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PART VIII-A
ENUMERATION
ADMINISTRATION REPORT
ASSAM

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Indian Administrative Service
Superintendent of Census Operations
ASSAM

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1. Introduction

This report is primarily intended to be a guide to my successor with a view to help him in making his arrangements for the next Census. I have, therefore, recorded the organisational procedure and the techniques followed in conducting the Census of 1961 with special reference to the difficulties encountered and the suggestions for improvement in the collection of the population and other data so that whoever is entrusted with this task in future may avoid the foreseeable pitfalls. We always profit by the experiences of our predecessors. My predecessors, Mr. C. S. Mullan, ICS and Mr. R. B. Vaghaiwalla, ICS, left two valuable Administrative Reports which greatly helped me in organising my office from scratch. The decade covered by the 1961 Census coincided with the First and Second Five Year Plans and so the data collected this time covered many things besides the conventional population data. Great changes had happened in the administrative framework where pride of place has been given to developmental activities apart from the maintenance of law and order and the collection of revenue.

The Report has been divided into two parts, the first one dealing with Enumeration, while the second part deals with Sorting and Tabulation.

2. Census Legislation

The Indian Census Act (Central Act No. XXXVII of 1948) is already in the permanent Statute Book of India and a few amendments had also been made by Parliament. But no Rules have been framed under this Act as envisaged in Section 18. The Census Commissioner for the whole of India and Superintendent of Census Operations for every State are the creations of this Act.

Section 8(1) of the Census Act says that a Census Officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions issued in this behalf by the State Government and published in the Official Gazette, he may be directed to ask. Quoting this Section of the Act, the Joint Secretary to the Government of Assam, General Administration Department, in his U/O. No. GCN. 22/59/66, dated October 1, 1960, wrote that in accordance with this provision, the State Government desired that one question might either be added to the All-India Questionnaires or might be asked as a supplementary question for the State of Assam. In the same letter, the Joint Secretary informed me that the State Government wanted that the definition of mother tongue as given by the Registrar General in the booklet entitled 'Census of India 1961—Instructions to Enumerators' be modified in a way given by them in view of the fact that Assam had a particularly peculiar problem in this regard. In short, the State Government contended that by virtue of this Section, the Centre had virtually delegated the power of making the Census questions to the State Government and so it was asserted that even if all the Census questions were not made by Assam in the interest of All-India uniformity, at least one or two questions could be added by the State Government. The State Government also did not publish the questionnaires and instructions in the Assam Gazette until the above points were clarified. I referred the matter to the Registrar General who replied that everything in connection with the Census concerning procedure, questions to be asked, instructions and other auxiliary details was decided by the Government of India. It is only when the Government of India specifically decided that some matter might be left to the discretion of the State Government that the State Government could exercise that discretion. In this Census it was decided to leave no such discretion to any State Government. He also said that Section 8 of the Census Act merely amounted to a matter of procedure. In order to carry out the Census Operations, the Government of India sought the cooperation of all State Governments in the matter of organisation of the Census, disposition of the personnel and use of State Government employees and officers. For this purpose, it was desirable that it should appear that the State Government was also behind the Census Operations and so the Section merely required the State Government to republish the questions, instructions and forms to be used in connection with the All-India Census Operations. The State Government did not quite accept this explanation of the Section, but after the Chief Minister of Assam met the Union Home Minister and the Union Home Secretary in Delhi, he gave orders for the publication of the Census questionnaires in the Assam Gazette a little behind the other State Governments. It will be a good thing if an authoritative legal ruling is available in this connection so that future Superintendents of Census Operations may not face this kind of difficulty again.
3. Selection of Superintendent of Census Operations

What correspondence passed between the Central Government and the State Government regarding the selection of the Superintendent of Census Operations is not known to me, but the Registrar General came to Assam in November 1958 and I was interviewed by him in the room of the Chief Secretary to the Government of Assam. Soon after the interview, I was told by the Registrar General verbally that I was selected for the post and I was told that I would have to join by about March-April 1959 and so if I desired to take any leave, I should avail of the opportunity before that time because once I took up this post, there would be no chance for me to take any leave. I did not take any leave and I took over as Superintendent of Census Operations for Assam on March 23, 1959. No Circular letter was issued introducing the Census of 1961 and the Superintendent of Census Operations for Assam to all Departments and Heads of Departments. But this did not matter as I was fairly well known and I did not experience any difficulty whatsoever because of lack of such an introductory letter. Later, a Circular letter No. GCN. 25/59/4, dated June 17, 1959 was issued by the Chief Secretary explaining the meaning of the Census and placing Government officials of the Assam Government at the disposal of the Census system without claim on the Central side for travelling allowance, special pay or remuneration, apart from such exceptional cases as existed in the past. This letter worked like magic and I obtained all the necessary cooperation and assistance that I needed from all concerned. This letter is reproduced elsewhere in this Report as an Appendix.

Unlike in former Censuses when the Superintendent of Census Operations used to be appointed only about one year ahead of the Census, this time the Superintendents of Census Operations were appointed about two years before the actual enumeration. Formerly, the Superintendents of Census Operations used to complain that they hardly had the time to fully organise the administrative set-up and the field staff and to do many other preliminary works so essential for the Census as a result of which the previous Census Operations could not be as desirable as the Superintendents of Census Operations would have liked them to be. Thanks to the existence of a permanent Census Office at the Centre, the early appointment of the Census Commissioner and the drive and energy of the present Registrar General, almost all the Superintendents of Census Operations for the various States were in position about two years before the enumeration. This much-needed time had given me an opportunity to study all the previous Census reports of Assam and a few Census reports of other States in India as well as some of the All-India Census Reports which enabled me to be fully equipped with the backgrounds of the Census-taking. It has also enabled me to get General Village Registers and many other preliminary essential informations from the Deputy Commissioners and Subdivisional Officers about one year ahead of the Census so that a critical examination could be taken and defects remedied. Sufficient time was available for the second pretest of the Census questionnaires and for the printing of all Census documents and for despatching them to their destinations in good time. Sufficient time was also available for the training of all Census Officers and for the carrying out of the Census Operations in two phases—the Housenumbering and House listing Operation which took place in September-November 1960 and the Enumeration which took place in February-March 1961.

4. Appointment of office staff and availability of Census records

It used to be the practice of the Government of Assam in pre-Independence days to keep the Census records properly in the Secretariat Record Room and to appoint the Census Head Clerk or Office Superintendent (as he is called nowadays) a few months before the appointment of the Superintendent of Census Operations so that when the latter joined his office, he used to find that all the necessary papers had already been collected for him and he was able to start work at once. Five copies of the latest Census Publications, all previous Census Publications and all the Census files and other records used to be preserved in the Secretariat Record Room with the label 'For the use of the next Superintendent of Census Operations'. Mr. C. S. Mullan, ICS was very lucky that he had such arrangements and records as soon as he joined his office. Mr. R. B. Vaghaiwalla, ICS was not so lucky when he took over as Superintendent of Census Operations for Assam in January 1950 because his staff were not there when he joined, but he was lucky at least to have the records. He was also lucky to have a Head Assistant who had done Census works since 1921.

When I joined my office on March 23, 1959, I had my Office Superintendent and one Upper Division Assistant who were released on deputation from the Assam Civil Secretariat along with me on the same day, but they had to report to
my private office room in my own residence without any record, with no furniture and without any stationery. As regards the Census records, nobody in the Secretariat seemed to know where they were. After much enquiry, it became known that when Mr. Vaghaiwalla left his office as Superintendent of Census Operations some time in 1953, he left all the records and publications with the Director of Statistics. As none of my office staff had any previous Census experience, we tried to find out the former Head Assistant who had done Census work from 1921 to 1951. This gentleman had retired some years ago and was very sick. He told me that as usual, five copies of the Census Publications of 1951 duly packed with labels for the use of the next Superintendent of Census Operations, and all the Census files, records and previous Census publications were made over to the Director of Statistics for the use of the next Superintendent of Census Operations for Assam in 1961. I immediately sent my Office Superintendent to collect all the Census publications and records from the office of the Director of Statistics, but even after about two months, only a few files and a few Census volumes relating to other States could be had from the office of the Director of Statistics in spite of letters requesting for the records from both the Chief Secretary and myself. Only a few volumes of the Census publications marked for the use of the next Superintendent of Census Operations could be collected from the office of the Director of Statistics. It appears that all the packets bound by the Census Head Assistant in 1953-54 were broken up in the office of the Director of Statistics and the whereabouts of the Census publications seemed to be nobody's botheration. Leave alone the question of having five copies of the Reports of the 1951 Census and the previous Census publications, I managed with great difficulty to collect only one of each publication of 1951 and that also partly by borrowing from the Secretariat Library or even from the State Central Library where some volumes were presented by my predecessor. That was the sad state of the Census records after the 1951 Census. If possible, in future all the Census publications and Census records should be kept in a permanent Census Office to be maintained by the Central Government, and if that is not possible, they should be kept in the Secretariat Record Room as used to be done in pre-Independence days and there should be one Upper Division Assistant, one Lower Division Assistant and one officer of the Government of Assam of the rank of not less than Joint Secretary who should be made ex-officio Superintendent of Census Operations during the inter-censal period. This was the recommendation of the Government of India even from 1951, but only West Bengal and Mysore had such permanent Census Offices apart from the Government of India. When the matter was referred to him at the time of dictating this Report, the Director of Statistics had no comments to make on the above observations and he admitted that it might be quite possible that a few of the Census Reports might have been mixed up with the volumes of his own departmental Library in the course of frequent uses.

All my Assistants in the Head Office were initially taken on deputation from the Government of Assam so that although my office was temporary, almost all my Head Office staff were permanent although none of them, including myself, had any Census experience. We had to start everything from scratch. My stenographer had to be borrowed from the Government of Madras on deputation because the Government of Assam could not spare any Stenographer for being sent on deputation to my office. At a later stage, I enrolled my Accountant and the second Stenographer from the office of the Accountant General, Assam.

The Government of India sanctioned three Deputy Superintendents of Census Operations for my office, one of whom was to be the Head Office Deputy Superintendent of Census Operations and the other two should have joined by August, 1960 to be attached to my Headquarter Office till the Enumeration for the purpose of training the field Census staff and for the purpose of being appointed as Deputy Superintendents of Census Operations in charge of two Tabulation Offices in Assam immediately after the Enumeration. In spite of my repeated requests, the Government of Assam deputed only Shri A. Barua of the Assam Civil Service to join my office on July 27, 1960 and Shri S. D. Phene of the Indian Administrative Service joined as my second Deputy Superintendent of Census Operations on September 19, 1960. Both of them were engaged only for training the field staff up to the Enumeration and subsequently they were appointed as Deputy Superintendents of Census Operations in charge of the two Tabulation Offices at Gauhati and Shillong soon after the Enumeration. Shri Phene went on leave from October, 1961 and Shri A. C. Ray, IAS was put in his place till the end of December, 1961 when he too went on leave. Both were released with their going on leave. Shri A. Barua was released on March 19, 1962 after completion of the sorting work in the Gauhati Tabulation Office. Shri F. B. Lyngdoh, ACS joined my office as Deputy Superintendent of Census Operations in December, 1961.

The terms relating to deputation of office staff from the State Governments were fixed as follows by the Government of India:

I. (a) Scale of pay in the parent grade.
(b) Deputation special pay @ 20 per cent of grade pay subject to a maximum of Rs. 300 p.m.

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

(d) Dearness allowance at State Government rates.

(e) Local Compensatory and House-rent allowances at Central Government rates.

OR

II. Pay and all allowances including dearness allowance at Central Government rates in an appropriate Central scale.

As far as the Deputy Superintendents of Census Operations were concerned, they were recruited from the IAS or ACS cadre of each State Government and they drew their usual pay and allowances according to their own grade pay—to which was added a special pay of 33½ per cent of their basic pay subject to a maximum of Rs. 150 p.m.

5. Office accommodation and equipment

Between March 1959 and July 1961 there had been four shiftings of the Headquarter Office and two shiftings of each of the Tabulation Offices at Shillong and Gauhati. This gives an indication of the acute problem of accommodation that we had to face in Assam. The State Government could not provide any office accommodation after releasing me from my previous office of Secretary to the Government of Assam and I was told to find out a suitable house on hire. So the first few days of my service in the Census were spent in house-hunting and with great difficulty I managed to get a part of the Sidli House for my office accommodation. When I had the house, there were no furnitures in anticipatiion of sanction of the Registrar General. I borrowed one typewriter from the office of the Commissioner of Taxes and my three Assistants managed to procure on loan a few stationeries from the Assam Civil Secretariat. After some time, there was difficulty about the part accommodation and the lease and the fixation of rent of Sidli House and so we had to shift to a part of another building called 'Manro' where we were housed from May, 1959 to the end of 1960. By January 1961, it was necessary to start the Housing Tabulation and also to make all the preliminary arrangements for a Tabulation Office and so with the help of the State Government we managed to shift to the staff quarters of the new hospital buildings where we were allotted six buildings between January and June 1961. During June 1961, the Government of Assam needed the hospital buildings for housing the Central Reserve Police and they asked me to vacate and to shift to the new staff quarters of the Medical Department in the Pasteur Institute Hill in the outskirts of the town. Although the distance and location were rather inconvenient, we had 12 new buildings to ourselves sufficient to house our expanding Tabulation Office staff and my Head Office and so by the first week of July 1961 we had again shifted to the new buildings.

The second Tabulation Office was to be located in the Brahmaputra Valley and I tried to get a suitable building since the beginning of 1960 in the Jorhat, Nowgong and Kamrup Districts, but even after a year I could not get any suitable accommodation. In February 1961, the Deputy Commissioner, Kamrup, arranged one house in Kamakhya about four miles from the centre of Gauhati Town and the rent was fixed at Rs. 1,500 per month for about 6,500 sq.ft. of floor space. During the floods of June 1961, the back part of this building was under water. Moreover, this office could accommodate only about 120 Sorters whereas we required space for about 200 Sorters, 40 Compiler-Checkers, 20 Supervisors and 4 Tabulation Assistants besides the administrative staff. It was, therefore, necessary to shift the Gauhati Tabulation Office also. Just at the most critical time, the Deputy Superintendent of Census Operations, Gauhati, managed to get suitable buildings in a good part of Gauhati at a rent of Rs. 1,500 p.m.

The furnitures for both the Tabulation Offices were arranged from the Assam Government Furniture Contractor in Shillong because he could supply them at the lowest rates with pine timber which is the cheapest timber available in Assam. There was no difficulty whatsoever about the furnitures because I had obtained the approval of the Registrar General and the financial sanction long before the starting of the Tabulation Office.

The receipt and despatch of letters and all parcels connected with the Census Operations were done entirely by my office as we functioned independently from the very beginning. I had great difficulties in starting my office and for some time I had the usual feeling of all my predecessors and colleagues that I was a cast-away, but those difficulties were worth experiencing because nothing did the heart better than the realization that one had to fight one's way into a full-fledged establishment starting from mere scratch.
The Registrar General had Census experience of 1951 and knew all about the difficulties to be encountered by each Superintendent of Census Operations. With great foresight, drive and energy, he had made the necessary arrangements for obtaining the stationery including typewriters, roneo machine and even a bicycle. Within 3-4 months of the starting of my office, we were able to obtain all the stationery and machines that were required for our new office. Subsequent indent of stationery and papers were made by me and there also we did not experience much difficulty in getting the much-needed quantity of paper although we had to resort to local purchase of certain stationeries which could not be supplied by the Printing and Stationery Department of the Government of India.

6. First and Second Pre-tests

One of the greatest advantages of the 1961 Census was that the Census questionnaire drafted by the Registrar General was pre-tested twice before it took its final shape. The first pre-test in Assam was made by the Director of Statistics some time in January-February, 1959 and he submitted his report to the Registrar General on February 26, 1959. I obtained a copy of his report to the Registrar General in the third week of April, 1959. The second pre-test of the revised Draft Census Schedule was made by me in Shillong, Gauhati, Mairang and Sonapur in August, 1959. The second pre-test was done in two districts of Assam, i.e., the United Khasi & Jaintia Hills district and the Kamrup district—the first one being a Hills district and the latter being a Plains district of Assam. I drafted a programme for the second pre-test which was carried out on the same basis as that of the final enumeration. I had personal discussions with the Deputy Commissioners of Shillong and Gauhati and I personally trained the Charge Superintendents, Supervisors and Enumerators for doing the House numbering and House listing as well as the test-enumeration of the four selected areas, two of which were urban and the other two were rural. More intensive trainings to the Enumerators were later given by my two Statistical Assistants. The actual pre-test began on 13th August, 1959 and ended on 20th August, 1959. This pre-test gave me and my staff sufficient experience of the likely difficulties that we might encounter in the final enumeration and it also helped us to fully understand all the complexities of the Census Operation and its actual implication in the field. The Deputy Commissioners of Shillong and Gauhati with all their staff and the Project Executive Officers of the Mairang Multi-purpose Block and the Dimoria Development Block were very helpful in the conduct of this pre-test. The results of the second pre-test were communicated to the Registrar General in due course and the experience obtained by me and my colleagues from all other States in India helped the Registrar General to finalise the Census Schedules in September-October, 1959.

As suggested by the Registrar General, I tried to obtain my first two Statistical Assistants from the Director of Statistics, but with great difficulty I managed to get only one Statistical Assistant from him in late July, 1959. The first Statistical Assistant was appointed by me directly from one of the Assistants of my old office of the Commissioner of Taxes. This Statistical Assistant had some training in tabulation in New Delhi between May and July, 1959. Both the original Statistical Assistants had been very helpful to me and as soon as the two Tabulation Offices were started, I appointed each of them to be in charge of one Tabulation Office as Tabulation Officer.

7. First Census Conference—September, 1959

The Registrar General convened a conference of all Superintendents of Census Operations which was held in New Delhi from September 24 to October 1, 1959. By the time this Conference was held, I had been in office for about six months and the second pre-test of the questionnaire had also been completed in the meantime and so I and my colleagues already had some background of the Census-taking. Many problems had also been thrashed out by correspondence between March, 1959 and September, 1959. The ground had thus been prepared for good discussions and the Conference was of immense value. The first task of the Conference was to finalize the Census Schedules consisting of the Household Schedules, the Individual Slips and the Instructions as to how to do the House numbering and the filling up of the House list Forms were also finalised. The printing of these Census Schedules and Instructions in English was decided to be done centrally by the Registrar General but the translations were to be made by each Census Superintendent and printed locally by him. Besides the above, the following subjects were also discussed and finalised in this Conference:

I. Location Code and Census Divisions.
II. Procurement and preparation of maps.
III. Rural-Urban Classification.
IV. Enumeration Staff Set-up.
V. Enumeration Procedure.
VI. Period of training and Training Sample Census.
VII. Publicity.
VIII. Provisional Totals.
IX. Enumeration Expenditure.

X. Recognition of services of Enumerating Agency other than payment of honorarium.

XI. Post-Enumeration Check.

XII. Recasting of 1951 Census Totals.

XIII. Preliminary arrangements for Tabulation.

XIV. Informations to be collected for the District Census Handbooks.

XV. Socio-Economic Survey of selected villages.

One of the greatest achievements of this Conference was that for the first time in the history of the Census, a system was evolved and allotment was made to pay a small honorarium to all Enumerators and Supervisors. The next achievement was that clerical staff was provided to all the District and Subdivisional Offices on the basis of one Upper Division Assistant, one Lower Division Assistant and one Peon, for each such office. These arrangements had greatly helped to make the Census better organised than ever before and also to make it much more efficient. In previous Censuses, the burden of doing the clerical work in the District and Subdivisional Offices was thrown on some Assistants who already had other works to do and so the work was an additional burden to them. This time the above staff who had nothing else to do and who had been paid from the Census Budget had done their best to see that nothing was left in the matter of carrying out the Census Operations successfully.

With considerable foresight, backed by the Census experience of 1951, the Registrar General made this conference so successful and striking that when I left the conference, I had all the necessary vision and guidance as to how to proceed in my work till the Census Operation was over.

8. Census Schedules

As already stated above, the Census Schedules for the 1961 Census were finalised in the first conference of Superintendents of Census Operations between September 24 and October 1, 1959. At this Conference, not only were the questions finalised but the forms of the schedules were also finalised. The early finalisation of the schedules was possible only because the Government of India had appointed the Registrar General as early as July, 1958. Being a man with Census experience, he took it as his first task to formulate the Census Questionnaires after consultations and discussions with various Ministries of the Central Government, the Planning Commission, the Statistical Organisation, expert bodies and other agencies in the field of population study. The draft questionnaires were pre-tested in the first instance by the State Directors of Statistical Bureaus and later by the Superintendents of Census Operations. The experiences of the two pre-tests were discussed and finalised in the first conference of Superintendents of Census Operations about sixteen months ahead of the actual enumeration. Three Census Schedules were prescribed for the 1961 Census, viz.

(i) The Houselists.
(ii) The Household Schedules.
(iii) The Individual Slips.

In the past Censuses, no uniform Houselist was prescribed in all the States of India. In Assam I could not find any sample of any previous Houselist. In 1948, Housenumbering and House-listing was done under the orders of the late Mr. Yeatts and my predecessor Shri R. B. Vaghaiwalla did not prepare any Houselists at all as he thought that the Houselists as prepared in 1948 for the purpose of the first General Elections were to be used and brought up-to-date for the purpose of the 1951 Census. In practice, he found that there was considerable difficulty owing to the effacement of the house numbers and non-availability of the houselists. When I took up in 1959, I tried to get the houselists of 1948 either from the Chief Electoral Officer or from the District and Subdivisional Officers, but not a single house list could be found anywhere. In 1961, an elaborate houselist was prepared and elaborate instructions were also prescribed as to how to fill in these house list forms correctly by the enumerating staff in the field. The Houselists of the 1961 Census contain not only the number of the houses but they also give among other things the following details—the purpose for which each census house was used, the description of the materials of the wall and roof of a Census house, the name of the head of the household, the number of persons employed and the kind of fuel or power, if machinery was used, were also collected. A sample of the houselist is given in the Appendix. The Houselist Forms are in loose sheets of paper measuring 20” × 13”.

The Household Schedule is a unique feature of the 1961 Census. In an underdeveloped country like India, the collection of information purely on the basis of the individual may tend to be slightly misleading unless such information is supplemented by information concerning the economic activity of the household as an entity. In many parts of our country, people had a mere subsis-
tence economy in which households produced mainly for the purpose of self-consumption without having to enter the money market. In such households which constitute a majority of the households in India, the economic activity was embedded in the household as such and not confined to any one or two individuals. The Household Schedule was designed to meet such a situation. With the Census Population Record on the reverse of each form, it also becomes a modified National Register of Citizens. The Household Schedule gives information regarding land under cultivation by the household, regarding household industry, if any, and regarding the number of workers at cultivation or household industry. The Household Schedules were supplied in books of 50 and 25 forms each.

The Individual Slip more or less followed the usual pattern of the previous Censuses, but it was different from the Individual Slip of 1951 in the sense that apart from the number of questions and the geometrical diagrams, captions were also provided against each question, thus helping the Enumerators to record answers more accurately. There are 13 main questions and 11 sub-questions in the Individual Slip. For identification, the Individual Slip gives the Location Code and the name of each Individual together with his relationship to the Head of the Household. The demographic questions relate to age, marital status, birth-place, duration of residence (if born elsewhere) and sex. The social questions relate to nationality, religion, literacy and education, mother tongue, bilingualism and whether the individual belongs to a Scheduled Caste or Scheduled Tribe. In the economic questions, the emphasis is on work and not on the means of livelihood so that all persons who work, including family workers who do not receive any income or working children who cannot earn enough for their maintenance, are included as workers. There are 10 economic questions—from question 8 to question 12—of which question 10 has three sub-questions and question 11 has four sub-questions. Questions 8 and 9 show the individuals working as cultivator or agricultural labourer separately, while question 10 shows individuals working at household industry and question 11 shows individuals who do work other than those narrated in questions 8, 9 and 10. Question 12 shows the activities of persons who are not working. All persons working as cultivators must own some land either from Government or private persons or institutions for payment in money, kind or share; while an agricultural labourer is paid wages for his labour. Workers, the nature of work, industry, profession, trade and services were so classified that the data could be tabulated and be capable of international comparability.

Persons who do not do any work were classified into 8 categories as follows:

(a) Full-time students doing no other work;
(b) Housewives and other adult female members who do domestic duties but no other work;
(c) Infants and other dependents who do not work;
(d) Retired persons, receivers of agricultural or non-agricultural rent, royalty or dividend doing no other work;
(e) Beggars, vagrants, independent women without indication of source of income and other of unspecified source of existence;
(f) Inmates of penal, mental and charitable Institutions;
(g) Persons seeking employment for the first time; and
(h) Persons employed before and now out of employment but seeking work.

Full questions and elaborate instructions how to fill in the Houselists, the Household Schedules and the Individual Slips were given in two booklets entitled 'INSTRUCTIONS FOR FILLING UP THE HOUSELISTS' and 'INSTRUCTIONS TO ENUMERATORS'. Both the instructions were prepared by the Registrar General and finally adopted in the Census conference of September-October 1959. The instructions not only explain the concept of each question, but they also advise the Enumerators how to fill in the questionnaires properly. Illustrations are also profusely given in order to help the enumerating staff. The instructions were translated into Assamese, Bengali, Khasi, Garo and Lushai from the originals in English in order to help the Enumerators understand them better. The centralisation on of the instructions and the uniformity of the illustrations have helped to produce data which can be compared on an All-India basis. The centralisation also helped in obtaining uniform data all over the country.

9. Translation of Schedules and Instructions

The translation of the Schedules and the Instructions was done with the help of officials or non-officials speaking a particular language. The translation into Bengali was taken wholly from my colleague in West Bengal, while the translation into Assamese was done by three graduate Assamese employees of my office and vetted by the then Commissioner of Plains Division who is an Assamese. The translations into Khasi, Garo and Lushai were done with the help of some students reading in colleges. As far as possible,
the nuances of translation were verified by other persons speaking the particular language, but in spite of all the care taken in this connection, some mistakes were detected or pointed out by individuals and organisations and these were rectified by means of correction slips as soon as they were detected. The Enumerators were, however, not to depend on the translations only because it is a well-known dictum that ideas and concepts which can be expressed in the English language cannot be exactly reproduced in the local languages. The superior enumerating staff from the Deputy Commissioners and Subdivisional Officers down to Charge Superintendents and Supervisors were given the English versions of the Schedules and the Instructions so that they can properly train all the Enumerators how to understand the questions and the concepts properly. Many training classes were given not only by the local officers but also by myself and by the staff under me consisting of two Deputy Superintendents of Census Operations and two Tabulation Officers.

10. Stationery and Office Equipment

When I started my office from scratch on March 23, 1959, I had no stationery, no typewriters and duplicator and no office furnitures and other equipments. Some paper was borrowed from the Secretariat or from the office of the Commissioner of Taxes which we returned later. With great fore sight, the Registrar General had already indented stationery articles ever since February 21, 1959; that is more than a month before I joined my office. The result was that within a few days of my joining my new assignment, I received sufficient quantity of paper and other necessary stationery articles required for the starting of my office. The articles were received in Shillong on April 6 and 11, 1959. Thereafter indents were made by me from time to time from the Controller of Stationery, Calcutta, and we somehow managed to get sufficient quantity of paper and stationery for our use. A consignment of 100 reams of Double White Royal Printing Paper was received from the Titaghur Paper Mills through the Central Stationery Office on December 7, 1959. Later, from June 27, 1960 onwards we received another 1362 reams of the same kind of printing paper. This huge quantity of Double White Royal Printing Paper was meant mainly for the printing of all forms and documents required for the enumeration and the tabulation. For printing the Census Publications, another type of paper known as Double Demi White Printing Paper — 27 cm × 89 cm — was indented by the Registrar General and we received 371 reams of such paper on May 2, 1961 and June 21, 1961. More quantities of this paper will be required when we print our All-India Census Publications and I have requested the Registrar General to supply the paper in Calcutta where printing of our Publications will be done with the help of the Assistant Controller of Printing, Calcutta.

During the first few months of the starting of my office, I had to borrow one typewriter from the office of the Commissioner of Taxes. Later in 1959, we received two Remington Standard type-writers of 15” carriage. Thereafter we also received one Gestetner Duplicating machine by air from Calcutta. Towards the end of 1960, we also received one big Remington typewriter with a 27” carriage for the purpose of typing statements. As the tabulation and typing of Tables for Nagaland were also done by me, the Superintendent of Census Operations, Nagaland also sent his big 27” typewriter to me in April 1962. But for typing of Tables and other heavy Census works from the latter part of 1961, we also had to hire two typewriters or the Tabulation Offices and I also took on loan two typewriters from the Assam Civil Secretariat. The requirement of typewriters in the Census Office from the time that the Tables are made is very heavy and in future, my successor will be well-advised to have at least three big typewriters of 27” carriage besides three smaller typewriters of 15” carriage.

For the purpose of tabulation I received one small hand-operated Facit machine as well as one bigger electrically-operated Facit machine from the Registrar General during the second conference of Superintendents of Census Operations. The number of such machines was found far short of our requirement during the tabulation period. The Superintendent of Census Operations, Nagaland, had no use of his Facit machine and so he sent it to me and it has been a great help to my Tabulation Office. For checking the accuracy of Tables, two comptometers were hired at the instance of the Registrar General from M/s. P. Ganesan, Ltd. of Calcutta. Two operators were also appointed to use these machines on a fixed pay of Rs. 225 p.m. In Gauhati, the Deputy Superintendent of Census Operations had to borrow two Facit machines from the Cotton College for his use there for a few months.

Regarding furnitures, I have already stated that we managed to procure sufficient quantities of furniture from the very beginning by borrowing the same from the contractor who supplied such furnitures at standard rates to the Government of Assam. Later, we paid for the few furnitures that we had taken in anticipation of
sanction and we made our subsequent supply orders according to the needs of our growing office from time to time. We had no difficulties whatsoever in so far as the supply of furniture was concerned.

11. (a) Printing of Census Schedules

The Census Schedules, namely the Houselist Forms, the Household Schedules and the Individual Slips were printed for us by the Manager, Government of India Press, Calcutta, in English, Assamese and Bengali. The printing orders having been placed immediately after the first Census Conference, we received the Schedules from time to time well ahead of the enumeration. All the Schedules were consigned by the Manager, Government of India Press, to me direct in Shillong and to avoid storing them in Shillong where we have not got sufficient space, the Schedules were despatched to the various Deputy Commissioners and Subdivisional Officers from time to time according to estimates made by me as to the quantity that each of them would require. The Instructions to Enumerators in English and Bengali were also printed for us by the Manager, Government of India Press, Calcutta, but the Instructions in Assamese, Khasi, Garo and Lushai were printed in the Assam Government Press, Shillong. Although I had made very careful estimate about the requirement of each Deputy Commissioner and Subdivisional Officer in respect of their need of Census Schedules, at the last moment there were frantic telegrams from some Deputy Commissioners and Subdivisional Officers demanding more such Schedules. Although I knew that the forms supplied by me would be more or less sufficient, I found it difficult to resist the telegraphic demands and so I requested the Registrar General telegraphically to have some additional slips printed and sent to me by air. The Manager, Government of India Press, Calcutta, did this in record time and we received all the Schedules before the Enumeration. The result is that there was no complaint about shortage of Census Schedules; on the contrary, some quantity of these forms remained unused and I had to dispose of the same by the auction tender system towards the end of 1961.

(b) Printing of Forms, Registers, etc.

The printing of the small forms required just before the enumeration was done either in the Assam Government Press or in some private presses in Shillong. Similarly, the printing of some registers and publicity materials as well as some circulars and instructions was also done in the State Government Press or in the private presses. The printing of the huge quantity of forms required for sorting, compilation and tabulation was done by the Manager, Government of India Press, Calcutta. The posters and booklets for Census publicity were supplied by the Registrar General through the Ministry of Information, Government of India. Great difficulties were experienced in the matter of printing because the State Government Press has limited capacity and they have more than enough work of their own to do.

12. Maps

The most essential pre-requisite of Census work is the gradual breaking up of the State into Districts, Subdivisions and other suitable administrative units to distribute the work and to build up a pyramid of jurisdiction and responsibility from below. In the 1951 Census, the boundaries of the Districts and Subdivisions were taken as the main units and the established Police Stations were also taken as the units next below the Subdivisions as far as possible. Only well-established Police Stations have been accepted in the 1961 Census. The Dawki Police Station was not accepted because it crossed into the boundaries of two Subdivisions and also because it had no definite map of its own. Similarly, some other Police Stations established recently for guarding the borders in the Mizo District and the Garo Hills could not be accepted as Census Divisions because they had no definite boundaries and no established maps. As a natural corollary, Census maps based on the above administrative divisions of a District or Subdivision were essentially necessary for the successful prosecution of the Census.

In his circular letter No. ENU/10/4, dated 22nd July, 1950, my predecessor requested all Deputy Commissioners and Subdivisional Officers to preserve all the District, Subdivision, Police Station, Charge and Circle maps in their record rooms after the 1951 Census. I enquired of all Deputy Commissioners and Subdivisional Officers whether such maps were still available in their record rooms, but nowhere were those maps traceable again. I, therefore, procured five copies of each District Map and five copies of each map of all Police Stations in Assam from the Assam Survey Department for the purpose of the Census. I sent one copy of the District Map and four copies of each Police Station map to all Deputy Commissioners and Subdivisional Officers with a request that the maps should be made up-to-date by correcting the boundaries of Police Stations where necessary and also to include therein the up-to-date names of villages. I also requested them to indicate the Census Divisions down to the level of a Circle in all the
Police Station maps. The Deputy Commissioners and Subdivisional Officers were also requested to have Charge Maps, Circle Maps and Block Maps made by themselves on a notional basis so that each Charge Superintendent, each Circle Supervisor and each Enumerator might know his exact jurisdiction. All these maps were duly prepared by the enumerating staff of the Deputy Commissioners and Subdivisional Officers and many of them have been sent to me. Two sets of maps consisting of the maps of Assam, of each District in Assam and of each Police Station in Assam were sent to the Registrar General.

Notifications regarding the changes of jurisdictions were obtained from the Government of Assam and just before the Census, a freezing order was issued by the Chief Secretary asking all concerning Departments of the Government of Assam as well as District and Subdivisional Officers not to effect any change in the boundaries of administrative units till the Census Operations were over. This freezing order helped us immensely because any change in the boundaries of administrative units just before the Census would have spoiled our Census Divisions.

An Atlas Volume for Assam will be issued in connection with the 1961 Census and it is hoped that this Volume will be a contribution to the mapping work in the State of Assam.

13. (a) Urban Classification

For the purpose of the Census, a town is defined as an area with a Municipality, a Town Committee or a Cantonment and it also includes any other area with a population of 5,000 or over, a density of 1,000 people per square mile and not less than three-fourths of whose adult male population live by non-agricultural means. All other areas are treated as rural areas. According to the above definition of a town, there are now 60 urban areas in Assam against 27 in the 1951 Census. Of the 60 towns in the present Census 44 are Municipalities or Town Committees and the remaining 16 have urban characteristics satisfying the above three criteria laid down by the Registrar General. Among the towns with such urban characteristics are Digboi Oil Town and Pandu which are much better as towns than any other Municipality or Town Committee in Assam. Towns have again been divided into six categories. Class I towns are those having a population of one lakh and over, Class II towns are those having a population of 50,000 to 99,999, Class III towns from 20,000 to 49,999, Class IV from 10,000 to 19,999, Class V from 5,000 to 9,999 and Class VI are those having a population of under 5,000.

For the first time in the history of Assam, the 1961 Census has also included two Town Groups. A Town Group is a Group of two or more towns which are so close to each other that they really constitute only one composite town. In 1961, there are two Class I towns, namely, the Shillong Town Group and Gauhati and one Class II town, namely, Dibrugarh. The remaining towns are all from Class III to Class VI towns.

In the urban areas of Assam, the Census Divisions follow the well-defined ward or locality of each town as major division and each ward is again divided into a number of circles and blocks, as the case may be, with a limitation that each block should consist of about 120 households or about 600 persons. If a ward is very big and has more than 5 blocks, then it is divided into circles, each circle having about 5 blocks. Normally a separate Charge Superintendent is assigned for each town and where a town is very big, there may be two or more Charge Superintendents according to well-defined areas. Wherever possible, the enumerating staff in the towns are selected from among the Government servants and the Municipal employees of each town.

(b) Touring

The success of the Census depends to a very great extent on the amount of touring which the Superintendent of Census Operations can do before the Census is taken. From April to December 1959, I had a lot of touring in my own car. From January 1960, one Jeep Station Wagon was provided by the Registrar General for my extensive touring in the difficult areas of Assam. Between April 1959 and December 1960, I had toured extensively to all Subdivisions in Assam excepting the Lungleh Subdivision which was not accessible at that time. During these tours, I used to hold a conference with the Deputy Commissioners and the Subdivisional Officers to which Charge Superintendents and other important officials of the District or Subdivision were invited. In these meetings, the organisation of the Census was discussed in detail and officers suitable for appointment as Charge Superintendents were selected. The Deputy Commissioners and the Subdivisional Officers were appointed as District Census Officers and Subdivisional Census Officers by the State Government of Assam and so all these officers were very helpful to me during my tours and they rendered to me all the necessary help to organise the Census Operations despite the fact that they were very busy officers. I also had the opportunity to meet almost all the officers of the various Departments of the Govern-
ment of Assam at the District and Subdivisional level and this had been a great help to publicise the Census even in the interiors of the State because these officers were touring officers and many of them, like Sub-Deputy Collectors and Block Development Officers, had also been posted in the interior of the Districts and Subdivisions. These tours also gave me an opportunity to know first hand every part of the State as well as the peculiar circumstances which existed in various parts of the State. Before the enumeration, I had occasion to personally train the Charge Superintendents in some Districts and Subdivisions apart from the trainings given by my two Deputy Superintendents of Census Operations and two Tabulation Officers. The Census meetings organised by the Deputy Commissioners and the Subdivisional Officers in their respective jurisdictions gave all the Census Officers an opportunity to discuss with me the implications of the Census as well as the difficulties which they experienced in their own localities. These difficulties varied from place to place and it was an interesting experience to be able to know each such difficulty and to try to solve them on the spot.

As already stated above, my two Deputy Superintendents of Census Operations and two Tabulation Officers used to tour a lot some months before the Enumeration in order to impart training to as many Charge Superintendents, Supervisors and Enumerators as possible. The travelling allowance was borne by the Census Department. Within each District and Subdivision, the Deputy Commissioners, Subdivisional Officers, Principal Census Officers and Charge Superintendents used to tour quite a lot to supervise the house numbering and houselisting and to impart training to the Enumerators as near their own locality as possible to avoid dislocation of the work of the Enumerators who were mostly school teachers or Government officials of the localities. The Government of Assam issued an order to all Departments of the Government directing them not to transfer any official entrusted with Census duty until the enumeration was over and until all documents were returned by him to the local authorities. In spite of that, some persons were transferred and so the local officers had to immediately appoint substitutes and give them impromptu training. In some cases the persons appointed as Census officials were found to be indifferent or negligent of duties. In such cases also, the local officers had to make changes almost up to some time before the enumeration. In the Hills districts of Assam, the number of educated persons was less than that in the plains although mere literacy was quite good in the hills. The result was that in some places, Deputy Commissioners and Subdivisional Officers could not find Enumerators and Supervisors from the localities who were educated enough to understand the concepts of the Census questionnaire. Some paid Enumerators had to be appointed in extreme cases and in many cases, Enumerators and Supervisors had to be sent from central places like Shillong, Jowai, AijaI, etc. to the interior of the Districts or Subdivisions to do the Census work. In such cases, travelling allowance and porterage charges had to be paid.

According to the provisions of the Census Act, the Census questionnaire and instructions had to be printed in the State Gazette. This time I had some difficulty in persuading the State Government to publish questionnaires and instructions in the Assam Gazette because, as already discussed before, the State Government wanted to publish some additional questionnaire according to their own interpretation of Section 8 of the Census Act. Perhaps the Central Government may look into this question and give an authoritative ruling regarding the correct interpretation of Section 8 of the Census Act or to amend the Section, if necessary.
15. Accounts—Budget

From the date that I took over as Superintendent of Census Operations, I functioned directly under the Registrar General, India, and I had no connection with the State Government as far as accounts were concerned. Within a few days of my joining, I received the Budget Estimates for the year 1959-60 in respect of the Census Grant from the Registrar General. The Budget was shown as a New Item Statement—Non-Plan Scheme—under the Assam Circle of account—Major Head “47-Misc. Deptt.”—Minor Head “Census” under the grant of Appropriation “56-Census”. The initial allotment was for one month only, but provision was made later for the whole year when the ‘vote on account’ was passed by Parliament. There was, therefore, no difficulty from the very beginning as far as financial matters were concerned. This satisfactory arrangement was due to the fact that the Registrar General was already in office when the Superintendents of Census Operations were appointed and so he had prepared the first Budgets for all of them.

The above Head of Account for the Census remained up to the end of the financial year 1961-62. From the year 1962-63 onwards, the Major Head of Account was changed to ‘39-Misc. Social Service Organisations’ but the Minor Head of Account remained unchanged.

It was fortunate that the Registrar General always considered the Budget capable of adjustment and re-allocation, readily acceding to our requests for further sums whenever necessary. Actually we never felt the lack of funds for carrying out the Census Operations.

16. Accounts—Rules

In his letter No. 4/22/59-RG, dated 2nd April, 1959 the Deputy Registrar General enclosed not only the Budget for the financial year 1959-60, but he also enclosed a copy of the Rules for the classification and record of receipts and expenditures in connection with the Census to be held under the Census Act, 1948. A copy of the Rules is enclosed in the Appendix. As already stated above, the Major Head of Account was changed since April 1, 1962 but the Minor Head of Account remained the same. The first Budget and the Rules of Accounts were also sent by the Registrar General and the Ministry of Home Affairs to the Accountant General, Assam, and so there were no difficulties whatsoever regarding the passage of bills from the very beginning. The Rules mentioned above are special rules for the maintenance of the accounts of the Census Department. It is needless to state that other rules of accounts which apply to all Departments of Government such as the Fundamental Rules, Subsidiary Rules, etc., also apply in toto to the Census Department.

17. Method of keeping Census Accounts

The method adopted for the keeping of Census Accounts is the same as that prescribed in the Central Treasury Rules. There was some initial difficulty to get the forms and registers for the maintenance of accounts in accordance with these rules but my Accountant managed to borrow these forms and registers from the other Central Government offices in Shillong. I was fortunate in having an Assistant, Shri S. K. Roy who served as Accountant and Cashier in the Assam Civil Secretariat before joining my establishment. The Accountant-cum-Cashier went to the various Departments of the office of the Accountant General, Assam, and with their help he managed to keep the Census accounts in good order as a result of which we had practically no audit objections. This Accountant-cum-Cashier got a better job in the beginning of 1961 and so on April 17, 1961 he was relieved by Shri S. K. Roy who was sent on deputation to my office by the Accountant General, Assam. The accounts work became very heavy from about April, 1961 onwards, so much so that the Accountant should not have been saddled with the duty of Cashier also in addition to accounts work. I had to give another Assistant to help him in accounts work, but the arrangement was not very satisfactory so long as he was saddled with the double responsibility of Accountant and Cashier. The auditors also objected to this double responsibility which they thought was not in accordance with the accounts rules. Originally the Accountant-cum-Cashier, and later the Cashier had to furnish a security of Rs. 500. My Accountants were well-paid and they were people specially selected for their efficiency and trustworthiness and so I had no difficulty about accounts.

Under the recommendations of the Second Pay Commission, the Central Government ordered that separate General Provident Fund Accounts should be opened for the Class IV staff. The maintenance of these Accounts had to be done under special rules prescribed by the Central Government in consultation with the Comptroller & Auditor General. Certain special forms were also prescribed for the purpose. When opening these accounts, we had initial difficulties in obtaining the printed forms and so initial accounts were maintained in manuscript forms which were later objected to by the audit party. Later on, we managed to get the prescribed forms and so everything was done in consonance with the rules and the forms prescribed by the Government of India.

Monthly expenditures used to be sent to the Registrar General. Theoretically, this expenditure statement must be the one duly verified with the accounts booked in the office of the Accountant General, Assam, but as it generally took some time to get the figures verified with those
booked in the office of the Accountant General, preliminary statements used to be submitted to the Registrar General within the prescribed dates. Later, verified statements were sent to the Registrar General. For about three years the expenditure statements were submitted to the Registrar General in Form GFR. 7 & 11 (amplified) but since August, 1962 the statements were sent in a revised proforma. Copies of the proforma are given in the Appendix.

Generally there was no difficulty about verification of accounts as far as my Head Office was concerned, but difficulties generally arose in respect of accounts spent by the Deputy Commissioners and Subdivisional Officers. Every district and subdivision was given certain clerical staff to help them run the Census Operations from March 1960 till June 30, 1961. Honorarium was also paid to the Supervisors and Enumerators through the agency of the Deputy Commissioners and Subdivisional Officers. As far as expenditure of the district and subdivisional Census establishments was concerned, the expenditure was first met by the State Government and later it was reimbursed from the Census Budget. In respect of the honorarium, I sanctioned the amount and with the approval of the Accountant General, every Deputy Commissioner and Subdivisional Officer was made the drawing and disbursing officer. There were considerable delays in the return of expenditure statements or disbursement certificates by the Deputy Commissioners and Subdivisional Officers and so there was always some objection by the Accountant General in this respect. Actually all my difficulties about verification of accounts arose only from delays and mistakes in the district and subdivisional offices and all that in spite of the fact that both myself and the Accountant General had always been pursuing the matter with the Deputy Commissioners and Subdivisional Officers.

18. Financial Powers

The financial powers of the Superintendent of Census Operations were communicated by the Government of India in their letter No. F. 2/16/69-Pub. I(1), dated 13th November, 1959. This letter gave very wide powers to the Superintendent of Census Operations. They could create temporary posts in respect of Class III and Class IV staff for a period not exceeding two years, and they also could meet many other expenditures under these wide powers. Subsequently, more powers were given to the Superintendent of Census Operations in Central Government letters No. F. 2/16/59-Pub. I. dated 22nd December, 1959, No. 2/16/59-Pub. I. dated 13th February, 1960, No. 12/76-E. II(A)/60, dated 6th August, 1960, No. 2/150/60-Pub. I, dated 7th November, 1960 and in Registrar General’s letter No. 4/36/58-RG, dated 14th January, 1960. All these letters conferring financial powers on the Superintendents of Census Operations are reproduced in the Appendix. As already stated above, I not only never felt the lack of funds but there was also no lack of powers to exercise the financial powers within the above liberal limits conferred by the Government of India. The liberal financial powers had greatly helped to make the Census very successful.

19. Permanent Advance

Soon after my joining office, the Registrar General in his letter No. 3/2/59-RG, dated 20th March, 1959 gave me a Permanent Advance of Rs. 200. Later, a Permanent Advance of Rs. 500 was given in letter No. 3/2/59-RG, dated 2nd March, 1960 issued by the Registrar General. When the two Tabulation Offices were opened in Shillong and Guwahati, I was registered with the Telegraph Office for which a sum of Rs. 20 was paid annually as fee. I also paid Rs. 5 extra to the Telegraph Office for the purpose of delivering telegrams at my residence at all hours of the day or night when the office was not opened. The arrangement worked very satisfactorily especially during the peak period before and during the Enumeration.

(a) A telegraphic address ‘CENSUSAM’, Shillong, was registered with the Telegraph Office for which a sum of Rs. 20 was paid annually as fee. I also paid Rs. 5 extra to the Telegraph Office for the purpose of delivering telegrams at my residence at all hours of the day or night when the office was not opened. The arrangement worked very satisfactorily especially during the peak period before and during the Enumeration.

(b) A Guard File was opened in my office as well as in all the District and Subdivisional offices for the purpose of keeping circulars and instructions issued from time to time. These may be of great help in the next Census. All the important circulars, instructions and forms have, however, been printed in this Administration Report itself so that the next Superintendent of Census Operations may avoid most of the difficulties experienced by me.
(c) Apart from the Census medals and the accompanying certificates issued by the Registrar General, the State Government also issued 2,603 certificates of merit to deserving Census workers during the 1961 Census. These State Government certificates were printed on attractive paper and bore the signature of the Chief Secretary and they were good enough to be framed. The Chief Secretary also passed an order that entries should be made in the Character Rolls of the recipients of the Central Government medals and certificates. The Central Government medals and certificates were distributed by the Deputy Commissioner and Subdivisional Officers at a function in the Headquarters and travelling allowance was also paid to those who came from the interior to the District or Subdivisional Headquarters. There were 145 silver medals and 290 bronze medals allotted for Assam. Each such medal also had a certificate attached to it. Facsimiles of the certificates were printed on attractive paper during the 1961 Census. These State Government certificates were distributed by the Deputy Commissioners and Subdivisional Officers to Shillong and a meeting was held in the office room of the Chief Secretary to which the Inspector General of Police, the Special Secretary to the Government of Assam and the Joint Secretary to the Government of Assam, Home Department, also attended. After prolonged deliberations, I recorded all the conclusions and the actions to be taken by all concerned during the Census Operations. The Memorandum was approved by the Chief Secretary and thereafter it was issued to all District Magistrates by me and to all Superintendents of Police by the Inspector General of Police, Assam. This action helped the maintenance of law and order during the Census Operations as a result of which there was not a single incident during the Enumeration. A copy of the Memorandum is given in the Appendix.

(d) A freezing order was issued by the Chief Secretary to the effect that there should be no changes in the areas and boundaries of Districts, Subdivisions, Police Stations and cadastral villages from the time that the Census Divisions were made up to the end of the Enumeration. This order helped the Census to relate the houses and persons to well-defined geographical entities as they stood on March 1, 1961.

(e) The Local Self-Government Department of the State Government issued a circular to all Municipalities and Town Committees to fully cooperate with the Census Department for the purpose of carrying out the Census Operations to a successful conclusion. They also gave a general order to all Local Bodies that any expenditure for the purposes of the Census could be declared as an appropriate charge under the provisions of the Assam Municipal Act. The Government circular is given in the Appendix.

(f) The Census Office strictly followed the rules and procedures of the Central Government offices and they also followed the working hours and list of holidays as prescribed by the Central Government. We were allowed 16 holidays in a year to which may be added 2 days' restricted holidays. Republic Day, Independence Day and Mahatma Gandhi's Birthday were observed according to the dates fixed by the Government of India, but I was allowed to select the other 13 days to be declared as holidays for the Census Office in Assam. Such selection was made in advance and copies of the same were sent to the Registrar General and the Ministry of Home Affairs.

(g) Maintenance of law and order—Due to the language disturbance in Assam in July, 1960 and its after-effect which persisted even up to 1961, elaborate precautions had to be made for the maintenance of law and order during the Census Operations. One of the most important questions asked during the Census was 'What is your mother tongue?'. With the permission of the State Government, I invited all the Deputy Commissioners to Shillong and a meeting was held in the office room of the Chief Secretary to which the Inspector General of Police, the Special Secretary to the Government of Assam and the Joint Secretary to the Government of Assam, Home Department, also attended. After prolonged deliberations, I recorded all the conclusions and the actions to be taken by all concerned during the Census Operations. The Memorandum was approved by the Chief Secretary and thereafter it was issued to all District Magistrates by me and to all Superintendents of Police by the Inspector General of Police, Assam. This action helped the maintenance of law and order during the Census Operations as a result of which there was not a single incident during the Enumeration. A copy of the Memorandum is given in the Appendix.

(h) For the first time in the history of Census in Assam I held two conferences of Deputy Commissioners, Subdivisional Officers and other Principal Census Officers in Shillong in May and December, 1960. These conferences were of two days' duration each. At the conferences, all the implications of the Census were explained to the District and Subdivisional Officers and in the December conference, they were also given practical training by me as to how the Census was to be conducted and how the Schedules were to be filled in properly. This enabled the Deputy Commissioners and Subdivisional Officers to become really Census-minded and to be able to properly train all the Charge Superintendents in their own Districts and Subdivisions. The psychological effect of these two conferences was very great indeed. Formerly, my predecessors used to complain that the District Officers were rather indifferent to the Census but this time all the Deputy Commissioners and Subdivisional Officers were made District and Subdivisional Census Officers and they were taken out of their jurisdictions twice in order to be thoroughly indoctrinated with the Census ideas. They all appreciated the conferences because this had helped them to understand the concepts of the Census better and also to be able to share ideas with their colleagues from other parts of the State. At the end of each conference, a general meeting of the Indian Administrative Service Association was also held.

21. Census Publicity

(a) The newspapers of Assam generally helped
to publicise the Census-taking. Newspaper reports and comments were, however, not always complimentary and some were critical of some part of the Census Instructions, but all these comments helped to publicise the Census all the more. The criticism centred largely round the definition of mother tongue and that the State Government was not allowed to publish another question of their own. Some press reports also criticised a portion of the Assamese translation which had already been rectified. They, however, published the corrections also far and wide. The newspaper reading public of Assam were, however, not very great and the greatest publicity about the Census was actually done through the agency of the District and Subdivisional Officers and the Charge Superintendents, Supervisors and Enumerators who came from every part of the State. These Census workers publicised the Census throughout the length and breadth of the State. The housenumbering taken about four months before the actual Enumeration was also one of the greatest advertisers of the Census. People had also become very conscious because they thought that to be enumerated in the Census meant to be entered as citizens of India and also as potential voters in the next General Election. Many people in the most interior parts of Assam would complain to me if no Census agent visited their village or households. Many villagers also testified that this was the first time that they had ever been censused.

(b) A big quantity of posters was received from the Ministry of Information and Broadcasting, Government of India, and these were widely published through the agency of the local officers and the local bodies.

c) I never held Press Conferences as such but Press Correspondents used to meet me and they used to write news features about the Census. The Census of 1961 assumed more than usual interest in Assam because of the language agitation and so the Census got a good deal of publicity without any special efforts on our part.

d) The Census Plan for Assam which was prepared by me gave all the details about the organisation and the mechanics of the Census. I sent a copy of this Plan to all newspaper editors in Assam and they used to publish relevant portions in their newspapers from time to time. I also wrote one special article which was widely published in all the principal newspapers of Assam.

(e) During the tours made by me, by my two Deputy Superintendents and by my two Tabulation Officers, meetings were held in all the District and Subdivisional Headquarters as well as in many Project Headquarters. In all these meetings, the organisation and the mechanics of the Census were explained to the Census workers and the public in general. This method gave wide publicity even in the remotest rural areas.

(f) The Ministry of Information and Broadcasting, Government of India, sent 240 cinema slides to me which were widely distributed through the good offices of the Director of Information and Publicity, Government of Assam. Two films on the Census were also supplied by the Ministry of Information and Broadcasting through the Director of Publicity. All these were widely exhibited in all the cinema houses in Assam.

(g) Beautiful brochures explaining the Census of 1961 were received in great quantity from the Ministry of Information and Broadcasting in different principal languages of Assam and these were widely distributed to the people through the Deputy Commissioners, Subdivisional Officers and the Director of Publicity and their subordinate officers in all the districts and subdivisions of Assam. These folders were widely appreciated by the people because of their attractive printing and because of their lucid expression of the Census mechanics in simple language. I also printed certain leaflets in five languages by lakhs and these were distributed widely to the remotest areas through the agency of the Census Organisation. These leaflets reached places where newspapers did not penetrate.

(h) I never issued any Census advertisements and cartoons but some were directly issued by the Registrar General and the Ministry of Information and these were published in all the newspapers circulating in Assam.

(i) About 20,000 copies of a message by the Chief Minister of Assam were printed and given to every Census worker and the public of Assam just on the eve of the Enumeration.

(j) I made one broadcast speech before the Enumeration with the help of the local station of the All India Radio.

Copies of the special article written by me as well as of the message of the Chief Minister are reproduced in the Appendix.
II. ENUMERATION

1. Introduction

My entrance into the Census was rather unobtrusive. A State Government Notification in the Assam Gazette that my service were placed at the disposal of the Government of India and a Notification by the Government of India that the President was pleased to appoint me as Superintendent of Census Operations for Assam with effect from the forenoon of March 23, 1959, were all that introduced me to the different Departments of the Government of Assam as well as to all District and Subdivisional Officers. As already stated, I started the few days of my service in the Census in house hunting for my office and in trying to establish my office from scratch.

The organisation of the Census in the States of India started with a longish demi-official letter from the Registrar General which was conveyed to me in his No. 3/9/59-RG, dated 14th March, 1959, but which was actually received by me on March 23, 1959, the day when I took up this office. This letter contained practically everything about how the Census was to be organised and carried out. Accordingly, many files were opened with extracts from this letter and within a few days as many as four circulars were issued to all Deputy Commissioners and Subdivisional Officers. The response from the District and Subdivisional Officers was very encouraging even from the start. A copy of this longish demi-official from the Registrar General is reproduced in the Appendix.

The Commissioner of Hills Division and Appeals, Shri R. B. Vagahiwalla, ICS, was the Superintendent of Census Operations for Assam in the 1951 Census. He was, therefore, the first to realise the importance of the Census Operations and with commendable promptitude he automatically wrote a circular letter to all Deputy Commissioners and Subdivisional Officers of the Hills Districts stressing the great value and importance of the Census Operations as well as the importance of the data which the Census throws out and directing all of them to fully cooperate with me and to supply me all the data that I required to the best of their ability. The Commissioner of Plains Division, Dr. M. N. Goswami, Ph.D., IAS, also followed suit by directing all the Deputy Commissioners and Subdivisional Officers of the Plains Division to fully co-operate with me. In his letter No. GCN. 25/9/4, dated 17th June, 1959, the Chief Secretary directed all Heads of Departments, all Deputy Commissioners and Subdivisional Officers and all officers of the State Government to fully cooperate with the Census Operations because the Government of Assam had assured the Government of India of their full cooperation in this respect. He also stated that all Government officials were placed at the disposal of the Census system without claim on the Central fisc for travelling allowance, special pay or remuneration, apart from such exceptional cases as existed in the past. He also directed that all Deputy Commissioners and Subdivisional Officers would be held responsible for the efficient conduct of the Census in their respective areas. Copies of these letters are reproduced in the Appendix. These letters helped me greatly and I had all the cooperation that I required from all the Departments of the Government of Assam.

2. (a) Census Programme

For every operation there must be a definite time schedule. A time schedule for the Census operations is also called a Census Calendar or Census Programme. Elsewhere in the Appendix, I reproduce the Census Calendar for Assam. The time schedules fixed in the Calendar were generally strictly adhered to and in many cases the programme was carried ahead of schedule. It was only in respect of a few cases that the preliminary programme was delayed a little. Although I fixed the time schedule for house numbering and houselisting between September 15, 1960 and November 15, 1960, the work could not really be started before the first week of October, 1960 because of the late rains and the Puja. The whole operation was, however, completed within November 15, 1960. Having been properly organised, the house numbering and houselisting operation was actually completed within one month from October 15 to November 15, 1960.

(b) The First Circulars and Tours

Within about three months of my joining, 7 circulars were issued to the Deputy Commissioners and Subdivisional Officers. The first one related to the supply of a list of Towns in Assam for the 1961 Census, the second related to the appointment of District Census Officers, the third related to the agency for enumeration purposes, the fourth related to the query whether house numbers still existed, the fifth related to the list of Scheduled Tribes and Scheduled Castes in Assam, the sixth related to the preparation of the General Village Registers and the seventh related to Census Maps. All important circulars are reproduced in the
Appendix. During the first few months of my joining I also toured in some of the Districts and Subdivisions. The Deputy Commissioners and Subdivisional Officers raised certain pertinent questions either by letter or during the meetings held with them as a result of which some circulators had to be modified or augmented in the light of experience in the field. For example, the form of the General Village Register did not apply in the case of Railway and Oil Colonies and so a revised register for these areas had to be issued by me.

3. Preparation of Registers

The most important Register to be prepared in the very initial stages of the Census was the General Village/Tea Garden/Town etc. Register. I prescribed three simple forms—Form A, Form B and Form C for the preparation of these Registers. Form A applies to Villages and Tea Gardens, Form B applies to Town and Form C applies to Railway and Oil Colonies. These Registers are very essential for the Census and the Primary Census Abstracts were also prepared with reference to these Registers. Although I devised the simplest forms, it took a long time to get these Registers from the Deputy Commissioners and Subdivisional Officers. Even when we received the same, many mistakes were detected either by the Census Office or by the Deputy Commissioners and Subdivisional Officers themselves and so these Registers had to be corrected from time to time. At the housenumbering and houselisting stage, it was detected that many villages were not recorded at all and so the Registers had again to be revised in the light of actual field operations. The next Census would do well to look to the accuracy of these Registers because the Census depends very much upon the accuracy of these Registers.

4. Formation of Census Divisions

For the purpose of complete coverage of the Census Operations, it was necessary to divide the whole State into well defined geographical entities from the District down to the Census Block. In Assam, the Districts and Subdivisions were taken as the biggest units of Census Divisions and Police Stations, wherever there were definite Notifications with Maps and wherever they did not interfere with boundaries of the Subdivisions, were taken as the next units. In the Garo Hills District, the Mauzas or revenue collection units were taken as the next units, equivalent to Police Stations, below the District as there is no Sub-division there and there are also no well-defined Police Stations excepting the District itself. Each Police Station was again divided into suitable number of Charges, Circles and Blocks. The Block was the smallest unit of Census Divisions and corresponded with the jurisdiction of an Enumerator. Each Block generally had about 150 households or 750 persons in the rural areas and about 120 households or 600 persons in the urban areas. A group of about 5 Enumerators' Blocks constituted a Circle under the charge of one Circle Supervisor. A group of Supervisors' Circles constituted one Charge under one Charge Superintendent. All Charges were within one Police Station. A Block generally consisted of one village, but it the village was too big it was divided into two or more Blocks, care being taken to see that no parts of such Blocks over-lapped each other. Contrarily, where villages were too small, two or more villages were grouped together to form one Block under one Enumerator, but even in grouping such villages, care was taken to see that the geographical area was not too big for one Enumerator to tackle. The last difficulty generally arose in the Hill areas where villages are small and scattered over difficult terrain. Similarly, geography also determined what was the size of a Circle, but normally a Circle consisted of about 5 Blocks. Where a Police Station was very small, like Jhalukbari, it constituted one Charge only; but where a Police Station was very large either in area or population, it was divided into anything from 6 to 10 Supervisors' Circles. In the urban areas of Assam, the wards of each town were kept intact and wherever they were big, they were divided into suitable number of Circles or Blocks, care being taken to see that each Block or Circle had definite boundaries consisting of roads, lanes and by-lanes or drains etc. A very small town might be under the supervision of one Charge Superintendent who looked into the surrounding rural areas also; but where a town was big, it was placed under one Charge Superintendent. Big towns like Gauhati and Shillong had more than one Charge Superintendents. Cantonments and Railway areas, Oil areas etc. were constituted into separate Charges generally under the supervision of Charge Superintendents selected from the employees of these Area Administrations. The first formation of Census Divisions was done after having received the General Village/Tea Garden/Town etc. Registers just before the housenumbering and houselisting operation. After the housenumbering and houselisting operation, it was found that there had been an unprecedented increase in population in Assam and therefore many Census Divisions had to be revised in the light of this operation in order to ensure that Enumerators or Supervisors did not have too much people to count or supervise. Many places, especially in the urban areas had to be again divided into two or more Blocks. The housenumbering and houselisting operation had, therefore, been of immense value to me to determine the final Census Division of the State. It was also a matter of great satisfaction that the population of
Assam as thrown out by the housenumbering and houselisting operation did not much differ from the final enumeration taken about 3–4 months later. This also helped us to ensure the accuracy of the 1961 Census.

The whole of Assam was divided into 11 districts, 23 Subdivisions, 108 Police Stations (including 10 mauzas of Garo Hills), 531 Charges, 3,525 Circles and 18,076 Blocks. A list of Census Divisions and agency is given in the Appendix.

5. The Location Code

The Location Code was a device to easily locate a house within the village or town, the police station and the district by means of Code numbers and thus saved a lot of time in writing out the details of the location. Moreover, as the enumeration was done in slips and as the slips had to be sorted time and again during tabulation, the use of Code numbers saved space and time and it also facilitated mechanical tabulation and sampling, wherever required. The Location Code consisted of four elements. The first number indicated the district, the second number indicated the police station or town, the third number indicated the village or ward of a town and the fourth number indicated the house number. The Code numbers for districts, police stations and towns were allotted by me. It may be noted that Code number for towns are given in Roman numerals but those of police stations and villages were given in Arabic numerals. All the other elements of the Location Code besides those of towns were in Arabic numerals. The Code numbers for villages were given by the Deputy Commissioners and Subdivisional Officers and the Enumerators wrote the house number or fourth element from the numbers painted on each house or household during their visit to each household. A list of Code numbers for towns and police stations is given in the Appendix.

By giving such numbers to a District, a Police Station, a Village or Ward of a town and a number to each Census house, a house could be located easily by a Code consisting of four numbers. For example, the Kamrup district was given a Code No. 2, Gauhati town was given a Code No. III and there was a Census house No. 20 in Ward No. 6, that Census house was given the Location Code No. 2/III/6/20 which simply meant that this Census house was House No. 20 of Ward No. 6 of Gauhati town of the Kamrup District.

Charge Superintendents and Circle Supervisors were instructed to see that three elements of the Location Code were written before the actual issue of pads to the Enumerators. To save time, the Deputy Commissioners and Subdivisional Officers were instructed to use rubber stamps wherever possible for the Code Numbers of Districts and Police Stations or Towns. As these two elements of the Location Code were already given by me long before the Enumeration, it was possible for the District Officers to make the rubber stamps for them. The third element of the Location Code, that is the number of a Town or Village, was to be written by the Supervisors before they issued the pads to the Enumerators. Whenever they visited each household, the first thing that each Enumerator should do was to write down the fourth element signifying the house number. The Location Code consisted of the above four elements only and not any other numbering. For example, for the sake of convenience, some Deputy Commissioners also gave some numbers to Charges, Circles and Blocks, but such numbers should not be entered in the Location Code.

6. Preparation of Maps and Verification of Local Jurisdiction with reference to Gazette Notifications

As most of the District and Subdivisional Officers had no maps, I had to procure the maps of the State, the maps of each District and the maps of each Police Station from the Assam Survey. One set of such map relating to a particular District or Subdivision was supplied to each Deputy Commissioner and Subdivisional Officer with the instruction that the maps should be brought up-to-date in the light of intercensal changes, if any, which might have occurred between 1951 and 1961. They were also instructed to indicate in the Police Station maps, the up-to-date list of all villages within the Police Station and also to indicate therein the various Charges and Circles into which each Subdivision was divided for the purpose of the Census. After doing that, they were to return one set of such maps to me and to retain another set for their use till the Enumeration was over after which they should return the other set also to me. Most of the Deputy Commissioners and Subdivisional Officers carried out the instructions, but some of them did not make their maps up-to-date. In the Barpeta Subdivision where the boundaries of Police Stations were changed considerably during the intercensal period, it was found that the Police Station maps as supplied by the Assam Survey were out of date. The Subdivisional Officer accordingly directed his land record staff to prepare their own Police Station maps which were very good and elaborate. Many of such maps of Assam were classified as 'restricted' and so the Deputy Commissioners were enjoined to
keep the same very carefully and to return them to me when the Census Operation was over because I had to give a certificate to the State Government that all the maps were under proper custody. Every Deputy Commissioner and Subdivisional Officer also had to give me a certificate to the effect that all these maps were under their proper custody. But despite all that, some maps were either misslaid or lost. Such District Officers were asked to make a search again and the matter was also reported to the State Government. It was found that where the Deputy Commissioner or Subdivisional Officer took personal care, the work was done well and the maps were properly kept; but where the Deputy Commissioner or Subdivisional Officer simply passed on the maps to his subordinates, the maps were either not properly returned to me according to the instructions or they were misslaid. In one case, one set of maps was lost in transit.

As early as June 19, 1959, I issued Circular No. 7 to all Deputy Commissioners and Subdivisional Officers regarding the necessity of preparing accurate maps for the purpose of making proper Census Divisions. The Circular presumed that District and Thana maps were preserved in each District and Subdivision according to the instruction of my predecessor in his Circular of 22nd July, 1950. It was, however, found that such maps were not available in any District or Subdivision. That was why I had to procure District and Police Station maps for each Deputy Commissioner and Subdivisional Officer. But within each Police Station, the Deputy Commissioners were instructed to prepare Charge, Circle and Block maps on a notional basis. The Charge maps were to have been prepared in the office of each Deputy Commissioner and Subdivisional Officer, but in some cases, the Charge Superintendents themselves had to prepare notional maps of their own Charges themselves. The Supervisors and Enumerators were to prepare their own Circle maps and Block maps on a notional basis and most of them did this very well. The Block maps were to show the house numbers also. The Deputy Commissioners and Subdivisional Officers were further instructed to send all the Charge, Circle and Block maps to me as soon as the Census Operation was over so that such notional maps could be preserved in my office in accordance with certain instructions issued by the Registrar General. These maps were to be preserved for use in the next Census. While most of the Deputy Commissioners and Subdivisional Officers had already sent such maps to me, some could never send in spite of repeated reminders from me as well as from the Commissioners of Divisions. During my tours, I saw that such maps were duly prepared by the field staff, but it appears that the Deputy Commissioners and Subdivisional Officers did not ensure that such notional maps were also collected in their office for onward transmission to me. The result is that it has to be accepted as a fact that such maps would never be available from some Districts and Subdivisions. My successor would do well to look to this aspect of the question very minutely from the very beginning and to persistently pursue each Deputy Commissioner and Subdivisional Officer so that such labour might not be wasted. My successor also would do well to enjoin that along with the Census pads, the notional maps from Block onwards should also be returned to the Superintendents of Census Operations.

District and Police Station maps were duly verified by me with reference to Gazette Notifications issued by the State Government from time to time. I and my Office Superintendent went to the office of the Director of Assam Survey more than once to look to these Notifications and the changes effected in the maps. It was found that in some cases, the maps were not up-to-date even in the office of the Director of Assam Survey. In some cases, it was found that the total area of Police Stations did not coincide with the area of a Subdivision or a District. By mutual adjustment with the Office of the Director of Assam Survey, these things were rectified in good time. The greatest difficulty arose in respect of certain Police Stations which were newly created during the inter-censal period or with respect to certain changes of boundaries of Districts and Subdivisions made during the inter-censal period. In some cases, it was found that although the preliminary Notifications for the formation of Police Stations were issued long ago, the same were not finalised by Government as a result of which the Director of Assam Survey could not finalise his Police Station maps. My successor would do well to check all these things from the very first few months of his appointment to avoid dislocation of Census works at a later stage. Certain Police Stations were created only to meet a certain situation. For example, the Dawki Police Station was created to help guard the border between one district and Pakistan. This Police Station cut two Subdivisions. Clearly, it could not be accepted for the purpose of the Census because the population must relate to each Subdivision. Moreover, although the Government Notification is there, there is no map of the Dawki Police Station. There were other Notifications of Police Stations in the Garo Hills and the Mizo District which could not be accepted by me for the purpose of Census Divisions because of similar reasons.
The Community Development Department of the Government of India wanted that the Development Blocks should be the next units below the Subdivision in preference to Police Stations. The Registrar General asked all the Superintendents of Census Operations to examine whether such Census Divisions would be feasible for the purpose of the Census. I took up the matter with the Development Commissioner to find out whether there were definite Government Notifications for each Development Block together with duly authenticated maps of each such Block and an up-to-date list of all villages within each Block. I never got the required informations. Nor could any of my colleagues elsewhere in India obtain such informations excepting in the case of Bihar. In Bihar, each Development Block either coincided with the Police Station or is a definite part of a Police Station and that was the reason why Development Blocks could be accepted in Bihar as Census Divisions below the Subdivision. If the Government of Assam wanted Development Blocks to be considered as the next units of Census Divisions in the 1971 Census, it is essential that each Development Block should be duly notified with a map and a list of villages with no chance of any overlapping.

7. Appointment of District Census Officers and Charge Superintendents

Having read the previous reports of my predecessors, I found that the District Officers were generally indifferent to the Census and so they experienced great difficulties in properly organising the Census Operations. It was, therefore, my first attempt to get the Deputy Commissioners and Subdivisional Officers designated as District Census Officers and Subdivisional Census Officers so that they might take really keen interest in the Census Operations which Government have acknowledged to be very important for the purpose of administration and the development of the country. With the help of the Chief Secretary and the Chief Minister of Assam, I succeeded in this attempt and so in Notification No. GCN.20/59/32, dated 23rd February, 1960, all Deputy Commissioners and Subdivisional Officers were appointed District Census Officers and Subdivisional Census Officers within their respective jurisdictions. As the Deputy Commissioners were hard-pressed officers, all Additional Deputy Commissioners, and Subdivisional Officers where there were no Additional Deputy Commissioners, were gazetted as Deputy District Census Officers. Later, I also managed to appoint some Extra Assistant Commissioners and Election Officers as Principal Census Officers below the District and Subdivisional Census Officers. This arrangement worked very well as a result of which I had no difficulty as far as the Census Organisation and Operation were concerned. The practice may be followed in the future Censuses also. If Deputy Commissioners are to be made District Census Officers, the Superintendent of Census Operations must be senior to all of them to avoid conflicts. I was senior to all Deputy Commissioners and Subdivisional Officers and that was the reason why I could command their respect. Government may do well in appointing a very senior man of the IAS Cadre for the next Census also if they want the data to be really reliable and good for the purpose of administration and development.

The Deputy Commissioners and Subdivisional Officers were entrusted with the task of selecting certain very good officers within their own jurisdictions as Charge Superintendents. These Charge Superintendents were selected from among the gazetted officers within the District or Subdivision. Thus, Extra Assistant Commissioners, Sub-Deputy Collectors, Superintendents of Excise, Divisional Forest Officers, Block Development Officers, District Agricultural Officers, District Co-operative Officers, etc., were selected by them to be Charge Superintendents. In the Army areas, Oil areas, Railway areas, etc., the Charge Superintendents were selected from among the officers of these particular administrations wherever suitable officers were available. But as far as possible, only Government officials were selected as Charge Superintendents because they have shown that they can work with more sense of responsibility. I have tried for the appointment of Municipal Officers as Charge Superintendents, but excepting in one or two cases, the arrangement did not work well because of the indifference of these types of officers. The future Superintendents of Census Operations will do well to insist that only Government officers should be appointed for this responsible job. Charge Superintendents were generally officers who had to do a lot of touring within the District or Subdivision and so they could combine their own work also with that of the Census. Actually they did this all along thereby causing a lot of savings in the Census Budget. Towards the Enumeration and during the Enumeration, many had to do only Census work and so their travelling allowance was also paid by the Census. One drawback about Census Officers was that some of them were transferred sometime before the Enumeration. I took up with the Chief Secretary and he was pleased to order that there should be no transfers of officers charged with Census duty from the time they were appointed as Census Officers. This circular greatly helped us, and it was only in very rare cases that transfers were made after that.
8. (a) Circulation of Census Instructions

As I had about one year and ten months to prepare for the Census of 1961, Census Instructions were issued to Deputy Commissioners and Subdivisional Officers in four stages. The first stage related to the issue of circulars which were exploratory in nature or to circulars requiring the District and Subdivisional Officers to collect certain data or to prepare certain registers for which they would require a long time to get things done properly. One circular enquired whether housenumbers and houselists still existed in 1959 to which the replies were that they did not exist. Another circular related to the question as to whether the enumerating agency could be recruited mostly from school teachers or from other lower category of Government servants serving in the various departments of Government in the rural areas of Assam. These were exploratory circulars. Circular No. 1 requested the District and Subdivisional Officer to supply me with the list of all municipal or cantonment towns as well as of other areas which could be classified as towns according to the three tests laid down by the Registrar General. Circular No. 6 and subsequent amendments to it required the District and Subdivisional Officers to prepare and supply me with the General Village/Tea Garden/Town etc. Registers. The preparation of these registers took about a year to be completed to my satisfaction. It is, therefore, a very good thing to start with the preparation of these registers. My successor would do well to pay serious attention to the preparation of these registers on which the basis of the whole Census structure has to be built up. Other circulars under this category related to the enquiries about the Census maps of 1951 as well as the availability of staff for being appointed as Charge Superintendents, Supervisors and other higher Census Officers. These Census Instructions were issued between April and December, 1959.

During this period, the second pre-test of the Schedules also took place on a realistic basis and so certain Enumerators, Supervisors and Charge Superintendents were appointed during this time to do the pre-testing. During the second stage, District and Subdivisional Officers and junior IAS officers were given a training by me in a conference in Shillong and they in turn gave a general training about the Census to the Charge Superintendents, Supervisors and Enumerators.

The third stage consisted of the distribution of houselist instructions, the training for house-numbering and houselisting and the completion of the first phase of the Census Operations namely the house-numbering and house-listing operation between September 15, 1960 and November 15, 1960. During this stage, Census Schedules were also despatched to the Deputy Commissioners and Subdivisional Officers and the distribution of all pads was completed by October, 1960.

The fourth stage consisted of the intensive training to all categories of Census Officers for the final enumeration as well as for the enumeration itself. Deputy Commissioners, Subdivisional Officers and other higher categories of Census Officers were called to a conference in Shillong in the first week of December, 1960, and were given intensive training about enumeration by myself and my two Deputy Superintendents of Census Operations. Thereafter all these Census Officers as well as my two Deputy Superintendents of Census Operations and two Tabulation Officers went round to all the Districts and Subdivisions for intensive training to the Charge Superintendents, Circle Supervisors and Block Enumerators. The sample Census in pads printed in red ink was also taken during this period to give each Enumerator the most realistic training about how the Household Schedules and the Individual Slips should be properly filled in. Thereafter the actual enumeration took place from February 10 to the sunrise of March 1, 1961 with five days of check from March 1 to March 5, 1961. During this period, instructions were issued to all Census Officers in the field how to complete and send the Abstracts relating to the Provisional Census Totals within 24 hours from one stage to another so as to enable the Registrar General and myself to publish the Provisional Totals within March 1961.

Detailed instructions were also issued to all Census Officers how to pack all the Census Schedules and to send the same to a hierarchy of Census Officers according to a fixed time schedule.
(b) Circular about Scheduled Castes and Scheduled Tribes, Synonyms and Generic Names

The 1961 Census made special effort to properly enumerate all the Scheduled Castes and Scheduled Tribes and many special tables were also prepared for the same. Many Castes and Tribes also have some synonyms, sub-castes and sub-tribes and so in the 1951 Census many of them were left out from the list of Scheduled Castes and Scheduled Tribes simply because they could not give the proper name of the Castes and Tribes according to the Schedules issued by the Government of India. As it was not possible to include all these nomenclatures in the President's Order, the Registrar General directed the Superintendents of Census Operations to find out and submit a list of all Scheduled Castes and Scheduled Tribes together with the names of their synonyms, sub-castes and sub-tribes. Accordingly, one of my first circulars to the Deputy Commissioners and Subdivisional Officers was to ask them to prepare a list accordingly and to submit it to me at a very early date. When the list was received from all Deputy Commissioners and Subdivisional Officers, I scrutinised and consolidated the list and sent the same to the Government of Assam for their comments. The Minister in charge of Tribal Areas Department convened a meeting of all Scheduled Tribes and Scheduled Castes Members of Legislative Assembly and the list was further discussed in that meeting. After that, I finalised this list and sent the same to the Registrar General for his final approval.

(c) Circulars about Mother Tongues

As soon as the preparation for the 1961 Census began, there was a move by the majority community in Assam that the question of official language should be settled by the Government of Assam once for all. This movement had been in existence in Assam since about ten years back, but the 1961 Census seemed to have given a fillip to the movement. Accordingly, the question of mother tongue practically obscured all other Census questions in Assam. There was the Language Disturbance of July, 1960 which tainted the fair name of Assam. Many people and even the Government of Assam wanted a definition of mother tongue of their own liking. The Government of India however stood firm in this connection and the only definition allowed was the All-India definition. This definition was contained in the instructions to enumerators as issued by the Registrar General with the approval of the Government of India. As these instructions were self-sufficient, I did not issue any other instructions myself. The only circular issued by me was that the enumerators should only clarify the questions if required, and that once the citizens understood the questions and gave a reply, the enumerators should record faithfully whatever was returned by them. The enumerators were not expected to enter into any argument with the persons enumerated on the basis of the definitions in the instructions, nor should the enumerators try to make any correction according to what they thought right. Although no definite circulars were issued, all Deputy Commissioners, Subdivisional Officers, Principal Census Officers, Charge Superintendents, Supervisors and Enumerators were trained to be as tactful and as truthful as possible in respect of the controversial question of language.

9. (a) Distribution Chart of Forms

In the Appendix there is a chart showing the list and the number of forms actually used for each District. Appendix 74 is a chart showing the Census Divisions and the Enumeration Agency consisting of Charge Superintendents, Circle Supervisors and Block Enumerators district by district. From these two forms it can be noticed that the number of each form to be printed can be closely estimated and sufficient margin can also be calculated for wastage. There were 25,702 inhabited villages and 60 cities and towns in Assam in the 1961 Census. For the next Census, the number of villages will not materially differ and the number of new towns can be easily ascertained from the Local Self-Government Department of the Government of Assam or from the Deputy Commissioners and Subdivisional Officers. So by using these data as well as the population projection by 1971, it should be easy for my successor to estimate the number of forms that he should require as well as the approximate Census Divisions and Agency.

(b) Despatch of Forms

All the forms were printed for me by the Manager, Government of India Press, Calcutta. After printing, he had all the forms packed in suitable sizes in gunny bags and despatched the same to me in Shillong. I kept almost all these intact and after estimating the requirement of each Subdivision, I again re-despatched all the bundles to the respective Deputy Commissioners and Subdivisional Officers. The parcels containing the forms weighed about 20 kgs. each and a few bundles that were broken were only those relating to fractions of bundles which had to be sent to each Deputy Commissioner or Subdivisional Officer. Even then very rarely did we break any bundle. The Houselist Forms were in loose sheets, the Household Schedules
Individual Slips were in pads of 50 and 25 forms and the slips. So even fractions required by each Deputy Commissioner or Subdivisional Officer could be easily calculated only by supplying them the requisite number of pads. This arrangement worked very well and should be continued in the next Census. The Deputy Commissioners and Subdivisional Officers also kept the bundles intact and they broke them only at the time of actual distribution to Charge Superintendents, Circle Supervisors and Block Enumerators. Accounts of all distributions were properly maintained both in my office as well as in each District and Subdivisional Office. As the forms were received well ahead of the operations, we had no difficulty with transport because even if it took a few weeks for the forms to reach their destinations, it was still well ahead of schedule.

The Manager, Government of India Press, used to send the bundles to me by instalments. This also suited very well because I had no storage space to keep those forms and so as soon as I received them, I again re-despatched them to their destinations according to estimates made by me. I had to engage two Lower Division Assistants and about three peons only for the receipt and despatch of Census parcels for about nine months. There was a discussion in the first conference whether the forms should be sent direct to their destinations by the Manager, Government of India Press, but this arrangement was given up after fully considering the pros and cons of the matter. The Manager of Government of India Press also did not like to take such responsibility because he had neither the storage place nor the necessary staff to do the same. It was also very necessary to closely estimate the requirements of each Subdivision and this could be most conveniently done only by the Superintendent of Census Operations himself.

Just before the enumeration, extra demand of forms had to be met by sending special messengers from my office to avoid transport bottlenecks or unforeseen difficulties on the way.

10. Appointment of the Census Enumeration Agency

As already stated before, the appointment of District Census Officers, Subdivisional Census Officers and Deputy District Census Officers was done by the Government of Assam by Notifications in the Assam Gazette. The power of appointing the next hierarchy of Census Officers was delegated to the Deputy Commissioners and Subdivisional Officers under the provisions of the Census Act. So, the appointment of all Charge Superintendents, Circle Supervisors and Block Enumerators was done by the Deputy Commissioners and Subdivisional Officers. To facilitate matters, I printed the forms of appointment and I despatched these forms to each Deputy Commissioner and Subdivisional Officer well ahead of the date of the appointments according to the Census Calendar. All appointments were made in duplicate, one copy being kept in the office of the Deputy Commissioner or Subdivisional Officer, as the case may be.

There were 531 Charge Superintendents, 3,525 Circle Supervisors and 18,076 Block Enumerators appointed for the Census of 1961. Roughly, there were 6-7 Supervisors for each Charge Superintendent and about 4-5 Enumerators for each Supervisor. Within the broad principles enunciated by the Registrar General and myself, every Deputy Commissioner and Subdivisional Officer was allowed to appoint the necessary number of Charge Superintendents, Circle Supervisors and Block Enumerators according to his discretion after taking into consideration the geography of the areas as well as other peculiar circumstances obtaining in each locality.

The State Government placed all Government officials at the disposal of the Census system and they also passed an order that any work done by Government officials for the Census was to be regarded as duty. The Government of Assam also directed all Municipal Boards and Town Committees to fully cooperate with the Census and that all expenditures made by the local bodies in connection with Census would be sanctioned as appropriate charges on their funds. Most of the enumeration staff were, therefore, Government officials or teachers of Government-aided schools. The agency employed was therefore of a fairly good quality. Some Census Officers did very well during the Census Operations and very few were indifferent. The Deputy Commissioners and Subdivisional Officers also took immediate steps to replace all indifferent officials by more earnest and sincere ones. The training was done by myself, my two Deputy Superintendents of Census Operations and two Statistical Assistants. This number was not enough to cover all the areas in Assam especially because the hill areas were rather difficult. For the next Census, I think at least five Statistical Assistants and two Tabulation Officers should be appointed at least six months before the enumeration so that better training can be given to the Supervisors and Enumerators. The Deputy Commissioners, Subdivisional
Officers and Charge Superintendents tried their best to impart as much training as possible to the enumerating staff, but as they had innumerable other duties to perform, it is only natural that they might not be able to fully understand all the implications of the concept of the Census. It is, therefore, necessary that the permanent staff at the disposal of the Superintendent of Census Operations should do the training so that better results can be achieved.

11. (a) Training for Housenumbering and Houselisting

All Charge Superintendents, Supervisors and Enumerators were given at least two trainings for the housenumbering and houselisting operation. The training was given by myself, my two Deputy Superintendents of Census Operations and two Statistical Assistants as well as by the Deputy Commissioners and Subdivisional Officers and the Principal Census Officers under them. As already stated, the Superintendent of Census Operations should have more staff to undertake the training because the forms have become more elaborate and the concepts more difficult.

(b) Housenumbering Operation—Difficulties and Deficiencies

The housenumbering and houselisting operation took place between September 15, 1960 and November 15, 1960. It could not be started earlier in Assam because of the very heavy rainfall during the monsoon. It could not be done before the monsoon because we have no permanent village officials and also because the housenumbers might have been obliterated if painted long before the enumeration. All Enumerators were given chalk and paint to do the housenumbering. In the first round they were supposed to do the housenumbering in chalk and after checking by the Supervisors and Charge Superintendents, the housenumbers were to be painted with coal tar. My information is that all of them had not followed these instructions because in many cases they did the house-painting only by coal tar and they visited each house only once instead of twice. This kind of difficulty will continue as long as the housenumbering and the enumeration are done only on an honorary basis. Some Enumerators also complained that they experienced difficulty in carrying the coal tar from one place to another place within the village or from one village to another if they had to do the housenumbering in more than one village. No difficulty was experienced from the householders because by and large, the people of Assam fully co-operated with the Census. Although two months' time was given for the housenumbering and houselisting, actually the operation began in full swing only from about the middle of October because of the rains and because of the Puja holidays. In many cases, the Enumerators did the housenumbering and houselisting only towards the end of the time schedule because they could do the whole operation within about seven days only. The Houselist Forms being rather biggish loose sheets, the first copy was practically spoilt at the end of the operation. In many cases, more copies of the forms were requisitioned to make the lists readable. If the same form is used in the next Census, it is advisable that each Enumerator should be supplied with four copies so that he may prepare at least two fair copies for use in the Tabulation Offices and for preservation.

(c) Quality of Houselists—Verification of shortcomings in the Houselists

The Houselist Form is given in Appendix 55. Enumerators found great difficulty in understanding the concept of a Census House, a Census Household and a Building Number, especially in the urban areas. Consequently, entries in columns 2, 3 and 11 of the Form were not always satisfactory. In columns 5, 6, 7 and 8 some indifferent Enumerators did not give the name of the proprietor or the average number of persons employed daily or the kind of fuel and power used. This also affected the quality of the Houselists to some extent. The entries in columns 15 and 16 were, however, very good because the houselist population almost exactly tallied with the final population. The houselisting operation, therefore, pointed out the unprecedented increase in population as a result of which many Blocks and Circles had to be newly formed. Although the houselisting operation was finished in November 1960, the Deputy Commissioners and Subdivisional Officers could not despatch the same to me till about the end of December, 1960 or January, 1961. By this time all the enumerating staff had to be given intensive training for the final enumeration and so there was no time to ask them to verify the Houselists. Moreover, I did not want to load them with the task of verification of the House­lists lest it affected the quality of the enumeration.

12. Training for Enumeration

The instructions how to properly fill in the Household Schedules and the Individual Slips were contained in a booklet entitled 'CENSUS OF 1961—INSTRUCTIONS TO ENUMERATORS'. These instructions were drafted by the Registrar General and finalised in the First
Conference of Superintendents of Census Operations in September-October 1959. The instructions were translated into Assamese, Bengali, Khasi, Garo and Lushai. They were very elaborate and contained almost everything that was desirable. But there were many concepts and technical points which could not be easily understood even by educated people. The greatest stress was, therefore, laid from the very beginning upon the importance of properly training all the field staff and especially the Enumerators who had to do the real work in field.

The Registrar General enjoined that all Enumerators should be given at least six trainings for the Enumeration. The Superintendent of Census Operations was to train all District and Subdivisional Census Officers who in turn would train the Charge Superintendents. The latter would again have to train the Supervisors and Enumerators. Accordingly, I convened a conference of all Deputy Commissioners, Subdivisional Officers and Other Principal Census Officers of all Districts and Subdivisions in Shillong in the first week of December, 1960 and I personally trained them with the help of my Deputy Superintendents of Census Operations and Tabulation Officers. I also prepared a booklet entitled 'MODEL SCHEME FOR TRAINING OF CENSUS OFFICERS FOR THE ENUMERATION IN THE 1961 CENSUS' which gives all the details as to how intensive training for the Enumerators should be undertaken by the Deputy Commissioners and Subdivisional Officers. A copy of this Model Scheme is reproduced as an appendage to Appendix 34. On return to their respective jurisdictions, the Deputy Commissioners and Subdivisional Officers trained the Charge Superintendents according to this scheme. Theoretically this arrangement seemed to be all right. In practice, however, the training in the field had to be pursued by me and my staff. Accordingly, my two Deputy Superintendents of Census Operations and two Tabulation Officers visited all the District and Subdivisional headquarters and as many training centres as possible to impart training to the lower hierarchy of Census Officers from the Charge Superintendents down to the Enumerators. I would emphasise that in future Censuses it is absolutely necessary that the Superintendent of Census Operations should have at least two or three Deputy Superintendents of Census Operations, two or three Tabulation Officers and about five or six Statistical Assistants to help him in the training of the Enumerators in every part of the State. These headquarter staff of the Superintendent of Census Operations should be appointed at least six months before Enumeration. Every Census has its own regrets. My regret is that I did not have sufficient officers and staff under me to undertake the training in all principal centres of the State.

The attendance in all the training centres selected for training by myself or my staff was very good. In some parts of the hill areas like the Jowai Subdivision, almost all the teachers used to come to the subvisional headquarter at the end of each month. At least one training was made to coincide with their pay day and my officers could train in this big meeting not only the Charge Superintendents and Supervisors but also even the Enumerators. Wherever such meetings could be organised, it should be done in the future Censuses also. In the Plains districts of Assam, the training centres were well attended by Charge Superintendents and Supervisors but all Enumerators could not be made to attend because there was the question of travelling allowances and there was also the question of closure of schools if they were to attend training classes in some centres a bit far away from the schools. So, if I had had more staff, I could have organised such meetings within about five to eight square miles where one of my staff may have trained even the Enumerators. This may be attempted in the future Censuses. Not only the attendances were very good, but all the trainees took very keen interest in the Censuses. In such training meetings, all kinds of questions were asked and all sorts of difficulties were also produced. We managed to settle most of these questions and difficulties on the spot. We also came to know more about the peculiar circumstances of each locality through these meetings. It was a great experience for us also because we not only taught others but we also learnt many things from these trainings. Whenever some difficulties could not be solved by my officers on the spot, they referred to me for a ruling. In one or two difficult cases, I also telegraphically referred the matter to the Registrar General for a ruling.

The trainings were generally taken in schools or in some halls which exist in each locality. Blackboards from the schools were generally used for imparting training and illustrations. Portable roll-up blackboards containing the Household Schedule and the Individual Slip were indented, but they were received too late to be of much use to us. In future, my successor would do well to place orders for these kinds of roll-up blackboards for himself and his staff and for all Deputy Commissioners and Subdivisional Officers and other Census Officers down to the level of a Charge Superintendent well ahead of the time.
Of all the courses of training, the most important and the most illustrative was the sample census training. This training means that every one had to do a real Census of some households in specially printed schedules because nothing teaches better than the real operation itself. This training was found most useful for myself also. Actually I learnt all about the enumeration only after trying to do some censusing and filling in the forms myself. This time, the Registrar General prepared sample forms for this training in exactly the same size and same forms as were used in the final enumeration, the only difference being that these sample forms were printed in red ink. Each Census Officer was given a House­hold Schedule containing ten forms and a sample Individual Slip containing 50 forms. In other words, before the actual Enumeration, each Enumerator had to do a sample census in respect of ten households or 50 persons. The Officers in charge of the training checked the accuracy of the recordings and explained to the Enumerators the mistakes they made or the questions they might ask. The sample census training was such a success that it infused confidence and thoroughness in the Supervisors and Enumerators. The last training was given immediately after the sample census training where all the difficulties were discussed and explained to the enumerating staff.

All Deputy Commissioners and Subdivisional Officers were enjoined to appoint not only the exact number of Enumerators and Supervisors but also to recruit about five to ten per cent more to act as reserves in cases of emergency. All the reserves were also given appointment letters and all the necessary training so that they could do the job if any of the appointed Enumerators and Supervisors could not do it on account of illness or other unforeseen events.

In the Household Schedules, the greatest difficulties were experienced by the Enumerators in respect of the local names of rights on land as well as of the area. The difficulties arose because many of the householders could not properly tell the names of the rights on land or the areas of their holdings. In respect of Individual Slip, the greatest difficulties were encountered in respect of the economic questions particularly questions No. 10 and 11 and their sub-questions.

As far as Enumerators were concerned, they were mostly selected from areas nearest to their residence and so most of them had to do the work within five miles of their residence. The question of payment of travelling allowance to Enumerators, therefore, did not arise excepting for some interior areas where Enumerators had to be recruited from more distant places due to lack of persons with the requisite qualifications within those areas. In the case of Supervisors, as they had to supervise about five blocks each, travelling allowance had to be paid to many of them. Similar is the case with Charge Superintendents because during the actual Enumeration most of them could not combine the Census work along with their normal work. In the remote interior of the Hill districts of Assam, a good amount of money had also to be paid for contingency expenditures such as porridge. In the marshy and riverine areas of the Plains Districts of Assam a good sum of money had also to be paid for boat hire.

I did not request the State Government for the declaration of the last date of the enumeration on February 28, or on the Reference Date on March 1, 1961, as holiday and the Census did not suffer for that. In retrospect, however, I think it would be a good thing, if in future Censuses, the State Government could be persuaded to declare the Reference Date as a holiday well ahead of the Enumeration so that the people could be more Census-minded. The value of this will be mostly psychological.

13. Distribution of Schedules and Maintenance of Reserves

In the First Conference of Superintendents of Census Operations, it was decided that each Superintendent of Census Operations should make a close estimate of the number of forms that would be required for each State together with the languages in which such forms should be printed. A formula was evolved how to calculate the required number of slips in each language as follows:—

(a) Individual Slips: Population of 1951 plus 25 per cent increase in population plus 15 per cent of the estimate for tehsil reserve plus 5 per cent for district reserve plus 5 per cent for State reserve.

(b) Household Schedules: One-fifth of the estimate of (a) above.

(c) Houselist Forms: One-tenth of the estimate of (b) above.

The Schedules were printed in Assam only in three languages—English, Assamese, Bengali. In the Autonomous Districts of Assam, only English Schedules were used excepting in some parts of the Mikir Hills where the Assamese Schedules were also used. The English Schedules were also used in some parts of the Plains Districts wherever there was some demand for them such as in the railway areas etc. English
Schedules were also used by the higher Census Officers from the Circle Supervisors upwards because it was decided that wherever there was any question of interpretation, the English version should be authoritative. The Assamese Schedules were used in all the six Plains Districts of the Brahmaputra Valley and the Bengali Schedules were used only in the Cachar District. In accordance with the above formula, I placed order for the printing of the Schedules by the Manager of Government of India Press, Calcutta, as follows:—

### ORIGINAL INDENT

<table>
<thead>
<tr>
<th></th>
<th>Household Schedules</th>
<th>Individual Slips</th>
<th>Houselists</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Pads of 50 Schedules</td>
<td>Pads of 25 Schedules</td>
<td>Pads of 100 Slips</td>
</tr>
<tr>
<td>1. Assamese</td>
<td>31,330</td>
<td>14,146</td>
<td>85,700</td>
</tr>
<tr>
<td>2. English</td>
<td>7,920</td>
<td>4,160</td>
<td>22,450</td>
</tr>
<tr>
<td>3. Bengali</td>
<td>4,750</td>
<td>2,500</td>
<td>13,750</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57,900</strong></td>
<td><strong>29,806</strong></td>
<td><strong>149,075</strong></td>
</tr>
</tbody>
</table>

### ADDITIONAL INDENT

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<tr>
<th></th>
<th>Household Schedules</th>
<th>Individual Slips</th>
<th>Houselists</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Assamese</td>
<td>903</td>
<td>7,000</td>
<td>12,525</td>
</tr>
<tr>
<td>2. English</td>
<td>1,500</td>
<td>1,000</td>
<td>10,150</td>
</tr>
<tr>
<td></td>
<td>2,500</td>
<td>1,000</td>
<td>4,500</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>57,900</strong></td>
<td><strong>29,806</strong></td>
<td><strong>149,075</strong></td>
</tr>
</tbody>
</table>

The pads were bound in two different sizes in order to minimise wastage. For example, if in any one village, there were 610 persons to be enumerated, the Enumerator should be given six pads of 100 slips each and one pad of 25 slips in which case the wastage will be only 15 slips. Had the Enumerators been given seven pads of 100 slips, then the wastage would have been 90 slips. Similar is the case with the Household Schedules. All the pads were bound in bundles in gunny sacks of about 20 kgs. each and despatched to me by the Manager, Government of India Press, Calcutta. I again redespatched these bundles to each Deputy Commissioner or Subdivisional Officer according to his requirement. Great care had to be taken to see how many pads of 100 slips and how many pads of 25 slips had to be sent to each officer. This was the reason why certain bundles had to be broken in my office and re-bound according to the requirement of each particular District or Subdivision.

It may be noted that the above indent was based on the assumption that the population of Assam would increase by 25% over that of 1951. After the Houselisting Operation, it was found that the population of Assam had increased by about 34%. Deputy Commissioners and Subdivisional Officers, therefore, sent frantic telegrams to me telling that they had distributed all the Schedules sent to them including the reserves and that there was more demand from the Charge Superintendents. I, therefore, had to send one express telegram to the Registrar General requesting him to ask the Manager, Government of India Press, Calcutta, to immediately print additional Schedules for Assam and to despatch the same by air to me. On receipt of these additional Schedules just before the Enumeration, I had to send the same to each Deputy Commissioner or Subdivisional Officer concerned by special messenger from my office. An elaborate and printed Circular (No. 24) was issued to each of the Deputy Commissioners, Subdivisional Officers, Charge Superintendents and Circle Supervisors to closely estimate the requirements by each of them. But in spite of all that, it appears that many District and Subdivisional Officers simply supplied to each Charge Superintendent according to his demand. It also appears that the Charge Superintendents placed their indents with their District or Subdivisional Officers without proper estimation according to the above Circular. As a result of this, about 7 lakhs of Individual Slips and about 187,000 Household Schedules became surplus and were returned to me. I disposed of this excess stock by auction and a sum of Rs. 1,176 was realised from the sale of these schedules.

14. Enumeration

(a) General

The Enumeration took place from February 10 to the sunrise of March 1, 1961, with five
days of check from March 1 to March 5, 1961. Originally it was decided that the check round should take place only for three days from March 1 to March 3, but due to the intervention of the Holi festival, the period of check round had to be extended up to March 5, 1961. As we had taken special steps to ensure the proper maintenance of law and order, the enumeration passed smoothly. The Enumerators had no chance to be slack, because the people themselves would complain if nobody went to their residence for doing the Census.

(b) Arrangements for Special Areas

For the military areas, only military officers and military personnel were employed for carrying out the Census Operations. In the Shillong Cantonment which is the only Cantonment in Assam, the Executive Officer was made the Charge Superintendent and Enumerators were selected by him from among his employees. In railway areas, railway officers and personnel were used for conducting the operations. In forest areas where there were forest villages or where extraction of timber was carried out by the Forest Department, the Census of such areas was done by the Divisional Forest Officers and the forest employees under them. In the Tea Garden areas, almost all the Charge Superintendents were gazetted Government servants, but some Supervisors and Enumerators were taken from the Tea Gardens. In North Lakhimpur, one Manager was selected as a Charge Superintendent, but he sent me many bills for the petrol of his car. In Digboi Oil Town, the Assam Oil Company authorities supplied the Enumeration staff and they did very well indeed. The riverine population was censused by our own agency this time because we could not rely on people of the companies.

(c) Census of Cities, Large Municipalities and Cantonments

In Assam there was no large municipality excepting Guwhati and Shillong. Government servants were mostly used to take the Census in these two towns, but as they have a population of only about one lakh each, no problem was encountered.

(d) Census of Houseless and Mobile Population

The Census of houseless and mobile population was done on the evening and night on February 28, 1961 simultaneously all over the State. Houseless persons mean persons like members of the wandering tribes, beggars, boat-dwellers, tramps and sadhus who do not reside in houses and cannot, therefore, be enumerated with the household population. As the number of such persons was not big in Assam, there was no difficulty to complete their enumeration in the evening and night of February 28, 1961. Special enumerators were not appointed for this purpose as our regular enumerators did this work within their own allotted areas simultaneously. There were only 12,894 houseless persons in Assam in 1961. Special instructions for carrying out this operation were given in my Circular No. 25.

(e) Difficulties about Enumeration of Mother Tongue

The 1961 Census had special significance for Assam because it is perhaps the most polyglot of all the States in India and the Census Operation was preceded by the Language Disturbance which was without precedent anywhere else in India. From the time that it was notified that the Census would be taken, the tempo for the agitation of an enactment for official language was rising steeply till the official Language Act was passed in October, 1960. Although all the questions in the Schedules were very important from the national point of view, the question about mother tongue over-shadowed all other questions in Assam. I issued a circular to all Deputy Commissioners and Subdivisional Officers that Enumerators should as far as possible be selected from the school teachers or other Government servants of the particular block itself or as near it as possible. The District Officers tried to carry out this instruction faithfully. Consequently in an Assamese village, the school teacher who generally was an Assamese was selected as Enumerator. Similarly in a Bengali or Tribal locality, the Enumerators were mostly from among these particular communities themselves. Difficulties, however, arose in respect of Tea Garden areas where it was not possible to find out suitable Enumerators from among the Tea Garden Tribes. Such areas were also rather large in Assam. Difficulties also arose in respect of areas where different communities lived together and in some Plains Tribal areas where the school teachers were mostly Assamese. There were, therefore, complaints from the Tea Garden Tribes, the Plains Tribals and some other minorities that the Assamese Enumerators never asked the question ‘What is your mother tongue?’ and it was concluded that the Enumerators had put whatever mother tongue they liked. Some enquiries were made about this and I also examined some slips and I have reasons to believe that the complaints were not incorrect. Such malpractices were, however, not too common and I have reasons to believe that, by and large, most of the enumerators had
done their duties faithfully. The enumerators in the Brahmaputra Valley were mostly Assamese-speaking except in some pockets where communities speaking other languages predominate, while enumerators in the Cachar district were mostly Bengali-speaking. Enumerators in the Autonomous Districts were tribal people of these districts.

(f) Preliminary Assessment of Quality of Enumeration

(i) Coverage—I think the 1961 Census has covered every inhabited place in Assam. Even the remotest areas in the Hill Districts or the riverine areas of the Brahmaputra Valley have been fully covered this time. We had to spend quite a lot of money for boat hire to achieve the latter end. We also had to spend quite a good amount of money in the shape of travelling allowance and portage for inaccessible areas in the Hill Districts. In some Hill areas where enumerators were not available locally, paid enumerators were appointed to cover the areas. The development of road communications under the two Five Year Plans had also greatly helped us to cover all the hitherto inaccessible areas. Many villagers of such inaccessible places said that this was the first time that they had heard of the Census.

(ii) Response—The public response this time was very good indeed. If enumerators did not visit some villages or houses in the interior, people at once complained either to the District or Subdivisional Officers or even to me or through newspapers. Rightly or wrongly, the people of Assam believed that if they were not enumerated, they might not be enrolled as voters. To a great extent, the potential candidates for elections and the language agitators also helped to arouse such popular enthusiasm among the mass.

(iii) Care in filling up Demographic Questions—By and large, the demographic questions were carefully filled in by the enumerators. The people also correctly gave the answers to all the demographic questions excepting perhaps regarding the question of age. Many illiterate people did not really know their age and so they gave the age returns by guess work only. Among the literate people, younger people generally gave less age than they really were, while older people gave more age than they actually were.

(iv) Care in filling up Economic Questions—The economic questions were the most difficult ones in the Schedules. Questions 8 and 9 were comparatively easy and were correctly filled in. Regarding questions 10 and 11 and the sub-

questions thereunder, the answers were generally not very satisfactory. In many cases even the enumerators did not appear to have fully understood the concept of these questions though they were given sufficient training for the same. Probably the difficulty will continue as long as we engage honorary enumerators below Matriculation.

(v) Care in filling up Household Schedules—The rights over lands and the area figures were generally not properly filled in. Mostly people did not know the area of their cultivations especially in the Hill areas. Many also did not know the title of their own lands.

(vi) Difficulties arising out of confusion over concepts and definitions—Such kind of difficulties had already been discussed in the preceding paragraphs. The definition of household industry presented some difficulty in respect of handlooms where the inmates of the household produce cloths only for their own consumption. I myself gave a ruling that handlooms producing materials only for household consumption should also be regarded as household industry. But one of my Deputies gave a different ruling during his training tours. When the matter was brought to my notice, I referred to the Registrar General who confirmed my ruling. I immediately issued telegraphic instructions to all Deputy Commissioners and Subdivisional Officers. But the confusion appears to have persisted among some enumerators as a result of which the number of persons under household industry appear to be less than they really would have been in the case of Assam.

Questions 10(a), (b) and 11(a) and (b) presented difficulties to the enumerators as well as to the householders because the caption was 'nature of work' or 'nature of household industry' the concepts of which people could not exactly follow.

(vii) Arrangements for filling up last minute definitions—Delinquent enumerators were replaced by the Deputy Commissioners and Subdivisional Officers and even by the Charge Superintendents from among the reserves in the particular areas concerned. The reserves had already been given the same training and the Charge Superintendents and Circle Supervisors used to give additional training also to such persons if appointed at the last minute.

15. Provisional Totals

India has a tradition of publishing the provisional population figures within a month or six weeks of the completion of Enumeration. A
system of relay was therefore organised in order to obtain the figures at the earliest possible time. For this purpose, each Enumerator added up the population and the number of literates in his Block from each Schedule and posted them in his Block Abstract. He was enjoined to hand over this Block Abstract as well as his records and forms to his Supervisor on March 6, 1961, that is one day after the final checking up. The Supervisor, in his turn, added up all the Abstracts from his Circle and sent the total recorded on his Supervisor's Abstract to his Charge Superintendent. The Charge Superintendent, in his turn, added up the totals of his Supervisor's Abstracts in his Charge Abstract and then sent the same immediately to the District or Subdivisional Officer. The Deputy Commissioners and Subdivisional Officers then consolidated the figures for the District or Subdivision and immediately intimated the figures telegraphically to the Superintendent of Census Operations for Assam as well as to the Registrar General, India. The figures were then tallied by the Superintendent of Census Operations telegraphically with the Registrar General after which the All India figures were published by the Registrar General and the State figures were published by the Superintendent of Census Operations. The Supervisors were to send the figures to the Charge Superintendents on March 7, the Charge Superintendents were to send the provisional figures to the Deputy Commissioners and Subdivisional Officers on March 8 and the Deputy Commissioners and Subdivisional Officers were to send the same to the Superintendent of Census Operations and the Registrar General on March 9, 1961. Although the above was the time schedule for sending the provisional figures, yet some Deputy Commissioners and Subdivisional Officers could not send the same accordingly due to the difficult terrain and lack of communications in many parts of Assam. The earliest reports were received from the Subdivisional Officer, Silsagar, on March 8, 1961; at 10 A.M. followed by the result from the Subdivisional Officer, Hailakandi, on March 8, 1961 at 2.30 P.M. On March 9, 1961, telegraphic results were received from the Subdivisional Officers, Kokrajhar, Mangaldai, Golaghat and North Cachar Hills as well as from the Deputy Commissioners of Nowgong and Silchar. The Deputy Commissioners, Dhubri, Tezpur and Garo Hills as well as the Subdivisional Officers of Barpeta, Karimganj, Jowai and Lungleh sent the results on March 10, 1961. The Deputy Commissioner, Aijal, sent the report only on March 10, 1961, while the Deputy Commissioner, Mikir Hills, was the last to send the report on March 17, 1961. The most difficult area in Assam is the Lungleh Subdivision, but with his drive and energy, the Subdivisional Officer, Lungleh could send the same on March 10, 1961, while the Deputy Commissioner, Aijal, with better communications could send the same only on March 16, 1961. A list showing the date and hour of receipt of the provisional population figures from each District and Subdivisional Officer is given in Appendix 83.

Every Deputy Commissioner and Subdivisional Officer had been asked to send the provisional totals to me by telephone, by telegram as well as by wireless messages. The Telegraph Offices assured that they would give top priority to the despatch of telegrams about Census provisional totals while the Central Government and the State Government relaxed the rules regarding the use of wireless transmitters for despatch of Census provisional totals. The difficulties therefore did not arise much on account of post and telegraphic communications. The Deputy Commissioners of Aijal and Mikir Hills who were the last to send their reports said that they could not send their reports to me within March 10 simply because they could not get the same from only one or two Charge Superintendents, Supervisors or Enumerators. A single delay by one Enumerator could hold up the whole provisional totals. Road communications in the Mikir Hills and the Aijal Subdivision were really difficult, but the most difficult is that of the Lungleh Subdivision. So, if the Subdivisional Officer, Lungleh, could send his report on March 10, I do not see how the other Districts and Subdivisions could not send their reports by about that date. This may be taken note of by the future Superintendents of Census Operations.

16. Post Enumeration Check

Following the practice of 1951, a Post Enumeration Check was conducted soon after the 1961 Census also. This time the Post Enumeration Check was much more elaborate than what was done in 1951 and it covered not only every District and Subdivision, but also every Police Station of Assam. The Blocks for the Post Enumeration Check were selected on a random sampling basis within each Police Station and they covered both urban and rural areas including the most inaccessible areas in order to find out the extent of over-enumeration or under-enumeration. The Post Enumeration Check of the 1961 Census count was undertaken in Assam in April 1961.

Errors in population count might occur on account of (a) omission or duplication of a house as a whole and hence its inmates, and (b)
omission or duplication in counting inmates in a house canvassed by the Census enumerator. The effect of type (a) error on population count was sought to be estimated from a sample of enumeration blocks and of type (b) error from a sample of houses in sampled blocks. In the rural areas, 1 per cent of Blocks and 10 per cent of houses and in the urban areas 2 per cent of Blocks and 5 per cent of houses generally were taken for this purpose. The results show that in Assam, there was an under-count of 3 persons per 1,000 persons censused. The under-count was more in the urban areas, being as much as 7 persons not counted out of every 1,000 persons, but as the urban areas in Assam constitute only about 7 per cent of the total population, so the over-all under-count was only 3 persons per 1,000 persons counted or only 0.3 per cent. In the 1951 Census, my predecessor found out as a result of the Post Enumeration Check that there was an under-enumeration of 0.78 per cent for the Assam Plains Division as a whole. All the Hill Districts were left out from the Post Enumeration Check of 1951 and as the means of communications were still very poor in 1951, the extent of under-enumeration would have been much more had the Hill areas also been covered by the Post Enumeration Check. It is, therefore, a matter for gratification that the extent of error in the 1961 Census count is much less than half of the 1951 Census. This accuracy of the 1961 Census is mainly due to the clear and timely planning of the Census Operations for which steps were taken well in advance of the Census Reference period. I was in position almost two years ahead of the Census and I had enough time to think and plan the organisational aspects of the work. In 1951, the Post Enumeration Check was an afterthought and it was conducted only in a few places whereas in 1961 it was included as a distinct item in the Census Calendar of Assam. The knowledge that there would be a Post Enumeration Check had kept all the District and Subdivisional Officers on the alert. The check of 1961 was directed and conducted by an efficient and carefully selected supervisory staff from among those who had done the main Census Operations very well, the only difference being that the check was done in areas other than their own areas during the main Census Operations. The staff was therefore fully familiar with the problems of the Census Organisation and so they could do the work with conspicuous efficiency.

Detailed instructions and forms were issued by the Registrar General for the conduct of the Post Enumeration Check and one of my Deputy Superintendents of Census Operations was specially sent to New Delhi for undergoing training how to carry out this operation. On return from New Delhi, he trained my two Tabulation Officers as well as the District and Subdivisional Officers who had to carry out this Post Enumeration Check. This is also one of the reasons why this Post Enumeration Check was much better than of 1951. It is hoped that the Post Enumeration Check of 1971 will be even much better.

17. (a) District and Subdivisional Census Clerks and other Staff

I was very fortunate that this time the Registrar General allowed me to engage one Upper Division Clerk, one Lower Division Clerk and one Peon in every District and Subdivision from March 1960 up to June 1961. This is the first time in the history of the Census in Assam that we have been able to provide every Deputy Commissioner and Subdivisional Officer with the clerical staff whose expenditure was borne entirely by the Census Department. I may also mention that this staff was given pay and allowances according to the State scale of pay and the expenditure was first borne by the State Government and was later debited against the Census Budget. Every Deputy Commissioner and Subdivisional Officer was asked to select the best assistants for doing Census work both by me and the Chief Secretary, but while many did that, some Deputy Commissioners and Subdivisional Officers could not select good assistants for this work. In some places, like Jorhat and Gauhati, the Deputy Commissioners could not select good assistants because good hands did not want to go to the Census even on promotion as Upper Division Assistant. I was told that experienced Lower Division Assistants in some Plains districts and subdivisions preferred to remain in the Revenue branch or the Magistracy branch of the Deputy Commissioners and Subdivisional Officers for reasons which cannot be explained but which can be understood. My successor would do well to overcome this kind of difficulty experienced by me. I did not bring this difficulty to the notice of the State Government as some of my colleagues in the districts and subdivisions might not like it, but it cannot be gainsaid that the Census Organisation in the districts and subdivisions depend very greatly on the efficiency of the clerical staff.

(b) Staff for Cities

I did not have any special staff for Cities, Corporations and Special Charges in the 1961 Census as there were no big Cities, Corporations or Special Charges requiring special staff for the purpose.
18. Honorarium to Enumeration Staff

While all my predecessors complained that they could not get good response from the field Census staff because nothing could be paid to them, I was very lucky this time that from the very beginning, I could tell all the Deputy Commissioners and Subdivisional Officers that every Enumerator and Supervisor would be given some amount of honorarium to cover his out-of-pocket expenses. In the previous Censuses, it was found that many Enumerators had to procure stationery and housenumbering materials from their own pocket apart from carrying out the canvassing of the Census enumeration. That was why many of them thought that to be appointed an Enumerator was to be punished. This time the State Government sanctioned Rs. 2 per enumerator for the purchase of coal tar and other housenumbering materials and the Census Organisation paid Rs. 20 to every Enumerator and about the same amount to each Supervisor. Rs. 4 was paid to every Supervisor for supervising the work of one Enumerator and so if a Supervisor had five Enumerators under him, he was paid Rs. 20 for his labour apart from the travelling allowance that might be granted to him if he performed his duties more than five miles from his headquarter for Census duties. The honorarium was paid to Enumerators in two instalments, Rs. 8 at the end of the housenumbering and houselisting operation and Rs. 12 at the end of the Enumeration. The Supervisors were paid in one instalment only after the Enumeration All Deputy Commissioners and Subdivisional Officers were sanctioned an amount to cover the payment of honorarium to all the Supervisors and Enumerators under them and they were declared to be the Drawing and Disbursing Officers by me as well as by the Accountant General, Assam. This delegation of power enabled the Enumerators and Supervisors to be paid their honorarium immediately after the Census Operation was over. There was therefore no complaint as far as payment to the Enumerators and Supervisors was concerned. The only difficulty that I had in this respect was that some Deputy Commissioners and Subdivisional Officers did not furnish the disbursement certificates to the Accountant General even after reminders and semi-officials and so audit objected to such delay. And all this happened in spite of the fact that I relentlessly pursued by writing letters and semi-officials to them. My successor would do well to keep this in mind in future. The Deputy Commissioner, Kamrup, overdrew the amount sanctioned for honorarium and there was objection from the Accountant General. I regularised this by issuing ex-post facto sanction. He also realized long afterwards that he had appointed additional Enumerators for which he sought additional sanction of Rs. 1,280. It was only in a few cases that some Deputy Commissioners and Subdivisional Officers could not pay all the amounts sanctioned to them and in such cases, the unexpended amount was refunded into the Census Budget under proper head of account intimated by me. One or two officers credited the amount into Revenue Deposit and that was objected to by the Accountant General. I, therefore, had to regularise this by asking the officer concerned to redraw the amount and re-credit it in the proper head of account.

A sum of Rs. 416,677 was paid as honorarium to Supervisors and Enumerators in connection with the 1961 Census.

19. Recognition of Services of Enumeration Staff

The system adopted in the 1951 Census for giving medals and certificates for meritorious work, which was very much appreciated, was continued in the 1961 Census also. There were two kinds of medals, one in silver and another in bronze. The medals were manufactured at the Government of India Mint, Bombay, and the share of Assam was 145 silver and 290 bronze medals. The basic principle on which the award of the medals should be given to recipients was outstanding zeal and quality of Census work. 50 per cent of the silver medals and 70 per cent of the bronze medals were reserved only for Enumerators because they were the people who had to go from door to door to collect the Census data.

The Deputy Commissioners and Subdivisional Officers were asked to recommend the names of persons who had the above qualifications. I then processed the recommendations of the Deputy Commissioners and Subdivisional Officers and finalized the list which was sent to the State Government and the Registrar General for approval. Both the Union Government and the State Government approved the list as prepared by me after processing all the recommendations of the District and Subdivisional Officers. Some medals were reserved for workers in my office who have shown outstanding zeal and good quality of their work. Each medal was accompanied by a certificate of honour printed in very beautiful paper which can be framed. The medals were distributed by the Deputy Commissioners and Subdivisional Officers in headquarters and travelling allowance was paid to the recipients who came from the interior to the headquarters. Some of the recipients of the medals were transferred to the Secretariat and so their medals were distributed by the Chief Secretary in his
office to which I was also invited. I requested the Chief Secretary to issue an order that the services of recipients of Central Government medals and certificates should also be further recognised by having such receipt entered in their Character Rolls and the Chief Secretary issued an order accordingly. I was also informed that entries have been made accordingly in their Character Rolls. As the Central Government medals and certificates were very limited in quantity, the good work done by other Census workers had also been recognized in a humbler way. I requested the Chief Secretary to recognize the services of such Census workers by giving them sanads. Accordingly, 2,603 sanads were printed by the Government of Assam and signed by the Chief Secretary and they were then distributed to other good Census workers who could not qualify for the Census medals.

20. Special Studies

Apart from the ordinary Census work, some special studies were also made during the 1961 Census. Village Surveys were made in respect of 35 villages scattered in all the Districts and Subdivisions of Assam and monographs will be written for most of them after collecting the necessary data. Ethnographic survey was also made in respect of different Scheduled Tribes of Assam and monographs will also be written for all the Tribes of Assam. If possible, monographs will also be written about the various castes of Assam. A survey of handicrafts was also conducted and there will be one publication about the handicrafts of Assam. Six crafts were also selected for specialized study. A list of fairs and festivals was also made and each fair or festival is being studied. A monograph on the fair and festivals of Assam will also be prepared. A Fertility Survey was also conducted in Assam through the agency of the tabulation staff and the result of the survey had already been communicated to the Registrar General. Maternity statistics were also collected from the big hospitals of Assam and the statistical cards are now being processed in my office. These data along with the statistics of births and deaths will be published in one separate publication. A special note on the fertility data will be prepared by the Deputy Registrar General (Vital Statistics). Special data were also collected from the different departments of the Government of Assam for incorporation in the General Report as well as in the District Census Handbooks. Special survey was also made in an attempt to find out the national income on a district-wise basis for the decade covered by the 1961 Census.

21. Cost of Enumeration

The total cost of enumeration up to 31st March 1963 comes to Rs. 5,73,183. The following is a break-up of this expenditure year by year:

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<td>B. 1. Pay of Establishment</td>
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<td>B. 3. Honorarium to Enumerators</td>
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<td>Total</td>
<td>169,377.00</td>
<td>398,566.00</td>
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21. Cost of Enumeration

The total cost of enumeration up to 31st March 1963 comes to Rs. 5,73,183. The following is a break-up of this expenditure year by year:—
DEAR PAKYNTYN,

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

34. There are two methods which could be adopted for the numbering of houses. In rural areas, a village may or may not consist of a number of streets in a certain order. If the streets are arranged in a certain order, the best method of numbering would be to number the houses continuously in the various streets, the streets being taken in order starting from the north and ending in the south. Within a street, there are two alternatives: either the houses can be numbered in one continuous series clockwise or odd numbers may be given to houses on one side and even numbers to those on the other side. The first method is preferable as there will be continuity in the housenumbers. If in a village, there is no division into regular streets, the houses can be numbered continuously starting from the north-western end and ending in the south-eastern, taking care to see that no house is omitted.
35. In the case of urban areas, there can be a continuous numbering of houses in the same manner as in rural areas on the basis of the municipal ward, if the wards are small. If the wards are big and consist of a number of long streets which cut across the boundaries of wards, each street can be given a continuous serial of house numbers for its entire length. In the case of urban areas, different methods can be followed depending on the size and nature of the locality. The system followed in the 1951 Census would be a useful guide. You may study the numbering system adopted at the last census in your State and formulate proposals for numbering for the next Census. These can be finalised at the Conference in which an attempt will be made to conform as closely as possible to the method adopted for the preparation of electoral rolls of the State. You may also study the numbering system for electoral rolls and compare it with the 1951 Census system.

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

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

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

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

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

41. We should give the number in such a way that it would be easy to distinguish between these different categories. Arabic numerals may be given to distinguish the building, Roman numeral to distinguish the census house and alphabets to denote the households, in which case 4/1/A will denote the first household in the first census house of building No. 4. This matter will have to be gone into greater detail after the pretesting and we will have to take a decision in this matter at the Conference.

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

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

44. At the 1951 Census, a small remuneration was paid to the enumeration staff in some States by way of scripitory charges for the National Register of Citizens which was prepared at that Census. But the question whether the enumerators and the supervisors should not be given a small honorarium to cover their out-of-pocket expenses and other incidental charges that may be incurred by them will have to be examined at the next conference, to which you will no doubt carry the views of the State Government. We can write to the State Governments requesting their cooperation as in the past.
45. The Census medal introduced in the last census was much appreciated and we can also think of instituting a similar medal for the 1961 Census. These matters can be discussed further at the Conference.

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

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

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

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

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

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

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

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

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

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

We should publish the provisional totals at the next Census as early as possible after the completion of
enumeration. This is a matter of organisation. The enumeration schedule for each household provides
for an Enumerator's Abstract showing the total population and literates. There will also be an Enumera­
tor's Abstract for his entire block. The enumerator should be trained to add up the population and the
literates in his block from each schedule Abstract and post them in his block abstract which he should
hand over to the supervisor on 3rd March, 1951. The Supervisor should, in turn, add up these abstracts
and send the total recorded on his Supervisor's Abstract together with the Enumerator's Abstract to his
Charge Superintendent. The Charge Superintendent will, in his turn, add up the totals of his Supervisor's
Abstracts in his Charge Superintendent's Abstract, from where it should be sent to the district headquarters.
The District Census Officer should consolidate the figures for the district and telegraphically intimate the
figures to you and to me without the slightest delay. The figures for the States can be consolidated both by
you and by me and will be published for general information after you have tallied it with me over the
telephone. When all the States have been tallied, the all-India figures will be published by me.

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

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

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

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

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

57. Tabulation follows enumeration. The tables have not yet been finalised. This office has framed
certain tentative tables on the basis of the draft questionnaire. With the help of the enumeration schedules
completed during the pretesting operations, it will be possible to carry out test sorting and tabulation in my
office to finalise the table forms and table headings and also the best sequence of sorting so that the greatest
economy of effort and money can be secured,
58. We have to follow the traditional method of tabulation adopted in India, namely, by handsorting. It would be necessary to open ad hoc tabulation offices which should start operating immediately after the completion of enumeration. It will be desirable to have one tabulation office for every six million population and you will have to locate the tabulation offices at convenient places depending upon the availability of accommodation and the temporary staff who will be requisitioned for service for about five or six months. Right from now, you might be on the look-out for suitable buildings for these offices. You should also make early arrangements for locating the officers who will be in charge of these various tabulation offices. They should be officers belonging either to the State Civil Service or Junior State Civil Service and should be capable of successfully running these offices by maintaining a high standard of discipline and extracting work of good quality from purely ad hoc and temporary staff.

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

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

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

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

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

5. Principles and Recommendations for National Population Censuses,

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

Yours sincerely,
A. MITRA

SHRI E. H. PAKYNEIN, I.A.S.,
Secretary to the Govt. of Assam,
L.S.-G., etc., Departments,
ASSAM.

APPENDIX 2

THE CENSUS ACT
ACT No. XXXVII of 1948
Amended by Acts XL of 1949, LI of 1950, the Adaptation of Laws Order, 1950 and Act XXII of 1959
(Passed by Dominion Legislature)

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

AN ACT
to provide for certain matters in connection with the taking of census

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

*Deleted by the Adaptation of Laws Order, 1950.
It is hereby enacted as follows.—

1. Short title and extent.—(1) This Act may be called the Census Act, 1948.
2. Rule of Construction respecting enactments not extending to Jammu and Kashmir.—Any reference in this Act to the Indian Penal Code (XLV of 1860), or the Indian Evidence Act, 1872 (I of 1872), shall, in relation to the State of Jammu and Kashmir, be construed as a reference to the corresponding enactment in force in that State.

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

4. Appointment of Census Staff.—(1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the census within the several States.
(2) The **State Government may appoint persons as census officer to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.
(3) A declaration in writing, signed by any authority authorised by the *State Government in this behalf, that any person has been duly appointed a census officer for any local area shall be conclusive proof of such appointment.
(4) The *State Government may delegate to such authority as it thinks fit the power of appointing census officers conferred by sub-section (2).

5. Status of census authorities as public servants.—The Commissioner, all Superintendents of Census Operations and all census officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

6. Discharge of duties of census officers in certain cases.—(1) Where the District Magistrate, or such authority as the *State Government may appoint in this behalf, by a written order so directs—
(a) every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war, of India,
(b) every person (except a pilot or harbourmaster) having charge or control of a vessel,
(c) every person in charge of lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public charitable, religious or educational institution,
(d) every keeper, secretary or manager of any *sarai, hotel, boarding-house, lodging-house, emigration depot or club,
(e) every manager or officer of a railway of any commercial or industrial establishment, and
(f) every occupant of immovable property wherein at the time of the taking of the census persons are living, shall perform such of the duties of a census officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

(2) All the provisions of this Act relating to census officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (XLV of 1860).
7. Power to call upon certain persons to give assistance.—The District Magistrate, or such authority as
the State Government may appoint in this behalf for any local area, may, by written order which shall
have effect throughout the extent of his district or of such local area, as the case may be, call upon—

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

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

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

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

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

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

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

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

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

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

(b) any census officer who intentionally puts any offensive or improper question or knowingly makes
any false return or, without the previous sanction of the Central Government or the State Government,
discloses any information which he has received by means of or for the purposes of, a census return, or

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

*Substituted by the Adaptation of Laws Order, 1950.
(d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census officer which he is legally bound by section 8 to answer, or

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

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

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

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

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

12. Sanction required for prosecution.—No prosecution under this Act shall be instituted except with the previous sanction of the *State Government or of any authority authorised in this behalf by the *State Government.

13. Operation of other laws not barred.—Nothing in this Act shall be deemed to prevent any person from being prosecuted under any other law for any act or omission which constitutes an offence under this Act:

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

14. Jurisdiction.—No court inferior to that of a Presidency Magistrate or a Magistrate of the second class for in a Part B State, a Magistrate corresponding to a Magistrate of the second class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. Records of census not open to inspection nor admissible in evidence.—No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (1 of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence, under this Act.

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

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

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

(2) In particular, and without prejudice the generality of the foregoing power, the Central Government may make rules providing for the appointment of census officers and of persons to perform any of the duties of census officers or to give assistance towards the taking of a census, and for the general instructions to be issued to such officers and persons.
APPENDIX 3
The 6th July 1950

No. AD/Misc./73/50.—The following Regulation made by His Excellency the Governor of Assam under Clause (b) of sub-paragraph (1) of paragraph 19 of the Sixth Schedule to the Constitution of India and assented to by the President of India, is published for general information :

REGULATION NO. III OF 1950
The Assam Tribal Areas (Census) Regulation, 1950

Preamble.—A Regulation to apply the Census Act, 1948 to the Tribal Areas mentioned in Part A of the Table appended to paragraph 20 of the Sixth Schedule to the Constitution of India.

Whereas it is expedient to apply the Census Act, 1948 (Act XXXVII of 1948) and whereas by Clause (b) of sub-paragraph (1) of paragraph 19 of the Sixth Schedule to the Constitution of India, the Governor is empowered to make regulations for the peace and good Government of any area in his State which is for the time being a Tribal Area:

Now, therefore, the Governor of Assam, in exercise of the said powers and of all other powers enabling him in that behalf, is pleased to make the following Regulation for the said areas which have been declared to be Tribal Areas by the Constitution of India :

1. Short Title.—(a) This Regulation may be called the Assam Tribal Areas (Census) Regulation, 1950.

Local extent.—(b) It extends to all the Tribal Areas of the State of Assam specified in Part A of the Table appended to paragraph 20 of the Sixth Schedule to the Constitution of India, hereinafter referred to as “the said Tribal Areas.”

Commencement.—(c) It shall come into force at once.


I have made this Regulation under Clause (b) of sub-paragraph (1) of paragraph 19 of the Sixth Schedule to the Constitution of India.

Dated Shillong,
the 13th May, 1950.

I assent to this Regulation.

Dated
The 1st June, 1950.

SRIPRAKASA
Governor of Assam

RAJENDRA PRASAD
President of India

R. V. SUBRAHMANIAN
Secretary to the Government of Assam for Tribal Areas.

APPENDIX 4
No. 2/45/58-Pub. I. (II)
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

the 7th April, 1959
New Delhi-11,—17th Chaitra, 1881

NOTIFICATION

The President is pleased to appoint Shri E. H. Pakyntein, i.a.s., as Superintendent of Census Operations, Assam, with effect from the forenoon of the 23rd March, 1959, until further orders.

S. SRINIVASAN
Under-Secretary to the Government of India
SIR,
FROM
SHRI S. SRINIVASAN,
Under-Secretary to the Government of India,
TO
The Registrar General and ex-officio Census Commissioner,
Ministry of Home Affairs, New Delhi.

New Delhi-11 the 30th April, 1959
10th Vaisakha, 1881

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

Yours faithfully,
S. SRINIVASAN
Under-Secretary to the Government of India

APPENDIX 6
The 23rd February 1960
No. GCN. 20/59/32—In exercise of the powers conferred by sub-section (2) of Section 4 of the Census Act, 1948 (No. XXXVII of 1948), the Governor of Assam is pleased to appoint the following Officers as Census Officers and to designate them as follows for the purpose of the 1961 Census within the jurisdiction noted against each :

<table>
<thead>
<tr>
<th>Officers</th>
<th>Designation</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Deputy Commissioners</td>
<td>District Census Officers</td>
<td>Respective District,</td>
</tr>
<tr>
<td>2. Subdivisional Officers</td>
<td>Subdivisional Census Officers</td>
<td>Respective Subdivision.</td>
</tr>
</tbody>
</table>

APPENDIX 7
No. GCN. 20/59/33.—In exercise of the powers conferred by sub-section (2) of Section 4 of the Census Act, 1948 (No. XXXVII of 1948), the Governor of Assam is pleased to appoint the following Officers as Census Officers and to designate them as Deputy District Census Officers for the purpose of the 1961 Census within the jurisdiction noted against each :

<table>
<thead>
<tr>
<th>Officers</th>
<th>Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Additional Deputy Commissioner</td>
<td>Lakhimpur District,</td>
</tr>
<tr>
<td>2. Additional Deputy Commissioner</td>
<td>Mizo District.</td>
</tr>
<tr>
<td>3. Additional Deputy Commissioner</td>
<td>Kamrup District.</td>
</tr>
<tr>
<td>(1)</td>
<td>(2)</td>
</tr>
<tr>
<td>-----------------------------------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>4. Additional Deputy Commissioner</td>
<td>Nowgong District.</td>
</tr>
<tr>
<td>5. Additional Deputy Commissioner</td>
<td>Goalpara District.</td>
</tr>
<tr>
<td>6. Additional Deputy Commissioner</td>
<td>United Khasi and Jaintia Hills District.</td>
</tr>
<tr>
<td>7. Additional Deputy Commissioner</td>
<td>Sibsagar District.</td>
</tr>
<tr>
<td>8. Additional Deputy Commissioner</td>
<td>Cachar District.</td>
</tr>
<tr>
<td>9. Sadar Subdivisional Officer</td>
<td>Darrang District.</td>
</tr>
<tr>
<td>10. Sadar Sub-Deputy Collector</td>
<td>Garo Hills District.</td>
</tr>
<tr>
<td>11. Sadar Sub-Deputy Collector</td>
<td>United Mikir and North Cachar Hills District.</td>
</tr>
</tbody>
</table>

R. K. SRIVASTAVA
For Chief Secretary to the Government of Assam

APPENDIX 8

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
GENERAL BRANCH

NOTIFICATION
Shillong, the 7th September, 1959

No. GCN. 25/59/18.—In exercise of the powers conferred by sub-section (4) of Section 4 of the Census Act, 1948 (XXXVII of 1948), the Governor of Assam is pleased to delegate the power of appointing Census Officers to the following authorities, namely:—

1) The Superintendent of Census Operations, Assam, District Magistrates and Deputy Commissioners within their respective jurisdictions;
2) Additional Deputy Commissioners, Sadar Subdivisional Officers, Extra Assistant Commissioners and Election Officers;
3) Subdivisional Officers within their respective jurisdictions.

2. In exercise of the powers conferred by sub-section (3) of Section 4 of the said Act, the Governor of Assam is pleased to authorise the authorities above-named to issue the declaration in writing referred to therein in respect of all Census Officers appointed by them.

S. K. DATTA
Chief Secretary to the Government of Assam

APPENDIX 9

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
GENERAL BRANCH

NOTIFICATION
Shillong, the 7th September, 1959

No. GCN. 25/59/19.—In exercise of the powers conferred by Section 12 of the Census Act, 1948 (XXXVII of 1948), the Governor of Assam is pleased to authorise the Superintendent of Census Operations-Assam, the District Magistrates, and the Deputy Commissioners to sanction the institution of prosecutions under the said Act within their respective jurisdictions.

S. K. DATTA
Chief Secretary to the Government of Assam
APPENDIX 10
No. 2/115/59-Pub. I.
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-11, 5th December, 1959
19th Agrahayana 1881

NOTIFICATION

[Published in the Gazette of India, dated 12th December, 1959, at page 3392, Part II, Section 3(ii)]

In pursuance of section 3 of the Census Act, 1948 (XXXVII of 1948) the Central Government is pleased to declare that a census of the population of India shall be taken during the year 1961. The reference date for the census will be sunrise on the 1st March 1961.

FATEH SINGH
Joint Secretary to the Government of India

APPENDIX 11
No. F. 2/123/60-Pub. I
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-11, the 24th August, 1960
2nd Bhadra, 1882

NOTIFICATION

The President is pleased to appoint Shri A. Barua, A.C.S. as Deputy Superintendent of Census Operations, Assam, with effect from the forenoon of 27th July 1960, until further orders.

A. D. SAMANT
Under Secretary to the Government of India

Copy forwarded for information to:
1. The Accountant General, Assam.
2. The Chief Secretary to the Govt. of Assam.
4. The Superintendent of Census Operations, Assam.
5. Shri A. Barua, ACS, Deputy Superintendent of Census Operations, Assam, Shillong.

A. D. SAMANT
Under Secretary to the Government of India
APPENDIX 12

No. 2/160/60-Pub. I.
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-11, the 28th October, 1960

5th Kartika, 1882

NOTIFICATION

The President is pleased to appoint Shri S. D. Phène, i.a.s. as Deputy Superintendent of Census Operations, Assam, with effect from the forenoon of the 19th September, 1960, until further orders.

A. D. SAMANT

Under Secretary to the Government of India

No. 2/160/60-Pub. I

New Delhi-11, the 28th Oct., 1960

6th Kartika, 1882

Copy forwarded for information to :
1. The Accountant General, Assam.
2. The Chief Secretary to the Govt. of Assam.

A. D. SAMANT

Under Secretary to the Government of India

APPENDIX 13

No. 2/140/61-Pub. I
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-11, the 25th October, 1961

3rd Kartika, 1883

NOTIFICATION

The President is pleased to appoint Sri A. C. Ray as Deputy Superintendent of Census Operations, Assam, with effect from the forenoon of the 3rd October, 1961, until further orders.

A. D. SAMANT

Under Secretary to the Government of India

No. 2/140/61-Pub. I

New Delhi-11, the 25th October, 1961

3rd Kartika, 1883

Copy forwarded for information to :
1. The Accountant General, Assam.
2. The Chief Secretary to the Government of Assam.

A. D. SAMANT

Under Secretary to the Government of India
Copy to E.O., I Section (Shri Ray belongs to Indian Administrative Service).

No. 3/81/61-RG

New Delhi-11, the 31st October, 1961

Copy (with three spare copies) forwarded to the Superintendent of Census Operations, Assam, Shillong for information and necessary action.

D. NATARAJAN
Deputy Registrar General, India

APPENDIX 14

No. 2/160/60-Pub. I

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

New Delhi-11, the 27th December, 1961
6th Pausa, 1883

NOTIFICATION

The President is pleased to appoint Shri F. B. Lyngdoh as Deputy Superintendent of Census Operations, Assam, with effect from the afternoon of the 6th December, 1961 until further orders.

A. D. SAMANT
Under Secretary to the Government of India

No. 2/160/60-Pub. I

New Delhi-11, the 27th Dec., 1961
6th Pausa, 1883

Copy forwarded for information to :
1. The Accountant General, Assam.
2. The Chief Secretary to the Govt. of Assam.

A. D. SAMANT
Under Secretary to the Government of India

No. 3/81/60-RG

New Delhi-11 the 28th December, 1961

A copy with one spare copy forwarded to the Superintendent of Census Operations, Assam.

D. NATARAJAN
Deputy Registrar General, India

APPENDIX 15

GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
GENERAL BRANCH

No. GCN. 25/59/4

Dated Shillong, the 17th June, 1959
27th Jyaistha, 1881

FROM

SHRI S. K. DATTA, l.c.s.
Chief Secretary to the Government of Assam,

To

All Heads of Departments; All Deputy Commissioners and Subdivisional Officers; Public Works Department; Private Secretary to the Governor; District & Sessions Judges; Examiner of Local Accounts; Commissioner of Plains Divisions; Commissioner, Hills Division & Appeals; Commissioner
of Taxes; Assistant Commissioner of Agricultural Income-tax; Chief Inspector of Factories & Boilers; Secretary, Assam Legislative Assembly; Labour Commissioner; Director of Publicity; Special Officer, Assam Government Press; Director of Assam State Transport; Deputy Director of Supply (Accounts); Deputy Director of Supply (Procurement); Advocate General; Registrar, Assam High Court; All Superintendents of the Secretariat (Civil and P.W.D.) and the Registrar, P.W.D.; Assistant Secretary, Assam Secretariat, Registrar, Gauhati University.

SUBJECT—1961 Census

Sir,

I am directed to say that the Tenth All-India Census will take place in February-March 1961. The reference date for the Census will be the 1st March, 1961.

2. Though in theory the Census has always been a Central subject, the achievements of the Indian Census have in practice been the result of Centre-State collaboration. The Government of India having earnestly sought the continuance of the joint effort on the present occasion also, the Government of Assam have assured them of their full co-operation.

3. As it is intended to dispense so far as possible with non-official workers, the need for utilising all available official man power will be enhanced. All Government officials, as in the past, will be placed at the disposal of the Census system without claim on the Central fisc for travelling allowance, special pay or remuneration, apart from such exceptional cases as existed in the past, e.g., cases of remote tracts, etc. Normally, touring officers should only be selected for Census work so that they can combine it with their ordinary duties and thus avoid unnecessary expenditure on account of travelling allowance.

4. No extra staff should be appointed, nor any travelling allowance debited to the Census budget without prior sanction or counter-signature by the Head of the Department concerned as well as the Superintendent of Census Operations. No extra contingent grant will be allotted to the districts for any incidental expenditure in connection with the Census as in the past.

5. The Deputy Commissioners and the Subdivisional Officers will be responsible for the efficient conduct of the Census in their respective areas. To make sure of the complete success of the Census, special care should be taken to put only experienced and really efficient assistants in charge of the clerical side of the Census works in the Districts and Subdivisional Offices.

6. Government are sure that all its officers and men as well as those of local bodies and other institutions will readily accept and loyally perform in a spirit of national service whatever work be entrusted to them by responsible officers in connection with the present Census.

Yours faithfully,

S. K. DATTA
Chief Secretary to the Government of Assam

APPENDIX 16

No. SCO. 8/59/60/2

GOVERNMENT OF ASSAM

OFFICE OF THE COMMISSIONER OF HILLS DIVISION AND APPEALS, ASSAM, SHILLONG

Shillong, the 27th April, 1959

From

SHRI R. B. VAGHAIWALLA, I.C.S.,
Commissioner of Hills Division and Appeals,
Assam, Shillong,

To

All Deputy Commissioners and Subdivisional Officers of Hills Districts.

SUBJECT—1961 Census Operations

Sir,

As you must be already aware, the State Government have appointed Shri E. H. Pakyntein, I.A.S., as Superintendent of Census Operations, Assam, for conducting the 1961 census operations. He will be approaching you now and again for various matters connected with the Census,
I need not impress upon you the great value of importance of the Census operations as well as the enormous importance of the data which the Census throws up. These data, not merely regarding the number of the people but also on social and economic conditions, form the very basis on which most of our future plans and programmes for the development of these areas will be drawn up.

Not merely as one who was associated with the 1951 census operations but also as Commissioner for the Hills Division, I must emphasise once again the great importance of a full and proper account as well as collection of the necessary data for the ensuing census operations in the hill areas. Government in the Tribal Areas Department as also our Minister personally are very keen that we must give all possible help in the collection of these data.

I would, therefore, request you to give your fullest possible co-operation to the Superintendent of Census Operations in Assam and give him with help, guidance and co-operation to the best of your ability so that he may be in a position to make available to the Government full and accurate data regarding the Hills areas.

This applies to all his requests in future and not merely to his specific request to you vide his Circular letter No. 3, dated the 21st April, 1959 which has been issued to all Deputy Commissioners and Subdivisional Officers.

Yours faithfully,

R. B. VAGHAIWALLA
Commissioner of Hills Division and Appeals,
Assam, Shillong

Memo. No. SCO. 8/59-60/3
Shillong, the 27th April, 1959

(1) The Commissioner of Plains Division, Assam. He may kindly consider issuing of similar instructions to the Deputy Commissioners and Subdivisional Officers of Plains Districts for helping the important cause of a full and reliable Census of Assam in 1961.


R. B. VAGHAIWALLA
Commissioner of Hills Division and Appeals,
Assam, Shillong

APPENDIX 17

No. GG. 56/59/4

GOVERNMENT OF ASSAM
OFFICE OF THE COMMISSIONER OF PLAINS DIVISION, ASSAM
GENERAL DEPARTMENT
GENERAL BRANCH

Shillong, the 2nd June, 1959

12th Jyaistha, 1881

FROM

DR. M. N. GOSWAMI, Ph.D., I.A.S.,
Commissioner of Plains Division, Assam.

TO

All Deputy Commissioners and Subdivisional Officers of Plains Districts.


Reference.—Letter No. SCO 42/59/1, dated 21st April, 1959 from the Superintendent of Census Operations Assam, to you.

SIR,

You are aware of the fact that the next census will be held in 1961. The Superintendent of Census Operations Assam, has approached you now and will be approaching you in future too for various matters, connected with census,
I need not impress upon you the great value and importance of the Census Operations as well as the enormous importance of the data which the Census throws up. These data, not merely regarding the number of the people but also their social and economic conditions, form the very basis on which most of our future plans and programmes for the development of our State will be drawn up. We must, therefore, give all possible help in the collection of the necessary data accurately regarding the Plains areas in the interest of all concerned.

I would, therefore, request you kindly to give your fullest possible co-operation to the Superintendent of Census Operations, Assam, if and when asked for so that your help, guidance and co-operation may make the ensuing census a success.

Yours faithfully,
M. N. GOSWAMI
Commissioner of Plains Division, Assam

Memo. No. GG. 56/69/4-A

Shillong, the 2nd June, 1959
12th Jyaistha, 1881

Copy forwarded to the Superintendent of Census Operations, Assam, with reference to his letter No. SCO. 42/59/3, dated the 29th April, 1959 for information.

Yours faithfully,
M. N. GOSWAMI
Commissioner of Plains Division, Assam

APPENDIX 18

No. LML. 398/59/7
GOVERNMENT OF ASSAM
LOCAL SELF-GOVERNMENT DEPARTMENT
MUNICIPAL BRANCH
Shillong, the 16th February, 1960

FROM
SHRI S. M. RAHMAN, I.A.S.,
Secretary to the Government of Assam,

TO
All Deputy Commissioners and Subdivisional Officers of Plains Districts.

SUBJECT—1961 Census—Co-operation of Municipal Boards and Town Committees

SIR,

I am directed to state that the tenth All India Census will be taken from February 10, 1961 to the sunrise of March 1, 1961 with five days of check between March 1 and March 5, 1961. The Government of Assam have already assured full co-operation to the Union Government and have ordered all Government officials, as in the past, to perform any Census duty assigned to them without any claim on the Central fisc for pay and travelling allowance.

2. The Census data to be collected this time are much more elaborate and will greatly benefit all Municipal Boards and Town Committees. Housenumbering and houselisting will be done by the Census system sometime between September 15, 1960 and November 15, 1960. This first phase of the operations will directly help the Municipal Boards and Town Committees in the matter of assessments.

3. The measures of co-operation required from the Municipal Boards and Town Committees are indicated below among others:

(a) The Municipal Boards and Town Committees will arrange for the naming of roads and lanes within their areas at their own cost by about February 1960. They are also required to
demarcate Urban Blocks consisting of about 120 households or about 600 persons as each such Block will form the jurisdiction of each Enumerator. A detailed instruction in this respect has already been issued.

(b) They will provide at their own cost the required number of Census Officers (i.e., Supervisors and Enumerators) and they will also meet such incidental contingent charges as may be necessary.

(c) They may also be required to do any other work for the efficient conduct of the Census whenever necessary.

4. The Municipal Boards and Town Committees may be requested to declare the expenditure for the purposes mentioned above as an appropriate charge on their funds and come up to Government for necessary sanction.

Yours faithfully,

S. M. RAHMAN
Secretary to the Government of Assam,
Local Self-Government Department.

Memo No. LML. 398/59/8
Shillong, the 16th February, 1960

Copy to :-

1. All Municipal Boards and Town Committees.
2. Superintendent of Census Operations, Assam.
3. Commissioner of Plains Division.
4. Commissioner of Hills Division and Appeals.
5. General Administration Department, Government of Assam.

By Order of the Governor of Assam

S. M. RAHMAN
Secretary to the Government of Assam
Local Self-Government Department.

APPENDIX 19
No. GCN. 30/60/4
GOVERNMENT OF ASSAM
GENERAL ADMINISTRATION DEPARTMENT
GENERAL BRANCH
Shillong, the 18th May, 1960.
28th Vysk. 1882.

FROM

SHRI S. K. DATTA, I.C.S.,
Chief Secretary to the Government of Assam

TO

All Administrative Departments; Heads of Departments; Deputy Commissioners; Subdivisional Officers and all Offices under the State Government.


Sir,

I am directed to say that preliminary arrangements for the 1961 Census are being completed in all the States and the appointment of staff necessary for enumeration (Enumerators, Supervisors, etc.) will commence throughout the country within the next few months. Actual enumeration will take place between the 10th February, 1961, and the sunrise of 1st March which will be followed by a final check during the first five days of March. The enumeration will, as in the past, be done mostly by the fullest use of all establishments under the control of the Government and local bodies on a voluntary basis.

2. Census enumeration is a nationwide administrative operation involving demands on services of staff which will have to be met from the resources of all establishments throughout the State. It is necessary that the burden should be shared by all concerned. Please take steps to ensure that the State Government establishments give the lead in this matter and bear their full share of the burden.
3. All employees of the State Government with the exception of police officers should accept and perform readily any work connected with the enumeration which is placed on them by the local census officers. The employees should be specifically instructed that they should give no cause for complaint by the officers in charge of the census in respect of the performance of the census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. It should be impressed upon them that the manner in which they have performed census duties should be taken into account in the periodical assessment of their work and conduct.

4. Enumeration work is spread over nearly three weeks in order to diminish the number of workers for whom demands will be placed on Heads of Departments-Offices and also in order to enable the workers to carry out their duties conveniently. Your co-operation is therefore necessary in lightening the burden on census workers to the maximum extent practicable. This will necessitate the grant of concessions, regarding office attendance both during the enumeration period, and a period of training which will precede it.

Yours faithfully,

S.K. DATTA
Chief Secretary to the Government of Assam

Memo No. GCN. 30/60/4A

Shillong, the 18th May, 1960.

Copy forwarded to the Superintendent of Census Operations, Assam, Shillong.


By Order of the Governor of Assam,

S.K. DATTA
Chief Secretary to the Government of Assam

APPENDIX 20

No. SCO. 81/59/3509-25

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

“MANROI”, LATUMKHRAH
Shillong, the 7th September, 1960

FROM

SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

TO

All Deputy Commissioners (except Garo, Mizo & K.J. Hills),
All Subdivisional Officers (except Jowai, Lungleh & North Lakhimpur).

SUBJECT—1961 Census

SIR,

In continuation of this office letter No. SCO. 81/59/1068-87, dated 9th September, 1959, I have the honour to enclose herewith a copy of letter No. E(G) 59CE2-1, dated 17th August, 1960 issued by the Railway Board for your information and necessary action.

Yours faithfully,

E.H. PAKYNTEIN
Superintendent of Census Operations, Assam

L25COA/62—9
Memo. No. SCO. 81/59/3526  

Shillong, the 7th September, 1960

Copy with a copy of letter No. E(G) 59CE2-1, dated 17th August, 1960 from the Railway Board forwarded to the General Manager, N. F. Railway with a request to co-operate. This has a reference to this office letter No. SCO. 81/59/1068-87, dated the 9th September, 1959.

E. H. PAKYNETIN  
Superintendent of Census Operations, Assam

GOVERNMENT OF INDIA
MINISTRY OF RAILWAYS
(RAILWAY BOARD)

No. E(G) 59 CE2-1.  

New Delhi, the 17th August, 1960

To

The General Managers,
All Indian Railways (including C.L.W.).
The Chief Administrative Officer,
I.C.F., Perambur, Madras.
The General Manager & Chief Engineer,
Railway Electrification, Calcutta.
The Engineer-in-Chief,
L.C.W., Varanasi.

SUBJECT—Decennial Census to be held in 1961

Please refer to para 3 of Board’s letter No. E(G) 59CE2-1 dated 22nd August 1959 on the above subject in which Railway Administrations were asked to co-operate with the civil authorities in connection with the Decennial Census to be held in 1961.

The Superintendent of Census Operations, Rajasthan, has pointed out that some of the Officers who were nominated by the Railway Administration for census work and who had been trained for the purpose have been or are being transferred and as a result of that they are experiencing great difficulty in training the new hand. The Registrar General of India, has therefore, requested the Board to keep in abeyance all transfers of Railway employees in various States, who have been nominated and appointed as Charge Officers for Railway colonies, until census operations are over.

The Board are aware that it would not be practicable in all cases to withhold transfers of Railway employees. They, however, desire that Railway Administrations may accommodate the census authorities to the maximum extent possible.

M. P. K. MENON  
Assistant Director, Establishment,  
Railway Board
FROM

SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

To

All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Priority for all Census communications at Post and Telegraph Offices.

Sir,

I have the honour to enclose herewith a copy of instructions issued by the Director General, Posts and Telegraphs, on the above subject for your information and guidance. The decision on the other points will be communicated as soon as I receive them.

Yours faithfully,

E. H. PAKYNTEIN
Superintendent of Census Operations, Assam

CENSUS DESPATCHES—PRIORITY IN TRANSMISSION

In order to expedite transmission of letters, packages etc. and telegrams posted or booked by the Census authorities, the following instructions are issued for the information and guidance of all concerned who should read these instructions carefully and follow them strictly at all stages.

I. POSTAL ARTICLES

The postal articles posted or booked by the Census authorities will be impressed by them, on the address side, with the rubber stamp impression bearing the inscription “CENSUS—URGENT”. The articles bearing this impression should be handed by all post offices and R.M.S. sections very expeditiously and should not be detained unnecessarily at any stage. Such articles will not be entitled to any special treatment such as Express Delivery on Sundays unless they are paid for and unless the service is available on Sundays in the offices of delivery.

II. TELEGRAMS

All State telegrams emanating from the Government officials connected with the Census Organisation will bear the indicator word “CENSUS” as the first word of the address which will charged for as one word. Ordinary telegrams bearing the indicator word “CENSUS” will have priority over other ordinary telegram and similarly the Express telegrams bearing the indicator word “CENSUS” will have priority over all other Express telegrams at all stages.

N. CHIDAMBARAM
Director, Postal Technical

(58/65/59-CI)

Copy to the Registrar General, India, 2-A, Mansingh Road, New Delhi. This is with reference to his D.O. letter No. 6/31/59-RG. dated 3rd May, 1960 to Director General.

N. CHIDAMBARAM
Director, Postal Technical
APPENDIX 22

No. SCO. 91/59/3605-27

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

"MANROI", LAITUMKHRAH,
Shillong, the 12th September, 1960.

FROM
SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,
Shillong, the 12th September, 1960.

To
All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Census of India 1961 : Defence Services

SIR,

I have the honour to send herewith a copy of the revised Instructions issued by the ARMY HEADQUARTERS in consultation with the Registrar General, India, as to how the Census of Defence Personnel should be taken in the Military areas other than Operational areas or in the Operational areas. It may be noted that these are the latest Instructions which supersede the previous Instructions issued by Army Headquarters. Kindly carry out the Instructions accordingly. The Military Census Officers will get the necessary enumeration slips and Instructions from the Deputy Commissioners and Subdivisional Officers concerned and training also will be imparted by these local officers.

Yours faithfully,

E. H. PAKYNTEIN
Superintendent of Census Operations,
Assam

Memo. No. SCO. 91/59/3628

Copy to Commander Headquarters, Assam Base, Shillong, for favour of information and necessary action.

E. H. PAKYNTEIN
Superintendent of Census Operations,
Assam

DELHI TELEPHONE : 31847
MILTRUNK : 316

PRIORITY

No. 50356/AG/Org 7/ASO Coord. (a)

ARMY HEADQUARTERS
Adjudant General's Branch
DHQ PO NEW DELHI-11

Aug. 60

To

Headquarters
Southern Command
Eastern Command
Western Command

SUBJECT—Census of India 1961 : Defence Services

1. The population census for 1961 is due to be taken in Feb./Mar. 1961. While carrying out the enumeration of military personnel during this census, it is necessary to safeguard the interest of security and at the same time ensure that all persons are counted. Careful consideration has been given to all aspects of this
ARRANGEMENTS IN MILITARY AREAS OTHER THAN OPERATIONAL AREAS

2 Officers Commanding Stations will function as Military Census Officers for the purpose of the census. Where an OC Station is unable to devote constant attention to the census operations, he may designate another officer from the station as the Military Census Officer; but he will continue to maintain executive control over the census operations in his station.

3 Headquarters Commands will furnish to Census Superintendents of the States a complete list of all the Station Commanders in the different States who are designated as Military Census Officers. A copy of the list will also be sent to these Headquarters.

The following particulars will be furnished for each Military Census Officer:

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

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

4 The Military Census Officers will immediately contact and maintain close liaison with the Civil Census Superintendents in their respective States. A list of the Census Superintendents is given in Appendix ‘A’ to this letter.

5 State Census Superintendents will not be given lists of military formations/units/establishments or their location, but the areas covered by the Military Census Officers should be clearly made known to the Census Superintendents. Commands will ensure that every formation/unit/establishment under them where people are in residence is covered by the Census operations.

6 Military Census Officers will be responsible for the enumeration of all persons residing within the strictly military areas. These strictly military areas should be determined in consultation with the local authorities who are responsible for civil census arrangements, so that respective census limits are clearly known to both civil and military agencies. The Military Census Officers will obtain necessary enumeration slips and instructions from the Census Superintendents of the State concerned. All enumeration slips after completion will be handed over to the Census Superintendents. In question 11 of the enumeration slip, the entry for army personnel will be “Central Government Employee”.

7 Each Military Census Officer will nominate the required number of Charge Officers, Supervisors and Enumerators for his Station. The Superintendents of Census Operations of the States are organising courses of instruction in census operations. Military Census Officers should arrange that all persons engaged in enumeration either in a supervisory or in an enumerating capacity receive the full course of instructions.

8 Enumeration of Air Force and Navy personnel, if any, attached to Army Units and residing within military formations/units/establishments will be the responsibility of the Military Census Officer.

9 Enumeration of military personnel not actually present with the units/establishments i.e., away on leave or duty will not be the responsibility of the Military Census Officer.

10 Enumeration of military personnel and civilians residing in Army messes/hostels not attached to units formations (e.g., QVR Mess, New Delhi) will be the responsibility of Civil Census Superintendents.

11 Enumeration of military personnel residing outside military areas will be the responsibility of the Civil Census Superintendents.

ARRANGEMENTS IN OPERATIONAL AREAS

12 Instructions relating to the nomination of Military Census Officers, Charge Officers and Supervisors, will apply to stations in operational areas in the same way as for non-operational areas.
13 Enumeration of all persons (residing within the military areas) other than combatants will be carried out by Military Census Officers in operational areas in the same way as in non-operational areas. The persons to be enumerated will include—

(a) civilians (e.g., Dhobi and Canteen employees)
(b) civilians on the pay rolls of the Army
(c) non-combatants (enrolled)

The enumeration slips in respect of these persons will be handed over after completion to the Census Superintendents concerned.

14 The Military Census Officer will also be responsible for enumeration of personnel of units and formations like Police Battalions, Assam Rifles, J & K militia which are under the operational command of the Army. In respect of these personnel the responsibility of the Military Census Officers in the operational areas will be the same as for non-operational areas under paras 2 to 11 above.

15 Enumeration of combatants in operational areas will not be done by the Military or Civil Census Officers on the spot. Further instructions regarding the census of such personnel will be issued later.

SANCTION FOR TOURS

16 A certain amount of touring by officers may be necessary in connection with the execution of their duties for the census. The Government has accorded sanction to the moves of service personnel in order to contact the respective officials of the Civil Census Agency for instructions and guidance in connection with the census. The moves will be treated as on duty and TA/DA would be admissible under normal rules vide Government of India, Ministry of Defence letter No. F. 13(2)/60 D(Coord), dated 1 July 60 (copy attached as Appendix ‘B’).

17 This supersedes instructions contained in Army Headquarters letters No. 11581/B/SDI, dated 4 Dec. 59, 18 Dec. 59 and 28 Dec. 59.

18 Please acknowledge.

I. JENKINS
Brig.

for ADJUTANT GENERAL

Copy to :

The Ministry of Defence, D-(Coord) . . . . . . (25)
The Registrar General, India
Ministry of Home Affairs, Kotah House Annex, 2-A Mansingh Road New Delhi . . . . . . (25)
Naval Headquarters
(Directorate of Personnel Services) . . . . . . . . (5)
Air Headquarters
(Directorate of Personnel Services) . . . . . . . . (5)

Internal
List ‘C’
APPENDIX 23

No. SCO. 91/59/3854-76

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

"MANROI" LAITUMKHRAH,
Shillong, the 20th September, 1960

FROM
SHRI E. H. PAKYnteIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam.

TO
All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Census of India 1961 : Defence and Railway Services

SIR,

In continuation of this office letter No. SCO. 91/59/3605-27, dated 12th September, 1960, I enclose for your information two copies of the Ministry of Defence U.O. No. 21(1)/59/D (Coord), dated the 29th August, 1960 and No. F. 21(1)/59/D(Coord), dated the 5th September, 1960 on the above subject.

Yours faithfully,
E. H. PAKYnteIN
Superintendent of Census Operations, Assam.

Memo. No. SCO. 91/59/3877

Shillong, the 20th September, 1960

Copy forwarded to the Commander Headquarters, Assam Base, Shillong for favour of information and necessary action.

E. H. PAKYnteIN
Superintendent of Census Operations, Assam

MINISTRY OF DEFENCE
D(COORD)

SUBJECT—Census of India, 1961—Defence Services

The Superintendent of Census Operations, Rajasthan, has pointed out that some of the officers nominated by the Defence Establishments to act as Census Officers, and who were given necessary guidance about further programme of census operations have been replaced by new hands. The result was that the officers so replaced had to be trained afresh without a guarantee that they would remain at their work until census operations are over.

2. Although this Ministry is aware that transfer of an officer is made in the interest of service, it is felt that transfers of officers required to act as Military Census Officers should, as far as possible, be postponed, to April 1961 by which time the census operations would be over. Where it is not possible to avoid such transfer, the Officer nominated as Military Census Officer but under transfer should fully brief another officer from the Station on matters on which he receives guidance from the Civil Census Superintendent so that that officer is in a position to guide the new Military Census Officer and also ensure the smooth working of the Census Operations.

3. It is requested that instructions may be issued accordingly to all units/formations, under intimation to this Ministry.

P. S. RATNAM
Under Secretary
TEL : 34944

Army Headquarters (A.G’s Branch)
Naval Headquarters (Dte. of Personnel Services)
Air Headquarters (Dte. of Personnel Services)
M. of D.V.O. No. F. 21 (1) 59/D(Coord), dated the 29th August, 1960.

Copy to:—
Deputy Registrar General India, Kotah House Annexe, 2-A, Mansingh Road, New Delhi, with reference to his D.O. No. 7/1/59-RG, dated the 7th July, 1960.

NO. F. 21(1)/59/D(Coord)

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE

New Delhi, the 5th September, 1960

OFFICE MEMORANDUM

SUBJECT—Census of India, 1961—Defence Services

The following general instructions relating to the Census are issued for the guidance and necessary action:—

1. Basically all service personnel are the same as any one else viz. citizens; and the procedure for their enumeration will likewise be the same as for the rest of the population. [The only exception is in the case of combatant Service personnel in operational areas vide Part II of Ministry of Defence Office Memorandum No. F. 21(1)/59/D(Coord), dated the 8th August, 1960]. Their houses, messes, barracks are censused as part of the appropriate village/town/ward etc., in the most convenient manner. The word 'convenient' here is important. Where Service personnel are residing in their own unit lines or barracks or in an exclusive perimeter of their own, they should be enumerated by service authorities. Members of Service personnel who live outside this perimeter will be censused by the civil census authorities. (Incidentally members of the armed Forces should answer all the questions the enumerators put them from the Houselist, Household Schedule or the enumeration slip, subject, of course, to mentioning of 'Central Government Employee' in reply to Question No.11 of the individual slip.)

2. It is a first principle in all Census taking that separate administrative units should be completely identifiable and distinct throughout enumeration. This implies the drawing up of census units in such a form as to secure this end throughout. No census unit should, therefore, be partly in a military area and partly in a civil area. Even within a strictly military area, i.e., an area controlled and managed by Service personnel, it is necessary to make separate units as far as possible for portions meant for the residence of service personnel alone and portions where service personnel reside jointly with civilians (e.g., with their families). In portions where service personnel reside jointly with the civilians, the household schedule should also be prepared in addition to the individual slips. Ships of the Indian Navy should mutatis mutandis be brought within the compass of the above instructions. Each ship at sea should be considered as a separate Census Unit. Wherever possible, enumeration of the ship's personnel should be brought within the enumeration of their home port.

3. Each Census unit should be assigned a Charge Officer who will be a superior officer, and an intermediate officer who will be a Supervisor and finally, in charge of the local officer who will be the Enumerator. It is important to maintain the hierarchy as far as possible in order to ensure adequacy of instructions and timely distribution of forms. Such hierarchies will also help to fix responsibility at each stage between the superior officer and the supervising officer. Whenever in doubt over any procedure or minutiae of instructions, the advice of the State Census Superintendent who is responsible for the arrangements for the Census for the entire State or the District Census Officer who is responsible for arrangements within the District in all matters relating to the Census including training, etc., should be freely sought.

4. It is important to ensure that the geographical coverage of the census is cent per cent complete and that even within each Census unit the count is complete.
2. It is requested that these instructions should be conveyed by the Services Headquarters to lower formations immediately under intimation to this Ministry.

M. A. S. RAJAN
Deputy Secretary to the Government of India
TEL : 31260

To

Army Headquarters (Adjutant General's Branch—5 copies).
Naval Headquarters (Directorate of Personnel Services—5 copies).
Air Headquarters (Directorate of Personnel Services—5 copies).

Copy to :—
S.A.
C.G.D.P.
C.C.R. & D.
D.G.O.F.
D.M.L. & C.
D.G.A.F.M.S.
C.A.O.

Copy for information to :—
Registrar General, India,
Kotah House Annexe, 2/A, Mansingh Road,
New Delhi.

APPENDIX 24

GOVERNMENT OF INDIA
MINISTRY OF DEFENCE
New Delhi, the 21st August, 1959.

OFFICE MEMORANDUM
SUBJECT—Census of India—1961—Cantonments and Defence Services

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

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

R. M. CHAKRAVARTY
Under Secretary

To

Army Headquarters—G.S. Branch (SD-1) A.G.'s Branch (AG-Coord.) O.M.G.'s Branch (Q-I).
Copy to :—
D(C & L)—with the request that a copy of the instructions issued by them in respect of Cantonments may be endorsed to D (Coord).
Encl : 1 (Sheet ONE).
L2SCOA'62 -10
No. SCO. 91/59/1088
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

"Manroi", Laitumkhrah
Shillong, the 9th September, 1959.

FROM
Shri E. H. Pakyntein, B.A., (Hons.), I.A.S.,
Superintendent of Census Operations, Assam,

To
All Deputy Commissioners and Subdivisional Officers.

SUBJECT—1961 Census.

Sir,

I enclose herewith a copy of Memorandum No. F. 21(1)/59/D/(Coord) dated, the 21st August, 1959 from the Ministry of Defence regarding co-operation by the Defence services and Cantonments in connection with the 1961 Census Operations.

Yours faithfully,
E. H. Pakyntein
Superintendent of Census Operations, Assam.

APPENDIX 25
Memo. No. SCO. 91/59/4252-75
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

"Manroi", Laitumkhrah,
Shillong, the 7th October, 1960

The undermentioned document is forwarded to all Deputy Commissioners, Subdivisional Officers in Assam and the Commander Headquarters, Assam Base, Shillong for information. S. D. Phene
Deputy Superintendent of Census Operations, Assam.

1961 Census Defence Services.

FROM
Air Headquarters, New Delhi,

To
Headquarters, Operational Command, IAF,
Headquarters, Training Command, IAF,
Headquarters, Maintenance Command, IAF,
Headquarters, Eastern Air Command, IAF,
Air Force Station, New Delhi,
Air Force Proof Range, Kirkee,
Air Force Selection Board, Dehra Dun,
School of Land/Air Warfare, Secunderabad,
Air Force Liaison Cell, Barrackpore.

Date: 20th September, 1960.
Ref.: Air HQ/23464/1PS.

SUBJECT—Census of India—1961 : Cantonment and Defence Services
Reference this Headquarters letter of even number, dated 22 March, 1960.
The question of enumeration of service personnel during the above census has been under the consideration of the Ministry of Defence in consultation with the Registrar General, India for some time. In order to safeguard the interest of security and at the same time ensure that all persons are counted, the following further instructions are issued for immediate compliance.

ARRANGEMENTS FOR AREAS OTHER THAN 'OPERATIONAL AREAS'

3 Officers Commanding Stations/Units will function as Air Force Census Officers. Where an O.C. Station is unable to devote constant attention to the Census operations, he may designate another officer, not below the rank of Flight Lieutenant as the Air Force Census Officer, but he will continue to maintain executive control on the census operations in his station. Care is to be taken that the officer appointed as Census Officer, is not likely to be transferred before completion of Census operations in March 1961.

4 The following particulars in respect of Officers Commanding Stations/Units, detailed as Census Officers, should be furnished immediately to the Census Superintendents in their respective areas, under intimation to this HQ:

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

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

5 The Air Force Census Officers will immediately contact and maintain close liaison with the Census Superintendents in their respective States. A list of Census Superintendents has already been forwarded to you under our postagram of even number dated 2 September, 1959.

6 State Census Superintendents will not be given list of Air Force formations/units/establishments or their location, but the areas covered by the Air Force Census officers should be clearly made known to the Census Superintendents. Commands will ensure that every formation/unit/establishment under them where people are in residence is covered by the census operations.

7 Air Force Census Officers will be responsible for the enumeration of all persons residing within the strictly military areas. These areas should be determined in consultation with the local authorities who are responsible for civil census arrangements, so that respective census limits are clearly known to both civil and military agencies. The Air Force Census Officers will obtain necessary enumeration slips and instructions from the Census Superintendents of the State concerned. All enumeration slips after completion will be handed over to the Census Superintendents. In question 11 of the enumeration slip, the entry for military personnel will be “Central Government Employee”.

8 Each Air Force Census Officer will nominate the required number of Charge Officers, Supervisors and Enumerators for his Station. The Superintendents of Census Operations of the States are organising courses of instructions in census operations. Air Force Census Officers should arrange that all persons engaged in enumeration either in supervisory or in an enumerating capacity receive the full course of instructions.

9 Enumeration of Army and Navy personnel, if any, attached to Air Force Units and residing within Air Force formations/units/establishments will be the responsibility of the Air Force Census Officer.

10 Enumeration of military personnel not actually present with the units/establishments i.e. away on leave or duty will not be the responsibility of the Air Force Census Officer.

11 Enumeration of military personnel and civilians residing in Air Force messes/hostels not attached to units/formations will be the responsibility of Civil Census Superintendents.

12 Enumeration of military personnel residing outside military areas will be the responsibility of the Civil Census Superintendents.

ARRANGEMENTS IN OPERATIONAL AREAS

13 Instructions relating to the nomination of Air Force Census Officer, Charge Officers and Supervisors will apply to stations in operational areas in the same way as for non-operational areas.
14 Enumeration of all persons (residing within the military areas) other than combatants will be carried out by Air Force Census Officers in operational areas in the same way as in non-operational areas. The persons to be enumerated will include:

(a) civilians (e.g. Dhobi and Canteen employees)
(b) civilians on the pay rolls of their Force.

The enumeration slips in respect of these persons will be handed over after completion to the Census Superintendents concerned.

15 Instructions regarding the enumeration of combatant personnel in operational areas will be issued later.

SANCTION FOR TOURS

16 A certain amount of touring by officers may be necessary in connection with the execution of their duties for the census. The Government has accorded sanction to the moves of service personnel in order to contact the respective officials of the Civil Census Agency for instructions and guidance in connection with the Census. The moves will be treated as on duty and TA/DA would be admissible under normal rules vide Government of India, Ministry of Defence letter No. F. 13(2)/60/D(Coord), dated 1 July, 1960, copy forwarded to you under our letter No. Air HQ/25751/D. Accts., dated 12 September, 1960.

17 A copy of general instructions relating to the Census is also attached for guidance as appendix ‘A’ to this letter.

18 Please issue suitable instructions relating to the Census to all Air Force Units under you.

19 Please acknowledge receipt.

B. K. STIDSTON Wg. Cdr.
for Air Commodore
Air Officer i/c Administration

Copy to:

The Ministry of Defence D-(Coord).
The Registrar General, India, Ministry of Home Affairs,
Kotah House Annexe, 2-A, Mansingh Road, New Delhi.
Army Headquarters.
Naval Headquarters.

APPENDIX ‘A’ TO LETTER NO. AIR HQ/23464/1/PS, DATED SEPTEMBER, 1960.

SUBJECT—Census of India—1961—Defence Services

General Instructions regarding Census Work

1 Basically, all service personnel are the same as anyone else viz. citizens; and the procedure for their enumeration will likewise be the same as for the rest of the population. (The only exception is in the case of combatant Service personnel in operational areas). Their houses, messes, barracks are censused as part of the appropriate village/town/ward, etc., in the most convenient manner. The word "convenient" here is important. Where service personnel are residing in their own unit lines or barracks or in an exclusive perimeter of their own, they should be enumerated by service authorities. Members of Service personnel who live outside this perimeter will be censused by the civil census authorities. (Incidentally members of the Armed Forces should answer all the questions the enumerators put them from the Houselist, Household Schedule or the enumeration slip, subject, of course, to mentioning of "Central Government Employee" in reply to Question No. 11 of the individual slip).

2 It is a first principle in all Census taking that separate administrative units should be completely identifiable and distinct throughout enumeration. This implies the drawing up of census units in such a form as to secure this end throughout. No census unit should, therefore, be partly in a military area and partly in a civil area. Even within a strictly military area, i.e., an area controlled and managed by Service personnel, it is necessary to make separate units as far as possible for portions meant for the residence of Service personnel alone and portions where service personnel reside jointly with civilians (e.g. with families). In portions where service personnel reside jointly with these civilians, the household schedule should also be prepared in addition to the individual slips. Ships of the Indian Navy should mutatis mutandis
be brought within the compass of the above instructions. Each ship at sea should be considered as separate Census Unit. Wherever possible, enumeration of the ship’s personnel should be brought within the enumeration of their home port.

3 Each Census unit should be assigned a Charge Officer who will be a superior officer, and an intermediate officer who will be a Supervisor and finally, in charge of the local officer who will be the Enumerator. It is important to maintain the hierarchy as far as possible in order to ensure adequacy of instructions and timely distribution of forms. Such hierarchies will also help to fix responsibility at each stage between the superior officer and the supervising officer. Whenever in doubt over any procedure or minutiae of instructions, the advice of the State Census Superintendent who is responsible for the arrangements for the Census for the entire State or the District Census Officer who is responsible for arrangements within the District in all matters relating to the Census including training, etc., should be freely sought.

4 It is important to ensure that the geographical coverage of the census is cent per cent complete and that even within each Census unit the count is complete.

APPENDIX 26

No. SCO. 129/59/2735-56
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

“MANROI”, Laitumkhrah
Shillong, the 13th July, 1960

FROM
SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.
Superintendent of Census Operations, Assam.

To
All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Transfer of Officers detailed for Census Works

SIR,
I have the honour to forward herewith a copy of Government letter No. GCN, 43/60/2, dated 4th July, 1960 issued by the Chief Secretary to the Government of Assam regarding the transfer of officers detailed for Census works and to request you to see that such transfers are not made by the authority concerned. In case any transfer is made during this period, please bring this to the notice of the higher authority at once.

Yours faithfully,
E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

Copy of letter No. GCN. 43/60/2, dated 4th July, 1960, from the Chief Secretary to the Government of Assam, addressed to All Secretaries to Government.

SUBJECT—Transfer of Officers detailed for Census Works

I am directed to say that the preparatory stages for the 1961 Census have mostly been completed in all the districts and subdivisions and the work is now entering the penultimate stage. The Charge Officers have already been appointed for the last 2 or 3 months and they have not only studied the Census principles and documents but they have also become familiar with their ‘Charge’ jurisdictions and they have selected the circle Supervisors and the Enumerators for their respective areas. Supervisors have already been appointed in the proper forms and the appointment of Enumerators in proper forms will be completed within June 1960,
The Census Enumeration work will be completed by about the middle of March 1961—that is in about 9 months' time only. If officers and officials who have been appointed as Charge Officers and Supervisors are transferred at this stage, the Census works will be greatly dislocated and the collection of data may suffer. As a matter of fact, some Deputy Commissioners and Subdivisional Officers have already complained of serious dislocations in their Census works due to the transfer of Charge Officers.

It is, therefore, requested that those Officers under your control who are doing census works should not be transferred till the middle of March 1961.

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**APPENDIX 27**

No. SCO. 61/59/140-161

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

"MANROI", LAITUMKHRAH
Shillong, the 21st May, 1959

CIRCULAR LETTER No. 6

FROM
SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

To
All Deputy Commissioners and Subdivisional Officers.

SUBJECT—1961 Census—Preparation of General Village/Tea Garden/Town Register

SIR,

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

2. It is now time that the essential preliminaries should be put in hand steadily without any delay. The first step towards this is the preparation of the General Village/Tea Garden/Town Register which will contain an accurate and exhaustive list of all Villages, Tea Gardens and Towns and the number of houses both inhabited and uninhabited—so as to form the basis for the second step in the preparation, namely, the formation of Census divisions (e.g. charges, circles and blocks) and the appointment of appropriate officers in charge of these divisions, i.e., Charge Superintendents, Supervisors and Enumerators. It will also form the basis of the estimate for various Census Forms to be printed. Definitions of Village, Tea Garden, House and Town are given in the Instructions.

3. The Register should be written up in the District and Subdivisional headquarters and the Instructions should be thoroughly mastered before writing. The forms have been greatly simplified and should present no difficulty once the Instructions have been understood. Form A should be used for the preparation of the General Village Register and a separate Register should also be used for the Tea Gardens in the same form. In no circumstances should the General Village Register be also used for inclusion of the Tea Garden Register. Form B should be used only for the Register of Towns, each form being used for each Town.

4. The Register is to be written up at District and Subdivisional offices in manuscript. No printed forms are necessary nor will any be supplied to anyone. One foolscap sheet of paper written on both sides will accommodate names of 60 villages. The small cost of paper, etc., will have to be met from your office contingencies as in the previous Censuses.

5. The Register should be prepared Thana-wise and there should be a fresh serial number of each Thana. However, in order to facilitate census divisions into charges, circles and blocks, it is also necessary to indicate in Form such convenient administrative divisions as Mazus in the Kamrup, Darrang, Nowgong, Sibsagar, Lakhimpur and Garo Hills districts and Choukidari Circles in the Cachar and Goalpara Districts.
In the Khasi and Jaintia Hills, compact blocks like the "Himas" of the Siems, Lyngdohs, Sirdars, etc., or the "Doloi ships" of the Dolois would be convenient division. In other Hills Districts, those divisions or 'units' which were shown in the 1951 Registers should also be shown in the Registers to be prepared now.

6. The General Village/Tea Garden Register should be prepared in Form A and the Town Register should be prepared in Form B.

**FORM A**
*(For Villages and Tea Gardens)*

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name of Mauza, Chaukidari Circle or other Administrative Unit in the Hills</th>
<th>Name of Village or Tea Garden</th>
<th>No. of inhabited houses</th>
<th>No. of uninhabited houses</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**FORM B**
*(For Towns)*

<table>
<thead>
<tr>
<th>Serial No.</th>
<th>Name and Number of ward or locality</th>
<th>Number of premises or holdings assessed</th>
<th>Number of occupied houses</th>
<th>No. of un-occupied houses</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. The General Village/Tea Garden/Town Register should be completed by the end of July next. From previous reports, it appears that many of the subsequent difficulties arose from faults in preparation of the General Village Register and to avoid a repetition of the same, I request you to impress upon the officers concerned the need to see that the General Village Registers are as complete and as accurate as possible.
In order to keep me posted with the progress of work achieved in each district or subdivision, I shall be glad to have an interim report by the 10th July, 1959 and the final one by the 31st July, 1959.

8. Lastly, I may remind you that the preparation of these Registers was always done as part of the normal duties in the District and Subdivisional Offices in the past censuses. As a matter of fact, the preparation of the General Village Registers was ordered by the State Government in 1941 even before the appointment of the Superintendent of Census Operations. I, therefore, request you not to ask for extra staff or stationeries from me and to start the work immediately in right earnest.

INSTRUCTIONS

I.—GENERAL

1. Village.—As the definition of a village, it may be taken that, where there has been a cadastral survey, the cadastral village may be treated as a village for the purpose of the Census. In the plains districts where there has been no cadastral survey, it should be taken to be a ‘goan’ or ‘gram’ together with its adjacent tulas, paras, etc., 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. In hill districts, the most convenient definition of a village will be generally found to be a collection of houses bearing a separate name.

2. House.—A census house is defined as “a dwelling with a separate main entrance.” If a building has a number of flats or blocks which have separate entrances of their own, they will be considered as separate census houses. If in a big compound there are distinct structures, quite apart from each other, then each will be considered a building and not as a separate house. A census house should structurally belong to a building but each house should have a separate main entrance to the street or road or a common passage. Thus such well-known phenomena as quarters opening on to a courtyard, blocks of flats opening on to a common stair and door ways in the tea garden labour lines are all examples of a large number of independent dwellings each qualifying for a house number.

Ferry-ghats, temporary huts, tents erected by immigrants and refugees, sarais, mosques, temples, etc. should also be numbered and accounted for in this Register.

3. Tea Garden.—Any area devoted to tea cultivation should be treated as a tea garden whether it maintains or not a resident force or a factory, if it is registered as such by the tea licensing authority or is borne on the Deputy Commissioner’s register of tea gardens. The tea garden should also include lands settled for purposes ancillary to tea cultivation. If a portion of an ordinary cadastral village is settled with a tea garden for tea cultivation or purposes ancillary to it, it should be separated from the cadastral village and included in the tea garden in framing charges, circle, etc.

4. Town.—For census purposes, a town is defined as an area of 5,000 population or over not less than three-fourths of whom live on non-agricultural livelihoods. Within the definition of town should also be included every Municipality, Town Committee, Notified Area and headquarters of Districts and Subdivisions.

II. FORM FILLING

FORM A

(i) There should be a separate volume of Registers in Form A for each thana in your subdivision so that each Charge Superintendent may be given his portion for the purpose of supervision and checking. These volumes will be bound together after the final enumeration in March 1961.

(ii) Column 1 (Serial Number). Do not fill in this column first. It is to be filled in only after columns 2 to 5 have been completed and the check by the Circle or Settlement Officers as instructed in Paragraph (viii) of the Instructions, has been carried out with the help of the Thana Maps. After this check the District or Subdivisional Officer will number the villages in pencil in their geographical order in their old Thana Maps and reproduce these numbers in Column 1 of the Register. There should be a fresh serial number for every thana.

(iii) Column 3 (Names of Villages or Tea Garden).—Every village or tea garden found in the 1951 Census must be entered in the Register and if any village has ceased to exist or has been transferred to some other jurisdiction or unit it should be penalized through in red ink with a note in the “Remarks” column. This is to ensure that there are no omissions from the 1951 figures, and if there be any, such omissions are
satisfactorily explained. Similarly, if the comparison of the register with electoral Houselist showed
formation of a new village, the word "New" should be recorded in the "Remarks" column. In cases where
a revenue village consists of more than one hamlet or there are distinct hamlets attached to a revenue village
the hamlets may be given sub-numbers under the main number of the village.

(Where Paras of hamlets with distinct names have grown into or have been treated as separate villages
for the purpose of the census, the name of the parent village as recorded in the maps should be entered in
brackets against the new villages. All such new villages should be located approximately in the maps
also. In other words there should be complete agreement between the villages shown in the General Village
Register and those shown in the Thana Maps).

(iv) In order to have a thorough check later by means of Thana Maps duly marked with villages
thereon, the villages in this new register shall be written in their geographical order which simply means that
the numbers should start with the North-West corner and end with the South-East as is usually done in
revenue surveys.

The idea is to facilitate formation of census circles and charges out of contiguous villages. If the
continuity in the serial numbers does not reflect contiguity of the villages in the locality, changes in census
units, if any, required at a later stage, will present great difficulties. A careful arrangement of the villages
as given above at the present stage, is therefore, a matter of great importance.

(v) As laid down in paragraph 5, the mauza should be shown in Column 2 of the Village Registers
in the Assam Valley and the Choukidari Circle in Cachar and Goalpara. In the Assam Valley, therefore,
mauzas should be taken up in geographical order for the subdivision and the villages within the mauza
should be written up as far as possible in the same order but without splitting up the Mandal/Patwari’s
lot or other small administrative unit, as it is the latter which will form the basis of census division. In
Cachar and Goalpara, the Choukidari Circle within a Thana and the village within each circle will be
similarly arranged in geographical order. In Hill Districts the same arrangement should be followed
on the basis of administrative units known and found suitable in those localities in the previous censuses.

(vi) Columns 4 and 5. These may be filled in from the up-to-date House lists already prepared for
electoral roll purposes. In case there are no such up-to-date House lists or they do not obtain the informa-
tion regarding inhabited or uninhabited houses, it should be obtained through the village officials like
the Patwaris, Mandals, Gaonburas, Sarpanches and Choukidars as was done in all previous censuses.

(vii) Column 6. This column is purposely left with a bigger space so that it could be made use of
later for collection of essential village notes and any other details required by the State Government.

(viii) The General Village/Tea Garden Register of 1961 when written up, should be thoroughly checked
with the printed Village Statements of 1951 and other available list of Villages, i.e. Choukidari Assessment
List, Tea Garden Register, etc. All inter-censal changes in the boundaries of towns, thanas and mauzas
should be carefully taken into account. As soon as the Register for each thana is complete, it should be
sent to the Circle or Settlement Officer concerned to check the list of villages and when it is received back
from the Local Officers, the Gazetted Officer-in-charge will then examine it paying particular attention to
the boundaries of Police Stations to see that no area has been omitted or accounted for twice over.

FORM B

(ix) Column 1. The wards should be named and numbered serially according to the order adopted
by the Municipality or Town Committee concerned. Where, however, the Municipalities or Town Commit-
tees or District and Subdivisional Towns have not been divided into wards, distinct localities can be demar-
cated by well defined roads, streets or lanes and given numbers and names generally known in the locality.

(x) Columns 2, 3 and 4. The figures may be collected from the Municipalities or Town Committees
concerned.

GENERAL

(xi) The Code numbers of District, Thanas and Towns need not be shown now as they have yet to
be decided upon.

Yours faithfully,

E. H. PAKYNTIEIN
Superintendent of Census Operations, Assam.
From

SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.
Superintendent of Census Operations, Assam.

To

All Deputy Commissioners and Subdivisional Officers,


Sir,

I have the honour to state that in my Circular letter No. SCO. 61/59/140-161 dated the 21st May 1959, I have mentioned that the preparation of the register may be finished by the 31st July 1959. The Circular could not, however, be issued till the second week of June 1959 because of the delay in printing in the Assam Government Press. Moreover, due to pre-occupation of the Election staff with the preparation of the Electoral Rolls which also have to be finished by the 31st July 1959, some Deputy Commissioners and Subdivisional Officers have already spoken or written to me that the preparation of the General Village Register cannot be done within the 31st July 1959. Fortunately, time is still on our side as far as the Census of 1961 is concerned. I am, therefore, to request you to finish the preparation of the General Village/Tea Garden/Town Register by the 31st August 1959.

One Subdivisional Officer has also pointed out that there are no up-to-date houselists and house numbers have also not been maintained up-to-date. He, therefore, finds difficulty in filling up columns 4 and 5 of the General Village Register. It may, however, be mentioned that in the 1951 Census, General Village Registers were prepared and preserved by the Deputy Commissioners and Subdivisional Officers and so what is necessary now is only to find out the registers of 1951 and to make the list of villages up-to-date because some new villages might have come up since 1951 and some old villages might have disappeared due to natural causes or the shifting habit of the people as in some hill areas. As regards inhabited houses, it may be mentioned that houses which are normally occupied by people but which are temporarily vacant should be shown as inhabited houses. Normally uninhabited houses relate to such public places as schools, churches, etc. Temporary huts, tents, sarais, etc., may be shown as uninhabited houses but a remark may be made in the remarks column showing the number of such temporary houses.

Yours faithfully,

E. H. PAKYNTEIN
Superintendent of Census Operations, Assam
FROM

SIR,

77
NO. SCO. 61/59/630-52
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM
"Manroi", Laitumkhrah
Shillong, the 16th July, 1959

CIRCULAR LETTER NO. 6-B

FROM

SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

To

All Deputy Commissioners and Subdivisional Officers.

SIR,

I have the honour to say that the Deputy Commissioner, Darrang, has raised a very pertinent point
as to whether separate registers should be opened for the Railway Areas and Forest Areas because in the
past, the census in respect of these two areas was operated through the Railway authorities and the Forest
Department respectively. In the 1961 Census also, it is proposed to have the enumeration in the Railway
Areas done through the Railway authorities and the enumeration in the Forest Villages should be done
through the Forest Department. It is, therefore, desirable that separate registers should also be opened for
the Railway Areas and the Forest Areas. Action may, therefore, be taken accordingly.

Yours faithfully,
E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

No. SCO. 61/59/799-821
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM
"Manroi", Laitumkhrah
Shillong, the 30th July, 1959


In continuation of my Circular letter No. 6-B conveyed in my No. SCO. 61/59/630-52 dated the 16th
July 1959, I have the honour to say that the Deputy Commissioner, Goalpara, has raised another pertinent
point that neither Form A nor Form B appears to be very suitable for the preparation of the Register in res­
pect of Railway Colonies. I agree with him and I have devised Form C which may be used for Railway
and Oil Colonies wherever they exist.

Form A should be used for the Forest villages and other areas to be censused by the Forest Officers.

Yours faithfully,
E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.
FORM C

(For Railway and Oil Colonies)

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

Name of Colony  | Name and number of Ward or Locality, if any | No. of building as given by Railway or Oil Company | Number of occupied houses | No. of un­occupied houses, offices, etc. | Remarks
--- | --- | --- | --- | --- | ---
1 | 2 | 3 | 4 | 5 | 6

No. SCO.61/59/3527-49

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

"MANROT", LAITUMKHRAH
Shillong, the 8th September, 1960

FROM
SHRI E. H. PAKYNTEIN, B.A. (HONS.) I.A.S.,
Superintendent of Census Operations, Assam,

To
All Deputy Commissioners and Subdivisional Officers.

SUBJECT — General Village Registers : Verification of.

SIR,

On a scrutiny of the General Village Register of one Subdivision, it appears that certain villages bearing the same name have been shown twice or even thrice. It is difficult to understand if such villages are one and the same or are distinct from each other. It is also understood that in the permanently settled areas where the Choukidari system existed up to the 1951 Census, one village might have actually been split up into two or more parts with each part falling into a different Choukidari Circle. When such villages are shown in the cadastral map as one village, then it should be shown only as one village. In my Circular No. 6, it has been made clear that wherever there has been a cadastral survey, each cadastral village should be shown as a village for the purpose of the Census.
2 I would request you, therefore, to kindly go through the whole General Village Registers of your Subdivision once again and to make necessary corrections wherever necessary. The housenumbering is being taken soon and each village must have its separate location code and so if mistakes of the kind as indicated above still remain, the location code for villages may not be accurate and we will also be liable to criticism from the public.

3 Please acknowledge receipt of this letter and let me know the action taken at a very early date.

Yours faithfully,

E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

No. SCO. 61/59/3777-99

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

CIRCULAR LETTER NO. 20

To
All Deputy Commissioners and Subdivisional Officers.


Sir,

I have the honour to refer you to my Circular letter No. SCO. 141/59/3466-88, dated September 6, 1960 in which I have explained the position as to how the Location Code should be given to a new village found during the housenumbering operation or during the enumeration or an old village not yet accounted for in the General Village Registers as already prepared by you.

2 The above Circular, however, pre-supposes that the number of such villages left out of count is very small that they can be accounted for and be given a Location Code only by the mere giving of a sub-number indicated by the letters of the alphabet between two numbers of the Location Code already given by you on the basis of the General Village Register as already prepared. It is now understood that in some places the General Village Registers were not prepared in the field and not checked by proper officers. In some cases, it may so happened that the General Village Registers were prepared belatedly only from office records or from the District Census Handbook of 1951. In the cases of the erstwhile permanently-settled areas, the General Village Registers may consist of a curious mixture of the new revenue villages and the old villages based on Choukidari Circles.

3 Where there has been large-scale omissions of villages, whether old or new, or where there has been admixture of villages due to the abolition of Zamindaries, it may be necessary to prepare a fresh Village Register during the housenumbering and housething operations and new numbers may have to be given to all the villages so that the Location Code may really represent the true number of cadastral villages in the plains and villages as recognised by customary law and usage in the Hills.

4 It may also be noted that while the Location Codes for Districts, Towns and Police Stations have been given by me, the responsibility for giving a true and correct Location Code for Villages and houses devolves on you.

5 As there is yet some time now and as you now have a full-fledged staff of Enumerators, Supervisors and Charge Superintendents, you should take the housenumbering and housething operations as a golden opportunity for a correct re-appraisal of your General Village/Tea Garden, etc., Registers, a correct re-numbering of your Location Codes for Villages and households and for making your final delimitation of Census Divisions, particularly those of Enumerators’ Blocks.
6 I am giving sufficient copies of this Circular as well as of Circular No. SCO. 141/59/3466-88, dated the 6th September 1960 so that you may distribute the same up to the rank of Charge Superintendents.

7 Please acknowledge the receipt of these Circulars and how many copies of each have you received.

Yours faithfully,
E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

No. SCO. 61/59/729-49
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM
‘Firs’
Shillong, the 11th April 1961.

CIRCULAR LETTER NO. 39

FROM
SHRI E. H. PAKYNTEIN, B.A. (HONS.) I.A.S.,
Superintendent of Census Operations, Assam,

TO
All Deputy Commissioners and Subdivisional Officers.

SUBJECT — Submission of Final copies of General Village Registers, Forest Village Registers, Oil Colony Registers, Railway Colony Registers and Tea Garden Registers.

SIR,

Since copies of the above-mentioned registers were submitted by you last, there have been many changes in them. Intimation about some of these changes was sent to me by you from time to time, but it is possible that some of these changes have remained unintimated.

2 Now that the enumeration is over, there is no possibility of any more revision of these registers. So please get the final copies of these registers prepared in duplicate and send one of the copies to me and retain the other in your office. While preparing these copies the instructions already conveyed as per my Circular letters No. 6, 6-B, 6-B (f), SCO. 61/59/3527-49, Circular No. 20 & SCO. 114/59/4913-35 dated 16.5.59, 21.5.59, 30.7.59, 8.9.60, 17.9.60 & 28.10.60 respectively, may be borne in mind.

3 As soon as all the registers for a thana are ready, one copy thereof may please be sent to me. In case, registers like Forest Village Register, Oil Colony Register, Railway Colony Register or Tea Garden Register have not been maintained thana-wise the names of the corresponding thanas may be written against the areas concerned in the Remarks column of the registers.

4 Needless to say that unless these final copies are received soon, it will not be possible for the Tabulation offices to check whether all the records for all the urban and rural areas in your subdivision have been received by them or not.

Yours faithfully,
E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.
APPENDIX 28

No. SCO. 44/59/330-52

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

"MANROI", LAITUMKHRAH

Shillong, the 19th June, 1959

CIRCULAR LETTER NO.7

FROM

SHRI E. H. PAKYNTEIN, B.A. (HONS.) I.A.S.,

Superintendent of Census Operations, Assam,

TO

All Deputy Commissioners and Subdivisional Officers.

SUBJECT — Census Maps

Sir,

As you are aware, the most essential pre-requisite of census work is the graduated breaking-up of the entire district or Subdivision into suitable administrative units to distribute the work and to build up a pyramid of jurisdiction and responsibility from below. In the 1961 Census, the usual administrative units such as Thanas or Police Stations, Towns, Villages, Municipal Boards, etc., will be maintained whole hog. This is necessary in order to help us establish a naturally acceptable Location Code on the basis of territorial units in a district. It, therefore, follows as a natural corollary that Census Maps based on the usual administrative divisions of a district or subdivision for revenue or general administration purposes are essentially necessary.

From Circular letter No. ENU(1O/4, dated the 22nd July, 1950 issued by my predecessor, it appears that you have already had District Maps on the scale of 1" = 4 miles and up-to-date Thana Maps on the scale of 1" = 1 mile in which you have shown the Census Divisions down to a Circle in the case of District Maps and down to a Village in the case of Thana Maps with numbers assigned to each. It also appears that trace maps showing the boundaries of the Charges and Circles and the number and the location of the villages within such areas had also been prepared for every Charge Superintendent and every Circle Supervisor. All these maps must have been preserved in your record room after the 1951 Census. I would, therefore, request you to ask your Record Keepers or other Officers-in-charge to find out these four categories of maps and to have them brought up-to-date in respect of new villages, if any, present boundaries, etc. I presume that in every district and subdivision, you have at least one good Mandal who can bring these maps up-to-date regarding changes of boundaries, if any, which must be made known to him by responsible Revenue Officers. Please give me an interim reply as soon as possible whether such maps have been traceable in your office. In case any such Thana Map or District Map is not traceable even after the most diligent search, please let me know immediately so that I may supply them from my stock or try to get them from the office of the Deputy Director of Surveys, Assam.

VILLAGE MAPS

I am not sure if Village maps or maps of wards of towns have been prepared in the last census. If not, please have a map prepared for every village or ward of a town showing the broad lay-out of the village or ward and the housenumbers shown therein. The map need not be drawn to scale but a map large enough to show the housenumbers in a plain piece of paper would be sufficient. A map of this kind, when prepared, will also help the maintenance of housenumbers. It may not be difficult to prepare such Village Maps now since most of the villages are likely to be covered by the Community Development Programme before the 1961 Census. These maps will also be useful to the Community Development Department as well as the Chief Electoral Officer. Housenumbers may be shown in the Village Maps and Ward Maps only when you have finished the preparation of the General Village/Tea Garden/Town Register. In case such Village or Ward Maps are already in your possession, please have them brought up-to-date or reproduced in a fresh piece of paper in case they have become clumsy or too old.

Yours faithfully,

E. H. PAKYNTEIN

Superintendent of Census Operations, Assam.
CIRCULAR LETTER NO. 7A

FROM

SHRI E. H. PAKYNTBIN, B.A., (HONS.), I.A.S.
Superintendent of Census Operations, Assam.

To

All Deputy Commissioners and Subdivisional Officers.

SUBJECT — Census Maps

SIR,

I have the honour to state that in the last paragraph of my Circular letter No. 7 (No. SCO.44/59/330-52 dated the 19th June 1959), I have mentioned about the preparation of Village Maps wherein house numbers should be shown. From reports received from Deputy Commissioners and Subdivisional Officers, it now appears that house numbers are either non-existent or are hopelessly out of date. Fresh house-numbering will be done by about October 1960 so that the numbers may not be obliterated just before the next census. House numbers should therefore NOT be shown in Village Maps now, or the preparation of the Village Maps may be kept in abeyance till about October next year.

The Thana Maps should however be found out and the names of villages therein should be brought up-to-date. The other trace maps showing the boundaries of Charges and Circles may also be found out from your records so that we can refer to them when making census Divisions for the 1961 Census.

Yours faithfully,

E. H. PAKYNTBIN
Superintendent of Census Operations, Assam.

APPENDIX 29

CIRCULAR LETTER NO. 11

FROM

SHRI E. H. PAKYNTBIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

To

All Deputy Commissioners and Subdivisional Officers.

SUBJECT — Census Calendar

SIR,

I have the honour to state that the Census-taking in India takes place once every ten years on a definite date and time preceded by sufficient time for intensive organisation, training and enumeration and succeeded by tabulation of data and reporting. This process is called a Census Operation because it has to be organised and carried out on a war-footing basis. Just like a war, it is a National Undertaking in
the taking of which all the State Governments extend their unstinted support and ready assistance and a very large number of officials and non-officials co-operate on a voluntary basis. The precise date to which every census must relate is called a Reference Date and the precise date and time for the 1961 Census is the sunrise of March 1, 1961.

2. No operation can succeed unless it is strategically planned and carried on according to a strictly phased schedule. Such a schedule of operations in the census is called a Census Calendar and according to the present Registrar General of India, "the most sacred thing in a Census Operation is the Census Calendar". No operation can be completely successful unless those at the helm of affairs in every District and Subdivision strike when their time is struck.

3. Accordingly, I have prepared a Census Calendar for 1960-61 and I attach six cyclostyled copies of it in the first instance. More copies—perhaps printed copies—will be sent in due course so that each Charge Officer, Supervisor and Enumerator may know his time schedule. All of you have already taken such preliminary steps as the furnishing of informations regarding the names of Scheduled Castes and Scheduled Tribes in your jurisdictions or the preparation of a list of towns, the General Village/Town, etc. Registers, etc., but the deadlines given in the Calendar are those which have to be finalised by me as well as by those who have not yet been able to completely finish up to now.

4. I, therefore, request you to take personal interest in this work of national importance and to see to it that, as far as you are concerned, the Calendar is strictly adhered to by all those whom you have entrusted to do this work. My own personal experience shows that where the Head of a District or Subdivision takes personal interest and responsibility, all his colleagues and subordinates also take interest and give their best to it. I hope you will continue this noble tradition.

Yours faithfully,

E. H. PAKYNTIEIN
Superintendent of Census Operations, Assam.

CENSUS CALENDAR

For 1960-61 in the State of Assam

1. Preparation of the list of Scheduled Castes and Scheduled Tribes with generic names or synonyms and sub-tribes or clans completed. January 15, 1960
2. District Census Officers, Deputy District Census Officers and Subdivisional Census Officers appointed. January 31, 1960
3. Preparation of the list of towns completed . . . . . . January 31, 1960
5. Preparation of General Village/Town/Tea Garden, etc., Registers completed. February 29, 1960
6. Socio-economic survey begins . . . . . . . . . . May 1, 1960
8. Formation of Census Divisions—
   (a) Charges and appointment of Charge Superintendents completed April 30, 1960
   (b) Circles and appointment of Circle Supervisors completed . . . May 15, 1960
   (c) Blocks and appointment of Enumerators completed . . June 30, 1960
10. Training for housenumbering and houselisting . . . . Between August 10, 1960 and September 15, 1960
11. Housenumbering and preparation of Houselists begun and completed Between September 15, 1960 and November 15, 1960
12. Distribution of pads to Deputy Commissioners and Subdivisional Officers completed. October 15, 1960
13. Estimate of the final indent of pads by Charge Superintendents and completion of Block Maps
   December 1, 1960.

14. Training for Enumeration of—
   (a) District Census Officers, Deputy District Census Officers and Subdivisional Census Officers.
      Between December 1 and December 15, 1960.
   (b) Charge Superintendents, Circle Supervisors and Enumerators

15. Training Sample Census and further intensive training to all Census Officers
   Between January 10 to February 9, 1961.

16. Enumeration
   February 10 to the sunrise of March 1, 1961.

17. Check-round
   March 1 to March 5, 1961.

18. Furnishing provisional totals—
   (a) Submission by Enumerators to Supervisors of records, forms and abstracts.
      March 6, 1961
   (b) Submission of same by Supervisors to Charge Superintendents
      March 7, 1961
   (c) Provisional totals submitted by Charge Superintendents to District Census Officers and Subdivisional Census Officers.
      March 8, 1961
   (d) Provisional totals submitted by District Census Officers and Subdivisional Census Officers to the Superintendent of Census Operations, Assam and Registrar General of India.
      March 9, 1961

19. Post-Enumeration check by Charge Superintendents and other higher Officers.
   From 1st week of April 1961.

APPENDIX 30

NO. SCO. 145/59/30/8-31

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM
“MANROI”, LAITUMKHRAH
Shillong, the 21st March, 1960

CIRCULAR LETTER NO. 15

FROM
SHRI E.H. PAKYNEIN, B.A. (HONS.), I.A.S.
Superintendent of Census Operations, Assam,

TO
All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Formation of Census Divisions

SIR,

I have the honour to state that even at the risk of repetition I have to reiterate that the coverage of the Census should relate to precisely-defined territories in order to ensure that the meanest household is accounted for and that no person is left out of count or no person is counted twice. It, therefore, follows that Census Divisions should correspond closely to the well-established administrative divisions from the district downwards, namely, the district, the subdivision, the thana or town and the village or ward of a town. These established divisions can be followed more strictly in the plains of Assam and the population data will also be published according to these well-established units. But conditions in the Hill areas of Assam are so different from those in the plains that Census Divisions may have to be slightly altered from areas to areas. For example, the Garo Hills district has no
subdivision and its new police stations have as yet no well-established boundaries. The age-old “Mauzas” which have definite boundaries are therefore accepted as the next units of Census Divisions in the Garo Hills. In the United Khasi and Jaintia Hills, such compact areas as the “Himas” of the Siems, Lyndohs, Sirdars, etc., or the “Doloiships” of the Jowai Subdivision may be considered as convenient units. Deputy Commissioners and Subdivisional Officers of the Autonomous Districts may therefore accept those Census Divisions or “Units” which were accepted in the past Censuses. Even in the plains of Assam, there are special areas like Tea Gardens, Forest Villages, Railway Colonies, Oil Town, etc., which have to be treated as separate entities and figures collected separately within the Thana. All these factors must be clearly borne in mind while forming Census Divisions. It may also be noted that there are no differences between the Hills and the Plains as far as the district and subdivision are concerned. Variations start only from the level of the Thana downwards.

2. According to the Census, the Divisions within the established administrative units discussed above are the Charges, Circles and Blocks which form the jurisdictions of the Charge Superintendents, the Supervisors and the Enumerators respectively. To begin from the base of this pyramidal structure, the Enumerator’s Block is an area consisting of about 150 households or about 750 persons in the rural areas and an area of about 120 households or 600 persons in the urban areas. About 5 Enumerators’ Blocks will constitute a Circle under a Supervisor and about 8—10 Supervisors’ Circles will constitute a Charge under a Charge Superintendent. Each Enumerator’s Block will more or less correspond to a village, but if villages are too small and are contiguous to each other, two or more villages may constitute an Enumerator’s Block. On the contrary, if a village is too big, it may be divided into two or more Blocks under different Enumerators, great care being taken that no areas or houses overlap. No village should however lose its identity as census figures will be published village-wise. It, therefore, follows that where two or more villages make a Block, the figures for each village should be kept separately by the Enumerator. Conversely, in a big village, the two or more Enumerators’ Blocks should have sub-numbers of the village. It may be clearly noted that a Census Block is thus a small area and should not be confused with the N.E.S. or C.D. Block. Similarly, a Supervisor’s Circle is also a comparatively smaller area and should not be confused with the Sub-Deputy Collector’s Circle. In town areas there are wards, but the sizes of wards vary from town to town. Nevertheless, each ward should be divided into convenient Blocks of about 120 households (not necessarily houses) or about 600 persons each. A household means the entire group of persons who commonly live together in the same house or part of a house and take their meals from a common mess unless the exigencies of work prevent them from doing so. Thus in towns, there may be more households than there are houses. No part of a Block in a town should be attached to the next ward as the population data will be given ward-wise. In the plains, cadastral villages have been accepted as villages for the purpose of the Census. Where there has been no cadastral survey, it should be taken as a “gaon” or “gram” together with its adjacent “tolas”, “paras”, etc., with well-defined boundaries, provided that none of these dependent collection of houses are so large or so distant from the central village as to form in themselves true villages with distinct individual names. In the hill areas, a village is a collection of houses within certain boundaries which are recognised by custom or convention. All the villages, whether in the Hills or in the Plains, should be numbered serially in their geographical order, i.e., from the North-West to the South-East within each Thana in the Plains and within each Subdivision or other convenient units in the Hills. Such a number will be required for the Location Code also regarding which I shall explain in another Circular.

3. According to the Census Calendar for Assam which has already been forwarded to you, the formation of Charges and the appointment of Charge Superintendents should be completed before the 30th April 1960, the formation of Circles and the appointment of Supervisors should be completed before the 15th May, 1960 and the formation of Blocks and the appointment of Enumerators should be completed before the 30th June, 1960. District and Thana maps, as the case may be, have already been supplied to you wherein the Census Divisions up to Charges and Circles should be shown. I think you have already taken sufficient action in the matter of the formation of Charges and the appointment of Charge Superintendents have also already been despatched to you. As there are sufficient officers of the rank of Charge Superintendents now-a-days, it is hoped that no difficulty will be experienced in making the Charges of the sizes indicated above. They may even be made smaller wherever necessary. Where mauzas in the Plains Districts of Assam fall entirely within one Thana and they are more or less of similar sizes, each such mauza may constitute a Charge. Where a mauza is too big, it may be divided into two or more Charges. Where mauzas are very small and are contiguous, two or more may constitute a Charge in the plains. But mauzas or part of mauzas should be entirely within each Thana in the plains. In the Hills Districts, Deputy Commissioners and Subdivisional Officers will use their own discretion in the matter of the formation of Charges within the broad principles already enunciated. Each Charge should be serially numbered—preferably in the geographical order—and allotted to each Charge Superintendent. Each Charge Superintendent will then make a neat sketch map of his Charge in four or
more copies and he will divide and indicate therein the Circles for his Supervisors. After their appointment, Supervisors will also make neat sketch maps of their Circles and divide them into convenient Blocks as aforesaid. Similarly, Enumerators will make neat sketches of their Villages or Blocks showing house numbers therein in due course. Charge Superintendents will select suitable Supervisors and Supervisors will select suitable Enumerators in consultation with the Deputy Inspectors or Sub-Inspectors of Schools and other officials concerned and forward the names to the Deputy Commissioner or Sub-divisional Officer who will make the appointments in proper forms. Special areas like Tea Gardens, Oil Areas, Military Areas, Forest Villages, Cantonments, etc., should be formed into separate Charges and Charge Superintendents, Supervisors and Enumerators may be appointed from among the personnel of the administration of these special areas. Riverine tracts, boat population, etc., may be constituted into separate Blocks or Circles. Institutions like jails, hospitals, etc., may be made into separate Blocks or Circles and the staff therein may be made Supervisors and Enumerators. There may be two or more Charge Superintendents in large towns.

4. References may be made to me by the Deputy Commissioners and Sub-divisional Officers if any difficulties are experienced in the actual operations in the field or if any deviations from the norms laid down above are considered essentially necessary.

Yours faithfully,

E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

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CIRCULAR NO. 19

FROM

SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

TO

All Deputy Commissioners and Sub-divisional Officers.

SUBJECT—Final Formation of Census Divisions

SIR,

I have the honour to state that in conformity with the Census Calendar for Assam you have already formed Charges, Circles and Blocks and you have also appointed Charge Superintendents, Circle Supervisors and Block Enumerators. But as already pointed out in the last sentence of paragraph 13 at page 5 of the CENSUS PLAN FOR ASSAM, the Charges, Circles and Blocks must have been only roughly prepared on the basis of the General Village/Town/Tea Garden, etc., Registers. It may, however, be conceded that the Charges as already formed can be finally accepted now because it is not very material whether one Charge is slightly bigger or smaller than the other. Where, however, you think that even the boundaries of charges should be modified now, you may do so with intimation to me.

2. It has also been emphatically stated in the above portion of the CENSUS PLAN that the Blocks and Circles should be finally delimited only after the house numbering and house listing period is over. This is very essential because although more than one year's time was given, the General Village/Town etc., Registers are still not accurate in most places. In some cases, whole villages might have been left out, while in many cases, the number of occupied and unoccupied houses might have been mere guess work only. In some other cases again, especially in the permanently-settled areas, one village may feature in two or more chowkidari Circles which is against our basic concept of a village as a Unit. In the plains, only revenue or cadastral villages can be accepted as units for the 1961 Census.

3. It has been found out that even in Shillong town, some of the Blocks made by the National Sample Survey are too big for one Enumerator. Actually in some such "blocks" two or three Enumerators will have to be appointed instead of one—which means that each such "block" will really have to be again
divided into two or more blocks to fit in with our concept that each Enumerator's Block should consist of about 120 households in towns and about 150 households in villages. If divisions of such unwieldy blocks can be made now in the course of house numbering and houselisting, let it be done so. But such division before house numbering pre-supposes that each such big block can be again divided into convenient Census blocks if there are natural boundaries like roads, lanes, well-defined drains, etc. If no such well-defined boundaries can be found, then let house numbering be done by two or more Enumerators—according to the likely number of Enumerators which each such big block will require — and after house numbering each Enumerator can be allotted about 120 households according to the house numbering undertaken. Such precautions are necessary to avoid double entries or omissions. Similar action should also be taken in rural areas where some blocks might be too big for one enumerator. If certain villages were omitted from the General Village Register or if new ones have come up in the meantime, then Enumerators may have to be appointed for such areas also.

4. If blocks have been finally demarcated as indicated above, then it may be necessary to charge some Circles also. Where, however, only one block or so has been increased, it does not matter if one more block is added to the Circle Supervisor because a Supervisor may have anything from 4 to about 7 blocks within his Circle.

5. I am, therefore, to request you to finally demarcate the Census Divisions, particularly those of Enumerators' Blocks, in the course of—or immediately after the house numbering and houselisting period is over. I hope that towards the end of November 1960, you will have divided your jurisdiction into final and complete Census Divisions without any overlapping and without any Enumerator being unduly loaded with extra persons or households to be counted other than those prescribed as the norm for each Enumerator. This is necessary in order to ensure complete coverage of the Census and to ensure that the Census data of 1961 are as accurate as possible.

6. Please acknowledge receipt of these circulars and in due course, please let me know the action taken. I have given you sufficient copies of this circular to go up to the rank of Charge Superintendent.

Yours faithfully,

E.H. PAKYNTEIN
Superintendent of Census Operations, Assam.

APPENDIX 31

LIST OF TOWNS WITH THEIR CODE NUMBERS

GOALPARA DISTRICT (1)

1 Kokrajhar .. .. .. .. (1/I)
2 Bongaigaon .. .. .. .. (1/II)
3 Abhayapuri .. .. .. .. (1/III)
4 Goalpara .. .. .. .. (1/IV)
5 Dhubri .. .. .. .. (1/V)
6 Gauripur .. .. .. .. (1/VI)
7 Sapatgram .. .. .. .. (1/VII)
8 Bilasipara .. .. .. .. (1/VIII)
9 Mankachar .. .. .. .. (1/IX)
10 Nalbari .. .. .. .. (2/V)
11 Rangia .. .. .. .. (2/VI)
12 Amingaon .. .. .. .. (2/VII)
13 N. Gauhati .. .. .. .. (2/VIII)
14 Gauhati .. .. .. .. (2/IX)
15 Kamakhya .. .. .. .. (2/X)
16 Pandu .. .. .. .. (2/XI)
17 Palasbari .. .. .. .. (2/XII)
18 Sualkuchi .. .. .. .. (2/XIII)

DARRANG DISTRICT (3)

23 Tangla .. .. .. .. (3/I)
24 Mangaldai .. .. .. .. (3/II)
25 Kharupatia .. .. .. .. (3/III)
26 Dhekiajuli .. .. .. .. (3/IV)
27 Tezpur .. .. .. .. (3/V)

KAMRUP DISTRICT (2)

10 Barpeta Road .. .. .. .. (2/I)
11 Barpeta .. .. .. .. (2/II)
12 Sarthebari .. .. .. .. (2/III)
13 Tihu .. .. .. .. (2/IV)
The following is a list of the code numbers assigned to each district and police station in Assam which are being used in the Census of 1961. It may be noted that in the Mizo Hills and Jowai each Subdivision is treated as a Police Station while in Garo Hills, 'Mauzas' are treated as Police Stations.

**Goalpara District (1)**

**Kokrajhar Subdivision**
- Gossaingaon Police Station (1/1)
- Kokrajhar P.S. (1/2)
- Sidli P.S. (1/3)
- Bijni P. S. (1/4)

**Dhubri Subdivision**
- Golokganj P. S. (1/5)
- Bilasipara P.S. (1/6)
- Dhubri P.S. (1/7)
- South Salmara P.S. (1/8)
- Mankachar P.S. (1/9)

**Goalpara Subdivision**
- North Salmara P.S. (1/10)
- Lakhipur P.S. (1/11)
- Goalpara P.S. (1/12)
- Dudhni P.S. (1/13)

**Kamrup District (2)**

**Barpeta Subdivision**
- Sorbhog P.S. (2/1)
- Patacharkuchi P.S. (2/2)
- Barpeta P.S. (2/3)
- Baghbor P.S. (2/4)
- Tarabari P.S. (2/5)

**Gauhati Subdivision**
- Barama P.S. (2/6)
- Tamulpur P.S. (2/7)
- Nalbari P.S. (2/8)
- Rangia P.S. (2/9)
- Hajo P.S. (2/10)
- Kamalpur P.S. (2/11)
- Boko P.S. (2/12)
- Chhayagaon P.S. (2/13)
- Palasbari P.S. (2/14)
- Jhalukbari P.S. (2/15)
- Gauhati P.S. (2/16)

**Lakhimpur District (4)**
- Bihpuri Tinali (4/1)
- North Lakhimpur (4/II)
- Dibrugarh (4/III)
- Chabua (4/IV)
- Tinsukia (4/V)
- Naharkatiya (4/VI)
- Doom Dooma (4/VII)
- Digboi (4/VIII)
- Digboi (Oil Town) (4/IX)

**Garo Hills District (5)**
- Tura (5/I)

**U.K. & J. Hills District (6)**
- Shillong (6/I)
- Shillong Cantonment (6/II)
- Nongthymmai (6/III)
- Jowai (6/IV)
- Mawli (6/V)

**Nowgong District (7)**
- Lumding (7/I)

**Siibsagar District (9)**
- Haflong (8/I)
- Golaghat (8/II)
- Jorhat (8/III)
- Sibsagar (8/IV)
- Nazira (8/V)

**Cachar District (10)**
- Silchar (9/I)
- Lakhipur (9/II)
- Karimganj (9/III)
- Badarpur (9/IV)
- Haklakandi (9/V)
- Lala (9/VI)

**Mizo District (11)**
- Aijal (10/I)

The following is a list of the code numbers assigned to each district and police station in Assam which are being used in the Census of 1961. It may be noted that in the Mizo Hills and Jowai each Subdivision is treated as a Police Station while in Garo Hills, 'Mauzas' are treated as Police Stations.
DARRANG DISTRICT (3)

Mangaldai Subdivision

Paneri P.S. (3/1)
Udalguri P.S. (3/2)
Majbat P.S. (3/3)
Kalaigaon P.S. (3/4)
Dalgaon P.S. (3/5)
Mangaldai P.S. (3/6)

Tezpur Subdivision

Dhekiajuli P.S. (3/7)
Tezpur P.S. (3/8)
Chatia P.S. (3/9)
Behali P.S. (3/10)
Gohpur P.S. (3/11)

LAKHIMPUR DISTRICT (4)

North Lakhimpur Subdivision

Bihpuria P.S. (4/1)
North Lakhimpur P.S. (4/2)
Dhakuakhana P.S. (4/3)

Dibrugarh Subdivision

Dhemaji P.S. (4/4)
Sadiya P.S. (4/5)
Dibrugarh P.S. (4/6)
Tinsukia P.S. (4/7)
Doom Dooma P.S. (4/8)
Moran P.S. (4/9)
Bardubi P.S. (4/10)
Digboi P.S. (4/11)
Jaipur P.S. (4/12)
Margherita P.S. (4/13)

GARO HILLS DISTRICT (5)

For Mauzas (5/1), (5/2)—(5/10)

Sibsagar District (9)

Golaghat Subdivision

Bokakhat P.S. (9/1)
Dergaon P.S. (9/2)
Golaghat P.S. (9/3)

Jorhat Subdivision

Majuli P.S. (9/4)
Jorhat P.S. (9/5)
Teok P.S. (9/6)
Titabar P.S. (9/7)

Silchar Subdivision

Katigara P.S. (10/1)
Barkhola P.S. (10/2)
Udarband P.S. (10/3)
Lakhipur P.S. (10/4)
Silchar P.S. .......... (10/5)
Sonai P.S. .......... (10/6)

Hailakandi Subdivision
Hailakandi P.S. .......... (10/11)
Katialchara P.S. .......... (10/12)

Karimganj Subdivision
Karimganj P.S. .......... (10/7)
Badarpur P.S. .......... (10/8)
Patharkandi, P.S. .......... (10/9)
Ratabari P.S. .......... (10/10)

MIZO HILLS DISTRICT (11)

APPENDIX 32

Telephone 808.

CENSUS—IMMEDIATE

FROM
E. H. PAKYNEIN, I.A.S.,
Superintendent of Census Operations,
Assam.

TO
All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Instructions for Housenumbering and Houselisting

Sir,

Introductory.—I have the honour to state that the booklet entitled “INSTRUCTIONS FOR FILLING UP THE HOUSELIST” which was prepared by the Registrar General and copies of which will be sent to you contains only detailed instructions how to fill up the houselist form. I am therefore, issuing this circular containing detailed instructions how the HOUSENUMBERING is to be done in Assam.

2. Importance of Housenumbering and Houselisting—Enumeration at the residence of the individual has been universally recognised as the best procedure to ensure accuracy in a population census. The numbering of houses within each Enumerator’s Block and the preparation of a list of houses so numbered is, therefore, very essential in order to ensure the meanest household is accounted for and that no person is omitted from the count. All buildings with the exception of such separate structures as latrines, cowshed and granaries which are not meant for human habitation have to be numbered irrespective of the use to which they are put. If a garage is used only for housing a car, it may not be numbered, but if it is used as a human habitation, it should be numbered. Buildings within one compound belonging to the same person which are used as human habitations should be given separate sub-numbers, but if only one household lives there, only one number may be given.

3. Definitions—In the housenumbering and houselisting operation, one should have a clear idea and be familiar with the concepts of the words ‘building’, ‘census house’ and ‘census household’ which are defined as follows:

A ‘Building’ refers to the entire structure on the ground.
A ‘Census house’ is a structure or part of structure, inhabited or vacant, or a dwelling, shop, a shop-cum-dwelling or a place of business, workshop, school, etc., with a separate main entrance. A ‘household’ is a group of persons who commonly live together and take their meals from a common mess or kitchen unless the exigencies of work prevent any of them from doing so.
More elaborate definitions of these terms can be found in the 'Instructions for filling up the Houselist Form'. A building may consist of one census house only or more than one census house and each census house may again consist of more than one census household. For example, there may be a building of four flats and each flat may have two separate households living in each. The structure is a building, each flat is a census house and each household a census household. Such instances are, however, rare in Assam where in most cases the building, the census house and the census household are one. There are no building numbers in Assam given by municipalities or local authorities, so all buildings should be given census numbers. Where a building, a census house and a household relate to one thing, columns 2, 3 and 11 of the Houselist Form may bear the same number.

4. Agency for housenumbering—In Assam, the agency for housenumbering and houselisting are the Enumerators and the material for painting the housenumbers will be coal tar unless black paints of equivalent value and utility are available. An honorarium of eight rupees will be paid to each enumerator after the housenumbering and houselisting is done during this year out of which two rupees may be advanced to each enumerator to enable him to buy coal tar and small container, etc. An improvised stick may be used for doing the actual painting of numbers. Deputy Commissioners and Subdivisional Officers, should help the Enumerators to procure coal tar wherever necessary. In urban areas, the municipalities and town committees should be asked to defray the cost of painting materials as Government have already declared such expenditure to be an appropriate charge on their budgets.

5. System of housenumbering in rural areas—In the rural areas where many villages are too small to comprise an Enumerator's Block by themselves and it is necessary to group two or more villages to form one Block, each village should be numbered in one series by itself. Thus if three villages A, B and C constitute one Enumerator's Block and they have 23, 46 and 75 houses respectively, village A should bear the number 1—23, village B 1—46 and Village C 1—75 respectively. If one village constitutes a Block by itself, then there will be only one series for that village. If a village is too big and has to be divided into two or more Blocks, each Block should be given a sub-number of the village and each Block should have a distinct series of housenumbers by itself indicating the sub-number of the Block and the series of houses in each Block. Thus if village A has 280 houses and it has to be divided into two Blocks of 145 and 135 houses, then each Block should be given a sub-number 1 and 2 of the village and all the houses within that Block should then be numbered serially by each Enumerator within his allotted Block. In order to know that the big village has two or more blocks, it is desirable to write the number of the Block and the number of each house separated by a hyphen. Thus the houses in Block 1 of village A should be numbered 1-1, 1-2, 1-3...1-145.

6. Mode of numbering—If a village has a well-defined street with sub-streets, it is desirable to number the houses street-wise, beginning from one side of the street continuously and then cross over and continue the numbering on the other side of the street. But if houses are scattered, numbering may be done either in geographical order from the North-West to the South-East or clockwise and anticlockwise according to the peculiar configuration of the village. But no house should be left unnumbered.

7. Numbering in urban areas—In urban areas, it is important that the housenumbering should be done more methodically and more carefully and should be worthy of permanent maintenance. Our towns are rapidly increasing in a rather haphazard manner and so unless some planning—even on a rough-and-ready basis—is made in time, slum areas may replace most parts of our towns. Housenumbering and permanent maintenance of the same may help in arresting the uncontrolled and haphazard development. Housenumbers in towns will be used not only for the purpose of the Census, but also for the purpose of municipal assessment, postal identification, preparation of the electoral rolls, making of urban frames for sample survey and so on. A good system of housenumbering in a town or city will bring credit to the local authority concerned.

It is very desirable that the housenumbers in each Ward should have one continuous serial, but as the work here has to be done by honorary Enumerators within a fixed time-limit, we have to confine the numbering of houses to each Enumerator's Block. A Ward will be divided into a number of Blocks each consisting of about 120 households and each Block will have a number assigned to it within the Ward. The houses will then be numbered serially by each Enumerator within his allotted Block giving the number of the Block and the number of each house. Thus if in Ward No. IV there are six Blocks, each Block will be serially numbered 1, 2, 3, 4, 5, 6. Each house within each Block will then be serially numbered as 1-1, 1-2, 1-3 and so on. When the whole Location Code is given, it will be easy to identify each house within the town.

If possible, the Municipalities or Town Committees should supply the enumerators with stencils so that beautiful numbers may be given. Such numbers may also be inscribed in plates if the houseowners or the Municipalities so desire. If such numbers are permanently maintained, the administrative task of the authorities will be easy.

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Wherever possible, the numbering in towns will have to follow the axis of the street and not such pre-conceived geographical direction as from North-West to South-East. Numbering should be done along a well-defined street, road or lane, the serials preferably running along one side of a street or road before crossing into the opposite side. The formation of Enumerator's Blocks in Shillong, Gauhati, Dibrugarh, Nowgong, Silchar, Dhubri and Barpeta is being done by the National Sample Survey of India and so it is hoped that more thoroughness can be expected in these areas.

8. New Constructions—A building under construction should also be given a serial number. If a new building or a hut is built between the house-numbering and the final census enumeration, it should be given a new number beyond the last number of the serial for the block with the remark that it is a new construction between this number and that number. For example, if a new building is constructed between house number 14 and 15 of a Block consisting of 120 households, that new building should be given a new number 121 with the remark that it is a new construction lying between house numbers 14 and 15.

9. Place to be numbered and size of numbers—The place where the number has to be painted with coal tar should be either in the door or the wall of a house or household. It is desirable to consult the householder as to where the number is to be painted, but it should be in a place where it can be easily seen by the postman or Enumerator. If houseowners want to affix their own number plates in a beautiful manner, they may be allowed so to do, but they must paint only the number given by the Enumerator and within a reasonable period of 3-5 days from the date of the visit of the Enumerator. The size of the letters to be painted may be about half an inch thick and two and a half inches in height. In the case of huts where there are no places for writing the number, a separate cardboard or tin available in the house should be used and the householder should hang such cardboard or tin in a conspicuous place in the front part of his house. The houseowner should be enjoined to preserve the card or tin very carefully. Even a temporary hut inhabited by human beings should have a number and in that case the letter “T” should be written in the remarks column of the houselist. Thus temporary huts of contractors in new constructions or temporary huts of forest contractors in forest clearings or kheda operations should be given numbers. In the case of encroachers, their huts should also be numbered with the remark that the land is under encroachment to which the letter “T” should also be added to indicate that the construction is a temporary hut in encroached land.

10. Numbering of households—In cases where there are more than one household within one census house, the number of each household should be painted against that household as may be convenient for identification of the household and verification by supervising officers.

The house-number is generally a composite figure, the first number indicating the serial number of the building, the second number indicating the serial number of the census house within the particular building and the third number being an alphabet such as A, B, C, etc., indicating the serial order of household within that particular census house. For example, if building number 15 has two census houses, the houses will be numbered as 15(1) and 15(2). If within each of these census houses there are respectively 2 and 4 households, then the households will bear the numbers 15(1A), 15(1B), 15(2A), 15(2B), 15(2C), and 15(2D). If, however, the building has only one census house, it will be enough if the building number is indicated and not the house-number. If the building having only one census house happens to contain two households, the house-numbers should be given as 15(A) and 15(B). In case one building has only one census house and only one household, the house-number may be given as 15 only. All the unoccupied houses such as institutions, public offices, hospitals, namghars, temples, etc., should bear numbers according to the above procedure.

Sometimes some odd structures in remote areas such as forest rest-house, guard’s quarters, railway gangman’s quarters, a remote temple, etc., may be found. Care should be taken by the Enumerators that any such house in their jurisdiction should not be left out from numbering.

11. Sample numbering before final numbering—Wherever possible, it is desirable that the house-numbering should first be done by chalk to ensure that all instructions have been faithfully carried out and that no building, house or household has been left without being numbered. After checking, the final numbering may then be done with coal tar. This procedure is especially desirable in urban areas where the numbering is more complex due to the density of population and the existence of all kinds of houses, huts and sheds clustered together within one compound or area. In towns, it is also found that even structures like garages, cow-sheds, fowl-sheds or fuel-sheds are also inhabited by human beings due to the very acute housing problem and the high rate of rent.
12. Sketch maps—It is also desirable to have a village map or a Ward map indicating the Blocks and the house numbers in each Block. The map may be only a sketch map showing the broad outlay of the village and the position of house numbers. This is being done all over India and it is hoped that Assam will not lag behind. The sketch maps may be prepared by the Enumerators and Supervisors themselves in plain sheets of papers.

13. Legal provision—Under the provisions of the Census Act, house-owners must allow Enumerators to affix house numbers and the numbers so affixed must not be interfered with or obliterated. Any one not complying with this provision of the Act is liable to fine under the Act.

14. Numbering to be in Arabic numerals—Numbering should be in Arabic numerals only according to the decision of the Government of India.

15. Houselisting—After doing the house numbering, the houselisting should be done at once, if not simultaneously. Separate instructions have been prepared by the Registrar General, India, how to fill in the houselist form.

Each houselist form has entries for 40 numbers, but separate forms should be used for each village. For example, if an enumerator has five villages under his Block, either one or more form may be used for each village according to the number of houses in each village, but no number of the next village should be filled in the same form of same set of forms as each village will be treated as a separate unit.

One copy of the houselist form should be filled during field work and another fair copy should be prepared at home by the enumerator before despatch to the Supervisor.

Each Supervisor should make at least 10% checking of the work of each Enumerator and each Charge Superintendent will similarly make at least 10% check of the work of each Supervisor.

16. Period of House numbering and houselisting—The numbering of houses and the preparation of the houselists in Assam will be from the 15th September to the 15th November 1960. Along with the house-numbering and houselisting, collection of village notes and certain data about sericulture and weaving will also be undertaken for the benefit of the State.

17. S.T. and S.C.—If the households are occupied by members of the Scheduled Tribes or Scheduled Castes, the words S.T. or S.C. should be entered in the remarks column of the houselist form. A list of Scheduled Tribes and Scheduled Castes in Assam is attached.

E. H. PAKYNTEIN,
Superintendent of Census Operations, Assam

LIST OF SCHEDULED CASTES IN ASSAM
(The main castes are those given in the President's, Order and sub-castes are given in brackets.)

1. Bansphor—(Jamadar, Balmikis).
2. Bhuinmali or Mali (Malakar).
3. Brittial Bania or Bania—(Sonari Banikya).
4. Dhupi or Dhobi—(Suklabaidya, Rajak).
5. Dugla or Dholi—(Sabdakar, Badiar, Badyakar).
6. Hira.
8. Jhalo, Malo or Jhalo-Malo.
10. Lalbegi.
11. Mahara.
12. Mehtar or Bhangi.
13. Muchi or Rishi—(Ravidas, Chamar).
14. Namasudra—(Namakhudra or Namadas, Charal, Majhi,Nama).
15. Patni—(Mahishyadas).
LIST OF SCHEDULED TRIBES WITH SUB-TRIBES IN ASSAM
(The main tribes are those given in the President’s Order and sub-tribes are given in brackets.)

I. IN THE AUTONOMOUS DISTRICTS
1. Chakma—(Takam).
2. Dimasa—(Kachari).
4. Hajong.
6. Khasi and Jaintia (including Khasi, Synteng or Pnar, War, Bhoi, Lyngngam, Megam, Dkil, Bakhak and Khynriam).
7. Any Kuki Tribes including
   (i) Biate, or Biete,
   (ii) Changsan,
   (iii) Chongloi,
   (iv) Doungel,
   (v) Gamalhou,
   (vi) Gantie,
   (vii) Guite,
   (viii) Hanneng,
   (ix) Haolai,
   (x) Henga,
   (xi) Hongsungh.
   (xii) Hrangkhawl or Rangkhool,
   (xiii) Jongbe,
   (xiv) Khawchung,
   (xv) Khawthlang
   or Khothalon
   (xvi) Khelmia (Cheakichap),
   (xvii) Khempou,
   (xviii) Kipgen,
   (xix) Kuki,
   (xx) Lengsung,
   (xxi) Luangkhol
   or Rangkhol,
   (xxii) Lyngna,
   (xxiii) Mira
   or Khothi,
   (xxiv) Misao,
   (xxv) Rang or Tripura,
   (xxvi) Saimen,
   (xxvii) Seliam,
   (xxviii) Singon,
   (xxix) Sithou,
   (xxx) Sukte,
   (xxxi) Thado,
   (xxii) Thangne,
   (xxiii) Ubhur,
   (xxiv) Vaiphei.
8. Lakher.
10. Any Mizo (Lushai) Tribes—(Ralte, Paihite, Pawite, Thlanglau, Moghi, Matu, Pang, Chawrai, Langrawng, Lusei, Hmar, Fanai, Khogue).

II. IN THE TRIBAL AREAS OTHER THAN THE AUTONOMOUS DISTRICTS
1. Abor—(Mirong, Padam, Melong, Kurko).
2. Aka.
3. Apatani—(Anka).
4. Dafla.
5. Galong.
8. Mishmi.
10. Any Naga Tribes.
11. Sherdukpen.
12. Singpho.

III. IN THE STATE OF ASSAM EXCLUDING THE TRIBAL AREAS
1. Barmans in Cachar.
2. Boro—Borokachari (Bodo).
3. Deori.
4. Hojai.
5. Kachari including Sonwal
   (Sarania, Thengal).
APPENDIX 33

NOTIFICATION

The 5th September, 1960

No. GCN. 22/59/65.—In exercise of the powers conferred by Section 8 of the Census Act, 1948 (Central Act XXXVII of 1948), the Governor of Assam is pleased to issue the following instructions in respect of questions to be asked by Census Officers within the State of Assam in connection with the housenumbering and houselisting operation of the Census of India 1961—

INSTRUCTIONS

Every Census Officer is authorised to ask, in accordance with the directions contained in the Schedule to the annexure hereto, of all persons within the limits of the local area for which he is appointed, such questions as may be necessary in order to fill in, in respect of such persons or in connection with the house or houses occupied by such persons, the particulars which are required to be recorded in the houselist forms and other subsidiary forms. And every person to whom such questions are put shall be legally bound to answer them correctly:

Provided that no Census Officer shall ask to see any woman who does not voluntarily appear or is not voluntarily produced before him, or seek any information which is not required for the purposes of the Census.

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

ANNEXURE

List of questions.

(To be asked during housenumbering and houselisting operation)

(1) Purpose for which the Census house is used, whether for dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, etc.?

(2) If the Census house is used as an establishment, workshop or factory.

(a) What is the name of the establishment or proprietor?
(b) What is/are the name(s) of product(s) and what type(s) of repairing or servicing are undertaken?
(c) What is the average number of persons employed daily last week (including proprietor or household members, if working)?
(d) What kind of fuel or power is used—if machinery is used?

(3) Description of Census House.

(a) What is the material of the wall?
(b) What is the material of the roof?

(4) What is the name of the Head of the Household?

(5) How many rooms are there in the Census Household?

(6) Does the householder live in his own or rented house?

(7) How many males and females are residing in the Census Household?

(8) Whether the householder belongs to S.C. or S.T.?

(9) If Sericulture and Weaving are undertaken in the household—

(a) How many persons in the family are engaged in the industry?
(b) What is the annual production of cocoons or fabrics?
(c) Give the number and description of looms.
SCHEDULE

Directions to Census Officers

The Census Officers are directed to ask the above questions to every householder in order to elicit answers for the purpose of filling in the Houselist form and the form for giving information regarding Sericulture and Weaving. Every question should be put in such a manner as not to give offence and in a form capable of ready answer. While further questions may be put to clarify any answer, no information not covered by the prescribed questions should be asked. Separate detailed Instructions have already been issued to all Enumerators how to do the h usernumering and houselisting and these should be strictly adhered to in the course of this operation.

R. K. SRIVASTAVA

for Chief Secy. to the Govt. of Assam. Genl. Admn. Deptt.

CENSUS OF INDIA 1961

INSTRUCTIONS FOR FILLING UP THE HOUSELIST

COLUMN 1.—Line Number.

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

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

This refers to the entire structure on the ground. There are, however, high, large or long buildings along a street or lane which have been partitioned or portions of which have been sold, which have distinct, separate main exit on the road and which belong to separate owners or occupiers or alternatively there are series of different houses joined each to each by common walls on either side to make the whole look like one building but parts of which have been built at different times and belong to separate owners. Such distinguishable structures, although not separate from each other should be regarded as separate building and given separate numbers. Each building should have a separate number. If in big cities a large mansion or building containing several census houses has a well known name by which it is generally known then the name of the building should also be recorded for convenient reference. If there are more than one structure within an enclosed or open compound belonging to the same person e.g., the main house, the servants' quarters, the garage, etc., only one building number should be given. If the locality consists of a number of streets in a village, the buildings in the various streets should be numbered continuously and the streets should be taken in uniform order, from North-West to South-East. Experience suggests that the best way of numbering is to continue with one consecutive serial on one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial, stopping finally opposite to where the first numbering began. In a city enumeration block, the numbering will have to respect the axis of the street and not any preconceived geographical direction like North-West. A building under construction should also be given a number in the serial. If a new hut or building is constructed between the time when the h usernumbering and houselisting have been completed and the census count it should be given a new number beyond the last number of the serial for the village. Arabic numerals should be used for building numbers.

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

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

A census house is a structure or part of a structure inhabited or vacant, or a dwelling, a shop, a shop-cum-dwelling or a place of business, workshop, school, etc., with a separate entrance.
If a building has a number of flats or blocks which have separate entrances of their own and are independent of each other giving on the road or a common staircase or a common courtyard leading to a main gate, they will be considered as separate census houses. If within an enclosed or open compound there are separate building then each such buildings will also be a separate census house. If all the structures within an enclosed compound are together treated as one building then each structure with a separate entrance should be treated as a separate census house.

The order in which census houses within a building should be numbered should be continuous, preferably clockwise, or in any convenient manner if it is at all difficult to do it clockwise. If a building itself is a census house, then it will have only one number, namely, that of the building. If within a building there are a number of census houses, then each census house will have two sets of numbers, e.g., the number of the building and the sub-number of the census house. The census house number should be written after the building number in arabic numerals in brackets such as 2(2), 3(2), etc. A census house may contain more than one household in which case, each household will have to be denoted by a separate alphabetical sub-number (see instructions for column 11 below).

COLUMN 4.—Purpose for which census house used, e.g., dwelling, shop, shop-cum-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, etc.

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

In the case of a factory or workshop 'Factory' should be written for a large factory if registered under the Indian Factories Act and 'Workshop' for a small unregistered workshop. A workshop is a place where some kind of production, repair or servicing goes on or where goods or articles are made and sold. Similarly, a shop is a place where articles are sold for cash or for credit. Business houses are those where transactions in money or other articles are taking place, e.g., bank, etc. But rooms or apartments where professional consultations are held such as by doctors, hakims, pleaders, etc., should be described as 'professional consultation rooms' and not workshops. In the case, however, of a dispensary where, in addition to consultation by a doctor, medicines are prepared and sold, the house should be described as a dispensary. Write also if used for place of workshop or congregation or if unoccupied, 'vacant'. If the census house is a shop, business house, bank, etc., but is not a factory or workshop as defined above, the name of the proprietor manager or director should be entered in column 18.

COLUMNS 5 to 8.—"If this census house is used as an establishment, workshop or factory".

These columns apply only in cases where the census house is a factory or a workshop, i.e., where some kind of production, processing, repair or servicing is undertaken or where goods or articles are made and sold. If the census house is not used for purposes of a factory or workshop write 'X' in each of the columns 5 to 8.

COLUMN 5.—Name of establishment or proprietor.

Write the name of the establishment in the case of factories or large manufacturing concerns and write the name of the proprietor in the case of small workshops and establishments like confectioneries where no distinct name has been given to them like Halwai shop, etc. If the census house is not used for the purpose of a factory or workshop put 'X' in each of the columns 5 to 8.

COLUMN 6.—Name of product(s), repair or servicing undertaken.

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

COLUMN 7.—Average number of persons employed daily last week (including proprietor or household members if any).

The total number of workers including apprentices, either paid or unpaid, employed in the factory or workshop, including the owner or proprietor and any of his family members (if working), should be entered. The average number of persons working per day during the week preceding the date of your visit should be entered.

In case more than one product is produced it is not necessary to enquire the number of persons employed in the production of each product. It may not be possible to get this information in cases where the operations may be composite.
COLUMN 8.—Kind of fuel or power, if machinery is used.

If the factory or workshop uses steam or diesel engine or fuel, e.g., kerosene, soft coke, electricity water-mill, etc., for running the machinery used for production, servicing or repairs, write what fuel or power is actually used.

COLUMNS 9 and 10.—Description of Census House.

COLUMN 9.—Material of wall.

Under this column the material out of which most of the walls of the house are made i.e., grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement concrete or timber should be written. Where a house consists of separate structures each of different materials, the material out of which the walls of the main bedrooms are made are to be recorded.

COLUMN 10.—Material of roof.

The material out of which most of the outer roof exposed to the weather and not the ceiling is made, i.e., tiles, thatch, corrugated iron, zinc or asbestos cement sheets or concrete etc., should be written. In the case of a multi-storeyed building the intermediate floor or floors will be the roof of the lower floor.

COLUMN 11.—Sub-number of each Census Household with Census House number (Column 3).

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

There may be one or more households in a census house. Each household should be separately numbered. This can be done by using the alphabets as (A), (B), (C), etc. For example, if building No. 2 is also a census house and has three households, the household numbers will be 2(A), 2(B) and 2(C). If building No. 4 has two census houses, the houses will be numbered as 4(1) and 4(2). If within each house there are respectively 3 and 2 households, then they will be numbered as 4(1A), 4(1B), 4(1C) and 4(2A) and 4(2B).

COLUMN 12.—Name of Head of Household.

The name of the Head of each household given in column 11 should be written here. The Head of a household for census purposes, is the person on whom falls the chief responsibility for the maintenance of the household. The name of the person who is actually acknowledged as Head of the household should be recorded. In the case of places like messes, boarding houses, chummeries etc., where people live together with no ties of relationship, the manager or superintendent or the person who by common consent is regarded as the Head should be recorded as Head of the household.

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

COLUMN 13.—Number of rooms in Census Household.

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

If census house consists of a number of households the number of rooms occupied by each household should be entered on each line against the name of the Head of the household. In cases where more than one household occupy a single room or share more than one room in such a way that it is not possible to say the number of rooms occupied by each household, the number or rooms should be given together within brackets as common to both the households.

A room should usually have four walls with a doorway with a roof overhead and should be wide and long enough for a person to sleep in, i.e., it should be at least 6 ft. long. Unenclosed verandah, kitchen, store, garage, cattle shed and latrine which are not ordinarily used for living and sleeping should not be treated as rooms. An enclosed room, however, which is used for living, dining, storing and cooking should be regarded as a room.

COLUMN 14.—Does the household live in own or rented house?

If the household lives in own house write ‘O’. If the household lives in a rented house write ‘R’.

In the case of public buildings like schools, hospitals, etc., or places of worship, put ‘X’ in this column.
COLUMNS 15 TO 17.—**Number of persons residing in census household on day of visit.**

Write the number of males residing in the household in column 15, the number of females residing in the household in column 16 and the total number of persons in column 17.

COLUMN 18.—**Remarks.**

In this column should be entered any useful or significant information about the building or the census house or the census household that has not been entered in any other column. For example, if the census house is a shop the name of the proprietor or owner should be recorded in this column. If a census house is vacant at the time of house listing but there is reason to believe that the house will be occupied in the course of the next few days and almost certainly before the census enumeration period, then the word 'Vacant' should be entered in column 4 and a remark should be entered in column 18 to the effect 'likely to be occupied shortly'. Thus, the Remarks column should be utilised for recording all significant information relating to the building or census house or census household.

Each person engaged in house numbering of one block will have to make out an abstract at the conclusion of house listing and house numbering. This abstract will be in the form shown in the next page.

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**APPENDIX 34**

**NOTIFICATION**

**The 14th December, 1960**

No. GCN. 22/59/99.—In exercise of the powers conferred by Section 8 of the Census Act, 1948 (Central Act No. XXXVII of 1948), the Governor of Assam is pleased to issue the following instructions in respect of the questions to be asked by the Census Officers within the State of Assam in connection with enumeration operation of the Census of India, 1961:

**INSTRUCTIONS**

Every Census Officer may ask in accordance with the directions contained in the Schedule to the Annexure hereto, of all persons within the limits of the local area for which he is appointed, such questions as may be necessary in order to fill in, in respect of each of such persons and in respect of the household to which each of such persons belongs, the particulars which are required to be recorded in the Enumeration Slips and the Household Schedules in answer to the List of Questions contained in the Annexure hereto. And every person of whom such questions are asked shall be legally bound to answer them correctly.

Provided that no Census Officer shall ask to see any woman who does not voluntarily appear or is not voluntarily produced before him or seek any information which is not required for the purpose of the Census.

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

Each district or subdivision has been divided into Charges, Circles and Blocks placed under Census Officers designated as Charge Superintendents, Circle Supervisors and Enumerators respectively who will conduct the Census operations within their allotted areas. The period of enumeration will be from February 10, 1961 to the sunrise of March 1, 1961 to be followed by five days for a final check of the data collected. The reference date is the sunrise of March 1, 1961.

**ANNEXURE**

**LIST OF QUESTIONS**

(To be asked during the Enumeration Operation)

1. **FOR FILLING UP THE HOUSEHOLD SCHEDULE**—
   1. Is this an institution?
   2. What is the full name of the Head of your Household?
3. Does the Head of your Household belong to a Scheduled Caste or a Scheduled Tribe? If so, what is the name of that Scheduled Caste or Scheduled Tribe?

**Sub-Part A: Cultivation**

4. Does your Household cultivate any land? If so,—
   (i) is any land owned or held from Government?
      (a) what is/are the local name(s) of the right(s) on such land?
      (b) what is the area of the land falling under each of these rights?
   (ii) is any of it held from private persons or institutions for payment in money, kind or share?
      If so,—
      (a) what is/are the local name(s) of the right(s) on such land?
      (b) what is the area of the land falling under each of these rights?
   (iii) what is the total area of the land cultivated by your Household?

5. Has your Household given any land to private persons for cultivation for payment in money, kind or share? If so,—
   (i) what is/are the local name(s) of the right(s) on such land?
   (ii) what is the area of the land falling under each of these rights?

**Sub-Part B: Household Industry**

6. Is any Household Industry (not on the scale of a registered factory) being conducted by the Head of the Household himself and/or mainly by the members of your Household at home or within the village if in rural areas and only at home if in urban areas? If so,—
   (a) what is the nature of the industry(ies)?
   (b) during how many months in the year is it conducted?

**Sub-Part C: Workers at Cultivation or Household Industry**

7. Does the Head of your Household work in—
   (i) the Household cultivation, or
   (ii) the Household Industry, or
   (iii) both?

8. Do any of the other members of your family work in—
   (i) the Household cultivation, or
   (ii) the Household Industry, or
   (iii) in both?
   If so,—
   (a) how many of them under each of the foregoing three categories are males? and
   (b) how many of them under each of the foregoing three categories are females?

9. Are or were any hired workers employed wholetime whether during the current or the last working season respectively, to work in your (i) Household Cultivation, or (ii) Household Industry, or (iii) in both? If so, what are their number under each of the foregoing three categories?
   [A facsimile of the Household Schedule is reproduced at the end of the Instructions to Enumerators.]

II. FOR FILLING UP THE ENUMERATION SLIP—

1. What is your—
   (a) name?
   (b) relationship to Head of the Household?

2. What was your age on last birthday?

3. Are you unmarried, married, widowed, divorced or separated?
4. (a) What is your birth place? Where is it?
   (b) Is your birth place a village or a town?
   (c) If you were not born in this place, how long have you been residing here?

5. (a) What is your nationality?
   (b) What is your religion?
   (c) Do you belong to any Scheduled Caste or Scheduled Tribe? If so, what is the name of that Scheduled Caste or Scheduled Tribe?

6. Can you read or write? If you have passed any written examination or examinations what is the highest examination that you have passed?

7. (a) What is your mother tongue?
   (b) What other Indian or foreign languages do you know?

8. Are you working as a cultivator?

9. Are you working as an agricultural labourer?

10. Are you working in a Household Industry? If so,—
    (a) what is the nature of your work?
    (b) what is the nature of the Household Industry?
    (c) are you working as a paid employee in another person's Household Industry?

11. Do you do any work other than that of a cultivator, an agricultural labourer, or a worker in a Household Industry? If so,—
    (a) what is the nature of your work?
    (b) what is the nature of the industry, profession trade or service where you work?
    (c) are you an employer, employee, single worker or family worker?
    (d) what is the name of the establishment where you work?

12. If you do not work what do you do?

13. Sex.

[A facsimile of an Enumeration Slip is reproduced at the end of the Instructions to Enumerators].

**SCHEDULE**

**Directions to Census Officers**

The Census Officers engaged in enumeration are directed to ask the above questions to all persons within the limits of the local areas for which they are appointed in order to elicit answers for the purpose of filling in the Household Schedules and the Enumeration Slips. Every question should be put in such a manner as not to give any offence and in a form capable of being clearly understood. While further questions may be put to clarify any answer, no information not covered by the prescribed questions should be asked for. In filling in the Household Schedules and the Enumeration Slips, and in asking questions the following detailed instructions should be followed:

(Reproduce in full the attached Instructions to Enumerators).

R. K. SRIVASTAVA
Jt. Secy. to the Govt. of Assam, Genl. Admn. Deptt.

**CENSUS OF INDIA 1961**

**INSTRUCTIONS TO ENUMERATORS**

The 1961 Census count will relate to the sunrise of 1st March, 1961. The count will be spread over a period of 19 days, beginning on the 10th February and ending on the 28th February, 1961. During this period you should visit every household in your block for enumeration. On the night of 28th February, you will have to go round your enumeration block and enumerate all persons who are houseless. (In large cities the enumeration of houseless persons will have to be undertaken in a different manner for which more
elaborate arrangements will be made.) During the period 1st March to 5th March you will have to pay a revisional round to every household and verify that your earlier work of enumeration had been completed in every respect. If during this revisional round you find that a birth has taken place in any household between the time of your first visit and the sunrise of 1st March, 1961, you will have to fill up a new slip for this birth; if there has been a death in any household during the same period you will have to cancel the slip of the dead person; if there is a visitor in any household who has come to stay during the same period and has not been enumerated elsewhere, you will have to fill up a new slip for this visitor. But you will not have to take notice of any birth or death or visit occurring after sunrise of 1st March, 1961.

You will have been supplied by your Supervisor household schedule forms in books of 50 or 25 each for recording information relating to the household as a whole and enumeration pads consisting of 100 or 25 slips each to record information of individuals living in the household. Instructions for filling up the household schedule and the individual slips are given in this booklet. You should carefully observe them when filling each household. You can fill up the household schedule first or the enumeration slips first but for every household you should fill up both before you leave the household and also fill up the Census Population Record at the back of the household schedule.

A.—Instructions for filling up the Household Schedule

At the top of the Schedule you will find the Location Code. You will have to write the Location Code of the household here. Your supervisor will give you the Code numbers representing your district, tehsil/thana/town, village/ward/block. You should take care to write these three numbers connected together by oblique strokes in between on every household schedule.

When you are visiting each household for enumeration you should write the code number of the household also on the Household Schedule. For purposes of the census a Census House has been defined as a structure or a part of structure, a dwelling, a shop, workshop, factory or place of business, or shop-cum-dwelling giving on the road or a common staircase or a common courtyard leading to a main gate or enjoying a separate entrance. A household means the entire group of persons who commonly live together in the same census house and take their meals from a common mess unless the exigencies of work prevent them from doing so. In some census houses there may be more than one group of persons, each group with a common mess. In such cases, each group should be regarded as a separate household for purposes of the census and a separate household schedule should be prepared. You should write the household number from the extracts of the Houselist given to you by your supervisor. If, in any case, you find a census house or a household satisfying the definitions given above has not been numbered you should bring it to the notice of your supervisor and have a separate number given to the house or household and enumerate the household.

At the right hand corner of the Location Code you will find a question “Is this an institution?” with a rectangle below it. If you are enumerating any penal, charitable or mental institution, hostel, hotel, hospital, boarding house, etc., you should write the nature of the institution within the rectangle like jail, hospital, etc.

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

Institutions like boarding houses, messes and chummeries should also be regarded as census households but of ‘un-related persons living together’. In such a Household the manager or superintendent or the person who has administrative responsibilities or who by common consent is regarded as the Head should be recorded as Head of the household. If in an Institution separate families are also living, each such family should be treated as a census household and a separate household schedule should be filled. In such cases the full name of the recognised Head of the household should be written.

If the Head of the household is a person who spends the week-days in town and spend the week-ends at home, he should be recorded as Head of Household and entered for enumeration at his home. If he should be away for a fairly long time which covers the entire enumeration period than the person who is incharge in his absence should be recorded as the Head of the household.
If the Head of the Household is a member of the Scheduled Caste or Scheduled Tribe obtaining in your District, you should write the name of the particular Scheduled Caste or Scheduled Tribe to which the Head of the Household belongs within the parallelogram.

You should then fill up the part of the household schedule relating to Cultivation and Household Industry. Sub-part 'A' relates to Cultivation; sub-part 'B' to Household Industry and sub-part 'C' to Workers at Cultivation or Household Industry.

Sub-part 'A' relating to Cultivation will have to be filled in only where the household cultivates land. (Land includes all land normally used for cultivation purposes including temporary fallows.) Three categories of land are given in items 1(i), 1(ii) and 2. Items 1(i) and 1(ii) relate to land actually cultivated by the household. Item 2 relates to land which is not cultivated by the household but has been given by it to private persons for cultivation for payment in money, kind or share. In each of the three cases the total of separate plots or parcels of land in different places, owned or held, or taken or given should be made and entered. A number of lines has been provided for this purpose in 1(i) and 1(ii) to account for separate plots or parcels of land held or owned or taken under different recognised local rights. If the household (a) cultivates land owned or held from Government or taken from private persons or institutions or (b) has given land to private persons for cultivation purposes you should ascertain the local name of the right on such land and record in the column relating to 'local name of right on land'. Category 1(i) land owned or held from Government, will include the total of all pieces of land owned or held in owner-like possession, e.g., land held directly from Government under a grant, lease or assignment, (i) with rights of permanent, heritable and transferable possession, (ii) with rights of permanent and heritable possession, but without the right of transfer and (iii) temporary or conditional leases of any kind with the Government. Category 1(ii) land taken from private persons or institutions for payment in money, kind or share, will include land (i) with rights of permanent, heritable and transferable possession, (ii) with rights of permanent and heritable possession but without right of transfer; (iii) held in a variety of tenancies or tenures which may be broadly classified as follows:—

(a) tenants holding land with permanent and heritable rights whose land cannot be resumed by the owner on grounds of personal cultivation (such tenants may in some cases have the right of transfer also);
(b) tenants who have been given permanent rights subject to the right of resumption by the owner (in some cases the tenant has the right to acquire ownership of the non-resumable area. In other cases he does not possess the right);
(c) tenants holding land in areas where interim measures have been enacted for stay of ejectment or for continuing the leases for a specified period;
(d) tenants holding land on temporary leases who are liable to ejectment; and
(e) areas held on conditions of rendering service either to a village community or to Government (This also includes cases where labourers on plantations are given some land for Cultivation with permanent rights): and

(iv) the following:—
(a) land taken for a fixed amount of money,
(b) land taken for a fixed amount of produce,
(c) land taken for a share of the produce,
(d) land for which money is paid partly in one and partly in any other form mentioned above, and
(e) land held free of consideration.

Category 2 Land given to private persons for cultivation for payment in money, kind or share will include the classifications mentioned in category 1(ii).

Categories 1(i) and (ii) will include only those plots or parcels of land which are cultivated by the household itself, that is, lands which lie within the village, or in adjacent villages, or within such a distance as enables the household to work on the land or actively supervise the cultivation. They will not include land owned or held in distant places where distance itself is a bar to active cultivation, constant supervision or direction. But Category 2 will include land in any part of the country whatsoever. You should ascertain the extent of land in each category of local right in acres and record in the column relating to 'Area in acres'. You should write the total of separate plots or parcels of land under the same right if they are situated in different places. If it is not possible to ascertain the extent of land in acres you should, if possible, make a conversion from the local measure given to you. Even if this is not possible write the area in local measure giving invariably the name of the measure adopted.
After ascertaining the various categories of land under the sub-head cultivation from the Household, these area figures should be given in acres rounded up to the first place of decimal. In other words, the rounding up should be to the nearest tenth of an acre and not to the nearest acre.

This sub-part will not apply to households which do not possess any land. Thus, it will not apply to households which consist of only agricultural labourers without any land. In such cases put an 'X' in all the spaces provided in the right hand side and put a bold cross on this sub-part.

Land under any of the items in sub-part 'A' includes rent-free land, lands enjoyed in permissive possession or gifts without encumbrance or consideration. A household which is a member of a co-operative farm will record only that amount of land in the co-operative farm which had belonged to it before and under right enter 'co-operative farm'. Labour hired by such a co-operative farm should not be entered for this household.

Sub-part 'B' relates to Household Industry. This part will be filled up only where there is a Household Industry conducted by the Head of the household himself and/or mainly by members of the household at home or within the village in rural areas and only at home in urban areas. The industry should not be on the scale of a registered factory. The participation of the Head of the household and/or members of the household is an essential feature of the Household industry. In a rural area the Household Industry can be located either at home or within the village. But in an urban area the Household Industry or at least the major part of its work must be located only at home. A Household Industry should relate to production, processing servicing or repairing and includes makers and sellers of goods.

The test for a Household Industry is mainly three-fold:

(a) Household Industry should embrace manufacture, processing or servicing and may include sale but should not be confined simply to buying and selling. At least part of the goods offered for sale from the household should be manufactured or processed by members of the household.

(b) Household Industry should be on the household scale where the workers mainly will be the Head of the Household himself and members of the household, the role of hired workers from outside being of secondary importance. Thus, in any Household Industry, members of the household should be in a position to lend a hand in the industry whenever they find the time in the course of their daily chores. Household Industry cannot, therefore, be on the scale of a registered factory but can use machinery and employ power like steam engine or oil engine or electricity to drive the machinery.

(c) Location also is important, for proximity decides participation by members of the household. In a village this participation is possible if the Household Industry is located at home or within the village, because village organisation is such as makes it possible for members of the household to move about freely in the village to look after their work. In urban areas such a free movement is not possible and, therefore, for Household Industry in urban areas we should consider only those industries which are located at home. Where, however, part of the work is done outside the house, e.g., preparing and dying the yarn for weaving or winding into warp and wool or cleaning metal surfaces before electro-plating in baths, it should still be considered a Household Industry, even in urban areas, as the main operation of weaving or of electroplating is conducted within the house and only one or two operations are conducted outside.

The following activities should also be regarded as illustrative of Household Industry. Biri-makers who either alone or with help of members of the family roll biris at home, for wages at piece rates, while the contractor supplies the materials. Certain processes like buttoning and handsewing of tailored cloths, dyeing and printing of cloth, are carried out at home by members of the household both at residence and at 'place of work' or where womenfolk of the household fill in at home with lac gold ornaments prepared at the shop by male members of the household.

Ascertain from the Head of the household whether there are any Household Industries and write the nature of the industry(ies) in the column provided. If there are any. Then ascertain for how many months in a year roughly they are conducted and put down the number of months in the appropriate column. If the industry is conducted throughout the year write '12'. If there is no Household Industry of any sort put an 'X' in each of the places in the right hand corner where the answers will be written and put a bold cross on this sub-part.
Sub-part 'C' relates to Workers in Cultivation or Household industry.

In the case of households which are engaged only in Cultivation, if the Head of the household is working write 1 under the column 'Head' and ascertain how many other male and female members of the family are working. Write the numbers in the respective columns. Write the total number of family workers including the Head, if he is working, in the column relating to 'Total'. Then ascertain whether any hired workers are employed and, if so, write the number of such workers in the column allotted for it. The hired workers should have been in wholetime employment during last working season or should be in wholetime employment during current working season.

Similarly in the case of households engaged in Household Industry only, if the head of the household is working write 1 in the column relating to the 'Head', and also ascertain how many male members and female members of the family are working and write the numbers in the respective columns. Write the total number of family workers in the column relating to Total and then ascertain the number of hired workers, if any, and then write the number of hired workers in the appropriate column.

If a household is engaged both in Cultivation and Household industry ascertain whether the Head is working and write 1 under the column relating to the Head and also ascertain how many male and female members of the family are working both at Cultivation and the Household industry and write the numbers in the respective columns. Write the total number of family workers in the column relating to Total. Ascertain the number of hired workers engaged by the family both for Cultivation and Household Industry and write the number in the appropriate column. In a Household engaged both in Household Cultivation and Household Industry, you need not ascertain how many are engaged in Household Cultivation and Household Industry separately.

Even if any of the members of the family working or hired labourers are absent during the period of the census count they should be counted for the purposes of the Household Schedule.

In the case of households engaged in Cultivation only, put 'X' in the columns relating to 'Household Industry only' and 'Both in Household Cultivation and Household Industry'. Similarly, in the case of households engaged in Household Industry put 'X' in the columns relating to 'Household Industry only', and 'Both in Household Cultivation and Household Industry'. If a Household is engaged both in Household Cultivation and Household Industry put 'X' in the columns relating to 'Household Cultivation only' and 'Household Industry only'. If a household is not engaged in either Household Cultivation or Household Industry or both put 'X' in all the columns and a bold 'X' on this sub-part.

The test for a worker is whether a person is actually working in Cultivation or Household Industry or supervising or directing work thereon.

B.—INSTRUCTIONS FOR ENUMERATING INDIVIDUAL MEMBERS OF HOUSEHOLDS

1. General

1. Enumerate all persons who are normally resident in the household, i.e., those who live in the household and also those who have recently become members of the household through marriage or birth or other vital social or domestic ties and are present at the time of your visit.

2. Enumerate also all persons who are normal residents in the household even if they are absent at the time of your visit, provided they left the household on or after the 10th February, 1961, or if they had left earlier than 10th February, 1961, are likely to return before the sunrise of 1st March, 1961.

3. Enumerate a visitor, a boarder, or a guest found in the household at the time of your visit, if he had not been enumerated before and if he will be away from his household between the 10th and 28th February, 1961, and warn him not to permit any other enumerator to enumerate him even if he goes back by 1st March, 1961.

4. Do not enumerate pavement dwellers or others who do not form part of the household, when you are enumerating the households. These along with persons who do not normally reside in houses, i.e., members of wandering tribes, tramps, sadhus, etc., would be separately enumerated on the night of the 28th February and on the 1st and 2nd March, 1961.

5. Each individual has to be enumerated in one slip. Before commencing enumeration of an individual make sure to fill the Location Code in each case. The Location Code in the slips will be the same as in the household schedule to which the individuals relate.
6. The questions have been briefly printed in the slips, but only briefly, and you should study the detailed question forms and instructions for answering them without which you will be liable to miss some of the range and implications of the questions. You should ask the questions in the order in which they are given in the slips and proceed to record the answers in their given order. You should make use of the abbreviations recommended in these instructions for recording the answers to the various questions. All abbreviations required to be entered within the geometric design should be written well within the designs.

7. Make repeated enquiries about new born babies and very young children for they are liable to be missed because they neither talk nor walk and no meals are usually cooked for them.

8. Before leaving one household for the next make doubly sure that all the persons that are to be enumerated in the household have been enumerated. As soon as you have completed the enumeration of the household fill up the Population Record at the back of the Household schedule for that household before you proceed to the next household. Strike the total for the number of males and females in the household and check it with the number of enumeration slips used before you sign the Population Record.

9. You should re-visit every household in your block during the period of final check (1st to 3rd March) when you should enumerate every birth that has taken place in the household since your visit but before sunrise of 1st March. You should cancel the slip for any death that might have taken place since your last visit but before sunrise of 1st March by drawing a bold line diagonally across the slip and write DEATH along the diagonal line. You should enumerate any visitor who may have arrived to stay since your last visit and who says he has not been enumerated anywhere else. But you should not take notice of any birth or death or visit occurring after sunrise of 1st March, 1961. After your revisit if you have added any new slip or cancelled any slip already prepared you should make corresponding changes in the Census Population Record at the back of the Household Schedule.

10. As soon as you have completed a pad, you should fill up the enumerator’s abstract on the cover of the pad. After you have completed the enumeration of your block and filled up all the abstracts in the pads, you should total up your figures and prepare your abstract for your entire block and hand it over to your supervisor along with your pads.

11. Under the Census Act, every person is legally bound to furnish you with the information you need for recording your answers. You must not ask information on any matters not necessary for the purposes of the census, for example, the amount of any person’s income. Nor must you disclose to any unauthorised person any information given to you or the results of the enumeration. All census entries are confidential and cannot be admitted as evidence in any civil proceeding whatever or in any criminal proceeding other than a prosecution for a census offence.

II. Instructions for filling up the slips—

In each household you should first enumerate the Head of the household followed by other members of the household in the most convenient order and see that none of the persons in the household are left out. Please make repeated enquiries about infants and very young children, for they are liable to be left out of count. Count near relatives first, such as wife, son, daughter-in-law, daughter, son-in-law, grandchildren, then distant relations and then domestic servants or other employees living in the household, boarders, visitors, etc.

Location Code

Write the Location Code of the household in each slip. For instructions please see Section A above.

Q. 1. (a)—Name

Write the name of the person enumerated. If a woman’s name is not given out describe her as ‘so-and-so’s mother, wife or daughter’. If a woman does not take the name of a person’s husband and that husband’s particulars have to be recorded write ‘so-and-so’s husband’.

For newly born infants who have not yet been given a name write ‘Baby’ and write ‘father’s or mother’s name’.

Q. 1. (b)—Relationship to the Head of the household.

In the case of the Head of the household write ‘Head’. The person who should be treated as the ‘Head of the Household’ has been fully explained in Part A. All relationships in this question should be recorded
in respect of that person. In the case of relations write the relationship in full. Do not use words like nephew, niece or uncle, but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother (uncle). 'Son' will include 'adopted son' or 'step son'; similarly for a daughter. In the case of visitors, boarders or employees write 'visitor', 'boarder', or 'employee' as the case may be.

If on the check or revisional round between the 1st and 3rd March the Head of the household as recorded previously is found to have died, the person in the household who succeeds him by common consent as Head should be recorded as Head and the relationships in all other slips will have to be suitably corrected. The slip of the dead Head of household will, of course, be cancelled.

In the case of places like messes, boarding houses, chummeries, etc., where people live together with no ties of relationship, the manager or superintendent or the person who by common consent is regarded as the Head should be recorded as Head of the household. Other members should be recorded as 'unrelated' in this question.

Q. 2.—Age in completed years last birthday
Write age in years completed last birthday. For infants below one year of age, write '0'. You will find many persons who cannot state their age correctly. You should assist them to state the correct age. If you are not able to elicit correct age directly, you should stimulate their memory by referring to historical incidents or religious events, etc. You may use any local calendar of such events that may have been prepared for the purpose.

Q. 3.—Marital Status
for never married .... Write NM
Married ..................... Write M
Widowed ............... Write W
Separated or Divorced .... Write S

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

Q. 4. (a)—Birth place
1. If born in village or town in which enumerated .... Write PL
2. If born in another village or town of district in which enumerated. Write D
3. If born in another district in the State of enumeration. Write name of district.
4. If born in another State in India .... Write the name of the district and State if name of district is known; otherwise write name of State.
5. If born in a country outside India, e.g., Pakistan or any other country .... Write name of country.
6. Persons born at sea or in air or in railway carriages or on road transport, e.g., buses, etc., should be entered as such.

Q. 4. (b)—Whether born in Village or Town
1. If born in a village .... Write R
2. If born in a town which is considered a town at the present time even if it was not so considered at the time of birth .... Write U
3. If the person enumerated is not in a position to say whether the place of birth is a village or town .... Write the name of the place of birth as returned by him.
Q. 4 (c)—Duration of Residence

1. For a person born in village or town or city in which enumerated. Write
2. For a person born in another village or town or city of district of enumeration or who was not born in the district of enumeration Write the number of completed years this person has been in the village/town/city of enumeration.

(Do not take into account periods of temporary absence on leave or holiday or tour or business.)

3. If the duration of residence is less than one year . Write O
   If the duration of residence is one year or over Write the actual number of completed years of residence.

Q. 5 (a)—Nationality

1. For Indian nationals Write I
2. For other nationals Write the nationality in full.

Q. 5 (b)—Religion

For Hindu Write H
Muslim Write M
Christian Write C
Jain Write J
Buddhist Write B
Sikh Write S

For others write the answers actually returned.

Q. 5 (c)—Scheduled Castes and Scheduled Tribes.

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

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

Do not write the names of Scheduled Castes in general terms as ‘Harijan’, ‘Achhut’. You should ascertain the name of the caste when it is returned and write it. If a person is negligent and insists on calling himself merely ‘Harijan’ tell him that this description will not earn the person any benefits under the Constitution permissible to Scheduled Castes and Scheduled Tribes. This may persuade him to give out the correct name.

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

I. ILLITERATE OR LITERATE

Q. 6—Literacy and Education

For a person—

1. Who can neither read nor write or can merely read but cannot write in any language Write O
2. Who can both read and write Write L

The test for reading is ability to read any simple letter either in print or in manuscript i.e., if the person can read one of the examples in the Enumerator’s Handbook with felicity he may be taken to have passed the test for reading. The test for writing is ability to write a simple letter. The test for literacy is satisfied if the person can with understanding both read and write.
II. STANDARD OF EDUCATION

If the person can both read and write and has also passed a written examination or examinations as proof of an educational standard attained, write the highest examination passed instead of L.

Q. 7 (a)—Mother Tongue

Write the mother tongue in full including dialect as returned by the person enumerated. Mother tongue is language spoken in childhood by the person's mother to the person or mainly spoken in the household. If the mother died in infancy write the language mostly spoken in the person's home in childhood. In the case of infants and deaf mutes give the language usually spoken by the mother.

Q. 7 (b)—Any other Language(s).

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

The number of languages recorded against this question should not be more than two. These languages should be other than his mother tongue which he speaks and understands best and can use with felicity in communicating with others. Such language or languages will exclude dialects of the same language.

Qs. 8 to 11—Working.

These questions apply only to workers. A person who is working may be working as a Cultivator, as an Agricultural Labourer, at a Household Industry or may be doing any other work. You have to record the answer in questions 8, 9, 10 and 11 according as the person is working as a Cultivator or as an Agricultural Labourer or at Household Industry or doing any other work. He may be engaged in only one of the above four categories or in more than one. Thus a person can be working both as a Cultivator and an Agricultural Labourer, in which case he should be entered both in Q. 8 and 9. Or, he may be working both as Cultivator and at Household Industry in which case he will be entered in Q. 8 and Q. 10. Or, he may be working in any possible combination of 8, 9, 10 and 11, in which case he will be entered in the appropriate places. Or, he may be doing just one kind of work in which case he will be entered in only one of the four Questions 8 to 11.

Detailed instructions as to how the answers should be recorded in the individual questions are given against those questions below. You should carefully study them before recording the answers. For an undertrial prisoner enumerated in a jail he should be recorded for the work or kinds of work he was doing before he was apprehended. Similarly, for a person temporarily in a hospital or similar institution he should be recorded for the kind of work he was doing before he was admitted into hospital or institution. But for a convict in a prison or for long term inmates of penal or charitable or mental institutions, the person's previous work should not be recorded but 'I' should be recorded in Q. 12 below.

The basis of work will be satisfied in the case of seasonal work like cultivation, livestock, dairying, household industry, etc., if the person has had some regular work of more than one hour a day throughout the greater part of the working season. In the case of regular employment in any trade, profession, service, business or commerce the basis of work will be satisfied if the person was employed during any of the fifteen days preceding the day on which you visited the household. If on the check or revisional round such a person is found to be unemployed no change in the original entry should be made. A person who is working but was absent from his work during the fifteen days preceding the day on which enumerated or even exceeding the period of fifteen days due to illness or other causes should be treated as worker. A person who has been offered work but has not actually joined should be treated as non-worker. Work includes not only actual work but effective supervision and direction of work.

Persons under training as apprentices with or without stipend or wages will be regarded as working.

An adult woman who is engaged in household duties but doing no other productive work to augment the family's resources should not be considered as working for purposes of this question. If, however, in addition to her household work she engages herself in work such as rice pounding for sale or wages, or in domestic services for wages for others or minding cattle or selling firewood or making and selling cowdung cakes or grass, etc., or any such work she should be treated as a worker.

Persons like beggars, pensioners, agricultural or non-agricultural, royalty, rent or dividend receivers, who may be earning an income but who are not participating in any productive work should not be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce.
A public or social service worker who is actively engaged in public service activity or a political worker who is also actively engaged in furthering the political activity of his party will be regarded as a worker and entered fully in Q. 11.

After you have filled up the answers to questions 8 to 11, if you find that in the case of any person more than one productive activity has been recorded, i.e., more than one of the questions 8, 9, 10 or 11 has been filled up by some work, you should ask him which one of the activities that has been recorded from him is his principal work. The principal work is the one on which the person devotes most of his time. Put a ring round the number of the question 8, 9, 10 or 11, according to the work on which the person says he spends most time. You should invariably ask for the principal work where more than one work is recorded and put a ring round the question relating to the principal work.

It may be that in a few cases you find that you have recorded more than two productive activities in questions 8 to 11 i.e., more than two of the questions, 8 to 11, would have been filled up by some work. In such cases you should first ascertain the principal work i.e., the one on which the person spends most time and put a ring round the number of the question. You should then ascertain the work which is the next in importance to his principal work i.e., the work after his principal work which occupies most time. You should put a tick against the question number of that work on the right hand side of the question number. The ring and the tick should be put clearly so that any difficulty will not be felt to recognise them clearly.

Q. 8—Working as Cultivator.

For a person working as cultivator write C. For a person not working as cultivator and for a person not working at all put X.

For purposes of the census a person is working as cultivator if he or she is engaged either as employer, single worker or family worker in (a) cultivation of land or supervision or direction of cultivation of land owned or held from Government and (b) cultivation of land or supervision or direction of cultivation of land held from private persons or institutions for payment in money, kind or share.

Cultivation involves ploughing, sowing and harvesting and does not include fruit growing or keeping orchards or groves or working or plantations like tea, coffee, rubber, cinchona and other medicinal plantations. Persons engaged in fruit growing or orchardry or plantations like tea, coffee, rubber, cinchona and other medicinal plantations should be entered in Q. 11.

Examples of Cultivation:

1. Production of cereal corps (including Bengal gram), such as rice, wheat, jowar, bajra, maize; roots and tubers like potato, yam, beet etc.; sugarcane etc.
2. Production of pulses, such as arhar, moong, misur, urd, khesari, other gram.
3. Production of raw jute and kindred fibre crops.
4. Production of raw cotton and kindred fibre crops.

A person who has given out his land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly, a person working in another person's land for wages in cash, kind or share such as share of the produce (agricultural labourer) will not be treated as cultivator in this question.

Q. 9—Working as Agricultural Labourer.

Write AL for a person working as agricultural labourer, i.e., a person who works in another person's land only as a labourer without exercising any supervision or direction in cultivation, for wages in cash, kind or share such as share of produce. For others put X. The labourer should have no right or lease or contract on land on which he works, nor should he be responsible for taking decisions as to which crops to sow and when, or taking the risks of cultivation. A share of the produce goes to him only as wages. He should have been working as Agricultural Labourer in the last or current cultivating season.

Q. 10 (a) & (b)—Household Industry

If a person is working in a Household Industry write (1) the nature of work done by him in the Household Industry against question 10 (a) and (2) the nature of the Household Industry against question 10 (b). Otherwise put X in both questions 10 (a) and 10 (b). A Household Industry is defined as an industry conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home i.e., urban areas. The industry should not be run on the scale of a registered factory. Thus the main criterion for a Household Industry is the participation of one or more members of a household in rural areas. In the urban areas the industry should be confined to the house. You should carefully keep in mind the definition of Household Industry in the rural area if you are enumerating a rural area and the definition in the urban area if you are enumerating an urban area.
A Household Industry should relate to production, processing, servicing, preparing or making and selling of goods. If does not include professions such as pleader or doctor or barber or waterman or astrologer.

A person though he may not be working in his own Household Industry may be working as a paid employee in another Household Industry. You should, therefore, enquire whether the person who is not working in his own Household Industry is working in any other Household Industry and if so, write the nature of the work done by him against question 10 (a) and the nature of the Household Industry against 10(b).

Q. 10 (c)—If Employee in Household Industry.

This question will be filled up only for a person who is working as a paid employee in another person’s Household Industry. In his or her case write E.E. For all others put ×.

The following examples will illustrate how questions 10(a) to 10(c) should be filled up for persons working at Household Industry.

Q. 10—Working at Household Industry

<table>
<thead>
<tr>
<th>(a) Nature of work</th>
<th>(b) Nature of Household Industry</th>
<th>(c) If Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Spinning yarn</td>
<td>Spinning yarn in Ambar Charka</td>
<td>×</td>
</tr>
<tr>
<td>2. Dyeing and pirning yarn</td>
<td>Handloom weaving</td>
<td>×</td>
</tr>
<tr>
<td>3. Thrashing and cleaning grain</td>
<td>Flour making chakki</td>
<td>×</td>
</tr>
<tr>
<td>4. Labourer employed for crushing oil</td>
<td>Oil ghani</td>
<td>E.E.</td>
</tr>
<tr>
<td>5. Tempering and polishing implements</td>
<td>Blacksmithy making agricultural implements</td>
<td>×</td>
</tr>
<tr>
<td>6. Labourer employed for making and firing kiln</td>
<td>Earthenware pottery</td>
<td>E.E.</td>
</tr>
<tr>
<td>7. Throwing &amp; Turning pottery</td>
<td>Earthenware pottery</td>
<td>×</td>
</tr>
<tr>
<td>8. Making wooden doors and windows</td>
<td>Carpentry</td>
<td>×</td>
</tr>
<tr>
<td>9. Filling gold ornaments with lac</td>
<td>Goldsmithy</td>
<td>×</td>
</tr>
<tr>
<td>10. Labourer working hosiery machine</td>
<td>Hosiery</td>
<td>E.E.</td>
</tr>
<tr>
<td>11. Keeping accounts</td>
<td>Hosiery</td>
<td>×</td>
</tr>
<tr>
<td>12. Polishing and Scraping metal</td>
<td>Electroplating</td>
<td>×</td>
</tr>
<tr>
<td>13. Labourer employed for putting iron hoop on cartwheels</td>
<td>Cartwheelwright</td>
<td>E.E.</td>
</tr>
<tr>
<td>14. Repairing of guns</td>
<td>Gunsmithy</td>
<td>×</td>
</tr>
<tr>
<td>15. Bee Keeping</td>
<td>Production of honey</td>
<td>×</td>
</tr>
<tr>
<td>16. Tending cattle</td>
<td>Livestock raising</td>
<td>×</td>
</tr>
</tbody>
</table>

Q. 11—Doing Working other than 8, 9 or 10.

If a worker is not working as a cultivator or as an agricultural labourer or at any Household Industry write the actual work he is doing. If a person is working as a cultivator or as an agricultural labourer at Household Industry and also does some other work (including dairying or livestock raising, orchard or plantation, etc., as distinct from cultivation of crops) which does not relate to any of the above categories, write the other work he does in this question. If he is engaged in more than one work and neither of them relates to any of the three categories mentioned above write here the work on which he devotes more time.

Q. 11. (a)—Nature of Work.

In the case of person not working or who works it as cultivator or as agricultural labourer or at Household Industry, put ‘×’.

Describe fully the nature of the work done by the person himself. Full and precise information as to the nature of work done by the person should be given either in the vernacular or in English or in vernacular transliteration of English. At previous censuses much trouble has been caused by inadequate answers, and if you do not succeed in obtaining satisfactory information on the individual slips, you will be required to make a further visit for that purpose.
Q. 11 (b)—Industry, Business, Trade, Profession or Service.

In the case of a person who is working and the nature of whose own work has been recorded in Question 11(a), you should write here the nature of industry, business, trade, profession or service in which the person works.

As in the case of Question 11(a), you should describe in detail the nature of industry, business, trade, profession or service in which the person works. Vague answers should be avoided. In the case of industries, the articles which are produced or serviced or repaired, should be given. If more than one article is produced the chief article produced or serviced or repaired should be given. In the case of business or trade the principal article of trade should be described. In the case of service describe the nature of the service to which the person's work belongs. The description should be such that it would be possible to classify the establishment in which the person is working for purposes of industrial classification of the population. The description should be either in the vernacular or in English or in vernacular transliteration of English.

In the case of a person for whom an × is put in Question 11(a) put an × in this question also.

Important points to remember in Questions 11 (a) and 11 (b)

1. Women or children who help with work, such as rice pounding or doing domestic service for wages or minding cattle or selling firewood or making and selling cowdung cakes, grass, etc., should be described fully even if they work part-time. In the case of married or grown-up women who do any of the work mentioned above in addition to the usual household duties such work should be fully described and HW written in brackets after the full description.

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

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

4. The following are too vague and must not be used by themselves:
   - Scientist, technician, civil servant, clerk, engineer, inspector, checker, foreman, overseer, supervisor, labourer, machinist, assistant, contractor, polishier.

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

6. Machine Operators—Always state the kind of machine giving its recognised name, if any.

7. Shop-keepers, Retail Dealers, Shop Assistants—If wholly or mainly engaged in selling, write ‘Dealer’ (if principal), or Shop Assistant or Salesman (if assisting) and state whether the business is wholesale or retail or both. For shop assistants and salesman in stores with several departments, state the particular department in which engaged (e.g., Ship and Railway Parts, Fans and Sewing Machines Grocers and Confectioners).

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


10. If the job is known in the trade or industry by a special name, use that name. Managers, Foreman, etc., should be given the department/branch wherever applicable e.g., Sales Manager or a Manager of Hardware Department, Machine Shop Foreman or Boiler Room Foreman, etc. The following terms are insufficient by themselves:
   - Manufacturer, merchant, agent, broker, refractor, dealer, engineer and iron works, etc.

11. Domestic services—In the case of any private servant e.g., a cook or domestic servant, write only ‘private cook or domestic servant’. There is no industry in his case but in the case of persons employed in hostels, restaurants, boarding houses, institutions, etc.; the words hotel, restaurant, etc., should be added.

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

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

Q. 11 (c)—Class of Worker.

For a person who is:

1. an Employer, that is, who hires one or more persons in his work described in Q. 11 (a). write MR

2. an Employee, that is, who does his work described in Q. 11 (a) under others for wages or salary in cash or kind. write EE

3. a Single Worker, that is, who is doing his work described in Q. 11 (a) without employing others, except casually and without the help of other members of the family except casually. This will include workers working as members of co-operatives. write SW

4. a Family Worker, that is, who is doing his work described in Q. 11 (a) in own family without wages or salary in cash or kind. write FW

For a person for whom an ‘x’ is put in Qs. 11 (a) and 11 (b) put an ‘x’ in this question also.

Explanation:—(i) An Employer is a person who has to employ other persons in order to perform the work entered in Q. 11 (a). That is to say, such a person is not only responsible for his own personal work but also for giving work to others in the business mentioned in Q. 11 (a). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an employer, even if he has the power to employ another person in his office on behalf of his own employer or employers.

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

(iii) A Single Worker for the purpose of Q. 11 (c) is a person who works by himself but not as Head of household in a Household industry. He is not employed by any one else and in his turn does not employ anybody else not even members of his household except casually. This definition of a Single Worker will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producers’ co-operative. Each one of the partners or members of such producer’s co-operatives should be recorded as ‘Single Worker’.

(iv) A Family Worker is a member who works, without receiving wages in cash or kind, in an industry, business or trade conducted mainly by members of the family and ordinarily does at least one hour of work every day during the working season. For the purpose of the entire Q. 11, such an industry should be on a scale larger than what has been covered in ‘Household Industry’ in Q. 10 whether run at home or away from home in town or village and even away from village in rural area and should ordinarily be in the nature of a recognised partnership, joint stock company or registered factory. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage. The family worker may not be entitled to a share of the profits in the work of the business carried on either by the person or head of the household or other relative.

Members of the household who help solely in household duties should not be treated as family workers.

Q. 11 (d) —Name of Establishment.

Describe in detail the name of the factory, workshop, business house, company, shop, etc. If a person has no fixed place of work, write ‘No fixed place of work’.

For a person for whom an ‘x’ is put in Qs. 11 (a), 11 (b) and 11 (c) put an ‘x’ in this question also,
The following examples will illustrate how Qs. 11(a) to 11(d) should be filled up for person doing work other than 8, 9 or 10.

**Q. 11—Doing Work other than 8, 9 or 10.**

<table>
<thead>
<tr>
<th>Q. 11(a)</th>
<th>Q. 11(b)</th>
<th>Q. 11(c)</th>
<th>Q. 11(d)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Nature of Work</strong></td>
<td><strong>Nature of Industry Profession, Trade or Service</strong></td>
<td><strong>Class of Workers</strong></td>
<td><strong>Name of Establishment</strong></td>
</tr>
<tr>
<td>1. Cutting trees in forests</td>
<td>Logging in forests</td>
<td>EE</td>
<td>Forest Department of Government.</td>
</tr>
<tr>
<td>2. Hunting for fur</td>
<td>Hunting</td>
<td>SW</td>
<td>No fixed place of work.</td>
</tr>
<tr>
<td>3. Gardener in mango orchard</td>
<td>Fruit growing</td>
<td>EE</td>
<td>Master's mango orchard.</td>
</tr>
<tr>
<td>5. Travelling ticket Inspector</td>
<td>Northern Railway</td>
<td>EE</td>
<td>Northern Railway.</td>
</tr>
<tr>
<td>6. Senior Scientific Officer</td>
<td>Indian Ceramic Institute</td>
<td>EE</td>
<td>Indian Ceramic Institute.</td>
</tr>
<tr>
<td>7. Foreman</td>
<td>Klin room in Ceramic Institute.</td>
<td>EE</td>
<td>Indian Ceramic Institute.</td>
</tr>
<tr>
<td>10. Goods porter</td>
<td>Railway Station porter</td>
<td>SW</td>
<td>Delhi Central Railway Station.</td>
</tr>
<tr>
<td>11. Day labourer</td>
<td>Road digging in Mathura Road.</td>
<td>EE</td>
<td>C.P.W.D.</td>
</tr>
<tr>
<td>12. Labourer</td>
<td>Assisting brick layer in house building.</td>
<td>EE</td>
<td>Defence Colony, New Delhi.</td>
</tr>
<tr>
<td>13. General Labourer</td>
<td>No fixed job</td>
<td>SW</td>
<td>No fixed place of work.</td>
</tr>
<tr>
<td>15. Shop Assistant</td>
<td>Retail shop in Stationery Stores.</td>
<td>FW</td>
<td>Madan Brothers.</td>
</tr>
<tr>
<td>17. Salesman</td>
<td>Retail shop of ready made garments and hosiery.</td>
<td>FW</td>
<td>Dayanand and Sons.</td>
</tr>
<tr>
<td>18. Sales Manager</td>
<td>Hardware Department, Kaka Agrico.</td>
<td>EE</td>
<td>Kaka Agrico.</td>
</tr>
<tr>
<td>23. Radiologist</td>
<td>Surgical Department of Hospital.</td>
<td>EE</td>
<td>Medical College Calcutta.</td>
</tr>
</tbody>
</table>
### Q. 11—Doing Work other than 8, 9 or 10—concl.

<table>
<thead>
<tr>
<th>Q. 11(a)</th>
<th>Q. 11(b)</th>
<th>Q. 11(c)</th>
<th>Q. 11(d)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of work</td>
<td>Nature of Industry</td>
<td>Class of Workers</td>
<td>Name of Establishment</td>
</tr>
<tr>
<td>27. Secretary</td>
<td>Administrative Department of Life Insurance Corporation</td>
<td>EE</td>
<td>L.I.C. Delhi.</td>
</tr>
<tr>
<td>28. Assistant Secretary</td>
<td>Commerce and Industry Department, Madras.</td>
<td>EE</td>
<td>Government of Madras State.</td>
</tr>
<tr>
<td>30. Machinist</td>
<td>Lathe Department in Engineering Works.</td>
<td>EE</td>
<td>Hoogly Docking Company.</td>
</tr>
<tr>
<td>31. Private cook or domestic servant</td>
<td>Residential Hotel</td>
<td>EE</td>
<td>Master's house.</td>
</tr>
<tr>
<td>32. Cook</td>
<td>Boarding House and Club.</td>
<td>EE</td>
<td>XYZ Club.</td>
</tr>
<tr>
<td>33. Khansama</td>
<td>Retail trade in grocery</td>
<td>SW</td>
<td>Home.</td>
</tr>
<tr>
<td>34. Grocer</td>
<td>Steel Production Factory</td>
<td>EE</td>
<td>Bhilai, Steel Plant.</td>
</tr>
<tr>
<td>35. Chartered Accountant</td>
<td>Jute mill</td>
<td>EE</td>
<td>Howrah Jute Mill.</td>
</tr>
<tr>
<td>37. Cinema Artist</td>
<td>Commercial Sign painting</td>
<td>EE</td>
<td>Rupalekha Company.</td>
</tr>
<tr>
<td>38. Sign painter</td>
<td>Cement Company</td>
<td>EE</td>
<td>Portland Cement Co.</td>
</tr>
<tr>
<td>39. Canvas bag maker</td>
<td>Broker in tea and jute shares.</td>
<td>SW</td>
<td>ABC Share Exchange.</td>
</tr>
<tr>
<td>41. Discount broker</td>
<td>General Engineering Works.</td>
<td>EE</td>
<td>Ramachandra Engineering Co.</td>
</tr>
<tr>
<td>42. Die Caster</td>
<td>Wood paint Factory</td>
<td>EE</td>
<td>ABC Paint Factory.</td>
</tr>
<tr>
<td>43. Ochre grinder</td>
<td>Brewery Factory</td>
<td>EE</td>
<td>Solan Breweries.</td>
</tr>
<tr>
<td>44. Distillation Plant Operator</td>
<td>Chemical Factory</td>
<td>EE</td>
<td>ABC Chemical Factory.</td>
</tr>
<tr>
<td>45. Grinder</td>
<td>Steel Rerolling Works</td>
<td>EE</td>
<td>ABC Rerolling Mills.</td>
</tr>
<tr>
<td>46. Cleaner</td>
<td>Cinema House</td>
<td>EE</td>
<td>ABC Cinema.</td>
</tr>
<tr>
<td>47. Ticket Collector</td>
<td>Iron &amp; Steel Foundry</td>
<td>EE</td>
<td>ABC Engineering Works.</td>
</tr>
<tr>
<td>48. Iron moulder</td>
<td>Packing Department in oil mill.</td>
<td>EE</td>
<td>ABC Oil Mill Company.</td>
</tr>
<tr>
<td>49. Foreman</td>
<td>Saw mill in wagon Factory</td>
<td>EE</td>
<td>ABC Wagon Company.</td>
</tr>
<tr>
<td>50. Foreman</td>
<td>Aluminium Factory</td>
<td>EE</td>
<td>ABC Aluminium Company.</td>
</tr>
<tr>
<td>53. Mono printer</td>
<td>Small tools production</td>
<td>EE</td>
<td>ABC Small Tools Company.</td>
</tr>
<tr>
<td>56. Member of Parliament</td>
<td>Writing for newspapers and periodicals.</td>
<td>SW</td>
<td>No fixed journal.</td>
</tr>
<tr>
<td>57. Free Lance Journalist</td>
<td>Political work</td>
<td>SW</td>
<td>Name of party.</td>
</tr>
</tbody>
</table>
Q. 12.—Activity, if Not Working.

This question will apply to a person NOT working.

Write 'X' in this question for a person who is working, that is, for whom you have recorded the work in any of the questions 8 to 11 above.

The following activities should be recorded in the case of persons NOT Working:—

1. For a full-time student or child attending school who does no other works, such as make articles at home for sale, nor even help part-time in his own family cultivation, industry, trade or business.

2. For a person engaged in unpaid home duties (like housewife or other adult female) who does no other work, such as make articles at home for sale or wages, nor help regularly even part-time in family cultivation industry, trade or business.

3. For any dependent, including an infant or child not attending school, write a person permanently disabled from work because of illness or old age.

4. For a person who is not employed again rentier, person living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means for securing which he does not have to work and does no other work.

5. For a beggar, vagrant or independent woman without indication of source of income and others of unspecified source of existence.

6. For a convict in jail (an undertrial prisoner will be shown as a worker if he used to work before he was apprehended) or an inmate of a penal, mental or charitable institution.

7. For a person who has not been employed before but is seeking employment for the first time.

8. For a person employed before but now out of employment and seeking employment.

Explanation—If a person, who does not work, cannot be readily classified in any of the above categories, put him in Category 5 and write B in this question. A retired person who has taken up regular work again should not be entered in this question as he would have been entered for his new work in Questions 8 to 11.

A person who is not working but has been offered work which he has not joined should be included in Item 3 and 'D' should be written. He should not be included in Items 7 or 8.

Q. 13.—Sex.

Write 'M' for Males; and 'F' for Females.

For eunuchs and hermaphrodites, write 'M'.

MODEL SCHEME FOR TRAINING OF CENSUS OFFICERS FOR THE ENUMERATION IN THE 1961 CENSUS

In Chapter XII at pages 63-64 of the Census Hand Book for Assam, a brief outline has been given as to how the training for the Census Officers should be given. It is now necessary to formulate a more detailed scheme as to how the training should be imparted in the Districts and Subdivisions. Local conditions may also vary from District to Districts and so how best the training can be given will be decided by the Deputy Commissioner or the Subdivisional Officer to suit his local requirements, but there are certain basic requirements the objectives of which should be obtained by all the District and Subdivisional Officers.

It is perhaps needless to re-emphasize that the whole success of the Census depends on the proper training given to the Census Officers of all categories.

I. Objectives

(a) Every Enumerator should be given at least six trainings how to fill up the Household Schedules and Enumeration Slips correctly.

(b) Other Census Officers should receive as many trainings as possible.
II. Periods of Training

(1) Between December 15, 1960 and December 31, 1960

(a) The Deputy Commissioners, Deputy District Census Officers and Subdivisional Officers will fully train their Charge Superintendents in the District and Subdivisional Headquarters.

(b) During this period, the Deputy Commissioners and Subdivisional Officers should also distribute the “INSTRUCTIONS TO ENUMERATORS” to all Charge Superintendents, Supervisors and Enumerators so that they may study the same before coming to the Census classes.

(c) The Training Sample Census of Charge Superintendents should also take place during this period. Each Charge Superintendent should fill in some household schedules and enumeration slips printed in red-ink and Deputy Commissioners and Subdivisional Officers will check whether they have been able to accurately fill in those forms. Detailed instructions are given in Item VI.

(2) Between January 1, 1961 and January 31, 1961

(a) The Supervisors should be given training in the first week of January 1961 in a central place or in some central places where the Charge Superintendents will give the training and Deputy Commissioners, Subdivisional Officers or their Principal Census Officers will take part in and supervise such training. In this training also, the Supervisors should be asked to act as Enumerators and to fill in some copies of the household schedules and the enumeration slips in the actual field and the Charge Superintendents should check whether those slips have been correctly filled up according to the concept of the Census.

(b) Immediately after this, the Supervisors should give the first theoretical training to their respective Enumerators.

(c) After the first theoretical training, the Enumerators should be given the first sample Census training in which they will have to fill in some slips in the field under the supervision of their Supervisors. During this period, the Charge Superintendents should actively supervise the Sample Census-taking by the Enumerators.

(d) Immediately after that, the Enumerators should be assembled in a central place or in some central places where another theoretical training will be given by the Charge Superintendents and other higher Census Officers in which the difficulties experienced by the Enumerators in the actual field should be thrashed out and solved.

(e) After this stage, the second Sample Census-taking should be done by the Enumerators under the active supervision of Circle Supervisors and other higher Census Officers.

(f) In the last week of January, the Enumerators should again be assembled in some central places where further training should be given to them by the Supervisors, Charge Superintendents and by the Deputy Commissioners, Subdivisional Officers or other Principal Census Officers, wherever possible. In this fifth training, the difficulties experienced by the Enumerators should be thrashed out and the mistakes committed by them, if any, in the recording of replies in the sample forms should be rectified so that they may be fully equipped for taking the real Census.

(g) During the above phases of the intensive training to Charge Superintendents, Supervisors and Enumerators, the Deputy Superintendents of Census Operations and Statisticians from the office of the Superintendent of Census Operations, Assam, will visit as many places as possible in consultation with the Deputy Commissioners and Subdivisional Officers to help them in the conduct of the training of the Charge Superintendents, Supervisors and Enumerators as well as to resolve any local difficulties that may arise.

(3) Between February 1, 1961 and February 7, 1961

(a) During this period, the Enumerators should be given the last training so that they may start the Enumeration from February 10, 1961 to March 1, 1961 with five days of check from March 1 to March 5, 1961.

(b) During the actual Enumeration all the Supervisors and Charge Superintendents should actively supervise the work in the field while the Deputy Commissioners, Subdivisional Officers and other Principal Census Officers should make some test checks.

III. Action by Deputy Commissioners and Subdivisional Officers

(a) Within the above objectives and the periods of time, every Deputy Commissioner and Subdivisional Officer will chalk out a programme with dates for the training and a copy of the same should be sent
to the Superintendent of Census Operations, Assam, preferably within 5-12-60 so that a programme for the
Headquarters staff can be made.

(b) In the Hills where the circumstances may be different from those in the Plains, slight modifications
of the time schedule may be made according to local requirements. For example, in the Jowai Subdivision,
the Subdivisional Officer may give one combined training class for Charge Superintendents, Supervisors
and Enumerators in the first week of January 1961, when the Teacher-Enumerators come to Jowai town
for taking their pay. After a theoretical training, the Subdivisional Officer, Jowai, may give the first Sample
Census Training to the Enumerators and they will actually enumerate some houses in Jowai town with
a view to give them practical understanding of the technique of Census form-filling. Similarly the last
intensive training may be given by the Sub-divisional Officer, Jowai, within the first five or six days of
February 1961.

IV. Training of absentees and/or new appointees

The above model scheme pre-supposes that all the Charge Superintendents, Supervisors and Enumerators
will attend the training classes according to the rigid time schedule. In the practical field, however,
there may be absentees due to various causes and in some cases there may be new appointees also and
so a programme will also have to be made to train such absentees and new appointees. This is left to the
discretion of each Deputy Commissioner and Subdivisional Officer as to how best such problems could
be tackled. Separate classes should be arranged for the purpose.

V. Return of sample census slips

(a) From the above scheme it will appear that there will be four Sample Census-Takings—one by the
Charge Superintendents under the supervision of the Deputy Commissioners, Subdivisional Officers or
other Principal Census Officers—one by the Supervisors under the supervision of the Charge Superin­
tendents and other higher Census Officers—and another two by the Enumerators under the supervision
of Supervisors, Charge Superintendents and other higher Census Officers.

(b) These Sample Census are, in a sense, real Censuses because all those red-ink printed forms should
be returned to the Office of the Superintendent of Census Operations, Assam, for checking and Sample
Tabulation.

(c) The Sample forms should be so distributed that, in the last Sample Census-Taking, all the red-ink
printed forms are actually used up. All these used forms should then be returned to the Superintendent
of Census Operations, Assam for necessary action as stated above.

VI. Distribution of sample census forms

The Scheme of Sample Census Training envisages that each Enumerator should be given one pad
containing 10 Household Schedule forms printed in red-ink and another pad containing 50 Enumeration
Slips also in red-ink. The scheme also envisages that Charge Superintendents and Supervisors should
themselves do some filling of the Census forms so that they may be fully conversant with the technique
of Census form-filling. It is not necessary that the pads of Household Schedules and Enumeration Slips
should be broken up. The number of such Sample Census pads is also very limited and it is estimated
that the number will be sufficient only if one pair of each is given to each Enumerator.

During the first period between December 15 and December 31, 1960, each Charge Superintendent
should fill in as many Household Schedules as there are Circles under his Charge by making the entries
only in one form in each pad. For example, if a Charge Superintendent has 8 Circles and 40 Blocks under
him, then he should take eight pads of the Household Schedules and fill in one form from each pad without
breaking the pad. It would be desirable that this filling in of the forms by the Charge Superintendent should
be within his own charge and if he can fill-in one form from each pad for each Circle, that would be
ideal. Similarly in the case of the Enumeration Slips, he will take 8 pads and fill in as many individual
slips as there are persons in each of the households which he had visited. These pads will then be distrib­
uted to the Supervisors and later to the Enumerators and the filling in by the Charge Superintendent will
serve as a model or guide for them. This system will ensure a sense of real responsibility on the part of
Charge Superintendents because any mistake committed by them will be carried downwards.
Each Supervisor should be given one copy of each of the Sample Census form already filled-in by the Charge Superintendent together with four blank pads of Household Schedules and four blank pads of Enumeration slips. He will fill in one Household Schedule form from each pad and as many Enumeration Slips as there are persons in each household visited by him, as was done by the Charge Superintendent. Ultimately all the pads along with the Sample Census forms already filled-in either by the Charge Superintendent or by the Supervisor should be given to the Enumerators who will fill them up in two instalments in the two Training Sample Census that will be undertaken by them. This will ensure that all the pads are intact, but they will contain all the filled-in slips which were duly filled by the Enumerators as well as by the Supervisors and Charge Superintendents. These filled-in forms can then be returned to the Superintendent of Census Operations, Assam, for checking and Sample Tabulation.

Yours faithfully
E. H. PAKYNTFIN
Superintendent of Census Operations, Assam.

APPENDIX 35

No. SCO. 240/60/6677-99
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM
“MANROI”, LAITUMKHRAH,
Shillong, the 22nd December, 1960

CIRCULAR LETTER NO. 26

FROM
SHRI E. H. PAKYNTFIN., B.A. (HONS), I.A.S.
Superintendent of Census Operations, Assam,

To
All Deputy Commissioners and Subdivisional Officers,

SIR,

I have the honour to state that the questionnaire for the 1961 Census together with the Instructions to Enumerators have already been published in the Assam Gazette, dated December 21, 1960. I have also sent sufficient copies of the Instructions to Enumerators to all of you and I hope that you have duly received the same. The instructions are fairly complete on each question and all that needs to be done now is to drill the Charge Superintendents, Supervisors and Enumerators thoroughly on the basis of the instructions themselves.

Wherever required, the Enumerators should clarify the questions, but once the citizens understand the question and give a reply, the Enumerator should record faithfully whatever is returned by them. The Enumerator is not expected to enter into any argument with the persons enumerated on the basis of any definition in the instructions. Nor should the Enumerator try to make any correction according to what he thinks right. The Enumerator should be as tactful and as truthful as possible and try to avoid any argument with the persons enumerated or with a person or persons who may be ‘shadowing’ him. Government however appreciate that any person can be prosecuted under the law for giving deliberately incorrect returns.

Yours faithfully,

E. H. PAKYNTFIN
Superintendent of Census Operations, Assam.
FROM

SHRI E. H. PAKYNETIN, B.A. (HONORS), I.A.S.
Superintendent of Census Operations, Assam,

To

All Deputy Commissioners and Subdivisional Officers,

SUBJECT—Enumeration of Scheduled Castes and Scheduled Tribes at the 1961 Census

SIR,

I have the honour to state that it has been proposed to enumerate the Scheduled Castes and Scheduled Tribes at the forthcoming Census. In these cases, the actual name of the Caste or Tribe will have to be written in the individual slip. It is known to you that there are already lists of Castes and Tribes specified from each State by the President under Articles 341(1) and 342(1) of the Constitution as Scheduled Castes and Scheduled Tribes respectively. These lists were later amended by Parliament in the Scheduled Castes and Scheduled Tribes List Modification Order, 1956 in view of the re-organisation of States. I enclose an extract from the said ‘Order’ which will show the names of the Scheduled Castes and the Scheduled Tribes in Assam.

This list, however, gives only the names of the main Castes or Tribes. A caste may also be known by a local name which may be either a generic name or a synonym of the main castes and a tribe by the name its sub-tribe or clan. It is not possible to include all these nomenclatures in the President’s ‘Order’. It is observed that in the last Census, due to strict application of the ‘Order’, many persons who returned themselves by generic names or synonyms of castes or tribes were omitted from enumeration as Scheduled Castes or Scheduled Tribes. The slips had to be resorted in certain areas to find the extent of omission. In order to avoid such difficulties, in future, it would be useful to ascertain now whether any generic names or synonyms are found in the case of Scheduled Castes or whether the Scheduled Tribes are returned by the name of sub-tribe or clan so far as your District/Subdivision is concerned.

You are, therefore, requested to prepare the list accordingly and to submit the same at an early date so that the entire list concerning the State of Assam may be finalised and printed showing clearly under the name of each Scheduled Caste the corresponding generic name or synonym and in the case of each Scheduled Tribe the name of the sub-tribe or clan. It has been proposed that after printing, the lists will be supplied to the enumerators for reference at the time of enumeration which will no doubt facilitate enumeration.

Yours faithfully,

E. H. PAKYNETIN
Superintendent of Census Operations, Assam.
CIRCULAR NO. 5-A

FROM  
SHRI E. H. PAKYNTEIN, B.A., (HONS.), L.A.S.  
Superintendent of Census Operations, Assam.

TO  
The Subdivisional Officer, Jowai.

SUBJECT—Enumeration of Scheduled Castes and Scheduled Tribes at the 1961 Census.


I have the honour to state that the words "generic name or synonym" were used in my letter No. SCO. 58/59/94-115, dated 13th May, 1959 especially in connection with the names of the Castes of people belonging to the Scheduled Castes. As far as members of the Scheduled Tribes are concerned, I have used the words "sub-tribe or clan". Perhaps in the Jowai Subdivision, you are concerned mostly, if not entirely, with members of the Scheduled Tribes only.

However, I clarify that in the President's Order, the list of Scheduled Castes gives only the names of the main castes of the Scheduled Castes. Please note that in the coming Census, we shall not deal with Hindu Castes in general, but we shall deal only with different names of the Scheduled Castes or Scheduled Tribes. A synonym is a word having similar but not exactly the same spelling or pronunciation although the meanings are more or less the same. For example, a "Dhobi" is a member of the Scheduled Caste, but in some places, a Dhobi is also called a "Dhupi". So if a member of the Scheduled Caste returns his caste as "Dhupi", he should not suffer any disability for that. Similarly, a sweeper may be called a "Mehtar" or a "Bhangi" although their origin or genus are the same. As Scheduled Castes and Scheduled Tribes enjoy certain privileges under the Constitution, it is desirable that they should not suffer any disability simply because they make a return of their Caste or Tribe by such local names or by names of sub-tribes or clans.

As far as Scheduled Tribes are concerned, I will give you an instance. In the beginning every indigenous inhabitant of Jaintia Hills was called a Jaintia. But some Jaintia people gave their tribe as "Syn-teng", "Pnar", "War", "Bhoi", "Lalu", etc. But all these local names are names of sub-tribes of the same people who belong to the Scheduled Tribe of the Jaintia Hills. They should not suffer simply because they give their locally known names for their tribes.

That is why I want you to give the local names of all members of the Scheduled Tribes and Scheduled Castes so that the concessions available to them may be fully utilised for the purposes for which they are meant. The Government of India are very anxious that the enumeration of members of the Scheduled Castes and Scheduled Tribes should be as accurate as possible.

Yours faithfully,  
E. H. PAKYNTEIN  
Superintendent of Census Operations, Assam.

Memo. No. SCO. 58/59/209—30  
Shillong, the 30th May, 1959

Copy to all Deputy Commissioners and Subdivisional Officers for favour of information and guidance.

E. H. PAKYNTEIN  
Superintendent of Census Operations, Assam.
LIST OF SCHEDULED CASTES IN ASSAM
(The main castes are those given in the President's Order and Sub-castes are given in brackets)
1. Bansphor—(Jamadar, Balmikis).
2. Bhunmali or Mali—(Malakr).
3. Brittial Bania or Bania—(Sonari, Banikya).
4. Dhupi or Dhobi—(Suklabaidya, Rajak).
5. Dugla or Dhoii—(Sabdakar, Badiar, Badyakar).
6. Hira.
8. Jhalo, Malo or Jhalo-Malo.
10. Lueblo.
11. Mahara.
12. Mehtar or Bhangi.
13. Muchi or Rishi—(Ravidas, Chamar).
14. Namassudra—(Namakhudra or Namadas, Charal, Majhi, Nama).
15. Patni—(Mahishyadas).

LIST OF SCHEDULED TRIBES WITH SUB-TRIBES IN ASSAM
(The main tribes are those given in the President’s Order and Sub-tribes are given in brackets)

I. IN THE AUTONOMOUS DISTRICTS
1. Chakma—(Takam).
2. D’masa—(Kachari).
4. Hajong.
8. Laker.
10. Any Mizo (Lushai) Tribes—(Raihe, Pahke, Pawiwe, Thianglai, Moghi, Matu, Pang, Chawrai, Larnawng, Lusei, Hmar, Funai Khlongte).

II. IN THE TRIBAL AREAS OTHER THAN THE AUTONOMOUS DISTRICTS
1. Abor—(Mirong, Padam, Melong, Kurko).
2. Aku.
3. Apatani—(Anka).
APPENDIX 37

No. SCO. 168/60/2696—718

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM

“MANROI”, LAITUMKHRAH,
Skiilong, the 12th July, 1960

FROM

SHRI E. H. PAKYNTIN, B.A., (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

To

All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Monographs on Scheduled Castes and Scheduled Tribes of Assam.

Sir,

I have the honour to state that it is proposed to prepare some special tabulations for the Scheduled Castes and Scheduled Tribes of Assam in the next Census of 1961. Along with the tables, it is also desirable to prepare monographs on each of the Scheduled Castes and Scheduled Tribes of this State. The monographs may be as brief as possible, but they should be interesting and deal with the various aspects of the customs, manners and other characteristics of these people.

2. The following are the points on which informations are to be collected for the preparation of the monographs:—

1. Introduction . . . . . . Origin and Structure, distinctive names and synonyms through ages.

LSCOA/62—17
2. Geographical distribution of the castes and tribes.

The region occupied by the castes and tribes, the village site and the influence of environment on physical characters—Different clans.

3. Population trends

Population of each caste and tribe, different clan and their growth.

4. Appearance

Physical characters, colour of the skin, stature, head, hair style, nose and psychological traits.

5. Domestic Life and Family Structure

Dwellings and materials used in their construction, living conditions, building customs, daily life, household articles and utensils, use of fire, foods and their preparations, food taboos, intoxicants, personal decorations, tattooing and habits of cleanliness and domestic cleanliness—Weapons used—Dress and in Ornaments.

6. Laws, manners and customs

Social organisation, property and inheritance, status of man and woman, birth, nomenclature, childish, marriage customs, exogamy, divorce, widow remarriage and death ceremonies.

7. Religious beliefs and practices and attendant festivals.

Family and village deities and spirits, religious agencies ceremonial pollutions, ideas as to the sun, moon and some natural phenomena and other religious observances and festivals.

8. Occupation

Agriculture, industry, handicrafts, craftsmen, farmers, fishermen, hunters and other forestry workers.

9. Language and Literature

Mother tongue and subsidiary languages, script and nature of oral and written literature.

10. Recreation

Folk dances and songs, games and riddles.

11. Influence of modern civilization on Social and Economic life.

Change in social customs, etc.

3. It will also be additionally useful if we can have photographic plates of typical castes and tribes in your district/subdivision together with those of their typical handicrafts or workmanship. The photographs may perhaps be made by the Community Development staff.

4. I shall be grateful if you can collect the informations and photographs, if any, and send the same to me by November 1960. Please acknowledge receipt of this letter and let me know actions taken by you. It is needless to say that you will obtain the informations from the representatives of the Scheduled Castes and Scheduled Tribes of your Subdivision. I shall also be grateful if you will furnish me the names of leading members of the Castes and Tribes who can also supply me with authoritative informations about each Caste and Tribe.

Yours faithfully,

E. H. PAKYNTIEIN
Superintendent of Census Operations, Assam.

Memo. No. SCO. 16860/2719-21

Shillong, the 12th July, 1960.

Copy to:

1. The Chief Secretary to the Government of Assam, Shillong.
2. The Commissioner of Plains Divisions, Assam, Shillong.
3. The Commissioner of Hills Division and Appeals, Assam, Shillong.

E. H. PAKYNTIEIN
Superintendent of Census Operations, Assam.
FROM

SHRI E. H. PAKYNTEIN, B.A., (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

TO

All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Recruitment and Training of Census Staff.

SIR,

I have the honour to state that according to the Census Calendar for Assam, the recruitment and formal appointment of all Charge Superintendents, Circle Supervisors and Enumerators should have been finished by June 30, 1960. All the forms for appointment of the above staff have also been despatched to you. Please therefore let me know by return mail whether all the above census personnel are now in a position in your respective district/subdivision. Please also let me know the total number of Charge Superintendents, Supervisors and Enumerators already appointed by you per subdivision (or district in the case of Nowgong and Garo Hills).

2. I may also point out that the Training for housenumbering and houselisting should take place in August 1960, i.e., in about a month’s time from now. The ‘Instructions for housenumbering and houselisting’, the ‘Instructions how to fill up the HouseList Form’ and the ‘Village Notes Form’ are now almost ready in the press and these will be despatched to you from about July 12, 1960 so that you may all receive them within July 1960 just before the training. These “Instructions” are in Assamese, English, Bengali, Garo, Lushai and Khasi according to districts concerned and they will have to be distributed to all Census Officers from the rank of Charge Superintendents up to the rank of Enumerators. A copy of English Instructions will also be distributed up to the rank of Supervisor in case there is need for comparison with the translations in the above languages. These Instructions should be distributed to the Supervisors and Enumerators when they are being called to the first training class. There will be at least three training classes of which one will be a practical demonstration of housenumbering and houselisting. The Deputy Commissioners, Additional Deputy Commissioners and Subdivisional Officers will train the Charge Superintendents and the latter will train the Supervisors and Enumerators. The Supervisors should give intensive training to their Enumerators. Detailed instructions are given in the above printed booklets and leaflets. The first training class should begin by about 10th August, 1960.

3. In view of the above procedure and the supreme necessity of keeping up the time schedule as set forth in the Census Calendar, I would request those who have not yet finalised the appointment of the Census Officers up to the level of Enumerators to do so at once and let me know.

The receipt of this letter may please be acknowledged.

Yours faithfully,

E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

Shillong, the 2nd July, 1960.

Memo. No. SCO. 67/60/2539—41

Copy for information forwarded to:

1. The Chief Secretary to the Government of Assam, Shillong.
2. The Commissioner of Plains Divisions, Shillong.
3. The Commissioner of Hills Division and Appeals, Shillong.

E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.
FROM
SHRI E. H. PAKYNTEIN, B.A., (HONS.), I.A.S.,
Superintendent of Census Operations, Assam,

To
All Deputy Commissioners and Subdivisional Officers.


SIR,
I have the honour to state that in paragraphs 17(c) at page 17 of the "Census Plan for Assam", a definition of houseless persons together with some instructions as to how their enumeration should be effected has been given. I will now reiterate the same together with some modifications, where necessary, for your guidance and necessary action:

(1) Superintendents of Police or Subdivisional Police Officers should be asked from now to furnish you with a list of places where such people generally used to aggregate at night and their approximate number in each such place.

(2) As the number of such persons is rather very small in Assam, their enumeration should be taken by ordinary enumerators (and not by special enumerators) within whose blocks such persons may be found.

(3) The enumeration of such houseless persons should be done only on the night of February 28, 1961 to avoid double counting.

(4) The Police may be requested to stand by in some areas where there may be any likelihood of a breach of the peace by such persons. But the police need not accompany the Enumerator as such people may have a tendency to run away if approached with the Police. The Police may be available near by only where resistance may result out of the questionings by the Enumerator. The Enumerator should tactfully tell them that the questionings are only for a national purpose and not for the purpose of rounding them up.

Yours faithfully,
E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.
From  

Shri E. H. Pakyntein, B.A., (Hons.), I.A.S.,  
Superintendent of Census Operations, Assam,  

To  

All Deputy Commissioners and Subdivisional Officers.  

Subject—Honorarium to Enumerators and Supervisors 1961 Census.  

SIR,  

I have the honour to invite your attention to Circular No. 12 conveyed to you in this office letter No. SCO. 129/59/2126-48, dated 11th January, 1960 in which you were requested to furnish me with a list of names of Census Officers in your jurisdiction who will be appointed as Charge Officers, Circle Supervisors and Enumerators.  

2. Although India's tradition was one of honorary enumeration during the past Censuses, it has been decided by the Registrar General of India that in the Census of 1961, a small honorarium will be paid to the Enumerators and Circle Supervisors to cover their out-of-pocket expenses and other incidental charges that may be incurred by them at the following rates in addition to the award of medals and certificates for good workers. No honorarium will be paid to the Charge Officers, but in their case, apart from Census medals and certificates, entries will be made in their Character Rolls for good Census works which will help them for the purpose of promotion.  

Rates of Honorarium to Enumerators and Circle Supervisors  

<table>
<thead>
<tr>
<th>Description</th>
<th>Rs. per block</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) For housenumbering and houselisting to Enumerators</td>
<td>8</td>
</tr>
<tr>
<td>(b) For enumeration to Enumerators</td>
<td>12</td>
</tr>
<tr>
<td>(c) To Supervisors for supervising</td>
<td>4</td>
</tr>
</tbody>
</table>

NOTE: A block is an Enumerator's jurisdiction consisting of about 120—150 households.

Yours faithfully,  

E. H. Pakyntein  
Superintendent of Census Operations, Assam.
State and register where and how they live. Each enumerator will count about 600 to 750 souls and after the first round of 19 days, he will make another check between March 1 and March 5 to record new babies born to delete persons who might have died during the 19 days and to count others who might have been missed during the first time around.

The counting of heads is however only a part of the job. The Census will also collect, compile and publish the demographic, economic and social data which will be used not only for the Five Year Plans but also for administration of the country. It will also attempt to determine how the two Plans have affected the dispersal of the population and the general prosperity and to ascertain to what extent the people have taken to new vocations, new products and new ways of living.

Planned development has been accepted as the goal of national policy by all under-developed countries in the world. Assam with its peculiar problems and lack of industrial development all the more requires an accelerated development of its rather backward economy. The Census will help by supplying reliable and acceptable data so that planning for Assam can be done on a more systematic basis.

The Census report is consulted at every stage of the administration or planning and its authenticity and accuracy have always been taken for granted. Therefore the aim of the Census is to find and record facts as they are so that a completely truthful picture emerges. This aim naturally involves the building up of a counting organisation which should be so perfect that there is no likelihood of any person being left out of count or any one being counted twice and there should also be no likelihood of any of the other data being inaccurate or indifferent. It therefore follows that no sentimental, political or extraneous consideration should be allowed to influence any one engaged in the duty of collecting these data which are of national importance. Census Officers from the enumerator upwards have therefore been enjoined to so carry out their duty with impartiality and a sense of truthfulness that no one can question their integrity or ability.

It takes two to make a Census—the citizen and the enumerator. The citizen's role in the Census is perhaps more important than that of the enumerator because, by and large, it is for the citizen to understand the questions and to give correct and truthful answers in the national interest.

The Census questionnaire (which were published in the Assam Gazette in December last) have undergone some changes since the last Census. There are now two forms in which the enumerators will record the replies of the citizens. One of the forms, the Household Schedule, is a new feature. In Assam—nay in India—all the goods produced are not sold because many are consumed by the family itself. Information only on the basis of the individual therefore tends to be misleading unless it is supplemented by the economic activity of the entire household. That is why the Household Schedule has been invented for this Census to suit our way of life. On the back side of the Household Schedule there is a Census Population Record which will be a sort of National Register of Citizens in the country. This Census Population Record will also serve as a framework for the preparation of the electoral rolls. The other form known as the Enumeration Slip will record details about each individual in the household from the oldest person down to the new-born baby. Instead of the usual economic questions based on the "mean of livelihood", the emphasis in the 1961 Census is on work even if that work is only part-time or even if the workers draw no income or get very little income out of it. Those who do not work will be classified separately as students, house-wives, dependants, retired persons, convicts, beggars and unemployed persons or those who are seeking work for the first time.

Great care has been taken in framing the questions the first draft of which was made more than two years ago by the Registrar General of India after a series of conferences with the Union Ministries, Planning Commission, Statistical Organisations, Expert Bodies and the State Governments. The first field test of the questionnaire was made in February, 1959 by the Director of Statistics and the second test was made about six months later by the Superintendent of Census Operations for Assam. The questions and instructions were then finalised in October 1959 and were duly approved by the Union Government. They were also laid before Parliament. These questionnaires for the 1961 Census together with the instructions to enumerators have been published in their respective gazettes by all the State Governments of India. They appeared in the Assam Gazette on December 21, 1960.

The Enumerators will ask these questions to the citizens, and wherever necessary, they will clarify the questions; but once the citizens understand the same and give a reply, the enumerators should record faithfully whatever is returned by them. The enumerator is not expected to enter into any argument with the person enumerated on the basis of any definition in the instructions. Nor should the enumerator try to make any correction according to what he thinks right. Besides being truthful, the enumerator should
be as tactful as possible and try to avoid any argument not only with the persons enumerated but also with the persons who may be shadowing him. Government however appreciate that any person can be prosecuted under the law for giving deliberately incorrect returns.

As before, there will be no questions about castes, excepting for the Scheduled Castes and Scheduled Tribes of Assam, but information will be sought on religion, mother tongue, sex, marital status, place of birth and education. All the replies are treated as confidential, as required by law, which also makes it obligatory to answer the questions. The answers cannot be used for the purpose of taxation, investigation or regulation.

Another feature of this Census is that there will be a socio-economic survey of 35 villages in Assam and there will also be monographs on the various Scheduled Tribes and Scheduled Castes of Assam. There is also a survey of rural industries and handicrafts. All these informations will be published in separate volumes as part of the publications of the 1961 Census.

When the returns of the queries are in and if the answers are correctly and truthfully given by the citizens, the Government will be in possession of valuable data concerning every man, woman and child in the country.

E. H. PAKYNEIN
Superintendent of Census Operations, Assam.

APPENDIX 42

MEMORANDUM

OF THE DISCUSSION ABOUT LAW AND ORDER IN CONNECTION WITH THE 1961 CENSUS

The discussion took place in camera in the office room of the Chief Secretary to the Government of Assam and the following officers attended besides the Chief Secretary, Shri S. K. Datta, I.C.S. who presided over the deliberations:—

1. Shri K. Balachandran, I.C.S.
4. Shri R. K. Srivastava, I.A.S., Joint Secretary to the Govt. of Assam.
5. Shri B. S. Sarao, I.A.S., Deputy Commissioner, Jorhat.
6. Shri Ramesh Chandra, I.A.S., Deputy Commissioner, Nowgong.
7. Shri G. C. Phukan, I.A.S., Deputy Commissioner, Kamrup, Gauhati.
8. Shri P. H. Trivedi, I.A.S., Deputy Commissioner, Shillong.
11. Shri G. Barua, I.A.S., Deputy Commissioner, Dhubri.
12. Shri B. Dowerah, I.A.S., Deputy Commissioner, Silchar.
14. Shri H. Bora, I.A.S., Deputy Commissioner, Tura.

2. At the outset, the Superintendent of Census Operations said that from the Census point of view it is necessary that the Enumeration should be carried out in a calm and peaceful atmosphere. It is necessary to ensure that no individual or group can coerce or bring pressure on any other group or section of people because the aim of the Census is to collect factual data. People should be able to understand the questions according to the true concept of the Census free from any sentimental, political or extraneous considerations. It is also the aim of the Census that the citizens should be able to answer the questions with perfect confidence and freedom from fear. To achieve this end, it is very essential that peace and tranquillity
should prevail during the next three months until the Enumeration is over by March 5, 1961. While all was quiet during the last three months or so, it is desirable that there should be no recrudescence of such disturbances that took place in July 1960 in connection with the language agitation. It has also been previously emphasized in the conference by both the Chief Minister and the Chief Secretary that the District and Subdivisional Magistrates should take every precaution to see that there is no intimidation and that the Census questions can be answered truthfully in a calm and peaceful atmosphere. It is now necessary to consider ways and means how to carry out those suggestions into practice.

3. The Chief Secretary then asked the District Magistrates and the Inspector-General of Police to say what was the present law and order position and the following points came out:—

   (1) There is no immediate danger of any breach of law and order.
   (2) There is a likelihood that during the Enumeration some Enumerators may record wrong answers about mother tongue.
   (3) There may be inflation of the population by some citizens.
   (4) People may shadow the Enumerators to see whether they record the answers correctly or to influence the citizens to give certain answers to their liking.
   (5) There are already publications of anonymous pamphlets asking people to say this or that in the Census or to incite people to do something which may endanger the peace and tranquillity in some places in the State.
   (6) Enumerators who are mostly school teachers may have some kind of local patriotism.
   (7) In compact areas inhabited by one community only, there may be no likelihood of disorder, but precautions will be very essential in areas where there are pockets of minority groups.
   (8) In view of the linguistic background, there are now agitations among various groups or communities to assert that their mother tongue is only this or that language and the following examples were brought out:—
      (a) There is now a widespread agitation in the tea-gardens that the labourers should give only their own language as mother tongue and Hindi as the second language.
      (b) In tea-gardens where the staff is Assamese, the labourers may be asked to say that they speak Assamese only while in tea-gardens where the staff is Bengali the tea-gardens labourers may be asked to say that their language is Bengali or any tongue other than Assamese.
      (c) The Bodo people of the Goalpara district are now asserting that their only mother tongue is Bodo or Boro and that most of the people north of the Brahmaputra speak only this tongue. Even in the Kamrup District, youngsters of the Rabha Community are now agitating that their only mother tongue is Rabha.
      (d) In the Goalpara District adjacent to the Garo Hills, the Garo people are agitating that their only mother tongue is Garo although they also speak Assamese.
      (e) The Miris, the Nepalis, the Biharis, the Marwaris, etc. are also making agitations for the assertion of their own mother tongues.
      (9) In the Autonomous Hills Districts and in the Cachar District, there is no apprehension of any breach of the peace over the Census as the people in these Districts will return their own mother tongue without practically any agitation. In other words, most of the above language agitations are likely to take place in the Brahmaputra Valley.
      (10) In some areas of the Sibsagar District, a likely breach of peace may take place over the Assamese-Bengali question or the Hindu-Muslim question.

4. From the above, it appears that if there is any breach of law and order, it will be only in respect of the question of language or to some extent in respect of the likely inflation of the population by some people.

5. After hearing the above points, the Chief Secretary, the Inspector-General of Police and the District Magistrates suggested the following preventive actions to be taken against any likelihood of a breach of the peace:—

   (a) The I.G.P. said that in view of the fact that there may be attempts to coerce the minority groups in certain pockets, the police will try to protect those isolated pockets, but no cover can be given to the whole population.
(b) The Police Forces and the platoons of the Assam Rifles or the Military Personnel (where these are available) should be stationed within striking distance from the areas where the need for the maintenance of law and order is most needed.

(c) Plans will be drawn out by the District Magistrates in consultation with the Superintendents of Police as to where and how the striking forces should be deployed.

(d) The I.G.P. said that he will try to take some suitable action how to stop the issue and circulation of mischievous and anonymous pamphlets.

(e) Mr. Balachandran pointed out that the very fact that the people are eager to read the anonymous pamphlets shows that they are eager for certain information about the Census and so it is very necessary to counter these mischievous pamphlets by correct publicity from the Government side. The Chief Secretary suggested that the S.C.O. should issue the necessary pamphlets showing the true concepts of the Census questionnaire in simple language which can be understood by the common people through the Publicity Department or through the Deputy Commissioners and Subdivisional Officers. The services of Mr. S. C. Bhattacharjee, the Special Publicity Officer attached to the Chief Minister’s office, may also be utilised in this connection. The Chief Secretary also asked the Deputy Commissioners to make adequate verbal publicity through themselves and their officers during their tours in the interior.

(f) The District and Subdivisional Officers should have the Enumerators and Supervisors shod of local patriotism. The D.P.I. should also be asked to control the role of school teachers in local affairs, particularly in connection with the Census.

(g) The Chief Secretary said that if the Deputy Commissioners and Subdivisional Officers make their presence felt in all the areas within their jurisdictions—that in itself will be preventive action.

(h) Where necessary and feasible, the B.D.Os, Laskars, Sub-Deputy Collectors and Mauzadars etc. may be invested with magisterial powers and made responsible for the maintenance of law and order in their respective jurisdictions.

(i) Some Deputy Commissioners think that in some cases, the Magistrates of two adjacent Districts and Subdivisions should be invested with concurrent powers so that they can act speedily during any breach of the peace. The Chief Secretary asked those officers to write to him giving specific instances and concrete proposals so that the matter may be considered and action taken accordingly if necessary.

(j) The District Magistrates and Subdivisional Officers should have very close liaison with the Police Officers during the next three months.

6. At the close of the discussion, the Chief Secretary asked the I.G.P. and the District Magistrates to examine the position very closely from now on and the whole position will be reviewed in the last week of January 1961 when all the District Magistrates should write to him (the Chief Secretary) about the situation as it will be by then.

E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

APPENDIX 43

MESSAGE FROM SHRI B. P. CHALIHA, CHIEF MINISTER, ASSAM TO EVERY CENSUS ENUMERATOR IN ASSAM

DEAR COLLEAGUES IN THE CENSUS WORK,

I am addressing the Enumerators in particular and other higher Census Officers in general. The 1961 Census starts from to-day, February 10, 1961 and it will continue till the sunrise of March 1, 1961. As the population count must relate only to the sunrise of March 1, 1961, you will have to check again between March 1 and March 5, 1961, to record new babies born, to delete persons who might have died during the previous 19 days and to count others who might have been missed during the first time around.

You, the 16,000 Enumerators of Assam, have the privilege and honour of taking a hand in this work of national importance along with about a million of your colleagues all over Free India. The data collected L2SCOA/62—18
by you during this Census will be carefully preserved for the next ten years and will be used by the Government of Assam and the Government of India for the administration of the country and for the formulation of the Third, Fourth and Fifth Five Year Plans.

The Government of Assam attach the greatest importance to the Census Operations because no plan for the development of Assam is conceivable without the materials which only the Census can provide. The Census will also give us a comprehensive picture of the present social and economic conditions of our people, it will also indicate the condition of our cultivators and it will collect particulars for the development of our rural areas and household industries.

The Census report is consulted at every stage of the administration or planning and its authenticity and accuracy have always been taken for granted. Your aim should therefore be to find out and record facts as they are so that a completely truthful picture emerges. No one should be left out of count and none should be counted twice. There should also be no likelihood of any other data being inaccurate or indifferent. No sentimental, political or extraneous consideration should influence you in the collection of these data.

I am glad that a very large number of officials and non-officials have co-operated in the true spirit of national service and have volunteered to work on a purely honorary capacity. This time we have been able to pay you a very small honorarium, but that is only for out-of-pocket expenses because you are working for a national cause and not for remuneration. In this respect, you are not alone because you are part of one million patriots all of whom are engaged on an identical task at the same time. You should master the simple instructions which you have received and apply them uniformly and conscientiously. These instructions have been based on a common plan for the country as a whole. Like a swarm of bees that build a beautiful hive according to the laws of geometry, each doing its part in obedience to a mystic urge, you should do your part according to conscience and a sense of truth inherent in us all. Please visit every household, however humble it may be, and do not grudge the time and effort which will be necessary to get correct and complete answers to all the questions—especially the economic questions.

I have no doubt that you will take pride over the quality of your contribution to this nation-wide undertaking and give out of your best.

JAI HIND

B. P. CHALIHA
Chief Minister, Assam.

Telephone : 808.
Telegram : CENSUSAM.

APPENDIX 44

NO. SCO. 200/60/4470—92
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM
"MANROI", LATUMKHRAH
Shillong, the 13th October, 1960

CIRCULAR LETTER NO. 23

FROM

SHRI E. H. PAKYNETEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam.

TO

All Deputy Commissioners, Subdivisional Officers, All Charge Superintendents and Supervisors.

SUBJECT—Scrutiny, Compilation and Despatch of Census Records of Housenumbering and Houselisting Operation.

Sir,

I have the honour to state that the first phase of Census operation in Housenumbering and House-listing is probably going on smoothly. The following procedure should therefore be followed by all the Census Officers for this purpose.
2. Each Enumerator will submit the following records separately for every village or block entrusted to him:—
   (a) Field copies of the houselists.
   (b) Fair copies of the houselists mentioned in item (a) above.
   (c) Houselist Abstracts.
   (d) Sketch maps to show how the numbering of buildings is done in the village or block.
   (e) Village Notes.
   (f) Sericulture and Weaving pads.

3. All these records should be scrutinised as follows and if any discrepancies are found they should be rectified or completed through the Enumerator or Supervisor concerned:—
   (i) Do the records cover the whole village or the whole block entrusted to the enumerator or not?
   (ii) Do the numbers of sets of both the field copies and the fair copies tally with each other or not?
   (iii) Are entries in all the columns of the houselist and houselist abstract complete or are there any blanks?
   (iv) Are all the Village Notes and Sericulture and Weaving pads properly filled in?
   (v) Have the names and code numbers of Districts, Thanas, Towns/Villages, etc., been written correctly on all the forms and abstracts?

4. After completing the above scrutiny, 100 per cent checking in columns 3 and 17 of the houselist form should be done in the field copy of each houselist and corresponding entries in the Houselist Abstract and Circle Extract should be made.

5. As soon as the scrutiny of records is completed for all the sets for the charge, the records should be arranged strictly in order of Code Numbers. These records should be checked with the list of villages or wards as the case may be. The urban and rural sets should be kept separately. The sketch maps prepared for the village, block or ward should be kept along with the first set, i.e., field copies of the houselists.

6. The next process is to determine the final requirements of Census forms for the final enumeration for each of the Blocks and then to the Charge as a whole. Two sets of forms, i.e., Household Schedules and Enumeration Slips are required for the enumeration. The Household Schedules are to be supplied in pads of 50 and 25 and Enumeration Slips in pads of 100 and 25.

7. Household Schedules.—The requirements of Household Schedules should be calculated from the number of households shown in the Houselist Abstract. Add 10 per cent to it for the Block and the total will be the required number of Schedules. Then fix the number of pads of 50 and 25 slips according to the procedure given below. If the number of households is 128, the requirement will be 128 + 13 = 141; and then either 3 pads of 50 or 2 pads of 50 and 2 pads of 25 will suffice for that Block. Generally, the proportion of Household Schedule pads in our stock is 2:1. So in view of the circumstances the Charge Superintendent may calculate according to this formula for the Charge and to see that the wastage is reduced to the minimum.

8. Enumeration Slips.—The requirements of slips should be drawn up by adding 10 per cent to the number of persons shown in the Houselist Abstract. Here the pads of 100 should be calculated for the tens of 100 and pads of 25 to cover the remaining odd figures. Thus a Block or a village having 733 persons will require 733 + 73 = 806 slips and should be calculated as 8 pads of 100 slips and one pad of 25 slips. If an Enumerator’s Block consists of more than one village, the estimate should be made for each village separately. Similarly, the total requirements for the whole charge should be made by the Charge Superintendent.

9. This estimate of requirements should be made as soon as the Housenumbering and Houselisting operation is over. As the forms are being sent to the Deputy Commissioners and Subdivisional Officers, the additional requirements, if necessary, must be intimated to me by the first week of December 1960 positively. Otherwise, there may be serious dislocation during the Enumeration.

10. The field copies of the Houselist and the sketch maps should be kept in the Deputy Commissioner’s and Subdivisional Officer’s office properly. A copy of the list of contents of this set should be kept along with the set in each packet. RURAL AND URBAN FORMS SHOULD ALWAYS BE KEPT SEPARATELY.
11. The fair copies of Houselist Forms should be packed separately for rural and urban areas along with a list of contents. Houselist Abstracts, Circle Extracts, Charge Extracts and Village Notes, etc., should be packed serially according to the code numbers.

12. All these packages prepared should be forwarded to the respective Deputy Commissioners and Subdivisional Officers by the Charge Superintendents and the latter should despatch the record to me by special messenger preferably by the Upper Division Clerk of the Census Branch positively before 1st December, 1960.

13. The completion of work and despatch of records according to the time schedule are very essential items of the Census. So all the Census Officers should see that the work is going on smoothly according to the time schedule.

Yours faithfully,
E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

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TELEPHONE—Office : 808
Residence : 217

APPENDIX 45

No. SCO. 220/60/5967-89
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM
“MANROI”, LAITUMKHRAH
Shillong, the 2nd December, 1960.

CIRCULAR LETTER NO. 24

From
SHRI E. H. PAKYNTEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam.

To
All Deputy Commissioners, Subdivisional Officers,
Charge Superintendents and Circle Supervisors.

SUBJECT—Distribution and Submission of forms and records.

Sir,

I have the honour to state that for the ensuing Enumeration the following materials will have to be supplied to and submitted by the various categories of Census Officers after the enumeration. Explanatory notes have been added wherever necessary.

A. REQUIREMENTS

I. An Enumerator will have to be supplied with the following:

1. A copy of the INSTRUCTIONS TO ENUMERATORS in the local languages (viz. Assamese, Bengali, Khasi, Lushai or Garo) or in English, if necessary, in such areas as Railway Colonies or Military Areas.

2. A list of corrections to the INSTRUCTIONS TO ENUMERATORS which should be cut and pasted by the Enumerators in appropriate places immediately after their distribution. The making of the corrections should be checked by Supervisors and other higher Census Officers.

3. A list of Scheduled Castes and Scheduled Tribes in Assam only to those using the INSTRUCTIONS TO ENUMERATORS in Bengali or English.
(4) Pads of Enumeration Slips and Household Schedules printed in black ink :

(a) Pads of Enumeration Slips: One Enumeration Slip will be used per person enumerated irrespective of his age. Hence, the Enumerator in charge of a village will be supplied with as many Enumeration Slips as there are persons in that village plus 5 per cent as a reserve, e.g., if the number of persons in a village according to the Houselist Abstract is 100, the Enumerator in charge will require 105 slips. But the Enumeration Slips are not to be supplied loose. They are available only in pads of 100 slips and 25 slips. The Enumerator will be supplied with pads of 100 slips or 25 slips in such a way that wastage is minimised, e.g., an Enumerator requiring 105 slips will be supplied with one pad of 100 and one of 25; another requiring 160 slips will be supplied with one pad of 100 and 3 of 25 slips; while a third one requiring 178 slips may be provided with 2 pads of 100 each.

N.B.—(i) These estimates as well as those for Household Schedules must be worked out on the basis of a village/ward as pads for one village/ward will have to be kept completely separate from those for another village/ward though the latter may be in the charge of the same Enumerator. In other words, a pad either of Enumeration Slips or of Household Schedules, can be used only for one village/ward even if it results in many forms in a pad remaining unused.

If an Enumerator is in charge of only a part of a village/ward, his estimate of requirements should be made for that part only.

If an Enumerator is in charge of more than one village/ward, his requirements should be calculated for each village/ward separately and then totalled up.

(ii) Every Enumerator should be asked to keep the pads intact. Any form whether used, cancelled or unused should on no account be removed from a pad whether of Enumeration Slips or of Household Schedules.

(b) Pads of Household Schedules: One Household Schedule (and the Census Population Record on its reverse) will be used per household enumerated. An Enumerator will be supplied with 5 per cent more Household Schedules than there are households in the village in his charge as shown in the Houselist Abstract for that village. These Schedules are available in pads of 50 slips and 25 slips. In estimating the requirements of these Schedules and in dividing them in pads of 50 slips and 25 slips, the instructions given in (a) above with suitable modifications should be followed.

N.B.—Before issuing pads of Household Schedules, the Charge Superintendents should ensure that the “Household Schedule Abstract” supplied separately in loose printed slips, is pasted on the cover-page of each pad.

(5) Summaries of Houselists and the map(s) showing the scheme of housenumbering in the village(s) ward(s) in his block.

These records must have been prepared during the Houselisting and Housenumbering Operation. These will be carried by the Enumerator at the time of Enumeration to—

(i) check that all households already numbered and listed have been enumerated and,

(ii) locate any household which had not been numbered or houselisted previously, e.g., a household living in a house constructed after the last housenumbering operation or a household not yet numbered due to oversight or a household which came into existence in some buildings after the last housenumbering and houselisting operation. Such new households should be given a number by chalk only in accordance with the principles already enunciated in paragraph 8 of Circular No. 17, i.e., that a new building or a new household should be given a new number with the remark in the Summary of Houselists that it is a new construction or a new household between household number this and household number that. In such cases, the Enumerator should make appropriate entries in the Summary of Houselists and give the above remark in the remarks column. All these new households should then be properly enumerated.

(6) Enumerator’s Abstract forms: Every Enumerator will be supplied with as many such forms as there are village(s)/ward(s) in his block. In case these are in short supply, manuscript proformas may be used.

As soon as a pad of Enumeration Slips or Household Schedules is used up, the Enumerator should at once fill up the Abstract on its cover-page. As soon as the enumeration in a village/ward is completed, the Enumerator should compile the “Enumerator’s Abstract” for that village/ward from the Abstracts on the cover-pages of the pads of Enumeration Slips used. If an Enumerator is in charge of only a part of a village/ward, he should fill up the “Enumerator’s Abstract” for that part only.
(7) List of villages/wards in his block and of the Code Numbers of those villages/wards (as recorded in the General Village/Town etc. Register) and of the thana/town and district concerned. This will ensure that no village/ward is left out of enumeration and will help the Enumerator in writing the Location Code correctly. He should be asked to write the first three elements of the Location Code in all the forms in the pads of Enumeration Slips and Household Schedules which he is going to use in a particular village/ward, viz. District No./Thana No./ Village No. in case of a village and District No./ Town No. (in Roman numerals e.g., I, II, III, etc.)/ ward No. in case of a Town.

(8) Pulp boards bearing a list of abbreviations in English: one each of these boards will be supplied, to each Enumerator using Enumeration Slips in English. Those using Assamese and Bengali forms will find this list already printed on the inside of the cover pages of every pad.

(9) Cards for Census of Technical Personnel: All the Enumerators of Urban areas will be supplied with some printed cards which he will hand over to technically qualified persons whom he will meet during enumeration. In case of rural areas, these cards will be used only in some selected areas. These persons will fill up these cards themselves and will either return them to the Enumerator during his revisional round between the 1st and 5th March, 1961 or post them. No postage stamps will be necessary for posting these cards. A separate circular is being issued for this purpose.

II. A Circle Supervisor will have to be supplied with the following:—

(1) Two copies of the INSTRUCTIONS TO ENUMERATORS one being in English and the other being in one of the local languages wherever necessary.

(2) Correction Slips to the INSTRUCTIONS TO ENUMERATORS.

(3) A list of Scheduled Castes and Scheduled Tribes in Assam.

(4) “Circle Summary” forms: Each Supervisor will be supplied with two copies of such forms. In case of short supply, manuscript proformas may be used.

As soon as a Supervisor receives the various records and the “Enumerator’s Abstracts” from all the Enumerators in his Circle and after due scrutiny, he will compile the “Circle Summary” in duplicate from the “ Enumerator’s Abstracts”. One of these copies will be submitted to the Charge Superintendent and the other will be retained by the Supervisor himself.

(5) A list of villages/wards in his Circle and of Code Numbers of these villages/wards and thanas/towns and the district concerned.

(6) Before the distribution of Household Schedules and Enumeration Slips, the Supervisor should write the three elements of the Location Code e.g. the numbers of the district, the thana/town and the village/ward in the cover-page of each pad in order to enable the Enumerator to correctly fill in the Location Code in the slips below the pads.

III. A Charge Superintendent will have to be supplied with the following:—

(1) Two copies of the INSTRUCTIONS TO ENUMERATORS one being in English and the other in one of the local languages wherever necessary.

(2) Correction slips to the INSTRUCTIONS TO ENUMERATORS.

(3) A list of Scheduled Castes and Scheduled Tribes in Assam. This list is also to be found in the Census Hand Book for Assam at pages 50—52.

(4) Reserve pads of Enumeration Slips and Household Schedules.

(5) “Charge Summary” forms: Each Charge Superintendent will be supplied with two copies of such forms. In case of shortage, manuscript proformae may be used.
On receipt of all the records and Circle Summaries from all the Supervisors in his charge, the Charge Superintendent should compile the “Charge Summary” in duplicate. One of these copies is to be submitted to the Deputy Commissioner/Subdivisional Officer concerned and the other to be retained by the Charge Superintendent himself.

(6) A list of villages/wards in his Charge and of the Code Numbers of these villages/wards and the thanas/towns and district concerned.

The Code Numbers for districts, thanas and towns can also be found in the Census Handbook for Assam at pages 31 to 33 and 35 to 39.

(7) Some reserve stock of cards for the Census of Technical Personnel.

**B. DISTRIBUTION**

The Charge Superintendents will calculate their requirements of these materials for themselves and for the Circle Supervisors and Enumerators in their charges on the basis indicated in Circular No. 23, will collect them from the Deputy Commissioner/Subdivisional Officer concerned and will distribute them through the Circle Supervisor up to the level of Enumerators. Before the distribution of Household Schedules and Enumeration Slips, the Charge Superintendent should serially number all the pads of different categories separately and then record the issues in the Receipt and Distribution Form to be supplied in loose sheets. This will enable him to check whether a particular Supervisor has duly returned all the pads after enumeration.

**THE INSTRUCTIONS TO ENUMERATORS**,

“Correction Slips”, “List of Scheduled Castes and Scheduled Tribes in Assam” and the List of villages/wards and of Code Numbers should be distributed as far as possible by the 31st December 1960 to the Enumerators. The remaining materials are to be distributed during the last two weeks of January 1961. The Charge Superintendents and Circle Supervisors should maintain a list showing the number of pads of Enumeration Slips and Household Schedules and the particulars of the “Summaries of Houselists” and maps supplied to the Circle Supervisors and Enumerators respectively. A similar record of materials supplied to the various Charge Superintendents is to be maintained at the Census offices in the district or subdivisional headquarters.

The following materials have already been supplied to the Deputy Commissioners and Subdivisional Officers concerned:

(i) “INSTRUCTIONS TO ENUMERATORS” in English and some of the local languages.

(ii) List of Scheduled Castes and Scheduled Tribes in Assam (only where INSTRUCTIONS TO ENUMERATORS in English or Bengali are to be used).

(iii) Pads of Enumeration Slips and Household Schedules in black ink.

(iv) “Enumerator’s Abstract” forms.

(v) “Circle Summary” forms.

(vi) “Charge Summary” forms.

(vii) “Pulp boards showing abbreviations” in English (only where English forms will be used).

(viii) The correction slips. The cards for Census of Technical Personnel will be sent shortly.

The remaining materials viz. Summaries of Houselists, the map showing the scheme of housing and the list of villages/wards/thanas/districts and their Code Numbers will be available in the Census offices in the District/Subdivisional headquarters. The Code Numbers of districts/thanas/towns in Assam have also been given in the Census Handbook for Assam at pages 31—33 and 35—39. The Code Numbers of villages/wards are the serial numbers in the General Village, etc. Register maintained in the Census offices in the district/subdivisional headquarters.

Shortages, if any, should be immediately intimated to the Deputy Commissioners/Subdivisional Officers concerned who will immediately ask for additional quotas from me whenever necessary. Besides the reserves in the hands of the Charge Superintendents, some additional reserves will be placed at the disposal of the Deputy Commissioners/Subdivisional Officers concerned. These additional reserves will be sent immediately on receipt of the estimates of requirements from the Deputy Commissioners and Subdivisional Officers.

**C. SUBMISSION**

The Enumeration will end on the 5th March 1961. Thereafter, the Government of India and the people in general will be very eager to know the provisional figures of population. Our efficiency will be
judged by the rapidity with which we can publish the correct provisional figures of population. Hence, immediately at the conclusion of the Enumeration, a race should start amongst the various Enumerators, Circle Supervisors, Charge Superintendents, Subdivisional Officers and Deputy Commissioners to communicate their provisional totals as early as possible. This race will run according to the following time schedules:

5th March 1961—Enumeration ends—The Enumerator should:
(i) check that the abstracts on the cover-pages of all the used (including partially used) pads of Enumeration Slips and Household Schedules are correctly filled up.
(ii) prepare the Enumerator's Abstract for each village/ward in his Block separately.
(iii) arrange the pads and records systematically for each village/ward in his Block separately.

6th March 1961—(or as soon thereafter as is possible).

I. Enumerators meet their Circle Supervisors in a predetermined central place and each Enumerator hands over to him the following:
(i) The Enumerator’s Abstract.
(ii) All the used (including partially used) pads of Enumeration Slips and Household Schedules separately for each village/ward and all the unused pads.
(iii) Summaries of Houselists and maps pertaining to the villages/wards in his Block.
(iv) Cards for Census of Technical Personnel, filled up and returned to him by the persons concerned and also unused cards, if any.

II. On receipt of these records, the Circle Supervisor will:
(1) check against his list (please refer to note under B above) that all the pads issued to the Enumerator have been returned by him intact and that they tally with the Enumerator’s Abstract. He will also check that the Summaries of Houselists and the maps issued to him have been returned.
(2) check the pads of Enumeration Slips and Household Schedules at random to see that—
(i) these forms are properly filled up in ink.
(ii) Location Code is correctly entered on all used forms.
(iii) no form has been removed from the pad.
(iv) no pad has been used for enumerating more than one village/ward.
(v) the Census Population Record on the reverse of the Household Schedule tallies with the Enumeration Slips used for that household.
(vi) the abstracts on the cover-pages of the pads are correctly filled up.
(3) check that the Enumerator's Abstract has been correctly filled up and that it tallies with the relevant totals of all the abstracts on the cover-pages of all used pads of Enumeration Slips.
(4) see that the records for different villages/wards are clearly separated and systematically arranged. If a big village/ward has been divided into smaller parts which are entrusted to different Enumerators, the Supervisor should keep the records for that village/ward in one bundle after checking the Separate parts submitted by the different Enumerators. He should also see that he received the records for all the villages/wards and parts thereof, if any, falling in his circle.
(5) Compile the “Circle Summary” from all the Enumerators’ Abstracts only after all the checks mentioned above have been carried out.

7th March 1961 or even earlier—(or as soon thereafter as is possible).

I. The Circle Supervisors meet their Charge Superintendents and every Supervisor hands over to him:
(i) his “Circle Summary”.
(ii) all the Enumerators’ Abstracts for his circle.
(iii) all the used pads of Household Schedules and Enumeration Slips, arranged separately and systematically for each village/ward and also all the unused pads.
(iv) Summaries of Houselists and maps pertaining to his Circle.
(v) filled up Cards for Census of Technical Personnel collected from the Enumerators and also unused cards, if any.
II. On receipt of these records, the Charge Superintendent will—

(1) check that all the pads issued to the Circle Supervisors have been returned intact and that they tally with the “Circle Summary”. He will also check that the Summaries of Houselists in maps issued to the Supervisors have been returned.

(2) carry out all the checks on a random basis with respect to every Circle as are mentioned under II (2) and (3) under 6th March 1961 above.

(3) see that the Circle Summary has been correctly compiled from and tallies with the relevant totals of Enumerators’ Abstracts for that Circle.

(4) see that the records for different villages/wards are arranged as described in II (4) under the 6th March 1961 above.

(5) compile the “Charge Summary” from the “Circle Summaries” only after ensuring that he has received the records and Circle Summaries for all the Circles in his Charge.

8th March 1961 or earlier—(or as soon thereafter as is possible).

I. Every Charge Superintendent submits to the Deputy Commissioner/Subdivisional Officer concerned—

(i) his Charge Summary.

(ii) the Circle Summaries for his Charge.

(iii) the Enumerators’ Abstracts for his Charge.

(iv) the used pads of Enumeration Slips and Household Schedules arranged separately and systematically for each village/ward, as also all the unused pads.

II. On receipt of these records, the Census offices in the district/subdivision concerned should—

(i) see that records have been received for all the villages/towns in that Charge.

(ii) carry out at random the checks to be carried out by the Charge Superintendent with respect to the Circles, and

(iii) see that the “Charge Summary” tallies with the relevant totals of the “Circle Summaries”.

III. On receipt of the records for all the Charges in the subdivision/district, the Deputy Commissioner Subdivisional Officer should get compiled a statement in the following proforma from all the Charge Summaries and communicate the provisional total at once by telephone, telegraph or wireless to the Superintendent of Census Operations. A copy of that statement should also be sent by telegram to the Registrar General, India (Telegraphic Address: REGGENLIND, NEW DELHI/.)

<table>
<thead>
<tr>
<th>Proforma for submitting provisional totals of each Subdivision</th>
<th>State: Assam</th>
</tr>
</thead>
<tbody>
<tr>
<td>District ...........................................................................</td>
<td>Subdivision ...............................................</td>
</tr>
<tr>
<td>Males ..............................................................................</td>
<td>Females ............................................................</td>
</tr>
<tr>
<td>Literate Males ..........................................................</td>
<td>Literate Females ................................................</td>
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<td>.................................................................................</td>
<td>Total .........................................................</td>
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<td>.................................................................................</td>
<td>DEPCOM/SUBDIVISIONAL ..................................</td>
</tr>
</tbody>
</table>

IV. Instructions regarding the arrangement, packing and despatch of these records from Deputy Commissioner’s/Subdivisional Officer’s offices to the Superintendent of Census Operations will be sent separately.

Yours faithfully,

E. H. PAKYNTEIN

Superintendent of Census Operations, Assam.
CIRCULAR LETTER NO. 25

FROM

SHRI E. H. PAKYNTIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam.

TO

All Deputy Commissioners, Subdivisional Officers, Charge Superintendents and Circle Supervisors.

SUBJECT—Enumeration of Houseless Institutional and Boat Population and the Technical Personnel.

SIR,

I have the honour to state that the enumeration of houseless, institutional and boat population as well as of the technical personnel will be slightly different from that of the household population and so this Circular has been prepared to enable you to have this work carried out in accordance with the following principles:

I. HOUSELESS POPULATION

Houseless persons mean persons like members of the wandering tribes, beggars, boat-dwellers, tramps, wandering sadhus, etc., who do not reside in houses and cannot therefore be enumerated along with the household population. The number of houseless persons is however very small in Assam. So it has been decided to enumerate them only on the night of February 28, 1961. If, however, it is not possible to count all such persons, only on the night of the 28th February 1961, the counting may continue on the 1st March 1961 also. I however believe that it should be possible to count all such persons only on the night of the 28th February 1961. It has also been decided that such houseless persons should be enumerated by the Enumerators in whose Blocks such persons may be found on the night of February 28, 1961. During the course of enumeration from February 10, 1961 onwards, each Enumerator should be on the look-out for such persons, if any, and he should also try to find out the locations where they generally congregate at night. It is not necessary to fill up the household schedules for houseless persons. Only the enumeration slips should be filled in for each of them. The fourth element of the Location Code will also not come into the picture in the case of houseless persons. Therefore each Enumeration Slip should be marked ‘HL’ or ‘*’ in the case of slips in Assamese and Bengali. It must also be noted that the other three elements of the Location Code should be filled in each of the slips. The Supervisors and Charge Superintendents concerned should take special care that such persons are not left out of count or shown in a Block other than that of the Enumerator concerned.

II. INSTITUTIONAL POPULATION

Institutional population means the inmates of the institutions like hospitals, hostels, barracks, jails, asylums, etc., excluding their normally resident staff. As the inmates of such institutions may come and go, it has been decided to enumerate this class of population simultaneously only on the 28th February 1961 in order to avoid confusion and double counting. The normal residents of all institutions should however be enumerated as household population. In this connection it may be noted that according to General Instruction No. 2 in the INSTRUCTIONS TO ENUMERATORS, people who are temporarily absent from their households between the 10th February 1961 and the sunrise of the 1st March 1961 should be enumerated...
in that household even if they are temporarily absent provided that they are likely to return before the sunrise of March 1, 1961. But persons who may be in hospital or hostel, etc., before 10th February 1961 and who are not likely to return before the sunrise of 1st March 1961 should be enumerated as institutional population. That is why it is necessary to enumerate them only on the 28th February 1961 and even then it should be ascertained whether each such person had come to the institution after 10th February 1961 and whether he has been enumerated in his own household. This should be easy because the Deputy Commissioners and Subdivisional Officers must have appointed Enumerators and Supervisors only from among the personnel of the institutions themselves. In the case of every small institution consisting of only a few persons, the enumeration should be done by each enumerator within his own Block along with the other household population.

III. BOAT POPULATION

Boat population means those people who normally reside in their big boats in such big rivers as the Brahmaputra, Barak etc. and who cannot be found in their own households between 10th February 1961 and the sunrise of 1st March 1961. Such persons should also be enumerated by the Enumerator in whose Block they may be found on the 28th February 1961. The Charge Superintendent or the Supervisor should prepare a list of places where such boatmen can be found and then the Enumerator concerned should enumerate them at the landing places or mooring places on the night of February 28, 1961.

IV. SCIENTIFIC AND TECHNICAL PERSONNEL

The Government of India have decided to take a Census of persons holding technical degrees or diplomas equivalent to degrees during the enumeration of the 1961 Census. The Charge Superintendent will be supplied with the necessary number of cards for this purpose. These cards should be supplied at the rate of 20 cards per Enumerator in the urban areas. So far as the rural areas are concerned, each Charge Superintendent will be supplied with 20 cards. He will distribute these cards to the Enumerators only in places where such cards may be utilised. But for the Tea Garden, Oil Areas and Railway charges, the number of allotment of such cards should be increased to 50. There should also be a reserve with the Charge Superintendent for supply to the Enumerators wherever necessary.

The Enumerators should be instructed to leave the necessary number of cards in each household where there are technical graduates or holders of diploma equivalent to such degrees with a request to them to fill up and hand over the same to the Enumerator when he comes for the revisional round. The Enumerator should collect them in the revisional round and submit to the Supervisor and the Supervisor to the Charge Superintendent. In case the cards have not been filled up by the time of the Enumerator's second visit, he should request the technical person to fill up the same and post it in the nearest post office. The address of the Superintendent of Census Operations, Assam is printed in these cards. It is not necessary to affix stamps on these cards. The Enumerator should not compel anyone to fill up these cards as it is decided to leave it to the good-will of the person concerned.

The qualifications for those to whom the cards may be distributed are as follows:

1. SCIENCE—Anybody holding B.A. or B.Sc., M.A. or M.Sc., or higher degrees (Ph.D, etc.) in science subjects like Physics, Mathematics, Chemistry, Agriculture, Geology, Geophysics, Geography etc.
2. ENGINEERING—Any one holding a recognised degree or diploma in Engineering.
3. TECHNOLOGY—Anyone holding a degree or diploma in technical subjects like chemical technology, leather technology, textile technology, food technology, etc.
4. MEDICINE—Persons holding a degree or diploma in medicine and/or surgery.

Thus the under-graduate scientists (i.e., those who have not got at least Bachelor's degree) or mechanics and technicians who do not hold degrees, even though holding certificates, will not come under this enumeration.

Yours faithfully,
E. H. PAKYNETIN
Superintendent of Census Operations, Assam,
APPENDIX 47

Telephone: 808
Telegrams: CENSUSAM

No. SCO. 256/61/8351—73

MINISTRY OF HOME AFFAIRS
OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, ASSAM.

‘FIRS’,
Shillong, the 6th February, 1961.

CIRCULAR LETTER NO. 30

FROM
SHRI E. H. PAKYNEIN, B.A. (HONS.), I.A.S.,
Superintendent of Census Operations, Assam.

To
All Deputy Commissioners and Subdivisional Officers.

SUBJECT—Arrangements, packing and despatch of Census Records to the Tabulation Offices.

SIR,

I have the honour to state that the general procedures to be followed for the return of the Census records were given in this office Circular No. 24. I would like to stress in this Circular regarding the procedures to be followed for the arrangement, packing and despatch of all records to the Tabulation Offices.

2. As soon as the records are received by the Deputy Commissioners and Subdivisional Officers, all the pads relating to the villages will have to be arranged thana-wise according to the serial number as given in the General Village Registers.

3. All the pads relating to a town will have to be arranged separately for each ward serially. Under no circumstances should these urban pads be mixed with the rural pads.

4. If the pads of one thana are too big in quantity, several smaller packets should be made so that the pads are not damaged during transit. It should be noted that the pads of Household Schedules and Enumeration Slips should be packed separately. Each packet should be marked 'Rural' and H.S./E.S. (Household Schedule or Enumeration Slip) whatever the case may be. Then the name of the district and the P.S. (Police Station) should be distinctly written.

5. So far as the urban slips are concerned, ‘Urban’ and H.S./E.S. should be written on the top of each packet. Furthermore, the name of the District and the Town should also be written in full.

6. All the Enumerators’ Abstracts, Circle Summaries & Charge Summaries of a Thana in case of rural areas and for each town in case of urban areas should be packeted separately indicating the name of the District and Town.

7. It has been observed at the time of scrutiny of the records of the Houselisting and Housenumbering Operation that in the case of some Railways, Tea Estates and Forest Charges, though a charge consists of more than one thana, all the records were lumped together for the whole Charge as a result of which lots of difficulties are being experienced at the Tabulation stage. Moreover there is every likelihood of a mistake being made in the presentation of the thana-wise figures.

8. In some other cases, where a town is very small, it has been lumped together with the nearest village charge. In such cases, separate Charge Summaries and Circle Summaries should be prepared for both the urban and rural areas and the pads should also be separated carefully. In one instance, it has been observed that a mauza crosses two police stations and the whole mauza has been formed as one charge only. In such cases, great care should be taken to see that the pads as well as the Charge Summaries and Circle Summaries are packed and prepared police station-wise.
9. As soon as the packing is over for both the rural and urban areas, Deputy Commissioners and Subdivisional Officers should hire or requisition one truck or any other vehicle for the despatch of these records to the Tabulation Offices as shown below:

**Gauhati Office**
1. Deputy Commissioner, Dibrugarh.
2. Deputy Commissioner, Jorhat.
3. Deputy Commissioner, Nowgong.
4. Deputy Commissioner, Tezpur.
5. Subdivisional Officer, North Lakhimpur.
6. Subdivisional Officer, Mangaldai.
7. Subdivisional Officer, Golaghat.
8. Subdivisional Officer, Sibsagar.
9. Subdivisional Officer, Kokrajhar.

**Shillong Office**
1. Deputy Commissioner, Silchar.
2. Deputy Commissioner, Aijal.
3. Deputy Commissioner, Dhubri.
4. Deputy Commissioner, Tura.
5. Deputy Commissioner, Shillong.
6. Deputy Commissioner, Dipu.
7. Deputy Commissioner, Gauhati.
8. Subdivisional Officer, Barpeta.
9. Subdivisional Officer, Goalpara.
10. Subdivisional Officer, Hailakandi.
11. Subdivisional Officer, Karimganj.
12. Subdivisional Officer, Haflong.
13. Subdivisional Officer, Jowai.
14. Subdivisional Officer, Lunglei.

10. In this connection it may be mentioned that the cards of all the Technical Personnel should not be packed but should simply be posted by the Deputy Commissioners and Subdivisional Officers if collected by the Enumerators. No stamps are necessary for the cards.

11. Each Deputy Commissioner and Subdivisional Officer should prepare a statement of the provisional population for each thana (excluding urban areas) and town for both males and females and male literates and females literates and these should be sent along with the special messenger who will be coming with the records.

12. All these records should invariably reach the Tabulation Office by the 20th March, 1961. So far as the compilation of provisional population is concerned the figures should be intimated to the Superintendent of Census Operations and Registrar General according to the time schedule as given in Circular No. 24 and the revised Census Calendar. The Supervisors and Charge Superintendents should be instructed that they should not wait for the whole records for the calculation of the provisional population. Similarly, Deputy Commissioners and Subdivisional Officers will compile the figures as soon as they receive them from the Charge Superintendents. This slightly modifies this office Circular No. 24.

13. In order to study over-enumeration or under-enumeration, a post-enumeration check will be conducted on the 21st and 22nd March 1961. Separate instructions are being issued for this purpose. All the Deputy Commissioners and Subdivisional Officers are requested to keep some good Census Officers of the rank of Charge Superintendents and Supervisors in readiness for that purpose. This check will be confined to 1% of the rural blocks and 5% of the urban blocks. The selected blocks with detailed procedures to be followed will be intimated shortly in a separate Circular.

Yours faithfully,

E. H. PAKYNTEIN
Superintendent of Census Operations, Assam.

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**APPENDIX 48**

**RULES FOR THE CLASSIFICATION AND RECORD OF RECEIPTS AND EXPENDITURES IN CONNECTION WITH THE CENSUS TO BE HELD UNDER THE INDIAN CENSUS ACT, 1948.**

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

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

3. Pay and allowances of wholetime officers and any remuneration authorised to others for census work should be drawn on separate bills and charged direct to the Census grant under "47—Miscellaneous Departments—Census—Central"
4. Travelling allowance authorised by the Provincial Superintendent for debit to census operations should be drawn on separate bills and taken to the census grant under "47—Miscellaneous Departments—Census."

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

6. Receipts and recoveries of expenditure in connection with the Census operations, such as sums recovered from Indian States and Municipalities: sale-proceeds of paper and realisations from the sale of articles bought for Census purposes, should be credited as receipts under the major head “XXXVI—Miscellaneous Departments—Statistics.”

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

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

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

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

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

B—Remuneration
   B1—Pay of Establishments.
   B2—Allowances, Honoraria, etc.
   B3—Other Charges.

C—Abstraction and Compilation Charges
   C1—Pay of Establishments.
   C2—Allowances, Honoraria, etc.
   C3—Other Charges.

D—Miscellaneous Staff

E—Printing and Stationery

APPENDIX 49

No. 4/141/62-RG

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA

Kota House Annex 2/A, Mansingh Road,
New Delhi-11, the 30th August, 1962.

FROM
Shri D. Natarajan,
Deputy Registrar General, India.

TO
All Superintendents of Census Operations.

SUBJECT—Revised arrangement for Budgeting and Financial Control—Control of Expenditure.

Sir,

I enclose herewith a copy of letter No. 1/41/62-Fin., dated the 10th July, 1962 received from the Ministry of Home Affairs on the subject referred to above for your information and further necessary action.
It is requested that the instructions contained in the above cited letter may please be strictly adhered to and the requisite information asked for therein in respect of your office as well as your regional offices may please be sent to this office in the annexure I from August 62 and onward so as to reach this office by the 5th of the following of every month without fail in order to enable us to furnish the consolidated information to the Ministry of Home Affairs before the 10th of succeeding month.

This may kindly be treated as most urgent.

Yours faithfully,

D. NATARAJAN
Deputy Registrar General, India.

No. 1/41/62-Fin.
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
New Delhi-11, the 10th July, 1962

FROM
SHRI A. D. PANDE,
Joint Secretary to the Government of India.

To
1. *All Attached/Subordinate Offices;
2. Union Public Service Commission;
3. Joint Secretaries, All Zonal Councils;
4. The Lt. Governor, Himachal Pradesh;
5. The Chief Commissioner Delhi/Manipur/Tripura/A. & N. Islands;
6. The Administrator, L.M.A. Islands;
7. Commissioner for Scheduled Castes & Scheduled Tribes (with 15 spare copies);
8. Commissioner for Linguistic Minorities;
9. Tribal Welfare Officer, Assam, Shillong.

*STS with 6 s/c.s.
DIB with 50 s/c.s.
P.S.E. with 20 s/c.s.
Police Wireless with 2 s/c.s.
I.G.P., Delhi with 2 spare copies
R.G. with 30 spare copies

SUBJECT—Revised arrangements for Budgeting and financial control—Control of Expenditure.

SIR,

I am directed to invite a reference to the Ministry of Finance Office Memorandum No. F. 10 (4) E (Coord) /62, dated the 1st June, 1962, regarding the revised arrangements for budgeting and financial control and delegation of additional powers to Ministries forwarded to you with this Ministry Endorsement No. F. 1/41/62-Finance, dated the 22nd June, 1962. It will be observed that the Ministries have been asked to take adequate steps to watch the progress of expenditure and control it with reference to the appropriations. It will be appreciated that with the devolution of greater powers to the Ministries and the imparting of a greater degree of freedom in the matter of re-appropriation of funds, the need for keeping a close and continuous watch on the progress of expenditure assumes special importance.

2. In this connection a reference is invited to paragraphs 88 to 92 of G.F.R., Vol. I, which lay down a procedure to be adopted so that the Heads of Departments and controlling officers may keep a watch over the progress of expenditure. In addition, instructions calling for monthly statements of expenditure have been issued by this Ministry so as to enable it to make a review of the progress. These monthly statements are required to be furnished by the subordinate authorities in a prescribed form and by a prescribed date. However, it has been noticed that the prescribed dates are not strictly adhered to by some of the subordinate authorities. In order to keep a closer watch on the progress of expenditure and ensure timely submission of the statements, it has been decided to prescribe a time-schedule as indicated below for the
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Submission of the statements of progress of expenditure, so far as this Ministry including its attached and subordinate offices and Union Territories are concerned:

(a) Attached and Subordinate Authorities as also the Sectt. of the Ministry of Home Affairs. (other than Union Territories)

The drawing and disbursing officers should submit a statement of expenditure of and up to the end of a particular month by the 5th of the following month to the Head of Department. The Head of Department will carry out a review of the progress of expenditure with a view to seeing that the expenditure is not likely to over-step the budget provision and with a view to removing bottlenecks in the progress of expenditure & will send consolidated returns to the Ministry by the 10th. The expenditure should be reported primary unit-wise in the form enclosed—Annexure I. In case the officers concerned feel that on the basis of experience any further break up is necessary, they may ask for a further break up. Particular sectors of expenditure which might call for special attention are T.A., furniture, O.T.A., etc. The statements for the months of June, September, December and March should be sent in duplicate.

(b) Union Territories

The drawing disbursing officers should send the initial statement of expenditure during a month by the 5th of the following month to the Head of Department. The Head of Department, after carrying out a review of the expenditure himself, should send a consolidated statement by the 10th to the Finance Department of the Administration. The Finance Department should carry out a review of the expenditure—primary unit-wise so as to ensure that the expenditure is not likely to exceed the budget provision and to see that if there are any bottlenecks in the progress of expenditure, necessary action is taken to remove them. They should send a consolidated statement for the Area Demand as a whole primary unit-wise as in the enclosed form (Annexure I) to the Ministry of Home Affairs by the 15th. Against each sub-head/primary unit indication should be given as to whether the expenditure is in respect of a “Plan” or “Non-plan” preposition. Against each sub-head/primary units of the same nomenclature, if any provision both for Plan and Non-plan is included in the budget grant, the progress should be reported separately for Plan and Non-plan expenditure.

The statements should be accompanied by an Account-wise Summary thereof in the same form as Annexure I, but showing Plan & Non-plan expenditure separately. Extracts of statements relating to other Ministries should also be sent to the Ministries concerned. The statements for the months of June, September, December and March, should be sent in duplicate.

3. It has been observed in the past that the statements of progress of expenditure sent by the subordinate authorities do not include the liabilities which have already been incurred. In order to give a clear picture of the expenditure incurred and the liabilities already entered into, every office should maintain a liability register as in the enclosed form—Annexure II and the statement of progress of expenditure should show the committed expenditure separately.

4. On receipt of the statements in this Ministry, the Section concerned (Ac. III) will pass on the monthly statements of expenditure to the administrative sections concerned in the Ministry. The monthly review of the expenditure will be undertaken by the Administrative Section concerned with the expenditure, with a view to seeing that the expenditure is not likely to exceed the budget provision and at the same time to remove bottlenecks, if any, in the implementation of the schemes so that there may not be large savings in the budget. The Sections will furnish a copy of their comments as well as a copy of the communications issued by them in this connection to Ac. III Section. The quarterly review will be undertaken by the Deputy Financial Adviser in association with officers concerned with the expenditure. A report of the quarterly review will be submitted to Secretary.

Yours faithfully,

A. D. PANDE

Joint Secretary to the Government of India.

Copy to all Sections, Cash Section may kindly take necessary action in respect of the expenditure of the Ministry proper.
# ANNEXURE I

## Statement of expenditure during and up to the month of

<table>
<thead>
<tr>
<th>Head of Account</th>
<th>Total Sanctioned Appropriation for the year</th>
<th>Proportionate Appropriation from April to date</th>
<th>Actual Expenditure</th>
<th>Variations between Cols. 3 &amp; 7 (Excess + Savings) (\text{(-)})</th>
<th>Anticipated Expenditure during the remaining part of the year</th>
<th>Total expenditure during the current year, Total of Cols. 7 &amp; 9</th>
<th>Reason for major variations as shown in Col. 8</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
</tbody>
</table>

---
<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Nature of liability</th>
<th>No. &amp; date of indent or connected letter</th>
<th>Agency on which the indent is placed</th>
<th>Estimated cost</th>
<th>Permissible excess over the estimated cost, if any</th>
<th>Progressive amount of the commitment</th>
<th>Probable amount in which the expenditure will be accounted for</th>
<th>Record of payment</th>
<th>Differences between Cols. 7 &amp; 9 Excess (+) Savings (—)</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>2</td>
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<td>3</td>
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<td></td>
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<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
Subject.—Delegation of Financial Powers to the Superintendents of Census Operations.

Sir,

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

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

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

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

(4) Miscellaneous expenditure: The powers to incur expenditure on entertainment (light refreshments) up to Rs. 200 per annum subject to the General instructions issued by the Ministry of Finance.

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

Yours faithfully,

R. K. SHASTRI
Under Secretary to the Government of India.
IMMEDIATE

No. F. 2/16/59-Pub. I
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

FROM

SHRI S. P. BALASUBRAMANIAN, I.A.S.,
Under Secretary to the Government of India.

To

The Registrar General and ex-officio Census Commissioner,
Ministry of Home Affairs,
New Delhi.

New Delhi-11, the 22nd December, 1959
1st Paus, 1881


Str.,

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

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

(2) Powers to create temporary posts:
   (i) Pay not exceeding Rs. 500 p.m. up to a period of one year,
   (ii) Pay not exceeding Rs. 250 p.m. for a specified period,
      and to fix the pay of the posts. These powers will be operative in cases where the posts carry fixed pay or scales of pay which have not been approved by the Ministry of Finance;

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

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

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

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

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

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

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

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

Yours faithfully,

S. P. BALASUBRAMANIAN
Under Secretary to the Government of India.
Copy with 42 spare copies, forwarded to the Ministry of Finance for onward transmission to the Accountants General in all the States and the Accountant General, Central Revenues, New Delhi. The Sanction has been accorded with the concurrence of that Ministry vide their u.o. No. 12600-HLL/59, dated 16th December, 1959.

S. P. BALASUBRAMANIAN
Under Secretary to the Government of India

Copy to:
Finance Section/Account/1 Section.
100 spare copies to Public-I.

F. No. 2/16/59-Pub I.
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

FROM
SHRI S. P. BALASUBRAMANIAN, I.A.S.
Under Secretary to the Government of India.

To
The Registrar General & ex-officio Census Commissioner,
Ministry of Home Affairs,
New Delhi.


SIR,

With reference to your letter No. 3/128/59-RG, dated 9th January 1960, on the subject noted above, I am directed to say that the President is pleased to decide that for para 2(2) of this Ministry’s letter No. 2/16/59-Pub. 1 (I), dated 13th November, 1959, the following shall be substituted:

“(2) Purchase of books and other Newspapers : Full powers to purchase for use of their offices, books, newspapers and other publications subject to the condition mentioned in the Delegation of Financial Powers Rules, 1958,—Schedule V.”

Yours faithfully,

S. P. BALASUBRAMANIAN
Under Secretary to the Government of India.

Copy forwarded to all the Accountants General and the Comptroller, Kerala.

R. S. BAHL
Deputy Financial Adviser

Copy to: Finance Section.
40 spare copies to Public I Section.
No. 2/150/60-Pub. 1
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

From

SHRI A. D. SAMANT,
Under Secretary to the Government of India.

To

The Registrar General and ex-officio Census Commissioner,
Ministry of Home Affairs,
New Delhi.

New Delhi, the 7th November, 1960
16th Kartika, 1882.


Sir,

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

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

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

Yours faithfully,

A. D. SAMANT
Under Secretary to the Government of India.

No. 2/150/60-Pub. 1

Copy, with 51 spare copies, forwarded to the Ministry of Finance for onward transmission to the Accountants General in all the States, the Accountant General, Central Revenue, New Delhi, and the Pay and Accounts Officer, Pondicherry. The sanction has been accorded with the concurrence of that Ministry vide their u.o. No. 8987-HLL/60, dated 29th October, 1960.

A. D. SAMANT
Under Secretary to the Government of India.

Copy to:

Finance Section.
60 spare copies to Pub. I Section
No. 4/36/58-RG

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
KOTAH HOUSE ANNEXE 2/A, MANSINGH ROAD,
New Delhi-11, the 14th January, 1960

FROM

SHRI A. MITRA, I.C.S.
Registrar General, India.

To

The Superintendent of Census Operations, Assam,
Shillong.

SUBJECT—Delegation of Financial Powers to the Superintendents of Census Operations—Expenditure on
Light Refreshments at Meetings and Conferences.

SIR,

With reference to para 2(4) of the Ministry of Home Affairs letter No. F. 2/16/59-Pub. I(I), dated the
13th November, 1959 and in accordance with the instruction contained in para 4 of the Ministry of Finance
O.M. No. F. 2.(12)/E.II(A)/59, dated the 4th September, 1959, I have the honour to permit you to
serve light refreshments at meetings and conferences of representatives of Press, non-officials or officials
(other than the officials of your own office) to be convened by you in connection with the 1961 Census.

Yours faithfully,

A. MITRA
Registrar General, India.

No. 4/36/58-RG

Copy forwarded to the Accountant General.

APPENDIX 51

A. MITRA
Registrar General, India.

COPY OF OFFICE MEMORANDUM No. 12(76)-E.II(4)/60, DATED THE 6TH AUGUST, 1960, FROM THE
MINISTRY OF FINANCE (DEPARTMENT OF EXPENDITURE), TO ALL MINISTRIES OF THE GOVERNMENT
OF INDIA, ETC.

SUBJECT—Local Purchase of Stationery Stores—Powers of Ministries/Head of Departments/Heads of
Offices.

In partial modification of this Ministry's Office Memorandum No. 12(144)-E.II(A)/59, dated the 26th
December, 1959 on the above subject and subject to such general instructions as may be issued by the Chief
Controller of Printing and Stationery, etc., from time to time in this behalf, the President is pleased to
enhance until further orders the powers of the Ministries/Departments of the Government of India and other
authorities subordinate to them regarding the local purchase of stationery stores as follows:

(i) Ministries/Departments of the Government of India.
Rs. 10,000 per annum, but full powers subject to the concurrence of the Chief Controller of
Printing and Stationery.

(ii) Heads of Departments.
Rs. 5,000 per annum.

(iii) Heads of Offices.
Rs. 500 per annum.

2. The exercise of these powers will also be subject to the following conditions:

(a) Local purchases should be so regulated that the overall procurement of stationery stores includ­
ing those received through the Government of India Stationery Office/Regional Stationery
Depot does not exceed the total requirements of the indentor calculated on the basis of the
"quantity scale" prescribed by the Chief Controller of Printing and Stationery for the consump­
tion of different items of stationery by various categories of staff; and

(b) these delegations do not extend to the purchase of paper for printing purposes except with the
prior concurrence of the Chief Controller of Printing and Stationery.

This issues with the concurrence of the Ministry of Works, Housing and Supply.
APPENDIX 52
No. 3/259-RG
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA.
KOTAH HOUSE ANNEXE, 2/A, MANSINGH ROAD,
New Delhi-2, the 26th March, 1959

FROM
SHRI A. MITRA, I.C.S.,
Registrar General, India.

To
The Accountant General, Assam,
Shillong.

SUBJECT—Sanction of Permanent Advance for the Office of the Superintendent of Census Operations.

SIR,

I have the honour to say that the next decennial census is scheduled to take place in 1961 and the Government of India have appointed Shri E. H. Pakyntein, I.A.S., as Superintendent of Census Operations for your State. The office of the Superintendent ceased to exist after the completion of the 1951 census and will be set up afresh. Necessary budget provision has been made in your circle of account for the current year to meet the expenditure on account of that office.

In connection with the 1951 Census, a Permanent Advance of Rs. 200 was sanctioned for the office of the Superintendent of Census Operations. In order that the office may function properly, it is necessary to grant similar permanent advance for the next census. In view of the rise in costs, etc., the amount of Rs. 200 sanctioned for the last census may not be sufficient. In view, however, of the urgency of the matter, I propose to sanction only Rs. 200 for the present. If after the working of the office for a few months the Superintendent finds it difficult to manage with this amount, he will be requested to send his proposal through you for enhancement of the advance.

I am accordingly to convey sanction under para 132(ii) of the General Financial Rules, Volume I, a permanent advance of Rs. 200 for the office of the Superintendent of Census Operations.

Yours faithfully,

A. MITRA
Registrar General, India.

Copy forwarded to Shri E. H. Pakyntein, I.A.S., Superintendent of Census Operations, Assam, Shillong. It is requested that a bill for the permanent advance of Rs. 200 may be presented to the Accountant General.

A. MITRA
Registrar General, India.

Telegram: REGGENLIND

No. 3/259-RG
GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS
OFFICE OF THE REGISTRAR GENERAL, INDIA
KOTAH HOUSE ANNEXE, 2/A, MANSINGH ROAD
New Delhi-2, the 2nd March, 1960
Phaiguna, 1881

FROM
SHRI A. MITRA, I.C.S.,
Registrar General, India.

To
The Superintendent of Census Operations,
Assam,
Shillong.

SUBJECT—Enhancement of permanent advance for the Office of the Superintendent of Census Operations, Assam.

SIR,

Under para 132(ii) of the General Financial Rules, Vol. I, I have the honour to sanction the enhancement of the permanent advance from Rs. 200 to Rs. 500 (Rupees five hundred only) for your office.

Yours faithfully,

A. MITRA
Registrar General, India.
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a) Name</td>
<td>Name of the individual</td>
</tr>
<tr>
<td>Relationship (b) to Head</td>
<td>Relationship of the individual to the head of the household</td>
</tr>
<tr>
<td>3 Status</td>
<td>Status of the individual</td>
</tr>
<tr>
<td>4 (b) Born R/U</td>
<td>Place of birth</td>
</tr>
<tr>
<td>5 (a) Nationality</td>
<td>Nationality of the individual</td>
</tr>
<tr>
<td>5 (c) S.T.</td>
<td>S.T. of the individual</td>
</tr>
<tr>
<td>7 (a) tongue</td>
<td>Mother tongue of the individual</td>
</tr>
<tr>
<td>Working as</td>
<td>Occupation of the individual</td>
</tr>
<tr>
<td>8 Cultivator</td>
<td>Cultivator</td>
</tr>
<tr>
<td>10 Household Industry</td>
<td>Household industry</td>
</tr>
<tr>
<td>11 Other than 8, 9 or 10</td>
<td>Other occupation if not working</td>
</tr>
<tr>
<td>12 Activity if Not working</td>
<td>Activity if not working</td>
</tr>
<tr>
<td>13 Sex</td>
<td>Sex of the individual</td>
</tr>
</tbody>
</table>

*APPENDIX 53*

**Individual Slip**

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Location Code</td>
<td>Location code of the household</td>
</tr>
<tr>
<td>(a)</td>
<td>Name of the individual</td>
</tr>
<tr>
<td>Relationship (b) to Head</td>
<td>Relationship of the individual to the head of the household</td>
</tr>
<tr>
<td>Age last 2 birthday</td>
<td>Age of the individual</td>
</tr>
<tr>
<td>Birth-4(a) place</td>
<td>Place of birth</td>
</tr>
<tr>
<td>Duration of 4(c) residence if born elsewhere</td>
<td>Duration of residence if born elsewhere</td>
</tr>
<tr>
<td>5 (b) Religion</td>
<td>Religion of the individual</td>
</tr>
<tr>
<td>6 Literacy &amp; Education</td>
<td>Literacy and education of the individual</td>
</tr>
<tr>
<td>7(b) language(s)</td>
<td>Any other language(s)</td>
</tr>
<tr>
<td>Working as</td>
<td>Occupation of the individual</td>
</tr>
<tr>
<td>9 Agricultural labourer</td>
<td>Agricultural labourer</td>
</tr>
<tr>
<td>10 Household Industry</td>
<td>Household industry</td>
</tr>
<tr>
<td>Doing Work</td>
<td>Doing work</td>
</tr>
<tr>
<td>11 Other than 8, 9 or 10</td>
<td>Other occupation if not working</td>
</tr>
<tr>
<td>12 Activity if Not working</td>
<td>Activity if not working</td>
</tr>
<tr>
<td>(a) Nature of Work</td>
<td>Nature of work</td>
</tr>
<tr>
<td>(b) Household Industry</td>
<td>Household industry</td>
</tr>
<tr>
<td>(c) If Employee</td>
<td>If employee</td>
</tr>
<tr>
<td>(a) Nature of Work</td>
<td>Nature of work</td>
</tr>
<tr>
<td>(b) Profession, Trade or Service</td>
<td>Profession, trade or service</td>
</tr>
<tr>
<td>(c) Class of Work</td>
<td>Class of work</td>
</tr>
<tr>
<td>13 Sex</td>
<td>Sex of the individual</td>
</tr>
</tbody>
</table>
APPENDIX 54
CENSUS OF INDIA, 1961
(To be filled up during Enumeration)

Is this an Institution?

PART I—HOUSEHOLD SCHEDULE

<table>
<thead>
<tr>
<th>LOCATION CODE:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name of Head of Household</td>
<td>S.C.</td>
</tr>
<tr>
<td></td>
<td>S.T.</td>
</tr>
</tbody>
</table>

### A. Cultivation

<table>
<thead>
<tr>
<th>Local name of right on land</th>
<th>Area in acres</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Land under cultivation by Household</td>
<td></td>
</tr>
<tr>
<td>(i) owned or held from Government</td>
<td></td>
</tr>
<tr>
<td>(ii) held from private persons or institutions for payment in money, kind or share</td>
<td></td>
</tr>
<tr>
<td>(iii) Total of items (i) and (ii)</td>
<td></td>
</tr>
<tr>
<td>2. Land given to private persons for cultivation for payment in money, kind or share.</td>
<td></td>
</tr>
</tbody>
</table>

### B. Household Industry

Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.

<table>
<thead>
<tr>
<th>Nature of Industry</th>
<th>Number of months in the year during which conducted</th>
</tr>
</thead>
<tbody>
<tr>
<td>(a)</td>
<td></td>
</tr>
<tr>
<td>(b)</td>
<td></td>
</tr>
</tbody>
</table>

### C. Workers at Cultivation or Household Industry

Members including Head of family working and hired workers, if any, kept whole-time during current or last working season.

<table>
<thead>
<tr>
<th>Members of family working:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>1. Household Cultivation only</td>
</tr>
<tr>
<td>2. Household Industry only</td>
</tr>
<tr>
<td>3. Both in Household Cultivation and Household Industry</td>
</tr>
</tbody>
</table>

Dated Signature of Supervisor

Dated Signature of Enumerator

**Note**—Part H—Census Population Record overleaf should be filled up during the first round of enumeration (10 February to 28 February) from the enumeration slips relating to the household and brought up-to-date with correction, if any, after the second visit during check period 1 March to 5 March, 1961.
<table>
<thead>
<tr>
<th>Name</th>
<th>Sex</th>
<th>Relationship to Head</th>
<th>Age</th>
<th>Marital Status</th>
<th>Description of work in the case of worker</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**TOTAL** | **PERSONS**

_Dated Signature of Supervisor_  
_Dated Signature of Enumerator_
## Appendices

**Census of House**

<table>
<thead>
<tr>
<th>Line No</th>
<th>Building Number (Municipal or local authority or Census Number, if any)</th>
<th>Building Number (Column 2) with sub-numbers for each census house</th>
<th>Purpose for which census house used, e.g., dwelling, shop, shop cum-dwelling, business, factory, workshop, school or other institution, jail, hostel, hotel, etc.</th>
<th>If this census house is used as an establishment, workshop or factory</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Name of establishment or repair or servicing undertaken</td>
<td>Name of Product(s), Number of persons employed daily last week (including household members, if working), Kind of fuel or machinery is used</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>6</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>0</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Signature of Enumerator
<table>
<thead>
<tr>
<th>Description of census house</th>
<th>Sub-number of each census household with census house number (Column 3)</th>
<th>Name of Head of Household</th>
<th>No. of rooms in census household</th>
<th>Does the household live in own or rented house?</th>
<th>No. of persons residing in census household on day of visit</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Material of wall</td>
<td>Material of roof</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>18</td>
</tr>
</tbody>
</table>

Date: ............

Total for page: x
Book No. for the Village/Ward ...............................................................  
Name of Village .............................................................. (No.) ...........  
Name of Police Station ........................................................ (No.) ...........  
Name of Town .............................................................. (No.) ...........  
Name of District ............................................................ (No.) ...........  
No. of Household Schedules completed .........................................................  
No. of occupied houses  .......................................................................  
No. of households ...........................................................................  

Explanation of Abbreviations used  

MARITAL STATUS  
NM — Never married  
M — Married  
W — Widowed  
S — Separated or Divorced  

DESCRIPTION OF WORK IN THE CASE OF WORKER  
C — Working as Cultivator  
AL — Working as Agricultural Labourer.  
For others — Full description of the work done.
**Appendix 57**

**Houselist Abstract**

<table>
<thead>
<tr>
<th>Number of establishments, workshops or factories</th>
<th>Total number of rooms in all households</th>
<th>Number of persons residing in households</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Males</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
</tbody>
</table>

**Dated Signature of Supervisor**  
**Dated Signature of Enumerator**
### APPENDIX 58

**Circle Extract**

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Code No.</th>
<th>Name of Charge Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Charge</th>
<th>Code No.</th>
<th>Name and address of Circle Supervisor</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and/or No. of Circle</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Village/ward</th>
<th>No. of the Village/or Block No. of the Village/ward</th>
<th>No. of census households in the Village/ward or Block of the village/ward</th>
<th>No. of establishments, workshops or factories</th>
<th>Population according to Houselist</th>
<th>Total No. of rooms in all households</th>
<th>Date of testing of house-numbering and houselisting by Supervisor</th>
<th>Name, designation and address of Enumerator</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5 6 7</td>
<td>8</td>
<td>9 10</td>
<td>11</td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX 59

**Charge Extract**

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Code No.</th>
<th>Name of Charge</th>
<th>Code No.</th>
</tr>
</thead>
</table>

#### Name of Charge Superintendent

<table>
<thead>
<tr>
<th>No.</th>
<th>Name and/or No. of Circle</th>
<th>Name, designation and address of Supervisor</th>
<th>No. of Census households in the Circle</th>
<th>No. of establishments, workshops or factories</th>
<th>Population according to House list</th>
<th>Total No. of rooms in all households</th>
<th>Date of Charge Superintendent’s visit to the Circle</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

163
**APPENDIX 60**

**Census Staff Training Statement**
*(For staff below the rank of Charge Superintendents)*

<table>
<thead>
<tr>
<th>Date of training class</th>
<th>No. of persons who attended class</th>
<th>Name and designation of persons absent from training class</th>
<th>Dates of training imparted to absentee(s)</th>
<th>Training</th>
<th>Sample Census</th>
<th>Initials of Charge Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Date of beginning</td>
<td>Date of completion</td>
<td>Testing by Supervisor</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5(a)</td>
<td>5(b)</td>
<td>5(c)</td>
</tr>
</tbody>
</table>
**APPENDIX 61**

Statement of Receipt and Distribution of Census Forms, House lists  
Household Schedule, Enumeration Slip Pads, etc.

*(One sheet to be used for each item)*

Name of District

Office of the District Census Officer/Subdivisional Census Officer/Charge Superintendent.

<table>
<thead>
<tr>
<th>Date</th>
<th>No. of forms or books received (Standard content of each book)</th>
<th>Source from which received</th>
<th>Initials of District Census Officer/Subdivisional Census Officer/Charge Superintendent</th>
<th>Date</th>
<th>No. of forms or books issued (Standard content of each book)</th>
<th>To whom issued</th>
<th>Balance in stock</th>
<th>Initials of District Census Officer/Subdivisional Census Officer/Charge Superintendent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


APPENDIX 62

Enumerators Abstract

Name of District .................................................... (No.) .......
Name of Thana/Town .................................................... (No.) .......
Name of Village/Ward .................................................... (No.) .......

Name of Subdivision .................................................... .......
Name and/or No. of Charge .................................................... .......

Circle No. ............................................
Block No. ............................................

Census Household Number from ............... to ...............

Enumeration begin : No. of Books used :
Enumeration ended : No. of wholly unused books :
No. of unused slips in partly used pads of :

<table>
<thead>
<tr>
<th>No. of males</th>
<th>No. of females</th>
<th>Total</th>
</tr>
</thead>
</table>

No. of literates (i.e., person who can both read and write. See Q 6).

<table>
<thead>
<tr>
<th>No. of male literates</th>
<th>No. of female literates</th>
<th>Total literates</th>
</tr>
</thead>
</table>

No. of Census Households:
Checked and found correct.

Signature of Enumerator
Date:

Signature of Supervisor
Date:
### Enumerator's Abstract
(On the cover of the Pad)

<table>
<thead>
<tr>
<th>Location Code</th>
<th>Household Number</th>
<th>Number of slips in the pad</th>
<th>Number of slips used</th>
<th>Number of slips cancelled</th>
<th>Number of Household Schedules filled up for this pad</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th></th>
<th>Sex</th>
<th>Literates</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Males</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Females</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

_Dated Signature of Supervisor._
_Dated Signature of Enumerator._
**APPENDIX 64**

**Circle Summary**

<table>
<thead>
<tr>
<th>Name and No. of village or ward</th>
<th>No. of Block</th>
<th>No. of Census households</th>
<th>Males</th>
<th>Females</th>
<th>Total</th>
<th>No. of literates</th>
<th>Books used</th>
<th>Wholly unused books</th>
<th>Unused slips in partly used pads of</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10 11 12 13 14 15</td>
</tr>
</tbody>
</table>

**Total**

Checked and found correct

Signature of Supervisor
Date

Signature of Charge Superintendent
Date

**NOTE.**—If the village is uninhabited, write the words "No population" under the name of the village in Column 1. At the bottom of Columns 3 to 15 strike the total of these columns.
**APPENDIX 65**

**Charge Summary**

Name of District ____________________________  
Name of Subdivision ____________________________  
Name of Thana Town ____________________________  
Name and/or No. of Charge ____________________________

<table>
<thead>
<tr>
<th>Circle No</th>
<th>No of Census households</th>
<th>Males</th>
<th>Females</th>
<th>Total</th>
<th>No of Literates</th>
<th>Books used</th>
<th>Wholly used books</th>
<th>Unused slips in partly used pads of</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Males</td>
<td>Females</td>
<td>Total</td>
<td>100s</td>
<td>25s</td>
</tr>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>10</td>
</tr>
</tbody>
</table>

**Note** — Enter the circles in sl. order in column 1

Signature of Charge Superintendent

Date _

169
## APPENDIX 66

**General Village Registers**

**FORM A**

(For Villages and Tea Gardens)

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Name of Thana</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code No. of District</td>
<td>Code No. of Thana</td>
</tr>
</tbody>
</table>

Name of Subdivision

<table>
<thead>
<tr>
<th>Serial No</th>
<th>Name of N'aura, Chaukidari, Circle or other Administrative Unit in the Hills</th>
<th>Name of Village or Tea Garden</th>
<th>No. of inhabited houses</th>
<th>No. of uninhabited houses</th>
<th>Remarks</th>
</tr>
</thead>
</table>
**FORM B**

(For Towns)

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Name of Town</th>
<th>Code No. of District</th>
<th>Code No. of Town</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name and number of Ward or Locality</th>
<th>Number of premises or holdings assessed</th>
<th>Number of occupied houses</th>
<th>Number of unoccupied houses</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
**FORM C**

(For Railways and Oil Colonies)

<table>
<thead>
<tr>
<th>Name of District</th>
<th>Name of Town</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code No. of District</td>
<td>Code No. of Town</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Name of Colony</th>
<th>Name and number of Ward or Locality, if any</th>
<th>Number of building as given by Railway or Oil Company</th>
<th>Number of occupied houses</th>
<th>Number of unoccupied houses, offices, etc.</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
</tr>
</tbody>
</table>
APPENDIX 67

1961 CENSUS

Village Notes of Assam

Collect the following informations for each village either by simply crossing out the words which are not applicable or by supplying the numbers or simple informations where necessary:

1. **COMMUNICATIONS**
   - Government
   - Tarred road
   - Metal road
   - Non-metal road—Jeepable or cart track
   - Bridle path
   - Railway
   - Steamer/boat
   - None of the above types

2. **SCHOOLS**
   - Aided
   - Lower Primary, Basic, Muktab, Tol
   - M.E. or M.V.
   - High/Higher Secondary
   - Numbers
   - (a) Ring wells
   - (b) Tube wells
   - (c) Kacha wells
   - (d) Tap water
   - (e) Running stream or river
   - (f) Beels
   - (g) Tanks
   - (h) Springs

3. **DRINKING WATER SUPPLY**
   - No epidemics
   - Cholera/Small Pox
   - Malaria/Kala Azar/Typhoid/Other epidemics
   - Dispensary (Give distance in nearest miles)
   - Hospital
   - Government Veterinary
   - Private Veterinary
   - Other methods

4. **HEALTH FACILITIES**
   - Small daily hats
   - Weekly hats
   - Other hats or bazaars

5. **MARKET**
   - Rice/Wheat/Maize/Dal/Mustard/Jute/Oranges/Betelnuts/betel leaves/Other crops.

6. **VETERINARY**
   - Small daily hats
   - Weekly hats
   - Other hats or bazaars
   - Own produce
   - Landlord
   - Government
   - Rice/Wheat/Maize/Dal/Mustard/Jute/Oranges/Betelnuts/betel leaves/Other crops.

7. **AGRICULTURE**
   - (a) Source from which cultivators obtain seeds
   - (b) Principal crops

8. **THE VILLAGE**
   - (a) is not exposed to floods.
   - (b) is not subject to erosion.

9. **THE VILLAGE**
   - is not under the C.D. or N.E.S. Block.

Checked

*Supervisor*  
* Enumerator*
To

In recognition of your outstanding zeal and the high quality of the services rendered by you during the 1961 Census of India, the President has been pleased to confer upon you the 1961 Census Silver Medal.

A. MITRA
Registrar General, India

NEW DELHI
Dated 18th January, 1962

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS

CENSUS OF INDIA—1961
CERTIFICATE OF HONOUR

To

In recognition of your outstanding zeal and the high quality of the services rendered by you during the 1961 Census of India, the President has been pleased to confer upon you the 1961 Census Bronze Medal.

A. MITRA
Registrar General, India

NEW DELHI
Dated 18th January, 1962

APPENDIX 69
CERTIFICATE

Shri.......................................................... is awarded this certificate in recognition of his valuable service as.......................................................... in the Census of India, 1961.

Dated Shillong,

Chief Secretary to the Government of Assam.
APPENDIX 70

FORM 1

Notifications of the Government of Assam issued under the Indian Census Act (XXXVII of 1948)

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>Section of the Act</th>
<th>Number and date of Notification</th>
<th>Short subject</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sub-sec. (4) of Sec. 4</td>
<td>GCN. 25/59/18, dated 7-9-59</td>
<td>Delegation of powers of appointing Census Officers to Superintendent of Census Operations, Deputy Commissioners, Additional Deputy Commissioners and Subdivisional Officers.</td>
</tr>
<tr>
<td>2</td>
<td>Section 12</td>
<td>GCN. 25/59/19, dated 7-9-59</td>
<td>Authorised Superintendent of Census Operations and District Magistrates to sanction institution of prosecution.</td>
</tr>
<tr>
<td>3</td>
<td>Sub-sec. (2) of Sec. 4</td>
<td>GCN. 20/59/32, dated 23-2-60</td>
<td>Appointment of District Census Officers and Subdivisional Census Officers.</td>
</tr>
<tr>
<td>4</td>
<td>Sub-sec. (2) of Sec. 4</td>
<td>GCN. 20/59/33, dated 23-2-60</td>
<td>Appointment of Deputy District Census Officers.</td>
</tr>
<tr>
<td>5</td>
<td>Section 8</td>
<td>GCN. 22/59/65, dated 5-9-60</td>
<td>Publication of Instructions and questionnaire for numbering and houselisting.</td>
</tr>
<tr>
<td>6</td>
<td>Section 8</td>
<td>GCN. 22/59/99, dated 14-12-60</td>
<td>Publication of Instructions and questionnaire regarding Enumeration.</td>
</tr>
</tbody>
</table>
## APPENDIX 71
### FORM 2


<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A. Superintendence</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A. 1—Pay of Officers</td>
<td></td>
<td>18,300</td>
<td>22,850</td>
<td>22,600</td>
<td>33,250</td>
<td>18,315</td>
<td>22,818</td>
<td>21,576</td>
<td>33,236</td>
</tr>
<tr>
<td>A. 2—Pay of Establishment</td>
<td></td>
<td>20,800</td>
<td>35,100</td>
<td>58,600</td>
<td>89,900</td>
<td>20,790</td>
<td>35,077</td>
<td>58,558</td>
<td>89,911</td>
</tr>
<tr>
<td>A. 3—Allowances &amp; Honoraria</td>
<td></td>
<td>14,400</td>
<td>28,850</td>
<td>29,100</td>
<td>48,000</td>
<td>14,342</td>
<td>28,935</td>
<td>28,058</td>
<td>47,913</td>
</tr>
<tr>
<td>A. 4—Other Charges</td>
<td></td>
<td>37,600</td>
<td>67,900</td>
<td>25,700</td>
<td>26,350</td>
<td>19,333</td>
<td>66,121</td>
<td>23,093</td>
<td>26,347</td>
</tr>
<tr>
<td><strong>Total—A. Superintendence</strong></td>
<td></td>
<td>91,100</td>
<td>154,700</td>
<td>136,000</td>
<td>197,500</td>
<td>72,780</td>
<td>152,951</td>
<td>131,285</td>
<td>197,407</td>
</tr>
<tr>
<td><strong>B. Enumeration</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B. 1—Pay of Establishment</td>
<td>Nil</td>
<td>47,200</td>
<td>17,850</td>
<td>—</td>
<td>Nil</td>
<td>57,173</td>
<td>17,827</td>
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<td>B. 3—Honoraria to Enumerators</td>
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<td>B. 4—Other Charges</td>
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<td>398,566</td>
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<td><strong>C. Abstraction &amp; Compilation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>C. 1—Pay of Officers</td>
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<td><strong>D. Printing &amp; Stationery</strong></td>
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<td><strong>E. Miscellaneous</strong></td>
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<td></td>
<td></td>
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<td>—</td>
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<td></td>
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<td>76,084</td>
<td>406,515</td>
<td>1,192,403</td>
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### APPENDIX 72

#### FORM 3A

**Number of Forms Supplied and Used**

<table>
<thead>
<tr>
<th>District</th>
<th>Appointment Parwanas of Charge Officers</th>
<th>Appointment Parwanas of Circle Supervisors</th>
<th>Appointment Parwanas of Block Enumerators</th>
<th>Mauza Registers</th>
<th>Charge/Circle Registers</th>
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</thead>
<tbody>
<tr>
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<td>Used</td>
<td>Supplied</td>
<td>Used</td>
<td>Supplied</td>
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<td>-----------------------------------</td>
<td>----------</td>
<td>------</td>
<td>----------</td>
<td>------</td>
<td>----------</td>
</tr>
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<td>90</td>
<td>70</td>
<td>500</td>
<td>360</td>
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<td>30</td>
<td>350</td>
<td>204</td>
<td>2,000</td>
</tr>
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<td>56</td>
<td>410</td>
<td>226</td>
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<td>225</td>
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<td>980</td>
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<td>10,400</td>
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<td>175</td>
<td>100</td>
<td>960</td>
<td>710</td>
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<td>210</td>
<td>160</td>
<td>1,380</td>
<td>1,010</td>
<td>9,900</td>
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<tr>
<td>Lakhimpur</td>
<td>220</td>
<td>170</td>
<td>1,230</td>
<td>1,040</td>
<td>8,300</td>
</tr>
<tr>
<td>Kamrup</td>
<td>250</td>
<td>220</td>
<td>1,700</td>
<td>1,350</td>
<td>10,250</td>
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#### Abstract

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<tr>
<th>District</th>
<th>Charge/Circle Extract</th>
<th>Enumerator's Circle Summary</th>
<th>Charge Summary</th>
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<td>Supplied</td>
</tr>
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<td>120/460</td>
<td>3,000</td>
</tr>
<tr>
<td>Mizo Hills, Aijal</td>
<td>90/400</td>
<td>50/310</td>
<td>3,000</td>
</tr>
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<td>Garo Hills, Tura</td>
<td>50/300</td>
<td>26/1,310</td>
<td>3,000</td>
</tr>
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<td>Mikir &amp; North Cachar Hills, Diphu</td>
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<td>85/350</td>
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<td>170/1,310</td>
<td>6,800</td>
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<td>100/1,310</td>
<td>7,100</td>
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<td>125/960</td>
<td>4,500</td>
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<td>250/1,460</td>
<td>6,900</td>
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<td>260/1,510</td>
<td>6,900</td>
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<td>330/1,910</td>
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<td>180/1,010</td>
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<td><strong>TOTAL</strong></td>
<td>2,220/10,970</td>
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**APPENDIX 73**

**FORM 3B**

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<tr>
<th>District</th>
<th>Household Schedules</th>
<th>Individual Slips</th>
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<td>Houselist forms</td>
<td>50-Schedule pads</td>
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<td>Supplied</td>
<td>Used</td>
</tr>
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<td>----------</td>
<td>-----------</td>
<td>-----</td>
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</tr>
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<td>9,560</td>
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<tr>
<td>Kamrup</td>
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<td>35,600</td>
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**APPENDIX 74 (a)**

**FORM 4**

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<th>Sl. No.</th>
<th>District</th>
<th>Inhabited Rural Villages</th>
<th>Cities and Towns</th>
<th>Number of</th>
<th>Number of</th>
<th>Average Number of houses per</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Charges</td>
<td>Circles</td>
<td>Blocks</td>
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<td>2,023</td>
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<td>Kamrup</td>
<td>2,971</td>
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### APPENDIX 74 (b)

#### FORM 4

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<th>Inhabited Rural Villages</th>
<th>Cities and Towns</th>
<th>Number of Blocks</th>
<th>Number of Charge Officers</th>
<th>Number of Supervisors</th>
<th>Enumerators</th>
<th>Charge Officer</th>
<th>Supervisor</th>
<th>Enumerator</th>
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<td>314</td>
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<td>314</td>
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<td>9</td>
<td>81</td>
<td>480</td>
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<td>304</td>
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<td>402</td>
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<tr>
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<td><strong>3,525</strong></td>
<td><strong>18,076</strong></td>
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## APPENDIX 75

**FORM 5A**

**District Census Charges**

*(District Establishment)*

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<th>Sl. No.</th>
<th>District</th>
<th>Particulars of Staff</th>
<th>From Date</th>
<th>To Date</th>
<th>Pay</th>
<th>D. A. &amp; other allowances</th>
<th>Travelling Allowance</th>
</tr>
</thead>
<tbody>
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<td>3 U.D. Assistants 3 L.D. Assistants 3 Peons</td>
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<td>30-6-61</td>
<td>10,198-00</td>
<td>4,161-00</td>
<td>1,051-00</td>
</tr>
<tr>
<td>2</td>
<td>Darrang</td>
<td>2 U.D. Assistants 2 L.D. Assistants 2 Peons</td>
<td>1-3-60</td>
<td>30-6-61</td>
<td>7,453-00</td>
<td>2,969-00</td>
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<td>Garo Hills</td>
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<td>1-3-60</td>
<td>30-6-61</td>
<td>3,150-00</td>
<td>2,254-00</td>
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<tr>
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<td>Goalpara</td>
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<td>30-6-61</td>
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<td>30-6-61</td>
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</tr>
<tr>
<td>7</td>
<td>Mizo Hills</td>
<td>2 U.D. Assistants 2 L.D. Assistants 2 Peons</td>
<td>1-3-60</td>
<td>30-6-61</td>
<td>6,433-00</td>
<td>8,290-00</td>
<td>4,452-00</td>
</tr>
<tr>
<td>8</td>
<td>United Khasi &amp; Jaintia Hills</td>
<td>2 U.D. Assistants 2 L.D. Assistants 2 Peons</td>
<td>1-3-60</td>
<td>30-6-61</td>
<td>6,074-00</td>
<td>4,207-00</td>
<td>4,858-00</td>
</tr>
</tbody>
</table>
### APPENDIX 75—concl.

<p>| | | | | | | |</p>
<table>
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<tr>
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<td>3</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>9.</td>
<td>United Mikir &amp; North Cachar Hills</td>
<td>2</td>
<td>U.D. Assistants</td>
<td>1-3-60</td>
<td>30-6-61</td>
<td>6,820.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
<td>L.D. Assistants</td>
<td></td>
<td></td>
<td>3,671.00</td>
</tr>
<tr>
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<td></td>
<td>2</td>
<td>Peons</td>
<td></td>
<td></td>
<td>167.00</td>
</tr>
<tr>
<td>10.</td>
<td>Nowgong</td>
<td>1</td>
<td>U.D. Assistant</td>
<td>1-3-60</td>
<td>30-6-61</td>
<td>4,188.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>L.D. Assistant</td>
<td></td>
<td></td>
<td>1,637.00</td>
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<td></td>
<td>1</td>
<td>Peon</td>
<td></td>
<td></td>
<td>3,203.00</td>
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<tr>
<td>11.</td>
<td>Sibsagar</td>
<td>3</td>
<td>U.D. Assistants</td>
<td>1-3-60</td>
<td>30-6-61</td>
<td>9,792.00</td>
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<tr>
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<td></td>
<td>3</td>
<td>L.D. Assistants</td>
<td></td>
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<td>3</td>
<td>Peons</td>
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<tr>
<td><strong>Grand Total</strong></td>
<td>23</td>
<td>U.D. Assistants</td>
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<td></td>
<td>23</td>
<td>L.D. Assistants</td>
<td></td>
<td></td>
<td>40,244.00</td>
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<tr>
<td></td>
<td>23</td>
<td>Peons</td>
<td></td>
<td></td>
<td>25,770.00</td>
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</table>
### APPENDIX 76 (a)
**FORM 5B**
**1960-61**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>District</th>
<th>Number of Enumerators</th>
<th>Number of Supervisors</th>
<th>Amount of Honorarium paid for Housenumeration and Houselisting</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Goalpara</td>
<td>2,023</td>
<td>0</td>
<td>16,184</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Kamrup</td>
<td>2,807</td>
<td>0</td>
<td>22,456</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Darrang</td>
<td>1,492</td>
<td>0</td>
<td>11,936</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Nowgong</td>
<td>1,364</td>
<td>0</td>
<td>10,912</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Sibsagar</td>
<td>2,047</td>
<td>0</td>
<td>16,376</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Lakhimpur</td>
<td>2,082</td>
<td>0</td>
<td>16,656</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Cachar</td>
<td>1,905</td>
<td>0</td>
<td>15,240</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Garo Hills</td>
<td>402</td>
<td>0</td>
<td>3,216</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>United Khasi &amp; Jaintia Hills</td>
<td>717</td>
<td>0</td>
<td>7,667*</td>
<td>* @ Rs. 8 to 671 Nos. and @ Rs. 50 to 46 Nos.</td>
</tr>
<tr>
<td>10.</td>
<td>United Mikir &amp; North Cachar Hills</td>
<td>424</td>
<td>0</td>
<td>3,392</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Mizo Hills</td>
<td>435</td>
<td>0</td>
<td>3,480</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>15,698</strong></td>
<td><strong>0</strong></td>
<td><strong>127,515</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Total amount disbursed as honorarium thus comes to Rs. 127,515 in 1960-61 minus Rs. 61,750 being adjustment of State Government share subsequently reimbursed in 1961-62 owing to late decision of the Government of India.
### APPENDIX 76 (b)
#### FORM 5B

**1961-62**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>District</th>
<th>Number of Enumerators</th>
<th>Supervisor</th>
<th>House-numbering and House-listing</th>
<th>Amount of honorarium paid</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enumerators @ Rs. 12</td>
<td>Supervisors @ Rs. 4 per block</td>
</tr>
<tr>
<td>1.</td>
<td>Goalpara</td>
<td>2,337</td>
<td>429</td>
<td>28,044</td>
<td>9,340</td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Kamrup</td>
<td>3,098</td>
<td>674</td>
<td>37,176</td>
<td>12,399</td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Darrang</td>
<td>1,707</td>
<td>314</td>
<td>20,484</td>
<td>6,816</td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Nowgong</td>
<td>1,552</td>
<td>304</td>
<td>18,624</td>
<td>6,208</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Sibsagar</td>
<td>2,378</td>
<td>475</td>
<td>28,536</td>
<td>9,508</td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>Lakhimpur</td>
<td>2,489</td>
<td>480</td>
<td>29,868</td>
<td>9,956</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Cachar</td>
<td>2,167</td>
<td>402</td>
<td>26,004</td>
<td>8,656</td>
<td></td>
</tr>
<tr>
<td>8.</td>
<td>Garo Hills</td>
<td>404</td>
<td>76</td>
<td>4,848</td>
<td>1,616</td>
<td></td>
</tr>
<tr>
<td>9.</td>
<td>United Khari &amp; Jaintia Hills</td>
<td>922</td>
<td>151</td>
<td>11,064</td>
<td>3,676</td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>United Mikir &amp; North Cachar Hills</td>
<td>505</td>
<td>109</td>
<td>6,060</td>
<td>2,016</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Mizo Hills</td>
<td>437</td>
<td>91</td>
<td>5,244</td>
<td>1,748</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>17,996</strong></td>
<td><strong>3,505</strong></td>
<td></td>
<td><strong>215,952</strong></td>
<td><strong>71,930</strong></td>
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</tbody>
</table>

**APPENDIX 76 (c)**
#### FORM 5B

**1962-63**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>District</th>
<th>Number of Enumerators</th>
<th>Supervisor</th>
<th>House-numbering and House-listing</th>
<th>Amount of honorarium paid</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Enumerators @ Rs. 12</td>
<td>Supervisors @ Rs. 4</td>
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<td>1.</td>
<td>Kamrup</td>
<td>80</td>
<td>20</td>
<td>960</td>
<td>320</td>
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</tr>
<tr>
<td><strong>Total</strong></td>
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<td><strong>80</strong></td>
<td><strong>20</strong></td>
<td></td>
<td><strong>960</strong></td>
<td><strong>320</strong></td>
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</tbody>
</table>

Total amount disbursed as honorarium in 1961-62 this comes to Rs. 287,882 plus Rs. 61,750 being adjustment of reimbursement from the Government of India.

Total amount disbursed as honorarium thus comes to Rs. 1,280 in 1962-63.
**APPENDIX 77**

**FORM 5C**

**District Census Charges**

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>District</th>
<th>Taluk/Thana/City/Town, etc.</th>
<th>Local purchase of Stationery</th>
<th>Freight</th>
<th>Postage</th>
<th>Miscellaneous</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Cachar</td>
<td></td>
<td></td>
<td>1,781.00</td>
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<td>40.00</td>
<td>1,821.00</td>
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<tr>
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<td>Darrang</td>
<td></td>
<td></td>
<td>38.00</td>
<td>37.00</td>
<td>75.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Goalpara</td>
<td></td>
<td></td>
<td>2,321.00</td>
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<td>6.00</td>
<td>2,327.00</td>
</tr>
<tr>
<td>4</td>
<td>Kamrup</td>
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<td></td>
<td>4,810.00</td>
<td></td>
<td></td>
<td>4,810.00</td>
</tr>
<tr>
<td>5</td>
<td>Lakhimpur</td>
<td></td>
<td></td>
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<td></td>
<td>53.00</td>
<td>1,566.00</td>
</tr>
<tr>
<td>6</td>
<td>Mizo Hills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,968.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>United Khani &amp; Jaintia Hills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>1,707.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Nowgong</td>
<td></td>
<td></td>
<td>1,218.00</td>
<td></td>
<td></td>
<td>1,218.00</td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td></td>
<td></td>
<td></td>
<td>11,681.00</td>
<td></td>
<td>3,811.00</td>
<td>15,492.00</td>
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</table>

184
### Stationery Indents for the Office of the Superintendent of Census Operations and Affiliated Offices

<table>
<thead>
<tr>
<th>Item</th>
<th>Full Description</th>
<th>Unit</th>
<th>1959-60</th>
<th>1960-61</th>
<th>1961-62</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>T.W. Paper F Cap</td>
<td>Rm.</td>
<td>34</td>
<td>32</td>
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<tr>
<td>2.</td>
<td>Eraser, Ink &amp; Pencil</td>
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<td>9</td>
<td>729</td>
<td>18</td>
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<tr>
<td>3.</td>
<td>F. Pen Ink B.B.</td>
<td>Phial</td>
<td>6</td>
<td>4</td>
<td>12</td>
</tr>
<tr>
<td>4.</td>
<td>Inkstand wooden double</td>
<td>No.</td>
<td></td>
<td>9</td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Pen-holders—Officers</td>
<td>No.</td>
<td></td>
<td>2</td>
<td>6</td>
</tr>
<tr>
<td>6.</td>
<td>Pen-holders—Clerical</td>
<td>Doz.</td>
<td>-</td>
<td>1</td>
<td>7</td>
</tr>
<tr>
<td>7.</td>
<td>Pencil Red &amp; Blue</td>
<td>Doz.</td>
<td>-</td>
<td>1</td>
<td>-</td>
</tr>
<tr>
<td>8.</td>
<td>Pencil—Reporter</td>
<td>Doz.</td>
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<td>1</td>
<td>2</td>
</tr>
<tr>
<td>9.</td>
<td>Pencil—Middle</td>
<td>Doz.</td>
<td>3</td>
<td>3</td>
<td>5</td>
</tr>
<tr>
<td>10.</td>
<td>Pen—Copying</td>
<td>No.</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>11.</td>
<td>Twine—jute</td>
<td>Ib.</td>
<td>70</td>
<td>45</td>
<td></td>
</tr>
<tr>
<td>12.</td>
<td>Twine—hemp</td>
<td>Doz.</td>
<td>-</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>13.</td>
<td>Desk knife</td>
<td>No.</td>
<td></td>
<td>27</td>
<td>12</td>
</tr>
<tr>
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<td>Payer weight glass</td>
<td>Oza.</td>
<td>-</td>
<td>299</td>
<td>576</td>
</tr>
<tr>
<td>15.</td>
<td>Pin—Steel</td>
<td>No.</td>
<td>-</td>
<td>13</td>
<td>3</td>
</tr>
<tr>
<td>16.</td>
<td>Pin—cushion</td>
<td>No.</td>
<td>12</td>
<td>2</td>
<td>8</td>
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<td>Typewriter Ribbon</td>
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<td>19</td>
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</tr>
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<td>Typewriter Brush</td>
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<td></td>
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</tr>
<tr>
<td>19.</td>
<td>Tag Cotton</td>
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<td>1,000</td>
</tr>
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<td>Stencil paper</td>
<td>Qr.</td>
<td>15</td>
<td>7</td>
<td>10</td>
</tr>
<tr>
<td>21.</td>
<td>Duplicating Ink</td>
<td>Tube</td>
<td>12</td>
<td>9</td>
<td>12</td>
</tr>
<tr>
<td>22.</td>
<td>Violet Ink (stamp pad ink)</td>
<td>No.</td>
<td>-</td>
<td>150</td>
<td>-</td>
</tr>
<tr>
<td>23.</td>
<td>Duplicating paper ‘White’</td>
<td>Rm.</td>
<td>-</td>
<td>20</td>
<td>-</td>
</tr>
<tr>
<td>24.</td>
<td>Duplicating paper ‘Brown’</td>
<td>Rm.</td>
<td>-</td>
<td>117</td>
<td>24</td>
</tr>
<tr>
<td>25.</td>
<td>Envelope SE-4</td>
<td>No.</td>
<td></td>
<td>2,800</td>
<td>3,200</td>
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<td>26.</td>
<td>Envelope SE-5</td>
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<td>3,600</td>
<td>4,000</td>
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<td>Envelope SE-7</td>
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<td>28.</td>
<td>Envelope SE-8</td>
<td>No.</td>
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<td>200</td>
<td>400</td>
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<tr>
<td>29.</td>
<td>Shorthand Note Book</td>
<td>No.</td>
<td>12</td>
<td>10</td>
<td>20</td>
</tr>
<tr>
<td>30.</td>
<td>Gum Arabic</td>
<td>Oza.</td>
<td>9</td>
<td>19</td>
<td>35</td>
</tr>
<tr>
<td>31.</td>
<td>Gum put (Tin)</td>
<td>Doz.</td>
<td>-</td>
<td>1</td>
<td>24</td>
</tr>
<tr>
<td>32.</td>
<td>Gum Brush</td>
<td>Doz.</td>
<td>-</td>
<td>1</td>
<td>4</td>
</tr>
<tr>
<td>33.</td>
<td>Carbon paper F Cap</td>
<td>Rm.</td>
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<td>2</td>
<td>1</td>
</tr>
<tr>
<td>34.</td>
<td>Carbon paper brief</td>
<td>Rm.</td>
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<td>5</td>
<td>1</td>
</tr>
<tr>
<td>35.</td>
<td>Routine Note Sheet</td>
<td>Book</td>
<td>10</td>
<td>25</td>
<td>16</td>
</tr>
<tr>
<td>36.</td>
<td>Tracing paper</td>
<td>Roll</td>
<td>1</td>
<td>-</td>
<td>-</td>
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<tr>
<td>37.</td>
<td>Blotting paper</td>
<td>Rm.</td>
<td>-</td>
<td>1</td>
<td>188</td>
</tr>
<tr>
<td>38.</td>
<td>Docket punch</td>
<td>No.</td>
<td>-</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>39.</td>
<td>Wooden Blotter</td>
<td>No.</td>
<td>-</td>
<td>-</td>
<td>6</td>
</tr>
<tr>
<td>40.</td>
<td>Ruler wooden round</td>
<td>No.</td>
<td>-</td>
<td>-</td>
<td>6</td>
</tr>
<tr>
<td>41.</td>
<td>Pin drawing</td>
<td>Grs.</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>42.</td>
<td>Stapling Machine</td>
<td>No.</td>
<td>-</td>
<td>-</td>
<td>1</td>
</tr>
<tr>
<td>43.</td>
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<td>Box</td>
<td>-</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>44.</td>
<td>Scissors</td>
<td>No.</td>
<td>-</td>
<td>-</td>
<td>3</td>
</tr>
<tr>
<td>45.</td>
<td>Correcting fluid</td>
<td>Phial</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>46.</td>
<td>Ink powder B.B.</td>
<td>Packet</td>
<td>-</td>
<td>12</td>
<td>27</td>
</tr>
<tr>
<td>47.</td>
<td>Sealing Wax</td>
<td>Box</td>
<td>-</td>
<td>2</td>
<td>-</td>
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<tr>
<td>48.</td>
<td>Ink powder red</td>
<td>Packet</td>
<td>-</td>
<td>4</td>
<td>19</td>
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<tr>
<td>49.</td>
<td>Bod-kins</td>
<td>No.</td>
<td>-</td>
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APPENDIX 79—concl.

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<tbody>
<tr>
<td>50. Pen nibs Lati</td>
<td>Grs.</td>
<td>-</td>
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<td>2</td>
</tr>
<tr>
<td>51. Pen nibs Red</td>
<td>Grs.</td>
<td>-</td>
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<td>2</td>
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<tr>
<td>52. Thin paper 10 lbs. 13'x17&quot;</td>
<td>Rms.</td>
<td>-</td>
<td>15</td>
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</tr>
<tr>
<td>53. Thin paper 3 lbs. 8'x13&quot;</td>
<td>Rms.</td>
<td>-</td>
<td>30</td>
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<tr>
<td>54. Pencil lead, ordinary soft</td>
<td>Grs.</td>
<td>-</td>
<td>100</td>
<td>-</td>
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<tr>
<td>55. Pencil coloured</td>
<td>Grs.</td>
<td>-</td>
<td>10</td>
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<td>56. Ruler wooden 36&quot;</td>
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<td>-</td>
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<td>57. Blank Register of 4 Qrs.</td>
<td>No.</td>
<td>-</td>
<td>10</td>
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<td>58. Blank Register of 3 Qrs.</td>
<td>No.</td>
<td>-</td>
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<tr>
<td>59. Blank Register of 2 Qrs.</td>
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<td>60. Ruled Register of 4 Qrs</td>
<td>No.</td>
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<tr>
<td>61. Ruled Register of 3 Qrs.</td>
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<td>5</td>
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<td>62. Ruled Register of 2 Qrs.</td>
<td>No.</td>
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Stationery Indents

FOR THE OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS

<table>
<thead>
<tr>
<th>Description</th>
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<tbody>
<tr>
<td>TYPEWRITERS</td>
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<tr>
<td>Remington—Pica type—C/I—159882-K and 159902-K (brief size)</td>
<td>2</td>
<td>Controller of Stationery.</td>
</tr>
<tr>
<td>Remington—Pica type—FJ/172670-K (big size)</td>
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<tr>
<td>Gestetner Duplicator—No. 265 F’cap electrically operated</td>
<td>1</td>
<td>Deputy Controller, Stationery.</td>
</tr>
<tr>
<td>Facit Machine (electrically-operated) Model CAI-13 No. 692983</td>
<td>1</td>
<td>Registrar General, India.</td>
</tr>
<tr>
<td>Facit Machine (hand-operated) Model CI-13 No. 776893</td>
<td>1</td>
<td>Registrar General, India.</td>
</tr>
<tr>
<td>Facit Machine (hand-operated) Model CI-13 No. 827330</td>
<td>1</td>
<td>Registrar General, India.</td>
</tr>
</tbody>
</table>

As these three typewriters were quite inadequate to cope with the enormous volume in tabulation work, one typewriter (big size) from the Superintendent of Census Operations, Nagaland, and two typewriters (one brief size and the other big size) from the Assam Secretariat were taken on loan:

Comptometer—Taken on hire-system 2 M/s P. N. Ganeshan Private Limited, Calcutta.

APPENDIX 79

FORM 7

Number and Location of Important Files and Documents

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<thead>
<tr>
<th>Sl. No.</th>
<th>Description</th>
<th>No. of File</th>
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<tbody>
<tr>
<td>(1)</td>
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<td>2. Supply of Old Census Records</td>
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<td>2. Establishment matters—Correspondences</td>
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<td>3. Supply of Circulars, etc., required by the State Government</td>
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<td>4. Supply of Bicycle</td>
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<td>SCO. 19/59</td>
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<tr>
<td>5. Furniture—Supply of</td>
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<td>6. Stationery—Supply of</td>
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<td>8.</td>
<td>Newspapers, Books—Purchase of</td>
<td>SCO.25/59</td>
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<tr>
<td>9.</td>
<td>Appointment of District Census Officers</td>
<td>SCO.26/59</td>
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<td>10.</td>
<td>Allotment of funds for the office of the Superintendent of Census Operations</td>
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<td>11.</td>
<td>Sanction for Permanent Advance</td>
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<td>13.</td>
<td>Supply of Duplicating Machine</td>
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<td>14.</td>
<td>Supply of list of towns in Assam for 1961 Census</td>
<td>SCO.37/59</td>
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<td>Appointment of Superintendent of Census Operations, Assam</td>
<td>SCO.38/59</td>
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<td>16.</td>
<td>Abbreviated Telegraphic address</td>
<td>SCO.40/59</td>
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<td>17.</td>
<td>Agency for Enumeration purpose during 1961 Census</td>
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<td>18.</td>
<td>Utilisation of Investigators &amp; Inspectors for N.S.S. for Census work</td>
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<td>19.</td>
<td>Indent of maps</td>
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<td>20.</td>
<td>Monthly Expenditure Statement under Census Grant for the year 1959-60</td>
<td>SCO.50/59</td>
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<td>22.</td>
<td>Notification Regarding description and classification of posts</td>
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<td>Proposal for payment of honorarium to the Enumerators and Supervisors</td>
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<td>24.</td>
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<td>Payment from Contingencies</td>
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<td>26.</td>
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<td>List of languages or dialects spoken by different people in Assam</td>
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<td>Local names of rights and interests in land including Law Reforms Legislation</td>
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<td>Establishment in District &amp; S.D.O's Offices</td>
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<td>Census of Railway population</td>
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<td>Travelling Allowances of Officers of State Government in connection with the 1961 Census including other incidental expenditure incurred by them</td>
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<td>Award of Census Medals—1961 Census</td>
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<td>Correspondence with Accountant General, Assam</td>
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<td>Printing of Census work through Assam Government Press</td>
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<td>Census of Cantonments</td>
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<td>Contents of District Census Hand-books</td>
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<td>Sampling for 1961 Census</td>
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<td>Proceedings of the meeting of Deputy Commissioners and Subdivisional Officers held in connection with Enumeration 1961 Census</td>
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<td>Priority for all Census communication at post office and Telegraph Offices etc</td>
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<td>Collections of data on cultivated areas</td>
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<td>Recruitment and training of Census staff</td>
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<td>85</td>
<td>Monographs on Scheduled Castes and Scheduled Tribes of Assam</td>
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<td>Census Sample Trimmer</td>
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<td>Enumeration of foreign Diplomatic personnel in 1961 Census</td>
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<td>Special Enumeration of technically qualified personnel in the State</td>
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<td>Revision of Pay Scales of the Central Civil Service Officers</td>
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<td>Scrutiny competition and despatch of Census Records to Joint Commissioners</td>
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<td>Census of India—Defence Services</td>
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<td>Maintenance of law and order in connection with the 1961 Census</td>
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### APPENDIX 79—concl.

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<td>111</td>
<td>Consanguineous marriages—Questionnaires</td>
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<td>112</td>
<td>Census 1961—Recognition of Census works Entries in character rolls</td>
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<tr>
<td>113</td>
<td>Publication of Census Questionnaires</td>
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<tr>
<td>114</td>
<td>Instruction to be followed by Census officers during enumeration 1961 Census</td>
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<td>Handicrafts in Assam—Survey of</td>
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<td>116</td>
<td>Appointment of tea garden staff for Census Enumeration work</td>
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<td>117</td>
<td>Office discipline</td>
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<td>118</td>
<td>Sample verification—1961 Census</td>
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<td>119</td>
<td>Police Wireless Stations in connection with 1961 Census—Use of</td>
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<td>Cinema slides—supplied by Directorate Advertising</td>
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<td>Provisional total according to final enumeration</td>
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<td>Regional meeting of Superintendents of Census Operations and Deputy Superintendents of Census Operations</td>
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<td>Rates of dearness allowances and other allowances admissible under the Central Government rates</td>
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<td>Informations sought for by other officers</td>
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### APPENDIX 80

#### FORM 8

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<th>Period</th>
<th>Rates of pay excluding allowances</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Office Superintendent</td>
<td>1</td>
<td></td>
<td>Rs 350—20—450—25—475</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Accountant</td>
<td>1</td>
<td></td>
<td>Rs 210—10—290—15—320—E B—</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Cashier</td>
<td>1</td>
<td></td>
<td>Rs 130—5—160—8—200—E B—8—</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Upper Division Assistants</td>
<td>4</td>
<td></td>
<td>Do</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Lower Division Assistants</td>
<td>6</td>
<td></td>
<td>Rs 110—3—131—155—B</td>
<td>4</td>
</tr>
<tr>
<td>6</td>
<td>Draughtsmen</td>
<td>5</td>
<td></td>
<td>Rs 150—5—175—6—205—E B—7</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Statistical Assistants</td>
<td>3</td>
<td></td>
<td>Rs 210—10—290—15—320—E B—15</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Primary Investigators</td>
<td>3</td>
<td></td>
<td>Do</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Stenographers</td>
<td>2</td>
<td></td>
<td>Do</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Driver</td>
<td>1</td>
<td></td>
<td>Rs 110—3—131—4—139</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Daftry</td>
<td>1</td>
<td></td>
<td>Rs 75—1—85—F B—2—95</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Chowkidar</td>
<td>1</td>
<td></td>
<td>Rs 70—1—80—E B—1—85</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Peons</td>
<td>7</td>
<td></td>
<td>Do</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Sweeper</td>
<td>1</td>
<td></td>
<td>Do</td>
<td></td>
</tr>
</tbody>
</table>
## APPENDIX 81

### FORM 9

**Abstract of Tours of the Superintendent of Census Operations, ASSAM**

<table>
<thead>
<tr>
<th>Date of departure</th>
<th>Date of return</th>
<th>Destination</th>
<th>Purpose of Tours</th>
<th>Place visited en route</th>
<th>No of miles travelled by road</th>
</tr>
</thead>
<tbody>
<tr>
<td>17-6-59</td>
<td>17-6-59</td>
<td>Gauhati and back</td>
<td>Discussion and arrangement with Deputy Commissioners for 2nd pre-testing</td>
<td></td>
<td>126 miles</td>
</tr>
<tr>
<td>3-8-59</td>
<td>4-8-59</td>
<td>Gauhati, Dimora and back.</td>
<td>Imparted training to Supervisors and Enumerators for the 2nd Pre-test of the 1961 Census</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22-9-59</td>
<td>4-10-59</td>
<td>New Delhi</td>
<td>Attended the first All-India Census Conference</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-1-50</td>
<td>15-1-60</td>
<td>Nowgong and Dibrugarh</td>
<td>Attended Census meetings convened by Deputy Commissioner, Nowgong and Deputy Commissioner, Lakhimpur, Jorhat, regarding organisation, administrative-Sibsagar and Dibrugarh preliminary actions to be taken</td>
<td>Nowgong, Sibsagar, Jorhat, Lakhimpur,</td>
<td>853 miles</td>
</tr>
<tr>
<td>19-1-60</td>
<td>22-1-60</td>
<td>Goalpara, Dhubri and Kokrajhar.</td>
<td>Attended Census meetings in the three Subdivisions regarding preparation for the Census of 1961, the questionnaires and the administrative set-up and attended also a meeting convened by the Subdivisional Officer, Kokrajhar in which the questionnaires and their complications were discussed</td>
<td></td>
<td>500 miles</td>
</tr>
<tr>
<td>2-2-60</td>
<td>5-2-60</td>
<td>Tura and Dalu</td>
<td>Imparted training to Charge Superintendents of Garo Hills, Visited the District Council and other places to find out the extent of the preparation made for the forthcoming Census and selected 2 villages for the Socio-Economic Survey</td>
<td></td>
<td>602 miles</td>
</tr>
<tr>
<td>9-2-60</td>
<td>11-2-60</td>
<td>Terpur</td>
<td>Attended Census meeting convened by Deputy Commissioner, Darrang and imparted training to Charge Superintendents and other officers entrusted with Census work.</td>
<td></td>
<td>435 miles</td>
</tr>
<tr>
<td>8-3-60</td>
<td>11-3-60</td>
<td>Jorhat, Sibsagar and Golaghat.</td>
<td>Discussion with the Deputy Commissioner, the Adull Deputy Commissioner and Subdivisional Officers about the preliminary Census works and imparted training to higher Census Officers.</td>
<td></td>
<td>570 miles</td>
</tr>
<tr>
<td>15 3-60</td>
<td>15 3-60</td>
<td>Gauhati and back</td>
<td>Discussion about the implications of the Census to the Officers selected for appointment as Charge Officers with special emphasis on Census Divisions</td>
<td></td>
<td>170 miles</td>
</tr>
<tr>
<td>7-4-60</td>
<td>7-4-60</td>
<td>Cherrapunjee and back</td>
<td>Accompanied Deputy Registrar General, India</td>
<td></td>
<td>66 miles</td>
</tr>
<tr>
<td>8-4-60</td>
<td>9-4-60</td>
<td>Gauhati and Kohata .</td>
<td>Ditto</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17-5-60</td>
<td>21 5-60</td>
<td>North Lakhimpur, Terpur and Mangaldai.</td>
<td>Training of Census Officers in the district and subdivisions concerned.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>26-5-60</td>
<td>27 5-60</td>
<td>Barpeta</td>
<td>Attended Census training meeting at Barpeta.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
APPENDIX 81—conta.

<table>
<thead>
<tr>
<th>(1)</th>
<th>(2)</th>
<th>(3)</th>
<th>(4)</th>
<th>(5)</th>
<th>(6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>7-6-60</td>
<td>10-6-60</td>
<td>Silchar, Kamrup and Hallakandi</td>
<td>Discussion with Deputy Commissioner and Sub-divisional Officers regarding the progress of Census work and imparted a general training to all Charge Superintendents regarding house numbering and house listing, etc in the subdivisions</td>
<td>—</td>
<td>896 kilometres</td>
</tr>
<tr>
<td>21-6-60</td>
<td>21-6-60</td>
<td>Jalalpur and back to Shillong</td>
<td>Attended a Census meeting convened by Sub-divisional Officer to which all the Charge Superintendents came and imparted a general training regarding house numbering and house listing besides giving them a general outlook on Census procedures and the questionnaire of 1961 Census</td>
<td>—</td>
<td>159 kilometres</td>
</tr>
<tr>
<td>25-7-60</td>
<td>24-8-60</td>
<td>Madras, Vellore and Delhi</td>
<td>Accompanied Miss V. Pakyntem for her treatment at Vellore and also attended the 2nd All India Census Conference at New Delhi</td>
<td>258 mks from Madras to Vellore—3 time Mileage travelled by plane not taken into account</td>
<td>—</td>
</tr>
<tr>
<td>7-11-60</td>
<td>7-11-60</td>
<td>Guwahati and back to Shillong</td>
<td>Received Registrar General, India at Borjhar and returned to Shillong</td>
<td>154 miles</td>
<td>—</td>
</tr>
<tr>
<td>8-11-60</td>
<td>15-11-60</td>
<td>Kohima, Phek, Nagaland, Golaghat, Sibsagar, Dibrugarh, Margherita, Ledo, Lekhpam, Digboi, Tezu and Pasighat</td>
<td>Accompanied Registrar General and on the way checked house numbering and house listing and discussed with Deputy Commissioners and Sub-divisional Officers about progress of Census works</td>
<td>560 mks Mileage travelled by plane not taken into account</td>
<td>—</td>
</tr>
<tr>
<td>26-11-60</td>
<td>26-11-60</td>
<td>Barapukuria and back to Shillong</td>
<td>Checked house numbering in the rural areas of the district</td>
<td>24 miles</td>
<td>—</td>
</tr>
<tr>
<td>2-1-61</td>
<td>7-1-61</td>
<td>Silchar, Agal and Hailakandi</td>
<td>Attended meetings of Charge Superintendents convened by Deputy Commissioners, Cachar and Mizoram and imparted Census training to them Deputy Commissioner, Addl District Magistrate and the Principal Census Officer were also present in the meeting—convening. Met the Superintendent of Industries and discussed with him about the handicrafts of the Lushai people. Discussed with Sub-divisional Officer, Hailakandi about the progress of Census work etc</td>
<td>Bualpur 1120 kilometres</td>
<td>—</td>
</tr>
<tr>
<td>18-1-61</td>
<td>18-1-61</td>
<td>Jalalpur and back to Shillong</td>
<td>Had a meeting with Sub-divisional Officer and Principal Census Officer and discussed with them about the progress of Census work as well as some difficulties experienced by the Census officers in respect of certain remote villages in the subdivision.</td>
<td>—</td>
<td>153 kilometres</td>
</tr>
<tr>
<td>30-1-61</td>
<td>30-1-61</td>
<td>Guwahati and back to Shillong</td>
<td>Inspected the house meant for the Tabulation office along with Addl Deputy Commissioner and Principal Census Officer of Guwahati.</td>
<td>—</td>
<td>270 kilometres</td>
</tr>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
</tr>
<tr>
<td>-------</td>
<td>-------</td>
<td>----------------------</td>
<td>----------------------------------------------------------------------</td>
<td>---------</td>
<td>----------</td>
</tr>
<tr>
<td>7-2-61</td>
<td>10-2-61</td>
<td>Haflong, Jatinga and Gunjong</td>
<td>Imparted training to Charge Supervintends and trained Census workers in the field.</td>
<td>620 kilo-metres</td>
<td></td>
</tr>
<tr>
<td>25-2-61</td>
<td>25-2-61</td>
<td>Soibagan and Mawpran</td>
<td>Met the Supervisors and Enumerators and checked the progress of Census-takers in the interior villages and also gave instructions as regards the difficulties and doubts experienced by them in the area.</td>
<td>105 kilo-metres</td>
<td></td>
</tr>
<tr>
<td>22-3-61</td>
<td>25-3-61</td>
<td>Shangpung (Jowai Sub-division)</td>
<td>Made Ethnographic enquiries regarding tribes inhabiting the Jaintia Hills.</td>
<td>110 miles</td>
<td></td>
</tr>
<tr>
<td>9-4-61</td>
<td>14-4-61</td>
<td>Bombay</td>
<td>Attended the training classes for consanguineous survey in the Tata Memorial Hospital and visited the office of the S.C.O., Bombay as well as the Tabulation office for the purpose of seeing the organisational set-up there, etc.</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>14-7-61</td>
<td>14-7-61</td>
<td>Gauhati and back to Shillong.</td>
<td>Inspected the progress of Tabulation work at the Gauhati Tabulation office.</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>22-7-61</td>
<td>22-7-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>27-7-61</td>
<td>27-7-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>8-8-61</td>
<td>8-8-61</td>
<td>Ditto</td>
<td>Inspected the progress of sorting work at the Gauhati Tabulation office.</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>18-8-61</td>
<td>18-8-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>25-8-61</td>
<td>25-8-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>15-9-61</td>
<td>15-9-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>29-9-61</td>
<td>29-9-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>15-11-61</td>
<td>15-11-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>8-12-61</td>
<td>8-12-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>27-12-61</td>
<td>27-12-61</td>
<td>Ditto</td>
<td>Ditto</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>31-1-62</td>
<td>9-2-62</td>
<td>New Delhi</td>
<td>Attended the Third Conference of Superintendents of Census Operations.</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>23-2-62</td>
<td>23-2-62</td>
<td>Gauhati and back to Shillong.</td>
<td>Visited the Gauhati Tabulation Office to see to the final winding up of the office and the despatch of all records, furniture, etc.</td>
<td>126 miles</td>
<td></td>
</tr>
<tr>
<td>7-3-62</td>
<td>11-3-62</td>
<td>Laitkynsew</td>
<td>Undertook Ethnographic Survey of the War Sheila people.</td>
<td>86 miles</td>
<td></td>
</tr>
</tbody>
</table>
### APPENDIX 82

**FORM 10**

Circular and Forms printed for Enumeration Period

<table>
<thead>
<tr>
<th>Description of Circular or form</th>
<th>Number of impressions</th>
<th>Date of printing</th>
<th>No. of copies printed</th>
<th>Size and weight of paper used</th>
<th>Units of paper used</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
</tr>
<tr>
<td>1. Preparation of G.V.R.</td>
<td>1</td>
<td>21-5-59</td>
<td>150</td>
<td>(26' × 40') 13' × 10'</td>
<td>Rms. Shs. Sheets</td>
<td>---</td>
</tr>
<tr>
<td>2. Appointment letter of Charge Superintendents</td>
<td>1</td>
<td>15-3-60</td>
<td>3,000</td>
<td>40 lbs. 13' × 10'</td>
<td>---</td>
<td>385</td>
</tr>
<tr>
<td>3. Appointment letter of Supervisor</td>
<td>1</td>
<td>30-3-60</td>
<td>13,000</td>
<td></td>
<td>3</td>
<td>125</td>
</tr>
<tr>
<td>4. Appointment letter to Enumerators: (English)</td>
<td>1</td>
<td>15-4-60</td>
<td>20,000</td>
<td></td>
<td>20</td>
<td>0</td>
</tr>
<tr>
<td>(Assamese)</td>
<td>1</td>
<td>30-4-60</td>
<td>60,000</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Inaugural address of Chief Secretary</td>
<td>2</td>
<td>30-4-60</td>
<td>7,000</td>
<td>10' × 6½'</td>
<td>1</td>
<td>395</td>
</tr>
<tr>
<td>6. Questionnaires for Socio- Economic Survey:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>P. i</td>
<td>8,000</td>
<td>31-5-60</td>
<td>13' × 10'</td>
<td>8</td>
<td>200</td>
<td>4,000</td>
</tr>
<tr>
<td>P. ii</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Instruction for filling up house-lists:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Assamese</td>
<td>20,000</td>
<td>3-7-60</td>
<td>10' × 6½'</td>
<td>8</td>
<td>350</td>
<td>4,350</td>
</tr>
<tr>
<td>(b) Khasi</td>
<td>1,000</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Garo</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Lushai</td>
<td>800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. The Census Plan for Assam</td>
<td>7,000</td>
<td>25-3-60</td>
<td></td>
<td>8</td>
<td>0</td>
<td>3,938</td>
</tr>
<tr>
<td>9. The Census Handbook for Assam</td>
<td>8,000</td>
<td>2-9-60</td>
<td></td>
<td>45½</td>
<td>0</td>
<td>22,750</td>
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<tr>
<td>10. Houselist Abstract:</td>
<td>26,000</td>
<td>26,000</td>
<td>13' × 10'</td>
<td>12</td>
<td>0</td>
<td>6,000</td>
</tr>
<tr>
<td>(a) Assamese</td>
<td>14,000</td>
<td>14,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(b) English</td>
<td>8,000</td>
<td>8,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Village Schedule of Industries and Crafts</td>
<td>16,000</td>
<td>30-1-61</td>
<td></td>
<td>12</td>
<td>0</td>
<td>6,000</td>
</tr>
<tr>
<td>12. Statement of receipts and destruction</td>
<td></td>
<td>29,000</td>
<td></td>
<td>7</td>
<td>125</td>
<td>3,625</td>
</tr>
<tr>
<td>13. Charge Extract</td>
<td>6,500</td>
<td>1</td>
<td>313</td>
<td>1</td>
<td>813</td>
<td></td>
</tr>
<tr>
<td>14. Circle Abstract</td>
<td>14,000</td>
<td></td>
<td></td>
<td>3</td>
<td>250</td>
<td>1,750</td>
</tr>
<tr>
<td>15. Instruction to Enumeration:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) Assamese</td>
<td>20,000</td>
<td>30-8-60</td>
<td></td>
<td>40</td>
<td>0</td>
<td>20,000</td>
</tr>
<tr>
<td>(b) Khasi</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(c) Garo</td>
<td>1,000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(d) Lushai</td>
<td>800</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(1)</td>
<td>(2)</td>
<td>(3)</td>
<td>(4)</td>
<td>(5)</td>
<td>(6)</td>
<td>(7)</td>
</tr>
<tr>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
<td>-----</td>
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</tr>
<tr>
<td>16. Abbreviations:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(a) English</td>
<td>10-10-60</td>
<td>6,000</td>
<td>20° × 26°</td>
<td>1</td>
<td>250</td>
<td>750</td>
</tr>
<tr>
<td>(b)</td>
<td>25-2-60</td>
<td>4,000</td>
<td>40° × 26°</td>
<td>-</td>
<td>-</td>
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<td>(c) English</td>
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<td>22-11-60</td>
<td>25,000</td>
<td>40° × 26°</td>
<td>3</td>
<td>70</td>
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<tr>
<td>(c) Garo</td>
<td>1</td>
<td>—</td>
<td>1,000</td>
<td>—</td>
<td>70</td>
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<td>1</td>
<td>—</td>
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<td>1</td>
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31. Household Scheduled Abstract:
- Bengali

32. Model Scheme for Training

33. Circular No. 24-Distribution and Submission of Forms and Records

34. Circular No. 25-Enumeration of houseless Institutions, etc.

35. Some facts about Census:
- (a) Assamese
- (b) Bengali
- (c) English
- (d) Khasi
- (e) Garo
- (f) Lushai

36. National Classification of occupation:

37. Post Census Survey:
- (a) Household Scheduled
- (b) Fertility Slips
## APPENDIX 83

### FORM 11

Table Showing Houselist Provisional and Final Population 1961 and dates of Receipt of Provisional Totals from Districts

<table>
<thead>
<tr>
<th>Sl. No.</th>
<th>District</th>
<th>Name of district and Subdivisional Census Officer</th>
<th>Population according to houselists</th>
<th>Date and hour of receipt of telegram or telephone of Provisional Population</th>
<th>Population District-wise</th>
<th>Variation (final from provisional)</th>
<th>Percentage of variation: (of final from provisional population)</th>
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<tr>
<td>1.</td>
<td>Goalpara</td>
<td>Shri G. Barua, I.A.S.</td>
<td>1,494,028</td>
<td>10-3-61 (9 A.M.)</td>
<td>1,533,841</td>
<td>+10,851</td>
<td>+0.66</td>
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<td></td>
<td>Shri S. Hazarika, A.C.S.</td>
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<td>1,543,892</td>
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<td>Shri G. G. Sengha, I.A.S.</td>
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<td>2.</td>
<td>Kamrup</td>
<td>Shri G. C. Phukan, I.A.S.</td>
<td>2,034,843</td>
<td>12-3-61 (3 P.M.)</td>
<td>2,063,845</td>
<td>-3,002</td>
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<td>2,066,801</td>
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<td>Shri D. Natarajan, I.A.S.</td>
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<td>Darrang</td>
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<td>1,256,655</td>
<td>10-3-61 (4-10 P.M.)</td>
<td>1,288,729</td>
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<td>Shri C. L. Rema, I.A.S.</td>
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<td>1,289,670</td>
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<td>Lakhimpur</td>
<td>Shri B. Chandra, I.A.S.</td>
<td>1,231,642</td>
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<td>1,205,340</td>
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<td>1,210,761</td>
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<td>Shri P. N. Shrikant, I.A.S.</td>
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<td>5.</td>
<td>Nowgong</td>
<td>Shri B. Karat, I.A.S.</td>
<td>1,509,314</td>
<td>12-3-61 (3-00 P.M.)</td>
<td>1,513,526</td>
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<td>1,385,301</td>
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<td>1,381,476</td>
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<td>Cachar</td>
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<td>1,302,486</td>
<td>10-3-61 (4-10 P.M.)</td>
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<td>1,307,228</td>
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<td>Garo Hills</td>
<td>Shri B. Karat, I.A.S.</td>
<td>463,839</td>
<td>13-3-61 (11-30 A.M.)</td>
<td>462,870</td>
<td>-1,062</td>
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<td>462,152</td>
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<td>United Khasi and Jaintia Hills</td>
<td>Shri M. Debs, I.A.S.</td>
<td>277,658</td>
<td>17-3-61 (9-00 A.M.)</td>
<td>279,356</td>
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<td>Shri M. S. Narasimhan, I.A.S.</td>
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<td>279,726</td>
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<td>United Mikir and North Cachar Hills</td>
<td>Shri M. Ahmed, I.A.S.</td>
<td>264,220</td>
<td>16-3-61 (9-00 A.M.)</td>
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<td>+0.63</td>
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<td>Shri M. S. Narasimhan, I.A.S.</td>
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<td>Mizoram Hills</td>
<td>Shri A. K. Roy, I.A.S.</td>
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<td>265,877</td>
<td>+1,657</td>
<td>+0.63</td>
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L/M2SCOA/62—200—27-8-63—GIPF.