumerator will require for a population of about 750 persons 8 Houselist Forms and 2 Houselist Abstracts (Two sets of 4 Houselist Forms and 1 Houselist Abstract each) ;

(*ii*) *Household Schedules.*—For a population of about 750 persons each enumerator will be given 3 books of 50 Slips and 2 books of 25 Slips ;

(*iii*) *Individual Slips.*—For a population of about 750 persons each enumerator will be supplied with 7 books of 100 Slips and 4 books of 25 Slips.

5. *Delimitation of blocks and wastage for every small village.*—No form or pad will be shared (commonly used) for two separate villages. Though one person may be put in charge of two or three such small villages, he will have to take separate set of forms or pads for each of his villages though the number of forms or pads so used may be smaller than that required for one standard block. This factor of scattering of population in smaller villages will particularly add to the requirement of houselists and houselist abstracts. Actual estimate should be with reference to the maximum capacity of Houselist Forms, *viz.* 40 households in one single sheet. The number of houses is roughly 1/5th of the population. Sheets will be prepared in duplicate for each village and abstract also prepared separately for each village in duplicate.

6. Training of each stage would need some Forms. Each trainee will have to be given at least one Form of each category in every training class.

7. A training Sample Census is to be taken in the last week of January 1961. Each enumerator under training is to fill in 10 Household Schedules and 50 Individual Slips. Pads of 10 Household Schedules and 50 Individual Slips printed in *red* ink are being prepared and have been estimated on the basis of probable number of enumerators.

CENSUS CIRCULAR No. 5

Bombay, 4th April 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

Subject.—Calendar of Census Operations.

Taking a Population Census will be a huge administrative task for all of us. Only orderly arrangement of work will enable us to conduct it efficiently. The District and Charge Officers are, therefore, requested to build up preparations for the 1961 Census by stages.

2. I am enclosing a Calendar of Census Operations† which has been recently approved in the Collectors' Conference. It will show the stages of Census work in District and Charge Offices as well as the months or dates by which each such stage should be completed.

3. I am to request you kindly to study the Calendar and to rigidly keep to it from time to time.

4. The District and Charge Officers are also requested to prepare their own detailed break up from stage to stage and to see that it is followed by all Subordinate Officers.

† Reproduced at pages 16-17 of this Report.

CENSUS CIRCULAR No. 6

Bombay, 4th April 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

Subject.—Rural Urban Classification for 1961 Population Census.

As you are aware, Census results on many aspects are obtained and presented separately for rural and urban sectors of population. Unfortunately, the criteria for classifying a place as urban or rural have not, however, been followed uniformly by all States in India or within a State for all previous Censuses. Census statistics for rural and urban characteristics have not, therefore, been quite comparable from Census to Census or State to State.

2. With a view to correct this position it has been decided to follow the following criteria to classify a place as urban :—

(I) The place should be a Municipality, Cantonment or Civil Lines ; or

(II) The place should have—

(*a*) a population of 5,000 or over ; and

(*b*) three-fourth or more of the total male population dependent on non-agricultural professions.

3. It may be noted that the population referred to for (II) (*a*) will be that of 1951. It may also be noted that for category (II), both the conditions (*a*) and (*b*) should be concurrently fulfilled. For category (I) every place having a municipality or a cantonment will be treated as a town irrespective of its population being more or less than 5,000.

4. We have recently reviewed the list of all places treated as urban in your district and those having a population of more than 5,000 in 1951 Census. We have also applied the condition as at (II) (*b*) to places not having a municipality or a cantonment. The results of this review are shown talukawise in the Statements enclosed. (Not reproduced here.)

5. It may be that our information about a place having a municipality or a cantonment has not been quite up to date. Also, as regards (II) (*b*) we have mainly depended on the 1951 Census Reports. A few places may have recently changed their characteristics from rural to urban.

6. There will of course be a few cases of new urban areas as for example project sites though of a temporary nature. There may also be other exceptional cases where an area may have a population of less than 5,000 but in which definite urban characteristics and amenities exist as for example newly-founded industrial areas, mining centres, large housing settlements or places of tourist importance which are served with all civic amenities.

7. Before we proceed with preliminary arrangements for Census we have to decide which places in each district we should treat as towns and give them separate Location Code Nos. to be distinguished from other rural areas. I am, therefore, to request you kindly to prepare a list of places which should be treated as towns in your district. The talukawise Statements we have prepared may be a useful guide to you but we do not ourselves claim them finality in any respect. You may have to prepare the list on the basis of paragraphs 2 and 6 yourself.

8. We are enclosing here two sets (not reproduced) of talukawise Statements we have prepared so that you may, where necessary, ask for the opinion of the Taluka Officers. You may, however, have to break up one of the sets for reference to Taluka Officers along with spare copies of this Circular. The final list of places which you propose for treatment as urban centres may kindly be sent to us with your remarks. In case you recommend a new place for consideration you may kindly explain your proposal in detail.

9. You are requested kindly to treat this as urgent and send your final list before 30th April 1960.

CENSUS CIRCULAR No. 7

Bombay, 11th April 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

Subject.—Preparation of lists of Villages (and Wards) and Maps.

You might have seen that the first item in the Calendar of Census Operations (Census Circular No. 5) is the preparation of lists of villages and wards in municipal areas. Every Taluka Officer no doubt has got a complete list of his villages. District Census Handbooks also have lists of villages for all the talukas as they existed in 1951. But, we have had many far-reaching changes since 1951 and the boundaries of many districts and talukas have changed considerably.

2. We have, therefore, to prepare an up-to-date list of villages for all talukas, not only for organising the Census but also for publication of its results and comparison with 1951 or earlier figures. The Charge Officers themselves need such lists before they can proceed to prepare Charge Registers and delimitation of Census Circles and Blocks under items 5 and 6 of the Census Calendar.

3. The Government in Revenue Department had through Circular Letter, No. TLC-1058-C, dated 24th December 1958, directed all Collectors, Mamlatdars/Mahalkaris and Tahsildars to prepare consolidated lists of villages. Office copies of such consolidated lists should be available in all the taluka offices. The following extract from the Revenue Department's Circular of 1958 will indicate how those lists were required to be prepared:—

" (i) The Taluka/Tahsil Officers should list in the accompanying *pro forma* all statutory revenue villages under a Taluka/Tahsil alphabetically in English. The spellings of the names of the villages should be the spellings recognised in the revenue and/or land records. The names of the villages and the hamlets should also be mentioned in the Devnagari script in brackets against them. If the revenue village has one or more hamlets/gaothans, having a distinct recognised name (e.g., name recognised by the postal authorities) the same should be mentioned in brackets below (in peta) the name of the revenue village but they should not be given a separate serial number. The purpose of showing the names of hamlets in brackets is not to recognise them statutorily but to indicate that there are more than one residential areas (gaothans) under the same statutory/ recognised village.

(ii) If a statutorily recognised revenue village has no population or has population of less than 50 souls, it should be treated as a " deserted village " and indicated as such in the remarks column.

* * * * *

(iii) It should be borne in mind that a statutorily recognised revenue village must have a defined boundary with separate land records maintained under the law."

4. Those lists should now be brought up-to-date by incorporating all changes occurring up to 1st May 1960. We also need a re-arrangement of village names in the above lists as the 1958 lists might have been prepared in alphabetical order while we for Census need lists based on geographical contiguity. The *pro forma* of the lists is almost the same. It should be noted that the list required for Census is also the list of statutory (or revenue) villages irrespective of their being populated or deserted, having one or more hamlets or none.

5. We have to group certain neighbouring villages to form supervisor's circles or enumerator's blocks. The list of villages should, therefore, be re-arranged according to geographical contiguity. The villages should follow each other in the order of their proximity starting from north-west to south east. The list should also be arranged revenue circlewise because the revenue circles exist as well defined administrative units.

6. The list of villages should also include urban or municipal areas by the names with which they are known for revenue administration or land records. If a municipal area X is constituted of a Revenue (or statutory) village X plus whole villages Y and Z and portions of villages a, b and c the list of villages should have all villages X, Y, Z, a, b and c in the order of their geographical location. In order to ensure complete coverage villages a, b and c should, however, be shown in the list twice with sub-numbers, e.g., first as a(1), b(1), c(1) in the places they should normally get according to their situation and secondly as a(2), b(2), and c(2) below X, Y and Z to indicate their part merger in municipal area and to be bracketted along with X, Y and Z as urban or municipal unit. a(1), b(1) and c(1) should have running serial numbers but a(2), b(2) and c(2) should not have any serial numbers. X, Y and Z should of course have their serial numbers. A village (a) should be written twice as a(1) and a(2) even if a very small portion remains outside municipal limits and the gaothan or other major portion has been included in municipal area. The reference here is more to the legal jurisdiction than to the size of the portion. In a few cases, portions a(1) and a(2) might be very close and unidentifiable. But their dividing line will have to be found and their Census taken by two separate agencies depending upon the municipal and rural jurisdiction.

7. Hamlets should be carefully listed along with the main village. They should, however, be shown on the next line below and with the letter (h) suffixed such as $\frac{Z}{c(h)}$. If there are more than one hamlets they should be shown serially numbered one below the other, e.g. : Z

(i) a(h)
(ii) b(h)
(iii) c(h).

Population and area should be shown for the hamlets only if separate figures are available otherwise their totals should be shown against the main village.

8. As indicated in the 1958 Revenue Department's Circular, names of villages and hamlets should be written in the lists both in English and in Marathi or Gujarati.

9. The re arrangement of names of villages within a circle should be scrutinised very carefully with reference to taluka maps. Every village should necessarily be adjacent to its preceding or following village except when a circle or taluka boundary is reached and the marking goes back to west to proceed again to east or south-east.

10. A model list of villages is enclosed to show how the lists are to be written up. A taluka map is also enclosed (not reproduced here) to indicate how the revenue villages should be numbered in a serial running from north-west to south-east. The map should show only the serial numbers of the villages as given in the list. It may be repeated that—

(*i*) hamlets are included in the list but not given serial numbers ;

(*ii*) if any village is partly included in a municipal area it is shown in the list twice. Only the portion remaining outside is given a serial number ;

(*iii*) deserted revenue villages are included in the list and are also given serial numbers ;

(*iv*) whole villages included in an urban area should be serially numbered for the purpose of village numbers but bracketted in the remarks column and a note added that they form part of one urban area.

11. The villages should be arranged in the list as indicated above with reference to their geographical situation and then numbered serially. The numbers so given will later become their Location Code Nos. The Location Code No. of a village will be written in every Census Form used for that village. If it is not used in any Form, the latter gets misplaced at the sorting stage and its contents cannot be compiled correctly for the village concerned.

12. The Charge Officers should, therefore, devote very careful attention in preparing and arranging the list of villages. Good work at this preliminary stage might save them of many headaches later on.

13. A sketch map preferably on the scale 1 inch to 6 miles should also be prepared for each taluka showing all the villages by their serial numbers. Villages with 2,000 or more population should be shown in the map also with their names. The enclosed map (not reproduced here) will be useful as a model.

14. The changes, if any, in the position of each village included in the list from that of 1951 should be shown in column 5 of the list. Remarks should be added only if the village has had some changes since 1951. A few types of changes may be as follows :

(*i*) Transferred from taluka X.
(*ii*) Included (wholly or partly) in municipal limits of Y.
(*iii*) Deserted in 1951—now populated or *vice versa*.
(*iv*) Abnormal increase or decrease in population because of.....

15. A list of 15 villages is also enclosed as a model. Names of villages included in the list and their groupings are however imaginary.

16. Charge Officers in charge of municipal (or cantonment) areas should similarly prepare a list of their wards or sections which are recognised for municipal administration, give them serial numbers starting from north-west to south-east and prepare sketch maps of municipal (or cantonment) areas showing the location of wards. The list of wards should be prepared in the *pro forma* enclosed with Census Circular No. 8. This list should also have in column 7 a statement of the names of all revenue villages which are wholly or partly included in municipal (or cantonment) limits. The Taluka Officers are Charge Officers for smaller municipalities. They will get prepared similar lists of wards, maps and statements of municipal boundaries and forward them along with their talukawise lists of villages. In other cases (bigger municipal towns and cantonments) the lists, maps and statements of boundaries should be forwarded to the Collectors directly by the Charge Officers concerned.

17. Talukawise lists of villages, municipal lists of wards and maps on the models enclosed should be prepared in triplicate. Two sets (a list and a map each) should be sent to the Collector before 30th April 1960, and the third set retained for use in the charge office. Serial Nos. of the villages (or wards) as given by the Charge Officer should be treated as Location Code Nos. only after the Collector approves the lists. The District Census Officer will scrutinise the lists and obtain Collector's orders. A set containing lists of villages (wards) and maps for all talukas (and municipalities or cantonments) in the district should be forwarded to us by the 15th May 1960.

LIST OF REVENUE VILLAGES AS ON 1ST MAY 1960

Taluka Bhokar, District Nanded

Serial No.	Name of the village and hamlet in English	Name of the village and hamlet in Marathi/Gujarati	Population in 1951	Present total area in acres	Remarks on changes in position since 1951
1	2	3	4	5	6
1	Kherbi ..	खेरबी ખેરબી	354	984	
2	Bhosi ..	भोसी ભોસી	1,148	4,795	
	(*i*) Babuwadi (h)	बाबुवाडी બાબુવાડી	79	....	
	(*ii*) Dorliwadi (h)	डोरलीवाडी ડોરલીવાડી	197	....	
3	Chitgiri	चिटगिरी ચિટગિરી	637	5,070	
4	Wakad ..	वाकड વાકડ	458	6,772	
	Takalwadi (h) ..	टाकलवाडी ટાકલવાડી	241	....	
5	Pipal Kowtha ..	पिपळ कोवठा પિપળ કોવઠા	742	1,352	
6	Amdari ..	आमदरी આમદરી	582	3,916	
7	Dhavri Khurd ..	धावरी खुर्द ધાવરી ખુર્દ	140	1,151	Transferred from taluka Hadgaon with effect from 1st May 1957.
8	Dhavri Budruk ..	धावरी बुद्रुक ધાવરી બુદ્રુક	325	1,390	
9	Mendka ..	मेन्डका મેન્ડકા	1,173	2,834	
10	Dorli ..	डोरली ડોરલી	187	2,453	
	Sailwadi (h) ..	सायलवाडी સાયલવાડી	..	....	
11	Pandurna ..	पांडुरणा પાંડુરણા	590	....	Urban I.
	Narwat (2) ..	नारवाट નારવાટ	379	....	Two villages Narwat and Dhanora are partly included and village Borgaon wholly. This has been constituted as a municipality recently.
	Dhanora (2) ..	धानोरा ધાનોરા	601	....	
12	Borgaon ..	बोरगांव બોરગાંવ	513	1,550	
13	Narwat (1) ..	नारवाट નારવાટ	....	....	
14	Dhanora (1) ..	धानोरा ધાનોરા	....	....	
15	Therban ..	थेरबन થેરબન	649	1,363	

CENSUS CIRCULAR No. 8

Bombay, 11th April 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COLLECTORS,

ALL CHARGE OFFICERS.

Subject.—Location Code.

Reference is invited to paragraph 40 of the Census Scheme for Bombay State (Series No. 1). The numbers assigned to the districts of the new States of Maharashtra and Gujarat with reference to their geographical situation are shown in Appendix A*. They will be used for all purposes of 1961 Census as Code Nos. for those districts (first element of the Location Code).

2. It has been decided that the second element of the Location Code should be the taluka number and that the numbers assigned to urban, municipal or rural areas should constitute the third element of the Location Code. This is in slight modification of clauses (*ii*) and (*iii*) of paragraph 40 referred to above. Urban or municipal areas will bear serial number within the taluka and not for the entire district. Appendix B* will show the Code Nos. assigned to the various talukas in your district on the basis of their geographical location. The serial is running from north-west to south-east. The names of those talukas should appear in all Census Reports, Statements, etc., in this order. These numbers should be used as Location Code Nos. for the talukas for all purposes of 1961 Census.

3. In Greater Bombay area, the second element of the Location Code will indicate the serial number of the Section which has been accepted as an administrative unit for purposes of 1961 Census.

4. In rural areas each revenue village is being assigned a serial number (Census Circular No. 7) with reference to its geographical situation. This number should be the Code No. for the village and will make the third element of Location Code for rural areas.

5. The fourth element of the Location Code will be the house number itself. Thus, the Location Code for rural areas will have four elements : District/Taluka/Village/House. The respective Code Nos. assigned to these units will be used. Thus, 3/4/15/27 will indicate house number 27 in village No. 15 of taluka No. 4 in district No. 3.

6. In urban, municipal (or cantonment) areas the third element is (as in rural areas) the number of the town. But towns will be having very large populations and there would be well recognised wards (or sections) in almost all urban areas and the series of house numbers will be running separately for each of such wards (or sections). In urban areas there would thus be a fourth element of Location Code, *viz.*, the number of the ward and then the fifth element will be that of the house. Thus, the Location Code for an urban area will be :

District/Taluka/Town/Ward/House.

7. The numbering of the towns—urban or municipal (or cantonment) areas—will be within the taluka only. If there are three towns in a taluka they should have three numbers I, II and III respectively. This Roman numbering should be used to distinguish urban areas from other rural areas. It may be noted that urban areas might also be having one or more Code Nos. from the village lists (representing villages wholly or partly included) but for Census Tabulation figures will be compiled for urban areas separately and their Code Nos. should therefore be distinct from those of the villages. In the talukawise list of villages, the respective villages (included in urban, municipal or cantonment limits) should be bracketted together and the urban Code No. entered against them.

8. The Code Nos. to urban, municipal or cantonment areas within a taluka should also be given in the order of their geographical position from north-west to south-east. All municipalities and cantonments have been treated as urban areas and their Code Nos. should be fixed by the Collector. If any other places are in future treated as towns (under Census Circular No. 6) their Code Nos. may be added to the list in due course.

9. In case of big villages (having more than 3,000 population) or very large towns where wards have more than 3,000 population the village or the ward is to have more than one series of house numbers (Census Circular No. 9). But there is no need of adding an extra element in the Location Code. The number of such cases should be very few and it will suffice if in such cases the house number is itself written in a way indicative of the number of block or series of numbering. Thus, House No. 2-150 should indicate H. N. 150 in the second block and so on.

10. Charge Officers are to stamp the location code of heir charges on every form issued from their offices for Census. They are, therefore, requested to get prepared rubber stamps for that purpose. The stamps for the Taluka Officers should bear two elements A/B, A and B being the numbers of the district and taluka concerned. In cases of Charge Officers of listed towns the stamp should bear the elements A/B/C, C being the Urban Code No. (in Roman) assigned to that town. These stamps may be got prepared on the model of polling station stamps prepared for elections. The arrangement of A B or A/B/C should, however, be linear and not circular $\frac{B}{A}$ as in Elections.

11. Collectors would be forwarding talukawise lists of villages (under Census Circular No. 7) to show Code Nos. of villages. They are requested to enclose talukawise lists of urban areas in the *pro forma* enclosed also showing the Urban Code Nos. assigned to each of them. If the number of places to be treated as towns is finally decided under Census Circular No. 6, the above list should contain all those places also. The list of urban areas should also contain the list of wards and the Code Nos. assigned to them separately (for the fourth element of the Location Code). These lists should be forwarded by the Charge Officers concerned to the Collector before end of April and from the Collector to me by 15th May, 1960.

*Reproduced at pages 147—149 as modified by Census Circular No. 11.

LIST OF URBAN AREAS AS ON 1ST MAY 1960

Taluka..... District.....

Urban Code No.	Name of the urban area in English and in Marathi or Gujarati (Brief explanation of Urban Boundaries)	Code No. of Ward (or Section.)	Name of Ward (or Section) in English and Marathi or Gujarati	Population of the Ward in 1951	Area of the Ward existing	Names of villages included in the urban area : (*i*) wholly included ; (*ii*) partly included. Give Code No. of those villages also in brackets	Changes which have been made since 1951
1	2	3	4	5	6	7	8

CENSUS CIRCULAR No. 9

Bombay, 4th April 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COLLECTORS,

ALL CHARGE OFFICERS.

Subject.—Numbering and Listing of Houses (Preliminary arrangement).

The following few paragraphs explain procedure for work on items 5 to 21 and 25 and 26 of the Census Calendar for District and Charge Officers and chiefly deal with preliminary arrangements. Instructions for actual work of numbering and listing of houses (items 22, 23, 24) which will be required by enumerators and supervisors are being issued separately.

2. *Object.*—A Census is valued because of its complete and accurate coverage. No person is left out of the count. Nor is anybody counted twice. The first step to secure such complete coverage in any Census area is the numbering and listing of all houses. That is the first stage of Census work. A number is given to each building and to each house. It is painted on its door for identification during enumeration. Housing and some other details regarding each house are obtained and recorded by the enumerator in the houselist form. These houselists are subsequently used to organise and control the second stage of Census work, i.e. enumeration. They also provide a reliable estimate of population and through it estimates of Census Forms and personnel required for enumeration.

3. *Programme.*—The work of numbering and listing of houses in the Greater Bombay Municipal Corporation area will be undertaken during April, May and June of 1960. In all other areas of Maharashtra/Gujarat States it will be completed during September and October of 1960.

4. *Agency for work.*—The work will be undertaken in municipal areas through municipal employees and in non-municipal areas through talatis/patwaris, gram panchayat secretaries or primary school teachers. They will be doing this work as a part of their normal duty and will be paid (in addition to their salaries) an honorarium to meet out-of-pocket expenses incurred by them while on Census duty. Where revenue charges of talatis or patwaris are too big or municipal staff is too small for the job the Charge Officers will appoint other enumerators drawn from among primary school teachers and staff of gram panchayats or other Government Departments. In military areas only military personnel should be appointed to work as Census Officers. In Railway Colonies also it will be advisable to appoint Railway personnel similarly.

5. *Size of a block for housenumbering.*—The size of an enumerator's block for the second stage of Census work is to be 600 population in urban areas and 750 population in rural areas. It would have been excellent to fix more or less the same size of blocks for numbering and listing of houses also. But we cannot do so because—

(*i*) it is not practicable to give running series of house numbers separately for such small areas ; and

(*ii*) it is not advisable to draw such a large number of persons from various Government Departments, at the very first stage of Census work and to add so much training load on the Charge Officers.

6. The size of a block for numbering and listing of houses should, therefore, be somewhat larger, but not so large as to be beyond an enumerator's capacity to work within a reasonable period, i.e. 15 days. An enumerator on an average does per day—

(*a*) numbering alone of 160 houses ;

(*b*) listing alone of 50-60 houses ; or

(*c*) numbering and listing both of 40 houses.

7. The block size for the first stage of Census work should, therefore, be fixed at about 600 houses or 3,000 population which would make 15 days' work for each enumerator. Each such block may make 4-5 enumeration blocks for the second stage of Census work.

8. Census results are presented for each smallest administrative unit, *viz.*, each village and each Municipal Ward or Section in Municipal areas (if such Wards or Sections are recognized for Municipal Administration). Two villages or two wards should not, therefore, be wholly or partly included in the same block. In rural areas each small village should (irrespective of its small population) constitute one block while a big village having more than 600 houses may have two or more blocks. A talati or patwari in charge of a few small villages may work for all those villages (each constituting a separate block) as long as the total number of estimated houses in all the blocks is less than 600 or total estimated population less than 3,000. In case a talati has (revenue) charge of a larger population, one or more of his villages (blocks) should be assigned for numbering and listing work to another enumerator. Normally, there would be one or two primary school teachers available in each talati's or patwari's charge and it would be advisable to put one of them to work for the village or for one of the blocks of a big village (preferably the one in which he resides) and to reduce the talati's/patwari's charge to 600 houses or less. The area given to such an enumerator should, however, be clearly defined and the talati/patwari of the village asked to render every possible assistance to the school teacher.

9. *Continuous series of house numbers.*—Each revenue village will have a separate but only one continuous running series of house-numbers unless it (the village) is sub-divided in two or more blocks in which case each such block will have a separate series of its own. In smaller urban areas, wards can be treated as blocks if their estimated population is 3,000 or less. They may in that case also have their own series of house numbers. In larger towns where wards might have population of more than 3,000 each such ward should be sub-divided into two or more blocks each having a population of about 3,000 (not necessarily equal for all blocks) and also having streets, lanes, or other natural boundaries. One block should not extend over two wards in any case. Towns which do not have any wards recognised for Municipal administration may themselves be sub-divided in suitable number of blocks. Each such block will have an independent house numbering series of its own and will normally constitute one enumerator's charge at the first stage of work.

10. *Population estimate.*—The present number of houses and population should be roughly estimated by adding 25 per cent. over the corresponding figures for 1951. The number of houses is normally 1/5th of the total population. If for any reason the 1951 figures are not available or do not represent the actual state of affairs, the present population should be estimated from Municipal or any other available sources.

11. *Requirement of personnel.*—The number of blocks in urban areas and the groups of small blocks (villages) in rural areas made out to be worked by the talatis, etc., will together indicate the total requirement of personnel for the first stage of Census work. 16 per cent. of the actual requirement (one over every six) should in addition be selected, appointed and trained as reserved.

12. *Enumerators and Supervisors.*—The person appointed to do numbering and listing of houses for a block should be called 'enumerator' for that block. There should be a supervisor for every six enumerators. The area assigned to the supervisor should be called his circle. Each supervisor should have one enumerator in reserve in addition to his normal strength of six. There should also be a 16 per cent. reserve of supervisors. Supervisors should be appointed from among Circle (Revenue) Inspectors, Taluka or other Office Clerks, Headmasters of Primary Schools, Block Level Extension Officers, etc.

13. The Charge Officers should see that both enumerators and supervisors are as far as possible entrusted with work of blocks in which they normally reside or work. They should not have to go long way for Census work. There acquaintance of the areas entrusted to them should also lead to an improvement in quality.

14. *Section Officers.*—Charge Officers should personally shoulder the responsibility of the training of enumerators and supervisors. During the period of actual Census operations, however, their work should mainly be of controlling the personnel and they are not, therefore, expected to personally move out much for technical supervision. If a charge covers a huge area or a large population the Collector may appoint two or more officers as Section Officers to assist the Charge Officers in controlling the field organisation as well as for technical supervision.

15. Section Officers and Instructors should be drawn from among B.D.Os., Naib Tahsildars, Chief Officers, Executive Officers or Secretaries of Municipalities, Aval Karkuns, Taluka Inspectors of Schools, Inspectors of Gram Panchayats, etc. It is suggested that Collectors may appoint the Chief or Executive Officers or Secretaries (whatever designation may be in vogue) of all Municipalities (which are not treated as independent charges) as Section Officers to assist the Mamlatdars/Tahsildars for work in Municipal areas. They should be made responsible to do entire Census work under the guidance of the Mamlatdars. This will give a good relief to the Mamlatdars/Tahsildars who are already overworked officers. Other Section Officers may also be appointed for rural areas.

16. *Instructors.*—Normally, the Charge Officer, Section Officers and a few of the supervisors should together be able to impart training to enumerators, etc. If in any case the number of enumerators is too large and the number of classes (as in stage 2) too heavy the Collector may appoint a few other officers as instructors.

17. With the above limits of block sizes and supervisors' circles a town having an estimated population of 50,000 (40,000 in 1951) will need the following personnel for numbering and listing work :—

Presuming number of existing Wards at 15, eight having population of about 4,000 and seven having less than 3,000 each.	Total blocks 23. (2 out of each of the eight big Wards and one each for the remaining Wards).
Enumerators—	
Actual requirement ..	23 (each working for 10—15 days).
Reserve at the rate of 16 per cent.	4
Total estimate ..	27
Supervisors—	
Actual ..	4
Reserve at the rate of 16 per cent.	1
	5

18. The sizes indicated for blocks should, however, be taken as only the upper limits and the Charge Officers have all the discretion to make smaller blocks if they can obtain larger number of persons or if at any stage they find it necessary for expedition of Census work.

19. *Sketch maps.*—Sketch maps (not to scale) should be drawn for each big village or town when it is divided in blocks. It should show how the area is divided in blocks and how blocks are numbered (in numerical order 1, 2, 3 from north-west to south-east). Block boundaries should be described in the margin of the maps or in a statement appended to the sketch map.

20. *Charge Register.*—With a view to ascertain the number of blocks to be made in different areas and the requirement of personnel the Charge Officer should prepare the charge register showing for his administrative units the 1951 and estimated figures of house numbers and population, the number of blocks proposed and the officials (by designations) whom he proposes to appoint as enumerators and supervisors at the first stage for numbering and listing work. The same register should also show an estimate for each such administrative unit (village or ward) the probable number of blocks for the second stage for enumeration and the estimated number of enumerators and supervisors required. Their estimates for enumeration stage should be prepared by assuming each enumerator to be in charge of 750 estimated population in rural areas and 600 estimated population in municipal areas.

Pro forma for the charge register is enclosed as Appendix A.

21. *Training.*—Supervisors and enumerators should be thoroughly trained for numbering and listing work. Each trainee should be given training in not less than two training classes and field practice of numbering (in chalk) and listing in the actual houselist form of not less than ten houses. Classes should be held at different centres for combined batches of enumerators and supervisors. A batch should not have more than forty trainees and a class should not extend beyond three hours on any day. Charge Officers should fix up the programme and centres in such a way that trainees coming from rural areas should not have to undertake long journeys or stay at the training centres.

22. Charge Officers should personally take at least one training class for all batches. The remaining classes should be entrusted to Section Officers, specially appointed Instructors or selected Supervisors.

23. A set of houselist form, abstract and a copy of the instructions booklet should be sent to all supervisors and enumerators along with appointment orders and they should be asked to read them before attending a training class.

24. *Census Scheme.*—After completing all preliminary arrangements (items 1 to 8 of the Census Calendar) each Charge Officer should prepare a Census Scheme for his Charge as a sort of report on completion of each of the above items and giving results or estimated figures for his Charge, his requirement of personnel and how far they are available, the programme of training for the first stage and his proposals for appointment of Section Officers or Instructors. The scheme should also describe if any special areas or problems exist and if any difficulties are envisaged. An estimate of amount required for payment of honorarium separately at the two stages should also be given. Collectors should receive these schemes from Charge Officers before 15th June and should send consolidated schemes for the district on similar lines to the Superintendent of Census Operations before 30th June inviting special reference to points on which Government orders or action is required.

25. With the Divisional Conferences of District Census Officers and District Statistical Officers we actually start field work for the first stage. District Scheme will be discussed and programme of training of higher Officers will be fixed. The District Census Officer is to impart training to all Charge Officers and Supervisors personally. The District Statistical Officer is also similarly to take training classes of Officers and supervisory staff in all the Charges within the district. These Conferences may be held at Divisional Headquarters during July, 1960.

26. During July 1960, the Charge Officers should also prepare lists of persons for appointment as enumerators and supervisors. These lists should be prepared in the "Personnel Registers" which will enable the Charge Officers to control issue of appointment orders and Census literature, training, issue of letters of authority, distribution of Census Forms and payment of advance and balance of honoraria. These registers should be prepared in two sections for supervisors and enumerators separately. *Pro forma* for the Personnel Register is enclosed as Appendix B.

27. All enumerators and supervisors (both termed as Census Officers in law) should be served with appointment orders issued in the printed form and signed by the Officer himself who has been delegated powers to appoint Census Officers under Government Notification No. CNS. 2059(II)-H, dated 18th February 1960 (page 17 of Census Series No. 2). It will be seen that under the provisions of section 7 of the Census Act, anybody can be appointed as a Census Officer, even non-officials can be asked to do Census work. Punishment is provided in the Act if Census duty is refused or not performed properly. Recourse to statutory provisions may not be necessary during the entire Census operation as Census duty has always been performed willingly. Moreover only employees of Government or Local Bodies are normally appointed for work and clear orders will be issued by Government in due course to all departments to spare their employees for Census work and to treat that work as a part of their normal duty. Personal contacts with local officers representing various Government departments will be useful to the Charge Officers. They will be able to draw suitable personnel without much disturbance to the normal work in their offices. Appointment orders should however be necessarily issued in statutory form as that puts Census work as a legal binding on the persons appointed to work and also gives them the required authority.

Printed letters of appointment will be supplied separately. Charge Officers should also see that appointment orders are promptly served at correct addresses.

28. Along with the letter of appointment the Charge Officer should send to each enumerator and supervisor a set of houselist form, abstract, a copy of instructions booklet and Marathi/Gujarati version of Census Series No. 1. Required number of sets pinned with appointment orders should be prepared in the Charge Office during July and kept ready for despatch during August.

29. *Another set of Census Forms.*—Houselist and Abstract Forms, village notes in the required numbers depending upon the size of each block should be prepared, pinned with letters of authority during August and kept ready for despatch during September. The distribution of forms at this stage (not at the stage mentioned in paragraph 28) should be made through the Distribution Register in a *pro forma* shown at Appendix C. A separate set of forms will have to be given for each village or block. Entries with number of forms prepared for distribution should also be got ready during August. Supervisors should be supplied with two spare sets so that they can supply them to their enumerators when necessary on spot. The letter of authority is also a statutory declaration and should be signed by the officer himself who has been empowered by Government under Notification No. CNS. 2059 (V)-H, dated 18th February 1960 (Page 20, Census Series No. 2). Printed letters of authority will be supplied separately.

30. Collectors may issue formal orders during July 1960 appointing Section Officers and Instructors specifying areas for which they will be working in those capacities and the Officers whom they have to assist.

31. The meeting of Charge Officers and Municipal Officers should be held in August to give final touches to the training programme. All those Officers should themselves be trained by the District Census Officer and District Statistical Officer at the same time.

32. From 16th August to 15th September the D. C. O., the D. S. O. and the Charge Officers should simultaneously take up training classes of supervisors and enumerators. Instructions which are to be explained to the trainees will be separately issued in booklet form.

33. The second set of Census Forms and the letter of authority should be handed over to an enumerator or a supervisor only after ascertaining that he has undergone training in not less than two classes and a practice of ten houses.

34. Each form issued for actual Census work should be rubber stamped before issue to show Code Nos. for the issuing Charge Office. This is very necessary otherwise papers are likely to get mixed up in tabulation offices. All Charge Officers should, therefore, get rubber-stamps prepared with Code Nos. for their charges. Code Nos. for districts and talukas will be intimated separately.

35. All supervisors and enumerators will be paid honoraria at the following rates. Census work is to be done as a part of one's normal duty. The honorarium is to be paid to meet out of pocket expenses incurred by enumerators and supervisors while on Census duty.

Enumerators—

Honorarium for housenumbering and houselisting, including cost of housenumbering material and carriage cost of paint, pot, brushes and stencils. This will cover the expense of housenumbering and of attending at least two training classes. (If any Charge Officer arranges for supply of brush, paint material etc. he may deduct up to 10 per cent. out of the honorarium payable to any enumerator on that account.)	Rs. Five per 150 houses in rural areas and per 120 houses in urban areas.

Supervisors—

Honorarium to cover supervision over housenumbering, houselisting and abstracts including attending training classes either to receive training or to train enumerators.	Rupee one per block of 150 houses in rural areas and per block of 120 houses in urban areas.

36. Half of the estimated honorarium or Rs. 5 whichever is less should be paid to all supervisors or enumerators as an advance before commencement of work and at the time of issue of Census forms and letters of authority. Amounts required for disbursement in advance and for payment of balance should be drawn on abstract bills.

37. The District Publicity Officer should be requested to arrange for local publicity. Other publicity material will be sent from Bombay/Ahmedabad from time to time. It should be distributed in villages. Commencement of work of housenumbering should be announced by beat of drums in all villages along with an appeal to the people to co-operate in Census work.

38. Balance of honoraria payable should be calculated for each case on the basis of actual work done by each enumerator or supervisor. Payment of that balance should be made on the verification of supervising staff but within a fortnight of completion of work. Payment of advance and the balance of honoraria should be made through acquittance roll. This acquittance roll should be prepared to show daily payments made to enumerators and supervisors. It should be properly prepared because original acquittance roll may have to be sent subsequently with D. C. Bills. A *pro forma* for this register is enclosed as Appendix D.

39. Papers received from enumerators and supervisors should be thoroughly checked in the Charge Office. Two sets of houselist forms, sketch maps, houselist abstract and block or village notes should (after they are checked) be bundled separately. Two sets of supervisor's circle notes and abstracts should then be bundled with the two sets respectively of all the blocks within that circle. One unit of all such block and circle papers will be preserved for use in the Charge Office. The other unit will be properly packed and sent to the Collectors as soon as possible.

APPENDIX A

1961 POPULATION CENSUS

CHARGE REGISTER

Office of the ..... Census Charge ..... District ..... Code No. .....

Code No.	Name of the village and its hamlets, if any, or a ward in Municipal area	1951 Figures		1961 Estimated		No. of blocks made for Stage I	Stage II			Remarks
		No. of Houses	Population	No. of Houses	Population		Serial No. of block in each village/ward	Description of block boundaries	Name and designation of proposed enumerator	Name and designation of proposed supervisor	No. of blocks proposed	No. of enumerators required	No. of supervisors required	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

APPENDIX B

1961 POPULATION CENSUS

PERSONNEL REGISTER

Office of..... Census Charge ..... District ..... Code No.....

Serial No.	Name of Enumerator or Supervisor, designation and address	Name and Code No. of villages, blocks/circles given to him	Appointment order and first set of forms issued on date	Training classes attended		Letter of Authority and census forms issued on date	Work commenced on date	Work completed on date	Forms returned on date
				Centre / Date	Centre / Date				
1	2	3	4	5	6	7	8	9	10

Supervisor's Remarks	Papers checked in office	Estimated		Estimated honoraria	Advance paid	Actuals from houselist		Total honorarium payable	Net balance paid	Remarks
		Number of Houses	Population			Number of houses	Population			
11	12	13	14	15	16	17	18	19	20	21

APPENDIX C

1961 POPULATION CENSUS

REGISTER OF DISTRIBUTION OF CENSUS FORMS

Office of..... Census Charge..... District.....

Serial No.	Name of person to whom distributed	Enumerator/ Supervisor E/S	Block No. or Circle No.	Item-wise number of census forms or other literature distributed										Signature of the recipient	Remarks
				Letter of Authority											
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

APPENDIX D

1961 POPULATION CENSUS

ACQUITTANCE ROLL FOR PAYMENT OF HONORARIUM

Office of..... Census Charge..... District.....

Date of payment	Serial No. for the day	Name of the payee	Enumerator/ Supervisor E/S	No. of block/circle	Amount paid	Signature of the payee	Remarks
1	2	3	4	5	6	7	8

CENSUS CIRCULAR No. 10

Bombay, 22nd April 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Bombay State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

Subject.—Appointment of Deputy Superintendents of Census Operations.

Three Deputy Superintendents have been appointed for Census work as follows :—

Name and Address	Area
(1) Shri K. F. Patel, Deputy Superintendent of Census Operations, Ahmedabad.	Rajkot and Ahmedabad Divisions.
(2) Shri V. J. Karnik, Deputy Superintendent of Census Operations, Office of the S.C.O., Sachivalaya (Annexe), 1st Floor, Bombay-32 (Headquarters—Bombay).	Bombay and Poona Divisions.
(3) Shri G. V. Badhe, Deputy Superintendent of Census Operations, 84, Old Secretariat Building, Nagpur (Headquarters—Nagpur).	Nagpur and Aurangabad Divisions.

2 The Deputy Superintendents will—

(*i*) assist the Collectors and Charge Officers in solving their local difficulties for Census work ;

(*ii*) inspect the Census work in the district, taluka, municipal or cantonment offices ; and

(*iii*) hold model training classes for Officers, Charge Officers, Circle Supervisors and Enumerators at district or taluka headquarters.

3. The Deputy Superintendents have been directed to call upon the Collectors whenever they visit the district headquarters and to ascertain their views about Census work in the districts and also to inquire if there are any particular points which the Collectors would specifically like them to look into during their tour of the districts.

4. I am to request you kindly to give facilities to the Deputy Superintendents in due discharge of their duties and to take full advantage of their visits in improving the tone of Census work in your areas.

CENSUS CIRCULAR No. 11

Bombay, 3rd June 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

Subject.—Change of District Location Code Nos.

As you are aware, the district of East Khandesh has recently been transferred from Aurangabad Division to Bombay Division. Population and other statistics for the districts are usually presented in a serial order arranged separately for each Division. It has also been felt that districts of Thana, Kolaba and Ratnagiri should follow each other in such a serial order. In consultation with the Director of the Bureau of Economics and Statistics and with the approval of the Government of Maharashtra, the numbers assigned to the districts of Maharashtra as shown in Appendix 'A' to Census Circular No. 8 of 11th April, 1960, are, therefore, modified as shown in Appendix 'A' now enclosed. This Appendix 'A' may, therefore, be kindly substituted for the earlier Appendix 'A' enclosed with Census Circular No. 8.

2. It will be seen that the Code Numbers assigned earlier are changed only in respect of the districts now in Bombay and Poona Divisions. Appendix 'B' to Census Circular No. 8 should, therefore, be corrected in all these twelve districts by substituting the new District Code Number.

3. Rubber Stamps as indicated in paragraph 10 of Census Circular No. 8 may kindly be got prepared locally and expenditure charged to contingencies. Those stamps will be required by all Charge Officers to stamp appointment orders or sets of Census Forms to be prepared as at item 12 of the Calendar of Census Operations. The Director, Government Printing and Stationery, or any other State office may not be able to supply all the requirements in such a short time. Rubber Stamps if already prepared with the previous district numbers may kindly be cancelled.

4. Inconvenience caused because of the change of District Code Numbers is regretted.

APPENDIX A

Location Code for Districts

Code No.	Name of the District	Code No.	Name of the District
	MAHARASHTRA		
1	Greater Bombay	14	Aurangabad.
2	Thana.	15	Parbhani.
3	Kolaba.	16	Bhir.
4	Ratnagiri.	17	Nanded.
5	Nasik.	18	Osmanabad.
6	West Khandesh.	19	Buldhana.
7	East Khandesh.	20	Akola.
8	Ahmadnagar.	21	Amravati.
9	Poona.	22	Yeotmal.
10	North Satara.	23	Wardha.
11	South Satara.	24	Nagpur.
12	Sholapur.	25	Bhandara.
13	Kolhapur.	26	Chanda.
	GUJARAT		
1	Jamnagar.	10	Mehsana.
2	Rajkot.	11	Ahmedabad.
3	Surendranagar.	12	Kaira.
4	Bhavnagar.	13	Panchmahals.
5	Amreli.	14	Baroda.
6	Junagadh.	15	Broach.
7	Kutch.	16	Surat.
8	Banaskantha.	17	Dangs.
9	Sabarkantha.		

APPENDIX B

Location Code for Talukas

MAHARASHTRA

Code No.	Name of Taluka/Mahal	Code No.	Name of Taluka/Mahal
District Thana (Code No. 2)*		**District Ratnagiri (Code No. 4)**	
1	Dahanu.	1	Mandangad.
1A	Talasari †.	2	Dapoli.
2	Mokhada.	3	Khed.
3	Jawhar.	4	Guhagar.
4	Palghar.	5	Chiplun.
5	Vada.	6	Ratnagiri.
6	Bassein.	7	Sangameshwar.
7	Bhivandi.	8	Lanja.
8	Shahapur.	9	Rajapur.
9	Murbad.	10	Devgad.
10	Kalyan.	11	Kankavli.
11	Thana.	12	Malvan.
		13	Kudal.
		14	Vengurla.
District Kolaba (Code No. 3)		15	Savantvadi.
		District Nasik (Code No. 5)	
1	Karjat.	1	Baglan.
2	Panvel.	2	Malegaon.
3	Uran.	3	Surgana.
4	Khalapur.	4	Kalwan.
5	Alibag.	5	Peint.
6	Pen.	6	Dindori.
7	Sudhagad.	7	Chandor.
8	Roha.	8	Nandgaon.
9	Murud.	9	Nasik.
10	Mangaon.	10	Niphad.
11	Srivardhan.	11	Yeola.
12	Mhasala.	12	Igatpuri.
13	Mahad.	13	Sinnar.
14	Poladpur.		

*As modified by letter No. CEN/CIR/VIII, dated the 14th May 1960.
†Added later on.

APPENDIX " B "—contd.

MAHARASHTRA—*contd.*

Code No.	Name of Taluka/Mahal
	District West Khandesh (Code No. 6)
1	Akrani.
2	Akalkuva.
3	Taloda.
4	Shahada.
5	Nandurbar.
6	Shirpur.
7	Sindkheda.
8	Nawapur.
9	Sakri.
10	Dhulia.
	District East Khandesh (Code No. 7)
1	Chopda.
2	Yaval.
3	Raver.
4	Amalner.
5	Erandol.
6	Jalgaon.
7	Bhusawal.
8	Edalabad.
9	Parola.
10	Bhadgaon.
11	Pachora.
12	Jamner.
13	Chalisgaon.
	District Ahmadnagar (Code No. 8)
1	Kopargaon.
2	Akola.
3	Sangamner.
4	Srirampur.
5	Rahuri.
6	Nevasa.
7	Shevgaon.
8	Parner.
9	Ahmadnagar.
10	Pathardi.
11	Srigonda.
12	Karjat.
13	Jamkhed.
	District Poona (Code No. 9)
1	Junnar.
2	Ambegaon.
3	Khed.
4	Sirur.
5	Maval.
6	Poona City.
7	Haveli.
8	Dhond.
9	Mulshi.
10	Velhe.
11	Purandhar.
12	Baramati.
13	Indapur.
14	Bhor.
	District North Satara (Code No. 10)
1	Khandala.
2	Phaltan.
3	Wai.
4	Mahabaleshwar.
5	Javli.
6	Koregaon.
7	Khatau.
8	Man.
9	Satara.
10	Patan.
11	Karad.
	District South Satara (Code No. 11)
1	Khanapur.
2	Shirala.
3	Valva.
4	Tasgaon.
5	Jath.
6	Miraj.
	District Sholapur (Code No. 12)
1	Karmala.
2	Barsi.
3	Madha.
4	Malsiras.
5	Pandharpur.
6	Mohol.
7	Sholapur North.
8	Sholapur South.
9	Sangola.
10	Mangalvedha.
11	Akalkot.

Code No.	Name of Taluka/Mahal
	District Kolhapur (Code No. 13)
1	Shahuwadi.
2	Panhala.
3	Hatkanangale.
4	Shirol.
5	Karvir.
6	Bavda.
7	Radhanagari.
8	Kagal.
9	Bhudargad.
10	Ajra.
11	Gadhinglaj.
12	Chandgad.
	District Aurangabad (Code No. 14)
1	Kannad.
2	Siliod.
3	Soegaon.
4	Bhokardan.
5	Jafferabad.
6	Khuldabad.
7	Vaijapur.
8	Gangapur.
9	Aurangabad.
10	Jalna.
11	Paithan.
12	Ambad.
	District Parbhani (Code No. 15)
1	Partur.
2	Jintur.
3	Hingoli.
4	Kalamnuri.
5	Pathri.
6	Parbhani.
7	Basmath.
8	Gangakhed.
	District Bhir (Code No. 16)
1	Gevrai.
2	Manjlegaon.
3	Ashti.
4	Bhir.
5	Patoda.
6	Kaij.
7	Mominabad.
	District Nanded (Code No. 17)
1	Kinwat.
2	Hadgaon.
3	Nanded.
4	Bhokar.
5	Kandhar.
6	Biloli.
7	Mukhed.
8	Deglur.
	District Osmanabad (Code No. 18)
1	Ahmadpur.
2	Parenda.
3	Bhum.
4	Osmanabad.
5	Latur.
6	Tuljapur.
7	Kalam.
8	Udgir.
9	Ausa.
10	Umarga.
11	Nilanga.
	District Buldhana (Code No. 19)
1	Jalgaon.
2	Malkapur.
3	Khamgaon.
4	Chikhli.
5	Mehkar.
	District Akola (Code No. 20)
1	Akot.
2	Balapur.
3	Akola.
4	Murtazapur.
5	Mangrulpir.
6	Washim.

APPENDIX " B " —contd.

MAHARASHTRA—*contd.*

Code No.	Name of Taluka/Mahal
	District Amravati (Code No. 21)
1	Melghat.
2	Achalpur.
3	Morsi.
4	Daryapur.
5	Amravati.
6	Chandur.
	District Yeotmal (Code No. 22)
1	Darwha.
2	Yeotmal.
3	Pusad.
4	Kelapur.
5	Wani.
	District Wardha (Code No. 23)
1	Arvi.
2	Wardha.
3	Hinganghat.
	District Nagpur (Code No. 24)
1	Katol.
2	Saoner.
3	Ramtek.
4	Nagpur.
5	Umrer.
	District Bhandara (Code No. 25)
1	Gondia.
2	Bhandara.
3	Sakoli.
	District Chanda (Code No. 26)
1	Brahmapuri.
2	Warora.
3	Gadhchiroli.
4	Chanda.
5	Rajura.
6	Sironcha.

GUJARAT

Code No.	Name of Taluka/Mahal
	District Jamnagar (Code No. 1)
1	Jamnagar.
2	Dhrol.
3	Jodiya.
4	Kalawad.
5	Lalpur M.
6	Jamjodhpur.
7	Okhamandal.
8	Kalyanpur.
9	Khambhaliya.
10	Bhanvad.
	District Rajkot (Code No. 2)
1	Rajkot.
2	Jasdan.
3	Padadhari.
4	Gondal.
5	Lodhika.
6	Kotda Sangani.
7	Morvi.
8	Malia.
9	Wankaner.
10	Jetpur.
11	Dhoraji.
12	Kandorna.
13	Upleta.
	District Surendranagar (Code No. 3)
1	Wadhwan.
2	Muli.
3	Chotila.
4	Limbdi.
5	Lakhtar.
6	Sayla.
7	Dhrangadhra .
8	Halwad.
9	Dasada.
	District Bhavnagar (Code No. 4)
1	Bhavnagar.
2	Gogho.
3	Vallabhipur.
4	Botad.
5	Gadhada.
6	Palitana.
7	Sihor.
8	Umrala.
9	Gariadhar.
10	Kundla.
11	Mahuva.
12	Talaja Datha.
	District Amreli (Code No. 5)
1	Amreli.
2	Kunkavav Vadia.
3	Babra.
4	Lathi.
5	Liliya.
6	Dhari.
7	Khambha.
8	Rajula.
9	Jafarabad.
10	Kodinar.

Code No.	Name of Taluka/Mahal
	District Junagadh (Code No. 6)
1	Junagadh.
2	Bhesan.
3	Visavadar.
4	Mendarda.
5	Mangrol.
6	Manavadar.
7	Keshod.
8	Vanthali.
9	Patan Veraval.
10	Malia Hatina.
11	Talala.
12	Una.
13	Porbandar.
14	Ranavav.
15	Kutiyana.
	District Kutch (Code No. 7)
1	Bhuj.
2	Nakhatrana.
3	Lakhapat.
4	Abdasa.
5	Mandvi.
6	Mundra.
7	Anjar.
8	Bhachau.
9	Rapar.
10	Khadir.
11	Khavda.
	District Banaskantha (Code No. 8)
1	Palanpur.
2	Danta.
3	Vadgam.
4	Dhanera.
5	Deesa.
6	Kankrej.
7	Wav.
8	Tharad.
9	Deodar.
10	Radhanpur.
11	Santhalpur.
	District Sabarkantha (Code No. 9)
1	Idar.
2	Khedbrahma.
3	Vijaynagar.
4	Bhiloda.
5	Himatnagar.
6	Prantij.
7	Modasa.
8	Meghraj.
9	Malapur.
10	Bayad.
	District Mehsana (Code No. 10)
1	Patan.
2	Chanasma.
3	Sami.
4	Harij.
5	Mehsana.
6	Sidhpur.
7	Kheralu.

Appendix " B "—concld.

GUJARAT—*concld.*

Code No.	Name of Taluka/Mahal
District—Mehsana (Code No. 10)—*contd.*	
8	Visnagar.
9	Vijapur.
10	Kadi.
11	Kalol.
District Ahmedabad (Code No. 11)	
1	Ahmedabad City Taluka.
2	Viramgam.
3	Daskroi.
4	Dehgam.
5	Sanand.
6	Dholka.
7	Dhandhuka.
District Kaira (Code No. 12)	
1	Nadiad.
2	Kapadwanj.
3	Mehmedabad.
4	Matar.
5	Anand.
6	Thasra.
7	Balasinor.
8	Petlad.
9	Cambay.
10	Borsad.
District Panchmahals (Code No. 13)	
1	Godhra.
2	Kalol.
3	Halol.
4	Jambughoda.
5	Shehera.
6	Lunawada.
7	Santrampur.
8	Jhalod.
9	Dahod.
10	Limkheda.
11	Devgadh Baria.
District Baroda (Code No. 14)	
1	Baroda.
2	Savli.
3	Waghodia.
4	Padra.
5	Karjan.
6	Sinor Mahal.
7	Dabhoi.
8	Sankheda.
9	Tilakwada.
10	Naswadi.
11	Chhota Udepur.
12	Jabugam.
District Broach (Code No. 15)	
1	Broach.
2	Vagra.
3	Jambusar.
4	Amod.
5	Ankleshwar.
6	Hansot.
7	Jhagadia.
8	Nandod.
9	Valia.
10	Dediapada.
11	Sagbara.
District Surat (Code No. 16)*	
1	Olpad.
2	Mangrol.
3	Kamrej.
4	Chorasi.
5	Palsana M.
6	Mandvi.
7	Songadh.
8	Vyara.
9	Bardoli.
10	Valod.
11	Navsari.
12	Gandevi.
13	Mahuva.
14	Bansda.
15	Bulsar.
16	Chikhli.
17	Dharampur.
18	Pardi.
19	Umbergaon.
District Dangs (Code No. 17)	
1	Dangs.

*As modified through letter No. CSG-3, dated 21st May 1960.

CENSUS CIRCULAR No. 12

Bombay, 10th June 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

You might have noticed that the second question to be asked to each individual in the forthcoming 1961 Census is about the age. Experience has shown that many respondents cannot directly tell their ages specifically. They have to be assisted by the enumerators by referring to certain important local events like the opening of the first railway line, a big cyclone or flood causing great damage, famine or some big epidemic like the influenza of 1917-18. The respondents in rural areas particularly have to be led to calculate their ages with reference to such local events.

2. We have, therefore, to prepare local calendars of important events for each taluka. Such calendars would be given to the enumerators in the local area concerned for use during enumeration.

3. Similar calendars of local events had been prepared for 1951 Census and the district files should contain their office copies. In respect of Vidarbha districts, they had also been printed in the District Census Handbooks. I am enclosing a copy of one of them as a sample. It is not necessary to take these calendars backwards as references are needed only of events occurring after 1860. The 1951 calendars should, however, be kindly enlarged by adding more local events for various talukas of the district. We propose to get these calendars printed districtwise for use during enumeration.

4. I am, therefore, to request you kindly to prepare taluka-wise calendars of important local events and let us have a set for all the talukas for your district by end of July 1960.

CALENDAR OF IMPORTANT EVENTS

Serial No.	Description of Event	Year of occurrence
1	Visit of His Royal Highness the Prince of Wales	1875
2	Great Flood of river Kanhan	1876
3	Accession of Queen Victoria as Empress of India	1877
4	Golden Jubilee of Queen Victoria	1887
5	Second Settlement	1895
6	Grain Riots at Nagpur	1896
7	Diamond Jubilee of Queen Victoria	1897
8	Total Solar Eclipse	1897
9	Famine	1899
10	Death of Queen Victoria	1901
11	Coronation of His Majesty Edward VII	1903
12	Opening of the Victoria Memorial (V. T. I.)	1906
13	Exhibitions at Nagpur	1908-09
14	Beginning of railway train service at Umrer	1908
15	Death of His Majesty Edward VII	1910
16	Visit of His Majesty George V and Her Majesty to Nagpur and their coronation	1911
17	Census of 1911	1911
18	Third Settlement	1912-13
19	Flood at Kamptee	1913
20	Outbreak of Great War	1914
21	Apprehension of the bursting of Ambazari dam and the consequent panic	1917
22	Influenza Epidemic	1918
23	Congress Session at Nagpur	1920-21
24	Non-Co-operation	1920-21
25	Census of 1921	1921
26	Visit of His Royal Highness the Prince of Wales	1922
27	Flooding of Maharajbagh by the Nalla	1925
28	Hindu Muslim riots in Nagpur	1927
29	Golden Jubilee of the Empress Mills	1930
30	R. T. C.	1930
31	Civil Disobedience Agitation	1930
32	Census of 1931	1931
33	Civil Disobedience Movement	1932
34	Empress Mills strikes and strike in other mills	1933
35	No-confidence motion against Shri Chaobal and others	1934
36	Silver Jubilee Celebrations	1935
37	Communal Riot in Nagpur	1936
38	Formation of Dr. Khare's Ministry	1937
39	Attempt on the life of Shri M. Y. Shareef	1938
40	Outbreak of war agitation against Vidya Mandir Scheme	1939
41	Viceroy's visit	1940
42	The Census	1941
43	" The Quit India " resolution, passed by the Indian National Congress and the countrywide political disturbances. The Ashti Riots	1942
44	Bengal Famine	1943
45	Solar Eclipse	1944
46	15th August 1947—Independence Day	1947
47	Assassination of Mahatma Gandhi (30th January 1948)	1948

CENSUS CIRCULAR No. 13

Bombay, 22nd July 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

Subject.—Preparation of sets of Census Forms for Stage I.

Kindly refer to item 12 of the Calendar of Census Operations about preparation of sets of Census Forms for Stage I in the Charge Offices. Four different sets will have to be prepared in the Charge Offices as follows :—

Requirement of Sets

FOR ENUMERATORS :

(1) Set of literature to be issued at the time of initial appointment containing—

(*a*) Enumerator's appointment order ;

(*b*) Pamphlet on general information about 1961 Census ;

(*c*) Pamphlet containing instructions for numbering and listing of houses ; and

(*d*) Instructions communicating the programme of training at certain centres.

(2) Set of Census Forms to be distributed as at item 20 in the Calendar of Census Operations containing—

(*a*) Letter of Authority ;
(*b*) Adequate number of houselists' sets each containing five sheets of houselist forms and one sheet of houselist abstract together stitched with a thick paper cover ; and
(*c*) Two sheets of enumerator's report.

FOR SUPERVISORS :

(3) Set of literature to be issued at the time of initial appointment containing—

(*a*) Supervisor's appointment order ;
(*b*) Pamphlet on general information about 1961 Census ;
(*c*) Pamphlet containing instructions for numbering and listing of houses ; and
(*d*) Instructions communicating the programme of training at certain centres.

(4) Set of Census Forms to be issued as at item 20 of the Calendar of Census Operations containing—

(*a*) Letter of Authority ;
(*b*) Six Houselist sets as spare ;
(*c*) Two spare copies of enumerator's report with instructions.

Printing and Supply of Literature and Forms

2. The following Forms have already been printed and sen to the District Offices :—

(*i*) 1(*a*), 2(*a*), 3(*a*) and 4(*a*) in Marathi ;
(*ii*) Houselist Forms and Houselist Abstract Forms in Marathi ;
(*iii*) Census Series No. 1 to cover 1(*b*) and 3(*b*) in English ; and
(*iv*) Census Circular No. 14 covering 1(*c*) and 3(*c*) in English.

The following literature and Forms are being printed and will be dispatched to districts in the first week of August, 1960 :—

(*i*) Pamphlet in Marathi covering 1(*b*) and 3(*b*) ;
(*ii*) Instructions in Marathi covering 1(*c*) and 3(*c*) ;
(*iii*) Training order in Marathi covering 1(*d*) and 3(*d*) ;
(*iv*) Enumerator's report and instructions covering 2(*c*) and 4(*c*) ; and
(*v*) Thick paper covers required for preparing houselist sets to cover 2(*b*) and 4(*b*).

3. The Forms or literature (required for use in Stage I) which is already in the district office or which will be received during first week of August, 1960, will have to be sent to all the Charge Offices expeditiously. In the meantime, the Charge Officers can start work with whatever Forms or literature they may have already received. As the sets are to be prepared during the month of August, the Charge Officers may send special messengers to collect literature and Forms from the district office in time.

Stamping of all Census Forms and literature in the Charge Office

4. Reference is invited to paragraph 10 of Census Circular No. 8 and paragraph 34 of Census Circular No. 9. The rubber stamps containing the first two (or three) elements of Location Code, *viz.* the district and the taluka numbers for use in the taluka offices and stamps containing the first three elements, *viz.* the district, taluka and the urban area Code Nos. for use in the independent urban Charge Offices may have already been prepared. The Charge Offices will get every Census Form and every pamphlet or order to be issued from the Charge Office stamped with these rubber stamps. Such stamping is very necessary as otherwise filled in Census Forms are likely to get mixed up and lost in the sorting offices. The Charge Offices should similarly prepare appointment orders or letters of authority duly signed by the competent officer and with description of block areas in the appropriate places. The work of preparing sets of Houselist Forms and stamping of Forms and literature already received should be completed during August, so that the remaining work of putting the sets together or adding copies of other pamphlets could be done in the first week of September.

Estimating the requirement of Houselist sets for any Block

5. Reference is invited to paragraphs 44 to 48 of Census Circular No. 14. The number of sets required for a block should be estimated from its 1951 population. The sets are also to be prepared in duplicate. The requirement will be of two sets for a block having a population of 600 in urban areas or 750 in rural areas or less than that. For blocks with larger populations every unit of 600 in urban or 750 in rural areas or a part thereof will require two sets. An urban block having 3,000 population will thus require 10 houselist sets.

6. The total work of preparing sets of Census Forms and of issuing appointment orders, etc.. may be very heavy for the Census clerk and the Charge Officer will have to temporarily depute other members of his staff for some time for assistance in this work to get it completed in time.

7. The District Census Officers are requested to make model sets and arrange to explain to the taluka staff how they are to be prepared and issued.

CENSUS CIRCULAR No. 14

Bombay, 22nd July 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

Subject.—Instructions for numbering and listing of houses.

Census Circulars Nos. 1 to 10 have now been issued in booklet form as Census Series 3. No 9 of those Circulars will have to be repeatedly referred to, as it explains—

(*i*) all the preliminary arrangements required for Stage I ;
(*ii*) the object of and the agency for numbering and listing of houses ;
(*iii*) sizes of blocks having one continuous numbering series;
(*iv*) procedure for appointment and training of enumerators, supervisors and section officers ; and
(*v*) payment of honoraria (items 5 to 21, 25 and 26 of the Calendar of Census Operations).

2. The following paragraphs contain instructions to cover item 22 of Stage I pertaining to the actual work of numbering and listing of houses. They, thus, form the substance to be imparted to the trainees in training classes held under paragraphs 21, 22 and 23 of Census Circular No. 9. These instructions are also being issued in Marathi and printed copies will be supplied soon for use at all levels.

3. The work of numbering and listing of houses is very easy. It has always been done by the Municipal Staff or Talatis/ Patwaris in their areas, and they have been doing it quite well. These instructions are needed more to have uniformity of practice than to explain how they have to do that work. It is, however, true that it is now proposed to do the work more systematically and to obtain (through the houselist) some additional and very useful data on housing conditions of the population.

Housing Units

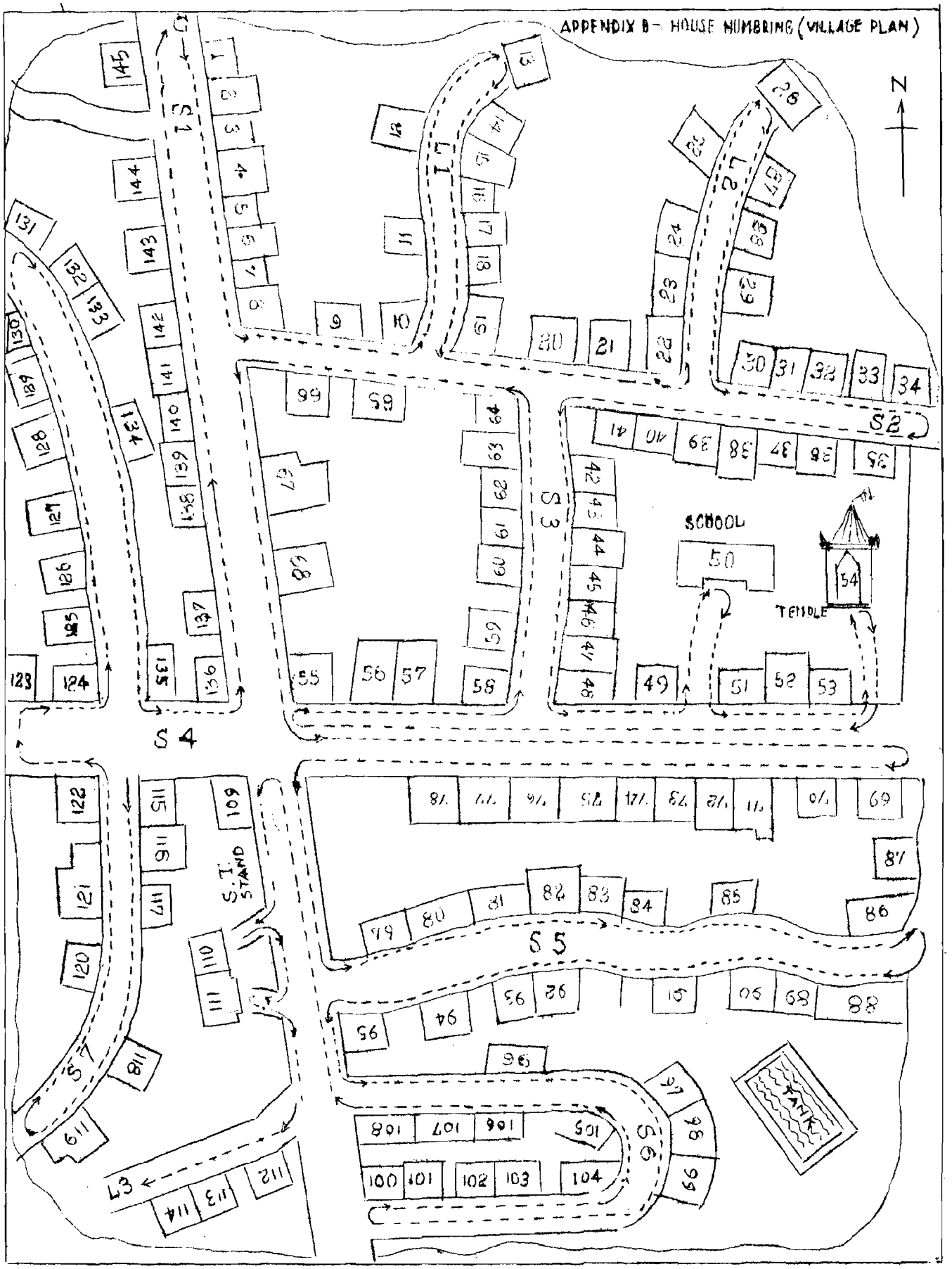
4. A population Census is taken with reference to buildings and houses which are the usual and identifiable units of housing of our people. Everyone knows what a ' building ' or a ' house ' is. But these words are used in the Census with certain restricted meaning which should be understood before the work of numbering of houses starts.

5. For the purposes of Census every separate structure on the ground is a building. Any place with a roof on is a structure. Structures may be of various types differing from each other in—

(*i*) size, shape or design ;
(*ii*) material of walls and roof ;
(*iii*) type of construction—permanent or temporary ;
(*iv*) ownership—single owner, multiple owner or public ownership ; and
(*v*) purposes for which used—dwelling, shop, shop-*cum*-dwelling, factory, workshop, temple, office, school, etc.

All these varying types of structures are treated as Buildings. For the purposes of Census a small humble thatched cottage is as much a building as a huge multi-storeyed R. C. C. building

APPENDIX B – HOUSE NUMBRING (VILLAGE PLAN)



would be. A building may either be vacant or wholly or partly occupied, used for residential purposes by one or more households or used otherwise as a shop, factory, workshop, school, office, etc. This will include small huts, temporary sheds, farm houses and almost every place which may have a roof on.

6. The criterion used to determine the extent of a building is its physical separation from other structures. Two separate structures (one a main house and another an outhouse or a garage) are treated as two separate buildings though they may be situated in the same compound or be owned by one and the same person.

7. There are, however, high, large or long buildings along a street or a lane which have been partitioned or portions of which have been sold, which have distinct, separate main exit on the road and which belong to separate owners or occupiers or alternatively there are a series of different houses joined each to each by common walls on either side to make the whole look like one building but parts of which have been built at different times and belong to separate owners. Such distinguishable structures, although not (physically) separate from each other, should be regarded as separate buildings.

8. Some buildings are occupied by two or more households. In a few cases some portions are in use as residence for one or more households while other portions are used as shops, or places of business. One common feature of all such portions of a building is that each of them has a separate main door, access or entrance on some street or lane. In buildings in big towns, the separate main entrance may not necessarily lead directly to a street or lane and may instead lead to a common staircase, a common gate or a courtyard. Such portions of a building are called " houses ".

9. A house is a building or a part of a building having a separate entrance. The separate entrance may be leading to a public street or to a common staircase or a common gate or courtyard. A house may either be vacant or in use as a dwelling, a shop, a shop-*cum*-dwelling, a workshop, a factory, a place of business, a place of worship or an institution.

Household

10. While the " building " and the " house " are units of housing, a household is an identifiable unit of population. It is the entire group of persons who commonly live together in the same house and take their meals from a common mess or kitchen unless exigencies of work prevent any one of them from doing so.

11. The conditions to be fulfilled for membership of a household are—

(*i*) living together in the same house ; and
(*ii*) taking meals from the same kitchen.

The factor which is not considered for household membership is the relationship among the members. A domestic servant or a guest staying with a family and also taking his food from the family kitchen is treated as a member of the household though he may be completely unrelated to any of the other members of the household. On the other hand, a member of the family not staying in the house (a son or a daughter staying in a Boarding House) or not taking food from the family kitchen is not treated as a member of the household. This difference in the concept in which the word " household " is used for Census should be noted very carefully.

12. Having defined the words " building ", " house " and the " household " as above it would be worthwhile to consider their relationship with each other. The simplest case is that of a small building occupied by only one household. It is a case of one building, one house and one household. Another small building used as a factory will make one house but no household. Bigger buildings may, however, consist of two or more houses, some of them used for residential purposes and others as shops, establishments, etc. The number of households will normally be equal to the number of houses used for dwelling purposes as the normal pattern of our living is one household per house.

13. In very congested localities in big cities, all households do not, however, get houses with separate entrances of their own. Two or more families sometimes share a portion of a building which has only one main entrance. It is a case of a sort of sub-houses. The house or its two sub-houses are said to be occupied by two " households " only if the two families are living separately, i.e., eating from two separate kitchens.

Numbering Plan

14. The plan is to give—

(*i*) to every building a number out of a continuous series running for the whole block, e.g., 1, 2, 3 and so on ;

(*ii*) to every house within a building a sub-number out of a series running only for that building, i.e., not extending to the next adjoining buildings. The sub-number of the house is written in brackets and is always preceded by the number of the building concerned. The sub-numbers of houses in a building 144 will be written as 144(1), 144(2), 144(3) and so on ; and

(*iii*) (in very rare cases where two or more households are living in one house) to the respective households an alphabetical sub-number A, B, C, etc. running only for the house concerned. These household sub-numbers are also written in brackets and are always preceded by the number of the building and the house concerned. Thus 145(3A), 145(3B) and so on.

15. The numbering of buildings within a block, and of houses within a building should be done on a uniform method. The plan on which the numbering may proceed in a block is illustrated in a diagram enclosed as Appendix " B ". The plan need not, however, be rigidly followed in every case. Layout of houses and streets differs from place to place and the numbering plan will have to be adapted to suit local requirements.

16. The numbering as illustrated in Appendix " B " starts in one of the suitable corners (as at " C " in the diagram) where a street (S1) meets the boundary of the block or the *gaothan* of a village. The first number is assigned to the first building on the left of the enumerator as he enters the block and proceeds along the street. Proceeding on the same side of the street, Nos. 2, 3 and 4 are given to the next nearest buildings till with building No. 8 another street (S2) is reached. The numbering then proceeds along the street (S2) and turns to a lane (L1) at building No. 10 and proceeds till building No. 19 is reached where it meets street (S2) again. Proceeding in the same manner along street (S2) till another lane (L2) is reached at building No. 22. After completing the building Nos. 22 to 29 in the lane (L2) street (S2) is reached again. Proceeding along the street (S2) further till the boundary of the village is reached at building No. 34 the numbering then turns to the opposite side of the street (S2) at building No. 35. Proceeding further another street (S3) is reached after building No. 41. Proceeding along the street (S3) the numbering reaches building No. 48 at the corner of street (S4) and then follows it till it reaches building No. 54. By completing building No. 54 two sectors including buildings Nos. 1 to 34, bounded by street (S1) and street (S2) and buildings Nos. 35 to 54 bounded by street (S2) and streets (S3) and (S4) are numbered. Proceeding from the corner between street (S1) and street (S4) at building No. 55 the numbering proceeds along other streets and lanes in the manner described above till it ultimately reaches the corner (C) where it had started.

17. There would always be some stray or scattered buildings which do not fall in any continuous running numbering lines. They should, however, be assigned numbers close to the numbers of the nearest buildings on the street. Buildings Nos. 26, 50 and 54 shown in Appendix " B " will illustrate such cases.

18. In rural areas the plan will be to complete the numbering in the *gaothan* first, then to proceed to hamlets if any and then to take up scattered farm-houses, servants' cottages on the fields, etc. These last categories should be carefully located and numbered in a clockwise manner round the village *gaothan*.

19. There is a growing tendency now-a-days of living in the farm-houses and enumerators in rural areas will have to be very vigilant and not leave any scattered house or hut out of their numbering operations.

20. The numbering plan should secure hundred per cent. coverage. It will generally proceed on " the next number to the next nearest building " principle. This is to ensure that the enumerator while writing the housel ists or while on enumeration work at Stage II may not have to run about here and there if he wishes to follow the consecutive numbers of buildings in the block.

21. The sub-numbering of houses within a building should be done in a clockwise manner starting first on the ground floor. Thus, within a building, and on its ground floor the house falling towards the extreme left of the enumerator as he enters should be given sub-number (1), then the next house on his right (as he faces the first house) sub-number (2) and so on till the house on his extreme right (as he enters the building) is reached with

the last sub-number for the ground floor. Then the next sub-number to the first house on the first floor in the same clockwise manner and so on.

22. All houses—portions of a building having separate entrances are numbered separately. Sometimes a house is just a small space or room in some corner or below the staircase. One might be for the time being vacant while another and the third might together be under occupation of one household. Great care should, therefore, be exercised to locate such portions of buildings—houses and not to leave any of them un-numbered.

23. It has been examined if the numbers given to houses by a local authority could be used for Census. It appears that the municipal or Grampanchayat numbering is often related to properties. Even vacant plots are numbered. Sometimes two or three buildings belonging to one person are assigned only one number. Moreover, the numbering does not relate to either the houses where people live or work or to the households living. In majority of cases, the numbering was also not likely to be up-to-date. The numbering for Census should, therefore, be done afresh unless the Collector of the district is satisfied that the existing municipal numbering is up-to-date and quite suitable for adoption for 1961 Census.

Marking of Numbers

24. The enumerator is entrusted with both items of work, *viz.*, numbering and listing of houses in a block. It would be advantageous for him to do the work of numbering first and to take up preparation of the houselist later on. This would enable him to detect mistakes made during numbering of houses.

25. At the commencement, the enumerator should take a preliminary round of his block and if possible mark numbers only on the building entrances in chalk. This preliminary round will give him an idea how the numbering plan should proceed in his block. This could then be followed by actual marking of numbers on each of the buildings, and on all the houses within the buildings.

26. Coal tar or geru mixed in oil should be used for marking numbers. One chhatak of geru mixed in four chhataks of sweet oil with one chhatak of gum has been found to be a good mixture for marking the numbers. The cost of this mixture would not exceed 50 nP. for numbering of about 150 houses.

27. The actual marking of numbers may be done either by hand or by stencils specially prepared for that purpose. Neat and careful marking of numbers creates an impression that the Census work is being performed conscientiously. It simultaneously creates an atmosphere for better response from the public. This is a very valuable reward for the neat and tidy numbering work done by the enumerators.

28. The Municipal Officers should be able to prepare stencils and get numbers marked with some cheap but durable paint. The local authorities concerned would certainly be in a position to spend some additional amount for that purpose.

29. The building numbers are marked on or near the centre of the lintel of the front door of the building or if this is not possible next to the door on the wall on the right-hand side of the enumerator as he faces the entrance. The numbers of houses within a building should similarly be marked on the lintel of the separate entrance or on the right-hand side wall next to it.

30. The numbers should always be marked at a height of over 5 feet from the floor as otherwise they are likely to be rubbed out by unmindful persons.

31. In Greater Bombay and in Cantonment areas where English Census Forms are being used numbers will be marked in Arabic numerals, e.g., 1, 2, 3 ..... 144(1), 144(2), etc. In all other rural and urban areas numbering should be in Marathi numerals. The house numbers will consist of the building number followed by the sub-number of the house written within brackets, e.g., 144(1), 144(2), etc. In the case of two or more households living in one house all the household sub-numbers should be marked on the main entrance of the house as 144(3A), 144(3B), etc. The marking of the building number on the door of each house within that building appears to be a sort of duplication but it has to be done as the house number is to be entered in the houselist, household schedule and individual slips pertaining to the persons residing there and mistakes are likely to occur if only the sub-numbers are marked on the doors of the houses within a building.

32. A building under construction is also to be marked with a number. It will have only the building number and need not have sub-numbers for houses inside.

33. If during the preparation of houselists the enumerator finds a building or a house which had escaped his notice while numbering the houses he should immediately rectify the mistake and mark upon it the number of the earlier building or house with alphabet " A " preceding it, e.g., A144, A165(2) and so on.

34. The size of the numerals to be marked on the buildings or houses should be approximately half an inch in thickness and two inches to two and a half inches in height.

35. In cases where an administrative unit such as a big village or a municipal ward has been sub-divided in two or more blocks having two or more different series of building numbers it is necessary to mark the number of the block also with the number of the building on the main entrance of the building. Thus, the building No. 44 in the second block should be marked as 2-44 (the block number, a small dash and then the building number). It is, however, not necessary to repeat this block number while marking house numbers within a building. It would suffice if that block number is marked only at one place along with the building number at the main entrance of each building.

36. Where marking of numbers is not possible either because the walls and the entrances are made of thatch or because of some other reason the number assigned to the building should be written on a small piece of cardboard and the householder should be asked to hang it inside in front of the entrance with a wire or a rope.

37. The enumerator should also prepare a sketch-map (not to scale) indicating very roughly the direction in which the numbering of buildings proceeds in his block. This sketch should be sent to the Charge Officer along with the sets of houselists and houselist abstracts.

38. Experience shows that an enumerator may on an average be able to do numbering of 150 houses per day.

39. As indicated in paragraph 18 above, the numbering in rural areas should be first completed in the *gaothan* area. Then the same series should be carried forward to the hamlet if there be any and after completing the work in the hamlet the enumerator should mark the farm-houses or servants' cottages scattered all over the shiwar of the village. Great care should be taken by the enumerators not to leave out any of these scattered farm-houses or cottages. The enumerator should always remember that the area entrusted to him is not limited to the *gaothan* of the village or the hamlet. He is in charge of the entire area which does not fall within the limits of any other adjoining block.

Writing of Houselists

40. Charge Officers would have issued to each enumerator for Stage I, adequate number of sets of Census Forms containing five sheets of houselists, one sheet of houselist abstract stitched with a thick paper cover and two sets of enumerator's Stage I report. All the papers contained in the sets including the cover and the report sheets would have also been stamped with the district and taluka Location Code numbers. The enumerator will, on receipt of these Forms, check up if this has been done for all papers. If not, he should write the same in his own hand. He should also number all the pages of the houselist sheets in all the sets issued to him.

41. The enumerator should then write the remaining elements of the Location Code on all the papers received by him. In rural areas, the name of the village and its Code number and in urban areas the name of the town and its Code number as well as the name of the ward and its Location Code number should be written on all Census papers before the work of houselisting is started.

42. Stamping and writing of Location Code numbers, numbering of pages and writing of names of villages or towns and the Location Code numbers are very important preliminaries as without them the set of forms or the sheets are likely to get mixed up and lost in the sorting offices.

43. The houselist sets are to be prepared in duplicate. One of the copies will be the field copy, i.e. the copy prepared in the field. The other would be a fair copy. The enumerator should not write any other rough copy. Nor should he take notes in any other notebook for incorporating them in the houselists at home. That will introduce many mistakes in the work.

44. Stage II blocks for enumeration are to be of about 600 population in urban areas and 750 in rural areas. To facilitate reference to the houselist sheets during Stage II we have to make sets of houselists to exactly correspond to the Stage II blocks. In other words, if we make sets of houselists for areas approximating the above population limits we would also be demarcating enumeration blocks for Stage II.

45. Administrative units like small villages or small wards in small municipalities having houselisted population less than the prescribed limits will themselves constitute one Stage II block each and only one set of houselists (of course in duplicate) should be enough for each of such units. A small village for example having a population of 500 or less will be covered with one single set of houselist forms which would naturally close after covering the entire village. These would be cases of one administrative unit, one block and one set of houselists. But in other administrative units or blocks having larger population than the prescribed limits for Stage II the enumerator has to close writing of one set and take up another set at some suitable point. These suitable points should naturally be some natural boundaries or identifiable corners of the streets, etc., so that the boundaries between two sets and consequently between two Stage II blocks are well-defined. Such suitable points have to be found out by the enumerator himself when the total of the estimated population covered in the set under preparation approximates the prescribed population limit. Emphasis here should be more on getting a natural boundary for the set than on getting an exact estimated population of 600 or 750. The population covered by a set may range from 550 to 650 in urban and 700 to 800 in rural areas in order to secure a suitable closing point for the set. Depending upon the population covered Building Nos. 54, 68, 87, 95 or 108 in the diagram enclosed would be suitable closing points for a set of houselist. It is implied that the enumerator draws totals for columns 3, 5, 11, 13, 15, 16 and 17 of the houselist for every page as soon as that page is completed.

46. Houselist abstract should be prepared for each set separately. Each set should also be given a consecutive number for the block, e.g. set No. 1, set No. 2, etc. Duplicate copies should also bear the same corresponding set numbers.

47. In the case of administrative units or blocks having marginal population (e.g. 800 to 900) the enumerator may seek instructions from the Supervisor or Charge Officer whether he should cover the entire population in one set or should make two.

48. It may be added that a very small village having even as low a population as 50 or 100 will independently require a separate set of houselists as one set of houselists should in no case cover wholly or partly two or more administrative units.

49. Instructions for filling in the houselist form with explanations for column to column entries are contained in the booklet " Instructions For Filling Up The Houselist ". Copies of these booklets have already been sent to Collectors and Charge Officers. One more copy is enclosed for ready reference.

50. Reference is invited to the corrigendum issued to Column 18 Remarks (on page 6) in line No. 5 of the Instructions booklet which reads as follows : If the Census Household is occupied by members of Scheduled Castes or Scheduled Tribes, it should be indicated by writing words " S.C. " or " S.T. ". This is to say that the words " S.C. or S.T. " should be written in Column 18 if a Census household belongs to one of the Scheduled Castes or Scheduled Tribes. Lists of Scheduled Castes and Scheduled Tribes applicable to the districts of Maharashtra are enclosed as Appendix " A "*. The enumerators should refer to these lists from time to time while preparing the houselists.

51. The form of the houselist abstract is shown at page 7 of the Instructions booklet. Printed forms (English or Marathi) will be supplied attached with each set of houselist forms. As stated in paragraph 46 above an abstract is to be written for each set. The first say (X) and the last (Y) numbers of households appearing in column 11 in a set will be shown in the abstract as Household Nos. from " X " to " Y ". The total number of households in the set will be the total of entries appearing in Column 12. This has to be counted for each page and then for the set. Total number of houses (abstract line written in hand) for the set will be the total of entries in Column 3 to be counted for each page and set. Similarly, the entries required for entering in the Column-wise Statement are respectively the totals of Columns 5, 13, 15, 16 and 17.

52. After completing the work of writing both copies of sets of houselists and abstracts the enumerator should prepare his Stage I report for his block. Among other things this report will also include a consolidated abstract for the block and a statement of sets prepared with their respective coverages. The printed forms for this report and the Supervisor's circle report as well as instructions for writing them will be issued separately.

53. The entire set of Census Forms prepared for the block should be carefully bundled (making separate bundles for field copies and fair copies) and returned to the Charge Officer along with unused sets, if any.

54. According to the Calendar of Census Operations, the training for numbering and listing of houses should be completed during August and up to 15th of September. The actual work of numbering and listing of houses is to be completed during the period from 16th September to 15th October 1960.

CENSUS CIRCULAR No. 15

Bombay, 25th July 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS.

Subject.—Training programme for the first stage of Census Work.

A conference of the District Census Officers has been convened in Bombay on 26th July 1960 to discuss among other items the programme of training of district staff for the first stage of Census Operations. Formulation of training programme in districts presupposes completion of preliminary arrangements outlined in the Census Circular No. 9, such as, formation of blocks for housenumbering, requirements of personnel, both supervisors and enumerators for the first stage of work, appointments of Section Officers, preparation of Charge Registers and the Census scheme. Since these preliminary arrangements will alone show the number of persons to be trained, number of centres necessary for training, etc., it is presumed that the items Nos. 1 to 10 of the Census Calendar have now been completed in all areas. The District Census Officers will kindly ascertain this.

2. The training programme indicated in paragraphs 21 to 23 of Census Circular No. 9 may be fixed as shown below.

3. The training programme should be arranged at two levels, i.e. at District Headquarters for the Officers and at Taluka Headquarters and other convenient centres for supervisors and enumerators.

Training of Officers

4. The District Census Officer will convene a meeting of all Prant Officers—Assistant or Deputy Collectors—Sub-Divisional Officers—the District Statistical Officer—Mamlatdars, Charge Officers and Section Officers at the District Headquarters any time during 10th August to 25th August 1960 to (*i*) impart training in housenumbering and houselisting, and (*ii*) chalk out training programme for supervisors and enumerators in

*Reproduced in Appendix (11) at pages 75-76.

consultation with the Charge Officers and other Officers. This second stage of training is to be conducted during 25th August to 10th September 1960.

5. The training for the first stage of Census would take about two days and should be conducted in two sessions one of which will be a practical demonstration in housenumbering and houselisting. The programme of training can be arranged on the following lines :—

Training Class I.—Explanation of ojbect and procedure of housenumbering, definition of terms used in housenumbering and houselisting and explanation of procedure of houselisting by using various examples and making use of blackboard.

Training Class II.—Practical demonstration of housenumbering and houselisting by actual visits to a few houses. Each supervisor and enumerator should complete 5 to 10 houses in the practical training. This may be followed by a short session for clarification of practical or conceptual difficulties, if any.

6. The dates of the officers' training and the meeting at the District Headquarters may kindly be fixed in consultation with us so that the Superintendent, Deputy Superintendents or the Research Officer from the Census Organisation may be able to attend one of the two sessions. The Deputy Collectors, the Charge Officers and Section Officers may with this two days' training be able to impart training to the supervisors and enumerators.

Training of Supervisors and Enumerators

7. Before arranging training programme of supervisors and enumerators it is imperative that (*i*) appointment orders of supervisors and enumerators including reserves are issued from the Charge Office, and (*ii*) a set of houselist forms, abstract and a copy of the instructions booklet is sent to all enumerators and supervisors. Since despatch of forms and other material by post or through any other channel takes time it is advised that the Charge Officers should arrange despatch by sending special messengers.

8. As indicated in paragraph 21 of Census Circular No. 9 the training classes for combined batches of supervisors and enumerators may be held at different centres. A training class is not to have more than 40 to 50 trainees. It is expected that on an average two batches of trainees (supervisors and enumerators and reserves) may have to be trained in each charge. Each batch of trainees should be trained separately at a different and convenient places one after the other. For each batch there should be not less than two training sessions and field practice of numbering (in chalk) and listing in the actual houselist form of not less than 10 houses.

9. With two minimum training classes for each batch of trainees there will be at least four training classes required to be arranged for each charge. The Charge Officers should personally take at least one training class for each batch while the remaining classes should be conducted by the District Census Officer, Prant Officers, District Statistical Officer and Section Officers. Every District Census Officer, District Statistical Officer and Prant Officer should take at least 4 training classes during the first stage in different areas. In view of these arrangements it may be necessary to draw up in advance a co-ordinated training programme of the supervisors and enumerators in the meeting of the officers mentioned in paragraph 4 above in consultation with the Charge Officers and other officers concerned.

10. All trainees should be asked to go through the houselist form, houselist abstract and to read thoroughly the booklet of instructions before attending a training class. Before completion of the training class each Charge Officer should supply to each enumerator and supervisor the required number of sets of houselists, letter of authority, copies of enumerator's report so that they are properly equipped with necessary material for starting housenumbering and houselisting work in the villages or blocks in time.

11. The whole training programme for supervisors and enumerators and distribution of forms should be over by 10th September 1960. The work of housenumbering in their respective areas should start by 16th September 1960.

12. In paragraph 35 of Census Circular No. 9 the rates of honoraria to be paid to the enumerators and the supervisors have been prescribed. These honoraria are also intended to cover expenses of attending at least two training classes. It must be made clear that those who have carried out housenumbering and houselisting are alone entitled to receive the honorarium.

13. The supervisor's duties during the first stage of work will nclude the following :—

(*i*) They will assist the Charge Officers in arranging practical demonstration during the training classes.

(*ii*) They will assist the Charge Officers in distributing sets of houselist forms and houselist abstract, enumerator's report, etc., to the enumerators on the completion of training.

(*iii*) They are responsible for guiding the enumerators to timely completion of housenumbering and houselisting work in their respective areas. It is suggested that they should have a quick round of visit to all villages and blocks (within their circle) at the beginning of the operation so that the work of houselisting gets started in time and that initial difficulties of the enumerators, if any, are solved on spot. This preliminary visit should be followed by others at different stages for inspection of housenumbering and houselisting work.

(*iv*) They are required to carry spare copies of sets of houselist and booklets of instructions with them so that in case enumerators require them the same could be supplied without hampering the progress of work.

(*v*) They are required to make on the spot inspection of at least 10 per cent. of entries in each of the sets of houselists filled in by each enumerator. In token of having inspected the entries he will put initials against the entries checked in the first column of serial number of the houselist.

(*vi*) They will ensure that the enumerators have covered the entire village or block and houses therein for housenumbering and houselisting.

(*vii*) They will see that all sets of houselists with houselist abstract, enumerators' reports are collected by them from the enumerators.

(*viii*) After due scrutiny of the abstract, houselists sets and enumerators' reports they will submit the same to the Charge Officers concerned within seven days after the completion of houselisting.

(*ix*) They are also required to collect information on certain items included in the enumerator's report.

(*x*) For ensuring timely payment of honorarium they will assist the Charge Officers or Section Officers concerned in calculating the honorarium to be paid.

CENSUS CIRCULAR No. 16

Bombay, 27th September 1960

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,

THE EXECUTIVE HEALTH OFFICER, Bombay Municipal Corporation, Bombay.

ALL CHARGE OFFICERS.

Subject.—Scrutiny of Stage I records and compilation of Stage I results.

Paragraph 39 of Census Circular No. 9 and paragraph 52 of Census Circular No. 14 together covered the procedure up to the stage of submission of Stage I papers by the enumerators to their Charge Officers. The following procedure should be followed in the Charge Offices for—

(*i*) scrutiny of Stage I records received from the enumerators ;

(*ii*) arrangement of Stage I records according to Location Code ;

(*iii*) compilation of Stage I results by preparing Houselist Registers ;

(*iv*) planning for Stage II ;

(*v*) preparation and despatch of Stage I reports ; and

(*vi*) packing and despatch of Stage I records.

(i) Scrutiny of Stage I Records

2. Each enumerator will be submitting the following Stage I records separately for every village or block entrusted to him :—

(*a*) Field copies of a number of houselist sets ;

(*b*) Fair copies of houselist sets in numbers equal to (*a*) ;

(*c*) One copy of enumerator's report ; and

(*d*) Sketch maps to show how the numbering of buildings proceeds in his village or block.

3. Scrutiny consists of two stages. The first is preliminary scrutiny of records before they are accepted in the Charge Office. The second is 100 per cent. check of totals of columns 3 and 17 of the houselist sets.

4. *Preliminary scrutiny.*—These records should be scrutinized as follows and deficiencies, if any, found should be got rectified or completed through the enumerator or supervisor concerned :—

(*i*) Do the records cover the whole village or the whole block entrusted to the enumerator or not ;

(*ii*) Do the numbers of sets of both the field copies and the fair copies tally with each other and with the number shown in the enumerator's report (Column 1, Part I) or not ;

(*iii*) Does each set (out of both the copies) actually contain the number of pages as shown in column 2 of the report or not ;

(*iv*) Are entries in all columns of the houselist sets, houselist abstract and enumerator's report complete or are there any blanks, if so, why ;

(*v*) Have the Location Code Numbers been written correctly on all houselist sheets, abstracts, covers and enumerator's report ;

(*vi*) Have the set Nos. been correctly written on all the sets and in Part I of the enumerator's report ;

(*vii*) Are totals for columns 3, 5, 11, 13, 15, 16 and 17 of the houselist drawn for each page of all the sets and for the set as a whole ; and

(*viii*) Have the enumerator and the supervisor affixed signatures in all prescribed places in the houselist sets, abstracts and reports?

5. *100 per cent. checking of totals of columns 3 and 17.*—Soon after the preliminary scrutiny is over and the records are accepted in the Charge Office, the Charge Officer should arrange for 100 per cent. checking of totals of column 3 and column 17 of the field copy of each set page by page and set by set and the corresponding entries in the abstracts and the enumerator's report.

6. Both these items of work (paragraphs 4 and 5) have to be completed expeditiously. Only after both these items are completed the verified total number of houses covered by an enumerator and the total population should be entered in columns 17 and 18 of the Personnel Register (prepared under paragraph 26 of Circular No. 9) and the total honorarium payable to him and net balance determined on that basis.

7. The persons who do the preliminary scrutiny of the checking of totals should be asked to endorse that fact on the set covers (field copies) and initial those endorsements. Wrong totals of column 3 are likely to lead to over-payment or under-payment and wrong totals of column 17 will cause great confusion in the Charge Office itself as well as in the Tabulation Offices. The Charge Officers are, therefore, requested to give personal attention to both these items of work.

(ii) Arrangement of Stage I Records according to Location Code

8. As soon as the above two items of scrutiny of records are completed for all the sets for the Charge, the Stage I records should be arranged strictly in the order of Code Numbers. The records of urban areas will be on the top in the order of Roman Code Nos. and then the rural area records will follow in the same manner according to their Code Numbers. Within an urban area or a village, the records will be arranged in the same way in the order of Ward Code Numbers or Stage I block numbers and set numbers. The records arranged in this way should be checked with the list of villages and the list of urban areas (Wards), etc., prepared under Census Circulars Nos. 7 and 8 and corrected up to date.

9. The arrangement will be to make the following four sets of Stage I records, all four having the papers in the same order :—

(*i*) Field copies of houselist sets—

(*a*) urban areas ;

(*b*) rural areas ;

(*ii*) Fair copies of houselist sets.

The sketch map prepared for the village, block or a Ward should be kept in the first set pertaining to that village, block or Ward ;

(*iii*) Enumerator's report for all areas (both urban and rural).

(iii) Compilation of Stage I results

10. *Houselist Register.*—Stage I results are to be compiled in the Houselist Register. A specimen Form of the Register is enclosed. Adequate number of Forms and printed thick covers are being sent to you separately. The Houselist Register also contains a column (No. 8) for numbering of Stage II blocks and columns 17 to 22 for estimating final requirement of Census Forms, personnel and amounts for Stage II. From Stage I results compiled in this Register the Charge Officer will, therefore, also do planning for Stage II and will thus be completing items 27, 29, 30 and 31 of the Calendar of Census Operations.

11. *Three Sections.*—The Houselist Register is to be prepared for each Charge in three Sections. The first Section should be for all urban areas within the Charge, the second for all rural areas within the Charge and the third (just on one sheet) to show abstract totals for all urban and rural areas and the grand total for the Charge as a whole. The three Sections should be separate from each other in the sense that entries for any two should not come in one page of the Register. This is necessary because it is proposed to do tabulation work for urban and rural areas in two different tabulation offices.

12. Column 7 of the Houselist Register will indicate that one separate line is to be used for entering details for every set prepared by the enumerator. The total number of entries in the Register, therefore, would be equal to the total number of sets prepared in the Charge. A few more lines will of course be needed for drawing a total for each administrative unit (i.e., for each Ward, each urban area, and each village) as well as Sectional totals of all urban areas and all rural areas within the Charge.

13. Columns 1 to 5 should be written strictly according to the list of urban areas and list of villages prepared earlier in the order of their Code Nos. Names of hamlets as well as names and numbers of portions of villages included in urban areas should be written in all details and in the same manner as was prescribed for preparing the list of villages (Census Circular No. 7). If necessary, more than a line may be used for a village. The names of villages and hamlets should be written both in English and Marathi. The Houselist Register entries of names and Code Numbers are going to be used as a basis for Stage II as well as for publication in the District Census Handbooks and the Charge Officers are, therefore, requested to get the records properly arranged and entries in the Houselist Register made as carefully as possible.

14. *Columns 1 to 7.*—Columns 1 to 4 of the Houselist Register are for the town or the village as a whole. They should be filled from the earlier list of villages or list of urban areas. Column 5 will be filled only in urban areas and column 6 may be filled both in urban and rural areas wherever a Ward or a village had been split up in two or more Stage I blocks. Column 7 will bear the number which the enumerator may have given to each of the sets prepared by him.

Presuming that a Ward had two blocks and the two blocks respectively have 5 and 7 sets, the first five sets of block I will be entered on the first five lines and the next seven sets for block II entered on the following seven lines, the first and the sixth line bearing blocks Nos. I and II in column 6 respectively. Thus, a new block will be taken up in column 6 after all the sets of the preceding block have been entered. In the same way, a new Ward will be taken up only when all the sets of all the blocks in the preceding Ward have been entered. In the same manner a new village (in the Rural Section) should be taken up only after all the sets (of all the blocks, if any) of the preceding village are entered. This is the reason why preparation of Houselist Register cannot be started unless Stage I records and reports are received from all the enumerators.

15. *Column 8.*—Column 8 should be filled in as indicated in paragraphs 23 to 25 below.

16. *Column 9.*—Column 9 should be filled in by reference to the housenumbers with which each set begins and closes (from the cover page of the Houselist set). These numbers should be written very carefully as they will in future determine boundaries of Stage II blocks and any mistake made here would mean a probable omission of or overlapping of a few houses. These numbers will also be later on quoted in the orders of appointment of enumerators and supervisors.

17. *Columns 10 to 16.*—The remaining columns 10 to 16 of the Houselist Register should be copied from the corresponding entries in the enumerator's report for the same set in columns 3 to 9.

18. *Ward or village totals.*—After entering all sets pertaining to an administrative unit (a Ward or a village), a total should be drawn for that unit (but not for any Stage I block) for columns 6, 7 and 10 to 16. This total for the Ward or the village should be entered in pencil on the following line. The next Ward or village will then start on the next following line and so on. Village totals in pencil will be necessary only where the village has two or more sets. After completing all the Wards of a town, the totals for that town should be similarly drawn up and entered in ink on the following line.

19. *Sectional totals for all urban areas and rural units.*—As stated above the towns situated within the Charge should be taken up in the Urban Section of the Houselist Register in the order of their Roman Code Numbers. A total for the Urban Section (for all towns) should be drawn and entered as such at the end of the Section. A total for the entire Rural Section should similarly be drawn up and entered in ink at the end of the Rural Section. The Ward and village totals are to be entered in pencil only to facilitate drawing up Sectional totals. All pencil entries should be got inked as soon as Sectional totals have been drawn up.

20. *Charge Abstract.*—Sectional totals drawn up as above should then be entered in the third Section which may be called the " Charge Abstract ". After entering first the Sectional total for urban areas and then Sectional total for rural areas, the grand total for the Charge as a whole should be drawn up and written on the following line.

21. The Charge Abstract will show the total number of sets prepared in Stage I and the total of columns 10 to 16 of the Houselist Register. Preparation of the Charge Abstract as above completes the compilation of results of Stage I. Two more fair copies of the entire Houselist Register (all the three Sections) should then be prepared. These are required for use in the district office and my office.

(*iv*) *Planning for Stage II*

22. *Column 8 and the numbering of Stage II blocks.*—As indicated in paragraph 44 of Census Circular No. 14, the area for which one houselist set has been prepared is to be used as one enumeration block during Stage II. Such an area would in some cases be a full village and in other cases a part of a village or a ward of an urban area. By making the houselist sets approximately equal to Stage II limits of population we have already done the delimitation of blocks for Stage II. The work of delimitation has thus been already done and block boundaries also fixed on spot with reference to some natural points with which each set begins or closes. What we have now to do is only to give running serial Nos. to all the sets in a charge area in the order of their Code Numbers and geographical contiguity.

23. After completing entries for all the houselist sets in the Houselist Register in order of their Code Numbers etc., the Charge Officers should assign serial Nos. to each of the sets and write those numbers in column 8 of the Houselist Register and also write them in the top right-hand corner on the cover of each houselist set preferably in red ink as Enumerator's Block No. ..... or गणना विभाग नं. ..... This numbering of blocks and writing in column 8 of the Houselist Register will be done only for the fair copies of the houselist sets which are to be used in the Charge Office during Stage II.

24. It may be noted that the set numbers given and written on the set covers by the enumerators were out of a series each running only for a Stage I block. These numbers appear in column 7 of the Houselist Register. The numbers now given and written in column 8 will be out of a running series for the charge as a whole. If the Urban Section closes with No. 25 in column 8 the Rural Section should start with No. 26 and not No. 1 in column 8.

25. In a taluka charge, the area covered by Set No. 1 of Block I in Ward I of Urban Area I will become गणना विभाग नं. १, for Stage II, the next set in the same block of the same Ward of the same town गणना विभाग नं. २ and so on through the other Wards, other urban areas, if any, and the other rural units in the same order of Code Numbers, the last set of the last village in the Charge will bear the last enumeration block number. This last number will incidentally indicate the total number of Stage II blocks in the Charge.

26. *Population for each block.*—Column 16 of the Houselist Register will show the population covered by each set. The Charge Officer may estimate the actual figure of Stage II probably to exceed this houselist total by 10 per cent. (because of houseless population and other factors). He should examine if with this possible excess of 10 per cent. any one of the sets appears to be too big. A set having column 16 figure above 750 in urban area and above 850 in rural area should be considered to be too big and the Charge Officer may have to consider if two enumerators are likely to be required to work that block. Similarly, there may be some sets having very small population and the Charge Officer may later on consider if any of such small blocks may be entrusted to an enumerator working in adjoining block in addition to his normal assignment. Such cases may however be exceptional and for the time being the Charge Officer should irrespective of the population figure mark every set as one block and take it to be the area for one enumerator for Stage II.

27. *Leave out Stage I blocks.*—After numbering all the sets as Stage II blocks, the earlier blocks of Stage I should be completely overlooked and should not be referred anymore as Census units. That is why the Houselist Register is not to show totals for Stage I results for those earlier blocks. The house numbers will, of course, bear the Stage I Block numbers which will also be referred to in enumeration papers. But beyond that, there should be no reference to Stage I blocks as area units. The Stage II blocks made out of an administrative unit—a Ward or a village—will together give Census results only for those administrative units.

28. *Requirement of Census Forms.*—The next process is to determine the final requirements of Census Forms for each of the Stage II blocks and through them for the charge as a whole. The only Census Forms for which the requirement depends upon the size of population are the Household Schedules and the ndividual Slips. The Household Schedules are bound and supplied in pads of 50 and 25 and the Slips in pads of 100 and 25.

29. *Household Schedules.*—The requirement of Household Schedules should be calculated from the number of Households shown in column 12 of the Houselist Register. Add 10 per cent. to the column 12 figure for the block and the total will be the requirement of Schedules. Then fix the number of pads of 50 and 25 depending on their *inter se* proportion in the stock supplied or earmarked for the charge. If column 12 figure for a block is 128 the requirement will be 128+13=141 and 3 pads of 50 or 2 pads of 50 and 2 pads of 25 will suffice for that block. The Charge Officer may start giving pads of 50 where the requirement is nearing a multiple of 50, *viz.* 100, 150 or 200 and give one more of 25 where the requirement exceeds these figures not more than by 25, etc. If it is found that pads of 50 are being exhausted the Charge Officer may start giving more pads of 25 for subsequent blocks, always trying to fit in his total requirements with the number of pads of 50 and 25 available with him or earmarked for him (*vide* enclosure to Census Circular No. 4). The number of pads of 50 and 25 so determined should be entered in columns 17 and 18 of the Houselist Register and the total requirement for all the three sections and the Charge drawn up.

30. *Individual Slips.*—The requirement of Individual Slips should be similarly drawn up by adding 10 per cent. to the column 16 figure in the Houselist Register. Here pads of 100 should be

supplied for the digits of hundred and pads of 25 to cover the remaining odd figure. Thus, a block having a figure 733 in column 16 of the Houselist Register will require 733+73=806 slips and should be given 8 pads of 100 and one of 25.

31. *Sectional totals.*—The number of pads of 100 and 25 slips so determined should be entered in columns 19 and 20 of the Houselist Register and the total requirements for Urban and Rural Sections as well as for the Charge as a whole drawn up and entered in all the three Sections respectively.

32. If on comparing with stocks of these pads it is found that one category (e.g. of 25) is falling short while the other (say of 50 or 100) is surplus the distribution proposed may be suitably altered so as to use the maximum number of all categories of pads in stock and to reduce the demand for additional stock to the barest minimum. Under no circumstances the pads should be broken up and loose slips supplied to enumerators.

33. Stocks of Census Forms have now been sent from Nasik Census Stores to all the district headquarters. The Charge Officers should obtain their stocks from there soon, as they have to start preparing sets for Stage II in December (Item 40 of the Calendar of Census Operations). The work of pasting Household Schedule Abstracts on Household Schedule Pads (if not completed at district headquarters) and stamping of Location Code Numbers on the covers as well as on each Schedule and Slip should actually start in November itself.

34. *Estimate of personnel required for Stage II.*—The number of persons required to work for Stage II as enumerators and supervisors can now be very accurately estimated from the number of blocks. If the number of blocks in the Charge is 'X' the requirement of enumerators will be $X + \frac{X}{6}$ (reserve) ; and the requirement of supervisors will be $\frac{X}{6} + \frac{1}{6}\left(\frac{X}{6}\right)$ for reserve.

35. The Charge Officer should propose one supervisor for every 5, 6 or 7 Stage II Blocks which together—

(*i*) should form a compact area ; and

(*ii*) should as far as possible completely cover one or more administrative units (villages or wards).

These compact areas should be called Supervisor's Circles and should on an average have six enumeration blocks each.

36. The Charge Officer should show the number of enumerators (mostly one each) for each Stage II block in Column 21 of the Houselist Register and should by drawing brackets against a group of entries in Column 21 indicate in Column 22 of the Houselist Register how he proposes to group those blocks to make Supervisor's Circles. It is easy to draw such brackets in the Houselist Register as it contains details both for each Stage II Block as well as for each administrative unit. The totals of Columns 21 and 22 will indicate the net requirement of enumerators and supervisors for the Charge. The actual requirement should be calculated and shown under the grand total by adding 16 per cent. to both the categories as reserves.

37. *Requirement of Honoraria.*—From the totals of urban and rural populations drawn in Column 16 of the Houselist Register for the Charge, the Charge Officer should estimate the requirement of honoraria for Stage II. Here too, 10 per cent. should be added to the total of houselist population. The rate of payment will be for—

Enumerators—

Urban area	..	.. Rupee one for 40 persons.
Rural area	..	.. Rupee one for 50 persons.

Supervisors—

Urban area	..	.. Rupee one for 200 persons.
Rural area	..	.. Rupee one for 250 persons.

38. *Two fair copies of Houselist Registers.*—As required in paragraph 21 above, two fair copies of the Houselist Register (for all Sections) should be prepared. Entries made in Columns 8 and 17 to 22 of the Charge copy should be now copied in these fair copies along with Sectional totals. With this done the two copies should be complete for despatch with Stage I Report prepared as follows.

(*v*) *Preparation and despatch of Stage I Report*

39. *Stage I Report.*—The third Section of the Houselist Register called "Charge Abstract" will itself give many items of Stage I results. It is not necessary to repeat any of those items in the report. But a report is certainly needed on the administrative aspects of Stage I and on the requirements of Census Forms or amounts as compared to allotments already made. A *pro forma* for this report is enclosed. Adequate number of printed copies are being sent to you separately.

40. Stage I Report is to be prepared in triplicate. A copy is to be sent to the Collector along with one of the fair copies of the Houselist Register. Another copy of the report and the second fair copy of the Houselist Register completed as in paragraph 38 should be despatched by each Charge Officer to me directly.

41. Narrative writing in the Stage I Report should be as brief as possible. Remarks should be limited to—

(*i*) action suggested for additional Forms, amounts, etc.; and

(*ii*) very high rise or reduction in population for any administrative unit or for the Charge as a whole as compared to 1951 figures. Charge Officer's own reasons to explain such wide variations if any.

42. A set of a copy of the report and the Houselist Register should be forwarded to the Collector and to me (directly). Both these despatches should be through Registered Post. Every Charge Officer should complete all the above items and should despatch these sets on or before 7th November 1960.

43. *Consolidated abstract for the district.*—On receipt of papers as in paragraph 42 in the Collector's Office, a consolidated district abstract of only the third Section of the Houselist Register should be prepared for the district as a whole, showing in the order of Code Numbers for all Charges, Sectional totals for urban and rural areas and at the end the totals for the district for urban and rural areas as well as the grand total for the district. This district abstract should be prepared in duplicate. The same Forms of the Houselist Register should be used for this abstract.

44. *District Report on Stage I.*—Similarly a consolidated Stage I report should be prepared for the district (on the same Form) and on the basis of Charge reports. Remarks may be added to suggest action for supply of Forms, allocation of amounts for the district as a whole as well as to explain high rise or reduction as seen from Stage I results for specific areas. These remarks may also deal briefly with the administrative difficulties which were faced during Stage I. The Collector may here also mention if the quality of Stage I work in any of the Charges was of a very high order or otherwise very poor.

45. The district abstract and the district report on Stage I should together be despatched to me through Registered Post on or before 15th November 1960.

(*vi*) *Packing and despatch of Stage I Records.*

46. *Rearrangement of Record.*—If the arrangement of records as described in paragraphs 8 and 9 above has been disturbed while working for preparation of Houselist Register, etc., the records should be rearranged in the same manner to make four sets (*i*)(*a*), (*i*)(*b*), (*ii*) and (*iii*) as described in paragraph 9.

47. *List of Records.*—Three copies of contents of sets (*i*)(*a*), (*i*)(*b*), and (*iii*) should be prepared and records got checked with those lists.

48. *Packing of Sets.*—The set (*i*)(*a*) containing field copies of Houselist sets for urban areas should be packed separately. A copy of the list of contents of this set should also be kept along with the set in the packing.

49. Similarly, the other set (*i*)(*b*) of field copies of Houselist sets for all rural areas should be packed separately along with a list of contents.

50. The last set (*iii*) containing enumerator's reports both for urban and rural areas should be packed (urban and rural together) along with a list of contents.

51. *Despatch.*—The three packages prepared as at paragraphs 48, 49 and 50 should be forwarded to the Collector with a special messenger with a covering letter enclosing second copies of the list of contents of the three packages. This despatch of records from the Charge Office should be completed on or before 7th of November 1960.

52. *Set II as Charge copy.*—The set (*ii*) containing fair copies of Houselist sets both for urban and rural areas as well as sketch maps should be preserved carefully in the Charge Office for use as Charge copies during Stage II. A list of contents should also be prepared for this set for safe custody.

53. *Disposal of Records in the Collector's Office.*—On receipt of records in the Collector's Office, set (*iii*) containing enumerators' reports should be forwarded to the District Statistical Officer who will open the package, receive the contents and return the second copy of the list of contents in acknowledgement to the Charge Officer. Instructions for the procedure of compilation of these reports in his office are being issued separately.

54. The other two packages will be received and kept safely in the District office along with the second copies of their contents. Instructions for forwarding them to the various tabulation offices will be issued in due course. In the meantime, they should be carefully stored in the Collector's office as very valuable records.

55. During the second fortnight of October, the Charge Officers will (as explained above) have to complete the following items of work :—

(*i*) Preliminary scrutiny of Stage I records ;

(*ii*) 100 per cent. check of Columns 3 and 17 totals ;

(*iii*) Arrangement of records in four sets ;

(*iv*) Writing of the Houselist Register in three Sections ;

(*v*) Preparing two fair copies of the Houselist Register ;

(*vi*) Preparing Stage I report in triplicate ;

(*vii*) Despatch of Stage I report and Houselist Register (on or before 7th November 1960) ;

(*viii*) Preparing list of contents for four sets of records ; and

(*ix*) Packing and despatch of three sets of records to the Collector's Office (on or before 7th November 1960).

56. These items are of course inter-dependent and together depend upon the completion of housenumbering and houselisting work in time. Charge Officers are, therefore, requested to keep a strict watch on the progress of field work during the first fortnight of October and on the progress of work in their offices during the second fortnight. Any village lagging behind is likely to delay the Stage I for the whole Charge.

57. The items of work as at paragraph 55 will together make a peakload on the Census Section during this period. The Charge Officers are, therefore, requested to depute one or more clerks from their other establishment for assistance.

58. Completion of work and despatch of records and results on the prescribed dates are very essential items as otherwise our staff in Tabulation Offices will be idle without work and the Charge Officers will lose precious time required for Stage II on the arrears of Stage I thus more or less upsetting the whole programme of work.

59. We propose to hold a Conference of District Census Officers at Bombay during the third week of November. By that time they should have left Stage I behind and should have given enough thought to their problems for Stage II. The District Census Officers are requested to visit all their Charge Offices during October—

(*i*) to ensure progress of Stage I work ;

(*ii*) to explain the items of work (as in paragraph 55) personally to the Charge Officers ; and

(*iii*) to discuss possible difficulties of the Charge Officers for Stage II.

CHARGE REPORT

Name of the Charge Officer ..... District .....
..... Taluka .....
..... Town .....
..... Location Code No. .....

PART A

1. Total number of urban areas in the Charge .....
2. Total number of villages in the Charge .....

	Appointed	Actually worked
3. Number of Enumerators including reserves for Stage I		
4. Number of Supervisors including reserves for Stage I		
5. Number of Section Officers for Stage I		
6. Number of Instructors, if any		

7. Date of commencement of the first training programme in the Charge for housenumbering .. ..
8. Date of completion of the last training programme for housenumbering .. ..
9. Date of commencement of housenumbering work .. ..
10. Number of places (villages or towns) where the housenumbering work could not be started on 16th September .. ..
11. Date of completion of houselisting work .. ..
12. Number of places where the work of houselisting could not be completed by 15th October 1960 .. ..
13. (*a*) Number of houselist forms originally received .. ..
    (*b*) Number of additional houselist forms subsequently supplied .. ..
    (*c*) Total number of houselist forms supplied .. ..
14. Number of houselist forms actually utilised .. ..

	In Rural area	In Urban area
	Rs. nP.	Rs. nP.
15. Estimated amount of Honorarium for Stage I		
16. Advance Honorarium paid		
17. Balance of Honorarium paid to date		
18. Balance of Honorarium remaining to be paid [15 — (16 +17)]		

PART B—STAGE II WORK

1. Requirements of Census Forms for Stage II for the Charge—

	Estimated requirements on the basis of population from the Houselists			Already supplied or earmarked	(+) Excess of forms received (—) Shortage of forms (Col. 4 — Col. 5)
	Urban areas	Rural areas	Total		
1	2	3	4	5	6
Household Schedules					
(*i*) Pads of 50					
(*ii*) Pads of 25					
Individual Slips—					
(*i*) Pads of 100					
(*ii*) Pads of 25					

2. Estimated amount of Honorarium required for Stage II for the Charge—

	Urban areas	Rural areas	Total
(*i*) Number of Enumerators required for Stage II			
(*ii*) Number of Supervisors required for Stage II			
(*iii*) Estimated amount of Honorarium required—			
(*a*) for Enumerators			
(*b*) for Supervisors			
Total ..			

3. Remarks on Stage I work in the Charge.

Date

Signature of the Charge Officer.

POPULATION CENSUS 1961—HOUSELIST REGISTER

Name of District :————————
Name of Taluka/Tehsil:————————
Location Code No. ————————

Code No.	Name of Urban area/ Village	Area in acres	1951 Population of the Village or Urban area	Code No. of Ward and its name, if any	Stage I Block No., if any	Houselist Set No.	Block No. of Stage II	House numbers covered in the set From.....to..... (From cover page of Houselist Set)
1	2	3	4	5	6	7	8	9

Total No. of Census Houses (Col. 3 of Enumerator's Report)	Total No. of Factories, Workshops, Establishments (Col. 4 of Enumerator's Report)	Total No. of households in the set (Col. 5 of Enumerator's Report)	Total No. of Rooms (Col. 6 of Enumerator's Report)	Number of persons in the household			Requirements of Census Forms				Number of Enumerators required for Stage II	Number of Supervisors required for Stage II
				Males (Col. 7 of Enumerator's Report)	Females (Col. 8 of Enumerator's Report)	Total (Col. 9 of Enumerator's Report)	Household Schedules		Individual Slips			
							Pads of 50	Pads of 25	Pads of 100	Pads of 25		
10	11	12	13	14	15	16	17	18	19	20	21	22

CENSUS CIRCULAR No. 17

Bombay, 17th October 1960.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
THE EXECUTIVE HEALTH OFFICER, Bombay Municipal Corporation, Bombay,
ALL CHARGE OFFICERS.

Subject.—1961 Census—Stage II.
Pre-enumeration arrangements.

With the despatch of results and records under paragraphs 42, 45 and 51 of Census Circular No. 16, the Charge Officers and the District Officers would have completed Stage I of 1961 Census. By preparing Houselist Registers some preparatory work has also been done for Stage II, as—

(*i*) each Charge area has been already sub-divided into enumeration blocks and supervisor's circles ; and

(*ii*) requirement of Census Forms, personnel and amounts of honoraria have been estimated for each block and for the Charge as a whole.

2. *Stage II.*—Enumeration, or the actual counting of population, is the most important and the most extensive stage of a Population Census. Selection and appointment of hundreds of persons, their training and equipment for efficient field work and effective supervision while enumeration work is in progress, are formidable administrative tasks. They can be performed efficiently only if Charge Officers proceed on systematic lines and make sure that their charge does not lag behind the schedule at any step.

3. *Three Phases of Stage II.*—Stage II work consists of three phases—

(*i*) Pre-enumeration arrangements
(1st November 1960 to 9th February 1961) ;

(*ii*) Actual enumeration work
(10th February to 5th March 1961) ; and

(*iii*) Post-enumeration arrangements.

In this Circular, we will only deal with instructions for (*i*) pre-enumeration arrangements. Instructions on the other two phases, *viz.*, (*ii*) actual enumeration work, and (*iii*) post-enumeration arrangements will be issued separately.

4. *Items of pre-enumeration arrangements.*—Below is a list of items to be completed by each Charge Officer during the pre-enumeration phase. The date by which each item should be completed is indicated against that item. The following paragraphs explain each of these items in detail :—

Item	Date by which should be completed
(*i*) Numbering of enumeration blocks and supervisor's circles (Paragraphs 5 to 7 below).	15th November 1960.
(*ii*) Preparation of Control Register (Paragraphs 8 to 13 below).	Start on 15th November 1960. Keep up-to-date.
(*iii*) Obtaining adequate supplies of Census forms, literature and budget allocation (Paragraphs 14 to 18 below).	15th November 1960.
(*iv*) Preparation of a programme of intensive training (Paragraphs 19 to 26 below).	20th November 1960.
(*v*) Selection of personnel from various local offices for appointment as enumerators, supervisors or reserves in both the categories (Paragraphs 27 to 30 below).	30th November 1960.
(*vi*) Preparation of the first set of Census forms and appointment orders (Paragraphs 31 to 34 below).	30th November 1960.
(*vii*) Issue of appointment orders of enumerators, supervisors and reserves (Paragraphs 35 and 36 below).	1st December 1960.
(*viii*) Issue of training orders— (*a*) to the trainees, and (*b*) to the officers who would conduct classes (Paragraphs 37 and 38 below).	10th December 1960.
(*ix*) Stamping of Location Code Numbers on Census forms (Paragraphs 39 and 40 below).	31st December 1960.
(*x*) Preparation of abbreviated houselists (Paragraphs 41 and 42 below).	31st December 1960.
(*xi*) Preparation of second sets of Census forms (Paragraphs 43 to 46 below).	15th January 1961.
(*xii*) Carrying out the programme of intensive training (Paragraphs 47 to 52 below).	During December 1960 and January 1961.
(*xiii*) Issue of second sets of Census forms, etc. (Paragraphs 53 and 54 below).	7th February 1961.
(*xiv*) Payment of advance honoraria (Paragraphs 55 and 56 below).	7th February 1961.

(*i*) *Numbering of Enumeration Blocks and Supervisor's Circles*

5. *Block Nos. 1, 2, 3.....*—Enumeration blocks have been already numbered in Column 8 of the Houselist Register. These blocks have been grouped or bracketted against Column 21 of the Houselist Register to make supervisor's Circles. The numbering of blocks (in Column 8) is in a series running for the entire Charge. The supervisor's Circles may also for convenience of administrative reference be similarly numbered but by alphabets A, B, C, D, etc., to Z and if needed further by A^1, B^1, C^1, up to Z^1, etc., and so on.

6. *Circle Nos. A, B, C.....*—Circle A will comprise the first five, six or seven blocks, Circle B the following five, six or seven blocks and so on. These alphabetical numbers should be entered in Column 22 of the Houselist Register and in Column 5 of the Control Register (*see* paragraph 10 below).

7. *Location Code not to be confused with Block or Circle Numbers.*—It may be noted that the numbers of Stage II Blocks and the alphabetical numbering of supervisor's Circles are both to be used only for administrative purposes. None of them would become an element of Location Code. The Location Code remains the same for any administrative unit as in Stage I and as fixed under Census Circular No. 8. In an urban area the Location Code will be of five elements, viz.,

District/Taluka/Urban area/Ward/House Number.
1 2 3 4 5

In a rural area, it will have only four elements, viz.,

District/Taluka/Village/House Number.
1 2 3 4

The first three elements in the case of urban areas and the first two elements in the case of taluka charges are to be rubber stamped on all Census Forms and orders or literature issued from any Charge Office (*see* paragraph 39 below). The enumerators will have to write in hand the two remaining elements of the Location Code on each Census Form or report. The number of Stage II Block or Circle does not appear on any of those technical forms. It will, however, appear in appointment orders, reports, pad covers, etc., issued from or received in the Charge Offices.

(ii) Preparation of Control Register

8. By preparing the Control Register and by keeping it up-to-date, the Charge Officers will be able to watch the progress of various steps to be taken during Stage II. Postings of dates of issue and service of orders at various stages (e.g. Columns 6, 7, 8 and 9) will obviate the need of keeping any office copies of those orders and in this and in many other ways the Control Register will considerably reduce scriptory work in the Charge Offices. A form of the Control Register is enclosed. Printed copies of the forms and printed brown covers have been sent to you separately.

9. *Control Register in two parts.*—The Control Register should be prepared in two parts, the first part for all supervisors and reserves and the second part for all enumerators and reserves. The two parts should be stitched separately. In each part entries should start (as in the Houselist Register) in the order of block numbers first for urban areas and then for rural areas with a new page. The block numbers or the Circle numbers should, however, be running continuously through urban areas to rural areas.

10. Entries in Columns 1 and 4 in Part I for supervisors should be made for all the enumerator's blocks. A bracket should be drawn against Column 4 to group the number of blocks comprising a circle showing its alphabetical number in Column 5 and below it the name of the supervisor, etc. The Circles should be identified with their letters, A, B, C.....etc., but names of villages and the numbers of blocks comprised in each Circle should be shown in full details in Columns 1 and 2 as those details are subsequently required for issue of appointment orders, etc.

11. Similarly, for Part II, for enumerators, entries in Columns 1 to 4 should be made from Columns 8, 1, 2, 12 and 16 of the Houselist Register.

12. Entries in Columns 6 and 7 should be made as soon as appointment orders are issued and served. Entries in Columns 8 to 15 should be made against each supervisor or enumerator as soon as the training programme is finally fixed and training orders issued and served.

13. Entries in Column 16 should be made as soon as IInd Sets are issued to enumerators and supervisors (*see* paragraphs 53 and 54 below). Number of pads actually issued to each supervisor and enumerator should be entered in Columns 17 to 20. The amount of honoraria paid in advance should be shown in Column 21. The remaining Columns 22 to 26 should be filled in after enumeration is over and records are received and scrutinized in the Charge Office.

(iii) Obtaining adequate supplies of forms, literature and budget allocation

14. Paragraph 17 below shows various items of Census Forms and literature required during Stage II. All items of Stage II work require those forms (*see* paragraph 4) and work on most of them is to start in November itself. The Charge Officers should, therefore, see that they get sufficient stocks of all the items by 15th November in their hands. All these items should be checked up from time to time and verified with requirements for the remaining items of work.

15. Enough spare stocks of all those items will be available at the District headquarters and with us at Bombay. The Charge Officers are therefore requested not to ask for stocks in excess of their actual requirements. In fact if they have any item in excess of what they actually require, the excess should be reported to the Collector's office so that shortages in any other charge could be met from such surpluses within the district.

16. We are taking action here to provide adequate budget allotments required for payment of honoraria during Stage II. The amounts are, however, required for disbursements in February and March 1961, and there is ample time for making additional allocations.

17. *List of Census Forms and literature.*—Following are the items of Census literature and Forms required during Stage II. Requirements for each Charge have been shown against each item. The number of Stage II blocks in the Charge assumed for calculating requirements is X :—

Item No.	Name	Requirement
	Technical Forms	
(1)	Household Schedule pads of 50 each.	Requirements as calculated for each Block and for the Charge as a whole in Columns 17 to 20 of the Houselist Register.
(2)	Household Schedule pads of 25 each.	
*(3)	Household Schedule pad Abstracts.	
(4)	Individual Slip pads of 100 each.	
(5)	Individual Slip pads of 25 each.	
*(6)	Enumerator's pad Abstracts	
(7)	Abbreviated Houselist ..	Two sheets per block. 2¼ X for the Charge.
(8)	Block Report ..	Two sheets for each block. 2¼ X for each Charge.
(9)	Household Schedule Pads printed in red for Training Census—in pads of 10.	1½ X for each Charge.
(10)	Individual Slip Pads printed in red for Training Census —each having 50 Slips.	1½ X for each Charge.
	Administrative Forms and Literature	
(11)	Control Register including printed brown covers.	12 sheets and two covers for each Charge.
(12)	Appointment order for enumerators.	1½ X for each Charge.
(13)	Appointment order for supervisors.	1/6th of item 12 for each Charge.
(14)	Pamphlet on general information about Census.	1½ X for each Charge.
(15)	Training order to be issued to enumerators and supervisors.	1½ X for each Charge.
(16)	Intimations to be issued to officers conducting training classes.	40 copies per Charge.
(17)	List of trainees to be attached to item 16.	2 sheets per Order issued at item 16. 80 sheets per Charge.
(18)	Booklet of Instructions for enumeration.	1½ X for each Charge.
(19)	Letters of Authority ..	1½ X for each Charge.
(20)	Printed pulp boards or sheets showing abbreviations.	1½ X for each Charge.
(21)	Publicity material ..	Various items would be sent from time to time.

18. Item 11 in paragraph 17, *viz.*, the Control Register has been printed only in English. All the other 20 items have been printed in English and Marathi both. Stocks of Marathi will be needed for Charges doing work in Marathi. Stocks of English will be required for Charges doing enumeration work in English.

(iv) Preparation of a Programme of Intensive Training

19. *Objects of Training.*—Training of staff appointed for enumeration is the most important aspect of a population Census. In fact, a good training is the essence of a good Census. Objects of training are :—

(*a*) to teach how the various questions should be asked and answers recorded ;

* These abstracts are printed on the brown pad cover of each pad. They are not supplied separately.

(*b*) to explain definitions of terms and interpretations of questions to ensure All India uniformity of returns ;

(*c*) to explain how the enumerators and supervisors should generally conduct themselves during enumeration ; and

(*d*) to develop proper attitudes among the entire enumeration staff.

20. *General principles of training.*—The following standards have been fixed for maintaining uniformity and for ensuring satisfactory training :—

(*i*) All the enumerators and supervisors (including reserves) in a charge area should for the purposes of training be grouped in a few batches. A batch should not have more than fifty trainees.

(*ii*) Each batch should be given training for enumeration in not less than three rounds of training. Each round of training should consist of two theory classes and one practical demonstration, in which at least five Household Schedules and ten Slips should be filled in before the batch of trainees. The last of the practical demonstrations should be a training Census in which each trainee should actually enumerate ten households and fifty persons himself.

(*iii*) The Charge Officer should personally conduct at least one round of training for everyone of the batches of trainees of his Charge.

(*iv*) The District Census Officer and the District Statistical Officer should between them personally conduct at least one round of training for every batch of enumeration staff within their jurisdiction.

(*v*) The Assistant Collector or Deputy Collector concerned should personally conduct at least one round of training for every batch of trainees within his jurisdiction.

21. Soon after the requirement of staff is finalised the Charge Officer should—

(*a*) group all the enumerators, supervisors and reserves in suitable number of batches ;

(*b*) select suitable centres for arranging rounds of training for each batch. Centres should be fixed in such a way that the trainees should not be required to travel long distances from the places of their normal duty or residence ;

(*c*) fix up tentative dates of training rounds at each of these centres ; and

(*d*) tentatively assign various training rounds among the various officers who are to conduct these rounds (including himself).

22. If the number of batches in a Charge is X, the training rounds to be arranged will be 3 X. Out of them, the Charge Officer himself has to take X rounds, the District Census Officer and the District Statistical Officer together will take other X and the Assistant or Deputy Collector concerned will take the remaining X rounds.

23. Proposals prepared under paragraph 21 by all the Charge Officers in a district should be discussed in a Conference of all Charge Officers, Assistant or Deputy Collectors, etc. held at the district level and a properly co-ordinated programme of training should be finally drawn up for approval by the Collector.

24. Each Charge Officer should submit his proposal under paragraph 21 to the Collector on 20th November. A district level meeting of all Charge Officers should be held between 20th November to 10th December. Incidentally, these district level meetings would be convened also for training Charge Officers for Stage II. Orders to fix the training rounds to be conducted by the District Census Officer, District Statistical Officer, Assistant or Deputy Collectors and Charge Officers should be issued under Collector's approval from his office on or before 8th December 1960. Intimations regarding the list of trainees at each centre should be issued from the respective Charge Office subsequently.

25. We start training for Stage II with the Conferences of District Census Officers and District Statistical Officers at Bombay. District level meetings for training higher officers should be held from 20th November to 10th December 1960. The Charge level programme of three training rounds should be fixed up and completed during the period from 16th December 1960 to 31st January 1961. The break up for the three training rounds should be as follows :—

(*i*) First training round for all batches in the Charge.	16th December 1960 to 31st December 1960. (Different dates for different batches and centres).
(*ii*) Second training round for all batches in the Charge.	1st January 1961 to 15th January 1961. (Different dates for different batches and centres).
(*iii*) The third or final training round for all batches in the Charge.	16th January 1961 to 31st January 1961. (Different dates for different batches and centres).

26. Concessions allowed by Government from office hours, etc., equally apply for the period of training. One or more of the above training rounds may as far as possible be held on Sundays or other public holidays so that the training programme causes minimum disturbances to the normal working of Government Offices from where most of the Census staff would have been drawn.

(*v*) *Selection of Personnel*

27. Soon after completion of housenumbering and listing work, all the Charge Officers should start correspondence with various Local Officers to find out which of their employees are available for appointment as enumerators or supervisors and for which Stage II Blocks or Supervisor's Circles they could be appointed. The Government of Maharashtra have, through their Government Resolution, General Administration Department, No. CNS-1060/558-H, dated the 18th June 1960, issued general orders for employment of Government staff for Census work. Various Ministries of the Government of India have similarly issued orders to their subordinate staff. The Charge Officers are thus competent to appoint any Government employee for this work.

28. *General principles for selection.*—The selection and appointment of persons should, however, be made with the following considerations :—

(*i*) As far as possible employees of the following categories should not be appointed as enumerators or supervisors for Census work :—

(*a*) Staff from Assembly Secretariat ;

(*b*) Technical personnel of Public Works (Buildings and Communications and Irrigation and Power), Medical and Public Health Departments ;

(*c*) Employees of Police Department other than clerks.

(*ii*) The drawal of staff for Census duty should as far as possible be uniformly spread over all the Local Offices and Departments.

(*iii*) Too many persons should not be drawn from any one Office or Department so as to prejudice its day-to-day work severely. Care should be taken in the selection of teachers also so that too many teachers are not drawn for Census duty from the same school.

(*iv*) Persons appointed for Census duty should, as far as possible, be given Blocks or Circles in which they either reside or normally work. This would enable them to combine Census work with their normal duties, reduce expenditure on to and fro journeys and will also improve quality of their Census work ;

(*v*) Enumerators should be appointed from among talatis, primary school teachers, Gram Panchayat Secretaries, clerks, employees of local bodies, etc.

(*vi*) Supervisors should be appointed from among the supervisory staff of the Revenue Department, Statistical Assistants of the blocks, Block Extension Officers, Gram Panchayat Inspectors, Headmasters and similar supervisory staff of Education and other Departments.

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29. Under Government Orders, Census work is to be performed as a part of and in addition to normal duty. Government have also requested all Heads of Departments and Heads of Offices to give concessions from office attendance, office hours, etc., to all their employees who are busy with Census work. Having once finalised the selection of staff, the Charge Officers should resist all requests for exemption from Census duty because an attempt to concede to one such request may lead to many more similar requests.

30. While making selections of personnel, the number of supervisors and enumerators required to be in reserve, should also be considered. There are bound to be a few cases—(*i*) of transfers of employees selected for Census work ; (*ii*) of orders not being served because of change of address or some other reasons ; and (*iii*) of selected persons falling sick, etc. The Charge Officers will keep all such possibilities in view and take care that they do not create unforeseen difficulties for them during enumeration.

(vi) Preparation of the First Set

31. The first letter to issue to all the enumerators and supervisors (including reserves) is the order of their appointment for Census work, also conveying to them the area assigned and the nature of duties they have to perform. This initial order of appointment should be accompanied by a pamphlet on general information about Census and a booklet of instructions on enumeration.

32. The first sets to be prepared in the Charge Office should thus contain—

(*a*) Appointment order (Item 12 or 13 of paragraph 17) ;

(*b*) Pamphlet on general information on Census (Item 14 of paragraph 17) ; and

(*c*) Booklet of instructions on enumeration (Item 18 of paragraph 17).

33. It may be noted that item (*a*) above is printed separately for enumerators and supervisors. The first sets will thus be of two types one for enumerators and the other for supervisors. They are also to be issued to persons proposed to be in reserve. The Control Register will show requirements of both the types of sets. All the sets should be got ready by the end of November.

34. Preparation of sets does not only mean assembling of the various items of Census material together. The appointment orders should be filled in properly and sets should be prepared and kept ready for dispatch in properly addressed envelopes.

(vii) Issue of Appointment Orders

35. The sets prepared as above should be issued on 1st December 1960. The Charge Officers should make arrangements for their service within 3-4 days and for getting reports on their service before 7th December 1960.

36. The Charge Officers should also see that block boundaries are shown correctly in the appointment orders. This should be done by describing the name of the Ward or village and the house numbers covered by that block as shown in Column 9 of the Houselist Register. Columns 6 and 7 of the Control Register should be filled in as soon as service reports are received in the Charge Office.

(viii) Issue of Training Orders

37. As soon as the Charge Officer's proposals for fixing centres and the co-ordinated programme of all the three training rounds have been approved by the Collector—

(*i*) orders should issue on or before 8th December from the Collector's Office to all Officers concerned to personally conduct the training rounds on specified dates and centres ;

(*ii*) Charge Officers should issue—

(*a*) intimations to all Officers about the names of trainees, etc., at the centre ; and

(*b*) orders to all enumerators and supervisors to attend the training rounds on specified dates and centres.

38. Forms for (*ii*) (*a*) and (*ii*) (*b*) above have been printed (Items 16 and 15 in paragraph 17 above). Charge Officers should fill in and issue all these orders on or before 10th December 1960. No office copies need be kept for (*ii*) (*b*). Charge Officers should also take care that these orders are properly served on the persons concerned in good time. Soon after issue and receipt of service reports entries should be made in the Control Register in Columns 8 and 9 respectively.

(ix) Stamping of Location Code Numbers

39. As explained in paragraph 4 of Census Circular No. 13, no technical Census Form should be issued from the Charge Office without the Location Code Nos. of the Charge being rubber-stamped on it. Technical Forms are to pass through various tabulation processes and they should, therefore, necessarily have Location Code Nos. of the Charge rubber-stamped and those of the Ward or village and the house numbers written in hand. Location Code numbers are to be stamped not only on the pad covers but inside on the first line of all Schedules and all Slips.

40. The Charge Officers may also rubber-stamp every other pamphlet or order being issued from the Charge Office. This may not be as necessary as stamping on technical Forms. Yet it will impress upon the enumerators and supervisors the need of their writing the remaining elements of Location Code in hand on each Schedule, Slip, or report.

(x) Preparation of Abbreviated Houselists

41. Houselists have been prepared for being used as a framework for enumeration of population. These lists also contain the number of males, females and total persons found in each household during the period of houselisting. It is felt that these estimates of population would probably misguide the enumerators. They may fill in the same number of Slips in each house and may not take care to find out if there are any more persons in the household. They may similarly overlook a few houses where no one was residing during houselisting but where some persons might have started living in the meantime. It has, therefore, been decided not to give houselist sets in the hands of enumerators. Instead an abbreviated list of houses (Item 7 in paragraph 17) is to be prepared for each Stage II Block and given to the enumerators. Entries are to be copied from the houselist sets only in respect of Columns 3 and 12. Adequate number of printed copies have been sent to districts separately.

42. A person may very easily write these abbreviated houslists for ten sets in a day. The Charge Officers should get these lists for all Stage II Blocks prepared before 31st of December 1960. Some other members of the Charge Office staff may be asked to assist the Census Clerk in this work. If it is not possible, the work may be got completed on piece work basis and the Charge Officers may only in unavoidable circumstances spend out of contingencies up to one rupee per ten sets (or ten blocks) on this item. These abbreviated lists are to be issued to enumerators as one of the items in the second sets.

(ix) Preparation of Second Sets

43. Second sets should also be prepared separately for the enumerators and supervisors. They are to be issued just before the enumeration staff is proceeding for enumeration work. The work of distribution (issue) of second sets should start on 1st February 1961, and should be completed by 7th February 1961. All the sets should, therefore, be ready by 15th January 1961.

44. The second sets for issue to enumerators should consist of—

(*i*) a letter of authority (Item 19 of paragraph 17) ;

(*ii*) required number of Household Schedule Pads of 50 and Pads of 25 (Items 1 and 2 of paragraph 17) ;

(*iii*) required number of Individual Slip Pads of 100 and 25 Slips (Items 4 and 5 of paragraph 17) ;

(*iv*) two copies of Block Report (Item 8 of paragraph 17) ;

(*v*) abbreviated Houselist prepared for the block concerned (Item 7 of paragraph 17) ; and

(*vi*) one copy of printed pulp board showing abbreviations to be used (Item 20 of paragraph 17).

45. The second set for issue to supervisors should consist of—

(*i*) a letter of authority (Item 19 of paragraph 17) ;

(*ii*) spare pads of Household Schedules and Individual Slips, one of each category and size ;

(*iii*) two copies of block reports ; and

(*iv*) one printed pulp board showing abbreviations to be used.

46. Preparation of second sets does not only mean assembly of all items in a set. They have to be filled in and each Household Schedule and Slip inside each of the pads is to be rubber-stamped with the Charge Offices' Location Code Nos. The sets thus filled in for each of the blocks should be carefully bundled up, entries in the register of distribution of forms properly prepared and the bundles should be kept ready so that they could be issued to enumerators without much time or effort later on.

(*xii*) *Carrying out the Programme of Intensive Training*

47. The entire programme for all the three rounds of training should be carried out as fixed under the approval of the Collector. The Charge Officer should depute some one from his office to make arrangements for holding the training class at each centre regarding place of training, sitting arrangements, blackboards, etc. As far as possible, there should be no change of centres, dates for training or of officers nominated by the Collector to take training. If an Officer proposed for a training round, cannot, because of unavoidable reasons, take the training as fixed, the Charge Officer should himself take the training or ask one of his Section Officers to take it. This matter should, however, be reported to the Collector.

48. The Government has through Circular letter, No. CNS. 1060/1249-H of 18th July 1960, ordered 25 per cent. reduction in the quantum of inspection work to be done by all Revenue Officers during the year 1960-61. There should, therefore, be no difficulty to any Assistant/Deputy Collector or to any Charge Officer in completing the minimum prescribed rounds of training for Stage II.

49. If any person out of the trainees remains absent at any centre the Charge Officer should immediately order him to attend the training round at another centre, so that all trainees (including reserves) complete First, Second or Third round of training during the fortnight allotted for each round respectively.

50. If at the close of any training round, the Officer giving the training reports that anyone of the trainees has not taken the training seriously or has not understood the subject properly, the Charge Officer should make special arrangements for such below-average person and train him at the taluka headquarters before he is taken up for training Census as a part of the final round of training.

51. A training round consisting of two theoretical classes and a practical demonstration will need two full sittings of three hours each. Out of the six hours, theory may need 4 to 5 hours and practical demonstration about 1 to 2 hours. It would be better if the two sittings are held (where possible) on two consecutive days. But in rural areas both the sittings should be held on the same day and the trainees should not be required to camp at the training centres.

52. During the first two rounds, theory may be explained first, then a practical demonstration should follow and then should be a closing session for explaining doubts, difficulties, etc. But the third or the final round should start with field work as a training Census. All the trainees should actually conduct a Census of ten households and fifty individuals each and fill in the Training Census Pads printed in red. This should be followed by a theory class in which mistakes made and difficulties experienced by the enumeration staff are discussed and resolved.

(*xiii*) *Issue of Second Sets*

53. The second sets should be issued to enumerators or supervisors during the first week of February 1961. The sets should be issued only after ascertaining that the enumerator or supervisor has actually undergone all the training rounds. The Enumerator or Supervisor should sign in the Register of Distribution of Forms to acknowledge receipt of the second set.

54. It may be necessary to ask all the Enumerators and Supervisors to come to the Charge Office to obtain the second set as well as an advance out of honorarium payable to them. Such visits would enable them to seek instructions from the Charge Officer on difficulties, if they have any, regarding the enumeration work in the block asigned to them. It will also indicate to the Charge Officers the blocks for which they have to make alternate arrangements from among the reserves, etc.

(*xiv*) *Payment of Advance Honoraria*

55. Under Government orders Census work is to be performed by all Government employees and employees of local bodies as a part of their normal duties. No extra payments have been made for Census work in the past and Census duties have always been performed most willingly and purely on a voluntary basis. For the first time in the history of Indian Census, the Government have for the 1961 Census decided that honoraria should be paid to all enumerators and supervisors to cover purchase of stationery and other small items of out of pocket expenses incurred by them while they are busy with Census work.

56. Honoraria is payable at the following rates :—

Enumerators :		
Urban areas	..	Rupee one for every forty persons enumerated.
Rural areas	..	Rupee one for every fifty persons enumerated.
Supervisors :		
Urban areas	..	Rupee one for every 200 persons enumerated in the circle.
Rural areas	..	Rupee one for every 250 persons enumerated in the circle.

57. With the normal sizes of the circles and blocks, an enumerator may on an average get Rs. 15 and a supervisor may get Rs. 18 as honoraria.

58. An advance payment of Rs. 5 should be made to each enumerator and supervisor at the time of issue of second sets. Such payment should, however, be made through Acquittance Rolls as described earlier for Stage I in paragraph 38 of Census Circular No. 9.

59. The above paragraphs will show that there is nothing very difficult in these pre-enumeration arrangements. It is more a matter of detail working with patience. Even then all the items together will certainly make a peak-load of Census work in each Charge Office. The Charge Officer will have to constantly keep in touch with the progress of various items as well as ensure that detail work is being done on correct lines.

60. Organising enumeration for a Population Census is a huge administrative task. A small mistake or delay at any stage once made even in a corner of a Charge area would not only prejudice the quality of Census work of that area but would also spoil or affect the quality of work in the district or in the State as a whole. The Charge Officers are, therefore, requested to see that everyone concerned with Census work in their Charge understands this responsibility. Government expect everybody to do his best for the 1961 Census to make it the best of the Censuses held so far.

1961 POPULATION CENSUS—CONTROL REGISTER

Office of ..... Census Charge .....District ..... Code No. .....

Serial No. of Stage II Block	Name of village/ward in which the block is situated and Code Number	Number of households as found in Stage I	Population as found in Stage I	Name of Enumerator or Supervisor, designation and address in brief	Appointment order and first-set of Census literature		Training order	
					Date of issue	Date of service	Date of issue	Date of service
1	2	3	4	5	6	7	8	9

Training rounds fixed for him and whether attended by him						Date of issue of Authority letter and second set of forms	Number of Census forms issued/returned				Advance Honorarium paid	Date of return of enumeration record	Preliminary scrutiny of records in Charge Office	Net population enumerated	Total Honorarium payable	Net balance of Honorarium due	Remarks
1st Round		2nd Round		Final Round			Household schedules		Individual slips								
Centre	Date	Centre	Date	Centre	Date		Pads of 50	Pads of 25	Pads of 100	Pads of 25							
10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27

CENSUS CIRCULAR No. 18

Bombay, 12th January 1961.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS,
THE EXECUTIVE HEALTH OFFICER, Bombay Municipal Corporation, Bombay.

Subject.—Supplementary instructions for enumeration.

It has become necessary to issue supplementary instructions for—

(*i*) Enumeration of houseless persons ; and

(*ii*) Special enumeration of scientific and technical personnel.

Copies of this Circular may, therefore, be kindly distributed to all enumerators and supervisors during the third or the final training round or where the final training round is also over along with the second set of Census Forms. (English copies in areas where Census work is being done in English.) Printed Marathi copies of the same instructions are also being despatched separately for distribution to enumerators, supervisors, etc., in areas where Census work is being done in Marathi.

2. Paragraphs 59 to 64 of Instructions for Enumeration Part I as well as of the Marathi green booklet indicate the procedure of enumerating houseless persons. This should suffice the purpose for all Rural areas. The following supplementary instructions are, therefore, issued for use only in Urban areas. Distribution of copies should therefore be restricted only to urban areas and project centres.

Enumeration of Houseless Persons

3. Houseless persons to be enumerated on the night of 28th February, 1961 (where necessary on the night of 1st March, 1961, also) will be of the following categories :—

(*a*) Persons who might be doing domestic service or some other work with one or more households but who do not reside in any house and are found to be sleeping in the corridors, verandahs or passages in buildings or on the streets ;

(*b*) Wandering or nomadic tribes found to be staying in temporary huts, rahooties, etc., or residing without any such huts, etc., just on the open ground ; and

(*c*) Beggars, vagrants, tramps, sadhus, fakirs, lepers, etc., who are found on the footpaths, streets, otlas, in open places, parks, gardens, seashore, railway yards, etc.

4. Each Charge Officer or Section Officer should prepare a scheme for enumeration of houseless persons in each urban area. Normally, each enumerator should enumerate all the houseless persons found within his block. Special attention will have to be paid to big open places not falling within the boundary of any one block. Big open places, parks or seashore, etc., where houseless persons are likely to be found in large numbers should be listed and supervisors or enumerators in reserve should be appointed in the required numbers as special enumerators for the night of 28th February, 1961, as a person may be expected to fill in only 40-50 Slips during that night.

5. Assistance from the Police and Home Guards should be arranged wherever necessary. Such assistance would be needed to get all persons of category (*c*) above to a fixed enumeration centre (say in a Police Station) and also for enumerating houseless persons of (*a*) and (*b*) categories at night. The Collectors may request the District Superintendents of Police and get instructions issued to all Police Stations in urban areas. In 1951 in Bombay for example, eleven enumeration centres were opened in Police Station houses. About one thousand Policemen were employed to get houseless persons of (*c*) category to the enumeration centres and to assist the enumerators in enumeration of persons of (*a*) and (*b*) categories. Health Department had spared ambulance cars. Enumerators in required numbers continuously worked at each enumeration centre. Furniture, lights, etc., were provided by Police and Municipal authorities.

6. Individual Slips are to be filled in for houseless persons of all categories. The house number in the location code should be written as (X). Household Schedules should be filled in for only category (*b*) found to be residing in temporary huts, pals, rahooties, etc. Household Schedules (both Part I and Part II) need not be filled in respect of other houseless persons of all categories.

7. Care should be taken not to count as houseless persons—

(*a*) members of households having houses but sleeping on the streets or at other public places for want of enough accommodation or other similar reasons ; and

(*b*) temporary visitors or guests staying in Dak Bungalows, Guest Houses, etc. who in spite of their absence would be counted at their households.

Special Enumeration of Scientific and Technical Personnel.

8. Government have recently decided that some additional information should be obtained for every person having a degree or a diploma in some scientific or technical subject. This information is, however, to be furnished by the scientifically or technically qualified person himself. The enumerator has simply to leave, with the household concerned, a printed card for being filled by the person concerned. The printed card may be posted by the qualified person himself without affixing postal stamps or may be handed over to the enumerator during his second or revisional round from 1st to 5th March.

9. This additional information is to be obtained only in urban areas and in centres where work on Major Irrigation or Power Projects is in progress. The list of such irrigation or power projects for each district will be prepared by the Collector of the district.

10. Each enumerator working in urban areas or in such selected centres should be given 15 printed cards and instructed to leave a card in a household where he finds in reply to question 6 of the Individual Slip a person having a scientific or technical degree or diploma (*see* paragraph 13 below).

11. The enumerator should first write the location code No. of the household in the rectangle on the printed card and make a note in the abbreviated houselist against the household concerned to indicate that a special enumeration card has been supplied. There is no need of any explanations for filling the cards.

12. In his second or revisional round, the enumerator should ask the Head of the Household if the " Special Enumeration Card " has been filled in and posted. If not he should request the head of the household or the person concerned to fill it and to hand it over to him. The enumerator should try to collect as many cards as possible and should send them to the Charge Officer through his Supervisor.

13. The qualifications of those to whom the special enumeration cards are to be distributed are as follows :—

(*a*) *Science.*—Anybody holding B.A. or B.Sc. or M.A. or M.Sc. or higher degrees (Ph.D., etc.) in Science, subjects like Physics, Mathematics, Chemistry, Agriculture, Geology, Geo-Physics, Geography, etc.

(*b*) *Engineering.*—Anyone holding a recognised Degree or Diploma in Engineering.

(*c*) *Technology.*—Anyone holding a Degree or Diploma in Technical subjects like Chemical Technology, Leather Technology, Textile Technology, Glass and Ceramic Technology, Food Technology, etc.

(*d*) *Medicine.*—Persons holding Degree or Diploma in Medicine and/or Surgery.

14. The Under-Graduate Scientists (i.e. those who have not got any Bachelor's degree) or Mechanics and Technicians even though holding certificates will not come under the enumeration.

15. Supervisors, Section Officers and Charge Officers should take all steps to secure accurate enumeration of houseless persons and may kindly see that a large percentage of scientific or technical personnel from their areas responds to the special enumeration cards.

16. Required number of copies of printed cards have been despatched to you separately.

CENSUS CIRCULAR No. 18(A)

Bombay, 13th January 1961.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—THE EXECUTIVE HEALTH OFFICER, Bombay Municipal Corporation, Bombay,
THE COLLECTORS of Thana, Kolaba and Ratnagiri Districts.

Subject.—Supplementary instructions for enumeration of Sea population.

Population on the sea will be of the following categories :—

(*a*) Indian Naval Ships ;

(*b*) Ocean liners coming from foreign countries ;

(*c*) Indian Mercantile ships plying between Indian ports and foreign ports ;

(*d*) Mercantile ships plying between Indian ports ;

(*e*) Miscellaneous :—

(*i*) Ferry boats ;
(*ii*) Fishing boats ;
(*iii*) Other boats plying between limits of single port ;
(*iv*) Passenger boats touching two remote coastal ports ;
(*v*) Lighthouse ships ; and
(*vi*) Country boats carrying inland produce.

2. *Naval Ships.*—An Officer has been specially nominated as a Charge Officer for enumeration of Naval ships. Special instructions have been issued and they should suffice for the purpose. Civilian Charge Officers need not take any action in this respect.

3. *Ocean Liners.*—Only such ocean liners coming from foreign countries which touch any Indian port on or before 28th February 1961, and are found to be at that port at sunrise of 1st March 1961, are to be enumerated. Any ocean liner having been at port earlier and leaving that port on 28th February will not be enumerated.

4. Enumeration of liners staying at port at sunrise of 1st March should be done either on 28th February 1961, or on 1st March 1961. Persons from among the staff of Port Trust or Collector of Customs should be appointed as special enumerators for enumerating such liners and other categories of sea population.

5. *Indian Mercantile Ships plying between Indian Ports and Foreign Ports.*—Indian Mercantile Ships plying between Indian and Foreign Ports should be enumerated as explained in paragraphs 3 and 4 above only if they are at an Indian Port at the time of sunrise of 1st March 1961.

6. Customs authorities should be requested not to issue clearance for any ocean liner or mercantile ship on 1st March 1961 unless its enumeration work is completed.

7. *Coasting vessels and miscellaneous types.*—Passengers travelling in mercantile ships plying between Indian Coastal Ports or other small boats of miscellaneous types need not be enumerated as they may not have been absent from their places of residence during the enumeration period. The members of the crew on all such vessels, boats, country boats, fishing boats, etc. should, however, be enumerated if they are residing on those vessels, boats etc. and have been absent from their residences on land from 10th February 1961, onwards. Enumeration of such members of crews should be done on 28th February, or 1st March, wherever such vessels, boats, etc., are found during these two days.

8. *Vessels at sea on 1st March 1961.*—Vessels which are at sea on the 1st of March will be enumerated at the first port at which they touch after that date. As some of them may be at sea for as long as 20 days the enumerator will have to keep a watch over vessels arriving at the port up to 20th March. The masters of the vessels should be questioned as to whether their vessels have already been enumerated elsewhere. If not, they should be enumerated. When a Port Enumerator enumerates any coasting vessels either on 1st March or subsequently he should give the master a slip of paper on which he should give the name of the vessel, the port and the date of enumeration, and tell the master to preserve it till 20th March 1961, and produce it if questioned by the enumerator of any other port at which he may touch subsequently.

9. The entire sea population will be confined to floating vessels, boats, etc. There will, therefore, be no house number to be entered as an element of Location Code. The name of the port should be written by the enumerator as well as the name of the vessel or the boat in place of the Location Code.

10. In respect of the entire sea population only Individual Slips should be filled in. Household Schedules need not be filled for any person enumerated on any vessel, boat, etc.

11. While enumerating any Indian citizen on any vessel, ship or boat, the enumerator should first ascertain whether that person has been absent from his house or normal place of residence since 10th February 1961. If he has left his place of residence some time after 10th February 1961, he should not be enumerated on that vessel, ship or boat, etc. as he would have been already enumerated at his place of residence.

12. Sufficient number of English copies of this Census Circular 18(A) and its Marathi versions are being separately despatched to the Executive Health Officer, Bombay Municipal Corporation and the Collectors of Thana, Kolaba and Ratnagiri districts respectively. These copies may be distributed to the enumerators concerned during their third training round or along with the second set of Census Forms.

CENSUS CIRCULAR No. 19

Bombay, 17th February 1961.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
ALL CHARGE OFFICERS,
THE EXECUTIVE HEALTH OFFICER, Bombay Municipal Corporation, Bombay.

Subject.—1961 Census :
Compilation of provisional totals, packing and despatch of Census records.

Under paragraph 73 of Instructions for Enumeration Part I (paragraph 72 of Marathi booklet) all the supervisors would have completed their inspection of enumerators' work and would be submitting Census records for their blocks on or before 6th March 1961. The following instructions should be followed in the Charge and District Offices for items 55 to 60 of the Calendar of Census Operations covering—

(*i*) compilation and despatch of provisional Census totals ;
(*ii*) scrutiny, packing and despatch of Census records ; and
(*iii*) payment of balance of honoraria and settlement of Census accounts.

Instructions for organising post-enumeration check and for writing Stage II charge reports are being issued separately.

2. Efficiency of Census Operations is judged from the promptness in reporting provisional totals. All Charge Officers are, therefore, requested to attend to the first item of work mentioned above with maximum promptitude. They should obtain records for all blocks and compile provisional totals for their charge by 8th March evening and should despatch them to the District Census Officer by express telegram or through a special messenger on the same day or at the latest by 9th March morning (paragraph 16 below).

3. *Scrutiny of Census records.*—Records received from each Stage II block should be scrutinized to see that all pads of Household Schedules and Individual Slips—both used and unused—have been returned to the Charge Office with the block report and to make sure that no filled in pad has been lost or left

behind by oversight. Records received in the Charge Office should, therefore, be carefully compared with the entries of records issued to each enumerator. No more elaborate checking of pad abstracts or enumerator's totals is however necessary as had been done after Stage I.

4. *Final Census Register.*—Provisional Census totals are to be compiled through the Final Census Register. Printed copies of Forms and Covers of this Register have been sent to you separately. A copy of the Form is enclosed for ready reference.

5. *Three Sections of the Register.*—Compilation for Stage II results is also to be done in three Sections for every Charge, as was done for Stage I. The first section will cover all urban areas in the charge. The second will cover all rural areas and the third will show abstract totals of Sections I and II and the Grand Total for the Charge as a whole. All the three Sections should be prepared on separate sheets.

6. *Serial order of Stage II Block.*—Columns 1 to 5 of the Final Census Register should be filled in advance by the Census clerk before 5th March. The arrangement (sequence) of blocks for both Urban and Rural Sections should be according to their serial numbers in Column 8 of the Houselist Register which had been given on the basis of geographical contiguity and the serial order of Code numbers of the administrative units concerned. (*See* paragraph 13 of Census Circular No. 16.) In most of the cases the same order had been followed in writing the Control Register. In a few charges, however, the Charge Officers had not (wrongly) followed it. That mistake should not be repeated and the entries in the Final Census Register should in all charges be in the order of serial numbers of Stage II Blocks.

7. *Two or more blocks making an administrative unit.*—Where two or more Stage II blocks together make an administrative unit—a village or a ward—the block Nos. in Column 1 should be bracketted and the name and Code number of the village or ward written in Column 2 in front of that bracket. Entries in Column 3 should also be made for each administrative unit separately. Entries from Column 4 onwards should however refer to each Stage II block separately. One line should be left for writing the total for each administrative unit. Entries for all such constituent blocks (which form portions of administrative units) should be first written in pencil, and the total for the administrative unit written in ink. Those pencil entries should be inked after the charge totals are drawn and written at the end of each section of the Final Census Register.

8. Entries in Columns 6 to 11 of the Final Census Register should be copied for each Stage II block from the enumerator's total in the last six columns of Part IV of his Stage II block report. Entries in Columns 12 to 21 should be copied from lines (*a*) 'अ' and (*b*) 'ब' in Part II of the block report, after physical verification of the records received in the Charge Office.

9. *Block Records.*—After entries in Columns 6 to 21 have been made—

(*i*) all household schedule pads,

(*ii*) all individual slip pads, and

(*iii*) one of the two copies of the block report,

should be bound in bundles separately for each block. Each block bundle should contain a package label showing the numbers of each category of its contents. Separate bundles should then be similarly prepared for each administrative unit by putting bundles of records of all its constituent blocks together. This latter bundle should also contain for each administrative unit a package label showing total number of pads of schedules and slips of various sizes and the number of block reports. Where a Stage II block itself makes one whole village or ward, the block bundle of records itself will make the bundle for the administrative unit. Printed copies of package labels have been sent to you separately. Great care should be taken not to mix up pads of a block or a village with that of the other.

10. Abbreviated houselists and the second copy of the block report received from the blocks should be arranged in serial order and carefully preserved in the Charge Office for future use.

11. Filled in special enumeration cards for Technical personnel received from the enumerators should be collected and packed in a separate bundle for the charge which should be sent to the Collector's Office along with other records as in paragraph 22 below. It has been observed that these cards had not in some cases been stamped with location code of the Charge Office before distribution to the enumerators. This mistake should be corrected and all the filled in cards collected for the charge should be stamped with Charge Code numbers before they are packed and sent up to the Collector's office.

12. *Sequence of entries.*—Writing of Columns 6 to 21 or binding of bundles of records need not start or continue in the serial order of the blocks. Having filled in Columns 1 to 5 of the Final Census Register for all blocks in their serial order the clerk should make entries in the remaining columns for blocks as and when they are received in the Charge Office. He need not wait for all the blocks to have come in. In fact his compilation work would itself show the blocks from which Census records are yet to come and enable the Charge Officer to take suitable steps to obtain them in time.

It may not be possible for one Clerk in a Charge Office to receive and enter reports from all the blocks in the short period of two days. The Charge Officer should therefore put one or more additional hands from his office for that work. One person may at the most work for 60-70 blocks in those two days. Loose forms may have to be used and later on sewed to make respective sections of the Final Census Register.

13. *Comparison with 1951 or 1960 houselist figures.*—Any wide or abnormal departures from 1951 Population or 1960 Houselist figures (Columns 3 and 4 of Final Census Register) noticed for any administrative unit while writing the Final Census Register should be brought to the notice of the Charge Officer. He should make sure that the departure is due to some specific reason (like seasonal migration to urban centres or to sugar factories) and is not due to inadequate coverage in Stage II or loss of any of the enumeration pads.

14. *Rural and Urban totals.*—Totals for each administrative unit should be prepared as soon as all blocks forming that unit are received and entered. Totals for Urban and Rural Sections should be similarly prepared after records of all administrative units are received and entered.

15. *Charge total.*—Section III of the Final Census Register should then be prepared and the grand total for Columns 6 to 21 for the charge as a whole prepared.

16. *Charge Reports.*—The charge totals of Section III in Columns 6 to 11 are to be sent up as provisional totals. The Charge Officer should report these totals to the District Census Officer on 8th March or at the latest on 9th March morning. His report should be in the following Form. If the totals are being sent up by telegram that telegram may be as indicated in paragraph 17 below with suitable changes :—

Name of the Charge	Location Code No.	Number of Males		Number of Females		Number of persons	
		Literate	Total	Literate	Total	Literate	Total
1	2	3	4	5	6	7	8

17. *District Reports.*—The District Census Officer will compile a similar statement entering reports from all the Charges in the order of their Code numbers and prepare totals for the district.

The district provisional totals should be communicated on 9th March 1961 by express telegrams both to the Registrar General, India, New Delhi and to me on the following lines :—

STATE URGENT EXPRESS TELEGRAM
CENSUS PRIORITY

TO

REGGENLIND, NEW DELHI
Repeat SCOBOM, BOMBAY

.....DISTRICT CODE No. .....OF MAHARASHTRA PROVISIONAL POPULATION MALES.....FEMALES .....
TOTAL PERSONS.....LITERATE MALES .....LITERATE FEMALES .....
TOTAL LITERATES.....

COLLECTOR

18. *Post copies.*—A copy of the telegram and a copy of the chargewise statement for the district should be forwarded separately to the Registrar General and to me by post immediately. The Registrar General's address is as follows :—

"Registrar General, India,
Kotah House Annexe,
2/A, Mansingh Road, NEW DELHI-11."

19. *Two fair copies of the Final Census Register.*—Soon after the provisional totals for the charge are reported to the District Census Officer, the Charge Officer should get two fair copies of the Final Census Register prepared. One of the fair copies (all three sections) should be sent by post to me on or before 15th March 1961 under intimation to the District Census Officer. The office copy should be kept in the Charge Office for use till 1961 Census figures are published. The second fair copy should be sent to the District Office along with other Census Records (paragraph 22 below).

20. *Separate bundles for Rural and Urban areas.*—Bundles of Census Records prepared as in paragraph 9 for each administrative unit should then be separated and packed separately for Rural and Urban areas in two or more bundles of moderate size. Each such bundle should contain a covering list of villages or wards (with their Code numbers) whose records are packed inside and a bold label outside showing Rural or Urban and name and Code number of the Charge.

21. *Packing.*—Packing of all bundles should be in gunny cloth. Each bundle should be of a size easy for handling by one man. Expenditure required for packing should be incurred out of contingencies.

22. *Despatch of Records to Collector's Office.*—All the bundles of Census Records both for Rural and Urban areas of the charge as well as the bundle of filled in special enumeration cards for technical personnel, if any (paragraph 11), should be sent to the Collector's office on or before 15th March. The second fair copy of the Final Census Register should be sent to the Collector's Office with a covering letter along with these bundles of Census Records. All these are very valuable records and the Charge Officer should therefore personally make sure of their safety in his office and safe transport to the district headquarters. The Census clerk or some other special messenger should be sent to the District Office with those records.

23. Records from all the charges should be collected in the Collector's Office and despatched to the respective Tabulation Offices on or before 20th March 1961. Addresses of the Consignee Tabulation Offices and despatching instructions will be forwarded to the Collectors separately.

24. The total number of persons enumerated in each block as entered in Column 11 of the Final Census Register should also be taken to Column No. 24 of the Control Register and total and balance of Honoraria payable to each enumerator or supervisor should be calculated carefully. Some suitable date or dates between 20th and 25th March should be announced to all the enumerators or supervisors for attending the Charge Office and receiving the balance of honoraria. Amounts not drawn on those dates may be sent by Money Orders to their addresses. Payment of balance honoraria should be completed on or before 25th March 1961 and all accounts of expenditure incurred on Census should be finally settled before the end of March 1961.

1961 POPULATION CENSUS—FINAL CENSUS REGISTER

Office of ..... Census Charge ..... District ..... Code No. .....

Serial No. of Stage II Block	Name of Village or Ward in which the Block is situated and Code No.	1951 Population	1960 Houselist Population	Name of Enumerator	Provisional totals 1961 Population					
					Number of Males		Number of Females		Number of Persons	
					Literate	Total	Literate	Total	Literate	Total
1	2	3	4	5	6	7	8	9	10	11
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Account of wholly and partly used pads								Special Enumeration Cards distributed by enumerator	Special Enumeration Cards collected	Remarks
Household Schedules				Individual Slips						
Pads of 50		Pad of 25		Pads o 100		Pads of 25				
Wholly used	Partly used	Wholly used	Partly used	Wholly used	Partly used	Wholly used	Partly used			
12	13	14	15	16	17	18	19	20	21	22
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CENSUS CIRCULAR No. 20

Bombay, 8th March 1961.

From—Shri B. A. KULKARNI, I.A.S., Superintendent of Census Operations, Maharashtra State, Bombay ;

To—ALL COLLECTORS,
THE EXECUTIVE HEALTH OFFICER, Bombay Municipal Corporation, Bombay,
ALL CHARGE OFFICERS.

Subject.—1961 Census—Post-Enumeration Check.

Reference is invited to item 64 of the Calendar of Census Operations. Post-Enumeration Check is to be organised in the blocks selected from your areas for this check during the month of March 1961. The earlier dates indicated in the Calendar of Census Operations have been modified to fit in the All-India schedule.

2. *Object.*—Post-Enumeration Check is to be made for obtaining an estimate of the extent of error in the Census count of persons. The check is to be made only to estimate errors of coverage (both by way of over-enumeration and under-enumeration) and not to check accuracy in recording of answers on any other aspects of Census Questionnaire.

3. *Error of Coverage.*—Errors of coverage are possible—

(*i*) in coverage of houses and therefore in the coverage of their residents ; and

(*ii*) in coverage of residents in a house covered by Census.

4. *Sample Size.*—Errors of the first type are to be estimated by relisting of houses in a few selected blocks. Errors of the second type are to be estimated by re-enumeration of a few houses in the selected blocks. The selection of blocks for relisting and of houses for re-enumeration is to be made on a random sampling method.

5. In Maharashtra, we have been asked to select 1 per cent. blocks in urban areas and 1/2 per cent. blocks from rural areas. This comes to 196 blocks in urban areas and 304 blocks in rural areas. The number of houses selected out of these blocks for re-enumeration is 5 per cent. in urban areas and 10 per cent. in rural areas. This would mean re-enumeration of about 6-8 houses in the selected urban blocks and of about 15 houses in the selected rural blocks.

6. *Selection of Sample Blocks.*—The procedure for selecting blocks from both urban and rural areas has been prescribed by the Registrar General, India. The blocks selected for post-enumeration check under that procedure in the various charges in your district are shown in Appendix I (not reproduced here). The Charge Officers concerned with these blocks should study these instructions carefully and get the Post-Enumeration Check made strictly in accordance with the itemwise programme shown in paragraph 7 below.

7. Stages and programme of work on post-enumeration check are as follows :—

A.—Items to be completed in the Charge Office :

(*i*) Preparation of a list of censused houses (C. H. L.) (Paragraph 11 below).	To be completed between 17th March and 21st March 1961.
(*ii*) Selection of sample houses (Paragraph 12 below).	
(*iii*) Copying names of inmates of selected sample houses (Paragraph 13 below).	
(*iv*) Preparation of verification Slips (Paragraphs 14 and 15 below).	
(*v*) Appointment of Verification Officer (Paragraph 16 below).	

B.—Items of field work for the Verification Officer :

(*vi*) Preparation of Verification Houselist (Paragraphs 21-24 below).	23rd March 1961 and 24th March 1961.
(*vii*) Re-enumeration of sample houses (Paragraphs 25-26 below).	23rd March 1961 and 24th March 1961.
(*viii*) Submission of duly completed Post-Enumeration Check records to the Charge Officer (Paragraph 37 below).	27th March 1961.

C.—Items to be completed by the Charge Officer :

(*ix*) Processing and spot checking by Charge Officer (Paragraphs 38-51 below).	2nd April 1961.
(*x*) Preparation of summary by the Charge Officer and submission of Post-Enumeration Check records to District Census Officer (Paragraphs 52-66 below).	6th April 1961.

D.—Items of work for the District Census Officer :

(*xi*) Despatch of Post-Enumeration Check records to Superintendent of Census Operations (Paragraph 67 below).	15th April 1961.

8. *Printed Forms.*—A list of eight forms showing the stage and use of each of them is enclosed as Appendix II. Approximate requirements of all the forms for each Urban or Rural block have also been indicated in column (4). Spare sets of printed Forms each containing sufficient number of copies required for actual use in each selected block have been sent to you separately.

9. In spite of a large number of Forms to be prepared, the actual amount of work on Post-Enumeration Check will be very small in each Charge Office. Charge Officers have to do some of the items personally and have to keep records at some stages in their own custody. They are also requested to keep close personal supervision over the work at all other stages. The main responsibility of the work will be on the Charge Officers. An improperly conducted Post-Enumeration Check is likely to inflate the error and bring a bad name to the census work done in the Charge which otherwise may have been quite up to the mark. Original records of the P. E. C. will be going to the Registrar General, India. The Charge Officers are, therefore, requested to pay personal attention to this small item of Census work and see that no one concerned with it is *negligent* about it.

The Charge Officers may kindly note the revised instructions for withholding despatch of Census records (Household Schedule pads and Individual Slips pads) required for Post-Enumeration Check (*vide* paragraph 10 below).

10. *P. E. C. Block No.*—In Column 12 of Appendix I is the Post-Enumeration No. of each selected Block. This No. should be entered for identification in all Post-Enumeration Check Forms, *e.g.*, Item 7 of Form I, Item 6 of Form II, and so on.

Census records of the selected blocks will be required at all stages of the Post-Enumeration Check. The entire record pertaining to the selected urban blocks and for the entire village in case of selected rural blocks should, therefore, be retained in the Charge Office till Post-Enumeration Check is over and should not be despatched as required under paragraph 22 of the Census Circular No. 19. This record should be forwarded along with the Post-Enumeration Check record to the District Census Officer as required in paragraph 67 below. These records should be forwarded to the District Census Officer and from there to the Superintendent of Census Operations either through special messenger or through Registered Post.

(i) Preparation of a list of Censused Houses (C. H. L.)

11. A list of censused houses (C. H. L.) of the selected block should be prepared in the Charge Office in Form I from the Household Schedule pads of the block. Four to five forms may be required. It should not be prepared from the abbreviated houselist as only houses which were found during enumeration period to be wholly or partly used for residential purposes are to

be listed. The Serial No. in column (*i*) may go on but the Building and House Nos. should be in the order in which they have been enumerated by the enumerator and filled in the household schedule pads. Columns (*ii*) and (*iii*) together should contain the last element of the Location Code. Column (*iv*) should show the number of households in the house if they are more than one, *e.g.*, (*a*), (*b*), etc. In a majority of cases, it will be '1'. Column (*v*) is to be filled in later on as a cross reference from Form II after field work has been completed. Item 6 in the headings, *i.e.*, Boundary Demarcation of the Block, may be entered as fully as possible. This may be done from the Houselist Register, etc.

(*ii*) *Selection of Sample Houses*

12. After C. H. L. is prepared as in paragraph 11 above, the Charge Officer should select sample houses for re-enumeration. A random starting number has been shown in Column 10 of Appendix I against each block. The house bearing that number in Column (*i*) of C. H. L. will be the first house selected for re-enumeration. In urban areas, add 20 to the starting number and go on ticking off the Houses. In rural areas, go on ticking off by adding 10 to the starting number. Column 11 of Appendix I also shows the first few of the selected houses from C. H. L. This process should be carried through to the end of the C. H. L. The houses ticked off in this manner have to be re-enumerated by the Verification Officer (Paragraphs 25-36 below).

(*iii*) *Copying names of inmates of selected houses*

13. After sample houses have been selected, a list of inmates of each house in Form V is to be prepared separately, for each selected house. The list is to be copied from the Household Schedule Part II concerned. Name of each inmate (starting from the head of the household) and sex are only to be written. If there are more than one households in any selected house the entries should be made in separate vertical columns. At the most 6-8 Forms may have to be filled in for urban blocks and 15 in rural blocks.

(*iv*) *Preparation of Verification Slips*

14. Forms I and V are not to be handed over to the Verification Officer. Instead, the list of inmates prepared in Form V is to be copied in the Verification Slip, *i.e.*, P. E. C. Form VI. The Charge Officer should at this stage make some additions and deletions in the list of inmates so that the work of the Verification Officer may be properly judged. The Charge Officer should personally strike out one name each from some 3 or 4 households and should similarly add one name each in 3 or 4 other households. This deletion and addition should be done in P. E. C. Form V in red ink. These altered sheets of P. E. C. Form V should remain in the personal custody of the Charge Officer and the alterations made should not be known to anyone else. The addition of names (called ghosts) should be so made that they cannot be discovered without careful spot enquiry in the house concerned. For example, adding a Muslim name in a Hindu family would be too obvious and the Verification Officer may suspect it even before he visits the house.

15. List of inmates altered by the Charge Officer as above should then be copied in Verification Slip (P. E. C. Form VI). One form should be used for each house. Only names and sex are to be written in Columns (*iii*) and (*v*). Names deleted by the Charge Officer should not be copied in Column (*iii*). Similarly, names added as ghosts should be entered in Column (*iii*) at some intermediate Serial No. Location Code of the household should be entered at the top. All other details of P. E. C. Form VI are to be filled in during field work.

(*v*) *Appointment of Verification Officer*

16. The Charge Officer should appoint one Verification Officer for each selected block. He should be one of the supervisors having experience of Census work of both Stage I and Stage II. He should not, however, have worked either as an enumerator or supervisor for the selected block. In rural areas, the Revenue Circle Inspector or the Block Statistical Assistant will be very suitable for such appointment.

17. The Verification Officer has to visit the selected block once and has to work there for two days, 23rd and 24th of March. His work is to prepare verification houselist in P. E. C. Form No. II (paragraphs 21 to 24 below), re-enumerate selected sample houses and fill in Verification Slips P. E. C. Form VI for all the selected houses and submit the records to the Charge Officer (paragraphs 25 to 27 below).

18. The Verification Officer should be paid four rupees as honorarium for the field work. This should be paid from the provision made for payment of honoraria to other enumerators and supervisors. Payment of honoraria will be in addition to the Travelling Allowance admissible and paid from the Officer's Departmental Budget if verification work is combined with his normal work.

19. A copy of this Circular should be handed over to the Verification Officer soon after his appointment so that he may study the instructions and prepare for field work. Paragraphs 21 to 37 below describe items of work which the Verification Officer has to complete on the field.

20. The Verification Officer should be given—

(*i*) a copy of Census Circular No. 20.

(*ii*) Appointment Order showing details of the selected block and the numbers of houses selected for re-enumeration.

(*iii*) Notional sketch map of the house numbering block covered, prepared by the enumerator in Stage I.

(*iv*) Blank Verification Houselist Forms P. E. C. Form II—10 sheets.

(*v*) All Verification Slips prepared for the block in the Charge Office as in paragraph 15 above.

The Verification Officer should not be allowed to see the list of censused houses—Form I or the list of inmates—Form V.

(*vi*) *Preparation of Verification Houselist*

21. The Verification Officer should prepare a fresh list of all houses included in the selected block in P. E. C. Form II. The boundary demarcation of the block is known to him. He should visit each house in the order of Census house numbers and write Columns (*i*) to (*v*) for all the houses in the block. He should carefully fill in Column (*iv*) including its owner's name or head of the household where he comes across a house not bearing any Census number. The notional map prepared during Stage I by the enumerator while numbering the houses and given to the Verification Officer will be useful to him in following the same direction as had been done by the enumerator in Stage I. In case a few numbers have been washed or wiped out enquiries should be made to ascertain the missing numbers. Before a house is taken to be without a Census number enquiry should be made if it has some other entrance which may perhaps have the Census number.

22. Column (*v*) of P. E. C. Form II is to be filled in after enquiry on spot. If on 1st March 1961 the house was—

(*i*) wholly used for residence write " R " ;
(*ii*) partly used for residence write " PR " ;
(*iii*) used for non-residential purposes write " NR " ; or
(*iv*) vacant write " V ".

Before classifying any house as " NR " or " V " the Verification Officer should make sure that no one was living there on 1st March 1961.

23. All houses in the selected block should be covered by the Verification List. Column (*vi*) is to be left blank to be written by the Charge Officer after matching.

24. In case of doubt about inclusion of any house within the block the enumerator should also record his doubt while making other entries.

(*vii*) *Re-enumeration of Sample Houses*

25. The Verification Officer has been given Verification Slips prepared in the Charge Office in Form VI for all the houses selected for re-enumeration. While writing the Verification Houselist the Verification Officer will come across all those selected houses. He should simultaneously re-enumerate all the persons residing in them.

26. Names of persons counted in Census have been written in Section I in Column (*iii*) of Form VI in the Charge Office. His remarks of re-enumeration should be written in Column (*vii*). If he finds that the household which was staying there has moved away he should write " moved away " in Column (*vii*) and pass on to the next household.

27. In a household which has not moved away entries of names should be checked one by one and if found eligible for count in the house a tick mark (√) should be made in Column (*vii*) against each entry.

28. There may be some persons in the household who were eligible for count but have not been counted and *vice versa*. There may be some persons who were not eligible for count in the house but are included in Section I of the Verification Slip. These variations may be due partly to the enumerator's mistakes and partly to the spurious additions and deletions made by the Charge Officer.

29. Following persons were eligible for count in a house :—

(*i*) All persons normally residing in the house and present in the house at least for some time during the enumeration period, i.e., 10th February 1961 to 28th February 1961. This includes family members, domestic servants, etc.

(*ii*) Visitors who had been absent from their own homes during the whole enumeration period, i.e., 10th February 1961 to 28th February 1961.

30. In case a person is found in the house who was eligible for count but whose name does not appear in Section I, his name should be recorded as extra in Section II.

31. Some persons whose names are mentioned in Section I may not be found in the house and their names may not, therefore, bear ticks (√) in Column (*vii*). The following remarks should be written in Column (*vii*) in respect of such persons :—

(*i*) NEP .. For a person having no relation in the house. He may be one of the ghost names or may be of unrelated person who did not stay in the house during the enumeration period.

(*ii*) NER .. Normal resident of the house who was not eligible for count because of—
(*a*) complete absence from the house during the whole of the enumeration period ; or
(*b*) death before 1st March 1961 sunrise.

(*iii*) NEV .. For a person who was a guest or a visitor in the house but was not eligible for count here in this house because—
(*a*) he had not been absent from his own house during the enumeration period ; or
(*b*) had not stated in the second revisional round that he had not been counted elsewhere.

32. Ticking off against a name in Column (*vii*) or writing any one of the above categories NEP, NER or NEV should be done after full enquiry with the household.

33. The Verification Officer should then record sex, age and relationship with the head for all persons ticked (√) in Column (*vii*). These entries should be made in Columns (*iv*), (*v*) and (*vi*) respectively.

34. The Verification Officer should write in Section II names of all extra persons found eligible for count but not appearing in Section I. Name, age, sex and relationship should be written in Columns (*ii*), (*iii*), (*iv*) and (*v*). Residential status of such extra persons should be recorded in Column (*vi*) thus :—

NRP .. normally resident and present during the enumeration period ;

NRA .. normally resident person who was absent but present only for some time during the enumeration period ; and

V ... a visitor who was eligible for count at this house.

35. After making enquiries for persons listed in Section II entries of ' Yes ', ' No ' or ' N.K. ' (not known) should be made against each name in Column (*vii*) in Section II after questioning if that person has been enumerated elsewhere.

36. Section III should then be filled in for all persons having ' No ' or ' N.K. ' in Column (*vii*). Each such person appearing in Section II should be classified in one of the five groups in Section III. A cross should be made in the ' Yes ' box which applies and the line number from Section II should be given for reference. The five categories in Section III are as follows :—

(*i*) All children with age shown in Column (*iii*) of Section II shown less than 15 years.

(*ii*) Normal resident related or unrelated at home throughout the enumeration period. This person will have ' NRP ' in Column (*vi*) of Section II.

(*iii*) Normal resident related to Head at home only some time during the enumeration period. This person will also have ' NRA ' in Column (*vi*) of Section II.

(*iv*) Normal resident unrelated to Head at home only some time during the enumeration period. This person will have ' NRA ' in Column (*vi*) of Section II.

(*v*) Visitors away from their homes throughout the enumeration period. [Entry ' V ' in Column (*vi*) of Section II.]

If in a selected house some households have been enumerated and some others have not been enumerated, Section II and Section III above should be filled in that part of Form VI which is to be used for this unenumerated household ; Section I will naturally have to remain blank and therefore the word ' Missed ' should be written boldly in Section I relating to such a household. Suppose, for example, in a particular census house, one of the two households has been enumerated. The space relating to the first Household will have been already partly filled in (*i.e.* Section I for this household) for the Verification Officer to verify. If the Verification Officer finds another household in the same house which has not been enumerated, he should utilise the space meant for the second household and write ' missed ' across Section I and fill in Sections II and III. No form VI statement of any kind need be prepared for any house completely missed by the census.

(viii) Submission of P. E. C. Records to the Charge Officer

37. After completing the verification houselist in Form II for the entire block and having filled in verification slips for all selected houses in Form VI, the Verification Officer should submit the entire verification record to the Charge Officer on or before 27th March 1961.

(ix) Processing and spot checking by the Charge Officer

38. After receipt of field work records from the Verification Officer, the Charge Officer has to compare verification houselist Form II with list of censused houses Form I. Corresponding entries should be found and cross references given. This work is called matching. It should be done very carefully.

39. Most of the entries in Forms I and II will be matched with each other. But a few will remain for which the Charge Officer is to visit the block himself, make enquiries on spot and provide references leading to matching of the entries or confirmation of mistakes in census either by omissions or wrong inclusions.

(a) Matching of Forms I and II—

40. Before comparing entries in Form I and Form II for matching purposes houses shown as non-residential or vacant in Form II [i.e., those having remarks of ' NR ' or ' V ' in Column (v) of Form II], should be given a cross mark in Column (vi) as only Residential ' R ' or Partially Residential ' PR ' are listed in Form I and are to be matched.

41. House Nos. recorded in Columns (ii) and (iii) of Form I should be tallied with the Nos. recorded in Columns (ii) and (iii) of Form II. The serial number of the corresponding entry in Column (i) of Form II should be recorded in Column (v) of Form I. At the same time, the Serial No. of the corresponding entry in Column (i) of Form I should be recorded in Column (vi) of Form II. These are cross references of house numbers readily matched.

42. A number of unmatched entries will still be left in both the Forms I and II. Some of them may arise due to careless work done either by the enumerator or the Verification Officer. Others may be due to difficulties of matching. The number can be reduced considerably by further careful work. The following suggestions may be kept in view.

43. If the sequence in listing houses in Form II does not conform to that in Form I some of the houses will be juxtaposed, leaving a good number of house numbers unmatched in both the forms. It is necessary to reduce their number by careful matching in order to keep the requirements for field check low. Through his on-spot enquiries the Charge Officer may however be able to find matching in almost all cases.

44. The unmatched house numbers in Form II will mainly be due to—

(*a*) inclusion of houses at or near the boundary, which have been rightly or wrongly covered by the Census in adjoining blocks ; and

(*b*) classification of houses as residential or partly residential (' R ' or ' PR '), whereas census took them as non-residential.

It is not very material whether a house is included in this block or in some other, so long as it is censused and hence (*a*) above are not genuine omissions. The existence of a house number is itself a strong presumption that the house was enumerated but this presumption should invariably be confirmed by enquiries on spot. In such cases after verification the remark ' included in Block No. ..... ' should be made in Column (vi) of Form II.

45. Houses without census number will mainly occur in obscure places or in multi-housed buildings, where all the other houses had been given numbers. They may be genuine omissions by census. The location details given in Column (iv) of Form II will indicate whether it will be fruitful to look for a matching house number in Form I. All the houses found unnumbered at the time of enumeration were to be shown with alphabets ' A ', ' B ' etc. prefixed to the numbers of their preceding houses. Location details will enable search for such numbers added during Stage II.

(*b*) *Writing of Form III—*

46. After all possible efforts have been made for matching Forms I and II the unmatched entries in Form II should be appropriately copied in Columns (ii) and (iii) of Form III (called the List of Extras) in the *same* sequence in which they occur in Form II. The maintenance of the sequence will facilitate spot checking. Column (ii) of Form III reproduces serial No. from Column (i) of Form II and Column (iii) contains the house number or the location details, as the case may be.

47. In the same manner, the unmatched balances of Form I should be separately copied out in Columns (ii) and (iii) of Form III. These will be due mainly to the Verification Officer omitting such houses at or near the boundary from the block list. But this need not be regarded as a mistake by census.

Another factor may be the Verification Officer treating a residential house as non-residential or vacant. In such cases, the house number should occur in both the lists in Forms I and II although with a cross in Column (iv) of Form II. This again is not a mistake as the enumerator has actually contacted the inmates and recorded their details. Thus, the unmatched balances in Form I should be very few unless either the enumerator or the Verification Officer had done very indifferent work.

(*c*) *Spot check by the Charge Officer—*

48. The Charge Officer should carry completed Forms I, II and III and visit the block and the houses left unmatched for filling in Columns (iv) to (xi) of Form III. If on enquiry he finds that the census was correct, his findings are to be recorded in Columns (iv) and (v) of Form III. If he finds the census to be wrong, his findings are to be recorded in Columns (vi) and (vii). In such latter type of cases the number of persons residing in all the households in the house together with the number of those wno may have already been enumerated elsewhere, should be obtained by questioning the inmates and recorded in Columns (viii) to (xi). If he finds that the entire house had been duly censused elsewhere appropriate details to locate the Household Schedule should be obtained.

49. The Charge Officer has to give his remarks in Form III. The codes given below should be used for recording remarks in Column (iv) or (vi), as the case may be. Remarks to be recorded in Columns (v) or (vii) under ' Description ' may also be as indicated under 3 below :—

A. Cases where census is correct

Nature of Finding	Code reason — Write in Col. (IV)	Description Write in Col. (V)
1	2	3
(*i*) Verification Officer wrongly classed it ' R ' (Residential) or ' PR ' (Partially Residential).	1	Confirmed that nobody resides in this house.
(*ii*) Omission by Verification Officer.	2	' X '
(*iii*) Counter entry exists and hence should have been matched.	3	Seiral No. of the matching entry in Form I or II, as the case may be.
(*iv*) House entered in Form II is actually non-existent.	4	' X '
(*v*) The house has actually been censused.	5	The Household Schedule should be traced in the adjoining block.
(*vi*) Duplicate entry in Form II.	6	Serial No. of the entry of which it is a duplicate.
(*vii*) Other type not covered above.	7	Details to locate the possible reason.

B. Cases where census is wrong

Nature of Finding	Write in Col. (VI)	Write in Col. (VII)
(*viii*) Clear omission ..	8	
(*a*) the house is in an obscure place and without a *census number* ;	8 (*a*)	' X '
(*b*) the house is in a multi-house building and without a census number ;	8 (*b*)	' X '
(*c*) the residents are frequently away from home or come at night to sleep ;	8 (*c*)	' X '
(*d*) in spite of a census house number.	8 (*d*)	Specifically checked that the house was not enumerated.
(*e*) Others ..	8 (*e*)	Details to locate the possible reason for omission including oversight.
(*ix*) Clear over-counting	9	
(*a*) Duplicate entry in Form I.	9 (*a*)	Serial No. of the entry of which it is a duplicate. The number of persons recorded should be checked with Household Schedule.
(*b*) House entered in Form I is actually non-existent.	9 (*b*)	The number of persons recorded should be checked with the Household Schedule.
(*x*) Other type not covered.	10	Details to locate the possible reasons.

50. Instances of remarks with code reason 4, 6, 8(*a*), 8(*c*), 8(*d*), 9, 10 should be rare. They have been indicated only for the sake of completeness. Code 3 will be brought to light when the same house is involved in the extras from both Form II and I. In such a case, both the entries should be given code reason 3. Cases of code reason 5 may be found where the house is located at or near the boundary of the block. They should be confirmed by enquiry that the people residing there have actually been counted.

Code 8 (*c*) may occur due to the failure of the Census enumerator to contact the inmates, as they are at home only occasionally. Code 8 (*d*) may occur in case the enumerator wrongly took the house as non-residential or vacant, whereas some people were actually residing there. This should be confirmed by a specific enquiry. In cases of codes 9 and 10 the number of persons enumerated should be ascertained from the Household Schedule and entered in Columns (*vii*) and (*viii*). These are the numbers which have been over-enumerated. Columns (*x*) and (*xi*) should therefore be left blank in such cases.

51. Cases of disproportionate omissions, say nearing 10 per cent. of the houses as given in Form I, should be intimated to the Superintendent of Census Operations directly. The Charge Officer should submit brief comments, giving his impressions about the completeness of coverage of houses by the census, bringing out any special features or factors concerning houses missed by census. His remarks should be based on good judgment and should not be casual.

(*x*) *Preparation of summary by the Charge Officer and submission of P. E. C. Records to District Census Officer*

52. This important stage of the Post-Enumeration Check consists of preparation of the summary of results of re-listing of houses and re-enumeration check by the Charge Officer.

53. The data obtained in Form III regarding houselist check showing extra houses will be summarised by the Charge Officer in Form IV and that obtained in Form VI regarding results of re-enumeration in Form VIII. These summaries are to be prepared as indicated below.

Form IV—Summary of House Verification

54. For each selected block in the Charge the summary should be recorded in a separate vertical column and the total for the Charge (if there be more than one selected block in the charge) should be written in the last column. There is a provision for recording summary particulars for four blocks in both Forms IV and VIII. Summaries of urban and rural blocks should, however, be recorded on separate sheets. The P. E. C. block numbers (Column 12 of Appendix I) should be inserted on the dotted lines at the top of each column and charge total should be recorded in the last column. The various items of the summary in Form IV are to be posted by referring to relevant columns of Forms I and III as shown below :—

Form IV	Refer to items in the following forms	
Item 1(*i*)—Number of houses by censused Houselist.	Form I..	Total number of entries in column III (number of houses listed).
Item 1(*ii*)—Houses found duplicated or wrongly included.	Form III..	Total number of houses having codes 9(*a*) and 9(*b*) and those having code 10 which appear to be overcounted in column (*vi*).
Item 1 (*iii*)—Number of houses found missed.	Form III..	Number of houses having code Nos. 8(*a*) to 8(*c*) in column (*vi*) and such of code No. 10 as appear to be omissions.
Item 2(*i*)—Number of persons censused in the Block, Males and Females.	Form I ..	Item 5 (Census population *minus* Males and Females).
Item 2(*iii*)—Number of persons in duplicated or wrongly included houses.	Form III..	Columns (*viii*) and (*ix*) only.
Item 2(*ii*)—Number of persons in missed houses.	Form III ..	Population given in column (*viii*) *plus* column (*ix*) *minus* columns (*x*) and (*xi*).

Form VIII—Summary of Re-enumeration of Persons

55. The work of preparation of summary of re-enumeration of persons will be preceded by matching of Form V (List of inmates) which should be with the Charge Officer personally and Form VI received from the Verification Officer. In order to facilitate tracing of corresponding forms sheets of Forms V and VI should be first arranged in the order of house numbers in two separate sets. The Charge Officer should first find out whether the ghost entries made by him in section I of Verification Slip Form VI are detected by the Verification Officer. He would have given remark " N.E. " (not eligible) in Column (*vii*) against those entries. If the ghost entries are not detected they will have tick mark given against them in Column (*vii*). Similarly, if deletions are detected by the Verification Officer they will figure in section II as missed by Census and deletions which are not detected by the Verification Officer will not appear at all in the Verification Slip.

56. The Charge Officer should score out in red ink the ghost entries inserted in Section I and detected deletions figuring in Sections II and III of Form VI. Simultaneously, he should tick mark correctly detected ghost entries and deletions in red ink and cross mark undetected ghost entries and deletions in Form V.

57. If the number of undetected ghost entries and deletions is considerable, i.e., more than 2, the verification work done by the Verification Officer will be of doubtful quality and a re-check of the sampled houses would be necessary.

58. After ghost entries and deletion have been marked off as explained above, the work of preparation of summary of re-enumeration of persons is to be taken in hand. For this purpose the results of verification of individual household should be first transcribed on a working sheet in Form VII for getting the block summary figures required in Form VIII. Form VII should be filled with the help of the set of matching sheets in Forms V and VI taken one by one. One line is to be used for one household while transcribing particulars in Form VII.

59. The particulars required in Form VII are to be obtained from Form V and Form VI by referring to relevant items or columns as indicated below.

60. The particulars required in Column (*ii*) to Column (*vii*) in Form VII are to be obtained from Form V which provides list of inmates of each household. The building No. Column (*ii*), House No. Column (*iii*) and the Household No. Col. (*iv*) will be copied from Form V. Similarly, the number of persons censused required in Column (*vii*) is known from the serial number of the last entry for the inmates of the household shown in Form V, of course ignoring ghost entries and including deletions.

61. The figures for the remaining columns (*viii*) to (*xvi*) in Form VII are to be obtained from Form VI as shown below :—

Information required	To be obtained from
Column (*x*).—Persons over-counted.	Form VI—Section I, Column (*vii*), persons with check mark " N. E.".
Column (*xiii*).—Persons missed.	Form VI—Section II, Column (*vii*), persons with remarks " No ".
Column (*xvi*).—Persons whose enumeration by census is not known.	Form VI—Section II, Column (*vii*), persons with remarks " N.K.".

62. As a rule, it may be desirable to fill in the column of " P " (Persons)—Columns (*x*), (*xiii*) and (*xvi*) in Form VII first and then to obtain their male and female distribution required in columns (*viii*), (*xi*), (*xiv*) and (*ix*), (*xii*), (*xv*) by referring to column (*v*) headed " sex " in Section I or column (*iv*) of Section II of Form VI.

63. For household shown as " moved away " in Form VI write " moved away " in columns (*viii*) to (*xvi*) and draw a line to score off the figures in columns (*v*) to (*vii*) recorded for that household.

64. After completion of Form VII, the Charge Officer should proceed with the work of preparation of Charge Summary of re-enumeration of persons in Form VIII.

65. Summary of each P. E. C. block in the Charge should be recorded separately in Form VIII and the total for the charge should be given in the last column. There is provision for recording summary of up to four blocks in Form VIII. Separate sheet should, however, be used for urban and rural P. E. C. blocks in the Charge. Particulars to be recorded in Form VIII are to be obtained from relevant items and columns in Form IV, V and VII as indicated in the following table. Before the posting of particulars is undertaken the Charge Officer should record the P. E. C. block numbers for each block in the space provided for the purpose at the head of each column.

Particulars to be recorded in Form VIII	To be obtained from
Item 1(*i*)—Total number of houses.	Form IV—Item 1(*i*).
Item 1(*ii*)—Number of houses checked.	Form VII—Number of entries ignoring moved away cases.
Item 2(*i*)—Total number of bogus entries (i.e. ghost entries and deletions).	Form V—Number of entries having tick and cross marks in red ink.
Item 2(*ii*)—Number of bogus entries detected.	Form V—Number of tick marked entries showing correctly detected ghost entries and deletions.
Item 3(*i*)—Number of persons in sampled houses censused (separately for males and females).	Form VII—Total for the blocks of Columns (*v*) and (*vi*).
Item 3 (*iii*)—Number of persons reported extra whose enumeration is not known.	Form VII—Total for the blocks for Columns (*xiv*) and (*xv*).
Item 3(*iv*)—Number of persons over-enumerated.	Form VII—Totals for the block for Columns (*viii*) and (*ix*).

66. This completes the work of preparation of summary of results of checks regarding houselisting and re-enumeration of persons in the Charge Office.

67. The Charge Officer should forward the summary of P.E.C. prepared in Forms IV and VIII together with all supporting papers in Forms I to III and V to VII and a certificate to the effect that the Post-Enumeration Check was carried out to his satisfaction and that the summaries were truly and correctly prepared. This record should be forwarded to the Superintendent of Census Operations through the District Census Officer. This should reach the Collector's Office on 6th April 1961 and the Census Superintendent's Office on or before 15th April 1961.

APPENDIX II

A List of Forms to be used for Post-Enumeration Check

Form	Title of the Form	Purpose for which to be utilised	Approximate requirements per Block	
			Urban Block	Rural Block
1	2	3	4(*a*)	4(*b*)
I	Censused Houselist ..	Preparation of Houselist from the Household schedules of Census enumeration in the Charge Office.	4	6
II	Verification Houselist ..	Preparation of Houselist during the field work of listing of houses by the Verification Officer.	8	10
III	List of Extras ..	Preparation of list of unmatched or extra houses.	2	2
IV	Charge Circle Summary of House Verification.	Preparation of summary of House Verification for sampled blocks by the Charge Officer.	2	2
V	List of Inmates—one for each selected house.	Preparation of list of inmates from Part II of Household Schedules of Census enumeration by Charge Officer.	10	20
VI	Verification Slip ..	Re-enumeration of Households in the selected houses in sampled block by the Verification Officer.	10	20
VII	Working Sheet ..	Working sheet for preparation of summary of charge in Form VIII.	2	2
VIII	Charge Circle Summary of re-enumeration of persons.	Preparation of summary of re-enumeration of persons as per Form VII by the Charge Officer.	2	2

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