[For Official Use Only]



CENSUS OF INDIA 1961

VOLUME XIII

PUNJAB

PART VIII-A

ADMINISTRATION REPORT

(ENUMERATION)

R.L. ANAND

Superintendent of Census Operations
and
Enumeration Commissioner, Punjab

THE CENSUS PUBLICATIONS

The 1961 Census Report on Punjab will bear **Volume No XIII,** and will be printed in the following parts:—

Part IA	..	General Report, including Subsidiary Tables.
Part IB	..	Report on Vital Statistics of the Decade (including reprints from previous Census Reports).
Part IIA	..	General Population Tables.
Part IIB	..	Economic Tables in two books.
Part IIC	..	Cultural and Migration Tables.
Part III	..	Household Economic Tables.
Part IV	..	Report on Housing and Establishments in two books.
Part V	..	Report and Tables on Scheduled Castes and Scheduled Tribes in two books.
Part VI	..	Village Survey Monographs: 44 in number, each relating to an individual village, and printed separately.
Part VII	..	Report on Handicrafts.
Part VIIIA	..	Administration Report (up to the stage of Enumeration).
Part VIIIB	..	Administration Report (Tabulation).
Part IX	..	Socio-Economic Atlas.
Part X	..	Report and Tables on Fairs and Festivals.

Besides, there will be 19 District Census Handbooks, one for each District.

PRINTED IN INDIA BY
THE ASSTT. MANAGER (TECH.), GOVT. OF INDIA PRESS, NILOKHERI, 1964.

PREFACE

Census is so huge an operation that it may aptly be described as a campaign. Within a prescribed period, thousands of honorary workers have to be enlisted, trained, and put on the job. Maps showing up-to-date boundaries of the State, Districts, Tahsils, Towns and Villages, have to be prepared and suitable blocks have to be carved out for Enumeration. Questionnaires, forms, circulars and instructions have to be printed by the millions, and despatched expeditiously to the remotest corners so as to reach each Enumerator in time. The public has to be educated and prepared emotionally to give full co-operation.

In this extensive and all-embracing work the Superintendent of Census Operations plays a vital part. Besides, census is a non-continuous operation, taken once in ten years and there are few officers who work in more than one census. It is, therefore, in the fitness of things that he leaves for the benefit of his successor a record of the administrative details connected with the census, the difficulties faced at different stages and the manner they were overcome, his follies which need not be repeated, and his suggestions for improvements at the next census.

This report covers the work up to the stage of enumeration and announcement of the provisional totals. It is proposed to follow up this report with another, portraying the work of tabulation, and writing and printing of reports.

I take this opportunity to express my deep admiration for the thousands of field workers who at considerable inconvenience to themselves worked hard to make the 1961-census a success. A large share of the credit goes to my Deputy Superintendents, Sarvshri G.L. Bailur, IAS, Hardial Singh, PCS, Sukhdev Prasad, PCS, and Charan Dass Khanna, PCS, who did not spare themselves in the discharge of their duties. I am obliged also to the District Census Officers (Revenue Assistants, General Assistants, etc.), Charge Officers (Tahsildars, Naib-Tahsildars, and Secretaries of Municipal Committees), and Supervisors drawn from various departments.

I am thankful to Shri K.C. Kuriyan and Shri Tara Chand of the Punjab Government Press for their accommodating me at all times, for the printing of forms and schedules.

On the office side I acknowledge that there has not been a single person who has not borne the heavy task assigned to him with enthusiasm and smile. I should particularly mention in this connection Shri P.N. Tandon, the Office Superintendent and Shri Roshan Lal Khosla, Assistant. I recall Shri Harnam Singh Khurana, another Assistant, who met an untimely death after working in the office for a few months.

I should also mention in this connection Shri Pawan Kumar, whom I brought with me from the State Economic & Statistical Organisation in May, 1959, and who has assisted me throughout in different phases of the operations.

I also acknowledge the hard work done by Shri Om Parkash Sobti, my Stenographer and Personal Assistant, for the laborious work he has put in at all odd hours, both in the office and in field.

I record respectfully my sense of gratitude to Shri Partap Singh Kairon, the Chief Minister, Punjab, who was ever keen to learn how the census operations were progressing and his unabated encouragement to me.

I wish to express my obligations to Shri E.N. Mangat Rai, the Chief Secretary, but for whose continuous support the census could not have made a smooth sailing.

Lastly, I express my debt of gratitude to Shri Ashok Mitra, the Registrar General & Census Commissioner, India, for the inspiration and guidance which has sustained throughout this period of arduous work.

I am equally grateful to Shri D. Natarajan, Deputy Registrar General, India, for his advice and help in all administrative and technical matters.

R.L. Anand

Superintendent of Census Operations
& Enumeration Commissioner,
Punjab.

Chandigarh:
October 11, 1963.

CONTENTS

CHAPTER I

SPADE-WORK

PAGE

1. Census legislation; 2. First communication from Home Ministry; 3. Appointment of State Superintendent of Census Operations, Appointment as Enumeration Commissioner; 4. Office staff—Terms of deputation; 5. Appointment of Deputy Superintendents; 6. Office Accommodation—Accommodation for Deputy Superintendents in the field; 7. Furniture, Stationery and equipment—Furniture—Paper—Stationery—Typewriters—Calculating Machines—Gestetner Duplicator—Bicycle—Iron safe—Filing Cabinet—Station Wagon—Telephone—Equipment for District offices—Old Census Record—Library—Postal facilities; 8. Printing of schedules—State forms; 9. Despatch and storage of forms; 10. Touring—Touring by Superintendent—Touring by Deputy Superintendents; 11. Administrative difficulties—Designation of the post of Superintendent of Census Operations—Residential accommodation; 12. Publicity—Booklets and posters—Newspapers—Posts & Telegraphs Department—Documentary Films—Cinema Slides—Press Conferences—Talks on Radio—Governor's Message—Chief Minister's Appeal. 1

CHAPTER II

OPERATIONS LEADING TO ENUMERATION

1. Pre-tests—First pre-test—Second pre-test—Training of Statistical Asstts. in the Office of Registrar General; 2. Census Conference of September, 1959; 3. Questionnaires—Houselist—Household Schedule—Individual Slip; 4. Centralisation of Instructions; 5. Translation of Schedules and Instructions; 6. Two Annual Conferences of the D.Cs.; 7. Proportion of Schedules in different languages; 8. Distribution of Instructions, Forms and Schedules—Registrar General's formula; 9. Census programme; 10. Maps—Sketch maps; 11. Selection of urban areas—Town-groups; 12. Census Divisions 13. Location Code—Urban and Rural Location Code--Numbering of Districts—Numbering of Tahsils—Numbering of Urban areas—Numbering of Villages—Numbering of Town Wards—Numbering of Census Houses—Suitable period for housenumbering and houselisting; 14. Preparation of registers; 15. Circulars—Circulars on Scheduled Castes and Scheduled Tribes—Circulars about Mother Tongue; 16. Appointment of District and Charge Officers; 17. Clerical staff in Districts and Tahsils ; 18. Clerical staff for big Towns; 19. Appointment of enumeration agency; 20. Impediments—School Examinations—Difficulties in the issue of Notifications—Panchayat Elections; 21. Annual Confidential Reports. 11

CHAPTER III

ENUMERATION

1. Housenumbering & Houselisting—Training—Difficulties and deficiencies—Quality of Houselists; 2. Training for Enumeration—Training programme—First Round—Second

PAGE

Round—Third Round—Fourth Round—Fifth Round—Suggestions for improvement; 3. Enumeration—General—Special Areas—Houseless and Mobile population—Mother Tongue—Coverage—Response from public—Demographic questions—Economic questions—Household Schedules; 4. Non-Synchronous Census—Bara Banghal—Kulu Sub-Division—Lahaul & Spiti—Spiti—Lahaul; 5. Provisional Totals; 6. Post-Enumeration Check. 27

CHAPTER IV

HONORARIA AND MEDALS

1. Honoraria—Enumeration staff—Rates of Honoraria; 2. Medals—Recognition of services of Enumeration staff. 35

CHAPTER V

ASSOCIATED STUDIES

1. Enumeration of Scientific and Technical Persons; 2. Fertility Survey; 3. Village Surveys; 4. Consanguineous Marriages Survey; 5. Household Industries & Rural Handicrafts; 6. Fairs & Festivals; 7. Ethnographic Notes. 38

CHAPTER VI

ACCOUNTS & EXPENDITURE

1. Budgets; 2. Monthly reconciliation of Accounts; 3. Accounts Rules; 4. Essential Books; 5. Registers; 6. Method of keeping Accounts; 6. Delegation of Financial Powers to S.C.O.; 8. Permanent Advance; 9. Cost of Enumeration... 40

APPENDICES

PAGES

I. The Census Act. (No. XXXVII) of 1948 44

II. Selected communications from various Ministries of the Government of India. .. 47

III. Selected communications from the Registrar General, India. 54

IV. Selected communications from the Punjab Government. 65

V. Selected communications issued by the Superintendent of Census Operations, Punjab. .. 76

VI. Statements:

(1) Notifications issued in connection with 1961-census. 103

(2) Budget Estimates for the years 1958-59 to 1962-63. 105

(3) Forms and instructions supplied to District Census Officers 106

(4) Enumeration Schedules supplied to District Census Officers 108

(5) Census Divisions and Census Officers appointed in the field 110

		PAGE
(6)	Clerical assistance provided to the District Census Officers and Charge Officers of Tahsils and Towns with population one lakh or more.	112
(7)	Honorarium paid to staff in the field	116
(8)	Contingent expenditure incurred on Census work in the various Districts ..	118
(9)	Stationery indents for the years 1959-60 to 1961-62.	119
(10)	Files maintained in connection with 1961-census (up to the stage of enumeration)..	123
(11)	Books in the office of the Superintendent of Census Operations, Punjab as on 31-3-1962..	134
(12)	Officers and staff employed in the Office of Superintendent of Census Operations, Punjab, Chandigarh up to 31-3-1962..	144
(13)	Abstract of tours done by Superintendent of Census Operations, Punjab (up to 31-3-1961..	148
(14)	Schedules supplied by the Manager forms Press, Govt. of India, Aligarh.	149
(15)	Circulars and forms printed for enumeration.	150
(16)	Table showing (1) Houselist, (2) provisional and (3) final population figures 1961 and dates of receipt of provisional totals from Districts.	154

PLATES

1.	Governor of Punjab being enumerated. .. .. .. Facing page	10
2.	Sardar Partap Singh Kairon, Chief Minister, Punjab awarding census medals during Independence Day Celebrations at Chandigarh on 15th August, 1962. .. .. Facing page	36

CHAPTER I
SPADE-WORK

1. Census Legislation

The sanction for the taking of census is provided in the Census Act* (No. XXXVII) of 1948. Though this Act claims to provide only for certain matters in connection with the taking of census, its provisions are adequately elaborate to cover practically all eventualities. The Act empowers the Central Government to notify the date for the census, and to appoint a Census Commissioner for India and a Superintendent of Census Operations in each State. The State Superintendent has to be a Central Government Officer, but other census officers within a State have to be appointed by the State Government or by their officer(s) in whom the powers in this regard may vest. The Act enjoins upon every citizen to assist in the taking of census. It protects persons called upon to discharge the census duties from the consequences of any act done faithfully by them in pursuance thereof, so as to deem them as public servants within the meaning of the Indian Penal Code.

The Act lays down that the services of any citizen can be requisitioned for census work, and makes it obligatory on every person occupying a house, enclosure, etc., to allow access to census officers, and to allow them to paint on, or affix to the place such letters, marks, or numbers, as may be necessary for census purposes. It is an offence to obliterate or damage these signs.

The Act provides penalties for giving false answers to the census questionnaire. At the same time, it calls upon the census officers to discharge their duties faithfully and warns them against putting any question to a person which is not covered by the questionnaire. The Act requires that strict secrecy should be maintained about the individual's census records and that these records should not be used for any purpose against the individual concerned except for an offence in connection with census. This secrecy has been maintained by declaring that the census records are not open to inspection and also not admissible in evidence. To emphasise this provision, the Household Schedule and the Individual Slip in the 1961-census were marked 'Confidential'.

The success of census, however, depends not on the penal provisions in the Act but on the willing co-operation of all concerned. Every census officer ought to allay any baseless fear which may be making a person hesitant to give correct answers to the questions, and that he should record most faithfully the information given to him by the person interviewed.

2. First Communication from Home Ministry

The Punjab Government was informed about the 1961-census as early as in 1958, when the Ministry of Home Affairs in the Government of India wrote to the State Government for deputing an officer with the Central Government for appointment as Superintendent of Census Operations. This was followed by another communication in which the State Government were asked to convey to the Registrar General any items in which the State Government felt particularly interested so that these could be considered when framing the questionnaire.

3. Appointment of State Superintendent

I was informed of my appointment as Superintendent of Census Operations, Punjab, in March, 1959, and I assumed charge of this post on the 10th of April, 1959**. The State Superintendents in the past censuses were generally installed just a year or so before the enumeration date, and they have referred to the insufficiency of time for them to acquire proper background of the census and conditions of the State, so essential for a State Superintendent to know. There is a good deal of reading to be done by way of preparation, and as census count approaches, the State Superintendent is hardly left with any time to see how hurdles coming up during the operations were tackled in the past. I fully endorse

*Reproduced at Appendix I, page 44

**Notification reproduced at Appendix VI(1)1, page 103

their view that the Superintendent should start functioning well in advance of the date of enumeration. The two years' period which I could have for making the necessary preparations, was not at all on the high side.

A word of caution may be given here to the future Superintendent that he must have the terms of his deputation *etc.*, settled before he crosses over to the census work, and that he should sort out his personal and domestic problems before joining the post, because the census work will hardly give him any breathing time during the next three years. The census work would, of course, be a big romance for one who can plunge into it with full zeal and without encumbrance.

The Punjab Government introduced me to all Heads of Departments, Commissioners of Divisions and Deputy Commissioners in Punjab in July, 1959*.

****Appointment as Enumeration Commissioner.*—** The Punjab Government appointed me on 24th March, 1960, as Enumeration Commissioner, Punjab, to supervise the making of enumeration of dwelling houses in the State under the East Punjab Enumeration Act, 1948. Since then I have held both the posts.

4. Office Staff

Immediately after my appointment, I was faced with two problems: one relating to staff, and the other about office accommodation. There being only a few Central Government offices in Chandigarh I could not import any person from Central Government offices. Persons from outstations might not have been willing to come; Chandigarh being a town in infancy, had acute shortage of accommodation. I had, therefore, to draw persons either from the State Government offices or through the Employment Exchange. The Census Office required persons with some office experience who on appointment could start working with speed, and efficiency. Though at odd posts I could do with fresh recruits, my first preference was for men from Government offices.

I gratefully acknowledge the warm co-operation given to me by Shri E.N. Mangat Rai, the then Chief Secretary to Government, Punjab, for making available very suitable officials from the Punjab Civil Secretariat. The statement at Appendix VI(12)† contains the details of the staff drawn from different sources.

Terms of Deputation.—I was informed by the Registrar General that the Ministry of Finance had prescribed the following terms and conditions‡ for regulating the pay and allowances of the State Government employees on deputation to the Union Government:—

I. (*a*) Scale of pay in the parent grade; plus

(*b*) Deputation Special Pay at 20% of grade pay subject to a maximum of Rs. 300 p.m.; plus

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

(*d*) Dearness Allowance at the State Government rates; plus

(*e*) Local Compensatory Allowance, like Compensatory (City) and House Rent Allowance at Central Government rates.

OR

II. Pay and all allowances including Dearness Allowance at Central Government rates.

A very few officials coming on deputation opted for the Central scale of pay; most of them preferred to have the Deputation Special Pay of 20 per cent. This Special Pay was treated as Pay under F.R. 9(25)§. Generally, the terms of deputation were settled before appointment.

The first person to join the Census Organisation was a Statistical Assistant (Shri Pawan Kumar) whom I took on deputation from the Economic & Statistical Organisation, Punjab. He had worked under me for some time previously and had a varied experience of working on different posts and I found in him a very good choice. Next came the Accountant (Shri Bishnu Girdhar Chand), a seasoned man who had worked as Accountant/Head Clerk in the 1951-census. I took yet another person (Shri Daulat Ram) who had the experience of the 1951-census. It is useful to have in the office one or two such persons. By and by the staff increased but the office became effectively operative when the Office Superintendent and an Office Assistant joined in August, 1959.

*Appendix IV(2), page 65.
**Vide Notification at Appendix VI(1) 7, page 104.

†Page 144
‡Vide G.O.I., Ministry of Finance letter No. 3313-EII(B)/57, dated 9-10-1957 in office file No. 25A/59.
§Vide G.O.I., Ministry of Home Affairs letter No.F. 2/98/58-Pub. I, dated 6-12-1960 in office file No. 79/59.

The Census Superintendent has to be on tour for long durations and it is necessary that he should have a really efficient and experienced Office Superintendent who can be entrusted with taking decisions on such matters as cannot brook delay. My selection in Shri P.N. Tandon, who was then an officiating Deputy Superintendent in the Punjab Civil Secretariat, as the Office Superintendent was most appropriate, and never have I wished for a more devoted and efficient worker. I have trusted him fully in all office matters, and he relieved me a good deal for planning and conducting the census.

The Census Superintendent has to do a good deal of writing work, necessitating the assistance of an efficient Stenographer. The Registrar General had allowed me to appoint a Stenographer in the Senior Scale of pay. All appointments of Stenographers even those for the Deputy Superintendents were made in the senior scale. Shri Om Parkash Sobti came on this post from the Punjab Civil Secretariat, and I greatly value him not only as a Stenographer but also as a Personal Assistant.

Experience of working in the Census Organisation shows that of all sections in the office, Accounts and Despatch Sections, need very careful watch. Parcels and circulars have to be moved out in large numbers. A good Lower Division Clerk can cope with the despatch work, but should an experienced Lower Division Clerk be not available it would repay the expense of appointing a trained Upper Division Clerk for this work. The Accountant should be well up in account matters because transactions in the preliminary stages are heavy and of divers nature. The post of Accountant should preferably be filled in by taking on deputation a trained Junior Auditor from the office of the Accountant General. I drew my Accountant from an Administrative office, and with his previous experience he has acquitted himself very well.

I have found that men between 30 and 40 years in age do best in an office where work is of divers nature and operations have to be completed by prescribed dates. It would be advisable to have as few retired persons as possible.

5. Appointment of Deputy Superintendents

The statement at Appendix VI(12)* contains particulars of officers who worked in the Census Organisation. I was informed by the Registrar General that I could select four suitable officers in the Junior Scale of the Indian Administrative Service or in the State Civil Service for appointment as Deputy Superintendents. My attention was also drawn to the standing instructions of the Ministry of Home Affairs that no Ministry or Department should try to obtain the services of All-India Service Officers by direct correspondence with a State Government and that all such correspondence should be chanalised through the Establishment Officer to the Government of India in the Ministry of Home Affairs. Since the posting of Indian Administrative Service Officers involved delay, I was advised to appoint officers belonging to the State Civil Service as Deputy Superintendents unless I had adequate reasons for making a departure. I had thus only one officer belonging to the I.A.S. as a Deputy Superintendent and the remaining three belonging to the P.C.S. cadre. Officers posted as Deputy Superintendents were entitled to draw their grade pay and Dearness Allowance at rates admissible under the rules of the State Government, and other allowances at the Government of India rates. They were also entitled to a Special Pay of Rs. 150 p.m. or $33\frac{1}{3}$ per cent of their basic pay, whichever was less.

The Deputy Superintendent meant to assist me at headquarters joined in May, 1960. His appointment was quite timely, and it would have been helpful if the other three Deputy Superintendents had also joined earlier than August, 1960. They joined when housenumbering and houselisting operations were scheduled to have been completed. The ideal arrangement would have been to have them when the training for housenumbering and houselisting had to commence. These officers need not be saddled with any administrative duties at this stage. Their main concern should be to train in the first instance the supervisory enumeration staff; then to supplement the efforts of this staff in training the enumerators; and finally also to check the work done in respect of housenumbering and houselisting. These three Deputy Superintendents were later made incharge of the Tabulation Offices when enumeration was over.

The State was divided into three zones among the Deputy Superintendents for the purpose of field work and later for tabulation:

Headquarters	*Districts attached*
Jullundur City	Kangra, Lahaul & Spiti, Hoshiarpur, Jullundur, Amritsar, Gurdaspur, and Kapurthala.
Ambala City	Simla, Ambala, Karnal, Rohtak, Hissar, Gurgaon, and Mahendragarh.
Patiala	Patiala, Sangrur, Bhatinda, Ludhiana, and Ferozepur.

*Page 144.

6. Office Accommodation

I worked till the end of May, 1959, at Simla, with my office in the "Ellerslie", the Punjab Civil Secretariat building. But very soon I felt the need of shifting to Chandigarh, the seat of State Government. The Registrar General requested the Punjab Government to provide for me office accommodation at Chandigarh. However, in view of the two Secretariat buildings here not being spacious enough, and the Punjab Government having had to rent several private bungalows for their own use. I was advised to find accommodation independently. I hit upon bungalow No. 9-D, Sector 2-B which had the advantage of being near the Punjab Civil Secretariat. This building was then receiving finishing touches and had a ground area of 2,222 sq. yards and a built area of 628 sq. yards on the ground floor and 45 sq. yards on the first floor. I settled the rent of this bungalow at Rs. 450 per month, and took its possession with effect from the 1st June, 1959, on a lease for three years. This bungalow had fitted in it also six ceiling fans and contained in all eleven rooms,big and small. A portion of this bungalow was occupied by me as my residence with the permission of the Registrar General. With the expansion in staff and receipt of the liberal supply of paper which the Registrar General with his foresight had arranged for me, it soon became necessary to acquire more accommodation. Luckily for me, another bungalow sprung up during this period adjacent to my office. This bungalow was also on a spacious area of some 2,200 sq. yards, and had in all nine rooms on a plinth area of 230 sq. yards. I took it on a monthly rent of Rs. 350. This solved the accommodation problem for more than a year when a Tabulation Office had to be established.

By the time of the next census, Chandigarh would have had a large number of commodious buildings. Even then I would suggest to the future Superintendent to have adequate accommodation from the very start. A letter* from the Registrar General will guide him in calculating office accommodation according to the strength of staff, and to this area should be added the space needed for storing the paper and forms.

Accommodation for Deputy Superintendents in the field.—Till the setting up of Tabulation Offices, the Deputy Superintendents in the field required small accommodation, their staff being a personal clerk and a peon. The Deputy Commissioners of the Districts where the Deputy Superintendents had their headquarters were requested to spare a room in their office buildings for the Deputy Superintendents and to permit their personal staff being seated in the adjoining rooms. They were also informed that there was no objection to the Deputy Superintendents being provided accommodation in some other office building at the District headquarters if suitable accommodation could not be arranged in the District Courts.

The Deputy Commissioners regretted their inability to provide accommodation to the Deputy Superintendents. Separate offices would have cost Government a good bit of money. I, therefore, permitted the Deputy Superintendents to earmark a room in their residences for the office use. The office furniture and other equipment required by them was provided from the census budget.

7. Furniture, Stationery and Equipment

Furniture.—The State Secretariat building was being equipped with new furniture. The old furniture which had thus become surplus was being distributed by the State Government to their other local offices. I also picked up some articles required by me for my office from this surplus stock at a nominal cost. This saved me a good deal of bother of inviting tenders and placing orders. Almost all furniture required for the office was acquired locally. Since the census office was visualised to function for a period of some five years, it was economical to buy than to hire furniture.

Paper.—Consumption of paper in a census office has to be heavy, and thanks to the foresight of the Registrar General, I was never in short supply. My office was supplied 1,917 reams of white printing paper of size 26" x 40" (46 lbs.) in two instalments. The first instalment of 100 reams reached me on 22-7-1959, and the second instalment of 1,817 reams on 27-2-1960. This paper cost Re. 0.57 nP. per lb. *f.o.r.* station of despatch and a sum of Rs. 59,635 was charged to the Census Budget on this account. A substantial quantity of paper required for printing the reports was also received in February, 1961. The indents for this paper were placed by the Registrar General with the Controller of Stationery, Government of India, Calcutta. The Central Stationery Office, in turn, placed the orders with the mills.

Special precautions had to be taken in the storage of paper, since the office building had been constructed only recently and its floor and walls were still damp. Gammexane was dusted periodically to prevent white ants and other insects from damaging the stuff and some space

*Reproduced at Appendix III(2), page 63

was left all along the walls for periodical inspection. To store paper in such a large quantity might appear unnecessary, yet its supply in advance gave me a wonderful feeling of security.

Stationery.—I was informed* that supplies of stationery would be made free of cost in the case of requirements for office use, and that requirements for actual census operations (enumeration) would be supplied on payment. Separate indents are required to be made for each category of requirement, and for preparing these indents, the office has to make occasional reference to (1) Vocabulary of Stationery Stores, and (2) Price List of Stationery Articles, issued by the Controller of Stationery; as also to instructions of the Government of India on 'Quantity Scales' contained in Printing and Stationery Department letter **No. 5/III/52-P & S, dated the 14th July, 1954.

The Registrar General had placed an indent of stationery on my behalf before my office was set up. This proved very helpful in giving my office a smooth start. Appendix VI(9)† contains description of articles of stationery indented by me with the Controller of Stationery, Government of India, Calcutta, during the years 1959-60 to 1961-62.

The Controller of Stationery, Calcutta, should be contacted well in advance of the actual requirements since he takes time to comply. It is also necessary to always keep in reserve the essential articles of stationery. Resort to local purchase of stationery articles should be had only when it becomes inevitable, and before doing so the possibility of having them from the Controller of Stationery, Punjab, should be explored.

The Controller of Stationery, Punjab, allowed me to purchase articles from his stores, when assured that indents would be placed very sparingly and after his obtaining permission‡ from the Punjab Government. Such purchases were, however, allowed against cash payment and at 10 per cent above the price charged from Punjab Government Departments. It needs to be mentioned that this additional payment of 10 per cent was economical to me, considering the freight I had to pay on the articles of stationery received from the Controller of Stationery, Calcutta. This would be evident from the fact that on stationery of a value of Rs. 7,246.81 nP. a sum of Rs. 1,289.08 nP. had to be paid as freight charges.

At times, I ran short of articles of stationery other than paper, and I was shown consideration by the Punjab Civil Secretariat by lending me these articles which I returned on receiving my supplies from the Central Stationery Office. I received similar help also from the Soil Conservation Research Centre, Government of India, Ministry of Food & Agriculture, located at Chandigarh.

Typewriters.—I started my office with one typewriter on hire. At the time of the census count I had four typewriters and of these three had been purchased and one was still on hire.

1959-60.—From 27-6-1959 to 15-2-1960 I had one machine constantly on hire along with another machine taken for a short interval from 2-7-1959 to 26-12-1959. The machine taken on hire on 27-6-1959 was returned on my getting a typewriter from the Remington dealers. Another typewriter of Godrej-make was supplied to me on 27-2-1960.

1960-61.—I acquired yet another typewriter on 27-8-1960. On receipt of this machine one typewriter taken on hire on 16-6-1960 was surrendered. The stock of three typewriters one of which was of Godrej-make and two of Remington, had to be supplemented by taking another typewriter on hire from 6-2-1961. I had one typewriter on hire almost constantly during 1959-60 and 1960-61. I wish the fourth typewriter had also been purchased, because I have had to pay as much by way of hire charges as I might have paid on purchasing one. The snag was that typewriters of good make, *viz.*, Remington, were not available, and typewriter of Godrej-make did not render good service. Very often a request had to be made for a mechanic being detailed for the repair of Godrej typewriter but still its performance was not good. My successor would do well by getting typewriter only of good make and at least four in number. All orders for the purchase of typewriter were placed by the Registrar General as to him alone had been delegated the requisite powers in this behalf.

Calculating Machines.—I had two Calculating Machines, one operated by electricity and the other by hand. Both these Facit Machines were arranged for me by the Registrar General.

Gestetner Duplicator.—One Gestetner Duplicator at a cost of Rs. 2,014.95 nP. was bought for

* Vide Appendix II (1), page 47.

** Available in office file No. 116/59.

† Page 119

‡ Vide Appendix IV (11), page 73

me by the Registrar General immediately after my office was set up. A Duplicating Machine is very essential in a census office where a large number of circulars have to be sent out without loss of time. As a rule, all circulars and forms when required below 2,000 in number, were cyclostyled.

Bicycle.—A bicycle of Hercules-make was arranged for me by the Registrar General at a cost of Rs. 152.50 nP. for the distribution of local 'dak'. A peon with a cycle is an asset, and other things remaining the same, I have given preference while employing peons to those who had their own cycles. Even those who did not possess cycles were encouraged to apply for advance for its purchase.

Iron Safe.—A small coffer-*cum*-cash box of the size 10" x 14" x 12", fixable in wall, had been provided to the Cashier for keeping cash. I very much wish we had instead a strong safe fixed in the ground, since at times, large sums of money have of necessity to be kept overnight.

Filing Cabinet.—A Godrej filing cabinet of two drawers was secured for my office room for keeping papers containing information collected to be of help while writing census reports. Order for the supply of this filing cabinet at the approved rate was placed by the Registrar General.

Station Wagon.—At the instance of the Registrar General I requested the Punjab Government to consider placing a vehicle at my disposal, for touring in connection with preliminary arrangements for the census. My request was considered by the State Government Vehicle Board, and I was told that no vehicle was available to be allotted to me. I am grateful to the Registrar General for his having moved the Director General of Supplies & Disposals for supplying me a Willys' Jeep (Station Wagon) on priority basis. This station wagon railed from Bombay reached Chandigarh in December, 1959. It facilitated my touring and contributed to a very great extent to the success of census in Punjab. The total cost of the vehicle including freight of Rs. 687, was Rs. 18,300.

Telephone.—I was sanctioned two telephones—one for my office and the other at my residence. Since the load on the Telephone Board with the Local Exchange at Chandigarh was stated to have exceeded the permissible limit, I had to carry on for some time with only one telephone, with an extension to my residence. After some time a separate telephone was installed at my residence and then I put the main telephone with my Office Superintendent and got the extension for myself A second extension was later obtained for the Deputy Superintendent when he joined.

Equipment for District Offices.—The furniture and equipment required for the staff posted in the District offices exclusively for census work, was provided by the Deputy Commissioners. Similar was the position with regard to the equipment required for the staff appointed in Tahsil offices and Local Bodies. The District Census Officers raised the question of supply of stationery, furniture, and the use of typewriters, by the census staff in the District Headquarters in their first meeting held in my office wherein the Registrar General made it convenient to be present. He intimated that such demands might not be possible to be entertained. The Deputy Commissioner, Karnal, however, hired one typewriter for three months for census work in his office, and its hire charges are the only item of expenditure incurred by me on office furniture and equipment in the field offices.

The District Census Officers later brought to my notice that the paper needed by them could not be had to the full from the District offices. Therefore, I supplied them with such quantities as they asked for from time to time.

Old Census Record.—The files and records relating to the 1951-census had been stored in the Secretariat building 'Ellerslie' at Simla. A very few files were missing, and the rest were in good condition and neatly arranged.

Appendix VI(10)* contains a list of the files started in my office for the 1961-census.

Library.—Census Office, Punjab, has built up a nucleus library. It has 433 books of which 193 were inherited from my predecessor. The other books were received from the Registrar General, the various offices of the Central and State Governments, and a few were purchased from the census budget. Details of books in the Office Library are given in the statement at Appendix VI(11).**

The following newspapers, journals and magazines have been subscribed:—

(1) The Tribune
(2) The Times of India
(3) The Economist (London)
(4) The Eastern Economist
(5) The Economic Weekly

*Page 123.
**Page 134.

(6) The Seminar
(7) The Yojana
(8) The March of India
(9) The Indian Studies (Past & Present).

Postal Facilities.—The postal service in Chandigarh is fairly prompt and efficient and I did not feel the need for renting a Post Box.

For telegrams, I got registered 'PUNJCENSUS' as my abbreviated address. This step effected some economy in the charges on telegrams meant for and issued by me. It also went for quick delivery of telegrams addressed to me.

8. Printing of Schedules

The Punjab Government Presses at Chandigarh and Patiala had their hands full and were not in a position to print the Schedules. It was not easy for me to have them printed from private presses locally, since they are small and ill-equipped units. It was, therefore, decided that the census Schedules *viz.* Houselist form, Household Schedule and Individual Slip should be printed centrally. The Houselists were intended to be printed on flat-bed machines 26" x 40" and the two other on Rotary machines, using reel paper of 20" web width and a standard 27" cut off. The Chief Controller of Printing & Stationery, distributed the printing work among the three Central Government Presses at Nasik, Calcutta and Aligarh, according to languages. The Calcutta Press printed the forms in Bengali, Oriya, Assamese, Tamil, Kannada, Manipuri and Nepalese languages; the Nasik Press in Marathi, Gujarati, Telugu and Malayalam; and the Aligarh Press in Urdu, Gurmukhi and Hindi. The English forms were to be printed in all the three presses. Punjab was to receive its supplies of schedules from the Government of India Press, Aligarh.

The Government of India Presses did not have with them the type for regional languages other than Hindi. The Chief Controller of Printing, therefore, asked the Punjab Government Press to prepare flongs of forms to be printed in Urdu and Gurmukhi. For the preparation of flongs, the forms in Hindi and Punjabi were first printed in bigger type and then reduced to the required size by photographic process. A similar procedure was adopted for the schedules in Urdu which were caligraphed in bolder pen.

The printing of houselists was taken up first. It commenced in December, 1959, and finished by the first week of February, 1960. Similarly, the printing of household schedules and individual slips was commenced in the first week of February and completed by May, 1960. The flongs for the houselists were despatched from Chandigarh to the Aligarh Press by the third week of November 1959, and those for individual slips and household schedules by the first week of January, 1960.

The household schedules and the individual slips to be used for training purposes were printed in red so as to distinguish them from those to be used for actual enumeration.

The schedules supplied to me by the Government of India, Forms Press, Aligarh, are detailed in the statement at Appendix VI(14)*.

State Forms.—The central printing of schedules took a big load off my shoulders, but what was left to be printed locally was in no way small in magnitude: a number of State Forms, Instructions for Housenumbering, Houselisting and Enumeration, Sorters' Tickets, Compiler Posting Statements and State Tables to be used in Tabulation Offices.

The procedure prescribed for getting printing work done by private presses is detailed in a letter** from the Chief Controller of Printing. I was authorised to get printing done by the Government of India Press, Delhi; but since that would have involved sending printing paper from Chandigarh to Delhi and then lifting it back, the printing of forms outside Chandigarh was avoided as far as possible.

For every job I had first to contact the Punjab Government Press and could entrust only that job to private presses which the State Government Press declined to execute. The statement at Appendix VI(15)† gives details of the forms printed at the Punjab Government Press and private presses. The forms printed for use in Tabulation Offices have not been included in this statement. All State forms, registers and instructions required in connection with enumeration were printed mostly at the Punjab Government Press, Chandigarh. Shri K. C. Kuriyan, Controller and Shri Tara Chand, Deputy Controller, Printing & Stationery, Punjab, showed me utmost consideration in this respect and I gratefully acknowledge their co-operation.

The posters and other publicity material were arranged for me by the Registrar General, and I did not have to get any material of this type printed.

*Page 149.
**Vide Appendix II(1), page 47.
†Page 150.

9. Despatch and Storage of Forms

The schedules received from the Government of India Forms Press, Aligarh, were in packages of convenient size and each package bore a label specifying the language and number of forms it contained as also a sample form. It would have been more economical if the schedules had been despatched from the press direct to the Districts where they were ultimately to be used. But this course could not be adopted because most of the Deputy Commissioners had informed me that they did not have suitable accommodation to store the stuff. I did not press them on this point because the Chief Controller of Printing was also reluctant to be burdened with the extra responsibility of making out bundles for different stations.

The schedules were sent to me by the Aligarh Press by trucks, and I paid the carrying charges. The first consignment was received on 12-3-1960 and the last one on 8-2-1961. These packages were stored in my office in twelve lots, three types of forms each in four languages. Fresh labels were pasted on such packages as had lost these in transit. Gammexane was dusted on them liberally to save damage from insects. This little foresight repaid itself manifolds, since at the stage of distribution the work proceeded smoothly.

10. Touring

Touring by Superintendent.—Census operations demand heavy touring by the State Superintendent, since not many things can be settled by correspondence satisfactorily when during a prescribed period a heavy contingent of field workers has to be raised, trained and put to work, and many local problems require discussion. The statement at Appendix VI(13)* contains an abstract of touring done by me. Except the Spiti Tahsil I went to all Tahsils, and to some, a number of times.

It is very essential for the State Superintendent to keep himself fully informed of the census activities in each area and to know which of the census officers are not pulling their weight.

I have noted that census work was of a high order in the Districts where the Deputy Commissioners evinced active interest. The Deputy Commissioner is generally so busy that he has hardly any time to go through the circulars issued by the Census Office from time to time. The stuff is passed on unread to the District Census Officer with whom census is an additional job. The State Superintendent should make the District Census Officer feel his responsibilities towards census, and remove any impediments in the way of his devoting the necessary time census work. He should also keep the Deputy Commissioners well informed of the census activities in the District, so that they can take timely action, wherever required. One meeting of the State Superintendent with Deputy Commissioners pays much more dividend than sheaves of letters.

During his tours the State Superintendent should check up whether the classes for training of the enumerators are held according to the schedule, and whether census workers attend the classes regularly, and whether they receive correct training. The Census Superintendent should insist upon the maintenance of attendance registers. Surprise visits by him help to keep the census workers on the vigil. He should also see if a separate file of all circulars issued by the Census Office is maintained by the District Census Officer, that copies of circulars are passed on to the Charge Officers, and that census workers are kept informed of these. He should also see that the *Mauza* and Town Registers are kept up-to-date.

Census reports contain information on many and divers subjects which is to be had from a number of offices, officers and specialists. It is, therefore, essential that side by side with preparations for field work the Census Superintendent contacts during his tours the concerned District officers.

Touring by Deputy Superintendents.—Three of my Deputy Superintendents also did a lot of touring within their respective zones. Only one among them had a jeep of his own, and I allowed him to use it extensively. The other two Deputy Superintendents had no conveyance and had to move mostly by train or by bus. In some Districts Deputy Commissioners arranged for their own officers to tour with the Deputy Superintendents in their jeeps. The Deputy Superintendents will be able to put in more hours for training and supervision if they can be provided with transport during the next census.

The District Census Officers and Charge Officers were encouraged to tour in connection with census. They were advised to combine census work with their touring in connection with their other work. When they undertook tours for census work alone, they were paid for by reimbursement to the Punjab Government through monthly consolidated statements of expenditure received from Deputy Commissioners. The District Statistical Officers also did some touring

*Page 148

for imparting training. and the T.A. paid by the Punjab Government to them was reimbursed from the census budget.

In the interest of more effective supervision during the enumeration period, the Deputy Commissioners were requested to arrange vehicles for the District Census Officers at the expense of the Census Organisation.

11. Administrative Difficulties

Designation of the post of Superintendent of Census Operations.—One point which must be mentioned at the outset relates to the designation of the post of Superintendent of Census Operations. The term does not convey fully the high responsible duties which the incumbent of the post has to perform. In order that the State Superintendent commands the respect and attention which his position and duties entitle him to, it is most necessary that his post should be designated as "Commissioner of Census". This will elicit more ready response to the letters issued by him to different offices and his personal discussions.

To illustrate the inapt nature of the present designation, I might mention that soon after my appointment, I was faced with inquiries from numerous friends as to how it came about that I was transferred from the post of Economic Adviser to Government to that of a 'Superintendent': they took it as a case of demotion. Some time later, an inquiry was received from a Government office, in connection with my having endorsed a document, whether I was a gazetted officer. My Deputy Superintendent described a funny incident of the Chowkidar of a Rest House not letting him in, saying that the Rest House was meant for 'officers' and not for 'Deputy Superintendents'.

The suggestion to change the designation was discussed at length in the first Conference of State Superintendents, where it was pointed out that the designation being mentioned specifically in the Census Act required amendment of the Act for changing the designation. The matter does not seem to have been pursued vigorously. It is hoped that the Registrar General would initiate timely action before the next census.

Residential accommodation.—A great hardship was experienced by my staff at Chandigarh in respect of residential accommodation. They were not more than two scores in number during 1959 and 1960, and yet the Punjab Government could not see its way to provide them Government-owned accommodation, and they had to pay heavy rents for private houses. The officials who came on deputation from Punjab Government even were asked to vacate the accommodation they occupied as State Government employees. I had to request the Registrar General to intervene and obtain permission for the deputationists to retain the accommodation.

12. Publicity

A well-organised publicity campaign is essential for the census. It should enlighten the public about the type of questions that will be asked by the enumerators, and stress the importance of co-operation from the public by giving frank and exact answers. The various religious organisations in Punjab had launched campaigns on the question of 'mother tongue'. During the 1951-census there was a murder in Jagadhri town over the language question. There were also serious quarrels at several other places. Therefore, it had become all the more necessary in Punjab to contact the people lest the public got misguided and ruined the census in the State. A brief account of the work done in this connection is described below.

Booklets and Posters.—The Registrar General had supplied me in large numbers the following posters and booklets in Hindi, Punjabi, Urdu and English, which I arranged to be distributed among the public and displayed at prominent places:—

BOOKLETS

(*i*) What is a Census and why we should have one?
(*ii*) How a Census is taken?
(*iii*) Growing importance of population census.

POSTERS

(*i*) "Census helps them all".
(*ii*) "Census is essential for planned development"
(*iii*) "Census helps planned consumption".
(*iv*) "Population Census : vital to you and the nation".

A set of booklets and posters along with the instructions on enumeration was posted to M.L.As'., M.L.Cs.', Heads of Departments, Colleges, Schools, Station House Officers, Banks, Tahsildars, Dispensaries, Hospitals and Factories. The Director of Public Relations, Punjab, also received from the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Government of India, a separate lot of the same material for distribution among the general public. Details of the booklets/posters received by me and how they were distributed are contained in the office file No. 201/60.

Newspapers.—Census news began appearing in newspapers with the Second Pretest. Pictures and cartoons of enumerators going round the city or rural areas could also be seen in the important newspapers. The Press correspondents were invited frequently while I was on tour and also at headquarters.

Posts & Telegraphs Department.—At the instance of Registrar General, the Postal authorities issued instructions that all postal articles bearing the rubber stamp impression 'Census Urgent' should be handled expeditiously. All letters issued by this office bore this stamp. The District Census Officers were also requested to get similar stamps prepared for use by them. The Telegraph authorities also issued instructions that all telegrams emanating from Government Offices in connection with census and bearing the word 'Census' should have priority over ordinary telegrams.

Documentary Films.—The Registrar General got prepared a documentary film entitled 'National Roll Call'. This film of 16 mm., consisted of two reels. Nine copies of this film supplied to Punjab were exhibited on a wide scale in urban and rural areas through the mobile agency of the Punjab Public Relations Department, and in cinema houses.

Cinema Slides.—A cinema slide 'Get Yourself and Your Family Counted in Census—February 10 to March 5, 1961' was exhibited practically in all cinema houses in Punjab. The total number of slides supplied to Punjab for circulation among cinema houses was 110.

Press Conferences.—I convened two press conferences at Chandigarh and explained in detail to the press representatives the nature of information being collected in the census. Response of the press was very helpful. At quite an early date newspapers in Punjab began to publish editorial comments, laying stress upon the importance of census, and appealing to the public for full co-operation. I contributed several articles to newspapers.

During my tours I always snatched any opportunity to give informal talks on census. I invited questions and some times the discussion became very lively. My approach to the question of mother tongue was that this related to something past in the life of every person and not his present views and environments. There could be no two opinions or difficulty in a person telling in what language his mother or the person who brought him up spoke to him when he was a small child. This set at rest, at least for the time being, any Hindi-Punjabi controversy.

Talks on Radio.—The Registrar General made arrangements with the Ministry of Information and Broadcasting, for giving due publicity to the census. I got a talk recorded at Radio Station, Jullundur, on the 26th May, 1960. This talk was relayed a number of times in the Rural Programme from the Jullundur Station. The contents of the talk recorded are contained in office file No. 183/60. The Registrar General broadcasted a talk on census on the 4th February, 1961.

Governor's message.—Shri N.V. Gadgil, the then Governor of Punjab gave the following message on the 8th February, 1961, to the enumerators and the public, which was widely published in newspapers:—

"A decennial census will begin from the 10th of February. In an organised community it is absolutely necessary that statistics about population, about occupations, about resources, should be collected. Individuals may come and go but the community continues. Hence the necessity of keeping a correct and up-to-date record of all relevant factors not only for the benefit of the present generation but equally for the benefit of generations to come. In modern age, a State is judged by what it does for its citizens, and no State or no Government can operate in a vacuum. Knowledge is power, in the sense that one who has it is better than one who has not. We are now functioning in a democracy of planned economy and I need hardly add the importance of proper record and proper collection of all relevant data. Census operations are primarily meant for this. Only on data thus collected can the utility and the desirability of existing policies be tested and new policies can be formulated. It is, therefore, not only a sacred duty for every citizen to give such information as may be requested by the Census authorities correctly and honestly, but it is equally in his interest to do so. The Government can succeed in collecting information which is of national importance only if people at every level co-operate with the Census authorities. I, therefore, invite full and honest co-operation by all people with the Census authorities."

Chief Minister's Appeal.—The talks on the radio were concluded in Punjab with a stirring appeal from the Chief Minister on the 9th February 1961. He spoke for some nine minutes, exhorting the census workers and the people of Punjab to co-operate fully in making the census a grand success.



Governor of Punjab being enumerated
From left : Shri N.V. Gadgil, Governor, Shri S.S. Parmar, I.A.S., Estate Officer, Chandigarh, Shri G.L. Bailur, I.A.S., Deputy Superintendent of Census Operations, Shri R.L. Anand, Superintendent of Census Operations, Punjab

CHAPTER II
OPERATIONS LEADING TO ENUMERATION

1. Pre-tests

After consulting the various Ministries of the Union Government and State Directors of Statistics, the Registrar General drew out the forms for the (1) Houselist, (2) Household Schedule, (3) Individual Slip, and (4) Instructions to be issued to enumerators. In order to note the reaction of the people to the questions included in the three questionnaires and to judge the adequacy of space provided for recording answers, two pre-tests were held in Punjab, as also in some other States.

First Pre-test.—The first draft on census questionnaire was pretested in February, 1959, by me when I was Economic & Statistical Adviser to Government, Punjab, with the help of my staff and the co-operation of Deputy Commissioners. This pre-test was conducted in one urban and one rural block each in Jullundur, Rohtak and Bhatinda Districts. The District Statistical Officer of the concerned District acted as the supervisor. Under him were placed two enumerators in the urban block and two in the rural block. Of the two enumerators in the urban block one was a Technical Assistant of the District Statistical Office and the other was a school teacher of primary classes. Of the enumerators in the rural block one was a Junior Field Investigator (working on the National Sample Survey) and the other a village *patwari*. The instructions received from the Registrar General were forwarded to the District Statistical Officers who were asked to translate them in the regional languages.

The three District Statistical Officers were called to a meeting where the questionnaires were explained and a few questionnaires were filled in after obtaining particulars from some households in a locality. The District Statistical Officers then returned to train the enumerators under them, and then went ahead with the pre-test. Copies of the Household-*cum*-Enumeration Schedule and the Houselist form which were tested thus, are available in office file No. 16/59.

All the filled in schedules were forwarded to the Registrar General who had them sorted and tabulated in his own office.

Such pre-tests in other States were similarly done by the Statistical Bureau and the second draft questionnaire, which is also available in office file No. 16-A of 1959, was the outcome of the suggestions made by different States in the first pre-test.

Second Pre-test.—The second pre-test was conducted in Punjab after I had joined as Census Superintendent. The draft questionnaire in this pre-test was tried on some 5,000 families in the six towns of Jullundur, Ambala, Simla, Sangrur, Hissar and Kulu and two villages in each of the Districts in which these towns are located. Simla was selected for its peculiarity of seasonal influx of visitors. Kulu presented the problem of dealing with the Lahaul people coming down to the plains for the winter. Jullundur City was selected because of its congestion. Sangrur, Hissar and Ambala were selected so as to cover different areas in the plains. These pre-tests were held in July and August, 1959.

Leaving aside Kangra District where I could not go, the pre-test work was staggered in a manner that I could myself watch the operations. In all Districts, Gazetted Officers of State Civil Service, most of whom were later appointed as District Census Officers, conducted these pre-tests. The enumerators and supervisors were selected from among the *patwaris* and school teachers who were to contribute substantially to the force of enumerators and supervisors.

Training of Statistical Assistants in the Office of Registrar General.—Before the second pre-test was initiated, the Registrar General had prepared tentatively the Tables for the 1961-census. These Tables were based on the second draft questionnaire but were to have as data the material collected during the first pre-test. He proposed to conduct in his office a trial tabulation with the help of this material. The Statistical Assistants

appointed by State Superintendents participated in this trial tabulation. Two Statistical Assistants were sent from my office for the tabulation which was a very good training for them. The results of the second pre-test were analysed in my office by these very Statistical Assistants who had received training for a period of about two months in sorting and tabulation work at Delhi.

The two pre-tests gave me an insight into the intricacies of enumeration work. Some points which cropped up are mentioned below.

1. The schedules to be used in rural areas would have to be printed in three languages: Hindi, Gurmukhi and Urdu. There were two views about their proportions: 20, 20 and 60 per cent; and 30, 30 and 40 per cent.
2. Investigators in all places were of the opinion that it would be apt to fill in individual slips first and then proceed with the questions on land and household industries, for the people got suspicious if the interrogation started with the extent of land owned or tenanted by the household.
3. It was felt that it would be possible to induce enumerators to work for the census without making any payment, but in order that they work more willingly, they should be given some honorarium to cover their out-of-pocket expenses.
4. It was found very tough to elicit unbiased information about mother tongue.
5. District Officers expected some allowance for doing census work which was fairly strenuous and was to continue for quite a few months.
6. It was felt that if the District Officers could be provided with some conveyance for a period of six weeks from the last week of January to the first week of March, 1961, they would be able to supervise the field work more effectively.
7. Some clerical assistance might have to be provided to the District Officers. The demand in general was for one Assistant, one Stenotypist, one Clerk and one Peon. For the Charge Officers one Junior Clerk was considered to be enough.
8. In most cases, the State Superintendent would have to exert his influence to procure office accommodation for the census staff under the District Officers and for storing the census questionnaires and forms.
9. Once the procedure was explained and interest of enumerators was aroused, the rest would not be difficult. The most difficult thing was to create in them a missionary spirit and a feeling that this effort would go far towards correct appreciation of the conditions in the country and consequently better planning.

2. Census Conference of September, 1959

There were two Conferences of State Superintendents held in New Delhi before the census count. The first Conference was held from the 24th September to the 1st October, 1959, and the second from the 5th to 12th August, 1960. The second Conference was devoted mainly to the Tabulation Plan. Though discussions in this Conference also touched enumeration programme, this was with a view to ascertaining whether all State Superintendents were sailing smoothly for the census count, or any one among them was experiencing any difficulty.

The first Conference was inaugurated by the late Shri Gobind Ballabh Pant, the then Home Minister of India. His presence in our midst was very inspiring and his address was full of wit and sound advice. Shortly after their appointment the State Superintendents had been informed of this Conference, and because of the long notice they came fully prepared for deliberations. The discussions were thorough, leading to very helpful decisions. Printed copies of the proceedings of the Conference are preserved in the office.

3. Questionnaires

(1) *Houselist.*—In previous censuses no uniform design of houselist was adopted and only bare information necessary for enumeration was recorded. A uniform houselist form for the country was adopted for the first time in 1961. The information sought to be collected on it, needed in some respects for the Development Plans, went beyond the requirements of the census. This information provided the material for a separate report on Housing and Establishments.

The houselists were printed on both the sides of paper measuring 13″ x 20″, and the form had 18 columns*. Col., 1 'Serial No.' was meant to denote the line, col., 2 was 'Building Number', col., 3 'Building Number with Sub-Numbers for each Census House' and col., 11 'Sub-number of each Census Household with Census House-number' aimed at locating the census house and the census household for purposes of enumeration.

*Specimen form reproduced at Appendix VII (1), pages 156-157.

'Building' referred to an entire separate structure on the ground. The census house was defined as 'a structure or part of a structure inhabited or vacant, or a dwelling, a shop-*cum*-dwelling or a place of business, workshop, school, *etc.*, with a separate main entrance'. The household signified 'a single person living by himself or a group of persons who commonly live together and take their meals from a common kitchen unless the exigencies of work prevent any of them from doing so'. A census house could contain two or more households. This was to be the case where a household did not have an independent entrance to the outside world. A separate line was devoted to each census house in col., 2, and so also was the case with the census household in column 11.

Col., 4 was meant to denote the purpose for which the census house was being utilised. It had to be specified if it was a dwelling, a shop, a shop-*cum*-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, *etc.*

Cols., 5 to 8 applied to a census house if it was used as an establishment, workshop or factory, in which case the name of the establishment or the proprietor, the products repaired or service undertaken, number of persons working in it, and the type of fuel or power used if machinery was used, had to be specified. The main material of walls and roof was recorded in columns 9 and 10.

Cols., 11 to 17 applied to census house used for dwelling and asked for 'Name of the head of household, number of rooms, tenure status of the household, and number of persons in the household: male and female.'

Col., 18 was meant for recording any other useful or significant information, whether the house was still under construction; if a shop, the name of its proprietor; and if a dwelling, whether the occupant household belonged to a scheduled caste/tribe.

Instructions to the enumerators about filling in the houselist are contained in a printed booklet of which a number of copies will be found in the office files.

As a ready summary each enumerator was to prepare also a Houselist Abstract showing the number of sheets used by him and in these sheets the number of households, the number of persons in the households, total number of rooms used for residence, and the number of establishments shops or factories.

(2) *Household Schedule.*--There was no Household Schedule used in the 1941 and 1951-censuses. It was introduced in the 1961-census with a view to assess the role of the family as a unit in the economic life of our country, and to find out the size of proprietory and cultivating land holdings and some broad particulars about the household industries—the two most extensive occupations in this country. It also aimed at finding out the working force in the households pursuing these activities.

During the First Pretest, it came to light that two questions in this Schedule were not taken kindly to by the people: whether the household possessed (1) a battery or a torch, and (2) a bicycle. These items were included to find out the extent to which people were availing of these modern amenities. However, the inquiry about the cycle made people suspect that it had something to do with the cycle-tax. Regarding the torch, some villagers associated it with undesirable nocturnal activities. In deference to the feelings expressed during the pretest, both these questions were dropped.

The first two draft Schedules contained also a question about 'nationality of the head of the household.' It was then decided that this question should be transferred to the Individual Slip since the members of a household could belong to different nationalities.

The Household Schedules* were of the size $6\frac{1}{2}''$ x $8''$ and bound in pads of 25s and 50s. On the covering of these pads was pasted an Abstract showing the identification of the area to which it related, and the number of schedules used, the number of occupied census houses, and households.

The Household Schedule form consisted of two parts. Part I related to the Household Schedule itself. At the top of it there was space for recording the location of household (Location Code), name of the head of the household, whether the head was a member of the Scheduled Caste or Scheduled Tribe, and whether the household was an institution. Thereafter, the Schedule was to be filled in only if household was engaged in (A) cultivation and/or (B) some kind of household industry. The portion (C) was to be filled in for the households of the types mentioned above, for recording the number of workers, belonging to the household and hired from outside.

*Specimen form reproduced at Appendix VII (3), pages 159-160.

Part II of the Household Schedule, printed on the reverse, pertained to Census Population Record requiring the following particulars to be filled in about each individual in the household at the time of enumeration:—

(*i*) Name

(*ii*) Sex

(*iii*) Relationship to the Head

(*iv*) Age

(*v*) Marital status

(*vi*) Description of work in the case of worker.

The total to be struck at the bottom was to be for males and female members, separately.

This Census Population Record could serve the purpose of National Register of Citizens prepared at the 1951-census. Unfortunately the books had later to be unstitched in order to draw a 20 per cent sample to be sent for tabulation in the Mechanical Tabulation Unit in the Registrar General's Office at Delhi. These sheets when returned after tabulation are not in a shape to be replaced in the books but have been preserved separately. This record shall serve as the frame for drawing samples for any future inquiries.

(3) *Individual Slip.*—The primary object of the census is to count human beings and to record their particulars. This information was recorded on Individual Slips* printed on one side of paper in the size $4\frac{1}{2}'' \times 6\frac{1}{2}''$, bound in pads of 25 and 100 slips. One slip was to be used for each individual—man, woman or child, excluding only the non-Indian nationals on the staff of diplomatic and consular missions.

Prior to the 1941-census, particulars about individuals were noted on a General Schedule from which slips were copied out later in Tabulation Offices. In the 1941 and 1951-censuses individual slips were used, but they bore only the serial numbers for questions and the enumerators had to memorise the questions in serial order. It was felt that this was an unnecessary strain on enumerators, and sometimes by mistake they recorded information against non-relevant questions. In the 1961-census questions were printed on the slip itself, and for further convenience in sorting, geometric designs were drawn in which to write answers for some questions.

While in the 1951-census, the stress in economic questions was on economic independence and on the source of livelihood, the stress in 1961-census was on work. A probe was also made into the position of the non-workers. Another new feature of this census was the question of duration of stay at the place of enumeration, bringing out the extent and nature of migration.

In the 1951-census, the Individual Slip contained 13 questions prescribed on all-India basis, and each State was given the option to incorporate one question, according to its peculiar requirements. In the 1961-census this option was withdrawn and one uniform questionnaire of 13 questions was adopted throughout the country.

The 1961 Individual Slip contained the following questions:—

(1) (*a*) Name, (*b*) Relationship to the head of household.

(2) Age (completed years).

(3) Marital status (never married, married, widowed, separated or divorced).

(4) (*a*) Whether born in (*i*) the village or town in which enumerated, (*ii*) another place within the District in which enumerated, (*iii*) another District in the Punjab, (*iv*) another State in India (name of that State), (*v*) another country outside India (name of the country), and (*vi*) at sea or in air, or in a railway carriage.

(4) (*b*) Whether born in a village or a town, (status of the place of birth in the present context).

(4) (*c*) If born outside the village/town where enumerated, period of residence at the place enumerated (completed years).

(5) (*a*) Nationality; (*b*) Religion; (c) If a member of a Scheduled Caste or Scheduled Tribe, the name of that Caste or Tribe.

(6) Whether literate; if so, the highest examination passed, if any.

(7) (*a*) Mother tongue; (*b*) Whether knows any language other than the mother tongue. If he/she knows several other languages, mention the two he/she knows the best.

(8) Whether working as cultivator.

(9) Whether working as agricultural labourer.

(10) If working at a household industry (*a*) the nature of work done, (*b*) the nature of household industry, (*c*) whether working as a paid employee in another person's household industry.

(11) If engaged neither in household cultivation, nor working as an agricultural labourer, nor even working at a household industry,

*Specimen form reproduced at Appendix VII (2), page 158.

then (*a*) nature of work done, (*b*) nature of industry, business, trade, profession or service in which engaged, (*c*) class of worker [employer, employee, single worker (working on his own) or family worker (with the head of the household without wages)], (d) name of establishment, if working in one.

(12) If not working, whether (*i*) a student, doing no other work, (*ii*) a housewife or adult family member engaged in unpaid domestic duties, (*iii*) an infant or other dependent incapable of doing any work, (*iv*) a retired person doing no work again, or a receiver of agricultural or non-agricultural rent, royalty or dividend, (*v*) a begger, vagrant, independent woman without indication of source of income, and others of unspecified source of existence, (*vi*) a convict in jail or inmate of a penal, mental or charitable institution, (*vii*) seeking employment for the first time, (*viii*) employed before but now out of employment and seeking employment.

(13) Sex (eunuchs and hermaphrodites to be recorded as males).

On the cover of the pad of individual slips was printed an Abstract showing the location to which the pad related, number of slips filled in and the persons recorded : males and females; and literate.

Detailed instructions for filling in the Household Schedule and the Individual Slip are contained in the booklet "Instructions to Enumerators".

4. Centralisation of Instructions

In the 1951-census, each Superintendent was left to draft instructions for enumeration in his State. Evidently, this arrangement suffered from different interpretations of the terms used in the census. The individual slips filled in during the first pre-test when tabulated in the office of the Registrar General had shown that the proportion of workers and non-workers both in rural and urban areas varied widely as between the States, resulting from lack of clarity as to who was taken to be a worker. It was, therefore, decided that a book of minimum instructions should be devised by the Registrar General in the interest of uniformity of concept and procedure. This also resulted in the saving of time, for now all that a State Superintendent had to do was to translate the Instructions as framed by the Registrar General into regional languages and elaborate with examples, wherever needed.

The Instructions on Housenumbering and Houselisting, as supplied to me as also to the other State Superintendents by Registrar General, had to be amplified by adding solved examples of filled-in-houselists. For housenumbering I issued a fresh booklet incorporating my own instructions, based on the concepts and definitions laid down by the Registrar General, with modifications here and there. For example, the instructions received from the Registrar General provided that if a new hut or a new building was constructed in between the time when the housenumbering and houselisting had been completed and the census count, it should be given a new number beyond the last number of the serial for the village or the ward. I modified these instructions saying that such a new house should bear the number assigned to the house on the left of it with the addition of 'A'. Thus if a new building had been constructed during this period between buildings numbered 6 and 7, the new building was to bear number 6A.

5. Translation of Schedules and Instructions

The Houselist, Household Schedule and the Individual Slip, along with the Abstracts relating to them, as also the instructions relating to housenumbering and filling in the Houselists, Household Schedules and Individual Slips as received from the Registrar General, were translated and printed in Hindi, Urdu and Punjabi.

Translation has to be done very carefully so as to bring out the exact meaning of the terms used. I had to weigh each word and sentence. The Director of Languages, Punjab, was also requested to help in this work. I am grateful to him for his having arranged this translation but much of it had to be recast by me, eschewing all words difficult to be understood by the enumerators. The translated manuscripts were got approved from the Registrar General before printing.

6. Two Annual Conferences of the D.Cs'.

At my request the 'Chief Secretary to Government, Punjab, included 'Census' as an item on the agenda for the annual conference of all Deputy Commissioners convened at Simla from the 20th to 25th September, 1959. The item was initiated by me, and the *discussion which followed was very fruitful, since all present, from Secretaries to Deputy Commissioners became reminded of their responsibilities towards census, and the technique and timing of the various processes connected with it. I was also the gainer to the

*Resume of discussions at Appendix IV (3), page 65.

extent I came to know the views of the State Government on matters relating to expenditure on enumeration which I conveyed to the Conference of State Superintendents of Census Operations held at Delhi between 24th September and 1st October, 1959.

These two conferences paved the way for me for discussing the census problems at greater length in the Conference of District Census Officers convened by me from 25th to 27th February, 1960. The Registrar General attended this conference for a day and acquainted himself with the views of the District Census Officers, particularly on the language question, and honorarium for Charge Officers. Though their recommendations on excluding the question relating to language and the payment of honoraria to Charge Officers could not be acceded to, yet they had the satisfaction that their view point had been well considered by the Registrar General.

Immediately after the District Census Officers went back to their headquarters, the Chief Secretary to Government, Punjab addressed a letter* to all Deputy Commissioners wherein they were again told that Punjab Government attached great importance to the census and that they should bend their energies in making the 1961-census very accurate and should complete the various operations according to the prescribed schedule.

The census as an item again appeared in the agenda of the Annual Conference of D.Cs' held in Simla in September, 1960. This Conference was attended also by the Registrar General and his participation in the discussions** went a long way towards the State Government assuring fullest co-operation in census work. I gave a detailed account of the progress made in different operations during the past twelve months, and pointed out with regard to each operation the towns and tahsils where the work was not up to the mark. The concerned Deputy Commissioners promised to make up the deficiencies.

7. Proportion of Schedules in Different Languages

At the time of the 1951-census almost every literate man in the State knew Urdu. By 1961 three languages were in the field—Hindi, Punjabi and Urdu. The older generation knew Urdu but the younger folk Hindi and Punjabi. Though every Matriculate has to know both Hindi and Punjabi, yet there is a large number of persons who knew or professed to know either Hindi or Punjabi. The schedules had, therefore, to be printed in Hindi, Punjabi and Urdu, besides those in English, to suit the requirements of enumerators. I sought the views of Deputy Commissioners, Commissioners and Inspectors of Schools about the proportion in which schedules of different languages would be required in various Districts. The advice from these officers was conflicting. I took up this matter again in the Annual Conference of Commissioners and Deputy Commissioners held at Simla in September, 1959. This conference suggested that the schedules be printed bilingually: in Urdu and Hindi, and in Urdu and Punjabi, in equal numbers. The small size of the schedules and slips did not permit printing of more than one language on a schedule. There was thus no alternative to print them in separate languages. The information received from Deptuy Commissioners on whom lay the ultimate responsibility for conducting the census, was taken as the base for calculating the requirements of each District. The number of schedules thus calculated, was again got confirmed from the Deputy Commissioners. The three schedules were then printed in the following proportions:—

	Per cent
English	.. 6
Urdu	.. 34
Hindi	.. 31
Punjabi	.. 29

Experience showed that the assessment of the District Officers was fairly off the mark. About half the number of pads in Punjabi remained unused and there was some unsatisfied demand for pads in Urdu. The unsatisfied demand for pads in a particular language did not entail any real difficulty, because I had made it clear that an enumerator could write in any script, irrespective of the script of the questionnaire. My experience on this point of 1961 will, however, not be a dependable guide for the next census since the language pattern by then would have undergone a big change.

8. Distribution of Instructions, Forms and Schedules

The census programme in totality had become well known quite in advance. Detailed instructions were, however, issued at three main stages. The first stage related to the collection of maps, lists of villages, verification of territorial changes and declarations of towns; the second stage concerned housenumbering, houselisting, block carving, assigning location code numbers and completion of Charge Registers; and the third stage embraced the enumeration.

*Vide Appendix IV (6), page 68.
**Vide Appendix IV (10), page 69.

It is essential that forms and instructions be despatched sufficiently in advance of the time, so as to allow adequate period for their distribution and being read and thoroughly understood by field workers. The statements at Appendices VI (3) and VI (4)* show the number of forms and schedules distributed among various Districts.

Census forms when despatched in bulk through private carriers, should be escorted by an official to ensure safe delivery. Besides, a very careful watch has to be kept over their distribution among the Charges and from there to the Circles and individual enumerators. Delivery at each stage should be effected against receipts which the Superintendent and Deputy Superintendent should make it a point to check when on tour. I commend the practice followed by me to send the material to District Census Officers in separate bundles meant for each rural and urban Charge, and where conveniently possible, to frame the route for the truck in a manner so to deliver the stuff in bundles to a maximum number of Charge Offices.

The houselist forms and the connected instructions were despatched in March, 1960, and the material relating to enumeration in November and December, 1960. The Charge Officers were instructed to see that the schedules and forms were distributed among enumerators at the last round of training.

Registrar General's Formula.—The Registrar General suggested the following formula for calculating the required number of schedules in each State:—

(*a*)	Individual Slips	Population figures for 1951; plus 25 per cent to allow for the growth; plus 15 per cent as reserve in Charge Offices; plus 5 per cent as reserve in District Offices; plus 5 per cent as reserve in the Office of the State Superintendent.
(*b*)	Household Schedules	$\frac{1}{8}$th of the number calculated for individual slips.
(*c*)	Houselist Forms	$\frac{1}{10}$th of the number calculated for household schedules.

The analysis of births and deaths data for the years 1951 to 1958 showed an increase of 28 per cent in the population of Punjab. Some further margin was necessary to allow for variations between the proportions in the forms and schedules of four languages sent to Districts and the actual demand of field workers. Therefore, I requested to the Registrar General to allow me to calculate my requirements assuming an increase of 35 per cent over the 1951 population figures and to calculate the reserve material on that basis. He agreed to my this proposal.

The requirements of each Charge for further distribution of the material were assessed on the basis of the 1960 houselist population with 2 per cent extra, so as to provide for houseless population in rural areas and 5 per cent in urban areas. To this, 15 per cent was added as Charge reserve and 5 per cent as the District reserve. After their despatch I was left with a reserve of 7 per cent of the total supplies. Despite this seemingly safe margin I would have got into serious difficulty, had I not arranged for still more supplies from the press. The fairly strong reserve in the State Census Office proved very helpful because requests for more forms were heavy during the enumeration period, and I could meet them in full. I would advise my successor to have a reserve 15 per cent of the schedules calculating it on the population as found from the houselists. One-third of this reserve should be kept in the District Census Offices and two-thirds at the State Census Office.

9. Census Programme

The Census programme for the State as displayed in Appendix V(6)**, was drawn in the Conference of District Census Officers held in my office from the 25th to 27th February, 1960. Some information had been collected beforehand from Deputy Commissioners and the programme was drawn realistically and in the light of the progress already made. The dates for the completion of each stage were decided upon, allowing adequate margin for the possible delays in some areas. The work up to the stage of Tabulation was staggered over a period of 15 months—February, 1960 to April, 1961. This rather wide scatter had the advantage of my being able to see through each operation in detail. It also went for the officers in the Districts working without rush, since they worked for the census besides their other duties.

10. Maps

For accurate delimitation and identification of enumeration areas, the necessity of having accurate and up-to-date maps cannot be overemphasised. The Deputy Commissioners were accordingly requested to supply the following maps:—

(1) Map of the District on the scale 1"=4 miles,

*Pages 106—109.

**Page 83.

showing (i) roads, (ii) railways, (iii) rivers, (iv) canals, and (v) Tahsil boundaries.

(2) Map of each Tahsil on the scale 1″=1 mile, showing (i) roads, (ii) railways, (iii) rivers, (iv) canals, (v) rest houses, (vi) boundary of each village with names and Hadbast numbers of villages written on the map, and (vii) *girdawari* circles.

(3) Map of each town on the scale 4″=1 mile, showing (i) limits of the town, (ii) ward boundaries, (iii) streets and roads, (iv) railway lines, (v) bridges, and (vi) important buildings and places.

The Registrar General advised my procuring five copies of each of the maps mentioned above: two copies to be despatched to him, and one copy each for the Charge Officer, the District Census Officer, and my office.

Numerous and extensive territorial changes had taken place since the last census, and up-to-date maps were not readily available. What was still worse, a complete set of the Notifications effecting territorial changes could not be had from the Punjab Government, and it had to be built up by consulting the Punjab Government Gazettes. It is a pity that the Director of Land Records had not attended to this most important function of his office. Some Deputy Commissioners showed inability to get the maps prepared since they had neither the material nor draftsmen to do the job. I placed the position before the annual conference of Commissioners and Deputy Commissioners* held at Simla in September, 1959. This conference was seized with the problem, and Deputy Commissioners were directed** to draw upon the draftsmen in the District Board or P.W.D., offices to undertake the work without loss of time. Instructions† were issued also to the Chief Engineer, Punjab, P.W.D., for his assistance to the Deputy Commissioners in the matter. Despite these instructions strenuous efforts had to be put in to secure proper maps.

One complete set of maps has been preserved in my office. I could not fulfil this commitment by the target date of 15th March, 1960, fixed in the census calendar. Even then the maps sent by the Deputy Commissioners, though quite serviceable, were not of a high order of accuracy, and much labour had to be put in again while preparing the State Economic Atlas. I am impelled to strongly advise my successor to address himself to having revised maps soon after his appointment.

*Vide Resume of discussions at Appendix IV (3) Page 65.
**Vide Appendix IV (4), Page 67.
†Vide Appendix IV (7), Page 69.

Sketch Maps.—Side by side with the preparation of maps for Districts, Tahsils and Towns, attempt was made to get notional maps prepared by the houselisters for each village and census block, in triplicate. One copy of this notional map was to be attached with the houselist of the village concerned, the second copy was intended to be delivered to the enumerator for help in enumeration and the third copy was to be kept in my office. It was planned that two sketches should be drawn for each village on the same sheet; one showing the general lay out of the entire village area, its boundary lines, names of contiguous villages, roads serving the village, wells, and the inhabited site (*abadi deh*), etc.; and the other confining to the inhabited site, showing location of each building along with its code number. The second sketch map was good enough if it could lead a person to each house in the village.

Three types of maps were intended to be prepared for urban areas. The first map was to show the entire area of the town, its distribution into wards, blocks, etc., and a few important buildings and places. The second map was to relate to each ward where different roads, streets, *mohallas*, etc., were to be shown. The third map, relating to each enumerator's block was to show the location of each building and its census code number.

Only a few enumerators could draw the third type of map satisfactorily; most of them did not know the basic principles of map drawing; and many among those who could draw, lacked in enthusiasm. The effort is, however, worth repeating at the next census, for a good map for the block facilitates accurate enumeration. Perhaps it may also be possible then to have a separate allotment in the census budget for expenditure on preparing block maps.

11. Selection of Urban Areas

A fresh list of Towns has to be prepared at each census, because of modification in the definition of the term 'town', new towns coming into existence, and some towns fading in importance.

In the 1951-census the State Superintendents were given wide discretion in selecting places to be termed as 'towns', thus spoiling to some extent strict comparability as between the States Since urbanisation will assume greater importance for study in times to come, it was desirable that the definition was made more precise. In the Conference of Census Superintendents in 1959, it was decided that all Municipalities, Canton-

ments, Notified Areas and other places having recognised administrations shall be taken as towns, irrespective of their population or other characteristics. For places not having local administration, it was decided to take them as towns if they fulfilled the following tests:—

(*i*) Population not less than 5,000 persons;

(*ii*) At least 3/4th of adult male population employed in pursuits other than agriculture; and

(*iii*) Density of population not less than 1,000 persons per square mile.

For deciding which places should be treated as towns in 1961, the list of towns adopted in the 1951-census was scrutinised. The views of Deputy Commissioners were also invited* on this subject. Such places as appeared to lie on the margin, were visited by me personally in the company of District Census Officers and later discussed with the Deputy Commissioners. I forwarded my findings to the State Government who approved them in entirity.

Twenty places taken as towns in the 1951-census were taken off the list. Four among them: Kaithal Mandi, Karnal Civil Lines (Karnal), Ambala Civil Lines (Ambala), and Hadiabad (Kapurthala) had ceased to have separate local administrations, having been merged with contiguous municipal areas. Pathankot Military Area in Gurdaspur District has been taken as a part of Pathankot town. Eight places, Kandaghat, Dharampur, Sanawar, Garkhal (Simla), Miani, Jaijon, Khanpur (Hoshiarpur), and Moonak (Sangrur) were excluded because they did not fulfil the condition of 5,000 population and none of them had any local administration. The remaining seven places (Bindala, Jandiala, Bilga in Jullundur District; Sur Singh and Sultan Wind in Amritsar District; Hadiaya and Sehna in Sangrur District) had more than 5,000 persons, but they were excluded because the local bodies functioning there had been abolished, and they did not have urban characteristics.

Fifteen new places were added to the list of towns: Uklana Mandi in Hissar District; Pehowa in Karnal District; Manimajra, Kurali, Chandigarh in Ambala District; Jutogh in Simla District, Naya Nangal and Nangal Township in Hoshiarpur District; Adampur in Jullundur District; Malout and Talwandi Bhai in Ferozepur District; Amritsar Cantt., in Amritsar District; Bakloh and Dalhousie Cantt., in Gurdaspur District and Rajpura Township in Patiala. A complete list of 189 places treated as towns is given in Appendix V(7)**.

Town-groups.—The Registrar General has advised combining adjacent towns which in economic and social matters behave as one unit, and to label them as "town-groups". This is a very useful innovation in so far as it brings out the importance of these areas for the purpose of planning and providing for social needs. The names of the town-groups and their constituents are shown below. With the trend in urbanisation their number should increase by the next census, and it would be advisable for the future Superintendent to bear this topic in mind even in his preliminary tours.

Town-group	*Constituents.*
Faridabad	Faridabad Town and Faridabad Township.
Chandigarh	Chandigarh and Manimajra.
Ambala	Ambala Town and Ambala Cantt.
Jagadhri	Jagadhri and Yamunanagar.
Nangal	Nangal Township and Naya Nangal
Jullundur	Jullundur City and Jullundur Cantt.,
Ferozepur	Ferozepur Town, Ferozepur Cantt., and Tankanwali.
Amritsar	Amritsar City, Amritsar Cantt., and Chheharta.
Dalhousie	Dalhousie Town and Dalhousie Cantt.
Rajpura	Rajpura Town and Rajpura Township.

12. Census Divisions

Breaking up of the area of State, for the purpose of census, into small blocks is one of the basic operations and takes considerable time. The prevention of omission and duplication in enumeration depends to a very large extent on the proper delimitation of enumeration blocks.

In the censuses prior to 1951, it was a practice to create artificial census divisions in a District. This was done away with in the 1951-census and the usual administrative divisions of Districts —Tahsils, Villages, Towns and Wards—were adopted. The procedure followed in the 1951-census was repeated in 1961. National Extension Service Blocks and police stations could also form

*Vide Appendix V (4), Page 78.

**Page 84.

the basis for division, but these were not adopted, following the All-India pattern. Besides, the entire State by then had not been fully covered by the N.E.S. Blocks and the police stations were ignored because the recognised administrative unit Punjab is the Tahsil.

The delimitation work was commenced from the smallest unit—the Enumerator's Block. This block was to be a compact area with its physical boundaries well defined. Generally a block was to contain 120 households (about 600 persons) in urban areas and 150 households (about 750 persons) in rural areas. In some hill areas blocks were allowed to be constituted with fewer persons. In rural areas the entire village (revenue estate) was taken as an enumerator's block, provided its population was not substantially well above the norm of 150 households; the bigger villages were distributed to a number of blocks, but the identity of smaller villages was not ignored by combining a number of them into one block. In urban areas institutions like Central Jails, hospitals and boarding houses, when of considerable size, were made into separate blocks. Each Defence Service Establishment, howsoever small, was constituted into a separate block and when big in size into a number of blocks. Each railway colony with more than 50 households, was constituted into one or more blocks according to size.

Next above the blocks were the Supervisor's circles. Five or six blocks were grouped into a circle. Defence Establishments at a place were made into one or more circles. The boundaries of each Supervisors' circle were to be clearly defined. In urban areas the Supervisor's circle corresponded to a ward or a number of wards or a division, and in rural areas they generally coincided with *kanungo* circles. No block was split partly in one Circle and partly in another.

Supervisors' Circles in suitable numbers were next grouped to form Charges. The jurisdiction of a charge was a complete Tahsil or in a few cases a sub-Tahsil, and in urban areas a Municipality.

The statement at Appendix VI (5)* shows the number of blocks, circles and charges formed in the State. For the State as a whole an average a block had 685 persons and 5.5 blocks constituted a Supervisor's circle.

With the creation of Lahaul and Spiti as a separate District on the 30th June, 1960, the Punjab came to have 19 Districts. In view of the difficult terrain in Kulu Tahsil, making it difficult for the District Officer with headquarters at Dharamsala to come all the way to Kulu Tahsil for training and inspection, this Tahsil was assigned to the S.D.O. (Civil) Kulu and he was designated as a District Census Officer. Similarly, each of the two Tahsils of Spiti and Lahaul were placed under the charge of a separate District Census Officer.

The various census divisions formed and their concerned Census Officers were:

State	Superintendent of Census Operations.
District	Deputy Commissioner, assisted in the day-to-day work by the D.C.O.
Charge	Charge Officer; for towns with population less than 20,000 it was Charge Supervisor.
Circle	Supervisor.
Block	Enumerator.

13. Location Code

Urban and Rural Location Code.—By location code is meant a system for identifying each household in the State by means of numerical figures. A four-element location code was adopted in the Punjab, and it is explained below.

The code number consisted of four serials separated by hyphons. The first serial indicated the District. The second serial pertained to the Tahsil or Town. The third serial signified the village or the ward of a town. The fourth serial was a complex figure identifying the building, the census house and the census household. Thus 7-2-56-12(1—A) connoted the first family in the first census house of the building bearing No. 12 in the village 56 on the list in the Tahsil No. 2 in the District bearing the number 7.

Numbering of Districts.—In the first Conference of State Superintendents, the Registrar General suggested for consideration whether the Districts should be assigned numbers according to their location from north-west to south-east. Some Superintendents supported this suggestion, while others, including myself, favoured numbering the Districts in the same order as was done by the State Government for presenting their statistics. After some discussion it was left to each Superintendent to adopt the system of numbering Districts as he considered suitable.

In the 1951-census Punjab had only two Commissioners' Divisions and the 13 Districts in them

*Pages 110-111.

had been assigned one continuous series of numbers. I retained the same order except that I placed the newly created District of Lahaul and Spiti after Kangra. Kapurthala was assigned number 14 and the four remaining Districts of the erstwhile PEPSU were assigned numbers from north to south.

Numbering of Tahsils.—The conventional order of the Tahsils was changed and they were listed from north-west to south-east and where that was not feasible they were numbered clock-wise beginning from the western corner. Exceptions had to be made in the case of three Tahsils of Gurdaspur District because the Tahsil headquarters of these Tahsils lie in north-east to south-west direction and they were code-numbered accordingly.

Numbering of Urban Areas.—Urban areas were assigned Roman numerals. While numbering the urban areas, the Tahsils were left out of the code number and the District was taken as the unit, e.g., 3/IV signified the fourth town in the third District.

Numbering of Villages.—Each village within a Tahsil was assigned a code number, in most cases from north to south. I would have adopted the Estate (*Hadbast*) number for villages but for the frequent gaps and double numbers in that series owing to transfer of villages from one Tahsil to another.

Numbering of Town Wards.—Most of the Municipal Committees had already assigned numbers to their wards and these numbers were retained.

The code numbers to Districts, Tahsils and towns were assigned in my office and adopted by the District Census Officers. The code numbers to wards/localities in towns and villages in Tahsils were assigned by the District Census Officers and checked by my office. After the code numbers had been allotted, each town and village was demarcated on a Tahsil map to see that no area had escaped notice or numbered twice.

The code number assigned to Districts, Tahsils and towns are given in the statement at Appendix V(7)*. Kulu Tahsil was originally allotted Code No. 4 under Kangra District (Code No. 7) but it was subsequently changed to 7-A in keeping with the decision that for Census arrangements the Kulu Sub-Division should be looked after by a separate District Census Officer. There was thus no Tahsil bearing Code No. 4 in the Kangra District.

*Page 84.

Numbering of Census Houses.—The fourth item in the code number signified not only the building, but its portions according to use. If the entire building was found to be used as one unit it was given only a single number, e.g., 72. But if it consisted of two census houses, it bore the numbers 72(1) and 72(2). And if within a census house there were two households residing, this fact was brought out by the numbers 72(1-A) and 72 (1-B). The buildings were numbered in the direction of the location of roads or streets, starting from the left side of the street and having reached the end continuing with buildings on the rightside. The buildings outside the *abadi* in villages were, however, numbered taking them from north-west to south-east, after finishing the buildings within the *abadi*.

Suitable period for housenumbering and house-listing.—The housenumbering and houselisting were decided to be commenced in the middle of May, 1960 and completed by the end of July, 1960. This period has the advantage of the *patwaris* being not so hard worked then, and also the days are long and for the most part free from rains. However, it has the disadvantage that during the monsoon the numbers on some houses get washed out and have to be put on again. The latter operation was not difficult since the basis was already there. Besides, the period between houselisting and training for enumeration was taken advantage of for thorough checking of houselists by me and District Census Officers. The ideal thing appears to be to get houselisting done in November after *Dewali* by when the monsoon and floods are over and the annual white washing has been done, and also because in that case housenumbering, houselisting and enumeration would be one continuous operation. But looking back at this stage I feel the balance of advantage lies in finishing this work before the rains set in even though some work may have to be redone in the flood-affected areas.

It will be a great advantage if the Field Deputy Superintendents for the next census are appointed by the time the training for housenumbering and houselisting commences, since it is a difficult task to drill into the minds of the enumerators the concept of such terms as 'building', 'census house' and 'census household'. Thorough training is half the work done, and the quality of training will greatly improve with the participation in it by Deputy Superintendents.

14. Preparation of Registers

Various registers were required to be prepared for the effective supervision of preliminary

arrangements for census at the State, District and Tahsil headquarters. Forms of these registers in the past varied from State to State. The Registrar General at one stage intended to prescribe a uniform set of registers for all States but later gave up the idea, leaving it to each Superintendent to evolve his own forms by adaptation from previous censuses. However, he recommended tentatively a few forms* which may be considered for adoption by my successor in the 1971-census. The two important registers adopted by me were the *Mauza* and the Town registers. These two registers mark the completion of one operation of housenumbering and houselisting and the beginning of the second stage of operations. To keep a watch over the pace of progress in different districts, I called for fortnightly progress reports relating to each operation. The forms of these progress reports varied from stage to stage. The forms prescribed during the training of enumerators are annexed to my circular letter No. Census-60/6767,** dated 31-12-1960.

15. Circulars

My circular letter† of the 31st August, 1959 gave the main outline of the operations connected with the census. It was sent out in large numbers and the Deputy Commissioners distributed it widely among their officers. Repeated demands for more copies were received, indicating that it was well received, and created genuine interest in the subject. Some of my other circulars are reproduced in Appendix V.‡

Circulars on Scheduled Castes and Scheduled Tribes,—Scheduled Castes and Scheduled Tribes enjoy certain privileges under the Constitution and the concessions allowed to them are in many cases based on their numerical strength. In the 1951-census the names of the castes or tribes to which these people belonged, were not inquired. In the 1961-census a place was provided in the individual slip for recording the specific name of the caste or tribe for persons belonging to Scheduled Castes or Scheduled Tribes. The Scheduled Castes and Scheduled Tribes Lists Modification Order, 1956, contains a list of the names of Scheduled Castes and Scheduled Tribes in Punjab.§ A Caste or Tribe may, however, be better known in particular areas by the name of a sub-caste or sub-tribe or by some generic name or synonym. The President's Order does not include all these nomenclatures. The Registrar General knew as the Superintendent of Census Operations, West Bengal for the 1951-census, that due to the strict application of the President's Order, many persons who returned themselves by generic names or synonyms of castes and sub-tribes were omitted during the sorting for Scheduled Castes or Scheduled Tribes, and the slips had later to be re-sorted to find the extent of the omission. In order to avoid such an eventuality in the 1961-census, the Registrar General asked State Superintendents to ascertain beforehand about such generic, sub-caste, or sub-tribe names. I addressed inquiries to the Deputy Commissioners†† and after processing replies received, a comprehensive list, as incorporated in the Instructions to Enumerators, was drawn by me and got approved by the State Government.

The 1961-census recorded the caste or community only in the case of persons belonging to the Scheduled Castes or Scheduled Tribes of Punjab. The enumerators were instructed that if a person described himself by a generic name or a synonym of a Scheduled Caste or Scheduled Tribe the name of the relevant caste or tribe as supplied in the list should also be recorded.

Circulars about Mother Tongue.—Mother tongue was defined as "the language spoken in childhood by the person's mother to the person, or mainly spoken in the household. If the mother died in infancy, it was the language mostly spoken in the person's home in childhood. In the case of infants and deaf mutes it was the language usually spoken by the mother". The mother tongue, thus defined, was not a matter of choice for a person; it was something very specific relating to his childhood.

I emphasised in my instructions that after explaining the meaning of the term 'mother tongue', the enumerator was to record faithfully the reply as given by the respondent and that he should also note the dialect returned, if any. The enumerator was strictly forbidden to do any cross examination on this question or to use his discretion in recording information on this topic. The Punjab Government also issued a stern warning‡‡ against indulging in any movement for persuading people to get entries recorded in a particular manner.

It would be pertinent to note that the question relating to mother tongue in the individual slip was discussed in a meeting of the State Chief Ministers with the Union Home

*Available in office file No. 172/60.
**Reproduced at Appendix V (10), page 92.
†Reproduced at Appendix V (5) page 78.
‡Vide page 76 to 102.
§Vide page 89.

††Vide Appendix V (8), page 89.
‡‡Vide Appendix IV (12), page 73.

Minister. The decision is reproduced below.

> "The Home Minister indicated the possibility of the forthcoming census giving rise to law and order problems, particularly with regard to the correct enumeration of language. He requested the State Government to give careful consideration to this problem so as to ensure that the figures regarding language were not manipulated and were correctly recorded. There was general agreement with Home Minister's view".

16. Appointment of District and Charge Officers

(*a*) *District Census Officers*

By 1960, a number of Tahsils had been converted into Sub-Divisions. The Sub-Divisional Officer in most cases being senior to the Revenue Assistant or General Assistant, it was felt, might not relish receiving directives from the Revenue Assistant/ General Assistant. The alterantive, therefore, lay between declaring S.D.Os as Sub-Divisional Census Officers side by side with General or Revenue Assistants, or to keep the former outside the census hierarchy. The latter course seemed more feasible and worked well in practice. The appointment of S.D.Os in Kulu and in the two Tahsils of Lahaul and Spiti District as District Census Officers within their zones, was a departure in the interests of better supervision of hill areas in geographical units smaller than Districts.

The appointment of the District Census Officers was made on the recommendations of the Deputy Commissioners. Most of the D.Cs recommended their Revenue Assistants, while others showed preference for General Assistants and in a few cases Magistrates or Development Officers. As a rule, I accepted their proposals.

I requested the Punjab Government that the Officers appointed as District Census Officers should not be transferred until the operations were over. The Punjab Government issued instructions* that officers posted on census duty should not be transferred before the completion of work, unless there were unusual circumstances, and also that the District Census Officer should not be saddled with other duties heavily to the detriment of census work. These orders were, however, taken very lightly, and the work did suffer because of transfers. The Rohtak District is the worst example since the D.C.O. there changed four times and the last transfer was effected when he was to convey the provisional totals. I had to rush one of my Deputy Superintendents to Rohtak to help in the compilation of provisional totals. Out of nineteen Districts, only in eight Districts was there no change in the person of D.C.O. At the same time it is to be acknowledged that after the training for enumeration, there was no transfer from among District Census Officers except in Rohtak District.

Census, as it is conducted now, is a whole time job for the D.C.O. and it will go for more accurate enumeration if this officer is completely relieved of all other work for at least three months before enumeration.

(*b*) *Charge Officers*

The Charges coincided with towns and Tahsils. For rural areas, Tahsildars and Naib-Tahsildars were declared as the Charge Officers in respect of the areas, under their respective jurisdictions. Though Naib-Tahsildars had almost independent control for administrative purposes, yet the Charge was constituted of the entire Tahsil. The statement at appendix VI (5)‡ shows the number of Charges constituted and the Charge Officers appointed in Punjab in the 1961-census. Each urban area had a separate Charge Officer, and for a smaller town, a charge-Supervisor. The Charge Officers should be encouraged to keep in constant touch with the D.C.Os for guidance and receiving the census material, and to approach the State Superintendent only in exceptional circumstances.

17. Clerical Staff in Districts and Tahsils

Whole time clerical assistance for census work had never been provided in previous censuses. It was the first time in the 1961-census that whole time staff for census work was provided for a period of 15 months as from 1st March, 1960 according to the scale shown below.

One Assistant in the scale of Rs. 116-8-180/10-250.	In the office of each Deputy Commissioner.
One Clerk in the scale of Rs. 60-4-80/5-120/5-175.	
One Peon in the Scale of Rs. 30-½-35.	
One Clerk in the scale of Rs. 60-4-80/5-120/5-175.	In each Tahsil office.

The Deputy Commissioners were asked to select these persons from among those already

*Vide letters reproduced at Appendix IV (5), and also IV (13), pages 68 and 74.

‡Page 110.

in their establishment and they were paid as if they were State Government employees. The expenditure was incurred initially by the Deputy Commissioners and reimbursed to them later.

A statement showing the staff appointed in each district in Punjab and the expenditure incurred on this staff District-wise, is added at Appendix VI(6)*. It will be noticed that in general, staff in all the Districts was provided on a uniform scale. The two sub-Tahsils of Sunam and Dhuri within the jurisdiction of Tahsils Sangrur and Malerkotla, having 165 and 100 villages respectively, were treated as two Tahsils. Similarly the sub-Tahsil of Sultanpur in Kapurthala was provided with a Clerk as in the sub-Tahsils of Sunam and Dhuri.

When on tour, I made it a point to see that the census staff was working efficiently and was not burdened with extraneous work to the detriment of census work.

18. Clerical Staff for big towns

The Registrar General permitted the following clerical staff to be appointed for the Charge Officers of big cities:—

For cities with population between one and two lakhs—One U.D.C., for 15 months.

For every additional one lakh population—One L.D.C., for 15 months.

On the basis of population, the Municipal Committee Amritsar was authorised to appoint one U.D.C. and one L.D.C. for census work. The Municipal Committee, Jullundur also could have a similar staff but it did with only one Clerk on a consolidated pay of Rs. 80 p.m. The Municipal Committee, Ludhiana, was entitled to only one U.D.C. but it was provided with one U.D.C. and one L.D.C. and treated *at par* with Amritsar. The Municipalities of Patiala and Rohtak were provided with one U.D.C. each.

The statement at Appendix VI (6)* shows also the expenditure on clerical assistance to the Municipalities. This expenditure was incurred in the first instance by the Municipal Committees and was reimbursed to them later through the State Government on the basis of figures advised to my office by the Examiner, Local Fund Accounts, Punjab.

19. Appointment of Enumeration Agency

The powers to appoint Supervisors and Enumerators were delegated to the District Census Officers and the Deputy Commissioner. A concurrent authority in this respect was retained by me so that in the case of emergency I could also make these appointments. The Census Officers were supplied with adequate number of forms for appointment which were printed only in English.

In the matter of appointment of enumerators/supervisors, a District Census Officer has to display judiciousness and resourcefulness. It is no easy matter to build up this army of thirty thousand Enumerators and six thousand Supervisors spread all over the State, so that they have not to be moved far out from their normal sphere of duty for doing enumeration work. There were four Departments which could be looked up to for supplying a bulk of the enumeration personnel; Land Revenue, Education, Community Development and Settlement. The Punjab Government agreed† to my drawing upon the *patwaris* on the Revenue and the Settlement side but not the *patwaris* on Consolidation work for which the State Government was committed to the Planning Commission and the Central Government for completing certain targets.

As for the staff in the Community Development Department, the Punjab Government urged that I should take up the matter with the Union Ministry of Community Development, since this question concerned not only the Punjab Government but all States. While this matter was still under correspondence with the State Government, the Union Ministry of Community Development at their annual conference of State Development Commissioners held at Ootacumand on the 3rd July, 1959, decided that the association of Village Level Workers with census was not desirable and should, therefore, be avoided. I could, however, hardly afford to lose the Village Level Workers, who were fairly large in number. As a result of my persistent efforts and intervention of the Registrar General, the State Government decided** to allow the Block Development Officers and their staff to participate in the census operations.

In previous censuses the schools in towns were mostly under the control of Municipal Committees and these bodies did not have any difficulty in enrolling the teachers as enumerators and supervisors. In 1957 all schools run by the local bodies were nationalised and they ceased to have hold on the teachers. House-numbering and houselisting operations commenced in Punjab from the middle of May, 1960 but till July these operations could not be completed in

*Page 112.

†Vide Appendix IV (8), Page 69.
**Vide Appendix IV (9), Page 69.

towns for want of staff. Absence of teachers from the census work was felt badly everywhere. After persistent efforts the Director of Public Instruction issued directions* in August, 1960, to all District and Divisional Inspectors/Inspectresses of Schools and Principals of Government Colleges that they should issue necessary instructions to the school teachers to participate in census work.

The Railway and the Defence Ministries had already issued instructions to their subordinate authorities to extend full co-operation. Now a few departments remained to be dealt with. Action in this respect was initiated by the Registrar General by addressing all Secretaries of the Ministries of the Government of India, to allow the staff under them to be put to census duty, and requested the Chief Secretary to Punjab Government to issue similar instructions to the State Govt. Departments and Local Bodies.

The Punjab Government repeated these instructions to all Heads of Departments, whom I requested to supply to the District Census Officers, lists of staff working under them so that requisite number of workers for census could be drawn upon without impairing the normal functioning of these departments.

The Police Department was not roped in the census work deliberately. The Public Health staff of the Karnal District was also exempted because of the heavy work devolving on them in connection with the Solar Eclipse Fair due on the 15th February, 1961, as also the Inspectorate staff of the Excise and Taxation Department because of their pre-occupation with the recovery of arrears of taxation revenue before the close of the financial year.

The Punjab Government issued categorical orders** that no person who had been enlisted for census work should be transferred until it was absolutely necessary in public interest.

It is a healthy principle that as far as possible enumerators are drawn from the main element of the population they deal with. In view of this principle people living in towns were enumerated by those who themselves lived in areas nearby, while the village folk were contacted by the *patwaris* and teachers and other Government servants working in rural areas. The population in strictly military areas was enumerated by the military personnel.

With a view to exercising better control the entire enumeration agency was drawn from among Government employees and no private person or employee in a denominational institution was enrolled as an enumerator. Deviation from this rule had to be made in Kangra and Hissar Districts where paucity of enumerators necessitated ex-army men and teachers of private schools also being enlisted as enumerators. These two Districts were free from the language controversy. Some *patwaris* from the Kulu Sub-Division, where enumeration had been done earlier than in the State as a whole, were also allowed to be deployed in other Tahsils of Kangra District.

The Deputy Commissioner, Jullundur, was permitted to appoint one *patwari* in each Tahsil for census training work and it was decided to give these men an allowance of Rs. 25 p.m., for a period of three months, as a special case.

20. Impediments

School Examinations.—The 1961-census was disturbed by two events. I had obtained explicit approval in writing of the Education Department to the school teachers partaking in enumeration, a few months ahead of the enumeration period, and had intimated to the Director of Public Instruction that the selected teachers would have to put in for census work about three hours a day for a period of five weeks in connection with training, receiving the schedules, enumeration and submitting provisional totals. It, however, so happened that the Middle Standard Examination in the State was fixed in the second half of February, 1961, *i.e.*, during the enumeration period. For invigilation and supervision during this examination, a large number of teachers are assigned duties and this evidently would have clashed with the census programme. I came to know of this decision of the Education Department, fairly late. I approached the State Government apprising them of the difficulty thus created. Government decided to put off the Middle Standard Examination by a fortnight, and this led to the Matriculation Examination also being shifted forward, to the embarrassment and unnecessary expenditure for the Education Department and the Panjab University.

Difficulties in the issue of Notifications.—The Central Government has to issue only one Notification under section 3 of the Census Act, declaring the dates on which it intends to take the census. In pursuance of this section, the Ministry of Home Affairs issued a Notification* on the 5th December, 1959 to the effect that the census in India shall be taken during 1961 and that the

*Vide Appendix IV(12), page 73.
**Vide Appendix IV(13), page 74.

*Vide Appendix VI (1)2, page 103

reference date for the census would be sunrise of the 1st March.

The Notifications to be issued by the State Government are governed by sections 4, 8 and 12 of the Census Act. The Punjab Government issued in all seven Notifications under the Census Act. No difficulty was experienced with regard to the issue of the Notification under section 12 whereby the Deputy Commissioners were authorised to sanction prosecutions under the Census Act. Similarly no problem arose while issuing a Notification under section 8 in pursuance of which the Houselist Form, Individual Slip and the Household Schedule were reproduced in the State Gazette.

Sub-section 2 of section 4 of the Census Act provides that the State Government may appoint persons as Census Officers to take or aid in or supervise the taking of census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly. No difficulty in general was experienced in the issue of the Notification relating to the appointment of District Census Officers except for Lahaul & Spiti. A doubt was expressed if the provisions of the Census Act, 1948 applied also to the Scheduled Areas of Lahaul and Spiti. When the Census Act of 1948 was enacted, section 92 of the Government of India Act of 1935 held the field. By virtue of the provisions of section 92 *ibid*, no Act of the Dominion Legislature or of the Provincial Legislature was to apply to an excluded area or a partially excluded area unless Governor by public Notification so directed. In the Constitution of India the provisions with regard to the administration and control of Scheduled Areas are contained in the Fifth Schedule read with Article 244 of the Constitution of India. Unless a Notification or a regulation had already been issued under the provisions of section 92 of the Government of India Act of 1935 or under the provisions of paragraph 5 of the Fifth Schedule to the Constitution of India, the Census Act of 1948, the Punjab Government felt that it could not apply to the aforesaid areas. The matter was referred by the Registrar General to the Ministry of Law in the Government of India which gave the following ruling in the matter:—

> "Although the Census Act, 1948, did not when enacted apply to Lahaul & Spiti, if no direction to that effect was given by the Governor of Punjab, it is not correct that the Act is not today applicable to these Scheduled Areas. The reason is that the extent clause of Act, section 1, has been amended by Parliament by Act 51 of 1950. As a consequence of such amendment, the Act is extended as a law made by Parliament under Article 245 of the Constitution to the areas in which it was not previously in force. The Act is thus at present in force in the said Scheduled Areas, and, indeed, the last census of 1951 could not have been carried out in that area except under the authority of the Act. No regulation under paragraph 5 of the Fifth Schedule to the Constitution is, therefore, necessary".

The ruling of the Ministry of Law solved the problem and a Notification appointing the District Census Officers in the areas of Lahaul and Spiti was issued.

Another difficulty experienced in the issue of Notifications related to the delegation of the authority to the District Census Officers in regard to the appointment of enumerators, supervisors under sub-section 4 of section 4 of the Census Act. The Census Act provides only for the appointment of the Census Officers and makes no mention of Charge Officers, Supervisors or Enumerators. Reference to the terms of enumerators or supervisors was, therefore, done away with a view to avoiding any legal snag.

Panchayat Elections.—Another disturbance during the census was caused by the election of Panchayats. These elections I could not succeed in getting postponed. And since the *patwaris* and village school teachers are heavily worked in connection with it, I had to adjust the training of enumerators so as not to come in clash with the elections programme. I would suggest for the next census that the Central Government while intimating the State Governments the census date, should simultaneously request them not to fix any engagement of importance clashing with enumeration.

21. Annual Confidential Reports

In the midst of these depressing notes I might as well mention a positive and very helpful decision I could persuade the State Government to take in the Annual Conference of Commissioners and Deputy Commissioners held in 1960. It was decided that while writing annual reports of the District Census Officers and Charge Officers, the Deputy Commissioners should also assess the work done by them for the 1961-census, based on the views conveyed to the Deputy Commissioners by the Superintendent of Census Operations. This decision had a very salutary influence on the District Officers.

CHAPTER III
ENUMERATION

1. Housenumbering and Houselisting

Training.—Instructions regarding houselisting and housenumbering are contained in two booklets, in English, Hindi, Punjabi, and Urdu. These booklets were supplied to all Districts in sufficient numbers. Soon after this I started my first round of tours to each District headquarters in connection with training. The District Census Officers had arranged meetings for my addressing all Tahsildars, Naib-Tahsildars, Administrators/Executive Officers/Secretaries of Municipal Committees, Executive Officers of Cantonment Boards and officers who held charge of Railway colonies, Jails, mental hospitals and big factory estates. The number of participants in each meeting ranged from 30 to 40 trainees including a dozen of lower ranks. At each place I spent two days and delivered three lectures, the first two on the first day lasting for about two hours, each. The first lecture was devoted to explaining the concept of 'building', 'census house', 'census household' *etc.* In the second lecture the mode of numbering the houses and how the houselist forms should be filled in was explained, and in the third lecture lasting for about three hours demonstration in the filling of houselist was given by taking the trainees to a selected locality. A folding black-board was used to illustrate the mode of housenumbering in the training classes. For practical training some houses were numbered and listed by me and then by trainees in my presence. I found that an informal talk, rounding each topic by asking them to repeat what I had said and in the end to invite questions and encouraging them to discuss and arrive at the answers, was the best way of training. At the end of the second day, if I found a trainee failing to have grasped the subject, I would name him to the District Census Officer for exclusion from census duties.

The District Census Officers and Charge Officers were trained by me. The Supervisors and Enumerators received their training from the District Census Officers and Charge Officers. Training was imparted in groups of 20 to 30 at centres suited for the enumerators to collect and stay for a night. To ensure that each Charged Officer had become conversant with the work, he was asked to himself fill in one sheet of the houselist form bearing about 20 entries and forward it to me through his District Census Officer. These lists were checked by the District Census Officers and were rechecked in my office and any mistakes or short-comings detected were intimated to them by post. The more common mistakes were also brought to the notice of District Census Officers in the form of a circular*.

Difficulties and Deficiencies.—Housenumbering was scheduled to be completed by the end of June, 1960, but it dragged on till the middle of October, 1960 in some areas. I would like to record for the benefit of my successor the reasons for it. Firstly, there was delay in the three field Deputy Superintendents joining, and I could not cover single-handed all the eighteen District headquarters expeditiously in connection with the training programme. Secondly I could not get the printing of instructions for housenumbering done in time. Thirdly, some of the Municipalities which decided to do the housenumbering by wards, pointed out that their wards were in the process of being freshly demarcated by the Elections Department. I contacted the Elections Department to find out the position, and decided that such Municipalities as were not likely to have the wards demarcated soon, should start numbering the houses on the basis of the old wards. Fourthly, some Municipal Committees mis-understood the letter** from the Secretary, Housing and Local Government Departments, declaring the expenditure incurred on housenumbering and houselisting as a fit charge on their funds, to mean that this work had to be completed within the existing strength, and no fresh appointment could be made. On bringing the matter to the notice of the Government the instructions were amplified† making it clear that the Municipal Committees were authorised to

*Vide Appendix V (9), page 90.
**Reproduced at Appendix IV (6), page 68.
†Appendix IV (14), page 74.

appoint additional staff wherever they felt it necessary. Fifthly, it was urged by Municipalities that census being an extraordinary operation, the Punjab Government in the Labour Department should be requested to exempt the application of Minimum Wages Act in the case of such employees of the Municipal Committees as were called upon to work for census operations. This suggestion was not agreed to by the Punjab Government. Sixthly, the participation by the teachers was not adequate until instructions to this effect had been issued by the Education Department, and this took some time. Seventhly, a substantial number of *patwaris*, and perhaps the better among them had been diverted to consolidation work who were not permitted by Government to participate in census work. Lastly, the interest taken by the Deputy Commissioners and District Census Officers was not uniformly of high order, and to begin with in some areas the numbering and listing was so poor as to have to be redone by personal efforts of the field Deputy Superintendents.

Floods in 1960 affected Rohtak District extensively and parts of Sangrur and Karnal Districts. The housenumbering in these badly affected areas had to be done afresh because of extensive damage to buildings. The numbers on the houses where obliterated by the rains had to be written again.

Some Charge Officers did not evince enough zeal in the training of Enumerators with the result that housenumbering in certain areas was fairly defective, and had to be thoroughly revised. In some places it was noticed that census houses were numbered as if they were so many separate buildings. For example, in Rohtak town the Deputy Commissioner's residence, a single building, had been treated as five buildings. At some places, the census houses in a building were not indicated on the building itself. Some thatched huts, shops, cattle sheds and farm houses were detected not to have been numbered, including even those where persons slept for the night.

Quality of Houselists.—I and the three Deputy Superintendents undertook heavy touring for inspecting the housenumbering and houselists on the spot, in the company of Charge Officers. This labour repaid in that the houselists as finally received in my office were generally free from defects. Whatever defects came to light on scrutiny were removed, by reference to the District Census Officers.

It was, however, noted that the District Census Officers of the following Districts badly delayed the despatch of houselists in respect of the following areas:—

Tahsil Jagadhri	..	38 Villages.
,, Kharar	..	8 ,,
,, Ferozepur	..	18 ,,
,, Fatehabad	..	6 ,,
,, Gurgaon	..	1 Village

2. Training for Enumeration

There were in all*29,634 Enumeration Blocks in the State. For the purpose of training suitable centres were selected, one centre within each group of some 30 contiguous blocks. There were about 40 persons in each training group including reservists.

Training programme.—I convened a meeting of District Census Officers at Chandigarh on the 17th and 18th November, 1960, to discuss matters relating to the programme for training in enumeration. The training programme was to consist of five rounds and the first round was further divided into five stages as explained below.

First Round.—

1st Stage . Training of District Census Officers by the Census Superintendent : 17th and 18th November, 1960.

2nd Stage . Charge Officers to group the Enumerators into classes, and decide centres for training, and fix the date and time of training at each centre : 19th to 24th November, 1960.

3rd Stage . The Superintendent and Deputy Superintendents to give three lectures and one practical demonstration to D.C.Os., Charge Officers, B.D.Os., and the Statistical Officers, at the District headquarters : 25th November to 5th December, 1960.

4th Stage . District Census Officers and Charge Officers to train the Supervisors : 6th to 16th December, 1960. During this period the Deputy Superintendents were to inspect these Classes, and report progress to the Census Superintendent.

5th Stage . Charge Officers, B.D.Os., and the District Statistical Officers to train the Enumerators : 17th December. 1960 to 7th January, 1961. It was also decided that the District Census Officers would tour and inspect the training classes and report progress to the Census Superintendent.

*Vide Appendix VI (5), pages 110-111

Second Round.—This was to be a one-day affair. The D.C.Os., were to collect the Charge Officers and take stock of the progress in each charge, with a view to finding out the weak spots.

Third Round.—From the 11th to 21st January, 1960 the Charge Officers were to impart training again to the Supervisors and Enumerators in particular areas found deficient in training during the first round. During this period each District Census, Officer was asked to visit about 10 training centres and examine the Supervisors and the Enumerators.

Fourth Round.—This was again a one-day activity and related to 'Training Sample Census'. It was held throughout the State on the 22nd January, 1961. Each trainee was taken to a nearby locality and asked to fill in some individual slips and household schedules and the Enumerator's Abstracts. These were then examined by the Supervisors in the presence of Enumerators and mistakes were pointed out to them.

Fifth Round.—It was to last from the 26th January to the 5th February, 1961, when final check up of the staff was to be done and the census questionnaires were to be distributed among enumerators.

The training for enumeration accordingly commenced on the 17th November, 1960 when the first lecture on the subject was given by me to the D.C.Os. Arrangements had been made for holding four classes for each enumerator and supervisor before the Training Sample Census and two classes thereafter. A pad of red enumeration slips along with Instructions to Enumerators and Abbreviation Cards, were distributed to each enumerator and supervisor and each trainee filled in a number of forms by way of practice. I and the Deputy Superintendents, remained on tour for about 7 weeks consecutively. Rolling blackboards with forms of individual slips and household schedules painted on them were indented from Poona and supplied to the D.C.Os., for distribution among the Charge Officers. All Charge Officers and Supervisors were asked to keep attendance registers of their classes and to hold their classes strictly according to the schedule drawn by the Charge Officers and approved by the D.C.Os. The attendance registers were occasionally checked by me and the Deputy Superintendents and it was found that the attendance in most classes was above 80 per cent.

It was planned that a training class should not consist of more than 40 persons, but this principle was not uniformly adhered to. At certain places the classes became so big that they had to be split up in separate sections. This was due to the enumerators who had failed to attend the classes on the dates fixed for them, turned up in subsequent classes.

It was noticed that the teachers generally evinced greater interest in training than the *patwaris* : out of 29,634 enumerators finally put to the job, 19,099 were teachers. Such teachers as had taken private tuitions were generally slack in attending the training classes. The Charge Officers grumbled for not being given an honorarium when the D.C.Os., supervisors and enumerators received some remuneration: and evidently it was a case of invidious distinction. I tried to redress this grievance, but it was then too late for the Registrar General to take any action. My successor will bear in mind that when one section of census workers is given some remuneration to the exclusion of another section, the resentment of the non-receivers is natural, and this tells on the quality of work.

It was a decision for all States that enumerators were not to be given any T.A. while coming for training. They were supposed to defray their travelling expenses out of the honorarium allowed to them. Many among them had to cover long distances for coming to training centres and spent money on travelling, *etc.* Some compensation in lieu of T.A., was paid to the enumerators and supervisors in Kangra District but this was an exception to the rule. I feel the enumerators coming from distances should have been allowed T.A., in addition to the honorarium.

The case of reservists was still more hard. They had to attend training classes, but unless they were actually put on duty, they were not entitled to any honorarium. Consequently they did not evince the required interest in training. The result was that when a replacement for a regular enumerator had to be arranged, the reservist was not that thoroughly trained. To improve the position in this respect my successor should try to secure some compensation for the reservists so as to cover their out-of-pocket expenses.

Suggestions for improvement.—The following points are recommended for consideration when preparing for the 1971-census:—

(*i*) District Census Officers should be spared of their other duties for a period of three months preceding enumeration.

(*ii*) Charge Officers should also be paid honorarium.

(*iii*) T.A. should be paid to supervisors and enumerators for attending training classes, in case they have to come from over five miles from their residence.

(*iv*) The classes should not be of more than thirty persons.

(*v*) Two dozen sample individual slips should be stitched along with the instructions and not given in separate pads.

Enumeration

General.—Leaving aside Kurukshetra, where the enumeration commenced on the 18th February, 1961, after the Solar Eclipse Fair was over and the pilgrims had left for their homes, and the snow bound areas of Kulu and Bara Banghal in Kangra District and Lahaul & Spiti District, enumeration all over Punjab started from the 10th February, and continued up to the 28th February, 1961. This period of 19 days, intercepted by three Saturdays and three Sundays which were holidays, was a sufficiently long period for any enumerator to complete his job with ease. From the 1st to 5th March, 1961 there was a revisional round in which each enumerator (1) checked up his record and corrected any mistakes detected, and (2) prepared fresh slips for the newly born and made their entry in the household schedule and cancelled the slips of those who had died since his previous visit to the household up to the day-break of the 1st March, 1961.

In view of the surcharged atmosphere in the State over the language issue, most of the Deputy Commissioners promulgated section 144 of the Criminal Procedure Code in their Districts immediately before the start of enumeration and banned any meeting on census. The Punjab Government also imposed restrictions on the press in regard to publishing census news. In this way, any activities hostile to holding the census in a calm atmosphere, remained well under control and the census passed absolutely peacefully.

Most Deputy Commissioners had arranged for conveyance to the District Census Officers for which purpose funds had been provided by my office. The District Census Officers, Tahsildars and Charge Officers were out on tour for most of the time during the enumeration period, supervising and helping the staff in overcoming any difficulty experienced by them. The Deputy Superintendents also were out on tour throughout the period of enumeration and were checking the work being done by the enumerators and keeping me in touch with the day-to-day progress. I supervised the work of enumeration in Chandigarh only, and did not stir from my headquarters so as to be readily available should any exigency arise.

The enumeration passed off well throughout the State and there was not a single untoward incident in the collection of information and other arrangements. This, I think, was a big achievement.

Special Areas.—The enumeration in strictly military areas, railway colonies, jails, big hospitals and industrial estates, did not present any difficulty. I was in constant touch with the Commander, Punjab and Himachal Pradesh Sub-Area, and army personnel were enumerated wherever they were stationed. I had been supplied with a detailed list of military officers, who were to function as census officers in the military areas, and special arrangements had been made for their training and supply of questionnaires from the District census offices and Cantonment Board offices.

Houseless and Mobile Population.—The census of houseless persons *viz.*, *sadhus*, *faqirs*, beggars, vagrants, rickshaw-pullers and labourers not living in houses, was conducted on the night of the 28th February, 1961. This enumeration was done by the enumerators within their respective blocks. No extra assistance was considered necessary to be provided to them for this work. They had been instructed to start this enumeration when it grew dark and to stop only when they had combed the entire area. Such houseless persons as still escaped enumeration for any reason on the night of the 28th were recorded during the nights of the 1st and 2nd March, 1961. No revisional round was conducted in respect of houseless persons and mobile population.

Advance intimation was received from the railway authorities about the arrival of a pilgrims' special train from the Western Railway at Nangal Dam on the night of the 28th February, 1961. The District Census Officer of Hoshiarpur accompanied by a score of enumerators had reached the Nangal railway station to record these pilgrims.

Mother Tongue.—Long before the enumeration commenced, the uneasiness among certain sections about the reply to be given when asked about the mother tongue was evident. The topic was talked in families, in social groups and in public meetings. Articles appeared in press, formal resolutions were passed, slogans were shouted and posters were exhibited. At one stage it was apprehended that this canvassing campaign might assume an ugly shape and spoil the census, and suggestions were repeatedly received to delete the

question on mother tongue. However, Government stood firm. As mentioned earlier, in many Districts, section 144 was enforced, prohibiting any processions, public meetings, distribution and exhibiting of any literature on this topic. Restrictions were placed on the press to publishing news or views on the subject. During my tours I contacted local leaders, explaining it to them that the question related to the early life of the individual and as such it did not logically leave any scope for choice or persuation. The enumerators were instructed to record most faithfully the information given to them after they had explained the questions to the respondents. The enumerators did their job very creditably. Thanks to the precautions mentioned above and the good will of the people, the census went off without any untoward incident. A few complaints were received from the members of the public which were attended to without loss of time. However, it remains to be stated that the information given on this topic was in many cases influenced by ulterior considerations.

Coverage.—The coverage of the census was complete and some knowledgeable persons are of the view that a portion of the increase in population figures as compared with 1951 is due to better coverage this time. The breaking of the State into census blocks was done very thoroughly and checked a number of times. Each census block was assigned to some enumerator whose name was recorded in the register and the supervisors had been introduced to their enumerators and also the reservist enumerators. Housenumbering had been done carefully, and because of its completion much in advance of enumeration, the supervisors and charge officers had enough time to check the houselists on the spot. Each enumerator had been provided an abstract from the houselists relating to his block and a map of the census block assigned to him. He was told that his first task should be to go round the area included in his block, and bring up-to-date the houselist, deleting any demolished buildings and adding the new ones and those missed out.

Under-enumeration may have arisen from missing some households living in big complicated buildings or missing some individuals in the households or missing some houseless persons. The supervisors had been advised to devote more attention to the enumerators working in difficult blocks, and in the case of slightest suspicion, to depute a more intelligent and persevering enumerator to do cent per cent checking. The public were encouraged to report any cases of omission and the complaints thus received were attended to promptly. These precautions reduced the chances of omission to the minimum.

Response from Public.—The response from the public was commendable. They were census-conscious and there was hardly a case of anybody refusing to answer a question.

Demographic questions.—The demographic questions were on the whole recorded correctly. In a few cases, the code numbers were not written on all the slips relating to a household.

On some slips the sex was not recorded, or written incorrectly. It would be advantageous to bring this item closer to the name. It would also have been better if literacy and educational qualifications had been two questions instead of one.

Some enumerators filled in the relation to the Head as relationship of the Head.

Against question 5(c)* in some cases the names of backward classes were given.

There was a general tendency to give age in years ending with 0 or 5.

Economic Questions.—Whereas demographic questions were simple and direct, those relating to work* (Q. 8 to 11) were rather difficult to comprehend. For example, the difference between the 'nature of work' and the 'nature of industry' being not clear to many, this was not properly recorded. Besides, the nature of work in many cases was not recorded in sufficient detail. Even the concept of family worker and household industry does not appear to be clear to many enumerators. In Tabulation Offices it was possible to rectify the mistakes by reference to the replies to other questions.

Household Schedules†.—Household Schedules were by and large carefully filled in, except the column relating to household industry, which was mainly due to the subtlety in the definition of the term. Even the list of main household industries given in the instructions did not make things easier. The reluctance of the farmers to answer questions about land holdings was mostly due to the ceilings on holdings and status of tenants. In a few cases the household engaged in cultivation and household industry had been wrongly filled in, in part (c) of the schedule, and

* Vide Individual Slip at Appendix VII (2), Page 158.
† Vide Appendix VII (3), Pages 159, 160.

against workers both in household cultivation and household industry, the totals of the previous two lines were given. In part (b) instead of describing the industry some enumerators gave the nature of work done. Another common mistake was that under part (a) 'land' had been shown under para 2 as given to others for cultivation and yet the entries had been made in part (c) against the line 'Household Cultivation only'.

4. Non-Synchronous Census

A reference has been made in the previous section to the three areas which became snow-bound in winter, and where enumeration had to be completed before winter. These three areas, Bara Banghal, Kulu Sub-Division and Lahaul & Spiti District, are contiguous but have different approaches.

Bara Banghal.—This area of some 112 square miles consists of *Kothis*, Kohd and Shawar. Housenumbering and houselisting in this area were commenced simultaneously with other areas in the Kangra District in June, 1960 and had been completed before I reached Palampur on the 21st August, 1960. A group of 17 selected enumerators and supervisors assembled at Palampur to receive final instructions for enumeration. I had taken with me the forms and schedules required for their use. I took four training classes, one on the 22nd, two on the 23rd and one on the 24th of August, and thereafter distributed the material among enumerators. The graziers in these areas had then gone to the higher reaches of mountains in search of fodder for their sheep and were due to return home for the *Seri* fair due on the next *Sankrant*. This occasion has a special significance among these people and is observed with ceremony in their families. It was decided to start enumeration in Bara Banghal on the *Sankrant* which fell on the 15th September, 1960.

For reaching the Bara Banghal area, a very difficult path of some 50 miles has to be covered on foot and it was decided to despatch the enumerators a week earlier than the *Sankrant*. The blocks were carved very carefully so as to cover the extensive grazing grounds and hamlets. The local officers of the Forest Department were associated with enumeration because of their intimate knowledge of the land and the graziers to whom they issue permits. The 14 enumerators comprised three *patwaris*, one *kanungo*, eight school teachers, one Forest Guard, and one Sub-Inspector of Co-operative Societies; the three supervisors were the Naib-Tahsildar, the Forest Ranger and the Assistant District Inspector of Schools. The charge officer was the Tahsildar of Palampur. All these persons along with the District Census Officer of Kangra remained in the area during the enumeration period which was spread from the 15th to 25th September, 1960.

Kulu Sub Division.—It was decided for this area that the housenumbering and houselisting should be completed in June and enumeration to be taken in September, 1960. Administratively this sub-Division is distributed into four portions. Lower Kulu with headquarters at Kulu, Upper Kulu with headquarters at Katrain, Inner Seraj with headquarters at Banjar, and Outer Seraj with headquarters at Anni. Five Charge Officers were appointed: Secretary of the Municipal Committee Kulu for Kulu Town, the Tahsildar Kulu for the Lower Kulu and three Naib-Tahsildars for the remaining three areas. From the 25th to 30th August, training classes were taken by me at Kulu, Katrain, Banjar and Anni, attended by 68, 65, 45 and 62 trainees, respectively. The *Phati* comprising scattered hamlets was taken as the block. The minimum and maximum population in a block was 500 and 1,000, respectively. The *kothi* (Revenue Estate) was generally taken as Circle. After four classes each at Kulu, Katrain, Banjar and Anni, the schedules were distributed. One supervisor and six enumerators were kept in reserve in each of the five charges. The enumeration in this area lasted from the 1st to 15th of September. This was the most suitable period because towards the end of this month, *Dussehra* Fair attracts thousands of persons from far and wide, disturbing the normal life of the area. The houseless persons were enumerated along with the general population. The Tibetan refugee camps were enumerated with the assistance of the representatives of the refugees.

Lahaul and Spiti.—This District, formerly a Sub-Tahsil in Kulu Sub-Division, was constituted with effect from 1st of July, 1960. No separate preliminary arrangements for census count could be made as the calendar drawn for Kulu Sub-Division was also to cover this area. The District has two Tahsils both of which feature in its name.

Spiti.—The S.D.O., Spiti who was appointed as District Census Officer for the Spiti Tahsil could reach Kaza, the Tahsil headquarters, only on the 19th July, 1960. Immediately after his arrival he had to work for a meeting of the Punjab Tribes Advisory Committee on the 15th August, 1960, involving arrangements for the visit of Scheduled Tribes Commission, the Chief Minister and some Heads of the State Departments. These arrangements left him no time to attend to census

affairs until the meeting was over. In the circumstances no training in Spiti could be imparted by me and it had to be left to the S.D.O., Spiti to undertake it independently of me.

The revenue estate in Spiti is the *kothi* which is a group of small villages each called *gaon*. The *kothi* in Spiti is a big geographical area sometimes running over 60 miles and with population scattered in hamlets along the river. Hence it was not practicable to take the revenue estate as the enumerator's block in this area. To suit local conditions Spiti was divided into five compact blocks. The blocks formed were Bor, Kibar, Kaza, Pin Valley and Keurik.

The appointment of staff for census presented another difficulty. The Development staff had not yet arrived. Only two *patwaris* were available for census work and therefore, men from the Tahsil office had to be brought in. To begin with, five enumerators were appointed but later on account of the vast area in each block, difficult terrain, growing cold and solitude, three more enumerators were appointed. On account of shortage of staff, no supervisors were appointed and the operation was supervised directly by the District Census Officer and the Tahsildar. Training classes and practical demonstrations were arranged by the Tahsildar Spiti at Shisham, Lossar and Kaza. Housenumbering and Houselisting and the census began simultaneously on the 21st of August, and was completed by the 15th September, 1960. For numbering the houses, enumerators used an indigenous local brownish clay, a sort of dye which the Spitians use for decorating their houses. It is a surprisingly fast dye and the numbers painted on houses were readable even after the heavy snowfall. The P.A.P., Officers and other officers extended full co-operation to enumerators.

Lahaul.—I crossed the Rohtang Pass (13,400 feet high) in the company of the District Census Officer for Lahaul, and my Statistical Assistant, on the 31st of August. The housenumbering and houselisting in Lahaul had been completed before my arrival. Delimitation of areas, appointment of staff and making of bundles of suitable size for the use of enumerators were done at Keylong, and the enumerators were gathered for training at Keylong, Gundhla, Tandi and Jahlama, fairly well scattered in the Ghar, Pattan and Chandra Valleys. The classes were attended by 25, 6, 14, and 16 trainees, respectively. Lahaul was divided into 38 blocks to be manned by 41 enumerators including two enumerators each for the three blocks having labourers working on roads and living under canvas. A bulk of the enumerators was drawn from school teachers (22) and *Gram Sewaks* (7). Others were *patwaris*, clerks of D.C.'s office and from the Forest and other departments. The two Charge Officers were the Tahsildar and the B.D.O. The ten supervisors were the Assistant District Inspector of Schools, Forest Range Officer, Veterinary Assistant Surgeon, Panchayat Officer, Block Overseer, Block Extension Officer, Field Kanungo, Assistant of D.C's office, and two officials of the Industries Department. Enumeration in Lahaul commenced in the first week of September, 1960, and was completed by the 20th September. The entire census material was delivered in my office at Chandigarh personally by the Census Assistant on the 13th October, 1960.

5. Provisional Totals

Expeditious publication of provisional totals is a matter of organisation. The revisional round was to be over by the 5th March, 1961, and in order that preliminary totals were communicated systematically, I devised a series of Abstracts for the use of enumerators, supervisors, charge officers and the District Census Officers, and the following dates were prescribed for their submission: -

From Enumerator to Supervisor.	..6-3-1961
From Supervisor to Charge Officer.	..7-3-1961
From Charge Officer to District Census Officer.	..8-3-1961
From District Census Officer to State Superintendent and Registrar General, simultaneously.	..9-3-1961

The statement at Appendix VI(16)* shows the provisional figures for each District and the dates on which they were received by me. The first report was received from the District Census Officer, Karnal. Other Districts were also commendably punctual in the relay of figures and by the evening of the 9th March, 1961, information from 15 out of 19 Districts had been communicated to the Registrar General. The Hissar District Census Officer was the last to send his report and he too did it on the 10th March. I communicated the State totals to the Registrar General on that very date.

The provisional figures were remarkably correct*, showing a variation within one per cent of the figures obtained on tabulation. These figures were announced to the Press on the 14th March, 1961.

* Page 154

6. Post-Enumeration Check

Errors in enumeration could be due to either incomplete coverage of houses or incomplete coverage of inmates in houses covered by census. The post-enumeration check was done with a view to ascertaining the magnitude of error in enumeration.

One per cent of blocks and 10 per cent of houses in rural areas, and 2 per cent of blocks and 5 per cent of houses in urban areas, were selected by systematic sampling. The sample drawn by the office of the Registrar General consisted of 359 blocks in 157 charges: 223 blocks among 71 charges in rural areas, and 136 blocks in 86 charges in urban areas. In all, eight forms P.E.C. 1 to P.E.C. 8, were used for these operations. The detailed instructions in this behalf issued to the District Census Officers as also specimen of forms used, are contained in office file No. 270/61.

Before conducting the post-enumeration check, arrangements for training the charge officers and supervisors were made by my Deputy Superintendent, Shri G.L. Bailur who also supervised the actual operations with the assistance of the field Deputy Superintendents. The post-enumeration check was conducted by Verification Officers selected out of the supervisors appointed by the charge officers at the time of actual enumeration.

The post-enumeration check could not be conducted in 31 blocks because of the general slackness which set in among the District Census Officers and their staff, after the census was over. The results received from the charge officers were passed on to the Registrar General for analysis. These results revealed that for every-1,000 persons enumerated only 2 persons escaped enumeration.

It is a matter of gratification that the post-enumeration check revealed that census count was the most accurate in Punjab among all States. The relevant figures for Punjab and India are given below.

True population per 1000 *enumerated by census*

		Estd. value.	99.7% confidence value	
			Lower	*Upper*
Punjab	Rural	1002	1001	1003
	Urban	1001	998	1004
	Combined	1002	1001	1003
India	Rural	1006	1005	1007
	Urban	1010	1007	1013
	Combined	*1007*	*1006*	*1008*

CHAPTER IV
HONORARIA AND MEDALS

1. Honoraria

Enumeration Staff.- The census in the past had always been an honorary undertaking, on an established arrangement between the Central and State Governments whereby the latter ensured honorary enumeration by lending staff of all categories. In the 1951-census a small remuneration was paid by the Central Government by way of scriptory charges to the staff which prepared the National Registers of Citizens. No such register was prepared in this census. Since Independence tremendous changes took place in the social and economic thinking of the people, indicating that census should be a paid enterprise. In view of the huge expenditure involved, no large scale payments could be made to the enumerators, and as such a clear departure could not be made from the principle that census was an honorary undertaking. At the same time it was thought that payment of a small honorarium by way of meeting the out-of-pocket expenses in recognition of the work done would go to secure more correct and reliable data.

Rates of Honoraria.—Honoraria were paid at the rates mentioned below.

(1) Honorarium for housenumbering and houselisting, including cost of housenumbering material and carriage cost of paint, pots, and brushes: Rs. 5 per block.

In most cases the same person numbered and listed the houses in four blocks, so that he received on an average Rs. 23.

(2) Honorarium for enumeration, including the enumerator's expenses for attending the training classes and for stationery, ink, pen etc: Rs. 15 *per* block.

(3) Honorarium to the Supervisors: Rs. 4 per block.

He had on an average 5.5 blocks so that in most cases he received between Rs. 20 and Rs. 24.

A block generally contained some 750 persons in 150 households in rural areas and some 600 persons in 120 households in urban areas. A departure had to be made in the case of the following areas to the extent shown below:—

(*i*) In the Lahaul Tahsil an additional honorarium of Rs. 10 per block, was given because of the sparse population and difficult terrain of land.

(*ii*) The entire Spiti Tahsil was divided into five blocks. In view of the special difficulties of conveyance, language, food, and paucity of enumerators, the number of blocks could not be increased though additional help was provided to them at a later stage. The District Census Officer proposed an honorarium of Rs. 50 per hundred households which worked out to about Rs. 117 per enumerator since Spiti had 1,167 households. These rates would not have been excessive, but in view of their repercussions on other areas similarly situated, the recommendation of the District Census Officer had to be toned down. It was visualised that on an average of 410 persons, the District Census Officer could carve 13 blocks against the five actually constituted by him. Honorarium in Spiti was, therefore, paid assuming that 13 blocks were carved and each enumerator was to receive Rs. 30 per block, Rs. 5 for housenumbering and houselisting; Rs. 15 per block for enumeration and Rs. 10 as special honorarium. In all, Rs. 390 were distributed in this Tahsil by the District Census Officer in a manner that a Supervisor received Rs. 100 and an enumerator Rs. 43 and the additional enumerator Rs. 15 per block. Where no such assistance was provided, the enumerator was paid Rs. 58 per block.

(*iii*) In Kulu Sub-Division, the honorarium was paid at the following rates:—

Enumerator: Re. 0.03 nP. per person enumerated.

Supervisor: Rs. 4 per block of 500 persons enumerated.

For housenumbering and houselisting the honorarium paid was Rs. 5 per block of 500 persons. The honorarium paid in the Sub-Division works out to 4.5 nP. against 3.5 nP. specified by the Registrar General.

(*iv*) Each military personnel appointed as enumerator/supervisor was paid an honorarium of Rs. 10 at a flat rate.

The entire amount of honorarium was paid by the Government of India. The Punjab Government declined to share in this payment. The Punjab Government, however, declared that expenditure incurred by Municipal Committees on the preparation of maps, housenumbering, houselisting and enumeration was a fit charge on the funds of these bodies. The Municipal Committees consequently bore all expenditure on materials such as *geru mitti*, linseed oil, brushes, pots, required by the enumerators for housenumbering and houselisting in urban areas. Since honorarium was meant to be paid for census work done beyond normal duty hours, no honoraria was paid to a person appointed by a Municipality on whole time basis for census work.

The Punjab Government did not allow the Panchayats to be burdened with any expenditure on census work. This created some disparity in between the staff on housenumbering and houselisting working in rural and urban areas. The rural workers had to purchase the material for numbering the houses: *geru mitti* and linseed oil. This was a rather unhappy situation but could not be avoided.

The amounts of honoraria were drawn from the Treasury by my office and remitted to the Deputy Commissioners through bank drafts for disbursement. The statement at Appendix VI(7)* gives details of honoraria paid in connection with housenumbering, houselisting and enumeration and also for the post-enumeration check, in all amounting to Rs. 6,86,672. It works out to a little less than 3.4 nP. per person, as against 3.5 nP. per person specified by the Registrar General.

2. Medals

Recognition of services of enumeration staff.—** The Registrar General informed me in June, 1960, that I could announce that the Government of India had agreed to award medals to census workers whose services were distinguished by outstanding zeal and quality; also that those who earned census medals at the 1951-census and were working again for the 1961-census were welcome to wear the medals while attending the instruction classes or going on for enumeration work. I got this decision conveyed to all Heads of Departments by the Punjab Government.

Census medals were meant for only a limited number of census workers. I proposed to the State Government that as in the 1951-census they should recognize the services of good workers by issuing them certificates over the signatures of the Secretary to Government, Punjab, Housing & Local Government Departments. Punjab Government agreed to such certificates being issued but suggested that the cost of printing the certificates should be borne by the Central Government. This suggestion was accepted. The text of the 'Certificates of Honour' and 'Certificates of the State Government' issued are available on office record.

The Punjab Government did not agree to Census Certificates issued either by the State Government or by the President of India being placed on the personal files of the census workers who were mostly Government employees or employees of the Local Bodies, in view of the policy contained in their circular letter† No. 2334-ASI-60/15708, dated the 3rd May, 1960. The Punjab Government, however, recommended that I should inform the reporting authorities of the census workers of the issue of medals and certificates to them and that the reporting authorities would keep in view these awards and remarks while writing the annual reports.

The Punjab State was allotted 247 Silver Medals and 491 Bronze Medals. In general, this allotment was made on the basis of one Silver Medal and two Bronze Medals against a population of one lakh. The extra medals were meant for distribution among the census staff working in my office or in the offices of the District Census Officers and the Tabulation Offices.

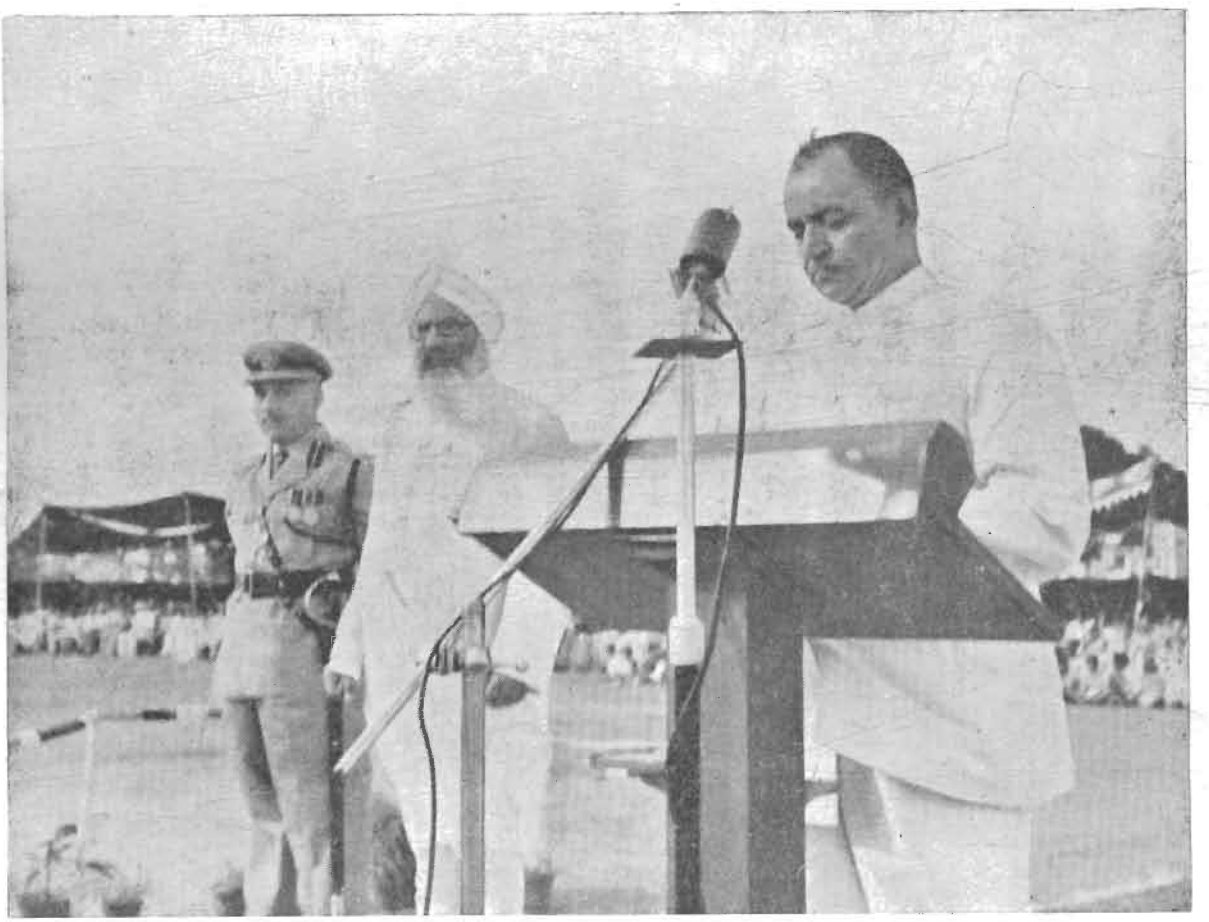
The Registrar General had desired that 50 per cent of the Silver and 70 per cent of the Bronze Medals allotted to a District should essentially be awarded to enumerators.

The proposals for the grant of medals/certificates emanated from the Deputy Commissioners. Their recommendations were sifted by me in the light of the comments of the field Divisional Deputy Superintendents or the impressions formed by me during my tours, and were then forwarded to the Punjab Government

*Page 116

**Vide Appendix III (3), page 63

†Available in office file No. 174/60.



Sardar Partap Singh Kairon, Chief Minister, Punjab, awarding Census Medals during Independence Day Celebrations at Chandigarh on 15th August, 1962.

On receiving their approval, the approved lists were forwarded by me to the Registrar General for formal approval of the Government of India. Names of the persons who have been awarded census medals are contained in a register in my office.

Arrangements were made for awarding medals to the recipients on the 15th of August, 1962, in the Independence Day Function at various District Headquarters. The recipients were paid from my office the T.A. in respect of journeys performed by them for receiving the medals.

At Chandigarh, the function was conducted by the Chief Minister, Punjab. The distribution of census medals was fixed as one of the items for the function. I spoke for a few minutes explaining the significance of the medals and then presented the recipients one by one to the Chief Minister who congratulated them and awarded the medals and the accompanying certificates.

CHAPTER V
ASSOCIATED STUDIES

In addition to the expansion in the census questionnaire and more detailed tabulation, some special studies were taken in hand, more or less as a part of the 1961-census programme. A brief account of these projects is given below.

1. Enumeration of Scientific and Technical Persons

As ancillary to the main census operations it was decided to undertake a special enumeration of technically qualified personnel. The Registrar General supplied the questionnaire printed on reply-paid post cards. These cards were distributed among enumerators and supervisors along with the other census material. The enumerators were asked to enquire during enumeration from every household whether any of its member possessed a Degree in subjects like Physics, Chemistry, Mathematics, Agriculture, *etc.*, or a Degree or Diploma in Engineering, or technical subjects such as Chemical Technology, Leather Technology, Textile Technology, Glass and Ceramic Technology and Food Technology, or in Medicine or Surgery. If a household had such a person the enumerator left one card for each such person for being filled in by him or her. The cards were collected by the enumerators during the revisional round. This census was confined to urban areas only where most of the technically qualified persons reside. The data were processed in the office of the Registrar General, and will be published in the form of census paper.

2. Fertility Survey

At the first Conference held in Delhi in 1959, desirability of including a question on fertility in the census questionnaire was commonly expressed. The subject merited a detailed study by Investigators of better mental calibre than the *patwaris*, etc. It was, therefore, decided that this survey be left over to be taken in hand at leisure when a major portion of the tabulation work was over.

The two questionnaires, one relating to households and the other to ever-married women, were devised by the Registrar General's Office, and the data were collected from 43,991 households and 57,560 women in the same 359 enumeration blocks as were selected for the post enumeration check.

The Investigators were selected from among the staff in Tabulation Offices and the data were collected in December, 1961, and January, 1962, under the supervision of Deputy Superintendents. The information was processed in our Tabulation Offices, and will be displayed in the census reports.

3. Village Surveys

With a view to study the direction and speed of social change and interpret the village statistics, forty-four villages were selected in Punjab. The selection was purposive so as to have villages with different characteristics. A group of six Investigators was appointed for the purpose: they were M.As. in Economics. After preliminary training these investigators were sent to the villages where they collected data. The scope of this survey was widened at two stages, so that each village had to be visited twice or three times, the stay ranging from two to four weeks. An Officer on Special Duty in the office of the Registrar General kept a watch over this project and read the reports before publication.

4. Consanguineous Marriages Survey

In the villages selected for socio-economic survey, information was collected simultaneously on consanguineous marriages. The proforma was devised by the Indian Cancer Research Centre, Bombay, and the filled in schedules were forwarded to the Registrar General for tabulation.

5. Household Industries & Rural Handicrafts

Tables were prepared from the houselists to show the number of villages where rural crafts were pursued and the number of workers in different crafts. This information was supplemented by a questionnaire sent in large numbers to all Block Development Officers in the State. It is proposed to publish this information in a separate volume, along with a detailed study of selected crafts by our own Investigators.

6. Fairs & Festivals

It is proposed to publish a separate report on Fairs & Festivals in Punjab. Information about the significance of each fair, its location, date, mode of observance, number of visitors and type of goods sold, was collected on a proforma of which some 10,000 copies were printed and sent to all Headmasters of Schools, Police Stations, Block Development Officers, Tahsildars, Municipal Committees, District Boards and District Medical Officers. The response was very encouraging and the information has been tabulated for some five thousand fairs held in the State. The fairs attended by more than 50,000 people are being covered by our Investigators. The report will be a valuable document for the administrators, students of social sciences and business men.

7. Ethnographic Notes

In addition to the Special Tables collected on the members of 37 Scheduled Castes and 3 Scheduled Tribes in Punjab as recognised in the Constitution, separate notes on each of these Castes and Tribes are being prepared, based on the visits of the Investigators to the places where they are to be found in substantial numbers. The information on the subject will be published as Part V of the Punjab Census Report.

CHAPTER VI
ACCOUNTS & EXPENDITURE

1. Budgets

The Punjab Census Office commenced functioning in April, 1959. The Census expenditure in Punjab was debitable to the head "47-Miscellaneous Departments under Demand No. 51-census (Punjab Circle)—Office of the Superintendent of Census Operations, Punjab". Under this main head, there are four sub-heads *viz.*, (1) A-Superintendence; (2) B-Enumeration; (3) C-Abstraction and Compilation; and (4) D-Printing and Stationery. All expenditure pertaining to the main Census Office was charged to the sub-head of account 'A-Superintendence'. The sub-head 'B-Enumeration' covered the expenditure relating to actual enumeration and charges on account of staff provided to Deputy Commissioners for Census work. The sub-head 'C-Abstraction and Compilation' pertained to the Tabulation Offices. Charges incurred on printing and the cost of paper purchased were booked to the sub-head 'D-Printing & Stationery'.

When I took over as Census Superintendent, some budget provision for the year 1959-60 had already been got made by the Registrar General. This provision, however, needed to be supplemented. A difficulty that arose in getting encashed the bills against such primary units of accounts under which the funds provided had been utilised, was overcome by the Accountant General, Punjab, by his issuing instructions to the Treasury Officer, not to refuse payment of any bill on account of the non-availability of funds, and that the head of the office would himself have the adequate provisions made in the budget.

The census budgets for the years 1959-60, 1960-61, 1961-62 and 1962-63 are reproduced in the statement at Appendix VI (2)*. There has been a great variation between the original budget allotment and the final grant. It is very difficult to frame accurately census budget Estimates because of the uncertainty of events to follow. Even for the paper supplied to the Census Office it could not be known in advance as to when the debit was being raised. These debits could come to light only at the time of the monthly reconciliation of accounts with the Audit Office. The trend of expenditure beyond the first six months, needs a careful watch to avoid a heavy saving or excess. The Census Superintendent can keep himself aware of the day-to-day expenditure through the monthly statements submitted to the Registrar General through forms GFR 7 and GFR 11.

2. Monthly Reconciliation of Accounts

Monthly reconciliation of figures with the Accountant General's office is another point which should not be lost sight of. Despite all drawbacks, the consoling feature in Census budgeting is the submission of the statement of Accounts at the expiry of the eleven months to the Registrar General and the adaptability in his office. I found to my great satisfaction that the Census budget was most readily adjustable and there was never an occasion when I had to wait for want of funds.

I was not competent to transfer funds from one primary unit to another and reappropriation within the sub-heads, was done by the office of the Registrar General.

3. Accounts Rules

The rules for the classification and Record of Receipts and Expenditure, as issued by the Auditor General, India, in connection with census, are reproduced at Appendix II(2)*.

4. Essential Books

The Punjab Census Office should have the following books for reference:—

1. Compilation of Fundamental Rules and Supplementary Rules, Volumes I and II.
2. Compilation of General Financial Rules.
3. Compilation of Medical Attendance Rules.
4. Accounts Code, Volume I.

5. Compilation of Treasury Rules, Volumes I and II.
6. Compilation of Civil Service Regulations, Volumes I and II.
7. Punjab Civil Service Rules, Volumes I, II and III.
8. Punjab Financial Rules, Volumes I and II.

5. Registers

In the Census Office monetary transactions are frequent and numerous. It is, therefore, necessary that accounts should be recorded regularly. The following registers should be opened at the very outset and their punctual and proper maintenance ensured:—

1. Cash Book in Form TR 4.
2. Register of Contingent Expenditure in Form TR 29 (Treasury Rule 299).
3. T.A. Check Register of Gazetted Officers.
4. T.A. Check Register of non-Gazetted Staff.
5. Register of Advances.
6. Stock Register of non-consumable articles.
7. Stock Register of consumable articles.
8. Stamp Control Register.
9. Stamp Expenditure Register.
10. Stationery Register.
11. Telephone Trunk Call Register.
12. Charcoal Register.
13. Bill Book for bills sent to the Treasury.
14. Liability Register in respect of committed payments.
15. Expenditure Register, embodying monthly statement of expenditure in forms GFR 7 and GFR 11.
16. G.P. Fund Account Register of class IV Government servants—(a) Personal Ledger Account; and (b) Broad-sheets.
17. Log Book. } In case a Govern-
18. Repair Register. } ment vehicle is provided.
19. Library Register regarding all books in the Census Library.

The duties of the Accountant and the Cashier should not be performed by one person. In practice, however, the compliance of this rule was not found feasible. The same person was appointed to do both the jobs. For handling cash he furnished a cash security of Rs. 500 in the form of Post Office Saving Bank Account pledged to the Census Superintendent.

6. Method of Keeping Accounts

There are three types of transactions which are covered in Census accounts: transactions which take place in the Census Office itself, transactions which are conducted in the Districts, and transactions relating to tabulation work.

Expenditure on transactions taking place in the head office was sanctioned by me. When I was in camp, these transactions were completed by the Deputy Superintendent, and if he too was away, by my Office Superintendent. I approved these transactions on my return to headquarters.

The cash book was attested by me daily when I was at the headquarters, and in my absence by the Deputy Superintendent.

I was the Drawing and Disbursing Officer for my office establishment and all bills were put up to me for signatures. The T.A. bills of the Deputy Superintendents were countersigned by me as I had been declared their controlling officer for T.A. purposes. Since the power to sanction mileage allowance at enhanced rates lay with the Head of the Department, the claims in respect of journeys performed by the Deputy Superintendents by their own cars, were referred to the Registrar General for sanction.

It pays to insists on early audit of the accounts by the Audit Office. The accounts in my office had been well maintained by the Accountant and I am happy to observe that the pay was paid to staff invariably on the first working day of each month.

In respect of the clerical assistance provided to the District Census Officers, the expenditure was initially borne by the Punjab Government. The Deputy Commissioners were required to send a statement of expenditure to my office at the end of each month in a proforma* prescribed by me, and this system worked nicely.

A slight deviation from this procedure was made when arranging vehicles for the District Census Officers during enumeration days. Some amounts were advanced to Deputy Commissioners so that they might pay for hire charges of the vehicles and petrol. Unfortunately this system of advancing money for arranging transport did not work well. The settlement of these accounts with the Deputy Commissioners became a long

*Available in office file No. 194/60

drawn affair. I would recommend that in future the State Government should be approached well in advance, for placing contingencies for census work at the disposal of Deputy Commissioners and that Deputy Commissioners in turn should be asked to have the amounts spent by them reimbursed, as was done for expenditure on establishment.

7. Delegation of Financial Powers to S.C.O.

In pursuance of Rule 9 of the Indian Administrative Service (Pay) Rules, 1954, the post of State Superintendent was made equivalent in status and responsibility to the post of a Deputy Secretary to the Government of India. This *circular specified the personal status of the State Superintendent. For financial matters, the Registrar General who is the Head of the Department, declared me as Head of the office under Rule 3 of G.F.R. Vol. I in respect of the Census Office in Punjab, delegating the following special powers:—

(*i*) Power to create temporary posts carrying pay not exceeding Rs. 160 p.m. and to fix the pay of the post. These powers are operative in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance, vide Appendix II(8).**

(*ii*) Power to create temporary posts in class III and Class IV for a period not exceeding two years, vide Appendix II(4)†.

(*iii*) Controlling Officer for his own and his establishments' Travelling Allowance, vide Appendix II(5)††.

(*iv*) Power to sanction recurring and non-recurring honoraria up to Rs. 100, in each case, to Government Officials other than those in the Census Office and to non-officials, vide Appendix II(5).††

(*v*) Full powers to purchase books, newspapers etc., vide Appendix II(6)‡

(*vi*) Power to incur contingent expenditure up to Rs. 1,000 p.m. in each case for recurring expenditure, and Rs. 5,000, in each case for non-recurring expenditure, provided that in respect of matters specified in column 2 of the Annexure to Schedule V of the Delegation of Financial Powers Rules, 1958, the power to incur expenditure is subject to the limits and conditions specified in that Annexure. These powers were also subject to the conditions specified under Rule. 10(5) of the Delegation of Financial Powers Rules, 1958, vide Appendix II(4).†

(*vii*) *Miscellaneous Expenditure.*—Powers to incur expenditure on entertainment (light refreshments) up to Rs. 200 per annum (vide Appendix II(4).†

How this expenditure can be incurred is explained in Ministry of Finance Circular letter No. £F. 2(12)/E-II(A)/59. dated the 4th September, 1959.

The Circulars issued from time to time by the Ministry of Home Affairs or the Registrar General, with amplifications thereon in certain cases in relation to Delegation of Financial Powers to State Superintendents, are contained in my office file No. 46/59.

8. Permanent Advance

As in the 1951-census, sanction for a permanent advance of Rs. 200 was issued by the Registrar General. This amount was found to be much too inadequate. The State Superintendent having to remain on tour, a big chunk of this amount of Rs. 200 has always been with the driver for purchasing petrol. The money left with the office for meeting the day-to-day contingent expenditure was very small. On the authority of letter No. @F.2/186/60-Pub.I, dated the 9th November, 1961 the State Superintendent could draw up to 31-3-1962 any number of advances in a month to meet contingent expenditure through Abstract Bills, subject to the condition that the amount of each withdrawal did not exceed Rs. 1500 and that no fresh advance was drawn unless the account for the earlier one had been rendered. Unless a similar authority could be vested with the State Superintendent right from the commencement of the Census Office till the tabulation work is over, I would recommend that the limit of the amount of permanent advance may be raised to Rs. 500.

9. Cost of Enumeration

A statement at Appendix VI(2)‡‡ shows the Budget Estimates and actual expenditure during the years 1959-60 to 1962-63. The figures

*Appendix II (3), page..49...
**Page..52.....
†Page..49.....
††Page..50.....
‡Page..50....

†Page 49.
£Available in office file No. 46/59.
@Reproduced at Appendix II (9), page 52.
‡‡Page 105

for the four main Heads are reproduced below from that Table.

	1959-60 Rs.	1960-61 Rs.	1961-62 Rs.	1962-63 Rs.	Total Rs.
A–Superintendence	76,210	127,343	135,410	165,629	504,592
B–Enumeration	—	277,826	636,954	18,687	933,467
C–Abstraction & Compilation	—	43,385	1,222,684	342,603	1,608,672
D–Printing and Stationery	55,807	24,193	19,090	4,296	103,386
Total :	**132,017**	**472,747**	**2,014,138**	**531,215**	**3,150,117**

It will be seen that the entire expenditure in the Punjab on census up to the 31st March, 1963, amounted to Rs. 31,50,117. This amount works out to about 15 nP. per head, and compares very favourably with other States in the country.

The expenditure on enumeration is shown as Rs. 933,467. This amount does not include the expenditure on Printing & Stationery incurred in connection with enumeration during 1959-60 and 1960-61: out of Rs. 80,000 thus spent about half was spent in connection with enumeration. Similarly, during 1959-60 and 1960-61 the expenditure on Superintendence (Rs. 203,553) was enumeration oriented, and about half of this amount can justifiably be debited to enumeration. Hence, in rough terms the expenditure on enumeration should be about Rs. 10,75,000. This expenditure was incurred by me, and does not take into account the cost of the Houselist Forms, the Household Schedules and the Individual Slips which were printed centrally and borne by the Registrar General's office.

It will not serve a useful purpose to compare these figures with the corresponding figures of the previous census since the prices of goods and services have risen very substantially during the last decade, and the expenditure on honoraria to the enumeration personnel and clerical assistance provided in the District, Tahsil and Municipal offices featured for the first time in the 1961-census.

APPENDIX I

THE CENSUS ACT (NO. XXXVII) OF 1948

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

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

WHEREAS it is expedient to provide for the taking of census in India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows:—

1. Short title and extent

(1) This Act may be called the Census Act, 1948.

(2) It extends to the whole of India.

2. Rule of Construction respecting enactments not Extending to Jammu and Kashmir

Any reference in this Act to the Indian Penal Code or the Indian Evidence Act, 1872, shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State.

3. Central Government to take Census

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

4. Appointment of Census Staff

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

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

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

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

5. Status of Census authorities as public servants

The Census Commissioner, all Superintendents of Census Operations and all census officers shall be deemed to be public servant within the meaning of the Indian Penal Code. (XLV of 1860)

6. Discharge of duties of Census Officers in certain cases

(1) Where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order so directs—

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

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

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

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

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

(*f*) every occupant of immovable property wherein at the time of the taking of the census, persons are living,

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

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

7. Power to call upon certain persons to give assistance

The District Magistrate, or such authority as the State Government may appoint in this behalf for any local area, may, by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon—

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

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

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

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

8. Asking of questions and obligation to answer

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

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

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

9. Occupier to permit access and affixing of numbers

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

10. Occupier or manager to fill up schedule

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

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

11. Penalties

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

(*b*) any census-officer who intentionally puts any offensive or improper question or

knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of, or for the purpose of a census return, or

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

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

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

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

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

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

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

12. Sanction required for Prosecutions

No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of an authority authorised in this behalf by the State Government.

13. Operation of other laws not barred

Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act:

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

14. Jurisdiction

No court inferior to that of a Presidency Magistrate or a Magistrate, of the second class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. Records of Census not open to inspection nor admissible in evidence

No person shall have a right to inspect any book, register or record made by a census-officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872, (1 of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. Temporary suspension of other laws as to mode of taking census in municipalities

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

17. Grant of statistical abstracts

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

18. Power to make rules

(1) The Central Government may make rules for carrying out the purposes of this Act.

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

APPENDIX II

SELECTED COMMUNICATIONS FROM VARIOUS MINISTRIES OF THE GOVERNMENT OF INDIA

II (1) Copy of Memorandum No. 8/8/59-P, dated 12-2-1959, from Chief Controller of Printing and Stationery, Government of India, Printing and Stationery Department, New Delhi, to the Registrar General, India.

Subject:—Free Supply of Stationery and Standard Forms to the Census Commissioner for India and State Census Superintendents and Dy. Superintendents of Union Territories in connection with the 1961-*census and*

(*ii*) *Execution of printing work of the above officers.*

Reference: D.O. No. 6/10/58-RG, dated 17-1-1959, from Shri A. Mitra, I.C.S., Ministry of Home Affairs to Shri C.A. Subrahmanyam.

Stationery Store and Standard Forms.—

(*a*) The Census Commissioner for India and various State Census Superintendents and Deputy Superintendents of Union Territories who may be appointed in connection with the 1961 population Census are hereby authorised to obtain their requirements of stationery stores and standard forms from the Govt. of India Stationery Office, Calcutta, and Govt. of India Forms Store, Calcutta respectively. The supplies would be made free of cost in the case of requirements for office use. Requirements for actual census operations (enumeration) will be supplied on payment. A suitable indication on the point should be given on all indents before sending them to the stationery office and the Forms Store.

(*b*) The indents for the supply of stationery stores and standard Forms should be submitted to the officers concerned sufficiently in advance of the date on which supplies are required—a minimum period of 2 months being allowed for this purpose. The State Census Superintendent/ Deputy Superintendent of Union Territories should ascertain the demands of their subordinate officers as well and place consolidated indents instead of submitting piecemeal demands.

(*c*) It has been agreed that each State Census Superintendent should start with an allowance of 100 reams of 46 pounds D'long Royal white printing paper and each Dy. Superintendent of Union Territories with 50 reams of the same. The paper is obtainable from the Controller of Stationery Government of India Stationery Office, Calcutta. And to maintain uniformity of sizes for all States and Union Territories the standard size of paper for the printing of Handbooks, Enumeration instructions and other literatures as well as certain standard Census forms, should be long Royal 20″ × 26″ or its sub-divisions.

2. *Miscellaneous Printing work.—*

(*a*) The Census Commissioner for India and State Census Superintendents and Deputy Superintendents of Union Territories are also authorised to get their printing work required for office purposes, done through this department free of cost. Any work required in connection with the actual Census operations (enumeration) will be done on payment.

(*b*) The Census Commissioner and the State Census Superintendent for Punjab and Dy. Census Superintendent of Delhi, Andaman and Nicobar and Laccadive, Minicoy and Amindivi Islands should send all their printing work to this office accompanied by a proper requisition.

(*c*) The Census Superintendent in West Bengal should send his printing work direct to the Government of India Press, Calcutta, for execution.

(*d*) The Deputy Census Superintendent of Naga Hills should send his printing work direct to Administrative Officer, (Printing and Stationery Branch) Department, Govt. of Assam, Shillong for execution.

(*e*) The remaining State Superintendents and Deputy Superintendents should send their printing work for execution to their respective State Govt. Presses who are being requested to accept such work and to do it as expeditiously as possible.

(*f*) The Census Superintendents/Deputy Superintendents should be directed to give clear

instructions on all requisitions and indents as to whether the work is to be done free or on payment (cf., sub-para (a) above). In the case of work which has to be done on payment the relevant budget head of account to which the cost is debitable, should also be recorded on the relevant requisitions and indents before they are sent to this office or to the presses concerned (as the case may be).

3. In cases of exceptional urgency, the Census Superintendents and Deputy Superintendents mentioned in para 2 (d), (e), and (f) above may get their work through private presses on the following conditions:—

(*i*) The State Govt. Presses should be contacted first. Work would be entrusted to a private press only if the Govt. Press is unable to undertake it and complete it within the time desired.

(*ii*) Quotations (excluding the cost of paper) from as many suitable private presses as possible (in no case less than six) should be invited for the work by a specified time and date, and the work entrusted to the lowest tender.

In localities where only one press is available, it would be very much desirable if the printers could be induced to agree to the conditions that the rates at which the work may be given to them for execution would be subject to the approval of this office.

(*iii*) All the paper required for the work should be provided from the Govt. Stock. For this purpose the State Census Superintendents and Dy. Superintendents of Union Territories may obtain suitable quantities of paper from the Govt. of India Stationery Office, Calcutta, in advance, if considered necessary.

(*iv*) After the work has been done, the printers' original bill, accompanied by list of presses addressed and their replies and quotations received in original, paper account, printed specimens of the work done and a copy of State Govt. Press letter declining to undertake the work, should be sent to this office for scrutiny. The charges will be scrutinised by this office and the bill will then be returned to the Census Superintendents/Deputy Superintendents concerned for payment to the firm direct.

4. In preparing the manuscripts for printing the Census Superintendents and Deputy Superintendents should pay particular attention to Rules 16, 17 and 18 of the Rules for Printing and Binding 1935 edition. In many cases it should be possible to utilise work duplicated on Duplicating Machines instead of getting it printed. Work can be executed expeditiously and economically by this method and it should be adopted wherever possible.

II (2) Auditor General's Rules for the classification and record of Receipts and Expenditure in connection with the Census to be held under the Indian Census Act, 1948, conveyed under R.G's D.O. No. Nil Dated 21-3-1959.

1. All Census charges should be recorded under the major head "47-Miscellaneous Departments—Statistics—Census". The detailed classification in the accounts should follow the heads adopted in the Central Demands for Grants.

2. Only expenditure authorised by the Provincial Superintendent should be billed for as a Central charge.

3. Pay and allowances of wholetime officers and any remuneration authorised to others for census work should be drawn on separate bills and charged direct to the Census grant under '47-Miscellaneous Departments--Census--Central'.

4. Travelling allowance authorised by the Provincial Superintendent for debit to census operations should be drawn on separate bills and taken to the Census grant under "47-Miscellaneous Departments—Census".

5. Postage and telegraph charges on census business should be drawn on separate bills and debited against the Census grant.

6. Receipts and recoveries of expenditure in connection with the Census operations, such as sums recovered from Indian States and Municipalities: sale-proceeds of paper and realisations from the sale of articles bought for Census purposes, should be credited as receipts under the minor head "Census" to be opened under the

major head "XXXVI-Miscellaneous Departments—Statistics".*

7. When charges for Stationery and Printing are incurred they should be treated as census expenditure and should not be taken to "56-Stationery and Printing".

8. Authorised charges debitable to census should never be presented in bills containing charges debitable to other accounts.

9. All bills for contingent expenditure on census work must be countersigned by the Provincial Superintendent.

10. The heads in the Central Demands for Grants will be as follows:—

A-Superintendence:

A1-Pay of Officers.
A2-Pay of Establishments.
A3-Allowances, Honoraria, etc.
A4-Grants-in-aid, Contribution etc.
A5-Other Charges.

B-Enumeration:

B1-Pay of Establishments.
B2- Allowances, Honoraria, etc.
B3- Other Charges.

C-Abstraction and Compilation Charges:

C1-Pay of Establishments.
C2-Allowances, Honoraria, etc.
C3-Other Charges.

D-Miscellaneous Staff:

E-Printing and Stationery:

*Note:—The Receipt & Expenditure heads of accounts were later on changed as below:—

Receipt head of account

"XXXII-Miscellaneous Social Service Organisations—Census".

Expenditure Head of account

"39-Miscellaneous Social Service Organisations—Census".

II (3) Copy of letter No. 2/45/58-Pub. I, dated 30-4-1959, from the Under Secretary to the Government of India, Ministry of Home Affairs, to the Registrar General, India.

Subject:—Declaration under Rule 9 of the Indian Administrative Service (Pay) Rules 1954.

I am directed to say that in pursuance of Rule 9 of the Indian Administrative Service (Pay) Rules, 1954, the Government of India are pleased to declare that the post of Superintendent of Census Operations in various States is equivalent in status and responsibility to the post of Deputy Secretary to the Government of India, specified in Schedule III-C to said Rules.

II (4) Copy of letter No. F.2/16/59-Pb. I (I), dated 13-11-1959, from the Under Secretary to the Government of India, Ministry of Home Affairs, to the Registrar General, India.

Subject:—Delegation of Financial Powers to the Superintendents of Census Operations.

In exercise of the powers conferred by Rule 10(3) of the Delegation of Financial Powers Rules, 1958, I am directed to say that the President is pleased to delegate the following financial powers to the Superintendents of Census Operations, subject to the conditions or limits, if any specified in each case:—

2. (1) *Creation of Posts*: The powers to create temporary posts in class III and class IV for a period not exceeding two years subject to the conditions laid down in Rule 9 of the Delegation of Financial Powers Rules, 1958.

(2) *Purchase of Books and other newspapers* : Full powers to purchase for use of their offices, books, newspapers and other publications subject to the condition mentioned in the Delegation of Financial Powers Rules, 1958—Schedule V, and also subject to the further condition that in respect of non-official publications the purchases will be made from the list of such publications as may be prescribed by the Registrar General and *ex-officio* Census Commissioner.

(3) *Contingent Expenditure*: Powers to incur contingent expenditure up to Rs. 1,000 p.a. in each case for recurring expenditure and Rs. 5,000 in each case for non-recurring expenditure, subject to the monetary limits and other instructions, specified in the Annexure to Schedule V of the D.F.P. Rules, 1958, and also subject to the condition specified under Rule 10(5) of the aforesaid Rules.

(4) *Miscellaneous Expenditure*: The powers to incur expenditure on entertainment (light refreshments) up to Rs. 200 p.a. subject to the general instructions issued by the Ministry of Finance.

3. The powers delegated in paras 2(i), 2(iii), 2(v) and 2(vi) of this Ministry's letter No. 2/12/49-Public dated 1st November, 1949, as amended from time to time, are hereby cancelled.

II (5) Copy of letter No. F. 2/16/59-Pub. I, dated 22-12-1959, from the Under Secretary to Government of India, Ministry of Home Affairs, to the Registrar General, India.

Subject :—Delegation of Financial powers to the Registrar General and ex-officio Census Commissioner and the Superintendents of Census Operations.

In supersession of this Ministry's letter No. 2/12/49-Pub. dated the 1st November, 1949 as amended from time to time, I am directed to say that the President is pleased to delegate to you the following powers subject to the conditions or limits, if any, specified in each case, in addition to the powers delegated to you as Head of the Department, under the Delegation of Financial Powers Rules, 1958:—

(1) Head of Department under Supplementary Rule 2(10).

(2) Powers to create temporary posts:

(*i*) Pay not exceeding Rs. 500 p.m. up to a period of one year,

(*ii*) Pay not exceeding Rs. 250 p.m. for a specified period,

and to fix the pay of the posts. These powers will be operative in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance.

(3) Full powers to authorise any Government servant under your control to proceed on duty to any part of India, whether within or beyond his own jurisdiction in India under rule 2 in section II (b) of the Administrative instructions connected with the Fundamental Rules, Appendix 3.

(4) Controlling Officer for the purposes of his own travelling allowance, under rule 191 of the Supplementary Rules.

2. The President is also pleased to delegate to the Superintendents of Census operations, the powers mentioned below subject to the conditions or limits, if any, specified in each case, and in addition to the powers delegated to them in this Ministry's letter No. 2/16/59-Pub. I(I), dated 13th November, 1959.

(1) Powers to create temporary posts subject to the condition that the pay of the appointment does not exceed Rs. 100 p.m. and to fix the pay of the posts. These powers will be operative in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance.

(2) power to sanction the grant of recurring and non-recurring honoraria, up to a limit of Rs. 100 in each case, to Government officials other than those in their own office and to non-officials for work done in connection with the 1961-census operations.

(3) Controlling officers, for their own and their establishments' travelling allowance.

3. The exercise of these powers is subject to the existence of Budget provision.

4. Para 3 of this Ministry's letter No. 2/16/59-Pub. I(I), dated 13th November, 1959, may be deleted.

II (6) Copy of letter No. F.2/16/59-Pub. I dated 13-2-1960, from the Under Secretary to the Government of India, Ministry of Home Affairs, to the Registrar General, India.

Subject :—Delegation of Financial Powers to the Superintendents of Census Operations.

With reference to your letter No. 3/128/59-RG, dated 9th January, 1960, on the subject noted above, I am directed to say that the President is pleased to decide that for para 2(2) of this Ministry's letter No. 2/16/59-Pub. I(I), dated 13th November, 1959, the following shall be substituted.

"2(2) *Purchase of Books and other Newspapers*: Full powers to purchase for use of their offices, books, newspapers and other publications subject

to the condition mentioned in the Delegation of Financial Powers Rules, 1958, Schedule V"

II (7) Copy of letter No. F.21(1)/59/D (Coord) dated the 8th August, 1960, from the Deputy Secretary to Government of India, Ministry of Defence to Army, Naval and Air Headquarters.

Subject:—Census of India 1961—*Defence Services.*

Service Headquarters are already aware that the next Census of India is to be held in February/March, 1961. Instructions of a general character, have already been issued about the co-operation to be extended by local Services formations to the Census Superintendents in the States. The question of issuing further instructions regarding the action to be taken in places where the Census enumeration has to be carried out by Services personnel, has been engaging the attention of Government. After giving careful consideration to the steps required to safeguard the security of military information and after holding necessary consultation with the Registrar General, India, the following instructions are issued for strict application. The instructions are in two parts. Part I covers the arrangements to be made in all military areas (of the three Services) other than operational areas. Part II deals with the arrangements to be made in operational areas.

PART I—ACTION IN MILITARY AREAS OTHER THAN OPERATIONAL AREAS.

1. Officers Commanding Stations will, in the three Services, function as Military Census Officers for the purpose of the census. (The term Military Census Officer will have application not only in the Army but to Census Officers in the other two Services as well). Where an O.C. Station is unable to devote constant attention to the census operations, he may designate another officer from the Station as the Military Census Officer but he will continue to maintain executive control over the Census operations in his Station.

2. Headquarters Commands will furnish to Census Superintendents of the States a complete list of all the Station Commanders in the different States who are designated as Military Census Officers. A copy of the list will also be sent to the Services Headquarters concerned. The following particulars will be furnished for each Military Census Officer:—

(*a*) Rank
(*b*) Name
(*c*) Appointment
(*d*) Office Address
(*e*) Residential Address
(*f*) Office Telephone No.
(*g*) Residential Telephone No.

Amendments to the list will be forwarded as and when they occur.

3. The Military Census Officers will immediately contact and maintain close liaison with the civil Census Superintendents in their respective States. A list (not attached with this copy) of the Census Superintendents is given in Appendix to this O.M.

4. State Census Superintendents will not be given lists of military formations, units, etc., or their location, but the areas covered by the Military Census Officers should be clearly made known to the Census Superintendents. Commands will ensure that every formation/unit/establishment under them where people are in residence is covered by the Census Operations, either through Military Census Officers or through the Civil agency in liaison with the State Census Superintendent concerned.

5. Military Census Officers will be responsible for the enumeration of all persons residing within the strictly Military Areas, (*viz.*, areas controlled and managed by Service personnel such as barracks, unit lines etc.) (Please note that in operational areas arrangements for enumeration are different *vide* Part II). These strictly Military Areas should be determined in consultation with the local authorities who are responsible for civil census arrangements, so that respective census limits are clearly known to both Civil and Military Agencies. They will obtain necessary enumeration slips and instructions from the Census Superintendents of the State concerned. All enumeration slips after completion will be handed over to the Census Superintendents. In question 11 of the enumeration slip, the entry for Service personnel will be "Central Government Employee".

6. Each Military Census Officer will nominate the required number of Charge Officers, Supervisors and Enumerators for his Station. Census enumeration is not a mere nose-count but will require a variety of demographic, social and cultural information and so enumerators and supervisors would have to have a course of instruction. The Superintendents of Census Operations of the

States are organising courses of instructions for civilian personnel. Military Census Officers should so arrange that all persons engaged in enumeration either in a supervisory or in an enumerating capacity receive the full course of instructions.

PART II—ARRANGEMENTS IN OPERATIONAL AREAS.

1. There will be no counting at all of combatants in Operational Areas. The census in respect of combatants in operational areas will be carried out by the Chief Statistical Officer from information available in his office. Certain supplementary demographic data required for the census, which is not available with the Chief Statistical Officer, will be obtained by him from the O.C. of Stations in operational areas. These details mostly concern information regarding the home towns and villages of combatant personnel, without which the demographic details concerning the combatant personnel will not be complete.

2. Military Census Officers will be appointed in Operational areas to enumerate persons other than combatant personnel. Os.C. Stations may utilise their services in collecting the further information desired by the Chief Statistical Officer. Primarily, however, these military census officers will enumerate the other categories which are:—

(*i*) civil population in areas not covered by the civil census arrangements; and

(*ii*) personnel of other combatant and non-combatant formations under the Army's operational command present in the operational areas, such as, Assam Rifles, Jammu & Kashmir Militia, etc.

3. The instructions relating to the nomination of Military Census Officers, formation of census units and nomination of Charge Officers, Supervisors, etc., will apply to Stations in Operational areas, exactly as for non-Operational Areas. (Part I).

4. Enumeration of all persons other than combatants of the Army, Navy and Air Force will be carried out in operational areas exactly in the same way as in non-Operational areas, namely, in accordance with the arrangements specified in Part I. The enumeration slips in respect of these persons will be handed over to the Census Superintendents concerned.

It is requested that these instructions should be conveyed by the Service Headquarters to Lower Formations immediately under intimation to this Ministry.

II (8) Copy of letter No. 2/150/60-Pub. I, dated 7-11-1960, from the Under Secretary to the Government of India, Ministry of Home Affairs, to the Registrar General, India.

Subject:—Census—Superintendent of Census Operations—Delegation of Powers—Enhancement of.

With reference to your letter No. 3/77/60-RG, dated 8th September, 1960, I am directed to say that the President is pleased to enhance the powers delegated to the Superintendents of Census Operations in para 2(1) of this Ministry's letter No. 2/16/59-Pub. I, dated 22nd December, 1959, to create temporary posts subject to the condition that the pay of the appointment does not exceed Rs. 160 (Rupees one hundred and sixty) p.m. and to fix the pay of the posts.

2. Para 2(1) of this Ministry's letter No. 2/16/59-Pub. I, dated 22nd December, 1959, may be substituted by the following:—

"(1) Powers to create temporary posts subject to the condition that the pay of the appointment does not exceed Rs. 160 (Rupees one hundred and sixty) p.m. and to fix the pay of the posts. These powers will be operative in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance".

II(9) Copy of letter No. F. 2/186/60-Pub. I, dated 9-11-1961, from the Under Secretary to the Government of India, Ministry of Home Affairs, to the Registrar General, India.

Subject:—Drawal of 'on account' advances by the Superintendents of Census Operations to meet the contingent expenditure.

In supersession of this Ministry's letter No. 2/186/60-Pub.I, dated 29th April, 1961, on the subject noted above, I am directed to say that the President is pleased to authorise for the period ending 31-3-1962 the Superintendents of Census Operations in various States, Union Territories Administration to draw a number of advances in a month to meet contingent expenditure through abstract bills subject to the condition that the amount of each drawal does not exceed Rs. 1,500 (Rupees fifteen hundred only) and that no fresh

advance is drawn unless account for the earlier one is rendered and that a certificate to this effect is recorded in each bill.

II(10) Copy of office memo No. F.21(1)/59/D (Coord), dated the 21st August, 1959 from the Government of India in the Ministry of Defence to the Army, Naval and Air Headquarters and other subordinate offices.

Subject:—Census of India—1961, *Cantonments and Defence Services.*

The preparation for the 1961 population Census of India has already been started by the Registrar General, India, Ministry of Home Affairs. The Census will be taken in February-March, 1961. The Superintendents of Census Operations, are already in position in most of the Union Territories and States. A list of the State Census Sperintendents who have already joined is attached herewith, for information.

2. Army Headquarters, etc., are requested to issue necessary instructions urgently to the authorities concerned to extend their fullest co-operation to the Census Superintendents and District Officers concerning the census in Defence Establishments, etc. A copy of such instructions may kindly be endorsed to the Registrar General, India, Ministry of Home Affairs, and this Ministry.

APPENDIX III

SELECTED COMMUNICATIONS FROM THE REGISTRAR GENERAL, INDIA

III (1) Copy of D. O. No. Nil dated 21-3-1959, from Sh. Ashok Mitra I.C.S., Regsitrar General, India, to Sh. R.L. Anand *Economic and Statistical Adviser to Government Punjab.

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

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

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

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

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

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

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

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

* This letter was received before my appointment as Superintendent of Census Operations, Punjab

records. But if they are not, you will doubtless ask officers of the State Government keeping charge of census papers and obtain these reports. You should also have in your office all other census publications that might have been used by your predecessor which may be either in the census records or with the State Government. Reports of previous censuses should be available in the State Secretariat library or other good Libraries.

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

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

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

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

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

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

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

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

*Not reproduced.

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

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

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

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

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

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

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

20. The ultimate unit so far as the census is concerned is the household. This was defined at the 1951 Census as "a group of people who live together and take their meals from a common kitchen". It is proposed to follow this definition in the next census also. Above the household is the Census house where also it is proposed to follow the 1951 Census definition, *viz.*, "a dwelling

with a separate main entrance". There may be a number of households in a census house or a census house may consist of only one household.

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

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

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

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

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

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

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

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

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

can be discussed further at the Conference and finalised.

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

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

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

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

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

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

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

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

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

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

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

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

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

40. In order to meet the wishes of the National Buildings Organisation, it is proposed to have at the next census information on "buildings", a "building" being defined as a separate structure on the ground. The adoption of "building" will, however, depend on whether it is possible to put across the concept at the pre-testing stage. If we adopt three sub-numbers for a household—namely Building No., Census house No., and Household No.,—a household may consist of either one number or two numbers or three numbers as explained below: if in a building, there should be more than one Census House and if in each of them or in any of them, there should be more than one household, the households will have 3 sub-numbers: Building No., Census house No. and Household No. If, however, a building and a census house are the same and there are a number of households, there will be only two sub-numbers: Building No. and Household No. If in a building there should be only one census house and one household, there will be only one number, namely the Building No.

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

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

villages are likely to be covered by the Community Development Programme before the 1961 Census. This map will also be useful to the Community Development Programme work.

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

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

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

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

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

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

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

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

51. The household population will be enumerated in the household enumeration schedules. In addition to the household population, we shall have to make arrangements for the enumeration of population residing in institutions like hospitals, *etc.* and for the enumeration of floating population like wandering tribes, tramps, *sadhus etc.* In the case of the floating population enumeration can be done on the night preceding the sunrise of 1st March. It will not be necessary to fill up the household schedules for this class of population. We can, therefore, either use the enumeration slips in the schedule or have different schedules. This also we can discuss and decide at the Conference.

*Not reproduced.

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

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

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

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

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

*Not reproduced.

a random sample, it may be possible to have some preliminary tabulations also.

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

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

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

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

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

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

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

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

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

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

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

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

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

*Not reproduced.

III (2) Copy of letter No. 3/121/59/RG dated the 27th May, 1960, from the Registrar General, India to the Superintendent of Census Operations, Punjab, Chandigarh, prescribing scale of accommodation for offices.

Reference your letter No. Census-60/130/1313, dated the 23rd May, 1960, on the above subject.

2. The Government of India have prescribed the following austerity scales of accommodation for different categories of Government officials.

Gazetted Officer.	160 sq. feet plus 100 sq. ft.
Technical Staff.	60 sq. feet.
Ministerial Staff.	40 sq. feet.
Daftry.	40 sq. feet.
Records.	10% of accommodation allowed.
Excess permissible.	10% of total accommodation allowed.

III (3) Copy of D.O. No. 7/5/60-RG, dated the 17th June, 1960 from Sh. A. Mitra, I.C.S., Registrar General, India to Shri R.L. Anand, Superintendent of Census Operations, Punjab, Chandigarh.

1961 Census Medal

The Government of India have agreed to the award of medals to Census workers whose services are distinguished by outstanding zeal and quality. I have taken up the question of design and manufacture of the medals with the Government of India, Mint, Bombay. Tentatively it is proposed to manufacture 4100 silver medals and 8200 bronze medals to be distributed among the various States with reference to the estimated population of 1961. In the meantime, you can announce the award of Census medals. You may also announce that those who earned Census medals at the 1951 Census and are working again for the 1961 Census are welcome to wear the medals while attending the instruction classes or going on their rounds of duty in 1960-61.

III (4) Copy of letter No. 7/5/60-RG, dated the 24th April, 1961, from the Registrar General, India to all the Superintendents of Census Operations.

Subject :—Award of Census medals in recognition of work performed during the 1961 *Census.*

Enquiries have been received from several Superintendents of Census Operations about the criteria to be adopted in the selection of recipients of the 1961 Census medals—silver and bronze, and the procedure to be followed in the award of these medals. It will be remembered that at the Second Conference of Superintendents of Census Operations it was agreed that the award of medals should be left to the State Governments as in the last Census.

2. In the last Census certain proposals were submitted to the Registrar General, India by the various State Census Superintendents regarding the criteria to be adopted in the selection of the recipients of the medals. These proposals were forwarded to the State Governments concerned and it was left to them to approve the proposals with such modifications or alterations as they considered necessary. The following considerations were, however, required to be borne in mind by the State Governments in the selection of recipients:—

(*i*) The medals are open to all Census Workers, both officials and non-officials. As the medals are intended for "Outstanding zeal and quality of census work", the selection of the recipients of the two varieties of medals—silver and bronze, should be based exclusively on that criterian; the superior variety should not be regarded as necessarily limited to any one category of Census Workers;

(*ii*) Care should be taken to make sure that no census worker who was known or reasonably believed to have displayed partisanship in recording answers to either the language or the religion question should be included in the recommendations.

Besides, the Superintendents of Census Operations were required by the Registrar General, India to send to him the lists of recipients selected by the State Governments for formal approval by the Government of India.

3. It has been decided to continue the same basis of selection for the 1961 Census also. You may submit your proposals for selection of recipients for the award of 1961 Census medals in the

light of paragraph 2 above, to the State Government direct for their approval. The list of recipients selected by the State Government may then be forwarded to the Registrar General, India for formal approval of the Government of India.

4. A question has also been raised whether these medals have to be awarded in a function held on any special occasion such as Independence Day etc., so that these awards may be made by the dignitary presiding over this function. It has been decided that this matter also may be left to the decision of the State Government. The recipients may, however, be paid T.A. on this occasion, by the Census Department from their residence to their respective District Headquarters if the function is held there. If, however, the place of the function should be farther than the District Headquarters, T.A. will be allowed only up to the District Headquarters.

5. As in the last Census, it has been decided to issue 'Certificates of Honour' in the name of the President of India and bearing the facsimile signature of the Registrar General, India, along with the 1961 Census medals. There will be separate certificates for the silver medals and the bronze medals. These certificates are being got printed and will be sent to you in due course.

APPENDIX IV

SELECTED COMMUNICATIONS FROM THE PUNJAB GOVERNMENT

IV (1) Copy of Memorandum No. ESA-59-4410, dated 22-4-1959, from Secretary to Government Punjab, Planning Department to the Economic and Statistical Adviser, Punjab, regarding the role of Economic & Statistical Organisation, Punjab, in 1961-census.

The decennial Census is an occasion of great national importance when concerted action by all departments is necessary. Special responsibility in this connection devolves on the Economic & Statistical Organisation, inasmuch as its activities are allied to the Census work. Preliminary work in connection with the Census will start shortly and you are accordingly requested to lend all possible help to the Superintendent of Census Operations, Punjab, both at the headquarters and in the District Statistical Offices.

nation because an effort is then made not only to count the human beings but to collect a large and valuable fund of Socio-economical data. The 1961 census aims at bringing out the principal changes and progress made by the country during the previous ten years in its human population, size and composition of the households, labour force, literacy, education, relationship of the households to land, other occupations, migration and several other items. In order to make necessary arrangements for conducting the 1961 census, information will be required on multifarious subjects.

3. The state Government have been pleased to authorise the Superintendent of Census Operations, to correspond direct with you in matters relating to census and I am to request that due attention may kindly be given to communications received from him.

IV (2) Copy of letter No. 6896/LB-59/26993, dated 6-7-1959, from Secretary to Government Punjab, Health and Local Government Departments to All Heads of Departments, Commissioners of Divisions and All Deputy Commissioners in the Punjab, introducing S.C.O. Punjab to All Heads of Departments.

Subject:—The 1961 *Human Census in the Punjab.*

I am directed to inform you that for work connected with the forthcoming census in 1961 the Government of India have, as usual, created a post of Superintendent Census Operations, Punjab, and have appointed Shri R.L. Anand.

2. All correspondence intended for him should be addressed to him at House No. 9-D, Sector 2-B, Chandigarh. It is needless to emphasize that census is an important event for the

IV (3) Resume of discussion on the item "1961 Census" held in the Conference of Commissioners and Deputy Commissioners on the 23rd September, 1959 (9 A.M. to 10.30 A.M.) at the Raj Bhavan, Simla.

Shri A. Mitra, the Registrar General who was scheduled to address the Conference could not come to Simla because of pressing work connected with the conference of State Superintendents of Census Operations to be held at Delhi from the 24th September, 1959. In his absence the discussion was initiated by Shri R.L. Anand, Superintendent of Census Operations, Punjab. In the opening remarks Mr. Anand said that the 1961 Census would be 10th in the series, and 2nd since Independence. The coming census has a special significance in so far as the results obtained from it will be used heavily for preparing the Third Five-Year Plan. In the Punjab, this work

needs to be done with care and zeal since at the time of 1951 census the Punjab was not in the normal way of life. He said it should be our common endeavour to make the 1961 census our very best. Mr. Anand then described briefly the main operations connected with the census: delimitation of areas, preparation of accurate maps, appointment of staff, training to the staff, housenumbering, houselisting, enumeration, and the final checking.

Thereafter, the conference considered the various points connected with the census operations, as circulated in the memorandum on the subject. The upshot of the discussions is given below.

District Census Officers.—Mr. Anand explained the vital role to be played by these officers and suggested that the officers to be recommended by the Deputy Commissioners should be men with experience and noted for putting in hard labour; they should have wide contacts with the public and Government officials at the lower rank, and those who are posted at the headquarters of the district.

The discussion elicited that such officers should be, either Revenue Assistants or Sub-Divisional Officers at the headquarters or General Assistants.

In reply to a remark from a Deputy Commissioner that it will greatly dislocate census work if these officers are transferred when the work was in progress, the Chief Secretary said that the Chief Minister had decided not to transfer the District Census Officers up to the end of Census Operations unless on grounds of health or other very important reasons.

Places to be treated as Towns.—Mr. Anand stressed the need for great care to be exercised by Deputy Commissioners in recommending places to be treated as towns for the first time and in scrutinizing the list of 1951 when making their recommendations. The definition of town to include all Municipal areas, cantonments, and civil lines and such places as have a population of at least 5,000 and with at least 3 quarters of the population engaged in non-agricultural pursuits was accepted. A few Deputy Commissioners asked for stress being laid more on the condition of non-agricultural pursuits, urging that some new townships noted for industry should be labelled as towns even though their present population may be less than 5,000 since their population was bound to increase rapidly in future.

Changes in the Jurisdiction of Districts.—A few Deputy Commissioners had supplied this information and others were requested to expedite.

Delimitation of Areas.—The broad principles for executing this work were discussed, and it was agreed that it be taken up immediately.

Maps.—Every one agreed on the necessity of having new maps prepared for the Districts, Tahsils and Towns, according to the scales suggested by Mr. Anand (District: 1″=4 miles, Tahsil: 1″=1 mile, and Town: 4″=1 mile).

Some Deputy Commissioners raised the question of how to meet the expenditure on the purchase of tracing cloth and securing Draftsmen. It was decided that the Registrar General should not be approached for funds in this connection. The Finance Secretary asked the Deputy Commissioners to purchase the materials from District contingencies, which he said would be supplemented if so required. The Financial Commissioner, Revenue, asked the Deputy Commissioners to draw upon the Draftsmen in the District Board Offices, P.W.D. Offices, and the District Offices. He said that special staff need not be recruited for the purpose since the work was not of great magnitude, and because of its importance it required to be executed without loss of time.

Set up of Enumerating Staff.—As a guide for the requirements, Mr. Anand read out the number of persons enlisted for census work in 1951 in the State (32,978 Enumerators, 6,530 Supervisors, 806 Charge Superintendents, besides 18 District Census Officers). The consensus of opinion was that the Enumerators should be found by and large from among the *Patwaris* and Village Schools Teachers. The Village Level Workers and other suitable officials from other Departments could be roped in. It was felt that the non-official workers should be enlisted to the very minimum.

Enumeration Expenditure.—The Secretary, Health and Local Government Departments, said that he had looked into the previous census files which showed that nothing was paid to the staff put on to the census then. He was of the view that a departure should not be made from the previous practice. The Deputy Commissioners, by and large, were however, of the view, and the Chief Secretary and the Financial Commissioner, Revenue, were inclined to agree with them, that in order to enthuse the staff to hard and careful work, which will be over and above their normal duties, it would be necessary to provide some financial incentive.

It was agreed that honoraria at the following rates should be paid:—

Enumerators	Rs. 25 lump sum.
Supervisors	Rs. 50 lump sum.
Charge Superintendents	Rs 35 p.m. for a period of 12 to 18 months.
District Officers	Rs. 50 p.m. for a period of 12 to 18 months.

It was also decided that the Registrar General should be requested to pay this amount in entirety out of his own funds.

Recognition of services of Enumerators by means other than payment of Honoraria.—It was agreed that a selected number of workers of all ranks should be awarded certificates and medals for doing conspicuously good work.

Clerical Assistance.—It was decided that extra staff would be provided as shown below.

At the District Level:	One Assistant and one Clerk
Office of the Charge Superintendent:	One Clerk

It was considered unnecessary to give peons since these offices had already peons with them. These Clerks, it was pointed out should be familiar with typewriting, and funds should be provided for the hire of typewriters since these were in short supply in most offices.

Housenumbering and Houselisting.—The *Girdawari* (crop inspection) operations in the State commence from the 1st October and the 1st March, and last for a fortnight or three weeks. Financial Commissioner, Revenue, said that in view of the enumeration work being time-bound the *Girdawari* for the *Rabi* crops could be postponed by a few days. The *Kharif Girdawari*, however, might not be changed.

In the light of the above, it was decided that the housenumbering and houselisting in rural areas should commence from early November.

Number of Enumeration forms required to be printed in different languages.—Mr. Anand read out a statement in which the suggestions of the Deputy Commissioners had been condensed in regard to the proportions in which the forms should be printed in different languages. The distribution suggested by the Deputy Commissioners was at considerable variance as between contiguous districts.

It was decided that forms and schedules should be printed bilingually: Urdu and Hindi; and Urdu and Punjabi. These forms should be in equal numbers. It was also decided to secure a few thousand forms from Registrar General in English to be used in Towns.

In regard to the total number of forms to be printed the Deputy Commissioners were of the view that we should have 50 per cent more than what will actually be required for the probable population in 1961. (Matching requirements for a population of three crores).

Village-wise Statistics.—The Deputy Commissioner, Hissar made a suggestion, and several other Deputy Commissioners and Heads of Departments agreed with him that in order to meet the requirements of villages, Panchayats sheets should be printed separately showing for each village broad particulars about the population.

Mr. Anand pointed out that such information could be had from the District Census Handbooks. But in view of the larger activity to devolve on the Panchayats and the village councils, it was felt that on the whole it will be economical to have summary tables for different villages separately, or at least groups of villages (*Girdawari* Circles). Mr. Anand said that he would convey this suggestion to the Registrar General.

Shri R.L. Anand, Census Superintendent, Punjab, will issue instructions as to the action required on these decisions.

IV (4) Copy of letter No. 14192-LB-59/43146, dated the 17th/18th November, 1959 from Secretary to Government, Punjab, Health and Local Government Departments to all Deputy Commissioners in the Punjab, emphasizing upon Deputy Commissioners their responsibility towards the conducting of 1961-census and getting maps prepared for it.

In continuation of Punjab Government letter No. 6396-LB-59/26993, dated the 6th August, 1959, to all Heads of Departments and Deputy Commissioners *etc.*, on the subject noted above, I am directed to invite your attention to section 'B' of the proceedings of the conference of Deputy Commissioners and Commissioners held at Simla, in September, 1959, and to say that the Census is an all India activity and the various steps leading to the final enumeration have to be completed by each State strictly according to the programme.

It is, therefore, very important that the things should move with the desired speed. The responsibility for conducting the Census devolves principally on the Deputy Commissioners who have been invested with adequate powers under the Indian Census Act, 1948. The provisions of this Act may, therefore, be studied and followed carefully and expeditiously.

2. I am to draw your attention especially to paras 19 and 20 of the proceedings which run as follows:—

> "19. *Maps.*—Every one agreed on the necessity of having new maps prepared for the Districts, Tehsils, and Towns, according to the scale suggested by Mr. Anand (District: 1"=4 miles, Tehsil: 1"=1 mile & Town: 4"=1 mile)."
>
> "20. Some Deputy Commissioners raised the question of how to meet the expenditure on the purchase of tracing cloth and securing Draftsmen. It was decided that the Registrar General should not be approached for funds in this connection. The Finance Secretary asked the Deputy Commissioners to purchase the material from District contingencies, which he said would be supplemented if so required. The Financial Commissioner, Revenue asked the Deputy Commissioners to draw upon the Draftsmen in the District Board Offices, P.W.D. Offices and the District Offices. He said that special staff need not be recruited for the purpose since the work was not of great magnitude, and because of its importance it required to be executed without loss of time.

3. The work of preparation of accurate maps in accordance with the decision of the Conference has to be given a very high priority since they constitute a very valuable link in the whole programme of Census. I am, therefore, to request you kindly to have the maps prepared expeditiously and send them to the Superintendent of Census Operations, Punjab, direct.

IV (5) Copy of letter No. 2463-GIII-60/10178, dated the 22nd March, 1960, from Chief Secretary to Government Punjab to all Deputy Commissioners in the Punjab, directing them not to transfer officers engaged on Census work unless there were unusual circumstances.

In the Punjab Government letter No. 8951-GI-59/19364, dated the 26th October, 1959, it has, *inter alia*, been laid down that officers posted on certain important duties such as election, census etc., should not be transferred before the completion of the work unless there are unusual circumstances. I am directed to request that you should also ensure that the census work is not allowed to suffer on account of other duties entrusted to an officer.

IV (6) Copy of letter No. 2798-LB-60/13592, dated the 30th March, 1960, from the Secretary to Government, Punjab, Housing and Local Government Departments, Chandigarh, to all Deputy Commissioners in the Punjab, regarding appointment of Charge Officers and Charge Supervisors, and conveying sanction to Municipalities for their incurring expenditure in connection with 1961 Census.

I am directed to address you on the subject and to say that in connection with the 1961 human census Government has already started making the necessary arrangements. Shri R.L. Anand, Superintendent of Census Operations, Punjab is in-charge of these operations, and District Census Officers have also been appointed to work under him. Under each District Census Officer, there will be a number of Charge Officers. The Charge Officers for rural areas will be the Tehsildars and Naib-Tehsildars. In towns the work will be executed by the Municipal authorities and other Local Bodies. In towns where the population exceeds 20,000 persons, Administrators/Executive Officers/Secretaries (Whosoever may be senior most) will be designated as Charge Officers, and in smaller towns they will be Charge Supervisors.

2. Government attaches great importance to the census since it will provide highly useful information in connection with development activities and planning, and I am to request you to please bend all your energies towards making the next census very accurate and to complete the various operations within the prescribed periods, as directed by the Superintendent of Census Operations or the District Census Officer.

3. It has been brought to my notice that some of the Municipal Committees have not yet

supplied the latest copies of maps of the towns and wards within the towns. In case you have not supplied such maps so far, I am to request you to please do so at a very early date. I am also to convey that expenses in connection with the preparation of maps, housenumbering, houselisting and enumeration will be a legitimate charge on the funds of your Committee.

IV (7) Copy of Memorandum No. 3280-BR IV-60/14371, dated the 21st April, 1960, from the Secretary to Government, Punjab, P.W.D. B&R/ P.H. Branches to The Chief Engineer, Punjab, P.W.D. Buildings and Roads Branch, Patiala, with copy to the Secretary to Government Punjab, Housing and Local Government Departments.

Subject:—Maps for districts, tahsils and towns for 1961-*census.*

Reference correspondence resting with the Secretary to Government, Punjab, Housing and Local Government Departments endorsement No. 421-LB-60/8016, dated the 3-3-1960, on the subject noted above.

2. Kindly issue necessary instructions to all the Executive Engineers in the State to co-operate with the Deputy Commissioners for the work of preparation of the Census operations.

3. Copies of the following are attached:—

(1) letter No. 264-SCs dated 20-1-1960 from the Deputy Commissioner, Kapurthala to the Secretary to Government, Punjab, Housing and Local Government Departments.

(2) Punjab Government Circular letter No. 14192-LB-59/43146, dated 17th/18th November, 1959.

IV (8) Copy of letter No. 2140-SM(II)-60/ 1161, dated the 26th May, 1960 from the Deputy Secretary to Government Punjab, Revenue Department (Settlement) to the Settlement Officer, Punjab, F.C.'s Office, Chandigarh; The Settlement Officer, Ambala; The Assistant Settlement Officer, Batala; The Extra Assistant Settlement Officer, Amritsar/Jullundur/Simla/Rohtak/Patiala/Ludhiana and Officer on Special Duty Patiala, directing that *Patwaris* and *Kanungos* should lend their full co-operation for Census work.

The Superintendent of Census Operations Punjab, has approached this Department for lending the services of the field staff of this organisation to function as Enumerators and Supervisors during the present census operations. Revenue Department after giving consideration to this matter have decided that full co-operation should be extended to as and when you are requested by the Census authorities to spare the field staff for census work.

IV (9) Copy of memo No. 1926-BDO(P)-60/ 45987, dated the 1st June, 1960, from the Financial Commissioner Development and Secretary to Government, Punjab, Development & Panchayat Departments to all the Deputy Commissioners in the State with copies to all Block Development Officers in the State.

Subject:—Co-operation by Block Development Officers and Block staff in the Census Work.

The next Census is scheduled to take place in February—March, 1961. It has been decided to allow the Block Development Officers and their staff to participate in the Census Operations. You are requested to ensure that the decision is implemented fully and that the fullest co-operation of the Block Development Officers and the block staff is made available to the Superintendent of Census Operations in the matter.

IV (10) Resume of Discussion on the item "1961-census" held in the Conference of Commissioners and Deputy Commissioners on the 6th October, 1960 (From 12.00 noon to 12.30 p.m. and 4.30 p.m. to 5.30 p.m.) at Raj Bhavan, Simla.

Shri A. Mitra, I.C.S., the Registrar General and Census Commissioner, India, and Shri R.L. Anand, the State Superintendent of Census Operations, joined the Conference at 12.00 noon

on the 6th October, 1960. Shri Anand narrated the progress during the past twelve months in the various operations that will lead up to enumeration which will be made from the 10th February to the 28th February, 1961, followed by a revisional round for five days so as to depict the position as on the day-break of the 1st March, 1961. He mentioned with gratitude the warm response and utmost consideration he continuously received in the census work.

Conferences.—Since the Conference met last, two conferences had been convened by the Census Commissioner at Delhi, where after lengthy deliberations decisions were taken in regard to the execution of various operations and a time schedule was prescribed for each operation. The Superintendent of Census Operations, Punjab, also convened two conferences at Chandigarh. In the first conference held in February, 1960, restricted to District Census Officers, the concept of the terms and operations connected with census were discussed and a time scheduled for their execution was drawn. The second conference, held in June, 1960, had for its object to evolve a scheme for numbering the houses in towns in a uniform way and in a manner as to be most helpful to the consumer departments of the public.

Staff.—Shri Anand intimated that the full team of staff in the field had been appointed up to the level of Charge Officers (Tahsildars and Naib-Tahsildar for rural areas; Administrators, Executive Officers or Secretaries for Municipalities, Executive Officers for Cantonment Boards, and the Military Officers for Defence units). At the headquarters there were besides the State Superintendent, one Deputy Superintendent (an I.A.S. Officer), two Statistical Assistants, three Economic Investigators, and the necessary number of office assistants under an office Superintendent. Very recently a full-time Deputy Superintendent had been appointed for each Commissioner's Division, selected from among experienced P.C.S. Officers. For the first time in the history of census, Shri Anand said, one Assistant, one clerk and one peon had been provided to each District office, one clerk to each tehsil office and one clerk to the more important Municipal offices. This step was taken, realising that a good deal of office work was involved at these centres. It had, however, been observed that in several offices the census clerks were being assigned extraneous duties to the detriment of census work. Shri Anand requested the Deputy Commissioners to kindly curb this tendency.

Towns.—Shri Anand drew attention to the list of places which it had been decided to treat as Towns for the 1961-census. This list consisted of all places having local administration, and such places as had at least 5,000 persons with 75 per cent of the population engaged on non-agricultural pursuits. The list has been finalised, having received approval of the Census Commissioner, India, and was ready for being submitted to the Punjab Government. Very recently, however, a suggestion had been received from the Deputy Commissioner, Patiala, to treat the Rajpura Township as a separate town. This suggestion, he said, was under consideration.

Maps.—One of the pre-requisites of census, Shri Anand said, was to have up-to-date maps which will provide effective assurance against duplication or exclusion of any area during enumeration. He said that it took quite a time to secure these maps portraying the latest position, and in spite of his best efforts the maps had not yet been supplied by the Kalka, Anandpur, Pehowa, and Thanesar Municipalities. The Deputy Commissioners concerned were requested to take steps necessary towards the preparation and supply of these maps.

Code Numbers.—Shri Anand explained a novel feature was introduced this time by way of the system of four-fold code numbers identifying each district, tehsil/town, village/ward and census house in the State. This work had been finalised in the State except for some tehsils and towns of Ambala, Hissar, Karnal, Patiala and Ferozepur districts. The Deputy Commissioners concerned were requested to expedite with this work.

Numbering of Houses.—An accepted principle of census is to count persons according to their place of residence and since most people in the State live in houses, Shri Anand said that it was necessary to number systematically all census houses. He said that he went to each district for imparting training to the District Census Officers and Charge Officers for housenumbering, and in many districts he conducted the training classes at several places. The District Census Officers and the Charge Officers were, in turn, to train the Supervisors and Enumerators. In several districts, however, enough attention had not been paid to this training work, resulting in faulty numbering in the first instance, and it involved a good deal of labour to rectify the mistakes. There were still some pockets in Karnal, Patiala, Kangra, and Jullundur districts where housenumbering had not yet been completed, though the operation was scheduled to have been completed by early September last. Some work also remained to be done in Faridabad, Ambala City, Jullundur City, Jullundur Cantt., and the cantonment area of Amritsar. Mr. Anand expected it to be completed soon. On account of

recent floods and heavy rains, the numbers painted on houses may have been washed off. Shri Anand said that the Deputy Commissioners will kindly have the housenumbering checked up and the numbers painted again where they had been obliterated.

Houselisting. -For the first time the particulars of census houses were being recorded in a uniform way throughout the country, showing for each census house the use to which it was being put; in the case of industrial establishments, the articles produced or the type of service rendered and the average number of persons working; the main materials that went in the construction of houses; and in the case of residential houses, whether owner-occupied or taken on rent, the number of rooms and the number of inmates. The position in regard to houselisting, Shri Anand said, was very much similar to that described by him for housenumbering, as both the operations went almost simultaneously.

Printing and Distribution of Forms.—Census is a huge operation, requiring printing of different types of forms, schedules *etc.*, in crores. Shri Anand expressed his gratitude for the consideration and interest shown by the Controller of Printing, Punjab, but for whose co-operation it would have been impossible to go forth with the enormous amount of printing involved. The instructions and forms for houselisting had been distributed among field offices, and for the most part consumed. The material relating to enumeration, however, was still lying partly at Chandigarh and partly with the Government of India Press at Aligarh, awaiting despatch. Shri Anand inquired when the Deputy Commissioners would like it to be despatched to them, taking into consideration the urgency of the work and the accommodation required for storing it with safety. The Deputy commissioners were of the view that this material should be despatched in the month of November.

Enumeration in Snow-bound Areas.- -In the Punjab, there are three tracts which become difficult to access in the month of February on account of snow. Lahaul and Spiti district, Kulu Sub-Division, and Bara Banghal. Shri Anand reported that housenumbering, houselisting and enumeration in these tracts had been completed in September last and he was in the area for four weeks supervising the work. He considered that enumeration in these tracts had been done as accurately as was possible, considering the rather unusual mobility of the population. Check-posts had been established at suitable places to register persons going out and coming into these tracts, and certificates on printed forms had been given to such persons as intended to move out later, to avoid their being counted second time in the lower regions in February, 1961. In the case of Tibetan refugees, help was taken of their leaders for explaining the questions, and recording the replies given, faithfully.

Demarcation of Blocks.—For the purpose of enumeration, the State has to be broken gradually into smaller and smaller units, ultimately to areas having about 750 persons in villages and 600 persons in towns. These areas will constitute the Block for an Enumerator. While framing Enumerators' Blocks, special attention has to be paid to: -

(*i*) The Blocks to be as compact as possible;

(*ii*) The Blocks should have well-defined geographical boundaries; and

(*iii*) the number of persons residing in them should not be far removed from the prescribed norm.

Shri Anand, requested the Deputy Commissioners to scrutinise the suitability of Enumeration Blocks, when they have been framed, and he suggested, that the work should be pushed with vigour because only after the enumeration Blocks have been formed could the accurate number of enumerators and supervisors for different areas be known.

Appointment of Enumerators and Supervisors.—Shri Anand intimated that at the instance of the Punjab Government, all Heads of Departments had issued instructions to their subordinate offices to make available the maximum number of persons to function as Enumerators and Supervisors. Under the Indian Census Act, the District Census Officers had adequate powers to call upon any person to render help in conducting the census, but it was desirable in the present context of things to restrict the selection of Enumerators and Supervisors from among Government employees. The question of appointing women as Enumerators was discussed, and the consensus of opinion was that they could work just as well as men, and may be appointed freely, regard being had to the Blocks to be entrusted to them being situated conveniently. The only Department which Government was not inclined to be utilised for census work was the Consolidation Department. Shri Anand, requested the Deputy Commissioners to do without the Consolidation Department staff, but if any Deputy Commissioner could not obtain efficient Enumerators and Supervisors in the required number from other sources, he should bring this fact to the notice of the Superintendent of Census

Operations, Punjab, at an early date so that he might approach Government to relax the orders pertaining to the Consolidation Department, in some areas or district.

Census Officers: Relief from other work.—Shri Anand explained, in detail the various items on which information was sought to be collected during the 1961 Census, and the coverage of items and depth of details as compared with the questionnaires used in previous censuses. He said that the census, this time, had a great practical bearing for preparing the development plans and location of new institutions, such as schools, hospitals, libraries and co-operatives. The census results, in order to be of help, had to have a high degree of accuracy. This will involve thorough training and close supervision of the enumeration staff. The District Census Officers with their other normal duties did not have adequate time, to do this work effectively, and there was no escape from relieving them gradually from these other duties to concentrate on census work. He said that if they had to do their work efficiently they would have to work almost exclusively for census for at least eight weeks: 10th of January to 10th of March, 1961. This point elicited warm discussion: none disagreed with the amount of work the District Census Officers would have to put in, in order to make the census a success, but the practicability of sparing the District Census Officers was disputed by some Deputy Commissioners. Ultimately it was decided that the census work should be given top priority and if a District Census Officer could not attend to his other duties for this period of eight weeks, the other work might be distributed among other officers in the district or held in abeyance. The Chairman requested the Chief Secretary to issue necessary instructions to this effect.

Shri Anand, appreciated the assurance given by the Punjab Government not to transfer the District Census Officers as far as possible during the course of census operations, *i.e.*, up to the end of March, 1961. However, for various reasons three District Census Officers had been transferred during the past three or four months and the transfer of another District Census Officer was apprehended. Shri Anand, hoped that the occasions for similar transfers in future will not occur or at least will be reduced to the minimum.

Tabulation Officer.—Shri Anand, intimated that suitable accommodation would be required at Jullundur, Patiala, Ambala and Chandigarh for establishing tabulation offices for sorting out the Household Schedules and Individuals Slips and preparing the resulting tables. In each such office there would be about 200 sorters, 40 compiler-checkers and 20 Supervisors besides a few senior officers and office clerks. The Deputy Commissioners and Commissioners concerned were requested to lend their hand in securing buildings suited for the purpose.

Ancillary Surveys.—Shri Anand informed that besides the filling in of the Household Schedules and Individual Slips which form the core of census work, the Registrar General and Census Commissioner, India had prescribed some subjects on which to collect information and compile separate reports. These were:—

(*i*) Socio-economic survey of 30 typical villages;

(*ii*) Household survey depicting customs, and social and economic life of different households in different localities;

(*iii*) Handicrafts;

(*iv*) Monographs on Scheduled Castes and Scheduled Tribes;

(*v*) Village notes showing the location of institutions etc., to go along with the District Census Handbooks; and

(*vi*) Fairs and Festivals.

Shri Anand said that the material for these reports was being collected, for the most part by a team of Economic Investigators recruited for the purpose, but if and when necessary, he would approach the district authorities for help and co-operation.

Address by the Registrar General and Census Commissioner, India.—Shri Mitra, regretted that he could not attend the last Conference on account of pre-occupation, but was happy to have been able to be present on this occasion. He expressed his admiration for the co-operation extended by the Punjab Government officers in the census work.

Shri Mitra brought out the salient features of the topics on which information was sought to be collected; they were mostly economic topics and aimed at giving an intimate picture of the life of the people. He said that census operations did not require a very high level of intelligence on the part of the field workers; what was required more was the will to work hard. He stressed the importance of intensive training for bringing home to the workers such concepts as the industrial classification, operation performed by the worker, and his status in the industry. In order to make these concepts clear and to equip the field worker with the necessary technique of filling in the forms, it was necessary that

he should be given a course of six lectures, followed by a training census. He said that his past experience had shown that the success of census in a District depended chiefly on the interest taken by the Deputy Commissioner. His presence during the training classes would instil among the workers that sense of importance which Government attaches to census. For any extensive operation, he said, leadership was very necessary, and in this case this leadership should be provided by the Deputy Commissioners.

Mr. Mitra, mentioned that the Union Government had decided to pay the District Census Officers an honorarium of Rs. 50 per mensem, for a maximum period of nine months, from August, 1960, onward.

It was decided that while writing annual reports of the officers (District Census Officers and Charge Officers), the Deputy Commissioners should make mention of the work done by them in connection with the 1961 Census. Also that while doing so, the Deputy Commissioners might obtain the views of the State Superintendent of Census Operations, about the quality of work done by these officers.

IV (11) Copy of Memorandum No. 5650-LB-60-30553, dated 13-7-1960 from Secretary to Government, Punjab, Housing & the Local Government Departments, to the Superintendent of Census Operations, Punjab.

Subject:—Sanction for the purchase of articles of stationery from the Controller of Printing & Stationery, Punjab.

Reference your letter No. Census-59/901, dated the 21st/24th November, 1959, on the subject noted above.

2. The Governor of Punjab is pleased to authorise the Superintendent of Census Operations, Punjab under para 10.7 of the Printing & Stationery Manual to purchase stationery articles for the census work from the Controller of Printing & Stationery, Punjab, direct against cash payment.

IV (12) Copy of Memorandum No. 35/21-60-ZI, dated 20-8-1960, from the Director of Public Instruction, to The Inspectors/Inspectresses of Schools in the State, All the District Inspectors/ Inspectresses of Schools in the State; and Principals of all Government Colleges in the State.

Subject:—Assistance by School Teachers in the Census work.

The next decennial human census is taking place in March, 1961. Census is an administrative operation of great dimensions and is accomplished by harnessing the vast administrative machinery of the Government in which Assistant District Inspectors of Schools, Headmasters of Government Middle Schools, Teachers of High Schools and Primary Schools have always an important role to play. The work regarding housenumbering and houselisting has since been started. It is, therefore, requested that necessary instructions should immediately be issued to all concerned to afford all possible assistance in the census operations' work and the officials so deputed should discharge their duties faithfully and conscientiously.

In this connection it is pointed out that the staff members should be warned that they should not indulge in any kind of agitation for persuading people to get entries in a particular manner. This happened last time, when people were being persuaded to show Hindi or Punjabi as their mother language. The teachers are expected to exert healthy and non-communal, non-sectarian influences, and set a standard of upright behaviour in these matters.

Census has althrough been an honorary undertaking. Though the principle of honorary enumeration could not be departed from, yet it has been decided that the following honorarium although about the minimum, should be paid to all enumerators and supervisors on the prescribed rates:—

(*a*) Enumeration charges to each enumerator for enumerating an average of 700 persons in 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.——Rs. 15 per block.

(*b*) Charges for supervision of enumeration——Rs. 4 per block.

(c) Honorarium for housenumbering and houselisting, including cost of housenumbering material and carriage cost of paint, pot, brushes and stencils——Rs. 5 per block. (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 atleast two training classes).

The expenditure on honorarium will be borne initially by the Government of India.

The receipt of this communication may please be acknowledged.

IV (13) Copy of letter No. 19(13)9310/LG(B)-60/59327, dated the 28th October, 1960, from Shri E.N. Mangat Rai, I.C.S., Chief Secretary to Government Punjab to All Heads of Departments, Commissioners of Divisions, District and Sessions Judges, Deputy Commissioners and the Sub-Divisional Officers (Civil) in the Punjab and the Registrar, Punjab High Court, Chandigarh, with a copy to all Administrative Secretaries.

Subject:—Restriction of transfers until March, 1961, of all Officers directly concerned with Census work.

I am directed to invite a reference to para I(3) of the instructions contained in Punjab Government letter No. 8951-GI-59/19364, dated the 26th October, 1959, in which it has been mentioned that officers/officials posted on certain important duties such as election, census, etc., should not be transferred before the completion of the work unless there are unusual circumstances.

2. The Government of India are anxious to have the work of Census Operations, 1961, completed smoothly by the scheduled date. In order to facilitate the work, they have desired that in the last stages of Census Operations, transfers of officers/officials, at all levels, directly concerned with the organisation of the Census Count should be reduced only to those cases where a transfer seem to be unavoidable *e.g.*, as a matter of discipline. Accordingly, the State Government has decided that transfers of such officers/officials should be kept at a minimum in the period between November, 1960, and March, 1961, inclusive, as it is a crucial one for the Census Count. I am to request you that these instructions should be brought to the notice of all the organisations/agencies including local authorities which are directly concerned with the Census Operations, 1961, for strict compliance.

3. The receipt of this letter may kindly be acknowledged.

IV (14) Copy of letter No. LB-19(25)-60/61691, dated the 18th November, 1960 from the Secretary to Government Punjab, Housing & Local Government Departments to all Deputy Commissioners in the Punjab, with copy to Examiner Local Fund Accounts.

Subject:—1961-*Census.*

In continuation of Punjab Government, Local Government Department letter No. 2798-LB-60/13592, dated the 30th March, 1960, on the subject cited above, I am directed to say that the Superintendent of Census Operations, Punjab, has pointed out that it has been represented to him by some Municipal Committees that the work connected with Census Operations entrusted to them is of great magnitude and requires employment of additional staff besides the enumerators for the distribution and collection of the forms supplied by the Census office; for compiling the totals from the returns prepared by the enumerators and for checking up the information collected by the enumerators. Although the Punjab Government have authorised the Municipal Committees to treat all expenditure in connection with preparation of maps, Houselisting, Housenumbering and Enumeration etc., as a valid charge on their funds, they are not appointing any staff, for they apprehend that the authority is not explicit inas-much in some cases the audit has raised objections.

2. The Superintendent of Census Operations, Punjab, has stated that he has discussed the matter with the Secretaries, Executive Officers and Administrators of the bigger Municipal Committees and has found the need to be genuine and inescapable. He has accordingly desired that the authority contained in Punjab Government letter referred to above may be made more explicit so that such Municipal Committees as may desire and find it necessary, could appoint some

staff or pay additional duty allowance out of their funds.

3. In the circumstances explained above, the Municipal Committees may be asked to appoint such staff as they may consider necessary for executing various duties entrusted to them in connection with the Census Operations, 1961. The Municipal Committees are, themselves, competent to incur such expenditure and declare it as a fit charge on Municipal Funds under section 52(2)(i) of the Punjab Municipal Act, 1911.

4. The receipt of this letter may please be acknowledged and instructions be issued expeditiously to all the Municipal Committees under your respective District for necessary action, under intimation to Government.

IV (15) Copy of letter No. LB-19(13)-60-3276, dated the 25th January, 1961 from the Chief Secretary to Government Punjab to All Heads of Departments, Commissioners of Divisions and Deputy Commissioners in Punjab with a copy to All Administrative Secretaries to Govt., Punjab.

Subject:—Census 1961 — Employment of State Government servants.

I am directed to invite your attention to Punjab Government endorsement No. 4507-LB-60/23792, dated the 7th June, 1960, with which a copy of Registrar General, India D.O. letter No. 7/8-60/RG, dated the 2nd May, 1960, and a copy of its enclosure was forwarded to you for compliance.

2. It has been reported that some State Government servants are showing an indifferent attitude in the discharge of their duties in connection with census work and are not extending their unstinted co-operation to the District Census Authorities. At certain places, Government servants are reported not to have even attended the training classes on census work arranged by the District authorities while in other cases a few had to take leave as their superiors forced them to do so despite Government instructions that all possible assistance should be rendered for census work. Evidently it is not desirable to force officials to obtain leave for doing this public duty. I am, therefore, to request that immediate instructions may please be issued to all offices under your control that any absence of a Government servant from his normal duty on account of census work will be considered as duty.

3. Census work has entered a crucial stage. Supervisors and Enumerators appointed for the job are being trained. The pads of Individual Slips and copies of the Instructions have since been distributed to them. A large number of them have also filled in their respective 'Blocks' some Household Schedules and Individual Slips which have been duly corrected and mistakes explained to them. It has been reported to Government that at certain places the persons appointed as Enumerators and Supervisors are being transferred. Such transfers at this late stage, would hinder smooth progress of Census work. I am, therefore, to request you also to please see that unless it is essential, persons, who have been entrusted with census work should not be transferred from their present places of posting till the 10th of March, 1961. As the census work has to be done against scheduled time, you are requested to give the matter your personal attention and specifically instruct your subordinates to give no cause for complaint to the District Census Authorities and ask them to extend their full co-operation for the performance of the duty assigned to them by the Census Officers.

IV (16) Copy of Memo. No. 35/2 I-60-B-85-BG, dated the 3rd February, 1961, from the Director Administration, Education Department to the Inspectors/Inspectresses of Schools in the State, All District Inspectors/Inspectresses of Schools in the State, and The Principals of all Government Colleges in the State with a copy to Secretary to Government, Punjab, Education Department.

Subject:— Assistance by School Teachers in Census Work.

Continuation of this office Memo No. 35/21/21-60, dated the 20th August, 1960.

Although mostly the census work is to be done outside normal working hours, yet this may not be true in all cases. There may be cases, though such cases may not be many, in which the Enumerators, for certain reasons beyond their control, such as the remotness of the locality, may have to perform their duties on account of census within their normal duty hours and by such an action their normal duties may suffer a bit. It has, therefore, been decided that while assessing the work of teachers or inflicting any punishment on account of their slackness in their own duties, the work done by each one of them in the census count may also be taken into consideration.

The receipt of this communication may please be acknowledged.

APPENDIX V

SELECTED COMMUNICATIONS ISSUED BY THE SUPERINTENDENT OF CENSUS OPERATIONS, PUNJAB.

V (1) Copy of letter No. Census-59/4911, dated the 30th April,1959, from Superintendent of Census Operations, Punjab, to all Deputy Commissioners and District Inspectors of Schools in the Punjab.

Subject:—1961 - *census: availability of Enumerators and printing of Schedules in different languages.*

I have the honour to address you on the subject and to say that I have recently been appointed as Superintendent of Census Operations, Punjab. It has been decided that the Punjab Census Office be located at Chandigarh where I will shift next month.

2. The final enumeration in the next decennial census in the country will be on the 1st March, 1961. However, in order to make arrangements for this operation fool-proof, and to collect data prior to the final enumeration more accurately, Government have established Census Offices in the States well in advance of the reference date. The census is an occasion of great national importance, and it should be our common endeavour to make the next census our very best. I will be seeking your valuable advice and kind cooperation at every stage, which I am sure will be given in a generous way.

3. The organisation for census operations in the Districts will, as on previous occasions, consist of District Census Officers, Charge Superintendents, Supervisors, and Enumerators. The work of houselisting and collection of information for households and individuals will ultimately be performed by the Enumerators. In this connection it is required to know the number of Enumerators that will be available for the census work. This basic information will be necessary to decide upon the work-load per Enumerator (average number of households to be assigned to him) and the period to be allowed for the preliminary enumeration before the reference date (1st March, 1961).

4. The enclosed* statement gives some broad particulars about each District: number of villages, *patwaris*, schools, households and persons in rural areas; number of towns, schools, households and persons in urban areas; and the number of Enumerators required assuming that 150 households in villages and 100 households in towns will be assigned to an Enumerator. Assuming an increase of 20 per cent in rural population and 40 per cent in urban population during 1951-61—this rate of increase has been assumed arbitrarily—we will have to enumerate in 1961 some 2,837,000 households in the country-side and 831,000 households in towns. The total number of Enumerators required would accordingly be about 19,000 for rural areas and 8,500 for urban areas. Considering that we have only about 6,000 *patwaris* in the State, it is evident that a bulk of the Enumerators will have to be drawn from among school teachers and other educated personnel.

5. There may not have been an appreciable change in the number of *patwaris* as compared with the figures given in the statement. However, to have an accurate picture, I am to request the Deputy Commissioners to kindly intimate the present number of *patwaris* in their respective Districts. I do not know the number of schools by Districts, and the total number of schools in the State as shown in the statement may have increased appreciably during the past few years. I am, therefore, to request the District Inspectors of Schools kindly to send me information about the numbers of schools and the number of school teachers, in rural and urban areas of their respective Districts separately. For census work only men-teachers will be employed, and as such the number of institutions may be divided further into those for boys and girls and the number of teachers into men and women.

6. I have received from the Registrar General and Census Commissioner, India (Shri A. Mitra, I.C.S., 2-A Mansingh Road, New Delhi) the first draft of the houselist form, the household schedule

*Not reproduced :

and the slip for individuals, as also the instructions for Enumerators. This material is in English and I am translating it in Hindi, Punjabi and Urdu. I will be sending these versions to you shortly for your comments in regard to the suitability of language.

7. A question to be decided upon in this connection is the percentage distribution of the forms etc., into Hindi, Punjabi and Urdu for the purpose of printing. I will be grateful for the Deputy Commissioners indicating what percentage of *patwaris* in their Districts may like to have the literature in Hindi and what percentage in Punjabi and Urdu. The Inspectors of Schools may kindly give similar indication in regard to school teachers.

8. For identifying a household the enumerators will use a code to denote the building, census house, and household. Besides, some abbreviations will be used while filling in the schedules *e.g.*, N.M. for persons never married, M for married, W for the widowed, S for separated and divorced; R for persons born in a village and U for those born in a town. It will be a great facility while sorting out the slips for tabulation if our Enumerators are conversant in writing legibly capital letters in English and the Roman numerals (I, II, III...). But in case a considerable number among the Enumerators are not capable of doing this, abbreviations etc., will have to be prescribed separately for Hindi, Punjabi and Urdu. I would, therefore, request you to indicate roughly the percentage of *patwaris* and teacners of the Primary classes, who can write legibly the English alphabets and Roman numerals.

9. To recapitulate, the main points on which information is sought, are:

(*i*) The number of *patwaris*: and the number of men-teachers, in rural and urban areas;

(*ii*) The proportion in which forms and instructions should be got printed in Hindi, Punjabi and Urdu; and

(*iii*) The percentage of *patwaris* and men-teachers in primary schools who can write legibly English alphabets in block letters and Roman numerals.

10. I am to request you kindly to give the matter your personal attention and send your reply, if convenient, within a fortnight.

V (2) Copy of letter No. Census-59/260, dated the 11th July, 1959, from the Superintendent of Census Operations, Punjab, to all Deputy Commissioners in Punjab.

Subject:—Adjustment to be made for changes in Area since the last Census.

I have the honour to state that the changes in jurisdiction which have been effected since the last Census by the transfer of areas from one District/State to another, shall necessitate corresponding adjustments in the figures for previous censuses for the purpose of correct comparison with the figures for 1961. I shall, therefore, be grateful if you will kindly intimate the changes that may have been effected in the jurisdiction of your Districts, Tahsils and Police Stations within the District since 1st March, 1951, when the last census was taken. The information asked for may please be supplied in the form of three* statements typed overleaf.

2. This information should be prepared with precision and accuracy and the statements should be signed by you as token of their correctness.

V (3) Copy of letter No. Census-59/63/322 dated the 24th July, 1959, from Superintendent of Census Operations, Punjab, to all Deputy Commissioners in Punjab.

Subject:—List of villages.

I have the honour to request you kindly to send me a list showing villages in each Tahsil in your District, arranged according to their Hadbast Numbers and Police Stations in which they are located, in the following form:

LIST OF VILLAGES

District _____ Tahsil _____

Name of Police Station	Hadbast number	Name of Village		In 1951		Area in July 1959 (Acres)
		in English	in Indian language	Area (Acres)	Population	

*Not reproduced;

2. The District Census Handbooks published as ancillary reports of Census Report for 1951 have been noted to have numerous mistakes both in spellings and figures. Hence the need for preparing the list afresh.

3. The list should be prepared very carefully and should be signed by you in token of its correctness. I shall be grateful for your kindly taking steps to send this list within a month.

V (4) Copy of letter No. Census-59/68/354, dated the Ist August, 1959, from Superintendent of Census Operations, Punjab, to all Deputy Commissioners in the Punjab.

Subject:— Declaration of towns for census purposes.

I have the honour to address you on the subject and to say that one of the things requiring early attention in connection with the next Census is selection of places to be termed as Towns.

2. In 1951 a town was defined as (1) "Every Municipality; (2) all Civil Lines not included within Municipal limits; (3) every Cantonment; and (4) any other continuous collection of houses inhabited by not less than 5000 persons which the Provincial Superintendent decided to treat as town for census purposes, in view of its being mainly engaged in professional avocations, commerce and manufacture".

3. Although it is very difficult to define the word town, yet it has some common characteristics which distinguish it from a village. A town has a dense population and has general amenities of life such as easier modes of communication, street lighting, postal, medical and educational facilities better developed than in villages. Towns are generally centres of trade and money transactions are more prominent in towns than in rural areas. Another distinction is in respect of occupations of the people. Whereas in villages people are engaged mostly in the production of primary goods, *e.g.* agriculture and animal husbandary, in towns the non-agricultural pursuits are more conspicuous, such as industrial production, trade and commerce, servicesand professional avocations. Still another reason for considering a place as town may be its historic associations.

4. Since 1951 many villages have taken the shape of towns; new industrial enterprises have sprung up and there has been a mild shift from agricultural to non-agricultural pursuits.

5. I am enclosing a statement† showing the places that were taken as towns in the last census and their then population. The towns with less than 5,000 persons have been signified by the sign*, and those which had more than half the population engaged in agriculture have been distinguished by the sign***. I am to request you kindly to go through this list critically and give your suggestions for any additions you may like to make with reasons, and similarly your suggestions for dropping out any places from the list.

6. I shall be grateful for your kindly giving thorough consideration to this letter and sending me your suggestions within a month.

V (5) Copy of letter No. Census-59/491, dated the 31st August, 1959, from Superintendent of Census Operations, Punjab to all Deputy Commissioners in the Punjab.

Subject:—1961 *Census of Human Population: outline of operations and general instructions.*

I hope you have received the Punjab Government letter No. 6396-LB-59/26993, dated the 6th July, 1959, (copy at Annexure I) expressing the importance they attach to the next census, and asking you to participate in it whole-heartedly. The purpose of the present letter is to describe briefly the various operations that are to be conducted prior to the enumeration. On some of the points I have already addressed you, while on others I will be writing in greater detail in due course. Please go through this letter carefully and formulate your thoughts on the various items, some of which may come up for discussion during the Deputy Commissioners' Conference to be held towards the end of September next.

2. India has a long census tradition. The next decennial census, with 1st March, 1961, as the 'reference date' will be the tenth in the series, and second since Independence. Census is an administrative operation of great dimensions and it is a scientific process. Indian census, in

†Not reproduced.

particular, covers about the largest population in world, and because of the vast numbers counted and the tradition of honorary enumeration. it is the most economical administrative operation as compared with other countries. The Indian census is also conspicuous for being expeditious in giving out the result. The provisional totals of the 1951 Census showing the position as on the 1st March, were published in April, 1951.

Value of Census

3. With growing awareness of the uses to which the results of a census can be put to, the number of topics on which to collect information has gradually expanded: it is no longer a mere counting of heads. There is hardly a Ministry in the Union Government, hardly a department of the State Government, and hardly a social organisation in the country, that does not consult the census figures for one purpose or another. It is the primary source of basic national data for administrative purposes, and for many aspects of economic and social planning. The census provides a base or reference point for current statistics, and a statistical frame for sample surveys and studies. Electoral distribution and certain aspects of the legal or administrative status of provinces or cities are often dependent on population count. The various plans of insurance and social securities and budgeting of financial requirements for social services, depend for their calculations upon census material. Besides, the census has many important uses for individuals and institutions in business and industrial planning. Census is thus a very important national cause, and all persons called upon to perform any type of work connected with the census should consider it as a special privilege.

Definition of Population Census

4. A census of population may be defined as the total process of collecting, compiling and publishing demographic, economic. and social data pertaining, at a specified time, to all persons in a country or delimited territory. The enumeration should include every member of the community without omission or duplication. During our next census data will be recorded for each individual and some features about the household to which he belongs, by direct enumeration.

Legislation

5. The Parliament has placed a permanent law on the Statute-book to provide legal basis for all census activities. This is the Census Act No. XXXVII of 1948. All stages of census operations are covered by the provisions of this Act and the Rules and Instructions issued thereunder by the Central Government and the Registrar General, India, who is also *ex-officio* Census Commissioner for India. Under this Act a Superintendent of Census Operations in each State is appointed to supervise the taking of census, and various types of census officers are appointed in the Districts to carry out the census. The District Magistrates enjoy special powers under the Census Act and the State Government usually authorises them to prosecute persons committing offences under the Act. All persons appointed under the Act are deemed to be public servants within the meaning of Indian Penal Code. It will repay your going through the text of the Act carefully. Copies of Notifications issued under the Census Act will be sent to you in due course.

Delimitation of Enumeration Areas

6. The delimitation for the purpose of census of the enumeration areas is one of the basic census operations, and generally takes a considerable part of the time and effort invested in the pre-enumeration stage. The prevention of omissions and duplications in the enumeration depends to a very large extent on the proper delimitation of enumeration areas. This involves a graduated breaking up of the entire District to distribute the work, and the building up of a pyramid of jurisdiction and responsibility from below.

7. The primary unit of area is the Enumerator's Block which, depending on availability of adequate number of Enumerators, should have about 120 census houses in urban areas and about 150 in small villages. An entire village might form an Enumerator's Block, while bigger villages will have to be split up to be worked by two or more Enumerators. The boundary lines of each enumeration block should be clear and well defined, so that even the most unassuming house is not left out.

8. A number of enumeration blocks should then be grouped into the Circles for the Supervisors. A suitable number of Circles may then be grouped to form the Charge of a Charge Superintendent. The jurisdiction of a charge may be a complete Tahsil, or a portion of the Tahsil, or a Community Development Block, or a Municipality.

9. In the censuses earlier than 1951, it was the practice to create artificial divisions in the District like Charges, Circles, Blocks for census purposes. This practice of artificial division was given up at the 1951-census, and the usual administrative divisions of Districts for revenue, general and administration purposes, *e.g.*, Tahsil/Thana, Village, Town, Ward etc., were maintained whole hog.

This helped to establish a naturally acceptable location code on the basis of territorial units for a District. The procedure of 1951 will be continued for the 1961-census.

Location Code

10. For the purpose of identification, up to the stage of a 'census house' a system of a fourfold numbers will be adopted. The location code in rural areas will consist of (1) number of the District, (2) number of Tahsil or Thana, (3) house-number of the Revenue Village, and (4) number of the dwelling in the village. The location code in an urban area will similarly consist of (1) number of the District, (2) number of the Municipality or non-municipal town, (3) number of the Ward, or locality if there is no ward, and (4) number of the house in that ward or locality.

11. For the next census it is proposed to number all Districts in the country in a continuous order so that each District will be assigned a unique number for the country as a whole. In the rural areas of each District, Tahsils/Thanas will be numbered serially based on the entity of recognised administrative divisions. In the case of towns, all the towns in a District will be given one serial number in Roman to distinguish them from Tahsils and Thanas. Revenue villages will be serially numbered according to their geographical location. In cases where a revenue village consists of more than one hamlet or there are distinct hamlets attached to a revenue village, the hamlets will be given sub-numbers under the main number of the village. In the case of urban areas where there are wards, the wards can be numbered serially according to the order adopted by the Municipality. Where the Municipalities have not been divided into wards, distinct localities can be demarcated bounded by well defined roads, streets, or lanes, and given numbers.

Census Officers in a District

12. The head of the enumeration hierarchy in a District will be the District Census Officer who acts on behalf and on the authority of the District Magistrate, and is the key person for making all arrangements for the census in the District—delimitation of territories, preparation of various registers, training of enumerators etc. You are requested kindly to suggest at a very early date the name of the officer whom you would like to be appointed as District Census Officer. He should be the Revenue Assistant or an officer of equivalent rank, functioning at the headquarters of the District.

13. Below the District Census Officer will be the officer designated as Charge Superintendent, who will be channel of communication between District Census Officer and the Supervisors and Enumerators, and will effectively instruct and train enumerators, and keep the census on a strict time-table. The jurisdiction of a Charge Superintendent will be a Tahsil or a portion thereof, a Community Development Block or a Municipality.

14. Next to the Charge Superintendent in the census hierarchy will be the Census Supervisor who will be in-charge of a number of Enumerators. The Supervisor will have to move about in his Circles and inspect the work of Enumerators under him.

15. Below the Supervisor, is the Census Enumerator who does the housenumbering, and houselisting, and visits every house during the enumeration period and fills up the enumeration schedules. The success of enumeration depends basically on the quality of the Enumerator and the training imparted to him.

16. The Enumerators will form our front line force and their selection should be made with due care. In the rural areas they will be selected from among the *Patwaris*, the school teachers, the Village Level Workers etc., and in urban areas from among the school teachers and the staff of the Local Bodies and other departments. All heads of Government Departments will in due course be instructed by the State Government to place the services of their subordinate staff at the disposal of the District Census Officers for the census work, and the field of selection will be fairly wide.

17. The number of officers below the District Census Officer will depend on the area and population of the District, and the availability of suitable men. A statement is added at Annexure III* showing the number of different categories of officers recruited during the 1951-census and this information will indicate your requirements for the 1961-census.

Towns

18. A list of places to be treated as TOWNS for the forthcoming census has to be drawn up at the beginning of the census operations. For census purposes towns may be defined as all Municipalities, other places having a local administration, *e.g.*, Civil Lines: and other areas of 5,000 population or over wherein not less than 3/4ths of male workers depend on non-agricultural livelihoods. Your suggestions in regard

*Not reproduced.

to deletions from and additions to the list of towns in the Punjab adopted at the 1951-census have been invited separately in my letter No. Census-59/68/354, dated the 1st August, 1959. It is requested that your suggestions be forwarded with due consideration. Since urbanisation is going to be a major field of study from 1961 onward, greater strictness needs to be exercised in designating an area as a TOWN.

Maps

19. For proper planning of census work, accurate delimitation and identification of enumerating areas, determination of the number of enumerators and supervisors to be used for the enumeration, and for proper supervision, suitable maps are necessary. You should, therefore, take early steps for securing the following maps for your District. In case such maps showing the latest boundaries are not readily available, immediate steps may please be taken for getting them prepared. Four copies of such maps will be required: one for the Charge Superintendent, second for the District Census Officer, third for the State Census Office, and the fourth for the office of Registrar General, India. The various types of maps required are:

1. Map for the District: scale 1 inch-4 miles, showing the boundaries of Tahsils and Police Stations; roads, railway lines, rivers and canals, important places and the Rest Houses.

2. Map for each Tahsil: scale 1 inch =1 mile, showing the boundaries of towns and villages along with their Hadbast numbers, roads and railway lines, and Rest Houses.

3. Maps for each town: scale 4 inches = 1 mile, showing roads and streets and important places and boundary lines of various wards.

At a later stage maps will also be required for each enumeration block and circle. At still later stage maps will also be required for the Supervisors' circles, and rough maps which need not be drawn accurately to a scale, showing the location of houses in enumeration blocks.

Housenumbering

20. After the delimitation of territories and appointment of enumeration staff (Enumerators, Supervisors and Charge Superintendents) the housenumbering and houselisting operations will be undertaken. In rural areas a village may or may not have regular streets in a certain order. If the streets are there in a certain order the best method would be to number the houses continuously in the various streets, the streets being taken in order starting from the north and ending in the south. Within a street the houses will be numbered in one continuous serial clockwise, so that the first house in a street should almost face the house bearing the last number. In villages where there is no division into regular streets, the houses can be numbered continuously starting from the north-western corner and ending in the south-east, taking care not to omit any house in the village.

21. In the case of urban areas there can be a continuous numbering of houses in the same manner as in rural areas on the basis of the municipal wards if the wards are small. If the wards are big and consist of a number of long streets which cut across the boundaries of wards, each street can be given a continuous series of house-numbers for its entire length. Different methods can be followed suiting the nature of a locality, and in case the method followed in an area in 1951 proved satisfactory, the same method should be continued.

22. The maintaining of house-numbers on a permanent basis by the use of metallic number plates has several obvious advantages, and you should encourage the Local Bodies in your District to do this at their expense.

Houselisting

23. A houselist should be prepared almost simultaneously with housenumbering. Pre-enumeration listing of households with an indication of the number of persons in each, will serve as a useful guide to the Enumerator as to the units he must cover, as a means of checking the completeness of the enumeration, and as an estimate of the total population in each enumeration area. This will also help in estimating the number of enumeration schedules to be provided to each Enumerator.

24. The listing of households can be effective only if it is possible to identify the location of a household in a definite way under the heading 'Location Code'. Before explaining how the households are proposed to be identified it will be helpful to introduce three terms which have a peculiar sense in census operations. These terms are:

(1) *Building*, which means a separate structure on the ground : this may be a multi-storeyed block or a humble cottage prepared from mud, bamboos or straw. There may be a building which opens in more than one street or there may

be a number of buildings within one compound opening on a street.

(2) *Census house*, which means a dwelling with a separate mainentrance. There may be only one census house in a building, or there may be several census houses.

(3) *Household*, which means a group of persons, who may or may not be relatives, but who live together and generally take their meals from a common kitchen. A household may be occupying an entire building, or a census house within a building, or there may be two households sharing in one census house. In some cases a household may be using a number of buildings within a compound, *e.g.*, one for dwelling, the other as sitting room for the male members and yet another for tethering cattle and storing straw, etc.

25. For identifying a household a three-fold numbering will be done, one denoting the building, the second relating to the census house and the third to the household. This method will be elaborated in a subsequent letter when the Houselist Form has been finalised.

Household as the basis for Enumeration

26. All individuals will be enumerated at their place of residence, and not at their place of work. As far as realistically possible, the individuals will be enumerated along with their respective households. The Enumeration Schedule requires some broad particulars to be filled in for the household collectively, and then detailed particulars about the individuals composing the household. Separate forms will be devised for beggars having no abode, floating population, inmates of institutions, *etc.*

Census Calendar

27. A valuable aid in the planning of a census is the use of a calendar or time-table indicating the sequence and estimated duration of each of the component operations of the census. Such a calendar is being devised by the Registrar General, India, and I will forward it to you in due course. Please note that *this calendar has to be adhered to strictly and at all costs throughout India.* Exceptions will of course be made for some awkwardly situated areas like Lahaul in regard to which deviations will have to be made suiting the climatic conditions.

Action

28. In the background of the foregoing discussion you will kindly take the following action:—

(1) Intimate to me at an early date the name of the officer whom you would like to work under you as District Census Officer. For his day-to-day work, he shall correspond with me direct, of course keeping you well informed of the position.

(2) In consultation with the District Census Officer and other knowledgeable persons draw a scheme for breaking down the District into 'Charges', 'Circles' and 'Enumeration Blocks'.

(3) Consider the selection of Charge Superintendents and Supervisors. Regarding Enumerators, estimate the requirements in terms of number and the departments from which to draw.

(4) Arrange for the supply or preparation of maps for your District, and each Tahsil in your District, and the Municipalities.

(5) Give your views about the deletions from and additions to the list of TOWNS adopted at the 1951-census, in the light of the definition now to be followed.

(6) Intimate the changes made in the jurisdiction of Tahsils and the District in order to enable me to work out comparable figures of population for the previous censuses.

V (6) Programme for 1961-census Operations in Punjab, drawn in the Conference of D.C.O's held in the State Census Office from 25th to 27th February, 1960.

1. Places to be treated as Towns.	February, 1960.
2. Maps for :—	
i. Districts	March, 1960
ii. Tahsils	
iii. Towns	
3. Assigning code numbers to :—	
i. Districts and Tahsils	February, 1960
ii. Towns	February, 1960
iii. Villages	March, 1960
4. Formation of Census Divisions :—	
i. Charges	March, 1960
ii. Circles	July, 1960
iii. Blocks	July, 1960
5. Preparation of *Mauza*/Town Registers.	July, 1960
6. Appointment of :—	
i. District Census Officers	February, 1960
ii. Charge Officers :—	
Tahsildars and Naib-Tahsildars	February, 1960
Others	March, 1960
iii. Supervisors { Urban,	March, 1960
Rural,	July, 1960
iv. Enumerators	July, 1960
7. Distribution of Houselist forms and Instructions	March, 1960
8. Training for housenumbering and houselisting :—	
(*a*) Towns—	
i. District Census Officers and Charge Officers	Middle of March to end of April, 1960
ii. Supervisors and Enumerators	1st to 15th May, 1960
(*b*) Villages—	
i District Census Officers & Charge Officers	Same as for towns
ii. Supervisors and Enumerators	1st May, 1960 to 15th May, 1960
9. Housenumbering and houselisting :—	
i. Towns	15th May, 1960 to 30th June, 1960
ii. Villages	15th May, 1960 to 30th June, 1960
iii. Snow-bound areas	To coincide with enumeration
10. Notional maps for villages	July, 1960
11. Preparation of second copy of the houselist	July, 1960
12. Distribution of Household Schedules, Individual Slips, etc., and Instructions	As soon as received from press

13.	Training for enumeration :—		
	(*a*) *i.* District Census Officers and Charge Officers		September, 1960
	ii. Supervisors		October, 1960
	iii. Enumerators		November, 1960
	(*b*) Snow-bound areas		August, 1960
14.	Training sample census		10th to 25th December, 1960
15.	Intensive training		January, 1961
16.	Enumeration :—		
	(*a*) Snow-bound areas	*i.*	Kulu Sub-Division (Kangra Distt.) 1—15 September, 1960
		ii.	Bara Banghal in Palampur Tahsil (Kangra Distt.) 10—25 September, 1960
		iii.	Lahaul & Spiti Distt. 1—15 September, 1961
	(*b*) Other areas		10th to 28th February, 1961
17.	Revisional round		1st to 5th March, 1961
18.	Enumeration of houseless persons		Night of 28th February, 1961
19.	Provisional totals :—		
	Enumerators		6th March, 1961
	Supervisors		7th March, 1961
	Charge Officers		8th March, 1961
	District Census Officers		9th March, 1961
20.	Post-Census check		April, 1961

V (7) LOCATION CODE NUMBERS ASSIGNED TO DISTRICTS, TAHSILS AND TOWNS

District		Tahsil		Town	
Name	Code number	Name	Code number	Name	Code number
HISSAR	1	Sirsa	1	Mandi Dabwali	I
				Kalanwali	II
				Sirsa	V
		Fatehabad	2	Fatehabad	VI
		Hissar	3	Jakhal Mandi	III
				Tohana	IV
				Uklāna Mandi	VII
				Hissar	VIII
		Hansi	4	Hansi	IX
		Bhiwani	5	Bhiwani	X
				Loharu	XI

District		Tahsil		Town	
Name	Code number	Name	Code number	Name	Code number
ROHTAK	2	Gohana	1	Maham	I
				Gohana	II
		Sonepat	2	Sonepat	III
		Rohtak	3	Rohtak	IV
		Jhajjar	4	Bahadurgarh	V
				Beri	VI
				Jhajjar	VII
GURGAON	3	Rewari	1	Bawal	I
				Rewari	II
				Pataudi	III
				Hailey Mandi	IV
		Gurgaon	2	Farrukh Nagar	V
				Gurgaon	VI
				Sohna	X
		Ballabgarh	3	Faridabad Township	VII
				Faridabad	VIII
				Ballabgarh	IX
		Palwal	4	Palwal	XI
				Hodal	XIV
		Nuh	5	Nuh	XII
		Ferozepur Jhirka	6	Ferozepur Jhirka	XIII
KARNAL	4	Kaithal	1	Pehowa	I
				Kaithal	III
				Pundri	X
		Thanesar	2	Shahbad	II
				Thanesar	IV
				Ladwa	V
				Radaur	VI
		Karnal	3	Nilokheri	VII
				Karnal	VIII
				Gharaunda	IX
		Panipat	4	Panipat	XI
AMBALA	5	Rupar	1	Rupar	I
				Murinda	III
		Nalagarh	2	Nalagarh	II
		Kharar	3	Kurali	IV
				Kalka	V
				Kharar	VI
				Chandigarh	VII
				Manimajra	VIII
		Naraingarh	4	Sadaura	XI
		Ambala	5	Ambala	IX
				Ambala Cantt.	X
		Jagadhri	6	Buria	XII
				Chhachhrauli	XIII
				Jagadhri	XIV
				Yamunanagar	XV

District		Tahsil		Town	
Name	Code number	Name	Code number	Name	Code number
SIMLA	6	Simla	1	Jutogh	I
				Simla	II
		Kandaghat	2	Sabathu	III
				Kasauli	IV
				Dagshai	V
KANGRA	7	Nurpur	1	Nurpur	I
		Kangra	2	Dharmsala	II
				Yol	III
				Kangra	IV
				Nagrota	V
		Palampur	3	Palampur	VI
		Kulu	7A	Kulu	VII
		Dera Gopipur	5	—	—
		Hamirpur	6	—	—
LAHAUL & SPITI	19	Lahaul	1	—	—
		Spiti	2	—	—
HOSHIARPUR	8	Dasuya	1	Mukerian	I
				Dasuya	II
				Urmar Tanda	IV
		Hoshiarpur	2	Garhdiwala	III
				Hariana	V
				Shamchaurasi	VI
				Hoshiarpur	VII
		Una	3	Una	VIII
				Nangal Township	IX
				Naya Nangal	X
				Anandpur Sahib	XII
		Garhshankar	4	Garhshankar	XI
JULLUNDUR	9	Nakodar	1	Nakodar	VI
		Jullundur	2	Kartarpur	I
				Alawalpur	II
				Adampur	III
				Jullundur	IV
				Jullundur Cantt.	V
		Nawashahr	3	Banga	VIII
				Nawashahr	IX
				Rahon	X
		Phillaur	4	Nurmahal	VII
				Phillaur	XI
LUDHIANA	10	Jagraon	1	Jagraon	I
				Raikot	III
		Ludhiana	2	Ludhiana	II
		Samrala	3	Samrala	IV
				Khanna	V

District		Tahsil		Town	
Name	Code number	Name	Code number	Name	Code number
FEROZEPUR	11	Fazilka	1	Jalalabad	IX
				Fazilka	XI
				Abohar	XII
		Ferozepur	2	Ferozepur	I
				Ferozepur Cantt.	II
				Tankanwali	III
				Talwandi Bhai	VII
				Guruharsahai	VIII
		Zira	3	Zira	IV
				Dharamkot	V
		Moga	4	Moga	VI
		Muktsar	5	Muktsar	X
				Malout	XIII
				Giddarbaha	XIV
AMRITSAR	12	Ajnala	1	Ramdas	I
		Amritsar	2	Majitha	II
				Chheharta	III
				Amritsar	IV
				Amritsar Cantt.	V
				Jandiala	VI
		Tarn Taran	3	Tarn Taran	VII
		Patti	4	Khem Karan	VIII
				Patti	IX
GURDASPUR	13	Pathankot	1	Dalhousie	I
				Dalhousie Cantt.	421
				Bakloh	420
				Sujanpur	II
				Pathankot	III
				Narot Jaimal Singh	V
		Gurdaspur	2	Dinanagar	VI
				Gurdaspur	VIII
				Dhariwal	IX
		Batala	3	Dera Baba Nanak	VII
				Fatehgarh Churian	X
				Batala	XI
				Qadian	XII
				Sri Hargobindpur	XIII
KAPURTHALA	14	Kapurthala	1	Dhilwan	I
				Kapurthala	II
				Sultanpur	III
		Phagwara	2	Phagwara	IV
BHATINDA	15	Faridkot	1	Faridkot	I
				Kot Kapura	II
				Jaitumandi	III
		Bhatinda	2	Gonianamandi	IV
				Bhatinda	V
				Bhucho Mandi	VI
				Rampura Phul	VII
				Kot Fateh	VIII
				Raman Mandi	IX
				Sangat	X

District		Tahsil		Town	
Name	Code number	Name	Code number	Name	Code number
				Maurmandi	XI
		Mansa	3	Mansa	XII
				Budhlada	XIII
				Baretamandi	XIV
SANGRUR	16	Barnala	1	Tapa	I
				Bhadaur	II
				Barnala	V
				Dhanaula	VII
		Malerkotla	2	Ahmedgarh	III
				Malerkotla	IV
				Dhuri	VI
		Sangrur	3	Longowal	VIII
				Sangrur	IX
				Bhawanigarh	X
				Sunam	XI
				Lehragaga	XII
		Narwana	4	Narwana	XIII
				Uchana	XIV
		Jind	5	Jind	XV
				Julana	XVI
				Safidon	XVII
PATIALA	17	Nabha	1	Nabha	X
		Sirhind	2	Doraha	I
				Payal	II
				Gobindgarh	III
				Amloh	IV
				Bassi	V
				Sirhind	VI
		Rajpura	3	Dera Bassi	VII
				Banur	VIII
				Rajpura	IX
				Rajpura Township	XIV
		Patiala	4	Patiala	XI
				Sanaur	XII
				Samana	XIII
MAHENDRA-GARH	18	Dadri	1	Charkhi Dadri	I
		Mahendragarh	2	Kanina	II
				Mahendragarh	III
		Narnaul	3	Ateli	IV
				Narnaul	V

NOTE :—1. Dalhousie Cantt. and Bakloh were originally taken as Rural areas, but later both these places were taken as Towns on the ground of their having separate local administrations.

2. In Gurdaspur District, Pathankot Military Area with Code No. IV was originally taken as a separate town but later on, it was treated as a part of Pathankot itself and thus Code No. IV does not appear in the list.

V (8) Copy of letter No. Census-12/59/623, dated 21/22-9-1959 from Superintendent of Census Operations, Punjab to all Deputy Commissioners in Punjab.

Subject:—Enumeration of Scheduled Castes and Scheduled Tribes at the 1961*-census.*

I have the honour to address you on the subject cited above and to say that as is already known to you, the Scheduled Castes and/Scheduled Tribes are entitled to certain concessions under the Constitution. These concessions are in many cases based on their population and the Government are anxious that their enumeration should be as accurate as possible.

2. There are already Lists of Castes and Tribes specified for each State by the President under Articles 341(1) and 342(1) of the Constitution as Scheduled Castes and Scheduled Tribes respectively. The lists of such Scheduled Castes and Scheduled Tribes for the Punjab State are given in the Annexure.

3. At the last census some Scheduled Caste persons returned themselves by general names such as 'Harijans', '*Acchuts*'. Strictly speaking these persons could not be counted as Scheduled Castes as these are not Caste names. It is intended that such mistakes should be avoided at the next Census.

4. The lists of Scheduled Castes and Scheduled Tribes, referred to above give only the names of the main castes or tribes. A caste may also be known by local name which may be either a generic name or a synonym of the main caste and similarly a tribe may be known by the name of its sub-tribe or clan. These lists do not include all these nomenclatures. In the last census, many persons who returned themselves by generic names or synonyms of castes were omitted to be enumerated as Scheduled Castes. The slips had to be re-sorted in certain areas to find the extent of the omission. In order to avoid such difficulties it is essential to ascertain for each District whether any generic names or synonyms are found in the case of Scheduled Castes or whether the tribes are returned by the name of sub-tribe or clan *and prepare lists accordingly*. When these lists have been prepared, they will be got printed by this office showing under the name of each Scheduled Caste the corresponding generic names or synonyms and in the case of each Scheduled Tribe the name of the sub-tribe or clan. These lists will finally be passed on to the enumerators for their facility of reference at the time of census. I am, therefore, to request that lists of generic names or synonyms of sub-tribes or clan as referred to above, may kindly be got prepared and sent to me for necessary action.

ANNEXURE

EXTRACT FROM THE SCHEDULED CASTES AND SCHEDULED TRIBES LISTS MODIFICATION ORDER, 1956.

Part X Punjab

List of Scheduled Castes

1. Throughout the State:

1. Ad Dharmi
2. Bengali
3. Barar, Burar or Berar
4. Batwal
5. Bauria or Bawaria
6. Bazigar
7. Balmiki, Chura or Bhangi
8. Bhanjra
9. Chamar, Jatia Chamar, Rehgar, Ramdasi or Ravidasi
10. Chanal
11. Dagi
12. Dhanak
13. Dumna, Mahasha or Doom
14. Gagra
15. Gandhila or Gandil Gondola
16. Kabirpanthi or Julaha
17. Khatik
18. Kori or Koli
19. Marija or Marecha
20. Mazhabi
21. Megh
22. Nat
23. Od
24. Pasi
25. Perna
26. Pherera
27. Sanhai
28. Sanhal
29. Sansi, Bhedkut or Manesh
30. Sapela

31. Sarera

32. Sikligar

33. Sirkiband

2. Throughout the State *except* the districts of Patiala, Bhatinda, Mohindergarh, Kapurthala and Sangrur:—

1. Darain

2. Dhogri, Dhangri or Siggi

3. Sansoi

3. In the districts of Patiala, Bhatinda, Mohindergarh, Kapurthala and Sangrur:—

1. Deha, Dhaya, or Dhea.

List of Schedule Tribes.

In Spiti and Lahaul in Kangra district:—

1. Gaddi

2. Swangla

3. Bhot or Bodh.

V (9) Copy of Memo. No. Census-60/3734, dated 4/9-8-1960 from Superintendent of Census Operations, Punjab, to all District Census Officers in Punjab regarding common mistakes found in the houselist forms received from District Census Officers for checking during training.

You would recall that vide this office letter* No. Census-60/175/1374, dated the 30th May, 1960, you were requested to send in a specimen houselist form duly filled in by each Charge Officer under you. It is regretted that some Charge Officers have not responded to that request. Those of them who had sent in the forms would have mostly by now received them from this office after the necessary corrections.

2. It appears from the Forms received that a few concepts have not been clearly understood and similar mistakes have been committed by a large number of Charge Officers. I am, therefore, enclosing a list of the points on which mistakes have been generally committed so that you and your Charge Officers are able to concentrate on those points while you are engaged in the work of checking the houselists. Adequate number of copies of this list have also been enclosed to facilitate its distribution among your Charge Officers (who should explain them also to their Supervisors).

3. The housenumbering and houselisting operations are in progress all over the State and in some parts they are nearing completion. According to the instructions referred to above the second list should not be prepared until the first list has been thoroughly checked by your supervisory staff. If the second list has not yet been prepared, it should be prepared only after checking the first list with the help of the enclosed list. Even if the second list has been prepared, the Charge Officers should scrutinise the lists thoroughly keeping in mind the common mistakes pointed out in the enclosed list.

*Available in office file No.

Codes

1. Location codes have not been filled in properly; inapplicable items have not been scored off.

2. In case of towns, Tahsil names and their code numbers have been given. Actually tahsil names and their code numbers are to be given in case of Rural Areas only.

3. Code numbers of Towns and Wards have been given in figures instead of in Roman letters.

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

1. Building numbers have not been given in some cases. If any number, given by the municipality, is already there, then that number is to be given as Building Number, otherwise fresh numbers, assigned by you for census purposes, to buildings are to be given here.

2. Sub-numbers for census houses and alphabets for census households have been given along with building numbers. Sub-numbers for census houses should be given in col., 3 only and for households in col., 11 only.

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

1. Census house numbers have not been given at all, which according to the instructions, should be given in brackets please see the instructions.
2. In some cases, alphabets indicating census household have also been shown with Census house numbers. Alphabets are meant to indicate households only, and should be found in col., 11 only.
3. Census house numbers do not run consecutively, such as 1, 2, 3, 4, 5,....19, 20, 21, 22,.....
4. In case of buildings where there are more than one census houses, instead of giving sub-numbers for census houses with building numbers in figures such as 1,2,3,4,.... alphabets A,B,C....have been given, which should be assigned to census households only.
5. Again, in case of buildings where there are more than one census houses, against the first house, no sub-number for that census house along with building number, has been given and only building number has been given. Against the second, sub-number for census house has been given 1 instead of 2. Similarly thereafter. In fact, the first census household also has a sub-number for that census house.

Col. 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.

1. Purpose for which census houses are being used, has not been given properly. Purpose may be given clearly according to the instructions.
2. The Census houses lying vacant have been shown as 'dwellings' or 'shops' when in fact they are vacant and should be mentioned as just vacant.
3. Places which are being used for residential purposes as well as for other purposes such as shops, workshops, *gurdwaras*, temples, *etc.*, instead of showing them under this column as temple-*cum*-dwelling, or *gurdwara-cum*-dwelling, or shop-*cum*-dwelling, *etc.*, only shops, temples, or *gurdwaras* has been shown.
4. Some workshops have been shown as factories. *i.e.* unregistered factories having small establishments have been shown as factories. Establishment covers both factory and workshop—if registered, it is a factory otherwise it is a workshop.

Cols. 5 to 8. If this census house is used as an establishment, workshop or factory.

1. Cols. 5 to 8 have been filled in even in cases other than workshops and factories—whereas these are only to be filled in, in case of workshops and factories, otherwise these are to be left blank.
2. The names of owners of shops, cattle sheds, sitting rooms, vacant houses, garrages, *etc.*, and names of heads of households, have been given under col., 5. These should be given in Remarks col., in case of shops, cattle sheds, sitting rooms, vacant houses, garrages, *etc.*, and in case of households, the names of heads are to be given under col., 12.

Col. 9.—Description of census house--Material of wall.

Full name of material has not been given and only *pucca* or *kacha* has been written. This is insufficient, with it the name of material such as bricks may be given.

Col. 10.--Description of census house--Material of roof.

1. Full name of material has not been given.
2. Ceiling, *i.e.*, inner side of the roof has been taken for giving the name of the material of which the roof has been prepared. Actually, the roof *i.e. outer side* which is exposed to the sun and rains is to be taken. In case of multi-storeyed buildings the floors of upper storeys are to be taken as roofs of the lower storeys.

Col. 11. Sub-number of each census household with census house number (column 3).

1. Census household numbers have not been given at all or not given properly. Census household number must be given in case of each household. For this please see instructions.
2. Census household numbers have been given even in case of shops, hospitals, worship places, workshops, factories, *etc.*, *i.e.*, other than households. This should not be done. Census household numbers are only to be given in case of households, otherwise this column is to be left blank.

Col. 12.—Name of Head of Household.

The names of owners of shops, cattle sheds, garrages, sitting rooms, *etc.*, *i.e.*, places which are not being used as dwellings, have been given in this column, instead of giving under column 18. Here only the name of head of household occupying these structures is to be given.

Col. 13.—Number of rooms in Census Household.

Number of rooms has been given even in case of census houses which are not being used as residence. In this column the number of rooms occupied by the *household* is to be given, otherwise this is to be left blank.

Col. 14.—Does the household live in own or rented house?

1. Abbreviations specified in the houselist form have not been used and instead full description has been given. Only abbreviations such as 'O' (owned) and 'R' (rented) are to be given.
2. In respect of such households to whom rent free accommodation has been provided, instead of writing 'R' (rented), 'X' has been given or it has been left blank.
3. In case the building is a public place, and owned by none, 'X' should be written.

Cols. 15 to 17—Number of persons residing in census household on day of visit.

The number of persons who are working in commercial establishments has been given here, taking commercial establishments as households. This is wrong. Cols., 11 to 17 deal with households exclusively and are to be filled in only in those cases otherwise these are to be left blank.

Col. 18.—Remarks.

1. The names of owners or names of institutions of census houses which are being used as other than dwellings, workshops or factories, have not been given. Names are to be given here, instead of giving in any other previous column.
2. S.T. (Scheduled Tribes) has been written in many cases and it appears to have been confused with S.C. (Scheduled Castes). Scheduled Tribes are generally found in Lahaul and Spiti District until or unless they have come to plains to live.

General.

Totals under cols., 13, 15, 16, & 17 have not been worked out, which should be worked out on each side of the houselist form.

V (10) Copy of Memo. No. Census-60/6767, dated the 31st December, 1960, from Superintendent of Census Operations, Punjab to all District Census Officers in Punjab.

Subject:—Training of Enumerators and Supervisors by Charge Officers

All Instructions to Enumerators and other matèrial to be used at the actual enumeration *etc.*, has since been made available to you. Training programme has also commenced seriously in all Districts. There are some points which need special emphasis. It is also desirable that training of Enumerators and Supervisors should go in a systematic manner. For this purpose, you are, therefore, requested to keep in view the following General Instructions as contained in Part I of this letter and adhere to the training programme as devised in Part II of this letter:—

PART I

General Instructions.

1. Census provides basic data for all Plan programmes. In the census not only the number of persons but also their age, occupation *etc.*, is ascertained. Hence the importance of accurate count. The Census slogan is "Catch every man but only once."

2. Good census work has always been appreciated by Government and this time also conscientious workers will be rewarded in the following manner:—

(*i*) Entries in character rolls.

(*ii*) Commendation Certificates to be distributed on Independence Day.

(*iii*) Silver and bronze medals to be distributed on the Independence Day.

Apart from these, an honorarium as a token of appreciation mainly to meet the expenses incurred for attending the training classes will be paid at the rate of Rs. 15 per Enumerator and Rs. 4 per Supervisor per block of 120—150 households or 600—750 persons.

3. The quality of work will be examined through another Sample Census, known as "Sample Verification Count" to be held after the actual enumeration by selected Charge Officers and Supervisors. These households will be chosen from blocks selected in advance but kept secret and will be selected from the census population record. Hence special care should be taken to see that census population record tallies with the individual slips of the households.

4. Brief description of tasks to be done by an Enumerator.

(*i*) To be fully conversant with the boundaries of his block;

(*ii*) To read and understand the written Instructions, forms, abstracts, etc., given to him and to get his doubts clarified from his Supervisor;

(*iii*) To attend and derive full benefit from the training classes held by superior officers;

(*iv*) To complete the tasks on prescribed dates;

(*v*) To submit all papers to Supervisors at the prescribed place and time;

5. Stages of work.

(*i*) Preparation of the Houselist Abstract for the use of Enumerators.

(*ii*) Checking of the Abstract by visiting each household and bringing it up-to-date and to verify whether—

(*a*) any building, census house, etc., has been left un-numbered;

(*b*) any new house has been constructed after houselisting;

(*c*) any change has occurred in the case of a head of the households;

(*d*) any number has been obliterated; and

(*e*) any house has fallen.

In the above cases the Enumerator will note the fact in the 'Remarks' column and get it corrected in consultation with Supervisors. This work of correcting the Houselist Abstract should be completed by the 9th February, 1961.

6. During these rounds the Enumerator should also note the haunts and other places of residence of houseless persons so that he can easily contact them on the day of actual enumeration, *i.e.*, night of 28th February. It is desirable that the Enumerator acquaints these persons with the census in progress to allay any misapprehension among the houseless persons.

7. Definition of building, census house and census household.

(*i*) *Building* refers to the entire structure on land. It may be a hut made of mud, stone, etc., or a stall on a permanent basis or a multi-storeyed mansion. If a building has been partitioned and two portions are owned by two different persons, these will be treated as two different buildings though they may form a part of the same original building. Buildings joined to each other by common walls will be treated as separate buildings.

(*ii*) *Census House* is a part of a building having a separate entrance. The separate entrance need not open out on the main road, it may be through a stair-case, a verandah or even a passage, but it should be independent.

(*iii*) *Census Household* is a group of persons who live together and eat their meals from the same kitchen unless the exigencies of work prevent anyone of them from doing so. Evidently, members of a household need not be related. Broadly speaking, one kitchen is equal to one household.

8. Attitude towards public.

As far as possible the answer should be got from the head or an adult male member of the household. The presence of all the members of the household is not necessary. Questions should be explained in detail and sympathetically. If the *bona fides* of the Enumerator are doubted, his letter of appointment should be shown. Irrelevant questions should not be asked. If the person is hesitant, it should be brought to his notice that the information is secret and confidential and will not be disclosed to any unauthorised person or in any court of law except for an offence under the Census Act.

9. Enumerators are merely the recorders. They should write down the answers faithfully, even if they feel the answers are incorrect in some cases.

10. The papers should never be shown to any unauthorised person. Such persons should be directed to the Charge Officers.

11. Houesholds should be visited when the head or other adults are likely to be at home, *i.e.*,

preferably before, and after hours of work and on holidays. Before leaving a household, all the three documents (1. the Household Schedule, Part 1; 2. Individual Slips about each member of the household including servants and guests; and 3. the census population record at the back of the Household Schedule) should be completed. Special care has to be taken not to exclude any babies or servants. It is not necessary that households should be enumerated in a serial order. If a house is locked, the next house should be taken up and the locked house should be enquired later when the inmates are available.

12. If an Enumerator is entrusted with two villages or two wards, particulars about these two should be entered in separate pads, *i.e.*, one pad should not contain entries regarding two villages/wards. After completely covering a village, the remaining pages should be left blank.

13. Individual Slip pads should contain slips of complete households, *i.e.*, if a household has five individuals and there are only three slips left in a pad, these three slips should be left blank and a new pad should be taken. The summaries printed/pasted on Individual Slip and Household Schedule pads should be initially filled in pencil after completing the pad and should be written in ink after the revisional round. All entries should be legible and written in ink. There should be no overwriting, any entry wrongly made should be scored out neatly and the correct entry made above and initialled.

14. No slip should be torn out of the pads. In case of a mistake, the slip should be cancelled. Similarly, in case of the death of a person before the reference date, his slip should be cancelled. Whenever a change is made in an Individual Slip, corresponding change should be made in the census population record of that household.

15. During the revisional round, if an Enumerator is informed about the birth of a child or arrival of a person who left his household earlier than the 10th February, 1961 and is not likely to return to his normal place of residence by the 28th February, 1961, for each such person an Individual Slip should be filled in the slip following those already filled in and left in that pad. Corresponding entries, about such slips should be made in the Household Schedule belonging to that household.

16. **Enumeration of houseless persons.**

Houseless persons, for example, *sadhus*, *faqirs*, beggars, vagrants, rickshaw-pullers and labourers not living in houses will be enumerated on the night of 28th February. The Enumerator should start his this round when it gets dark on the 28th and cover his entire block during that very night. In case he cannot cover all the persons, the count may continue on the night of 1st and 2nd March, but such cases should be very exceptional. For such persons Household Schedules will not be filled in and in the Individual Slips relating to them the word "houseless" should be written as the fourth digit in the Location Code, for example, 10/2/72/houseless or 10/II/IV/houseless.

There will be no revisional round for the houseless population.

17. Every person who is found in the jurisdiction of the Enumerator whether he is resident in a house or not, should be contacted. In case persons are found in villages declared as '*be chirag*', they should also be enumerated.

18. **Prevention of double enumeration.**

It is important that every person should be enumerated once, but only once. The basic census principle is that a person will be enumerated at his normal place of residence and not his place of work. For us it means that if a person is present even for a day at his place of residence during the period of enumeration, *i.e.*, 10th February to sun-rise of 1st March, he will be enumerated at his place. Conversely, if he will be out of place of his residence for the entire period of enumeration, he will be enumerated wherever he is found and he should take due care that he is not enumerated a second time.

19. **Location Code.**

Location code is a four digit number designed to indicate and locate each and every household in the entire country. In urban areas these four digits will consist of—

First:	Code number of the District.
Second:	Code number of the Town in Roman numerals.
Third:	Code number of the Ward in Roman numerals.
Fourth:	Code number of the building, census house, census household.

For instance, 123(1A): 123 denotes the number of the building, (1) denotes a portion of the building which is a census house and (A) denotes number of the household in case there are more than one census households in a census house.

Example—5/III/II/123(1A).

Similarly for rural areas:—

First: Code number of the District.

Second: Code number of the Tahsil in Arabic or international numerals.

Third: Code number of the village in international numerals.

Fourth: Code number of the census house census household, as in the case of the urban areas.

Example—2/3/102/206(5B).

First three digits of the code number should be written on the pad and also in the slips in advance so that the Enumerator has to write only the household number on the spot after verifying it both from the Houselist Abstract and the number on the building.

It should be noted that there is no relationship between the Household Schedule on the one hand, and the Individual Slips and the Census Population Record on the other. For example, Household Schedule will include the hired workers not residing in the family but will exclude babies and non-working children and women. Conversely the Individual Slip and Census Population Record will include the persons of latter category, and not those of former. In short, the census enumeration will be on the basis of the Individual Slips and not on the Household Schedule which is only a record of economic activitiy.

20. **Duties of Supervisors.**

Supervisors constitute the vital link between Enumerators and Charge Officers. Their duties are :—

(*i*) To be familiar with the Enumerators appointed under them and the actual boundaries of their blocks;

(*ii*) They should be thoroughly well-versed in the Instructions and should be in a position to remove doubts and difficulties of their enumerators;

(*iii*) During the training classes they should help the Charge Officers in correcting the trial slips filled in by their Enumerators;

(*iv*) They should prepare the Houselist Abstract for the use of the Enumerators;

(*v*) They should make necessary corrections in the Houselist Abstract as pointed out to them by their Enumerators;

(*vi*) During the period of enumeration they should pay visits in the blocks under their charge and verify 20 per cent of the forms (Household Schedules and Individual Slips) filled in by their Enumerators by interrogating the households. They should also check all the forms filled by their Enumerators and correct the internal inconsistencies and patent mistakes;

(*vii*) During the revisional round they should exercise greater supervision on the Enumerators with a view to ensuring that all households are contacted for the second time; and

(*viii*) After the revisional round they should collect Abstracts and all the papers, at a time and place fixed in advance, from their Enumerators and count the number of slips, tally their totals in the Abstract and prepare their own Supervisory Circle Summaries in the printed forms supplied to them and hand over the papers to the Charge Officer before the 7th March.

PART II

Training Programme

1. The Enumerators and Supervisors in a charge should be distributed into suitable batches for the purpose of training, each consisting of about 30 contiguous Enumerators' blocks. Consequently a batch will consist of about 40 persons (Enumerators 30 plus 3 reserve, and Supervisors 6 plus 1 reserve).

2. The Charge Officer should decide the places of training for each batch. It should be remembered that since the Enumerators and Supervisors will not be entitled to any T.A., they should not be made to travel more than five miles to attend the training class. The training programme in the form of a proforma at *Annexure 'A' should be submitted to you by all Charge Officers under you.

3. Charge Officers should also maintain a register of attendance of the Enumerators and Supervisors in the proforma at **Annexure 'B'.

4. The first training class should be spread over two days. On the first day, the Charge Officer will give an introductory talk on the basis of the points mentioned in Part I above. A pad each of the red enumeration slips and red house-

*Reproduced at page 97.
**Reproduced at page 98.

hold schedules should be distributed along with the Instructions and Abbreviation Cards among all the Enumerators and Supervisors. In the second lecture, the Household Schedule should be discussed in detail. The Individual Slip should be taken for discussion in the third lecture. The trainees should be asked to study the Instructions carefully and come thoroughly prepared for the next day. They should also be asked to fill in 3-4 Household Schedules and corresponding number of Individual Slips printed in red ink of their own and neighbouring households. On the next day, the Charge Officer should correct these Household Schedules and the Individual Slips and point out the common mistakes and also remove the doubts of the trainees. It should also be ascertained to what extent the Enumerator has understood the Instructions.

5. The Government of India has desired that at least six training classes should be held for each Supervisor and Enumerator. Assuming that two classes are held on each occasion, the Enumerator will be called for training at least three times. The first two training classes should be held before the 22nd of January with a break of about a week in between the two classes. On the 22nd of January, a training sample census should be held during which the Enumerator will fill in the remaining Individual Slips and Household Schedules in his own pad from households belonging to his own block and will submit them to the Supervisor for scrutiny. The third class should, therefore, be held after the 22nd of January in order that the mistakes committed during the sample census can be explained to the Enumerators.

6. The fortnightly reports already prescribed have become obsolete. Since a crucial stage has come, it has become desirable that the fortnightly reports should be replaced by weekly ones. For this purpose, two weekly reports are being prescribed. One should be sent to you by the Charge Officer, vide †Annexure 'C' and the other to be sent by you to me, vide ‡Annexure 'D'. The report from the Charge Officer should reach you on the Thursday of each week and that from you to me should invariably be despatched in a way so as to reach me on the Tuesday of the following week.

7. During the next two months, I, alongwith my Deputies will inspect the training classes while on tour.

8. Sufficient number of spare copies are being sent to you for circulation among the Charge Officers.

---

†Reproduced at page 99.

‡Reproduced at page 100.

ANNEXURE A

Programme of Training for Enumeration (for Enumerators and Supervisors)

Name of the District..... Code No.....

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

No. of	*Regular*	*Reserve*	*Total*
(*i*) Enumerators			
(*ii*) Supervisors			

Name of batch for distinction	Number of Supervisors	Number of Enumerators
No. 1.		
No. 2.		
No. 3.		
No. 4 etc.		

Batch No.	First Class			Second Class			Third Class			REMARKS
	Date	Place	Trainer	Date	Place	Trainer	Date	Place	Trainer	
1	2	3	4	5	6	7	8	9	10	11
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....

Name and designation of the Officer who conducted the training.

Signature of Charge Officer and date.

Designation: _____

ANNEXURE B

Attendance Register for the Enumerators and Supervisors

Name of the District..... Code No.....

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

Batch No.	Name of the Enumerator/ Supervisor	First Class			Second Class			Third Class		
		Present	No. of red Household Schedules filled in	No. of red Individual Slips filled in	Present	No. of red Household Schedules filled in	No. of red Individual Slips filled in	Present	No. of red Household Schedules filled in	No. of red Individual Slips filled in
1	2	3	4	5	6	7	8	9	10	11
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....
.....	.....	.....	.....	.....	.....	.....	.....	.....	.....	.....

Signature of the Charge Officer, and date.

Designation : _____

ANNEXURE C

Weekly Progress Report on Training in each Charge

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

Batch No.	Total number (including the Reserve)		Date and place of training	Name and designation of the trainer	No. of persons who attended		Number of forms filled in		Whether an officer higher than the Charge Officer attended	REMARKS: (Sr. No. of the lecture for the batch) and any other information
	Enumerators	Supervisors			Enumerators	Supervisors	Individual Slips	Household Schedules		
1	2	3	4	5	6	7	8	9	10	11

Signature of the Charge Officer, and date.

Designation:_____

ANNEXURE D

Weekly Report on the work done by District Census Officer every day (as from 1st January, 1961).

This report should be despatched by the District Census Officer to the Superintendent of Census Operations on each Monday, relating to the work done in the previous week. The first report should accordingly be despatched on the 9th January, 1961.

Date	Census work done in the Office at headquarters	Any place visited in connection with training	REMARKS
1	2	3	4

Signature of the District Census Officer

Date _____

V (11) Copy of letter No. Census-61/957, dated 16-5-1961, from Superintendent of Census Operations, Punjab, to all Deputy Commissioners in Punjab.

Subject :- Recognition of service rendered by Local Body employees in connection with the Census work.

I have the honour to say that you have already been informed through Punjab Government Memo. No. LB-19(7)-60/32346, dated 30th July, 1960 that services rendered by the census workers at the 1961-census for outstanding zeal and quality will be awarded by the grant of Census Medals.

2. The State Government has been requested to agree to certificates being granted as was done in 1951-census, to Census workers for the good work done by them and also entries being recorded in the case of officials/officers for their satisfactory performance during Census Operations.

A copy of the scheme submitted by me to the State Government for their approval is enclosed. I am to request that your recommendations as to the recipients of the medals etc., may please be forwarded to me, in duplicate, as early as possible.

Scheme for the grant of awards to census workers in recognition of services rendered by them.

Services rendered by Census workers will be recognised in the following manner:—

(*i*) By grant of census medals;
(*ii*) By issuing certificates signed by the Secretary to Government, Punjab, Housing & Local Government, Departments;
(*iii*) By recording entries in the Character Rolls of the employees.

Census Medals

2. The census medals are the highest recognition. These medals are of two varieties—Silver and Bronze. These medals will be accompanied by 'Certificates of Honour' in the name of the President of India and bearing the fascimile signature of the Registrar General, India. There will be separate 'Certificates of Honour' for Silver and Bronze medals.

3. Medals allotted for the Punjab State are as follows:—

(*i*) Silver—247
(*ii*) Bronze- 494

4. This allotment has been made on the basis of population as revealed through the provisional totals. The distribution of medals among districts *inter se* in the State on the principle of one Silver and two Bronze medals for every one lakh persons will be as under:

Name of District	Provisional Population (in lakhs)	Distribution of Medals	
		Silver	Bronze
1. Hissar	15.46	16	32
2. Rohtak	14.17	15	30
3. Gurgaon	12.38	13	26
4. Karnal	14.90	15	30
5. Ambala	13.72	14	28
6. Simla	1.11	2	4
7. Kangra	10.57	11	22
8. Lahaul & Spiti	0.20	2	4
9. Hoshiarpur	12.29	13	26
10. Jullundur	12.24	13	26
11. Ludhiana	10.21	11	22
12. Ferozepur	16.20	17	34
13. Amritsar	15.47	16	32
14. Gurdaspur	9.84	10	20
15. Kapurthala	3.44	4	8
16. Bhatinda	10.56	11	22
17. Sangrur	14.25	15	30
18. Patiala	10.47	11	22
19. Mahendragarh	5.47	6	12
Total ..		**215**	**430**

The remaining medals will be distributed among the staff working in the Census/Tabulation Offices in the State.

5. The medals are open to all Census workers both official and non-official.

6. These medals will be awarded for outstanding zeal and quality of census work and the selection of the recipients will be based exclusively on this criterion. The superior variety of medals shall not be regarded as necessarily limited to any one category of census workers; 50 per cent of the Silver and 70 per cent of the Bronze medals allotted to a District will, as decided by the Government of India, be primarily distributed only amongst the enumerators.

7. No census worker who is known to be responsible or is believed to have displayed partisanship in recording answer to either language or religion questions will be included in the recommendations.

8. All recommendations will originate with the Deputy Commissioners of the Districts concerned who will be assisted by the District Census Officers, Tahsildars, Naib-Tahsildars, Secretaries of the Municipal Committees, Cantonment Boards, Railway and Military Authorities in-charge of the Census activities, in their respective jurisdictions.

9. Each Deputy Commissioner will recommend names of recipients for these medals at least 1½ times the number of medals earmarked for the District, and all such recommendations shall be listed by him in the order of merit. The Deputy Commissioners will ensure that a person listed at No. 1 of the list should have definitely a superior claim over the person listed at serial No. 2 of the lists of the District and so on.

10. The Deputy Commissioners will forward their recommendations, in duplicate, to the Superintendent of Census Operations, Punjab, No. 9-D, Sector 2-B Chandigarh, who will express his opinion about the recommendations made after consulting the Divisional Deputy Superintendent of Census Operations, as also add his own recommendations on the basis of his personal knowledge acquired through the training given, and supervision done by him during enumeration operations and on the basis of the scrutiny and the verification done in Tabulation Offices. Final decision as to who should be awarded Silver and Bronze medals will rest with the State Government.

11. The recommending officers will also keep the following things in view for the award of these medals:—

(*i*) A District or Municipal or Cantonment Board or Military or Railway or Tahsil Census Officer in whose zone census work of an extremely high order has been performed both from the point of view of accuracy of the data noted and the neatness displayed in the Census Slips should be awarded a Medal. Silver and Bronze Medals will be awarded for the best and the second best officers;

(*ii*) A Supervisor whose team work is adjudged to be the best and the second best in the District and his best and the second best enumerator should be awarded medals. Both the Supervisor and the enumerator should get a medal each. The best will get a Silver medal and the second best a Bronze medal;

(*iii*) Officials or non-officials who discharged their duties at the risk of their lives either due to scanty means of communication or on account of the disturbed conditions, if any, should be awarded medals.

Census Certificates

12. Census medals will be awarded to such census workers as have shown outstanding zeal and quality. Census workers, who happened to do good work, but had, of course, not shown outstanding zeal and quality will be awarded Certificate of the following type:—

"This Certificate is presented to..... for the good work done in connection with 1961 Census".

In the case of Government officers/officials, attested copies of certificates will be kept on their Personal Files.

Recording of Entries in Character Rolls

13. Employees of the State or Union Government or employees of Local Bodies etc., whose work is found to be satisfactory will also be rewarded by having suitable entries in their Character Rolls. The Heads of Departments will be moved by the Superintendent of Census Operations, Punjab, to record suitable entries for satisfactory work done during Census on the basis of recommendations to be received by him from the Deputy Commissioners.

14. The recommending authorities will, while making entries, should not forget that in this census honorarium at the following rates is being paid to the Supervisors/Enumerators:—

(1)	Honorarium for housenumbering & Houselisting, @ Rs. 5 for every 120 census houses in urban areas and 150 houses in rural areas.	
(2)	Honorarium to Enumerators for actual enumeration	Rs. 15 per Block.
(3)	Honorarium to Supervisors for supervisory work	Rs. 4 per Block.
(4)	Honorarium for post-enumeration.	Rs. 4 per Block.

APPENDIX VI (I)
Notification issued in connections with 1961-census

Sl. No.	Authority which issued the Notification	Section of the Act	No. & Date of Notification	Short subject
1.	Government of India in the Ministry of Home Affairs.	Nil	No. 2/45/58-Pub. 1, dated the 9th June, 1959.	Appointment of Shri R.L. Anand as Superintendent of Census Operations, Punjab, with effect from the forenoon of 10th April, 1959.
2.	— do —	Section 3 of Census Act, 1948.	No. 2/115/59-Pub. 1, dated the 5th December, 59.	Declaration by the Central Govt. that a census of the population of India shall be taken during the year 1961 and that the reference date for this census will be sunrise on the 1st March, 1961.
3.	Punjab Government in the Local Self Government Departments.	Sub-section (2) of section 4 of Census Act, 1948.	867-LB-60/8350, dated 23rd February, 1960.	Appointment of following officers as (District) Census Officers to take, aid in and supervise the taking of census in areas indicated against each: (*i*) All Deputy Commissioners in Punjab within their respective Districts; (*ii*) Sub-Divisional Officer (Civil), Kulu Sub-Division, within his Sub-Division; (*iii*) Revenue Assistants to Deputy Commissioners in all the Districts of the State of Punjab, except Gurgaon, Simla, Gurdaspur, Kapurthala and Mahendragarh, within their respective Districts; (*iv*) General Assistants to Deputy Commissioners in the Districts of Gurgaon, Simla and Kapurthala within their respective Districts; (*v*) District Development Officer, Mahendragarh, within his District; (*vi*) Magistrate 1st Class, Gurdaspur within Gurdaspur District.
4.	—do—	Sub-section (2) of section 4 of Census Act, 1948.	867-LB-60/8358, dated 23rd February, 1960.	Appointment of all Tahsildars and Naib-Tahsildars in the Punjab State as Charge Officers within their respective circles in the Tahsils.
5.	—do—	Sub-section (4) of section 4 of Census Act, 1948.	867-LB-60/8362, dated the 23rd February, 1960.	Authorises the Supdt. of Census Operations, Punjab also to exercise the powers of appointing Census Officers.

APPENDIX VII (I) Contd.

Sl. No.	Authority which issued the Notification	Section of the Act	No. & Date of Notification	Short subject
6.	Punjab Government in the Local Self Government Deptts.	Sub-section (3) of section 4 of Census Act, 1948.	867-LB-60/8354, dated the 23rd February, 1960.	Authorises the (District) Census Officers to sign declarations in respect of census officers appointed by them in areas within their respective jurisdiction.
7.	—do—	Sub-section (1) of section 3 of the East Punjab Enumeration of Dwellings Act, 1948.	No. 1523-LB-60/12292, dated the 24th March, 1960.	Appointment of Superintendent of Census Operations as Enumeration Commissioner Punjab to supervise the making of enumeration of dwelling houses throughout the Punjab State.
8.	—do—	Section 12 of Census Act, 1948.	19(15)Lg/B(61)-60/49717, dated the 25th/26th August, 1960.	Authorises the Deputy Commissioners in the Punjab State to sanction prosecutions under the Census Act, 1948.
9.	—do—	Sub-section (2) of section 4 of Census Act, 1948.	LB-19(3)-60/54195, dated the 21st September 1960.	Appointment of the following officers as (District) Census Officers to take, aid in and supervise the taking of census in areas indicated against each: (*i*) Sub-Divisional Officer, Lahaul within Lahaul Sub-Division; (*ii*) Sub-Divisional Officer, Spiti within Spiti Sub-Division.
10.	—do—	Sub-Section (1) of section 8 of Census Act, 1948.	LB-19(23)-60/54692 dated the 23rd September 1960.	Questionnaire incorporated in the Houselist, Individual Slip and Household Schedule were reproduced in this Notification.
11.	Punjab Government in the Home Deptt. (Press Branch).	Clause (a) of sub-section (1) of section 2 of the Punjab Special Powers (Press) Act, 1956.	1464-PB-61/4085, dated the 2nd February, 1961.	Newspapers were prohibited from printing or publishing therein any article, report, news item, letter or any other material of any character whatsoever relating to or connected with the returning of the mother tongue in the Census operations up to the 5th March, 1961. This order was issued for the purposes of preventing and combating the propaganda carried on in the State of Punjab for the purposes of pursuading members of different communities to return language as their mother tongue irrespective of that language being the mother tongue or not.

APPENDIX VI (2)
Budget Estimates for the year 1958-59 to 1962-63.

Head of Account	Description	Budget Estimates									Actual Expenditure				
		1958-59	1959-60		1960-61		1961-62		1962-63		1958-59	1959-60	1960-61	1961-62	1962-63
			Original	Final	Original	Final	Original	Final	Original	Final					
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
A-Superintendence	A-1-Pay of Officers	..	9,000	15,000	19,000	21,450	20,200	26,900	25,800	32,950	..	14,980	21,698	26,881	32,935
	A-2-Pay of Establishment	..	8,200	13,100	28,900	36,000	45,700	57,050	65,300	78,150	..	13,146	35,964	57,032	78,392
	A-3-Other Allowances & Honoraria	..	7,000	12,100	31,000	32,200	30,200	29,900	23,400	30,750	..	12,078	32,029	29,894	30,764
	A-4-Other Charges	..	2,000	35,500	20,000	37,900	13,600	21,600	13,000	23,700	..	36,006	37,652	21,603	23,538
TOTAL	A-Superintendence	..	**26,200**	**75,700**	**98,900**	**127,550**	**109,700**	**135,450**	**127,500**	**165,550**	..	**76,210**	**127,343**	**135,410**	**165,629**
B-Enumeration	B-1-Pay of Establishment	..	..	..	98,400	108,000	25,500	34,100	..	50	..	..	98,590	34,132	30
	B-2-Other Allowances & Honoraria	..	..	..	68,500	70,800	17,100	33,450	..	6,850	..	..	60,635	33,057	6,779
	B-3-Honoraria to Enumerators	..	..	..	100,000	89,100	200,000	568,150	..	11,500	..	..	109,352	568,143	11,481
	B-4-Other Charges	..	..	..	10,000	9,000	2,000	1,650	..	400	..	..	9,249	1,622	397
TOTAL	B-Enumeration	..	..	..	**276,900**	**276,900**	**244,600**	**637,350**	..	**8,800**	..	..	**277,826**	**636,954**	**18,687**
C-Abstraction & Compilation	C-1-Pay of Officers	..	..	..	18,000	14,000	25,600	42,950	6,000	21,600	..	..	14,794	42,945	21,590
	C-2-Pay of Establishment	..	..	..	13,700	4,450	402,800	1041,400	75,200	263,250	..	..	4,465	1041,407	263,379
	C-3-Other Allowances & Honoraria	..	..	..	8,200	9,900	30,200	52,600	6,300	33,100	..	..	12,048	52,136	33,081
	C-4-Other Charges	..	..	..	..	12,800	32,800	86,200	11,300	24,700	..	..	12,078	86,196	24,553
TOTAL	C-Abstraction & Compilation	..	..	..	**39,900**	**41,150**	**491,400**	**1223,150**	**98,800**	**342,650**	..	..	**43,385**	**1222,684**	**342,603**
D-Printing & Stationery	D-Printing & Stationery	..	1,200	20,100	25,000	40,000	10,400	19,100	10,000	7,150	..	55,807	24,193	19,090	4,296
	GRAND TOTAL	..	**27,400**	**95,800**	**440,700**	**485,600**	**856,100**	**2015,050**	**236,300**	**534,150**	..	**132,017**	**472,747**	**2014,138**	**531,215**

APPENDIX

FORMS AND INSTRUCTIONS SUPPLIED

Sl. No.	District	Letters of appointment for			Mauza Registers	Town Registers	Enumerators' Abstract					Circle Summary				
		Charge Officers/ Supervisors	Supervisors	Enumerators			*E	*U	*H	*P	Total	*E	*U	*H	*P	Total
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
1.	Hissar	50	450	3,000	6	12	300	2,700	850	700	4,550	270	200	60	50	580
2.	Rohtak	50	450	3,000	5	8	220	2,750	650	650	4,270	250	300	50	50	650
3.	Gurgaon	50	450	3,000	7	15	400	4,000	1,200	1,200	6,800	470	320	50	80	920
4.	Karnal	50	500	3,000	5	12	210	2,300	670	680	3,860	260	300	50	50	660
5.	Ambala	50	550	3,500	7	16	510	6,650	640	640	8,440	500	570	40	40	1,150
6.	Simla	40	150	1,000	6	6	40	450	480	100	1,070	200	40	100	10	350
7.	Kangra	50	500	3,000	6	7	250	2,390	720	700	4,060	270	230	50	50	600
	Kulu	20	150	750	2	2	—	—	—	—	—	—	—	—	—	—
8.	Lahaul	15	50	250	1	1	—	—	—	—	—	—	—	—	—	—
	Spiti	15	50	250	1	1	—	—	—	—	—	—	—	—	—	—
9.	Hoshiarpur	50	450	3,000	5	13	200	2,000	590	600	3,390	250	200	50	50	550
10.	Jullundur	50	500	3,000	5	12	180	1,890	580	570	3,220	250	160	50	40	500
11.	Ludhiana	50	400	2,500	4	8	160	1,700	480	480	2,820	200	270	50	80	600
12.	Ferozepur	50	500	3,000	6	15	250	2,400	700	700	4,050	250	190	50	40	530
13.	Amritsar	50	500	3,000	7	12	260	2,570	780	780	4,390	300	200	50	50	600
14.	Gurdaspur	50	500	3,000	4	15	150	1,550	470	470	2,640	250	170	40	40	500
15.	Kapurthala	50	250	1,000	3	5	50	850	160	470	1,530	250	120	70	60	500
16.	Bhatinda	50	400	3,000	4	17	160	1,610	480	480	2,730	250	130	40	30	450
17.	Sangrur	50	500	3,000	6	18	210	2,170	660	660	3,700	260	180	40	40	520
18.	Patiala	50	400	3,000	5	15	170	1,800	550	540	3,060	250	120	40	40	450
19.	Mahendragarh	50	300	2,500	4	6	90	850	260	260	1,460	200	70	50	30	350
	TOTAL	940	8,000	50,750	99	216	3,810	40,630	10,920	10,680	66,040	4,930	3,770	930	830	10,460

*E denotes English. *U denotes Urdu, *H denotes Hindi. *P denotes Punjabi.

VI (3)

TO DISTRICT CENSUS OFFICERS

Charge summary	DCO's summary	Instructions for Enumeration and Abbreviation Cards					English Houselist Abstract			Houselist Abstract for guidance to Enumerators					Sl. No. of District
		*E	*U	*H	*P	Total	Town	Tahsil	District	*E	*U	*H	*P	Total	
18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33
60	8	114	2,004	2,174	253	4,545	33	15	8	1,132	9,060	3,398	3,399	16,989	1.
60	13	80	3,163	2,082	129	5,454	24	53	8	1,065	8,599	3,295	3,314	16,273	2.
60	16	254	4,847	2,585	167	7,853	88	180	16	978	16,610	5,862	5,862	29,312	3.
60	8	106	3,694	910	256	4,966	40	77	8	1,079	9,021	3,233	3,233	16,566	4.
60	8	247	5,173	1,321	1,186	7,927	70	164	8	1,013	12,946	3,039	3,039	20,037	5.
40	8	219	537	462	71	1,289	18	116	8	147	800	443	292	1,682	6.
60	8	151	2,214	2,200	—	4,565	13	343	8	712	5,888	2,534	2,135	11,269	7.
—	—	212	548	484	—	1,244	—	—	—	—	—	—	—	—	
—	—	32	123	—	—	155	—	—	—	—	—	—	—	—	8.
—	—	20	41	—	—	61	—	—	—	—	—	—	—	—	
60	8	36	2,772	424	606	3,838	35	132	8	958	7,664	2,872	2,870	14,364	9.
60	8	767	3,792	278	702	5,539	42	74	8	905	7,258	2,719	2,719	13,601	10.
60	8	98	1,897	656	896	3,547	31	54	8	770	6,157	2,310	2,311	11,548	11.
60	8	126	2,293	978	1,342	4,739	53	157	8	1,125	9,012	3,379	3,379	16,895	12.
60	8	289	3,847	651	1,571	6,358	37	71	8	1,233	9,853	3,694	3,694	18,474	13.
60	8	73	1,488	701	756	3,018	42	90	8	752	6,010	2,252	2,252	11,266	14.
40	8	144	397	121	664	1,326	13	39	8	257	2,071	778	778	3,884	15.
60	8	212	785	296	2,428	3,721	44	41	8	792	6,326	2,369	2,369	11,856	16.
60	8	20	997	808	2,567	4,392	48	58	8	1,063	8,503	3,192	3,192	15,950	17.
60	8	102	1,136	1,044	2,421	4,703	46	99	8	835	6,806	2,540	2,539	12,720	18.
60	8	516	289	855	—	1,660	13	37	8	426	3,419	1,278	1,278	6,401	19.
1,040	**157**	**3,818**	**42,037**	**19,030**	**16,015**	**80,900**	**690**	**1,800**	**152**	**15,242**	**136,003**	**49,187**	**48,655**	**249,087**	

APPENDIX

ENUMERATION SCHEDULES SUPPLIED

Sl. No.	District	HOUSELIST FORMS					HOUSEHOLD SCHEDULES					
							Pads of 50					Pads of 25
		English	Urdu	Hindi	Punjabi	Total	English	Urdu	Hindi	Punjabi	Total	English
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Hissar	1,000	35,500	18,100	2,400	57,000	257	2,262	3,786	490	6,795	106
2.	Rohtak	900	26,500	25,900	1,400	54,700	167	2,122	4,021	245	6,555	56
3.	Gurgaon	1,400	23,700	17,600	900	43,600	269	2,679	2,377	164	5,489	90
4.	Karnal	1,200	24,500	8,900	2,600	37,200	219	4,035	1,798	490	6,542	72
5.	Ambala	3,900	27,000	11,300	10,600	52,800	288	2,922	1,707	1,341	6,258	91
6.	Simla	500	2,450	2,850	700	6,500	128	184	392	69	773	115
7.	Kangra	2,150	29,150	19,700	5,000	56,000	56	1,427	2,559	—	4,042	110
	Kulu	80	1,220	2,200	—	3,500	10	252	450	—	712	4
8.	Lahaul & Spiti	30	320	400	—	750	6	122	—	—	128	3
		20	180	50	—	250	2	41	—	—	43	1
9.	Hoshiarpur	400	23,400	4,800	7,700	36,300	91	3,613	858	1,179	5,741	20
10.	Jullundur	9,500	26,000	3,200	3,200	41,900	1,583	2,953	611	920	6,067	511
11.	Ludhiana	1,100	10,600	6,600	14,400	32,700	199	1,273	1,187	1,704	4,363	67
12.	Ferozepur	1,300	18,700	10,800	15,500	46,300	209	1,973	1,792	2,916	6,890	68
13.	Amritsar	2,200	27,500	5,100	16,200	51,000	367	3,543	693	2,404	7,007	122
14.	Gurdaspur	900	12,100	7,800	8,700	29,500	158	1,432	1,285	1,444	4,319	85
15.	Kapurthala	500	800	—	7,600	8,900	99	206	75	1,301	1,681	26
16.	Bhatinda	800	2,575	2,900	23,300	29,575	251	483	637	3,290	4,661	50
17.	Sangrur	—	6,400	10,400	28,600	45,400	—	577	1,526	4,156	6,259	—
18.	Patiala	1,100	3,600	8,100	25,200	38,000	315	430	1,339	3,040	5,124	71
19.	Mahendragarh	6,100	—	9,200	—	15,300	1,109	—	1,292	—	2,401	369
	TOTAL	35,080	302,195	175,900	174,000	687,175	5,783	32,529	28,385	25,153	91,850	2,037

NOTE:—The exact number of forms used in each District could not be ascertained since they were further distributed

VI (4)

TO DISTRICT CENSUS OFFICERS

HOUSEHOLD SCHEDULES				INDIVIDUAL SLIPS										Sl. No. of District
Pads of 25				Pads of 100					Pads of 25					
Urdu	Hindi	Punjabi	Total	English	Urdu	Hindi	Punjabi	Total	English	Urdu	Hindi	Punjabi	Total	
14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
1,315	1,330	164	2,915	642	5,593	10,211	1,376	17,822	336	2,680	2,728	345	6,089	1.
898	1,305	81	2,340	459	5,789	10,953	673	17,874	115	3,040	2,688	168	6,011	2.
1,117	792	55	2,054	739	7,355	6,526	452	15,072	185	2,944	1,632	112	4,873	3.
1,900	599	164	2,735	599	10,969	4,637	1,347	17,552	149	4,512	1,172	337	6,170	4.
1,405	813	538	2,847	787	7,655	4,677	3,675	16,794	183	4,176	1,214	957	6,530	5.
745	275	26	1,161	226	417	1,403	193	2,239	153	320	268	50	791	6.
685	900	—	1,695	157	3,914	6,988	—	11,059	390	1,744	1,859	100	4,093	7.
105	150	--	259	27	692	1,236	—	1,955	8	280	309	—	597	
50	—	—	53	17	335	—	—	352	6	136	—	—	142	8.
18	—	—	19	6	112	—	—	118	3	48	—	—	51	
1,999	319	892	2,730	243	9,231	2,214	3,236	14,924	41	4,248	569	808	5,666	9.
1,373	220	170	2,274	4,218	7,422	1,399	1,634	14,673	1,051	3,760	400	610	5,821	10.
595	392	560	1,614	547	3,495	3,232	4,609	11,883	137	1,400	808	1,153	3,498	11.
961	597	869	2,495	574	5,366	4,918	7,521	18,379	143	2,184	1,229	1,826	5,382	12.
1,505	232	802	2,661	1,007	9,606	1,901	6,598	19,112	250	3,808	476	1,651	6,185	13.
1,240	428	481	2,234	437	3,721	3,550	3,967	11,675	194	1,568	881	992	3,635	14.
90	--	417	533	266	618	150	3,511	4,545	54	256	50	936	1,296	15.
160	178	1,296	1,684	669	1,303	1,723	9,527	13,222	105	424	368	2,256	3,153	16.
177	499	1,348	2,024	--	1,230	4,187	11,379	16,796	—	472	1,030	2,778	4,280	17.
133	413	998	1,615	760	1,115	3,499	8,209	13,583	168	352	849	2,080	3,449	18.
—	430	--	799	3,041	—	3,542	—	6,583	759	—	888	—	1,647	19.
16,471	9,872	8,361	36,741	15,421	85,938	76,946	67,907	246,212	4,430	38,352	19,418	17,159	79,359	

among a large number of offices and persons.

APPENDIX

CENSUS DIVISIONS

Sl. No.	District	Inhabited Rural *Mauzas*	Cities and towns	Number of			
				Charges	Circles	Blocks	Charge Officers
1	2	3	4	5	6	7	8
1.	Hissar	1,033	11	16	396	2,035	24
2.	Rohtak	761	7	11	371	1,984	16
3.	Gurgaon	1,452	14	22	324	1,759	30
4.	Karnal	1,350	11	15	408	2,122	20
5.	Ambala	2,467	15	25	442	2,277	33
6.	Simla	1,023	5	11	70	330	13
7.	Kangra	691	7	16	364	1,929	24
8.	Lahaul & Spiti	20	—	2	11	49	2
9.	Hoshiarpur	2,070	12	16	271	1,872	23
10.	Jullundur	1,184	11	18	346	1,787	22
11.	Ludhiana	859	5	10	200	1,249	16
12.	Ferozepur	1,426	14	21	417	2,258	28
13.	Amritsar	1,173	9	16	360	2,175	21
14.	Gurdaspur	1,500	14	21	274	1,446	24
15.	Kapurthala	525	4	7	97	553	10
16.	Bhatinda	665	14	18	261	1,501	25
17.	Sangrur	1,006	17	23	364	1,978	30
18.	Patiala	1,518	14	20	284	1,510	27
19.	Mahendragarh	546	5	8	157	820	11
	TOTAL	**21,269**	**189**	**296**	**5,417**	**29,634**	**399**

VI (5)

AND CENSUS OFFICERS APPOINTED IN THE FIELD

Number of				Average number of houses per			Total Census Houses	Sl. No. of District
Supervisors		Enumerators		Charge Officer	Super-visor	Enumerator		
Actually Employed	Kept in Reserve	Actually Employed	Kept in Reserve					
9	10	11	12	13	14	15	16	17
396	30	2,035	200	16,460	873	170	345,654	1.
371	32	1,984	202	25,322	956	179	354,512	2.
324	40	1,759	177	11,171	1,034	191	335,118	3.
408	37	2,122	201	20,377	949	182	387,155	4.
442	41	2,277	225	18,091	941	183	416,104	5.
70	9	330	35	4,252	790	168	55,281	6.
364	32	1,929	190	14,373	987	186	359,337	7.
11	3	49	6	3,220	585	131	6,439	8.
271	25	1,872	188	17,742	1,506	218	408,067	9.
346	36	1,787	181	15,602	947	183	327,633	10.
200	16	1,249	126	18,716	1,310	210	262,030	11.
417	43	2,258	221	12,595	816	151	340,078	12.
360	35	2,175	214	23,956	998	165	359,335	13.
274	25	1,446	143	9,987	838	159	229,701	14.
97	11	553	52	7,274	750	132	72,743	15.
261	24	1,501	153	13,349	921	160	240,286	16.
364	33	1,978	200	13,978	998	184	363,432	17.
284	30	1,510	148	13,709	965	182	274,186	18.
157	17	820	79	15,487	888	170	139,383	19.
5,417	**519**	**29,634**	**2,941**	**14,948***	**974***	**178***	**5276,474**	

*Average per District for State as a whole.

APPENDIX

CLERICAL ASSISTANCE PROVIDED TO THE DISTRICT CENSUS OFFICERS AND CHARGE

Sl. No.	District	ESTABLISHMENT AT DISTRICT HEADQUARTERS				
		Particulars of Staff	From	To	Pay	D.A. & Other Allowances
1	2	3	4	5	6	7
					Rs.	Rs.
1.	Hissar	Assistant	1-3-60	31-5-61	2,220.00	895.00
		Clerk	1-3-60	31-5-61	982.97	600.00
		Peon	1-3-60	31-5-61	456.50	420.00
2.	Rohtak	Assistant	1-3-60	31-5-61	1,740.00	840.00
		Clerk	1-3-60	31-5-61	1,042.84	600.00
		Peon	8-3-60	31-5-61	443.22	443.22
3.	Gurgaon	Assistant	8-3-60	31-5-61	1,634.80	827.36
		Clerk	1-3-60	31-5-61	1,173.64	577.33
		Peon	1-4-60	31-5-61	298.50	297.00
4.	Karnal	Assistant	16-3-60	31-5-61	1,747.33	811.09
		Clerk	1-3-60	31-5-61	981.55	600.00
		Peon	1-3-60	31-5-61	493.00	450.00
5.	Ambala	Assistant	5-3-60	31-5-61	1,941.42	756.97
		Clerk	1-3-60	31-5-61	1,133.55	600.00
		Peon	16-5-60	31-5-61	375.48	375.48
6.	Simla	Assistant	11-3-60	31-5-61	1,724.00	1,427.20
		Clerk	10-3-60	31-5-61	888.77	979.73
		Peon	1-5-60	31-5-61	390.00	682.50
7.	Kangra	Assistant	1-3-60	31-5-61	1,773.81	1,099.22
		Clerk	1-3-60	31-5-61	814.19	675.28
		Peon	1-3-60	31-5-61	466.50	536.43
8.	Kulu	—	—	—	—	—
9.	Lahaul & Spiti	Assistant / Clerk	Not Available	15-11-60	374.20	683.87
10.	Hoshiarpur	Assistant	1-3-60	31-5-61	1,764.00	840.00
		Clerk	1-3-60	31-5-61	904.26	600.00
		Peon	1-3-60	31-5-61	491.50	450.00
11.	Jullundur	Assistant	1-3-60	31-5-61	1,799.83	866.37
		Clerk	1-3-60	31-5-61	1,040.00	600.00
		Peon	1-3-60	31-5-61	564.68	516.77

VI (6)

OFFICERS OF TAHSILS, AND TOWNS WITH POPULATION ONE LAKH OR MORE

Tahsil/Municipality	Establishment in Tahsil/Municipal Committee					District-wise expenditure on T.A.	District-wise total expenditure	Sl. No. of District
	Particulars of Staff	From	To	Pay	D.A.& Other Allowances			
8	9	10	11	12	13	14	15	16
				Rs.	Rs.	Rs.	Rs.	
Sirsa Tahsil	Clerk	1-3-60	30-4-61	863.73	560.00	—	13,123.36	1.
Fatehabad Tahsil	do	1-3-60	30-4-61	862.32	560.00			
Hissar Tahsil	do	1-3-60	30-4-61	1,066.84	560.00			
Hansi Tahsil	do	1-3-60	30-4-61	1,008.00	560.00			
Bhiwani Tahsil	do	1-3-60	30-4-61	948.00	560.00			
Gohana Tahsil	Clerk	1-3-60	30-4-61	1,243.28	560.00	443.78	12,717.95	2.
Sonepat Tahsil	do	1-3-60	30-4-61	844.00	520.00			
Rohtak Tahsil	do	4-3-60	30-4-61	834.19	556.13			
M.C. Rohtak	do	13-6-60	30-4-61	770.45	436.84			
Jhajjar Tahsil	do	1-3-60	30-4-61	840.00	560.00			
Rewari Tahsil	Clerk	1-3-60	30-4-61	1,066.97	560.00	1,259.98	15,876.27	3.
Gurgaon Tahsil	do	1-3-60	30-4-61	1,256.00	560.00			
Ballabgarh Tahsil	do	1-3-60	30-4-61	1,064.00	560.00			
Palwal Tahsil	do	1-3-60	30-4-61	1,114.29	560.00			
Nuh Tahsil	do	1-3-60	30-4-61	1,094.40	560.00			
Ferozepur Jhirka Tahsil	do	1-3-60	30-4-61	852.00	560.00			
Kaithal Tahsil	Clerk	1-3-60	30-4-61	1,253.09	560.00	-	11,462.27	4.
Thanesar Tahsil	do	1-3-60	30-4-61	1,071.07	560.00			
Karnal Tahsil	do	1-3-60	30-4-61	937.92	541.61			
Panipat Tahsil	do	1-3-60	30-4-61	895.61	560.00			
Rupar Tahsil	Clerk	1-3-60	30-4-61	847.43	560.00	978.21	14,904.11	5.
Nalagarh Tahsil	do	1-4-60	30-4-61	1,330.00	884.40			
Kharar Tahsil	do	2-3-60	30-4-61	846.06	558.71			
Naraingarh Tahsil	do	1-7-60	30-4-61	606.00	404.00			
Ambala Tahsil	do	1-3-60	30-4-61	843.73	462.67			
Jagadhri Tahsil	do	1-3-60	30-4-61	840.00	560.00			
Kandaghat Tahsil	Clerk	11-4-60	30-4-61	823.35	686.80	391.46	7,993.81	6.
Nurpur Tahsil	Clerk	1-3-60	30-4-61	947.33	560.00	140.50	13,136.57	7.
Kangra Tahsil	do	1-4-60	30-4-61	780.00	520.00			
Palampur Tahsil	do	28-5-60	30-4-61	667.74	556.45			
Dera Gopipur Tahsil	do	1-3-60	30-4-61	1,074.72	560.00			
Hamirpur Tahsil	do	1-3-60	30-4-61	1,334.00	630.40			
Kulu Tahsil	Clerk	1-3-60	15-11-60	679.22	509.84	-	2,506.05	8
	do	19-4-60	15-11-60	422.00	393.86			
	Peon	15-4-60	15-11-60	211.00	290.13			
—	—	—		—	—	595.55	1,653.62	9.
Dasuya Tahsil	Clerk	1-3-60	30-4-61	852.00	560.00	914.01	13,077.02	10.
Hoshiarpur Tahsil	do	1-3-60	30-4-61	1,386.11	588.21			
Una Tahsil	do	1-3-60	30-4-61	1,430.00	620.00			
Garhshankar Tahsil	do	1-3-60	30-4-61	1,066.93	560.00			
Nakodar Tahsil	Clerk	1-3-60	30-4-61	840.00	560.00	308.86	11,837.84	11.
Jullundur Tahsil	do	1-3-60	30-4-61	840.00	560.00			
M.C. Jullundur	do	2-11-60	30-4-61	517.33	—			
Nawashahr Tahsil	do	1-3-60	30-4-61	848.00	560.00			
Phillaur Tahsil	do	1-3-60	30-4-61	856.00	560.00			

APPENDIX

Sl. No.	District	ESTABLISHMENT AT DISTRICT HEADQUARTERS				
		Particulars of Staff	From	To	Pay	D.A. & Other Allowances
1	2	3	4	5	6	7
12.	Ludhiana	Assistant	1-3-60	31-5-61	1,788.00	840.00
		Clerk	1-3-60	31-5-61	1,121.55	600.00
		Peon	1-3-60	31-5-61	455.50	450.00
13.	Ferozepur	Assistant	1-3-60	31-5-61	1,764.00	840.00
		Clerk	22-3-60	31-5-61	863.35	572.90
		Peon	1-4-60	31-5-61	420.00	420.00
14.	Amritsar	Assistant	7-3-60	31-5-61	1,740.00	829.16
		Clerk	1-4-60	31-5-61	847.75	560.00
		Peon	15-4-60	31-5-61	408.00	406.00
15.	Gurdaspur	Assistant	1-3-60	31-5-61	1,815.38	841.96
		Clerk	1-3-60	31-5-61	1,535.00	670.00
		Peon	1-3-60	31-5-61	443.38	443.22
16.	Kapurthala	Assistant	10-3-60	31-5-61	1,728.00	826.08
		Clerk	1-3-60	31-5-61	985.94	600.00
		Peon	11-3-60	31-5-61	440.32	440.32
17.	Bhatinda	Assistant	1-3-60	31-5-61	1,760.14	838.14
		Clerk	1-4-60	31-5-61	888.00	560.00
		Peon	1-4-60	31-5-61	405.00	405.00
18.	Sangrur	Assistant	4-3-60	31-5-61	1,752.00	834.58
		Clerk	24-3-60	31-5-61	867.09	567.74
		Peon	7-4-60	31-5-61	414.90	414.00
19.	Patiala	Assistant	1-6-60	31-5-61	1,420.39	672.00
		Clerk	9-3-60	31-5-61	884.78	589.68
		Peon	1-5-60	31-5-61	390.00	390.00
20.	Mahendragarh	Assistant	15-3-60	31-5-61	1,707.73	814.72
		Clerk	11-3-60	31-5-61	863.10	574.19
		Peon	1-5-60	31-5-61	390.00	390.00

VI (6)—Contd.

Tahsil/Municipality	Establishment in Tahsil/Municipal Committee					District-wise expenditure on T.A.	District-wise total expenditure	Sl. No. of District
	Particulars of Staff	From	To	Pay	D.A. & Other Allowances			
8	9	10	11	12	13	14	15	16
				Rs.	Rs.	Rs.	Rs.	
Jagraon Tahsil	Clerk	1-3-60	30-4-61	954.84	560.00	—	13,139.73	12.
Ludhiana Tahsil	—do—	1-3-60	30-4-61	996.52	560.00			
M.C. Ludhiana	U.D.C.	6-7-60	30-4-61	1,180.65	602.02			
	L.D.C.	*7-7-60*	*30-4-61*	*588.39*	*392.26*			
Samrala Tahsil	Clerk	1-3-60	30-4-61	1,430.00	620.00			
Fazilka Tahsil	Clerk	10-3-60	30-4-61	822.58	548.38	—	11,651.18	13.
Ferozepur Tahsil	—do—	22-3-60	30-4-61	799.35	532.90			
Zira Tahsil	—do—	10-3-60	30-4-61	825.58	545.39			
Moga Tahsil	—do—	10-3-60	30-4-61	822.57	548.38			
Muktsar Tahsil	—do—	24-3-60	30-4-61	795.48	530.32			
Ajnala Tahsil	Clerk	6-5-60	30-4-61	732.48	418.20	235.49	12,207.79	14.
Amritsar Tahsil	—do—	1-5-60	30-4-61	760.00	480.00			
M.C. Amritsar	U.D.C.	16-6-60	30-4-61	840.00	420.00			
	L.D.C.	17-6-60	30-4-61	589.29	392.86			
Tarn Taran Tahsil	Clerk	18-5-60	30-4-61	826.81	458.06			
Patti Tahsil	—do—	1-5-60	30-4-61	794.01	469.68			
Pathankot Tahsil	Clerk	1-3-60	30-4-61	885.94	560.00	—	10,497.95	15.
Gurdaspur Tahsil	—do—	1-3-60	30-4-61	925.07	560.00			
Batala Tahsil	—do—	1-3-60	30-4-61	1,258.00	560.00			
Kapurthala Tahsil	Clerk	1-3-60	30-4-61	1,036.00	560.00	409.82	9,880.22	16.
Sultanpur Sub-Tahsil	—do—	1-7-60	30-4-61	927.74	400.00			
Phagwara Tahsil	—do—	1-3-60	30-4-61	896.00	630.00			
Faridkot Tahsil	Clerk	1-4-60	30-4-61	820.00	520.00	—	8,880.28	17.
Bhatinda Tahsil	—do—	1-4-60	30-4-61	820.00	520.00			
Mansa Tahsil	—do—	1-4-60	30-4-61	824.00	520.00			
Barnala Tahsil	Clerk	11-3-60	30-4-61	934.71	543.14	757.84	14,579.26	18.
Malerkotla Tahsil	—do—	4-4-60	30-4-61	764.32	509.55			
Dhuri Sub-Tahsil	—do—	1-6-60	30-4-61	705.55	373.59			
Sangrur Tahsil	—do—	8-3-60	30-4-61	816.44	544.29			
Sunam Sub-Tahsil	—do—	1-6-60	30-4-61	551.83	367.87			
Narwana Tahsil	—do—	17-3-60	30-4-61	782.29	521.53			
Jind Tahsil	—do—	1-3-60	30-4-61	996.00	560.00			
Nabha Tahsil	Clerk	1-3-60	30-4-61	856.00	560.00	—	10,665.38	19.
Sirhind Tahsil	—do—	1-4-60	30-4-61	720.00	480.00			
Rajpura Tahsil	—do—	1-4-60	30-4-61	764.52	509.68			
Patiala Tahsil	—do—	1-3-60	30-4-61	908.00	560.00			
M.C. Patiala	—do—	1-7-60	10-4-61	587.00	373.33			
Dadri Tahsil	Clerk	1-5-60	30-4-61	716.13	477.42	—	8,628.80	20.
Mahendragarh Tahsil	—do—	15-3-60	30-4-61	812.90	541.94			
Narnaul Tahsil	—do—	1-3-60	30-4-61	830.00	510.67			
						Grand Total	**2,18,369.46**	

NOTE:—Besides a sum of Rs. 2,18,369.46 nP. re-imbursed to the Punjab Government on account of expenditure incurred on pay, allowances etc., for the whole time staff employed for census work at the District & Charge headquarters, a sum of Rs. 14,853.68 nP. was re-imbursed to Punjab Government on account of honorarium (Rs. 13,480.64 nP.) paid to District Census Officers, T.A. to census awardees and the staff of the Economic and Statistical Organisation, Punjab for undertaking journeys to impart training for enumeration.

APPENDIX

HONORARIUM PAID TO

Sl. No.	District	Number of		HONORARIUM PAID FOR					
		Supervisors	Enumerators.	Housenumbering and Houselisting			Supervision		
				1960-61	1961-62	1962-63	1960-61	1961-62	1962-63
1	2	3	4	5	6	7	8	9	10
				Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.
1.	Hissar ..	396	2,035	—	2,303.17	—	—	8,154.00	—
2.	Rohtak ..	371	1,984	—	4,018.32	—	—	7,624.00	280.00
3.	Gurgaon ..	324	1,759	71.35	10,009.62	—	7,034.00	10.00	—
4.	Karnal ..	408	2,122	—	8,900.34	239.20	708.00	7,708.00	4.00
5.	Ambala ..	442	2,277	—	9,569.59	1,892.47	652.00	7,233.00	1,140.00
6.	Simla ..	70	330	66.72	1,828.81	—	—	1,314.00	—
7.	Kangra ..	324	1,695	—	5,901.61	—	—	6,738.00	—
	Kulu Sub-Division	40	234	—	1,520.04	—	—	1,222.09	—
8.	Lahaul & Spiti ..	11	49	—	—	—	—	152.00	—
9.	Hoshiarpur ..	271	1,872	—	10,885.95	—	—	7,238.00	252.00
10.	Jullundur ..	346	1,787	262.00	4,003.15	203.74	—	7,180.62	—
11.	Ludhiana ..	200	1,249	5,735.65	—	—	4,996.00	—	—
12.	Ferozepur ..	417	2,258	—	10,245.65	—	408.00	8,468.00	—
13.	Amritsar ..	360	2,175	—	8,817.83	—	4,024.00	4,670.00	—
14.	Gurdaspur ..	274	1,446	—	6,848.50	29.53	1,036.00	4,778.00	—
15.	Kapurthala ..	97	553	1,828.93	—	—	2,208.00	—	—
16.	Bhatinda ..	261	1,501	—	7,447.24	106.45	—	6,002.00	—
17.	Sangrur ..	364	1,978	—	10,991.68	100.00	—	7,914.00	—
18.	Patiala ..	284	1,510	—	5,773.51	—	—	6,038.00	—
19.	Mahendragarh ..	157	820	1,326.56	1,120.00	—	—	3,280.00	—
	TOTAL ..	**5,417**	**29,634**	**9,291.21**	**110,185.01**	**2,571.39**	**21,066.00**	**95,723.71**	**1,676.00**

VI (7)

STAFF IN THE FIELD

HONORARIUM PAID FOR									S. No. of District
Enumeration			Post-Enumeration Check			TOTAL			
1960-61	1961-62	1962-63	1960-61	1961-62	1962-63	1960-61	1961-62	1962-63	
11	12	13	14	15	16	17	18	19	20
Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	Rs. nP.	
—	30,436.86	19.74	—	—	—	—	40,894.03	19.74	.. 1.
—	28,710.00	1,065.00	—	—	—	—	40,352.32	1,345.00	.. 2.
26,350.00	20.00	—	—	—	—	33,455.35	10,039.62	—	.. 3.
2,655.00	29,160.00	15.00	—	—	—	3,363.00	45,768.34	258.20	.. 4.
2,445.00	27,230.00	4,275.00	—	40.00	12.00	3,097.00	44,072.59	7,319.47	.. 5.
—	4,727.50	—	—	16.00	—	66.72	7,886.31	—	.. 6.
—	25,125.00	1,356.53	—	40.00	—	—	37,804.61	1,356.53	.. 7.
—	4,613.00	—	—	—	—	—	7,355.13	—	..
—	1,530.00	—	—	—	—	—	1,682.00	—	.. 8.
—	27,195.00	860.87	—	64.00	8.00	—	45,382.95	1,120.87	.. 9.
—	26,600.25	—	—	36.00	—	262.00	37,820.02	203.74	.. 10.
18,735.00	—	—	—	—	—	29,466.65	—	—	.. 11.
1,530.00	31,926.94	—	—	8.00	—	1,938.00	50,648.59	—	.. 12.
15,105.00	17,405.00	—	—	48.00	—	19,129.00	30,940.83	—	.. 13.
3,885.00	17,455.00	—	—	—	4.00	4,921.00	29,081.50	33.53	.. 14.
8,290.00	—	—	—	—	—	12,326.93	—	—	.. 15.
—	22,510.00	—	—	8.00	64.00	—	35,967.24	170.45	.. 16.
—	29,640.00	—	—	4.00	8.00	—	48,549.68	108.00	.. 17.
—	22,611.34	—	—	—	12.00	—	34,422.85	12.00	.. 18.
—	12,300.00	—	—	4.00	—	1,326.56	16,704.00	—	.. 19.
78,995.00	**359,195.89**	**7,592.14**	—	**268.00**	**108.00**	**1,09,352.21**	**5,65,372.61***	**11,947.53****	

Grand Total: **1,09,352.21+5,65,372.61+11,947.53 =Rs. 6,86,672.35 nP.**

*This figure does not include a sum of Rs. 2,770.00 nP. drawn by D.C. Ambala inadvertantly refunded later on by him.

**Expenditure incurred during 1962-63 as shown in the budget statement is Rs. 11,481.00 nP. The excess of Rs. 466.18 nP. in the figure of Rs. 11,947.53 nP. represents undisbursed census honoraria received back from the Deputy Commissioners and refunded to Government through short drawal.

APPENDIX VI (8)

CONTINGENT EXPENDITURE ON CENSUS WORK IN THE VARIOUS DISTRICTS

Sl. No.	District	Local purchase of Stationery	Freight	Postage	Petrol charges	Miscellaneous	REMARKS
1	2	3	4	5	6	7	8
1.	Hissar	10.75	267.11	—	486.43	0.30	
2.	Rohtak	—	188.12	—	300.00	—	
3.	Gurgaon	—	273.54	—	456.81	—	
4.	Karnal	—	203.50	—	228.38	16.45	
5.	Ambala	—	145.50	—	134.20	0.45	
6.	Simla	—	66.91	—	—	—	
7.	Kangra	—	594.34	—	133.66	2.00	
8.	Lahaul & Spiti	—	—	—	—	45.37	
9.	Hoshiarpur	—	246.50	—	64.50	—	
10.	Jullundur	—	102.96	—	268.88	138.72	
11.	Ludhiana	—	215.52	—	499.59	—	
12.	Ferozepur	—	341.52	—	84.40	—	
13.	Amritsar	—	230.87	—	—	—	
14.	Gurdaspur	—	217.00	—	755.51	0.15	
15.	Kapurthala	—	77.45	—	20.87	0.65	
16.	Bhatinda	—	200.00	—	—	7.23	
17.	Sangrur	—	197.12	—	—	45.65	
18.	Patiala	—	152.23	—	329.23	29.86	
19.	Mahendragarh	—	85.77	—	—	0.90	
20.	Head Office	1,010.00	—	150.00	—	—	
	Total	**1,020.75**	**3,805.96**	**150.00**	**3,762.46**	**287.73**	

Grand Total =Rs. 9,026.90 nP.

Total amount drawn under B-4	=	11,268	(rounded)
Actual expenditure under B-4	=	9,027	(—do—)
Balance refunded into Government treasury against amounts advanced to District Census Officers	=	2,241	

APPENDIX VI (9)

Stationery Indents for the years 1959-60 to 1961-62.

Sl. No.	Items (Full Description)	Unit	1959-60		1960-61		1961-62	
1	2	3	4		5		6	
			Reams	Sheets	Reams	Sheets	Reams	Sheets
1.	Printing Paper— 26″ × 40″ (46 lbs.)	Ream	1917	—	—	—	—	—
2.	*Report Writing Paper*— 35″× 22½″ (50 lbs.)	—do—	—	—	607	—	—	—
3.	Paper white Pulp Board— 20″ × 26″ (100 lbs.)	—do—	—	—	21	125	—	—
4.	Paper Brown Kraft— D'ble Imperial (38 lbs.)	—do—	—	—	80	—	—	—
5.	Duplicating White Paper— absorbent (6½ lbs.)	—do—	96	125	70	—	40	—
6.	Duplicating Paper Unbleached Soft—13½″ ×8½″. (5 lbs.)	—do—	—	—	45	—	—	—
7.	Paper Cream Laid—F'cap (10 lbs.)	—do—	4	125	—	—	—	—
8.	Paper Semi bleached—Quad F'cap (40 lbs.)	—do—	0	345	—	—	—	—
9.	Paper Brown wrapping—Imperial (38 lbs.)	—do—	0	425	—	—	4	—
10.	Paper Brown, wrapping— Quad F'cap (80 lbs.)	—do—	0	425	—	—	—	—
11.	Paper Typewriting— F'cap (3 lbs.)	—do—	51	125	52	—	140	—
12.	Paper writing, Cream Wove— 13½″ × 17½″ (12 lbs.)	—do—	1	—	—	—	—	—
13.	Paper C.W.—D'ble F'cap (24 lbs.)	—do—	—	—	8	37	—	—
14.	Paper ruled (12 lbs.)	—do—	—	—	0	200	4	—
15.	Paper Bleached—Quad F' cap (32 lbs.)	—do—	—	—	0	50	—	—
16.	Paper Brown Kraft (9 lbs.)	—do—	—	—	0	200	—	—
17.	Paper Bleached—Quad F'cap (28 lbs.)	—do—	—	—	—	—	2	—
18.	Paper Blotting, White—Demy (38 lbs.)	—do—	0	106	—	—	—	—
19.	Paper Blotting—H.M/30/32	—do—	0	216	0	120	4	472
20.	Carbon PaperType, writing Brief Black— one side 13″× 16″	—do—	0	450	0	200	8	—
21.	Carbon Paper-Typewriting— F'cap black one side 13″ × 8″	—do—	3	112	2	—	1	125

Sl. No.	Items (Full Description)	Unit	1959-60	1960-61	1961-62
1	2	3	4	5	6
22.	Note Sheet Blocks	Block	194	160	—
23.	Eraser, Ink & Pencil	Number	25	19	1104
24.	Ink Powder, Blue Black	Packet	42	20	564
25.	Ink Powder, Red	—do—	14	12	82
26.	Ink Blue Black for fountain pens (4 ozs)	Number	4	32	—
27.	Ink Glass	—do—	30	24	584
28.	Ink stand, wooden, (double)	—do—	2	7	46
29.	Pen Nibs, Red Ink	—do—	312	480	2,400
30.	Pen Nibs, Latem pattern	—do—	432	—	—
31.	Pen Nibs, Blue	—do—	72	480	5,232
32.	Pen Nibs, Waverley	—do—	—	—	1,200
33.	Pen-holders, Officers	—do—	6	10	8
34.	Pen-holders, Clerical	—do—	42	39	603
35.	Pencils-Red & Blue	—do—	18	48	—
36.	Pencils-Red	—do—	—	24	72
37.	Pencils-Green	—do—	—	4	—
38.	Pencils-Blue	—do—	—	—	48
39.	Pencils-Bown	—do—	24	—	—
40.	Pencils-Lead Middling	—do—	102	99	496
41.	Pencils-Reporters'	—do—	12	36	24
42.	Pencils-Copying	—do—	18	—	—
43.	Wooden Rulers (Round 18")	—do—	2	2	48
44.	Thread Cotton in 2 tola balls	—do—	—	12	—
45.	Wooden Rulers (Round 36")	—do—	—	2	8
46.	Tape White ½" in Rolls of 50 Yds.	Yd.	200	—	—
47.	Twine White Cotton (4 oz. Balls)	Number	6	—	96
48.	Twine Jute	lb.	14	23	400
49.	Gum Arabic	—do—	2	16	120
50.	Gum liquid in bottles (5 ozs.)	Number	—	5	8
51.	Gum bottles (empty)	Number	—	6	44
52.	Gum brushes	—do—	3	—	—
53.	Desk Knives	—do—	—	24	36
54.	Punch Doucket	—do—	2	4	—
55.	Paper Clips (Boxes of 100)	Box	10	6	—
56.	Paper weights	Number	6	3	48
57.	Pins (Steel)	Packet	54	197	960
58.	Needles (Large)	Number	4	—	—
59.	Scissors 6"	—do—	1	—	20

Sl. No.	Items (Full Description)	Unit	1959-60	1960-61	1961-62
1	2	3	4	5	6
60.	Sealing wax	Box	10	1	144
61.	Staples (1000 in a box)	—do—	6	23	32
62.	Staples wire (5000 in a box)	—do—	1	—	—
63.	Stapling Machines	Number	1	1	4
64.	Pin Cushions	—do—	3	5	—
65.	Shorthand writers' Note Books	—do—	24	31	—
66.	Ink Violet for rubber stamps (2 oz. a Phial)	Phials	12	18	—
67.	Un-inked pads for rubber stamps	Number	4	4	48
68.	Typewriter Rubbers	—do—	18	28	—
69.	Typewriter Brushes—Long Handle	—do—	5	1	8
70.	Typewriter Brushes—Small Handle	—do—	5	1	8
71.	Oil for typewriters (one oz. a Phial)	—do—	6	—	—
72.	Stylus Pens for writing on stencils	—do—	1	—	—
73.	Stylus Plates	—do—	1	—	—
74.	Stencil(F'cap)for Gestetner Rotary Duplicator	—do—	384	852	480
75.	Stencil Ink for Gestetner Rotary Duplicator	—do—	37	24	—
76.	Tags—cotton 5″	—do—	4,000	600	14,000
77.	Tags—cotton 24″	—do—	—	100	500
78.	Wooden Blotters	—do—	6	3	16
79.	Call Bells	Number	2	4	12
80.	Blotting Pads—cloth bound	—do—	1	4	—
81.	Correcting fluid (one oz. a Phial)	Phial	—	12	12
82.	Chalks	Box	—	—	1
83.	Bodkins	Number	—	—	48
84.	Sponges—Small	—do—	1	—	—
85.	Office Paste—2½ oz. a Bottle	—do—	10	—	—
86.	Envelopes—SE 2	—do—	1,425	1,600	—
87.	,, —SE 4	—do—	—	—	8,000
88.	,, —SE 5	—do—	4,700	1,600	4,000
89.	,, —SE 6	—do—	2,000	1,600	—
90.	,, —SE 7	—do—	1,000	—	—
91.	,, —SE 8	—do—	2,000	80	—
92.	,, —PSE 3	—do—	—	—	7,500
93.	,, —D.O. 4¾″×3¾″	—do—	—	1,000	—
94.	,, —D.O. 5⅜″×4⅜″	—do—	—	400	—
95.	,, —D.O. letter 9″×7″	—do—	—	1,000	—
96.	,, —D.O. letter 10″×8″	—do—	—	400	—
97.	Blank Books—1/2 quire	—do—	12	5	—

Sl. No.	Items (Full Description)	Unit	1959-60	1960-61	1961-62
1	2	3	4	5	6
98.	Blank Books—1 quire	Number	24	5	—
99.	,, ,, 2 quires	—do—	18	—	—
100.	Ruled Books—1 quire	—do—	12	5	—
101.	Ink drawing, liquid—Water proof, Bracon	Bottle	4	—	—
102.	Ink drawing, liquid—Water proof, Green	Bottle	4	—	—
103.	Ink drawing, liquid—water proof, Scarlet	—do—	4	—	—
104.	Ink drawing, liquid—water proof, Black	—do—	4	2	—
105.	Saucers for colouring	Number	2	—	—
106.	Slants for colours—6 nests	—do—	1	—	—
107.	—do— 3 nests	—do—	1	—	—
108.	Pencils Drawing—H	—do—	—	10	—
109.	Pencils Drawing—HH	—do—	—	8	—
110.	Pencils Drawing—HHH	—do—	—	6	—
111.	Pencils Drawing—HB	—do—	—	9	—
112.	Brushes Drawing	—do—	—	1	—
113.	Brushes Drawing—Squirrel hair	—do—	—	1	—
114.	Section Drawing—1/8 size 40″×27″	Sheet	—	2	—
115.	Section Drawing—1/12 ,, ,, ,,	—do—	—	2	—
116.	,, ,, —1/20 ,, ,, ,,	—do—	—	2	—
117.	,, ,, —1/10 ,, ,, ,,	—do—	—	2	—
118.	Tracing Cloth	Rolls	—	½	—
119.	Tracing Paper	—do—	—	1	—
120.	Rubers for Draftsman	Number	—	5	—
121.	Drawing Paper	Sheet	—	24	—
122.	Drawing Pins (144 in a box)	Boxes	—	8	—
123.	Note Books	Number	—	6	—

APPENDIX VI (10)

FILES MAINTAINED IN CONNECTION WITH 1961—CENSUS (UP TO THE STAGE OF ENUMERATION)

Sl. No.	*Description*	*File No.*
	Accommodation	
1.	Accommodation for the office of the Superintendent of Census Operations, Punjab—Hiring of.	23/59
2.	Retention of State-owned accommodation by State Government employees on deputation to Census Office, Punjab—Grant of permission by Punjab Government for.	102/59
3.	Assessment and recovery of rent of the portion of office building occupied by Superintendent of Census Operations, Punjab, for residence.	188/60
4.	Accommodation for storing Census Schedules at District Headquarters and Tahsil Offices—Enquiry about.	189/60
5.	Recovery of rent and water charges from officials in occupation of Government-owned residential accommodation at Chandigarh.	193/60
	Accounts	
6.	(*a*) Request to Punjab Government to share cost of remuneration to be paid for census work in Punjab to Census workers (not accepted).	11-A/59
	(*b*) Instructions issued by the State Government that expenditure incurred by Local Bodies on Census work shall be a fit charge on their funds—Payment of remuneration to District Census Officers.	
7.	Registration of abbreviated telegraphic address of the office of the Superintendent of Census Operations, Punjab—Payment of registration fee.	31/59
8.	(1) Payment of outstanding vouchers in respect of stationery received by the defunct 1951-census office in Punjab.	45/59
	(2) Settlement of outstanding vouchers by the Punjab Government relating to the paper consumed in the printing of PEPSU District Census Handbooks 1951-census.	
9.	Financial Powers to the Superintendent of Census Operations, Punjab—Delegation of.	46/59
10.	Budget 1959-60.	47/59
11.	Local audit of State Census Office in 1959.	48/59
12.	Authority issued by the Accountant General Punjab to the Treasury Officer, Chandigarh to honour Census bills in anticipation of budget provision.	49/59
13.	T.A. bills of Shri R.L. Anand, Superintendent of Census Operations, Punjab.	50/59
14.	T.A. bills of the Establishment in the office of the Superintendent of Census Operations, Punjab.	51/59
15.	Pay bills of Shri R.L. Anand, Superintendent of Census Operations, Punjab.	52/59
16.	Pay bills of Establishment in the office of the Superintendent of Census Operations, Punjab.	53/59

Sl. No.	*Description*	*File No.*
17.	Monthly statements of expenditure submitted to the Registrar General, India (Separate volumes for 1959-60, 1960-61). ..	54/59
18.	Telephone bills—Payment of. ..	55/59
19.	Service Stamps—Return of. ..	62/59
20.	Reconciliation of Accounts of Expenditure of Census Office Punjab with the Accountant General, Punjab, Simla. ..	76/59
21.	Circulars received from Registrar General, India, on Accounts matters. ..	79/59
22.	Recovery of house rent from the ex-employees of 1951 defunct Census Office, Punjab ..	80/59
23.	Payment of the old claims of ex-employees of the 1951 defunct Census Office, Punjab ..	91/59
24.	Advance to the staff for the purchase of bicycles etc. ..	101/59
25.	Budget for the year 1960-61. ..	105/59
26.	Liveries to Class IV Government servants—Supply of. ..	106/59
27.	Compensatory Allowance to the Census Staff at Simla/Chandigarh—Grant of. ..	107/59
28.	Audit objections & their disposal. ..	111/59
29.	Permanent advance for the office of the Superintendent of Census Operations, Punjab—Sanction of. ..	114/59
30.	T.A. bill of Shri Boota Ram, Clerk, 1951 defunct Census Office, Punjab, in connection with journey performed by him in 1955—Payment of. ..	123/59
31.	Budget Estimates under Receipt Head—S Deposits & Advances etc.—Department Advances—Special Advances—Loans & Advances by Central Government—Advances to Government Servants for the years 1959-60, 1960-61, 1961-62. ..	124/59
32.	Special pay to Accountant/Cashiers for handling cash —Grant of. ..	127/59
33.	Audit Inspection Reports. ..	128/59
34.	Medical charges—Reimbursement of. ..	129/59
35.	Revised Budget Estimates for the years 1959-60 & 1960-61 relating to the additional amounts required on account of Pay Commission's Recommendations. ..	132/59
36.	Duty and non-duty journeys performed in Station Wagon and consumption of petrol —Preparation of summary statements. ..	149/60
37.	Arrear claim of Shri Tej Singh Gupta, ex-clerk 1951 defunct Census Office—Investigation by Accountant General, Punjab. ..	150/60
38.	Travelling allowance to field staff in Districts for touring done in connection with 1961-census. ..	154/60
39.	Car advance to Deputy Superintendent of Census Operations, Punjab. ..	167/60
40.	Earned leave & leave other than Casual leave to the Census staff—Grant of. ..	170/60
41.	Monthly statements of expenditure incurred on Census Establishment in the District Census Offices—Receipt of ..	173/60
42.	Pay bills of Shri G.L. Bailur, I.A.S., Dy. Superintendent of Census Operations, Punjab. ..	177/60
43.	T.A. bills of Shri G.L. Bailur, I.A.S., Dy. Superintendent of Census Operations, Punjab. ..	184/60
44.	Pay, D.A. etc. of officials in 1961-census—Supply of information regarding. ..	186/60
45.	Expenditure incurred by District Census Officers on clerical assistance provided to them in the District/Tehsil headquarters for census work—Reimbursement of. ..	194/60

Sl. No.	*Description*	*File No.*
46.	Growth of Civil non-Plan expenditure—Statement regarding total number of posts abolished and added in the office of the Superintendent of Census Operations, Punjab during 1959-60 and 1960-61. ..	195/60
47.	Admission to G.P. Fund and general correspondence regarding. ..	204/60
48.	Financial & Administrative powers to Deputy Superintendents of Census Operations, Punjab—Delegation of. ..	207/60
49.	Budget—1961-62. ..	214/60
50.	Revision of scales of pay of Central Government employees—Fixation of Pays. ..	232/60
51.	Monthly expenditure statements from Deputy Superintendent of Census Operations under head "47-Miscellaneous Departments—C—Abstraction & Compilation under demand No. 50(Census) Central—Punjab Circle". ..	238/60
52.	Contingent charges incurred by District Offices on the despatch of Census Forms to the Charge Officers etc.—Reimbursement of. ..	244/60
53.	Sanction for regularising the purchase of complaint books by Deputy Commissioner Hoshiarpur during 1951-census operations. ..	246/60
54.	Printing charges payable to Controller of Printing, Punjab for printing work got done from the Punjab Government Press—Payment of. ..	247/60
55.	Petrol charges incurred by Project Implementing Committee, Sohna during 1961 enumeration—Reimbursement of.	251-A/60
56.	(*i*) Advances to District Census Officers for meeting transport & other charges for touring to be done during enumeration period in 1961-census. ..	251/60
	(*ii*) Utilization of Development Jeeps for 1961-census—Proposal (rejected by Punjab Government).	
57.	Claim of arrears of pay of Shri Nanak Chand Narula—Ex-Accountant of defunct Census Office, PEPSU, Patiala. ..	254/60
58.	Arrangements for light refreshments in conferences. ..	261/61
59.	Overtime allowance to Driver. ..	266/61
60.	Hiring of Typewriter for Census work by Deputy Commissioner's Office, Jullundur—Payment of charges for. ..	297/61
61.	Payment of transport charges for the despatch of Census material. ..	339/61
	Tours	
62.	Tour Programmes of Superintendent of Census Operations, Punjab. ..	19/59 & 166/60
63.	Tour notes of Superintendent of Census Operations, Punjab. ..	20/59
64.	Tour Programmes of Registrar General, India. ..	21/59
65.	Tour programmes of Deputy Superintendents of Census Operations, Punjab. ..	180/60
66.	Tour notes of Deputy Superintendent of Census Operations, Punjab, Headquarters. ..	190/60
67.	Tour programme of Deputy Superintendent of Census Operations, Punjab and General correspondence regarding *i.e.*, tour notes etc. ..	210/60
	Establishment	
68.	Determination of the strength of Establishment in the office of the Superintendent of Census Operations, Punjab—Preliminary correspondence with Registrar General, India. ..	8-A/59

Sl. No.	*Description*	*File No.*
69.	Recruitment of staff in the Office of the Superintendent of Census Operations Punjab. (4 volumes).	25/59 & 25A/59
70.	Administration of the oath of allegiance to the Constitution of India on Government servants. ..	26/59
71.	Applications received directly for appointment in the office of the Superintendent of Census Operations, Punjab—Disposal of. ..	34/59
72.	Appointment of Shri R.L. Anand, as Superintendent of Census Operations, Punjab. ..	42/59
73.	Representation of Shri Gopal Singh, for re-appointment as Peon. ..	56/59
74.	Annual Establishment Return—Submission of. ..	81/59
75.	Medical Examination of Staff. ..	83/59
76.	Appointment of Sorters for the tabulation of Vital Statistics data. ..	87/59
77.	Termination of services of Shri Tulsi Ram Chadha, L.D.C. & Reghu Nath Prasad, Peon. ..	89/59
78.	Sanctions accorded by Superintendent of Census Operations, Punjab in pursuance of powers delegated to him—Submission of schedules to Registrar General, India. ..	117/59
79.	Permission to the staff for appearing in competitive & University examinations and forwarding of applications for posts in other offices. ..	141/60
80.	Appointment of Five Deputy Superintendents of Census Operations, Punjab. ..	146/60
81.	Verification of character and antecedents of Government servants appointed during 1961-census operations. ..	199/60
82.	Appointment of staff for four Deputy Superintendents of Census Operations, Punjab at Ambala/Patiala/Jullundur and Chandigarh. ..	206/60
	Furniture; Stationery; Census Forms & Schedules; their receipt & despatch; and Library	
83.	Supply of blank Houselists & Enumeration Schedules/forms for pre-tests. ..	2/59
84.	Furniture and office equipment for the Census Office, Punjab—Purchase of. ..	17/59
85.	Purchase of Station Wagon for Census work. ..	18/59
86.	Stationery Indents. ..	27/59
87.	Typewriters for the Census Office Punjab—Hiring of. ..	29/59
88.	Acquisition of Books, Maps etc., for Library. ..	30/59
89.	Telephones for the Census Office, Punjab—Installation of. ..	33/59
90.	Duplicating machine—Subscription to. ..	36/59
91.	Newspapers & Magazines—Purchase of. ..	60/59
92.	Bicycle for the Census Office, Punjab—Purchase of. ..	61/59
93.	Clock and Timepiece for State Census Office, Punjab—Purchase of. ..	72/59
94.	Table fans and ceiling fans for use in the Census Office, Punjab—Hiring of. ..	100/59
95.	Old Census publications from Registrar General—Request for the supply of. ..	103/59
96.	Typewriters for State Census Office Punjab —Purchase and repair there of. ..	113/59
97.	(*i*) Stationery and forms to be received free for office use and Stationery to be received on payment—Instructions regarding. ..	116/59
	(*ii*) Instructions regarding printing.	
98.	Paper (26″ × 40″) for enumeration purposes—Purchase of. ..	116-A/59
99.	Calculating machine—Acquisition of. ..	121/59

Sl. No.	Description	File No.
100.	Charcoal for *angithis* in the Census Office Punjab—Purchase of. ..	133/59
101.	Census Questionnaires—Distribution of. ..	139/60
102.	Calendars and Table diaries for office use—Purchase of. ..	144/60
103.	Installation of telephones at District Headquarters for Census purposes during enumeration. ..	147/60
104.	Forms and Instructions used during 1961-census operations. ..	148/60
105.	Indents for Standard forms for office use. ..	151/60
106.	Forms and Stationery to various Districts—Supply of. ..	155/60
107.	(*i*) Distribution of Houselist forms and Instructions. etc., and supply of stationery etc., to District Headquarters for houselisting purposes— General correspondence ..	163/60
	(*ii*) Distribution of Census forms for snow-bound areas.	
108.	Quotations for the purchase of —(*i*) Accessories for Station Wagon & Government Cycle (*ii*) Petrol and Mobil Oil. ..	178/60
109.	Local purchase of Stationery from Controller of Printing & Stationery, Punjab. ..	198/60
110.	Use of police wireless for sending messages relating to 1961-census operations in Lahaul & Spiti. ..	205/60
111.	Cover for maintaining the filled in houselist forms—Village-wise and ward-wise. ..	224/60
112.	Rolling black-boards of Individual Slips and Household Schedules for training enumerators—Purchase and distribution of.	242-A/60
113.	Trucks for the despatch of Census forms to various Districts in Punjab—Arrangement of. ..	243/60
114.	(*i*) 1961-census surplus enumeration forms and Schedules—Disposal of. ..	274/60
	(*ii*) 1961-census record—Its preservation after the disbandment of District Census Offices.	
115.	Disbandment of District Census Offices. ..	293/61
	Pre-tests	
116.	Participation of Shri R.L. Anand in the Conference of Directors of State Statistical Bureaus in connection with Sample Census Count in 1959. ..	1/59
117.	Translation of Instructions to Enumerators for pre-tests (not adopted). ..	6/59
118.	Training of Statistical Assistants in tabulation work in the office of the Registrar General, India. ..	10/59
119.	Pre-testing of Schedules and Questionnaire in Bhatinda, Rohtak and Jullundur in the 1st pre-test. ..	16/59
120.	Pre-testing of Schedules and Questionnaires at Simla, Ambala, Sangrur, Jullundur and Kulu in the 2nd pre-test. ..	16-A/59
	Rewards for services rendered in connection with 1961-census	
121.	Grant/issue of Certificates, *Sanads* and Census Medals to the enumeration agency in recognition of good work done. ..	174/60
122.	Distribution of 1961 Census Medals—General correspondence regarding.	174-A/60 & 284/60
123.	Payment of remuneration to Enumerators and District Census Officers—Collection of figures and general correspondence. ..	227/59
124.	Reports on the working of District Census Officers in connection with 1961-census enumeration. ..	292/61

Sl. No.	*Description*	*File No.*
125.	Payment of Honorarium to enumerators/supervisors for work done in connection with 1961-census—General correspondence regarding. ..	302/61
126.	Payment of Honoraria at higher rates to enumeration staff in snow-bound areas. ..	304/61
	Census Legislation & Notifications	
127.	Legislation by State Government for laying contribution by Local Authorities towards the cost of Census. ..	14/59
128.	Census Amendment Act, 1959. ..	37/59
129.	Proposal for moving Parliament for change in the designation of the post of the Superintendent of Census Operations (held in abeyance). ..	41/59
130.	Rules to be framed under section 12 of the East Punjab Enumeration of Dwellings Act, 1948. ..	90/59
131.	Extension of the Punjab Local Authorities Census Expenses Contribution Act, 1950 to the area comprising the erstwhile State of PEPSU. ..	97/59
132.	Extension of the East Punjab Enumeration of Dwellings Act, 1948 to the area comprising the erstwhile State of PEPSU. ..	122/59
133.	Census Record not open to inspection, nor admissible in evidence—Correspondence regarding.	135-B/59
134.	Government of India Notification regarding reference date as to the taking of 1961-census. ..	136/59
135.	Starred Punjab Council/Punjab Assembly questions regarding 1961-census operations..	197/60
136.	Delegation of powers to Deputy Commissioners for prosecuting offenders under Census Act, 1948. ..	200/60
137.	Punjab Government Notifications regarding 1961-census questionnaire—Issue of. ..	221/60
	Printing	
138.	Printing work got executed from Punjab Government Printing Press. ..	104/59
139.	(*i*) Printing of 1961 Census Questionnaire. ..	108/59
	(*ii*) Translation of 1961 Census Questionnaire.	
140.	(*i*) Printing of letters of appointment of Charge Officers, Supervisors and Enumerators. ..	172/60
	(*ii*) Local printing of forms and other Census material through private presses. ..	264/60
	Publicity	
141.	Publicity in connection with 1961-census. ..	70/59
142.	Talk at All India Radio Jullundur by the Superintendent of census operations Punjab, in connection with 1961-census operations. ..	183/60
143.	Pamphlets, posters and other material received for publicity purposes—Receipt, disposal and other general correspondence regarding. ..	201/60
144.	Rubber stamps to be used by District Census Officers in connection with 1961-Census Publicity—Supply of. ..	225/60
145.	(*i*) Inquiry from District Officers about agencies wherefrom Enumerators can be drawn. ..	4/59
	(*ii*) Languages in which Census Schedules should be printed—Ratio—Collection of information from Deputy Commissioners & District Inspectors of Schools & communication of the results of inquiry to the Registrar General.	

Sl. No.	*Description*	*File No.*
146.	Restriction on transfers of officers directly concerned with Census work. ..	7/59
147.	(*i*) Utilization of the staff in the Development, Education, Settlement and other Departments of the Punjab Government for census work. ..	11/59
	(*ii*) Use of Development Blocks for presenting Census data (proposal dropped).	
148.	Appointment of District Census Officers. ..	94/59
149.	Appointment of Railway Census Officers in connection with 1961-census. ..	96/59
150.	Appointment of Military Census Officers. ..	99/59
151.	Selection/Appointment of Charge Officers and Supervisors. ..	119/59
152.	Clerical Assistance to District Census Officers, and Charge Officers for Census work at District and Tahsil Headquarters. ..	131/59
153.	Appointment of staff against the sub-head B-Enumeration. ..	160/60
154.	Appointment of Shri R.L. Anand, Superintendent of Census Operations, Punjab, as Enumeration Commissioner, Punjab, to supervise the working of enumeration of dwelling houses in Punjab State. ..	169/60
155.	Employment of Government servants for enumeration. ..	182/60
156.	Lists of Government servants for selection of Enumerators and Supervisors. ..	241/60
157.	Appointment of *Patwaris* for census training work in District Jullundur. ..	294/60
	Housenumbering & Houselisting	
158.	Housenumber plates for permanent housenumbering (proposal dropped). ..	3/59
159.	Housenumbering in Towns and Villages. ..	15/59
160.	Permanent maintenance of housenumbers—Scheme for. ..	140/60
161.	Code numbers for Districts, Tahsils, Towns and Villages during 1961-Census Operations—Correspondence with Registrar General India regarding.	152-A/60
162.	Houselists—Preparation of.	175/60
163.	Instructions for filling in Houselist forms—General correspondence regarding.	175-A/60
164.	System for numbering of Houses in Punjab Towns—Conference of Executive Officers at Chandigarh on 10th and 11th June, 1960. ..	181/60
165.	Receipt of duly filled in Houselist forms from District Headquarters, etc.,—Issue of instructions and general correspondence regarding. ..	202/60
166.	Preparation of Housing Tables—Instructions and correspondence regarding. ..	212/60
167.	Houselist Abstracts for Towns and Tahsils—Preparation of. ..	252/60
	Territorial Adjustments	
168.	Reconciliation of area figures as computed by Director of Land Records and the Surveyor General, India. ..	9/59
169.	Collection of lists of Villages—Police Station-wise from Superintendents of Police in Punjab. ..	63/59
170.	Changes in the areas of Districts in Punjab in between March 1951-1961 (Two volumes) ..	65/59
171.	Collection of lists of villages—Tahsilwise from Deputy Commissioners. ..	85/59
172.	Changes in areas under the jurisdiction of Local Bodies and Municipalities during 1951-61. ..	137/60
173.	Variation in population during fifty years since 1901 due to area changes—Tahsil-wise, Sexwise—Adjusted Area and population figures based on 1951-census. ..	158/60

Sl. No.	*Description*	*File No.*
	Miscellaneous files on Census	
174.	Scheme for conducting one per cent Annual Sample Census. ..	5/59
175.	(*i*) Transfer of 1951-census Record by the Punjab Government to Superintendent of Census Operations, Punjab. ..	22/59
	(*ii*) Auction of 1951-census Schedules and Slips.	
176.	Progress reports submitted to the Registrar General, regarding Census work in Punjab. ..	28/59
177.	Names and addresses of all Superintendents of Census Operations, in India in respect of 1961-census. ..	32/59
178.	Preservation of Census medals which could not be distributed in 1951-census. ..	74/59
179.	Honorary services for 1961-census—Offer of. ..	78/59
180.	Land Tenures in Punjab—Supply of statements showing various terms prevalent in Land *Bandobast* (Settlement) in the Punjab State. ..	82/59
181.	Population projections for the Punjab State used in the Third Five Year Plan pending 1961-census. ..	86/59
182.	Sampling in Population Censuses. ..	98/59
183.	Transfer of 1951-census record of Delhi State to the Superintendent of Census Operations, Delhi. ..	109/59
184.	Fortnightly progress reports from District Census Officers. ..	156/60
185.	Drafting of Tables from the results of Census count. ..	162/60
186.	Miscellaneous suggestions for incorporation in Census enumeration questionnaire by private bodies and supply of copies of Census enumeration questionnaire to private bodies and Government Offices. ..	165/60
187.	Adoption of N.E.S. blocks for 1961-census purposes. ..	171/60
188.	Supply of information relating to 1961-census *i.e.*, population figures etc. ..	213/60
189.	Block-wise information in respect of Land Utilization, Cropping pattern, Small Scale Industries etc.,—Supply of. ..	253/60
	Miscellaneous files on matters other than Census	
190.	Miscellaneous correspondence between S.C.O., Punjab and the E.S.A. Punjab about the Economic & Statistical Organisation in Punjab. ..	38/59
191.	Proceedings of the meeting organised by the E.S.A. Punjab for discussing the possibility of survey of burden of taxation on Rural and Urban population and other Miscellaneous correspondence. ..	43/59
192.	Observation of office hours and public holidays. ..	44/59
193.	Scheme for the future work in Khadi—Notice for making to consider. ..	57/59
194.	Despatch of files to the Registrar General regarding instructions, issued for answering the census questionnaire in 1941. ..	58/59
195.	Permanent/Temporary Gate Passes to the staff in the Census Office, Punjab for entry into the Punjab Civil Secretariat—Issue of. ..	59/59
196.	References to Superintendent of Census Operations, Punjab from Public Service Commission & others, about the character and qualifications of staff/officers once worked under Shri R.L. Anand. ..	66/59

Sl. No.	*Description*	*File No.*
197.	Miscellaneous office orders issued by the Superintendent of Census Operations, Punjab ..	69/59
198.	Miscellaneous file. ..	71/59
199.	Statistics of employment in Central Government establishments—Submission of quarterly returns to the Director of Employment. ..	73/59
200.	Reservation of Rest Houses. ..	77/59
201.	Complaints made to Posts & Telegraphs Office, Chandigarh against late delivery of telegrams and non-delivery of parcels. ..	118/59
202.	Observance of silence on the 30th January in memory of those who gave their lives in the struggle for India's freedom. ..	142/60
203.	Annual Administration Reports of the office of Registrar General. ..	145/60
204.	Distribution of Central Government Employees according to pay ranges. ..	153/60
205.	Punjab Government Gazette—Free supply of. ..	208/60
206.	Hindi Teaching Scheme—Opening of new Centres. ..	215/60
207.	Mentioning of the name of service to which an officer belongs—Discontinuation of practice regarding. ..	255/60
208.	Lists of Gazetted Officers posted at Chandigarh for issuing invitations on the occasion of State functions—Maintenance of. ..	256/60
	Rural/Urban Classification	
209.	Definition of Town used in 1951-census—Enquiry by Superintendent of Census Operations Madhya Pradesh regarding. ..	64/59
210.	Declaration of Towns for 1961-census. ..	68/59
211.	Maps for Districts, Tahsils & Towns—Collection of. ..	93/59
212.	Collection of information regarding villages or towns which have sprung up or gone out of existence since 1951. ..	138/60
213.	Preparation of Notional maps for villages. ..	157/60
	Mother Tongue	
214.	Enumeration of mother tongue, and other languages and dialects spoken in Punjab. ..	92/59
215.	Language controversy in Punjab—Correspondence regarding enumeration of mother tongue. ..	135-A/59
	Enumeration	
216.	Broad framework of 1961-census programme—1st important communication from Registrar General on the setting up of 1961-census office. ..	8 /59
217.	Enumeration of Scheduled Castes/Tribes in 1961-census. ..	12/59
218.	Intimation about the approach of Census and introduction of the State Census Superintendent to various Heads of Departments in the Punjab State by the State Government..	13/59
219.	Participation of Inspection and higher staff of National Sample Survey in the State Population Census—Training Camp—Use of N.S.S. blocks for enumeration work (not accepted). ..	24/59
220.	Circulars issued by the Superintendent of Census Operations, Punjab in connection with 1961-census. ..	39/59
221.	Census Questionnaire—Amplifications received from time to time. ..	58-A/59

Sl. No.	*Description*	*File No.*
222.	Discussion about preliminary arrangements concerning 1961-census in the annual conference of Commissioners and Deputy Commissioners in Punjab in September, 1959—Proceedings of the conference. ..	67/59
223.	Circulars issued by other State Census Superintendents in connection with 1961-census..	88/59
224.	First Conference of State Superintendents of Census Operations in Delhi in September, 1959. ..	95/59
225.	Breaking up of the Districts into Charges, Circles and enumerator's Blocks for 1961-census. ..	120/59
226.	Collection of Local names and different types of rights on land and the names of household industries for incorporation in the Booklet on Instructions to Enumerators. ..	134/59
227.	Conference of District Census Officers in Chandigarh during February, 1960. ..	143/60
228.	Preparation of *Mauza* and Town Registers. ..	161/60
229.	Census operations in Kulu and Lahaul & Spiti snow-bound areas during 1960-61. ..	168/60
230.	Second Conference of State Census Superintendents in Delhi in August, 1960. ..	176/60
231.	Instructions to the Enumerators—Determination of percentage in different languages..	196/60
232.	Special arrangements for enumeration staff in Chandigarh, Nangal, Faridabad Township, and Narot Jaimal Singh. ..	203/60
233.	Arrangements for Enumeration in Jails during 1961-census. ..	209/60
234.	Provisional Totals 1961-census—Supply of.	213-A/60
235.	Enumeration operations—Instructions from Registrar General India—Instructions to Enumerators—Amplifications & general correspondence. ..	222/60
236.	Review of progress made in the preliminary arrangements concerning 1961-census by the Conference of Deputy Commissioners, Punjab held at Simla from 3rd October, to 7th October, 1960. ..	228/60
237.	Fortnightly progress reports of Deputy Superintendent of Census Operations, Punjab, Jullundur Circle, Jullundur. ..	229/60
238.	Fortnightly progress reports of Deputy Superintendent of Census Operations, Punjab, Ambala, Circle, Ambala. ..	230/60
239.	Fortnightly progress reports of Deputy Superintendent of Census Operations, Punjab, Patiala Circle, Patiala. ..	231/60
240.	Conference of District Census Officers in connection with 1961-census held in November, 1960. ..	237/60
241.	Training for enumeration to field staff—Imparting of. ..	242/60
242.	Calendar of events for the last hundred years as aid to the assessment of age of illiterate persons—Preparation of. ..	250/60
243.	Post-Enumeration Check—Correspondence regarding. ..	270/60
244.	Collection of Census Questionnaire at Tahsil/District headquarters and their onward despatch to Tabulation Offices. ..	273/61
	Statistics	
245.	Vital Statistics—Collection of data regarding. ..	44-A/59
246.	Sex Ratio in Punjab Towns. ..	110/59
247.	Progress made by the Punjab State during 1951-61 in productive activities *vis-a-vis* growth in its population. ..	112/59

Sl. No.	*Description*	*File No.*
248.	Agricultural marketing and working of marketing committees in Punjab. ..	115/59
249.	Population growth and Index Number of Agricultural Products in Punjab from 1951-61 together with other Agricultural Statistics. ..	125/59
250.	Land Revenue & Agricultural Statistics maintained in the Punjab at the village level. ..	126/59
251.	Livestocks and Milk Statistics in Punjab—Correspondence regarding. ..	135/59
252.	Literacy in Punjab—Collection of data. ..	211/60
	Census Reports	
253.	General directions received from time to time regarding the compilation of 1961-Census Reports. ..	84/59
254.	Collection of information for the 1961-census Report regarding: ..	164/60
	(*i*) Minerals of the Punjab and	
	(*ii*) Law & Order during the last decade.	
255.	Village Directories—Preparation of.	223/60
256.	Historical maps for 1961-census Atlas Volume of India—Collection of. ..	234/60
257.	Preparation of District Census Handbooks—Miscellaneous correspondence regarding...	235/60
258.	District Census Handbooks—1961-census—Printing and publication of. ..	249/60
	Special Studies	
259.	Village Surveys. ..	75/59
260.	Compilation of a comprehensive list of centres of the Tribal Handicrafts in the State. ..	159/60
261.	Progress report of Economic Investigators regarding Socio-Economic Survey of Punjab & general correspondence regarding village surveyed. ..	179/60
262.	Fairs & Festivals of Punjab. ..	187/60
263.	Monographs of Scheduled Castes & Scheduled Tribes—Collection of informations/ books for the purpose. ..	191/60
264.	Compilation of a comprehensive list of Handicrafts in the State of Punjab. ..	192/60
265.	Handicrafts Surveys—Collaboration of Director of Industries, Punjab for the preparation of the report on Handicrafts in Punjab. ..	192-A/60
266.	Enumeration of Scientific and Technical personnel. ..	240/60

APPENDIX VI (11)

BOOKS IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, PUNJAB AS ON 31-3-1962

Acts of Legislature and Rules

1. Land Improvement Loans Act, 1883 (Punjab)
2. Agriculturists' Loans Act, 1884 (Punjab).
3. Agriculturists' Loan Rules (Punjab).
4. The East Punjab Holdings (Consolidation and Prevention of Fragmentation) Act, 1948.
5. The Constitution of India published in 1949 (Two copies).
6. The Punjab Occupancy Tenants, (Vesting of Proprietary Rights) Act, 1952.
7. The Security of Land Tenures Rules, 1953 (Punjab).
8. The PEPSU Occupancy Tenants (Vesting of Proprietary Rights) Act, 1954.
9. The Hindu Marriage Act, 1955.
10. The Hindu Minority and Guardianship Act, 1956.
11. The Hindu Adoption Act.
12. The Hindu Succession Act, 1956.
13. The Punjab Resumption of Jagirs Act, 1957.
14. The Punjab Panchayat Samitis and Zila Parishads Act, 1961.
15. Punjab Zila Parishads Election Rules, 1961.
16. Punjab Panchayat Samitis and Zila Parishads Chairman and Vice Chairman Election Rules, 1961.
17. Punjab Panchayat Samitis (Primary Members) Rules, 1961.
18. Punjab Panchayat Samitis and Zila Parishads (Election Petition) Rules, 1961.

United Nations Publications

19. Economic Development in selected countries (October 1947).
20. World Economic Report, 1948.
21. Major Economic Changes in 1948.
22. The Population of Western Samoa, 1948.
23. International Advisory Social Welfare Services, 1949.
24. The Population of Tanganyika, 1949.
25. Tabulation of age, marital status and educational characteristics in population censuses, 1949.
26. Proceedings of the United Nations Scientific Conference on the Conservation and Utilization of Resources, 17 August—6 September, 1949, Vol. I.
27. Recent Developments in the World Economic Situation, October, 1949.
28. Methods of Social Welfare Administration, 1950.
29. Formulation and Economic Appraisal of Development Projects—Vol. I, 1951.
30. Formulation and Economic Appraisal of Development Projects, Vol. II, 1951.
31. Land Reform—Defects in Agrarian Structure as obstacles to Economic Development, 1951.
32. Enquiries into household standards of living in less developed areas (1930-1950), 1951.
33. Technical Assistance for Economic Development.
34. Agriculture in the World Economy, 1951.
35. Population Census Methods (Population Studies No. 4).
36. Problems of Migration Statistics (Population Studies No. 5).
37. Fertility Data in Population Censuses (Population Studies No. 6).
38. Methods of using Census Statistics (Population Studies No. 7).
39. The Determinants and Consequences of Population Trends (Population Studies No.17).
40. Methods of Appraisal of Quality of Basic Data for Population Estimate (Population Studies No. 23).

41. The future growth of World Population (Population Studies No. 28).
42. Handbook of Population Census Methods, Vol. I, 1958.
43. Handbook of Population Census Methods, Vol. II, 1958.
44. Handbook of Population Census Methods, Vol. III, 1959.
45. Economic Survey of Asia and the Far East, 1958.
46. Multilingual Demographic Dictionary, 1958.
47. Year-book of the United Nations, 1950.
48. Demographic Year-book, 1951.
49. —do— 1955.
50. —do— 1956.
51. —do— 1957.
52. —do— 1958.
53. —do— 1961.
54. Industry and Labour, Vol. XXI, No. 1.

All-India Brochures

55. Census-1951—Final Population Totals, India.
56. Age Tables—Bihar 1941 on Y-Sample, Paper No. 5 of 1950.
57. Age Tables—Uttar Pradesh 1941 on Y-Sample, Paper No. 6 of 1951.
58. Age Tables—Punjab 1941 on Y-Sample, Paper No. 7 of 1951.
59. Age Tables—Madhya Pradesh 1941 on Y-Sample, Paper No. 9 of 1951.
60. Age Tables—Bombay 1941 on Y-Sample, Paper No. 10 of 1951.
61. Final Population Totals—1951, Paper No. 1 of 1952.
62. Population Zones, Natural Regions, Sub-Regions and Divisions, Paper No. 2 of 1952.
63. Sample Verification of the 1951-census count, Paper No. 1 of 1953.
64. Religion—1951-census, Paper No. 2 of 1953.
65. Summary of Demographic & Economic Data—1951-census, Paper No. 3 of 1953.
66. Special Groups 1951-census, Paper No. 4 of 1953.
67. Maternity Data—1951-census, Paper No. 5 of 1953.
68. Language—1951-census, Paper No. 1 of 1954.
69. Life Tables—1951-census, Paper No. 2 of 1954.
70. Age Tables—1951-census, Paper No. 3 of 1954.
71. Displaced Persons—1951-census, Paper No. 4 of 1954.
72. Estimation of Birth and Death Rates in India during 1941-50—1951-census, Paper No. 6 of 1954.
73. 89 Subsidiary Tables—1951, Paper No. 7 of 1954.
74. Sample Census of Birth & Deaths—1953-54, Uttar Pradesh, Paper No. 1 of 1955.
75. Sample Census of Births & Deaths—1952-53, India, Paper No. 2 of 1955.
76. Economic Classification by Age Groups—1951-census, Mysore, Paper No. 4 of 1955.
77. Economic Classification by Age Groups—1951-census, Uttar Pradesh, Paper No. 3 of 1955.
78. Economic Classification by Age Groups—1951-census, West Bengal, Paper No. 5 of 1955.
79. Working population in Calcutta Industrial Region, Distribution by Industry, place of Birth and Educational attainment—1951-census, Paper No. 6 of 1955.
80. Means of livelihood and Industries Tables, Uttar Pradesh—1941-census on Y-Sample, Paper No. 1 of 1956.
81. Means of livelihood and Industries Tables, Bihar—1941-census on Y-Sample, Paper No. 2 of 1956.
82. Means of livelihood and Industries Tables, Orissa—1941-census on Y-Sample, Paper No. 3 of 1956.
83. Means of livelihood and Industries Tables, West Bengal—1941-census on Y-Sample, Paper No. 4 of 1956.
84. Means of livelihood and Industries Tables, Assam—1941-census on Y-Sample, Paper No. 5 of 1956.
85. Means of livelihood and Industries Tables, Madras—1941-census on Y-Sample, Paper No. 6 of 1956.
86. Means of livelihood and Industries Tables, Bombay—1941-census on Y-Sample, Paper No. 7 of 1956.
87. Means of livelihood and Industries Tables, Madhya Pradesh—1941-census on Y-Sample, Paper No. 8 of 1956.

88. Means of livelihood and Industries Tables, Punjab—1941-census on Y-Sample, Paper No. 9 of 1956.
89. General Population Tables and Summary Figures by Districts of Reorganised States —1951-census, Paper No. 1 of 1957.
90. Livelihood, Civil Condition and Literacy Tables by age groups of Sample Population of Reorganised States, Paper No. 2 of 1957.
91. Religion & Livelihood Classes by Educational Standard of Reorganised States—1951 census, Paper No. 1 of 1959.
92. Scheduled Castes and Scheduled Tribes arranged in alphabetical order, Paper No. 2 of 1960.
93. Indian Population Bulletin, Vol. I, No. 1 of April, 1960.
94. Indian Population Bulletin No. II of 1961.
95. Scheme for improvement of Population data by Shri R.A. Gopalaswami, I.C.S., R.G.I.
96. Estimated Population by Castes—1951—Punjab.
97. Table D-1-Language.
98. Final Population Tables, 1961-census—Paper No. I of 1962.

ALL-INDIA AND STATE CENSUS REPORTS

I. ALL-INDIA REPORTS

99. Census-1911—Part I (Report).
100. Census-1931—Administration Report.
101. Census-1951—Part I-A—Report (Delux).
102. ,, —Part I-A—Report—(Ordinary).
103. ,, —Part II-A—Demographic Table (Delux).
104. ,, —Part I-B—Appendices to the Census Report (Ordinary).
105. ,, —Part II-B—Economic Tables (General Populations).
106. ,, —Part II-C—Economic Tables Rural and Urban Population.

II. STATE REPORTS

107. Census-1941—Trans-Border Areas N.W.F.P—Report and Tables.

Andaman & Nicobar Islands

108. Census-1951—Parts I and II—Report with Tables.

Assam, Manipur and Tripura

109. Census-1951—Part I-A—Report.
110. Census-1951—Part I-B—Subsidiary Tables.
111. Census-1951—District Census Handbook of Nowgong (Assam).

Bihar

112. Census-1951, Administration Report (Part I—Enumeration).
113. Census-1951, Part II-A—General Population Age and Social Tables (A, C, D, and E Series).
114. Census-1951, Part II-B—Economic Tables (B-Series).

Bombay, Saurashtra and Kutch

115. Census-1901—Bombay, Part I (Report).
116. Census-1951—Administration Report.
117. Census-1951—Part I-A—Report and Subsidiary Tables.
118. Census-1951—Part II-A—General Population and Social Tables (A, D, and E Series).
119. Census-1951—Vol. IV—Part II-B—Economic and Age Tables (B & C Series).
120. Census-1951—District Census Handbook of Kanara (Bombay).

Hyderabad State

121. Census-1941—Part I—Report.
122. Census-1951—Administration Report — Part I (Enumeration).
123. Census-1951—Administration Report—Part II (Tabulation).
124. Census-1951—Part II-A—General Population. Social and Culture Tables (A, D and E Series)
125. Census-1951—Part I-B—Subsidiary Tables.
126. Census-1951—Part II-B—Economic, Household and Age Tables (B & C Series).
127. Census-1951, Village-wise Mother Tongues Data of Gulbarga District.
128. Census-1951—Village-wise Mother Tongues Data of Manded District.
129. Census-1951—Village-wise Mother Tongues Data of Certain Tahsils in Nizamabad & Raichur Districts.
130. Census-1951—Village-wise Mother Tongues Data of Bida District.
131. Sample verification of the 1951-census count—Some figures from 1951-census.

Madhya Bharat and Bhopal

132. Census-1931—Bhopal State Part I (Report) and Part II (Tables).

133. Census-1951—Part I—Administration Report —Enumeration.
134. Census-1951—Part II—Administration Report —Tabulation.
135. Census-1951—Part I-A—Report and Part I-B—Subsidiary Tables.
136. Census-1951—
Part II A—General Population, Age and Social Tables, (A,C,D, and E Series).
137. Census-1951—Part II B—Economic Tables.
138. Census-1951—District Census Handbook of Raisen.
139. Census-1951—District Census Handbook of Indore.

Madhya Pradesh

140. Census-1951—Administration Report—Part I —Enumeration.
141. Census-1951—Administration Report Part II—Tabulation and Preparation of Report.
142. Census-1951—Part I A—Report.
143. Census-1951—Part II A—General Population Tables and Summary Figures for Districts (A&E Series).
144. Census-1951—Part I B—Subsidiary Tables and Notes thereon.
145. Census-1951—Part II B—Economic Tables (B Series).
146. Census-1951—Part II C—Household & Age (Sample) Tables and Social & Cultural Tables.
147. Census-1951—Part II D—Maternity Tables.
148. Census-1951—Review of the proceedings of the First Census Study Group.
149. Census-1951—Proof Copy—Census Tables— A I to A V.
150. Census-1951—Proof Copy--Subsidiary Tables.
151. Census-1951—District Census Handbook of Nagpur.

Madras and Coorg

152. Census-1951—Part I—Report.
153. Census-1951—Part II A—General Population and Economic Tables (A, B & E Series).
154. Census-1951—Part II B—Age and Social Tables (C & D Series).
155. Census-1951—District Census Handbook of Madurai (Madras).
156. Census-1951—Subsidiary Tables 1 to 6.

Mysore

157. Census-1931—Part I—Report.
158. Census-1931—Part II—Tables.
159. Census-1941—Economic Survey of Selected Villages (Tumkur District).
160. Census-1951—Census Procedure Code, Part I—up to Enumeration.
161. Census-1951—Part I—Report and Subsidiary Tables.
162. Census-1951—Part II—General Population, Economic, Age and Social Tables (A, B, C, D and E Series).
163. Census-1951—Sample Verification of the 1951-census count.

Orissa

164. Census-1951—Part I—Report with Subsidiary Tables.
165. Census-1951—Part II A—General Population, Social, Cultural and Land Tables (A, D & E Series).
166. Census-1951—Part II B—Economic, Household and Age Tables (B & C Series).
167. Census-1951—District Census Handbook of Sundergarh.

Punjab, PEPSU, Himachal Pradesh, Bilaspur & Delhi

168. Census-1911—Punjab Part I—Report.
169. Census-1921—Punjab & Delhi Part I—Report.
170. Census-1921—Punjab & Delhi Part II—Tables.
171. Census-1931—Punjab Administrative Volume.
172. Census-1931—Punjab, Part I—Report.
173. Census-1931—Punjab, Part II—Tables.
174. Census-1941—Patiala State (Report).
175. Census-1941—Patiala State (Tables).
176. Census-1951—Part I A—Report, Punjab, PEPSU, Himachal Pradesh, Bilaspur & Delhi.
177. Census-1951—Part I B—Subsidiary Tables, Punjab, PEPSU, Himachal Pradesh, Bilaspur & Delhi.
178. Census-1951—Part II A—General Population, Age and Social Tables (A,C,D,&E Series), Punjab, PEPSU, Himachal Pradesh, Bilaspur & Delhi.
179. Census-1951—Part II B—Economic Tables (B Series), Punjab, PEPSU, Himachal Pradesh, Bilaspur & Delhi.
180. Census-1951—Administration Report Part I, Punjab, PEPSU, Himachal Pradesh, Bilaspur & Delhi.

181. Census-1951—Administration Report, Part-II—Sorting, Compilation and Tabulation, Punjab, PEPSU, Himachal Pradesh, Bilaspur & Delhi.
182. Census-1951—District Census Handbook—Hissar District.
183. Census-1951—District Census Handbook—Rohtak District.
184. Census-1951—District Census Handbook—Gurgaon District.
185. Census-1951—District Census Handbook—Karnal District.
186. Census-1951—District Census Handbook—Ambala District.
187. Census-1951—District Census Handbook—Simla District.
188. Census-1951—District Census Handbook—Kangra District.
189. Census-1951—District Census Handbook—Hoshiarpur District.
190. Census-1951—District Census Handbook—Jullundur District.
191. Census-1951—District Census Handbook—Ludhiana District.
192. Census-1951—District Census Handbook—Ferozepur District.
193. Census-1951—District Census Handbook—Amritsar District.
194. Census-1951—District Census Handbook—Gurdaspur District.
195. Census-1951—District Census Handbook—Kapurthala District.
196. Census-1951—District Census Handbook—Bhatinda District.
197. Census-1951—District Census Handbook—Sangrur District.
198. Census-1951—District Census Handbook—Patiala District.
199. Census-1951—District Census Handbook—Mahendragarh District.
200. Census-1951—District Census Handbook—Barnala District.
201. Census-1951—District Census Handbook—Kohistan District.
202. Census-1951—District Census Handbook—Fatehgarh Sahib District.
203. Census-1951—District Census Handbook—Bilaspur District.
204. Census-1951—District Census Handbook—Delhi District.

Rajasthan and Ajmer-Merwara

205. Census-1911—Rajputana and Ajmer-Merwara—Part I (Report).
206. Census-1911—Rajputana and Ajmer-Merwara—Part II—Tables.
207. Census-1931—Bikaner State—Part I, Report.
208. Census-1931—Bikaner State—Part II (Tables).
209. Census-1931—Ajmer-Merwara—Report & Tables.
210. Census-1951—Vol. X—Rajasthan and Ajmer, Part I A—Report.
211. Census-1951, Vol. X—Rajasthan and Ajmer, Part II A—General Population Age and Social Tables (A, C, D, & E Series).
212. Census-1951, Vol. X—Rajasthan and Ajmer, Part I B—Subsidiary Tables.
213. Census-1951, Vol. X—Rajasthan and Ajmer, Part II B—Economic Tables (B-Series).
214. Census-1951, Vol. X—Rajasthan and Ajmer, Part I C—Appendices, Glossary of Caste names.

Travancore-Cochin

215. Census-1931—Travancore—Part I Report.
216. Census-1931—Travancore—Part II Tables.
217. Census-1941—Cochin—Report & Tables.
218. Census-1951—Administration Report.
219. Census-1951—Part I—Subsidiary Tables.
220. Census-1951—Part I A—Report.
221. Census-1951—Part II—General Population, Economic, Age and Social Tables, (A,B,C,D, and E Series).
222. Census-1951—Sampling Studies.
223. Census-1951—District Census Handbook of Quilon.

Uttar Pradesh

224. Census-1911—United Provinces of Agra and Oudh, Part I—Report.
225. Census-1951, Part I A—Report.
226. Census-1951—Part II A—General Population Tables (A & E Series).
227. Census-1951—Part I B—Subsidiary Tables.
228. Census-1951—Part II B—Economic Tables (B Series).
229. Census-1951—Part II C—Age and Social Tables (C & D Series).
230. Census-1951—Glossary of Caste names.

231. Census-1951—District Population Statistics (Sultanpur District).

232. Census-1951—District Census Handbook of Lucknow

Vindhya Pradesh

233. Census-1951—Administration Report—Enumeration.

234. Census-1951—Administration Report—Tabulation.

235. Census-1951—Part I—Report.

236. Census-1951—Part II—General Population, Economic, Age and Social Tables (A,B,C, D, & E Series).

237. Census-1951—District Census Handbook of Satna.

West Bengal, Sikkim and Chandernagara

238. Census-1911—Bengal, Bihar, Orissa and Sikkim Part I—Report.

239. Census-1951—Administration Report—Enumeration.

240. Census-1951—Part I A—Report (Except Chapter VI).

241. Census-1951—Part I B—Vital Statistics, West Bengal, 1941-50.

242. Census-1951—Part I C—Subsidiary Tables and Chapter VI, General Report.

243. Census-1951—Part II—General Population Economic, Age and Social Tables (A,B,C,D, and E Series).

244. Census-1951—Part III—Calcutta City.

245. Census-1951—Calcutta Industrial Region—Tables.

246. Census-1951—An account of Land Management in West Bengal, 1870-1950.

247. Census-1951—The Tribes and Castes of West Bengal.

248. Census-1951—Amar Desh (in Bengali)—A summary of the State Report.

249. Census-1951—District Census Handbook, Hooghly—(West Bengal).

Other Books on Census

250. Sampling Methods for Censuses and Surveys —Frank Yates, S.C.O.F.R.S.

251. How to make and use Local Housing Surveys.

252. Population Projections for Ceylon 1956-1981—S. Selvortnam (Ceylon).

253. The Population of India & Pakistan —Kingsley Davis.

254. Report of Royal Commission on Population (June, 1949).

255. Census of India—Acturial Reports for the Census 1881, 1891, 1901, 1911, 1921, 1931 and 1951.

256. The Population of the United States—Donald J. Bogue.

257. Census-1951—England & Wales—Preliminary Report.

258. Census of Pakistan—Provisional Tables of Population.

Central Statistical Organisation Publications

259. Monthly Statistics of the Production of Selected Industries of India for the period from January, 1960 to December, 1962 (except three for the months of September, 1960, January, 1961 and September, 1961).

260. Statistical Abstract, India, 1956-57.

261. Statistical Abstract, India, 1957-58.

262. Statistical Abstract of the Indian Union, 1958-59.

263. Statistical Abstract of the Indian, Union 1961.

264. Statistical Handbook of the Indian Union, 1948-1957.

265. Statistical Handbook of the Indian Union, 1958.

266. Census of Central Government Employees as on 30th June, 1957.

267. Census of Central Government Employees as on 30th June, 1958.

268. Census of Central Government Employees as on 30th June, 1959.

269. Estimates of National Income, 1948-49 to 1956-57.

270. Statistics according to Reorganised States.

271. Key to Current Official Statistics, India.

272. Statistical System in India, 1958.

273. Sample Surveys of current interest in India.

274. Monthly Abstracts of Statistics—January 1960.

275. Monthly Abstracts of Statistics—February, 1960.

276. Monthly Abstracts of Statistics—March and April, 1960.

The National Sample Survey Publications

277. Paper No. 1—General Report.

278. Paper No. 2—Tables with Notes.

279. Paper No. 7—Couple Fertility.
280. Paper No. 8—Preliminary Survey of Urban Unemployment.
281. Paper No. 10--First Report on Land Holdings, Rural Sector.
282. Paper No. 12—A Technical Note on Age-grouping.
283. Paper No. 14—Some Characteristics of the Economically active Population.
284. Paper No. 15—Sample Survey of Manufacturing Industries—1951.
285. Paper No. 16—Employment and Unemployment—Ninth Round.
286. Paper No. 17—Employment in Calcutta, 1953.
287. Paper No. 19—Small Scale Manufacture.
288. Paper No. 20—Pattern of Consumer Expenditure.
289. Paper No. 21—Household Small Scale Manufacturing Establishments.
290. Paper No. 22—Sample Survey of Manufacturing Industries—1952.
291. Paper No. 23—Sample Survey of Manufacturing Industries—1953.
292. Paper No. 24—Report on Household Retail Trade.
293. Paper No. 25—Sample Verification of Livestock Census—1956.
294. Paper No. 26—A Preliminary Report on Housing condition.
295. Paper No. 27—Technical Records of Sample Designs, Instructions to Field Workers and list of Sample Villages and Urban Blocks.
296. Paper No. 28—Sample Survey of Manufacturing Industries--1954(1).
297. Paper No. 29—Notes on some results of the Land Utilization Survey.
298. Paper No. 30—Report on Land Holdings (2) (Operational Holdings in Rural India).
299. Paper No. 31—Tables with notes on Household Transport Operations.
300. Paper No. 32 (Part I)—Some aspects of cost of Cultivation of Paddy, Wheat, Jowar and Bajra.
301. Paper No. 32 (Part II)—Some aspects of cost of Cultivation of Barley, Maize, Ragi, Gram, small Millets, Groundnut, Cotton, and Jute.
302. Paper No. 32 (Part III)—Some aspects of cost of Cultivation of Minor Cereals, Pulses, Sugarcane, Oilseeds, Potato, Spices and Tobacco.
303. Paper No. 33—Tables with Notes on Wages, Employment, Income and Indebtedness of Agricultural Labour Households in Rural Areas.

Departmental Books, Government of India

304. Indian Minerals issued by Geological Survey of India.
305. Annual Report of the Registrar of Newspapers for India—1960.
306. Annual Report of the Registrar of Newspapers for India—1961.

Departmental Books, Punjab State

307. Village Directory, Vol. I, District Bhatinda.
308. Village Directory, Vol. II, District Kapurthala.
309. Village Directory, Vol. III, District Mahendragarh.
310. Village Directory, Vol. IV, District Patiala.
311. Village Directory, Vol. V, District Sangrur.
312. Annual Report on the working of the payment of Wages Act, 1936, in the State of Punjab for the year 1957.
313. Reports on the working of the Department of Industries, Punjab, for the year 1949-50.
314. Reports on the working of the Department of Industries, Punjab, for the year 1950-51.
315. Reports on the working of the Department of Industries, Punjab, for the year 1951-52.
316. Report on the Administration of the Registration Department of the Punjab for the year ending 31st December, 1958.
317. Public Health Report (Punjab) for the year 1955, Vol. II.
318. Directory of Small Industrial Units registered with Director of Industries, Punjab, up to 31st December, 1961.

Publications of the Economic & Statistical Adviser to Government, Punjab

319. Annual Administration Report on the working of Economic & Statistical Organisation, Punjab, 1957-58.
320. Annual Administration Report on the working of Economic & Statistical Organisations Punjab, 1958-59 to 1960-61.
321. Census of Punjab Government employees as on 1st December, 1956.

322. A note on the index-number of wholesale prices of industrial commodities.
323. Second Five Year Plan Basic Statistics.
324. Statistical Abstract of Punjab for the year, 1957.
325. Statistical Abstract of Punjab for the year, 1958.
326. Statistical Abstract of Punjab for the year, 1959.
327. Statistical Abstract of Punjab for the year, 1960.
328. Statistical Abstract of Punjab for the year, 1961.
329. Statistical Abstract of Punjab for the year, 1962.
330. Quarterly Bulletins of Statistics for the period from 1-4-1958 to 30-9-1961 (Except 1-4-1960 to 30-6-1960).
331. State Income of the Punjab—1952-53 to 1954-55.
332. Report on Employment and Unemployment in Patiala City.
333. Report on Socio-Economic Survey of Lahaul with special reference to Indebtedness.
334. Evaluation Report on the Development Activities in Nawanshahr Development Block 1952-53 to 1957-58.

Sociology and Anthropology

335. Anthropology in India by L.A. Krishna Iyer and L.K. Bala Ratnam.
336. Caste and Class in India—G.S. Ghurye.
337. The Scheduled Tribes—G.S. Ghurye.
338. Marriage and Family in India--K.M. Kapadia.
339. Rural Sociology in India—A.R. Desai.
340. The Untouchables—Dr. B.R. Ambedkar.
341. Indian Paleography—G. Buhler.
342. Indian Paleography Plates & Transliteration Tables—G. Buhler.
343. Descriptive Ethnology of Bengal--E.T. Dalton.
344. Report of the Backward Classes Commission (1953), Vol. I.
345. Report of the Backward Classes Commission (1953), Vol. II.
346. Report of the Backward Classes Commission (1953), Vol. III.
347. Melas and Fairs in Punjab—Issued by Director, Public Relations, Punjab.
348. Indian Village—S.C. Dube.
349. *Punjabi Akhana Di Khan*—Dr. Devi Dass (Hindi).
350. Social Economy of a Polyandrous People—R.N. Saksena.
351. *Addi Tappa*—By Avtar Singh Daler.
352. *Punjabian De Rangeele Geet*—S.S. Giani.
353. Tenth Report of the Commissioner for Scheduled Castes & Scheduled Tribes (1960-61)—Part I—L.M. Shrikant.
354. Tenth Report of the Commissioner for Scheduled Castes & Scheduled Tribes (1960-61)—Part II—L.M. Shrikant.
355. Report of the Scheduled Areas and Scheduled Tribes Commission (1960-61), Vol. I.
356. Report of the Scheduled Areas and Scheduled Tribes Commission (1960-61), Vol. II (Appendices).
357. The Ritual Art of the Bratas of Bengal—Sudhansu Kumar Ray.
358. Revolution in a Chinese Village—Ten Mile Inn—David and Isabel Crook.
359. The Legends of the Punjab (Vol. I)—R.C. Temple.
360. Farmers of India—Punjab, Himachal Pradesh and Jammu & Kashmir—Issued by Indian Council of Agricultural Research.
361. Himalayan Polyandry—D.N. Maujumdar.

Economics

362. India's Population—Some Problems in Perspective Planning—S.N. Aggarwala.
363. India's Population—Fact and Policy—S. Chandrasekhar.
364. Indian Economics Year Book 1959-60, published by Kitab Mahal, Allahabad.
365. A Draft Out-line of the First Five Year Plan—Planning Commission, India.
366. First Report of the National Income Committee, April, 1951—Government of India, Ministry of Finance, Department of Economic Affairs.
367. Report on Currency and Finance for the year, 1956-57.
368. Report on Currency and Finance for the year, 1958-59.
369. Joint Farming—X-Rayed—The Problems and its Solution—Charan Singh.
370. Hungry People and Empty Hands—S. Chandrasekhar.
371. Our Economic Problem—P.A. Wadia and K.T. Merchant.

372. Studies in Indian Economic Problems—Nabagopal Dass.
373. An Introduction to Food Economics—Gorkh Nath Sinha.
374. Manpower Resources of Ceylon, 1956-1981—Planning Secretariat, Colombo, Ceylon.
375. Report on Occupational Pattern of Employees in the Public Sector in India, 1958-59—Issued by the Directorate General of Employment & Training, Ministry of Labour and Employment.
376. Applied Statistics for Economists—P.H. Karmel.
377. Statistical Out-line of North-East Frontier Agency, Vol. III.
378. Indian Forest Statistics, 1952-53, Vol. II (Detailed Tables)—Issued by the Economic and Statistical Adviser, Ministry of Food and Agriculture, India.
379. Indian Forest Statistics, 1953-54, Vol. II (Detailed Tables)—Issued by the Economic and Statistical Adviser, Ministry of Food and Agriculture, India.
380. Indian Forest Statistics, 1955-56, Vol. II (Detailed Tables)—Issued by the Economic and Statistical Adviser, Ministry of Food and Agriculture, India.
381. Agricultural Problems of India—C.B. Mamoria, M.A.
382. Tenth International Conference of Agricultural Economists, Mysore, India, August, 24 to September 3, 1958—Studies in Indian Agricultural Economics—J.P. Bhattacharjee.
383. Agricultural Wages in India, Vol. I—Agricultural Labour Enquiry, 1952.
384. Agricultural Labour in India, Vol. I—All India Report on the Second Enquiry—Agricultural Labour Enquiry, 1956-57.
385. National Planning Committee Series—National Health (1948).
386. Techno-Economic Survey of Madhya Pradesh.
387. Techno-Economic Survey of Madras.
388. Techno-Economic Survey of Punjab.
389. Handbook of Agriculture—Indian Council of Agricultural Research.

Demography

390. Demographic Survey of six Rural Communities—Kumudini Dandekar.
391. Infant Mortality in India, 1901-1955 by S. Chandrasekhar.

Reference Books

392. Hindi Shabdkosh.
393. The Concise Oxford Dictionary.
394. The Bhargava's Standard Illustrated Dictionary—Hindi-English.
395. Twentieth Century Dictionary.
396. Dictionary of English.
397. Hindi Shabdsagar—Ram Chander Verma.
398. A Dictionary of English-Indian terms of Administration—Dr. Raghu Vira and Hon'ble Shri G.S. Gupta.
399. India-1959—Compiled by Ministry of Information and Broadcasting, Government of India.
400. Dictionary of the Punjabi Language, issued by Language Department, Punjab, Patiala, March, 1961.
401. Atlas of Economic Development—Ginsburg.
402. The Reader's Digest Great World Atlas—The Reader's Digest Association.
403. School Atlas (Popular Edition)—Survey of India.
404. The New Rashtriya Atlas.

Miscellaneous

405. A Survey of Indian History—K.M. Panikar.
406. Kulu—The Happy Valley—Foreword by Justice G.D. Khosla.
407. Men and Mules on a Mission of Democracy—Parmanand Sharma.
408. All India Civil List corrected up to 1st July, 1959.
409. All India Civil List corrected up to 1st January, 1960.
410. All India Civil List corrected up to 1st July, 1961.
411. All India Civil List corrected up to 1st July, 1962.
412. Geography School books of Districts, —Bilaspur, Mandi, Chamba, Sirmur, Mahasu, Kandaghat, Mahendragarh, Kapurthala, Patiala, Fatehgarh Sahib, Bhatinda, Barnala, Karnal, Hissar, Ambala, Gurgaon, Rohtak, Jullundur, Hoshiarpur, Ferozepur, Gurdaspur and Amritsar.

Finance & Accounts

413. Compilation of Fundamental Rules and Supplementary Rules corrected up to 31st December, 1959, Vol. I.

414. Compilation of Fundamental Rules and Supplementary Rules corrected up to August, 1960 by S. Lakhi Singh Chaudhri, Vol. I.

415. Compilation of the Fundamental Rules, Vol. II—Appendices and Forms.

416. Compilation of the Civil Service Regulations, Vol. I corrected up to 31st May, 1960, by S. Lakhi Singh Chaudhri.

417. Compilation of the General Financial Rules. Vol. I.

418. Compilation of the General Financial Rules, Vol. II.

419. Notes on the Central Government Compilation of the General Financial Rules, by S.K, Sanyal.

420. Account Code, Vol. I.

421. Account Code, Vol. II.

422. Compilation of the Treasury Rules, Vol. I.

423. The Central Civil Services (Conduct) Rules, 1955.

424. The Simla Allowances Code.

425. Staff Car Rules (Second Edition) corrected up to 15th March, 1961.

426. Rules for the supply and use of stationery stores.

427. Rules for Printing and Binding.

428. Central Secretariat Manual of Office Procedure.

429. Vocabulary of Stationery Stores, India.

Maps

430. Political Map of India, 1958 Scale 1″=70 Miles) Survey of India (44th Edition).

431. Map of India and adjacent countries (scale 1″=40 miles)—Survey of India.

432. Map of India—Scale 1″=70 miles, showing Political Divisions in the New Republic (1st Edition) 1950—by Survey of India.

433. Political Map of Punjab & Himachal Pradesh, large size.

APPENDIX VI (12)

OFFICERS AND STAFF EMPLOYED IN THE OFFICE OF SUPERINTENDENT OF CENSUS OPERATIONS, PUNJAB, CHANDIGARH, UP TO 31-3-1962

Sl. No.	Designation of the post / Name of incumbent	Number	Period of service in the Census Organisation		Pay at the time of joining the Census organisation	REMARKS
			From	To		
1	2	3	4	5	6	7
					Rs.	
1.	**Superintendent of Census Operations, Punjab**					Deputed from Punjab Government.
	Shri R.L. Anand	1	10-4-1959	Continuing	1,100	(Prior to his transfer to Census Organisation, he was Economic & Statistical Adviser to Government, Punjab).
2.	**Deputy Superintendents of Census Operations, Punjab**	5				
	1. Shri G.L. Bailur, I.A.S., (At Headquarters).		1-5-1960	30-4-1961	450	Deputed from Punjab Government.
	Shri B.S. Ojha, I.A.S. (At Headquarters)		1-5-1961	Continuing	450	—do—
	2. Shri Sukhdev Prasad, P.C.S., (At Patiala).		1-8-1960	28-2-1962	570 Plus Rs. 50 Special Pay	—do—
	3. Shri C.D. Khanna, P.C.S., (At Jullundur).		1-8-1960	Continuing	540 Plus Rs.50 Special pay.	—do—
	4. Shri Hardyal Singh, P.C.S., (At Ambala).		1-8-1960	28-2-1962	640 Plus Rs. 50 Special pay.	—do—
	5. Shri V.P. Capoor, P.C.S., (At Chandigarh for Tabulation).		1-2-1961	Continuing	850 Plus Rs. 50 Special pay	—do—
3.	**Office Superintendent**	1				
	Shri P.N. Tandon, B.A.,LL.B.,		19-8-1959	Continuing	280 Plus Rs. 50 Special pay.	Deputed from Punjab Civil Secretariat
4.	**Accountant-cum-Cashier**	1				
	1. Shri Bishnu Girdhar Chand		28-5-1959	23-9-1961	180	Deputed from Deputy Commissioner's office Hoshiarpur. Had also worked in 1951-census.
	Shri O.P. Prashar, B.A.		14-9-1961	Continuing	180	Deputed from Punjab Civil Secretariat.
5.	**Office Assistants**	2				
	1. Shri Harnam Singh Khurana, B.A.		13-8-1959	12-2-1960	240	—do—
	Shri Roshan Lal Khosla, B.A.		7-4-1960	Continuing	200	—do—
	2. Shri Rajeshwar Kumar Sharma M.A.		21-12-1960	11-8-1961	210	Deputed from Agricultural Deptt. (Pb.)
	Shri Shyam Sunder Sharma, M.A.		14-9-1961	Continuing	200	Deputed from Punjab Civil Secretariat

Sl. No.	Designation of the post / Name of incumbent	Number	Period of service in the Census Organisation		Pay at the time of joining the Census Organisation	REMARKS
			From	To		
1	2	3	4	5	6	7
6.	**Stenographers**	3				
1.	Shri Sat Pal Jain, B.A.		11-7-1959	29-1-1960	80	Direct appointment.
	Shri Om Parkash Sobti, B.A.		18-2-1960	Continuing	160	Deputed from Punjab Civil Secretariat
2.	Shri Sat Dev Sharma, B.A.		12-8-1960	—do—	160	—do—
3.	Shri Raghbir Chand Mehtani		27-4-1961	—do—	100	—do—
7.	**Statistical Assistants**	2				
1.	Shri Pawan Kumar, B.A.		20-5-1959	4-4-1961	180	Deputed from the office of the Economic & Statistical Adviser to Government, Punjab.
	Shri Shiv Kumar Kapoor, M.A.		12-4-1961	Continuing	170	Deputed from Punjab Civil Secretariat.
2.	Shri Man Mohan Grover, M.A., LL.B.		26-6-1959	4-4-1961	160/210	Direct appointment.
	Shri Subhash Chander Marwaha, M.A.		10-4-1961	7-9-1961	210	—do—
	Shri Malkit Singh, M.A.		17-10-1961	5-1-1962	210	—do—
8.	**Economic Investigators**	11				
1.	Shri Rajinder Kumar Khanna, M A.		12-8-1960	1-1-1962	210	—do—
	Shri Punnu Lal Sharma, M.A.		9-1-1962	Continuing	210	—do—
2.	Shri Gurdev Singh, Pabla, M.A.		12-3-1960	—do—	210	—do—
3.	Shri Prem Singh, M.A.		2-2-1960	31-3-1960	210	—do—
	Shri Janak Raj, M.A.		11-4-1960	Continuing	210	—do—
4.	Shri Madan Lal Sharma,M.A.		2-1-1961	—do—	210	—do—
5.	Shri Inder Mohan Soni, M.A.		2-1-1961	1-1-1962	210	—do—
6.	Shri Mohinder Nath Rishi, M.A.		2-3-1961	Continuing	210	—do—
7.	Shri Ram Lal Sharma, M.A.		17-10-1961	7-12-1961	210	—do—
	Shri Raj Bansi Lal Mehta,B.A.		21-12-1961	Continuing	180	Deputed from Punjab Civil Secretariat.
8.	Shri Sat Pal Manan, M.A.		18-10-1961	1-1-1962	210	Direct appointment.
9.	Shri Prem Kumar Bali, M.A.		26-10-1961	Continuing	210	—do—
10.	Shri Ruldu Ram Bansal, M.A.		20-11-1961	Continuing	210	—do—
11.	Shri Narindar Pal Bhasin, M.A.		6-12-1961	—do—	210	—do—
9.	**Draftsman**	1				
1.	Shri Partap Singh		16-2-1960	30-11-1960	150	—do—
	Shri Ram Niwas Singal		1-12-1960	17-8-1961	150	—do
	Shri Baldev Singh		9-10-1961	Continuing	150	—do—
10.	**Driver**	1				
1.	Shri Bikram Chand		11-2-1960	18-7-1961	110	—do—
	Shri Chet Ram Sudan		19-7-1961	3-10-1961	110	—do—
	Shri Chanan Singh		4-10-1961	Continuing	110	On promotion from the post of Peon.

Sl. No.	Designation of the post / Name of incumbent	Number	Period of service in the Census Organisation		Pay at the time of joining the Census Organisation	REMARKS
			From	To		
1	2	3	4	5	6	7
11.	**Lower Division Clerks**	7				
	1. Shri Tulsi Ram Chadha		1-6-1959	1-8-1959	60/110	Direct appointment.
	Shri Daulat Ram		5-8-1959	17-4-1961	110	Direct appointment. Had also worked in 1951-census. Promoted as Supervisor.
	Shri Din Dayal		19-7-1961	3-10-1961	110	Direct appointment.
	Shri Sant Lal Sachdev		25-11-1961	Continuing	80	Deputed from Punjab Civil Secretariat.
	2. Shri Jatinder Mohan		5-6-1959	2-1-1961	60/110	Direct appointment.
	Shri Jai Singh		27-1-1961	Continuing	110	—do—
	3. Shri Subhash Chander Verma		22-8-1959	31-3-1960	110	—do—
	Shri Rajinder Pal Singh		1-4-1960	4-1-1961	110	—do—
	Shri Prithvi Raj		27-1-1961	31-7-1961	110	—do—
	Shri Ram Singh Sud		25-11-1961	15-2-1962	72	Deputed from Punjab Civil Secretariat.
	Shri Raghunath Sharma		1-3-1962	Continuing	110	Direct appointment.
	4. Shri Bhavnesh Chand Gupta		9-3-1960	6-12-1960	110	—do—
	Shri Sehaj Nath		2-2-1961	1-3-1961	110	—do—
	Shri Gurcharan Singh		20-7-1961	Continuing	139	From Rehabilitation Department.
	5. Shri Joginder Nath Suri, B.A.		1-4-1960	28-2-1961	110	Direct appointment. Promoted as Tabulation Asstt.
	Shri Darshan Dayal, B.A.,		3-5-1961	Continuing	76	Deputed from Punjab Civil Secretariat.
	6. Shri Ram Pal Sikka		26-7-1960	31-7-1961	110	Direct appointment.
	Shri Lachman Das		23-1-1962	Continuing	110	On transfer from Tabulation office, Patiala.
	7. Shri Sham Sunder Sobti		4-11-1960	17-4-1961	110	Direct appointment. Promoted as Supervisor.
12.	**Daftries**	2				
	1. Shri Gobind Singh		22-2-1960	Continuing	75	On promotion from the Post of Peon.
	2. Shri Sharam Singh		1-3-1960	—do—	75	Deputed from Financial Commissioner' Office; Punjab.
13.	**Peons**	5				
	1. Shri Raghunath Parshad		6-5-1959	1-8-1959	30/70	Direct appointment.
	Shri Gobind Singh		5-8-1959	21-2-1960	70	—do— Promoted as Daftri.
	Shri Piara Singh		23-2-1960	Continuing	70	—do—
	2. Shri Kishnu Ram		27-5-1959	30-11-1959	30/70	—do—
	Shri Chanan Singh		9-12-1959	3-10-1961	70	—do— Promoted as Daftri.
	Shri Khandu Ram		21-12-1961	Continuing	70	On transfer from the Tabulation Office, Patiala.

Sl. No.	Designation of the post / Name of incumbent	Number	Period of service in the Census Organisation		Pay at the time of joining the Census Organisation	REMARKS
			From	To		
1	2	3	4	5	6	7
	3. Shri Bachi Ram		7-8-1959	Continuing	70	Direct appointment
	4. Shri Negi Ram		20-5-1960	—do—	72	—do—
	5. Shri Bali Ram		10-11-1960	—do—	70	—do—
14.	**Chowkidars**	2				
	1. Shri Mohan Lal		22-6-1959	31-7-1960	60 (Consolidated) 70 (Time Scale)	—do—
	Shri Chet Ram		17-8-1960	9-11-1960	70	—do—
	Shri Goverdhan Singh		10-11-1960	31-5-1961	70	—do—
	Shri Sucha Singh		5-6-1961	11-7-1961	70	—do—
	Shri Tarlok Singh		12-7-1961	28-2-1962	70	—do—
	2. Shri Karam Singh		10-11-1960	28-2-1961	70	—do—
15.	**Sweeper (Part Time)**	1				
	Shri Subha Ram		22-6-1959	7-11-1959	30 (Consolidated)	—do—
	Shri Dhanu Ram		17-11-1959	17-2-1960	30 (,,)	—do—
	Shri Makhan		1-3-1960	Continuing	30 (,,)	—do—
16.	**Mali (Part Time)**	1				
	Shri Jang Bahadur Singh		1-9-1960	31-3-1961	15 (,,)	—do—
	Shri Ram Bahadur Singh		1-4-1961	31-7-1961	15 (,,)	—do—
	Shri Bhiya Ram		11-8-1961	31-8-1961	15 (,,)	—do—
	Shri Chhabi Lal		19-9-1961	30-9-1961	15 (,,)	—do—
	Shri Ram Sunder		21-10-1961	Continuing	15 (,,)	—do—

APPENDIX VI (13)

ABSTRACT OF TOURS DONE BY SUPERINTENDENT OF CENSUS OPERATIONS, PUNJAB UP TO 31-3-1961

Sl. No.	Month	Days of travelling	Distance by	
			Government vehicles	Rail, Bus etc.
			K.M.	K.M.
1.	April, 1959	11	—	736
2.	May, 1959	16	—	974
3.	July, 1959	10	—	794
4.	August, 1959	19	—	1,565
5.	September, 1959	9	—	371
6.	October, 1959	6	—	400
7.	November, 1959	7	—	624
8.	December, 1959	15	1,561	518
9.	January, 1960	16	1,373	256
10.	February, 1960	9	1,647	—
11.	March, 1960	6	861	—
12.	April, 1960	24	2,622	—
13.	May, 1960	20	2,522	—
14.	June, 1960	3	522	—
15.	July, 1960	14	894	254
16.	August, 1960	23	2,190	—
17.	September, 1960	22	1,077	—
18.	October, 1960	12	1,611	234
19.	November, 1960	7	690	—
20.	December, 1960	22	3,829	51
21.	January, 1961	17	3,057	—
22.	February, 1961	5	460	—
23.	March, 1961	12	1,629	—
	TOTAL ..	**305**	**26,545**	**6,777**

APPENDIX VI (14)

SCHEDULED SUPPLIED BY THE MANAGER, FORMS PRESS, GOVERNMENT OF INDIA, ALIGARH

Sl. No.	Description of circular or form	Forms received for enumeration						Forms received for training		
		Loose	Pads of 100	Pads of 50	Pads of 25	Booklets	TOTAL	Pads of 50	Pads of 10	TOTAL
1	2	3	4	5	6	7	8	9	10	11
1.	Houselist forms									
	English ..	36,000	—	—	—	—	36,000	—	—	—
	Urdu ..	303,000	—	—	—	—	303,000	—	—	—
	Punjabi ..	177,000	—	—	—	—	177,000	—	—	—
	Hindi ..	176,000	—	—	—	—	176,000	—	—	—
	TOTAL ..	**692,000**	—	—	—	—	**692,000**	—	—	—
2.	Household Schedules									
	English ..	—	—	6,583	2,474	—	391,000 (slips)	—	1,710	17,100 (slips)
	Urdu ..	—	—	34,057	20,966	—	2,227,000 ,,	—	9,000	90,000 ,,
	Punjabi	—	—	26,606	8,868	—	1,552,000 ,,	—	7,620	76,200 ,,
	Hindi ..	—	—	29,914	10,252	—	1,752,000 ,,	—	8,390	83,900 ,,
	TOTAL ..	—	—	**97,160**	**42,560**	—	**5,922,000** ,,	—	**26,720**	**267,200** ,,
3.	Individual Slips ..									
	English ..	—	23,205	—	4,900	—	2,443,000(slips)	1,710	—	85,500 (slips)
	Urdu ..	—	93,162	—	42,392	—	10,376,000 ,,	9,006	—	450,300 ,,
	Punjabi ..	—	73,035	—	18,260	—	8,749,000 ,,	7,616	—	419,600 ,,
	Hindi ..	—	82,461	—	20,116	—	7,760,000 ,,	8,392	—	380,800 ,,
	TOTAL ..	—	**271,863**	—	**85,668**	—	**29,328,000** ,,	**26,724**	—	**1,336,200** ,,
4.	Instructions for Houselisting									
	English ..	—	—	—	—	1,000	1,000(Booklets)	—	—	—
5.	Instructions for Enumeration									
	English ..	—	—	—	—	4,000	4,000 (,,)	—	—	—

APPENDIX VI (15)

CIRCULARS AND FORMS PRINTED FOR ENUMERATION

Sl. No.	Description of Circular or Form	Size of Form	Date of printing	Number of copies printed	Size and weight of paper used	Units of paper used		REMARKS
						Reams	Sheets	
1	2	3	4	5	6	7	8	9
1.	Proceedings of the Conference of District Census Officers held from 25-2-1960 to 27-2-1960	13″ x 8″ (14 leaves)	30-4-1960	300	26″ x 40″ 46 lbs.	1	25	
2.	*Mauza* Register	13″ x 8″ (32 leaves)	7-5-1960	150	—do— —do—	1	100	
3.	Town Register	13″ x 8″ (12 leaves)	26-5-1960	250	—do— —do—	—	375	
4.	Register showing receipt and distribution of census forms	13″ x 8″ (33 leaves)	9-5-1960	800	—do— —do—	6	300	
5.	Instructions for Houselisting—							
	(*i*) Hindi	6½″ x 8″ (7 leaves)	18-4-1960	4,000	—do— —do—	3	250	
	(*ii*) Urdu	6½″ x 8″ (5 leaves)	12-5-1960	12,000	—do— —do—	7	250	4,000 (Urdu) despatched to SCO, Andhra Pradesh.
	(*iii*) Punjabi	6½″ x 8″ (7 leaves)	18-4-1960	4,000	—do— —do—	3	250	
6.	Houselist Abstract—							
	(*i*) English	6 2/3″x 6½″	23-2-1960	3,000	—do— —do—	—	126	
	(*ii*) Urdu	—do—	23-2-1960	15,000	—do— —do—	1	125	
			26-6-1960	22,000	—do— —do—	1	422	
	(*iii*) Hindi	—do—	23-2-1960	14,000	—do— —do—	1	85	
			12-5-1960	4,000	—do— —do—	—	167	
			31-5-1960	5,000	—do— —do—	—	211	
	(*iv*) Punjabi	—do—	23-2-1960	13,000	—do— —do—	1	48	
			12-5-1960	4,000	—do— —do—	—	167	
			31-5-1960	5,000	—do— —do—	—	211	
			26-6-1960	3,000	—do— —do—	—	126	
7.	Instructions for House-numbering—							
	(*i*) English	10″ x 6½″ (8 leaves) with an extra sheet of 13″ x 16″	27-6-1960	3,000	—do— —do—	4	250	Amplification of R.G's instructions
	(*ii*) Urdu	10″ x 6½″ (10 leaves) with an extra sheet of 13″ x 16″	27-6-1960	8,000	—do— —do—	14	—	

Sl. No.	Description of Circular or Form	Size of Form	Date of Printing	Number of copies printed	Size and weight of paper used	Units of paper used		REMARKS
						Reams	Sheets	
1	2	3	4	5	6	7	8	9
8.	Abbreviation Cards—							
	(*i*) English	10″ × 6½″	13-7-1960	7,500	20″ × 26″ (White Imperial 125 lbs.)	21	125	
	(*ii*) Urdu	—do—	13-7-1960	46,000	—do— —do—			
	(*iii*) Hindi	—do—	13-7-1960	15,600	—do— —do—			
	(*iv*) Punjabi	—do—	13-7-1960	15,600	—do— —do—			
9.	Letters of Appointment—							
	(*i*) Enumerators	13″ × 8″	26-7-1960	60,000	26″x40″ 46 lbs.	14	320	
	(*ii*) Supervisors	—do—	26-7-1960	12,000	—do— —do—			
	(*iii*) Charge Officers (English only)	—do—	26-7-1960	1,200	—do— —do—			
10.	Enumeration Migration Certificates used in snow-bound areas (Urdu only)	4″ x 6½″		40,000	26″ x 40″ 46 lbs.	2	10	
11.	Census Immediate Slips	8″ x 6½″		500	—do— —do—	—	22	
12.	Instructions for the constitutions of Enumerators' Blocks and Supervisors' Circles (English)	10″x6½″ (2 leaves)	29-7-1960	4,000	—do— —do—	1	4	
13.	Abstract on the cover of Household Schedules—							
	(*i*) English	6½″ x 5″	2-8-1960	8,500	—do— —do—	—	267	
	(for training)		24-8-1960	1,800	—do— —do—	—	57	
	(*ii*) Hindi	—do—	1-8-1960	42,000	—do— —do—	2	316	
	(for training)		24-8-1960	8,500	—do— —do—	—	267	
	(*iii*) Punjabi	—do—	3-8-1960	37,000	—do— —do—	2	160	
	(for training)		24-8-1960	7,700	—do— —do—	—	241	
	(*iv*) Urdu	—do—	3-8-1960	44,000	—do— —do—	3	71	
	(for training)		24-8-1960	9,200	—do— —do—	—	290	
14.	Instructions for Enumerators—							
	(*i*) Urdu	6½″ × 10″ (22 leaves of 6½″ x 10″ and 2 leaves of 13″ x 20″)	26-11-1960	55,000	—do— —do—	205	—	5,500 copies supplied to Census by Superintendent Andhra Pradesh.
	(*ii*) Hindi	6½″ x 10″ (24 leaves of 10″ x 6½″) (2 leaves of 13″ x 20″)	26-11-1960	25,000	—do— —do—	100	—	
	(*iii*) Punjabi	—do—	26-11-1960	20,000	—do— —do—	80	—	
	(*iv*) English	8½″ x 6½″ (10 leaves of 8½″ x 6½″) (2 leaves of 13″ x 20″)	2-12-1960	4,000	—do— —do—	8	—	Amplification of R.G.'s instructions.
15.	Houselist Abstract Forms—							
	for Towns	10″ x 13″	11-11-1960	700	—do— —do—	—	88	
	for Tahsils	13″ x 20″	14-11-1960	2,000	—do— —do—	1	—	
	for Districts	8″ x 13″	11-11-1960	200	—do— —do—	—	20	
16.	Enumerator's Block Abstracts—							
	(*i*) English	8″ x 13″	12-11-1960	5,000	—do— —do—	1	125	

Sl. No.	Description of Circular or Form	Size of Form	Date of printing	Number of copies printed	Size and weight of paper used		Units of paper used		REMARKS
							Reams	Sheets	
1	2	3	4	5	6		7	8	9
	(*ii*) Hindi	8″ x 13″	17-11-1960	15,000	26″ x 40″	46 lbs.	3	375	
	(*iii*) Urdu	—do—	12-11-1960	50,000	—do—	—do—	12	250	
	(*iv*) Punjabi	—do—	15-11-1960	15,000	—do—	—do—	3	375	
17.	Houselist Abstracts for the guidance of Enumerators—								
	(*i*) English	8″ x 13″ (both side print)	14-11-1960	20,000	—do—	—do—	5	—	
	(*ii*) Hindi	—do—	14-11-1960	60,000	—do—	—do—	15	—	
	(*iii*) Urdu	—do—	14-11-1960	1,60,000	—do—	—do—	80	—	
	(*iv*) Punjabi	—do—	14-11-1960	60,000	—do—	—do—	15	—	
18.	Supervisors' Circle Enumeration Summary—								
	(*i*) English	18″ x 13″	14-11-1960	6,000	—do—	—do—	3	—	
	(*ii*) Hindi	—do—	14-11-1960	1,000	—do—	—do—	—	250	
	(*iii*) Urdu	—do—	14-11-1960	4,000	—do—	—do—	2	—	
	(*iv*) Punjabi	—do—	14-11-1960	1,000	—do—	—do—	—	250	
19.	Charge Officer's Enumeration Summary	18″ x 13″	12-10-1960	1,200	—do—	—do—	—	300	
20.	District Census Officer's Summary.	13″ x 16″	12-10-1960	200	—do—	—do—	—	50	
21.	Village Note Books—								
	(*i*) English	10″ × 6½″ (10 leaves)	26-11-1960	1,000	—do—	—do—	11	363	
	(*ii*) Urdu	10″ × 6½″ (6 leaves)	26-11-1960	11,000	—do—	—do—	—	—	
	(*iii*) Punjabi	10″ × 6½″ (10 leaves)	28-11-1960	8,000	—do—	—do—	16	184	
	(*iv*) Hindi	10″ × 6½″ (10 leaves)	26-11-1960	8,000	—do—	—do—	2	125	
22.	List of places treated as towns								
	(*i*) English	6½″ × 10″ (1 leaf)	24-1-1961	2,000	—do—	—do—	—	125	
	(*ii*) Urdu	6½″ × 10″ (2 leaves)	24-1-1961	25,000	—do—	—do—	6	125	
	(*iii*) Hindi	6½″ × 10″ (2 leaves)	24-1-1961	13,000	—do—	—do—	3	125	
	(*iv*) Punjabi	6½″ × 10″ (2 leaves)	24-1-1961	10,000	—do—	—do—	2	250	
23.	Post-Enumeration Check Registers—								
	1 PEC	8″ x 13″	28-2-1961	1,500	—do—	—do—	3	470	
	2 PEC	—do—	28-2-1961	3,000	—do—	—do—			
	5 PEC	8″ x 6½″	28-2-1961	10,000	—do—	—do—			
	6 PEC	8″ x 13″	28-2-1961	10,000	—do—	—do—			
24.	Covers on the Houselist Forms	Folders of size 14½″x11″	5-1-1961	80,000	Brown kraft Double 33 lbs. size 22½″x 29″		80	—	

Sl. No.	Description of Circular or Form	Size of Form	Date of printing	Number of copies printed	Size and weight of paper used		Units of paper used		REMARKS
							Reams	Sheets	
1	2	3	4	5	6		7	8	9
25.	Questionnaires on Consanguineous Marriages	13″ x 20″	27-3-1961	12,000	26″x40″	46 lbs.	6	—	
26.	Questionnaires for households for village surveys.	8″ x 13″ (29 leaves)	10-1-1961	12,000	—do—	—do—	36	125	
27.	Questionnaires on Industries and Handicrafts in villages—								
	(*i*) Hindi	8″ x 13″ (3 leaves)	23-6-1961	4,000	—do—	—do—	2	200	
	(*ii*) Urdu	—do—	23-6-1961	6,000	—do—	—do—	3	300	
	(*iii*) Punjabi	—do—	22-6-1961	2,000	—do—	—do—	1	100	
28.	Questionnaires on Fairs and Festivals.	13″ x 20″	29-5-1961	10,000	—do—	—do—	5	—	
29.	Booklets on Provisional Total figures.	6½″x10″ (18 leaves)	21-9-1961	2,000	—do—	—do—	4	225	

APPENDIX VI (16)

TABLE SHOWING (1) HOUSELIST-,(2) PROVISIONAL AND (3) FINAL POPULATION FIGURES, 1961; AND DATES OF RECEIPT OF PROVISIONAL TOTALS FROM DISTRICTS

Sl. No.	District	Name of District Census Officer	Population according to house-lists	Date & hour of receipt of telegram or phone re-provisional population		Population		Variation (of final from provisional) Increase(+) Decrease(—)	Percentage of variation (of final from pro-visional population)
				Date	Hour	Provisional	Final		
1	2	3	4	5	6	7	8	9	10
		SARVSHRI							
1.	Karnal	K.K. Kalia, Revenue Assistant.	1,424,847	7-3-1961	4-50	1,489,679	1,490,430	+ 751	+ 0.05
2.	Mahendragarh	Hardyal Singh, District Development Officer.	565,024	7-3-1961	16-15	547,164	547,850	+ 686	+ 0.13
3.	Ambala	Shiv Singh, District Development & Panchayat Officer.	1,337,690	7-3-1961	19-10	1,372,193	1,373,477	+ 1,284	+ 0.09
4.	Gurgaon	Tej Paul Garg, General Assistant.	1,291,183	8-3-1961	7-50	1,238,128	1,240,706	+ 2,578	+ 0.21
5.	Amritsar	Ram Narain Singh, Revenue Assistant.	1,624,903	8-3-1961	21-30	1,547,241	1,534,916	—12,325	— 0.80
6.	Simla	K.N. Kashyap, General Assistant.	128,146	8-3-1961	21-40	111,256	112,653	+ 1,397	+ 1.26
7.	Kangra	1. Mohan Singh, Revenue Assistant. 2. D.N. Dhir, S.D.O. (Civil) Kulu.	1,100,492	8-3-1961	22-00	1,057,066	1,062,518	+ 5,452	+ 0.52
8.	Sangrur	K.C. Mahajan, Revenue Assistant.	1,406,162	8-3-1961	22-20	1,425,261	1,424,688	— 573	— 0.04
9.	Ferozepur	Sant Singh, Revenue Assistant.	1,488,066	8-3-1961	22-25	1,620,389	1,619,116	— 1,273	— 0.08
10.	Ludhiana	Atma Singh, Revenue Assistant.	1,015,421	9-3-1961	0-20	1,021,190	1,022,519	+ 1,329	+ 0.13
11.	Kapurthala	P.L. Kapur, General Assistant.	341,910	9-3-1961	12-15	343,775	343,778	+ 3	+ .0009
12.	Gurdaspur	Anokh Singh, Magistrate.	992,642	9-3-1961	12-30	984,152	987,994	+ 3,842	+ 0.39
13.	Jullundur	Ripudaman Singh, Revenue Assistant.	1,205,643	9-3-1961	14-50	1,224,434	1,227,367	+ 2,933	+ 0.24
14.	Rohtak	Ajit Singh, A.D.M.	1,406,880	9-3-1961	15-25	1,416,915	1,420,391	+ 3,476	+ 0.25

Sl. No.	District	Name of District Census Officer	Population according to house-lists	Date & hour of receipt of telegram or phone of provisional population		Population		(Variation of final from provisional) Increase(+) Decrease(—)	Percentage of variation of final from provisional population
				Date	Hour	Provisional	Final		
1	2	3	4	5	6	7	8	9	10
15.	Hoshiarpur	Balwant Singh, Revenue Assistant.	1,267,647	9-3-1961	15-40	1,229,473	1,233,493	+ 4,020	+ 0.33
16.	Bhatinda	D. Sharma, Revenue Assistant.	1,025,032	9-3-1961	18-45	1,056,033	1,055,177	— 856	— 0.08
17.	Patiala	Babu Lal Bhargava, Revenue Assistant.	1,120,658	9-3-1961	21-05	1,047,437	1,048,778	+ 1,341	+ 0.13
18.	Hissar	Des Raj, Revenue Assistant.	1,497,967	10-3-1961	0-10	1,545,887	1,540,508	— 5,379	— 0.35
19.	Lahaul & Spiti	1. R.C. Kapila, S.D.O (Civil) for Spiti; and 2. D.K. Dass, S.D.O. (Civil) for Lahaul.	20,478	—	—	20,478	20,453	— 25	— 0.12

APPENDIX

CENSUS OF

HOUSE

Name of District.....

Name of Island/Taluk/Tahsil/Thana/Anchal/Town.....

Name of Village/Ward/Mohalla/(Enumerator's Block).....

Line No.	Building Number (Municipal or local authority or Census Number if any)	Building Number (Column 2) with sub-numbers for each census house	Purpose for which census house used, *e.g.*, dwelling, shop, shop-*cum*-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, etc.	If this census house is used as an establishment, workshop or factory			
				Name of establishment or proprietor	Name of Product (s), repair or servicing undertaken	Average No. of persons employed daily last week (including proprietor, or household members, if working)	Kind of fuel or power if machinery is used
1	2	3	4	5	6	7	8
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							

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

Signature of Enumerator _____ Date _____

VII (1)

INDIA 1961

LIST

(Code No.)
(Code No.)
(Code No.)

Description of census house		Sub-number of each census household with census house number (Column 3)	Name of Head of Household	No. of rooms in census household	Does the household live in own or rented house? (a) Own(O), (b) Rented (R)	No.of persons residing in census household on day of visit			REMARKS
Material of wall	Material of roof					Males	Females	Total	
9	10	11	12	13	14	15	16	17	18
Total for page					X				

APPENDIX VII (2)

CONFIDENTIAL **CENSUS 1961**

Location Code

1 (a) Name

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

3 Marital Status — 4 (a) Birth-place

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

5 (a) Nationality — 5 (b) Religion

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

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

8 Working as Cultivator — 9 Working as Agricultural labourer

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

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

12 Activity if Not Working

13 Sex

APPENDIX VII (3)

CONFIDENTIAL

CENSUS OF INDIA 1961

[To be filled up during Enumeration]

Is this an institution ?

PART I—HOUSEHOLD SCHEDULE

LOCATION CODE : _____

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

A. Cultivation

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

B. Household Industry

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

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

C. Workers at Cultivation or Household Industry

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

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

Dated Signature of Supervisor

Dated Signature of Enumerator

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

PART II.—CENSUS POPULATION RECORD

(To be compiled from individual Census Slips)

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

Dated Signature of Supervisor

ature of Enumerator

GIPNLK--1/Census/63—14-2-64—200 Copies