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CENSUS OF INDIA 1961

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JAMMU AND KASHMIR

ADMINISTRATION REPORT

(ENUMERATION)

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THE 1961 CENSUS PUBLICATIONS

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CHAPTER I

INTRODUCTION

General—The Census Superintendent has aptly been described as a magician who appears unexpectedly in a village and by a mere touch of the wand produces so many things out of a tiny bag to the great astonishment of his audience. He soon assumes supreme authority for the execution of the operations and raises a large army of Census men in different parts of the area under his jurisdiction. His word becomes law for the time being and he continues to wield authority until the operations are over when after having travelled far and wide, he returns to his headquarter and finds himself absorbed in tabulation, compilation and drafting of the reports. He then disappears from the scene with all bag and baggage not to be heard of any more for several years to come.

The office of the Census Superintendent carries with it enormous responsibilities all of which have to be discharged with a clockwise regularity at different intervals of the operations. Unlike other administrative officers, the Census Superintendent cannot afford to defer the execution of any item on his programme, as the operations have to proceed at a uniform pace all over the country. He has to function at once as an executive officer, administrator, organizer, public speaker, statistician, draftsman and the like. The period of his employment is one of perpetual concern and anxiety to ensure the building up of an efficient organization large enough to cover all areas in his jurisdiction, training of staff for uniform application of instructions for the preparation of schedules, punctuality in the execution of all operations in all areas, maintenance of proper registers in districts and tehsils, effective supervision of the work and timely submission of data of diverse nature.

This part of the Census Report is intended for the use of my successor if and when the Census is taken in 1971. As we had no Census in Jammu and Kashmir in 1951 due to abnormal conditions caused by tribal raids and disturbances in various parts of State, I had to be content with the experience of my predecessors who conducted the Census in 1941 and 1931. As a result of the changes which occurred during the two decades intervening between the present and the previous Census, the jurisdiction of the Census Superintendent has shrunk to about 2/3rds of the original area and the complexion of administrative divisions and sub-divisions has, with the exception of a few cases, completely changed. Considering the pace at which territorial jurisdictions are being re-aligned to facilitate the execution of an extensive and elaborate programme of developmental activities contemplated under the Third Five Year Plan, it is difficult to envisage how far the present administrative frame-work will hold good by the time the next Census becomes due.

1. Census Legislation.

Before 1950, Census was not a central subject so far as Jammu and Kashmir State is concerned and the State Government then made their own arrangements for conducting the decennial Census, though the Operations were carried out under the guidance of the Census Commissioner of India and the tabulation was planned on the lines prescribed by the Centre.

The Census Act of India (No. XXXVII) which was enacted in 1948 excluded from its jurisdiction the State of Jammu & Kashmir, but this exception was deleted two years after by an amendment of Section 2, vide Adaptation of Laws Order 1950. As stated above, the legislation remained on the statute only and could not, due to the existence of extraordinary conditions, be implemented when the last Census was taken in 1951.

The Census Act vests in the Central Government the power to take Census and to appoint a Census Commissioner for India and Superintendents of Census Operations for each of the States included in the Indian Union. The Act also empowers the State Governments to appoint Census Officers and to delegate the power of appointing such officers.

Under the Census Act, every person employed in connection with the execution of Census Operations

is deemed to be a public servant within the meaning of Ranbir Penal Code of the State Government.

The Census Act further imposes a legal binding on every person of whom questions may be asked by a Census Officer to answer the questions to the best of his belief and knowledge except in respect of the names of female members, etc. The Act imposes penalties on Census Officers who refuse or neglect to use reasonable diligence in performing the duties assigned to them or obeying the orders issued in accordance with the Census Act or the rules made thereunder. Likewise, according to the Act, Census Officers intentionally putting offensive or improper questions, etc., make themselves liable to penal action. On the other hand, people who are found deliberately misleading the Census officials by giving false answers and/or refusing to answer to the best of their knowledge and belief or persons refusing access to Census Officers in their premises for the performance of Census Operations and persons removing, obliterating, altering, or damaging Census numbers, marks, etc. are also liable to similar penalties.

These and other provisions in the Act give necessary legal basis to the operations. It is obvious that the field staff is armed with sufficient legal authority for the performance of the functions assigned to it, but is also debarred from asking questions bearing on matters of private life. Likewise, certain obligations have also been placed on the people to ensure their co-operation for the successful implementation of the Census scheme.

The Census Act requires the State Government to issue various notifications regarding the appointment of District Census Officers and Charge Superintendents and delegation of powers for making appointments of Census Officers and institution of prosecution proceeding, etc. All these notifications are listed in schedule 1 of this report. The notifications were issued well in time and this has proved of considerable help in the expeditious execution of the operations.

As the result, however, of the intensive publicity carried out in various forms, it became necessary very rarely, if ever, to institute legal preceedings against any person. Except for two or three solitary cases, it was noticed that the Census authorities had by their constant preachings and lectures thoroughly succeeded in bringing home to the people the economic benefits which they would avail of in course of time, when developmental projects based on the data collected at the Census are formulated and executed. There were in all two persons who refused to work as enumerators. Both were prosecuted.

It was found difficult to persuade employees of commercial concerns to undertake Census work as the Census Act does not make any provision to the effect that such employees would, for the duration of their employment on Census, be treated on duty and therefore entitled to draw their wages. Further, while the Act explicitly states that the Census records would not be open to inspection and that the data would be treated secret, one case was reported in which some lawyer contended that the Act did not guarantee against the inspection of statements and returns of Census by the Departments of Central and State Governments concerned with the imposition of taxes.

First communication from Registrar General, India about Census—

The first communication (No. 3/9/57-RG dated 12 March, 1959) about the Census of 1961 of which a copy will be found at Appendix II of this report was received from the Registrar General, India in March, 1959. In this circular the broad outlines of the impending Census, of the various phases of the operations, of the requirement of accommodation, furniture, equipment, stationery and staff, of the administrative and financial powers, etc. and the difficulties experienced at the 1951 Census and the measures proposed to overcome these have been described at great length and with great precision. The circular also deals comprehensively with the organizational side of the programme of work and contains detailed instructions for the guidance of Census Superintendents and other officers engaged on Census work in respect of classification and definition of zones, Census districts and procedure for housenumbering and houselisting operations. The circular also deals exhaustively on the technical procedure to be adopted for allotment of code numbers to households, Census houses, buildings, blocks, villages/towns, tehsils or taluks and districts.

It also contains instructions for building up the Census hierarchy in a pyramidical form with the Enumerator, forming the base and the Distrtict Census Officer as the vertex. The appropriate agencies whose services would have to be employed for the conduct of the Census work at various levels have also been suggested in the circular in the light of the experience gained at the previous Censuses.

2. Selection of Superintendent of Census Operations.

No action to implement the instructions contained in this circular could however be taken due to delay in the appointment of the Census Superintendent who took over in July, 1959. Unfortunately, the officer selected for this assignment was withdrawn by the State Government after about two months only and as this change was contemplated from the very time the officer took over, no action, except the appointment of a few officials and arrangement of accommodation and furniture for the Central Office, to give a start to the implementation of the Census Scheme was at all taken. None of the old records was traced or collected so much so that even a copy of the latest Census Report was not available. In particular, the instructions contained in para 48 of the above circular regarding pretests of schedules and instructions did not even seem to have been perused.

I took over as Census Superintendent at Srinagar on 22nd September, 1959, and participated in the First Census Conference held in Delhi on the following day. While, therefore, other Census Superintendents who had been in their positions long before and had done considerable spade work according to the instructions outlined in the Registrar General's circular, I had nothing to report at the Conference about the work done in Jammu and Kashmir. I must confess that while I was very much embarrassed at the conference due to my inability to make any contribution, my participation in it helped me immensely in the execution of the various decisions taken after prolonged discussions by the conference.

First letter of State Government to all Departments introducing the Census and the Census Superintendent—

Before issuing circular instructions introducing the Census and the Census Suprintendent, the State Government convened at my request a conference of the Secretaries to Government and Heads of Departments on 9th October, 1959 under the chairmanship of the Chief Secretary. The decisions taken in the First Census Conference were examined at great length and measures to be taken for their implementation were devised and unanimously approved. Eventually, a press note announcing the forthcoming Census and giving its broad features was issued on 13th October 1959. In this note, which forms Appendix II to this report, the Government urged the Heads of Departments and various organizations to extend fullest co-operation to the Census Department for the efficient execution of the impending operations. According to the press note, the bulk of the personnel required for the various phases of the Census Operations was to be detailed by the Education, Community Development, Revenue and Forest Departments. The Financial Commissioner was also asked to prepare lists of villages which have fallen on the other side of the Cease-fire Line as also to furnish to the Census Suprintendent complete data regarding the transfers of villages from one tehsil to another effected during the 20 years intervening between the present and the previous Census. The Inspector General of Police was also advised to collect and transmit to the Census Suprintendent vital statistics for the last two decades.

In pursuance of the decision taken in the first Census Conference, an important announcement made in this circular related to the splitting up, for the purpose of the Census, of the State into two sectors, snow bound and accessible, so that the operations could be conducted in the former before the date prescribed for the taking of the Census in the country as a whole, as otherwise operations could not, due to the closure of the routes leading to these, be carried out in winter.

An important decision taken by the State Government was to include Census in the portfolio of the Prime Minister. This proved of immense help and orders and notifications which would not have otherwise matured for months together were issued and communicated to the Departments concerned most expeditiously and invariably in time.

It is however a fact that this arrangement did not suit us occasionally as the routing of all correspondence through the Chief Secretariat even in respect of trifling matters, such as borrowing a report or a book from an office or a library, did involve avoidable inconvenience. I must confess that I have been guilty now and then of violating these instructions and addressing the Departments concerned direct. In spite of this, I would strongly advise that the present arrangement of Census being included in the portfolio of the Prime Minister should continue even in future in view of its manifold advantages.

Immediately after the issue of this press note, the Census Suprintendent held meetings at different District headquarters with the officers of various administrative departments. In pursuance of the discussions held with them, the State Government issued at my request a circular order (Appendix III) on 20th February, 1960, empahsizing the necessity of the administrative divisions and units being left undisturbed and urging the competent authorities to defer the transfers of the personnel detailed on Census work for the while the operations would remain in progress.

3. Appointment of Office Staff.

The scale of the staff for the office of the Suprintendent of Census Operations was prescribed by the Registrar General, India in para 4 of his circular No. 3/9/59-RG dated 12-3-1959 (Appendix I). The State Government accorded sanction to the creation of these posts (Government order No. 184-C of 1959 dated 12-8-1959), on the assumption that the power to create posts in the Census Department vested in them. This was got subsequently regularised with retrospective effect with the sanction of the Registrar General, India, vide his letter No. 3/105/59-RG dated 11-11-1959. Four of these posts (Office Suprintendent, Stenographer and two clerks) were filled up by the deputationists from the State Legislature and Revenue Department. The Statistical Bureau of the State Government also deputed two officials to man the posts of Statistical Assistants. None of them had worked in any previous census mainly because the last census was held about 20 years ago.

Two posts of Deputy Suprintendents, one for headquarters and the other for the houselisting, house numbering and enumeration work of the districts of Jammu province were sanctioned by the Government of India and filled up by the appointment of Messrs Janki Nath Pandita and Malik Nazir Ahmad, both belonging to Kashmir Civil Service. The former joined the Census Department in December, 1959 and the latter in March 1960.

The terms of appointment of the persons deputed by the State Government were in advance prescribed by the Government of India, vide Finance Ministry letter No. 3313-E. II (B)/57 dated 9-10-1957, according to which every such official had the option to be employed on the minimum pay in the scale prescribed by the Central Government for the post to which he was appointed plus dearness allowances and other allowances admissible under the Government of India rules, or alternatively to continue to draw his pay and allowances at the rates admissible to him in the State Government plus a deputation pay calculated at 20%. An exception was, however, made in the case of Census Suprintendent and Deputy Superintendent who were allowed the deputation or special pay at Rs. 300/- and Rs. 150/- per month or 33⅓ of the pay, whichever be less, respectively.

Persons recruited direct were however allowed minimum pay of the post to which appointed plus other allowances admissible to Central Government employees.

The State Government were not however very liberal in making available efficient personnel. Even the office Superintendent initially deputed by them was with-drawn shortly after and he had to be replaced by a retired officer. Not a single person from among those who had worked in the Census of 1941 could be traced as most of these had already retired from service and their whereabouts were not known. The difficulties experienced by me in securing the services of trained people will not, I trust, be faced by my successor as he will readily find a large number of persons thoroughly familiar with the technique of census work. I also hope that the State Government will, in view of the experience gained at the present census and the huge mass of valuable data which is being made available to them, not underrate the importance of this national

activity and will assist my successor by sparing the services of a few competent hands to man the Central office.

4. Office Accommodation and Equipment.

The State Government provided adequate accommodation for the Central office from the very beginning. The office was located in the second floor of the Old Secretariat buildings adjacent to the Public Service Commission, and consisted of two large, two medium and 4 small size rooms. A spacious godown comprising three compartments was also allotted in the ground floor of the adjoining block. Two of these were used for stocking paper made available by the Chief Controller of Stationery and Printing and the third was utilized for storing wood fuel required in winter.

Almost all the furniture articles, viz., chairs, tables, almirahs, stools, teapoys, table cloths. curtains and durries, etc. required for the Central office were also supplied by the State Government. Stationery articles worth Rs. 885·66 were made available by the State Stationery Depot, as the supply due from the Chief Controller of Stationery and Printing, Calcutta had not been received in time. This amount was paid by book adjustment to the State Government.

5. First and Second Pre-tests.

The pre-tests were held in other States before the first Census Conference was held in September, 1959. As already mentioned earlier, no such tests were conducted in this State and we had therefore to be content with the results obtained in other States.

The two posts of Statistical Assistants were filled up in November, 1959 and January 1960. One of the incumbents had to be relieved of his duties about four months after as his work was not found satisfactory.

It goes without saying that the successful execution of Census Operations is inconceivable unless the State Government and the District Officers extend fullest co-coperation. I am glad to say that this was forthcoming on all occasions for the while the field work remained in progress. In the beginning, a few administrative officers displayed some indifference and created difficulties in our way by refusing to spare their subordinates to participate in the Census meetings or by transferring them from one station to another or by contending that precedence had to be given to the normal work of the employees concerned. Prompt action was taken by the State Government in all such cases and this enabled me and my colleagues to go ahead with the work and keep pace with other States. Besides urging the administrative departments by several circular orders to extend close co-operation to the Census Organization, the State Government took a number of important measures which facilitated our work considerably. Some of these are briefly mentioned below :—

(a) By their circular order No. 3 of 1960 dated 20-2-1960, the State Government directed the postponement of jurisdictional changes and of the transfers of the personnel selected for employment of Census work so that the necessity of giving repeated trainings may be obviated. The administrative authorities were further instructed to supply all statistics and data which might be requisitioned from them by the Census authorities.

(b) By another Order (No. 14 of 1960 dated 8-7-1960), the State Government directed the administrative departments to submit full particulars of the staff employed on Census work which had been transferred from one station to another notwithstanding circular orders issued previously prohibiting such changes. All such transfers were ordered to be held in abeyance.

(c) Under Government Order No. 198-C of 1960 dated 20-8-60, the teachers of Education Department employed on Census work were directed not to leave their stations during summer or winter vacations. In all such cases, the State Government accepted the liability of treating the teachers on duty during vacations and allowing them full pay for an equivalent period of privilege leave to be availed of by them after the conclusion of the Census as against only half pay admissible under the ordinary rules.

(d) Yet another order No. (GDB-588/60(iii) dated 23-6-60) was issued announcing that the extent of personal interest and enthusiasm displayed by Government officers in the performance of Census work would be specially taken into consideration while recording the Annual Confidential Rolls. For this purpose, the Government instructed the reporting officers to keep an eye on the quality of

supervision and control of the officers concerned and to record their observations in this respect in the relevant Confidential Reports.

6. Census Conference September, 1959.

The first Census Conference which lasted for eight days was held in the office of the Registrar General, India, Kotah House Annexe, 2/A, Mansingh Road, New Delhi-11 from 24th September 1959 to 1-10-59. The Conference was to be inaugurated by the then Home Minister, but he could not find time to do so due to certain pre-occupations. He however addressed the Census Superintendents at his residence on 27th September 1959, and a copy of his address appearing at pages 1-4 of the Summary of Proceedings of this Conference has been reproduced in appendix IV of this report.

During the course of the Conference, discussions were also held with the Chief Election Commissioner and the Chief Controller of Stationery and Printing who were specially invited to participate in some sessions.

The Conference examined the Census Scheme exhaustively in all its aspects, and interesting and lively discussions were held on a varied numbers of subjects. Although decisions were taken on each issue on the basis of general concensus of opinion, the Conference proved, in actual effect, a valuable refresher course for its participants.

The principal item of discussion which engaged the attention of the Conference for major part of the time was the size and the contents of the Census Schedules, viz., the Houselist, the Household Schedule and the Individual Slip. The Registrar General's office had earlier circulated a composite Enumeration Schedule, a Houselist-cum-Schedule and a set of instructions for pre-testing the draft questionnaire. The general concensus of opinion was that the composite enumeration schedule was too large and unwieldy and therefore inconvenient for handling and writing. Similarly, it was also felt that the houselist and the Household Schedule should not be combined as these concern two different kinds of information which had not to be collected simultaneously. Eventually, it was decided that there should be three separate forms, the Houselist, the Household Schedule with the population record on the reverse and the Individual Slip. It was agreed upon that the Household Schedule should be supplied in pads of 50 and 25 and Individual Slip should also be bound in pads of 100 and 25 slips.

It was further decided that the Houselist should be filled up two to three months before the actual enumeration and the Household Schedule and Individual Slip should be taken up simultaneously and filled up during the actual enumeration period commencing from 10th February, 1961 and ending on the sun-rise of Ist March, 1961 followed by five days of revisional round.

The Conference also scrutinized the questionnaire of all the three forms and after prolonged discussion made appropriate changes in the light of the experience gained during the pre-tests. The procedure to be followed for Housenumbering and location codes to be employed in respect of Census houses, households, buildings, villages/mohallas, tehsils, cities, towns and districts were also prescribed.

Other important decisions taken during the Conference included –

(a) Preparation of five copies of maps of each district, tehsil/taluk, city/town on the scale of 1" to a mile,

(b) The fundamental characteristic which an area should possess for being classified as a town,

(c) Enumeration of institutional and houseless population,

(d) Training programmes for Housenumbering, Houselisting and enumeration,

(e) Projecting the population figures of administrative divisions according to existing jurisdictions upto 1901,

(f) Measures to be taken on the publicity side of the operations,

(g) Fixation of dates for submission of provisional totals of 1961 Census and arrangements to be made for their prompt transmission,

(h) Honorarium payable to the Census staff,

(i) Establishment for District Census Officers and Charge Superintendents for Census work,

(j) Compilation of District Census Handbook,

(k) Socio-economic Surveys,

(l) Conducting of Census during summer in such parts of the country which become inaccessible during the winter when the enumeration would be conducted all over the country.

7. Census Schedules.

As stated earlier, three schedules, namely, the houselist, the household schedule and the individual slip, were devised for the present Census. These are briefly discussed in the following paragraphs :—

Houselist—This schedule was designed for the preparation of a comprehensive list of all buildings falling within an enumerator's block irrespective of the uses to which these were being put. The houselist contained 18 questions relating to the numbers of buildings, Census houses and households, particulars of Census houses used as establishment, workshop or factory, description of materials used in the construction of walls and roofs, the name of the head of the household, the tenure status, the size of accommodation occupied by each household together with its sexwise population. As we had not conducted any pre-tests in the State and because the Census staff needed preliminary training before undertaking the preparation of houselists, some of the schedules were, with the approval of the Registrar General, stamped in red as training forms and distributed among the enumerators after the house-numbering operation was over. This measure proved very helpful and, as a result, the incidence of discrepancies actually committed was found very small.

Household Schedule—No such schedules were prescribed at any previous Census in the State. The main object of this schedule was to investigate the economic activities of each household, but as this question embraces a wide field, the enquiry was limited to two sectors of economic life, viz., cultivation and household industry only. Each schedule was to be filled up separately for every household and comprised three principal questions, one relating to cultivation, the other to household industry and the third to workers in cultivation, household industry or both.

The staff detailed from the Revenue Department on Census work had no difficulty in collecting information relating to the first question, but others had to be trained over and over again before they could comprehend the import of technical terms, such as local name of right on land, tenants holding land with or without permanent heritable rights, etc., etc. Further, while the field staff was given strict instructions to faithfully record the replies given by the head of the household, the respondents had also to be warned now and then of the legal action to which they would make themselves liable if they deliberately gave incorrect information.

The back side of the household schedule was utilised for preparation of what has been named as the Census population record. This gives the names of all the members of the household together with the sex of each, relationship with the head of the household, age, marital status and nature of work in case of workers.

Individual slip—This slip gives detailed information on the demographic, social and economic characteristics of every person who was enumerated in the State during February-March 1961. It consists of 24 questions as against 22 of 1941, when the last Census was held. An important innovation made in the slip to facilitate the recording of the answers was that different geometrical diagrams, such as rectangles, circles, triangles and parallelograms, etc., were inscribed in the space for answers. The enumerators recorded the answer to each question within the diagram given against it and in this way the possibility of overlappings of answers was avoided.

8. Translation of Schedules and Instructions.

As decided at the Census Conference of 1959, the following Schedules and Instructions were translated into Urdu, the official language of the State :—

1. Houselist
2. Household Schedule and Census Population Record
3. Individual Slip
4. Abstract of Houselists
5. Abstract of Individual Slip pads
6. Abstract of Household Schedule
7. Instructions to Enumerators for filling up Household Schedule and Individual Slip.
8. Rural Craft Schedule

9. Abbreviations

10. Hidayat No. 1, regarding Instructions for filling up the Houselist

11. Hidayat No. 2, Instructions regarding Amendment in above Instructions and preparation of 2 copies of Houselists

12. Hidayat No. 3, regarding Extension of revisional round to 5th October, 1960 and 5th March, 1961 in case of snow-bound and accessible areas respectively

13. Hidayat No. 4, containing further instructions for filling up the Household Schedules

14. Hidayat No. 5, regarding instructions for filling up the Village Handicraft Schedule

15. Hidayat No. 6, containing Instructions for indicating principal and secondary work in Individual Slip

16. Hidayat No. 7, containing additional instructions in respect of Question 4 (b) of Individual Slip

17. Hidayat No. 8, drawing attention to mistakes generally committed in filling up of Household Schedules

18. Hidayat No. 9, pointing out mistakes generally committed in filing up Census Code Nos. and part C of the Household Schedule.

The translation work was undertaken by me personally with the assistance of the Deputy Superintendent Census, Headquarters. Besides the Oxford and Students' Latest Practical Dictionary available in the office, an Urdu-English Dictionary was temporarily borrowed from the Legislative Assembly. Considerable care was taken to verify the nuances and to ensure that the various terms and words appearing in the English versions of the Schedules and Instructions are translated into appropriate equivalents in Urdu so that there may be no room for any confusion or misunderstanding. In the case of certain words, such as Scheduled Caste etc., the equivalents used in the Constitution of Jammu and Kashmir, namely فہرست بند ذات were adopted. Similarly, the words "in money, kind or share" appearing in Household Schedule were translated into نقد یا جنسی اُجرت یا حصہ پٹّائی, the corresponding words used in the State Land Revenue Act.

I found the work very interesting and my endeavours to find the correct nuances were compensated by the satisfaction that the translation of the Schedules was free from any loopholes and discrepancies. The Draft Translations of the Houselist, Household Schedule, Census Population Record and the Individual Slip were approved by the Registrar General in the first instance before these were got printed centrally at the Government of India Press, Aligarh. Besides Jammu and Kashmir, certain other States such as Punjab, etc., translated the Schedules, among other languages, into Urdu also The difference between the Urdu version of Jammu and Kashmir schedules and of other States was that the former was persianized, whereas in other States the translations contained a larger proportion of Hindi and Sanskrit words.

There was absolutely no controversy about the schedules being printed in Urdu, the official language of the State and the decision was welcomed in all quarters. This is because, with the exception of a handful of people, in certain parts of district Jammu, etc., Urdu is the only language which is spoken and understood by the overwhelming majority of the people of the State.

9. Printing

Printing of the following schedules was undertaken centrally and was assigned to the Government Press, Aligarh :—

(i) Houselists in Urdu

(ii) Household Schedules in Urdu in pads of 50 and 25

(iii) Individual Slips in Urdu in pads of 100 and 25

(iv) Individual Slips in English

(v) Household Schedules in English

(vi) Abstracts of Individual Slip pads in Urdu

(vii) Abstracts of Individual Slip pads in English

(viii) Instructions for filling up of Houselists in English

(ix) Instructions to Enumerators for filling up of Household Schedules and Individual Slips

(x) English versions of Abbreviations.

As advised by the Registrar General, India, all

other Schedules were printed locally. In the first instance, the State Government Presses were approached to undertake the printing work, but they expressed inability to do so as their hands were already too full with normal work. In the circumstances, the work had to be allotted to various private presses in Jammu as well as in Srinagar so as to ensure timely printing of the Schedules and their distribution. The following forms, schedules, books, etc., were printed locally :—

1. Abstract of Houselist forms,
2. Abstracts of Household Schedules in Urdu,
3. Instructions to Enumerators for filling up Household Schedules and Individual Slips in Urdu,
4. Rural Craft Schedules in Urdu,
5. Abbreviations in Urdu,
6. Socio-economic Survey questionnaire and schedules,
7. Hidayat No. 1, regarding Instructions for filling up the Houselist,
8. Hidayat No 2, Instructions regarding amendment in above Instructions and preparation of 2 copies of Houselists,
9. Hidayat No 3, regarding extension of revisional round to 5th March, 1961,
10. Hidayat No. 4, regarding further instructions for filling up the Household Schedules,
11. Hidayat No. 5, regarding Instructions for filling up the Village Hindicraft Schedules,
12. Hidayat No. 6, regarding Instructions for Enumeration of migratory population such as Bakerwals, Shepherds and boat population, etc.,
13. Hidayat No. 7, regarding Instructions for filling up columns 8 to 11 of Enumeration Slips,
14. Hidayat No. 8, regarding Instructions for addition to be made to Question 4 (b) of Instructions to Enumerators,
15. Hidayat No. 9, regarding further instructions for filling up of Household Schedules,
16. Hidayat No. 10, containing synonyms of Scheduled Castes, Chamar, Doom and Megh,
17. Hidayat No. 11, regarding general appeal to public for full-fledged co-operation in furnishing correct and complete information on Census questionnaire.

It is my considered opinion as a result of the dealings we have had with the local presses that if the State Government cannot undertake the printing of Census reports, they must, in any case, be persuaded in future to take up at least the printing of small pamphlets, posters, instructions, '*hidayats*', etc., referred to above. Besides the fact that none of the local presses has been able to complete the printing work within the time prescribed in the tender notice, most of them did not return the unconsumed quantity of paper the cost of which had to be recovered from them by adjustment against their bills.

The printing of other Instructions, copies of which were not needed in large numbers, was dispensed with by producing cyclostyled copies on the duplicating machine.

On receipt of the Houselist forms from the Aligarh Press, it was found that the printing had been unsatisfactory and there was a marked difference between the proof received from the press and the forms finally printed. The ink used in the forms was comparatively dim and faint and the printing itself was very much congested, besides containing some minor mistakes such as ے for ی and باور for پاور and فرضں for غرضں, etc. This was brought to the notice of the Deputy Registrar General vide my letter No. Cen. 27/1936/60 dated 12-3-1960 who also conceded vide his D. O. letter No. 13/3/60-RG dated 18-3-1960 that the printing was far from satisfactory. (See File No. Cen. 27/59). As a result, greater care was taken by the press in the printing of Household Schedules and Individual Slips, etc., and we had nothing to complain against these.

The forms were received in different consignments and were despatched by passenger train upto Pathankot, the nearest rail-head of the State. Arrangements for the onward despatch of the consignments to Srinagar, a distance of 268 miles were made at my request by the Kashmir Trade Agent at Pathankot, who was placed with funds to enable him to have the packages released and to pay for their loading, unloading and freight charges. The railway receipts were, in the beginning, sent by the Aligarh Press to me at Srinagar, but as this

arrangement involved avoidable delay besides liability to pay the demurrage charges, the railway receipts were thereafter sent invariably direct to the Trade Agent who got the consignments cleared immediately on arrival. I take this opportunity in placing on record my gratitude for the co-operation I received from Shri Kachru, the Trade Agent who rendered valuable assistance, as a result of which we had not to pay any demurrage charges on any occasion.

As five of the districts of the State belonging to Jammu province are either situated on the Pathankot-Jammu National Highway or are much nearer to Jammu than to Srinagar, arrangements were made for the despatch of the schedules required for these districts direct from Jammu, so that the delay likely to be involved by their being imported into and subsequently re-exported from Srinagar to the districts concerned and the additional expenditure on onward and return freight may be avoided.

Before the receipt of the printed schedules, a detailed statement showing the number of forms of each description to be supplied to each district, tehsil, city, etc., was prepared in this office after careful consideration on the basis of the estimated population, number of blocks and enumerators and after allowing reserves and various percentages, as prescribed by the Registrar General, India. The Registrar General's office had earlier estimated our requirements of Individual Slips on the basis of the 1941 population of the State as a whole including the territory now on the other side of the cease-fire line. As the number of pads printed on this basis was much larger than our actual requirements, we allotted a tehsil reserve of 15% also in addition to district and State reserves of 5% each, as desired by the Registrar General. This was necessary in view of the large area of the State with comparatively very low density of population, as without any tehsil reserve, the work of the tehsil organizations would have been held up until receipt of further supplies from the district reserves which would have, in many cases, taken several days.

The reserves in the case of Household Schedules and Houselist forms were allowed at 20% and 2% of the estimated requirements of Individual Slips respectively.

Except for a quantity of about 5% schedules printed in English, which had to be supplied to the personnel engaged on Census work of Army personnel, all other schedules were printed in Urdu.

As indicated earlier, 10,000 Houselist forms stamped in red "Training Forms" were utilized for giving preliminary training to the Census Staff. During the course of the operations, however, it was found that some of the Houselisters had utilized the forms for preparation of rough lists and had, therefore, fallen short of printed schedules. Since, however, the stocks had already exhausted, it became necessary to arrange supplementary supplies. I am grateful to Shri Natarajan, Deputy Registrar General, who took prompt action in this behalf and got a further consignment of 25,000 forms sent to me within the shortest possible time, with the result that we had no difficulty whatever in making these available to the personnel concerned while the operations were still in progress.

10. (a) Paper.

Due to prompt action taken by the Registrar General's office, paper was received from the Central Stationery Office as early as 21st September, 1959. In the circumstances, the necessity of indenting on the State Stationery Depot did not arise so for as paper is concerned. More and more supplies were made later on by the Chief Controller, as per details given below :—

Date of receipt	*Kind of paper*	*Quantity*	*Source of Supply*
21-9-59 & 7-9-60	Duplicating paper	41 reams	Dy. Controller, Stationery & Printing, Calcutta.
21-9-59 & 12-8-60	White paper (Cream laid)	7 reams, 320 sheets	-do-
10-3-60	White paper (26" x 40")	1096 reams	-do-
21-9-59 & 12-8-60	Type paper	46 reams	-do-
12-8-60	Badami paper	400 sheets	-do-

The paper required for the forms and schedules printed centrally was supplied to the Government

Press, Aligarh direct by the Chief Controller of Stationery and Printing. The local presses through whom the printing of other forms and schedules and instructions was arranged were supplied paper from the stocks available in this office.

The State Government were good enough to provide storage accommodation for printed forms and paper, but as the space proved inadequate, some of the forms were also stocked in the retiring room of the Census Superintendent.

(b) Typewriters, Duplicators, etc.

In October, 1959, the State Government placed at our disposal one Remington 'A' Carriage typewriter on loan. Subseqently, the following machines were received either from the Registrar General, India or from various firms, with whom orders were placed by him :—

(i) Remington typewriters 'D' carriage—

2 machines : Supplied by M/S Remington Rand of India, Calcutta,

(ii) Remington typewriters 'C' carriage—

2 machines : Supplied by M/S Remington Rand of India, Calcutta.

(iii) Duplicating machine—

1 machine : Supplied by M/S Shouri Brothers, New Delhi.

(iv) Calculating machine (electric)

1 machine : Supplied by the office of Registrar General, India.

(v) Calculating machine (hand-driven)—

1 machine : Supplied by the office of Registrar General, India.

No, typewriters were supplied to district officers as they were persuaded to conduct the Census work with the help of the machines already made available to them by the State Government for their normal work.

(c) Furniture, etc.

All the office furniture and equipment required for the offices of the Superintendent Census and Deputy Superintendent Census were made available by the State Government free of rent. No supplies were made to District officers who were prevailed upon to provide furniture articles for the Census staff from their own stocks.

11. Maps.

The preparation of maps presented considerable difficulty as there is hardly a tehsil in the State whose jurisdiction has not been changed during the period of last 20 years when the previous Census was taken. These changes were caused partly due to the partition of the State and partly because of carving out of new districts and tehsils or re-adjustment of boundaries of others. The old maps which we obtained from the State Directorate of Land Records and which are still in this office library are altogether unrelated to the present jurisdictions. In the circumstances, full details of the jurisdictional changes and of the notifications and orders under which these were effected had to be obtained from the Departments concerned. The District Officers were accordingly requested to prepare fresh maps of Districts and Tehsils based on the existing boundaries on the scale of 1" to 4 miles in the case of a District and 1" to one mile so far as a tehsil is concerned. They were further advised to indicate in the maps the mohallas, villages and the Census zones in each tehsil or the city, as the case may be. The maps were after necessary scrutiny quadruplicated by the Drawing Branch of this office and a copy of each was submitted to the Registrar General. On account, however, of the instructions received from the State Government and the Surveyor General of India regarding the vetting of international boundaries in the case of districts contiguous with Pakistan or China and the restrictions imposed by the Defence Ministry on the printing of maps of operational areas, the maps could not be finalized before March, 1961.

In pursuance of the decision taken in the Census Conference of 1959, instructions were issued to the Enumerators for the preparation of a notional map of each block indicating the boundaries of the village, the location of the houses, roads, offices, electric stations and other important features. Some of these maps were inspected by the Registrar General, India during the course of his inspection and he expressed his appreciation for the good work done by the Enumerators concerned. Nevertheless, it has been found that some of the Enumerators have not prepared any notional maps at all. These

are being got prepared with the assistance of the Houselists and I am confident that the gap will be filled up before long.

12. (a) Urban Classification.

According to the All India definition adopted for the Census of 1941, every municipality, cantonment or contiguous collection of houses having urban characteristics or which was rich in historic association or constituted an important trade centre with a population of more than 5,000 persons was classed as a town. In Jammu & Kashmir, on the anology of the practice followed in the past, quite a number of places with less than 5,000 population in each case were, in view of their historic association or importance, treated as towns irrespective of the fact whether or not they had any urban characteristics.

For the Census of 1961, the Registrar General, India prescribed the following criteria for determining the areas to be classified as urban :—

(i) The area should be a corporation, municipality, cantonment, town or notified area ;

(ii) The population should not be less than 5,000 ;

(iii) Not less than three-fourth of the male population should be non-agriculturists ;

(iv) The area should have urban characteristics.

With a view to drawing up of a revised list of urban areas, a self-contained circular letter was addressed to all the Deputy Commissioners for advice as to whether, in view of the changes which had taken place during the last 20 years, any of the urban areas which did not satisfy the above criteria would have to be dropped or any new areas which conformed to the conditions qualifying for classification as urban, existed in their respective districts and if so, what changes had to be made in the list of urban areas of the State. They were also supplied the names of areas treated as towns in 1941 and transferred subsequently to the rural list and requested to review the case of each area and to intimate reasons for their declassification.

As a result of the suggestions made by the Deputy Commissioners and the scrutiny conducted in this office, none of the de-urbanized areas of 1941 was treated as a town.

Further, as in the case of rural sector, all the urban areas on the other side of the cease-fire line were also omitted from the list. Seventeen new areas, two each in districts Anantnag, Jammu and Kathua, one in district Srinagar, six in district Baramulla and four in district Doda were added to the 1941 list.

(b) Organization of Census in urban areas.

There are in all 2 cities, 2 cantonments, 31 towns and 8 notified areas in the State. Except for the Executive Officers of the Municipal Councils of the two cities, who were appointed as Charge Superintendents, all other urban areas were treated as zones and placed incharge of Dy. Charge Superintendents. I had planned to pursuade the Dy. Commissioners to appoint the Chairmen as the Dy. Charge Superintendents of their respective towns or notified areas, but this was not feasible in more than 12 towns either because the concerned Chairman was too old or not well-educated or was expected to remain absent from his headquaters for several months. In the circumstances, the personnel of administrative departments, particularly Medical Officers, Principals and Headmasters of educational institutions, Naib Tehsildars, Tehsil Education Officers, Block Development Officers, Range Officers and Extension Officers of Agriculture and Co-operative Departments had to be appointed as Zonal Officers/Dy. Charge Superintendents of the towns or notified areas in which they were posted.

The arrangement of appointing Officers of Local Bodies, in so far as smaller towns are concerned, has not been found a satisfactory one. While ostensibly displaying great enthusiasm for census work as a national activity, in actual effect their contribution was very little and by and large, the Charge Superintendent himself had to look after most part of the urban census work. The Chairman and other personnel of the Local Bodies are not, due to a feeling of autonomy, amenable to any administrative control and their quantitative and qualitative out-put of work has, therefore, been far from satisfactory.

The Dy. Charge Superintendents in the cities consisted of officers of the Municipal Councils and all other departments of the State Government.

The latter included, among others, Assistant Registrars of Co-operative, Deputy Directors and Assistant Directors of Food and Supplies, Headmasters of High Schools, Divisional Forest Officers, District Inspectors of Schools and Tehsil Education Officers.

The subordinate staff consisting of Supervisors and Enumerators had to be drawn from almost every department of the State Government, though the majority was made available by the Department of Education. In making these selections, the departmental officers took great care not to impose a junior man in a senior position and vice versa which would have caused considerable disruption in the efficient execution of the work.

It may be remarked here that there are a number of urban areas in the State consisting not only of those which have sprung up during the last inter-census period, but also of many old and well-populated towns, like Jammu and Udhampur, etc. where no attempt had been made at any time in the past to divide the area into wards or mohallas. Even in the case of Srinagar city, where the boundaries of the wards are well-defined, it was noticed in certain cases that a solitary house or two belonging to a ward was situated at quite some distance from it and was contiguous to the houses of another ward, with the result that the line of demarcation between the two wards passed over the roofs of such houses. I am grateful to the officers of National Sample Survey who rendered me valuable assistance in this behalf and carved out, where they did not exist, mohallas and wards demarcated by roads, lanes, streets, canals and the like. They also made jurisdictional adjustments here and there in the previous demarcations of other areas in consultation with my office and the officers of the Local Bodies concerned.

13. (a) Touring of Census Superintendent.

Anticipating the necessity for the provision of necessary transport to facilitate the touring of the Census Superintendent and his Deputies, the Registrar General had, before my appointment, issued a circular letter inviting proposals from such of the Census Superintendents as were in need of a vehicle. Unfortunately, no action was taken on this reference and by the time I joined, the funds arranged had already exhausted. The Registrar General was, however, kind enough to recognize the urgent need of a conveyance for this State due to its difficult topography and hilly character and the large size of the area with comparatively very low density of population. He, therefore, persuaded the State Government to allot a jeep to the Census Department on the same terms as applied to other officers of the various administrative departments. The jeep was, however, lent to us every time on demand whenever I or my Deputies had to visit areas connected by jeepable roads only. For all other tours, I employed my private car which had also to be used on hill roads occasionally when the State vehicle could not be spared. Keeping in view the experience I have had of the present Census, I would strongly advise my successor to insist on the provision of a jeep which alone can be conveniently used both in hilly and plain areas of the State. The jeep should not be a lent one, but should be owned by the Census Department and should be available at all times.

The Registrar General had, in several circulars, urged for extensive touring being undertaken by the Census Superintendent, particularly because of the fact that the district officers are generally extremely busy with their normal work and cannot, unless persuaded to do so, spare any time to look after the census. I, therefore, made it a point to visit all the district and tehsil headquarters in urban areas and even such of the Niabats as are situated in far-flung areas and at a considerable distance from the district and tehsils headquarters. I had to travel by car, jeep and by air and at times on horse-back and even in boats. In all, I undertook a journey of 17,373 miles in a period of 18 months and 8 days from 22nd September, 1959 to 31st March, 1961. Thereafter, I had to slacken my touring particularly in hilly areas, as the State Government made an exorbitant demand of Re. 1.12 as rent charges per mile for the journeys undertaken by me and my Deputies from September, 1959 to March, 1961. This was not agreed to, as according to the Registrar General's letter, the vehicle had to be made available on the same conditions as applied to other State officers like Deputy Commissioners, Divisional Engineers, etc., who are required to pay charges for petrol and lubricants only, as was also done by the Census Department. I spent 246 days on touring including 157 night halts or 14 days and 9 nights,

on an average, per month. Comprehensive details of the tours undertaken from month to month during 1959-60 and 1960-61 are given in Schedule 9 appended to the report.

Touring was also undertaken by my two Deputy Superintendents particularly in connection with the training of the Census staff and for inspection of the houselisting operation and enumeration work.

(b) Touring of other officers connected with the Census and the payment of T. A.

Tours had also to be undertaken by some of the officers and officials of administrative departments in connection with the distribution of forms or their collection from the staff concerned. The total expenditure incurred on this account amounted to Rs. 2905 which was paid by debit to Census budget.

Officers of State Government who had to undertake tours occasionally outside their jurisdictions in connection with census work, such as attending training camps, etc., were paid T. A by the State Government from the budget of the administrative department on which the said officials were borne. Later on, the State Government contended that the amount disbursed by them on this account should be re-imbursed in case the payment of travelling expenses was a liability of the Census Department. They were, however, informed that as they had not been asked to make any contribution towards the cost of census and further because some other States also had, in like manner, accepted the charge as a gesture of their co-operation with this national activity, the demand need not be pressed. This was agreed to and the question of re-imbursement was not raised thereafter.

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

Besides certain difficulties inherent in Census Operations, we had, unlike other States, to face a number of major problems. These are briefly discussed below :—

(1) No Census had been taken in Jammu and Kashmir in 1951 due to unsettled conditions then prevailing in this State. I could, therefore, neither avail of the assistance of any person who might have worked in 1951 Census, nor have the benefit of guidance from the records which would have been prepared if the Census had been taken. Even so far as the 1941 Census is concerned, the only records which could be salvaged from the heaps of papers of the office of the Director, Land Records consisted of two or three files. The Census Report itself was not available and had to be borrowed from the Government Library at Srinagar.

(2) As a result of the temporary division of the State by the cease-fire line, several districts, tehsils and even villages had been split up, but no comprehensive data of the inhabited and uninhabited villages forming the present jurisdiction of such of the tehsils which are bordered by the cease-fire line had ever been prepared. Even the lists of villages and areas administered by the so-called Azad Kashmir Government had not been compiled. All this information had to be collected and verified before even any preliminary planning could be undertaken in respect of these areas.

(3) No statistics were available in my quarter regarding the number of people who migrated from or immigrated into the various parts of the State.

(4) Neither the State Land Revenue Department nor the Survey of India, nor even the Directorate of State Statistical Bureau could supply the area figures of the Tehsils and Districts according to the jurisdictions obtaining in 1960.

(5) During the last 20 years, new districts and tehsils had been carved out and the jurisdictions of many others extended or curtailed according to administrative requirements. No maps whatever, nor even notional ones showing the revised demarcations, had ever been prepared and all this work had to be done by the Census Department de novo.

(6) On account of the difficult topography of many areas of the State which remain cut off from four to seven months in a year, the State had to be divided into two sectors, snowbound and accessible and certain operations had to be conducted in the two areas in quick succession and even simultaneously. This naturally imposed a double-load of work on the Census Superintendent and his office, as also on some of the district and tehsil officers whose jurisdictions included areas of both the categories. Thus, while training of the field staff for actual enumeration was in progress in the snowbound areas of the State, the staff employed in the

accessible sector was being trained for houselisting operation. The difficulty could not be avoided as some of the inacessible areas, such as Karnah, Gurez, Ladakh, Padar, etc., could not, because of the closure of the passes, be operated upon earlier.

(7) In spite of the assurance given by the State Government that there would be no jurisdictional changes while the Census operations were in progress, the boundaries of some of the administrative units were re-aligned. Similarly, several departments persisted in the transfer of officials employed on census work notwithstanding clear orders from the State Government prohibiting such changes.

(b) Publication of Questionnaire and Instructions, etc. in the State Gazette.

A draft questionnaire listing the various questions to be answered by the people for the preparation of Houselists and filling up of Household Schedules and Enumeration Slips was prepared in this office and submitted to the State Government for publication in the State Gazette. The draft was vetted by the Law Department and published in the Gazette after being approved by the Government of Jammu and Kashmir.

The Census Calendar and Instructions issued to the census staff for conducting various operations were not printed in the State Gazette, but were instead distributed in large numbers to the entire census organizations as also to various administrative departments of the State Government.

15. Accounts—Budget.

The Census office was set up in this State in July, 1959 with a token preliminary grant of Rs. 23,500/- for the year 1959-60 to cover expenditure on account of Pay of Officers, Establishment, Allowances, Other Charges and Printing and Stationery. The provision being very inadequate, the estimates were revised and the budget was raised to Rs. 73,600/- against which the actual expenditure amounted to Rs. 66,618/-. A detailed statement giving the full details of the estimates and expenditure is given in Schedule 2.

The budget for the year 1960-61 was split up into the following four minor heads with an aggregate provision of Rs. 4,34,000, as detailed below :—

(i) Superintendence	Rs. 70,300
(ii) Enumeration	Rs. 2,54,300
(iii) Abstraction and Compilation	Rs. 9,400
(iv) Printing and Stationery	Rs. 1,00,000

The grant under Superintendence however proved inadequate and was enhanced to Rs. 1,20,950/- against which the total expenditure incurred amounted to Rs. 1,16,631/-. The provision under Enumeration was reduced to Rs. 64,100/- only on the basis of progress of expenditure which remained slow during the first six months of the year, mainly because the district and tehsil establishment was engaged very late. An additional expenditure of Rs. 74,096/- was however incurred during the year on account of honorarium paid to the enumerators for which no allotment had been made in the revised estimates.

The provision of Rs. 9,400/- under Abstraction and Compilation subsequently revised to Rs. 9,750/- was operated upon to the extent of Rs. 6,840/- only.

The grant for Printing and Stationery had been over-estimated and had to be reduced to Rs. 8,000/- only in the revised budget. The total expenditure incurred amounted to Rs. 8,682/- only.

16. Accounts—Rules.

Great difficulty was experienced in securing the services of a qualified Accountant conversant with the Central accounts rules. Neither the State Government nor the local Accountant General could spare any experienced and qualified person to man this post. (See File No. Cen/3). Even so, the deputation of persons dealing with accounts in the administrative departments of the State Government could not be a satisfactory arrangement, as they have no knowledge of the accounting system and budgetting procedure followed in Central Government departments. It would be advantageous if in future Accountants are invariably made available by the local Accountant General from among qualified and experienced incumbents serving under him. In view of the temporary character of the Census Oganization, the person appointed as Accountant should not only be very efficient, but also very

reliable and should have some stake to ensure expeditious and honest disposal of the work assigned to him.

As a result of my personal influence, however, I succeeded in procuring the services of an Accontant employed in Revenue Department of the State Government who took enough pains to familiarise himself with the Central account rules and the procedure for the preparation of budget estimates, etc. As the volume of work was fairly heavy, he was provided with an additional hand who looked after routine account matters. Fortunately, I had myself also worked for some time as the Finance Secretary of the State Government and therefore we managed to maintain our accounts in the prescribed manner without much difficulty. All the standing rules and regulations of the Central Government and instructions received from time to time from the Auditor-General and the Local Audit Department were strictly adhered to. Up-to-date entries were made in the registers, schedules and other books in respect of cash transactions, stock purchases, issues, receipts and the like.

The Deputy Superintendent Census, Headquarters was authorised to sign and draw the establishment and other bills of the Central Office and to sign the account registers, cash book, contingent and other account papers on behalf of the Census Superintendent. The Deputy Superintendent Census Jammu was also vested with drawing and disbursing powers in respect of the pay bills of his office staff.

The power to draw T. A. and contingent bills of all offices and the personnel attached to them was retained with himself by the Superintendent, Census.

17. Method of keeping Census Accounts.

Accounts were maintained on Single Entry System as distinguished from the Double Entry System followed in purely commercial or quasi-commercial departments. The expenditure was booked under the following heads :—

Demand No. 50—Census (Subsequently changed to 51 Census)

Major Head—47—Miscellaneous Departments, Statistics.

The accounts of the drawals made on account of the pay, dearness and ration allowances were maintained by the respective District Census Officers and Charge Superintendents and audited by the Accountant General against the administrative sanctions issued by the State Government prescribing the scales of pay and allowances admissible for each post. This relieved the Central Census Office of a part of accountant work which would have been rather difficult to deal with. This arrangement had the additional advantage of eliminating delays in the disbursement of pay dues of the staff which would inevitably have taken place if the drawing and disbursing powers had not been invested in the District Census Officers and Charge Superintendents.

18. Financial Powers.

The Registrar General, India had, from the very beginning, anticipated the need for the Census Superintendent being equipped with sufficient financial powers to enable him to meet the various requirements expeditiously and without having to wait for the sanction of any higher authority. I was not, therefore, vested only with the powers delegated to heads of offices under the Financial Powers Rules, 1959, but several other powers, mentioned below, which went a long way in smoothening my job, were also delegated to me and other Census Superintendents under the various notifications of the Ministry of Home Affairs, as noted against each :—

Vide Ministry of Home Affairs' No. F. 2/16/59-Pub. I (I) dated 13-11-1959.

(1) Creation of temporary posts in Class III and Class IV for a period not exceeding two years.

(2) Full powers to purchase for office use books, newspapers and other publications.

(3) Incurring of contingent expenditure upto Rs. 1,000/- per annum in each case for recurring expenditure and Rs. 5,000/- in each case for non-recurring expenditure.

(4) Incurring of expenditure on entertainment (light refreshment) upto Rs. 200/- per annum.

Vide Ministry of Home Affairs' No. 4/36/58-RG dated 20-11-59.

(5) Sanctioning grant of recurring and non-recurring honoraria upto Rs. 100/- in each case to clerks other than those in his own office for work done in connection with the Census Operations, 1961.

(6) To act as Controlling Officer for his own and his establishments' T. A.

Vide Ministry of Home Affairs' No. F. 2/16/59-Pub. I dated 22-10-1959 and No. 3/77/60-RG dated 11-11-1960.

(7) Creation of temporary posts on pay not exceeding Rs. 160/- per month and to fix pay of posts, the powers to be operative in case of posts carrying fixed pays or scales of pay not approved by the Ministry of Finance.

(8) Sanctioning recurring and non-recurring honorarium upto Rs. 100/- in each case to Government officials other than those in his own office and to non-officials for work done in connection with the Census Operations, 1961.

(9) Drawal of on-account advances to the extent of Rs. 1500/- to defray contingent expenditure.

19. Permanent Advance.

An amount of Rs. 200/- was initially sanctioned as permanent advance of the Superintendent of Census Operations, vide Registrar General's No. 3/2/59-RG dated 24-10-1959. The amount proved very inadequate and was subsequently raised to Rs. 400/-, under Registrar General's No. 3/2/59-RG dated 19-5-1960 (See File No. Cen/19). Demands were however received from all the District Census Officers, asking for advances to enable them to meet contingent expenditure, but it was not found possible to accommodate these within the limited amount of Rs. 400/- placed at my disposal. A further reference was, therefore, made to the Registrar General and he was kind enough, vide his No.3/2/59-RG dated 28-11-1960 to fix the advance at Rs. 500/-. The amount was distributed among the various officers, as indicated below :—

(i) Superintendent of Census Operations	...	Rs. 250/-
(ii) Deputy Superintendent, Census, Jammu	...	Rs. 75/-
(iii) Six District Census Officers and one Municipality at Rs. 25/- each	...	Rs. 175/-

20. Miscellaneous.

Payments due to officials and others posted or available at Jammu and Srinagar were made in cash or through treasury by endorsing the payment orders in their favour. In case of tehsils and district offices, the payments were arranged through hundies except where the expenditure was very urgent and had to be incurred at once, in which case the amount was remitted by money orders.

21. Census Publicity.

With a view to enlisting the co-operation of all sections of the people, widest publicity was given to the forthcoming Census and the important role which it was going to play in the economic reconstruction of the State. It may be stated here that as no Census Operations were carried out in Jammu and Kashmir in 1951, many people particularly the masses in the rural areas had no notion about the importance of Census and regarded it as an operation the activities of which were restricted to the counting of heads only. It was, therefore, necessary to launch a large scale compaign so as to educate the public mind about the objectives of the Census and this could not be achieved without enlisting the co-operation of the press and the various organizations which were in close touch with different sections of the people and enjoyed their confidence. All the devices suggested in the Census Conference to ensure effective publicity were, therefore, employed. Some of these are mentioned below :—

(a) Press.

The local press of Jammu, Srinagar and urban areas extended fullest co-operation to make the Census a success. Almost every paper promptly responded to our requests to publish whatever material was made available to them from time to time. Besides publishing the proceedings of Census meetings held in various parts of the State, the papers came out with editorials welcoming the re-birth of the Census after about 20 years and bringing out the importance of this national activity with particular emphasis on the valuability of the data to be collected and its future utility. Further, press releases indicating the activities of the Census Organization and the progress of work were allotted prominent spaces in the papers and published free of cost.

Besides the press notes issued from the Census headquarters, the Information and Broadcasting Department of the State Government also made

contributions by issuing handouts and press releases on various aspects of the Census Operations. Among these may be mentioned —

(i) Press note under the caption "Census operations in State". Activities of Jammu and Kashmir Census Organization", and

(ii) "Preparations, for Census Afoot".

(b) Posters from Centre and Local.

The following posters were received in August, September and October, 1960 from various printing presses in pursuance of the instructions issued to them by the Director of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Government of India, New Delhi—

		Urdu	*English*	*Hindi*
1.	"GENSUS HELPS THEM ALL" ...	13000	2100	850
2.	"CENSUS HELPS PLANNED CONSUMPTION" ...	13000	2100	850
3.	"POPULATION CENSUS, 1961, VITAL TO YOU AND THE NATION" ...	13000	2100	850
4.	"CENSUS IS ESSENTIAL"		100	...
5.	"CENSUS, TEXTUAL POSTER"		100	...

These posters were distributed in September and October, 1960 to District Census Officers, Charge Superintendents and gazetted officers of various administrative departments of the State Government and were also supplied to local newspapers, hotels, religious institutions and other places where people usually assemble. In addition, copies of the posters were also supplied to the Secretaries to Jammu and Kashmir Government and Heads of Departments for distribution among the people. A substantial number was also handed over to the Chamber of Commerce, Officers of the Information Department, Secretary of the State Exhibition, the Station Directors of Jammu and Srinagar Radio and the Information Officer, Government of India.

(c) Press Conferences.

Press Conferences were held by the Superintendent of Census Operations mainly at Jammu and Srinagar and occasionally at various district headquarters including Ladakh in connection with each phase of the operations. Nine such conferences were held in all from 1959 to end of March, 1961 on different dates mentioned below :—

2-1-1959, 24-3-1960, 9-5-1960, 10-6-1960, 26-8-1960, 1-9-1960, 8-12-1960, 24-1-1961 and 7-3-1961.

These conferences were attended to by the press correspondents of local papers as also by the representatives of important English Dailies of Delhi. In addition, officers of different departments and prominent citizens also attended the conferences occasionally. In every conference, the Superintendent of Census Operations explained the important features of the operations to be undertaken and sought the co-operation and assistance of all those present. At the end of each conference, every participant was requested to put questions and doubts, if any, were clarified.

(d) Special Articles.

Special articles were published in the local papers emphasizing the importance of the Census of 1961 and the urgent need for fullest co-operation being extended to the organization employed on this work. One such article, viz., "CENSUS OF 1961-POPULATION" written by me was also published by the Press Information Bureau, Government of India.

(e) Meetings and Lecture Tours.

In addition to the meetings held in connection with the training of Census staff, lecture tours were also conducted on the occasion of important festivals and large audiences were addressed and educated about the importance of forthcoming Census. This measure proved very effective as the people who mostly consisted of illiterate persons were made to understand in their own language the manifold advantages which would accrue to them in course of time when the economic structure of the State would be re-built on the basis of the data collected by the Census Organization. The apprehensions of some of the people that the material would be made use of for taxation purposes or for ejectments from encroachments made on lands were also dispelled by holding out

solemn assurances that no Government department or any other person would be given any access to the Census records which would be kept strictly confidential. These meetings were sometimes attended by very large numbers of persons and it became necessary to use loud speakers which except for one occasion were supplied free of rent.

(f) Films.

The Directorate of Publicity of the State Government received one 35 mm. film from the Film Division, but due to its late arrival it was exhibited for a few days only in some cinema houses in February, 1961. Being extremely busy with the supervision of enumeration work, neither I nor any of my Deputies could see the film. I would suggest that in future these important films must be despatched well in time and displayed at least a fortnight before the actual enumeration is started.

(g) Leaflets, brochures, pamphlets.

Three pamphlets in Urdu and English, namely "WHAT IS CENSUS AND WHY WE SHOULD HAVE ONE", "GROWING IMPORTANCE OF POPULATION CENSUSES" and "HOW A CENSUS IS TAKEN" were received from different printing presses under the instructions of the Director of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Government of India. In all 70,100 copies of each pamphlet were received in equal proportions in Urdu and English. These were distributed in September, 1960 through a large number of agencies, particularly Deputy Commissioners, Tehsildars, educational institutions, panchayats and the Directorate of Publicity, etc.

(h) Lantern Slides

Another medium of publicity employed for the Census of 1961 was the exhibition of lantern slides. In all, 16 slides were got prepared in Urdu and Hindi captions of which 6 were exhibited in the cinemas of the valley and 10 in those of Jammu province. The display was arranged through the Secretary, Board of Film Censors, Jammu and Kashmir, who got these exhibited in 14 cinema halls, 3 of Srinagar, 4 of Jammu, 1 each of Anantnag, Sopore, Baramulla, Udhampur, Kathua, Poonch and Nowshehra.

(i) Publicity for Houselisting and Enumeration.

The announcement of the houselisting operation caused pleasant surprise among the people partly because they had never known of any such survey in the past and partly due to the belief that the house-list statistics would serve as an index of the economic backwardness of the people and would prompt the Government to devise ways and means to improve the living conditions of the people. Voluntary co-operation was, therefore, extended in respect of this particular survey in every part of the State. Nevertheless, we took sufficient pains in publicising the objectives of the operation. I am grateful to the Information Department of the Kashmir Government who took special interest in this behalf and launched an intensive campaign through mobile loud-speaker vans in the rural areas of the State. The important features of the enumeration were also explained to the people both by me and my Deputies as also by senior staff of the Directorate of Publicity. I am glad to say that cumulative effect of all these efforts was very encouraging and that by and large Census was the talk of the day almost in every house when the enumeration was about to be commenced.

(j) Census Advertisements and Cartoons.

Advertisements were now and then made available to local presses as an encouragement for giving publicity to the Census Operations. These advertisements were, however, charged at the normal rates admissible under the State Government rules.

(k) Messages.

During the course of their tours, the Ministers of the State Government also advised people in different parts of the State to extend maximum co-operation to the Census staff and to provide them correct and factual data in the interests of their own well-being. They further informed the audiences addressed by them that the State Government had decided to embark on an ambitious plan of economic development and that as the Census statistics would constitute the corner-stone of all such plans, every person should contribute to the success of this national activity. Among others, the State Prime Minister himself devoted major part of one of his public speeches in bringing home to the people the supreme role which the Census was going to play in the future re-construction of the State.

(l) All-India Radio.

I am highly indebted to the Director and other officers of Radio Kashmir who rendered valuable assistance in publicising the importance of Census. The two broadcasting stations operating from Srinagar and Jammu organized a number of programmes from July, 1960 to end of February, 1961. Some of the items are mentioned below :—

Radio Kashmir, Srinagar

(1) Rural Broadcasts.

(i) A talk in Kashmiri entitled 'Census and its Importance' was broadcast by Shri H U. Kamili, Supdt. of Census Operations on 16-2-1961.

(ii) Compering based on the pamphlets issued by the Ministry of Information & Broadcasting, Government of India.

(a) 'Growing Importance of Population Censuses'.

(b) 'How a Census is taken'.

(c) 'What is Census and how we should have one'.

(2) Items included in Women's Programme.

(i) Feature based on the talk written by Shri H. U. Kamili, Superintendent of Census Operations was broadcast on 28-7-1960.

(ii) Talk in Kashmiri by Shri J. N. Pandita, Deputy Superintendent of Census Operations was recorded on 6-2-1961 and broadcast on 10-2-1961.

(iii) Compering on Census was broadcast in weekly programme almost alternately from July, 1960 to the end of February, 1961.

(3) Radio talks given by the Superintendent of Census Operations.

(i) A Talk in Urdu entitled *Murdum Shumari* was broadcast by Shri H. U. Kamili, Superintendent of Census Operations on 9-2-1961 in General Programme.

(ii) An interview with Shri Kamili was also broadcast in Regional News Reel.

(4) A talk in Ladakhi programme was broadcast by Radio Staff.

Radio Kashmir, Jammu

Murdum Shumari.

Census of India—1961.

Dialogue.

The First Phase of Census : Housenumbering. Dialogue.

Topical Talk on Census 1961. Census can be called the economic map of India, Dialogue.

A feature on Census.

-do-

Census and our co-operation—Dialogue.

Dialogue on Census.

Bhaiya Mehar Chand Mehar—Feature on Census.

-do-

Murdum Shumari.

Progress of questions and answers with Superintendent of Census, Jammu.

Murdum Shumari Ki Te Kiyan

Dialogue.

Murdum Shumari Ki Te Kiyan

Dialogue.

-do-

-do-

(m) Suggestions for improvement and rearrangement of programme in future.

I am convinced that the measures we took to publicise the Census were fairly elaborate and I have no suggestion for the introduction of any new medium of publicity. It may, however, be stated here that the pamphlets were received in the second week of September, 1960 when the actual enumeration in the snowbound areas had already been started. This belated supply defeats the under-lying object, as by the time the pamphlets were distributed in a vast area like district Ladakh the enumeration was already over.

CHAPTER II

ENUMERATION

1. Introduction.

The task of enumeration in Jammu and Kashmir has been by and large a tough one, as we had to face a number of difficulties which were not experienced by other States, nor by any of my predecessors-in-office. These are briefly mentioned below:—

(i) The State was split up in 1947 and no records of the areas on this and the other side of the cease-fire line were available.

(ii) There was no Census in 1951 and neither any personnel nor any records were available for assistance and guidance.

(iii) Large-scale jurisdictional changes had been introduced during the two decades intervening between 1941 and 1961.

(iv) Hundreds of villages had been completely depopulated as a result of the tribal raids of 1947, but no list of the areas which were thus rendered uninhabited was traceable.

(v) Neither the area figures nor the maps of any district, tehsil or town based on the latest jurisdictions had ever been prepared after 1941.

Besides these and other normal difficulties inherent in Census Operations, we had certain additional problems to tackle with. Principal among these were :-

(a) The topography and the climatic conditions made it obligatory to divide the State into two regions, snowbound and accessible, and to take the Census of the two sectors at different periods of time. Special measures had to be enforced to guard against the possibility of double or non-enumeration of the population migrating from accessible to snow-bound areas and vice versa before or after enumeration.

(b) The enumeration of migratory population, such as boatmen, bakerwals, etc., who move about from place to place according to their occupational requirements was equally a difficult task and in this case also, effective steps had to be taken to obviate double or under-enumeration.

2. (a) Census Programme.

Immediately after my return from the Census Conference of 1959, I got busy to draw a programme for the forthcoming operations. As the old Census records were not available and because, further, comprehensive lists of inhabited and uninhabited areas falling in the various administrative units had not been maintained by the Revenue Officers, the preparation of Census Registers in respect of rural and urban areas was given top priority and was forthwith undertaken by each Tehsildar and administrators and Chairmen of the Local Bodies. In this way and by comparing the lists thus compiled with the Village Tables of 1941, we were, for the first time, in a position to determine on a precise basis the villages on either side of the cease-fire line and those which had become uninhabited as a result of complete depopulation.

The Registrar General appreciated the impracticability of Census Operations being conducted in snowbound areas in mid-winter and, therefore, agreed to the operations in such areas being finalized before the setting in of the winter of 1960-61. As a sequence of this arrangement, it became necessary to prepare two Census Calendars, one for accessible areas which was to fall in line with the programmes followed in other States and the other for snowbound areas, for which a separate date sheet was devised. Copies of both these Calendars will be found at Appendix V of this report. The timely circulation of these calendars and my subsequent discussions with the District Census Officers and Charge Superintendents during the course of tours gave in advance a vivid picture of the nature of work involved in the various phases of the operation. This helped a lot in course of time and by and large, we were able to adhere strictly to the programme except in the case of the preparation of houselists for Kashmir Valley which had to be suspended for about three weeks due to out-break

of cholera in an epidemic form. Another change which became necessary was the extension of the last date of revisional round from 3rd March, 1961 to 5th March, 1961 on account of Holi.

(b) The first circulars and tours.

After the issue of the press note dated 13-10-1959 by the State Government, I contacted various Heads of Departments and got circular instructions issued to all subordinate offices of each Department, announcing the holding of the 1961 Census, the first one in the State after Independence. In these circulars, the broad features of the operations were briefly indicated and great emphasis was laid on the importance of this national activity and the desirability of reliable and accurate data being collected to facilitate planned development. The officers and other employees of each department were also directed to extend fullest co-operation to the Census Department and to detail suitable personnel for employment as Enumerators, Supervisors, Dy. Charge Superintendents, etc., and to make available expeditiously whatever data and assistance may be requisitioned from them. A copy of the circulars which were issued almost on the same lines by all heads of departments is enclosed.

As the Census Superintendents in other States had been in position long before I took over and because we had not done any spade work such as pre-testing, etc., I rushed through the numerous circulars received from the Registrar General which had either been piled up in the Chief Secretariat or consigned to records in this office without any action whatever being taken. This done, I addressed a circular letter on 18-11-1959, vide this office No. Cen./6/237-241/59 dated 18-11-1959, to all the Deputy Commissioners, inviting their personal attention to the instructions issued to them by the Financial Commissioner regarding the part they had to play in the forthcoming Census and the preliminary arrangements to be made by them for giving a start to the implementation of the Census scheme. In this letter, I informed the Deputy Commissioners that I would call at their offices on the dates mentioned therein and discuss with them and other officers of the district the salient features of the scheme, procedures to be adopted and the arrangements to be made. This circular has been reproduced in Appendix VI of this report.

Accordingly, I undertook my first tour to Baramulla on 29-10-1959 and had a lively discussion with the Deputy Commissioner and other district officers of various departments and prominent non-officials for about four hours. Some of the officers whose participation in the meeting was necessary were however out of headquarters and it became necessary to pay a second visit to this place on 3-11-1959. During November, 1959, I visited Anantnag, Ladakh, Kulgam and Pulwama. In the following month, I held meetings at Badgam and also proceeded to Jammu where I visited a number of places including Banihal, Udhampur, Doda, Bhaderwah, Kathua and Rajouri, returing to Srinagar after about 18 days continuous touring. A detailed statement giving the particulars of the tours undertaken on various dates will be found in Schedule 9 of the report.

3. Preparation of Census Registers.

In view of the fact that no Census was held in this State in 1951, the question of procuring the registers maintained in the last Census, which should have formed the corner-stone for the operations of 1951, did not arise. Even so far as the Census of 1941 is concerned, the records, if any prepared, had either been destroyed during the raids or misplaced or had become obsolete on account of the numerous jurisdictional changes which took place during the intervening period. In the circumstances, we had as in several other respects, to start with a clean slate in so far as the preparation of census registers is concerned.

In any case, before issuing instructions for the preparation of village and charge registers, I concentrated my attention on the preparation of accurate and complete lists of inhabited and uninhabited villages and hamlets of all districts/tehsils/towns according to their 1950 jurisdictions. The lists so compiled were scrutinized in the Central Office with considerable care and were sent back to the concerned Charge Superintendents after making appropriate corrections, wherever necessary. Instructions for the preparation of the General Village and Town Register were issued in March, 1960, vide this office circular letter No. Cen. 113/2349-57/60 dated 24-3-1960, which will be found at Appendix X of the report. The Register contains information regarding

the number of zones into which the rural and urban sectors of each tehsil were divided for purposes of Census, the names of inhabited and uninhabited villages or mohallas and hamlets together with the number of houses in each. The names of enumerators and supervisors who would have to be placed incharge of various blocks and circles were also incorporated in this register. A remarks column was also provided for recording such pertinent information as may not have been covered by the other columns. The registers were subsequently inspected on spot and wherever necessary got completed. I hope that my successor will not have to face the same difficulty which I had to countenance and that only slight alterations may have to be made in the registers on account of jurisdictional changes, if any effected. All the registers have been transferred to the Directorate of Land Records.

4. Formation of Census Divisions.

The question whether the administrative divisions should also be adopted as Census Divisions was examined at some length in a meeting presided over by the Chief Secretary and attended, among others, by the State Financial Commissioner. It was agreed upon that as the present administrative divisions had already been carved out with due regard to the disposition of the population, topography, communication and other relevant matters, these should constitute Divisions for the Census of 1961. In respect however of the sub-divisions, certain adjustments had to be made here and there to facilitate the work. Accordingly, with the exception of tehsils Handwara, Sopore, Pahalgam and all non-city urban areas, the entire jurisdiction of each tehsil and city was treated as a separate charge. In the case of Handawara, Sopore and Pahalgam, it was decided that each of these should be split up into two charges due to the in accessibility of and the long distances at which certain areas of the tehsils are situated from their respective headquarters. In accordance with this decision, Gurez area of tehsil Sopore, Keran of tehsil Karnah and some villages of tehsil Pahalgam were declared separate charges in addition to those constituting the remaining area of each tehsil. Non-city urban areas, such as cantonments, towns and notified areas, were treated as separate zones and were placed incharge of Deputy Charge Superintendents.

Discussions were held during the course of my tours with the Dy. Commissioners regarding the manner in which Deputy Charge Superintendents' zones, Supervisors' circles and Enumerators' blocks would have to be formed. For this purpose, guidance was taken partly from the list of Girdawar circles into which a tehsil stood divided and partly from the estimated population figures of each village and town which were obtained from the Tehsildars concerned. These figures were, in most cases, fairly accurate as the Tehsildars had been maintaining up-to-date lists of the population of each area in connection with rationing of foodstuffs. The principal consideration in demarcating the zones was the toporgraphy of the various areas and the means of communication. In view of the large area and the low density of the population of the State, it was not found possible to set up zones, circles and blocks of uniform sizes everywhere. In certain cases, the appointment of a Deputy Charge Superintendent was dispensed with, as the blocks were situated far away and their number was fairly small.

The same considerations governed the formation of Supervisors' circles and Enumerators' blocks, though the disparity in their sizes was not as large as between the zones. As far as possible, the block of an Enumerator was confined to 150 households or 750 persons in the rural and to 120 households or 600 persons in the urban areas, as desired by the Registrar General. In certain villages, which were 20 to 30 miles away from other inhabited areas, it became necessary to restrict the size of the block to the population of the village, notwithstanding the fact that it was far below the prescribed scale. This happened particularly in Ladakh and some parts of Doda district.

5. The Urban and Rural Location Code.

Location codes were introduced to ensure comprehensive survey of all areas, houses and households and to facilitate the identification of various schedules. The four-figure location code, as it was named, consisted of the numbers assigned to—

I. District,

II. Tehsil/City/Town,

III. Ward/Mohalla/Village, and

IV. Household.

Some of these four elements were sub-divided so as to indicate the number of the blocks into which a village had been split up and the Census Houses of which a building was constituted. The code numbers of districts, tehsils, villages and census houses were recorded in Arabic numerals and those of towns and cities in Roman letters. Blocks forming a village and census households were indicated by alphabets. The elements were kept separate from each other by drawing an oblique line between every two elements except before the first and the last.

In allotting code numbers to the districts, it was not found feasible to follow strictly the order of their geographical location. If the numbering had been commenced from north-west corner of the State map, we should have had to start with Baramulla or Ladakh, which would not have been in conformity with the procedure followed at the previous Censuses. Even at the Census of 1941, the numbering of districts had been done in a haphazard manner without regard either to their geographical location in the State as a whole or for any of its regions. In the circumstances, the numbering was done according to the geographical location of the districts falling in each of the two provinces, Kashmir and Jammu and in this way, a compromise was struck between the order followed in 1941 and the prescribed procedure of numbering the districts from the north-west corner of the State.

In the case of tehsils, no difficulty was experienced in allotting numbers according to the geographical location in the district, the first number being given to the tehsil in the north-west and the last to the one in the south-east of the district. The same procedure was also followed in respect of urban areas.

The importance of the location code was, from the very beginning, emphasized and even before starting the training camps, it was made a point to ensure that every Enumerator, Supervisor, etc., committed to memory the code numbers of district, tehsil, town, mohalla, village and of the block assigned to him. This proved of great help subsequently and the incidence of errors committed in filling up the location codes of the schedules was found fairly small.

6. Preparation of Maps.

As mentioned elsewhere in this report, the State was raided in 1947 and an area estimated at 32,358 square miles, comprising the tehsil of Muzaffarabad, part of tehsils of Uri and Karnah, tehsil of Skardu, a part of the tehsil of Kargil, districts of Astore, Gilgit and Gilgit Agency, the tehsils of Mirpur, Bagh, Palandari, Kotli and parts of tehsils of Bhimber, Haveli and Mendhar were occupied by the so-called Azad Kashmir Government. Since then, no attempt whatever to prepare a copy of the map of the State in respect of the area on this side of the cease-fire line had ever been made. Further, numerous changes had been effected in the jurisdictions of the old districts and tehsils partly by reason of transfers of areas from one district or tehsil to another and partly as a result of the reforms introduced in 1950 and consequent merger with the adjacent districts of jagirs and Muafis held by Jagirdars and Rajas. In addition, new districts and tehsils, such as districts Srinagar and Doda and tehsils Sonawari, Sopore, Ganderbal, Doda and Nowshehra, etc., were also carved out during this period. Not a single map drawn according to their exsisting jurisdictions was available either of any district or of any tehsil or city with the result that the whole work had to be done ab initio by this office

I discussed the matter at great length with the then Financial Commissioner who, it may be said to his credit, extended fullest co-operation to me throughout the Census Operations. He was good enough to agree to have the State map prepared in his office on the basis of G. T. sheets and other data available with him in respect of the cease-fire line, etc. It took the Financial Commissioner's office quite some time before the map was ready. Meanwhile, I obtained copies of all gazette notifications relating to the formation of districts and tehsils and inter-changes from district to district, tehsil to tehsil and rural to urban and vice versa. These were compared with the Census Registers and the Village Tables of 1941 and the discrepancies wherever noticed got corrected or clarified by the District officers and Charge Superintendents concerned.

We next took up the preparation of district and

tehsil maps with the assistance of the State map supplied by the Financial Commissioner, the data available in the Census Registers and gazette notifications and the old maps of the then districts and tehsils supplied by the Directorate of Land Records. All the maps except those of district Baramulla were prepared before March, 1961 and submitted to the Registrar General's office.

The map of Srinagar city was prepared by the Executive Officer of the Municipal Council and that of Jammu and other important urban areas with the assistance of National Sample Survey. The Srinagar map is to the scale except its south-eastern sector which has been merged with the city after 1947. All other urban maps are notional.

7. Appointment of District Census Officers and Tehsil Charge Officers.

I explained to the Chief Secretary my anxiety for the appointment as District Census Officers of only such officers who were known for their competence and efficiency and who would be prepared to devote themselves whole-heartedly to the Census work. A meeting attended by Heads of Departments was convened by him for this purpose and a suggestion was made that in view of the heavy volume of work which the Deputy Commissioners had invariably on their hands, it would be desirable to appoint the Assistant Commissioners as District Census Officers. The Financial Commissioner did not support this suggestion, as he felt that the Assistant Commissioners would not inspire confidence and may not be able to exercise sufficient control over the personnel of other departments detailed on census work. He was strongly of the opinion that having regard to the conditions obtaining in this State, none but the Deputy Commissioner could effectively function as a District Census Officer. This was agreed to and orders appointing the Deputy Commissioners as District Census Officers were issued as early as 22nd December, 1959. These included one officer of I. F. A. S. three of I. A. S. and five belonging to Kashmir Civil Service. In the beginning, some of the officers did not pay any attention to the work and functioned as mere intermediary channels for the transmission of the instructions issued from this office to the Charge Superintendents, etc. Later on, with the intervention of the Government and Financial Commissioner, matters improved beyond expectation and I am glad to state that without any exception, all of them identified themselves with their assignments before long and spared no pains for the efficient performance of the work assigned to them and the implementation of the instructions issued from time to time.

The selection of Charge Superintendents was made in consultation with the District Census Officers and the Financial Commissioner. Their appointment was also notified along with those of District Census Officers in the State Government Notification of 22nd December, 1959. As stated earlier, except for the Gurez sector of tehsil Sopore, Keran of tehsil Karnah, a few villages of tehsil Pahalgam and the two cities of Srinagar and Jammu for which additional Charge Superintendents had to be appointed, the territorial Tehsildars were appointed as Charge Superintendents for the rural and urban areas of their tehsils all over the State. The only areas where officers other than Tehsildars were appointed as Charge Superintendents were Gurez and Keran where the charge had to be assigned to the local Naib Tehsildar and the Block Development Officer respectively.

With the passage of time, the volume of work went on growing gradually and from November, 1960 onwards, it assumed such large dimensions that it was no longer possible for the District Census Officer to treat it at par with his other normal duties. The Registrar General had anticipated this much earlier and had, therefore, during the course of his visit in May, 1960, suggested to the Chief Secretary that the Deputy Commissioners may be progressively relieved of routine work to enable them to concentrate more and more on Census work especially from September, 1960 to end of March, 1961. In July, 1960, he again wrote to the State Chief Secretary, reminding him of his discussion and requesting him to inform the Dy. Commissioners to hand over their routine duties to other officers, and to take increasing personal interest in the census work.

The Dy. Commissioners were accordingly advised by the State Government to devote major part of their time to the work connected with the census and to assign the routine work of the district to their

Assistant Commissioners. This had a salutary effect and from this time onwards, the Dy. Commissioners carried out extensive tours and took immense pains to ensure that the field staff was properly equipped with necessary literature and that it had received adequate training to ensure the collection of correct and factual information.

8. (a) Circulation of Census Instructions.

Census instructions mostly in Urdu, the language spoken and understood by the people all over the State and to a small extent in English for the enumeration of non-combatants of the army were made available not only to the entire field staff from the District Census Officer down to the Enumerator, but also to all other persons interested in the Census or likely to render assistance for the factual collection of the data. Copies of these instructions were sent in adequate quantities direct to the Charge Superintendents, dispensing with the channels of the Dy. Commissioners which would have involved avoidable delay. There were only 37 Charge Superintendents in the State and the volume of despatch work of the instructions was not, therefore, so heavy. Considering the fact that some of the district headquarters, such as Ladakh, Doda and Poonch, are situated at much longer distances from Srinagar than some of their constituent tehsils, like Kargil, Ladakh, Ramban and Doda, Nowshera, Rajouri and Hiranager, the transmission of the instructions from the district to the tehsils would have entailed considerable delay and might even have upset the programme envisaged in the Census Calendar. While fixing the number of copies of instructions to be supplied to each Charge Superintendent, adequate margin had been kept for reserves to cover the wastage, etc., I also made it a point to carry with me additional copies whenever I went on tour and supplied these to all those who had misplaced them or had not, for one reason or the other, received any such copy.

I was cautious not to be complacent with the effective distribution of the instructions and, therefore, held meetings almost at every district and tehsil headquarter with the senior staff, such as District Officers, Charge and Deputy Charge Superintendents, etc., discussing the sum and substance of each circular and its implications. The Deputy Charge Superintendents in turn had similar discussions with the enumerators and Supervisory staff of their respective zones and this went a long way in facilitating the work of training classes held for the various operations which lay ahead.

(b) Circulars about Scheduled Castes and Tribes, synonyms and generic names.

Enquiries were made by me from the State Government about the names of Scheduled Castes and Scheduled Tribes inhabiting the Jammu and Kashmir State The General Secretary, while forwarding with his letter No. GDB-588/59 (iii) dated 14-12-1959 the following list of Scheduled Castes which alone had been declared as such in Jammu and Kashmir, stated that no class of persons had been recognized in the State as belonging to the Scheduled Tribes :—

1. Barwala
2. Basith
3. Batwal
4. Chamar or Ramdasia
5. Chura
6. Dhyar
7. Doom or Mahasha
8. Gardi
9. Jolaha
10. Megh or Kabirpanthi
11. Ratal
12. Saryara
13. Watal

This was further confirmed by the Inspector General of Police who stated that the Criminal Tribes Act which had been in force in the State previously had been repealed in 1956 and that there existed neither any Scheduled Tribes nor even any criminal classes.

A handout detailing the names of the Scheduled Castes was accordingly printed and made available to the entire Census Organization in the various parts of the State.

The Registrar General had anticipated as early as April, 1959 that there might be some members of Scheduled Castes known by generic or such other names as are synonyms of those given in the list of castes for each State in the Constitution of India. He had, therefore, advised that the District Officers and Charge Superintendents should be asked to ascertain whether the name in actual use was

really a synonym of the original name by comparing the customs, modes of living, social and cultural aspects of the people known by generic names and of those given in the Constitution. A circular letter was accordingly addressed by me to all the Charge Superintendents on 25th August, 1960 and they were requested to submit, after proper enquiries, the names of such castes as were known by different names than those mentioned in the list circulated to them and about which they were satisfied that they were synonymous with their corresponding original names. Before their replies were received, the Mahasha Sudhar Sabha, a social organization of Scheduled Castes, splashed telegrams to the Sadar-i-Riyasat and other Ministers, alleging that the Mahasha community had been insulted by the Census authorities by calling them Dooms notwithstanding the fact that the name had been revised more than 40 years ago. Similar representations were also received from Chamar and Megh castes asking for the replacement of the names of their castes by Ramdasia and Megh or Kabirpanthi. The Dy. Commissioners also confirmed that there were certain people known as Mahashas, Ramdasias, etc., whose social structure was identical with those of Doom, Chamar, etc. The matter was eventually referred to the State Government and with their approval, a notification (Hidayat No. 10) was issued on 5th January, 1961 directing the Census staff to use both the original and the generic names in the various schedules to be filled up by them during the course of enumeration. With a view to allaying the apprehensions of the Scheduled Castes, this notification was given widest publicity and copies of it were sent not only to the District Census Officers and Charge and Deputy Charge Superintendents, but also to the Station Directors of the two broadcasting stations of Jammu and Srinagar and the Directorates of Information of both the Central and State Governments, as also to all local papers.

(c) Circulars about mother tongue.

The implications of Question 7 (a) of the Individual Slip relating to mother tongue were explained in detail for the guidance of enumerating agency in a circular letter. It was emphasized that the Enumerators should faithfully record the answer returned by the person enumerated, bearing in mind all the time that the mother tongue was the language spoken by the person concerned in his house during his childhood.

Unfortunately, a news item appeared in Hindustan Times issue of September, 1960 to the effect that Dogra Mandal, New Delhi had expressed regret on learning that the statistics relating to languages spoken in Jammu and Kashmir would not be collected during the Census. The Mandal added that the decision of the authorities to omit the columns meant for recording these languages from the Census forms had caused grave misgivings in the minds of Dogri people. A detailed resolution (See page 40 of File No. Cen/158) was also passed by the Dogra Mandal at its annual meeting held on September 10, 1960 and a copy thereof was sent to the Sadar-i-Riyasat of the State. The allegation being entirely unfounded and baseless, a press note contradicting the news item was issued on 29th September, 1960 through the Information Bureau of the State Government and was broadcast by the two Radio Stations and published by all local papers. In this note, it was pointed out that not only all the statistics regarding mother tongue would be collected in Jammu and Kashmir, but that Dogri had been included in the few important languages of the State and a special symbol '*Do*' had been precribed for recording Dogri against Question 7 (a) of the Enumeration Slips of all those persons who returned Dogri as their mother tongue or as the additional language spoken.

9. (a) Distribution Chart of Forms.

Cyclostyled copies of forms of the two Census Registers to be used in the rural and urban areas were prepared in this office and despatched to the Charge Superintendents on 24th March, 1960. As the population of certain areas had been considerably dislocated during the inter-census period, resulting in its concentration in certain parts of the State and thinning down in others, it was not possible in such cases to frame the estimates of the number of forms required in each tehsil or town on the basis of 1941 population and, by and large, we had to determine the requirements according to 1960 population, as estimated by the Charge Superintendents. The number of forms of General Village and Town Register was, therefore, fixed in the case of rural

areas by adding 10% to the 1960 population estimates and dividing it by 3,750, the average population of a rural circle. The corresponding number for the urban areas was also worked out likewise, with the only difference that the population scale of Supervisor's circle was fixed at 3,000 only.

Following are the details showing how the number of census schedules and other forms required in each area was arrived at :—

1. Houselist Forms.

The estimated population figure of 1960 of each tehsil, city or town was divided by 5 so as to arrive at the number of households. The resultant figure was increased by 20% for census houses other than those used as dwellings. As each Houselist form could accommodate 40 census houses, the total number of forms required was worked out by dividing the above number by 40. In addition, tehsil and district reserves were allowed at 2½% in each case.

2. Houselist Abstract.

Two printed copies of Houselist Abstract form were supplied to each Enumerator and one to each Supervisor. Some extra copies were also made available to the Charge Superintendents to cover wastage and to meet unforeseen requirements, if any.

3. Individual Slip.

The number of slips required for each area was determined on the basis of 1960 population plus 15% extra to cover the discrepancies in the estimates and increase in population during 1960-'61. In addition, District and Tehsil reserves were also allowed at 5% and 15% respectively.

4. Household Schedule.

The number of Household Schedules was fixed at one-fifth of the number of Individual Slips, as calculated above.

5. Household Schedule Abstract.

Three copies of the Abstract were supplied to each Enumerator. In addition, 20% reserves were also kept in the office of the Charge Superintendent to cover wastage.

6. Village and Rural Craft Survey Forms.

The supplies were made on the basis of one schedule per Enumerator, but where an Enumerator held charge of more than one village with an aggregate population of 750 approximately, a larger number of forms was supplied. The offices of Charge Superintendents were also stocked with sufficient reserve supplies to cover wastage, etc. and for the use of Extension Officers deputed by the State Industries Department to give training to the Enumerators for filling up the schedules.

(b) Despatch of Forms.

Two charts, one indicating the distribution of Houselists and the other of Individual Slips and Household Schedules were prepared and have been reproduced in Schedule 3B of the report. Provision was made in the charts separately for snow-bound and accessible areas in respect of such of the tehsils as Ramban, Kishtwar, Bhaderwah, Reasi, Mendhar, Haveli, Rajouri, etc., which included sectors of either category. The chart also indicates the number of schedules and forms printed in red which were supplied for the training of the Houselisters and Enumerators and the reserves to be maintained at different levels.

Different means of carriage had to be employed for the trans-shipment of the forms to the offices of District Officers and Charge Superintendents. In the case of Ladakh, for instance, the despatch had to be made by air and even this involved considerable delay, as besides the air service being irregular, there were certain inherent difficulties in the expeditious lifting of the consignments. In certain other cases, such as Doda, Bhaderwah, etc., the consignments had to be despatched through the peons of this office to eliminate delay. This arrangement proved more efficient and economical, as the amount spent on the deputation of the peons was incomparably low to what we would have to pay if we had employed the postal agency. In the case of Jammu province, forms required for the districts of Poonch, Jammu and Kathua were got distributed through the Deputy Census Superintendent, Jammu and for the other two districts, namely Udhampur and Doda, direct by this office. On the whole, the arrangements made proved quite satisfactory and no complaint of

non-delivery of the consignments was received from any quarter.

10. Appointment of Census Enumeration Agency.

The difficulty experienced in 1941 when the powers of appointing the Enumeration Agency were centralized in the State Census Commissioner, as provided for by the then Census Act, was obviated this time by delegating the power to the District Census Officers under Section 4(3) of the Census Act of 1948. With a view to making the best selections and least dislocation, Tehsil Officers of various administrative departments were required by the District Census Officer to furnish comprehensive lists of their employees together with their qualifications and the names of villages or towns where they were posted for the time being. These lists were subsequently examined in meetings held in the office of the District Census Officer where selections were made after carefully considering the topography of each area, the distance between blocks and villages and the number of officials available at each place. Barring a few solitary cases, the entire enumerating agency was drawn from Government departments only. As far as possible, only Matriculates were appointed as Enumerators and the restriction was relaxed only in the case of experienced persons like Patwaris and Girdawars of Revenue Department, etc. Similarly, the cadre of Supervisors was filled up by Graduates and Under-Graduates only, though it became necessary to waive this restriction in far-flung areas like Karnah, Ladakh and Poonch, where we had to carry on with Matriculates only. In spite of our best efforts to distribute the Census work in equitable proportions among all the administrative departments, we could not help to draw the largest number of persons from the Education Department. I am highly grateful to the Director of Education, his Deputies and the District Education Officers, who unhesitatingly spared the staff requisitioned by the District Census Officers and took prompt action wherever an attempt to evade the acceptance of the assignment was made. It may, however, be stated that the cases of evasion were few, as the prospect of earning the honorarium, the Census medal and the condition of good work in census imposed by the State Government for release of annual increments and grant of promotions proved effective incentives for participation in the census. Other departments from which the enumerating agency was drawn included Revenue, Community Development, Forest, Public Health, Agriculture and Animal Husbandry.

Appointment letters were issued by the District Census Officers in the cases of Dy. Charge Superintendents and Supervisors and by the Charge Superintendents so far as Enumerators are concerned. The entire enumerating agency of non-combatants of the army was appointed by the District Census Officers.

The appointment letters were printed both in English and Urdu, the former for the army personnel and the latter for those employed on the enumeration of civilian population. Both versions contained the same text and in either case, section 11 of the Census Act was printed on the back side of the Appointment letter, so that the enumerating agency may invariably bear in mind its responsibilities and obligations and wherever necessary draw the attention of the persons to be enumerated to the penalties to which they would make themselves liable under law by giving intentionally false answers or refusing the census staff access into their premises, etc., etc.

As already stated elsewhere in this report, it was not found possible, due to the mountainous character and the low population density of the State, to strictly adhere to the rural and urban scales of population to be assigned to each Enumerator and of blocks to be placed incharge of a Supervisor, etc. The district of Ladakh, for instance, which has a total rural area of 37,750 square miles includes 237 villages only, with a total rural house-list population of 79,844. In other words, the average population of a village stands at 337. Further, the villages are not only situated at long distances from each other, but in most cases, the journey between two adjacent villages cannot be covered in less than one day. The prescribed scales had, therefore, to be dispensed with in such cases. No difficulty was however experienced in so far as urban areas were concerned and the strength of the enumerating agency of each cadre was worked out according to the prescribed scale.

Following is a comparative statement of the

number of Charge Superintendents, Dy. Charge Superintendents, Supervisors and Enumerators appointed during the present and the last Census together with the average population in each case :—

	Number employed		*Average population*	
	1961	*1941*	*1961*	*1941*
Charge Superintendents	37	37	96244	108692
Deputy Charge Superintendents	295	258	12071	15588
Supervisors	1140	1706	3124	2357
Enumerators	6262	19997	559	201

It is apparent from the statement that the average size of a block in 1941 was much too small, resulting in the employment of an exceedingly large number of enumerators. While the corresponding average in 1961 is by far higher, it still falls below the prescribed scale. The average jurisdiction of the Supervisors was also smaller in 1941, but in so far as other categories are concerned, the corresponding averages were slightly larger than those of 1961.

The main reason for the larger disparity in the number of Enumerators, Supervisors, etc., as employed in 1941 and 1961 is the splitting up of the State by cease-fire line and the consequent contraction of the jurisdictions of 1961 Census.

Remuneration. During the course of meetings held from time to time and the training camps organized at different places, it was announced that as had been the tradition in India all along in the past, the Census work was to be done on honorary basis and that only out-of-pocket expenses would be re-imbursed. It was impressed on the staff that Census, which is one of the most important national activities, had been resumed in this State after 20 years and that as the future economic reconstruction of the State depended upon not only the data which they would have to collect, but also on its qualitative value, they should work with a patriotic spirit and regard mercenary considerations as of secondary importance. I am glad to note that these appeals and the instructions issued by the State Government making grant of promotions and release of increments conditional on good census work had the desired effect and, barring a few cases here and there, every Enumerator and Supervisor endeavoured to the best of his ability to collect correct and accurate information.

In so far as the quality of work is concerned, it must be said in fairness to the employees of Revenue Department that their work was found excellent during each operation. This may be due to the Census work having some affinity with their normal assignments. Even the employees of other departments, by and large, acquitted themselves to our satisfaction.

The State Government rendered all possible assistance at all stages of the operations. Repeated circulars were issued by them prohibiting transfer of officials employed on Census duties. At one stage, powers of making such changes were also with-drawn, so that the Census work may proceed smoothly. The grievance of the employees of different departments engaged on census duty in respect of payment of their travelling allowance was also redressed by the State Government by issuing an order (Govt. order No. 28 of 1960 dated 2-12-1960, for the T. A. claims on account of census work being debited to the budgets of the departments to which the official concerned belonged.

Except for the district of Ladakh where, due to difficult topography, training camps could be held only at the district and tehsil headquarters, we had not to face any problem in any other part of the State in organizing the training camps in connection with the various phases of the operations. Attendance in the camps was also quite good and, by and large, those found absent were prevented from attendance either due to road blockade or very urgent official work.

In the matter of recruitment also, difficulties arising from the dearth of well-educated persons arose only in the far-flung areas. I am grateful to Colonel Raja, the then Deputy Commissioner Ladakh who relieved me of worry on this account by deputing officials posted at Leh and Kargil to distant villages where no literate people to function as Enumerators or/and Supervisors could be found.

11. (a) Training on Housenumbering and Houselisting.

Housenumbering and Houselisting operations

were carried out in mid-summer and autumn of 1960 in snowbound and accessible areas respectively. Housenumbering was taken up first and it was followed after a lapse of 10 to 15 days by houselisting operation, the interval being used for the distribution of houselist forms and for training in houselisting. Full details of the dates on which these operations were carried out are given in the Census Calendars of snowbound and accessible areas which will be found at Appendix V of this report.

Each of these two operations was preceded by training camps, in which the enumerating and supervising agency was given theoretical instructions and practical demonstrations on numbering of houses and incorporation of the particulars of each structure in the houselist form. The advantages of taking up the housenumbering operation before houselisting are obvious. If the houselisting had been taken up first, it would have been almost impossible to correct the mistakes in housenumbering, as the check which could be exercised at that stage, would have been confined to the verification of the number given on the building with that recorded in the relevant column of the houselist. We, therefore, took up the numbering of houses in the first instance and got a certificate recorded by every Supervisor to the effect that he had checked each and every building within his circle and found the numbers allotted in order. The numbering itself was carried out in 2 stages. The housenumberer was first required to record the number with a chalk on the entrance of every building in his block. When these were checked and declared correct, permanent numbers were painted. Columns 2 and 3 of the Houselist form were then filled up in a mechanical manner while collecting the data required for the remaining 15 columns.

Training camps organized at the headquarters of tehsils and important towns were mostly addressed by me personally both in the snowbound and accessible areas. After imparting the theoretical training on a black board, which was generally borrowed from the local school, the trainees were asked to put questions for clarification of doubts, if any. This done, at least two trainees were asked to come to the board and to reproduce the instructions given. While giving theoretical training, the instruction books were read out from one end to another and explanations given in respect of every point that needed elaboration.

Training courses were also organized at Niabat headquarters and other towns and these were addressed by the Deputy Census Superintendent and the Charge Superintendents.

Each training camp was held for two days and was not only attended by the Enumerators and Supervisors, but also by the District Census Officer and the Charge Superintendent concerned. The first day was devoted to theoretical training and on the following day, about 15 houses were numbered or listed on experimental basis by each housenumberer or houselister. In the afternoon of the same day, the housenumbering work was inspected on spot and if the training pertained to houselisting operation, the filled up houselist forms were scrutinized and mistakes, if any, pointed out for future guidance.

(b) Housenumbering Operation.

The material for painting of numbers on houses was mostly purchased by the numberers themselves. In far-flung areas, where the paint and brush, etc., could not be had locally, it was obtained by the Charge Superintendent from the nearest town or city and the balance, if any, available from the amount placed at his disposal, was distributed by him among the housenumberers. The operation was started and completed within the prescribed period and in spite of difficult topography of most of the areas, the supply and delivery of paints and brushes to the housenumberers was made well in time.

I am grateful to the Registrar General and the Deputy Registrar General who visited the State during the housenumbering operation and inspected numbering both in the urban areas and some villages in the snow-bound and accessible areas of the rural sector. As a result of their personal inspection and the guidance given by them, the possibility of committing mistakes in housenumbering was completely eliminated.

(c) Quality of Houselists.

Houselists prepared in non-hilly areas and such other places, where transport was easily available to facilitate intensive supervision, were, by and large, free from mistakes. The same cannot be, however,

said in respect of areas situated at greater heights where extensive supervision was not carried out. For instance, it was noticed that most of the Houselisters placed incharge of blocks in the remote and mountainous areas of Ladakh district had recorded *mud* as sole material of which the roofs of houses had been built. On further verification, it was ascertained that the predominent material of these structures was wood and that *mud* was employed only as a subsidiary material.

In another case, Houselister incharge of two mohallas constituting one block had given continuous numbers to all the buildings in the two mohallas and the mistake could not be reconciled except by referring the houselist to the Charge Superintendent.

The return of the houselists to the Charge Superintendents and the verification of discrepancies on spot carried a sense of alertness among all the staff, who were disillusioned about their presumption that the data compiled by them would be accepted without scrutiny. As a result, they took greater pains in adhering to the instructions and collecting factual data at the time of enumeration.

Houselist Form.

(i) There was no separate space provided for recording the name of the block in the case of a village which had, by reason of its larger population, been split up into a number of blocks. This created some confusion which was avoided by asking the Houselister to record both the names of the village and of the block in the space provided for the name of village/ward/mohalla/ No. of block.

(ii) It would be better if the line numbers to be recorded in column 1 of Houselist form are written by the Houselister himself and are not as was done this time partly printed and partly to be supplemented by the Houselister. It took some time to make the Houselister understand the significance of the printed numbering. In my opinion, all that is necessary is that the Houselister should be clearly made to understand the various categories of buildings in respect of which entries could be accommodated in one or more lines.)

(iii) Full details of the purpose for which a census house was being used are not recorded in column 4 of the houselist, nor any mention regarding these was made in the Instructions for filling-up of Houselists. The classification of Census house into 13 categories was received very late and in any case, not before training in housenumbering had actually started. It would have been helpful if a footnote giving the classification of census houses had been printed on the Houselist form for the guidance of Houselisters.

(iv) The heading of column 8 does not also seem to be happily worded. During the course of training, it was found that the Houselisters had left this column blank in the case of water mills on the ground that these were not being run with the help of any machinery. In my opinion, it would be desirable to delete the words 'if machinery is used' and replace them by "electricity, liquid fuel, coal, wood, other power, No power")

(v) The houselist form envisages only two categories of households, those which live in their own houses and others which occupy rented accommodation. There are numerous households in Kashmir occupying parts of buildings not owned by them, for which no rent is paid according to the agreement between the owner and the tenant. Besides, many Government officials are also occupying Government quarters for which no rent is charged. To facilitate the classification of such households, it would be better if a clarification to the effect that all such households should be treated as occupying rented accommodation is made in the instructions.)

On the whole, the quality of the data collected was against all expectations quite good. A comparison of the houselist population with the provisional and final totals showed that in most districts, the gap between the two sets of figures was exceedingly small. The variations, if any in others, were mainly due to migration of labour to the plains during winter when the census was taken and of bakerwals and graziers to hilly areas in summer.

12. Training Course for Enumeration.

Training courses for enumeration were held in August, 1960 in the snowbound areas and from beginning of December to end of January in the accessible parts of the State. As in the case of housenumbering and houselisting, central places were selected in each tehsil for holding training

classes. These places were determined with due regard to the topography of each area and the distances which the Enumerators and Supervisory staff would have to travel.

Before addressing the trainees, the Instructions for filling up of Enumeration Slips and Household Schedules were discussed by me in meetings held at each district headquarter which were, besides the District Census Officers, also attended by all Charge Superintendents. The names of central places in each tehsil where the meetings would have to be held were also approved in these meetings and it was decided that the number of trainees from camp to camp may vary according to the topography of the area. Further, each camp was to consist both of Supervisors and Enumerators and was to be addressed by the Charge Superintendent only except when he could not do so owing to circumstances beyond control, in which case the training was to be given by the Deputy Charge Superintendent. In addition to these camps, the enumerating agency of each tehsil was addressed by me personally at the tehsil headquarter or some other central place where the census staff could conveniently assemble. In this case also, the procedure of giving both the theoretical and practical training, as was adopted for houesnumbering and houselisting, was followed.

The Enumeration Slips and the Household Schedules were printed in red and black, the former being used for experimental and training purposes and the latter for collection of actual data. Each Enumerator was supplied five Household Schedules and twenty-five Individual Slips to be used for practical training. The red slips and schedules, when filled up, were scrutinized in each training camp and the mistakes brought home both to the Enumerators and the Supervising officers.

I was able to obtain, with great difficulty, two roll-up black boards only which I and my Deputies carried from tehsil to tehsil where the training classes were held. The Charge Superintendents, have, however, had to borrow the black boards from the neighbouring schools. I would suggest that for the next census, two roll-up black boards, one printed with questions given in the Enumeration Slip and the other with those of Household Schedule should be made available to each Charge Superintendent. The cost to be incurred on this account would not be heavy, but the provision of the board would go a long way in facilitating the training work.

Attendance at the training camps was generally excellent and the incidence of absence was not more than 1 to 2%. This was mainly due to the order issued by the State Government, declaring census work as duty for all purposes. In any case, circular instructions were issued to all Charge Superintendents not to assign the enumeration work to a person who had not received a regular course of training.

Travelling allowance had to be paid only in a few cases where the Enumerator or the Supervisor had to travel beyond his normal jurisdiction. All such claims were met by the State Government from their own budget.

Training reserves were maintained at 10% of the total strength of each cadre, but this was not possible in all cases due to the dearth of literate and educated personnel. In Ladakh, for instance, we had to be content with the reserve of 5% only. The reserve staff was also given training in the same camps as were attended by the normal organization.

The Ist of March, 1961 happened to be a local holiday in the State and coincided with the Reference Date of the 1961 Census. In my anxiety to ensure that the schedules were properly checked, I did not consider it advisable to move the State Government to declare 28th February as a public holiday. As the Holi festival is celebrated on a large-scale in two or three districts of Jammu province only, the extension of the period of Revisional Round was availed of by the supervising staff of all other areas in devoting more time to scrutinize the schedules filled up by the enumerating agency.

13. Distribution of schedules and maintenance of reserves.

The number of Individual Slips and Household Schedules required for each District/Charge/City was worked out as far as possible strictly in accordance with the instructions received from the Registrar General. The requirements were determined on the basis of estimated population returned through the houselists, the number of enumerators operating in each charge and a margin for wastage likely to occur due to some slips or schedules of the last Enumeration

or Household Schedule pad being left blank by each Enumerator after taking the census of the whole block assigned to him. Besides this, provision was also made for general wastage at varying percentages, as indicated below :—

(i) Household Schedules .. 5% of the estimated number of households

(ii) Individual Slips ... 15% of the estimated population.

Reserves of Household Schedules were also maintained in the offices of the District Census Officer and the Census Superintendent at 5% (2½% in each case) of the total number of schedules and pads likely to be consumed in each district and in the State as a whole. In the case of Enumeration Slips, the reserves for the district and the Census Superintendent's office were fixed at 5% in each case.

The Household Schedules received from Government Press, Aligarh, however, proved inadequate. The Deputy Registrar General came to our rescue and arranged a supplementary supply of 5,525 schedules which were made available well in time and delivered to the field staff just before the work had started. In the case of Individual Slips, however, the supply received was not only adequate, but surplus, resulting in the saving of 412 English and 1476 Urdu 100—slip pads.

The shortage in the Household Schedules was mainly caused because of the consumption of some of the schedules meant for collection of actual data for purposes of training. Further, despite detailed instructions issued to the District Census Officers and Charge Superintendents for the maintenance of registers showing the receipts and distribution of census forms of different categories, vide this office letter No. Cen. 112/693/738/61 dated 26-4-1960, it was noticed that some Charge Superintendents had left this work entirely in the hands of the Census Clerks who had been distributing the schedules direct to the enumerators according to their arbitrary demands and without any reference to the actual requirements, as worked out by the Charge Superintendent. The result was that there was considerable confusion and it was not possible to with-draw the excess supplies made to some of the Enumerators so as to make up the deficiency elsewhere.

The distribution of Census forms is a very important assignment and as experience has shown, the Charge Superintendents must be made personally responsible for this work to guard against the risk of the work being held up in mid-stream. Fortunately, we had taken the census of snow-bound areas several months earlier when we had enough stocks of forms of all categories and the supplementary supplies could be made available at short notice. If the census of these areas had also been taken in winter and a similar contingency had arisen, it would have been impossible to deliver the additional supplies in time.

14. Enumeration.

(a) General.

The actual enumeration was carried out in a period of 19 days beginning from the morning of 10th February, 1961 and ending on the evening of 28th February, 1961. This was followed by a revisional round from the morning of 1st March to 3rd March, 1961 which was later on extended by two days more. Keeping in view the elaborate questionnaire, which was to be convassed, the period cannot be regarded unduly long. I would have suggested a shorter duration in view of the fact that a large majority of the census staff consisting of Education Department employees do not have to attend their normal work in the month of February due to closure of the schools and other educational institutions on account of winter vacations. This is not, however, feasible, as the out-put of work in winter is very small due to severe cold and difficulties caused in movement by snow-falls. Another advantage of a longer duration being continued at the next census is that the Supervisory staff is, in this way, in a position to devote more time to the scrutiny of the schedules and to get the mistakes set right during the course of the operations. It is, however, felt that the scale of honorarium as allowed at the present census was inadequate and must be raised at least to Rs. 30/- per Enumerator for all operations including housenumbering and houselisting. The living conditions during winter in Jammu and Kashmir are very different from those obtaining in most other States. I have personally come across cases in which Enumerators had to engage coolies to carry their luggage from one village to another over

four to five miles of knee-deep snow-covered foot-paths and had to pay Rs. 2/- to Rs. 3/- on this account. Left to themselves, the Enumerators would not have accepted these assignments for the meagre honorarium allowed to them. They were, however, tempted to do so by the various facilities made available and the promises of promotions in lieu of good census work held out by the State Government.

(b) Arrangements for special areas.

As the State was divided into two sectors, snow-bound and accessible, and because the Census Operations in the former were completed by the end of September, 1960, there was a great risk of non-enumeration or double enumeration, arising from migration from 1st October, 1960 to 1st March, 1961, from one sector to another and vice versa. Check posts were, therefore, set up at all routes leading to snowbound areas for taking account of people who entered or left such areas after 1st October, 1960. The officers incharge of the check posts and the enumerators operating in the snowbound areas were, therefore, supplied with printed tokens embodying a certificate in respect of every person that he or she had been enumerated in such and such village, tehsil and district and that he or she should not, in case of migration to any accessible part of the country, be re-enumerated. All persons leaving the snowbound areas after enumeration were required to hand over their tokens to the officer incharge of the check post who in turn endorsed and despatched these to the Charge Superintendent of the area, where the migrant proposed to move so that he may not be re-enumerated.

People entering the snowbound areas after Ist October 1960 were enumerated at the check post by the officer incharge who was supplied with an adequate number of blank Enumeration Slip pads for this purpose. The filled up pads were then despatched by him to the concerned Tehsildar in the snowbound areas.

As the reference date of the Census of 1961 was Ist March, 1961, it was likely that there would be some births and deaths during the period intervening between Ist October, 1960 and Ist March, 1961. In order to take account of such cases, circular instructions were issued to all the District Census Officers and Charge Superintendents asking them to instruct the Lumberdars and Chowkidars of all the villages in snowbound areas to submit monthly reports of the deaths and births after Ist October, 1960 and before the sun-rise of Ist March, 1961 to the patwari concerned. The patwari was also supplied blank Individual Slip pads to record the new births. Detailed instructions on the subject are given in four circular orders No. Cen./107/11038-83/60 dated 2-11-1960, Cen./107/6435-80/60 dated 23-8-1960, Cen. 107/9783-91/60 dated 8th October, 1960 and Cen. 107/9094-9139/60 dated 28th September, 1960, which will be found in the appendices.

(c) Census of Cities, Large Municipalities and Cantonments.

There are only two cities in this State, namely, Srinagar and Jammu. Housenumbering had never been attempted in either of these at any time in the past except on a temporary basis whenever the Census was taken.

A reference to Dehwar Murdum Shumari, 1931 (village Tables of 1931 Census) will show that no separate Village Tables had been prepared in 1931 for Jammu city, which was included among the villages of Jammu tehsil as one of the units of the tehsil. The Census Commissioner for 1941 has not, therefore, given in the village Tables of 1941 any mohalla-wise population of the city, as it stood in 1931. A cursory perusal of the list of villages of this city as given in the 1941 Tables shows that most of these were carved out for purposes of Census and were not recognized as villages or mohallas for administrative purposes. No further action to improve this state of affairs was taken during the subsequent 20 years from 1941 to 1961. As a result, if the municipal records were silent about the demarcation of various mohallas and wards, which though known by different names, had never been defined according to their jurisdictions. Efforts made to collect the information from the municipal records and to avail of the advice of elderly persons and mohalla officers proved vain. In the circumstances, we were left with no alternative, but to carve out the census blocks with the assistance of the National Sample Survey Organization on the basis of well-defined boundaries and consistently with the scale of population prescribed by the Registrar General. The blocks so formed were, as far as

possible, given the names of the localities where they are situated and for this purpose, the officers of the municipality were also associated with the work assigned to the National Sample Survey.

The Census of Srinagar city did not present any such difficulty. In this city, the wards and mohallas are well-defined and the municipality is in possession of complete details, indicating the boundaries of each unit. There were, however, two or three cases in which the line of demarcation of two mohallas passed over the roofs of composite or contiguous buildings. Adjustments had to be made in such cases so as to clearly demarcate each census block.

There are two cantonments in the State and each of these was divided into two zones, one inhabited by the army personnel and the other by civilians. No difficulty was experienced in conducting the census of such areas.

(d) Census of Houseless and Mobile Population.

The enumeration of houseless population was carried out during the night intervening between 28th February, 1961 and Ist March, 1961. The houseless population mostly consisted of the labour employed by forest lessees in connection with the felling and other operations in remote forest areas. It is, therefore, that except refugees (Khampas) from Central Asia who entered Ladakh district when the enumeration had just started, almost the entire houseless population had to be enumerated in the various districts of Jammu province where, unlike Kashmir, climatic conditions were tolerably good at the time of census and work in the forests had not been suspended.

In this State, the enumeration of mobile population is not as easy as elsewhere. We had to keep a regular track of the movements of migratory population to guard against double or non-enumeration. Nomad tribes like backerwals and shepherds usually move for summer from plains to the hills, where grazing facilities are available. They return to their permanent places of residence towards the end of September or beginning of October. Similarly, boatmen moor their boats at different places from time to time according to their occupational exigencies.

The sector of the population consisting of bakerwals and shepherds had to be divided into two categories, viz., those who were present at the time of enumeration in snowbound areas and others who had moved to places at lower heights in the accessible parts of the State. The former were enumerated in separate blocks outside the Revenue area and were given tokens certifying that they had been enumerated and should not, on their return to their permanent places of residence, be subjected to a fresh enumeration.

The Charge Superintendents of accessible areas were particularly asked to verify before undertaking the enumeration whether any families had returned from hilly areas and to ascertain from them whether they had been already enumerated. As a precautionary measure to guard against the misstatements to be made by such people, the enumerators in snowbound areas were required to record on the reverse of the grazing permit of each nomad family that it had been enumerated. The Charge Superintendent of the accessible area was required to inspect this permit and to verify the statement whether or not any enumeration had been carried out previously. Similar precautions were taken in respect of forest labour employed by forest lessees.

The following circular instructions were issued for the enumeration of mobile boat population. Separate blocks of ghats were, however, carved out in respect of such of the boats which are permanently moored at one place and do not migrate from one station to another.

1. Boat Population.

Boat population is chiefly found in Kashmir province except for a few cases in other parts of the State, where operators of ferries live in boats or in tents along-side the ferries. Such cases shall be accounted for by the enumerators in charge of the village blocks as they cannot be separately classified as boat population if they sleep on land. In Kashmir province, the boat population is to be found throughout the navigable portion of the river Jhelum, in the Dal, Wullar, Anchar and Manasbal lakes and in the various creeks and canals connecting the lakes with the river. As all these areas fall within the domain of accessible territory, the boat population at the time of enumeration, i. e., from 10th February, 1961 upto the sunrise of Ist March, 1961 will be at its minimum owing to climatic conditions obtaining

during that part of the year. The census of boat population will not include the enumeration of passengers on boats but of only those who normally live in boats. Those found in boats but who actually reside on land should not be enumerated as boat population and their enumeration should be taken up by the Enumerator of the block in which they reside. In any case, special arrangements will have to be made in such cases to guard against the possibility of double enumeration or non-enumeration. This can be done by appointing special enumerators for recognized ghats and places, which should be attached to the General Village and Town Register.

(2) Efforts should be made to assign the census work of boat population to such Supervisors and Enumerators who may be conversant with the habits and movements of the boat population. Where a waterway forms the boundary between two tehsils or districts, those living in boats should be included with that tehsil with which the bank of the river to which the boat is tied is located. The boats found midstream should be tied to one bank of the river. The District Census Officers will take appropriate steps to ensure that the boundaries of their jurisdictions over water-ways are clearly defined and understood by the census staff subordinate to them.

(3) Passes should be issued by each Enumerator to the head of the family occupying a boat to the effect that the household has been enumerated so that if the boat moves from one ghat to another, the possibility of double enumeration may be avoided.

(4) Each occupied boat should be treated as a separate household. For instance, an occupied houseboat which has a cook-boat attached to it will have two households, one consisting of the persons living in the houseboat and the other of the occupants of the cook-boat. Servants employed in boats but who do not sleep either in the houseboat or in the cook-boat should be enumerated at the place where they sleep.

(e) Difficulties about the enumeration of mother-tongue.

No particular difficulty was felt in the enumeration of mother tongue except that a slanderous propaganda was launched by the Dogra Mandal, Delhi and Jammu alleging that the census staff had been instructed not to record Dogri as mother tongue. As this was likely to create misunderstandings, a press note was issued contradicting the news which had appeared in some papers. It was explained that a uniform questionnaire had been adopted all over India including Jammu & Kashmir and that any language declared by a person as mother tongue was to be recorded in reply to question 7 (a) of the Enumeration Slip It was further stated that so far as Dogri is concerned, a special symbol *Do* had been prescribed to facilitate its recording, as the number of Dogri-speaking people was expected to be fairly large.

In order to ensure that the entry regarding mother tongue is correctly recorded, care was taken from the beginning to appoint Enumerators knowing the mother tongue of the people living in special areas. Thus, in rural parts of Ladakh district, local Enumerators whose own mother tongue was Balti; Bodhi, etc., were engaged. Similarly, in Jammu province the large majority of Enumerators consisted of those who spoke Dogri as mother tongue. In Tilel and Gurez, local school teachers and Patwaris whose mother tongue is Dardi were detailed on enumeration work.

(f) Preliminary assessment of quality of enumeration.

(*i*) *Coverage.* There is hardly any State in the whole of India except Jammu and Kashmir where the Census Superintendent had to start with a clean slate in the absence of any records whether those of census or of any administrative department indicating the jurisdictions of various tehsils and towns. The lists of all the villages in each tehsil/town including those which had fallen partly on this and partly on the other side of the cease-fire line had, therefore, to be compiled *de novo* by this office after repeated discussions with the district authorities, Tehsildars and the Executive Officers and Chairmen of Local Bodies. As was, therefore, natural, it took us about six months before we were in a position to determine the precise number and the names of the various territorial units constituting a tehsil or a town. Notwithstanding these efforts, at least one village, namely, Nowabad, was disowned right upto the eve of enumeration both by the Executive

Officer, Jammu Municipal Council and the Charge Superintendent, tehsil Jammu. The controversy arose because the village was partly located within the municipal limits and partly in the rural sector of Jammu Tehsil. It was split up into two blocks, which were assigned to two Enumerators, one belonging to the city and the other to the Tehsil. The houselists of this village were also split up on this basis.

The tremendous effort we had to put in for the compilation of these lists was, however, compensated by the satisfaction that no territorial unit whether urban or rural had been left out in any part of the State. The lists thus compiled were adopted after scrutiny by the Financial Commissioner, who was also supplied a copy for record in his office.

The inclusion of all the villages in the various operations would not imply full coverage unless the entire population of every Village/Mohalla/Ward whether in households or institutions or without any housing accommodation is enumerated. In this respect, I cannot make the same categorical statement as in the case of villages and mohallas. There are at least 10 to 12 villages situated between the Forward Defence Line and the Cease-fire Line where, due to security reasons, the Enumerators could not move about so freely as elsewhere in the State. In such cases, the District Census Officers and Charge Superintendents had to collect the data through the Lumberdars or the Head Village-man, but it was not possible to make any verification whether they had enumerated all persons in each such village.

About four or five complaints were also received alleging that the complainants and their respective families had not been enumerated. On making enquiries, however, it was found that the allegations were baseless and all such persons had already been enumerated except that the data incorporated in the Individual Slips had been furnished by a junior member of the household or by a close relative living in the same premises.

The Post Enumeration Check, which was conducted soon after enumeration, disclosed that there had been under-enumeration of rural and urban population to the extent of 0.079% and 0.089% respectively. Having regard to the topographical and climatic conditions obtaining in the State, particularly during winter when the census was taken, I do not think that the incidence of under-enumeration has been of any sizeable magnitude.

(*ii*) *Response.* The various measures taken to publicise the importance of census created an awakening among the people and prompted them to actively participate in the operations. As we have had no census in this State in 1951, very few people were conscious of its significance and many had a great curiosity about the nature of various questions, which they would have to answer. On the whole, the response was most encouraging and with the exception of two or three solitary cases, full co-operation was extended all over the State.

(*iii*) *Care in filling up demographic questions.* In view of the very high incidence of illiteracy in the State, it was anticipated that most of the people to be enumerated would not be in a position to give their correct age from their memory. The Enumerators were, therefore, supplied with a calendar giving the dates of various important social, religious and other events to facilitate the determination of approximately correct age. This device proved of great help, but some of the Enumerators who accepted as correct ages even very highly exaggerated figures such as 175, 158, etc., do not seem to have made any use of these calendars.

Some difficulty was also experienced in respect of Question 4 (a), *Birth Place.* A number of persons declared their place of birth one of the areas now on the other side of the Cease-fire Line. No instructions had been issued to the Enumerators in respect of such cases. As soon as instances of this kind came to notice, telegraphic instructions were issued to all the Charge Superintendents, asking them to instruct the Enumerators to record against Question 4 (a) the name of the district given by the person enumerated to be followed by the words and symbols (Jammu and Kashmir).

No difficulty whatever was felt in obtaining correct replies in respect of Question 5 (b) *Religion.* One of the Enumerators, however, seemed to have deliberately recorded in a number of cases a religion different from the one professed by the persons enumerated, as was clear by their names.

Fortunately, this was detected in time and necessary corrections were made in all the Individual Slips.

There are no Scheduled Tribes in Jammu and Kashmir, but so far as Scheduled Castes are concerned, there was some controversy about the synonyms of three of the castes given in the Constitution. Both the original names and their synonyms were eventually recorded in such cases against Question 5 (c).

A reference has already been made in the preceding pages to the propaganda which was carried on for some time by the Dogra Mandal regarding Dogri language. The complaint was entirely unfounded and baseless and the allegations were categorically contradicted by press notes and Radio broadcasts. In any case, it appears that many people were pursuaded to return Dogri as their mother tongue, with the result that there has been an extraordinary increase in the number of speakers claiming Dogri as mother tongue which has gone up from 6,59,995 of 1941 to 8,69,199 in 1961.

(iv) Care in filling up economic questions. The economic questions were, by and large, much more complex than those asked at any previous census. We had, therefore, to exert a good deal in bringing home the import of household industry and the distinction beetween the replies to be recorded against Question 10 (a) and 10 (b). Furthermore, word "بغیر" (other than) appearing in question 11 caused a misunderstanding, as some of the Enumerators felt that the question related to only such persons who did not work at all as cultivators, agricultural labourers or in any household industry. Difficulty was also experienced in the case of industries run by the head of the household, in which a member of the family worked as an employee or as a wage-earner. Fortunately, all these issues were raised during the course of training when detailed clarifications were given in respect of all ambiguous points to the complete satisfaction of the Enumerators. In spite of this hammering and the pains taken to bring home the difference between the various parts of Question 11, the Enumerators had, in many cases, omitted to record any reply against Question 11 (b).

(v) Care in filling up Household Schedules. The Household Schedules, which was introduced for the first time in 1961, was intended to collect data in respect of two important sectors of economic life, namely, Cultivation and Household Industry. Considerable difficulty was experienced in bringing home to the enumerators belonging to departments, other than Revenue, the significance of the local name of right on land. Most of these enumerators had no notion regarding the implications of such of the terms as alienation, resumption, permissive possession, etc. Furthermore, the fact that varying names for the same kind of right on land are used in different districts of Jammu province had also to be constantly borne in mind while giving training. I had obtained lists of all such names from the two provincial Revenue Commissioners and circulated these in advance among the enumerators. Although this helped a lot, I am doubtful whether all the enumerators actually made a distinction between tenants holding land with permanent and heritable rights, whose land cannot be resumed by the owner and those who hold permanent rights subject to the right of resumption by the owner. As a result of the abolition of Big Landed Estates in 1948 without payment of any compensation to the landlords and the ceiling prescribed in respect of cultivable lands, many cultivating households wanted to suppress the fact that the lands cultivated by them were held from private persons or institutions for payment in money or in kind, etc. It is not possible to determine how far the enumerators succeeded in eliciting the actual facts from such respondents.

For purposes of assessing land revenue, areas under cultivation are charged in the State at varying rates according to each locality and the class of land in terms of kanals. By and large, majority of the cultivators in Kashmir have no idea whatever of the area comprising a kanal of land as the measure adopted by them is *Trak*, that is an area which can be used for sowing about 12 lbs. of seeds. A conversion table was, therefore, supplied to the enumerators to enable them to calculate the area in each case in terms of kanals. In certain parts of Jammu province, the cultivators had no idea whatever about the area of land cultivated by them. They were asked to State the amount of land revenue paid and the area under cultivation was worked out on

the basis of the assessment rates charged by the Revenue Department.

The definition of Household Industry, as applicable to rural areas, though not very intricate, could not be easily followed by most of the enumerators. Some of the water mills are situated in the premises of the households, which own and run them, while others, though in the same village, are situated about half a mile away from the household concerned. It was explained to the enumerators that so long as the industry was carried on in the village area, it would have to be treated as a household industry irrespective of its distance from the concerned household. The identification of the boundaries of the village area was not, however, always possible and it is not unlikely that some of the industries which should not have been treated as household industries may have been classified as such.

The blank column provided in the schedule between the two columns bearing the heading "Nature of Industry" and "Number of months in the year during which conducted" caused considerable confusion. As the column was meant for recording the code number of the industry and was not to be filled up by the enumerators, it would have been desirable if a footnote to this effect had been provided in the schedule.

The only difficulty experienced in filling up section 'C' of the Household Industry was that some of the enumerators were inclined to record against item 3, viz., "Both in Household Cultivation and Household Industry" the sum total of the first two categories, namely, "Household Cultivation only" and "Household Industry only". In this case also, it would be desirable to clarify in the instructions that the three categories are quite independent of each other and represent three different classes of households.

15. Provisional Totals.

According to the instructions received from the Registrar General, the provisional totals with sex-wise break-up and literacy had to be reported by the District Census Officers by the evening of 7th March, 1961. The information was to be supplied simultaneously both to the Registrar General and the Census Superintendent either telegraphically or by wireless or through written reports, depending upon which of these methods would involve least delay in the communication of the report. As we have had no census in 1951 and everyone within and outside the State was anxious to know the population of the State territory on this side of the cease-fire line, I deemed it necessary to bring home the importance of this matter to the District Census Officers and accordingly addressed a detailed circular letter to them on 31-1-1961, suggesting the adoption of various measures to ensure the timely submission of the reports. In this letter, the District Officers were, among other things, cautioned to make sure that the population figures reported by them represented the sum total of the figures of accessible and snowbound areas and also accounted for the deaths, births and new arrivals, etc., in the snowbound areas during the period intervening between 1st October, 1960 and Ist March, 1961. A copy of this circular is given in appendix VII of this report.

I am very grateful to Shri D. W. Mehra, Inspector General of Police, who extended his fullest co-operation during all the phases of the operations and issued instructions to all the police stations, where wireless equipments were installed, to receive and transmit messages sent in connection with census work. This helped me a lot particularly in the transmission of figures of provisional totals, as on account of inclement weather in the first week of March, 1961, some of the telegraph lines in the State could not be operated upon. I am also indebted to Brigadier Jaswant Singh, Station Commander of Srinagar Cantonment, for permitting me, the District Officers and the Charge Superintendents to transmit census messages through the wireless stations of army at Gurez, Mendhar and Karnah tehsils, where neither any wireless stations of the State police Department nor any telegraph offices exist.

In spite of all these precautions and advance arrangements, the provisional totals were reported by the District Officers on varying dates between 7th March, 1961 and 10th March, 1961. The delay was caused due to the non-availability of population figures of non-combatants of various army sectors, which did not, in spite of telegraphic and telephonic reminders issued both by this office and the District Census Officers, pay sufficient attention to this important work. This was brought to the notice of

the higher army authorities and also reported to the Registrar General, India, vide this office letter No. Cen. 132-B/149/61 dated 4-4-1961. Anyhow, except for Headquarter Fox Trot Sector and 161 Infantry Brigade, Baramulla, which supplied the requisite data as late as April, 1961, the population figures of all areas, accessible and snowbound, whether inhabited by the civilians or non-combatants of the army were reported to the Registrar General by 10th March, 1961.

Thc provisional totals, except those of the two army installations referred to above, which were fairly small, were released in a press conference held in my office on the evening of 13th March, 1961. The conference was also attended by some of the Heads of Departments available at Srinagar. Two sets of district-wise figures, one giving the Household population and the other indicating the provisional totals, were made available to all the participants of the conference. Necessary clarifications regarding the variations in the houselist and census figures and about the growth of literacy when compared with 1941, 1931, etc. were also given.

The provisional totals were announced both from the two stations of All India Radio at Jammu and Srinagar and also published in all local papers.

The Enumerator's Abstract and the Circle and Charge Summary forms facilitated the expeditious totalling-up of the population figures at all levels. In so far as the Household Schedule Abstract is concerned, the general concensus of opinion of all census officers is that the column "Household No. .....To..... ..." is unnecessary, as the information does not serve any useful purpose. There was some misunderstanding about the way how this column was to be filled up and, as a matter of fact, many enumerators did not make any entry against it.

16. Post Enumeration Check.

There is little evidence to show that any Post Enumeration Check was ever applied in the past in the State to determine the extent of error in the census count. The 1962 census was however followed immediately after by an elaborate scheme of re-enumeration of selected blocks and houses evolved by the office of the Registrar General. A comprehensive note on the scheme was received from the Deputy Registrar General (Vital Statistics) and copies thereof together with two circular letters containing detailed instructions about the procedure to be followed at different levels during the various phases of the scheme were issued to the District Ceusus Officers and Charge Superintendents in February and March, 1961 and are reproduced in Appendix VIII of this report.

The re-enumeration was restricted to 1% rural and 5% urban blocks only. Even so far as the sampled blocks are concerned, only 10% rural and 5% urban houses were got re-enumerated. The snowbound areas were however excluded from the purview of the scheme, as they were not accessible during March-April, 1961.

Of the 29 tehsils which are either exclusively accessible or partly accessible and partly snowbound, sample blocks of 26 tehsils only came under re-enumeration. In the case of urban areas also, blocks of only 14 towns and 2 municipalities came within the purview of 5% blocks out of the total number of 43 such areas in the State. This was because all the rural blocks in the 29 tehsils were numbered continuously for the entire State and only one block out of a hundred was selected. It, therefore, so happened that generally no block of such of the tehsils which included less than 100 blocks could be selected as a sample for re-enumeration. The same procedure was followed in the case of urban areas also.

The first rural/urban block was selected at random by the Deputy Registrar General and the subsequent blocks in each of the two sectors were determined by this office by omitting every 100 rural and 20 urban blocks following the two random numbers. The random blocks in the rural and urban sectors selected by the Deputy Registrar General being 60 and 9 respectively, the other blocks were easily indentified as 160, 260, 360, etc. and 29, 49, etc. In the case of houses, the first random number was selected by the S. C. O's office and the succeeding numbers were worked out by the concerned Charge Superintendent in a similar manner with the only difference that in this case, every 10th house in the rural and 20th house in the urban sector was selected.

Two lists of charges, one relating to rural areas

and the other to urban areas were prepared in the following manner :—

(1) The list was arranged in a serpentine order by drawing a continuous line on a notional map of the State, connecting the location of the various charges without any two parts of the line intersecting each other at any point.

(2) In extending the line from charge to charge, the fact that there were physical barriers like mountains and forests, etc., between them was ignored.

(3) An effort was made to exhaust all the charges in a district before connecting the line with a charge in another district.

(4) Every charge so arranged was assigned a P. E. C. code number different from the one given at the time of Census.

(5) The number of supervisors and blocks was recorded against each charge.

The first communication regarding Post Enumeration Check was received from the Registrar General, India in the first week of January, 1961 when I and my Deputies were busy touring the various parts of the State in connection with the impending enumeration. Even as it is, in this communication, the Deputy Registrar General only wanted to know the total number of rural and urban blocks in the State to enable him to draw up instructions for Sample verification. The actual instructions were however received later on in two or three instalments beginning from 23rd February, 1961. During those days, the rank and file of the Census Organization was extremely busy with the work of enumeration and none could spare any time to go through the instructions. It was further envisaged in the programme received from the Deputy Registrar General that the Post Enumeration Check would have to be conducted on 22nd and 23rd March '61. This gave very little time to the District Census Officers, the Charge Superintendents and others to study the instructions carefully before actually implementing the scheme. Nevertheless, the Charge Superintendents of all such tehsils, the blocks of which were selected for sample enumeration, were given training at Jammu and Srinagar for two days before they addressed themselves to this new assignment. Instructions were also issued that a Verification Officer was to be appointed for every block but that, under no circumstances, the officer selected for this assignment should be the same person who may have functioned as a supervisor or in some other capacity in connection with the census of the same block. The name and other particulars of the block to be assigned to a Verification Officer were also kept secret from him.

In spite of all these devices and the pains taken in imparting training, the scrutiny of the schedules received from the various Charge Officers showed that the instructions had not been followed by many of them and that the schedules contained several discrepancies. Principal among these were :—

(i) It was found that the censused houselist had been prepared in a few cases of sampled houses only and not for all the houses in the block,

(ii) Matching of forms I and II had not been done in some cases, nor any bogus entries entered in Form VI,

(iii) The bogus entries of insertions and deletions were shown in Form VII.

It would be too much to expect of a census count to be free from any over or under-enumeration whatever. In order, therefore, to determine even on an approximate basis the extent to which the census count has been accurate, subsequent verification at least on a sample basis is absolutely necessary. The introduction of the Post Enumeration Check at the census of 1961 has, therefore, been a stepforward at least in this State where no such verifications were carried on in the past. Some procedural changes are, however, indicated and these are briefly mentioned below :—

(1) The broad details of the scheme should be known in advance to the Census Superintendent and he should be given enough time to examine these and to study their implications.

(2) The verification should not be postponed for about three weeks as was done in 1961. It should be taken up immediately after the main enumeration is over.

(3) The execution of the scheme should not be assigned to any such person who was engaged on enumeration, no matter to which block or circle

he may have been previously posted. It would be desirable to assign this work to an entirely different organization, such as National Sample Survey, etc.

Appendix IX gives the district-wise results of the Post Enumeration Check by rural and urban. Summary for the State as a whole is given below :—

	RURAL			URBAN		
	Males	Females	Total	Males	Females	Total
1. Persons censused in sample blocks, ...	12578	11324	23902	14544	12455	26999
2. Persons censused in sample houses. ...	1165	1046	2211	758	602	1360
3. Persons found as having been						
(a) Missed						
(i) Below 15 years ...	1	...	1	6	7	13
(ii) Above 15 years ...	1	...	1	7	6	13
(b) Over-counted ...	1	2	3	4	1	5
(c) Enumeration not known						
(i) Below 15 years ...	1	1	2	...	...	...
(ii) Above 15 years ...	...	1	1	..	...	...

The statement shows that the proportions of persons censused in sampled houses to the total population in sample blocks in the rural and urban sectors stood at 9.2% and 5.04% respectively. It is also obvious in the case of rural sector that if the number of those whose enumeration is not known be set off against those over-counted, the net effect would be under-enumeration to the extent of two persons in a population of 2211 and 23,902 censused in sample houses and sample blocks or 0.09% and 0.008% respectively. In urban areas, no instance has come to notice in which enumeration is not known. On the whole, however, 21 persons have been missed in a censused population of 1360 and 26,299 of sample houses and sample blocks. In other words, the under-enumeration has been of the order of 1.54% and 0.08% respectively.

17. (a) District and Tehsil Census Establishment.

In pursuance of the decision taken in the first Census Conference held in September, 1959 and the scale of establishment subsequently prescribed by the Registrar General, India, the following ministerial and inferior establishment was sanctioned for the offices of District Census Officers and Charge Superintendents :—

Name of Office	*Details of Establishment*
District Census Officer's Office	(i) One post of Upper-Division-Clerk in the scale of Rs. 70-6-130 plus dearness allowance at State Govt. rates.
	(ii) One post of Lower-Division-Clerk in the scale of Rs. 60-5-100 plus dearness allowance at State Govt. rates.
	(iii) One post of Peon at Rs. 25-1-30 plus dearness allowance and ration allowance at State Govt. rates.
Charge Superintendent's Office	One post of Lower-Division-Clerk in the scale of Rs. 60-5-100 plus dearness allowance at State Government rates.

In the case of district Ladakh, a compensatory allowance calculated at 50% and 25% of the basic pay of the officials posted at Leh and Kargil respectively with a minimum of Rs. 47.50 and a maximum of Rs. 95/- per month was also allowed in addition in accordance with the Kashmir Service Regulations.

As advised by the Deputy Registrar General, a request was made to the State Government to accord sanction to the creation of the above posts and to pay the staff by debit to their own budget pending subsequent reimbursement by the Census Department. The proposal was approved by the State Government with the modification that the District Officers and the Charge Superintendents were advised to debit the expenditure direct to the Central Account Head "51-Census, 47 Miscellaneous Department." The expenditure was watched by the Accountant General and except for one case of excess drawal of Rs. 45/- by one clerk, all other drawals were found in order. The amount has since been recovered from the clerk concerned.

The Accountant General, however, challenged the competence of the State Government to create posts by debit to the Central budget, but after some correspondence the objection was finally dropped by him on the strength of Registrar General's letter No. 3/77/59-RG dated 2-9-1960. Detailed correspondence on the subject will be found in file No. Cen./3.

The arrangement of creating the posts in the State cadres and treating these as part and parcel of District and Tehsil Offices proved helpful inasmuch as it did not only economise expenditure due to the State scales of pay being lower than those admissible to Central Government employees, but also relieved the office of the Census Superintendent of a part of accounting work. All the appointments were made by the respective District Officers, but it is regretted that notwithstanding the orders issued by the State Government and the written requests made by me to earmark the best available staff for census work, less competent persons and even raw hands were appointed to some of the posts.

(b) Staff for Cities, Corporations and Special Charges.

No clerical or ministerial establishment was sanctioned for any urban area with a population under one lakh. In the case of Jammu Municipality, which has a population between one to two lakhs, one post of Lower-Division-Clerk at Rs. 60-5-100 plus allowances at State Government rates was allowed. As the population of Srinagar Municipality is about three lakhs, the Executive Officer, who functioned as Charge Superintendent for the city, was provided one Upper-Division-Clerk and one Lower-Division-Clerk in the scales mentioned above.

Although some of the Charge Superintendents repeatedly represented for the provision of a post of Peon in view of the difficult topography of the State, the request could not be supported. They were asked to employ runners, if and when any urgent census message was to be delivered provided the normal inferior establishment of the Tehsil Office was not available or could not be spared. The fact that no runner was eventually engaged proved that the demand was not justified. On the whole, my feeling is that the scales of staff, as prescribed by the Registrar General, were commensurate with the volume of work assigned to each office.

18. Honorarium to Enumeration Staff.

The administration Reports of the censuses held in the State in 1931 and 1941 show that no honorarium whatever was paid to the staff employed on the census work. The decision taken for the census of 1961 to meet a part of pocket expenses likely to be incurred by the field staff, such as cost of house-numbering, stationery and expenses for attending training camps, etc., has, therefore, been a step-forward when compared with the past. This was explained to the enumerators and other staff who were apprised of the fact that according to the tradition of Indian Census and that followed in the State for the last seventy years, the census officials were expected to work on honorary basis and were not to be paid any salaries or wages for the work assigned to them. This did not carry much conviction and not a few of the enumerators seemed to have a feeling that they were being employed as forced labour. The apprehensions were however allayed by the various circular orders issued by the State Government holding out promises of promotions out of turn, etc. to such of the census staff as acquitted themselves creditably in the discharge of their responsibilities. These orders had the desired

effect and the aversion displayed earlier was no longer visible in any quarter. On the other hand, there was a race among most of the staff to excel one another in the quality of work. It must however be said in fairness to those engaged on this arduous work that the scale of honorarium, even so far as out-of-pocket expenses are concerned, is incommensurate not only in consideration of the elaborate and complex character of the surveys conducted, but also in view of the enormous physical exertion which they had to put in under most uncongenial weather conditions obtaining from December to March in most parts of the State.

Following is the break-up of the amount paid as honorarium to enumerators and supervisors :—

(a) Cost of housenumbering and house-listing (This included the amount spent on purchase of paints, brushes, pencils, etc.) ... Rs. 5/- per block

(b) Enumeration charges per block of approximately 150 and 120 households in rural and urban areas (This also included expenses incurred for attending training classes and purchase of writing material) .. Rs. 15/- per block

(c) Supervision charges of housenumbering, houselisting and enumeration work. ... Rs. 4/- per block

Total ... Rs. 24/-

The aggregate honorarium of Rs. 20/- payable to an enumerator was disbursed in three instalments. Before undertaking the housenumbering and house-listing operations, each enumerator was paid a sum of Rs. 2/- either in cash or partly in cash and partly in the shape of paints, brushes, etc., to enable him to defray the cost of the material required for the numbering of houses. The balance of Rs. 3/- due on account of housenumbering and houselisting work was paid a short while before enumeration was taken up. The third instalment was, however, made in 1961-1962 and 1962-1963 due to inordinate delay in the receipt of the accounts of previous advances from the Charge Superintendents.

In view of the fact that no census had been held in 1951 in this State and the District Officers and Charge Superintendents had to put in lot of labour to rebuild the records and to train the staff, the Registrar General was pleased to accord sanction to the grant of an honorarium of Rs. 75/- per month and Rs. 50/- per month for each District Census Officer and Charge Superintendent respectively for a period of eight months from Ist August, 1960 to 31st March, 1961. Further, as the State was divided into two sectors, snowbound and accessible, for purposes of taking the census and because those incharge of inaccessible areas had to traverse long distances over difficult mountainous routes covered with one to two feet of snow, a lump-sum honorarium of Rs. 100/- was allowed for each Deputy Charge Superintendent of snowbound areas.

It may be mentioned here that most of the Charge Superintendents did not take enough interest in obtaining and furnishing the acquittance rolls of the enumerators and supervisors which were delayed for months together. The intervention of the State Government again came to our rescue and by the end of March, 1963, accounts for an amout of Rs. 1181.64 only were awaited. For future, it is necessary to issue a circular order prohibiting the disbursement of the honorarium without obtaining in the first instance receipts of the payees concerned. No such difficulty was however experienced in the case of District Census Officers, Charge Superintendents and Deputy Charge Superintendents, as the honorarium due to them was paid on the advice of this office direct by the Accountant General.

The aggregate expenditure incurred on account of honorarium amounted to Rs. 1,51,841/-.

19. Recognition of services of enumeration staff.

It appears from the Administration Report of the 1941 Census that not only no honorarium was paid to the then census staff, but even the grant of certificates was confined to non-officials only. Officials who distinguished themselves by their good work were however disposed of by making appropriate remarks to this effect in their respective character rolls and service books.

For the census of 1961, however, no such distinction was made and officials and non-officials

were alike declared eligible both for the grant of the Certificates of Honour as also silver and bronze medals. The allocation of medals among the various States was made by the Registrar General in proportion to the population of each State. Accordingly, we were provided with 42 silver and 84 bronze medals together with 126 Certificates of Honour signed by the Registrar General. At the request of this office, the District Officers submitted the names of Charge Superintendents, Deputy Charge Superintendents, Supervisors and Enumerators, who had distinguished themselves by their good work and devotion to duty. The number of medals to be allotted to each category of census officials in each district and for each municipality was suggested by this office on the basis of the size of population and in consideration of the topography of each area. The proposals received were consolidated in this office and sent up to the State Government for sanction. After receipt of the sanction, the medals and the certificates were awarded by the provincial Commissioners of Revenue or District Officers on special functions organized by them. In 11 cases, the medal could not be awarded, as the whereabouts of prospective recipients could not be traced.

Other measures taken for the recognition of the services of census staff included the grant of out of turn or accelerated promotions on the basis of entries of good census work made in the character rolls of the officials concerned, as promised by the State Government in their circular orders.

20. Special Studies.

Apart from distribution through the agency of enumerators of printed cards designed to collect the particulars of technical and scientific personnel, no special study as such was taken up during the period ending March, 1961. Even so far as the survey of technical and scientific personnel is concerned, circular instructions were issued late in January, 1961, when owing to the impending enumeration activities, the enumerators could not pay much attention to them. The printed cards had, however, been supplied to the enumerators about a month earlier when they attended the training camps. On that occasion, they had been only advised to deliver each such card to every person possessing technical or scientific qualifications and to instruct him to return it to the enumerator during the revisional round or to despatch it direct to the Registrar General's office after filling up the various entries, as indicated in the card. With a view to facilitating the direct despatch of the card to the Registrar General's Office, it was made clear that the card may be posted unstamped. Actually, very few cards were delivered to the enumerators and as far as is known, even the Registrar General's Office got only a small proportion. It is difficult to say whether this was due to carelessness on the part of enumerators in collecting the cards or indifference on the part of those who preferred to despatch these direct to the Registrar General.

21. Cost of Enumeration.

A statement showing the details of expenditure on enumeration, as incurred from 1959-60 to 1962-63 giving the actuals under each head of account and appropriation unit, will be found in schedule 2 appended to this report. This includes an amount of Rs. 2,21,903 representing the pay and allowances of district and tehsil establishment and other charges as also honorarium paid to various categories of the field staff from the District Census Officer down to the Enumerator. The Administration Reports of the censuses conducted in the past in the State show that neither any honorarium was ever paid to any field worker, whether official or non-official, nor any ministerial or inferior establishment was made available to any of the District Officers or Charge Superintendents. If these items had not been introduced, the actual expenditure on enumeration excluding Superintendence and the cost of schedules printed centrally at Government presses would have been only Rs. 14,178. The corresponding expenditure incurred in 1941 stood at Rs. 9,789, vide amounts shown for 1996-97 and six months of 1997-98 against items 9 to 12 and 14 to 21 of Appendix 'J' of the 1941 Administration Report of Jammu and Kashmir State.

It may be recalled here that one of the decisions taken in the first Census Conference held in September, 1959 was that the minimum average expenditure on enumeration should be about 3.5 N.P. per person. In view of the fact that our total expenditure on honorarium including housenumbering and houselisting charges stood at Rs. 1,19,682

only, it will be seen that the average cost of enumeration has not exceeded 3.34 N. P. per individual.

The total expenditure incurred under Superintendence upto 31st March, 1961 stood at Rs. 1,51,118 as against Rs. 55,275 of 1941. The variation is, among other reasons, due to—

(a) appointment of a Deputy Census Superintendent for the enumeration work of the districts of Jammu province,

(b) grant of deputation or special pay to the officials deputed to the Census Department from the various departments af the State Government,

(c) higher scales of pay of ministerial and inferior establishments obtaining in 1961, as compared with those of 1941,

(d) grant of Central allowances, such as city allowance, winter allowance, medical allowances, etc., which are not admissible under State rules, and

(e) creation in the office of Census Superintendent of certain new posts, such as Socio-economic Surveyors, Technical Assistants, etc.

APPENDIX I

No. 3/9/57-RG.

GOVERNMENT OF INDIA,

MINISTRY OF HOME AFFAIRS,

OFFICE OF THE REGISTRAR GENERAL, INDIA.

New Delhi-2, 12th March, 1959.

Dear

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 Ist March 1961.

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

3. We are lucky to have secured the early appointment of Census Superintendents in the States. In previous Censuses, Census Superintendents were appointed just about a year or less before the enumeration date. My modest experience of the 1951 Census showed that the time at the disposal of a State Census Superintendent was quite insufficient to obtain a proper background of the Census and of the conditions of his State which are so essential. The merger and integration of former princely States presented complex problems to some of the Superintendents in 1951. In the forthcoming Census, too, the recent reorganization 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 phoenix, which, arises with renewed vigour from its ashes. The Census organisation, similarly, is set up one or two years before the Census date and lasts for three or four years and is heard of no more till the next Census. Though the Government of India, after independence, passed a permanent Census Act and created a permanent post of Registrar General, this post was never filled up continuously by a full-time officer. Fortunately, however, the core of the Census Commissioner's Office has this time continued uninterruptedly from the last Census. In the States, the West Bengal Office has been in continuous existence since 1950, while Mysore too has continuously maintained its Census Department following the tradition of the erstwhile princely State. There is no running Census Office in any other State and the S. C. O. has, therefore, to start from scratch.

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

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

5. The State Governments have already been requested to arrange office accommodation for you. But should they be unable to secure it (indeed, this will really be the work of the local Estate Officer of the Government of India), it should be your foremost duty to find out suitable 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 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 rawarding to study the 1951 All India and Census Reports and as many other State reports as possible. You should also study the Administration Report of your State and any papers recommended therein for your study. It should be extremely profitable to spend some time with your predecessor of 1951. If you do not know your State well enough at first hand, it will be useful to acquire working first-hand knowledge by visiting different parts of the State as quickly as possible.

9. I propose to hold as soon as practicable a conference this year of all State Census Superintendents at which the preliminary arrangements for Census enumeration will be discussed and finalised. By that time you should have made a preliminary study of previous censuses, papers and documents, brushed up your knowledge of statistics and also formed your views on various aspects of census enumeration that are dealt within 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, tehsil or taluk, (3) number of the revenue village or *mouza* and (4) number of the dwelling in the village or *mouza*. The location code of a dwelling in municipalities and non-municipal towns will similarly consist of four numbers : (1) 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.

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

14. Within each district in the rural areas, thanas/tehsils/taluks will be numbered serially based on the entity of recognised administrative 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 5000 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 1951 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 5000 population or over not less than three fourths of whom live on non-agricultural livelihoods. Where the population is predominantly agricultural the background is rural and the place cannot, therefore, be classified as urban. Where the livelihood is predominantly non-agricultural, there is likely to be a more urban back-ground 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 5000 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 uptodate 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 a 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 converage 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 Houselist 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 a 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 Office with one Lower Division Clerk and one peon for a period of fifteen months, i. e., from 1st March 1960 to 31st 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 (1st March) and for the enumeration of casual visitors not enumerated elsewhere. At the next census also, enumeration will be spread over a number of days. The period of twenty days was fixed at the last census primarily for administrative convenience. The experience of the 1951 Census suggests that a period of 20 days may be on the high side and may have to be reduced a little. The reduction in the period will also reduce omissions in recording new births and deaths and migration. The period will, however, have to depend on so many factors, like the availability of enumeration staff and the time taken for filling up the schedule. The enumeration schedules are being pretested which will give an indication of the average time taken for filling up the schedule. On this basis, we can fix a norm for each enumerator which will help us in determining the period of enumeration and the optimum strength of enumeration staff that should be appointed. The matter can be further discussed at the conference on the basis of the results of the pretest. You can yourself have some pretesting of the schedules made in order to examine this aspect of the question.

30. Various forms and registers are usually prepared to show the census divisions and allotment of enumerators, supervisors, etc. The forms varied from State to State in the past. I propose to have a uniform set of forms for all the States and also of uniform sizes. I have asked the Controller of Printing and Stationery to supply you 23 lbs. Royal white printing paper (20" x 25") for preparation of these forms We shall, at the conference, decide on the forms and registers to be prepared for enumeration and their exact contents and sizes.

31. Soon after the delimitation of territory and appointment of enumeration staff, viz., enumerators,

supervisors and Charge Superintendents, the house-numbering and houselisting operations should be started. House-numbering can start after the rains in 1960.

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

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

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

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

34. There are two methods which could be adopted for the numbering of houses. In rural areas, a village may or may not consist of a number of streets in a certain order. If the streets are arranged in a certain order, the best method of numbering would be to number the houses continuously in the various streets, the streets being taken in order starting from the north and ending in the south. Within a street, there are two alternatives : either the 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 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 'building', 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 pretesting 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 three sub-numbers : Building No., Census House No. and Household No. If, however, a building and a census house are the same and there are a number of households, there will be only two sub-numbers: Building No. and Household No. If in a building there should be only one census house and one household, there will be only one number, namely the Building No.

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

44. At the 1951 Census, a small remuneration was paid to this 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 Oganisation, 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 patwaries 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 5000 households consisting of 2500 in urban and 2500 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 mis-interpretation 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 also 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 Ist March. It will not be necessary to fill up the household schedules for this class of population. We can, therefore, either use the enumeration slips in the schedule or have different schedules. This also we can discuss and decide at the conference.

52. It has been tentatively decided to have the enumeration schedules and instructions printed centrally at Central Government Presses. This will ensure uniformity in the quality of printing, which is important and uniformity of instructions in the regional languages. It is necessary, however, that before the translations are sent for printing the Superintendent of Census Operations concerned should be satisfied that the translations will work well in his region since in the case of Hindi and a few other regional languages, more than one State will have to use the same schedules. I enclose a copy of a discussion I had with the Controller of Printing 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 28 February, 1961. The exact period for enumeration will be fixed later. As at the 1951 Census, the first three days of March, 1961 will be devoted for the final check during which every house will be revisited by the enumerator concerned. The object of this second visit will be to bring enumeration upto the reference date (i. e. Ist 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 district head-quarters. The District Census Officer should consolidate the figures for the district and telegraphically intimate the figures to you and to me without the slightest delay. The figures for the States can be consolidated both by you and by me and will be published for general information after you have tallied it with me over the telephone. When all the States have been tallied, the all India figures will be published by me.

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

56. Publicity is as important as training. The

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

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

In addition, it is also proposed to have an Information Film of educational value which will explain the purpose of the Census, its importance in the context of planning and 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 procedure calculated to secure the widest and most effective publicity.

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

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

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

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

60. One of the most important 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.

Sd. A. MITRA

APPENDIX II

Jammu & Kashmir Government

Press Information Bureau

CENSUS OPERATION IN JAMMU AND KASMIR WORK STARTED

Srinagar, October 13, 1959

In pursuance of the provisions of the Census Act of India, 1948, as subsequently amended and applied to Jammu and Kashmir, the next decennial Census of India is being held in 1961. A detailed programme for the various operations connected with the Census has been laid down by the Registrar General of India and necessary arrangements in accordance with the same are being made by various Census Organisations set up in different States.

In Jammu and Kashmir also the Census Organisation has been set up with Shri M. H. Kamili as the Superintendent. The organisation has already started work.

At a conference of various Heads of Departments and other officers held here last week it was decided to speed up the preliminary work connected with the Census so that the State is able to fall in line with the progress made in other States in this connection.

The Conference decided that the Financial Commissioner should prepare detailed lists showing (a) names of villages belonging to the State and at present under enemy occupation ; (b) names of villages which have been transferred from one tehsil to another during the last 10 years in connection with the setting up of new districts and tehsils. This information was considered necessary both for the purpose of ensuring that the population of all the villages on this side of the cease-fire line is covered as also for making a comparative study of the growth of population and the changes which have been brought about in the economic and social spheres.

It was further decided that the Financial commissioner, Community Development, Education, Local-Self-Government and Revenue Departments who will have to assist in the Census work be asked to extend maximum co-operation to the Census Department.

The Conference decided that a large majority of Enumerators both in rural and urban areas would be drawn from the Education and Community Development Departments to be assisted by *Patwaries*.

In respect of such areas where the personnel of Education, Revenue and C. D. Departments may not be available, it was decided to ask the Forest Department to provide a number of Foresters for Census work on a part-time basis. The Forest Department would also supply data regarding the area under forests, measures taking by the Working Plan Division for afforestation, progressive growth of the forest income and other connected matters.

It was also decided that the Inspector General of Police be asked to issue instructions to provincial and district Police Officers to collect and transmit figures of births and deaths for each village and town for the last 18 years from March 1941 to December 1959.

These decisions are in conformity with the decisions taken at the All-India meeting of Census Superintendents held in New Delhi recently.

A major decision taken by the All-India Conference at the initiative of the Census Superintendent of Jammu and Kashmir is that while house-numbering, house-listing and actual enumeration operations would be started simultaneously almost all over the country sometime in October, 1960, and would be finalised by the end of February 1961, an exception would be made in the case of snowbound areas which are inacessible from November to March. The Census Operations in these areas, it

was agreed upon, would be finalized by the end of September, 1960, or at the latest by the middle of October of the same year.

In view of this decision the preliminary work in such of the areas in the State as are likely to become inaccessible after a month or so has been decided to be taken up immediately. The Chief Secretary who presided over the Conference in Srinagar asked all the Departments to extend active co-operation in the work of house-listing, house-numbering and enumeration. This work, it was pointed out, would need the employment of a large organisation which, as has been the tradition in the country so far, would have to be engaged on honorary basis. The need for co-operation of the public at large as also important non-official organisations was also emphasized.

Minutes of the meeting held in the office Chambers of the Chief Secretary on 9th October, 1959 regarding Census operations to be conducted in Jammu and Kashmir State.

A conference of the following officers presided over by the Chief Secretary was held on 9th October, 1959 at 9 A. M. in the Chief Secretariat to consider the note of the Superintendent of Census Operations in connection with the arrangements to be made for the Census of 1961 :—

1. Financial Commissioner.
2. Finance and Planning Secretary.
3. Secretary to Government, Ministry of Local Self Government.
4. Development Commissioner.
5. Director of Education.
6. Chief Conservator of Forests.
7. Deputy Inspector General of Police.
8. Registrar Cooperative Societies.
9. Superintendent of Census Operations.

At the outset the Superintendent gave a broad outline of the programme prescribed for the census operations which, as stated by him, falls into six categories specified below :—

1. Territorial Organisation.
2. Organisation for census work.
3. Fixing of Census staff.
4. House-numbering.
5. House-listing.
6. Actual enumeration.

So far as the territorial organization is concerned, the Superintendent pointed out that as certain areas of the State remain snow-bound for about 3 to 5 months during winter and would not, therefore, be accessible in February 1961 when actual enumeration is to be conducted, it was decided by the Conference held at New Delhi that the Census work in the State would have to be split up and conducted separately in respect of accessible and inaccessible areas. He added that according to this decision census operations in the district of Ladakh, Tehsils of Kishtwar, Bashohli and similar other places would have to be finalised by the end of Sept. 1960 or middle of October of the same year and that the operations in other areas would be conducted strictly according to the programme prescribed for other States in India. After some discussion, it was agreed upon that the existing administrative units of Tehsils need not be readjusted for purposes of census as it should be possible to classify Tehsils containing majority of snow-bound villages in the category of inaccessible areas and other Tehsils where the number of such villages was comparatively small with areas which are accessible throughout the year.

It was further agreed that the organisational structure of the field officers and workers conducting census operations should be as below :—

SUPERINTENDENT CENSUS OPERATIONS

|

District Census Officer
(Deputy Commissioner or Assistant Commissioner)

|

Charge Superintendent
(Tehsildar, Chairman, Executive Officers of Municipalities and Town Areas)

|

Naib Tehsildar or Block Development Officers

|

Supervisors

|

Enumerators

Action by :

1. Financial Commissioner.
2. Development Commissioner.
3. Director Education
4. Chief Conservator of Forests.

The general concensus of opinion was that the category of supervisors should be built from amongst Kanungos, Panchayat Inspectors, Head Masters of Middle or Central Schools or senior teachers of High Schools and Forest Range Officers. The concerned Heads of Departments offered to make available the following quotas for this work :-

(a) Financial Commissioner	...	86 Kanungos.
(b) Development Commissioner	...	50 Panchayat Inspectors.
(c) Director of Education	...	1000 Head Masters of Central or High Schools or senior teachers.
(d) Chief Conservator of Forests.	...	Range Officers to the extent of the balance strength needed.

Action by Registrar Co-operative Societies.

It was also agreed upon that the enumerators would be selected carefully and only cempetent and reliable persons would be detailed on this work. The meeting decided unanimously that the category of enumerators should be composed of Patwaris, Village Level Workers, School Teachers, Foresters and paid Secretaries of the Cooperative Department. The following is the composition of the total strength of 4300 enumerators required for the whole state :-

1. Patwaris	...	1000
2. School Teachers	...	2000
3. Village Level Workers	...	500
4. Foresters	...	500
5. Paid Secretaries of Co-operative Deptt.	...	300

Action by Secretary, Self-Government Department.

The Secretary Ministry of Local Self-Government agreed to issue circular instructions to the Municipal Council and Town and Notified Area Committees to set up similar organisations in their respective areas in consultation with the Superintendent of Census Operations.

Action by Financial Commissioner.

The Financial Commissioner agreed to furnish complete information regarding villages of such tehsils parts of which have fallen on other side of cease-fire line. He also undertook to supply full details regarding the changes made in the territorial jurisdictions of different tehsils and districts which have either been newly created after 1947 or in which some villages have been added and others transferred elsewhere.

The Deputy Inspector General of Police stated that the record of deaths and births of the last 17 years or so had been transferred to the Medical Department. The Finance and Planning Secretary, however, pointed out that there was some confusion in this matter and that on making enquiries from the Medical Department, it had been found that they could not supply the requisite records. At the suggestion of the Chief Secretary, it was accordingly decided that the matter should be examined in detail by a Committee of the following officers :—

1. Finance and Planning Secretary.
2. Inspector General of Police.
3. Director Health Services.
4. Development Commissioner.
5. Superintendent of Census Operations.

As the Controller of Stationery and Printing, who is also the Director of Information did not attend the meeting, the Chief Secretary observed that an enquiry would be made from him whether the Government Presses would undertake the printing work of the Census Department. In regard to the supply of stationery articles also, a similar enquiry would be made from the Controller. The Chief Secretary, however, stated that the publicity work would, in any case, be taken up by the Information Department in the same manner as was being done by other States.

No. GDB-588/59/(iii) Dated 21-10-1959

Copy for information and necessary action forwarded to the :—

(1) Financial Commissioner,

(2) Inspector General of Police,

(3) Finance and Planning Secretary,

(4) Secretary to Government, Ministry of Local Self Government,

(5) Development Commissioner,

(6) Chief Conservator of Forests,

(7) D. I. G. Police, Srinagar,

(8) Registrar, Co-operative Societies,

(9) Superintendent of Census Operations, J & K, Srinagar,

(10) Director, Health Services, Srinagar.

APPENDIX III

Government of Jammu and Kashmir

GENERAL DEPARTMENT

Subject :—*Census Operations*

Circular No. 3 of 1960. Dated 20-2-1960

The decennial Census in India including the Jammu and Kashmir State is to take place in the year 1961. The Operations in this behalf have started and the Census Superintendent has taken steps to brief all the Census officers, whose appointment has been announced separately, in matters relating to enumeration, houselisting, housenumbering, collection of data, etc. As these operations have to be completed before 1-3-1961, it is desirable that ordinarily the present administrative units should not be disturbed and the officers posted there, who have been equipped with the background for the discharge of duties in connection with Census Operations, should also not be transferred. This is essential to ensure that the operations are conducted smoothly and the Census Superintendent has not to brief officers from time to time. In case, however, any changes in the present units of administration or the personnel thereof are considered necessary to be made in the near future, these may be put through at the earliest so that the Census work may not suffer as a consequence of too many changes made in the midst of operations.

It is also necessary that all departments should extend full co-operation to the Census authorities and make available to them such statistics and data as may be asked for. It is to be recognised that the information that the Census will make available will be of immense value to all concerned.

Sd. DWARKA NATH
Secretary to Government.
General Department.

No. GDB-588/59 (iii) Dated 20-2-1960.

Copy for information and favour of necessary action forwarded to :—

(a) All Secretaries to Government

(b) All Heads of Departments

(c) Superintendent, Census Operations, Jammu and Kashmir, Srinagar (with 50 spare copies)

4. Superintendent, Government Press, Jammu for publication in the Government Gazette.

Sd. GHULAM MOHY-UD-DIN
Deputy Secretary to Government,
General Department.

APPENDIX IV

HOME MINISTERS' ADDRESS

I am glad to meet you here this afternoon. The Census Commissioner was good enough to ask me to find some time to address you. On the first day when you assembled here the occasion did not quite suit me. All the same, he and I both thought that it would be good if I could snatch a few moments some time before your departure just to meet you. You need not expect any speech from me. I did not intend to address you at any length. I find that you have this time met earlier than the Census Superintendents used to do in the past. That is but fair and proper because the problems have become much more complicated and you have fully to grasp the basis and also to study the details because you have not only to prepare yourself for the task but, directly and indirectly, to train about a million enumerators for this task. Ultimately, the accuracy of the figures and information collect depends on the capacity and competence of the enumerator. There are many of them who have to be, I think, given lessons not only once or twice but perhaps ten times before they will be able to carry out the complicated and arduous task that they are required to perform. This, I think, is the tenth census ; the first we had was perhaps it 1872. Well, much water has flown since and the census operations like other things have become more and more complex. I must say that those who were engaged in this task in the olden days and those who worked as pioneers did a remarkable piece of work. When you go through their report you can see the enormous amount of labour that they have put in on the various problems which had not been touched by anybody previously. They had to do a lot of exploratory work and they produced very comprehensive reports on certain matters. So we have been gradually building on the foundations laid by them. In every census some new features have been introduced. In our country I think we have these census operations on a vast scale. I wonder if any other country carries on such operations in the same manner as elaborately, objectively and dispassionately as we do here. In some countries there is a tendency to distort even facts which are in themselves very indisputable. But in our country the Censuses have always been conducted in a scientific spirit, in a rational manner, without any bias or prejudice. In fact, I sometimes think that your job is a fascinating one. You are not to be actuated by any ulterior motives. You have only to conduct a scientific inquiry in a scientific spirit So that is always worth doing because when you are only trying to collect material which is in every way inevitably and unassailably true and correct, then you cannot but feel greatly interested in the work. I do not know if the enumerator can feel the same zest for this job as you are likely to do because he has to do the spadework while you have to draw conclusions. You have also to lay down those fundamental bases on which our plans would for the most part rest in future. Even in the past, as I said, the census operations in our country have been conducted in a very excellent way and earned the appreciation of people from other countries. To conduct an enumeration of millions within a few hours all over the country in every nook and corner is a gigantic and formidable task, but that is small compared with what follows from the collection of this material. Much minor in importance, though, it lays the foundation of the structure that is built on the figures that are collected by those working under you. But in the olden days the conditions were static. You were concerned mostly with matters pretaining to caste, religion and so on, but now times have changed. We are on the move and our society has become in a way dynamic. So the attitude of the Census Officers too has to be adjusted to these changing conditions. You have to collect material not only with regard to population and the age groups and other things but also about other important matters concerning life itself. You have to deal with the social and econmic man and you have to take man as such a unit. You to have collect all these units together with the figures of population and the changes that have taken place during the last ten years to indicate the trends for the future, but at the same time you have to study other problems of a sociological and economic character. Problems will

call for much deeper study than the collection of the material or the placing before the public of the statistical data. The statistical information by itself has to be interpreted. In fact it has grown into a science now and it calls for an all-round study in all aspects that concern man as such. So you have, I think, to frame your questionnaire. It has to be as simple as possible and you have to see that the instructions that you issue are also cast in a very simple form. The issues you have to tackle are very complicated but unless the people from whom you collect the necessary material are in a position to understand what they are required to do, you are likely to be misled. So you have to adopt the code of simplicity throughout. Unless as I said everyone who is working with you is imbued with the same spirit and you all work together as a team I am afraid the results won't be as satisfactory as we would like them to be. As you know there is every year an increase in our population ; not only is there an increase but it is proportionately going up. Formerly we had I think an addition of about 1% to the population in a year ; now it is said to have gone up to 1.8% and I wonder if even this will be stationary or if this sort of progressive increase year by year will continue hereafter. The death rate is going down but in other countries if the death rate has gone down it has also been accompanied by urbanisation and industrialisation. These two factors have a bearing on the growth of population and counteract the tendency towards excessive and undue increase in the number of hungry mouths in any country. I don't know how far we will be able to draw away people from the land and to provide other occupations, jobs for them. So you have also to see how our age groups are developing now. According to the old census I think the productive group between the ages of 15 and 60 was, relatively, smaller in our country than in other countries with the result that apart from unemployment and under-employment we had also to look after people who were not physically capable of maintaining themselves. Now longevity is doing up and I hope you will be able to tell us how far there has been a change in the old patterns, how the groups are now related to each other, what proportion 15 to 60 age group bears to others and whether per capita efficiency and productivity are going up or they have on the whole gone down. You have, I think, now a more elaborate form of inquiry of the occupations, diversification of industry as well as of various occupations in the country. It is necessary to have a clear idea of the changes that have taken place, for we must be able to re-adjust things if the lines that we are following today are not going straight and call for some sort of re-adjustment. So all these and other matters will have to be tackled by you. I had occasion to read some of these census reports in my earlier days and I really found them fascinating. They should be much more so now because we will be dealing with economic and social problems. Much less emphasis has to be laid on things which are static and which are there. I do not think we are having a detailed inquiry about caste and sub-caste now but in view of the changes that are taking place in our economic pattern and the objectives that we have laid before ourselves you have to give thought to other matters which have been ignored in the past and which now call for close study. We have decided to build our economy in a planned manner. Your last census of 1951 might to regarded as a landmark because the First Five-Year Plan started in 1951. Now we would have completed two Five-Year Plans by 1961. So the material that you will now collect may not be fully available by the time that we have to prepare the draft of our Third Five-Year Plan but I hope we will have such material as you may be able to collect by the end of 1961.

I am reminded of a story which I read in the Census Report of 1881. It is stated there that the enumerator had been instructed to see that he took note of everyone who disappeared from the village between 6 and 8 or something like that, that there should be another enumeration at about 8 and the final one at 12. So he had his preliminary enumeration and he put down the number. Then he went round the village and shouted out : "Are all of you alive or has anybody died "? (laughter). He went on repeating it again and again in his rounds with the result that before he could hold the final enumeration, the villagers came and rendered him altogether incapable of conducting these operations any further. It is a fine report in the way that there is enough of humour in it, otherwise it is a dry subject. Though very interesting, a census report sometimes tries out

people's patience. So I hope you will do your task in such a manner that those who have to deal with the material that you collect or the conclusions that you reach will find it not only instructive, as it is bound to be, but also interesting.

I do not think I need take more of your time. In fact I have spoken more than I intended. I am glad I have had this opportunity of seeing you here and it is possible that we may meet again before these operations are finalised. Even now we have a permanent Census Act and we have also now a Registrar General so that the subject of vital statistics receives continuous attention and the census figures are also not final in that way because the Registrar General is expected to draw attention to such features as may be noticed between the two censuses and to see that we have got a correct up-to-date record. But everything will depend on the accuracy of your figures and also of your other conclusions that are based on those figures. So I hope you will fully appreciate the importance of the task in which you are engaged. In fact in these days you cannot take up any serious administrative, economic or social work without referring to the census report which is an essential part of every inquiry, of every study. Even for the solution of minor problems you have often to consult the census reports. In future their importance will be still greater because I hope you will deal with the live man and tackle the various human problems in such a way that what you say now in your reports may be of help and may prove of great assistance to those who may have to carry on these tasks of administration, planning, reconstruction of the economic order and social order.

Thank you.

APPENDIX—V

CALENDAR FOR CENSUS OF 1961 (SNOW BOUND AREAS).

1.	Appointment of District Census Officers and Charge Superintendents and reporting their names to Census Headquarters	24-12-1959
2.	Allotting Code Nos. to Districts and Tehsils and reporting them in triplicate to Census Headquarters	23- 1-1960
3.	Allotting Code Nos. to Cities and Towns and reporting them in triplicate to Census Headquarters	15- 2-1960
4.	Allotting Code Nos. to villages and reporting them in triplicate to Census Headquarters	1- 3-1960
5.	Delimitation of Supervisors' Circles and Enumerators' Blocks and appointment of Supervisors and Enumerators and reporting the Nos. of circles and blocks in each Charge to Census Headquarters ...	1- 4-1960
6.	Distribution of instructions for filling up Houselists... ...	15- 4-1960
7.	Training of District Census Officers, Charge Superintendents, Deputy Charge Superintendents, Supervisors and Enumerators ...	1- 5-1960 to 31- 5-1960
8.	House-Numbering	1- 6-1960 to 15- 6-1960
9.	Distribution of Houselist forms	16- 6-1960 to 25- 6-1960
10.	Houselisting	1- 7-1960 to 15- 7-1960
11.	Distribution of Sample Enumeration Slips, Sample Household Schedule forms and Instructions for Enumerators	16- 7-1960 to 31- 7-1960

12.	Training of Enumerators, Supervisors, etc. for filling up of Enumeration Slips, Household Schedules and population record and distribution of these forms	1- 8-1960 to 31- 8-1960
13.	Filling up of Enumeration Slips, Household Schedules and population record	10- 9-1960 to 30- 9-1960
14.	Revisional round	1-10-1960 to 3-10-1960
15.	Reporting of totals :—	
	(i) by Enumerators	5-10-1960
	(ii) by Supervisors	8-10-1960
	(iii) by Deputy Charge Superintendents	12-10-1960
	(iv) by Charge Superintendents	25-10-1960
	(v) by District Census Officers to Superintendent Census Operations and Registrar General	30-10-1960
16.	Sending of records to the office of the Superintendent Census Operations by District Census Officer	5-11-1960
17.	Post-enumeration check	15-11-1960 to 30-11-1960

APPENDIX—V.

CALENDAR FOR CENSUS OF 1961 (NON-SNOWBOUND) ACCESSIBLE AREAS.

1.	Appointment of District Census Officers and Charge Superintendents and reporting their names to Census Headquarters	24-12-1959
2.	Allotting Code Nos. to Districts and Tehsils and reporting them in triplicate to Census Headquarters	23- 1-1960
3.	Allotting Code Nos. to Cities and Towns and reporting them in triplicate to Census Headquarters	15- 2-1960
4.	Allotting Code Nos. to villages	10- 5-1960
5.	Delimitation of Supervisors' circles and Enumerators blocks and appointment of Supervisors and Enumerators and reporting the Nos. of circles and blocks in each Charge to Census Headquarters ...	15- 6-1960
6.	Distribution of :-	
	(a) Instructions for filling up Houselists, and (b) Sample Houselist forms	30- 6-1960

7.	Training of District Census Officers, Charge Superintendents, Deputy Charge Superintendents, Supervisors and Enumerators ...	15- 7-1960 to 31- 8-1960
8.	House-numbering	5-10-1960 to 25-10-1960
9.	Distribution of Houselist forms	1-11-1960 to 15-11-1960
10.	House-listing	16-11-1960 to 30-11-1960
11.	Reporting of population totals by District Census Officers of districts and towns on the basis of Houselist abstracts	10-12-1960
12.	Distribution of Training Enumeration Slips, Training Household Schedule forms and Instructions to Enumerators	1-12-1960 to 15-12-1960
13.	Training of Enumerators, Supervisors, etc. for filling up of Enumeration Slips, Household Schedules and population record and distribution of these forms	16-12-1960 to 31- 1-1961
14.	Filling up of Enumeration Slips, Household Schedules and population record	10- 2-1961 to 28- 2-1961
15.	Revisional round	1- 3-1961 to 5- 3-1961
16.	Reporting of totals :—	
	(i) by Enumerators	6- 3-1961
	(ii) by Supervisors	7- 3-1961
	(iii) by Deputy Charge Superintendents	8- 3-1961
	(iv) by Charge Superintendents	9- 3-1961
	(v) by District Census Officers to Superintendent Census Operations and Registrar General, India	10- 3-1961
17.	Sending of records to the office of the Superintendent, Census Operations by District Census Officers	5- 4-1961
18.	Post-Enumeration check	15- 4-1961 to 30- 4-1961

APPENDIX VI

Copy of circular letter No. Cen. 6237-241/59 dated 18th November, 1959 from the Superintendent of Census Operations, Jammu aud Kashmir, Srinagar to the address of all Deputy Commissioners.

I am sure you must have already received circular instructions from the Financial Commissioner, Jammu and Kashmir emphasizing the desirability of maximum co-operation being extended to the Census Organization operating in the State in connection with the forthcoming decennial Census of India, 1961.

I propose to meet you at your office within the next three or four weeks to discuss the arrangements to be made for the implementation of the Census scheme. I shall, in due course, inform you telegraphically about the exact date, on which I shall call at your office. You will, on receipt of this telegram, kindly ask all the district officers of different departments including Chairmen of the various Town and Notified Areas to be present at the meeting.

The object of addressing this letter in advance is to give you a broad idea of the Census work to enable you to make preliminary arrangements even from now.

In view of the difficult terrain of our State and the consequent inaccessibility of certain areas from November to February every year on account of heavy snow-falls, it has been decided by the Government of India that the State of Jammu and Kashmir should be divided into two sectors for purposes of Census. The first of these is to consist of the areas, with which communications are cut off from November to February and which cannot, therefore, be contacted during this period. As the field work of Census Operations in the whole of India is to commence in October, 1960 and to close in the first week of March, 1961 special programme has to be devised for the snow-bound areas of Jammu and Kashmir. For that reason, we shall have to take up these areas much earlier and to complete the Census work by the end of October, 1960.

The second sector consists of areas which do not experience any snow-falls or where the snow-falls are not so heavy as to make inter-communications impracticable or where the communications are suspended only for three or four days at a time. The programme of work for these areas will be the same as for the country as a whole, viz., from October, 1960 to first week of March, 1961.

Obviously, therefore, we must collect complete data even now in respect of such of the areas, which become inaccessible from November to February and which shall, therefore, have to be taken up for Census Opertations beforehand. The population of these areas must be ascertained immediately and we should also determine, with due regard to the density of the population, the number of Enumerators, Supervisors, etc., who will be needed to conduct the Census work. It has been decided that an Enumerator should, on an average, be assigned the Census work of 150 households or 750 persons in rural areas or 120 households or 600 persons in the urban areas. These scales need not be considered very rigid if on account of the geography of the concerned areas and the density of the population, it is deemed necessary to make some relaxation.

Supervisors are responsible to check and control the work of the Enumerators and each one of them is to be placed incharge of at least five Enumerators.

On this basis, it should be possible for you to calculate the approximate number of both the categories and to ascertain in consultation with the district officers of other departments the size of the staff, which they will have to make available for the Census work. I shall shortly supply you detailed instructions for filling up the various forms but for the present I would be content by mentioning only the following important stages of the scheme.

(1) The organization of Enumerators will in the case of each area have to be assembled at a central place where at least two lectures would be given to them with regard to the work of Housenumbering, Houselisting, etc., which shall have to be taken up by them immediately after.

(2) Each Enumerator will be paid an amount of Rs. 5/- for the Housenumbering work of the block

placed in his charge to cover all the expenses, such as paint, brushes and carriage of the material, etc.

(3) The House-numbering will be followed by Houselisting, for which a detailed form has been prescribed by the Government of India and a copy whereof is enclosed for your perusal.

(4) When the Houselists have been filled up and completed the Enumerators will again have to be assembled at a Central place and given at least six lectures in connection with the filling up of House-hold Schedules and Enumeration Slips. Copies of these are also appended with this letter.

(5) The Househlod Schedule and the population record as also the Enumeration Slips will have to be simultaneously filled up by the Enumerators in their respective blocks (except snow-bound areas) from the morning of 10th February, 1961 upto the sun-rise of first March, 1961. This will be followed by three days' revisional round from the sun-rise of Ist March, 1961 to 3rd March 1961. During the revisional round the Enumerators will ascertain whether there have been any deaths and births during the period intervening from the date of last visit up to the sun-rise of Ist March, 1961. Should there by any such cases, fresh Enumeration Slips will be prepared for the new-born children and the Enumeration Slips already written will be cancelled so far as the persons who may have died during this period are concerned. Similarly, if any visitors are found present during the revisional round, who have not already been enumerated elsewhere, the Enumerator will prepare fresh slips for them also.

(6) The Census work is, in accordance with the past traditions, to be done honorarily, but an amount of Rs. 15/- will be paid to each Enumerator to cover his out-of-pocket expenses. A Supervisor will likewise be entitled to Rs. 4/- per block (charge of an Enumerator).

(7) The Government of India have also conceded the desirability of granting a reasonable monthly allowance to the Tehsildars who are to be designated as Charge Superintendents for Census work.

(8) The District Officer will not be eligible to get any allowance, but he will be provided with clerical staff consisting of one Upper-Divison-Clerk, one Lower-Division-Clerk and one Peon. The Tehsildar will also be assisted by a Lower-Division-Clerk to be provided by the Census Department.

(9) We shall also have to undertake immediately the preparation of district and tehsil maps, in which the villages will be shown in their geographical order. This may be attended to without delay.

(10) The present Census is going to be much more important than its predecessors inasmuch as it is proposed this time to conduct an economic enquiry on a fairly elaborate scale and to collect data of vital importance for planned development and nation building schemes. The 1961 Census is being conducted under the Government of India Census Act, 1948 (as amended subsequently in 1950 and 1959). The information collected is to be treated top secret and is not open to inspection by any offiicial or non-official agency except officers of the Census Department, nor it can be demanded in evidence in connection with any civil or criminal case. It has, therefore, to be impressed upon the people that they need not have any apprehension about the disclosure of the information given by them, which is to be used collectively for the whole country and not in relation to the affairs of an individual.

The Census Act makes it obligatory for every person to give correct replies to the questions asked and while we shall have to discourage the execution of the penal clauses of the law, the Act should facilitate collection of factual data from the people concerned.

APPENDIX VII

Copy of circular D. O. letter No. Cen. 69-76/61-Camp dated 31st January 1961 from the Superintendent of Census Operations, Jammu and Kashmir, Srinagar to the address of the District Census Officers.

As you know, the Census Operations are about to enter the final and the most important phase, viz., enumeration. According to Census calendar and the instructions received from the Registrar General, India you are expected to report telegraphically or by wireless the entire population of your disrict (as on the sun-rise of March 1, 1961) by sex and literacy to me and the Registrar General, India, New Delhi-11 before 8th March, 1961. Obviously, the intervening period between the closing of operations and the reporting of population is so short and brief that fool-proof arrangements will have to be devised from now to ensure the transmission of figures by the prescribed date. While I am leaving this matter entirely in your hands, I feel that the following measures might well be taken to achieve this object :—

(1) The matter may be discussed by you with all the Tehsildars of your district so that appropriate steps may be taken in the case of each tehsil with due regard to its topography and means of communication.

(2) The Enumerators may be instructed to work out the totals day to day right from 10th February, 1961 to the morning of Ist March, 1961, so that the population figures of each block and village may be available on Ist March, 1961 and these may have to be modified only to the extent of deaths, births and new arrivals in the block or village occurring during the period intervening between the date of first visit of the Enumerator and the revisional round.

(3) The possibility of completing revisional rounds in two days only, viz., Ist and 2nd March, 1961 may be explored and if found feasible, the Enumerators may be directed to report the final figures to the Supervisors on 3rd March, 1961. In this way, the Zonal Officers should be able to receive the data by the 4th March 1961 from the Supervisors and to transmit it to the Charge Superintendents by the 5th March, 1961.

(4) Statements of deaths and births of the people enumerated in snowbound areas which may have occurred in such areas from Ist October, 1960 to Ist March, 1961 as also information regarding the number of persons who may have entered these areas after Ist October 1960 and have, in accordance with the instructions already issued, been enumerated there may also be obtained by 3rd March, 1961 positively.

(5) Before reporting the population figures to me and the Registrar General, India, care shall have to be taken to ensure :—

(a) that the population figures represent the sum total of figures of accessible and snowbound areas after accounting for deaths, births and new arrivals in the snowbound areas from Ist October, 1960 to Ist March, 1961,

(b) that there are no large size variations for which no explanation is readily available between the Houselist population and the actual enumeration.

(6) It will be enough to report the population figures on the basis of literacy and sex telegraphically to the Registrar General, India, but these may kindly be communicated to me by telephone, wireless or telegram, so that I may confirm the figures to Registrar General, India to enable him to release the same.

APPENDIX VIII

No. Cen. 252/15345-90/60

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, J AND K

Dated Srinagar, the 17th February, 1961.

To

1. The District Census Officers
2. The Charge Superintendents.

Subject :—POST-ENUMBRATION CHECK.

Sir,

It is possible that the Census population count may be different from the actual population due to errors in enumeration of (a) Houses, (b) Hoseholds and (c) members of a household. In order to make estimates of these three component errors, re-enumeration of these elements on a sample basis is necessary.

2. The Registrar General, India has accordingly ordered that a Post Enumeration Check (P. E. C.) of the population figures of 1961 be carried out in selected blocks and houses in urban and rural areas of each State. A detailed programme for the various operations connected with the P. E. C. has been drawn up and is enclosed. As will be seen by its perusal, its execution is to be taken up immediately.

A-Rual Areas—It has been decided that in rural areas (excluding towns and municipalities) 1% blocks will be selected for P. E. C. The P. E. C. is not to be carried out in the whole of the selected block, but only in respect of 10% wholly or partially residential census houses of the block. The numbers of the blocks which have been selected from among the rural blocks of your charge are mentioned below. The identity of sample block should be kept secret so as to avoid bias, arising from pre-conditioning :—

Code No. given for P. E. C. to the Charge Circle	Serial No. of selected blocks in Charge Circle	Random start for sampling Houses in selected blocks
.....	.....	.....
	.....	.....
RURAL	.....	
	.....	.....

URBAN .....

....

.. ..

In each of these blocks, 10% census houses have to be selected for P. E. C. For instance, it has been decided that in the case of block No..... mentioned above the sampling should start with residential census house No. . ..... In other words, the census houses to be re-enumerated will, in this case, consist of residential census houses Nos.....etc. Similarly, in the case of the remaining blocks, the numbers of the residential census houses with which sampling is to start have also been laid down. The Charge Superintendent will work out complete list of houses on the basis of the illustrations given above with respect to each block.

The Charge Superintendent will supply an adequate number of forms I and V, which are also enclosed to this letter, to the Supervisor of the concerned block.

3. Form I—Censused Houselist. Before despatching Form No. I, however, the Charge Superintendent will fill up entries 1, 2, 3, 4 and 7 which appear on the top of the form. Entry No. 7, viz., P. E. C. Block No. is given in the enclosed schedule and will have to be copied out from there. The supervisor will be responsible to fill up entries Nos. 5, 6, 8, 9 and 10, as indicated below :—

Entry No. 6. The description to be given in this entry should be the same as given on the plan of the block with the enumerator.

Entry No. 8. Is to be split up into five parts indicated by Roman Letters (i), (ii), (iii), (iv) and (v). In col. No. (i), ordinary serials 1, 2, 3, etc., have to be recorded. In col. (ii), the building No. of the block has to be mentioned. Col. No. (iii) is meant for census house No. In col. No. (iv) the total number of households in the census house has to be recorded. All these numbers are given on the Household Schedule pads of the block. It has to be noted carefully that one line is meant for one census house and not for one household. The supervisor is not required to record the census No. of any household. Whatever the number of households residing in a census house, their total number only is to be specified in col. iv.

Col. (v) is to be left blank and is to be filled up later on by the Verification Officer.

The supervisor should sum up the numbers recorded in col. (iv) and tally them with the number of Household Schedules to make sure that no household has been left out.

Entry No. 9. In this entry, the supervisor should record the total number of sheets of form I used by him for the whole block.

Entry No. 10. The Charge Superintendent will supply to the Supervisor the number of each house selected for re-enumeration and all such numbers will be tick-marked on form I by the supervisor. The total number of such ticks should be entered against Entry No. 10.

Form No. V—List of Inmates. Each such form is meant for one census house. In this form, entries will be made in respect of all the households residing in one census house only, to which the form relates. The form contains enough space and columns for recording necessary details about five households. It is unlikely that more than five households would be residing in one census house.

Obviously, the number of copies of Form V should be the same as the number given against Entry No. 10 of Form I.

This form consists of five entries and all the five will have to be filled up by the Supervisor. Entry No. 1, viz., Location Code of the Block is already known to the Supervisor. Entry No. 2 viz., P. E. C. Block No. will be intimated to the supervisor by his Charge Superintendent. With regard to Entry No. 3, the number of the census house given in Form No. I, which has been ticked, will have to be entered here. The number of the households should be the same as mentioned in Entry No. 5 of this form, i.e., the total number of households in the census house to which the form relates should be recorded against Entry No. 4 and this should be the same as given in col. (iv) of the relevant serial No. of Form No. I. The data to be recorded in Entry No. 5 is simple and has to be copied out from the population record given on the reverse of the concerned Household Schedule. Care should however be taken to mention the alphabetic number, viz., A, B, C of the Household against each household in the dotted space provided for the purpose.

B—Urban Blocks. The procedure to be followed with respect to the re-enumeration of urban blocks is the same as prescribed for rural blocks with the difference that while re-enumeration in the case of rural blocks will be limited to 1% blocks and to 10% wholly and/or partially residential census houses in the selected block, in the case of urban blocks the re-enumeration is to be conducted for 5% blocks in each of which 5% wholly or partially residential census houses will be subjected to re-enumeration. In selected urban blocks, of which the list is given above, the first residential census houses from which re-enumeration is to start have also been mentioned against each block. The Charge Superintendent will communicate to the supervisor numbers of the remaining residential census houses of the block, which will consist of every next 20th residential census house.

4. Instructions regarding Forms II, III and IV will follow.

5. I am sure that knowing the urgency of the matter you will strictly abide by the dates prescribed in the enclosed programme. It should be noted that form numbers I and V duly filled in should reach the Charge Superintendent by 10th March, 1961. Meanwhile, the Charge Superintendent will have to appoint one Verification Officer for each block selected for re-enumeration. The Verification Officer

should be drawn from the cadre of the supervisors, but should not be the same person who has been supervising the census work of the selected block.

Yours faithfully,
Sd. M. H. KAMILI
Superintendent of Census Operations
J. & K. Srinagar

———

No. Cen. 252/15345-90/60 dated Srinagar, the 17th February, 1961.

Copy forwarded to the Deputy Superintendent of Census Operations, Jammu for information and favour of necessary action.

Sd. J. N. PANDITA
Deputy Superintendent,
Census, Srinagar,

Office of the Superintendent of Census Operations, J & K
Srinagar

No. Cen./252/16147-87/61

Dated 1-3-1961

All Charge Superintendents (except Leh, Kargil, Karnah, Doda)
All District Census Officers (except Ladakh)

The broad outlines of Post Enumeration Check which is to be conducted immediately after the regular census is over have already been communicated to you, vide this office circular No. Cen/252/14345-90/60 dated 17th February, 1961. Instructions regarding filling up of Forms I and V have also been incorporated in the said circular.

2. I now enclose an adequate number of copies of forms II and VI together with an equal number of copies of Instructions for the use of Charge Superintendents and Verification Officers.

3. I trust that Verification Officers have in accordance with the programme enclosed with the above mentioned circular been appointed by you by now. Care has, however, to be taken that neither the Verification Officers nor the Supervisors know the name or number of the block which is being subjected to Post Enumeration Check.

4. One blank copy of each of Forms II and VI enclosed with this letter may be supplied to the Verification Officer so that he may along with these study the instructions and prepare himself to carry out the Post Enumeration Check. *It has to be noted that post enumeration check by the Verification Officers will have to be conducted all over India on 22nd and 23rd March,1961.* Other spare copies of Forms II and VI should remain in the custody of Charge Superintendent until 15th March, 1961. On this date, i.e., 15th March, 1961, spare copies of Forms II, filled up forms of Form VI and a notional map of the block assigned to the Verification Officer should be supplied to him.

5. The Post Enumeration block No. given in this office circular letter dated 17th February 1961 is different from the census location code of the concerned block. For your elucidation, the exact procedure of locating the block is given below.

For purposes of Post Enumeration Check every charge (Tehsil) has been divided into two charges, the first being rural and second urban. The rural charge consists of only villages of the Tehsil and the urban charge is confined to town and Notified Areas only. In each case, the blocks are counted irrespective of the village to which they belong. Thus, for instance, if a Tehsil has 200 villages, some of which may have more than one block so that total No. of blocks amounts to 225, the particular blocks selected for Post Enumeration Check will have to be

determined by calculating the total number of blocks from beginning and by ignoring the fact that some of them are only parts of a village. In more simpler language each block should be considered a village for Post Enumeration Check.

6. Copies of Forms No. III, IV, VII and VIII are being despatched separately.

Sd. M. H. KAMILI
Superintendent of Census Operations. J & K

Copy forwarded to the Deputy Superintendent of Census, Jammu for information and necessary action.

Sd. J. N. PANDITA
Deputy Superintendent of Census, Srinagar

INSTRUCTIONS FOR VERIFICATION OFFICERS

Section B—Concerning V. O.

Commencing work on 22nd March 1961, the V. O. has to prepare in the manner explained below (i) an independent list of all houses in the selected block in Section B of Form II in *the same manner as the Houselist was prepared in the main Census* and (ii) re-enumerate the sampled houses, in respect of which partly filled sheets in Form VI are handed over to him.

(i) **Form II--Verification Houselist**—(a) the V. O. has to fill in cols. (i)—(v) of Form II, leaving col. (vi) blank. For this, he has to spot out each house in the block, and classify it according to the use as wholly residential (R), partly residential (PR), wholly non-residential (NR) and vacant (V) as on 1-3-61. It will be possible to obtain such information generally from the exterior supplemented by any necessary local enquiry. Before classifying a house NR or V, it should be confirmed that nobody lives there either alone or with his family, i. e., nobody habitually sleeps there in the night except for night duty. The V. O. is already familiar with the definition of a house and the order in which houselisting was done in the main Census. However, it will be conducive to efficiency, if the relevant instructions are reproduced in a succinct and precise form for his guidance. It is essential to avoid discrepancies due to different understanding of the prescribed census instructions in this regard. To facilitate matching later, it is necessary that the V. O. should list the houses in the same order as was done in the main census.

(b) When a house is located, the V. O. may find a census housenumber borne on the entrance, which he should copy out in cols. (ii) and (iii). In a few cases, he may find no census house-number. Such cases will generally occur in obscure places or in multi-house buildings, where the other houses were given a house-number. Before taking a house as without census number, it is necessary to check up that the house has no other entrance bearing the census number. When it is clear, that it is so, the location details of the house should be recorded in col. (iv), the other cols. (ii) and (iii) being left blank. The location details may be given as between the census number of two adjoining houses in the lane or street named, or with reference to some other well-known building or spot.

(c) The entire block should be covered. In case of any doubt, as to whether a house should be taken as falling in the block, the V. O. may record his doubt, while making other entries.

(ii) **Form VI**—Section I—(a) The V. O. may first ask the name of the head of the Household, and if he finds that the household which was staying here at the time of the Census has moved away, he should record 'Moved Away' in the 'Check Mark' column (vii) and pass on to the next household. He may now start by asking for the names of all persons *who stayed in the household at any time during* the enumeration period of 10th to 28th February, taking first normal residents, whether related or unrelated, and visitors next. When considering visitors, a second limitation should be imposed, namely, whether they were away from their homes throughout

the enumeration period. All such normal residents should figure in the list of inmates enumerated in the household, the only *exception* being anyone who may have died before the sunrise of Ist March. Visitors satisfying the limitation should also appear in the list, the only extra *addition* being a visitor, who arrived in the household after the initial visit of the enumerator and who stated that he had not been enumerated anywhere else. This is in accordance with the census instructions for enumerating persons, viz., normal residents, whether present or absent at the time of enumerator's visit, should be enumerated in the household, unless they left it before 10th February and are not likely to return before the sunrise of Ist March. In the latter case, they are to be enumerated, wherever they are caught by the census enumerator and *not* in their home. These are amplified by the instructions for the revisional round that births occurring up to the sunrise of Ist March and visitors, who arrive after the last visit of the enumerator and state that they were not enumerated elsewhere, are to be recorded in the household at the revisional round, while deaths up to the sunrise of Ist March are to be deleted.

Thus, to decide whether a person is eligible for inclusion in the list of inmates enumerated in the household, the basic test is whether he stayed in the household any time during the enumeration period. Those who satisfy it should be classified as normal residents or visitors. All normal residents are eligible, but this is not true of visitors. They must satisfy a second test of having been away from their homes throughout the enumeration period for enumerating them in the household. These should clearly be explained to the respondent.

People, who are unable to fix the enumeration period 10th to 28th February in their minds, may be asked to think of the period when census work was being done in their area upto Ist March 1961. This, being a period of unusual local activity, is likely to be well-fixed in their minds.

(b) As eligible names are being given out, he should mark a tick in Col. (vii) of Section I in respect of those that occur there and insert in Section II any extra name, which does not occur in Section I. Minor variations in the name recorded in Form VI and that given now by the respondent should be ignored ; age and sex details will help in tracing the identity.

(c) Some names entered in the list in Section I may be left unticked either due to respondents lapse or over-counting. Only after a specific cofirmation, they should be taken as not eligible (N. E) and then their classification in the 'Check Mark' col. (vii) should be recorded as follows :—

NEF—For fictitious entries. These purport to be persons who do not relate to the household. They may be fictitious or real names, but the persons did not stay in the household during 10th-28th February. NER—For normal residents of the household, who were not eligible for being counted here, since they were expected to be away from home throughout 10th-28th February or died before the sunrise of Ist March. NEV—For visitors, who stayed in the household only sometime during 10th-28th February, but were not eligible for being counted in this household, since they were neither away from their homes throughout 10th-28th February nor had stated in the revisional round that they had not been enumerated elsewhere.

For classifying as above, it should first be asked for each unticked case whether the person at all *ever* stayed in the household during 10th-28th February. If the answer is 'No', the case should be marked N. E. F., unless the person is a normal resident, when it should be marked N. E. R. If the answer is 'Yes', it should be enquired whether he *is* a normal resident or was only a visitor to the household during 10th-28th February. If he was a visitor, N. E. V. should be marked, unless it is *confirmed* that he was either away from *his* home throughout 10th-28th February or had stated in the revisional round that he was not enumerated elsewhere, in which case the entry is to be ticked as correctly included. If he is a normal resident, N. E. R. should be marked, when it is *confirmed* that he was expected to be away from home *throughout* 10th-28th February or was dead before the sunrise of Ist March, otherwise the entry is to be ticked as correctly included. The confirmation should be sought to decide whether to mark a tick or 'not eligible' class.

(d) Age, sex and relationship to the head of each

name ticked should then be enquired and recorded in cols. (iv)-(vi) of Section I.

Sections II and III—He may now take up the new names, if any, entered in Section II as indicated in (b) above. He has not only to record their age, sex and relationship in col. (iii)-(v) but also particulars required to the next two columns (vi) and (vii) relating to residential status and enumeration anywhere else and further record in Section III under appropriate group the reference to the serial No. of the line of entry in this Section II. This may be done as follows :—

(e) The V. O. should enquire about each such name (1) whether the person normally resided in the household or was a visitor, (2) the period during 10-28th February he was away from his home and (3) whether it is known that he was definitely enumerated or definitely not enumerated *anywhere else*; in the former case '*Yes*' and in the latter case '*No*' should be entered in col. (vii) and in other cases N. K. (Not Known) should be recorded.

A normal resident who was at home throughout 10-28th February should be marked NRP (Normal Resident Present) in column (vi) and one who was moving about and was at home only *some time* and not throughout 10th-28th should be marked NRA (Normal Resident Absent). A normal resident who was away from home throughout 10th-28th February should not be included in Section II. A visitor, if he satisfies the condition of having been away from *his* home throughout 10th-28th February should be marked V, otherwise he should not be included in Section II.

(f) A reference to the serial no. of the line of each entry in Section II, where '*No*' or '*N. K.* occurs in col. (vii) (Leaving out '*Yes*') is to be given in Section III under one of the five groups, which have been formed for drawing specific attention to anyone, missed there. The first group '*Infants and Children*', will have age below 15 in col. (iii) of Section II. The second group will have N. R. P. in col. (vi) of Section II. The third and the fourth group will have N. R. A. in this col. (vi) and they are differentiated by the entry in col. (v) of Section II, which will show whether the person is related or unrelated to the head of the household. The fifth group will have V in col. (vi) of Section II.

It may be seen that details of missed persons in both the households listed on one side of the sheet are provided to be recorded in Section II in a running serial; only by Section III they can be differentiated. This has been done to economise space.

(g) The purpose of the analytical entries in cols. (vi) and (vii) of Section II and the grouped recording in Section III is two-fold, first to ensure reasonably that the person was genuinely missed by Census and second to put the respondent in a frame of mind for locating such missed persons. This will be clear from the following remarks.

Here N. R. P. can figure as missed by census due to a memory lapse of the respondent giving information to the enumerator. Such cases should not be frequent, but if they occur, mostly they are genuinely missed by Census. Such instances occur more in the group of children and infants.

Greater caution is necessary in the case of N. R. A. who were moving about in the enumeration period. If the census instructions for their enumeration do not work out smoothly as envisaged and there is some confusion, N. R. A. is liable to be missed in list of inmates of the household and is also liable to be enumerated elsewhere. Some probing is necessary to bring this to light. In such cases, it may be pertinent to consider the relationship of the person to the head and the place he went to along with his period of absence from home, so that it may be possible to elicit whether he was enumerated elsewhere. Unrelated persons are more likely to be mere visitors.

A visitor should conform to the condition of being away from his home during 10th-28th February before he can be taken as having been missed by Census but even then a probing question about his having been enumerated elsewhere is necessary to safeguard against double counting.

It is realised that it may not always be possible to say definitely whether a person has or has not been enumerated elsewhere. In the absence of such positive information, the class of N. K. is to be taken as missed by Census. It is, therefore, necessary that, in so far as possible, an enquiry about his enumeration should actually be made from the person concerned or the member of the household, who

originally gave the information to the enumerator, if available and on hand.

Re. Section III specifically.

(h) Now the V. O. should read out the names of the inmates as verified in Section I and II and ask specifically reading out *group by group*, whether there is any other person who falls in the group and may have been missed by census. If there is none so missed in any group the '*No*' box should be cross-marked, otherwise the name reported should be entered in Section II and the reference to the serial number of the line given against the '*Yes*' box. Items (iii)-(vii) of Section II should also be filled in for the new entries now made.

This completes the work of the V. O. Para (a), (c), (e), and (h) indicate the types of probing questions he has to put.

APPENDIX IX

STATEMENT SHOWING DISTRICT-WISE NUMBER OF CHARGES AND BLOCKS FOR POST ENUMERATION CHECK IN JAMMU & KASHMIR STATE

S. No.	Name of District	Number of selected Charges			Number of Sampled Blocks		
		Total	Rural	Urban	Total	Rural	Urban
1.	Anantnag . . .	5	3	2	14	10	4
2.	Srinagar . . .	4	3	1	31	5	26
3.	Baramulla . .	8	5	3	13	9	4
4.	Poonch . . .	5	4	1	7	5	2
5.	Jammu . . .	8	4	4	15	6	9
6.	Kathua . . .	4	2	2	5	3	2
7.	Udhampur . .	4	3	1	4	3	1
8.	Doda . . .	4	2	2	5	3	2
	Total .	42	26	16	94	44	50

Note –The districts have been arranged serially according to the serpentine order of the P. E. C.

APPENDIX

STATEMENT SHOWING DISTRICT-WISE RESULTS

S. No.	District	Rural Urban	Persons Censused in blocks			Persons enumerated in sample Houses			Missed Below 15 years		
			M	F	T	M	F	T	M	F	T
1	2	3	4	5	6	7	8	9	10	11	12
1.	Anantnag . .	R	2,724	2,353	5,077	257	211	468	..	..	..
		U	825	702	1,527	28	25	53	..	..	.
2.	Srinagar . .	R	2,004	1,761	3,765	210	188	398	1	..	1
		U	6,098	5,532	11,630	398	308	706	6	6	12
3.	Baramulla . .	R	1,976	1,751	3,727	169	133	302	..	..	..
		U	1,336	1,134	2,470	46	31	77	..	..	..
4.	Poonch . . .	R	1,436	1,309	2,745	123	115	238	..	..	..
		U	390	336	726	22	22	44	..	..	..
5.	Jammu . . .	R	1,870	1,748	3,618	172	173	345	..	..	..
		U	4,647	3,742	8,389	184	161	345	..	..	..
6.	Kathua . . .	R	743	672	1,415	64	53	117	..	..	..
		U	452	381	833	21	12	33	..	1	1
7.	Udhampur . . .	R	1,203	1,127	2,330	108	120	228	..	..	..
		U	327	230	557	23	19	42	..	..	..
8.	Doda . . .	R	622	603	1,225	62	53	115	..	..	..
		U	469	398	867	36	24	60	..	..	..
	Total . . .	R	12,578	11,324	23,902	1,165	1,046	2,211	1	..	1
		U	14,544	12,455	26,999	758	602	1,360	6	7	13
	Grand Total . .		**27,122**	**23,779**	**50,901**	**1,923**	**1,648**	**3,571**	**7**	**7**	**14**

Note :—No P. E. C. was conducted in snow-bound areas of the State.

IX

OF THE POST ENUMERATION CHECK IN J & K STATE

Missed						Enumeration not known						
Above 15 years			Over-counted			Below 15 years			Above 15 years			District
M	F	T	M	F	T	M	F	T	M	F	T	
13	14	15	16	17	18	19	20	21	22	23	24	2
..	..	..	1	..	1	1	..	1	..	..	..	Anantnag
1	..	1	..	..	..	..	..	..	..	..	..	
..	..	..	..	..	..	..	..	..	..	..	..	Srinagar
6	6	12	4	1	5	..	..	..	..	..	..	
..	..	..	..	1	1	..	1	1	..	1	1	Baramulla
..	..	..	..	..	..	..	..	..	..	..	..	
..	..	..	..	..	..	..	..	..	..	..	..	Poonch
..	..	..	..	..	..	..	..	..	..	..	..	
1	..	1	..	..	..	..	..	..	..	..	..	Jammu
..	..	..	..	..	..	..	..	..	..	..	..	
..	..	..	..	1	1	..	..	..	..	..	..	Kathua
..	..	..	..	..	..	..	..	..	..	..	..	
..	..	..	..	..	..	..	..	..	..	..	..	Udhampur
..	..	..	..	..	..	..	..	..	..	..	..	
..	..	..	..	..	..	..	..	..	..	..	..	Doda
..	..	..	..	..	..	..	..	..	..	..	..	
1	..	1	1	2	3	1	1	2	..	1	1	Total
7	6	13	4	1	5	..	..	..	..	..	..	
8	6	14	5	3	8	1	1	2	..	1	1	Grand Total

Note :—No. P. E. C. was conducted in snow-bound areas of the State.

APPENDIX X

PREPARATION OF THE GENERAL VILLAGE AND TOWN REGISTER

(CENSUS—1961)

The village and zonal lists have been received from almost all the Charge Superintendents. The next stage of the Census operations is the preparation of a Register to be known as "THE GENERAL VILLAGE AND TOWN REGISTER" which will be maintained according to the following proforma :—

Tehsil..... .... District.. .. ..

S. No.	No. of Zone	Name of village/ Mohalla	Name of hamlet, if any	No. of houses	Name of Enumerator	Name of Supervisor	Remarks
1	2	3	4	5	6	7	8

The object of preparing this register is to make sure that no village, hamlet or house whether inhabited or not is left out. These registers will be prepared by the Charge Superintendents under their personal supervision. After the register has been completed, an abstract giving following information should be sent to the District Census Officer :—

District	Name of Tehsil	No. of Zones	No. of Circles	No. of Blocks	No. of villages	No. of houses
1	2	3	4	5	6	7

The District Census Officer will kindly prepare a similar abstract for the District as a whole and send a copy of the same to this office.

The Register should be completed before 15th April, 1960 and the abstract should reach this office by 30th April, 1960.

Sd. M. H. KAMILI

Superintendent of Census Operations, J & K

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, J & K, SRINAGAR.

No. Cen/113/2349-57/60

Dated 24-3-1960.

Copy of the above forwarded for information and necessary action to all D. C. O's and Charge Superintendents. Copies of cyclostyled forms are enclosed herewith for compilation of the register.

M. H. KAMILI

Superintendent of Census Operations, Jammu & Kashmir, Srinagar.

APPENDIX X

THE GENERAL VILLAGE AND TOWN REGISTER

Tehsil..... *District*.....

S. No.	No.of Zone	Name of Village/ Mohalla	Name of hamlet, if any	No. of houses	Name of Enumerator	Name of Supervisor	Remarks
1	2	3	4	5	6	7	8

APPENDIX XI

OFFICE OF THE DIRECTOR OF EDUCATION, J & K GOVERNMENT, SRINAGAR

Circular Letter

The first census of Jammu and Kashmir State after the independence is being held in 1961. This time the Census operations are designed to cover a large number of subjects so as to collect complete and reliable data necessary for planned development. The State Government have desired that the various departments whose assistance may be needed for efficient execution of the census operations should extend maximum co-operation and detail on part-time basis such of the staff as may be requisitioned by the Census Department for census work.

The Education Department will have to play an important role in the census operations inasmuch as this department will provide the largest number of Enumerators and Supervisors required in the different parts of the State. While the Census work will in accordance with tradition followed so far in India be done honorarily, the Enumerators and the Supervisors will be reimbursed their out-of-pocket expenses by the Census Department.

The responsibilities of the Enumerators and the Supervisors will indeed be very great and this personnel will, therefore, have to be selected with great care. The Superintendent Census Operations has intimated that he would hold discussions at District and Tehsil Headquarters with the concerned Officers of the Education Department and will in consultation with them and the officers of Revenue, Community Development, Forest and Co-operative Departments work out detailed programme for the implementation, of the census scheme. The concerned officers are, therefore, hereby directed that they should render all possible assistance and cooperation to the Superintendent Census Operations and depute necessary staff for operations in this behalf.

Sd.
Director of Education

No : B/ Dated 27-10-1960

All Sub-offices for information and favour of necessary action.

Superintendent Census Operations office for information in reference to his No. 80 dated 17-10-1959.

APPENDIX XII

OFFICE OF THE DEVOLPMENT COMMISSIONER, GOVERNMENT OF J & K, SRINAGAR

CIRCULAR

The first Census of Jammu and Kashmir State after independence is being held in 1961. The Census Operations are designed to cover a large number of subjects so as to collect complete and reliable data necessary for planned development. The operation will be conducted under the Census Act of India, 1949 as amended subsequently. The State Government have desired that the various Departments whose assistance may be needed for efficient execution of the Census Operations should extend maximum co-operation and detail on part-time basis such of the staff as may be requisitioned by the Census Department for census work.

The Census Operations will need the employment of a large organization of Enumerators and Supervisors and as has been the tradition all along in the past in India, the personnel deputed for this work will attend to it honorarily except so far as out-of-pocket expenses are concerned, which will be reimbursed by the Census Department.

The Community Development Department will have to play an important role in the Census Operations and will have to provide a fairly large number of Enumerators and Supervisors for different parts of the State. The responsibilities of this staff will, indeed, be very great and personnel will, therefore, have to be selected with great care. The Superintendent of Census Operations has intimated that he will hold discussions at district and tehsil headquarters with the concerned officers of Community Development Department and the Officers of Revenue, Education, Forest and Co-operative Department, etc. and will, in consultation with them, work out a detailed programme for the implementation of the census scheme. The concerned Officers are, therefore, hereby directed that they should render all possible assistance and make available the staff required in various areas for different assignments and extend necessary co-operation to the Census Department.

Sd. S. M. AGA
Development Commissioner,
J. & K. Srinagar

No. STS/12250-305

APPENDIX XIII

1. CF Kashmir
2. CF Jammu
3. CF Kashmir Development Circle
4. CF Jammu Development Circle
5. Game Warden
6. DFO Timber Utilization Division

No. 1760-66 / G. X. 208

Dated Srinagar, the 24-10-59

Subject :—Census of India

Reference Continuation this office endt. No. 1699-4/G. X. 208 dated 19-10-59

The Superintendent of Census Operations Jammu and Kashmir is starting organisation of the next Census Operations immediately. His requisitions for forest subordinate staff have already been intimated to you under the reference quoted above. He will now be visiting the various districts and tehsil headquarters and will be holding meetings and necessary consultations with the officers of all the departments concerned. It is expected that Forest Officers incharge Divisions and Range Officers of the respective district and tehsil headquarters shall take part in such discussions whenever the Census Superintendent convenes such meetings in any part of the State. You will, therefore, please direct all concerned accordingly so that they extend maximum co-operation in this important work to the Census Superintendent. I understand he is visiting Baramulla one of these days and will be going to other places afterwards. I am requesting him to intimate the DFOs concerned his programme well in time so that the officers concerned make arrangements to be at headquarters on the dates of his visit,

Sd.
Chief Conservator of Forests

cc to :—

Shri M. H. Kamili, Superintendent of Census Operations J & K Srinagar for information and necessary action.

APPFNDIX XIV

GOVERNMENT OF J & K, GENERAL DEPARTMENT

Subject:—Appointment of clerical staff for Census Organisation.

Reference :—Council Decision No. 299 dated 26-3-1960.

Government Order No. 63-C of 1960

Dated 1-4-1960

Sanction is hereby accorded to the creation by debit to account head "51-Census, 47 Miscellaneous Departments" of the following posts for Census work for a period of one year with effect from the dates noted against each. The District Census Officers should earmark for Census work the best available staff in their districts in view of the importance of census work :—

(i) Eight posts of Senior Assistants in the scale of Rs. 70-6-130 plus dearness allowance admissible at State Government rates and compensatory allowance for posts in Ladakh District, at rates prescribed by Government of India with effect from Ist March, 1960.	...	For offices of Distt. Census officers of Srinagar, Anantnag, Baramulla, Ladakh, Udhampur, Jammu, Kathua and Poonch.
(ii) Eight posts of orderlies at State Government rates of pay and dearness allowance, compensatory allowance for posts in Ladakh Districts at rates prescribed by Government of India with effect from 1-3-1960.	...	For offices of Distt. Census officers of Srinagar, Anantnag, Baramulla, Ladakh, Udhampur, Jammu, Kathua and Poonch.
(iii) Thirty-five posts of Junior Assistants in 60-5-100 plus dearness allowance at State Government rates and compensatory allowance for posts in Ladakh District at rates prescribed by the Government of India with effect from 1-3-1960,	...	For offices of the Charge Superintendents mentioned in the Notification, vide Government Order No. 1291-C of 1959 dated 22-12-59.

(iv) One of Senior Assistant at 70-6-130, one post of Junior Assistant at 60-5-100 and one post of peon at State Government rates of pay and dearness allowance with effect from 1-2-1960.	..	For the office of the District Census Officer, Doda.

By Order of the Government of Jammu and Kashmir No. GDB-588/59 (iii) dated 6-4-1960.

Sd. DWARKA NATH,
Secretary to Government, General Department.

Copy for information and favour of necessary action forwarded to the :—

1. Census Superintendent, Srinagar.
2. Finance Secretary (w. o. s. c.).
3. Private Secretary to Prime Minister.
4. Council Section.

Sd. GH. MOHY-UD-DIN
Dy. Secretary to Govt.,
General Department.

APPENDIX XV

In exercise of the powers conferred by sub-section (1) of section 8 of the Census Act, 1948 (37 of 1948), the Government of Jammu and Kashmir hereby issue the following instructions in respect of questions to be asked at the Census of India, 1961, namely :—

A. Questions to be asked in connection with preparation of enumeration slip.

1. (a) Name
1. (b) Relationship to Head
2. Age last birthday
3. Marital status
4. (a) Birth place
4. (b) Born R/U
4. (c) Duration of residence, if born elsewhere
5. (a) Nationality
5. (b) Religion
5. (c) S. C./S. T.
6. Literacy and education
7. (a) Mother tongue
7. (b) Any other language (s)
8. Working as cultivator
9. Working as Agricultural labourer
10. Working at Household industry
    (a) Nature of work
    (b) Nature of Household industry
    (c) If employee
11. Doing work other than 8, 9 or 10 above
    (a) Nature of work
    (b) Nature of industry, profession, trade or service
    (c) Class of worker
    (d) Name of establishment
12. Activity, if not working
13. Sex

B. Questions to be asked in connection with preparation of Household Schedule.

Part—I

Is this an institution ?

Full name of head of Household

S.C./S.T.

A. Cultivation

I. 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

Local name of right on land

Area in acre

Total of items (i) and (ii)

2. Land given to private persons for cultivation for payment in money, kind or share.

B. Household Industry.

1. The number and names of persons participating in the household industry,
2. The location of the household industry,
3. Nature of industry,
4. Number of months in the year during which conducted,
5. Names of articles produced in household industry with their sizes and heights,
6. Names of raw materials, the source of their supply as also their ingredients,
7. Price at which raw materials are obtained and cost of conversion into finished products,
8. Usual sale price of finished goods and wages earned,
9. Names of designers, designs, source and supply of colours,
10. Names of tools, of their manufacturers, place of import and particulars of workshops,
11. Whether goods manufactured in household industries are for domestic use or sale. Names of markets or melas where sold,
12. Information regarding various stages involved in the production of goods in the household industries.

C. Workers at cultivation or Household Industry.

Members including head of family working and/or hired workers kept whole time during current or last working season,

1. Household cultivation only
2. Household industry only
3. Both in household cultivation and household industry.

Members of family working :
Head
Other males
Other females
Total

Hired workers

D. Questions to be asked in connection with preparation of Houselist.

Name of District

Name of Tehsil/thana/Town

Name of village/ward/mohalla

Building Number (Municipal or local authority or Census number, if any)

Building Number

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 the 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

Description of census house

Material of wall

Material of roof

Sub-number of each census household with census house No.

No. of rooms in census household.

Does the household live in own or rented house ?

No. of persons residing in census household on day of visit.

Males
Females
Total
Remarks

By order of the Government of Jammu and Kashmir.

Secretary to Government,
General Department.

APPENDIX XVI

GOVERNMENT OF J & K GENERAL DEPARTMENT

CIRCULAR NO. 10 OF 1960

Dated 26-5-1960

The Secretaries to Government and Heads of Departments have already been informed of the great importance of Census Operations and the need for co-operation by their Departments with the Census Organisation set up in the State. The Registrar General of India has indicated that the Census enumeration being a nation-wide administrative operation, it is necessary that the enumeration will, as in the past, be done mostly by the fullest use of all establishments under the control of Government and the local bodies on a voluntary basis. This will not, however, include Defence Service or Police Personnel. The Secretaries to Government and Heads of Departments will, therefore, please issue necessary instructions to their subordinate officers that all employees, with the above exception, should be asked to perform readily any work connected with the enumeration which may be placed on them by the Census Officers and Charge Superintendents in the State and that they should be specifically instructed not to give any cause for complaint and should discharge their duties diligently and conscientiously.

Sd. DWARKA NATH
Secretary to Government, General Department.

No. GDB-588/60 (iii)

Dated, Srinagar, the 26th May, 1960.

Copy forwarded to the :—

1. All Secretaries to Government
2. All Heads of Departments
3. Census Superintendent
4. District Census Officers
5. Charge Superintendents
6. Superintendent, Government Press, Srinagar, for publication in the Government Gazette.

Sd. Deputy Secretary to Government,
General Department.

APPENDIX XVII

GOVERNMENT OF J & K, GENERAL DEPARTMENT

To

1. The Financial Commissioner.
2. Commissioner, Jammu/Srinagar.
3. Settlement Commissioner, Jammu/Srinagar.

Subject :—Census 1961—Special entry regarding Census work in Character Rolls of District Officers for the year 1960-61.

Sir,

In view of the great importance that the Government attach to the efficient conduct of the ensuing Census Operations, you may kindly inform the District Officers and Tehsildars who are functioning as District Census Officers and Charge Superintendents that the efficient conduct of the Census

operations in their respective District/Tehsil areas and the extent of personal interest and enthusiasm shown by them in this work will be specially taken into consideration, while recording the annual confidential remarks on their work. In this connection, it would be in the fitness of things, if instructions are issued to the reporting officers that the annual Confidential Reports for 1960-61 should make specific mention regarding the interest taken by each District Census Officer/Charge Superintendent, etc., in the Census work and the quality of supervision and control exercised by him within his jurisdiction.

Yours faithfully,
Sd. DWARKA NATH
Secretary to Government, General Department.

No. GDB-588/60 (iii) Dated 23-6-1960

Copy to : –

(1) Shri M. H. U. Kamili, Census Superintendent, for information,

(2) Secretary, C. D. & Agriculture Department,

(3) Secretary, Revenue Department for information and necessary action,

(4) Secretary, Health Department (Local Self Government) for information and necessary action. He will please impress upon the Administrator, Jammu Municipal Council to give full attention to the Census work. The Registrar General of India has not commented favourably upon his work and it is still time that he makes up for any deficiency in work in this field,

(5) All Deputy Commissioners for information and necessary action,

(6) Secretary, Education Department,

(7) Director of Education, Srinagar.

APPENDIX XVIII

GOVERNMENT OF JAMMU AND KASHMIR

GENERAL DEPARTMENT

Circular No. 14 of 1960

Dated 8-7-1960

Attention is invited to this office Circular No. 3 of 1960 dated 20-2-1960 whereunder it was, among other things, enjoined upon all officers to hold over transfers of officials engaged in Census work. The Census Operations in snow-bound areas of the State have commenced and reports are pouring in regularly obout transfers of officials specially of teachers in the Education Department. This is bound to impede the progress of operations which have to be carried out according to a fixed schedule, as on the occasion of every transfer the incoming officer has to be briefed for efficient performance of his duties.

2. The undersigned is accordingly directed to impress once again the desirability of postponing the transfers of officials engaged in census work unless there are extraordinary circumstances warranting a transfer in which event the concerned officer should bring it to the notice of the General Department before issuing of orders. The undersigned is further to say that lists showing transfers effected after the issue of the above referred Circular be sent forthwith to the General Department together with explanations of the concerned officers as have ordered such transfers in disregard of the definite instructions issued in this behalf. It needs hardly being reiterated that the Heads of Departments are to ensure that the instructions are strictly adhered to at all levels by the subordinate officers.

Sd. DWARKA NATH
Secretary to Government,
General Department

No. GDB-588/59 (iii) Dated 8-7-1960.

Copy forwarded to the :—

1. All Secretaries to Government.
2. All Heads of Departments.
3. All Provincial Heads of Departments.
4. Census Superintendent, Kashmir, Srinagar.
5. Superintendent, Ranbir Government Press, Jammu for publication in the Government Gazette.

No. Cen./90/4276-4310/60 Dated 10-7-1960

Copy to all Charge Superintendents for information.

Sd. Superintendent Census
Srinagar

APPENDIX XIX

GOVERNMENT OF JAMMU AND KASHMIR

GENERAL DEPARTMENT

Subject :—Grant of privilege leave on full pay to teachers engaged in Census work to the extent it becomes due to them for remaining on active duty during vacation.

Ref :—Council Decision No. 1275 dated 16-8-1960.

Government Order No. 198-C of 1960.

Dated 20-8-1960

It is ordered that such of the teachers as are not allowed to avail of vacation for the purpose of attending to the work of Census Operations be allowed privilege leave on full pay for the period they are not allowed to avail of such vacation subject to the maximum provided under rules.

By order of the Government of Jammu and Kashmir.

Sd. DAWARKA NATH
Secretary to Government,
General Department.

Deputy Secretary to Government, General Department, Jammu and Kashmir, Srinagar's endorsement No. GBD-588/59 (iii) dated 20-8-1960 on the above.

Copy forwarded to the Superintendent, Census Srinagar for information and necessary action.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS JAMMU & KASHMIR

No. Cen. 126/6820-65/60 dated 26th August, 1960

Copy of the above forwarded to the District Census Officer,..... ,

2. Copy with 10 spare copies forwarded to the Charge Superintendent,.....,
for information and favour of necessary action,

Sd. J. N. PANDITA
Deputy Superintendent of Census
Operations, Srinagar.

APPENDIX XX

DIRECTORATE OF EDUCATION, JAMMU

CIRCULAR

With a view to ensure full co-operation in the Census work it is ordered that all the teachers engaged in the Census work will attend to census work regularly. Wherever teachers are required to undertake any operation in the blocks they may be treated on duty.

Sd.
Director of Education.

No. A/10743-992 dated 25-11-1960.

1. Copy to the Superintendent Census Operations, Jammu and Kashmir. This is with reference to his D. O. No. Cen /126/11561/60 dated 12-11-1960.
2. Deputy Director of Education, Jammu/ Kashmir
3. Deputy Directress, Women's Education, Jammu
4. District Inspectors of Schools, J & K
5. TEOS,
6. Headmasters of High Schools.

No. Cen. dated Srinagar, the..... December 1960.

Copy of the above forwarded for information and favour of necessary action to :—

The District Census Officer,.....

2. The Charge Superintendent,.....

Superintendent of Census
Operations, J & K, Srinagar,

APPENDIX XXI

GOVERNMENT OF J & K, GENERAL DEPARTMENT

Circular No. 27 of 1960

Dated 30th November, 1960

It has come to notice that instructions issued by Government, from time to time, not to make transfers and changes in the staff engaged on census work are not strictly adhered to by some Departments. As the census operations have entered a crucial stage it is necessary that the work is not disturbed or interfered with by transfers and changes of staff engaged on this work. The Departments can easily postpone such changes for three or four months by which time the actual field work of Census will be completed. The Heads of Departments/Offices are, therefore, requested to ensure that instructions contained in the General Department Circular No. 14 of 1960 dated 8-7-1960 are strictly adhered to and that no occasion is given to the Census authorities for any complaint on this score.

Sd. GHULAM AHMAD,
Chief Secretary to Govt. J & K.

No. GDB-588/59/3 Dated, the 30th Nov., 1960

Copy forwarded to the :—

1. All Secretaries to Government.
2. All Heads of Departments.
3. All Provincial Heads of Departments/Offices.
4. All Deputy Commissioners.
5. Census Superintendent.
6. Superintendent, Ranbir Government Press, Jammu for immediate publication in the Government Gazette.

Sd. GHULAM MOHY-UD-DIN
Deputy Secretary to Government
General Department.

APPENDIX XXII

GOVERNMENT OF J & K, GENERAL DEPARTMENT

Circular No. 28 of 1960.

Dated 2-12-1960.

It has been brought to the notice of this office that Census Enumerators, Supervisors etc., drawn from various departments of the State are not being paid their T. A. on account of journeys undertaken by them in performance of their duties connected with Census Operations. The correct procedure in this behalf is that such T. A. Claims are paid by the respective administrative departments on whose strength this staff is borne. In order to conform to the prescribed procedure and to avoid pecuniary embarassment to these officials it is directed that their T. A. claims should be met by the offices where they receive their pay and such T. A. should be allowed in accordance with the rules prescribed by the State Government.

GHULAM MOHY-UD-DIN
Deputy Secretary to Government,
General Department.

No. GDB-1050/60 (iii) Dated, Jammu the 2nd December, 1960.

Copy for information and necessary action forwarded to the :—

1. All Secretaries to Government
2. All Heads of Departments
3. All Provincial Heads of Departments/Offices
4. All Deputy Commissioners
5. All Tehsildars (Territorial)
6. Superintendent, Census, Jammu with 20 spare copies
7. Deputy Superintendent, Census, Jammu
8. Superintendent, Ranbir Government Press, Jammu for publication in the Government Gazette.

APPENDIX XXIII

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Superintendent of Census Operations, J & K

CIRCULAR

It is very likley that after the enumeration work of snow-bound areas is completed on 1-10-1960, some of the people already enumerated or others belonging to accessible areas and therefore not enumerated may leave and enter respectively the snowbound areas after 1-10-1960. In order to avoid duplicate enumeration and to ensure that no one is left out, we shall have to take cognizance of all such departures and arrivals as well as of all new births and deaths that may take place between 1-10-1960 and the sunrise of 1-3-1961. Instructions may therefore be issued immediately to the Lumberdars and Chowkidars of snowbound areas to report to the Patwaris concerned about :—

(a) the births taking place after 1-10-1960 and before the sunrise of 1-3-1961,

(b) the persons who arrive in snowbound areas after 1-10-1960 and stay there upto the sunrise of 1-3-1961,

(c) the deaths taking place between 1-10-1960 and the sunrise of 1-3-1961.

2. On the basis of these reports, the Patwaris concerned should fill up and submit to the Charge

Superintendent concerned Individual Slips in regard to (a) and (b). For this purpose, each Patwari should be supplied towards the end of September, 1960 a pad of 100 Individual Slips either from the stock already made available to the Charge Superintendent or from that of the District Census Officer or after obtaining the same from the provincial Deputy Superintendents of Census Operations.

The Charge Superintendent should also cancel Individual Slips pertaining to (c) above.

3. As regards departures from snowbound areas after 1-10-1960, the District Census Officers will establish from 1-10-1960 to 1-3-1961 check posts at appropriate places where people enter from and leave the snowbound areas for accessible area and will in consultation with this office appoint suitable literate hands to man these posts. A list of check posts proposed to be established should be sent to this office within a week of the receipt of this circular. Each check post will be required to collect the following data in respect of each person leaving the snowbound area after 1-10-1960

1	2	3	4	5
NAME	PARENTAGE	SEX	RELIGION	PERMANENT RESIDENCE

In certain areas the check posts already established by the Forest Department will, as agreed to by the concerned Divisional Forest Officers, etc., collect the above data on behalf of the Census Depertment free of cost and transmit it to the Charge Superintendent of the tehsil, in which the check post exists. No new check post will therefore be needed in such cases. The District Census Officer from or within whose district such departures take place will send copies of these lists to the concerned District Census Officers and Charge Superintendents, who will in turn inform the concerned Enumerators, so that they do not re-enumerate persons already enumerated.

4. It is very unlikely that a whole household or family may enter into snowbound areas after 1-10-1960 and before 1-3-1961, but should there be any such cases, the Patwari concerned should be required to make a report immediately to the Charge Superintendent who will arrange for the filling up of the Household Schedule with regard to such family in addition to the preparation of Individual Slips referred to in paras 1 and 2 above.

Sd. M. H. KAMILI
Superintendent of Census Operations,
J & K, Srinagar.

No. Cen. 107/6435-80/60

Dated Srinagar, the 23rd August, 1960

Copy of the above forwarded to :—

1. The District Census Officer,... .....
2. The Charge Superintendent,.....
3. The Deputy Superintendent, Census, Jammu, for information and favour of necessary action,

Superintendent of Census Operations
Kashmir - Srinagar.

APPENDIX XXIV

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Superintendent of Census Operations, J & K

CIRCULAR

With a view to guarding against double or non-enumeration resulting from the migration of enumerated people of snowbound areas into accessible areas and vice versa from Ist October'60 to Ist March, 1961, the District Census Officers have in consultation with the concerned Forest and Police Officers set up check posts on the recognized routes leading to snowbound areas. For this purpose, every person enumerated in a snowbound area will be supplied by the concerned Enumerator a token (certificate of enumeration) to the effect that he/she has been enumerated in September, 1960 and should not be re-enumerated in any accessible part of the State during February, 1961. The Enumerators have been directed to inform each person of their block to produce this token at the concerned check post in the event of his/her migration to an accessible area.

2. The function of the officials posted at the check posts would be to obtain the token and to record thereon at the place specified for the purpose the name of the village and tehsil where the migrant proposes to move. The officer incharge of the check post will after making this entry stock all such tokens with him and transmit them to the concerned Tehsildar before Ist February, 1961. Supplementary information regarding migration during February, 1961 must be passed on to the Tehsildar concerned in the first week of March, 1961.

3. Similarly, the official incharge of the check post will be required to fill up Individual Slips and tokens (enumeration certificates) in case of persons who enter snowbound areas from Ist October 1960 with the intention of staying on in such areas upto Ist March, 1961. The check post officer will hand over the tokens to the person thus enumerated and forward all Individual Slips to the concerned Tehsildar of the snowbound area regularly at the close of each month.

4. The Deputy Commissioners are requested to kindly *direct the Charge Superintedents to* supply reasonable number of Individual Slip pads and blank token forms to the officials incharge of the check posts.

M. H. KAMILI
Superintendent of Census Operations,
J & K Srinagar

No. Cen. 107/9094-9131/60

Dated Srinagar, the 28th September '60

Copy forwarded to the :—

1. District Census Officer,.....
2. Charge Superintendent,.....

2. Deputy Superintendent, Census, Jammu, for information and favour of necessary action.

APPENDIX XXV

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Superintendent of Census Operations, J & K

CIRCULAR

It is possible that nomads who were not present in snowbound areas during September, 1960 and who had left earlier may pass through the check posts of other snowbound areas on their way to their places of residence during winter. In such cases, the officer incharge check post will ascertain after proper enquiry whether the nomad family proposes to stay on in the snowbound area for which the check post has been set up and which the family is about to enter or it will proceed to its winter resort without staying on in the said areas. In the latter case, no enumeration of such persons should be undertaken. It is however very necessary that the officer incharge check post makes proper enquiry in this behalf, so that there is no chance of the family being left out of enumeration.

Sd. M. H. KAMILI,
Superintendent of Census Operations,
J & K, Srinagar.

No. Cen. 107/9783-91/60

Dated the 8th October, 1960

Copy forwarded to the District Census Officer, ...for necessary action. 20 more spare copies are also enclosed for distribution amongst concerned Charge Superintendents and Officers incharge check posts.

APPEFDIX XXVI

GOVERNMENT OF INDIA

Ministry of Home Affairs

Office of the Superintendent of Census Operations, J & K.

CENSUS OF INDIA, 1961

In accordance with the Census Calendar, operations in snowbound area of Ladakh District, Tehsil Karnah and parts of Tehsils of Sopore, Doda, Bhaderwah, Kishtwar, Ramban, Basohli, Reasi, Mendhar, Haveli and Rajouri have been completed on Ist October, 1960. With a view to guarding against double enumeration or non-enumeration which might be caused as a result of migrations from and entry into these areas, check posts have been established on the recognized routes leading to these areas, as per list enclosed.

2. The officers incharge of the check posts have been ordered to enumerate all persons entering snowbound areas from Ist October, 1960 with the intention of staying on there till the end of February, 1961 and to issue to each such person a certificate of enumeration. Any person who has been enumerated either in the snowbound areas or at the check posts is, in the event of his leaving such areas before 28th February, 1961, required to produce this certificate at the check post, so that it may be passed on to the Charge Superintendent concerned with directions not to re-enumerate such a person.

3. Instructions have also been issued by the District Census Officers and the Charge Superintendents to the Patwaris, Lumberdars and Chowkidars of snowbound areas to report regularly at the close of every month cases of new births or deaths, so that they may be accounted for in the final enumeration. In the case of births, the Patwaris have been supplied with blank Enumeration Slips which will be filled up by them and passed on to the Tehsildar concerned.

No. Cen. 107/11038-83/60

Dated Srinagar, the 2nd Nov. 1960.

Copy of the above forwarded for information and favour of necessary action to.

Sd.

Superintendent of Census Operations,
Jammu & Kashmir.

APPENDIX XXVII

خفیہ

مردم شماری ۱۹۶۱ء

سکونت کا مردم شماری نمبر _____

۱- (ا) نام _____ ۲- گذشتہ سالگرہ پر عمر

(ب) صاحب خانہ سے رشتہ _____

۳- ازدواجی حیثیت _____ ۴- (ا) جائے پیدائش _____

۴- (ب) پیدائش ش/د

۴- (ج) عرصہ رہائش اگر پیدائش کہیں اور ہو۔

۵- (ا) قومیت _____ ۵- (ب) مذہب _____ ۵- (ج) فہرست بند ذات/قبیلہ _____

۶- خواندگی و تعلیم _____ ۷- (ا) مادری زبان _____

۷- (ب) دیگر کوئی زبان یا زبانیں _____ ۸- کاشتکار _____ ۹- زراعتی مزدور _____

۱۰- اگر گھریلو صنعت میں کام کرتا ہو

(ا) کام کی نوعیت _____

(ب) گھریلو صنعت کا نام _____

(ج) اگر اجرت پر کام کرنیوالا یا ملازم ہو

(ج) کس قسم کا کام کرتے ہے؟

۱۱- اگر ۸، ۹ یا ۱۰ کے سوا کام کرتا ہو

(ا) کام کی نوعیت _____

(ب) صنعت، پیشہ، تجارت یا ملازمت کا نام _____

(د) ادارہ کا نام _____

۱۲- اگر کوئی کام نہیں کرتا ہو تو کیا شغل ہے؟

۱۳- جنس

حصّہ دوم۔ مُردم شمُاری کا ریکارڈ

{یہ مردُم شمُاری کی انفرادی پرچیوں سے مرتب کیا جائے}

نام	جنس		صاحب خانہ سے رشتہ	عمر	ازدواجی حیثیت	کارکن ہونے کی صورت میں کام کی کیفیت
	مرد / م	عورت / ع				
میزان افراد						

مورخہ ۔۔۔۔۔۔۔۔ دستخط سپروائزر

مورخہ ۔۔۔۔۔۔۔۔ دستخط شمارکنندہ

خفیہ

بھارت کی مردم شماری ۱۹۶۱ء

{یہ مردم شماری کے وقت پُر کیا جائے}

حصّہ اوّل - کُنبے کا نقشہ

اگر یہ گھر کوئی ادارہ ہو

سکونت کا مردم شماری نمبر _____

صاحبِ خانہ کا پُورا نام _____ فہرست بند ذات / قبیلہ

الف - زراعت	حق اراضی کا مقامی نام	رقبہ (کنالوں میں)
۱- اراضی جو کُنبہ کے زیرِ کاشت ہے		
(i) اگر ملکیتی یا سرکاری (خالصہ) ہو		
(ii) اگر پرائیویٹ اشخاص یا اداروں سے نقد یا جنسی اُجرت یا حصّہ بٹائی پر لی ہوئی ہو		
(iii) مدات (i) اور (ii) کا میزان		
۲- اراضی جو نقد یا جنسی اُجرت یا حصّہ بٹائی کے طور پرائیویٹ اشخاص کو برائے کاشت دی ہو		

ب - گھریلو صنعت	صنعت کا نام	سال میں کتنے مہینے چلائی جاتی ہے
گھریلو صنعت (جو رجسٹرڈ فیکٹری کے پیمانہ پر نہ ہو) جسے صاحبِ خانہ بذاتِ خود یا اور کُنبہ کے اکثر افراد شہری گھرانوں کی صورت میں گھر ہی میں اور دیہاتی گھرانوں میں گھر پر یا گاؤں کے اندر چلاتے ہوں		
(ا)		
(ب)		

(ج) زراعت یا گھریلو صنعت میں کام کرنے والے صاحبِ خانہ اور کُنبہ کے اور افراد اور اُجرت پر موسم رواں یا گذشتہ کام کے موسم میں دن بھر کام کرنے والوں کی تعداد	کُنبہ کے کام کرنے والے افراد				اُجرت پر کام کرنیوالے
	صاحبِ خانہ	دوسرے مرد	دوسری عورتیں	میزان	
۱- صرف گھریلو زراعت میں					
۲- صرف گھریلو صنعت میں					
۳- گھریلو زراعت اور گھریلو صنعت دونوں میں					

مؤرخہ دستخط سپروائزر مؤرخہ دستخط شمار کُنندہ

حصّہ دوم کے متعلق نوٹ - دوسرے صفحہ پر مردم شماری کا ریکارڈ مردم شماری کی پہلی گشت میں یعنی ۱۰ فروری سے ۲۸ فروری تک کُنبوں کے متعلق مردم شماری کی پرچیوں سے پُر کیا جانا چاہیئے - اور اس کی تکمیل بمعہ ایسی درستیوں کے جو دوسری گشت میں پڑتال کے دوران کیم مارچ سے ۳ مارچ ۱۹۶۱ء تک ضروری ہوں کر دینی چاہیئے -

APPENDIX

مردم شماری ۱۹۶۱ء

فہرست خانہ جات

مردم شماری گھر کی کیفیت									
دیوار کس چیز کی بنی ہیں؟	چھت کس چیز کی بنی ہے؟	مردم شماری کے گھر کا نمبر (کالم نمبر ۳)	صاحب خانہ کا نام	مردم شماری کنبے کے کمروں کی تعداد	کیا کنبہ اپنے مکان میں رہتا ہے یا کرایہ پر (ک) کرایہ کے لئے (ر)	فہرست تیار کرنے کے دن کنبہ میں رہنے والوں کی تعداد			کیفیت
						مرد	عورتیں	میزان	
۹	۱۰	۱۱	۱۲	۱۳	۱۴	۱۵	۱۶	۱۷	۱۸

تاریخ

میزان صفحہ

XXIX

نام ضلع ____ مردم شماری کا نمبر ____ بھارت کی

نام تحصیل / شہر / قصبہ ____ مردم شماری کا نمبر ____

نام موضع / وارڈ / محلہ / (شمار کنندہ کا حلقہ) ____ مردم شماری کا نمبر ____

سطر نمبر	مکان نمبر (میونسپلٹی یا نوٹیفائیڈ ایریا یا مردم شماری کا نمبر)	مکان نمبر (کالونی نمبر) معہ مردم شماری گھرانے کا نمبر	کس غرض کے لئے یہ مردم شماری گھر استعمال ہوتا ہے مثلاً رہائش گاہ۔ دکان۔ ریستوران وغیرہ۔ کارخانہ۔ ورکشاپ۔ کاروبار۔ مدرسہ یا دوسرے ادارے جیل۔ ہوسپٹل وغیرہ	اگر یہ مردم شماری کا گھر بطور کاروباری ادارہ، ورکشاپ یا کارخانہ استعمال ہوتا ہو:	
				کاروبار کا نام یا مالک کا نام	چیز یا نام جو تیار کی جاتی ہیں یا جن کی خرید یا فروخت (سروسنگ) کی جاتی ہے۔
۱	۲	۳	۴	۵	۶
۱					
۲					
۳					
۴					
۵					
۶					
۷					
۸					
۹					
۰					

گذشتہ ہفتہ میں روزانہ کام کرنے والوں کی اوسط تعداد (معمالک یا کنبہ کے افراد اگر کام کرتے ہیں۔)	اگر مشینری سے کام ہوتا ہو۔ تو کس قسم کا اور کتنی یا بادر استعمال ہوتا ہے؟
۷	۸

میں تصدیق کرتا ہوں کہ یہ اندراج میرے علم کے مطابق درست ہیں۔

دستخط شمار کنندہ

نہیں کیا جا سکتا۔ اس بات پر بھی اصرار کیا جانا چاہیئے۔ کہ یہ معلومات انفرادی طور سے کسی بھی صورت میں استعمال نہیں ہوں گے۔ بلکہ اُن کو مجموعی طور سے ملک کی خوش حالی اور بہتری کی تجاویز مرتب کرنے کے لئے ہی استعمال کیا جائے گا۔ اس بات کے زیر نظر ہماری ریاست اور ملک کے کچھ حصّوں میں بھی کئی ایسے علاقے موجود ہیں جو سردیوں اور خصوصاً جنوری فروری اور مارچ کے مہینوں میں شدّت کی برفباری کی وجہ سے ملک کے دوسرے حصّوں سے منقطع ہو جاتے ہیں اور اُن علاقوں میں آمد و رفت کے تمام ذرائع معطل ہو جاتے ہیں۔ حکومت ہند نے فیصلہ کیا ہے کہ ایسے علاقوں کی مردم شماری اور اس کے متعلق تمام مراحل ستمبر ۱۹۶۰ء کے اخیر تک ختم کر دیئے جائیں اور دوسرے مقامات میں جہاں موسمی حالات آمد و رفت میں حائل نہیں ہو سکتے۔ مردم شماری کا سارا کام پہلی مارچ ۱۹۶۱ء کے سورج چڑھنے سے قبل تک انجام دیا جائے۔ اس ضمن میں یہ بات یاد رکھنے کے قابل ہے کہ ۱۹۶۱ء کی مردم شماری پہلی مارچ ۱۹۶۱ء کے طلوع آفتاب سے قبل محسوب کی جائے گی۔ ایسی صورت میں برفانی علاقوں کے لئے جہاں مردم شماری کا کام پہلی اکتوبر ۱۹۶۰ء کو ہی ختم کیا جائے گا۔ تمام ایسی اموات اور پیدائشوں کی تفصیلات جو یکم اکتوبر ۱۹۶۰ء اور یکم مارچ ۱۹۶۱ء کے سورج چڑھنے کے وقت تک واقع ہوں گے۔ اُن علاقوں کے نمبردار اور چوکیدار باضابطہ درج کرتے رہیں گے اور اُن کی فہرست ہر مہینے کے اخیر پر متعلقہ چارج سپرنٹنڈنٹ کو روانہ کریں گے۔ تاکہ ان علاقوں کی پہلی مارچ ۱۹۶۱ء کی صبح کے وقت کی آبادی کے اعداد و شمار مرتب کئے جا سکیں۔

مردم شماری کے مختلف مقاصد کو کامیابی کے ساتھ پورا کرنے کے لئے نہایت ضروری ہے۔ کہ سب سے پہلے ملک بھر کے تمام اضلاع، تحصیلات، شہر و قصبہ جات، دیہات اور مکانات کو شمار کیا جائے تاکہ اُن میں سے کوئی ایک بھی دو مرتبہ محسوب نہ ہو یا شمار کئے جانے سے رہ جائے۔

ضلعوں کے مردم شماری افسر صاحبان اور چارج سپرنٹنڈنٹ صاحبان کو پہلے ہی مطلع کیا گیا ہے کہ ہونے والی مردم شماری کے تسلسلے میں کس ضلع، تحصیل اور قصبہ کو کیا کیا نمبرات دیئے گئے ہیں۔ سپروائزروں اور شمار کنندگان کی ہدایت کے لئے ہم اس سرکلر میں یہ نمبرات بھی دہراتے ہیں تاکہ وہ اُن کو احتیاط سے نوٹ کر لیں اور یہی نمبرات اپنے ضلع یا تحصیل یا شہر کے لئے مردم شماری کے مختلف فارموں اور

APPENDIX XXX

INSTRUCTIONS RELATING TO HOUSELISTING AND HOUSE-NUMBERING

ریاست جموں وکشمیر میں پہلی مردم شماری ۶۸ سال قبل ۱۸۹۱ء میں ہوئی۔ اس کے بعد جیسا کہ دنیا بھر کے ممالک کا رواج ہے، ہر دس سال بعد ریاست میں بھی یہ مردم شماری باقاعدہ طور ۱۹۴۱ء تک ہوتی رہی۔

۱۹۴۱ء میں ریاست پر قبائلی حملہ ہوا، جس کے نتیجہ میں ریاست دو حصّوں میں تقسیم ہو گئی۔ ایسے حالات میں ۱۹۵۱ء میں ہمارے ہاں کوئی مردم شماری نہ ہو سکی۔ ریاست اور ہندوستان کے تمام دوسرے صوبوں کی اگلی مردم شماری ۱۹۶۱ء میں ہونے والی ہے۔

۱۹۶۱ء کی مردم شماری سابقہ کے مقابلہ میں کئی وجوہات سے زیادہ اہم ہے۔ پہلی بات یہ ہے کہ اب کی دفعہ شمار کنندگان کو نہ صرف مردوں اور عورتوں کی تعداد یا خواندہ اور ناخواندہ طبقوں کی تقسیم یا عمر۔ مذہب اور اس قسم کے دیگر امورات کے اعداد و شمار مرتب کرنے ہوں گے۔ بلکہ اس مرتبہ اُن کو ملک کے مختلف ذرائع کا جو ملک کو خوش حال بنانے اور لوگوں کی معاشرتی اور اقتصادی زندگی کو بہتر بنانے کے لئے اہم ہیں جائزہ لینا ہوگا۔ اس مواد سے مردم شماری کے اختتام پر حکومت کے مختلف شعبہ جات ایسے تجاویز اور اسکیمیں مرتب کر سکیں گے جن سے افلاس، بے کاری، ناخواندگی وغیرہ کو دور کیا جا سکے۔ اور جو صحت عامہ، لوگوں کی اقتصادی بہتری و فوری خوراک اور ذرائع آمد و رفت کی سہولیات اور معدنیات وغیرہ کے استعمال کے ضامن ہو سکیں۔ ایسی حالت میں ہر شمار کنندہ کے لئے لازم ہوگا کہ وہ اپنی ذمہ داریوں کو نہایت احتیاط اور قابلیت کے ساتھ سرانجام دے۔ تاکہ جو اعداد و شمار وہ مرتب کرے بالکل صحیح درست اور بلا مبالغہ ہوں۔ شمار کنندگان کو لازم ہے کہ وہ اپنے حلقوں کے لوگوں پر یہ بات اچھی طرح ذہن نشین کر دیں کہ مردم شماری کے کاغذات قانوناً صیغہ راز میں رکھے جائیں گے اور ان کی اطلاع کسی کو نہیں دی جائے گی اور نہ کسی سرکاری یا غیر سرکاری شخص کو سوائے افسرانِ مردم شماری کے ان کے مطالعہ کرنے کا حق ہوگا۔ یہ بھی واضح کر دینا ضروری ہے کہ مردم شماری کے ریکارڈ کو کسی بھی دیوانی یا فوجداری مقدمہ میں شہادت کے طور پر پیش

نام ضلع	نام تحصیل	نمبر تحصیل	نام قصبہ یا شہر	نمبر قصبہ یا شہر
لداخ	لیہہ	۱	لیہہ	I
	کرگل	۲		
ڈوڈہ	رام بن	۱	باہنال	I
	ڈوڈہ	۲	رام بن	II
	کشتواڑ	۳	بٹوٹ	III
	بھدرواہ	۴	ڈوڈہ	IV
			کشتواڑ	V
			بھدرواہ	VI
اُودھم پور	رام نگر	۱	رام نگر	I
	اُودھم پور	۲	اُودھم پور	II
	ریاسی	۳	کٹڑہ	III
			ریاسی	IV
جموں	جموں	۱	جموں	I
	سانبہ	۲	جموں کنٹونمنٹ	II
	سری رنبیر سنگھ پورہ	۳	سانبہ	III
	اکھنور	۴	بشناہ	IV
			اکھنور	V
			سری رنبیر سنگھ پورہ	VI
			اکھنور	VII
کٹھوعہ	بشوہلی	۱	بشوہلی	I
	کٹھوعہ	۲	کٹھوعہ	II

نام ضلع	نام تحصیل	نمبر تحصیل	نام قصبہ یا شہر	نمبر قصبہ یا شہر
	ہیرانگر	۳	لکھن پور	III
			ہیرانگر	IV
پونچھ	حویلی	۱	حویلی	I
	مینڈر	۲	راجوری	II
	راجوری	۳	نوشہرہ	III
	نوشہرہ	۴		

جیسے کہ ضلعوں کے نمبرات کے سلسلے میں اُوپر کہا گیا ہے اسی طرح ہر شمار کنندہ اور سپروائزر کو لازم ہے کہ اپنی اپنی تحصیل یا قصبہ کا جیسی بھی صورت ہو اُوپر کا دیا ہوا نمبر اچھی طرح سے نوٹ کرے۔ یہ بات بھی بخوبی یاد رکھنی چاہیئے کہ کسی قصبے کا نمبر اس تحصیل کے نمبر کے ساتھ جس میں وہ قصبہ درج ہو کہیں بھی درج نہیں کیا جانا چاہیئے یعنی اگر کوئی شمار کنندہ ضلع بارہ مولہ قصبہ بانڈی پور میں کام کرتا ہو۔ تو اُسے مردم شماری کی پرچیوں میں صرف ضلع اور قصبہ کا نمبر درج کرنا ہوگا اور تحصیل سوپور جس میں قصبہ بانڈی پور واقع ہے کے نمبر کا کوئی اندراج ان پرچیوں میں نہیں کیا جانا چاہیئے۔ اس صورت میں بانڈی پور کا شمار کنندہ اپنی فہرستوں اور پرچیوں میں ضلع اور قصبہ کا مردم شماری نمبر ۱۲ درج کریگا علیٰ ہذا القیاس ہر تحصیل کے دیہات اور ہر قصبہ کے

فہرستوں میں درج کرتے رہیں۔

ریاست جموں وکشمیر کا وہ حصہ جو جنگ بندی لائن کے اِس طرف واقع ہے نو (۹) ضلعوں میں انتظامیہ امور کے لئے منقسم کیا گیا ہے۔ ان کے نام اور مردُم شمُاری نمبرات ذیل میں درج کئے جاتے ہیں:-

نام ضلع	مردُم شمُاری نمبر
اننت ناگ	۱
سرینگر	۲
بارہمولہ	۳
لداخ	۴
ڈوڈہ	۵
اُدھم پور	۶
جموں	۷
کٹھوعہ	۸
پُونچھ	۹

ظاہر ہے کہ بارہمولہ اور کٹھوعہ کے شمُار کنندگاں تمام مردُم شماری کی پرچیوں اور فہرستوں میں اپنے ضلعے کا نمبر علی الترتیب '۳' یا '۸' درج کریں گے۔ اسی طرح سرینگر اور اُدھم پور میں کام کرنے والے اپنے ضلعوں کا نمبر '۲' اور '۶' نوٹ کریں گے۔ ہر ضلع میں کئی ایک تحصیلیں اور شہر یا قصبے موجود ہیں۔ ان تحصیلوں اور قصبوں کے نمبرات ہر ضلع کے لئے الگ الگ دئے گئے ہیں۔ ذیل کے نقشے سے واضح ہوگا کہ کس تحصیل اور قصبے کا کیا نمبر ہے اور ان نمبرات کو کن ہندسوں میں درج کیا جانا مطلوب ہے:-

نام ضلع	نام تحصیل	نمبر تحصیل	نام قصبہ یا شہر	نمبر قصبہ یا شہر
(اننت ناگ)	~~کولگام~~	۱	اننت ناگ	I
〃	〃	〃	بجبہاڑہ	II
〃	〃	〃	پہلگام	III
〃	کولگام	۲	کولگام	IV
〃	〃	〃	شوپیان	V
〃	پلوامہ	۳	پامپور	VI
سرینگر	سرینگر	۱	سرینگر	I
	گاندربل	۲	بادامی باغ	II
	بڈگام	۳	نئی پورہ حیدرپورہ	III
بارہمولہ	بارہمولہ	۱	گلمرگ	I
	سوپور	۲	بارہمولہ	II
	ہندوارہ	۳	سوپور	III
	سوپوری	۴	بانڈی پورہ	IV
	اُوڑی	۵	سُنبل	V
	کرناہ	۶	حاجن	VI
			پلہالن	VII
			اجس	VIII
			اوڑی	IX

عمارتوں کو جو یوں تو ایک دوسرے سے علیحدہ نہ ہوں الگ الگ مکان شمار کیا جانا چاہیئے۔ اور اُن کے جُدا جُدا نمبرات لگا دینے چاہیئں۔ اگر ایک محدود یا کھُلے صحن کے اندر ایک سے زیادہ عمارتیں کھڑی ہوں جو سب ایک ہی شخص کی ملکیت ہوں مثلاً رہائشی مکان۔ نوکر گھر۔ موٹر گھر وغیرہ تو ایسی سب عمارتوں پر ایک ہی مکان نمبر لگا دینا چاہیئے۔ اگر شمار کُنندہ کا حلقہ کئی بازاروں پر شامل ہو تو ہر بازار کی عمارتوں کو مسلسل نمبرات دیئے جانے چاہیئں بہتر یہ ہوگا کہ نمبرات لگانے کا کام شمال و مغرب سے شروع کر کے جنوب و مشرق میں ختم کیا جائے یا بازار کے ایک طرف کے مکانات پر نمبرات لگا کر آخری مکان کے بعد سڑک کو عبور کر کے دوسری طرف کے اُسی مکان پر ختم ہو جائے جس کے عین مقابل بازار کے پہلے طرف سے شمار کُنندہ نے نمبرات لگانا شروع کیا تھا۔ اگر کوئی مکان زیرِ تعمیر ہو تو اس پر بھی نمبرات کے سلسلہ میں ایک نمبر لگانا ضروری ہے اور اگر نمبرات لگانے اور فہرست خانہ جات مرتب کرنے کے درمیانی عرصہ میں کوئی نئی عمارت بنائی گئی ہو یا بنائی جا رہی ہو اُس پر بھی ایک الگ نمبر لگانا ہوگا۔ یہ نمبر شمار کُنندہ کے حلقہ کا آخری نمبر ہوگا۔

مکانوں پر نمبرات انگریزی ہندسوں میں درج کرنے چاہیئں تاکہ پیمائشوں اور نگرانی کُنندہ افسروں کو پڑتال کرنے میں آسانی ہو۔ قصبوں، شہروں وغیرہ کے مکانات پر عام طور پر وہی نمبرات لگائے جاتے تھے جو اُن پر متعلقہ میونسپلٹی یا ٹاؤن ایریا کمیٹی نے پہلے ہی ثبت کئے ہوں۔ لیکن ریاست کے کسی بھی حصّے میں چاہے وہ قصباتی یا دیہاتی ہو کہیں بھی آج تک اس قسم کے نمبرات نہیں لگائے گئے ہیں اس لئے مردم شماری عملہ کے لئے ضروری ہے کہ وہ ہر گاؤں اور محلہ کے جسے اُن کے چارج میں دیا گیا ہو کے تمام مکانات پر مسلسل نمبرات درج کر دیں۔

کسی مکان کے اُوپر نمبر درج کرنے سے پہلے شمار کُنندہ کے لئے ضروری ہے کہ وہ اس مکان کے تمام حصّوں کا اور اُس کی بناوٹ کا تفصیل کے ساتھ جائزہ لے اور یہ دیکھ لے کہ مکان مذکور بناوٹ کے لحاظ سے کتنے حصّوں میں منقسم ہے۔ ہر ایسا حصّہ جس کے درآمد و برآمد کے لئے ایک الگ راستہ ہو اور جس میں داخل ہو کر مکان کے دوسرے حصّوں تک کسی اندرونی دروازے یا کھڑکی یا چھت یا فرش کے سوراخ کے ذریعے نہیں پہنچا جا سکے۔ ایک مردم شماری مکان تصوّر کیا جانا چاہیئے۔

محلوں اور وارڈوں کو بھی الگ الگ نمبرات دیئے جائیں گے۔ مثلاً اگر کسی تحصیل میں ۳۰۰ گاؤں ہوں اور اُس کے علاوہ اس میں ایک قصبہ بھی موجود ہو جو پچاس محلوں پر مشتمل ہو تو دیہات کے نمبرات ایک سے ۳۰۰ تک مختلف گاؤں کے لئے متعین کئے جائیں گے اور اسی طرح قصبہ مذکور کے تمام محلوں کو بھی ایک ایک کر کے ایک سے ۵۰ تک اپنے اپنے نمبر دیئے جائیں گے۔ یہ نمبرات دونوں صورتوں میں گاؤں یا محلہ کے محل وقوع کے مطابق ہوں گے۔ یعنی اگر دو گاؤں ایک دوسرے کے ملحق اور ہمسایہ واقع ہوں تو اُن کے نمبرات بھی اسی تسلسل اور ترتیب سے دیئے جانے چاہئیں۔ ضلع کے افسروں اور چارج سپرنٹنڈنٹوں سے پہلے ہی استدعا کی گئی ہے کہ ہر تحصیل اور قصبہ کے گاؤں اور محلوں کے نمبر تحصیل اور قصبہ کے شمال مغرب سے ابتدا کر کے جنوب مشرق میں ختم کئے جائیں۔ یعنی تحصیل کا گاؤں نمبر ۱ وہ ہوگا جو اُس کے شمال مغرب کے آخری حد پر واقع ہو اور سب سے پچھلا نمبر جنوب مشرق کے آخری گاؤں کو دیا جائے۔ یہ نمبرات ہر سپروائزر اور شمار کنندہ کو اپنے اپنے چارج سپرنٹنڈنٹ یا ڈپٹی چارج سپرنٹنڈنٹ سے موصول ہوں گے۔

موجودہ مہم کا خصوصی مقصد یہ ہے کہ مردم شماری کے محلہ کو فہرست خانہ جات اور خانہ شماری کے متعلق واضح اور مفصل ہدایات بہم پہنچائی جائیں۔ ذیل کے سطور میں ان دونوں موضوعوں پر تفصیل کے ساتھ روشنی ڈالی گئی ہے اور اُمید کی جاتی ہے کہ ان کو مطالعہ کرنے کے بعد ہر شمار کنندہ اور سپروائزر کو اس کام کا نقشہ جو انہیں تفویض کیا جا رہا ہے بخوبی ذہن نشین ہو گا۔

(۱) مکانات پر مردم شماری نمبرات کا ثبت کرنا

مکان سے مراد اُس ساری عمارت سے ہے جو زمین پر کھڑی ہو۔ ہو سکتا ہے کہ کسی سڑک، گلی یا بازار کے اوپر اونچی، بڑی اور لمبی عمارتیں ہوں جن کی حصہ بندی ہوئی ہو یا جن کے کچھ حصے فروخت ہو چکے ہوں اور فروخت شدہ حصوں کے الگ الگ نمایاں سڑک پر آنے جانے کے راستے ہوں اور جو مختلف مالکوں یا اُن میں رہنے والوں کی ملکیت ہوں۔ یہ بھی ممکن ہے کہ بہت سے مکانوں کی ایک کافی تعداد زمین پر اسی طرح کھڑی ہو کہ اُن میں مختلف مکانوں کی مشترکہ دیواریں دونوں جانب سے ایسے بنائی گئی ہوں کہ یہ ساری تعمیر ایک ہی مکان کی شکل میں نظر آئے۔ لیکن اصل میں اس کے حصے مختلف قطعوں پر بنائے گئے ہوں اور وہ الگ الگ مالکوں کی ملکیت ہوں۔ اس قسم کی مختلف

سے ظاہر کیا جائے گا۔ اگر کسی گاؤں یا محلہ/وارڈ کی آبادی اُس اوسط سے جو دیہات اور قصبہ جات میں کام کرنے والے فی شمار کنندہ کے لئے مقرر کی گئی ہے زاید ہو تو ایسے گاؤں یا محلہ/وارڈ کو ایک سے زیادہ حصّوں میں اس طرح تقسیم کیا جانا چاہیئے کہ ہر ایک حصّے کی آبادی متذکرہ بالا اوسط کے برابر یا تقریباً برابر ہو۔ اس قسم کے حصّوں کو متعلقہ گاؤں یا محلہ/وارڈ کے نمبر کے ساتھ ابجد کے حروف سے ظاہر کیا جانا چاہیئے۔ مثلاً اگر اُوپر کی دی ہوئی مثال میں موضع بانیاری کو تین حصّوں میں منقسم کیا جائے تو اُن کے نمبرات 3/5/28 الف، 3/5/28 ب، 3/5/28 ج ہوں گے۔ ان میں سے ہر حصّے کے مکانات پر الگ الگ نمبر دئے جائیں گے اور کسی ایک حصّے کے مکانات کے نمبرات کا تسلسل دوسرے حصّے میں نہیں کیا جائے گا۔ یاد رہے کہ مکان کی تعریف میں ہر ایسی مستقل یا عارضی تعمیر شامل ہے جو کسی بھی غرض کے لئے استعمال کی جاتی ہو۔ اس تعریف کے مطابق تمام کشتیوں، ہوس بوٹ وغیرہ پر بھی نمبرات لگائے جانے ضروری ہیں۔ افسرانِ مردم شماری کے ساتھ اس بات کا فیصلہ کیا گیا ہے کہ کشتیوں، ڈونگوں، ہوس بوٹوں کی خانہ نمبری الگ مردم شماری حلقوں میں کی جائے اور اُن کے ساتھ خشکی پر رہنے والے مکانات شامل نہیں کئے جائیں۔ چنانچہ شہر سرینگر کے دریائے جہلم پر واقع مختلف گھاٹوں کو الگ الگ بلاکوں میں تقسیم کیا گیا ہے۔ اور اُن کی مردم شماری کے کام کے لئے بھی شمار کنندگاں اور سپروائزروں کی ایک الگ جماعت متعین کی گئی ہے۔

خیموں اور چھولداریوں میں رہنے والے لوگوں کو بے گھر تصوّر کیا جانا چاہیئے اور اُن پر کوئی نمبرات نہیں لگانے چاہئیں۔

(۲) فہرست خانہ جات

فہرست خانجات جس کی ایک نقل اس سرکلر کے ساتھ شامل کی گئی ہے۔ ہر شمار کنندہ کو خانہ نمبری کی تکمیل کے بعد پُر کرنا ہوگا۔ چارج سپرنٹنڈنٹ صاحبان کو اِن فارموں کی کافی کاپیاں بہم کی گئی ہیں اور اُن کو ہدایت کی گئی ہے کہ اس فارم کی ایک مناسب تعداد پر ایک شمار کنندہ کو باخذ رسید تقسیم کریں تاکہ وہ اپنے اپنے گاؤں۔ محلہ/وارڈ/بلاک کی دو دو مکمل فہرستیں تیار کر دیں۔

فہرست خانجات کے مطالعہ سے واضح ہوگا کہ اس کی پیشانی ہو (۱) ضلع (۲) تحصیل/شہر/قصبہ اور (۳) موضع/وارڈ/محلہ (شمار کنندہ کا حلقہ) کے نام اور ہر نام کے متوازی اس ضلع اور شہر/تحصیل/قصبہ اور موضع/وارڈ/محلہ کے مردم شماری نمبرات

دوسرے الفاظ میں مردم شماری مکان ہر ایسی عمارت یا عمارت کے حصّہ کا نام ہے جو آباد یا خالی ہو۔ رہائش یا دکانداری یا رہائش اور دکانداری یا تجارت یا کارخانہ یا مدرسہ وغیرہ کے لئے استعمال ہوتا ہو۔ بشرطیکہ اسی کے درآمد و برآمد کا الگ راستہ ہو اگر کسی عمارت کے کئی طبقے یا حصّے ہوں اور ہر طبقہ یا حصّہ کا باہر آنے جانے کے لئے الگ راستہ ہو یا جس میں سے ہر ایک کو سڑک پر درآمد و برآمد کے لئے ایک مشترکہ زینہ یا مشترکہ صحن جس کا ایک ہی بڑا دروازہ ہو۔ وہ سب الگ الگ مردم شماری گھر تصوّر کئے جائیں گے۔ اگر ایک محدود یا کھلے صحن میں کئی ایک تعمیرات کھڑی ہوں جو ایک ہی شخص کی ملکیت ہوں تو اُن میں سے ہر ایسی عمارت کو جس کا الگ اور جُدا درآمد و برآمد کا راستہ موجود ہو ایک جُدا مردم شماری گھر درج کیا جانا چاہیئے۔ ہر مکان کے مردم شماری گھروں کے نمبرات کی ترتیب مسلسل طریقے پر دینی چاہیئے۔ اگر کوئی مکان صرف ایک ہی مردم شماری گھر میں شامل ہو تو ایسے مکان پر صرف مکان نمبر ہی لگایا جائے گا اور اُس کے ساتھ مردم شماری گھر کا کوئی نمبر شامل نہیں کیا جائے گا لیکن اگر ایک ہی مکان میں کئی مردم شماری گھر ہوں تو ہر مردم شماری گھر کو دو نمبرات یعنی مکان نمبر اور مردم شماری گھر نمبر لگائے جائیں گے۔ مردم شماری گھر کا نمبر مکان کے نمبر کے بعد انگریزی ہندسوں میں بریکٹ کے اندر درج کرنا چاہیئے مثلاً مکان نمبر ۵ کے مردم شماری گھر نمبر ۳ کا نمبر ۵ (۳) درج کیا جائے گا۔ اُوپر دیئے ہوئے ہدایات سے شمار کنندگاں کو واضح ہوا ہوگا کہ ہر مکان کے اُوپر مندرجہ ذیل پانچ نمبرات لگائے جانے ضروری ہیں۔

(۱) ضلع کا نمبر
(۲) تحصیل یا قصبہ کا نمبر
(۳) گاؤں یا محلہ / وارڈ کا نمبر
(۴) مکان نمبر
(۵) مردم شماری گھر کا نمبر

ذیل کے مثالوں سے نمبر لگانے کا طریقہ آسانی سے سمجھا جاسکتا ہے۔ ضلع بارہ مولہ تحصیل اُوڑی کے موضع بانیاری کے مکان نمبر ۵۰ پر جو چار مردم شماری گھروں پر مشتمل ہے 5/3/28/50 (۱ - ۴) نمبر لگ جانا چاہیئے۔ ظاہر ہے کہ اِن ہندسوں میں 5 ضلع بارہمولہ 3 تحصیل اُوڑی 28 موضع بانیاری 50 مکان زیر بحث اور (۱ - ۴) اسی کے چار مردم شماری گھروں کے لئے استعمال کئے گئے ہیں۔ اسیطرح قصبہ بھدرواہ ضلع ڈوڈہ کے وارڈ نمبر ۹ کے مکان نمبر 30 جو صرف ایک مردم شماری گھر پر مشتمل ہے کو 5/9/VI/30

کمرے جہاں وُہ اپنے پیشہ کے متعلق مشورہ دیتے ہوں ورک شاپ نہیں کہلاتے بلکہ اُن کو پیشہ کے مشورہ گاہ سے پکارا جائے گا لیکن ایک دواخانہ جہاں ایک ڈاکٹر یا حکیم مشورہ دینے کے علاوہ دوائیاں بھی تیار کرتا ہو اور بیچتا ہو۔ دوائی خانہ کے نام سے درج کیا جائے گا۔ اگر کوئی مکان پُوجا یا عبادت کے لئے یا جمع ہونے کے لئے استعمال ہوتا ہو تو یہ بات اس خانہ میں لکھ دینی چاہیئے۔ اگر مکان خالی ہو تو ایسا ہی اندراج کرنا چاہیئے اگر مردُم شماری کا گھر کارخانہ یا ورک شاپ کی تعریف میں جو اُوپر بیان کی گئی ہے نہیں آتا ہو بلکہ ایک دُکان یا تجارتی گھر یا بنک وغیرہ ہو تو مالک یا منتظم یا مینیجر کا نام خانہ نمبر ۱۸ میں درج کرنا چاہیئے۔

خانہ نمبر ۵ تا خانہ نمبر ۸

یہ خانہ جات صرف ایسے مردُم شماری گھروں کے لئے پُر کرنے ہوں گے جو فیکٹری یا ورک شاپ کی تعریف کے اندر آتے ہوں یعنی جہاں کسی قسم کی چیز بنائی جاتی ہو یا مرمت وغیرہ کا کام کیا جاتا ہو یا جہاں چیزیں اور سامان بنائے اور بیچے جاتے ہوں دوسرے مردُم شماری گھروں کے لئے ان خانہ جات میں صرف (x) کی نشانی درج کرنی چاہیئے۔

خانہ نمبر ۵۔ کارخانوں اور وسیع پیمانہ پر چیزیں بنانے کے اداروں کے لئے اس خانہ میں کارخانہ کا نام لکھنا چاہیئے اور اگر یہ مردُم شماری گھر ایک چھوٹا ورک شاپ یا چھوٹا ادارہ مثلاً مٹھائی بنانے کا کارخانہ جس کا کوئی مخصوص نام جیسے حلوائی کی دُکان وغیرہ نہ ہو تو مالک کا نام درج کر دینا چاہیئے۔ لیکن اگر کوئی مردُم شماری گھر نہ کارخانہ اور نہ ورک شاپ ہو تو جیسے کہ اُوپر بیان کیا گیا ہے خانہ نمبرات "۵" سے "۸" تک تمام خانہ جات میں صرف (x) کی نشانی لگانی چاہیئے۔

خانہ نمبر ۶۔ اس خانہ میں جو بھی کام کارخانہ، ورک شاپ یا ادارہ میں ہوتا ہو مثلاً کاغذ بنانا۔ جُوتے بنانا۔ سائیکلوں کی مرمت۔ موٹروں کی صفائی اور سروس وغیرہ درج کرنا چاہیئے۔

خانہ نمبر ۷۔ اس خانہ میں کام کرنے والوں کی کل تعداد جس میں ایسے اُمیدوار جو بلا اُجرت و تنخواہ یا بمعہ اُجرت و تنخواہ فیکٹری یا ورک شاپ میں کام کرتے ہوں اور مالک اور اس گھر کے افراد جو کام کرتے ہوں شامل ہوں گے درج کرنے چاہیں۔ مگر یہ تعداد اسی ہفتہ کا یومیہ اوسط ہوگا جو شمار کنندہ کے گشت سے پہلے ختم ہوا ہو۔

اگر کارخانہ یا ورک شاپ میں ایک سے زیادہ چیزیں بنائی جاتی ہوں تو یہ ضروری نہ ہوگا کہ ہر چیز کے

کو درج کیا جانا چاہیئے۔ فہرست مذکور کے کل ۱۸ خانے ہیں۔ جن میں مختلف قسم کے معلومات کو مندرج کرنا ہوگا۔

خانہ نمبر ۱ صرف ان سطروں کی تعداد جو فہرست میں درج کئے جانے سے تعلق رکھتا ہے۔ شمارکنندہ کا فرض ہے کہ جب وہ دسویں سطر پر پہنچ جائے تو وہاں پر چھاپے ہوئے صفر کے بائیں طرف "۱" لکھے تاکہ اس طرح یہ ظاہر ہو جائے کہ یہ فہرست کی دسویں سطر ہے اسی طرح اس کے بعد کی سطروں میں بھی ہر سطر کے چھاپے ہوئے ہندسے کے بعد "۱" لکھے اور آخری سطر میں صفر کے بعد '۲' درج کرے۔ ظاہر ہے کہ دوسرے صفحے کی پہلی سطر کا نمبر ۲۱ ہوگا اور اسی طرح سے اُس کے مابعد کی سطور کے نمبرات بھی درج کئے جائیں گے۔

خانہ نمبر ۲۔ یہاں پر صرف مکان کا مردم شماری نمبر لکھنا ہوگا۔ میونسپلٹی ٹاؤن یا نوٹیفائیڈ ایریا کے نمبرات ہمارے ہاں کسی بھی جگہ موجود نہیں اس لئے ان نمبرات کے درج کئے جانے کا سوال ہی پیدا نہیں ہوتا۔

خانہ نمبر ۳۔ اس خانہ میں مکان کا نمبر جس کا اندراج خانہ نمبر ۲ میں کیا گیا ہے بمعہ مردم شماری گھر کے نمبر کے درج کیا جائے گا۔ مثلاً اگر یہ سطر مکان نمبر ۵ کے مردم شماری گھر نمبر ۳ سے متعلق ہو تو خانہ نمبر ۲ میں صرف ۵ اور خانہ نمبر ۳ میں ۵ (۳) لکھا جائے گا۔ اگر مکان میں صرف ایک مردم شماری گھر ہو تو خانہ نمبر ۲ اور ۳ دونوں میں صرف '۵' کا ہندسہ درج کیا جائے گا۔

خانہ نمبر ۴۔ کس غرض کے لئے یہ مردم شماری گھر استعمال ہوتا ہے۔ مثلاً رہائش گاہ۔ دکان۔ دکان و رہائش گاہ۔ کاروبار۔ کارخانہ۔ ورک شاپ مدرسہ یا دوسرے ادارے جیل، ہوسٹل، ہوٹل وغیرہ اسی خانہ میں جس غرض کے لئے یہ مردم شماری گھر سچ مچ استعمال ہوتا ہو لکھ دینا چاہیئے۔ کارخانہ یا ورک شاپ کے لئے فیکٹری بڑے پیمانہ کے کارخانوں جو قانون کارخانہ جات ہند کے تحت رجسٹرڈ ہوں درج کرنا چاہیئے۔ ورک شاپ ایسے چھوٹے ورک شاپوں کے لئے جو غیر رجسٹرڈ شدہ ہوں لکھا جانا چاہیئے ورک شاپ کی تعریف یہ ہے کہ وہاں پر کسی قسم کی چیز بنائی جاتی ہو یا کسی چیز کی مرمت کی جاتی ہوں یا جہاں چیزیں بنائی اور فروخت کی جاتی ہوں اسی طرح سے دکان ایسی جگہ کا نام ہے جہاں چیزوں کی بکری نقدی یا قرضے کے طور پر ہوتی ہو۔ تجارتی مکانات وہ ہیں جہاں نقدی یا دوسری اشیاء کا لین دین مثلاً بنک وغیرہ ہوتا ہو۔ ڈاکٹروں، حکیموں اور وکیلوں وغیرہ کے

اندراج خانہ نمبر ۱۱ میں کیا گیا ہو کے مالک کا نام درج کرنا ہوگا مردم شماری کے اغراض کے لئے کنبے کا مالک اُسی فرد کا نام ہے جس پر کنبے کے معاش اور رہنے سہنے کی سب سے زیادہ ذمہ داری ہو۔ کنبے کا مالک اُسی فرد کا نام درج کرنا چاہیے جسے کنبے کے افراد اپنا مالک مان لیتے ہوں۔ بورڈنگ ہاؤسوں وغیرہ اور ایسی جگہوں کے لئے جہاں بہت سے افراد جن کی آپس میں کوئی رشتہ داری نہ ہو ایک مشترکہ چولھے سے کھانا کھاتے ہوں کے لئے منیجر۔ سپرنٹنڈنٹ۔ منتظم یا ایسا شخص جسے افراد متفقہ طور پر مالک تصوّر کرتے ہوں، کنبے کا مالک درج کیا جانا چاہیئے۔

اگر مردم شماری گھر کوئی بیٹھک یا مویشی خانہ وغیرہ ہو تو اس خانہ میں اس قسم کا استعمال اور مالک کا نام درج کرنا چاہیئے۔

خانہ نمبر ۱۳۔ اگر کسی مردم شماری گھر میں ایک ہی کنبہ رہتا ہو۔ تو اُس کے کمروں کا شمار کرنا آسان ہوگا۔ لیکن اگر مردم شماری گھر میں کئی کنبے سکونت رکھتے ہوں تو ہر کنبے کے مالک کے نام کے مقابل کی سطر میں اُس کے کنبے کے کمروں کی تعداد درج کرنی چاہیئے۔ اگر ایک سے زیادہ کنبے ایک ہی کمرے میں رہتے ہوں یا ایک سے زیادہ کمرے اس طرح مشترکہ طور پر استعمال کرتے ہوں کہ یہ بتانا ممکن نہ ہو کہ اُن میں سے ہر کنبے کے قبضے میں کتنے کمرے ہیں تو ایسی صورت میں مشترکہ کمروں کی تعداد دو کنبوں کے لئے اکٹھے بریکٹ کے اندر درج کرنی چاہیئے۔

کمرے کی تعریف یہ ہے کہ اُس کی چار دیواریں دروازہ یا باہر جانے کا راستہ اور اُوپر ایک چھت ہو کمرے کی لمبائی اور چوڑائی جس میں ایک آدمی سو سکے یعنی کمرے کی لمبائی چھ فٹ سے کم نہیں ہونی چاہیئے غیر محدود برآمدے۔ کھانا پکانے کے کمرے، سٹور یا گدام کے کمرے۔ موٹر یا ٹانگہ رکھنے کے چھپر، مویشی خانے اور باغانے جو عام طور پر رہائش اور سونے کے لئے استعمال نہیں ہوتے ہیں۔ کمرے تصوّر نہیں کرنے چاہئیں۔ ایک محدود کمرہ جو رہائش کھانا کھانے۔ گدام اور کھانا پکانے کے لئے استعمال ہوتا ہو کمرہ تصوّر کرنا چاہیئے۔

خانہ نمبر ۱۴۔ اگر کُنبہ اپنے مکان میں رہتا ہو تو اس خانہ میں "ما" لکھنا چاہیئے۔ اگر کُنبہ کرایہ کے مکان میں رہتا ہو تو اس خانہ میں "ک" لکھا جائے۔

سرکاری عمارتوں مثلاً مدرسہ، ہسپتال وغیرہ یا عبادت یا پوجا پاٹ کی جگہوں کے لئے ضرب کی نشانی لکھی جائے۔

بنانے کے لئے کام کرنے والوں کی تعداد الگ الگ دریافت کی جائے کیونکہ اس قسم کے اعداد و شمار ایسے کارخانوں میں جہاں مختلف کام مل جل کر اور مخلوط طور سے کئے جاتے ہوں دستیاب نہیں ہو سکتے۔ اگر کارخانہ یا ورک شاپ بھاپ یا ڈیزل انجن یا کسی قسم کا ایندھن مثلاً بجلی، مٹی کا تیل، لگنائٹ، کوئلہ، گھراٹ وغیرہ مشین کو چیزوں کے بنانے، مرمت یا سروس کرنے کے لئے استعمال کرتا ہو تو اس ایندھن کا نام اس خانہ میں درج کرنا چاہیئے۔

خانہ نمبر ۹۔ اس خانہ میں اُن چیزوں کی تفصیل لکھنی چاہیئے جن سے مکان کی اکثر دیواریں بنی ہوں۔ مثلاً گھاس، پتے، بانس، نرکٹ، کچی یا پختہ اینٹ، مٹی، پتھر، سیمنٹ، لکڑی وغیرہ۔ اگر مکان کئی تعمیروں پر شامل ہو اور ہر تعمیر کی بناوٹ مختلف چیزوں سے ہوئی ہو تو ایسے مکان کے لئے بڑے بڑے سونے کے کمروں کے دیواروں میں استعمال کئے ہوئے چیزوں کا لکھنا کافی ہوگا۔

خانہ نمبر ۱۰۔ اس خانہ میں ایسی چیزوں کی تفصیل لکھنی چاہیئے جن سے باہر کی چھت جس پر بارش، برف وغیرہ برستی ہو بنی ہو۔ اندرونی چھت کی بناوٹ کا اس خانہ کے ساتھ کوئی تعلق نہیں۔ باہر کی چھتوں کی بناوٹ عام طور پر ٹایل۔ گھاس، ٹین، جست، سیمنٹ کے تختے، لکڑی سے ہوتی ہے اگر کوئی مکان کئی منزلوں یا طبقوں پر شامل ہو تو دو طبقوں کا درمیانی چھت نچلے طبقے کا چھت تصوّر کیا جانا چاہیئے۔

خانہ نمبر ۱۱۔ کنبہ ایسے افراد کے مجمع کا نام ہے جو اکٹھے رہائش کرتے ہوں اور ایک مشترکہ چولھے سے کھانا کھاتے ہوں چاہے اُن میں سے کوئی فرد کام کی مجبوری کی وجہ سے ایسا نہیں کر سکتا ہو۔

ہو سکتا ہے کہ کسی مردم شماری گھر میں ایک سے زیادہ کنبے موجود ہوں ایسی صورت میں ہر کنبے کا اپنا اپنا الگ نمبر ہوگا اور یہ نمبرات حروف الف، ب، ج وغیرہ سے ظاہر کئے جائیں گے۔ مثلاً اگر مکان نمبر ۲ ایک مردم شماری گھر بھی ہو اور اس میں تین کنبے رہتے ہوں تو ان کنبوں کے نمبرات ۲ ا، ۲ ب، اور ۲ ج ہوں گے۔ اگر مکان ۴ میں دو مردم شماری گھر موجود ہوں تو ان کے نمبرات ۴ (۱) اور ۴ (۲) ہوں گے اگر ان مردم شماری گھروں میں سے ایک کے اندر ۳ اور دوسرے کے اندر ۲ کنبے رہتے ہوں تو ان کے نمبرات ۴ (۱ الف) ۴ (۱ ب) ۴ (۱ ج) اور ۴ (۲ ا) اور ۴ (۲ ب) ہوں گے۔

خانہ نمبر ۱۲۔ اس خانہ میں ہر ایسے کنبے جس کا

خانہ نمبر ۱۵ تا خانہ نمبر ۱۷

خانہ ۱۵ میں کُنبے میں رہنے والے مردوں اور خانہ نمبر ۱۶ میں کُنبے میں رہنے والی عورتوں کی تعداد لکھنی چاہیئے خانہ نمبر ۱۷ میں کُنبے کے مردوں اور عورتوں کی مجموعی تعداد یا میزان درج کرنی چاہیئے۔

خانہ نمبر ۱۸

اس خانہ میں عمارت یا مردُم شمُاری گھر یا مردُم شمُاری کُنبے کے متعلق ایسی کار آمد اور ضروری بات درج کی جانی چاہیئے۔ جو دُوسرے خانہ جات میں درج نہ کی گئی ہو۔ مثلاً اگر ایک مردُم شمُاری گھر ایک دُکان ہے تو اُس کے مالک یا منتظم کا نام اس خانہ میں درج کرنا چاہیئے۔ اگر کوئی مردُم شمُاری گھر فہرست خانہ جات تیار کرنے کے وقت خالی ہو۔ لیکن یہ باور کرنے کے لئے وجوہات موجُود ہوں کہ آئندہ چند ایام کے اندر اور یقیناً مردُم شمُاری ہونے کے وقت سے پہلے اس گھر میں کچھ افراد کی سکونت ضرور ہو گی تو خانہ نمبر ۴ میں لفظ "خالی" لکھا جائے اور خانہ نمبر ۱۸ میں جلد ہی زیر استعمال آنے والا" کے لفظ درج کئے جائیں۔ مختصر یہ کہ خانہ نمبر ۱۸ ہی ہر ایسی ضروری بات جو عمارت یا مردُم شمُاری گھر یا مردُم شمُاری کُنبے سے تعلق رکھتی ہو لکھ دینی چاہیئے۔ اگر مردُم شمُاری گھر یا اُس کا کوئی کُنبہ فہرست بند ذات یا فہرست بند قبائل سے متعلق ہو تو یہ بات واضح طور سے اس خانہ میں درج کرنی چاہیئے۔

ہر شمُار کنندہ اور ایسے شخص کو جسے کسی حلقہ کے مکانات پر نمبرات لگانے کا کام سونپا گیا ہو۔ فہرست خانہ جات مرتب کرنے کے بعد ایک خلاصہ تیار کرنا ہو گا۔ جس کی نقل ان ہدایات کے آخر پر موجُود ہے۔

SCHEDULE I

NOTIFICATION OF THE GOVERNMENT OF J & K ISSUED UNDER THE INDIAN CENSUS ACT (XXXVII OF 1948)

S. No.	Section of the Act	No. and date of Notification	Short Subject
1	2	3	4
1.	Sub-Section (2) of Section 4	291-C of 1959 Dated 22-12-1959	Appointment of Deputy Commissioners and Tehsildars, etc., as District Census Officers and Charge Superintendents for Census of India, 1961.
2.	Sub-Section (3) of Section 4	46-C of 1960 Dated 22-3-1960	Authorising District Magistrates and Charge Superintendents to sign declarations under this Sub-Section in respect of Charge Superintendents and Supervisors-Enumerators respectively.
3.	Sub-Section (4) of Section 4	45-C of 1960 Dated 22-3-1960	Delegating power of appointing Census Officers to all District Magistrates in the State for being exercised within the local limits of their respective jurisdictions.
4.	Sub-Section (1) of Section 8	206-D of 1960 Dated 25-7-1960	Issue of instructions in respect of questions to be asked at the Census of India, 1961.
5.	Section 12	GDB-958/60 Dated 21-10-1960	Authorising all Deputy Commissioners (District Census Officers) in the state to sanction prosecutions under the Act.
6.	Sub-Section (2) of Section 4	6/GDB-588/60 (iii) Dated 1-7-1961	Appointment of seasonal Tehsildar Pahalgam as Charge Superintendent for snowbound villages of Pahalgam Tehsil.

• SCHEDULE

BUDGET ESTIMATES FOR 1958-59,

Head of Account	Description		Budget Estimates			
			58—59,	59—60,	60—61,	61—62,
1	2		3	4	5	6
A—Superintendence	A—1	Pay of Officers	..	10,900	29,200	29,600
	A—2	Pay of Establishment	..	6,900	31,000	51,900
	A—3	Allowances etc.	..	7,400	30,850	23,300
	A—4	Other Charges	..	15,700	29,900	31,000
	Total	A—Superintendence	..	**40,900**	**1,20,950**	**1,35,800**
B—Enumeration .	B—1	Pay of Establishment	..	..	34,200	12,700
	B—2	Allowances, etc.	..	..	22,900	9,000
	B—3	Honorarium to Enumeration Staff	..	..	..	91,800
	B—4	Other Charges	..	..	7,000	20,000
	Total	B—Enumeration	..	..	**64,100**	**133,500**
C—Abstraction & Compilation .	C—1	Pay of Officers	..	..	..	7,200
	C—2	Pay of Establishment	..	..	2,900	1,06,800
	C—3	Allowances, etc.	..	..	450	32,700
	C—4	Other Charges	..	..	6,400	64,000
	Total	C—Abstraction & Compilation	..	..	**9,750**	**2,10,700**
D—Printing & Stationery			..	32,700	8,000	10,000
E—Miscellaneous Staff			..	..	..	..
Grand Total			..	**73,600**	**2,02,800**	**49,000**

2

1959-60, 1960-61 AND 1961-62

Actual Expenditure				Remarks
58—59,	59—60,	60—61	61—62	
7	8	9	10	11
..	9,084	28,706	19,316	
..	5,306	27,844	40,645	
..	5,696	30,672	19,481	
..	14,401	29,409	11,633	
..	**34,487**	**1,16,631**	**91,075**	
..	..	35,614	4,237	
..	..	21,447	3,055	
..	..	74,096	72,385	
..	..	5,175	534	
..	..	**1,36,332**	**80,211**	
..	..	..	10,917	
..	..	2,991	2,53,376	
..	..	365	13,569	
..	..	3,483	25,803	
..	..	**6,839**	**3,03,665**	
..	32,131	8,683	11,375	
..	..	..	..	
..	**66,618**	**2,68,485**	**4,86,326**	

SCHEDULE

NUMBER OF FORMS

District	Appointment parwanas of charge officers		Appointment parwanas of Zonal officers		Appointment parwanas of circle Supervisors		Appointment parwanas of Block Enumerators		Mauza Register	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	2	3	4	5	6	7	8	9	10	11
1. Anantnag	6	3	26	26	238	179	1,269	1,105	50	50
2 Srinagar	8	4	33	28	166	153	1,206	1,037	31	31
3. Baramulla	16	8	72	64	311	170	1,358	1,039	49	49
4. Ladakh	4	2	13	13	32	32	286	200	11	11
5. Doda	8	4	50	50	116	116	560	558	28	28
6. Udhampur	6	3	34	34	78	77	362	345	28	28
7. Jammu	10	5	37	37	148	147	845	803	54	54
8. Kathua	6	3	26	15	133	89	665	423	24	24
9. Poonch	8	4	36	36	101	101	611	600	25	25

3--A

SUPPLIED AND USED

Charge/Circle Extract		Enumerator's Abstract		Circle Summary		Zonal Summary		Charge Summary	
Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
12	13	14	15	16	17	18	19	20	21
9	6	2,531	2,210	538	358	77	52	12	6
12	8	2,254	2,074	396	306	76	56	13	8
24	16	2,185	2,078	357	340	146	128	25	16
6	4	480	400	80	64	30	26	4	4
12	8	1,120	1,116	252	232	124	100	8	8
9	6	700	690	160	154	75	68	6	6
5	10	1,620	1,606	300	294	80	74	10	10
9	6	866	846	180	178	30	30	10	6
12	8	1,230	1,222	206	202	80	72	10	8

SCHEDULE 3—B

NUMBER OF ENUMERATION SCHEDULES SUPPLIED AND USED

S. No.	District	Houselist forms (000)		Household Schedules				Individual Slips			
				50 schedule pads		25 schedule pads		100 slip pads		25 slip pads	
		Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
1	2	3	4	5	6	7	8	9	10	11	12
1.	Anantnag . . .	26,339	14,974	2,833	2,803	1,097	1,086	37,231	36,931	9,290	8,890
2.	Srinagar . . .	19,793	10,878	2,686	2,675	837	825	39,944	39,753	9,404	9,024
3.	Baramulla . . .	24,025	13,510	2,876	2,869	955	940	3,125	3,118	2,222	2,201
4.	Ladakh . . .	2,500	2,130	440	436	172	168	1,731	1,724	1,003	985
5.	Doda . . .	9,000	5,952	1,697	1,690	400	396	2,653	25,944	3,000	2,950
6.	Udhampur . . .	10,000	6,582	1,212	1,202	358	354	2,977	2,930	1,700	1,600
7.	Jammu . . .	12,000	11,102	2,671	2,668	500	487	7,225	7,210	2,000	1,980
8.	Kathua . . .	6,000	5,396	1,060	1,058	350	339	2,426	2,395	2,000	1,875
9.	Poonch . . .	7,000	6,052	1,670	1,663	400	385	4,174	4,168	2,000	1,925

SCHEDULE 4

CENSUS DIVISIONS AND AGENCY

S. No.	District	Inhabited Rural Mauzas	Cities and Towns	Number of						Average number of houses per		
				Charges	Circles	Blocks	Charge Officers	Super-visors	Enume-rators	Charge Officer	Super-visor	Enume-rator
1	2	3	4	5	6	7	8	9	10	11	12	13
1.	Anantnag . .	1,191	6	4	179	1,105	4	179	1,105	22,913	512	83
2.	Srinagar . .	689	3	4	153	1,037	4	153	1,037	22,120	578	85
3.	Baramulla .	1,042	9	8	170	1,039	8	170	1,039	10,674	502	82
4.	Ladakh . .	237	1	2	32	200	2	32	200	7,548	472	75
5.	Doda . .	654	6	4	116	558	4	116	558	10,412	359	75
6.	Udhampur .	620	4	3	77	345	3	77	345	15,161	591	132
7.	Jammu . .	1,037	7	5	147	803	5	147	803	17,826	606	111
8.	Kathua . .	542	4	3	89	423	3	89	423	14,091	475	100
9.	Poonch . .	574	3	4	101	600	4	101	600	13,137	520	88

Note :—1. Figures shown under columns 11, 12 and 13 are based on approximate number of houses reported by the District Census Officers.

2. The statement is exclusive of Army figures.

SCHEDULE

DISTRICT CENSUS

(District/Taluk, etc.,

S. No.	District	District Offices Establishment				
		Particulars of staff	From Date	To Date	Pay	D. A and other allowances
1	2	3	4	5	6	7
1.	Anantnag . .	1. One Senior Assistant (70-6-130) 2. One Junior Assistant (60-5-100) 3. One Orderly (25-1-30)	1-3-60	15-4-61	2032	1049
2.	Srinagar . .	—do—	—do—	—do—	2160	1111
3.	Baramulla . .	—do—	—do—	—do—	1917	967

5—A

CHARGES

Establishment)—*contd.*

	Taluk/Thana/City, etc., establishment				Paid Enumerators		
Particulars of Staff	From Date	To Date	Pay	D. A. and other allowances	No.	Pay	T. A.
8	9	10	11	12	13	14	15
Tehsil Anantnag One Junior Assistant (60-5-100)	1-3-60	31-3-61	789	611	..	..	..
Tehsil Kulgam	,,	,,	915	482	..	..	..
—do—							
Tehsil Pulwama	,,	,,	929	630	..	..	..
—do—							
Tehsil Pahalgam	,,	,,	120	50	..	..	..
—do—							
Tehsil (Khas) Srinagar	,,	,,	586	334	..	..	..
—do—							
Tehsil Badgam	,,	,,	598	369	..	..	..
—do—							
Tehsil Ganderbal	,,	,,	675	381	..	..	..
—do—							
Srinagar Municipality One Senior Assistant (70-6-130)	,,	,,	1,456	1,035	..	..	..
Tehsil Baramulla One Junior Assistant (60-5-100)	,,	,,	760	550	..	..	..
Tehsil Handwara	,,	,,	773	511	..	..	..
—do—							
Tehsil Sonawari	,,	,,	668	361	..	..	..
—do—							
Tehsil Karnah	,,	,,	263	359	..	..	..
—do—							
Tehsil Uri	,,	,,	505	383	..	..	..
—do—							
Tehsil Sopore	,,	,,	308	402	..	..	..
—do—							

SCHEDULE

DISTRICT CENSUS

(District/Taluk, etc.,

S. No.	District	District Offices Establishment				
		Particulars of staff	From Date	To Date	Pay	D. A and other allowances
1	2	3	4	5	6	7
4.	Ladakh . . .	1. One Senior Assitant (70-6-130) 2. One Junior Assistant (60-5-100) 3. One Orderly (25-1-30)	1-3-60	End of Oct. 1960	723	1,200
5.	Doda . . .	—do—	—do—	15-4-61	1,348	834
6.	Udhampur . .	—do—	—do—	—do—	2,319	1,127
7.	Jammu . . .	—do—	—do—	—do—	2,085	1,191

5—A

CHARGES

Establishment)—*contd.*

Taluk/Thana/City, etc., establishment					Paid Enumerators		
Particulars of Staff	From Date	To Date	Pay	D. A. and other allowances	No.	Pay	T. A.
8	9	10	11	12	13	14	15
Tehsil Ladakh One Junior Assistant (60-5-100)	1-3-60	End of Oct. 1960	368	444	..	..	..
Tehsil Kargil	,,	,,	393	362	..	..	..
—do—							
Tehsil Doda	,,	31-3-61	517	245	..	..	..
—do—							
Tehsil Ramban	,,	,,	456	311	..	..	..
—do—							
Tehsil Bhaderwah	,,	,,	420	248	..	..	..
—do—							
Tehsil Kishtwar	,,	,,	641	550	..	..	..
—do—							
Tehsil Udhampur	,,	,,	752	425	..	..	..
—do—							
Tehsil Reasi	,,	,,	915	361	..	..	..
—do—							
Tehsil Ramnagar	,,	,,	720	352	..	..	..
—do—							
Tehsil Jammu	,,	,,	733	281	..	..	..
—do—							
Tehsil Samba	,,	,,	712	367	..	..	..
—do—							
Tehsil Akhnoor	,,	,,	705	384	..	..	..
—do—							
Tehsil R. S. Pora	,,	,,	706	369	..	..	..
—do—							
Jammu Municipality	,,	,,	800	584	..	..	..
—do—							

SCHEDULE

DISTRICT CENSUS

(District/Taluk, etc.,

S. No.	District	District Offices Establishment				
		Particulars of staff	From Date	To Date	Pay	D. A and other allowances
1	2	3	4	5	6	7
8.	Kathua . . .	1. One Senior Assistant (70-6-130) 2. One Junior Assistant (60-5-100) 3. One Orderly (25-1-30)	1-3-60	15-4-61	2,839	1,374
9.	Poonch . . .	—do—	—do—	—do—	1,099	828
					16,522	**9,681**

Note :—Other allowances are inclusive of T. A., honoraria to certain clerks, etc.

5—A

CHARGES

Establishment) .

Particulars of Staff	Taluk/Thana/City, etc., establishment				Paid Enumerators		
	From Date	To Date	Pay	D. A. and other allowances	No.	Pay	T. A.
8	9	10	11	12	13	14	15
Tehsil Kathua One Junior Assistant (60-5-100)	1-3-60	31-3-61	720	432	..	..	..
Tehsil Basohli	,,	,,	895	418	..	..	..
—do—							
Tehsil Hiranagar	,,	,,	714	362	..	..	..
—do—							
Tehsil Haveli (Poonch)	,,	,,	600	392	..	..	..
—do—							
Tehsil Mendhar	,,	,,	780	465	..	..	..
—do—							
Tehsil Rajouri	,,	,,	718	643	..	..	..
—do—							
Tehsil Nowshehra	,,	,,	720	368	..	..	..
—do—							
			23,330	14,821			

SCHEDULE 5—B

DISTRICT CENSUS CHARGES

(Honorarium to Enumeration Staff)

S. No.	District	Number of		Honorarium Paid							
		Super-visors	Enumera-tors	Houselisting		Supervision		Enumeration		Total	
				60—61	61—62	60—61	61—62	60—61	61—62	60—61	61—62
1	2	3	4	5	6	7	8	9	10	11	12
1.	Anantnag . . .	179	1,105	5,525	..	1,473	2,273	5,525	7,846	12,523	10,119
2.	Srinagar . . .	153	1,037	5,185	..	1,382	2,133	5,185	7,363	11,752	9,496
3.	Baramulla . . .	170	1,039	5,195	..	1,385	2,137	5,195	7,377	11,775	9,514
4.	Ladakh . . .	32	200	1,000	..	267	411	1,000	1,420	2,267	1,831
5.	Doda	116	558	2,790	..	744	1,137	2,790	3,926	6,324	5,063
6.	Udhampur . . .	77	345	1,725	..	460	697	1,725	2,407	3,910	3,104
7.	Jammu . . .	147	803	3,655	..	1,068	1,654	4,015	5,701	8,738	7,355
8.	Kathua . . .	89	423	2,115	..	563	867	2,115	2,989	4,793	3,856
9.	Poonch . . .	101	600	3,000	..	800	1,166	3,000	4,026	6,800	5,192
10.	Army	92	198	..	..	680	240	1,570	380	2,250	620
		1,156	**6,308**	**30,190**	..	**8,822**	**12,715**	**32,120**	**43,435**	***71,132**	***56,150**

**Note* :—An amount of Rs. 7,600, which could not be disbursed, was refunded into the Treasury. The total honorarium paid was therefore Rs. 1,19,682 only.

SCHEDULE 5—C

DISTRICT CENSUS CHARGES—OTHER CHARGES

S. No.	District	Tehsil/ City	Local Purchase of Stationery	Freight	Postage	Miscella-neous	Total
1	2	3	4	5	6	7	8
				Rs.	Rs.	Rs.	Rs.
1.	Anantnag	...	...	125	100	...	225
2.	Srinagar	...	...	125	125	34	284
3.	Ladakh	...	...	90	60	...	150
4.	Baramulla	...	...	164	100	...	264
5.	Doda	...	...	100	120	...	220
6.	Udhampur	...	...	100	60	...	160
7.	Jammu	...	...	111	200	...	311
8.	Kathua	...	...	125	200	...	325
9.	Poonch	...	...	170	200	...	370
10.	...	Tehsil Anantnag	...	...	60	...	60
11.	...	,, Pulwama	...	52	65	...	117
12.	...	,, Kulgam	...	...	60	...	60
13.	...	,, Srinagar	...	...	30	...	30
14.	...	,, Badgam	...	...	55	...	55
15.	...	,, Ganderbal	...	...	40	...	40
16.	...	Administrator Municipality Srinagar	...	1,490	20	220	1,730
17.	...	Tehsil Baramulla	...	5	85	...	90
18.	...	,, Sopore	...	...	50	...	50
19.	...	,, Uri	...	...	50	...	50
20.	...	,, Handwara	...	88	35	...	123
21.	..	,, Sonawari	...	...	35	...	35
22.	...	,, Karnah	...	...	35	...	35
23.	...	,, Doda	..	...	35	...	35
24.	...	,, Ramban	...	...	35	...	35
25.	...	,, Kishtwar	...	...	30	...	30
26.	...	,, Bhaderwah	...	...	40	...	40

SCHEDULE 5—C

DISTRICT CENSUS CHARGES—OTHER CHARGES

S. No.	District	Tehsil/City	Local Purchase of Stationery	Freight	Postage	Miscella-neous	Total
1	2	3	4	5	6	7	8
				Rs.	Rs.	Rs.	Rs.
27.	...	Tehsil Udhampur	...	...	45	...	45
28.	...	,, Ramnagar	...	...	60	...	60
29.	...	,, Reasi	...	...	100	...	100
30.	...	,, Jammu	...	...	30	...	30
31.	...	,, Akhnur	...	...	30	...	30
32.	...	,, Samba	...	...	30	...	30
33.	...	,, R. S. Pora	...	...	30	...	30
34.	...	Administrator Municipality Jammu	...	...	30	...	30
35.	...	Tehsil Leh	...	...	20	...	20
36	...	,, Kargil	...	50	90	...	140
37.	...	,, Kathua	...	...	25	...	25
38.	...	,, Hiranagar	...	...	20	...	20
39.	...	,, Bashohli	...	7	55	...	62
40.	...	,, Poonch	...	...	40	...	40
41.	...	,, Rajouri	...	...	40	...	40
42.	...	,, Nowshehra	...	...	40	...	40
43.	...	,, Mendhar	...	13	30	...	30
	Total		...	**2,815**	**2,640**	**254**	**5,709**

SCHEDULE 6

Sl. No.	Item	Unit	Stationery Indents for the office of the Superintendent of Census Operations and Affiliated offices — Number of Units		
			1959-60	1960-61	1961-62
1	2	3	4	5	6
1.	Pencil Copying	Dozens	1	...	...
2.	Pencil	,,	3	14	9
3.	Pencil Red and Blue	,,	1	10	10
4.	Pen-holder Clerical	Nos.	14	150	48
5.	Uninked Pad	,,	3	3	...
6.	Ribbon for Typewriter	,,	6	32	8
7.	Ink powder Red	Packets	5	13	...
8.	Rubbers Big	Nos.	10	2	...
9.	Rubbers Small	,,	6	43	41
10.	Type Cleaning Brush	,,	2	3	...
11.	Long Brush	,,	3	...	...
12.	Paper Clip	Boxes	4	4	...
13.	Nibs	Dozens	12	96	...
14.	Wire Staples	Packets	1	6	...
15.	Punching Machine	No.	1	...	...
16.	Blue Black Ink	Packets	18	39	42
17.	Paper Weight Glass	Nos.	4	6	...
18.	Twine White	Balls	6	...	...
19.	Twine Jute	,,	6	...	...
20.	Twine Red and White	,,	12	...	...
21.	Tags	Bundles	10	10	20
22.	Gum Arabic	Lbs.	½	5	4
23.	Carbon Paper	Reams	1½	399 Sheets	2½ Reams
24.	Stapling Machine	No.	1	...	...
25.	Rulers Wooden	Nos.	2	...	...
26.	Duplicating Brushes	,,	2	...	...
27.	Stencil Pad	,,	1	...	...
28.	Wrapping Paper	Sheets	100	480	...

SDHEDULE 6

Sl. No.	Item	Unit	Stationery Indents for the office of the Superintendent of Census Operations and Affiliated offices — Number of Units		
			1959-60	1960-61	1961-62
1	2	3	4	5	6
29.	Duplicating Ink	Tubes	12	24	...
30.	Ink Pots Glass	Nos.	12	26	6
31.	Fountain Pen Ink B/B	Bottles	4	8	10
32.	Gum Bottles Glass Empty	Nos.	2	9	...
33.	Duplicating Paper	Reams	21	26	20
34.	Blotting Paper	Sheets	100	243	...
35.	Sutli (hemp)	Lbs.	2	2	12
36.	White Paper Cream Laid	Reams	4	R Sheets 3-320	...
37.	Shorthand Note Book	Nos.	12	...	4
38.	Stencil Pen	No.	1	...	...
39.	Pin Cushion	Nos.	4	16	3
40.	Blotters Wooden	, ,	4	6	...
41.	1-Qr. Ruled Register	, ,	12	...	...
42.	2-Qrs. Ruled Register	, ,	6	...	...
43.	3-Qrs. Unruled Register	, ,	6	...	...
44.	Type-Paper	Reams	10	36	32
45.	Note Sheet Register	Nos.	5	4	...
46.	Stencil Paper	Qrs.	6	Ream Sheets 1-130	336 Sts.
47.	Sealing Wax Red	Boxes	10	...	...
48.	Confidential Tray	No.	1	...	...
49.	Blotting Pad	Nos.	9	...	...
50.	Penholder Superior	, ,	6	2	...
51.	Call Bell	, ,	1	2	...
52.	Shourie Duplicating Ink	Tubes	...	6	6
53.	Pins	Pockets	20	91	118
54.	Awls	Nos.	...	2	3

SCHEDULE 6

Sl. No.	Item	Unit	Stationery Indents for the office of the Superintendent of Census Operations and Affiliated offices — Number of Units		
			1959-60	1960-61	1961-62
1	2	3	4	5	6
55.	Duster	Nos.	...	6	...
56.	Ink Stand Wooden	,,	...	2	...
57.	Ink Stand Becolite	,,	...	2	...
58.	Wax Candles	,,	...	48	6
59.	Drawing Brushes	,,	...	2	6
60.	Drawing Pins	,,	...	24	60
61.	Reeves Ink	Bottles	...	14	17
62.	Tracing Cloth	Rolls	...	1½	1
63.	Set Square	Nos.	...	4	...
64.	Parallel Roller	No.	...	1	...
65.	Colour Pencils	Box	...	1	...
66.	Water Colour	Nos.	...	12	24
67.	Cloth (Khader)	Yards	...	68	22
68.	Oil for Type-writer	Phials	...	8	...
69.	D. O. Paper	Sheets	...	100	300
70.	Scissors	Nos.	...	3	...
71.	Stamp Ink	Phials	...	3	...
72.	Paper Knife	Nos.	...	6	...
73.	Ink-stand Glass	No.	...	1	...
74.	Gunny Bag Cloth	Yards	...	80	6
75.	Kent Paper	Sheets	...	24	10
76.	Assorted Water Colour Tube	Nos.	...	12	...
77.	Assorted Water Colour Bottle	,,	...	9	2
78.	Crowquill Nib	,,	...	3	...
79.	China Slab	,,	...	2	...
80.	Enamel Mug	No.	...	1	...
81.	T. Square	,,	...	1	...

SDHEDULE 6

Sl. No.	Item	Unit	Stationery Indents for the office of the Superintendent of Census Operations and Affiliated offices — Number of Units		
			1959-60	1960-61	1961-62
1	2	3	4	5	6
82.	Geometry Box	No.	...	1	...
83.	Tracing Paper	Roll	...	1	...
84.	Drawing Board	No.	...	1	...
85.	Correcting Fluid	Phials	...	6	...
86.	Amonia Paper	Rolls	...	3	...
87.	Liquid Amonia Bottle	Bottles	...	2	1
88.	Water Colour Brush	Nos.	...	5	...
89.	Ferro Paper	Rolls	...	4	5
90.	Glass Sheet Plate	No.	...	...	1
91.	Drawing Paper	Sheets	...	...	10
92.	Magnifying Glass	Nos.	...	...	2
93.	Shading Screen	Sheets	...	...	30
94.	Paper Badami	,,	...	400	...
95.	White Paper (26″×40″)	Reams	1,096	...	...
96.	Envelopes S E—5	Nos.	...	...	2,400
97.	Envelopes S E—7	,,	...	...	800
98.	Typewriter	Nos.	2	1	...
99.	Calculating Machine	,,	...	2	...
100.	Duplicator	,,	1	...	...
	Tabulation Office Srinagar				
1.	Call Bell	Nos.	...	...	2
2.	Gum Arabic	Lbs.	...	...	4
3.	Gum Bottle Glass Empty	Nos.	...	...	6
4.	Scissors	Dozen	...	...	1
5.	Pins	Packets	...	...	100
6.	Blotting Paper	Reams	...	...	½
7.	Paper Weight Glass	Nos.	...	...	4

SDHEDULE 6

Sl. No.	Item	Unit	Stationery Indents for the office of the Superintendent of Census Operations and Affiliated offices — Number of Units		
			1959-60	1960-61	1961-62
1	2	3	4	5	6
8.	Pin Cushion	Nos.	...	...	6
9.	Uninked Pad	,,	...	...	6
10.	Wooden Blotter	,,	...	...	2
11.	Stamp Ink	,,	...	...	3
12.	Tags	,,	...	...	2,000
13.	Sealing Wax Red	Boxes	...	...	4
14.	Stapling Machine	No.	...	...	1
15.	Staples Wire	Boxes	...	...	8
16.	Twine Jute	Lbs.	...	...	10
17.	Penholder Clerical	Dozens	...	...	20
18.	Pen Nibs	,,	...	...	40
19.	Pencil Red	,,	...	...	30
20.	,, Green	,,	...	...	30
21.	,, Middling	,,	...	...	104
22.	,, Copying	,,	...	...	30
23.	Wooden Ruler 36"	,,	...	...	1
24.	Rubbers	Dozens	...	...	30
25.	Ink Powder Blue Black	Packets	...	...	150
26.	Ink Powder Red	,,	...	...	50
27.	Fountain Pen Ink B/B	Nos.	...	...	6
28.	Ink Pot Glass	,,	...	...	150
29.	Desk Knife	,,	...	...	12
30.	Pencil Blue	Dozens	...	...	30
31.	Long Cloth (35" × 36")	Yards	...	...	12
	Tabulation Office Jammu				
1.	Penholder Clerical	Dozens	...	...	15
2.	Pencil Middling	Dozens	...	...	84
3.	Pencil Copying	,,	...	...	24

SCHEDULE 6

Sl. No.	Item	Unit	Stationery Indents for the office of the Superintendent of Census Operations and Affiliated offices — Number of Units		
			1959-60	1960-61	1961-62
1	2	3	4	5	6
4.	Rubber	Dozens	...	...	24
5.	Blotting Paper	Sheets	...	...	250
6.	Nibs	Dozens	...	...	32
7.	Ink Powder Blue Black	Packets	...	...	90
8.	Ink Powder Red	,,	...	...	40
9.	Gum Arabic	Lbs.	...	...	2
10.	Desk Knife	Nos.	...	...	9
11.	Scissors	,,	...	...	9
12.	Pin Cushion	,,	...	...	4
13.	Uninked Pad	,,	...	...	4
14.	Tags	,,	...	...	1,000
15.	Stapling Machine	No.	...	...	1
16.	Staples wire (1,000 in a box)	Boxes	...	...	4
17.	Twine Jute	Lbs.	...	...	6
18.	Rulers Wooden 36"	Nos.	...	...	12
19.	Pins	Packets	...	...	80
20.	Blotters Wooden	No.	...	...	1
21.	Sealing Wax Red	Boxes	...	...	3
22.	Ink Pot Glass	Dozens	...	...	10
23.	Paper Weight Glass	Nos.	...	...	3
24.	Fountain Pen Ink B/B	,,	...	...	2
25.	Gum Bottles glass Empty	,,	...	...	4
26.	Stamp Ink	,,	...	...	2
27.	Call Bell	,,	...	...	1
28.	Type Paper	Reams	...	...	12
29.	Carbon Paper	Sheets	...	...	400
30.	Ribbon for Typewriter	Nos.	...	...	12
31.	Twine Jute	Lbs.	...	...	8

SCHEDULE 7

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS

Sl. No.	Description	No. of file
1.	Circulars issued to Deputy Commissioners etc., regarding conduct of Census work.	6
2.	Census of Army personnel	6/A
3.	Census of Air Force Personnel	6/AF
4.	Census in Snowbound Areas	8
5.	Census Publicity	11
6.	Distribution of Census Posters and Pamphlets	11/A
7.	Cinema Slides for Publicity of Census Operations	11/B
8.	Books	13
9.	Vital Statistics	15
10.	Financial Powers	16
11.	List of villages across Cease-fire Line	20
12.	Census of Municipal Area Srinagar	21/S
13.	Census of Municipal Area Jammu	21/J
14.	Villages and towns newly sprung up or those that have ceased to exist	22
15.	List of Towns and Notified Areas	22 (i)
16.	List of Hospitals and Dispensaries	25
17.	National Sample Survey	29
18.	Rainfall Statistics	32
19.	Socio-economic Survey of selected villages	33
20.	Questionnaire relating to Consangiuneous Marriages	33/A
21.	Topo Maps for Socio-economic Survey	33/B
22.	Proceedings of meetings convened with District authorities	35
23.	Changes in Municipal Areas	36
24.	Jurisdictional changes in States, Districts, Tehsils and Municipalities	36/A
25.	Sample Census	40
26.	Location code numbers of Tehsils	41
27.	Tehsilwise population as estimated by Tehsildars on 1941 Census basis	42
28.	List of Scheduled Castes and Tribes	63
29.	Compilation of National Atlas of India	64
30.	House numbering	79
31.	Data of household industries in the State	86

SCHEDULE 7

NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS

Sl. No.	Description		No. of file
32.	Printing of Village Handicraft Schedules	...	86/A
33.	Data of land owned or held from Government or private persons, institutions, etc., for incorporation in Household Schedules	...	87
34.	Census Calendar for Snowbound Areas	...	88
35.	Priority for Census communications at Post and Telegraph offices and special stamp cancellation slogans	...	89
36.	Re-arrangement of Census data at sorting and tabulation stage to yield basic figures for NES blocks	...	91/A
37.	Training of Census Staff	...	92
38.	Printing of Census forms and pamphlets locally	...	97
39.	Agenda and summary of proceedings of Census Conference held between 24th September and Ist October, 1959	...	99
40.	Pre-test of Census	...	105
41.	Classification of towns	...	106
42.	Instructions to Enumerators and amendments thereto etc.	...	108
43.	Distribution of Census forms	...	112
44.	Preparation of General Village and Town Register	...	113
45.	Detailing of teachers for Census work during vacations and their attendance in Census meetings	...	126
46.	Circulars issued by Superintendents of Census Operations	...	129
47.	Population figures from Houselist Abstracts for calculating Mid-year population estimates	...	132
48.	Formation of Circles, Blocks, etc., in Municipalities and T. A. C's in collaboration with National Sample Survey Organisation	...	137
49.	Calendar for Accessible Areas	...	138
50.	Registrar General, India's circular regarding contents of District Handbooks	...	140
51.	Registrar General, India's circulars on Sample Census	...	141
52.	Concessions for Government servants employed on Census Work	...	147
53.	Area of Towns in square miles and acres	...	149
54.	District-wise lists of Educational institutions for examining rise in literacy	...	154
55.	Classification of Languages	...	158
56.	Units and villages with Urban characteristics	...	160
57.	Census Conference in Srinagar from 5th to 13th August 1960	...	161
58.	Role of Deputy Commissioners in the coming Census	...	167

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Sl. No.	Description		No. of file
59.	Award of Medals	...	172
60.	Block Abstracts for Enumerators, Supervisors, Zonal Officers and Charge Superintendents	...	173
61.	Tour Note of Deputy Registrar General, India (24-29 June 1960)	...	180
62.	Filled-up Houselist forms : Correspondence relating to	...	184
63.	Mechanical Tabulation for 1961 Census : Accurate recording of Household Industry	...	186
64.	Livestock Census—1961	...	198
65.	Publication of Historical Atlas Volume of India and its States	...	200
66.	Instructions for preparation of Housing Tables	..	201
67.	Enumeration of technically qualified persons	...	205
68.	Training of Census staff	...	207
69.	Lists of teachers engaged on Census work	...	208
70.	Lists of reserve Census staff	...	209
71.	Grant of leave to Government employees engaged on Census work	...	214
72.	List of fairs and festivals	...	219
73.	Allowances and honoraria to District Census Officers, Charge Superintendents, etc.	...	230
74.	Area in sq. miles and sq. kilometres of Districts,Tehsils and Towns of Jammu and Kashmir	...	234
75.	Tabulation Plan	...	235
76.	Area of each village, block and ward of towns and cities for preparation of Primary Census Abstract	...	244
77.	Blockwise information regarding land utilisation, cropping pattern, Small Scale Industries	...	245
78.	Calendar of Events	...	249
79.	Post Enumeration Check : Sample verification, 1961	...	252
80.	Recast of Table A—II : Method of working out population of previous Censuses	...	256
81.	Alphabetical list of occupations and detailed National Classification of Occupations	..	261
82.	Sorting and Compilation Instructions	...	271
83.	Confidential Rolls of Gazetted Staff	...	277
84.	Growth of population in respect of growth of income, capital investment and employment	...	296

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NUMBER AND LOCATION OF IMPORTANT FILES AND DOCUMENTS

Sl. No.	Description		No. of file
85.	Checks to test arithmetical accuracy of tables	...	297
86.	Progress Reports of Tabulation work	...	298
87.	Proceedings of Regional Conference held at Darjeeling between 5th and 7th June 1961	...	299
88.	Village Directory	...	303
89.	Administration Report on Enumeration	...	304
90.	Household Schedules Tabulation	...	305
91.	Rural and Tribal Craft Survey	...	306
92.	Primary Census Abstracts	...	307
93.	Notional Maps of villages and blocks of urban areas	...	313
94.	Flow chart showing stages of preparation of Sorter's Tickets, Compiler's Posting Statements and connected tables	...	314
95.	Data of births by sex to women in reproductive age-groups	...	317
96.	Demographic study of Cities and Towns	...	325
97.	Maps to be included in the Census Report	...	326
98.	Proceedings of Regional Meeting at Trivandrum	...	327
99.	Proceeding of Tabulation Meeting at Srinagar, 21-23/6/61	...	328
100.	Printing of 1961 Census Publications	...	329
101.	Post Census Survey. Sample Survey of Fertility of ever-married women	...	330
102.	Preparation of Census Tables	...	332
103.	Time Table for despatch of Census Tables	...	336
104.	Setting up a Study Camp in Delhi during the first week of December 1961	...	337
105.	Proceedings of the Tabulation Meeting held at Darjeeling between the 5th and 7th June 1961	...	338
106.	Ethnographic Notes	...	339
107.	Characteristics of towns in Jammu and Kashmir Territory	...	345
108.	Third Conference of Superintendents of Census Operations at New Delhi in February 1962	...	348
109.	Printing of District Census Handbooks	...	353
110.	Contents of 1961 Census Report, Chapter-wise	...	355
111.	Data regarding preparation of Inset Tables	...	357
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113.	A-Series Tables	...	369

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114.	B-Series Tables	...	370
115.	C-Series Tables (Treatment of Age and Sex ratio)	...	371
116.	Classification of tenures in Household Schedules	...	373
117.	Progress of Fertility Survey data, sampling, coding and Household Schedules Tabulation	...	375
118.	D-Series Tables	...	377
119.	Study of Migration Trends	...	379
120.	Working Force Estimates—1901—1951 (Subsidiary Economic Tables)	...	381
121.	Summary of discussions between Superintendents of Census Operations, Jammu and Kashmir, Himachal Pradesh, Punjab and Delhi held at Simla	...	385
122.	Final Population Totals	...	387
123.	Intercensal population Growth	...	451
124.	Report on Housing Tables	...	459
125.	Monographs on selected crafts	...	460
126.	SCT, SC and ST Tables	...	462
127.	Administration Report on Tabulation	...	466
128.	Subsidiary A-Series Tables	...	468
129.	Allotment of symbol Nos. to 1961—Census Publications	...	485

SCHEDULE 8

SUMMARY OF STAFF EMPLOYED IN THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS AS ON 31-3-1961

Sl. No.	Designation	No.	Period	Rates of pay excluding allowance	Remarks
			I. GAZETTED		
1.	Superintendent of Census Operations	1.	From 22-9-1959 From 10-8-1960	Rs. 800/-+Rs. 300/- Special Pay +Rs. 100/- Personal Pay Rs. 850/- +300/- Special Pay +100/- Personal Pay	One deputation from State Government
2.	Deputy Superintendent	2.	1—From 26-12-1959 & 1—From 14-3-1960	(i) Rs. 310/- +Rs. 103/- Deputation Pay (ii) Rs. 175/- +Rs. 58/- Deputation Pay	-do- -do-
			II. NON-GAZETTED		
1.	Office Superintendent	1.	From 23-1-1960	Rs. 250/- less by amount of pension	Re-employed (Retired hand of State Government)
2	Statistical Assistants	2.	1—From 30-12-1959 & 1—From 9-4-1960	Rs. 210/- each	On deputation from State Government
3.	Accountant-Cum-Cashier	1.	From 9-1-1960	Rs. 130/-+Rs. 26/- Deputation Pay + Rs. 10/- for handling Cash	-do-
4.	Stenographer	1.	From 12-4-1960	Rs. 210/-	-do-
5.	Socio-economic Investigators	2.	1—From 12-4-1960 1—From 13-4-1960	Rs. 210/- each	One on deputation from State Government and one directly recruited
6.	Upper Division Clerks	3.	1—From 1-7-1960 1—From 1-8-1960 & 1—From 25-3-1960	Rs. 130/-	1—on deputation from State Government and 2—directly recruited
7.	Lower Division Clerks	6.	1—From 17-2-1960 1—From 14-4-1960 1—From 29-4-1960 1—From 14-5-1960 & 2—From 21-7-1960	Rs. 110/- each	Directly recruited
8.	Draftsman	1.	From 26-6-1960	Rs 175/- less by pension	Re-employed (Retired hand of State Govt.)
9.	Artist	1.	From 3-9-1960	Rs. 130/-	Directly recruited
10.	Orderlies	6.	One from 3-8-1957 One from 12-1-1960 Two from 13-1-1960 Two from 15-4-1960	Rs. 70/- each	-do-

SCHEDULE 9

ABSTRACT OF TOURS OF THE SUPERINTENDENT OF CENSUS OPERATIONS

Date of Departure	Date of return	Destination	No. of hours of conference and discussion	Places visited enroute	No of miles travelled by road
1	2	3	4	5	6
29.10.59	29 10.59	Baramulla	7 hours		64
3.11.59	3.11.59	,,	4 ,,		64
5.11.59	5.11.59	Anantnag	7 ,,		68
23.11.59	23.11.59	Kulgam	3½ ,,		84
30.11.59	30.11.59	Pulwama	4 ,,		40
3.12.59	3.12.59	Badgam, Ganderbal	6 ,,		44
4.12.59	4.12.59	Anantnag	3 ,,		68
6.12.59	23.12.59	Jammu	128 ,,	Banihal, Doda, Bhaderwah, Udhampur, Jammu, Kathua, Rajouri	788
4. 1.60	4. 1.60	Anantnag	2 ,,		68
11. 1.60	11. 1.60	Handwara	4 ,,		102
12. 1.60	12. 1.60	Sopore	3 ,,		60
8. 2.60	8. 2 60	Rampore	3 ,,		100
9. 2.60	9. 2.60	Baramulla	3 ,,		90
11. 2.60	11. 2.60	Ganderbal	3 ,,		26
17. 2.60	4. 3.60	Kishtwar	60 ,,	Jammu, Kathua, Bashohli, Reasi, Batote, Kishtwar	701
2. 4.60	2. 4.60	Bandipur	4 ,,		70
3. 4.60	4. 4.60	Loragam	6 ,,	Tral	58
14. 4.60	14. 4.60	Pahalgam	5 ,,		118
26. 4.60	26. 4.60	Baramulla	3 ,,		68
27. 4.60	27. 4.60	Kokernag	5 ,,	Wayil, Gudola, Dukson	122
29. 4.60	29. 4.60	Anantnag	2 ,,		68
3. 5.60	3. 5.60	Pahalgam	2 ,,		118
11. 5.60	11. 5.60	Sonawari	4 ,,		32
15. 5.60	25. 5.60	Jammu	26 ,,	Batote, Udhampur, Reasi, Rajouri, Mendhar, Poonch, Sarankote, Akhnoor, Kud	776
30. 5.60	30. 5.60	Tangmarg	4 ,,		54
11. 6.60	11. 6.60	Sonamarg	5 ,,	Ganderbal, Kangan	102
11. 6.60	12. 6.60	Achhabal	6 ,,	Pampore, Bijbehara, Khanabal	78

SCHEDULE 9

ABSTRACT OF TOURS OF THE SUPERINTENDENT OF CENSUS OPERATIONS

Date of Departure	Date of return	Destination	No. of hours of conference and discussion	Places visited enroute	No. of miles travelled by road
1	2	3	4	5	6
16. 6.60	16. 6.60	Pahalgam	4 Hours		118
20. 6.60	20. 6.60	Sonamarg	3 ,,		102
21. 6.60	21. 6.60	Pahalgam	3 ,,		118
22. 6.60	22. 6.60	Gulmarg	5 ,,		58
29. 6.60	29. 6.60	Kulgam	15 ,,	Shupiyan	112
2. 7.60	2. 7.60	Pulwama	6 ,,		44
3. 7.60	4. 7.60	Tangdara (Karnah)	7 ,,		206
6. 7.60	7. 7.60	Bijbehara	7 ,,		58
14. 7.60	14. 7.60	Chandhar	3 ,,		26
15. 7.60	15. 7.60	Gurez	5 ,,		150
16. 7.60	16. 7.60	Verinag	5 ,,	Kulgam	116
18. 7.60	18. 7.60	Pahalgam	6 ,,	Anantnag	118
19. 7.60	19. 7.60	Handwara	7 ,,	Cherakote	124
20. 7.60	20. 7.60	Sonawari	4 ,,		32
21. 7.60	21. 7.60	Pahalgam	2 ,,		134
23. 7.60	23. 7.60	Kangan	3 ,,		48
26. 7.60	26. 7.60	Handwara	6 ,,	Kupwara	114
27. 7.60	20. 8.60	Delhi, Jammu	88 ,,	Batote, Jammu, Kathua, Poonch, R. S. Pora, Pathankote, Delhi, Domel, Katra, Udhampur, Kud, Batote, Bhaderwah	1654
26. 8.60	26. 8.60	Badgam	4 ,,		18
28. 8.60	30. 8.60	Kargil	9 ,,		294
8. 9.60	8. 9.60	Uri	4 ,,		126
9. 9.60	10. 9.60	Handwara	7 ,,	Zachaldara, Sopore	104
12. 9.60	12. 9.60	Gulmarg	3 ,,		58
13. 9.60	13. 9.60	Kulgam	6 ,,	Shupiyan, Pulwama	112
14. 9.60	14. 9.60	Baramulla	3 ,,		68
15. 9.60	15. 9.60	Handwara	5 ,,	Kupwara, Chowalgam	136
16. 9.60	16. 9.60	Kangan	2 ,,		48
17. 9.60	17. 9.60	Pahalgam	3 ,,	Anantnag	122

SCHEDULE 9

ABSTRACT OF TOURS OF THE SUPERINTENDENT OF CENSUS OPERATIONS

Date of Departure	Date of return	Destination	No. of hours of conference and discussion	Places visited enroute	No. of miles travelled by road
1	2	3	4	5	6
18. 9.60	18. 9.60	Kralpora	7 Hours	Chowkibal	140
19. 9.60	19. 9.60	Badgam	3 ,,		18
21. 9.60	22. 9.60	Kokernag	8 ,,	Anantnag, Kulgam	88
24. 9.60	24. 9 60	Bandipur	4 ,,		70
5.10.60	6.10.60	Batote	6 ,,	Banihal, Ramban	107
7.10.60	7.10.60	Sonawari	5 ,,	Ganderbal, Safa-pora, Narbal, Tangmarg	52
9.10.60	9.10.60	Shupiyan	8 ,,	Pampore, Nahama, Kakapora	56
10.10.60	22.10.60	Jammu	31 ,,	Kathua, Rajouri, Udhampur, Ramnagar, Batote, Bhaderwah, Doda, Kishtwar, Qazi-Gund	859
24.10.60	24 10.60	Sonamarg	6 ,,	Ganderbal, Kangan	102
26.10.60	26.10.60	Kralpora	8 ,,	Chodra, Chrari-Shariff, Yous, Pkharpora, Kakapora, Pampur	68
29.10.60	29.10.60	Verinag	8 ,,	Pampur, Bijbehara, Verinag, Qazi-Gund, Kulgam, Khanabal	122
30.10.60	30.10.60	Bandipur	3 ,,	Sonawari	70
31.10.60	31.10.60	Handwara	6 ,,	Sopore	92
10.11.60	11.11.60	Handwara	5 ,,	Trehgam, Kupwara	124
12.11.60	12.11.60	Kulgam	2 ,,		86
15.11.60	15.11.60	Uri	5 ,,	Baramulla	126
16.11.60	16.11.60	Pahalgam	2 ,,		118
20.11.60	8.12 60	Jammu	26 ,,	Hiranagar, R. S. Pora, Akhnoor, Kathua, Udhampur, Reasi, Lakhanpora, Pathankote, etc.	894
10.12.60	10.12.60	Baramulla	6 ,,		68
11.12.60	11.12.60	Anantnag	6 ,,		68
12.12.60	12.12 60	Anantnag	5 ,,		68
13.12.60	13.12.60	Pulwama	5 ,,		40
14.12 60	14.12.60	Wayil	3 ,,		106
15.12.60	15.12.60	Sanderwani	4 ,,		74
16.12.60	16.12 60	Tral	7 ,,		50

SCHEDULE 9

ABSTRACT OF TOURS OF THE SUPERINTENDENT OF CENSUS OPERATIONS

Date of Departure	Date of return	Destination	No. of hours of conference and discussion	Places visited enroute	No. of miles travelled by road
1	2	3	4	5	6
17.12 60	20.12.60	Kupwara	13 ,,	Chowkibal, Handwara	168
22.12.60	22.12.60	Pahalgam	2 ,,		118
23.12.60	23.12.60	Baramulla	7 ,,		184
26.12.70	1. 1.61	Shupiyan	15 ,,	Ganderbal, Badgam	154
2. 1.61	4. 1.61	Anantnag	13 ,,		68
8. 1.61	8. 2.61	Jammu	56 ,,	Kathua, Poonch, Nowshehra, Akhnoor, Samba, Reasi	890
11. 2.61	11. 2.61	Sopore	5 ,,		60
12. 2.61	12. 2.61	Tangmarg	3 ,,		48
13. 2.61	13. 2.61	Rampur	4 ,,		102
14. 2.61	14. 2.61	Bandipur	6 ,,	Sonawari	74
15. 2.61	15. 2.61	Anantnag	4 ,,		68
16. 2.61	16. 2.61	Wayil	6 ,,	Safapora, Kangan, Sonawari	50
17. 2.61	17. 2.61	Pattan	3 ,,	Nagam	56
18. 2.61	18. 2.61	Sangam	4 ,,	Zainapora	84
19. 2.61	19. 2.61	Shupiyan	6 ,,	Pulwama	64
20. 2.61	21. 2.61	Chowkibal	10 ,,	Handwara, Chowalgam and Sogam	122
22. 2.61	22. 2.61	Chrari Shariff	5 ,,		24
23. 2.61	23. 2.61	Uri	4 ,,		126
24. 2.61	24. 2.61	Tral	3 ,,		50
25. 2.61	25. 2.61	Qazi-Gund	6 ,,	Kulgam	106
27. 2.61	27. 2.61	Kokernag	4 ,,		102
28. 2.61	28. 2.61	Baramulla	4 ,,		68
1. 3.61	7. 3.61	Jammu	11 ,,	Kathua	478
30. 3.61	30. 3.61	Ashmuqam	4 ,,		100
			Total 914½		Total 15,449
		AIR JOURNEYS			
22. 9 59	3.10.59	Delhi	48 hours		1,080
18.11.59	19.11.59	Leh	8 ,,		480
8 2 61	8. 2.61	Srinagar to Jammu			364
					Grand Total 17,373

SCHEDULE 10

CIRCULARS AND FORMS PRINTED FOR ENUMERATION PERIOD

Description of circular of forms	No of impressions	Date of printing	No. of copies printed	Size and weight of paper used	Unit of paper used		Remarks
					Reams	Sheets	
1	2	3	4	5	6	7	8
1. Urdu Abbreviations	Single	8-4-1960	8,000	$\frac{20'' \times 26''}{125 \text{ lbs.}}$	2	...	
2. English Abbreviations	,,	,,	1,000	,,	...	125	
3. Urdu Abstract of household schedules	,,	,,	24,400	$\frac{26'' \times 40''}{46 \text{ lbs.}}$	2	233	
4. English Abstract of household schedules	,,	,,	800	,,	...	42	
5. Urdu Abstract of houselist forms	,,	,,	25,000	,,	2	265	
6. English Abstract of houselist forms	,,	,,	1,600	,,	...	82	
7. Hidayat No. 1 regarding instructions for filling up the houselist	8	30-4-1960	9,250	,,	9	170	
8. Instructions to Enumerators	18	8-6-1960	8,500	,,	19	120	
9. Schedule of village handicrafts	3	7-7-1960	10,500	,,	7	477	
10. Hidayat No. 2, instructions regarding amendment in Hidayat No. 1 and preparation of 2 copies of houselists	Single	31-7-1960	8,500	,,	2	66	
11. Hidayat No. 3, regarding extension of revisional round to 5th of March, 1961	Single	,,	8,500	,,	2	66	
12. Hidayat No. 4. regarding further instructions for filling up the household Schedules	Two	31-7-1960	8,500	,,	4	132	
13. Hidayat No. 5, regarding instructions for filling up the village handicraft schedules	,,	,,	10,500	,,	5	139	

SCHEDULE 10

CIRCULARS AND FORMS PRINTED FOR ENUMERATION PERIOD

Description of circular or forms	No. of impressions	Date of printing	No. of copies printed	Size and weight of paper used	Unit of paper used		Remarks
					Reams	Sheets	
1	2	3	4	5	6	7	8
14. Hidayat No. 6, regarding instructions for enumeration of migratory population, such as Bakerwals, Shepherds and boat population, etc.	Single	7- 9-1960	4,000	$\frac{26'' \times 40''}{46 \text{ lbs.}}$	1	2	
15. Hidayat No. 7, regarding instructions for filling up columns 8 to 11 of enumeration slips	,,	9- 9-1960	8,500	,,	2	66	
16. Census Check-Post Tokens	,,	,,	550,000	,,	68	461	
17. Hidayat No. 8, regarding instructions for addition to be made to question 4 (b) of instructions to enumerators	,,	26- 9-1960	8,500	,,	1	33	
18. Boat passes	,,	20-12-1960	8,000	,,	1	5	
19. Hidayat No. 9, regarding further instructions for filling up of household schedules	,,	9- 1-1961	8,000	,,	2	10	
20. Hidayat No. 10, containing synonyms of scheduled castes, chamar, doom and megh	,,	,,	8,000	,,	1	5	
21. Housing Table compilation sheet No. 1	,,	31- 1-1961	1,500	,,	1	250	
22. -do- sheet No. 2	,,	,,	1,000	,,	1	...	
23. Hidayat No. 11, regarding general appeal to public for full-fledged co-operation in furnishing correct and complete information on census questionnaire	,,	4- 2-1961	10,000	,,	2	250	
24. Form II : Post Enumeration Check	,,	16- 2-1961	1,200	,,	...	150	

SCHEDULE 10

CIRCULARS AND FORMS PRINTED FOR ENUMERATION PERIOD

Description of circular of forms	No of impressions	Date of printing	No. of copies printed	Size and weight of paper used	Unit of paper used		Remarks
					Reams	Sheets	
1	2	3	4	5	6	7	8
25. Form III : Post Enumeration Check	Single	16- 2-1961	200	26″×40″ / 46 lbs.	...	25	
26. Form IV -do-	,,	,,	200	,,	...	13	
27. Form VI : Veirfication Slip	,,	,,	2,500	,,	...	313	
28. Form VII : Post Enumeration Check	,,	,,	400	,,	...	50	
29. Form : VIII -do-	,,	,,	200	,,	...	13	

SCHEDULE 11

TABLE SHOWING HOUSELIST, PROVISIONAL AND FINAL POPULATION, 1961 AND DATES OF RECEIPT OF PROVISIONAL TOTALS FROM DISTRICTS

Sl. No.	District	Names of District Census Officers	Population according to Houselists	Date & hour of receipts of telegram or telephone of provisional population	Population		Veriation (final from provisional) (increase+) (Decrease—)	Percentage of variation of final (from provisional population)
					Provisional	Final		
1	2	3	4	5	6	7	8	9
1.	Anantnag .	Malik Abdul Khaliq	651,576	7.3.1961	649,021	654,368	+ 5,347	0.82
2.	Srinagar . .	Mir Nasrullah, I A S	622,632	8.3.1961	632,568	640,411	+ 7,843	1.22
3.	Baramulla .	Sheikh Gulam Ahmad, I A S	597,003	9.3.1961	602,273	604,659	+ 2,386	0.39
4.	Ladakh . .	Col. Raja	83,461	8.3.1961	88,004	88,651	+ 647	0.73
5.	Doda . .	Agha Iftikhar Ahmad	272,584	9.3.1961	270,037	268,403	— 1,634	0.61
6.	Udhampur .	A. S Khanna	250,461	7.3.1961	259,359	254,061	— 5,298	2.01
7.	Jammu . .	Chowdhery Bharat Bhushan, I A S	537,874	8.3.1961	547,348	516,932	— 30,416	5.88
8.	Kathua . .	Thakur Sahdev Singh	208,386	7.3.1961	207,415	207,430	+ 15	0.01
9.	Poonch . .	K. N. Kaul	313,801	10.3.1961	327,560	326,061	— 1,499	0.46

SCHEDULE 12

STOCK ARTICLES RECEIVED FROM THE J & K STATE GOVERNMENT

1.	Officers' Tables	2 Nos.
2.	Office tables, wooden	14 ,,
3.	Chairs, leather-seated	1 ,,
4.	Chairs, cushion-seated	13 ,,
5.	Easy chairs, cushion-seated	9 ,,
6.	Chairs, cane-seated	8 ,,
7.	Tea poys, wooden	6 ,,
8.	Trays, wooden	6 ,,
9.	Officer's rack	1 No.
10.	File racks	6 Nos.
11.	Waste paper baskets, wooden	1 No.
12.	Foot-rests, wooden	4 Nos.
13.	Folding screens	2 ,,
14.	Durries, 6 yards × 4 yards	2 ,,
15.	Durries, plain, 5 yards × 8 yards	1 No.
16.	Gubba, 12′ × 9′, embroidered	1 ,,
17.	Gubba, cut piece, 12′ × 5′	1 ,,
18.	Namdas, 6′ × 4′	2 Nos.
19.	Jute matting, 36″	98 Rft.
20.	Door curtains	7 Nos.
21.	Window curtains	8 ,,
22.	Cotton-filled purdas	4 ,,
23.	Table covers	13 ,,
24.	Door mats	1 No.
25.	Curtain rods of sizes	20 Nos.
26.	Stools, wooden	4 ,,
27.	Peon's benches	2 ,,
28.	Pigeon holes	1 No.
29.	Almirahs, wooden	4 Nos.
30.	Electric call bell, fitted	1 No.

31.	Iron stoevs	7 Nos.
32.	Stove pipes, 4½" dia.	141 Rft.
33.	Stove pipes, 5½" dia.	24 ,,
34.	Stove stands	6 Nos.
35.	Jug	1 No.
36.	Chilamchi	1 ,,
37.	Pis-pots	2 Nos.

SCHEDULE 13

LIST OF BOOKS BORROWED

1. Census of India, 1901, Jammu and Kashmir State, Parts I & II.
2. Census of India, 1911, Jammu and Kashmir State, Parts I & II.
3. Census of India, 1921, Jammu and Kashmir State, Parts I & II.
4. Census of India, 1931, Jammu and Kashmir State, Parts I, II and III.
5. Census of India, 1941, Jammu and Kashmir State, Parts III and IV.
6. Statistical Atlas of Jammu and Kashmir State Produced by D. N. Nagarkatti.

LIST OF BOOKS PURCHASED

1. Census of India, Jammu and Kashmir, 1941, Parts I and II.
2. Kashmir through the Ages by G. L. Koul.
3. The Concise Oxford Dictionary.
4. State Map of Jammu and Kashmir.
5. Jammu and Kashmir Laws-Volumes I, II, III and IV.
6. Report of Commission of Enquiry on Emoluments of Central Government Employees, 1957-59.
7. Practical Dictionary—English to Urdu.
8. Indian Studies Past and Present (Periodical Issues).
9. Untouchability Act., 1955.
10. Jammu and Kashmir Hindu adoptions and Maintenance Act, 1960.
11. Indian Paleography.
12. Indian Paleography, Plates and Transliteration Tables.
13. Accounts Code, Volume I.
14. Compilation of General Financial Rules, Volume I.
15. Early History and Culture of Kashmir by Dr. Sunil Chaudary.
16. Archaeological Remains in Kashmir by Pt. Anand Koul.

17. Tarikh-i-Hassan, Volumes I, II and IV.
18. Kashmir under the Sultans by Mohibbul Hassan.
19. Indian Standard Conversion Tables.
20. Majmua Hidayat Mal, Volumes I, II and III.
21. Taqsim Arazi.
22. Masahat (Land Measurement).
23. "Gulab Singh".
24. Irrigation, Flood and Food problems of Jammu and Kashmir State bp G. H. Khan.
25. Techno-Economic Surveys of Madhya Pradesh and Madras.
26. Fundamental rules.
27. Kalhana's Rajatarangini, Vols. I and II.
28. Races and Culture of India by D. N. Majumdar.
29. Kashmir by James R. Ferguson.
30. Roget's Thesaurus.
31. "Marg" Kashmir.
32. Atlas of Economic Development by Marton Ginsburg.
33. Population Zones, Natural Regions, Sub-regions and Divisions, paper No. 2 of 1952.
34. Literacy and Educational Standards, 1951, Census paper No. 5 of 1954.
35. Sampling studies by Dr. U. S. Nair.
36. Estimation of Births and Deaths Rates in India During 1941—50, Paper No. 6 of 1954.
37. Registrar General's Scheme for the improvement of population data.
38. Census of India paper No. 2 of 1960, Scheduled Castes and Scheduled Tribes, arranged in alphabetical order.
39. Displaced persons—1951. Census paper No. 4 of 1964.
40. Language—1951, Census paper No. 1 of 1954.
41. Sample Census of Births and Deaths, 1952-53, India, Census of India paper No. 2 of 1955.
42. Introduction to Kashmir, by Maneck B. Pithawalla, D. Sc , F. G. S.
43. Kashmiri Language and Poetry.
44. Kashmiri Proverbs.
45. Valley of Kashmir, by Walter R. Lawrence, I. C. S.
46. Kashmir by Dr. Sufi, Volumes I and II.
47. Dictionary of the Kashmiri Language, Parts I, II, III and IV.
48. Chamber's seven figures Mathematical Tables by James Pryde, F. E. I. S.
49. Means of Communication in the last Century in Kashmir and how the control passed into British hands by J. L. Raina.
50. The wit of Kashmir by Sudarshan Kashkari.
51. Tarikh Kishtwar.

52. Outline of World Culture.
53. Revolution in Chinese Village.
54. Notes and queries on Anthropology.
55. Social Economy of Polyandrous people by Saksena.
56. The people of India by Anderson.
57. Anthropology in India.
58. Farmers of India.
59. Great World Atlas.

LIST OF BOOKS RECEIVED FREE OF COST

		Source
1.	Census of India, Volume I, Parts I-A and I--B.	R. G., India.
2.	Hand Books of population Census Methods, Volumes I and II.	-do-
3.	Demographic yearbooks 1955, 1956 and 1957.	-do-
4.	District Census Handbooks 1951, Mathura (U. P.) Gurgaon and Ambala (Punjab) Districts.	-do-
5.	Fundamental and Supplementary Rules, Volume I.	-do-
6.	Digest of Statistics, J & K, 1956.	J & K Government.
7.	Delegation of Financial powers, 1958.	Government of India.
8.	National Sample Survey Nos. 1, 10, 16, 17, 19-25 and 28.	-do-
9.	Census of India 1951, Volumes I (Parts II-A II-B and II-C), II (Parts I-A, I-B, II-A, II-B, II-C), VI (Parts I-A, I-B, I-C, II, III and IV) and VIII (Parts I-A, I-B and II-B.)	Manger of Publications Delhi.
10.	Administration Notes on the working of State Census Department to end of Assuj 1997 and Assuj 1998.	...
11.	Kashmir to-day, Volume 4.	...
12.	I. S. I. Bulletin, Volume 12, No. 1.	...
13.	Estimates of National Income, 1948-49 to 1956-57.	Central Statistical Organisation, Government of India.
14.	Statistical Handbook of the Indian Union, 1948-57.	-do-
15.	Key to current Official Statistics, India.	-do-
16.	Statistical Abstracts, India, 1956-57, 1957-58.	-do-
17.	Census of India, 1951 West Bengal, Sikkim and Culcutta (Administrative Report-Enumeration.)	...
18.	Census of India Report, 1911, Part I.	Registrar General, India.
19.	Census of India, 1931, J & K, Parts I & II.	-do-

		Source
20.	Statement showing Industrial Centres, Important Industries, etc., in West-Bengal.	Deputry Registrar General, India.
21.	Fairs in Rajasthan, 1956.	-do-
22.	Statistical Handbook of Indian Union, 1958.	Central Statistical Organisation, New Dehli.
23.	Monthly Abstracts of Statistics January, Feburary, March and April 1960.	-do-
24.	A Manual of Festivals and their Management in Jammu and Kashmir.	Director of Health Services, J&K, Srinagar.
25.	National Sample Survey : Sample verification of Live-stock Census 1956.	Registrar General, India.
26.	National Sample Survey : Preliminary Report on Housing conditions.	-do-
27.	Actuarial Reports for the Census 1881, 1891, 1901, 1911, 1921, 1931 and 1951.	-do-
28.	Demographic Year Book, 1958.	-do-
29.	Multilingual Demographic Dictionary, English Section.	-do-
30.	Capital Formation, item 6 : Report of Working groups.	-do-
31.	Statistical Bulletin March 1960, Volume III No. I.	-do-
32.	Indian Population Bulletin, Volume, I No. 1, April 1960.	-do-
33.	Handbook of Population Census Methods, Volume III, Demographic and Social characteristics of population.	Deputy Registrar General, India.
34.	Vital Statistics of India for 1958.	Registrar General, India.
35.	Census of India, paper No. 1, 1959.	-do-
36.	National Sample survey, July 1954-April 1955 : Report on Land Holdings.	Statistical Bureau, Government of India, New Delhi.
37.	National Sample Survey, July 1954, May 1956, No. 31, Tables with Notes on Household Transport.	-do-
38.	Census of India, paper No. 2 of 1960 : Scheduled Castes and Scheduled Tribes.	Deputy Registrar General, India.
39.	Alphabetical List of the Occupations and National Classification of Occupations.	-do-
40.	National Sample Survey 1952-53, No. 32, Part III.	Statistical Bureau, Government of India, New Delhi.
41.	National Sample Survey, August 1956 August 1957, No. 33.	-do-
42.	Digest of Statistics, J & K, 1958-59, State Statistics Bureau.	Planning Secretary, Jammu and Kashmir.

		Source
43.	Census of Central Government Employees as on 30th June 1958.	Central Statistical Organisation, New Delhi.
44.	Agricultural Labour in India on the Second Enquiry, Volume I, All India.	Registrar General, India.
45.	Indian Agricultural Wages in India, 1957-58, 1952-53 and 1953-54.	Economic and Statistical Adviser, Government of India.
46.	Estimates of area and population of principal crops in India, 1954-55, Volume II.	-do-
47.	The Indian Labour Year Books, 1955-56, 1957-58 and 1959.	Manager, Publications, New Delhi.
48.	Seminar, February 1961 issue containing articles on the Census.	Registrar General, India.
49.	Livestock Census, 1156 (J & K State).	Settlement Commissioner, J & K Srinagar.
50.	Tables of Agricultural Statistics of Jammu and Kashmir State for 1955-56.	Secretary, Planning Department Jammu and Kashmir.
51.	Agricultural Wages in India, Volume I, Agricultural Labour Enquiry, 1952.	Registrar General, India.
52.	Peasant Life in India.	-do-
53.	Report of the Scheduled Castes, Scheduled Tribes Commission, Volumes I and II.	-do-
54.	Indian Agricultural Statistics, 1954-55, 1955-56, and 1956-57, Volumes I and II (Summary Tables).	Economic and Statistical Adviser, New Delhi
55.	Estimates of State Income, 1950-51 and 1955-56 to 1958-59.	Planning Department, J and K.
56.	Holland's Economy : a Statistical portrait.	Netherlands Government, Ecnomic Information Service.
57.	A Graphic Approach to Economics.	K. Willian Kapp.
58.	The Mysore Population Study.	Registrar General, India.
59.	Statistical Abstracts of the Indian Union, 1961.	Central Statistical Organisation, New Delhi
60.	Census of India Paper Nos. I and 3, 1960.	Registrar General, India.