CENSUS OF INDIA, 1901.

VOLUME VII.

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PART II.

REPORT (Administrative).

BY

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DEPUTY CHAIRMAN TO THE CORPORATION OF CALCUTTA.

Lib 192/78 Pt II

P&T 55/79 Pt

Calcutta:

BENGAL SECRETARIAT PRESS.

1902.

312.5411
C125

Published at the Bengal Secretariat Book Depôt,
Writers' Buildings, Calcutta.

OFFICIAL AGENTS.

In India—

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PREFACE.

PART II of the Census Report of 1901 has been prepared in accordance with the instructions of the Census Commissioner contained in his first note on Census Reports. After remarking that it is advisable to relegate administrative details to a separate volume, he goes on to say that the central aim of the administrative portion of the report should be to furnish succeeding officers with the materials necessary for future censuses. This is what has been attempted in the present volume. Not only has the procedure adopted in the present census been described in detail, but forms and maps have been left on record. A number of suggestions have also been made which it is believed will be found useful.

My thanks are due to the Police Department for their cordial co-operation in the work of enumeration.

MUNICIPAL OFFICE, CALCUTTA;
The 7th August 1902.

J. R. BLACKWOOD,
Deputy Chairman, Corporation of Calcutta.

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CENSUS OF INDIA, 1901.

A.—Detailed description of the arrangements up to, and including the night of, the final enumeration.

I. PRELIMINARY ARRANGEMENTS.

Appointment of the Census Officer for Calcutta.

(*i*) By Notification No. 1149T.—F., dated the 7th of September 1900, under clause 3, section 2, Act X of the same year, the Deputy Chairman of the Corporation of Calcutta was vested with the powers of a Census Officer under the said Act.

Recommendations of the Superintendent of Census, Bengal, and orders passed by the Bengal Government.

(*ii*) Before the issue of the above notification, the Superintendent of Census, Bengal, after a consultation with the Chairman and Deputy Chairman of the Corporation, wrote an important note, which was received in the Municipal Office on the 3rd of August 1900, under cover of No. 3820Mis. of the Bengal Government, dated the 2nd idem. In that letter the following among other suggestions were made:—

(*a*) That the maps of the town and the added area should be brought up to date, and existing conservancy divisions utilised as units of enumeration.

(*b*) That the municipal establishment should be utilised for doing this work.

(*c*) That the existing ward should be made a charge, and the existing conservancy block a circle.

(*d*) That the assessment numbers of pucca houses should be corrected and brought up to date, and huts independently numbered.

(*e*) That the definition of house given in the Bengal Code of Census Procedure, Chapter III, section 1, sub-section (*i*) should be employed for the purpose of house numbering.

The Chairman of the Corporation was of opinion that the preparation of a map on a scale of 50 feet to the inch was not essential for the purposes of a census; that a correct and complete list of huts and houses was sufficient; that the conservancy staff was not available for the work, and was incompetent even if available. The Government of Bengal in letter No. 143T.—F., dated the 29th of August 1900, while agreeing with the Chairman of the Corporation that the conservancy staff was incompetent for the purpose of assisting in the correction of the maps, expressed the opinion that the preparation of a correct map was absolutely essential.

Adoption of the block system of 1891 in the first instance instead of the Municipal conservancy blocks, as recommended by the Superintendent of Census, Bengal.

(*iii*) It was all along anticipated that the work of preparing maps for the added area on a scale of 50 ft. to the inch would be a work of the greatest difficulty, as the only available map was the old Panchanagram or Byllons' plan. It was decided, therefore, to begin the work first in this area. When the Health Department was asked to produce the conservancy block plans of this area, it was discovered, for the first time apparently, that no such plans were in existence. Rough plans of the conservancy blocks of the town area did exist, but those blocks were much too large to be made into workable census circles. It was impossible, therefore, to carry out the suggestion of the Superintendent of Census, Bengal in the added area, and it would

not have been convenient to carry it out even in the town area. I was further induced to adopt this view by the recommendation in the Bengal Code of Census Procedure, Chapter II, clause 15, sub-section 1, that the scheme of census divisions drawn up in 1891 should be adhered to as closely as practicable.

Defect of the previous block system.

(*iv*) The principles on which Beverley fixed his blocks are described by him in his report of 1881, Part I, section 13. He there lays down that blocks should have natural boundaries, such as streets and lanes, which can be easily identified. The experience of this census has taught us, however, that while such a principle is sound for census circles in Calcutta, it should not be adopted in the case of blocks. In previous censuses, no use was made apparently of the census circle. In attempting, therefore, to give his blocks well-defined boundaries, Beverley was unable to guard against the danger of having blocks of such a size that it was physically impossible for an enumerator to enumerate the population within the time allowed to him on the night of the final enumeration.

Defect of the previous block system detected by the Census Commissioner at a comparatively late period in the preliminary operations.

(*v*) At the beignning of the operations of the present census, the previous block system was literally followed. When the Census Commissioner made an inspection of the work at the end of January, he was supplied with plans of the more populous blocks, and it immediately struck him that the entire block system required overhauling. It is not, however, convenient to indicate, at this point, the steps taken to carry out his suggestions, as it is desirable to observe the sequence of time in describing the operations.

Preparation of block maps on a scale of 50 feet to the inch.

(*vi*) In no previous census was any attempt made to prepare block plans on a scale of 50 feet to the inch, with every house numbered on the block map. The map on the scale of two inches to the mile of the 1891 report showing the blocks employed, is useful merely for the purpose of giving the total number of blocks in each ward; and as a matter of actual practice, it was found impossible, in many cases, to identify them on the ground. In the case of the added area, the difficulty of preparing the block plans was very great. With the exception of Wards XXIII, XXIV and XXV, the map extant on a scale of 99 feet to the inch is now entirely out of date. The want of a map of the added area similar to that of the town area was experienced also in the census of 1891 (*vide* Part I, section 26 of the 1891 report). The scale of 99 feet to the inch is scarcely large enough for the purpose of conveniently recording every house on the map. At first, an attempt was therefore made to enlarge the existing map to a scale of 50 feet to the inch by means of pentographs obtained from the office of the Surveyor-General. When the enlarged plans, however, were taken to the spot to be operated upon, it was found that conditions had changed so completely that it would be a shorter process to make a rough plane table survey *de novo* without any reference to a previous record. The necessary instruments were therefore obtained from the office of the Surveyor-General. An attempt was first made to draw the houses correctly to scale; but the time at our disposal was too short to admit of such accuracy, and we had to be content with a rough handsketch of the houses. This record is quite good enough for the purpose of a census. Our work was obstructed by the September floods, and afterwards by the Pujah holidays, and could only be vigourously pushed after the beginning of the cold weather.

The chief difficulty of the work was the management of a temporary establishment by whom dismissal was a punishment that was little felt. The amount of personal supervision which such an establishment requires is very great; and just at this particular time work was going on at high pressure in the Warrant Department of the Corporation. I was therefore forced to get the work done by contract.

Preparation of the block plans of the added area.

The work of preparing the block plans of the town area was comparatively easy owing to the existence of an excellent Survey of India map on the scale of 50 feet to the inch. First of all this map was cut up into Beverley's blocks. The block plans

were then corrected and brought up to date on the spot by striking out houses which had disappeared since the time when the map was prepared, and adding houses which had subsequently been built. This work was finished about the end of January.

House numbering.

(*vii*) The work of house numbering went on simultaneously with the work of preparing the block plans. The system originally adopted was subsequently modified in a manner which will be described later. The original system was the following: The numbers of the ward and the block were first marked prominently on the corner of the block. Houses were then numbered serially within the block from the number one to the number representing the total number of houses in the block. For the next block a fresh beginning was made with a new number one.

Definition of house employed.

(*viii*) It is convenient to discuss at this point the definition of house employed. The definition followed in the present census is that given in the Bengal Code of Census Procedure, and was adopted on the recommendation of the Superintendent of Census, Bengal. This definition differs entirely from that employed in previous censuses of this city as well as that employed in the city of Bombay for the present census. The definition has one great advantage that it ensures that no house escapes enumeration: it has the disadvantage that the total number of houses obtained by the employment of the definition is so large that an erroneous impression is given of the total number of houses in the popular acceptation of the term. The Municipal assessment number certainly gives a more correct idea. There are, however, several objections to the employment of this number. In the first place, individual huts have no numbers at all under the existing arrangement. The total consolidated rate is levied from the owner of a bustee under the present Municipal Act. One assessment number serves therefore for a whole bustee. This was not the case in Beverley's time (Report of 1881, Part I, section 16). At the time of the census of 1881, each hut had apparently a separate number in the assessment register. The change in the law made by Act II (B.C.) of 1888, and continued in Act III (B.C.) of 1899, renders the utilization of the Municipal system of numbering impossible in the case of huts. There are difficulties, however, even in the case of pucca houses. In the first place, the assessment registers contain numbers not merely of houses in actual existence, but also of such things as gardens and vacant plots of land, which cannot be taken into consideration for the purpose of a census. Further, in a considerable number of cases, the original assessment number has been divided up into fractional parts in consequence of applications made by members of joint families for separate assessments. In very many cases these fractional numbers have not separate entrances from the public way. If the municipal system of numbering is ever adopted in a future census, these difficulties will have to be considered. They arise from the nature of the law itself and the social organization of the people. But other difficulties arise from the want of energy which has too often characterized the municipal administration of Calcutta. This point is referred to by Beverley (Part I, section 8, of the report of 1881). It is remarked there in a quotation from the report of the English Census Commissioners, that even in English towns the residence of a rate-payer is identified often with the greatest difficulty. In Calcutta one of the chief difficulties of the Warrant Department has been the identification of assessment numbers on the spot. At the beginning of the operations, we sent a circular round to a large number of authorities, asking the favour of being furnished with lists of houses which had not been numbered. The returns sent to us were so bulky, that all idea of utilizing the assessment system of numbering had to be abandoned.

We have dealt at sufficient length with the question of the difficulty of utilizing the existing assessment system of numbering. We shall now proceed to deal with the defects of the definition given in the Bengal Code of Census Procedure. In the streets of Calcutta, one frequently finds a row of shops, each having a separate entrance from the public way, but forming part of a building which has a single Municipal assessment number. Godowns and servants' quarters attached to residential houses have frequently a separate entrance from the public way. According to the Bengal Code of Census Procedure, Chapter III,

section (ii), servants' quarters are to be numbered separately in the case of Europeans and Eurasians. This is because Europeans and Eurasians received household schedules. As Native gentlemen, however, received private schedules, the same procedure had to be followed in their case. The result of this is that the total number of houses in the present census is given as 117,248, while in the census of 1891 it is given as 77,528.

In this connection the remarks made in "Practical Statistics" by Charles P. Pigdin, Chapter IV, page 32, are interesting:—

"A dwelling house for census purposes means any building or place of abode in which any person is living at the time the census is taken, or which is so arranged as to be suitable for human habitation, though unoccupied when visited by the enumerator. A large tenement house containing forty families should be considered, for census purposes, as only one house. A small tenement house with two, three or four families, should also be considered as one house. A building under one roof suited for two or more families, but with a dividing partition wall and a separate front door for each part of the building, should be considered as two houses. A block of houses under one roof, say with ten front doors, no matter how many families there may be in each separate house of the block, should be considered as ten houses, and so numbered in order."

These remarks show, we think, that the question is of so complicated a character, and more especially in a town like Calcutta, that any dogmatic definition, unless profusely illustrated by examples of particular cases, is likely to do more harm than good. We would suggest that, for the purposes of the census of 1911, the assessment numbers should be followed as closely as possible in the case of pucca houses and huts numbered independently, the commensal family being taken as the unit of enumeration.

The aim, however, of the census staff should be to obtain information about rooms rather than houses. One of the most important inquiries in a census is to ascertain whether there has been an increase or decrease of overcrowding. This can best be done by finding out whether the average number of occupants per inhabited rooms has increased or diminished. For this purpose, it is not necessary to number rooms on the spot. They can be numbered on the block register, which we now proceed to discuss.

Form of block register.

(*ix*) From the point of view of enumerating the population, the primary object of the census officer is to obtain a complete list of families rather than of houses (*vide* Beverley's Report of 1881, Part I, section 19). The definition of house should be subordinate to this end. The question of defining "family" presents difficulties no less than the question of defining "house." The best definition seems to be "any number of people having a common roof and a common table." The main object of the block register is to secure an enumeration of families. The form of block register used in the present census differs from that employed in any previous census. Beverley's register of 1881 is an improvement on that of 1876, in so far that it is a record of families rather than of occupiers and owners, with whom a census is not concerned. But while in the form of register in 1876 (Report of 1876, Part I, section 13) the first column contains an entry of a number which meets the enumerator's eye on the spot, the first entry in the form used in 1881 (Report of 1881, Part I, section 29) is not that which the enumerator first sees when he makes his round. The register of 1891 (Report of 1891, Part I, section 9) contains no record of families at all. The number of the house is entered in column I; but the definition of house is left in doubt (Report of 1891, Part I, section 9). Beverley remarks (Report of 1881, Part I, section 19) that a recommendation was made by the Superintendent of Census, Bengal, that every inhabited room should be numbered. The register in that case becomes a record of inhabited rooms. This no doubt secures, if properly carried out, that no inhabitant escapes enumeration. But the experience of the present census has confirmed that of Beverley, that in actual practice it is impossible to record a number on the door of each inhabited room. The people will not allow enumerators to enter their houses for this purpose, and when the object to be gained is not of vital importance it is undesirable to unnecessarily irritate popular feeling. The first column of our block register, accordingly, gives the number of the house serially in the block according to the definition of the Bengal Code of Census Procedure. The next column gives the assessment number, if any. Then come particulars

regarding the number of families in the house with the name of the head of each family. Finally, particulars are entered of the number of rooms in each storey, and the number of families in each room. A specimen form is given in Appendix II.

The work of preparing this register went on simultaneously with the work of preparing the block plans. It was found, however, that the temporary staff employed were unable to obtain the information necessary for the purpose of filling up the column, giving particulars of the number of rooms in each storey and the number of families in each room. That work was subsequently done by the overseers of the Building Department, who were immediately subordinate to myself.

Inspection by the Census Commissioner on the 28th of January.

(*x*) When the block plans of the more populous blocks were placed before the Census Commissioner, he was of opinion—

(1) that one enumerator could not do the work within the time allowed.

(2) That in the event of sub-enumerators being appointed as contemplated by me there would be the greatest danger of confusion, if the ultimate unit of enumeration were not demarcated on the map as well as on the ground.

The Census Commissioner further pointed out that the assistance of Police agency was essential, and that the Inspectors of Police should be appointed charge Superintendents and held responsible for the success of enumeration.

Orders by the Bengal Government.

(*xi*) As a result of this inspection orders were communicated to the Commissioner of Police by the Bengal Government, directing him to place the entire Police force at the disposal of the Deputy Chairman of the Corporation.

Steps taken to give effect to the orders of the Census Commissioner.

(*xii*) (*a*) The existing blocks were broken up into sub-blocks in the following way:—A green triangle was placed round the initial number of the block and a red circle round the number 50 and multiples of that number. A green triangle was further placed round all numbers immediately succeeding 50 and multiples of 50. This work was done on the maps as well as on the spot.

Re-casting of the block system.

(*b*) As many of the original blocks as contained 500 houses were grouped together and formed into a census circle. In many cases, especially in the town area, one block became a circle. It was a rare thing to have more than three of Beverley's blocks in a circle. Blocks were serially numbered for each circle, and circles for each ward or charge.

Formation of census circles.

(*c*) A ferrotype plan of each ward (Charge Superintendent's area) was prepared, containing the following particulars which were explained on the margin :—

Preparation of Ward Ferrotype plans.

(*i*) Ward number.

(*ii*) Circle number.

(*iii*) Number of original blocks combined for the purpose of forming a supervisor's circle.

(*iv*) Boundaries and serial number of each circle in the ward.

(*v*) The number of blocks in each circle and the number of houses in each block. The number of blocks gave, of course, the number of enumerators required.

Each Supervisor was furnished through his Charge Superintendent with a copy of the ferrotyped plan of the ward in which he was to work, and also with a copy of the original block plans on a scale of 50 feet to the inch covering the area to be censused under his supervision. The enumerators' areas were marked on those plans by means of green triangles and red circles, as already described.

Splitting up the block registers.

(*d*) The work of splitting up the existing block registers went on simultaneously with the other work. Each enumerator was furnished with a copy of his block list as soon as he was appointed.

Appointment of enumerators. The difficulty of obtaining the requisite number.

(*xiii*) In all previous censuses of Calcutta the enumerators were paid some small fixed amount. The present census is the first in which the experiment has been tried of having an enumeration of the people done by an unpaid agency. The heads of Government departments had previously been directed by the Bengal Government to place as many of their subordinates as possible at the disposal of the Census Officer, and accordingly we sent letters round to all asking for a list of names as well as to all the Heads of Departments in the Calcutta Municipality, through the Chairman of the Corporation. As a result of all these applications only 675 names were obtained. As over 3,000 men were required, it was necessary to make up the deficiency by appointments under the Census Act. This course naturally created a good deal of public discontent, which found expression in both the Indian and Anglo-Indian Press. Government officials objected even more than non-officials. Several notices of Criminal and Civil prosecutions were served on the Census Officer, and a rumour was spread that the enumerators intended to combine for the purpose of going on strike. This agitation had, however, one great advantage from the point of view of the officer responsible for the results of the census. It made the census the chief topic of discussion throughout the city for at least a fortnight. Now, in taking a census by an unpaid agency, it is most important to excite public interest. We shall show subsequently how the popular discontent subsided and in no way affected the ultimate success of the operations.

The training of the unpaid agency.

(*xiv*) The first work after the appointment of the enumerators was to acquaint them with their respective areas. This was found in practice to be a matter of no difficulty. The men selected were on the whole persons of education and intelligence. The Supervisors had in their hands not only a ferrotype plan of their wards, giving the numbers and boundaries of all the circles in the ward, but also maps of their respective circles on a scale of 50 feet to the inch, with every house marked and numbered on the map. For the purpose of teaching the unpaid agency, use was made of the staff which had been employed all through the operations in preparing the block plans. The forms and instructions issued to Charge Superintendents were the same as those prescribed in the Bengal Code of Census Procedure, with certain modifications to suit the special conditions of Calcutta and its Suburbs. A copy of Article V, Chapter IV, of the Code was given to each paid Supervisor for the purpose of giving the necessary instruction to the unpaid staff.

Meetings of enumerators and supervisors at fixed centres.

(*xv*) Three centres were arranged for in each thana and some specimen schedules filled up at each place on the spot. It was felt, however, that this was hardly sufficient, and for the purpose of awakening public interest in the work three large meetings were organized and addressed by me personally. The first of these was at the Free School, on the night of the 17th of February. The second was at the Parsee Theatre in the Maidan, on the morning of the 19th, and the last was at the Classic Theatre in Beadon Street on the evening of the same day. These meetings, especially that at the Classic Theatre, were very successful, and did much to allay public agitation.

The preparation and testing of the preliminary record.

(*xvi*) The preparation of the preliminary record began on the 20th of February. From this date up to the completion of the final enumeration the entire census staff worked at high pressure. The Assistant Census Officer saw personally the work of most of the enumerators of the town area, and I myself saw that of a large number in the added area. All the specimen schedules were submitted for inspection and were returned, after correction, to the Charge Superintendents. A number of special instructions were also issued at this time which will be found in Appendix III. In the case of every enumerator, the preliminary record was completely written up before the night of the final enumeration.

House-numbering checked by the Inspectors of Police.

(*xvii*) The Police did useful work at this time in going through their respective areas, and finding out whether any house had escaped enumeration. A few cases were reported, but no serious omission was discovered.

(*xviii*) A number of special arrangements were made for ensuring a correct enumeration on the final night, which may be described in detail at this stage:—

Special arrangements for the final night.

(*a*) A few days before the date fixed for enumeration, a notification by beat of drum was issued by the Commissioner of Police, requiring all the inhabitants of Calcutta to be in their houses on the night of the 1st March after 9 P.M., and to keep a light burning till the time of the visit of the enumerator.

Notification of the Commissioner of Police by beat of drum.

(*b*) All supervisors and enumerators were provided with a lantern, a pen and a pot of red ink. They assembled by order at convenient centres on the final night, and were told off to their respective areas before gun-fire (9-30 P.M.). Gun-fire was the signal for the beginning of the enumeration.

Articles provided to the enumerators and time of beginning the enumeration.

(*c*) Notices were issued to the owners of *ticca garis* through the Superintendent of the Hackney Carriage Department to stop all plying for hire after 9-30 P.M. The Manager of the Tramway Company also agreed to stop all traffic after the same hour.

Stoppage of traffic during the enumeration.

(*d*) Some performances were going on while the final enumeration was being done. Most of the audience had filled up household schedules, which were collected on the following day. Arrangements were made with the managers of theatres to census those who were unable to read and write. The census of hotels, boarding-houses, clubs, jails, asylums, hospitals and dispensaries was managed by the respective landladies, managers, secretaries or other officers in charge, and the police saw personally that the returns were duly collected.

Special arrangements for theatres, hotels, boarding-houses, clubs, jails, asylums, hospitals and dispensaries.

(*e*) We first proposed that the census of the homeless poor should be taken in public squares; but the Commissioner of Police was of opinion that it would be more convenient to take the census at the thanas. Notices were issued by beat of drum a week before the final enumeration, directing all persons of this class to be at the thana on that night.

Arrangements for the waifs, strays, and *homeless poor*.

(*f*) The enumeration of the maidan was done by a paid agency under the Inspectors of Fenwick Bazar, Park Street, Baman Bustee and Hastings Thanas.

Arrangements for the Maidan.

(*g*) Government House and Belvedere were formed into separate blocks. The Census of Government House was managed by Inspector Hanson of the Viceroy's body-guard in consultation with the Inspector of Waterloo Street Thana. The Private Secretary of the Lieutenant-Governor undertook the census of Belvedere House and compound. Schedules of superior paper were printed for the use of His Excellency the Viceroy and His Honour the Lieutenant-Governor.

Arrangements for Government House and Belvedere.

(*h*) The preliminary enumeration showed what blocks contained more than 300 people. This number was taken to be the average number which one enumerator could conveniently enumerate within the time given. Arrangements were made to provide extra enumerators for overcrowded blocks. Certain individual houses in Burra Bazar, such as No. 12, Mullick Street, contained more than 300 people. Here arrangements were made to demarcate the enumerators' areas by means of arrow heads in the house itself. These arrangements were made by us personally on the spot. The number of supervisors was augmented by the entire paid staff.

Arrangements for overcrowded blocks.

(*i*) The railway authorities arranged for the census of all persons residing within railway limits in accordance with the instructions laid down in Appendix II of the Bengal Code of Census Procedure. The railway authorities had been provided beforehand with a copy of the Code and a manual of instructions for Charge Superintendents, supervisors and enumerators, and they had sent to the Census office sometime before specimen schedules filled up which were returned after correction.

Arrangements for railway passengers and persons residing within railway limits.

(*xix*) As in previous years, the census of the Fort was taken under the supervision of the Garrison Quartermaster. A tracing of the Fort on a scale of 24 feet to an inch was prepared and block divisions marked out. A map of the town was also prepared showing in red colour the limits of the Fort and all areas occupied by persons in the military service of Government. The Garrison Quartermaster was also furnished with an extract from the proceedings of the Government of India, in the Home Department, regarding the rules for the census of Cantonments and of troops on the march. The Native Infantry and Native Cavalry at Alipur were enumerated by the Quartermaster of the Native Infantry regiments. The inmates of the Station Hospital and of the Medical Office were enumerated under the supervision of the senior Medical Officer. One curious mistake occurred in connection with the demarcation of the Civil from the Military area. In the map supplied by the Military authorities, "Marine House" was shown of red colour. The Military authorities, however, did not enumerate the inmates of that house on the final night, as they were apparently under the impression that it was not included within military limits. An enumeration had therefore to be made after the census.

Census of the Fort.

(*xx*) In consultation with the Superintendent of Census, Bengal, we prepared a set of draft rules for the Port census. The limits of the Port of Calcutta are defined in Marine Department Notification No. 54Marine, dated the 2nd March 1897. These limits are not, however, identical with those which have been adopted for the purpose of the present census. The area in the Marine Department Notification includes fifty yards from high water mark, the Petroleum Depôt at Budge-Budge together with the sheds, wharves and jetties along the sides of the river. These areas were not included in the area of the Port census. We found from certain officers who were engaged in the census of the Port in 1891, that these areas were not included in the Port area of that census also.

Census of the Port.

The area above described was divided into three charges, corresponding to the 1st, 2nd and 3rd divisions of the Port Police. The Inspectors of Police were appointed Charge Superintendents of these areas. The first division was divided into ten blocks, and sixteen enumerators were appointed. The second division was divided into eight blocks with thirteen enumerators. The third division was divided into seven blocks with fifteen enumerators. Two enumerators were employed for the enumeration of the Kidderpur docks. The Canal area was divided into 21 circles under the charge of the Superintendent of Canals, who acted as the Charge Superintendent of that area.

The preliminary and final enumerations for this area were taken simultaneously with those of the town area. After the final enumeration, however, there was a supplementary enumeration, in the case of this area, of vessels which entered the Port between the 1st and 15th of March and had not been censused elsewhere. This enumeration was done by the Captains of the vessels under the supervision of the Custom Preventive Officers and the officers of the Bengal Pilot Service. The procedure adopted is explained in detail in the Rules for the Census of the Port of Calcutta (*vide* Appendix I).

For the purpose of enumerating the crew and passengers of vessels situate between Garden Reach and Budge-Budge on the night of the 1st of March, a launch was hired from Messrs. Simpson and Company, at a cost of Rs. 60. Each port enumerator was paid Rs. 10 for his work.

Census of the Suburban Municipalities.

(*xxi*) The Chairman of the Cossipur-Chitpur, Manicktollah and Garden Reach Municipalities acted as Charge Superintendents of these areas. Up till the month of September, these gentlemen worked in consultation with the Joint-Magistrate of the 24-Parganas. By Government Notification of the 7th September, however, already referred to, the Deputy Chairman of the Calcutta Corporation was vested with the powers of a District Magistrate for census purposes within the limits of these Municipalities. The first thing attempted was the preparation of a map on the scale of 50 feet to the inch similar to that prepared for the Town of Calcutta. This, however, was found to be impossible, as the resources of these Municipalities are limited, and the work of preparing such a map is one of extreme difficulty. This is the less

to be regretted as the need of such a map is most felt in areas which are comparatively overcrowded.

Description of the arrangements for the Cossipur-Chitpur Municipality.

(*a*) The municipal area of Cossipur-Chitpur was divided into 16 circles, each in charge of a supervisor, and 109 blocks, each in charge of an enumerator. We issued instructions that the number of enumerators under a supervisor should not exceed 10, and that the number of houses in charge of an enumerator should not exceed 50. The first instruction was given effect to; but owing to the difficulty of getting a sufficient number of enumerators, it was found impossible to carry out the second instruction to the letter. On the final night, some enumerators enumerated as many as 650 and 750 persons, and one enumerator enumerated as many as 873 persons. The Chairman of this Municipality, however (Babu Kripa Nath Dutt, Rural Sub-Registrar of Sealdah), took a great deal of personal trouble, and paid special attention to blocks of which the population exceeded 300. For the enumeration of the population of boats lying in the mooring ghats within the Municipality, two enumerators and one supervisor were selected. Special arrangements were made with the Heads of Factories for the enumeration of workmen on night duty and for guarding against a double enumeration. The Assistant Census Officer (Mr. A. K. Ray) made an elaborate examination of the preliminary record in the presence of the Chairman and a number of supervisors and enumerators, and was satisfied that the work had been done with care.

Arrangements in the case of the Manicktollah Municipality.

(*b*) The census of the Manicktollah Municipality was taken under the superintendence of Mr. R. D. Mehta, C.I.E., Chairman of that Municipality. Owing to the existence of rival factions among the Commissioners, some obstacles were thrown in the way of carrying out the work. The opposition was headed by the Vice-Chairman, who had resigned office. We accordingly called a meeting of all the Commissioners on the night of the 11th of February, and pointed out to the recusant members that the question of the census was not involved in any of their differences. The opposition party finally agreed to assist cordially in the work. A visit was again paid to the Municipality on the 25th of February, when a large number of enumerators and supervisors were present. The preliminary record was examined and tested at this meeting.

In this Municipality there are three wards. Ward No. I was divided into 18 blocks, Ward No. II into 11 blocks and Ward No. III into 40 blocks. Block 40 of Ward No. III was, however, struck out as it fell within railway limits. This division of the Municipality into 68 blocks was found on inspection to be unsatisfactory, as several of the blocks contained a larger population than one enumerator could conveniently enumerate. Subsequent arrangements increased the number of blocks from 68 to 148, and the number of circles from 7 to 20. The police assisted the Municipal authorities in obtaining the requisite number of enumerators, and Mr. Mehta was able to carry out the work successfully.

Arrangements in the case of the Garden Reach Municipality.

(*c*) Some difficulty was experienced in taking the census of the Garden Reach Municipality, owing to the fact that the Chairman of that Municipality had resigned, owing to a difference of opinion with the Divisional Commissioner. The arrangements were for a time in the hands of the Head Clerk of the Municipality, who did absolutely nothing. It was therefore necessary to send two men from the Calcutta staff to get the work done. About the middle of February the Joint-Magistrate of the 24-Parganas was appointed Chairman of the Municipality, and gave material assistance in bringing the operations to a successful issue.

The Municipal area of Garden Reach was divided into 13 circles and 139 blocks. The Commissioners of the Municipality and their literate subordinates, the subordinates of Mr. Wynne, the Managing Agent of the Bengal-Nagpur Railway, the teachers of schools subsidized by the Municipality, and the entire Municipal staff assisted in the work of enumeration.

(*xxii*) After gun-fire on the night of the 1st of March, the streets of Calcutta were almost completely deserted and traffic almost entirely stopped. Many officials drove round the town to inspect the operations, including the Census Commissioner himself, the Chairman of the Corporation, the Commissioner and Deputy Commissioner of Police, as well as myself and the Assistant Census Officer. The Census Commissioner made a particular inquiry in overcrowded areas, whether the task allotted to the individual enumerator was a task physically possible within the allotted time. On the following morning he was good enough to express his satisfaction on the conduct of the operations. The comments of the press on the night's work were favourable.

The night of the Final enumeration.

(*xxiii*) After the night of the final enumeration, the block totals of males and females were added up by the enumerators. The supervisors checked the additions and handed the circle totals to the Charge Superintendent in a form of which a specimen is attached (*vide* Appendix III). Some Charge Superintendents sent in their returns on the 2nd; but others, such as Burra Bazar and Waterloo Street, did not send in their returns till the 7th. The provincial totals were published in all the daily local papers on the 8th of March.

Compilation of the ward totals at the Thanas, and publication of the provincial totals.

II. SUGGESTIONS FOR THE CONDUCT OF THE PRELIMINARY OPERATIONS OF THE CENSUS OF 1911, BASED ON THE EXPERIENCE OF THE PRESENT CENSUS.

(*a*) The Census officer in charge of the next census will have in his hands—

(*i*) A map of the whole area showing the boundaries of circles by name. It will be observed that this map differs entirely from the map of any previous census in which the majority of the boundaries of blocks were shown by nameless lines only.

Permanent records left for the guidance of the next Census Officer.

(*ii*) The block plans of the blocks of Beverley on a scale of 50 feet to the inch. It should not be a matter of much difficulty to bring these plans up to date when required. No such record was left by any previous census.

(*b*) In the next census no attempt should be made to find definite boundaries of blocks. The limits of blocks should be defined, as was done in the present census, by means of triangles and circles of different colours, as already described. The boundaries of circles will be streets with names, which can be easily identified on the spot. Each circle should have a separate and distinct series of house numbers from number one to the total number of houses in the circle. A green triangle should then be put round the number one, and a red circle round fifty and multiples of fifty.

Error of previous censuses in trying to find definite boundaries of blocks to be avoided.

(*c*) The difficulty of carrying out an enumeration by means of an unpaid agency is much greater in a city like Calcutta than in mofussil districts. There are arguments both for and against the system. In favour of the system it may be observed that, when enumerators are not paid, a much better class of men is obtained, than when they are paid. If one were to advertise in Calcutta for 3,000 men at ten rupees each, it is not overstepping the mark to say that every one would come forward who was unable to obtain any other form of employment. The amount of remuneration that could reasonably be given is not sufficient to induce any one to take a real interest in the work. With an unpaid agency, on the other hand, men of a considerable position in society are obtained, who do very good work indeed if they can be got to take an interest in the arrangements. Besides, the total expenditure which would be incurred by paying even Rs. 10 to each enumerator is a by no means insignificant drain on the public funds. On the other hand, the commandeering of enumerators is considered all round to be an injustice, and is objected to by the official population of Calcutta even more than by the non-official. In spite of the fact that the 20th and 21st of

The suggestions regarding the appointment of enumerators.

February and the 1st and 2nd March were gazetted as holidays for the purpose of the census, a large number of Government officials strongly objected to sparing more than a certain number of men. If it is intended, therefore, to repeat the experiment of enumeration by an unpaid agency at the time of the next census, it would be advisable to proportion the burden of supplying men on the various heads of departments in such a way that the full number will be forthcoming without the necessity of exerting undue pressure. I would suggest that the total official establishment available should first of all be calculated. Considering that something like 4,000 enumerators will be required for the next census of Calcutta, a calculation should then be made as to what percentage 4,000 is of the total official establishment available. Heads of Departments should then be ordered to send in a number which will not be less than that percentage. Another point deserves notice. It should be arranged to close the High Court on the days gazetted as holidays for the purpose of the preliminary and final enumerations, so that the establishment of the High Court may be utilized without undue inconvenience to the Judges.

Purposes to which Police Agency should be restricted.

(*d*) If these suggestions are accepted, the necessity for impressing labour by means of a Police agency will be avoided. A Police agency is valuable for the purpose of preserving order and for ensuring that the work is done. The Police Inspectors are the best agency available for the office of Charge Superintendent. But an effort should be made at the next census to have enumerators *appointed* without the assistance of a Police agency. If an appeal is made to public bodies, such as the Port Commissioners and the Chamber of Commerce, a large number of men will probably be forthcoming, and any deficiency may be supplemented by the official element. These appeals must, however, be made by the Government itself, as they will be without effect if made by the junior officer entrusted with the conduct of the operations.

Provision of proper accommodation in the Municipal Office for census work.

(*e*) Now that the work of building the new Municipal Office buildings is under discussion, care should be taken (1) that a small room should be set apart for the permanent preservation of census records, and (2) that sufficient accommodation should be available on emergency for the census staff. Unnecessary difficulties had to be faced in the present census from want of proper accommodation. Owing to want of space in the Municipal Office, thatched huts had to be erected in the compound. Before the appointment of the Assistant Census Officer in February, I could not move the census establishment to another house, as I had to be near at hand to attend to the pressing duties of the Building and Warrant Departments. This difficulty could have been avoided, if some spare space had been available.

Suggested modification of the block system of the port area.

(*f*) The number of circles in the port area should be increased from three to five, and the number of blocks should be increased from 26 to at least 50. The present blocks are too large.

(*g*) I shall lastly offer a few suggestions in connection with the specimen schedule. Highly educated persons, including heads of educational institutions, made many mistakes regarding Christian sects and the occupation of children, about birth-place and about Hindu and Muhammadan castes. The entries found in the occupation column of the specimen schedule are not definite enough to enable the tabulating clerk to assign the occupation to its proper group in Table XV. Take, for example, the entry "Government clerk." Government clerks of the Education Department come under group 453; (2) those of the Military Department come under group 14; (3) those of the Engineering Department come under group 478; (4) those of the Canals Department come under group 431; (5) those of the Survey Department come under group 478; (6) those of the Postal Department come under group 434; (7) those of the Telegraph Department come under group 436; (8) those of the Government Docks come under group 427; (9) those of the Asiatic Museum, the Meteorological Department, the Geological Department, the Reporter of Economic Products, etc., come under groups 479 and 480.

Take, again, the entry "Government Pensioner." There are different groups for civil and military pensioners. "Railway Engineer" may a Mechanical Engineer, a Civil Engineer or an Administrative Officer.

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Take, again, the entry "Government Pensioner." There are different groups for civil and military pensioners. "Railway Engineer" may a Mechanical Engineer, a Civil Engineer or an Administrative Officer.

"Weaver" may be a cotton weaver, (who again may be a mill operative or a hand mill weaver) or he may be a silk weaver, a jute weaver, a mat weaver, a shawl weaver, or a carpet weaver. "Fishvendors" may be either fishermen or merely dealers in fish; in the former case they go into group 79, and in the latter case into group 80.

These observations are made for the purpose of showing that the entries in the specimen schedule are not detailed enough to guide the enumerator in making entries sufficiently definite for the purpose of tabulation. These defects, as I shall subsequently show, were remedied in the present census by subsequent inquiries. An exhaustive list of occupations as entered by the enumerators in the schedules has also been prepared. I would suggest that a copy of this list should be in the hands of each enumerator at the time of the next census, and also a copy of Mr. Risley's Table.

III. THE DISTINCTIVE FEATURES OF THE CENSUS OF 1901.

Distinctive features of the preliminary operations of the Census of 1901.

I have now described in detail the preliminary operations of the census of 1901. I shall conclude this Chapter by summarising briefly its distinctive features. They are these:—

1. The rough survey of the added area and the preparation of plans on the scale of 50ft. to the inch, showing each house numbered in detail.
2. The demarcation of blocks on the ground by prominent marks.
3. The utilization of an unpaid agency for the work of enumeration.
4. The arrangement by which it was secured that no enumerator had more than could reasonably be done by one man.
5. The enquiries into the question of overcrowding, which will be dealt with in a separate Chapter.
6. The holding of public meetings for the purpose of training the unpaid staff.
7. The adoption of the definition of house given in the Bengal Code of Census Procedure.

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B.—The procedure of extracting and tabulating the information contained in the Enumerator's Schedules.

CHAPTER I.

SLIP-COPYING.

1. In the previous part of this report an account has been given of the measures taken to fill up the enumerator's schedules. These schedules form the basis of all subsequent investigation. In the following chapters we shall deal with the procedure adopted for the purpose of exhibiting the information contained in the schedules in the form of the imperial and subsidiary tables.

2. If every entry in the schedules could be assumed to be accurate and sufficiently specific for the purpose of tabulation, the preparation of the tables would be a comparatively easy task. Our initial difficulty, however, was that many entries were incorrect, and still more were vague and indefinite. Reference has already been made to the fact that certain entries in the specimen schedule were hardly definite enough to guide the enumerator in making entries of a sufficiently specific character. The enumerators had received no instructions as to the necessity of distinguishing hand from machine labour, as these instructions did not reach me till a few days before the final enumeration. Even supposing, therefore, that the enumerators had acted up to the instructions given, the occupation table at least could not have been compiled on the basis of the schedules as originally submitted. It is hardly necessary to say that in many cases the enumerators did not act up to the instructions given. It was, therefore, found necessary to appoint a large out-door establishment after the final enumeration to correct on the spot such entries in the schedules as were unsuitable for the purpose of tabulation.

Correction of the schedules by local enquiry after the final enumeration.

3. The introduction by the Census Commissioner of the German system of abstracting the total information for each entry in the enumerator's schedule into slips, which were subsequently sorted for each table, may be said to mark a new era in the census history of India. In previous censuses the system of "ticks" was used. This system involved a separate reference to the schedule in the case of each table. The essential principle of the slip-copying system is that a single reference is made once for all to the schedule and all the information necessary for tabulation concentrated on a slip. The three primary elements of religion, sex and civil condition were distinguished by colours and symbols. A brown slip was used in the case of the Hindu religion, a white slip in the case of the Muhammadan, and a red slip in the case of the Christian religion. No Animist having been returned in Calcutta, the green slip intended for the Animist was not used. Civil condition and sex were distinguished by means of the following symbols :—

The slip-copying system. Form of slip, colours, symbols and abbreviations used.



"Slip-copying" work consisted merely in copying out the entries of the census schedules, column by column, into small slips of paper variously coloured, as described above, for the various religions. Each slip had a number of ruled lines and column numbers printed upon it. These numbers—from 7 to 16—corresponded with those of the census schedules. Besides the symbols some abbreviations previously agreed upon, to indicate caste, occupation, birth-place and education, were adopted for minimising clerical work and space occupied by the entries. The following slip entries corresponding to those against serial number 220 of the schedule of Block VII of Circle IV in Ward No. 1, regarding a Hindu

Slip-copying.

Brahmin male, 25 years of age, who is not a zamindar or cultivator, but is a dependant of a clerk in a Government Post Office, and knows Bengali, but not English, and whose birth-place is in the Burdwan district, may be cited as an illustration :—

Slip Entries.

	Ward No. 1.
[redacted]	No. 220-7-4.
7	25.
8	ব্রা
9	
10	
11	Clerk. (Government Post Office.)
12	Burdwan.
13	ব
14	জ-ব
15	No.

The abbreviations used were :—

ব্রা = Brahmin.
কা = Kayastha.
উ = Uriya.
সুঃব = Subarnabanic.
হ = Hindi.
ই = English.
ব = Bengali.
জ = "জমিদার" zamindar in column 10.
জ = Knows in column 14.
চ = Chas.
Pro. = Protestant.
R. C. = Roman Catholic.
C. of E. = Church of England.

4. The copied slips were sorted block by block for one circle at a time by sex and religion in the Copying Department. The results were recorded in Register No. 1, which showed each of the six main religion-groups by sexes, to wit, Hindu, Muhammadan, Budhist, Christain, Animist and "Others." The supervisor of the copyists counted all the sorted slips of one sex of a religion and then wrote out a ticket,[1] which was numbered and affixed on the top of the packet of slips sorted and counted. Lastly he made an entry in his Register No. I, thus:—

Registers kept.

Register No. I.

Ward No.	Circle No.	Block No.	Total population.	Hindu. Male.	Hindu. Female.
1	1	1			455

In like manner the males and females of all the main religion-groups in each block were so entered. When this was completed the total of each column was struck, which gave the total population by each sex of each of the main religion-groups. It should be noted *that the group of religions styled "Others," which included Jains, Jews, Confucians, Brahmos, Agnostics, etc., were not separately entered or sorted in the Slip-copying Department.* A progress

(1) Ticket.
Ward I—Circle I—Block I.
Religion—Hindu.
Sex—Female.
Number—455.
(Sd.) A. K. SEN, *Supervisor.*

report (Register No. II) showing the number of slips copied and passed circle by circle was submitted daily. This acted as a check on the whole work done by the copyists and passed by the supervising agency. A Register (No. III) was also kept up by the slip-copyists showing the number of slips copied by them every day. This Register was written up, block by block, and the entries afforded a check on the supervisor's counting of the copied slips of each sex and the entries made in Register No. I on the basis of that counting. The Assistant Census Officer personally kept a Register (No. IV) in which he entered the figures of each circle by sex and religion, as he passed them. This Register was a check on Register No. I. In it he entered the number of entries checked by himself.

The danger of the system.

5. The slip-copying system may seem to be simplicity iteself; but in actual practice it requires to be very closely watched to ensure success. Under the old system of "ticks," a separate tick was made for each table, and the procedure of tabulation was, therefore, distinct for each table. If the totals of the different tables corresponded, there was good evidence that the results were correct. Under the slip-copying system, however, this automatic check is lost, and a mistake once recorded finally on a slip is carried through in all the tables, which, therefore, agree among themselves. A correction cannot subsequently be made, unless by a reference to the original schedule. From these remarks it will be evident that a constant comparison of the slips with the schedules is of the utmost importance. Special attention was drawn to this point by Mr. Baker, who was Bengal Financial Secretary at the time.

Out-door and in-door establishment employed.

6. The system of slip-copying had never been tried before in India; and therefore, although simple in character, it had to be explained to the establishment at the beginning of the work. Two gangs of 10 men each were trained even before the publication of the provisional totals; but the actual work of slip-copying did not begin till the 9th of March. The copyists were subsequently appointed after examination. Finally, eight gangs of ten men each were entertained under eight supervisors. These latter were each assisted by an Assistant Supervisor on Rs. 15 per mensem, when experience showed that it was impossible for one supervisor to efficiently check more than half the work daily turned out by ten copyists. The whole time of the Assistant Supervisor was occupied in issuing and taking back slips and schedules and in writing up the Registers and a great deal of the Supervisor's time was taken up in making reference to the Assistant Census Officer about caste, sect, birth-place, and occupation, in regard to which a very large percentage of vague entries had to be marked out for local enquiry. Forty-one men on Rs. 30 a month each were employed for making local enquiries and correcting the vague entries marked out. To copy out these corrections a gang of 20 copyists was entertained. In making out the entries and in sifting and sorting out the slips relating to them, a great deal of delay was made by the Supervisors. The copied slips, accordingly, went on accumulating in their hands in ever-increasing numbers. Consequently, although a second assistant was given to each of them the arrears were not worked off for some time after the slip-copying was finished, on the 21st May 1901.

Further details of slip-copying work.

7. In copying out the slips care had to be taken—(1) That the actual number of entries in the schedules were copied in, that is to say, if there are 385 persons entered in a schedule, there must be 385 slips. (2) That all the symbols and abbreviations were correctly understood and followed by the copyists. (3) That all the entries existing in the schedules except those in the columns 1 and 3, were correctly copied. (4) That all the blank columns were left blank. For this purpose *strict* supervision and comparison was a *sine qua non* of success. In the slip-copying rules, provision was made for one *supervisor to supervise the work of ten men* and for only 10 per cent. of the copied slips being tested by him. This proved wholly insufficient for ensuring correct copying. Two supervisors were, therefore, engaged after a while; but they too proved inadequate. So other checks were organized and no copyists' work was passed until after it had passed through the hands of (1) the supervisors, (2) the record establishment, who checked the total of the tickets copied or

entered in Register No. I with the block, circle and charge summaries, (3) the Inspectors, who checked and compared 30 per cent. of the slips with the schedules, (4) the Assistant Census Officer, who himself checked nearly 50 per cent. of the total slips copied. On the whole nearly 90 per cent. of the slips were tested, compared and passed in this way in the Copying Department. Except at the beginning of the work of slip-copying no considerable errors were made in the selection of the proper coloured slips; but the distinction between the brown colour of some of the Hindu slips and the white colour of the Muhammadan slips was often difficult to detect, particularly on dark evenings, as some of the brown slips were only a shade different from the white slips. The different symbols for male and female and for married, unmarried and widowed, though readily understood, led during the first few weeks of the work to frequent mistakes.

Fudging by slip-copyists, and steps taken to detect it.

8. A temporary census establishment usually contains a number of worthless, unscrupulous men, who have failed to obtain employment elsewhere. Mr. Gait's rule enjoining an average outturn of 500 slips per copyist induced a number of copyists to attempt to omit several entries with a view to complete the requisite number of slips. The fear of losing pay for a short outturn operated as a strong motive for fudging. A still stronger motive was the rule prescribing a reward for a large outturn. Facility for indulging in this sort of fudging was given by the inability of the supervising staff to check the work and to detect omissions promptly. Not only were entries omitted, but when in the earlier stages of the work, man after man was discharged for gross omissions, man after man was found to have invented entries from his imagination for several columns to avoid looking into and reading the schedules. The entries in the slips had frequently no connection whatever with the schedule entries. The supervisors permitted their assistants, in several cases, to compare the slips, while the schedules remained in the hands of the copyists (although this was against orders), and these fictitious entries were not detected in several instances in the Copying and Records' Departments. Many of them escaped the Inspectors, and even the Assistant Census Officer as well, until the slips came to be sorted. Although the establishment was never at one time larger than 80 men, no less than 141 persons were admitted as copyists between the 8th March and the 21st May, when the copying was finished. This system of weeding out the inefficient and the dishonest produced on the whole a better record in the end than could have been obtained otherwise; but it entailed a severe strain on the supervising staff. There is more than one hint in the reports of the previous censuses of Calcutta as to the unreliability of a temporary mercenary census establishment. For the purpose, therefore, of securing a comparatively superior class, it was decided to pay men in this office at rates higher than those sanctioned in the slip-copying rules. But although this step secured for Calcutta better men than would have been available on a lower pay, the danger of admitting incompetent and unscrupulous men was not completely avoided. The assiduous, painstaking and thorough scrutiny of the Assistant Census Officer resulted in the repeated return to the Slip-copying Department of circles which had passed the Supervisors, Record-keepers and Inspectors. This caused delay and also voluntary relinquishment by several men of their posts as slip-copyists and Supervisors. Many Supervisors were also dismissed for incompetence. The following mistakes were detected when the slips were sorted for the tables:—

(1) Hindus wrongly entered for Moslems, and Moslems for Hindus; (2) males wrongly entered for females, similarly females for males; (3) "Others" for Buddhists and Christians; (4) Hindus wrongly entered for Sikh ("Others"); (5) Budhists for "Others."

Difference between the Provisional, slip-copying and the final figures obtained by correction.

9. The nett result of the detection of these mistakes was an increase in the population of 475 persons, of whom 176 were males and 299 were females. The details are exhibited in an Appendix at the end of this Chapter together with the provisional figures. The omissions were detected when the slips were counted in the Sorting Department. Whenever a discrepancy was noticed, the

slips were ordered to be counted thrice by three different persons under the Assistant Census Officer's personal direction. When satisfied, he gave sanction to correct the figures previously entered in Register No. I.

10. It was hoped at the beginning of the operation that slip-copying would be completed in about six weeks' time. A little experience of the work, however, showed that this was not possible. The first batch of 20 men trained by the Assistant Census Officer turned out fairly well, but many of those who came in later proved unscrupulous and lazy. As each man was discharged under the rules, and his place filled by a new man, the latter had to be taught the symbols and abbreviations. A new hand had to proceed cautiously. It was soon evident that the man who produced the largest outturn in order to earn the largest amount under the rules was not generally the best worker. "The slow and steady eventually won the race," like the tortoise in the fable outstripping the hare. Our experience in Calcutta has been that the slip-copying rules fostered quantity at the expense of quality. It was possible for the shrewd and unscrupulous copyist who carefully studied the idiosyncrasies of the Supervisors, and their superiors, to hoodwink them and get 500 to 600 slips passed with at least 150 to 160 slips among them having only two or three columns filled in and the rest blank. As minute checking led to detection, the outturn fell off with an improved quality of work. We are of opinion that for the town of Calcutta, where two consecutive entries are not generally alike, 250 slips per diem per man would not be too low a standard for the general work of the Slip-copying Department in a future census. The actual outturn (inclusive of the mistakes which were detected and corrected during the sorting of slips for the tables) in this office was 274 only against a daily average of 500 to 600 slips reported by the Superintendent of Census, Bengal, for some of his mafussil offices. In the case of a circle (*e.g.*, of the European wards or the Fort and Canals) where the religion, caste, tribe and occupation entries were comparatively uniform, a maximum outturn of 632 slips per diem was reached by one of the copyists. Some did more than 500, and a few more over 400. But in all other cases, wherever the outturn was high, comparison showed that quality had been sacrificed to quantity, and the actual outturn after repeated rejection and correction was not found to be above 274 per diem on the average. The standard of 500 slips per diem was found too high for Calcutta, where variety and diversity was the rule for the serial entries and not uniformity, as is often the case in the mafussil. There can, of course, be no comparison between Calcutta and the mafussil, where, in a large majority of cases, the population of an individual village is frequently almost uniform in religion, caste, sect and birth-place (the four entries in which Calcutta schedule entries seldom exhibit any identity.) The mafussil copyist holding, say, 100 Hindu slips in his left hand, might go on copying out the various columns without having to look to the left or right. The Calcutta copyist, on the contrary, had constantly to change his slip. Even in the Hindu wards, where the first six entries were those of Hindus, the next entry might be, and often was, that of a Brahmo, the next that of a Christian or Mahammadan or Jain, and so on. Not only this: but the mafussil copyist could, at a glance, find out whether the caste, sect, religion, birth-place and occupation from serial number 1 to serial number 500 were the same or not. If the same, he could, without looking a second time at the schedule, copy out the whole of the 500 slips in a few minutes. If not the same (and the divergence could not be very great), he could copy out the divergent slips first and proceed to copy out the rest in the manner described. In Calcutta this was impossible, for even residents in different rooms of the same house were as often as not divergent in religion, caste, sect, birth-place or occupation.

Delay and comparatively short outturn in the Calcutta office due to the special character of the work and to minute checking.

12. The progress of work, both slip-copying and sorting, was retarded by the existence and needful correction of vague and indefinite entries, and often of omissions in the schedules. In the slip-copying rules some of these were provided for. When, however, it was found that it was absolutely necessary to appoint an out-door agency in Calcutta, to ascertain the precise occupation of persons entered under the rules as

Shortness of outturn due also to the correction of vague schedule entries during copying.

"Government servants," "pensioners," &c., and the sect of most Christians (the entries in the column intended for this being in the majority of cases "Protestant" or "Roman Catholic" only), it was thought expedient to enquire into and correct *all* entries about which the tabulating clerks had any doubt. The result must be deemed to be highly successful. Nearly three lakhs of entries were corrected or filled up in this manner. It was only in the case of the schedules of the Port, Fort, Railway and Canals that corrections could not be made, the persons enumerated therein not being traceable. In respect of the other schedules for the Town and Suburbs less than ·04 per cent. of the vague entries had to be left uncorrected owing to the departure for England or elsewhere of the persons enumerated.

Outturn of copyists in Calcutta.

15. 300 (Three hundred) per day for beginners and 400 (four hundred) for old hands were deemed to be a fair standard for Calcutta to enable the slip-copyist to earn rupees twenty (Rs. 20) a month. The salaries prescribed in the copying rules were understood not to apply to Calcutta, where even a sum of Rs. 20 (rupees twenty) for copyists with the lower standard noted above was felt to be a great hardship, and the more intelligent hands deserted the office after a few days' trial. As regards the rule of cutting copyists' pay for wrong entries, it was found impracticable by the Supervisors to report the number of mistakes found. The work of comparison got into arrears within two weeks after the commencement of the work, and it was found more expedient to summarily dismiss the man at fault than to put the Supervisor to the extra task of noting down the mistakes of each man and keeping up a note-book for the purpose.

A list of mistakes and vague entries was made in Register No. I in the column for remarks, but it was not deemed worthwhile to have the schedule written up and sorted for the slip-copyist's errors. The cost of having this done would have more than swallowed up the savings made by deduction of copyists' pay, besides causing dissatisfaction amongst the men.

Mechanical devices suggested for a future census.

17. The following additional devices are suggested for adoption in future censuses as the result of the experience gained in the present census.

(1) Calcutta should print its own schedules and slips with ward, circle and block numbers entered on them. The permanent records left by the present census would render a calculation of the approximate number required for each circle quite an easy task.

Numbering of the schedules and slips by words and blocks.

(2) The more important religions in group "Others" should have differently coloured slips, the less important cognate ones being coloured alike. The following colours are suggested:—

Suggested colours for slips of different religions.

1. Hindu	... Brown (Badami paper.)	8. Atheist	... Black.
2. Muhammadan	White (Serampore, pure white paper).	9. Brahmo	... Violet.
3. Christian	... Red.	10. Confucian	... Cobalt.
4. Buddhist	... Indigo-blue.	11. Jew	... Chocolate.
5. Animist	... Green.	12. Jain	... Orange.
6. Parsi	... Pink.	13. Sikh	... Grey
7. Agnostic	... Black (to be written up in red ink or pencil.)	14. Theist	... Violet.
		15. Free-thinker	... Black.
		16. Positivist	... Black.

Those which are coloured alike should be separated, sorted and entered in Register No. 1 *during slip-copying*, and not left over to be sorted afterwards.

(3) Sex and civil condition should, as originally intended by Mr. Risley, be indicated in the slips by notches on the slip and not by a printed symbol. This would prevent mistakes and render detection easy. The greater the care with which slips are selected for copying the less the chance of

Sex and civil condition to be distinguished by notches.

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mistakes. Sorting has been found, in spite of constant checking, to be responsible for more mistakes in regard to religion, sex and civil condition than slip-copying.

Leading castes and sects should be distinguished by symbols.

(4) Symbols should be used to indicate the main castes and sects.

(5) Volunteers and soldiers should have special red schedules allotted to them. From the Register which has been compiled and preserved a rough list of volunteers and soldiers could, with a little care, be compiled block by block. This will suffice for the distribution of these schedules to the supervisors and enumerators concerned at the time of the enumeration. We would make these slips half-an-inch smaller than others, and have a small gang to copy them out separately and to register them.

Red schedules for volunteers and soldiers.

(6) All slips should have 15 columns. A 16th column should appear in a longer slip for infirmities only.

Length of slip.

(7) The schedules for Europeans, Eurasians and Americans should be coloured white, yellow and rose respectively. The distribution of these schedules to the requisite quarters would be quite easy by a simple study of our permanent tables and registers. We would make the slips for these half-an-inch broader than the rest. By a judicious selection of differently coloured paper for schedules for the more important races, nationalities, sects and tribes, the first sorting could be effected by having these copied out separately and registered in special forms which can be prescribed in view of the object necessary to attain by their sorting.

Colour of schedules for Europeans, Eurasians and Americans. Suggested difference of slips for these classes.

(8) Slips of different textures and sizes might be adopted to represent the more important special entries which require to be abstracted specially or earlier than the rest. The slips should, as already stated, be notched differently to represent sex and civil condition. Mechanical devices or symbols should be printed on the slips to represent the main classes of occupation.

Imported special entries might be denoted by texture and size of the slip, and classes of occupation by symbols.

The great objection to a multiplication of symbols and devices is the difficulty of selection of the proper kind of slip in copying and the loss of check once a wrong slip is chosen. But there seems to be far greater risk of inaccurracy in the old system of work. The objection has lost much force from the experience of the present census. The mistakes caused by a wrong selection of slips are as nothing compared to the number of mistakes caused by sorting and tabulation. Besides, with carefully prepared rules and really effective supervision, the final work could not only be better and more accurate with a larger number of devices, but would be completed with much greater speed and at far less cost.

APPENDIX.

	Provisional figures reported by the Charge Superintendents and published in the month of March 1901.			Figures entered in Register No. I as the result of slip-copying work, but not published.			Figures as corrected on counting the slips in the Sorting Department and published in the Report.			Difference between the figures of Register No. I and those obtained after correction in the Sorting Department. Increase (+) or Decrease (−).			The difference between the provisional and the final figures.		
	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.	Total.	Male.	Female.
Calcutta Proper	806,683	534,826	284,917	808,494	524,490	284,004	808,969	524,661	284,308	+475	+171	+304	+ 86	− 305	+391
Fort William and Maidan ...	4,588	3,894	694	4,610	3,898	712	4,613	3,900	713	+ 3	+ 2	...	+ 25	+ 6	+ 19
Port	23,673	23,602	71	23,773	23,604	169	23,768	23,598	170	− 5	− 6	+ 1	+ 4,195	+ 4,096	+ 99
Canals	4,442	4,435	8	4,445	4,437	8	4,447	4,437	10	+ 2	...	+ 2	+ 4	+ 2	+ 2
Cossipore-Chitpore	40,781	26,259	14,522	40,780	26,139	14,641	40,780	26,139	14,641	...	...	...	− 21	− 76	+ 55
Maniktolah	32,417	19,118	13,299	32,397	19,132	13,265	32,397	19,142	13,255	...	+ 10	− 10	− 20	+ 24	− 44
Garden Reach	28,506	16,927	11,579	28,510	16,929	11,581	28,511	16,928	11,583	+ 1	− 1	+ 2	− 95	− 59	− 36
GRAND TOTAL ...	944,090	621,061	323,069	948,609	624,679	323,930	949,144	624,855	324,289	+475	+176	+359	+4,154	+3,824	+330

CHAPTER II.

SORTING.

Sorting described.

1. Sorting consists of collecting the slips of a circle by sex and religion, and separating them into batches of identical or similar entries. For example, if Christian male slips had to be sorted for according to sect and race, all the male slips of a circle belonging to a particular sect (say Baptist,) were first separated one by one from the total number of male slips for Christians. A further separation was made by races, after which the different orders of slips were placed in separate pigeon-holes. The total number in the pigeon-hole found by actual counting was then entered on a piece of paper called the Sorter's ticket.

The Sorter's ticket.

2. On this ticket the number of each table, the ward, circle, religion and sex were printed as headings and these were first filled in by the Sorter. He next entered the name of the sect he had sorted out and the number of slips belonging to it as found by actual counting. For example, if the slips relating to Baptists numbered 85, he would write up his ticket as follows:—

TABLE XVII. SORTER'S TICKET.

WARD 9. CIRCLE 1.

Religion Christian. Sex male.

Denomination.	Number of persons.	European.	Eurasian.	Native.
Baptist	85	40	30	15

Passed for tabulation.

Signed A. K. Sen, *Supervisor.*
Dated 4th May 1901.

Signed M. N. Kumar. *Sorter.*
Dated 4th May 1901.

Extent of checking and supervision.

3. After the Sorter had entered the numbers of all the sects, as he sorted them out, on these tickets, the Supervisor of the Sorting Department in his turn came round and counted the slips in the pigeon-holes, which had been labelled "Baptist," "Church of England," "Methodist," &c., &c., by the Sorter, compared the number found by him with the entry made by the Sorter in his ticket, and, if correct, passed it. Next came the Inspector, and after him the Head Clerk and Assistant Census Officer, each testing the tickets in the pigeon-holes.

When the ticket for the whole circle was ready the Supervisor completed his 20 per cent. of checking, the Inspector his 10 per cent., the Head Clerk his 5 per cent., and the Assistant Census Officer checked the tickets on their being put up before him with particular reference to improbabilities, vague castes and sects, &c., and gave orders for correction in case of mistakes. The tickets when corrected were again put up before him and, if everything was in order, passed for tabulation. This procedure was continued till the third week of June, when the Assistant Census Officer allowed the Inspectors and the Head Clerk to finally pass the tickets of specified gangs of Sorters placed in their respective charges, keeping four gangs for himself. No corrections could, however, be made by either Inspector or Head Clerk without the Assistant Census Officer's orders upon the mistakes noted by them.

4. Sorting work was commenced in Calcutta on the 24th of March, *i.e.*, as soon as a sufficient number of copied slips had been finally passed by the Assistant Census Officer. Two men, the pick of the copyists, were carefully trained by him personally for the work. The first step taught was the mechanical process of sorting out slips for the different entries, putting them into different pigeon-holes, and marking those pigeon-holes with the name or figure of the particular entries sorted out. When some facility had been acquired in this work, the printed rules of sorting received from the Bengal Census Office were carefully explained to them. After a week's training and trial, they were made Supervisors over 12 men, six for each, to whom they imparted lessons. The number of Sorters was increased to 20 during the following week. By the 15th of June 20 circles had been sorted for.

Details of the training of the staff.

The number of Sorters was then increased from 20 to 80 men composing 8 (eight) gangs of 10 (ten) men each under eight Supervisors. By this time the schedule entries corrected by the out-door Supervisors had been returned to the record-room and the vague entries and omissions detected by the in-door Supervisors had also been noted in the schedules. The out-door agency was kept at work by being entrusted with the enquiry of the entries so marked. About the middle of July, a second slip-correction department (consisting of 12 men) was organised and placed under the superintendence of one of the Inspectors who had in the meantime been made acquainted with the procedure of slip-sorting for all the tables. The slips corrected by them were returned through the Record-keeper to the Sorting Department. It was not till the third week of August that all the vague slips had been corrected and returned to the Sorters.

Correction of vague entries in the slips.

5. The circle was the unit of sorting in the Calcutta Office. This of course entailed more work, but it was deemed necessary, as much for municipal administrative purposes as for correct sorting. It is important for the Municipality to be able to locate and fix the various industries of Calcutta and their workers within each circle, so that the precise site and building in which each industry is carried on can be traced without much difficulty from the schedules and maps, and it is important also to have a means of telling, at least generally, the number of men employed in each circle, and all the particulars regarding their religion, caste and birth-place. The prevention of errors in the Sorting Department, (the main source of incorrect tabulation and of delay in reconciling the tables), was also a reason of considerable weight. By this process errors, if any, were localised within the circle, and could not be magnified and accumulated by combination. The mistakes in the table of Register I (the register prepared in the Slip-copying Department to show by religion and sex the population of Calcutta by Circles and Blocks) could be unerringly checked and easily traced by this process. It has been possible, owing to adherence to this rule, to ascertain the precise localities where overcrowding of particular classes of the population exists and to answer off-hand queries on these points which have already more than once, been made by the Hon'ble Mr. Buckley and by the Plague, Engineering, and Health Officers. The distribution of the sexes, religions, sects, castes, occupations, &c., is now known within the lowest possible unit of area, and it is hoped that the results of the present census will, therefore, be of great help to the future administration of every department of the Corporation.

The circle as the unit of sorting; its advantages.

6. Each Sorter completed the sorting of his circle for all the tables except Table XV., which, owing to its magnitude, complication and importance, required special care. All the tables of a circle, except Table XV., were sorted for at one time by the same gang of Sorters. The slips were then transferred to the Sorter for Table XV. This enabled the checking of the results of sorting by a comparison of the figures of one table with those of another. It also prevented the loss of slips by frequent transmission from gang to gang, which would have been the case had different gangs sorted for different tables. The fact that slips were copied, circle by circle, rendered it impracticable to sort for a whole ward at the same time even

One and the same Sorter sorted for all the tables of a Circle. Advantage of the system and the reason for it.

if this had been desirable, which was, of course, not the case. It often happened that, although the schedules of entire wards were issued to the slip-copyists at one and the same time, one gang of copyists completed an entire ward by the time another gang could only copy out three circles. If sorting work had been deferred until the slips of entire wards had been completely available no sorting could have been begun until after the Slip-correction Department had completed its work.

Amount of time taken by the Sorters, and why.

7. It was for these reasons that the work of sorting out the slips for the various tables prescribed by the Census Commissioner though commenced as early as the last week of March 1901 was not completed till the end of September 1901. Nearly one hundred and ninety circles had to be re-sorted for Table XIV owing to a change of age-periods ordered by the higher Census authorities after they had been sorted. Besides the preparation of tickets for ten of the Imperial tables, all the special tables, and a few of the subsidiary tables prescribed by the Census Commissioner, the Sorters prepared one special list of Americans, one of persons born in the United Kingdom, and one of Eurasians and Europeans, including Volunteers.

A special establishment of ladies.

8. The experiment of entrusting the mechanical work of sorting for the comparatively easier tables to a few ladies was tried in the present Census. Their work was found so accurate and reliable that the sorting work for Table XV was entrusted to them. They excelled in correct manipulation and sorting. They were quick, accurate and honest in sorting, counting and writing up their tickets. But in adding up figures in their tickets for Table XV they made the most grotesque blunders. This portion of the work was therefore taken away from them and given to the men-sorters. Two additional supervisors were placed over them to check their totals. The best results were obtained by leaving the totalling to be done by the Supervisors and their assistants whilst the ladies did the sorting, counting and entering of the figures for each occupation as recorded in the slips. They frequently, however, quarrelled amongst themselves, and some of them were inclined to be insubordinate and unreasonable. No advertisement for lady-sorters was published. None, therefore, but those living in the immediate neighbourhood of the Calcutta Census office came for employment. If girls could have been got who had already worked in a Public Office and were, therefore, amenable to discipline and to rules, the work would have been completed with greater despatch and at a lesser cost.

Special difficulties of sorting work in Calcutta.

9. In sorting for the tables relating to (1) caste, sect and nationality, (2) religion, (3) birth-place, and (4) occupation, quite a large number of vague and little-known words were found, which gave considerable trouble. References were made to various Missionary authorities for a verification of several minor Christian sects entered in the schedules and slips. Names of unknown and inconsiderable towns and villages of birth in the case of Hindus, Muhammadans, Jews and Jains were frequently met with. Caste names of provinces outside Bengal were also not infrequently found. The ascertainment of the district in India and of the country outside India to which the birth-places entered belonged was by no means an easy task. The lists received from the Superintendent of Census Operations, Bengal, of the name of districts and tehsils of some provinces and of the castes enumerated at the Census of 1891 gave some help. Thacker's Directory, the Postal Guide and the village lists for Bengal were also of much use. Bannes' "Index Geographicus Indicus" and Abbe Dubois' "Hindu manners, customs and ceremonies," Risley's "Castes and Tribes of Bengal" and the appendices in the Census Code were, each and all, in daily requisition whilst sorting was in progress. Standard works on Geography had also to be consulted from time to time and, besides these, local enquiries had often to be made.

Fudging.

10. To obtain a large outturn of work, the more uniform the entry in regard to which sorting was being done, the better for the Sorter. On this account six Sorters tried to pen through the original entries, particularly of caste and occupation, and substitute for them one and the same entry in a large number of slips. But

none of the six Sorters that did this escaped detection, dismissal and forfeiture of pay. Supervisors in whose gangs such things occurred were also discharged for carelessness and incompetence. It was, no doubt, a case of dishonest falsification of a public document in each instance. But the difficulty of indentifying the culprit in a court of law by his hand-writing in the teeth of his denial of it, a difficulty which was magnified by the division of the slips of large circles amongst two or three sorters at a time, and the prospective cost, trouble and delay involved in a criminal prosecution stood in the way of adequately punishing the criminal.

System of check Register I corrected when the circles sorted for were passed.

11. As the unit of sorting in this office was the circle and not the ward, the figures in the block circle and charge summaries were easily corrected after comparison with Register No. I. The figures in Registers Nos. I and IV afforded an excellent check, even when the slip-supervisors' circle tickets were lost. As already stated, Tables VII, VIII, IX, X, XI, XIII, XIV, XVII and XVIII were sorted for at one and the same time so that one table might, as far as it went, act as a check on another. The supervisors, as already explained, simply counted the sorted slips in the pigeon-holes, and if correct, passed them for a table at a time in the manner described before. The Inspectors who retained in their personal custody the slip-supervisors' circle ticket, could at once find out whether the sorters' ticket for any table was correct. When they passed the tickets, they sent them on to the Assistant Census Officer, who passed a whole circle at one and the same time, as far as possible, after satisfying himself that the totals did not disagree and that there were no incongruous, absurd or palpably wrong entries.

Progress report and outturn of sorting work.

12. A daily progress report, showing the number of slips sorted and of entries in the tickets of each Sorter in comparison with the number of slips actually counted in the pigeon hole, tested by each Supervisor and Inspector was submitted, as a check against insufficient testing and against fudging. This report was daily tested by the Assistant Census Officer with reference to the sorted slips checked by the Supervisors and Inspectors. The Assistant Census Officer tested nearly 30 per cent. of the tested slips. Sorting for Tables XV and XVI was taken in hand after all the above tables had been completed for the whole area. The sorting rules (*vide* Appendix) sent by the Bengal Census Superintendent were followed in this office with the modifications noted in Appendix VIII. Several of the Census Commissioner's orders, enlarging or modifying the rules, were received from Mr. Gait's office in a bundle after considerable progress had been made in some of the works referred to therein. In respect of some of the tables; these orders necessitated fresh sorting. The average outturn of sorting work in the Calcutta office for the various tables was as follows:—

No. of table.	For first three weeks. Per man per diem.	After three weeks. Per man per diem.
Table VII	1,000 slips	2,500 slips.
„ VIII	500 „	2,000 „
„ IX	500 „	2,000 „
„ X	2,000 „	5,000 „
„ XI	2,000 „	5,000 „
„ XIII	2,000 „	5,000 „
„ XIV	500 „	2,000 „
„ XV	500 „	1,200 „
„ XVI	500 „	1,000 „

The maximum number of slips sorted during a single day was 15,000 by Sorter R. B. Adhikari; but the minimum fell to 80. As the standard of work indicated in Mr. Gait's Darjeeling Census Inspection Report was not reached by any Sorter, the standard for judging the amount earned by the Sorters was increased or decreased from time to time so as to leave to an honest worker nothing less than Rs. 15 per mensem.

13. In view of the impossibility of attracting reliable, honest and earnest workers to Census work on a reasonable scale of pay, it is a serious question for consideration whether the requisite number of men should not be recruited in all future Censuses from the permanent staff of the public offices in Calcutta and its neighbourhood at the rate of one or two men from each office. It is well known that a large number of well qualified apprentices is always available in those offices and that they could easily fill up the places of those deputed to Census work without the slightest detriment to public work. It is indispensable for reliable and accurate work in a Census office that the staff should be a responsible one, upon whom the Government has a hold, and who have a sense of responsibility and a stake in turning out good work.

Suggestion regarding the recruitment of the establishment in a future Census.

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CHAPTER III.

TABULATION.

Details of Tabulation.

1. For the purpose of tabulation the entries in the Sorters' tickets containing the total of each class of persons to be tabulated for had to be brought together. The most complicated table is, of course, Table XV, the tabulation of the Sorters' tickets of which occupied 44 men for 115 days. Next in respect of volume and complexity to Table XV is Table XIV. The preparation of this table from the Sorters' tickets occupied 20 men for 90 days. It will be noticed that *all castes* have been sorted for and not selected castes merely. This was done with a view (1) to make this table a complete check upon Table VII, the next table in point of bulk and difficulty of preparation, though prepared much earlier; (2) to ascertain, if possible, by comparison with the provincial tables, how the marriageable age in each of the castes, particularly the lower ones, was being affected by residence in the metropolis. It will be noticed that as in Table XIV, so in Table IX all the castes found in Calcutta have been dealt with and not selected castes only. Tables X, XI and XIII were comparatively lighter tables and easier to prepare. Table XVI is the only table that has been prepared in this office for selected castes and with reference to selected occupations. In this table groups and names of occupations having special significance in this town have been entered instead of orders only, as laid down in the provincial Superintendent's form.

The process of tabulation was very tedious. For example, for Table VII, persons of each different age and age-period as entered in the Sorters' ticket were first transferred into a tabulation sheet and totalled, circle by circle. The figures of these circles for the same age-periods were secondly brought together one below another and totalled for the ward; and the figures for the wards were thirdly brought together, one below another, and totalled for the entire Town. This was done, of course, separately for the sexes in separate sheets for the different religions. The figures in these sheets were further abstracted into one main sheet for the whole ward for all religions, showing the sexes separately. Finally, in the fifth and last process the sexes were amalgamated into one sheet for the entire population of the Town. Abstraction by the old condemned system of "ticks," to get rid of which the German system of slip-copying and sorting has been introduced, has had to be adopted for these five final stages of amalgamation of figures in the evolution of each table. From the remarks made before regarding the untrustworthiness of a Census establishment in Calcutta, it will be obvious that the greatest possible care in slip-copying and sorting and the most accurate abstraction up to the last stage of sorting may be easily nullified in the last five stages of tabulation. Supervision during the act of writing up the sheets and tables can, at the very best, be partial, and detection of mistakes once entered, even by comparison of 50 per cent. of the entries, does not ensure absolute accuracy. The problem for the future is, therefore, the introduction of further mechanical processes for eliminating this fruitful source of error.

Description of specimen mistake detected in the case of the Register for Europeans and Eurasians.

2. The special slips for European and Eurasian Christians and for infirmities (Table XII) were separately sorted for and tabulated by the Record-keeper and the Head Clerk, respectively. An experimental gang of six men at first posted the tables for a few circles under the Head Clerk's supervision. But the experiment proved a failure, as the Head Clerk was lax in supervision and too easy-going to report fudging and mistakes even when they were detected. His example was followed by the Record establishment, who also shirked the work of preparing the Register for Europeans and Eurasians. Both the Head Clerk and the Record-keeper were found to have systematically discouraged the sending over by the Slip-Supervisors of the special slips of infirmities and of Europeans and Eurasians. The result was that when the Assistant Census Officer tested their work on July 17th, 1901, he found that the number registered and tabulated in each case was far too smal

to be even approximately correct. So he went round and inspected the boxes of the Slip-copying Supervisors and also the bundles of slips in the hands of the Slip Correctors, and found quite a heap of these special slips lying in their hands. Both the Head Clerk and the Record-keeper were severely reprimanded and seriously warned, and a rule was made that they should go round every Saturday and collect these slips from the Copyists and Supervisors, who were thenceforth to be punished for retaining such slips in their hands for more than a day after they were passed. But in this case strictness produced results the very opposite to that desired. The men concerned all made common cause and frustrated detection by agreeing to report punctual delivery and receipt of these slips. It seemed doubtful whether these special slips were ever compared. The Assistant Census Officer, therefore, appointed a special establishment of four clerks for this work, handing down the copied slips to them to check and scrutinise the schedules for omissions, and to fill in the omissions when found. The effect of this action was an increase of 540 persons in the table of infirmities and of 680 in the Register for Europeans and Eurasians.

3. For the purpose of minimising the chance of mistakes in a future Census, the following mechanical devices are suggested:—

Mechanical devices suggested.

(1) The paper for the Sorters' tickets should be of the same thickness as that for the slips. The paper into which slips were copied at the present Census was rather thin. With thicker paper sorting would be easier, and the sticking of two or three slips together (which caused mistakes in counting) would be avoided.

(2) The room for each entry in the Sorters' tickets should be of the size of an ordinary slip and demarcated from that of the next entry, not by ruled lines as at the present Census, but by perforation as in the line dividing a cheque or rent-receipt from its counterfoil.

(3) The entries being arranged, as at the present Census in the Calcutta office in alphabetical order, identical entries in the different circles could be easily severed in order and put together into pigeon-holes marked with the name of the entry. These (which might be called "*sorted slips*" to distinguish them from "copied slips"), could be tied up together, after the Sorter had totalled up the figure and pasted on the top of the packet a slip of paper giving the total figures of all the "sorted slips." This ticket, which might be called the "packet ticket," should have the religion, sex, ward and circle number printed upon it, which the Sorter could fill up.

(4) The packet tickets of the circles for identical entries on being tested and passed, should be entered by the Sorting Supervisor in a Register.

(5) After this Register has been written up, signed, checked and passed, the packet tickets for the circles should, in a manner similar to the above, be brought together for identical entries for the whole ward, the figures in all the tickets totalled and a Ward Register written up.

(6) The ward tickets should, likewise, be mixed up for the same entries for the whole Town, and the Register for the Town prepared in the same manner.

There would thus be one Register for each table.

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C.—Cost of the Census.

I. Allotment made by the Corporation.—The total allotment made by the Corporation for Census expenditure amounted to Rs. 67,538. A sum of Rs. 22,600 was provided in the Budget of 1900-1901. At the time of making that estimate it was not contemplated that a rough survey of the added area would have to be made. The amount, however, was found insufficient even for the cost of the operations up to the night of the final enumeration. It was therefore subsequently supplemented by a grant of Rs. 6,800.

For extraction and tabulation a sum of Rs. 25,838 was asked for and sanctioned. Owing, however, to orders subsequently received, this amount was found insufficient. Sanction was therefore asked for and obtained for a further sum of Rs. 12,300.

II. Statement of Expenditure.—The actual cost of the preliminary operations up to and including the night of the final enumeration is given under classified heads in Statement A. The cost of extraction and tabulation is given in Statement B. The cost of special and additional work is given in Statement C. The cost of the preparation of each table is given separately in Statement D. The cost of the Census of the Suburban Municipalities and of the Port, which has been distributed under the various heads in the other statements, is separately exhibited in Statement E.

Under the orders of the Government of India half of the cost of the Census is debited to Government. The cost of Census of the Suburban Municipalities and of the Port will be refunded to the Calcutta Corporation by the authorities concerned. The Military Department will also refund the cost of the preparation of the nominal list of non-military male Europeans and Eurasians.

III. Comparison of amount of expenditure of this Census with that of previous Censuses.—In comparing the expenditure of the present Census with that of previous Censuses, the most important points for consideration are—(1) the cost per head of the population; (2) the volume and quality of the work finally turned out. As regards the first of these points, we have the following figures of population:—

Population censused in—1876	...	429,535
1881	...	684,658
1891	...	681,560
1901	...	949,144

We have further the following statement of expenditure:—

		Rs.	A.	P.
1876	Enumeration	5,145	0	0
	Extraction and tabulation	14,455	0	0
	Total ...	19,600	0	0
1881	Enumeration	19,714	0	0
	Extraction and tabulation	13,747	0	0
	Total ...	33,461	0	0
1891	Enumeration	27,540	0	0
	Extraction and tabulation	15,022	0	0
	Total ...	44,562	0	0
1901	Enumeration	27,856	0	0
	Extraction and tabulation	30,215	12	6
	Special work	6,996	11	10
	Total ...	65,068	8	4

Let x = the cost per head of the population. If, therefore, we take these figures, we have the following results:—

For 1876 ... ... 429,535 : 1 :: 19,600 : x
$\therefore x$ = nearly 9 pies.

For 1881 ... ... 684,658 : 1 :: 33,461 : x
$\therefore x$ = a little over 9 pies.

For 1891 ... ... 681,560 : 1 :: 42,562 : x
$\therefore x$ = nearly 1 anna.

For 1901 ... ... 949,144 : 1 :: 65,000 : x
$\therefore x$ = 1 anna and 1 pie.

In making comparisons the following facts, however, are deserving of consideration. The reason for the extremely low figure entered against Enumeration in 1876 is that no arrangements seem to have been made at that Census for the preparation of block maps. No expenditure seems to have been entered against the items, (*a*) house-rent and municipal taxes, (*b*) stationery, (*c*) furniture, (*d*) forms. Coming now to the question of outturn of work, it has to be remembered that in the present Census the chief items of expenditure are for work which has never been previously attempted. These items are (*a*) The preparation of block plans on the scale of 50 feet to the inch, (*b*) the *correction* by local enquiry of *wrong* and *indefinite entries* in the enumerators' schedules and (*c*) the collation of detailed statistics for each circle of occupation and of over-crowding. The first work was undertaken by the orders of the Government of Bengal, and the second was undertaken on our own responsibility. We are of opinion that each of these operations is of the very greatest importance in connection with the question of the quality of the work turned out. The number of corrections made in the schedules, as shown in Appendix IX, shows that had the entries in the schedules been tabulated in their original form, the tables would have been altogether unreliable. It is further claimed that materials have been left on record which will save much expenditure in a future Census.

Coming now to the question of quantity of work turned out, a comparison can be most effectively made by a cursory glance at the reports (including the tables) of the various Censuses. It is not merely that work must increase with each successive increase of population. Several altogether new tables have been prepared and inquiries made. It is claimed, therefore, that bulk for bulk, the present Census is not more expensive than those which have preceded it.

STATEMENT A.

Cost of the operations up to the publication of the provisional **totals.**

		Rs.	A.	P.
1.	Identification of Beverley's blocks and correction of them so as to bring them up to date ...	668	10	0
2.	Rough survey of the added area and bringing up to date the survey of the town area	13,661	7	6
3.	House numbering (checking) and supervision included	956	4	6
4.	Insertion of symbols at the beginning and end of blocks	255	0	0
5.	Preparation of block lists	1,907	7	6
6.	Cost of drawing materials and ferrotype plans ...	1,733	5	0
7.	Pay of section-writers for household registers ...	1,267	4	5
8.	Port census*	303	5	0
9.	Pay of Assistant Census Officer for the month of February	600	0	0
10.	Pay of extra supervisors to assist the police during the month of February	1,456	2	7
11.	Printing charges	895	2	6
12.	Amount paid to the Commissioner of Police and Under-Secretary (Government of Bengal) for enumerators and travelling allowance for Police Inspectors	1,006	9	0
13.	Cost of lamps, candles and petty contingencies ...	1,370	6	0
14.	Collection and arrangement of the schedules immediately before the publication of the provisional totals	946	0	0
15.	Stationery	829	3	0
	Total ...	27,856	3	0

* The Port Commissioners contributed Rs. 500 towards the Census of the port, out of the actual expenditure, Rs. 803-5

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STATEMENT B.

Cost of extraction and tabulation, including cost of supervision.

		Rs.	A.	P.
1.	Slip-copying establishment	4,500	9	0
2.	Sorting establishment	6,498	9	2
3.	Establishment for correction of mistakes in the schedules and slips	5,659	9	0
4.	Tabulation establishment	9,531	9	0
5.	House-rent and municipal taxes	2,624	6	4
6.	Binding	67	0	0
7.	Printing	571	5	0
8.	Stationery	226	13	0
9.	Hot weather charges	180	0	0
10.	Expenditure for maps	456	0	0
11.	Contingencies and miscellaneous expenditure ...	755	0	0
	Total ...	31,070	12	6

STATEMENT C.

Cost of Special work, including cost of supervision.

		Rs.	A.	P.
1.	Special enquiries regarding overcrowding ...	3,516	9	4
2.	Special maps and diagrams...	1,714	2	2
3.	History of Calcutta	1,500	15	4(a)
	Total ...	6,731	10	10

STATEMENT D.

The following statement gives the comparative cost of the preparation of each table with its subsidiaries. The cost of supervision has been distributed over the various items:—

Name of Table.	Amount. Rs.	A.	P.
Table I with its subsidiary tables	750	0	0
„ II „ „	775	0	0
„ VI „ „	482	0	0
„ VII „ „	2,482	0	0
„ VIII „ „	2,370	0	0
„ IX „ „	2,110	0	0
„ X „ „	1,075	0	0
„ XI „ „	1,265	0	0
„ XII „ „	735	0	0
„ XIII „ „	1,235	0	0
„ XIV „ „	3,235	0	0
„ XV „ „	4,005	0	0
„ XVI „ „	1,332	0	0
„ XVII „ „	640	7	4
„ XVIII „ „	740	0	0
„ XV, Part II (by religion)	2,734	0	0
„ „ „ III (by circles)	1,872	0	0
„ XVA	1,339	0	0
„ XVC	1,022	8	0
„ XVD	722	0	0
Occupations of British-born Government servants	411	0	0
Table XVIA, for European, Eurasian, and Native Christians ...	909	0	0
Tables for overcrowding	3,270	0	0
Special Register for non-Military male Europeans and Eurasians	800	0	0
Total ...	36,301	8	0

STATEMENT E.

Cost of extraction and tabulation for the Suburban Municipalities and the total cost of the Port Census.

		Rs.	A.	P.
1.	Manicktollah	1,157	4	9
2.	Garden Reach	1,318	3	8
3.	Cossipore-Chitpur	1,640	9	2
4.	The Port	1,118	0	0

(a) The total cost of extraction and tabulation, exclusive of this amount, is Rs. (31,070-12-6 *plus* 6,731-10-10 *minus* 1,500-15-4=36,301 8-0.

APPENDIX I.

CENSUS OF THE PORT.

DRAFT RULES.

Boundaries of the Port.

I. The boundaries of the port area will be :—

On the North :—From the Cossipur Gun Foundry Ghat to a point on the opposite side at Ghoosery.

On the South :—From the masonry pillar at the mouth of the Budge-Budge Khal to the pillar N.-W. of this on the Howrah side.

Classification of vessels and boats.

II. For the purposes of the Census vessels and boats will be classified as follows :—

Class A.—Sea-going vessels plying between Calcutta and British or Foreign Ports out of India.

Class B.—Sea-going vessels plying between Indian coast ports, whether in British India, in Native States or in French and Portuguese territory.

Class C.—Other vessels which are classified as follows :—

(*a*) Ferry steamers and passenger boats plying between the limits of the port.
(*b*) Cargo boats and country boats carrying inland produce.
(*c*) Fishing boats, etc.

Nature of the Census within the Port area and definition of the extent to which the census will go beyond that area.

III.—The Port Census will include all persons on board any vessel or boat anchored or moored in any part of the port area on the night of the 1st March between 7 P. M. and 12 P. M. It will further include—

(*a*) All persons on board vessels of class A which are on the port side of the Sandheads on the night of the 1st of March after 7 P. M.

(*b*) All persons on board vessels of class B which arrive in port between the 1st and 15th of March and have not already been censused elsewhere : and in the case of vessels of this class which leave the port on the night of the 1st of March, all vessels which have not discharged their pilot before 7 P. M. on that night.

(*c*) All persons on board vessels of class C which arrive in port or are found afloat in the Hughli below the limits of the port between the night of the census and the night of the 4th March and have not already been censused elsewhere.

Agency employed for the census of vessels of classes A and B.

IV.—The Commissioner of Police will arrange with the Port Officer and the Superintendent of the Preventive Service to have the enumeration of vessels of classes A and B made by the master or other person in charge.

Procedure for the distribution of schedules in the case of vessels of classes A and B.

V. (*a*) In the case of vessels of classes A and B which are in port before the 1st of March and are likely to remain in port till after the night of the 1st of March the schedules will be distributed in port, filled in on the night of the 1st of March and collected by the enumerator on that night or on the following morning.

(*b*) In the case of vessels of classes A and B which intend to leave port before the 1st of March the filling up of schedules will be managed by the agency of pilots under the direction of the Commissioner of Police. The pilot will make the enumeration if he is not discharged before 7 P. M. on the night of the 1st March. If he is discharged before that hour, he will not make the enumeration, but in the case of vessels of class B. he will instruct the master of the vessel to do the work on the night of the 1st March and to hand his schedule to the officer of the next port at which he touches.

(*c*) In the case of vessels of class A which are on the port side of the Sandheads at 7 P. M. on the night of the 1st of March, but have not arrived within the limits of the Port at that time, the pilot will arrange to have the schedules filled up while the ship is going up the river. If the passengers are landed between the hours of 7 and 12 P. M. on the night of the 1st of March, the pilot will hand to each a pass in the following form, which will be handed to any Census enumerator on shore who may wish to enumerate the party.

This is to certify that _____ has already been enumerated.

Enumerator.

(*d*) In the case of vessels of class B which arrive in port between the 1st and 15th March, and have not already been censused elsewhere, the pilot will arrange to have the schedules filled in while the ship is going up the river.

Agency employed for the enumeration of vessels of class C.

VI.—Boats of class C. will be censused by paid enumerators appointed by the Commissioner of Police.

Procedure of enumeration in the case of vessels of class C.

VII.—This enumeration will be divided into three stages :—

i—Preliminary Enumeration.

(*a*) The preliminary enumeration will begin one week before the final enumeration.

(*b*) Each enumerator will be provided with 300 schedules and 300 white tickets of the following form for pasting on the boats.

Circle No.	Block No.	Boat No.
This card shows that there has been a preliminary enumeration for this boat.		

(*c*) The enumerator will begin from the north end of his block, and, after filling up the schedule, will paste a white ticket on a prominent part of the boat. He will then hand the schedule to the master in charge with instructions to keep it in good condition till the 1st of March, and to hand it over duly corrected on that date to the enumerator when he calls.

ii—Final Enumeration.

(*a*) The final enumeration of the port is defined to be preliminary enumeration corrected so as to make it correspond with the state of facts existing on the night of the 1st of March.

(*b*) At 7 P. M. on that date the enumerator will begin to visit every boat in his block. He will call on the person in charge for the perliminary record corrected up to date. If that record should not be forthcoming, a fresh record will have to be prepared. The enumerator will be supplied with 100 schedules for this purpose. Any corrections will be in red ink. When the final enumeration is complete, the enumerator will paste over the white ticket a red ticket in the following form

Circle No.	Block No.	Boat No.
This card shows that there has been a final enumeration for this boat.		

and will hand the master of the vessel an Enumeration Pass in the form prescribed by Appendix V, Rule 6 of the Census Code.

iii—Supplementary Enumeration.

For three days after the 1st of March, *i.e.*, on the 2nd, 3rd and 4th of March, the enumerators will remain at their blocks and will census all boats that may be found in the port after the night of the 1st of March and have not been censused elsewhere. Three boats will be placed across the river at the Northern limit of the Port and three boats at the Southern end of the Botanical Gardens. These boats will stop all boats coming up and down the river for the purpose of seeing whether those on board have been enumerated. A red ticket on the boat will signify that a final enumeration has been made. Boats whose masters can present an enumeration pass, or which have red tickets pasted on them, will be allowed to pass: but in the case of other boats enquiries will be made and a census taken if it is found that no enumeration has already taken place. These operations will cease at sun-down on the 4th of March.

In the area south of the Port, patrol boats will be stationed at places convenient for this purpose.

VIII. (*a*) On the morning of the 5th March, all the enumerators will come with their records to the Office of the Superintendent of Census, Calcutta. The enumerator will give the total of males and females, which he has enumerated, in the following form which must be signed by the Superintendent of the Port Census.

Circle No.			Block No.		
Total number of vessels of class A		...			
Ditto	class B	...			
Ditto	class C	...			
	Grand Total	...			
Vessels of class A.		Vessels of class B.		Vessels of class C.	
Males.	Females.	Males.	Females.	Males.	Females.
Grand Total	Males ...				
	Females ...				

(*b*) A supplementary return in the same form will be prepared on the 15th March for vessels of class B enumerated under Rule V (*d*).

Form of Notice to Masters of Sea-going Vessels.

IX.—The bearer of this is an officer entrusted with the duty of *obtaining from you*, for the purpose of the Census, certain necessary particulars as to the officers, crew and passengers of the vessel under your command. He will make over to you a sufficient number of forms, in which you will please record the required particulars according to the instructions printed on them.

2. You should enter the necessary particulars first for *yourself*, then for *your officers* and crew, and then for the passengers.

3. You should not, if it can be helped, allow any of your crew to go on shore after 7 P.M. on the 1st March. If any one should be obliged to go, you should give him a certificate saying "censused on board . . . . . ," noting the name of your ship and signing it. He should be told to show this certificate to any one wishing to enumerate him on shore.

4. If you are leaving port before the 2nd March for another port in India, you should fill up the forms on the night of the 1st and deliver them to the Customs or other authority who may ask for them at the first port touched, or to the pilot, if he is still on board.

5. If you are still in port on the 2nd March, you should deliver the schedules, duly filled up, to the officer who calls for them.

6. When you give up the schedules, you will receive an Enumeration Pass which you should keep till the 15th March as proof that your vessel has been censused.

Superintendent of Census, Calcutta.

Extract from the Census Act, Section 4.

Every person (except a Pilot or Harbour Master) having charge or control of a vessel shall, if so required by the District Magistrate or by such officer as the Local Government

may appoint in this behalf, perfo m such of the duties of a Census officer in relation to the persons, who at the time of the taking of the Census are under his command or charge as such Magistrate or officer may, by written order, direct. All the provisions of this Act relating to the Census officers shall apply, so far as they can be made applicable, to all persons while performing duties under this section, and any person neglecting or refusing to perform any duty which he is directed under this section to perform, shall be deemed to have committed an offence under Section 187 of the Indian Penal Code.

X.—BLOCKS INTO WHICH THE AREA IS DIVIDED FOR THE CENSUS OF VESSELS OF CLASS C.

Block No.	CALCUTTA SIDE. From	To	Enumerators ashore.	Enumerators in boats.	HOWRAH SIDE. From	To		Block No.
	FIRST CIRCLE.							
1	Cossipore Gun Foundry.	Chitpore Canal	1	2 Enumerators in 1 boat	Boundary Pillar.	Sulkea Ghât.	2 Enumerators in 1 boat	9
2	Chitpore Canal	Buttotollah Ghât.	1					
3	Buttotollah Ghât.	Rajah's Ghât	1					
4	Rajah's Ghât	Ruth Ghât ...	1					
5	Ruth Ghât ...	Ahireetollah Ghât.	1					
6	Ahireetollah Ghât.	Nimtollah Ghât.	1	Do.	Sulkea Ghât.	Nimuckgola Ghât	Do.	10
7	Nimtollah Ghât.	Prossonno Coomar Ghât.	1					
8	Prossonno Coomar Ghât.	Juggernath Ghât.	1					
			8	4 E & 2 B			4 E & 2 B	
	SECOND CIRCLE.							
1	Juggernath Ghât.	Meerbohur Ghât.	1	2 Enumerators in 1 boat.	Nimuckgola Ghat.	Coal Depôt	2 Enumerators in 1 boat.	8
2	Meerbohur Ghât.	Hooghly Bridge (North).	1					
3	Hooghly Bridge, South.	Armenian Ghât	1					
4	Armenian Ghât	No. 4 Jetty ...	...	Do.	Coal Depôt	Seebpore	Do.	
5	No. 4 Jetty ...	No. 8 Jetty ...	...					
6	No. 8 Jetty ...	Colvin Ghât ...	1	Do.				9
7	Colvin Ghât...	North Baboo Ghât.	1					
			5	6E & 3B			4 E & 2B	
	THIRD CIRCLE.							
1	Baboo Ghât ...	No. 4 Esplanade	2	2 Enumerators in 1 boat	Seebpore	East of the Botanical Gardens.	2 Enumerators in 1 boat.	6
2	No. 4 Esplanade	Prinsep's Ghât	2					
3	Prinsep's Ghât	Tolly's Nullah	2	Do. E.				
4	Tolly's Nullah	P. & O. Co. ...	...					
5	P. & O. Co. ...	Matiabruz ...	...	[illegible] merator in 1 boat				
			6	5 E & 3 B			2 E & 2B	

KIDDERPORE DOCKS.

Block No. 7.

APPENDIX II.

FORM OF BLOCK REGISTER.

Ward.— *Block.*—

Street, &c.	HOUSES.			FEMALES.		NUMBER OF FLOOR ON WHICH EACH FAMILY LIVES AND NUMBER OF ROOMS WHICH IT OCCUPIES.				REMARKS.
	Census number of house.	Number in Municipal assessment Register.	*Description, Dwelling-House, Shop, Serai, &c.*	Serial number.	Name of head member of family.	Number floor.	Number room.	Number persons.	Air-space for a male.	
1	2	3	4	5	6	7	8	9	10	11

APPENDIX III.

Notes and Orders by the Superintendent of Census, Calcutta, and the Assistant Census Officer.

I.—Arrangements for the final enumeration (Supdt.).
II.—Duties of paid supervisors (Supr.).
III.—Letter to Commissioner of Police on appointment of enumerators. (Supdt.).
IV.—Order to Charge Superintendent. (Supdt.).
V.— Ditto, ,,
VI.— Ditto, (Assist. Census Officer).
VII— Ditto, (Supdt).
VIII.— Ditto, (Assist. Census Officer).
IX.— Ditto, ,,
X.—Note of Inspection of the preliminary Census Record (Assist. Census Officer).

I.—*Arrangements for final Enumeration.*

1. The final enumeration will begin simultaneously throughout Calcutta on the night of the 1st March 1901, at 9-30 P.M.

2. A notification by beat of drum has already been issued by the Commissioner of Police directing all people to remain in their houses after 9 P.M., and to keep a light burning at the door until after the visit of the enumerator.

3. Each Supervisor and enumerator will be provided with a lantern, red-ink and a pen.

4. Inspectors of Thanas will arrange to depute constables with these enumerators and Supervisors whose areas are densely populated, or are likely to give trouble owing to the turbulent character of the inhabitants. In cases where a constable is not available for an enumerator, the Charge Superintendent is authorized to engage a cooly for each Supervisor and enumerator at the rate of 2 annas a head each for the night's work.

5. By 9 P.M., each Supervisor will assemble all his enumerators at the most convenient place in his circle. In some thanas it will be more convenient to assemble at the thana. That arrangement is left to the discretion of the Charge Superintendent. If any enumerator fails to turn up, the supervisor will make immediate arrangements to supply the deficiency. If he cannot do so he will go personally to the Charge Superintendent and arrange for a man. The Charge Superintendents should have several enumerators in reserve, and satisfy themselves on the night of the 28th of February that each Supervisor will work on the night of the first.

6. Supervisors will instruct the enumerators as follows:—

"You will begin by the initial No. of your block and call out the names of the persons in that house of whom a preliminary enumeration has been made. You will strike out the name of any one found absent and enter the name of any new comer, or the fact that there is a newly-born infant.

"Household and private schedules, if written up, will be collected. It is not advisable for you to wait if the schedule has not been written up. You will in that case instruct the party that you will call for the schedule after going round all the houses of your block. Household and private schedules already collected should be treated as general schedules.

"As at the last Census a large number of household and private schedules were never collected, the Superintendent wishes to impress on all of you the great importance of satisfying yourself that all the schedules were actually returned by those who received them.

"After having corrected the entries in the general schedules and collected all the private and household schedules, and satisfied yourself that all the entries made in them are

correct, the next thing which you will do is to fill up column 2 of the schedule. It has been found that some enumerators have already filled up this column. That is wrong, and should at once be rectified.

"When column 2 has been filled up, your next work is to fill in the enumerator's abstract on the specimen schedules which form part of the book-cover. On that you must note the number of your circle and block, and then enter the number of males and females. You should do this with as much despatch as is compatible with accuracy and hand it over to your supervisor on the morning of the 2nd."

7. The Supervisors, after receiving the abstract of the enumerator, will check it with the schedules and satisfy himself as to its correctness. Any error should at once be put right. This work will probably occupy the Supervisor during the greater part of the 2nd of March.

8. When the Supervisor has satisfied himself that the abstracts made by his enumerator are correct he will begin to fill in the following form :—

	Ward No.		Circle [No.	
	Block.	No. of occupied houses.	Males.	Females.
	1			
	2			
	3			
	4			
	5			
	6			
	7			
	8			
	9			
	10			
	11			
	12			
	13			
	14			
	15			
Grand Total ...				

Signed Supervisor.

9. The Supervisor will return the above forms completely and correctly filled up to the Charge Superintendent on the morning of the 3rd of March.

10. The Charge Superintendent will bind all these forms together for his charge and send them, together with a ferrotyped plan of the ward, to the office of the Deputy Chairman by noon if possible.

(Sd.) J. R. Blackwood,

Deputy Chairman.

The 21th February 1901.

II.

The following note will give the paid Supervisors appointed to have charge of two wards each a fair idea of their duties.

I. Outdoor Duties.—(*a*) To see that there actually is a red circle round 50 and multiples of 50 and 9 green △ round the numbers succeeding these, and to report to the Superintendent that any omission has been rectified. This work should be finished by the 12th.

(*b*) To actually see with his own eyes every enumerator and Supervisor appointed by the Police, and to report to the Superintendent that each one actually exists.

(*c*) To ascertain whether each one knows exactly his area and what is required of him. For this purpose he will take each enumerator round the area allotted to the enumerator, and satisfy himself that every house of that area is throughly known to him. He will also give instruction at the centres selected by the Police.

(*d*) To see that the requisite papers are distributed to each officer and a proper receipt taken.

Each Supervisor will receive at least :—

(1) A ferrotyped copy of the ward divided into circles and Beverley's blocks.
(2) A large scale map, 50 feet to the inch, of his circle with every house in that circle numbered on the map. The existing block plans will be divided into blocks which will be numbered afresh for each circle: so that each enumerator's block will be clearly defined.
(3) A parwana.
(4) A list of the enumerators under him with a specification of the blocks to which they will be assigned.

III.—Each enumerator will receive at least:—

(1) A household register or block list.
(2) As many household schedules as there are literate heads of families in his block. The Census and Municipal numbers must be noted on these schedules before being received by the enumerators, as they may make mistakes.
(3) As many Bengali schedules as may be necessary.

The supervisor will have to be provided with pens, ink and paper, and in the meantime an accurate estimate should be made of what is required.

8th February 1901. (Sd.) J. R. BLACKWOOD.

III.

Dated the 3rd January 1901.

From—J. R. BLACKWOOD, Esq., Superintendent of Census, Calcutta,
To—The Commissioner of Police, Calcutta.

I HAVE the honour to submit tracings of the twenty-five (25) wards of Calcutta divided into their respective circles. The circles have been numbered on the map and the total number of houses in each circle has also been given.

These circles correspond to one, two, three and, in some cases, more than three blocks of the last census. The regulating principle will be to have, as far as possible, one enumerator for every fifty (50) houses, and one Supervisor for every ten enumerators. I would suggest that, after utilizing the subordinates of the Charge Superintendent for the work of supervisors, the balance should be made up from the list submitted by me. No Supervisor will will then have to be paid. The enumerators appointed will probably be very unreliable. So it is better to have them under men in Government service.

A detailed list of the names of men willing to serve, with the blocks in which they reside, is further submitted. I would suggest that these names should be distributed, ward by ward, to the respective Charge Superintendents, and the list completed with as little delay as possible. I regret that the work is so far behind, and it can only be completed in time if all the Charge Superintendents do their best. Mr. A. K. Ray, Deputy Collector, on furlough, who has been appointed to assist me, will call on the Charge Superintendent from time to time and explain any difficulty that may arise.

IV.

Dated the 26th February 1901.

From—J. R. BLACKWOOD, Esq., Superintendent of Census, Calcutta,
To—Charge Superintendents.

I HAVE the honour to draw your special attention to the arrangements for waifs and strays and the homeless poor. According to the orders issued by the Commissioner of Police, they will be censused at the thanas. The return for this class of people must be kept carefully separated from the returns of the enumerators' blocks, and must be labelled "Waifs, Strays, and homeless poor." Charge Superintendents may make their own arrangements for the census of these people; but in cases where they find difficulty in making this arrangement the work may be done by the paid Supervisor. The enumerator's abstract must be filled up and returned to the Deputy Chairman on the 3rd, with the circle returns.

You are reminded of the importance of seeing that the enumerators and Supervisors census themselves and the persons who carry the lamps.

In cases where the Charge Superintendent finds difficulty in getting coolies for two annas, he is authorised to raise it to any amount not exceeding four annas which he considers necessary.

V.

Memo. to Inspectors of Jarasanko, Jarabagan, Burrabazar and Colootollah.

THE undersigned begs to inform him that the following Assistants from the Drainage and General Construction Department of the Municipal office and from the Census establishment are herewith sent for the purpose of being utilized in those blocks where the population exceeds (300) three hundred. It should be carefully noted that an enumerator should not be asked to enumerate more than (250) two hundred and fifty people if possible. These men should be utilized in the populous blocks.

(Sd.) J. R. BLACKWOOD.

Dated the 28th February 1902.

Assistants from the Drainage and General Construction Department.

1. Baboo Ganendro Nath Dey.
2. „ Bhut Nath Mukerjee.
3. „ Radha Nath Ghose.
4. „ Jatindro Nath Sircar.
5. „ Sreemanto Bhattacharjia.
6. „ Ram Dayal Banerjia.
7. „ Megh Nath Das.
8. „ Mohendro Nath Chuckraburty.
9. „ Bepin Behary Mittra.
10. „ Phani Bhusan Bose.
11. „ Norendro Nath Bhattacharji.
12. „ Mohendro Nath Adhikary.

These Assistants are from the Census Establishment.

1. Mr. A. K. Ray.
2. Mr. N. Belletty.
3. Babu Girindra Nath Ghosh.
4. Shaik Nasiruddin.
5. Bepin Vihari Nath.
6. Monoranjan Dey.
7. Jotindro Mohan Banerjee.
8. Jogendro Bhusan Sen.
9. Radha Raman Mitter.
10. Prafulla Kumar Ray Choudhri.
11. Purna Chandra Mozumdar.
12. Khagendro Nath Mukerji.
13. Sarat Chandra Sircar.
14. Ganendro Lal Bose.
15. Sital Prosad Mukerji.
16. Madhusudan Chatterji.
17. Kali Taran Chatterji.

VI.

Dated Calcutta, the 20th February 1901.

From—The Superintendent of Census, Calcutta,
To—All Charge Superintendents.

Be good enough to send at once a list of the native gentlemen in your charge to whom you propose to supply Private Schedules on the 27th instant, noting against each if you have already got the schedule required for him.

VII.

Dated Calcutta, the 22nd February 1901.

From—The Superintendent of Census, Calcutta,
To—All Charge Superintendents.

The Superintendent of Census, Bengal, desires that special attention should be paid to clearly specifying the different castes of Marwaris and the religion of Chinese. Care should be taken to specify whether a Chinaman is a Christian, a Buddist or a Confucianist.

The attention of the Charge Superintendent of Ward VII is specially drawn to the Marwari question and those of Wards X and XII to the Chinese question.

VIII.

Dated Calcutta, the 18th February 1901.

From—A. K. Ray, Esq., Assistant Census Officer,
To—All Charge Superintendents.

Please arrange to place each of your Supervisors in the same row with his enumerators at tomorrow's meeting.

IX.

Dated Calcutta, the 6th February 1901.

From—A. K. Ray, Esq., Assistant Census Officer,
To—All Charge Superintendents.

I have the honour to request that you will be so good as to collect together at your thana all the census Supervisors in your charge on the 24th instant (Sunday) at 8 A.M.

They should all bring in the preliminary record prepared by each enumerator under them to which each Supervisor shall have attached a certificate with his own hand as follows:—"After a personal examination of all the enumerators in my circle, I certify that they thoroughly understand the rules and the methods for filling in the census forms required to be filled in by them, in proof of which samples of their preliminary work are herewith submitted."

(2) I have the honour to request your particular attention to the indispensable necessity of supplying me without fail with the provisional totals of the number of (1) houses (2) of males (3) of females of your charge by 3 P.M. of the 2nd March next, so that they can be published without fail on the *morning of the 3rd idem.*

In order to ensure correctness of your figures and punctuality in their submission, it is requested that you should instruct each of your Supervisors to submit his provisional totals to you not later than 12 o'clock (noon) of that, day and that you will arrange with him previously that the enumerators under him submit their totals to him by 9 A.M. It should be strictly enjoined upon the enumerators that they should each collect the household and private schedules of their respective blocks before 7 A.M. of the 2nd March. If all the gentlemen who are to fill in these schedules be warned beforehand of the absolute necessity of their keeping the schedules duly filled in ready for delivery at 6 A.M. there will be no difficulty of getting them in before the hour fixed.

It is desired that you will have the figures of one Supervisor's summary checked in your presence at the thana by another before filling in your own charge summary, and it will ensure correctness of enumerators' summaries if you can likewise arrange to have one enumerator's summary similarly checked by another before the supervisors fill in their summaries.

N.B.—The time for each thana should be different, say as follows:—

1.	Muchipara	...	...	...	...	...	at	7	A.M.
2.	Bowbazar	...	...	...	...	...	„	8	„
3.	Canning-street		...	...	...	...	„	8-30	„
4.	Barabazar	...	...	...	...	...	„	9	„
5.	Jorabagan	...	...	...	...	...	„	9-30	„
6.	Jorasanko	...	...	...	...	...	„	10	„
7.	Kumartuli	...	...	...	...	...	„	10-30	„
8.	Shampukur	...	...	...	...	...	„	11	„
9.	Bartolla	...	...	...	...	...	„	11-30	„
10.	Sukeas-street		...	...	...	...	„	12	„
11.	Collootola	...	...	...	...	...	„	12-30	P.M.
12.	Puddopukur		...	...	...	...	„	3	„
13.	Taltolah	...	...	...	...	...	„	4	„ &c., &c., &c.

The thanas should be divided between us for inspection.
The Deputy Chairman might, perhaps, take over some and the rest to be taken over by Rai Chowdhury and myself.

A. K. RAY.

The 2nd February 1901.

X.

Memorandum on the Result of Inspection of the preliminary Record, prepared by the Enumerators, made by the Assistant Census Officer of Calcutta, between the 21st February and 24th February 1901.

I HAVE tested the preliminary record of 389 Enumerators in Wards 9, 10, 11, 12, 13, 7, 8, 2, 1 and Cossipore-Chitpur Municipal area. The defects noticed by me are summarised below:—

1. Although orders were given to Charge Superintendents and our paid Supervisors not to issue Household and Private Schedules to householders before the 27th of February current, compliance with them has been exceptional and not the rule.

2. A great many Enumerators and Supervisors have not only issued the H. H. and P. Schedules, but have also collected them from the householders for testing their accuracy. These tested schedules must be returned to the householders on the 27th instant without fail. Charge Superintendents and Supervisors must be made responsible for seeing personally that this is done. In those cases in which they have not yet issued, they must also see to their issue on that date.

3. Quite a large number of Enumerators have used only one side of the General Schedule, not both sides of it. As the serial number of houses has also been filled in, this omission is irremediable.

4. In his hurry to get in returns for all the houses in his *ilaka*, the Charge Superintendent or Supervisor has issued General Schedules to those who were to receive H. H. or P. Schedules, on the 27th and got them filled in. In such cases, fresh Private or Household Schedules should not again issue on the 27th instant. The General Schedule form already filled in should be tested on the 1st of March, like all other General Schedules.

5. Column 4 has, in 3 cases out of the number tested by me, been wrongly filled in by the Enumerator. Instead of writing the religion of the householder one Enumerator has entered caste (Goala), the second, sect (Vaishnav), the third, tribe (Santal Buna) in this column. The religion only should be entered in this column, such as Hindu, Mahomedan, Jain, Buddhist, &c. I made the necessary corrections in the three cases.

6. In column 8 (caste), the words "Hindu," "Mahomedan" were entered by an Enumerator in Ward No. 9. The error was rectified and "Kaibarta," "Shiekh" were respectively substituted in their place. Enumerators should be warned about this.

7. Columns 9 and 10 have not in many cases been understood. The subsidiary occupation of money-lending in the case of merchants and clerks, and of cultivation in the case of Government servants, or of land-holding in the case of petty landholders who have Government service or mercantile business for their principal avocation has, I find, been generally omitted. The attention of Charge Superintendents and Supervisors should be directed to this omission.

8. Column 11 has in a great many cases been left blank in the case of children and dependants. In a few cases a child's occupation has been shown in column 9 to be merchant's business, Government service, teaching, &c., in addition to its being shown as such in column 11. Charge Superintendents and Supervisors should be told to see for themselves that, in the case of dependants, column 9 is left blank and only column 11 is filled in.

9. In column 12 only the name of the village is in a very large number of cases entered, and no mention is made of District or Province. I have myself entered the district when that alone is required. The particular attention of Charge Superintendents and Supervisors should be drawn to the likelihood of a mistake in the entry of this column, and each Supervisor should be warned to be specially careful in securing accuracy and precision in the entry of this column.

10. I have found the words "Kashrani," "Mehtar," "Jaiswara," "Bhunawalla" entered in the column (8) for caste. It would, I think, be well to draw the most particular attention of all Charge Superintendents and Supervisors to the list of castes printed at the end of the Census Code, Appendix VII, part A, page 70, and to warn them and their Supervisors against entering or allowing the entering of any of the so-called castes listed as vague at the end of the Code, part B, Appendix VII, at page 80.

A. K. RAY,
Assistant Census Officer.

The 24th February 1901.

MEMO. No.

Forwarded, with spare copies, to Charge Superintendent of Thana for information and guidance, and for immediate circulation amongst his Supervisors.

A. K. RAY,
Assistant Census Officer.

APPENDIX IV.

INSPECTION NOTE OF THE CENSUS COMMISSIONER.

Census of Calcutta.

1. The Census of Calcutta and of the adjacent Municipalities of Cossipore-Chitpur, Maniktola and Garden Reach is under the charge of Mr. J. R. Blackwood, I.C.S., Deputy Chairman of the Corporation, who, with the Chairman, is responsible for the conduct of the operations and the accuracy of the results. It is the more necessary that this responsibility should be clearly realised, as the statistics of the last Census of Calcutta are practically worthless, and very special interest attaches to the period covered by the coming enumeration.

2. *Census Divisions in Calcutta.*—The scheme of Census Divisions purports to be based on that followed on previous occasions. It is as follows:—

25 Circles under paid non-official "Ward-Supervisors."
825 Blocks under Enumerators, many of whom, I understand, are unpaid officials.

The average number of blocks per circle is 33 and of houses per block 193. The total number of houses ascertained in the process is 159,357 against 73,441 in 1891. The difference is, no doubt, mainly due to the definition of house adopted. On the last occasion each "*bári*" or collection of houses in one compound was treated as one house; in the present Census the test was the possession of a separate entrance from the common way. Excellent maps have been prepared and the blocks seem to be well arranged and clearly defined, so as to be of use for Sanitary or Municipal purposes. It is obvious, however, that they are much too large. It is physically impossible for an enumerator to test the schedules of the preliminary enumeration for an average of 193 houses during five hours; and it must be remembered that in a city people do not go home for the night so early as in the mufassal and, consequently, the time available for checking is appreciably shorter. Even if the full five hours could be counted on the scheme proposed for Calcutta involves testing at the rate of three entries per minute, without making any allowance for the time spent in going from one house to another and in getting hold of the people from whom inquiries have to be made. I understand that this difficulty was to some extent foreseen, and it was intended to appoint "sub-enumerators" to assist the enumerators on the final night. But this expedient would only cause confusion unless distinct areas and separate books were allotted to each "sub-enumerator."

3. *Changes Suggested.*—Practically, therefore, what is required is to recast the scheme on the lines laid down in the Census Code. The Ward should be the charge, under a

Charge Superintendent; the overgrown blocks now formed must be treated as circles, each under a Supervisor, and must be broken up into blocks containing on an average not more than 40 houses apiece. The actual number of houses per block will of course vary with the local conditions. In Bara Bazar, Harrison Road, etc., where there are big houses inhabited by a number of families, ten or a dozen houses will be as much as a smart enumerator can get through. On the other hand, where a number of single rooms fronting on the street have been numbered as separate houses the block can be increased up to about 50 houses. In the suburbs, though the houses are smaller and more readily accessible, considerations of distance have to be taken into account. The formation of the blocks will require much attention and some judgment so as to avoid over-lapping and the Census Officer will have to supervise it personally on the ground, as has been done by Mr. Edwardes in Bombay. The number of the first house in each block should have a circle painted round it and that of the last house should be denoted by a triangle thus:— (39) △77 (78) so that the enumerator may know when he has got to the end of his block. This is specially necessary as the series of numbers which runs through the circle appears in many cases not to have been arranged with reference to the route the enumerator would naturally follow in going round his block. Every enumerator must be shown round his block by the Supervisor; and every Supervisor must have a map of his circle on which the blocks are shown in colour. This can be done on the existing maps, but it must be carefully done. Taking an average of 40 houses to the block nearly 4,000 enumerators will be required. The Census Officer must set about appointing these men at once.

4. The Supervisors should, as far as possible, be officials, and the utmost use possible must be made of the Municipal Staff in the Assessment, Sanitary and Engineering Departments. I understand that out of the 825 men required to officer the existing "blocks" (which will now become circles), only some 675 have been appointed and 150 are still to be selected. Here again there is no time to be lost.

5. Mr. Blackwood tells me that the 25 Ward Supervisors (who will now be Charge Superintendents) are all non-officials on salaries of Rs. 50 a month, and that many of them have been selected from among passed students of the Sibpur College. I very much doubt whether men of this class will have sufficient authority or driving-power to carry the work through successfully, and I am sure that the influence of the Police and the superior staff of the Municipality must somehow be brought to bear. In Bombay the Charge Superintendent is always a Police officer, and the sections there are smaller and more manageable than the charges in Calcutta. I am inclined to think that the same should be done in Calcutta, the salaried men already appointed being made Assistant Superintendents under the Police Inspectors or Superintendents, and the latter being held responsible for the success of the enumeration. Under the most favourable conditions the work is exceedingly difficult, and the responsibility of an outsider on a temporary salary of Rs. 50 a month can at best only be nominal.

6. I understand that an officer of the Provincial Service is to be appointed Assistant Census Officer at once, and is to work under Mr. Blackwood. I trust the Chairman will arrange to place the services of all Municipal Officers at the disposal of the Census Officer and his Assistant for Census purposes, and will see that their orders are regarded as his and are promptly carried out.

7. On the 28th January I explained the substance of this note to Mr. Blackwood personally, and have impressed upon him that very special exertions will be necessary to complete proper arrangements before the 1st March. I have also discussed the position with Mr. Gait, the Provincial Superintendent, and the Hon'ble Mr. Baker, C.S.I., Financial Secretary to the Bengal Government, who, I understand, accepts my view as to the necessity of prompt action on the lines indicated, and particularly of securing effective and responsible co-operation by the Police, the Municipal Staff, and other official agency.

FYZABAD:
1st February 1901.

H. H. RISLEY,
Census Commissioner for India.

No. 52, dated Fyzabad, the 1st February 1901.

Memo. from—H. H. RISLEY, Esq., Census Commissioner for India.

COPY forwarded to the Chairman of the Calcutta Corporation for information.

APPENDIX V.

INSTRUCTIONS TO CHARGE SUPERINTENDENTS.

Dated the 10th February 1901.

From—A. K. RAY, Esq., Assistant Census Officer,

To—Police Inspectors.

I HAVE the honour to forward for use of yourself and the Supervisors nominated by you—

(1) A manual of instructions for Charge Superintendents.

(2) A manual of instructions for Supervisors,

and request that these may be distributed to them as early as possible.

The instructions contained in these manuals do not wholly apply to Calcutta so far as Census divisions and subdivisions of the area in each man's charge are concerned. As you are aware, each ward of the Town is to be a charge of which you are the Superintendent. Each ward is divided into several circles, as explained in the map already supplied to the Inspectors, and each circle is to be in charge of a Supervisor as explained therein. Each circle is subdivided into several enumerators' blocks. The area that is to be allotted to each of these enumerators consists generally of fifty houses, and to demarcate each man's jurisdiction the first house, say, No. 1, has a blue triangle placed round it thus  and the last house has a green circle similarly placed around it thus . Where the number of houses in a block or in a circle is odd, say 71, the circle has been placed also round this number thus  to indicate that the enumerator's charge does not end at , but goes up to . Where the odd number of houses in a block or circle has exceeded 25, *e.g.*, where it is, say, 34, beyond the last number with a circle round it, say , the odd number of houses has been allotted to a distinct enumerator and house-number 101 has been marked , and house No. 134 has had a circle placed round it thus .

There is, of course, no village, *palli* or *para* in Calcutta and its suburbs. There are wards, circles and blocks in the plan. With the change necessary on this account the instructions will, it is believed, be sufficient for our purposes.

MANUAL FOR CHARGE SUPERINTENDENTS.

Chapter I.—Preliminary.

1. *Duties of Charge Superintendents.*—The Charge Superintendent is the chief Census Officer in the area assigned to him. It is his duty to train and test the work of all the Supervisors and enumerators in his charge. He is also responsible for the distribution of enumeration-books and their collection after the Census, &c.

2. *Testing the Circle List.*—Charge Superintendents will be appointed as soon as possible after the 1st July. Between that date and the 15th August they are required to test the accuracy of their Census Register, or Circle List, and to select Supervisors and enumerators.

3. Errors in the Circle List may be of two kinds, viz., (1) omission of blocks and (2) an incorrect return of houses. The usual definition of a village is "a *gaon* or *gram*, together with its adjacent *tolas*, *paras*, *pattis*, *sahis*, *dihis* or *mahallas*: provided that none of these dependent collections of houses are so large or so distant from the central village as to form in themselves true villages with distinct individual names." Consequently, when the name of a collection of houses is found to have been omitted from the Circle List, the Charge Superintendent should satisfy himself that it constitutes a true village, and is not merely a hamlet, before he reports the omission to the Magistrate of the district or subdivision. Conversely, some of the names entered may indicate hamlets only, and not true villages, as above defined. Where this is the case the name should be struck out in red-ink, and a note made in the remarks column "hamlet of village....." The number of houses shown against the hamlet should be added to the number shown against the village to which it belongs.

Note.—In Behar and Orissa, and one or two other districts, the Survey mauza has been taken as the village. In these districts the above definition is of little or no importance, and the list of residential villages in the Circle List need not be so carefully scrutinized.

4. Where the number of houses is incorrect to any marked extent, the number in column 6 should be corrected in pencil.

5. *Nomination of Supervisors, &c.*—The Charge Superintendent will satisfy himself as to the suitability of the persons mentioned by the subordinate Police as fit to be Supervisors and enumerators, and will enter in pencil in his Circle List the names of the persons he wishes to nominate for these posts. Where it appears to him that additional blocks are needed (for mooring-ghâts, &c.), he will note the fact in his Circle List and nominate additional men.

6. Charge Superintendents should return their corrected Circle Lists to the Census Officer with the above additions, and such separate reports as may be necessary, *not later than the 25th February*. The Census Officer will scrutinize the lists and pass orders regarding the appointment of supervisors and enumerators, and on such other matters as may be necessary. The names of these officers will then be entered in ink in the Circle List, which will be returned to the Charge Superintendent with the appointment parwanas duly signed by an officer authorized under the Census Act.

7. *Appointment of Supervisors, &c.*—The Supervisors and enumerators will be appointed by *the 15th February*. With their letters of appointment, the Supervisors will receive a paper of instructions. It is the duty of Charge Superintendents to explain these instructions to them very carefully, so that they may in their turns instruct the enumerators under them.

8. As soon as they are appointed the Supervisors should go round the boundaries of their circles with the Supervisors of the adjoining circles, so as to make sure that no area is left out. The boundary line of circles will run along the boundaries of mauzas. In case of doubt as to the boundary the Charge Superintendent will visit the place and decide after referring, if necessary, to the local agents of the zamindars who own the land in the villages concerned.

Chapter II.—House-Numbering.

1. *Definition of House.*—The numbering of houses will have been completed *on the 15th February*. Before that date it is essential that the definition of a house should be very carefully explained to the Supervisors and enumerators. The Charge Superintendents will collect their Supervisors at convenient centres and, after explaining the definition to them, will satisfy themselves by actual experiment that it is understood. The Supervisors will then explain the definition to their enumerators.

2. The definition is as follows :—

"A house consists of the buildings, one or many, occupied by one family; that is by a number of persons living and eating together in one mess with their resident dependents, such as mother, widowed sisters, younger brothers, etc., and their servants who reside in the house."

If there are several brothers living in the same enclosure, but having separate messes, they will be treated as living in separate houses.

Exceptions—

(*i*) The houses of Europeans and Eurasians will be given one number and their servants' houses another. The reason is that household schedules will be issued for the enumeration of the inhabitants of the main building, while their servants will be censused by the enumerator of the block.

(*ii*) Police and cooly lines, jails, dispensaries, lunatic asylums, &c., will be formed into separate blocks, and the wards, etc., within their limits will be treated as houses and given separate numbers. The same principle may be applied to the residences of noblemen and prominent landlords.

3. *House-Numbering.—On the 15th October* each Supervisor should commence the numbering of houses in his circle. One set of serial numbers should be used for each village unless the District Magistrate otherwise directs. The work should be commenced in each village by the Supervisor in person, and the whole of it must be carried out under his close personal supervision. The Charge Superintendent will inspect as much of the work as he possibly can. The numbers should be given in the order in which it is most convenient for the enumerators to go round their blocks on the night of the final census.

In addition to the ordinary dwelling-houses, *sarais*, temples, encampments, *ghâts* and other places which may be occupied on the night of the Census should be numbered.

House-numbering should be completed *by the middle of November* at the latest. The dates of commencement and of completion should be noted by the Supervisor in his Circle List, *i.e.*, the register on the first page of his instructions.

House Lists.—While the houses are being numbered the House Lists should be prepared in the loose forms supplied for the purpose, which should be distributed to the Supervisors as soon as possible after their appointment.

5. *Substances used for House-Numbering.*—Houses may be numbered with *geru*, the juice of the *gab* fruit, white-wash, coal-tar, &c., as may be found most convenient, but paper tickets must not be used.

6. *Delimitation of Blocks.*—When all the houses in the circle have been numbered, the Supervisor should distribute the houses in each block amongst the enumerators already appointed. He should note the numbers of the first and last houses assigned to each in the remarks column of his Circle List. In the event of the number of houses ascertained by actual counting exceeding the number previously reported to such an extent as to necessitate the appointment of additional enumerators, the Supervisor should at once inform his Charge Superintendent and name the persons he proposes should be appointed. The Charge Superintendent should satisfy himself, as far as possible by local inspection, as to the suitability of the arrangements made by the Supervisors under him.

7. *Mooring Ghâts.*—In the course of house-numbering the Supervisor should ascertain what mooring *ghâts* there are near each village, and decide in what blocks they are to be included, noting the fact in the remarks column of his Circle List. If the number of boats at any *ghât* on the 1st March is likely to exceed ten, he should move his Charge Superintendent to have a special enumerator appointed for it, and should show it as a separate block in his register.

8. *Corrected Return of Houses.*—When the arrangement of blocks has been finally settled the Supervisor will ink in columns 2, 3 and 4 of his Circle List, and send copy of

columns 1—4 to his Charge Superintendent. The Charge Superintendent will correct his Circle List accordingly, and will send to the Census Superintendent an abstract in the following form:—

Name of Thana_____

Name of Charge_____

Number of villages.	Number of houses.	Number of blocks.	Number of circles.	Number of charges.	Average No. of—			Remarks.
					Houses per block.	Blocks per circle.	Houses per circle.	
1	2	3	4	5	6	7	8	9

This should reach the District Magistrate *by the 1st December* at the latest.

9. *Testing of House-Numbering.*—During the whole time that house-numbering is in progress the Charge Superintendent should be constantly on the move, inspecting the work, correcting mistakes, and seeing that no houses are left unnumbered or omitted from the House Lists.

Any new houses that may be brought to light should be given the number of the house after which it is most convenient that they should be visited on the night of the final Census, with the addition of letters to distinguish them. They should be entered in the House List after the same number.

As new houses are likely to be erected after the completion of house numbering, these enquiries should be continued up to the very day of the Census. The village chaukidars should be questioned closely on the subject at their weekly parades.

Chapter III.—The Preliminary Enumeration.

1. *Training the Census Staff.*—In order to secure correct entries in the various columns of the enumeration schedule, it is essential that the supervisors and enumerators should be very carefully and systematically trained beforehand. This is one of the most important duties of the Charge Superintendents and of the officers who may be deputed to help them. It should be commenced while inspecting the house-numbering, and should be continued until it is quite clear that the instructions have been understood. Any cases of doubt should be referred to higher authority for orders. Charge Superintendents must train all their Supervisors, and also as many enumerators as possible. The Supervisors must not attempt to teach the enumerators until they have themselves been thoroughly instructed.

2. *Method of Instruction.*—The best way of explaining the rules is by carrying out test-enumerations and explaining the mistakes that thus disclose themselves. A small number of blank schedules is supplied for this purpose. If these are insufficient, further instruction should be given on plain paper. Too much stress cannot be laid on the great importance of an extended and methodical training of the whole Census staff.

3. *The Preliminary Record.*—After they have been fully posted in their duties each enumerator should be given—

(1) An enumeration-book cover.
(2) As many schedules as there are houses in this block. Each form contains two schedules.
(3) A block-list for every fifty houses or less.

The requisite number of each of these forms should be given before the 20th February to the Supervisors, who should be told to distribute them to their enumerators. Household schedules should also be issued at the rate of two for each European or Eurasian family, and private schedules at the same rate for each native family that is selected to receive them.

4. The schedules and block-lists should be neatly sewn into the cover. The enumerator should copy into his block-list all the entries in the house-list that relate to houses in his block. He should then, *on the 20th January 1901*, commence his first round. He should visit each house in the order shown in the block-list and fill in his schedule for all persons living there.

5. *Testing the Preliminary Record.*—From the commencement of the preliminary record until the 1st March the closest supervision should be exercised by the Supervisors and Charge Superintendents. Every single entry should be examined by the Supervisors, and as many as possible by the Charge Superintendents. It is the duty of Charge Superintendents to see that the Supervisors do their work properly. The fact that the work has been tested and the date of testing should be noted in column 10 of the Circle List. The preliminary record should be completed *by the 20th February*, and during the period between that date and the final Census special efforts should be made to examine and correct as much as possible of the enumerators' work.

6. Special Instructions.—Charge Superintendents must study very carefully the instructions to enumerators, which are printed at the end of this manual. The following supplementary instructions should also be attended to:—

(*i*) The serial number in column 2 will run for the whole block. It must on no account be filled in until after the final Census.

(*ii*) In column 3 all persons who ordinarily live in the house should be entered, if they are likely to be present on the 1st March, even if they are absent when the preliminary enumeration is made. If a female's name is not mentioned, her relationship to some one else should be stated. If a woman objects to give the name of her husband, some one else should be asked to do so.

(*iii*) When a person has no recognized religion, such as Hindu, Musalman, Christian Jain or Buddhist, his tribe should be entered in column 4. Thus some Sonthals, Mundas, Oraons, Kharias, Limbus, Garos, &c., call themselves Hindus, and will be shown as such; others who still profess their own tribal beliefs will be entered as Sonthal, Garo, &c., as the case may be.

(*iv*) Great care must be taken to see that the correct entry is made in column 8 of the schedule and to avoid words that indicate occupation or title or locality and are not the distinctive name of a separate caste. Thus 'Jaliya' is a general name meaning 'fisherman' and includes persons of various castes, such as Kaibartta, Tiyar, Malo, Bauri, Bagdi, and Rajbansi. The real caste. Kaibartta, or Tiyar, or Malo, &c., must be entered and not the general term Jaliya. Again persons of various Chota Nagpur tribes are often known as Buna or Dhangar. But these are only general terms and must not be entered. The real tribe, *i.e.*, Bagdi or Bauri, or Munda, or Oraon, &c., must be ascertained. Similarly. Jaiswar is a title which is assumed by various castes, including Telis, Kurmis, Tantis, Chamars, &c. It must therefore be avoided in the Census schedules. There are many similar terms which must on no account be entered in the schedules. A list of the more common of them is given in Appendix II, which must be studied very carefully.

(*v*) In column 9 general or indefinite terms, such as 'service,' 'shopkeeping,' 'writing,' 'labour,' &c., must be avoided. The enumerator should find out and state the exact kind of service the goods sold, the class of writing or labour.

If a man says his occupation is service, it is necessary to distinguish—

(1) Government service, (2) Railway service, (3) Municipal service, and (4) Village service,

stating his rank and the nature of his work.

In the case of domestic service the enumerator must state precisely the kind of service rendered and also enter the occupation of the person to whom it is rendered, *e.g.*, zamindar's cook, baniya's water carrier, &c.

Pensioners should be shown as military or civil as the case may be.

Persons who live on the rent of lands or buildings in towns should be entered as landlords.

Persons who live on money lent and interest or on stock, bonds, or other securities should be shown as capitalists.

In the case of agriculture, distinguish—

(1) Rent-receivers, (2) actual cultivators, including sharers, and (3) field-labourers, separating those regularly employed from those who work by the day or by the job.

Gardeners and growers of special products, such as tea, betel, &c., should be entered separately.

In the case of labourers, not being agricultural labourers, distinguish earth-workers, labourers in mines, and operatives in mills, &c., stating the kind of mill or factory, such as jute mills, silk factories, &c.

In the case of clerks the occupation of the clerk's employer should be noted. Accountants, cashiers, salesmen in shops, &c., should be shown separately.

In the case of traders the kind of trade should be carefully specified, and it should be stated whether they make what they deal in.

In the case of large manufactures show the proprietor as a manufacturer, and specify the branch of manufacture as jute manufacturer, &c. For minor industries state precisely the nature of the work done; for example, whether a weaver weaves cotton, silk, carpets, &c., whether a bangle-maker makes bangles of glass or lac and so on.

Women and children who work at any occupation, of whatever kind, must be entered in this column, whether they earn wages or not.

(*b*) If a man has several subsidiary occupations, the enumerator should enter in column 10 only that on which he spends the most time.

(*c*) Before filling up column 11 he should consider carefully the last sentence of supplementary rule 9.

In the case of dependants of a joint family, several members of which earn money, he should enter in column 11 the principal occupation of the eldest. Servants should not be shown as dependent on the occupation of their master.

(*vi*) When persons are born in India, outside Bengal, the name of the Province or State must be given, as well as that of the district. In 1891 in such cases the name of the village or thana was frequently given instead of the name of the district.

(*vii*) Care must be taken to exclude cases of white leprosy or leucoderma from entry in column 16.

Chapter IV.—The Final Enumeration.

1. General.—The final Census will take place between the hours of 7 P.M., and midnight *on the 1st March 1901.* It will consist of the correction of the preliminary record by striking out the entries relating to all persons who have died or gone away and inserting the necessary particulars for newly-born children or newcomers. Red ink must be used for all entries or erasures made at the final Census. In order to reduce the changes recorded to a minimum, efforts should be made to induce people to spend the evening in their own homes and to avoid fixing that date for weddings or other ceremonies. They should also be asked to keep a light burning, and to remain awake until the enumerator has visited them.

2. Procedure.—If there is only one new-comer in a house, the entry for him can be made on the line left blank at the preliminary enumeration. Otherwise the entry must be made at the end of the book, the number of the house being repeated, and the word "continued" added. In 1891 it was found that the erasures on the Census night were more numerous than the additions. The greatest care must therefore be taken to see that all newcomers and newly-born infants are duly entered.

3. Supervision.—While the final enumeration is in progress, the supervisors should be busy visiting as many of their enumerators as possible to see that the work is going on satisfactorily. They should also test on the spot as many of the red ink entries and erasures as possible on the morning of the 2nd March. The enumerators should be warned beforehand that this testing will be made.

4. The Enumerators' Abstract.—On the 2nd March the enumerators should collect any household schedules that may have been issued in their blocks, and sew them into their books. They should then meet at some spot specified by the supervisor and prepare the abstracts inside the covers of their enumeration-books. The supervisor should cause the entries to be re-added by two other enumerators, and, if the totals agree, he may take them as correct and post them in his circle summary. If they differ, he must check the figures himself.

5. The Circle Summary.—When all the totals have been thus ascertained they should be posted in the circle summary, which should be in the following form :—

Name of village.	Serial number of block.	Number of occupied houses.	Number of Persons.		
			Total.	Males.	Females.

The supervisor should arrange all the enumeration-books of his circle in the serial order of blocks and tie them up neatly, placing on the top a copy of the Circle List corrected up to the final night. He should then proceed to his Charge Superintendent, deliver them to him, and take an acknowledgment specifying the total number of books received. Before giving this receipt, the Charge Superintendent must satisfy himself that a book has been given up for every block in the circle, and that the figures shown in each abstract have been correctly posted in the circle summary.

6. The Charge Summary.—The Charge Superintendent will cause each circle summary to be checked by the supervisors in the manner already prescribed for enumerators' abstracts. He must compare the entries with his Circle List to make sure that no circle is inadvertently omitted, as occasionally happened at the last Census. He will then post the totals for all the circles in his charge summary* and total it. Having done so, he will at once send a copy to the Census Office with all the circle summaries arranged in serial order and his Circle List. He will send these records by special messenger—a constable or paid supervisor.

After despatching the summaries, he will arrange the enumeration-books by circles, give the supervisors their receipts, and carry out the instructions received as to despatching the books.

* This should be in the same form as the circle summary, except that column 1 will read "serial number of circle" instead of "name of village," and column 2 "total number of blocks" instead of "serial number of block."

CIRCLE LIST.

Charge . *Name of Charge Superintendent* . *Circle No.* .

1	2	3	4	5			6	7
NUMBER OF CIRCLE AND NAME OF CIRCLE OFFICE.	Serial number of block.	Number of houses in block.	NAME OF ENUMERATOR.	PRELIMINARY RECORD. DATE OF—			Number of schedules (pages) issued to each enumerator.	REMARKS.
				Commencement.	Completion.	Testing.		

MANUAL OF INSTRUCTIONS TO SUPERVISORS.

GENERAL.

1. You should at once go round the boundary of your circle with the neighbouring Supervisors. If there is any doubt as to the boundary line, you should report to your Charge Superintendent. You should also examine your circle; and if any village is included within your boundaries which is not shown overleaf, the fact must be reported.

HOUSE-NUMBERING.

2. When all the houses have been numbered you will distribute them amongst the enumerators appointed for your circle, and note the number of the first and last house assigned to each in the remarks column of your circle list. No enumerator should have more than 50 houses in his block, and if more enumerators are needed, you should suggest the names of additional men to your Charge Superintendent.

3. You should then cause the house lists to be written up by the enumerators, and should see that the work is properly done. After this you should fill in columns 2, 3 and 4 of your Circle List and send a copy to your Charge Superintendent. Column 5 should be filled in from time to time as the house-numbering in each village is commenced or completed.

4. If any new houses are discovered or are constructed after the house-numbering, you should give them the number of the next preceding house (having regard to the order in which the enumerator will go round his block), adding the letters ক, খ, &c.

PRELIMINARY RECORD.

5. The instructions to enumerators, which are printed in the enumeration-books, are given at the end of these instructions. You should study them very carefully, and should ask your Charge Superintendent regarding any matter which is not clear to you. The following additional instructions must be carefully borne in mind:—

(i) The serial number in column 2 will run for the whole block. It must on no account be filled in until after the final census.

(ii) In column 3 all persons who ordinarily live in the house should be entered if they are likely to be present on the 1st March, even if they are absent when the preliminary enumeration is made. If a female's name is not mentioned, her relationship to some one else should be stated. If a woman objects to give the name of her husband, some one else should be asked to do so.

(iii) When a person has no recognised religion, such as Hindu, Musalman, Christian, Jain or Buddhist, his tribe should be entered in column 4. Thus some Santals, Kols, Oraons, Kharias, Limbus, Garos, &c., call themselves Hindus and will be shown as such; others who still profess their own tribal belief will be entered as Santal, Garo, &c., as the case may be.

(iv) In column 8 the real tribe or caste must be entered, and not some general term common to several castes. Thus Buna is a general term for labourers from Chota Nagpur, &c. When a person returns himself as Buna, he should be asked what kind of Buna, when the real tribe, Bāgdi, Bauri, Munda, &c., will be ascertained. Matiya is another word of the same kind, which should never be entered in the schedules. Mandal, Mālik, Nāik, Rājbansi, Sāmanta, Mahat, Jaiswār, Nāgbansi, Nabasākh, are words indicating title or subcaste, all of which are used by several different castes. They should therefore not be entered. Again Jāliya, Mānjhi Māchhua, Dulia, Ghātwāl, Kotāl, Badyakar, &c., are words indicating occupation, and not caste, and should be avoided. For instance, if a person describes himself as Jāliya, he should be asked what kind of Jaliya, and his true caste—Kaibartta, Mālo, Tiyar, Bauri, Bāgdi, or whatever it may be—should be entered. Lastly, terms indicating locality, such as Hindustāni, Mārwāri and Uriya must not be used. The real caste of these people must be found out.

v (*a*) In column 9 do not use general or indefinite terms such as 'service,' 'shopkeeping,' 'writing,' 'labour,' &c. Find out and state the exact kind of service, the goods sold, the class of writing or labour.

If a man says his occupation is "service," distinguish—

(1) Government service, (2) Railway service, (3) Municipal service, and (4) Village service,

stating his rank and the nature of his work.

In the case of domestic service state precisely the kind of service rendered, and also enter the occupation of the person to whom it is rendered, *e.g.*, zamindar's cook, baniya's water-carrier, &c.

Show pensioners as military or civil, as the case may be.

Show persons who live on the rent of lands or buildings in towns as landlords.

Show persons who live on money lent at interest or on stock, bonds or other securities as capitalists.

In the case of agriculture distinguish—

(1) Rent receivers, (2) actual cultivators, including sharers, and (3) field labourers, separating those regularly employed from those who work by the day or by the job.

Show gardeners and growers of special products, such as tea, betel, &c., separately.

In the case of labourers, not being agricultural labourers, distinguish earth-workers, labourers in mines, and operatives in mills, etc., stating the kind of mill or factory, such as jute mills, silk factories, &c.

In the case of clerks show the occupation of the clerk's employer, and show separately accountants, cashiers, salesmen in shops, &c.

In the case of traders specify carefully the kind of trade, and state whether they make what they deal in.

In the case of large manufactures show the proprietor as a manufacturer, and specify the branch of manufacture, as jute manufacturer, &c. For minor industries state precisely the nature of the work done. For example, whether a weaver weaves cotton, silk, carpets, &c., whether a bangle-maker makes bangles of glass or lac, and so on.

Women and children who work at any occupation, of whatever kind, must be entered in this column, whether they earn wages or not.

(*b*) If a man has several subsidiary occupations enter in column 10 only that on which he spends the most time.

(*c*) Before filling up column 11 consider carefully the last sentence of supplementary rule 9.

In the case of dependants of a joint family several members of which earn money, enter in column 11 the principal occupation of the eldest. Note that servants should not be shown as dependent on the occupation of their master.

(vi) Persons whose skin becomes white should not be entered as lepers, but only those suffering from the grievous disease in which the fingers and toes corrode and fall off.

You should cause the enumerators to write down the above supplementary rules from your dictation.

6. When you have yourself mastered these rules and been shown how to fill in the census schedules, you should carefully instruct all the enumerators in your circle. The best way is take a loose schedule or piece of blank paper and cause them to enter the requisite particulars for a few passers-by, pointing out their mistakes and explaining what the correct entries should be.

7. You will immediately receive from your Charge Superintendent the forms required for your circle. You will give to each enumerator a cover, as many schedules (there are two schedules on each leaf) as there are houses in his block, and one block list for each block containing not more than 50 houses and two for larger blocks. You will see that these forms are neatly and strongly sewn into the cover. They should be so sewn that they can be unbound again in order to insert the household schedules. (See rule 16.) If so directed by the Charge Superintendent, you will do this yourself. In any case you must yourself fill in the descriptive particulars on the cover and the headings of the schedules and the block list. When their books are ready, the enumerators should fill in their block lists. These will contain the same entries as the house list so far as it refers to the houses in each block.

8. On the 15th February they should go round their blocks visiting the houses in the order in which they are shown in the block list and entering the necessary particulars for all persons in each house. If the Charge Superintendent so directs, you should tell the enumerators to make their entries on plain paper, and bring them to you for correction before writing them in their enumeration-books. They should complete their first round by the 20th February.

In the case of Europeans and others whom the Census Superintendent may order to be supplied with household schedules, the enumerator will make no entry in his book. He should distribute these household schedules on the 27th February (two for each house), and inform the occupants that he will call for them again on the morning of the 2nd March. He should take a receipt for the forms in the remarks column of his block list.

9. You must examine every entry in every book yourself in order to make sure that the rules have been properly observed. You must be particularly careful to see that columns 4, 8 and 9—11 are correctly filled in, but all the other entries will also need careful examination.

The Final Enumeration.

10. The final census will take place on the evening of the 1st March. You should request the inhabitants of your circle to spend that evening in their own houses, and to avoid fixing that day for weddings and other ceremonies. They should keep a lamp at the door and remain awake until the enumerator has visited them.

11. The enumerator should be warned to be very careful to enquire whether there are any newcomers or newly-born children who were not present at the preliminary enumeration.

12. During the night you should visit as many of your enumerators as possible to make sure that they are going their rounds and filling in their schedules correctly.

13. Next morning, after they have collected and sewn into their books any household schedules issued in their blocks, all your enumerators should assemble at some spot previously arranged. You should first of all examine all the red-ink entries. If any are wrong, you should correct them after such enquiry as may be necessary. If the number of red-ink entries in any block is very small, you should visit the block yourself and satisfy yourself that there have been no omissions.

14. You should then cause each enumerator to fill in the abstract inside the cover of his enumeration-book. When he has done so, you should cause two other enumerators to test it. If they find the total correct, you may accept it. If not, you must add it up yourself. When you have thus passed all the abstracts, you should post them in your circle summary, and cause it to be totalled independently by two of your best enumerators. You should then arrange all the enumeration-books of your circle in their serial order, tie them up neatly and take them, with your circle summary, to the place fixed by your Charge Superintendent. You should reach this place at the latest by noon on the 3rd March. After he has examined the books and checked your circle summary he will give you a receipt stating the total number of books received by him. Your duties will then be at an end. If they have been performed to the satisfaction of the District Magistrate he will give you a certificate in acknowledgment of the services you have rendered to Government.

INSTRUCTIONS TO ENUMERATORS.

I.—Rules for filling up the Schedule.

Rule 1.—*Column 1 (House-Number).*—Enter the number of the house. If it is empty write "empty" after the number, and leave one line blank. If you find a house without a number in which some one is living, you will report to the Supervisor for orders.

Rule 2.—*Column 2 (Serial Number).*—This column is not to be filled up until the final record has been completed. You will then enter a serial number for all persons enumerated. There will be one set of serial numbers for the whole book.

Rule 3.—*Column 3 (Name).*—Enter first the chief resident member of the family, whether male or female, then the other members of the family and their resident servants, if any. If there be any objection made to giving the name of a female, write the word 'female' in this column, filling up the rest of the columns for her as usual. If an infant has not yet been named, enter the word "infant." You are not to insist upon any female giving her own or her husband's name. When you have entered all the persons in a house you will leave one line blank before making the entries for the next house. See the specimen schedule.

Rule 4.—*Column 4 (Religion).*—Enter here the religion which each person returns, as *Hindu, Musalman, Jain, Christian, Parsi.* In the case of Christians the sect also should be entered below the religion. See rule 17.

Rule 5.—*Column 5.—(Male or Female).*—Enter here each person as either *male* or *female*, even though you have written the word 'female' in column 3 already. Enter eunuchs as male.

Rule 6.—*Column 6 (Married, &c.).*—Enter each person, whether infant, child or grown up, as either *married, unmarried* or *widowed.* Divorced persons should be entered as widowed. See rule 17.

Rule 7.—*Column 7 (Age).*—Enter the number of years each person has completed. For infants less than one year old, enter the word "infant."

Rule 8.—*Column 8 (Castes, &c.).*—Enter caste of Hindus and Jains, the tribe of those who have no caste, and the race of Christians, Buddhists, &c. See rule 17.

Rule 9.—*Column 9 (Principal occupation of actual workers).*—Enter the principal occupation or means of livelihood of all persons who actually do work or carry on business, whether personally or by means of servants, or who live on private property such as *house-rent, pension, &c.* The column will be blank for dependants. See rule 17.

Rule 10.—*Column 10 (Subsidiary occupation of actual workers).*—Enter here any occupation which actual workers pursue in addition to their principal occupation. If they have no such additional occupation, enter in this column the word "none." The column will be blank for dependants. See rule 17.

Rule 11.—*Column 11 (Means of subsistence of dependants).*—For those who do not work or carry on business either personally or by means of servants, and who own no private property, enter the *principal* occupation of the head of the family or of the person who supports them. The column will be blank for actual workers. See rule 17.

Rule 12.—*Column 12 (Birth-place).*—Enter the district or state in which each person was born, and if the person was not born in the Bengal Province, add the name of the Province to the district of birth. If the person was born out of India enter the country, as *Tibet, Afghanistan, China.* The names of villages, tahsils, &c., are not to be given.

RULE 13.—*Column 13* (*Language*).—Enter the language which each person returns as that which he ordinarily uses.

RULE 14.—*Column 14* (*Literate* or *Illiterate*).—Enter in this column against all persons of whatever age, whether they can or cannot *both* read and write any language. In the case of literates enter the languages which they can both read and write, putting first the languag which they know best.

RULE 15.—*Column 15* (*English*).—Enter in this column against all persons shown as literate whether they can or cannot *both* read and write English. The column will be blank for those shown in column 14 as illiterate.

RULE 16.—*Column 16* (*Infirmities*).—If any person be blind of both eyes, or deaf and dumb from birth, or insane, or suffering from corrosive leprosy, enter the name of the infirmity in this column.

Do not enter those who are blind of one eye only or who have become deaf and dumb after birth, or who are suffering from white leprosy only.

RULE 17.—*Columns 4, 6, 8, 9, 10 and 11.*—In filling up these columns you will be guided by the instructions you will receive from the Supervisor, and you will ask such questions as he may order you to ask.

II.—PROCEDURE.

A.—The first round—(Preliminary Enumeration.)

1. Beginning from the 20th January 1901, you will visit every house in your block to which a separate number has been affixed, in the order in which they are entered in your block list, and fill up the columns in the schedule for every person residing in those houses in the manner prescribed above, and as directed by your Supervisor.

2. You must use black-ink and write very clearly.

3. If directed to do so by your Supervisor, you will make a rough draft on plain paper, which you will not enter in your book until it has been passed by the Supervisor.

4. If the entry for any person in any of the columns of the schedule be the same as that for the person entered on the line above, you must repeat the entry. You must not write the word "ditto" or make dots.

5. You should point out to the Supervisor entries about which you are in doubt, and receive his instructions. You must have completed all the entries in your block by the 20th of February 1901.

B.—The second round—(Final Enumeration.)

6. On the 1st of March 1901, at the time of lighting lamps, you will take this book as already filled in and again visit every house in your block in order. Before you start on your round you must see that you are yourself enumerated in the house where you are stopping.

7. You must summon the chief member of each family and read over to him, one by one, the entries made for his family in the schedule asking him, as you read each name, whether the person is present in the house or not. You must also ask him particularly whether any fresh persons have come or any child has been born. You must strike out the entries for persons who are not present, and fill up the form for any person now in the house who was not there when the first visit was made, such as guests, infants newly born and others. You are to consider as present persons living in or taking their meals from the house, who may be out for the night fishing or watching in the fields, or carrying on any out-door occupation or duty.

8. The fresh entries mentioned in the last rule must be made on the blank pages at the end of your book. In each case you must enter the number of the house to which the fresh entries relate, writing under it the word "continued."

9. You must make no alteration whatever in any entry against the name of any person, unless you have to strike out the entries altogether because he or she is no longer present. When you strike out a person you must draw the line completely through all the entries following that person's name, and not merely through column 3.

10. You must use red-ink only for the entries and erasures made on the round of the 1st March.

11. Whilst going on the second round you must visit every house marked "empty" in your book to see whether any person is then living there.

12. After visiting, as above, all the dwelling-houses, you must go to the dharmshalas, sersis, encampments and landing places where travellers rest for the night and enter all particulars in the schedules for the wayfarers, boatmen, pilgrims, etc., you may find there, and strike out the entries already made against persons who are not then present. You should ascertain from the chaukidar if any wandering gang, etc., has come to camp in your block. If so, you should go and enumerate them, as above prescribed for other persons.

13. If any householder in your block has been given a separate schedule, you should collect it on the morning of the 2nd March and, after seeing that the rules have been complied with in filling up the columns, you should stitch it into your book next to the last schedule filled up by you.

14. On the morning of the 2nd March, after your book has been inspected by the Supervisor, you will prepare under his directions the short abstract printed on the inside of the cover, and he will not take charge of your book until he has certified the total to be correct.

15. According to the Census Act, every person is legally bound to furnish you with such information as is necessary for filling up the schedule; but you are forbidden to ask for

any information not required for the purposes of the census, *as for instance the amount of any person's income*. Any enumerator detected in extorting money on any pretext connected with the census renders himself liable to punishment under the Census Act or the Penal Code.

SPECIMEN SCHEDULE.

NAME OF THANA, SONPUR. NAME OF VILLAGE, MALIPOTA. NUMBER OF VILLAGE 18. NUMBER OF CIRCLE 22. NUMBER OF BLOCK, 1. PAGE 1.

House number.	Serial number.	Name.	Religion.	Male or female.	Married, unmarried or widowed.	Age.	Caste of Hindus and Jains, Tribe or race of others.	Occupation or means of subsistence of actual workers. Principal.	Subsidiary.	Means of subsistence of dependants on actual workers.	Birth-District, Province or Country.	Language ordinarily used.	Literate or Illiterate.	Knows or does not know English.	Infirm, deaf-mute, lunatic, totally blind, leper.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
6	1	Tara Pada Mukerji.	Hindu	Male	Married	28	Brahman	Clerk (Govt.)	Tenure-holder.	.....	Burdwan	Bengali	Literate (Bengali).	English.	
	2	Female	Hindu	Female	Married	27	Brahman	.....	.....	Clerk (Govt.)	Hooghly	Bengali	Literate (Bengali).		
	3	Infant	Hindu	Male	Unmarried	Infant	Brahman	.....	.....	Cultivates his own jot.	Burdwan	Bengali	Illiterate		
	4	Priya Nath Bose.	Hindu	Male	Unmarried	21	Kayastha	Clerk (Shop)	None	.....	Burdwan	Bengali	Literate (Bengali, Hindi).	Not.	
	5	Nistarini Dasi	Hindu	Female	Widow	30	Kaibarta	Servant	None	.....	Jessore	Bengali	Illiterate		
7	6	Kabir Hossein	Muhammadan.	Male	Married	40	Sheikh	Khidmatgar	Cultivator	.....	Shahabad	Hindi	Illiterate		
	7	Kadir Baksh	Muhammadan.	Male	Widower	50	Jolaha	Weaver	Cultivator	.....	Ghazipur, N.W.P.	Hindi	Illiterate		
	8	Nasiban	Muhammadan.	Female	Married	30	Sheikh	.....	.....	Khidmatgar	Shahabad	Hindi	Illiterate	.....	Blind.
8	9	Sita Manji	Hindu	Male	Married	28	Bauri	Field labour	None	.....	Birbhum	Bengali	Illiterate		
	10	Dinanath	Hindu	Male	Married	30	Namasudra	Fish-vendor	Day labourer	.....	Dacca	Bengali	Illiterate		
	11	Giri	Hindu	Female	Unmarried	9	Namasudra	.....	.....	Fish-vendor	Dacca	Bengali	Illiterate	.....	Lunatic.
9	12	Sib Charan	Munda	Male	Married	21	Munda	Tea garden coolie.	.....	.....	Manbhum	Mundari	Illiterate		
10	13	Jay Chand	Jain	Male	Widower	46	Orwal	Money-lender	.....	.....	Jaypur (Rajputana.	Hindi	Literate (Hindi).	Not	

INSTRUCTIONS FOR FILLING UP THE PRIVATE SCHEDULE.

The schedule on the reverse is to be filled up under the Census Act by you as the head occupant of the house or tenement for all members of your family, dependants and servants stopping in the house or tenement on the night of the 1st March 1901, counting also as present persons ordinarily residing in the house but absent for a few hours on duty (except with a running train), and still taking their meals from the house. You should deliver or cause to be delivered the schedule, duly filled up and signed, to the enumerator, who will call for it on the morning of the 2nd March. Every facility and aid is requested for the enumerator, who will give you a receipt for the schedule when delivered to him. Before filling up the schedule, the rules which follow should be carefully read :—

Rules. *N.B.—The Entries should be in ink.*

Column 1.—Enter the number of the house.

Column 2.—This column is not to be filled up until the night of 1st March 1901. You should then enter a serial number for all the persons entered.

Column 3.—Enter first your own name, etc.; then the names of the other persons in the house, including the resident servants, if any. If there be any objection to giving the name of a female, write the word "female" in this column, filling up the rest of the columns for her as usual. If an infant *has not* yet been named, enter the word "infant."

Column 4.—Enter here the religion which each person returns, as *Hindu, Musulman, Jain, Christian, Parsi*. The sect also should be entered below the religion in the case of Christians.

Column 5.—Enter here each person as either *male* or *female*, even though you have written the word "female" in column 3 already. Enter eunuchs as male.

Column 6.—Enter each person, whether infant, child or grown up, as either *married, unmarried* or *widowed*. Divorced persons should be entered as widowed.

Column 7.—Enter the number of years each person has completed. For infants less than one year old, enter the word "infant."

Column 8.—Enter the caste of Hindus and Jains, the tribe of those who have no caste, and the race of Christians, Buddhists, etc.

Column 9 (Principal occupation of actual workers).—Enter the principal occupation or means of livelihood of all persons who actually do work or carry on business, whether personally or by means of servants, or who live on private property such as *house-rent, pension*, etc. The column will be blank for dependents.

Column 10.—Enter here any occupation which actual workers pursue in addition to their principal occupation. If they have no such additional occupation, enter in this column the word "none." The column will be blank for dependents.

Column 11.—For all persons who do not work or carry on business, whether personally or by means of servants, and who own no private property, enter the *principal* occupation of the head of the family or of the person who supports them. The column will be blank for actual workers.

Column 12.—Enter the district or State in which each person was born, and if the person was not born in Bengal add the name of the Province to the district of birth. If the person was born out of India, enter the country, as *China, Afghanistan, Ceylon*. The names of villages, tahsils, etc., are not to be given.

Column 13.—Enter the language which each person ordinarily uses.

Column 14.—Enter in this column against all persons, of whatever age, whether they can or cannot *both* read and write any language. In the case of literates enter the languages in which they are literate, putting the best known language first.

Column 15.—Enter in this column against all persons shown as literate whether they can or cannot *both* read and write English. *The column will be blank for those shown in column 14 as illiterate.*

Column 16.—If any person be blind of both eyes, or deaf and dumb from birth, insane or suffering from corrosive leprosy, enter the name of the infirmity in this column. Do not enter those who are blind of one eye only or who have become deaf and dumb after birth, or who are suffering from white leprosy only.

Columns 4, 6, 8, 9, 10 and 11.—In filling up these columns you should consult the Supervisor of your circle, who will explain to you in case of doubt how they should be filled up.

Specimen Schedule.

House number.	Serial number.	Name.	Religion.	Male or female.	Married, unmarried or widowed.	Age.	Caste of Hindus and Jains, Tribe or race of others.	Occupation or means of subsistence of actual workers. Principal.	Occupation or means of subsistence of actual workers. Subsidiary.	Means of subsistence of dependents on actual workers.	Birth-district, Province or Country.	Language ordinarily used.	Literate or Illiterate.	Knows or does not know English.	Imbecile, deaf-mute from birth, totally blind or leper.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
47	1	Ashutosh Chatterji.	Hindu...	Male...	Married ...	41	Brahman	Pleader ...	Zamindar ...	.....	Nadia ...	Bengali	Literate—Bengali, English.	Knows...	.....
	2	Female ...	Hindu...	Female	Married ...	31	Brahman	.....	.....	Pleader ...	Surdwan...	Bengali	Literate—Bengali.	Not ...	.....
	3	Infant ...	Hindu...	Male ...	Unmarried	Infant	Brahman	.....	.....	Pleader ...	Nadia ...	Bengali	Illiterate...	.....	.....
	4	Nistarini Dasi	Hindu...	Female	Widow ...	36	Kaibartta	Maid-servant	.....	.....	Jessore ...	Bengali	Illiterate...	.....	.....
48	5	Izadatullah ...	Muhammadan.	Male...	Married ...	40	Mogal ...	General merchant.	.....	.....	Ghazipur (N.-W.P.)	Hindi ...	Literate—Hindi, Bengali.	Knows ...	.....
	6	Nasiban ...	Muhammadan.	Female	Married ...	36	Mogal ...	.....	.....	General merchant.	Ballia (N.-W. P.)	Hindi ...	Illiterate...	.....	.....
	7	Amir Ali ...	Muhammadan.	Male ...	Unmarried	14	Mogal ...	.....	.....	General merchant.	Allahabad (N.-W.P.)	Hindi ...	Literate—Hindi.	Not ...	.....
	8	Abdul Ali ...	Muhammadan.	Male ...	Unmarried	12	Pathan ...	.....	.....	Cloth merchant.	Faizabad (Oudh.)	Hindi ...	Illiterate...	.....	Blind.
49	9	Prasanna Chandra Ghosh.	Hindu (Brahma)	Male ...	Married ...	39	Kayastha	Deputy Magistrate.	House-rent	.....	Noakhali...	Bengali	Literate—Bengali, Uriya.	Knows ...	.....
	10	Female ...	Hindu...	Female	Married ...	47	Kayastha	.....	.....	Deputy Magistrate.	Backergunge.	Bengali	Literate—Bengali.	Not ...	.....
	11	Mohini Mohan Ghosh.	Hindu...	Male ...	Unmarried	18	Kayastha	.....	.....	Deputy Magistrate.	Sangpur ...	Bengali	Illiterate...	.....	Insane.
50	12	Jaychand Oswal.	Jain ...	Male ...	Married ...	53	Oswal ...	Zamindar ...	Money-lender	.....	Jaipur (Rajputana.)	Hindi ...	Literate—Hindi.	Not ...	.....

(*Private Schedule.*)

NAMES OF DISTRICT AND THANA— NAME OF TOWN OR VILLAGE— NUMBER OF WARD OR VILLAGE— NUMBER OF CIRCLE— NUMBER OF BLOCK— PAGE—

House number.	Serial number.	Name.	Religion. In the case of Christians add sect also.	Male or female.	Married, unmarried or widowed.	Age.	Caste of Hindus and Jains, Tribe or race of others.	Occupation or means of subsistence of actual workers. Principal.	Occupation or means of subsistence of actual workers. Subsidiary.	Means of subsistence of dependents on Actual Workers.	Birth-place.	Language ordinarily used.	Literate or Illiterate.	Knows or does not know English.	Imbecile, deaf-mute from birth, totally blind or leper.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

SIGNATURE OF HEAD OF FAMILY.

HOUSEHOLD SCHEDULE.

(For Europeans and Eurasians.)

District — Charge.

Subdivision or Town — Circle.

— Supervisor

Village or Ward — Block No.

— Enumerator.

NOTICE.

Failure to fill up this Schedule correctly is an offence under the Census Act and is punishable with fine.

Instructions.—The schedule on the reverse is to be filled up, under the Census Act by the head occupant of the house or tenement, for all Europeans and Eurasians stopping in the house or tenement on the night of the 1st March 1901, counting also as present persons ordinarily residing in the house but absent for a few hours on duty (except with a running train or river steamer) and still taking their meals from the house. The head occupant aforesaid should deliver or cause to the delivered the schedule, duly filled up and signed, to the enumerator, who will call for it on the morning of the 2nd March. Every facility and aid is requested for the enumerator, who will probably make two visits in order to take the census of the native servants and their families residing on the premises. Before filling up the schedule the rules which follow should be carefully read.

SPECIMEN SCHEDULE.

House number.	Serial number.	Name.	Religion.	Male or female.	Married, unmarried or widowed.	Age.	Race or nationality.	Occupation or means of subsistence of actual workers. Principal.	Subsidiary.	Means of subsistence of dependants on actual workers.	Birth-place.	Language ordinarily used.	Literate or illiterate.	Knows or does not know English.	Imbecile, deaf-mute or blind. Write I, D or B against.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
27	1	A. F.	Church of England.	Male (V).	Married ...	33	English ...	Surgeon ...	Shareholder	.....	England ...	English	Literate ...	English.	
...	2	E. J.	Roman Catholic.	Female	Widow ...	27	Eurasian	.....	.....	Government pension.	Calcutta ...	English	Literate ...	English.	
...	3	D. S.	Jewish	Male...	Unmarried	40	Austrian ...	Broker ...	Hide merchant.	.....	Austria ...	English	Literate ...	English.	
...	4	C. T.	Armenian	Male...	Unmarried	Infant	Armenian	.....	.....	Lawyer's clerk.	(Poona) Bombay.	...	Illiterate	Not.	Blind.
...		P. N.	Baptist	Male...	Widower	48	American	Piece-goods merchant.	None ...	.....	United States.	English	Literate ...	English.	
...	6	A. M.	Church of Scotland.	Male (V).	Married ...	36	Scotch ...	Tea-planter	None ...	.....	Scotland ...	English	Literate ...	English.	
...	7	R. K.	Wesleyan	Male (V).	Married ...	32	English ...	Railway Engineer.	Builder ...	.....	(Amritsar) Punjab.	English	Literate ...	English.	
...	8	H. S.	Lutheran	Male...	Unmarried	25	Swiss ...	Watch-maker	None ...	.....	Switzerland.	German	Literate ...	Not.	
...	9	M. O.	Roman Catholic.	Female	Unmarried	14	Irish ...	.....	.....	Army officer	Malta ...	English	Literate ...	...	
...	10	I. V.	Greek Church.	Male...	Married ...	38	Russian ...	Sailor ...	None ...	.....	Russia ...	Russian	Illiterate	Not.	

RULES FOR FILLING UP THE SCHEDULE.

Column 1 (*House Number*).—Enter the Census number of the house.

Column 2 (*Serial Number*).—Enter a serial number for all persons living in the house.

Column 3 (*Name*).—Enter first the head of the family resident in the house on the night of the Census, then the rest of the members of the family and, lastly, visitors stopping in the house that night.

Column 4 (*Religion*).—Enter the sect or denomination as shown in the specimen Schedule.

Column 5 (*Sex*).—Enter whether male or female. If a volunteer, enter the letter "V" after the word male.

Column 6 (*Civil Condition*).—Enter each person, whether infant or grown up, as married, unmarried or widowed. Persons who have been divorced should be shown as widowed.

Column 7 (*Age*).—Enter the age as on *last* birthday; and against children less than a year old write "infant."

Column 8 (*Race or Nationality*).—Enter the race or nationality, such as *English, Scotch, Eurasian, Armenian, Austrian, Swiss, Greek, etc.*

Column 9 (*Principal occupation of actual workers*).—Enter the principal occupation or means of livelihood of all persons who actually do work or carry on business, whether personally or by means of servants, or who live on private property, such as house rent, pension, etc. General terms such as "Government" or "Railway service," "Commerce," etc., should

not be used, but the exact kind of service of dealing should be specified. Persons temporarily out of employ should be returned under their last or ordinary occupation. This column will be blank for dependants.

Column 10 (*Subsidiary occupation or means of subsistence of actual workers*).—Enter here any occupation which actual workers pursue in addition to their principal occupation, or any supplementary means of livelihood which they may possess. If they have no such additional occupation or means of livelihood, enter the word "none."

Column 11 (*Means of subsistence of dependants on actual workers*).—For children of whatever age and for women who do not work or carry on business either personally or by means of servants, enter the principal occupation of the head of the family or the person who supports them. This column will be blank for actual workers.

Column 12 (*Birth-place*).—If born in India, enter the district and Province; if born out of India enter the country, but not the name of a country or village or town.

Column 13 (*Language*).—Enter here the language which each person states to be that which he ordinarily uses.

Column 14 (*Literacy*).—Enter in this column against each person, of whatever age, who can *both* read and write any language the word literate.

Column 15 (*English*).—Enter in this column against all persons shown as literate whether they can or cannot *both* read and write English.

Column 16 (*Infirmities*).—If any person be blind of both eyes, or deaf and dumb from birth, or insane, or suffering from corrosive leprosy, enter the name of the infirmity in this column. Do not enter those blind of one eye only, or who have become deaf and dumb after birth, or who are suffering from white leprosy only.

HOUSEHOLD SCHEDULE E.

(For Europeans and Eurasians.)

House number.	Serial number.	Name.	Religion.	Male or female.	Married, unmarried or widowed.	Age.	Race or nationality.	Occupation or means of subsistence of actual workers. Principal.	Subsidiary.	Means of subsistence of dependants on actual workers.	Birth-place.	Language ordinarily used.	Literate or Illiterate.	Knows or does not know English.	If unmarried female under 15 years of age, married or widowed. Insane, deaf-mute from birth, totally blind or leper.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

APPENDIX VI.

Number of Schedules Issued.

The number of printed schedules issued at the present census was as follows:—

Particulars.				Number.
Household schedules	...	...	...	23,200
Private do.	...	...	...	50,000
General do.	...	...	...	130,600
Kaithi	...	...	... 350	
English	...	...	... 30,250	
Bengali	...	...	... 100,000	
			130,600	
		Total	...	203,800

The number is undoubtedly too large for a population less than a million, but as an unpaid agency was employed for writing up the schedules, strict compliance with the orders issued for writing up at least eight names in each page of the general schedule could not be enforced. Many of the enumerators wrote upon one side of the paper only, and filled it up with four or five names.

APPENDIX VII.

NOTES AND ORDERS BY THE SUPERINTENDENT OF CENSUS, BENGAL.

I. No. 1748 of 29th November 1900, to the Bengal Government, and reply of Mr. Baker.
II. Communication to District Magistrates on the procedure to be followed for working out the results of the Census.
III. Rules for slip-copying.
IV. Rules revised.
V. Preliminary note on the preparation of Table XV.
VI. Note on the procedure to be followed in sorting for Table XV.

I.

No. 1748, dated Calcutta, the 29th November 1900.

From—E. A. GAIT, ESQ., C.S., Superintendent of Census Operations, Bengal,
To—The Secretary to the Government of Bengal, Financial Department.

I HAVE the honour to submit, for the consideration and orders of Government, the following proposals in connection with the abstraction, tabulation and compilation of the results of the coming Census.

2. In 1891 abstraction and tabluation were carried out in the districts. Mr. O'Donnell was of opinion that the results fully justified the experiment, and strongly recommended that the same procedure should be followed in future. But, whatever the merits of the system may have been from a purely census point of view, there can be no doubt that there are many objections to it when regarded from the standpoint of the district officer. It disorganises ordinary work, deprives him for months of the services of one of his assistants and forms a most irksome addition to his own duties and responsibilities.

3. On the other hand, there are several drawbacks to the system of central offices. Considerable expenditure has to be incurred in providing accommodation and furniture for the numerous clerks; there is far less scope for the selection of suitable men, and the difficulty of maintaining discipline and regulating the work of the office is very great. At the present time the prevalence of plague furnishes an additional argument against the creation of very large offices.

4. The method of extracting the required information from the schedules hitherto in vogue, viz., by making ticks on a set of sheets (one for each final table), will be abandoned on the present occasion in favour of the German system, under which the entries relating to each person are copied on to separate slips, and the slips are then sorted according to the headings of the various final tables in turn. The operation of copying the slips is purely mechanical, and the technical part of the work commences only when they are ready to be sorted. A rough draft of my provisional rules for slip-copying is annexed. It will be seen that the rules are very simple, and that the supervising staff has little to do beyond seeing that the entries in the schedules are copied correctly on the slips. It is estimated that a muharrir can copy 500 slips a day, at which rate 80 men would copy a million slips in a month of 24 working days, while 40 men would complete the same task in two months.

5. The procedure which I would propose is that the slips be copied in the districts and sent, when ready, to central offices, where the sorting and subsequent operations leading up to the final tables would be carried out. Slips have been copied experimentally in Darjeeling and one or two other districts and no difficulties have arisen. By doing this work simultaneously in all districts the total number of muharrirs employed would be much greater than it would be feasible to entertain in a few central offices, and the work would thus be completed with much greater despatch and far less risk of confusion. Moreover, in the districts temporary arrangements could usually be made for accommodating the comparatively small staff employed at little or no cost, whereas in central offices considerable sums would have to be expended on house-rent, sheds, furniture, &c. Under the system proposed the enumeration-books would remain in the districts until destroyed at the close of the operations, so that accidents in a central office (such as the Cuttack fire in 1881) could always be remedied. The general division of the work suggested above might be modified in special cases. I would open the central offices as soon as possible after the 1st March, and would undertake there the work of slip-copying for the districts in which they are situated. I would also relieve the officers of neighbouring districts of a portion of their work in cases where such relief might be needed. For instance, the slips for some of the Mymensingh thanas might be copied in the Dacca office. This would enable the officers in charge to gain experience and to weed out inefficient men before sorting is commenced. I would also in special cases, where the district officer may recommend it, allow the work for subdivisions to be done at the subdivisional instead of at the district head-quarters.

6. If the above proposal be approved the establishments required in the central offices would be greatly reduced and, I think, that six offices would suffice for the whole Province, viz., three for Bengal, two for Bihar, and one for Orissa. The places that I would select for these offices are Chinsura, Dacca, Berhampore, Dinapur, Bhagalpur and Cuttack. The chie

considerations in naming these places are the existence of the fair amount of accommodation at each and of a good local supply of men of the class required for the work. I am reluctant to name Dinapur as one of the proposed centres, but every one whom I have consulted advises me that it is the best place in Bihar. Muzaffarpur is, I believe, still free from plague, and has a good supply of literate *umedwárs:* but there is no accommodation of any sort available there.

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No. 6631Mis., dated Calcutta, the 21st December 1900.

From—E. N. Baker, Esq., c.s.i., Secy. to the Govt. of Bengal, Financial Dept.,
To—The Superintendent of Census Operations, Bengal.

I am directed to acknowledge the receipt of your letter No. 1748, dated the 29th November 1900, submitting for the consideration and orders of Government, certain proposals in connection with the abstraction, tabulation and compilation of the results of the coming census. It is stated that the old system of abstraction by ticks will be abandoned, on the present occasion, in favour of the German system of abstraction by slips, under which the entries relating to each person will be copied in separate slips, and the slips will then be sorted according to the headings of the various final tables in turn. The procedure which you propose to adopt is that the copying of the slips shall be done at the head-quarters of each district, while the sorting of the slips and subsequent operations will be carried out at six central offices, viz., Chinsura, Dacca, Berhampore, Dinapore, Bhagalpur and Cuttack, where it is stated that the necessary establishment and accommodation are available. You further state that the above proposals have the approval of the Census Commissioner for India.

2. In reply, I am desired to say that the Lieutenant-Governor sanctions the proposals described in your letter.

3. I am, however, to point out that under the old system of abstraction by ticks, an automatic check was provided by the fact that, if the work was correctly done, the totals of the various abstraction sheets must agree in all particulars. By the new system of abstraction by slips, this automatic check will be lost in respect of the three primary elements, viz., religion, sex and civil condition. According to the slip system a separate slip has to be chosen for each person, and the slip itself indicates those three elements. If, therefore, a wrong slip is chosen, all subsequent calculations being dependent upon it will agree with each other, and there will be no means of detecting the error except by a comparison of the slip with the original entry in the schedule.

4. Rule 6 of the draft Rules for the management of the slip copying department provides for a comparison of the slips with the schedules by the Supervisors; and it is obvious that this comparison is of the utmost importance, as being the only means of detecting errors. It is, therefore, necessary that the Supervisors should be throughly reliable men, sufficiently well paid, and in all cases drawn from the permanent district staff. There will always be a tendency on the part of men employed as Supervisors to collude with the copyists whom they are supposed to supervise, and unless this is prevented there will be serious risk of error.

II.

No. 9, dated Calcutta, the 10th January 1901.

From—E. A. Gait, Esq., c.s., Superintendent of Census Operations, Bengal,
To—The Magistrate of

I have the honour to forward, for your information, a copy of the correspondence noted on the margin, regarding the system to be adopted for working out the results of the Census.

This office letter No. 1748, dated 29th November 1900, to the Secretary to the Government of Bengal in the Financial Department (paragraphs 1 to 6), and Mr. Baker's letter No. 6631-Misc., dated 21st December 1900, in reply.

2. At the present Census the final tables will be obtained, not by making ticks on an abstraction sheet, but by sorting slips, one of which will be prepared for each person censused. The slips will be copied in the districts and then sent to central offices, where they will be sorted for the various final tables. The work of copying the slips from the schedules is purely mechanical. Experiments have been made in several districts and no serious difficulty has been experienced. The draft rules on the subject are annexed.

3. In the experiments above referred to, it was found that (excluding Darjeeling, where there were special difficulties) a copyist can prepare about 380 slips a day with pen and ink. I have since tried copying in pencil and find that the writing is sufficiently clear and durable, while the pace at which a copyist can work is greatly accelerated. It is, therefore, not unreasonable to take 500 slips a day as a fair average outturn per head.

4. It will be seen from the rules that the entries relating to religion, sex and civil condition (columns 4, 5 and 6 of the schedule) are denoted by the colour of the slips and the symbols printed on them. The entries in the other columns will be copied on the slips in the spaces indicated by the numbers printed against them. It is essential that the correct slips should be chosen, and that the precise entries in columns 7 to 16 of the schedules should be copied on the slips. Errors or omissions in the slips will affect the final tables. It is, therefore, of the highest importance that the supervision over the copyists should be closed and sustained and that their work should be carefully tested. With this object the copyists

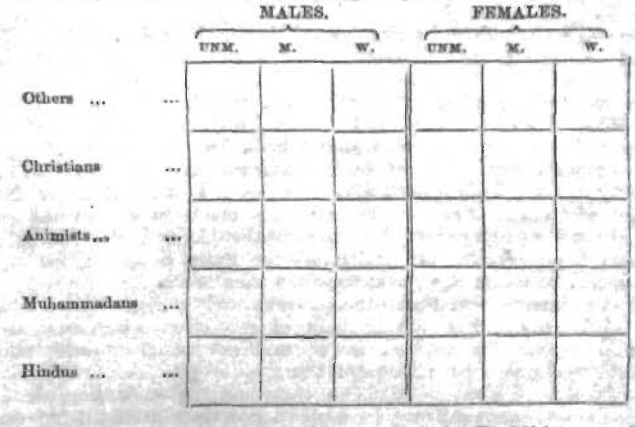
will work in gangs of ten, and each gang will be in charge of a Supervisor. The orders of Government are that the Supervisors should all be officers of the permanent district establishments, and great care must be taken in selecting them and the record-keeper, who should also belong to the permanent establishment. It is not necessary that they should be senior men, but they must be careful and thoroughly reliable. They will receive a deputation allowance of Rs. 10 a month, and substitutes may be appointed in their place at the cost of the Census.

5. The whole office should be in charge of a selected Deputy Magistrate. In special cases a Sub-Deputy Magistrate may be placed in charge, provided that he is specially qualified. He should, as far as possible, be relieved of his ordinary duties while he is in charge of census work. He will be assisted by a clerk on Rs. 30 a month for districts whose population is less than a million, and on Rs. 40 a month for other districts. The names of the officers who manage their copying establishments successfully will be reported to Government at the close of the operations.

6. It is desired to complete slip copying with the greatest possible despatch, not only in order that the sorting for the final tables may be taken in hand as soon as possible, but also because the early completion of the work will minimise the inconvenience caused to district officers. There seems no reason why in districts with a population of less than a million the work should not be completed by the end of April. It might be commenced for one or two thanas near head-quarters by the 7th March, and the full establishment might be entertained by the 21st March. Taking the 14th March as the mean, this would give 40 working days before the 1st May. At the rate of 500 slips per copyist per diem, five gangs of ten men each could complete the work for a million persons in the period mentioned. In the case of the larger districts want of accommodation might make it difficult to entertain a sufficient number of gangs to complete the work within this period, but in no case should copying be allowed to drag on after the 15th May. As a rule all the slips for a district should be copied at the district head-quarters, but where the total population of a district is large, and accommodation and a good class of muharrirs can be procured in a subdivision, there is no objection to the slips for that subdivision, being copied locally, *provided that adequate supervision on the part of the Subdivisional Officer or one of his assistants can be guaranteed.* Arrangements will be made for reducing the work in the largest districts (such as Mymensingh, Midnapore and Muzaffarpur) and in very backward districts (such as Jalpaiguri) by undertaking some of the slip-copying for them in a central office.

7. The slips and pencils will be distributed from Calcutta. The only furniture to be supplied locally will be a set of pigeon-holes for each copyist for holding the blank slips, and a bench and table. The necessary benches and tables can, probably, be borrowed from various Government buildings for the short period for which they will be required, or planks may be had on loan at a moderate charge. If some such arrangement cannot be made the muharrirs must work on mats, as it is impossible to spend money on furniture which will only be needed for a few weeks.

The pigeon-holes should be made from old stationery boxes, &c. Six holes are required horizontally and five vertically, as in the following diagram :—



In one or two districts where separate slips are used for Buddhists an additional row of holes will be required.

Each pigeon-hole should be at least 2½ inches broad by 3½ inches high. Allowing for partitions half-an-inch thick, the set of pigeon-holes would fit into a box measuring 20″ by 18″ inside. The slips are 2″ broad, and a hole of the size given would just hold 500 slips. Many stamp-boxes measure 20″ by 19″ by 13,″ and these would answer the purpose very well. The depth of the pigeon-holes need not exceed 5″, so that a box of this size sawn down the middle would do for two sets of pigeon-holes. It is estimated that, by employing a carpenter by the month, the cost should not exceed 10 annas a set of pigeon-holes, even is boxes have to be purchased. Should this be necessary, kerosene-oil cases will probably be found suitable. They cost from 1½ to 3 annas each. The construction of the pigeon-holes should be taken in hand at once.

8. As regards accommodation, every effort should be made to avoid expenditure. The total period for which accommodation will be required is very short, and there is, therefore, less reason than there was in 1891 for incurring expenditure under this head. Even in that year in most districts accommodation was found for the Census office in some existing building. The amount of space per muharrir need not exceed 30 square feet; so that, for five gangs of ten men and a Supervisor each, the total space required would be 1,750 square feet or, say, two rooms measuring 22′ by 40′. In some districts tents pitched under trees might be used, if the accommodation in buildings is insufficient. The enumeration-books, &c., might be kept in the record-room, unless the distance from the slip-copying office is prohibitive.

9. I would request the favour of a very early report showing the arrangements proposed by you for your district. The report should show—

(1) Name of gazetted officer selected to take charge of the slip-copying office.
(2) The number of gangs of copyists to be entertained and the clerks to be selected as Supervisors.
(3) The manner in which it is proposed to accommodate them and to provide the requisite furniture.

III.

RULES FOR SLIP-COPYING.

PART I.—*General.*

I. A register (No. 1) should be prepared in the following form :—

REGISTER No. 1.

*Thana*_____. *Charge*_____. *Circle*_____

Block No.	Name of village.	Name of mauza.	Serial No. of mauza in B. C.'s list.	Name of copyist.	Date of issue of book.	Date of receipt of book.	TOTAL POPULATION.			HINDUS.		MUHAMMADANS.		BUDDHISTS.		CHRISTIANS.		ANIMISTS.		OTHERS.		REMARKS. (Here note hermaphrodites, &c.)
							Males.	Females.	Total.	Males.	Females.	Males.	Females.	Male.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

NOTE—A separate page will be taken for each circle. Where there has been a Cadastral Survey, the thanawar number of mauza will be shown in column 2.

This register will be bound up by charges. Columns 1 to 4 should be filled in before the Census. The remaining columns should be left blank to be filled in later on as described below.

2. As soon as possible after the Census has been taken the enumeration-books should be collected at head-quarters by thanas and towns. As they are received they should be compared with the Circle List to make sure that a book has been received for every block, and that the descriptive particulars of each block are correctly shown on the cover of the enumeration-book. The Circle List must also be compared with Register No. 1, and the latter corrected, if necessary. Special care must be taken to ensure the collection of the second book issued for the enumeration of persons on the 3rd and 4th March at the special boat blocks, where the operations are continued for three days. These books should be stitched to the original books for the blocks to which they relate.

3. A clerk of the permanent establishment (preferably a record-room muharrir) should be appointed record-keeper. For the purpose of receiving, examining and storing the enumeration-books, he may be assisted by a small temporary establishment at the rate of three men for three weeks each per million of the population. After the books have been stored the record-keeper should be able to carry on the work unaided, if the number of gangs of copyists does not exceed five. He may be given one assistant for every additional five gangs. These assistants will be paid at the rate of Rs. 15 a month.

4. When all the books for a thana have been received, the work of copying the schedules for that thana should be taken in hand. There seems to be no reason why it should not be commenced for the sadar thana by the 7th March at the latest. The copying will be carried out by gangs of ten copyists, each under a Supervisor. At the beginning only two or three gangs should be appointed. As soon as these men and their Supervisors have learnt their work, and the schedules for other thanas are available, fresh gangs should be started. The full complement should be at work by the 21st March.

5. The schedules should be issued to the Supervisors for a charge at a time.* The portion of Register No. 1, relating to the schedules, issued should be given to the Supervisor

* When the population of a charge exceeds 80,000 persons it should be divided between two Supervisors.

concerned. The circle abstracts for the charge should also be made over to him. A receipt should be taken in a register (No. 2) in the following form :—

Name of thana.	Nos. of circles.	To whom issued.	Date of issue.	Signature of Supervisor.	Date of return.	Signature of record-keeper.	Remarks.
1	2	3	4	5	6	7	8
Nilphamari	1 to 20 20 to 31	Mukammad Shah, Prasanna Chandra Bose.	7th March. 7th March.	Md. Shah P. C. Bose	23rd March. 10th March.	T. C. Pal T. C. Pal	

6. The signature of the Supervisor in column 5 will be taken as an admission that the full number of books for the charge (*i.e.*, for the circles indicated in column 2) have been received, and also the pages of the Register No. 1 and the circle abstracts which relate to them. The signature of the record-keeper in column 7 will be taken as an admission that they have been returned complete, together with the slips shown in Register No. 1. It follows that the former should carefully examine the books and satisfy himself that they tally with the circle list, and also that the corresponding pages of Register No. 1 and the circle abstracts have been received. The record-keeper must proceed in the same way, and must also compare the entries on the tickets covering each packet of slips with the corresponding entries in Register No. 1 (see Part II, rule 6).

7. The blank slips will be despatched tied up in bundles of 250 each. On receipt the record-keeper should count the number of bundles of each kind, to satisfy himself that the correct number have been received. He will open a register showing the number of bundles of each kind issued to each Supervisor in the form given in Part II, rule 13.

8. When the slips for all charges in a thana or town have been received back from the Supervisors they should be neatly packed by circles in the boxes in which the slips were received, and despatched to the central office with the portion of Register No. 1 relating to them. Care must be taken to send the slips for each thana or town in a separate box or boxes. The district, subdivision and thana or town should be clearly noted on a label pasted on each box. If the original boxes in which the slips were received are not sufficient, the boxes in which the enumeration forms were received should also be used. An advice should also be sent by post, with an abstract of Register No. 1 in the following form :—

Name of district _____ *Name of thana / town* _____

" *Subdivision* _____

Serial number of circle.	Population.			Hindus.		Muhammadans.		Buddhists.		Christians.		Animists.		Others.	
	Males.	Females.	Total.	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.	Males.	Females.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

A total should be struck at the end.

9. The abstraction sheets for infirmities should be kept until all are complete for the whole district, when they should be packed up together (arranged in proper order) and sent to the central office.

10. When copying is finished the pigeon-holes should all be despatched to the central office, where they will be needed for the sorters. To reduce freight the spaces should be filled with slips that have been sorted.

Part II.—*Duties of Supervisors.*

1. The Supervisor* will issue the books to the copyists for each circle in turn, serially, in the order of the block numbers. He will fill in columns 5 and 6 of Register No. 1 at the time when he issues each book.

2. The copyists will copy the entries in the schedules relating to each person on to a separate slip in the manner described in the instructions for slip-copying. When all the entries in an enumeration-book have been copied, the copyist will tie up the slips neatly and inform the Supervisor. If the latter is disengaged, he will at once test the correctness of the slip-copying. If he is working with another copyist, he will issue another book (noting the fact in Register No. 1) for the copyist to work at till he is ready to test his slips.

* Here and elsewhere the word should be read with reference to rule 14, which permits of many of the Supervisor's duties being delegated to his assistant.

The method of testing will be as follows:—

The Supervisor will hold the enumeration-book and the copyist will take the slips.* He will then tell the copyist to read out two or three entries in every slip in turn. Thus—

* This will be the usual procedure, but frequently he will vary it by taking the slips and telling the copyist to read from the enumeration-book.

Serial No.	1.	Read columns	4, 5 and 6.
,, ,,	2.	,, ,,	4, 5, 6 and 9.
,, ,,	3.	,, ,,	9 and 10.
,, ,,	4.	,, ,,	4, 5, 6 and 12.
,, ,,	5.	,, ,,	16.
,, ,,	6.	,, ,,	7 and 12.

Accidental mistakes or unauthorised abbreviations may be corrected at once (with black-ink) if they do not exceed 1 per 100 slips. If they are more numerous the book must be given back to the copyist, and he must be told to himself test all the entries and come up again an hour later.† If the mistake is in the nature of wilful fudging, the whole bundle of slips must be compared by the Supervisor's assistant, and the copyist will get no credit for copying them, *i.e.*, a cypher will be shown against his name in respect of the book in column 5 of Register No. 3.

† This time should be rigidly adhered to, to prevent careless work.

It is impossible to lay too great stress on the absolute necessity for very thorough and careful testing, as the accuracy of the final tables depends entirely on the accuracy of the entries made in the slips. The gazetted officer in charge of the work must devote as much time as he can spare to watching this checking, and any Supervisor found to have passed a mistake must be severely punished.

NOTE.—Until the copyists have learnt the work every slip should be tested for sect, religion and civil condition, as there is at first considerable danger of their choosing the wrong slips. Rare castes or castes which are likely to be confused with other castes owing to similarity of name should always be compared. Non-district birth-places and languages should always be tested, and also all occupations that are recorded at any length in the schedules. It is found that copyists are very prone to abbreviate, *e.g.*, to enter "dokándár" instead of "manahári dokán," &c.

Every entry must be tested in the case of slips translated from English schedules.

4. After the slips have been passed as correct the Supervisor will take them and the book from the copyist. He will fill in column 7 of Register No. 1, and will issue a fresh book if he has not already done so.

He will also enter in column 10 of the register the total number of persons in the book, *i.e.*, the last serial number on the slips. Before doing so he will compare this figure with that shown in the circle abstract, and if there is any difference he will compare and count the slips again, to find out the cause of the discrepancy.

5. When the Deputy Magistrate has entered his initials in the remarks column of Register No. 1, the Supervisor will sort each packet of slips by sex, and will fill in columns 8 and 9 of the register. If the total of these columns does not tally with the figure in column 10 he will go through the slips again, and will, if necessary, refer to the enumeration-book. He will then sort the slips for each sex by religion and fill in columns 11 to 22 of his register.

The slips of each circle, as thus sorted, will be placed (after counting and posting as above) in pigeon-holes (labelled "Hindu males," "Hindu females," &c.). As two circles will frequently be in hand at the same time the Supervisor should have two sets of pigeon-holes. Great care must be taken to avoid placing the slips in the wrong set of pigeon-holes.

6. When all the slips for the circle have been collected and sorted, those in each pigeon-hole will be counted, tied up and a label placed on the top thus:—

District,	Nadia.
Subdivision,	Ranaghat.
Thana,	Santipur.
Circle No.,	4.
Religion,	Hindu.
Sex,	Female.

Number of slips, 173.

(Signed) MOHAN LAL,

Supervisor.

Dated the 20th March 1901.

The columns of Register No. 1 will be added up for the circle, and the figures compared. If any discrepancy is found the slips must be recounted. The various packets of slips for the circle must then be tied up together into a circle bundle. The enumeration-books of the circle must at the same time be arranged in the serial order of blocks and tied up neatly with string.

7. When all the books of a charge have been copied, the circle bundles must be arranged in serial order. The bundles of slips must be similarly arranged. The books and slips will then be returned to the record-room with the circle abstract and Register No. 1.

8. To avoid delay the books of a second charge may be taken from the record-room shortly before the papers of the previous charge are returned, but under no circumstances should more than a day intervene between the issue of one charge and the return of the one which was previously issued.

9. The Supervisor will keep a register of work done (Register No. 3) in the following form, allowing a separate page for each copyist:—

Serial No. . *Name of copyist*

Date.	Hour of—		Details of slips copied.			Remarks.
	Arrival.	Departure.	Specification of book.	Number of slips in each book.	Progressive total.	
1	2	3	4	5	6	7
14th March ...	10-35	5-53	{ 5-14 / 4-3	223 / 211	434	
15th March ...	10-21	5-37	4-13	311	311	
					747	
16th March ...	10-23	5-40	{ 2-1 / 5-11	231 / 307	438	
					1,185	

10. At the end of the month an abstract will be prepared in the following form:—

Name of copyist.	Number of days present.	Pay due at rate per Rs.	Number of slips copied.	Excess or defect compared with standard rate of 500 slips a day.	Amount of—		Net pay due.	Signature of copyist.	Remarks.
					Fine.	Reward.			
1	2	3	4	5	6	7	8	9	10

Each copyist will be expected to copy 500 slips a day. If the total outturn, as shown in the above abstract, falls below this rate, he will be fined six pice for every hundred slips in defect. If, on the other hand, it exceeds it, he will receive a reward of six pice for every hundred slips in excess. The signature of the copyist will be taken in column 9 at the time when he receives his pay as an acquittance.

11. Supervisors are authorised to correct obvious mistakes in the schedules, *e.g.*, if a small child is shown as a worker when he is clearly a dependant. They may also fill in blanks in the following cases:—

(1) If column 4 is blank, it may be filled in with reference to the religion of the head of the family, the caste, &c.
(2) If the sex is not given, it may be judged from the name or occupation.
(3) If column 6 is blank, males under 15 should be assumed to be unmarried, between 15 and 50 married, and over 50 widowed. For females the corresponding figures will be 10 and 40.
(4) If column 7 is blank, the entry will be "Not returned."
(5) If column 8 is blank, the caste of the head of the family or of the other occupants of the house may be entered. Failing that the occupation may be taken as a guide.
(6) If columns 9 and 11 are both blank the person will be treated as a worker or as a dependant as may seem most probable, having regard to his age, sex and caste and the occupation of the head of the family. The occupation to be entered (in column 9 or column 11 as the case may be) will be that of the head of the family or the usual occupation of the caste.
(7) If column 12 is blank, the district of enumeration will be entered.
(8) For column 13 the language of the district will be shown, unless a clue is furnished by the birth-place and caste columns.
(9) If column 14 is blank, the person will be assumed to be illiterate.

12. Each superior will be provided with old stationery boxes for the custody of—

(1) Books that have been copied and the slips relating to them.
(2) Books not yet issued to the copyists.
(3) Books in process of being copied.

Before leaving office each copyist will tie up the slips he has copied, place them inside the enumeration-book and tie up the latter with a slip bearing his name, and hand it over to the Supervisor, who will give it back to him when he reaches office next morning. The Supervisor should tie up his boxes with rope before leaving office, and if he is working in a tent or shed he must convey them to the place selected for their safe custody.

13. A register should be kept in the following form showing the number of blank slips issued to each copyist, which should be compared monthly with the number of copied slips returned by him and the approximate number in his hands:—

Name of copyist.	Number of Slips Issued.												Date of issue.	Remarks.
	Hindus.		Mohammadans.		Animists.		Buddhists.		Christians.		Others.			
	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.	M.	F.		

14. Each Supervisor will be given a muharrir on Rs. 15 a month as his assistant. This assistant may be employed on issuing and taking back books and slips, sorting slips and arranging the books and slips for return to the record-room. But the Supervisor will be responsible for the accuracy of his work, and must in all cases test everything done by his assistant very carefully. The checking of the slips must be carried out by the Supervisor himself.

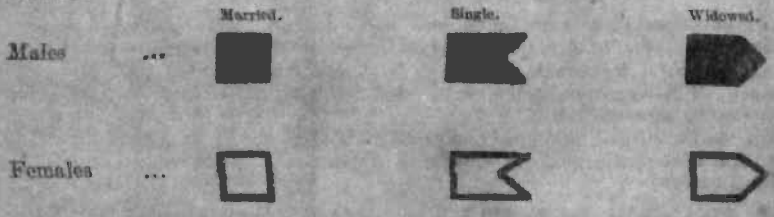
PART III—*Rules for filling in the Slips.*

1. On receiving a book the copyist will first revise the serial numbers in column 2. It is possible that they were filled in (contrary to rule) before the final Census, in which case the striking out of persons then absent will have upset the serial numbering; or household schedules may have been issued which, when bound into the book, will necessitate the altering of the numbers.

2. There will be a separate slip for each person. The copying will be done in pencil.

3. The colour of the slip indicates the religion. For Hindus brown slips will be used; for Musalmans white; for Christians red; for Buddhists blue; for Animistic tribes green; for "other religions" yellow. In the case of persons of "other religions" (*i.e.*, persons who are neither Hindus, Musalmans, Christians, Buddhists nor Animists), the actual religion must be written in the space provided at the top of the slip.

4. Sex and civil condition are indicated by the mark in the top left-hand corner, thus:—



The symbols indicating males are solid and those indicating females hollow. For married people they are square, for single there is a piece wanting and for widowed there is a piece added.

5. By selecting the right colour and symbol it is thus unnecessary to write down the religion (except for "others," in the case of Christians the sect must be added), sex or civil condition. Great care must, of course, be taken to make sure that the right kind of slip is selected.

6. Against "No." at the top of the slip must be entered—

(*a*) The serial number of the person dealt with (column 2 of the Schedule),
(*b*) the number of the block,
(*c*) the number of the circle.

Thus 41—3—7 means person No. 41 in block 3 of circle 7. By means of these numbers the original entry in the schedules can be traced at any time.

7. Against "7" the entry in column 7 of the Schedule (age) must be entered; against "8" the entry in column "8" (caste), and so on. *The exact words of the Schedule must be copied*, but the entry in column 10 need not be copied, unless it or the entry in column 9 is connected with agriculture, *i.e.*, unless the person concerned is a rent-payer, rent-receiver or agricultural labour. The entries in column 16 need not be copied on the slips, as they will be dealt with separately. If the copyist cannot read any entry he must ask the Supervisor to read it for him. He must also refer to the Supervisor if any column is found blank or is obviously wrong.

8. The following conventional marks may be used:—

Column 7.—For infants °/₀ may be entered. [Special care must be taken not to mistake months for years, where the enumerators have written the age of infants in months.]

Column 8.—Abbreviations of not less than two letters may be allowed for the three most numerous castes in each district, provided they are such as to be perfectly distinctive. The castes and the abbreviations selected should be reported to the Census Superintendent.

Columns 9, 10 and 11.—All rent-receivers, *except bariwalas*, including zamindars, patnidars, talukdars and ijaradars, &c., may be entered as ৰ, and all actual cultivators, *except field labourers*, as চা.

Column 12.—Persons born in the district of enumeration may be indicated thus ✓. In the case of persons born elsewhere, the full entry in the schedules must be copied.

Column 13.—For Bengali ৰ may be written.
" Hindi ह " "
" Oriya ଓ " "
" Khaskura ख " "
" English ই " "

Other languages must be entered in full.

Column 14.—For the literate ৰ may be written. For the languages known by literate, the symbols shown against column 13 may be used. For the illiterate a dash may be made.

9. In selecting slips it may be found to facilitate work if the copyist picks out the proper slips for all persons on a page and places them on below the other in his left-hand before commencing to write up the slip for the first person on that page. As he reads each entry he should mark it with a tick, so as to avoid all risk of omission or of copying the same entry twice over.

10. As each slip is finished it should be placed face downwards on the top of the previous slip copied, so that when all the slips for a book have been prepared they will be already in the proper serial order. He will then tie them up neatly with string, and take them with the book to his Supervisor.

11. Household schedules for Europeans and Eurasians, which are in English, should be copied in English. All other schedules in English must be translated into the vernacular of the district. If the copyist does not know English, the Supervisor's assistant will help him. When there are many schedules in English, they should be given to a copyist who knows enough of that language to be able to translate them correctly.

Part IV.—*Duties of Deputy Magistrate.*

1. The Deputy Magistrate will be in general charge of the whole office. It will be his duty to watch closely all branches of the work, and to see that the rules laid down for the guidance of copyists, Supervisors and record-keepers are fully understood and duly observed.

2. He will be expected to pay special attention to the testing of the entries on the slips. The accuracy of the final tables depends on the selection of the proper slips, and the correct transcription of the actual entries in the schedules. After the slips have been compared by the Supervisor they will be kept apart until the Deputy Magistrate has passed them for sorting. Before doing this he will select 10 per cent. of the books at random, and compare not less than 30 slips for each with the corresponding entries in the enumeration-books.

3. He will keep a register (No. 4) in the following form:—

Name of Supervisor.	Description of book.		Number of entries tested.	Mistakes detected.	Remarks.
	Thana.	Circle and Block number.			
1	2	3	4	5	6

If any mistakes are detected the Supervisor will be ordered to again compare all the entries in the whole batch of books in the compartment *after office is closed*. Next day the Deputy Magistrate will again examine the slips as above, and if any more mistakes are detected the fact will be noted in the register and the same procedure repeated.

4. Every Saturday an abstract in the following form will be prepared:—

Name of Supervisor.	Number of enumerators.	Total number of days worked by all enumerators.	Total number of slips copied.	Daily average per head.	Results of testing by Deputy Magistrate.		Remarks by Deputy Magistrate.	Orders of District Magistrate.
					Number of entries tested.	Number of mistakes found.		
1	2	3	4	5	6	7	8	9

Columns 2, 3 and 4 will easily be obtained from Register No. 3, and columns 6 and 7 from Register No. 4. The abstract should be put up to the District Magistrate for orders. If the number of mistakes is great, or if the average outturn of work is below the standard, the Supervisor will be held responsible, and his deputation allowance will be reduced or withheld. The abstract should then be transmitted, not later than the following Tuesday, to the Census Superintendent, who will prepare a consolidated statement for the whole Province.

5. The Deputy Magistrate will be assisted by a clerk on Rs. 30. In districts where the population exceeds one million, he may either entertain a muharrir in addition on Rs. 15, or the pay of his clerk may be raised to Rs. 40. In addition to assisting the Deputy Magistrate in comparing slips, and in any other way that may be required, it will be the special duty of the muharrir to prepare the abstracts above referred to, and also the pay-bills of the establishment. The amount of pay due to each muharrir will be that shown in column 8 of the monthly abstract referred to in Part II, rule 10, subject to any modifications that may be made by the Deputy Magistrate, with the approval of the District Officer and Census Superintendent.

6. The entries in column 16 of the schedule will be abstracted on "abstraction sheets." A separate sheet will be issued for each circle, and all infirmities found in the books of that circle will be indicated by ticks in the appropriate column of the abstraction sheet. One muharrir per million of the population would be employed on this work. The record-keeper will issue the books for a charge at a time in the manner indicated in Part I, rule 6, and they will be returned in the same way with the abstraction sheets arranged in serial order after the Deputy Magistrate has passed them. These muharrirs will work under the eye of the Deputy Magistrate himself. Thirty-three per cent. of the sheets filled in by them should be tested by some other muharrir selected for the purpose.

IV.

RULES FOR SORTING SLIPS.

PART I.—*Preliminary Arrangements.*

THE slips will be copied in the districts and sorted for each block by sex and religions. They will then be tied up by circles and despatched to the central office, packed up by thana and towns. In the subsequent operations the unit of sorting will be the thana or town; details for blocks and circles will not be recorded.

2. On receipt in the central office the slips in each circle packet (*e.g.*, Hindu males) will be counted and the number shown on the ticket at the top of the packet checked. This number will also be compared with the corresponding entry in the abstract of Register No. 1. If any discrepancy is found the orders of the Deputy Superintendent must be taken. If it cannot otherwise be reconciled the District Officer concerned will be asked to cause the number of persons of the sex and religion in question in the enumeration-books of the circles to be counted: and if it differs from the number of slips actually received, the slips will be sent for verification and the supply of missing slips. The abstraction sheets for infirmities must also be examined to make sure that a sheet has been received for every circle.

3. The slips will now be made up into boxes, each containing as many slips as one man may be expected to sort within three months. This may be taken at 35,000; but, unless the slips in a box all relate to the same sex and religion, it will be well, as a rule, to take 30,000 as the maximum number. The minimum should ordinarily be 25,000. In towns where castes, occupations and birth-places will be more diversified than elsewhere, the number of slips should be smaller, and should not exceed two-thirds of the standard size; care must also be taken to keep the strictly urban and the rural portions distinct. [Code Chapter II, Article 15(2).]

Example.—For a thana containing—

53,000	Hindu males,	500	Christian males,
51,000	„ females,	200	„ females,
10,000	Musalman males,	25	"Others" males,
10,000	„ females,	10	„ females,

five boxes should be made up, viz., two for Hindu males, two for Hindu females and one for Musalmans. The slips for Christians and "Others" will go into the special box referred to in Rule 5.

4. A label should be affixed to each box showing its contents thus:—

Box No. 40.

District—Burdwan.
Subdivision—Raniganj.
Thana—Asansol.
Circles—All.

Contents.

Musalman	males	... 10,000
„	females	... 10,000
"Others"	males	... 25
„	females	... 10
	Total	... 20,035

Name of Sorter—
NAGENDRA LAL MITTRA.

It will frequently happen that the minor bundles* of a thana aggregate considerably less than 25,000. In such cases the deficiency should be made up by giving the sorter a second box of another thana or town. Except in the case of Christians and "Others" (see next rule) slips of different thanas or towns must never be put in the same box. Great care must also be taken to keep the different bundles of the same thana separate. Each must be wrapped in *cloth*, and after one bundle has been taken out of the box and sorted it must be carefully wrapped up and replaced before another bundle is taken out.

5. The bundles of slips for (1) Christians and (2) "Others" for all thanas will be made up into a separate box (the bundles for each thana being separately wrapped up) and made over for sorting to a specially selected muharrir who knows English, and who should be carefully instructed as to the names of the different Christian sects.

6. A register (No. 5) of the boxes made up as above must be kept in the following form:—

Number of box.	Contents.					Name of Sorter.	Date of sorting for tables.										Remarks.
	Thana.	Circle.	Religion.	Sex.	Number of slips.		VII	VIII.	IX	X	XI	XII	XIII	XIV	XV	XVI	
1	2	3	4	5	5A	6	7	8	9	10	11	12	13	14	15	16	17	18

This register will be kept by districts and subdivisions, a separate page or pages being set aside for each thana.

A second register (No. 6) must be prepared from the above and kept by the record-keeper as a check on the sorters' tickets handed in by the Supervisors. As soon as the register for any district has been completed a copy should be sent to the Provincial Superintendent. The form will be as follows:—

Thana.	Religion.	Sex.	Circles.	Number of slips.	Number of box.	Remarks.
1	2	3	4	5	6	7
Gogbat ...	Hindu ...	Male ...	1 to 10	5,000	1	
" ...	" ...	" ...	11 to 21	5,000	2	
" ...	" ...	Female ...	1 to 10	5,000	3	
" ...	" ...	" ...	11 to 21	5,000	4	
" ...	Musalman ...	Male ...	All	50,000	5	
" ...	" ...	Female ...	"	70,000	6	
" ...	Christian ...	Male ...	"	500	12	
" ...	" ...	Female ...	"	400	12	
" ...	Others ...	Male ...	"	600	5	
" ...	" ...	Female ...	"	500	5	

The number of the box in which each set of slips is placed must also be noted in the abstract of Register No. I (see Slip-copying Rules) at the end of the entries relating to the thana concerned.

Part II.—*Rules for Sorting.*

1. The sorters will work in gangs of 10 or 12 under a Supervisor. Each sorter will be provided with a set of pigeon-holes (as described in the Slip-copying Rules), and two baskets or small boxes for use where the slips are very numerous, *e.g.*, for the illiterate. He will work on a mat, as it is easier to sort thus than sitting at a table. He will be provided with a board to place over his pigeon-holes and with another as a cover for his box of slips. Before he leaves office in the evening he must tie these covers over his pigeon-holes and box, to protect the slips from all risk of getting scattered.

2. He will begin by sorting for Table VII—Age and civil condition. He will note the age-periods—0, 1, 2, 3, 4, 5—9, 10—14, 15—19, 20—24, 25—29, 30—34, 35—39, 40—44, 45—49, 50—54, 55—59, and 60 and over—on labels and paste them against the pigeon-holes. He will also reserve a pigeon-hole for slips on which age is not shown. He will sort the slips according to the above age-periods. When they are all sorted he will take the slips in each pigeon-hole and sort them again into three heaps for the unmarried, married and widowed, respectively. Whilst effecting this sorting he will count the number of slips relating to the most numerous civil condition. This will be easy, as at most ages almost all slips belong to the same condition. As he counts he will tie the slips up by hundreds and,

* The term "bundle" is used to denote all the slips in a box of the same class, *e.g.*, Hindu males or Musalman females.

when each set (*e.g.*, males, aged 10—14, unmarried), has been counted, he will enter the number thus obtained in the appropriate column of the Sorter's Ticket for Table VII. The entries for unspecified ages will be noted on the ticket below the line for "total." When he has finished sorting, and filled in all the columns of the ticket, he will inform the Supervisor, who will test the accuracy of the sorting and also of the counting. When the work has been passed by the Supervisor, the sorter will prepare a second copy of his ticket and will then proceed to the next table.

NOTE.—For the bundles of slips marked "Others" the sorter will first sort by religion, and will then prepare a separate sorter's ticket for each religion shown.

3. Table VIII—Education by age. The age-periods here are 0—9, 10—14, 15—19 and 20 and over. The sorter will begin by collecting all the packets for the age-periods 0, 1, 2, 3, 4 and 5—9 for all civil conditions and sorting them for—

(*a*) Illiterate.
(*b*) Literate in Bengali.
(*c*) " in Hindi.
(*d*) " in Oriya.
(*e*) " in other languages.

For each of the above languages he will reserve two pigeon-holes. In one he will enter the slips for persons who are literate in the vernacular only, and in the other those for persons who also know English. When he has finished the sorting he will count the number of slips in each pigeon-hole, and tie them up by hundreds as before. He will count first the slips set aside for English, and will post the figures in his ticket. He will then count in turn the slips in the other pigeon-holes, and enter the result in his tickets. He will next take all the packets for the age-period 10—14, and deal with them in the same way. He will do the same for the packets of age-period 15—19 and, lastly, for all the other packets which relate to persons aged 20 and over. For unspecified ages the figures will be noted below the column for 20 and over. The information for the Sorter's Ticket for Table VIII is now complete, and the Supervisor should be informed accordingly.

4. When the Supervisor has passed and signed Sorter's Ticket No. VIII, the sorter will proceed to sort the literate for Table No. IX—Education by caste. The castes to be taken for each district will be sent from the head office to the Deputy Superintendent concerned. A list of these, written on small labels, will be given to the sorter before he commences his work, and he will paste the names over his pigeon-holes in alphabetical order. He will now collect all the slips for the literate, ignoring the age-periods but keeping the English-knowing separate, and will sort them into the compartments. The slips for castes other them those shown in the list will be placed together and will not be sorted. He will first sort and count the slips for the English-knowing and post the result in his sorter's ticket. He will then sort those slips and the other slips for the literate by caste. He will then take the collection of slips relating to each caste and sort them according to the vernacular language shown on them. As a rule the only vernaculars to be sorted for are Bengali, Hindi, Oriya and "other languages." For tribes, however, which have a special language of there own (*e.g.*, Oraons, Santals, Garos, Khambus, Murmis, &c.), their special language will be shown in one of the blank spaces on the ticket. For the Darjeeling district Khaskura will also be sorted for separately. When he has finished, he will count the total number of slips in each pigeon-hole and enter the figures in his ticket.

NOTE.—It will be observed that whereas in Sorter's Ticket No. VIII the persons knowing a particular vernacular are divided into (*a*) persons knowing, and (*b*) persons not knowing, English, in Ticket IX, those knowing English are entered irrespective of the vernacular, and the tickets relating to them are again sorted for the vernacular. This difference of procedure will be met by different treatment in the course of tabulation.

5. The slips should next be sorted for Table XI—Birth-place. The sorter should first divide the slips into two heaps for—

(*a*) born in district;
(*b*) born elsewhere.

NOTE.—As a rule only 2 or 3 per cent. of the population is born outside the district of enumeration, and the time saved in sorting the population into only two heaps in the first instance is thus greater than the time lost in handling a second time the small number of slips referring to the foreign-born.

The foreign-born will then be re-sorted by actual birthplace. Pigeon-holes will first be labelled with the names of the districts adjoining the district under consideration. Fresh labels will be prepared for other birth-places as occasion arises in the course of sorting. If the number of pigeon-holes is insufficient, the slips for which no pigeon-hole is available should be put aside and dealt with at a third sorting. Slips containing doubtful entries should be kept in a separate pigeon-hole and put up before the Deputy Superintendent for orders. The Deputy Superintendent will deal with them according to probabilities, having regard to the caste language and occupation shown on the slips. When villages have been entered instead of districts, a reference to the Postal Guide will often solve the difficulty. While counting the slips for the district-born, the sorter should put aside the slips on which the language shown is not that most generally spoken in the district.

NOTE.—When so directed, the caste and occupation of specified birthplaces will be noted. They need not be counted in detail, but a note will be made by the Supervisor when testing the sorting. Separate instructions will be given on this point.

6. Table X.—Language should be taken next. In sorting for this table the packets for each birthplace should be taken in turn, as it will usually happen that all persons born in the same district speak the same language.

So far as the district-born are concerned, the persons speaking the language of the district will have already been separated (see last rule).

The procedure will be the same as that already described for birth-place.

7. Table XIII—Caste will now be taken up. For Hindus and Animists the pigeon-holes should be labelled in alphabetical order for the castes, &c., that were found to be most numerous in the thana in 1891, and at the first sorting these only should be dealt with, the rest being put aside in a heap and dealt with at a second and, if necessary, a third or fourth sorting. At the end of each sorting the slips in the pigeon-holes should be counted and tied up by hundreds, and the number relating to each caste entered in Ticket No. XIII. Before entering them the castes dealt with at each sorting should be arranged alphabetically. In the case of doubtful entries the orders of the Deputy Superintendent should be taken. No classification of doubtful names must, under any circumstances, be made by the sorters. The Deputy Superintendents should study the caste index very carefully, bearing in mind that local terms vary, *e.g.*, in parts of Eastern Bengal, Māli by itself means Bhuinmāli, and the true Māli caste is known as Phulmāli.

For Musalmans pigeon-holes should be labelled as necessity arises.

In sorting for this table the packets for each language should be taken in turn, as in many cases (chiefly in Chota Nagpur and Darjeeling) the entries in columns 8 and 13 of the schedule will be identical.

NOTE.—In the case of tribes which have a special language, the numbers in the pigeon-holes will be counted for each language bundle separately. For instance, in Darjeeling after all the slips in the Gurung language bundle have been sorted their number will be counted and noted on the back of the ticket (Ticket No. XIII). The Khaskura slips will then be sorted and noted. This will not delay the work, while it will furnish very interesting information as to the spread of Khaskura. Here also separate instructions will be given.

8. The castes selected for the purpose should now be sorted for Table XIV. A list of these castes will be sent to each Deputy Superintendent. One caste will be dealt with at a time, and sorted into 15 pigeon-holes for the five age-periods 0—4, 5—9, 10—14, 15—39 and 40 and over, and the three civil conditions unmarried, married and widowed.

9. Table XVIII will now be prepared for Christians. The pigeon-holes will be labelled at the top for the age-periods 0—11, 12—14, 15—29, 30—49 and 50 and over, and at the side for—

Europeans and allied races, including Americans, Australians and Canadians { (*a*) British subjects, (*b*) Others,

{ (*c*) Eurasians, (*d*) Armenians, (*e*) Natives,

i.e., the horizontal rows will show the race, and the vertical rows the age. In case of doubt, whether any slips should be treated under head (*a*) or head (*b*), the Supervisor and, if necessary, the Deputy Superintendent, should be consulted. The slips will then be sorted and counted, and Sorter's Ticket No. XVIII prepared accordingly.

NOTE.—In the case of tribes (as distinguished from castes) which retain their tribal designation after conversion, each tribe will be separately sorted for, and the number of each will be noted on the back of the ticket. On the front the total number of Native Christians of all castes and tribes will be entered.

10. The slips for European and allied races will then be put together and sorted by sect, the pigeon-holes being labelled for the various sects found. After they have been sorted, and the numbers posted in Sorter's Ticket No. XVII, the slips for Eurasians will be sorted in the same way, and then the slips for Armenians and for natives.

11. Table XV.—Occupations will next be taken up. This table will be obtained by successive sortings. In the first instance all the pigeon-holes should be labelled with the occupations which were most numerous in the district in 1891 and, with one or two general headings, such as shop-keeper, servant, clerk, &c., which can be re-sorted afterwards.

12. The sorter will take up each caste bundle in turn and sort it for the occupations shown in the pigeon-holes. He will tie up the slips left unsorted, put them aside and proceed in the same way for the next caste, and so on. It is important to sort thus for a caste at a time as the members of the same caste generally follow the same occupations, and the difficulty of finding the appropriate pigeon-holes will thus be greatly reduced.

The occupations to be taken at the first sorting should be such as are (i) numerous, (ii) not easily confused with others, *e.g.*, rent-receivers, rent-payers (or cultivators), field labourers, barbers, washermen, fishermen, oil-pressers, cotton-weavers, tailors, gold and silver workers, potters, carpenters, basket-weavers, cart-owners and drivers, palki-bearers, boatmen, priests, school-masters, doctors, musicians, rice-pounders, beggars, etc. In some districts there will be special occupations which are numerous, such as tea-garden coolies in Darjeeling and coal miners in Burdwan.

13. When he has gone through all his slips the first time the sorter will divide the contents of each pigeon-hole into three heaps for—

(*a*) Workers combining the occupation with agriculture,
(*b*) other workers, and
(*c*) dependants.

*

He will count the number of slips in each heap and tie them up, placing a slip on the top, showing—

(*i*) The occupation ;

(*ii*) whether (*a*) workers combining also some agricultural occupation, (*b*) other workers or (*c*) dependants ;

(*iii*) the number of slips.

The sorter will probably be able to count the dependants or the workers who are not also agriculturists, while he is dividing the slips relating to them from those for workers.

In the case of the general headings (see rule 11), which will require re-sorting, this need not be done. It will suffice in their case to tie them together, placing a slip on the top, giving the name of the general heading. The number of slips remaining after this preliminary sorting will probably not exceed 10 per cent. They will be dealt with by specially-selected men who must be carefully trained. The instructions under this head will be drafted in greater detail later on.

14. When sorting has been completed for this table, Table XVI will be taken. The slips relating to each Order will be placed together and sorted by caste, one Order at a time. Only those castes will be taken, the population of which in the district exceeded 10,000 at the last census.

Part III.—*Duties of Supervisors.*

1. It is the duty of the Supervisors to instruct the sorters fully before they commence sorting for any table. They must always be ready to explain difficulties, and to answer any questions put to them by the sorters.

2. Next to instruction their most important function is to test the correctness of the sorting. When a sorter announces that he has completed his sorting for any table, the Supervisor must at once go to him and test his work. The test is two-fold. First, he will examine the slips in each pigeon-hole to satisfy himself that they have been properly sorted. As the slips are tied up by hundreds, he can best do this by taking a packet at a time and running a finger along the end, keeping his eye fixed on the column for which sorting is being made. Where the column is near the centre of the slip the string should first be slipped towards one end.

Note.—Special care must be taken to test all the smaller items and also all entries which seem doubtful. In some cases this may disclose an error on the slip, due either to wrong copying or to a mistake on the part of the enumerator. In such cases a list should be prepared showing the thana, circle, block and serial number of person for all such wrong entries (or a percentage of them if they are numerous) and submitted to the Deputy Superintendent for orders. The usual procedure will be to refer the matter to the District Magistrate concerned for enquiry as to the correct classification of the entry and report.

3. The counting must also be tested. The Supervisor will take a packet and divide it into two parts, giving one to the sorter to count and keeping one himself. If the aggregate of the slips counted by himself and the sorter agrees with the nominal number in the packet, the original count is proved to be correct.

4. The extent of testing will depend on whether mistakes are found or not. If no mistakes are detected, it will be sufficient to test ten per cent. of the slips in both the ways mentioned above. If mistakes are found, an additional ten per cent. must be tested. In addition to this testing, *all* the entries in the sorter's ticket must be verified by counting the number of packets of slips covered by each entry.

If the mistakes, either in sorting or in counting, exceed on the average one in each packet tested, the sorter must be told to examine all the packets himself, and must be allowed for doing so a time equal to one-fifth of the time taken over the original sorting.

5. It is not necessary to defer testing the sorting of the slips until the work has been completed. This testing can be done at any time while the work is in progress, and when the Supervisor has leisure he should be constantly on the move amongst his sorters, examining the contents of the pigeon-holes. He should keep a note of the checking thus done while the work is in progress, and may reduce to that extent the checking to be carried out at the end. This plan will save the time of the sorter very considerably. It should, in particular, be resorted to in cases where certain slips are finally dealt with before the general sorting has been completed. Thus the heap of slips relating to the illiterate may be examined at any time to see if any "literate" slips have inadvertently been left among them. In the same way in the birth-place table the slips for the district-born, and for the twenty common birth-places, should be tested while the sorter is sorting the remaining slips for the other birth-places. In the case of language, the slips for the local languages should be examined in the first instance. For caste, the slips for the castes first sorted for should be examined while the subsequent sortings are in progress.

The Deputy Superintendent should himself compare the number of persons entered against each caste with the number shown for the same thana in Provincial Table V of the last Census, and should examine the slips for each caste where a marked difference is detected. If necessary the whole of the sorting should be examined by a small special establishment. This is a very important matter and should be fully dealt with before the sorting for Table XIV has been completed, and the arrangement of the slips by caste-sorting has to be broken up in order to sort them by occupation.

6. When the Supervisor has completed his testing he will sign the sorter's ticket as a token that it has been passed for tabulation.

7. The Supervisor will keep the tickets relating to each table in turn until all the tickets for a thana have been collected. He will then tie them up and take them to the record-keeper, who will compare them with Register No. 6 and give a receipt for them. The tickets for Christians and "Others" will be received for the whole district from the Supervisor under whom the sorter (or sorters) of these slips works. On receipt they should be separated and placed with the other tickets for each of the thanas concerned.

The duplicate tickets referred to at the end of rule 2, Part II, should be transmitted to the head office as soon as they are received in the record-room.

V.

Preliminary Note on the Preparation of Table XV.

The occupation table (XV) is by far the most complicated of all the Census tables. There are no less than 520 different heads under which the occupations will be classified, and for many of these great care will be needed in order to ensure correct classification. On the other hand the great majority of the population follow a limited number of very simple occupations, regarding the proper classification of which there can be no possible doubt. It is advisable to get rid of these in the first instance, leaving the small number of other occupations to be dealt with afterwards by specially selected men.

2. The work will, therefore, be done by a series of sortings. On the first occasion some six or seven of the most numerous occupations will be sorted for. There will ordinarily be chás, j., labour unspecified, field labourers (as distinguished from farm servants or persons engaged by the year or month), fishermen, fish-dealers, boatmen. Where there are special industries, such as coal-mines in Raniganj, tea-gardens in Jalpaiguri, jute-mills in Howrah and indigo in Muzaffarpur, these should also be separated at the first sorting. The advantage of taking only a few occupations to begin with is that the work can be done much more rapidly than would be possible if the sorter had to deal with over 30 occupations, in which case he would have to be constantly examining his pigeon-holes to see if the occupations found on the slips are shown there.

3. After this first sorting the sorter will divide each of the occupations dealt with into three heaps for actual workers not agriculturists, actual workers who are partially agriculturists and dependants, and will post the figures in the sorter's ticket, as described in rule 13, Part II of the Sorting Rules. In the case of agriculturists the entry in the sorter's ticket will merely distinguish workers and dependants. A separate return will, however, be compiled of the subsidiary occupations of agriculturists. The slips therefore showing chás or J, in column 9, and some other occupation in column 10, should be separated from those where column 10 is blank.

4. At the second sorting all the pigeon-holes will be labelled with the names of the occupations selected. The Deputy Superintendent will decide for each district which occupations should be selected for the second sorting, having regard to the returns of the last census and to the possibility or otherwise of mistakes in classification. For instance, a barber can be nothing but a barber, but a clerk will be classified under different heads according as he is a Government clerk, a Municipal clerk, a Bank clerk, a Money-lender's clerk, a Telegraph clerk, &c. It may be better to leave occupations of this type till a later stage. If, however, the number of persons pursuing them is very great, it may be advisable to sort them at this stage under the general head, leaving the further sorting to be done later. This would be the case for railway employés of various kinds at a large railway centre like Jamalpur, or for shop-keepers of various kinds in towns, or for army officers, soldiers, &c., at places where there are cantonments. After completing the particular sorting, in the course of which such general heads are separated, the sorter would take each such head and sort it according to the actual occupations shown, and enter the latter on his ticket.

5. The following is a rough list of the occupations which it may be convenient to deal with at the second sorting:—Agents and managers of landed estates, clerks of ditto, barbers, washermen, in-door servants, service unspecified, milk and butter-sellers, village chaukidars, grain-dealers, betel-leaf growers, betel-leaf sellers, oil pressers, oil and salt-sellers, cotton weavers, tailors, grocers, gold and silver workers, potters, carpenters, money-lenders, musicians, priests, rice-pounders, unlicensed medical practitioners, hide, horn and bone-dealers, thatchers and religious mendicants. The occupation selected for each sorting should be translated into the vernacular, and a copy of the list arranged in alphabetical order and handed to the sorters who will copy them on labels and paste them over their pigeon-holes.

The sorters, should be cautioned *never* to pigeon-hole any slip the occupation on which is not *exactly* covered by the entry over the pigeon-hole. The actual words used may vary, but the occupation itself must be identical. If in any doubt they must ask the Supervisor, and the latter, if not *quite* certain, must consult the Inspector.

6. The third sorting might include Government clerks, Government messengers, &c., cattle-breeders, herdsmen, fruit-growers, market-gardeners, cooks, sweepers, flour-preparers, molasses-sellers, salt sellers, tobacco sellers, firewood-sellers, wood-cutters, brick-burners, masons, boat-builders cotton-spinners, mat-makers,* black-smiths, shoe-makers, palki-bearers, tank-diggers, &c. In towns the following occupations might be taken instead of some of those noted above, viz:—

* See section 12.

Pleaders, law agents, lawyer's clerks, sweepers, postal-runners, vendors of sweetmeats and of opium, watches, goods, &c., prisoners in jail, *barkandazs*,

7. After these three sortings it is probable that at least 95 per cent. of the total population will have been eliminated. The sorter will go through the slips once more and sort any occupations which, though not numerous, are easily identified, *e.g.*, grooms and coachmen, water-carriers, lodging-house owners and managers, lime-sellers, boat-builders, newspaper-proprietors and sellers, printers, furniture-makers, furniture-sellers, &c. The small residue that may remain after this sorting will be counted and entered as others in the sorter's ticket. These packets of "others" will be collected for the whole district and sorted by a small gang of selected sorters, who should be carefully trained in the method of dealing with occupations. They will sort them and write up a sorter's ticket (for each sex and religion) for the whole district.

They will not classify at all, but will enter the occupations exactly as they are found in the schedules.

It need scarcely be pointed out that the total number of persons shown in the sorters' tickets of the special sorters must be exactly equal to the total of the head "others" in the tabulation register prepared on the basis of the original sortings which it will replace in the final table.

8. Special attention should be paid to the rule that the sorting will be done for a caste at a time. When the slips of a caste have been examined for one sorting those not pigeonholed should again be tied together, so that they may be dealt with together at the second sorting. It is anticipated that this will greatly facilitate work, as the occupations of a caste are not liable to much variation.

9. I note below some of the points to be borne in mind in classifying the occupations.

The owners, managers and superior staff are distinguished from the operatives in the case of :—

	Cinchona plantations ...	(41 and 42).		Arsenals	(237 and 238).
	Indigo factories ...	(45 and 46).	(*a*)	Gunpowder factories ...	(239 and 240).
	Tea plantations ...	(47 and 48).		Gun carriage factories ...	(241 and 242).
	Biscuit factories ...	(85 and 86).	(*a*)	Silk filatures	(255 and 256).
(*a*)	Flour mills	(87 and 88).	(*a*)	Silk mills	(257 and 258).
(*a*)	Oil mills	(89 and 90).	(*a*)	Cotton-ginning	(264 and 264).
(*a*)	Rice mills	(91 and 92).	(*a*)	Thread-glazing	(265 and 266).
(*a*)	Sugar factories	(93 and 94).	(*a*)	Cotton mills	(267 and 268).
	Ærated water factories ...	(107 and 108).	(*a*)	Jute presses	(283 and 284).
	Breweries	(109 and 110).	(*a*)	Jute mills	(285 and 286).
	Distilleries	(111 and 112).	(*a*)	Rope works	(287 and 288).
	Opium factories	(113 and 114).	(*a*)	Clothing agencies ...	(294 and 295).
	Ice factories	(115 and 116).	(*a*)	Hosiery factories... ...	(296 and 297).
(*a*)	Salt stores	(117 and 118).		Umbrella factories ...	(298 and 299).
	Tobacco factories ...	(119 and 120).		Mints	(307 and 308).
	Water-works	(121 and 122).	(*a*)	Brass foundries	(320 and 321).
	Gas works	(136 and 137).	(*a*)	Iron ditto	(326 and 327).
(*a*)	Match factories	(138 and 139).	(*a*)	Glass factories	(330 and 331).
	Collieries	(146 and 147).	(*a*)	Pottery works	(334 and 335).
(*a*)	Brick and tile factories ...	(151 and 152).	(*a*)	Carpentry do.	(340 and 341).
(*a*)	Stone and marble works ...	(153 and 154).	(*a*)	Saw mills	(342 and 343).
	Cement works	(160 and 161).	(*a*)	Chemical factories ...	(361 and 362).
	Railway factories ...	(167 and 168).	(*a*)	Soap do.	(363 and 364).
(*a*)	Coach-building factories ...	(169 and 170).	(*a*)	Dye-works	(367 and 368).
(*a*)	Paper mills	(179 and 180).	(*a*)	Bone-mills	(380 and 381).
(*a*)	Printing presses	(183 and 184).	(*a*)	Brush-factories	(382 and 383).
(*a*)	Furniture factories ...	(218 and 219).	(*a*)	Tanneries and leather-factories	(384 and 385).
(*a*)	Machinery workshops ...	(225 and 226).		Warehouses	(439 and 440).
(*a*)	Arms and ammunition factories	(235 and 236).			

The above list is a long one, but very few of the factories, &c., mentioned will occur in most centres. The Cuttack office, for instance, would possibly not have to take cognizance of more than one or two of these groups. Calcutta is the only place with a mint and Darjeeling the only district where there is a brewery and a cinchona plantation. Each Deputy Superintendent should ascertain and prepare a list of the groups likely to occur in each district dealt with in his office, and these alone should be referred to in the instructions given to those members of his staff who will have to deal with them.

10. The workers in the factories, foundries and workshops marked (*a*) in the above list must be carefully distinguished from those engaged on the corresponding hand-industries. Here, too, the instruction need only be given to sorters of boxes relating to places where the various large industries are found, and in respect of those industries only.

11. Makers are to be distinguished from sellers. Persons who make *and* sell will be shown as makers. The group "sellers" will be reserved for persons who are merely dealers. The following is a list of the main instances where makers (or collectors, &c.), are distinguished from sellers :—Fishermen and fish dealers (79, 80); pressers and sellers of oil (100, 101); makers and sellers of sweetmeats (103, 104); opium, &c., preparers and sellers (125, 126); salt-makers and sellers (127, 128); tobacco-manufacturers and tobacco-sellers (129, 130); toddy-drawers and toddy-sellers (131, 132); wine-distillers and wine-sellers (133, 134); pressers of vegetable oil for lighting, sellers of ditto (143, 144); lime-burners and lime-sellers (157, 358); cart and carriage-makers and sellers, (171, 172); makers of bangles and sellers (208, 209); ditto ditto glass bangles (210, 211); ditto rosaries, beads and necklaces (214, 215); ditto furniture (220, 221); knives and tools (227, 228); tape (279, 280); tents (281, 282); rope sacking and nets (290, 291); fibre, matting and bags (292, 293); brass, copper and bell-metal (322, 323); tin, zinc and lead (324, 325); iron and hardware (326, 327); glass and chinaware (332, 333); pottery (336, 337); camphor,

gum and rubber (354, 355); catechu (356, 357); iac (358, 359); saltpetre (365, 366) and borax (370, 371). It will be noticed that in some cases makers and sellers are classed together, *e.g.*, matches, candles and lamps (145); *palkis*, dandies and rickshaws (174); toys, kites, and cages (202); *hukka* stands (203); *papier mâché* (204); flower garlands (216); spangles, lingams and caste-marks (217); harness (222); saddle-cloths (223); looms (231); hats, caps and turbans (302); baskets, mats, brooms, &c. (347); combs (348); leaf-plates (349); wax and honey (360); antimony (373); madder, &c. (374); ink (375); and boots and shoes (387).

12. In some cases an article will be classed under different heads, according to the material it is made of. Thus, a maker of mats of reeds or leaves would be classed in group 347, and a maker of fibre mats in group 292. Cotton carpet and rug-makers go into group 273, and woollen carpet-weavers into group 248. In deciding on the classification the title of the sub-order should be seen to as well as that of the group.

13. It remains to consider the system on which occupations should be classified. The first thing to do is to translate each occupation shown in the scheme* into the vernacular of the office and note the number of the group in the occupation scheme against it. This can be done by the Head Assistant or an Inspector, but the Deputy Superintendent must check the translation very carefully in order to make sure that the vernacular translation exactly covers the English term used. For instance, it would be necessary to consider whether *bariwallah* is the equivalent of house-rent (510) or lodging-house-keeper (69). Again, persons shown as *chakarani* may safely be classed as in-door servants, whereas *chakari* can only be treated as service unspecified. Having passed the translation, the list would be arranged in the vernacular alphabetical order and copied out on foolscap, leaving sufficient space between each term for at least two new entries. In the case of the occupations recorded by the original sorters no classification need be made until they have been totalled in the tabulation register for the district. For the small number of slips dealt with by the special sorters, the sorters' tickets will show the district total. The Supervisor will number all entries which exactly correspond to entries in the vernacular list passed by the Deputy Superintendent. The ticket will then be put up to the Deputy Superintendent, who will note against each the number of the group under which it is to be shown. The occupations thus numbered will then be shown in the vernacular list, so that when the same occupation again occurs the Supervisor may be able to number it without reference to the Deputy Superintendent.† When all the occupations shown have been numbered those having the same number will be added together, and the district occupation, Table XV, will then be prepared.

* Excluding such as are not likely to occur in the districts dealt with.

† Great pains should be taken to make these vernacular lists as complete as possible, so that they may serve as a basis for the classification at the next census. The want of such lists on the present occasion has been much felt.

14. When sorting for Table XV is complete the sorter will examine the slips for actual workers in the groups numbered 2, 3, 5, 6, 36, 56, 433, 435, 451, 452, 454, 459, 460 and 461, and note on a separate slip the number of persons of each caste found in them. This information is required not for the tables, but for the discussion of the subject in the final report.

E. A. Gait,

Superintendent of Census.

The 29th April 1901.

VI.

NOTE ON THE PROCEDURE TO BE FOLLOWED IN SORTING FOR TABLE XV.

The Occupation table (XV) is by far the most complicated of all the Census tables. There are no less than 520 different heads under which the occupations will be classified, and for many of these great care will be needed in order to ensure correct classification. On the other hand the great majority of the population follow a limited number of very simple occupations, regarding the proper classification of which there can be no possible doubt. It is advisable to get rid of these in the first instance, leaving the small number of other occupations to be dealt with afterwards by specially selected men.

2. The work will therefore be done by a series of sortings. On the first occasion some six or seven of the most numerous occupations will be sorted for. There will ordinarily be *chás*, *j*., labour unspecified, field-labourers (as distinguished from farm servants or persons engaged by the year or month), fishermen, fish-dealers, boatmen. Where there are special industries, such as coal-mines in Raniganj, tea-gardens in Jalpaiguri, jute-mills in Howrah, and indigo in Muzaffarpur, these should also be separated at the first sorting. The advantage of taking only a few occupations to begin with is that the work can be done much more rapidly than would be possible if the sorter had to deal with over 30 occupations, in which case he would have to be constantly examining his pigeon-holes to see if the occupations found on the slips are shown there.

3. After this first sorting the sorter will divide each of the occupations dealt with into three heaps—for actual workers, not agriculturists; actual workers who are partially agriculturists, and dependants, and will post the figures in the sorter's ticket, as described in

rule 13, Part II of the Sorting Rules. In the case of agriculturists the entry in the sorter's ticket will merely distinguish workers and dependants. A separate return will, however, be compiled of the subsidiary occupations of agriculturists (see paragraph 17). The slips therefore showing chás or j, or farm servant, or field-labourer in column 9, and some other occupation in column 10, should be separated from those where column 10 is blank.

4. At the second sorting all the pigeon-holes will be labelled with the names of the occupations selected. The Deputy Superintendent will decide for each district which occupations should be selected for the second sorting, having regard to the returns of the last Census, and to the possibility or otherwise of mistakes in classification. For instance, a barber can be nothing but a barber, but a clerk will be classified under different heads according as he is a Government clerk, a Municipal clerk, a Bank clerk, a Money-lender's clerk, a Telegraph clerk, etc. It may be better to leave occupations of this type till a later stage. If, however, the number of persons pursuing them is very great, it may be advisable to sort them at this stage under the general head, leaving the further sorting to be done later. This would be the case for railway employés of various kinds at a large railway centre like Jamalpur, or for shop-keepers of various kinds in towns, or for Army officers, soldiers, etc., at places where there are cantonments. After completing the particular sorting, in the course of which such general heads are separated, the sorter would take each such head and sort it according to the actual occupations shown, and enter the latter on his ticket.

N. B.—To facilitate tabulation it is essential that the occupations dealt with at each sorting should be entered on the tickets in the same order for the whole district.

5. The following is a rough list of the occupations which it may be convenient to deal with at the second sorting:—Agents and managers of landed estates, clerks of ditto, barbers, washermen, in-door servants, service unspecified, milk and butter-sellers, village chaukidars, grain-dealers, betel-leaf-growers, betel-leaf sellers, oil-pressers, oil and salt-sellers, cotton-weavers, tailors, grocers, gold and silver-workers, potters, carpenters, money-lenders, musicians, priests, rice-pounders, unlicensed medical practitioners, hide, horn and bone-dealers, thatchers and religious mendicants. The occupations selected for each sorting should be translated into the vernacular, and a copy of the list arranged in alphabetical order and handed to the sorters, who will copy them on labels and paste them over their pigeon-holes.

The sorters should be cautioned *never* to pigeon-hole any slip the occupation on which is not *exactly* covered by the entry over the pigeon-hole. The actual words used may vary, but the occupation itself must be indentical. If in any doubt they must ask the Supervisor, and the latter, if not *quite* certain, must consult the Inspector.

6. The third sorting might include Government clerks, Government messengers, etc., cattle-breeders, herdsmen, fruit-growers, market-gardeners, cooks, flour-preparers, molasses-makers, salt-sellers, tobacco-sellers, firewood-sellers, wood-cutters, brick-burners, masons, boat-builders, cotton-spinners, mat-makers,* blacksmiths, shoemakers, palkibearers, tank-diggers, etc. In towns the following occupations might be taken instead of some of those noted above, viz.—

* See paragraph 12.

Pleaders, law-agents, lawyers'-clerks, sweepers, postal-runners, vendors of sweetmeats, of opium, watches, goods, etc., prisoners in jail, *bariwallahs*.

7. After these three sortings it is probable that at least 95 per cent. of the total population will have been eliminated. The sorter will go through the slips once more and sort any occupations which, though not numerous, are easily identified, *e.g.*, grooms and coachmen, water-carriers, lodging-house owners and managers, lime-sellers, boat-builders, newspaper proprietors and sellers, printers, furniture-makers, furniture-sellers, etc. The small residue that may remain after this sorting will be counted and entered as "others" in the sorter's ticket. These packets of "others" will be collected for the whole district and sorted by a small gang of selected sorters, who should be carefully trained in the method of dealing with occupations. They will sort them and write up a sorter's ticket (for each sex and religion) for the whole district.

They will not classify at all, but will enter the occupations exactly as they are found in the schedules.

It need scarcely be pointed out that the total number of persons shown in the sorters' tickets of the special sorters must be exactly equal to the total of the head "others" in the tabulation register prepared on the basis of the original sortings, which it will replace in the final table.

8. Special attention should be paid to the rule that the sorting will be done for a caste at a time. When the slips of a caste have been examined for one sorting those not pigeon-holed should again be tied together, so that they may be dealt with together at the second sorting. It is anticipated that this will greatly facilitate work, as the occupations of a caste are not ordinarily liable to much variation.

9. In the case of castes selected for Table XVI the Deputy Superintendent should note against each the traditional caste occupation, and when that occupation is sorted for the sorter will count separately the number of *actual workers* belonging to the caste who follow the occupation in question. The result will be noted in Sorters' Ticket No. XVB.

10. I note below some of the points to be borne in mind in classifying the occupations.

The owners, managers, and superior staff are distinguished from the operatives in the case of—

	Cinchona plantations ...	(41 and 42).	Arsenals ... ... (237 and 238).
	Indigo factories	(45 and 46).	(a) Gunpowder factories ... (239 and 240).
	Tea plantations	(47 and 48).	Gun-carriage factories ... (241 and 242).
	Biscuit factories	(85 and 86).	(a) Silk filatures ... ... (255 and 256).
(a)	Flower mills	(87 and 88).	(a) Silk mills ... ... (257 and 258).
(a)	Oil mills	(89 and 90).	(a) Cotton ginning ... ... (264 and 264).
(a)	Rice mills	(91 and 92).	(a) Thread glazing ... ... (265 and 266).
(a)	Sugar factories	(93 and 94).	(a) Cotton mills ... ... (267 and 268).
	Aërated-water factories ...	(107 and 108).	(a) Jute presses ... ... (283 and 284).
	Breweries	(109 and 110).	(a) Jute mills ... ... (285 and 286).
	Distilleries	(111 and 112).	(a) Rope works ... ... (287 and 288).
	Opium factories	(113 and 114).	(a) Clothing agencies ... (294 and 295).
	Ice factories	(115 and 116).	(a) Hosiery factories ... (296 and 297).
(a)	Salt stores	(117 and 118).	Umbrella factories ... (298 and 299).
	Tobacco factories	(119 and 120).	Mints ... ... (307 and 308).
	Water-works	(121 and 122).	(a) Brass foundries ... (320 and 321).
	Gas-works	(136 and 137).	(a) Iron ditto ... ... (326 and 327).
(a)	Matel. factories ...	(138 and 139).	(a) Glass factories ... (350 and 351).
	Collieries ...	(146 and 147).	(a) Pottery works ... ... (334 and 335).
(a)	Brick and tile factories ...	(151 and 152).	(a) Carpentry do. ... ... (340 and 341).
(a)	Stone and marble works ...	(153 and 154).	(a) Saw mills ... ... (342 and 343).
	Cement works	(160 and 161).	(a) Chemical factories ... (361 and 362).
	Railway factories ...	(167 and 168).	(a) Soap ditto ... ... (363 and 364).
(a)	Coach-building factories ...	(169 and 170).	(a) Dye works ... ... (367 and 368).
(a)	Paper mills ...	(179 and 180).	(a) Bone mills ... ... (380 and 381).
(a)	Printing presses ...	(183 and 114).	(a) Brush factories ... (382 and 383).
(a)	Furniture factories ...	(218 and 219).	(a) Tanneries and leather factories ... ... (384 and 385).
(a)	Machinery workshop ...	(225 and 226).	Warehouses ... ... (439 and 440).
(a)	Arms and ammunition factories	(235 and 236).	

The above list is a long one, but very few of the factories, etc., mentioned will occur in most centres. The Cuttack office, for instance, would possibly not have to take cognizance of more than one or two of these groups. Calcutta is the only place with a mint and Darjeeling the only district where there is a brewery and a cinchona plantation. Each Deputy Superintendent should ascertain and prepare a list of the groups likely to occur in each district dealt with in his office, and these alone should be referred to in the instructions given to those members of his staff who will have to deal with them.

11. The workers in the factories, foundries and workshops marked (*a*), in the above list must, be carefully distinguished from those engaged on the corresponding hand industries. Here, too, the instruction need only be given to sorters of boxes relating to places where the various large industries are found, and in respect of those industries only.

12. Makers are to be distinguished from sellers. Persons who make *and* sell will be shown as makers. The group "sellers" will be reserved for persons who are merely dealers. The following *is a list of the main instances where makers (or collectors, etc.), are distinguished* from sellers:—Fishermen and fish-dealers (79, 80); pressers and sellers of oil (100, 101); makers and sellers of sweetmeats (103, 104); opium, etc., preparers, and opium, etc., sellers (125, 126); salt-makers and sellers (127, 128); tobacco-manufacturers and tobacco-sellers (129, 130); toddy-drawers and toddy-sellers (131, 132); wine-distillers and wine-sellers (133, 134); pressers of vegetable-oil for lighting, sellers of ditto (143, 144); lime burners and lime-sellers (157, 358); cart and carriage-makers and sellers (171, 172); *makers of bangles and sellers* (208, 209); *ditto, ditto glass bangles* (210, 211); *ditto* rosaries, beads and necklaces (214, 215); ditto furniture (220, 221); knives and tools (227,228); tape (279, 280); tents (281, 282); rope, sacking and nets (290, 291); fibre matting and bags (292, 293); brass copper and bell-metal (322, 323); tin, zinc and lead (324, 325); iron and hardware (327, 328); glass and chinaware (332, 333); pottery (336, 337); camphor, gum and rubber (354, 355); catechu (356, 357); lac (358, 359); saltpetre (365, 366); and borax (370, 371). It will be noticed that in some cases makers and sellers are classed together, *e.g.*, matches, candles and lamps (145); *palkis*, dandies and rickshaws, (174); toys, kites and cages (202); *hukka* stands (203); *papier mâché* (204); flower garlands (216); spangles, lingams and caste-marks (217); harness (222); saddle cloths (223); looms (231); hats, caps and turbans (302); baskets, mats, brooms, etc., (347); combs (348); leaf-plates (349); wax and honey (360); antimony (373); madder, etc. (374); ink (375) and boots and shoes (387).

13. In some cases an article will be classed under different heads, according to the material it is made of. Thus, a maker of mats of reeds or leaves would be classed in group 347, and a maker of fibre mats in group 292. Cotton carpet and rug-makers go into group 273, and woollen carpet-weavers into group 248. In deciding on the classification the title of the sub-order should be looked to as well as that of the group.

14. The following new groups have been opened for Bengal, viz., 39A.—Pleaness; 99A.—Gur-sellers; 137A.—Electric lighting; owners, managers and superior staff; 137B.—Electric lighting, operatives and other subordinates; 309A.—Umbrella-repairers; 336A.—Image-makers; 389A.—Animal-stuffers; 398A.—Sellers of miscellaneous goods; 408A.—Servants employed by middlemen; 505A.—Service in unspecified factories; 505B.—Chakari Group 511 should be divided into six sub-groups—(*a*) in Calcutta, (*b*) other parts of India, (*c*) Australia, (*d*) Africa, (*e*) China and Straits, (*f*) other foreign countries.

15. It remains to consider the system on which occupations should be classified. The first thing to do is to translate each occupation shown in the scheme* into the vernacular of the office and note the number of the group in the occupation scheme against it. This can be done by the Head Assistant or an Inspector, but the Deputy Superintendent must check the translation very carefully in order to make sure that the vernacular translation exactly covers the English term used. For instance, it would be necessary to consider whether *bariwallah* is the equivalent of house-rent (510) or lodging-house keeper (69). Again, persons shown as *chakarani* may safely be classed as in-door servants, whereas *chakari* refers to some superior kind of service. Having passed the translation, the list would be arranged in the vernacular alphabetical order and copied out on foolscap, leaving sufficient space between each term for at least two new entries. Copies will be sent to the Provincial Superintendent of Census and to the Deputy Superintendents of offices using the same vernacular. The Supervisor will number all entries on a sorter's ticket which exactly correspond to entries in the vernacular list passed by the Deputy Superintendent. The ticket will then be put up to the Deputy Superintendent, who will note against each unnumbered item the number of the group under which it is to be shown. In case of doubt reference will be made to the Provincial Superintendent. The occupations thus numbered will then be shown in the vernacular list, so that, when the same occupation again occurs, the Supervisor may be able to number it without reference to the Deputy Superintendent.† When all the occupations shown have been numbered, those having the same number will be added together on a separate slip.

* Excluding such as are not likely to occur in the districts dealt with.

† Great pains should be taken to make these vernacular lists as complete as possible, so that they may serve as a basis for the classification at the next Census. The want of such lists on the present occasion has been much felt.

16. When sorting for Table XV is complete, the sorter will examine the slips *for actual workers* in the groups numbered 2, 3, 5, 6, 36, 56, 433, 435, 451, 452, 454, 459, 460, 461, 467 and 468, and note in Sorter's Ticket No. XVA the number of persons of each caste found in them. This information is required not for the tables, but for the discussion of the subject in the final report. It need not be collected for Muhammadans or Animists.

17. The actual workers in group 36 will next be sorted for Sorter's Ticket No. XVC, and those in group 37 for Sorter's Ticket No. XVD. Those in groups 38 and 39 will be put together and sorted for the same ticket. There will thus be two sets of tickets XVD—one referring to group 37, and one to groups 38 and 39.

E. A. GAIT,
Superintendent of Census.

The 29th April 1901.

APPENDIX VIII.

In the following respects the rules prescribed by the Superintendent of Census Operations, Bengal, were not acted upon in the Calcutta Census Office.

1. It was impossible to compare all the slips copied in any one day by the Supervisor by the following evening. The reasons for this have been separately explained. Hence 2 sorters and 3 assistants were given to check and complete arrears of work in the supervisor's hands.

Vide letter No. 2 of the Superintendent of Census, Bengal, dated 10th February 1901, to all District Magistrates, paragraph 4.

2. The daily standard fixed was 300 for beginners and 400 for old hands.

3. In the case of Native Christians, if the sect was not given it was under the rules of the Superintendent, Bengal, to be assumed to be that of the mission at work in the district or village of numeration. This rule had scarcely any application in Calcutta, because in the same circle of a Ward, nay in the same block, there might be several mission homes. Nothing was, therefore, assumed, but correct information was obtained from enquiry by out-door agency.

4. Sex was rarely, if ever, determined from name or occupation, as an extensive local agency was employed: every information which appeared to be wanting was obtained by it. The rule regarding determination of civil condition by assumption was rarely had recourse to. In the course of local enquiry the fact was ascertained.

5. In Calcutta, as to "age" or occupation not returned, the out-door agency employed was told to obtain all the requisite information—except as regards unreturned entries of the Port and Eastern Bengal State Railway passengers, *vide* paragraph 14 of the chapter on slip-copying.

6. The slip-copying was in ink, as it was feared that pencil entries would get smudged and illegible in many cases by continuous manipulation in sorting.

7. As to correction of accidental mistakes or unauthorised abbreviations, if they did not exceed 1 per cent., it may be stated that the Supervisors were not allowed to correct any mistakes. In every case the Assistant Census Officer was consulted, and where the mistake was neither passable, nor apparent on the fact of it, it was corrected by local enquiry.

8. The Supervisors were permitted to reject whole-sale slips which abounded in mistakes. The Assistant Census Officer himself returned for correction circles passed by the Supervisors where the mistakes exceeded even 5 per cent.

9. Every care was taken to watch the checking and to have the slip-copying work as perfect as practicable. A Supervisor who was rather careless in passing his slips was discharged.

10. Only one pigeon-hole was allowed to each slip-copyist, as one only was deemed sufficient, our unit being a circle only.

11. A Ward number was entered in the slips before the serial number. In all other respects the slip-copying rules were adhered to.

APPENDIX IX.

Statement showing No. of corrections made—

Total number of corrections in Register No. I	389
Corrections made by in-door slip Supervisors at the time of sorting	137,374
Corrections made by out-door Supervisors	290,359
Total number of corrections made during the operations ...	427,733

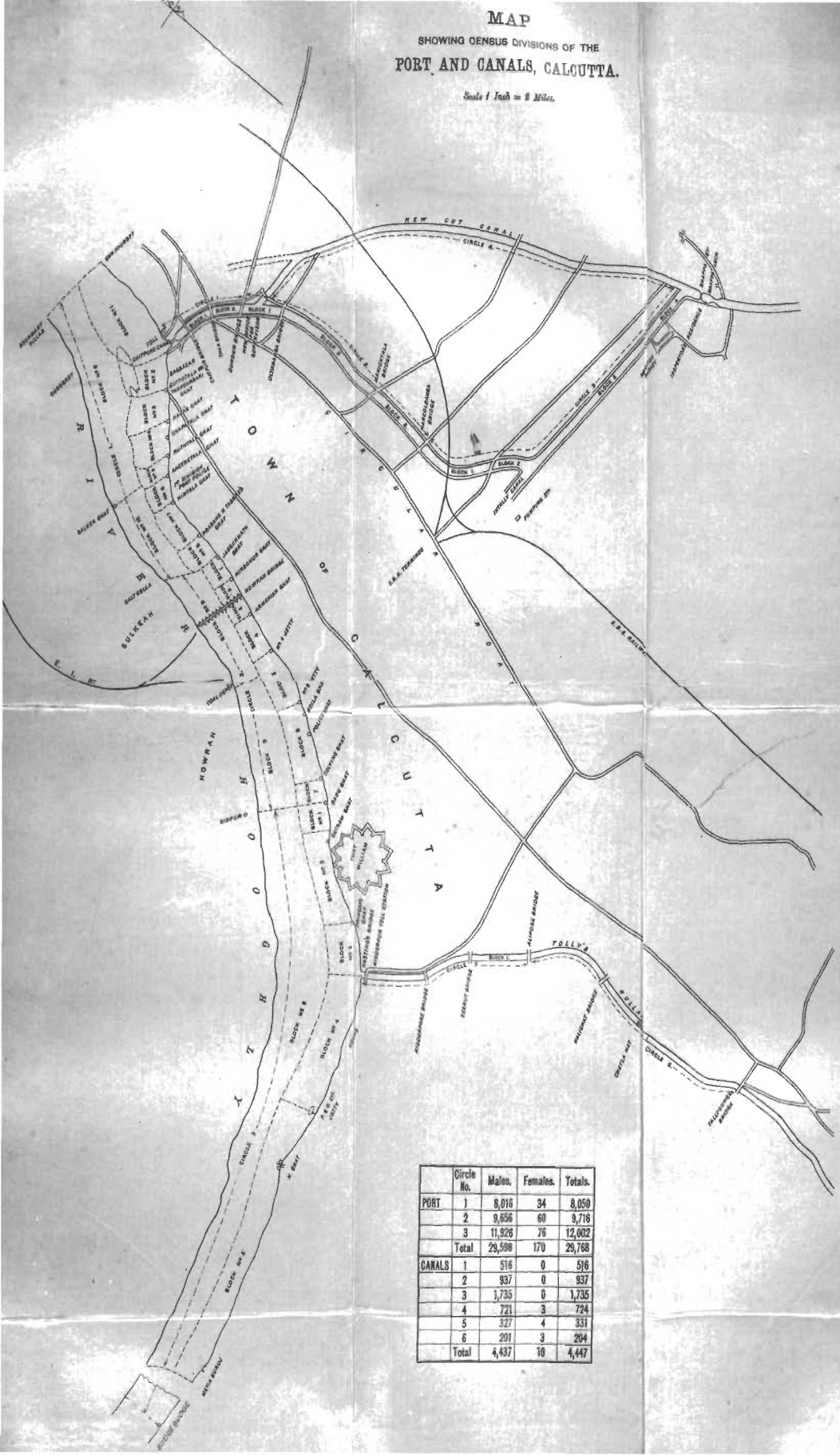
E. S. Press—3125J(3)—360—10-10-1902—E. H. S.

MAP

SHOWING CENSUS DIVISIONS OF THE

PORT AND CANALS, CALCUTTA.

Scale 1 Inch = 2 Miles.



	Circle No.	Males.	Females.	Totals.
PORT	1	8,016	34	8,050
	2	9,656	60	9,716
	3	11,926	76	12,002
	Total	29,598	170	29,768
CANALS	1	516	0	516
	2	937	0	937
	3	1,735	0	1,735
	4	721	3	724
	5	327	4	331
	6	201	3	204
	Total	4,437	10	4,447

PLAN OF CALCUTTA

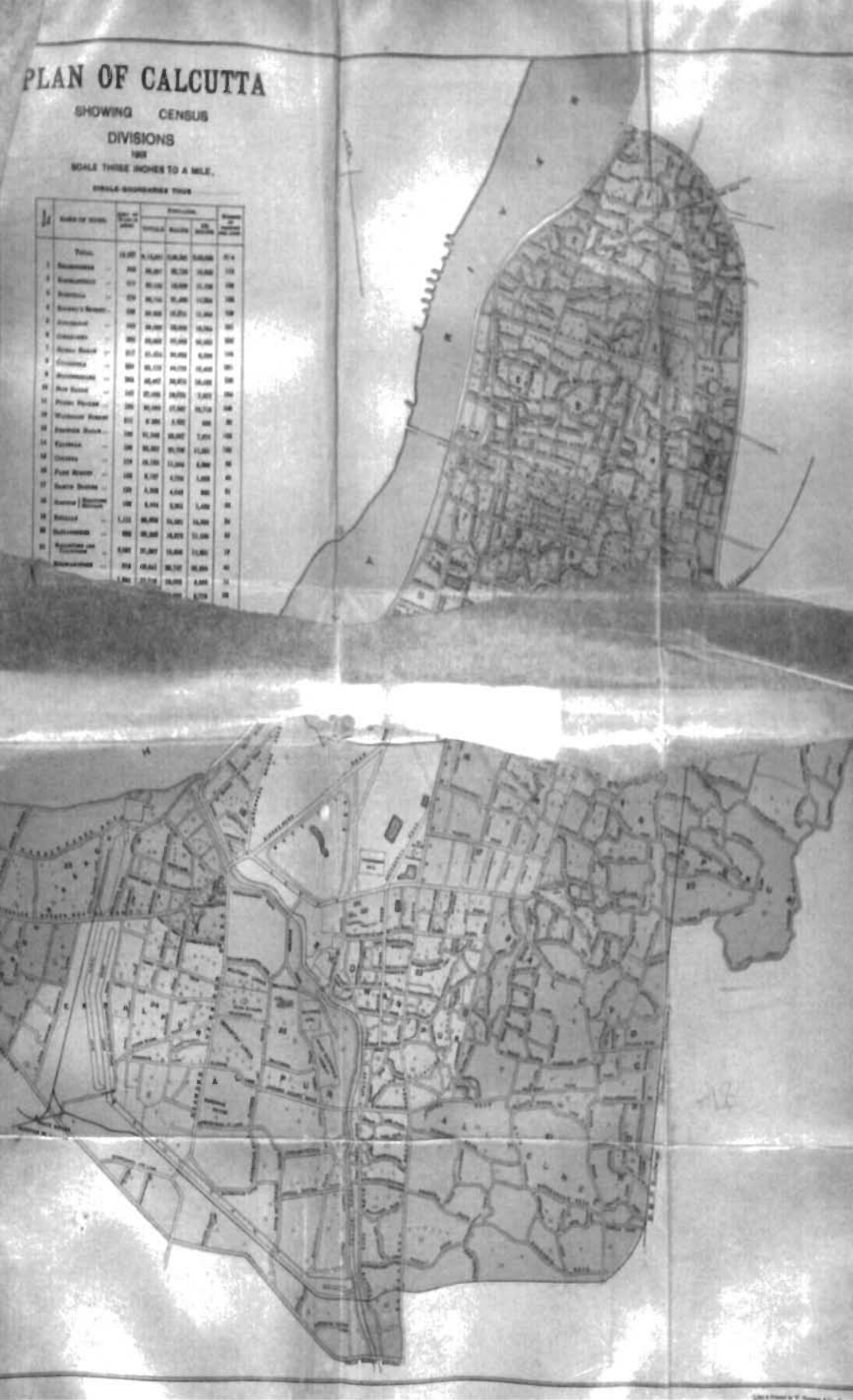
SHOWING CENSUS

DIVISIONS

1901

SCALE THREE INCHES TO A MILE.

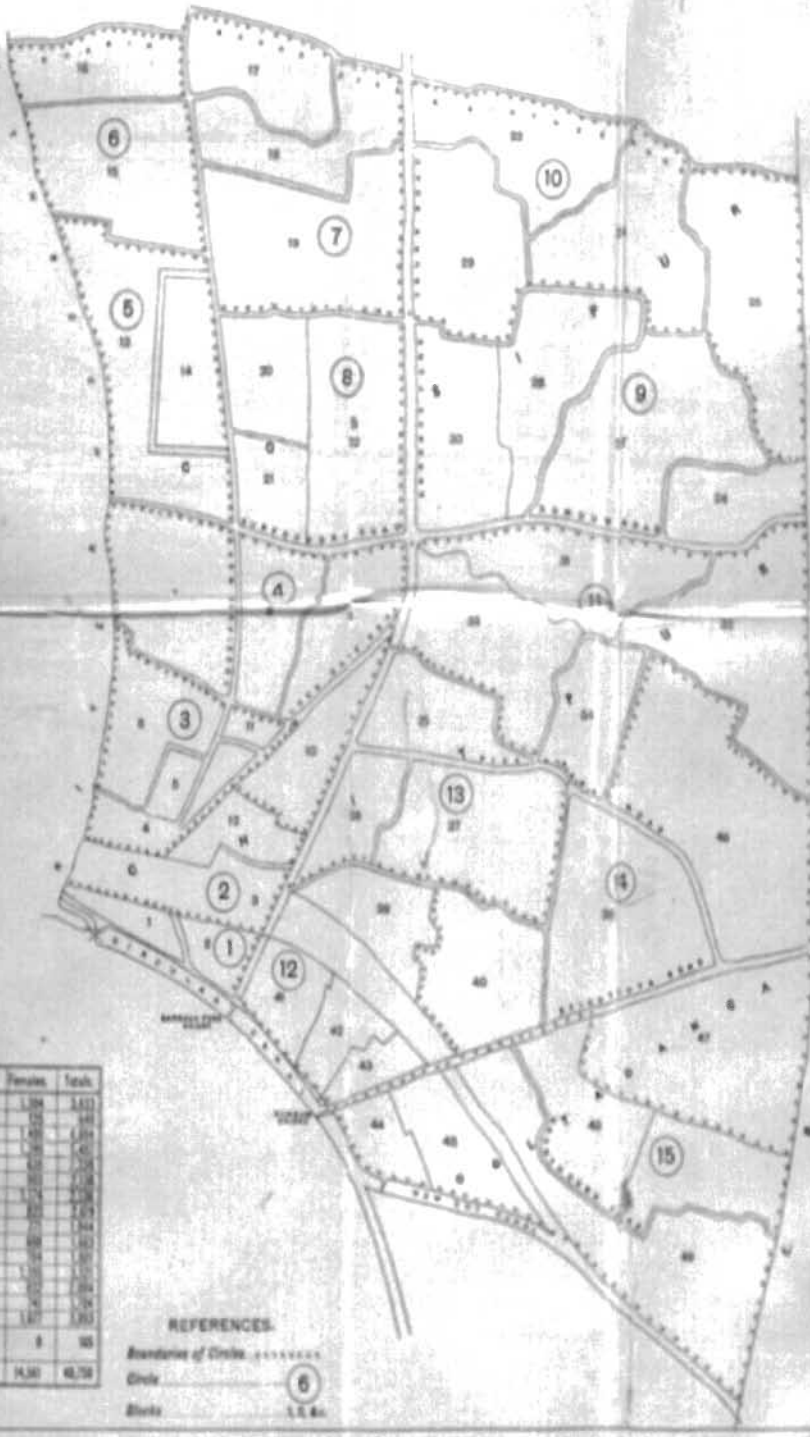
CIRCLE-BOUNDARIES THUS



Map of

COSSIPUR-CHITPUR MUNICIPALITY

Scale 6 Inches = 1 Mile.



Circle No.	Males	Females	Totals
1	3,179	1,284	3,433
2	1,555	1,135	2,690
3	3,134	1,400	4,534
4	4,199	1,242	5,441
5	1,888	1,450	3,338
6	1,888	1,450	3,338
7	1,888	1,450	3,338
8	1,888	1,450	3,338
9	1,888	1,450	3,338
10	1,888	1,450	3,338
11	1,888	1,450	3,338
12	1,888	1,450	3,338
13	1,888	1,450	3,338
14	1,888	1,450	3,338
15	1,888	1,450	3,338
Boats &	165	0	165
Total	35,139	14,561	49,700

REFERENCES.

Boundaries of Circles .....

Circle ..... (6)

Blocks ..... 1, 2, &c.

Map of the MANICKTOLLAH MUNICIPALITY

Scale 6 Inches = 1 Mile.

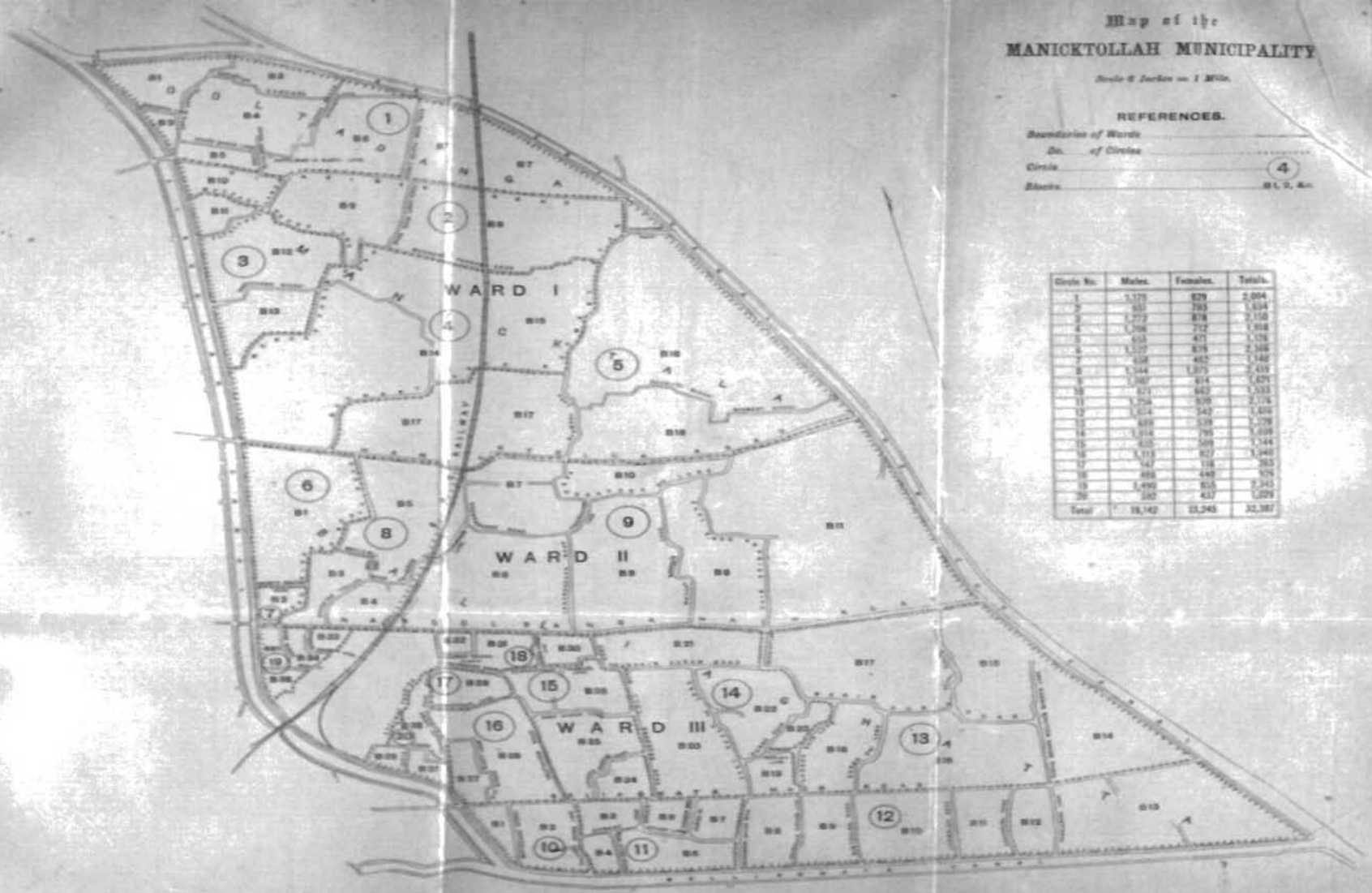
REFERENCES.

Boundaries of Wards .....

Do. of Circles .....

Circle 4

Blocks ..... B1, 2, &c.



Circle No.	Males.	Females.	Totals.
1	1,175	829	2,004
2	921	713	1,634
3	1,272	878	2,150
4	1,206	712	1,918
5	755	471	1,226
6	1,337	839	2,176
7	658	487	1,145
8	1,544	1,075	2,619
9	1,087	614	1,701
10	871	662	1,533
11	1,256	920	2,176
12	1,014	542	1,556
13	689	539	1,228
14	1,014	795	1,809
15	805	539	1,344
16	1,112	827	1,940
17	142	141	283
18	485	449	934
19	1,490	853	2,343
20	580	437	1,029
Total	18,142	13,245	32,387

Map of
GARDEN REACH MUNICIPALITY

