

CENSUS OF INDIA

1951

WEST BENGAL,
SIKKIM & CALCUTTA

ADMINISTRATIVE REPORT

ENUMERATION



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P R E F A C E

It was intended at first to publish in one volume an administration report for the entire operations. But following the practice of other States the first part covering Enumeration, written in September 1951, is now being printed. I am indebted to my father for having revised the manuscript.

INTRODUCTION

1. *Introduction*—This part of the report is intended for my successor, should there be any census at all in 1961 on an all-in count basis. My predecessor, and before him his, left two admirable administrative reports which will be found among the papers for 1951, that of 1931 a printed volume, of 1941 in type-script bound. Between the years the country has been partitioned reducing greatly the work of a Census Superintendent, now of West Bengal only. Since their time the census budget has been different, being almost entirely borne by the Central Government, the State Government, however, still making the most vital contribution, although not in money but in men, from the district officer down to the humble *choukidar*. Great changes are happening in the administrative framework and one wonders whether they will be so great within the next ten years as to make the present set-up nearly out of date in 1961 but even if that were so my successor would have carried memories of present times to fill in the gaps. I venture to mention this because administrative changes in West Bengal are coming apace.

The details of census procedure are preserved in four sets of guard files maintained chronologically of circulars, printed or cyclostyled. Alongside will be found the various printed forms. No detailed explanation is therefore given of these circulars and forms, except to discuss where experience has suggested a departure. But it is thought fit to print in this report as Appendix I—Circular 3, dated 28 March 1950 which outlines the entire census programme of 1951 for West Bengal generally, and as Appendix II—“General Scheme for Calcutta census of 1951” which lays down the procedure that was to obtain for Calcutta city. Apart from this a synopsis of the report of the special officer for the census of Calcutta is printed as Appendix III to assist the taking of a future census of the capital.

2. *Census Legislation*—Central Act No. XXXVII of 1948 or the Indian Census Act, a permanent Act this time, establishing a permanent census department, realising a hope which my predecessors had but dimly entertained, was passed in 1948, and before Census Superintendents were on the scene the Census Commissioner for India, now the Registrar General, analogous to the Registrar General in Great Britain and Ireland, had already taken action to stir up the State Governments into recognition of his presence. The census, although still a comet, appearing every ten years, had let its tail sweep

over Secretariats and even before the Census Superintendent had been appointed, circulars had been issued to district officers giving warning of its approach, explaining a method of rough-and-ready sampling, and urging them to undertake a census of small-scale industries which would provide the necessary training for the eventual human census. A very important step had been taken by the Home Department in its Constitution and Election Branch at the time of the preparation of draft electoral rolls. In its Circular No. 780 A.R., dated 26 June 1948 in paragraph 6 it had instructed its district officers as follows:

“House numbering—Census of 1951.—Attention is invited to paragraph 6 of memorandum No. 643(2) A.R., dated 22 May 1948. A house is defined as in census. Each separate messing unit having an independent entrance to its dwelling-place may be regarded as a house. The first step regarding the census of 1951 consists of house numbering. This step is being taken now, alongside the preparation of draft rolls. The house numbering should be done as indicated in paragraph 6 of the memorandum referred to. Numbering should be done in a readily identifiable form as far as possible. This may be done by etching on wood on the door-piece or on a substantial tree near the house, or by hanging a number-plate made of wood or bamboo or by painting, or in any locally devised form. It would be advantageous if residents could be encouraged to interest themselves in devising and putting up in a suitable manner a permanent house-number on their houses. The intention is that the numbers now given will become a permanent feature of houses, rural or urban.”

This instruction, taking its cue from a circular letter of the Census Commissioner served to put the census on the map, stressed the importance of numbering every “census house”, and persuaded the electoral rolls to accept the definition of the “census house” and its rightful number. So a good time before the Census Superintendent came on the scene two things had been fairly established for his benefit, the Census Act and the census house,—the primary demographic unit.

In actual working no practical difficulties were faced in applying the Act. Appendix IV gives a list of the various notifications issued by the West Bengal Government under the Census Act defining and delegating powers. It gives a brief account of the various notifications and may be

found useful. But the following are mentioned for caution and consideration:

(a) In very few cases was it necessary to invoke the penalties of the Act. The district officers were authorised by the State Government to launch prosecutions on behalf of the State Superintendent in their respective jurisdictions. In no case was it necessary to pursue a prosecution up to the hilt, except one in Murshidabad where a particularly cussed specimen had to be brought to book. In establishing a prosecution against an offender it is of prime importance to prove that he has been duly served with and received a letter of appointment issued by a competent authority. Care was taken to drive this point home to district officers and their subordinates so that as letters of appointment were passed down from agency to agency to the ultimate recipient proper receipts of acknowledgement were taken. Cases of individual or concerted recalcitrance were usually adequately met with 'show cause' notices entailing the necessary salutary harassment as in Jalpaiguri, Nadia and Midnapur and in Asansol subdivision of Burdwan district and it was a matter of satisfaction that in almost every case the offender did not seek to deny receipt of his appointment letter and therefore it was seldom necessary to establish receipt.

(b) Mills, factories and industrial concerns are often averse to lending their staff to be trained for the census, to undertake house-numbering and attend training classes. In this respect co-operation is readily available at the higher level, between the State Superintendent and the Chambers of Commerce, but it does not readily percolate down to the mill or factory manager, understandably enough, because he is bent more on ensuring output than deputing his men,—often the most intelligent as picked up by the local census officer,—on a mission the benefits of which are not readily appreciated. A judicious mixture of appeal to good sense and threat of prosecution was found enough for our purposes in the difficult districts of 24-Parganas and Jalpaiguri. But the Act fails to make it clear that for the time that a worker is engaged in taking training and preparing for the census according to the programme drawn up by his census superior, such a person is required to be paid in full by the employer as though he were on duty during his period of absence on census work. Provision compulsorily requiring a man's services under the Act is all right but it is not good enough when, grabbed by the law, he goes unpaid by his employer for absence from duty. Numerous such cases poured in from the district of 24-Parganas which the district census officer patched up as best as he could with a tongue at once sharp and persuasive, most of the time invoking bluffs which were not

called owing to ignorance. It all went happily in the end, but this is an unsatisfactory state of affairs and with knowledge of the actual provisions of the Act,—which the Bengal Chamber of Commerce elicited from me but mercifully enough did not analyse to their logical conclusions to pass them on to their constituents,—resistance is likely to grow. It is an unsound policy to rely overmuch on tact and appeal to good sense and it would be well to fortify them with the power of the law.

(c) It is a good idea as was practised in the present census to notify in the State Gazette the full instructions for taking the census, house-numbering and treatment of the questionnaire, but the State Superintendent, developing as he does an enquiring mind, longs for particular details of information and wishes to conduct investigations not covered by the questionnaire, hoping that they will bring back answers. For instance, during the house-numbering stage he may wish to enquire, as in the present census, how many rooms a census house has. This, under the Act, the head of a family is not bound to testify and in the present census the information was elicited without the sanction of the law. To take another instance, a sample training census was taken throughout the State in December-January 1950-51 according to a pattern of selection which will be found as enclosure to Circular No. 1587(14) Cen., dated 2 November 1950. Now the Act does not provide for a sample census and while trouble was not expected from the enumerating agency there would have been nothing for it had it come from the direction of the public. Luckily it did not, although a former Secretary of the Calcutta Corporation, while the sample census was on in Calcutta, taking his stand four square on the law, threatened to prosecute the trespassing enumerator and was promptly given a wide berth with, happily, no repercussions. Or to take yet another; in the sample training census a rudimentary questionnaire was laid down for every married woman to be found in a sample census household. Except in the city of Calcutta, where it was feared that the people would readily detect the illegality of such a questionnaire on fertility and therefore was not put at all, everywhere in the State it was put in sample census houses and elicited ready and unreserved answers. This was a bold thing to do where even the Registrar General, as would be found from the correspondence, withheld his sanction, so readily given in so many other matters, and tried to dissuade the Superintendent from such a venture seeing that his opposite number in Bihar in trying to put across a similar questionnaire, in his case fortified by the sanction of the State Government as an

India question No. 13, had come to grief in several places. Considering, however, that a census comes but once in ten years and that such a huge administrative set-up with its ramifications in the remotest and inaccessible corners of the State is available for a brief period of time only it becomes too tempting for a Census Superintendent to miss the opportunity. It was his good fortune here that he had not come to grief on any occasion this time, due perhaps to the general willingness among all sections of the public fully to co-operate in this First Census of Free India and it is certainly not too generous to assume that people who had really caught the Superintendent out desisted at least from attacking him in the Press upon reflection that he was acting with the best of motives. In 1931 a similar but fuller unauthorised questionnaire on fertility put across by Porter had made with a rebuff in several districts. All this is said to make out that subsidiary or ancillary enquiries a State Superintendent may like to make not covered by the Act but of sufficient sociological interest or scientific importance may be

inserted, before the next census, in the Act itself, to give him protection, should he ever require it.

(d) The Act does not define fully how the census records are privileged, secret and inaccessible to other departments of government. The Superintendent, ten years hence, might well remember that during 1949-51 very searching enquiries were made by the Income Tax Department and a special commission was constituted by Parliament to detect large incomes begotten during the war and remaining unassessed to tax. Besides, such undesired publicity was given to the questions on the economic status of every individual, supposed to be a completely new thing in the First Census of Free India (which, in fact, they were not, having been put continuously, since 1901, public memory being short, uninformed and unduly averse to the so-called innovation) that to start with in 1950 there was a general allergy to them. It was thought fit to insert the following advertisement borrowed from the United States in every newspaper repeatedly to allay panic and disarm resistance.

CENSUS 1951

**Your answers will be
CONFIDENTIAL.**

Your ANSWERS ARE REQUIRED BY an Act of Parliament.

This Act also makes it UNLAWFUL FOR THE GOVERNMENT TO DISCLOSE ANY FACTS including NAMES or IDENTITY from your Census Officers.

Your census information cannot be USED for purposes of regulation, investigation, or taxation, like Revenue, Cess, Union Board Tax, Municipal Tax or any kind of tax or in rationing.

Your ANSWERS WILL BE USED SOLELY FOR PREPARING STATISTICAL INFORMATION concerning the Nation's population, Resources and Business Activities.

Only Authorised Census Officers will interview you and see your answers.

But whereas in the United States it means what it says, it perhaps does not in our country under the Act, which, by the way, does not expressly prohibit the demand and use of individual information by any other department of the government. Neither does the Act resolve the anomaly pointed out by Porter in his Report of 1931. Section 15 lays down that no person shall have a right to inspect a record made by a census officer and section 11 a penalty for census officers who disclose any information received by means of, or for the purposes of, a census return. But the Act does not make it clear that a census return cannot be utilised by another department of government and this is exactly the point on which the public wish to be fully assured. With increasing obligations, regulations and taxes the average individual is now in greater direct rela-

tion with government than ever before and he must be given the assurance that the return that he submits for statistical purposes will not be used against him. The need of such assurance has been specially aggravated by the preparation of the National Register of Citizens which chronicles important information about an individual and is sought to be maintained as a permanent record. The danger from the individual's point of view is real and the likelihood of resistance to the census will be great if the public have occasion to suspect that census information is not privileged against other departments of government. Recent cases of resistance in the United Kingdom, where the citizen is so docile to the proceedings of his government, usually supposed to be to his own interest, are a pointer that the extent to which the census record is privileged demands a precise and

comprehensive definition. In the present census the State Superintendent had fears that he was going beyond the assurance of the law in putting out that advertisement, so necessary at that hour as a measure of expediency and they will not be allayed until he finds adequate measures adopted for the full secrecy of the National Register. A census record is given in trust and must not suffer to be betrayed and the law must come down vigorously on any betrayal through loopholes.

3. *The framing of the census questionnaire*—As in the past the forms of census tables were finalised towards the end of 1950-51. Those drawn up by the Registrar General were discussed and finally adopted by consultation with the Population Advisory Committee, as were the subsidiary tables. This amounted to putting the cart before the horse. Logically the tables should be framed first and the questionnaire suitably worded to fit the tables. Only in this manner can a questionnaire be rigidly worded and every word of it properly defined and elucidated to secure uniform answers. Words can have vague edges and unsuspected ambiguities and even an apparently simple question can be interpreted differently by different persons. For instance question 9 (2) in the 1951 questionnaire lent itself to many and various interpretations and when the time came for limiting its scope of application it was found that its wording, because of lack of limitation in the early stages, had very considerably exceeded the possibilities of misunderstanding. All this, however, my successor will not have to suffer. The 1948 Act has made the census a permanent feature. There will be research and sample surveys in the inter-census period and consequently no lack of thought and discussion on the framing of an All-India questionnaire in the next census. At all events government will have long beforehand prescribed suitable forms for census tables.

The Indian Census Economic Classification Scheme also should come in for its share of criticism. It was circularised on the eve of enumeration and perhaps every superintendent wished that he had possessed himself of a copy at the time of writing his instructions on the questionnaire. For the Indian Census Economic Classification Scheme not only concerned the answers to questions 10 and 11 of the 1951 questionnaire but had a direct bearing on question 9 parts 1 and 2 which were responsible for three of the most vital tables in the 1951 census. The Scheme was, as one of my predecessors would have said, "not received till embarrassingly late". While, all things considered, it was a distinct improvement in the direction of international comparability, the scheme seemed

to ignore many native occupations and it was certainly difficult to fit some of them into any groups of the scheme. This was complicated by the creation of new occupational groups while the sorting and tabulation were on and by the very doubtful expedient of sub-groups. A Census Superintendent never ceased to wish that the final forms of the census tables and an Economic Classification Scheme more suited to Indian conditions within the international framework had been given to him immediately on his appointment.

There was a further complication. It was agreed at the first conference of Census Superintendents that question No. 13 should be offered to each State to frame her special question. For quite some time after this offer was made to the State Government, they were not interested in framing a question. At the instance of the Chief Secretary who very readily appreciated the value of such an offer a State question was framed in two parts but owing to the hurry with which it was in the end approved by the government, the point was perhaps ignored that the question was liable to bring doubtful returns in the context of a highly controversial Ordinance and Act in which political opinion was split from end to end and was bound to leave its mark on the record. The final form of the table in which information for the State question was to be elicited was not framed without undue delay and it was fortunate that the State Superintendent's suggested form of table was readily accepted to avoid further delay.

Unfortunate also was the uncertainty and diversity to which instructions on question No. 2 (c) relating to castes and special groups were fated. On this question, too, the Central Government left a choice of two courses to every State. It amounted to what in Secretariat parlance would be called "passing on the baby". The State Government at first framed a list of twentyfive non-backward castes which under pressure of representations they extended to thirtytwo. This caused considerable dislocation in conveying last minute instruction to enumerators, particularly in setting at rest those places where controversy raged up to the last. It left unresolved complications for the tabulation stage. In a census it is particularly important to permit no alterations or additions after decisions have been taken. In the present census, however, a feeling of uncertainty persisted throughout, causing considerable embarrassment to the Superintendent and confusion in the minds of the instructing and enumerating agency. The following suggestions of the State Superintendent of 1931 will therefore bear repetition:

"(b) during the passage of the Census Act through the legislature departments of the central

and local governments consider the details which they desire to have recorded and submit them to their government ;

“(c) during the early part of 1939 committees both in the Provinces and at the Centre consider these proposal and representations of public bodies, non-officials, etc., and report by the end of June the form of all tables in which they recommend that the information should be presented ;

“(d) the decision of the Central Government on these points be reached and communicated to local governments as early as possible thereafter and in any case not later than August or September 1939: it should be accompanied by a model schedule with the briefest possible instructions to form a basis for the preparation of provincial schedules ;

“(e) the Central Government should thereafter on no account modify the decision made except to cancel entirely any table no longer desired ;

“(f) the local government on receipt of the particulars forwarded by the Central Government consider how they can be most conveniently combined with details previously determined to be desirable as a result of consideration of its own Census Advisory Committee's report and proceed to devise a schedule and detailed instructions for eliciting both the particulars laid down by the Central Government and also those which it desires for its own purposes and after giving them publicity and considering objections make them final and deviate from them in no particular.”

4. *Conference of Census Superintendents*—The Registrar General called a Conference of all Census Superintendents in the fourth week of February 1950—a good six weeks after every Superintendent had joined his new post, the census questionnaire and draft instructions circulated, an idea of the budget in considerable detail given, and the general scheme given the opportunity of a discussion by correspondence. The ground had thus been prepared for an informed discussion and the conference when it materialised was of great value. It could not have been better timed and the opportunity it afforded to understand one another's problems was of great assistance in assessing one's own. The absence of final draft tables, however, left its mark on the discussion and in regard to certain questions State Superintendents left with an idea that they were at liberty to put on them constructions of their own. These, however, were ironed out in the course of the next six months by correspondence and in no way took away from the value of this very important meeting.

5. *Appointment of the Census Superintendent*—My successor of 1961 will probably be warned of his appointment during 1959. I had been given notice by the Under Secretary in August 1949 while I actually joined on the 8th January 1950. A notice of four months was however of very little use to me beyond looking forward to my new post, since the problems of the district of which I held charge prevented me from taking leave (a successor was not handy) and even during this time I was threatened with a transfer to another district which hung fire for a considerable time causing anxiety. It was not possible therefore to utilise the four months in any serious preparation beyond turning over the pages of old census reports, studying the 1931 administrative report, and recollecting what little memory was left of the 1941 census operations. My predecessor had joined in November 1939 but it was not until the first week of January 1950 that I was permitted to join my new post. I suffered from an ignorance of statistical theory and method and the administrative burden that the census imposes upon a Superintendent prevents him from proceeding methodically to acquire a new knowledge. *Miscellaneous schedule I* gives a list of books purchased with the help of the census budget and may prove of interest. In 1961, however, my successor will have inherited a complete library of government and United Nations publications on statistical method and population studies and if the nucleus of a census office continues this library will have acquired considerable charm and order. I do not see why he should not be as favoured as I with permission to borrow any book from any library including the West Bengal Secretariat, the School of Tropical Medicine, the All India Institute of Hygiene and Public Health, the various All India Survey Offices, the various District Collectorate libraries, the Commercial Intelligence Library, the National Library and even the Government House Library. I would however leave one piece of advice if I were to do it at all that if my successor should receive warning of his appointment at least a few months ahead he should go on leave and undergo a thorough check-up in a hospital, because, if anything, the work of the census can be lonely, harassing, and exhausting as few other duties can be and he will have to summon up all his personal pride to keep him from breaking off halfway from a physical breakdown and from being beaten at his post.

The second thing that should be guarded against is repeated threats of transfer in the middle of the work. Between 27 March and 3 May 1950 I was compelled to be an Additional District Magistrate of Howrah,—having declined to be district officer to keep my census assignment safe—to quell riots, in June 1950, and again in

May 1951, I was all but packed off to Darjeeling and Tripura from which only the Registrar General's efforts rescued me, and in July 1950 there was talk of posting me to Cooch Behar. One of the reasons of shifting from Writers' Buildings to the Commissioner's office was that I was looked upon as an "unattached" person which reflects the importance generally given to the census.

6. *Incidents of appointment should be determined at the outset*—A Census Superintendent in future will do well at the first warning to make himself acquainted with the terms of his office. He turns out to be a cheap commodity, much cheaper than a Deputy Secretary to the Government of India. His special pay is fixed *ad hoc*, varying from State to State. In West Bengal with his seniority he could easily obtain a Joint Secretary's status at the local Secretariat with a better prospect of spending his time. The census is a central subject and I do not think he would be guilty of seeking advancement if he demanded a Deputy Secretary's special pay. In 1931 the Census Superintendent was allowed to write his report at Darjeeling. In 1951 much as I would wish to do so I would not ask for it for difficulties of securing accommodation again in Calcutta for the office as well as for myself.

7. *Some special difficulties and advantages*—In 1961 with a permanent census office to inherit the Superintendent will not have that feeling of a castaway, and those difficulties which his predecessors up to 1951 had felt. But it was an experience worth acquiring to start an office from nothing and to beg and borrow one's way into an establishment. But I must in all gratitude record the following help which was ungrudgingly given me and without which I cannot imagine how I could have been in the saddle so quickly.

(a) Private accommodation is a great factor in efficiency. In my case the Chief Secretary and the Member, Board of Revenue, kindly allotted to me a requisitioned flat in the heart of Calcutta for which I could not be too thankful. It was given a good few days before I moved out of Murshidabad and left me free from personal worry. The future Superintendent will be well advised to secure a flat in Calcutta before he joins. Once he joins he will have no time to mind his personal affairs.

(b) The Chief Secretary and the Joint Secretary, Works and Buildings Department, very kindly gave me a room in the first floor of the main block of the Writers' Buildings and permitted its use indefinitely. I was never asked to vacate the room until I moved out of my own accord in May 1951, having kindly been given another appropriate suite of rooms in his office

buildings by the Commissioner of the Presidency Division across the road. Grateful thanks are due to the Hon'ble Chief Minister and the Joint Secretary, Works and Buildings Department, for so kindly building an office for my staff in the ground floor of the Writers' Buildings in the main block in what must be a record time of only ten days. This office contained a special cubicle for my Assistant Superintendent and a strong room which could be securely locked and in an inside wall of which my coffer was embedded. Three telephone extensions were provided from the Secretariat PBX, not to speak of push-bells and other amenities. My own room and that of the Assistant Superintendent were provided with a full set of office furniture including that of the stenographer. Some office furniture was also received on loan including a typewriter for my stenographer throughout the time that I sat in Writers' Buildings. All this was without any charge during the entire period I held office. I must have enjoyed a total floor space at the two buildings of well over three thousand and five hundred square feet which would have cost the census an additional sum of not less than Rs. 2,000 per month by current standards.

(c) On my request which neither the Home Department nor the Finance Department troubled themselves to examine too closely my office was given the benefit of the use of the central despatch office of the Writers' Buildings and the central duplicating section. The Secretariat also received all mail on my behalf and handed them to my office. All postage and freight on parcels were paid for by the central despatch office and all that my office had to do in this regard was to entertain a clerk part-time to enter the outgoing mail in a despatch register and to pay nominally porters for taking heavy parcels to railway booking offices. Railway parcels were however paid for from the census budget. Throughout my tenure I found it necessary to pay an honorarium of only Rs. 150 for work and expenditure which must have amounted to well over Rs. 300 per month in stamps, staff and messengers. The benefit of the central duplicating section saved the census budget a considerable capital investment because in the census it is impossible to do without cyclostyle work which is expeditious as well as economical.

(d) Neither did I have to pay charges for telegrams sent from my office and for telephone calls, trunk or local. Being in the Secretariat I made use to the best advantage of its efficient PBX because in my time telephones, before the introduction of the automatic system, could be a great time-consuming harassment. The three extensions in my own office, one of which I gave up of my own, when the Assistant Superintendent left,

kept me and my office in constant touch, while making both independent of each other. During the time the Special Officer for Census of Calcutta held office in the Commissioner's Buildings—and this too was a good thirteen months,—he got the benefit of a free Secretariat telephone extension and the value of these benefits in terms of money was considerable. Finally I must record my thanks to the Inspector General of Police for sending innumerable radio signals not only to district officers but, in obliging relaxation of his rules, even to district census officers and sub-divisional officers and permitting these officers from their end to send radio signals to me. I shall not be slow to appreciate how great the value of these favours were to me and my work, apart from the great economy they effected in the census budget.

(e) Accommodation in the Home Department section of the Writers' Buildings yielded other attendant benefits. A room in the protected area secured me against the onslaughts of job-seekers and deputationists. It kept me in constant touch with the Home Department and saved me a very great deal of time which my predecessors must have spent in navigating between their offices and the Secretariat. It enabled me to borrow typewriters, calculating machines, stationery and the services of stenographers and peons belonging to other officers without detriment to their work. As a matter of fact in the first two months I managed with the Under Secretary's stenographer, the Finance Secretary's peon and a clerk on the personal staff of the Hon'ble Chief Minister. The Registrar of the Home Department got warm uniforms made for my peons and advanced money for moving in furniture and records from the office of the Director of Land Records to the Secretariat and accommodating them while my office was being built. Such favours, repeated long after my office had been firmly established, given at a time when a Superintendent feeling himself nearly lost in his new work needed all the time he could get in scraping up a nodding acquaintance with statistics, the Registrar General's circulars and in getting his moorings, are worth more than passing appreciation, especially when one reads in the reports of his predecessors how they had cast about for every little thing.

Even if it were possible for the future Superintendent to secure accommodation in Central Government offices in Calcutta he would do well to try preferably to secure it in the State Secretariat because his work—being of the nature of an agency—lies with the State Government. If a permanent census office continues combining between census investigation and maintenance of the birth and death record it is likely to continue in the Secretariat and he will hardly

have any difficulty in starting his work. The benefits of physical accommodation in the Secretariat cannot be overestimated. It gives him the best of both worlds: he is at once a Central Government officer and a beneficiary of his parent Secretariat.

(f) The Controller of Stationery should be contacted as early as possible for a supply of typewriters, office stationery and paper and he and his deputies are certain to be as helpful and obliging as they were to me. A personal call is worth six weeks of correspondence in any matter.

The records of 1941 contained in three wooden almirahs were preserved in the census room in the office of the Director of Land Records at 35, Gopalnagar Road which had escaped the division of records at the time of the partition of the province. It was thus possible to recover every paper relating to procedure. A clock and a slide rule were not recovered although the office of the Director of Land Records acknowledged having received them in custody. A few items of furniture that had been lent to the Indian Statistical Institute by the Director of Land Records could not be recovered. The office of the Director of Land Records still maintains the census room in which will be found copies of census reports of every province and district gazetteers. The Census Superintendent can readily borrow these books.

(g) *Miscellaneous schedule 2* shows the actual indents of stationery for 1950-51, 1951-52 and 1952-53 while *miscellaneous schedule 3* gives the title, number and location of all important files and other documents. It is hoped that these will assist my successor.

8. *Office staff*—The acquittance rolls have been preserved and *miscellaneous schedule 4* gives a summary of the staff employed in the office of the Census Superintendent and the Special Census Officer for Calcutta. Some difficulty was felt in securing the services of clerks who had served in 1931 and 1941 censuses. My predecessor's stenographer was available in the Secretariat working as stenographer to the Hon'ble Member, Board of Revenue who readily parted with him but he was held back until a few weeks had needlessly elapsed and the Finance Department had made some quite unnecessary fuss over his lien and prospects in the parent department. The stenographer was made the Head Assistant—a choice well rewarded because, with the help of the Head Assistant of the previous occasion, he acquainted himself with the various files within a short time and started an office. Another old hand, the record keeper of 1941, was borrowed and taken as a lower division clerk. He proved to be a very great help. The person who had served as Accountant and Cashier in 1941 and 1931 was

contacted and taken in. These three with previous experience of census operations were of great help on the present occasion and were cheaper than raw men, if recruited. Early in February 1950 an officer of the West Bengal Junior Civil Service, previously an Assistant Director, State Statistical Bureau, with a three months' course at the International School of Population Studies in New Delhi was available as an Assistant Superintendent. Porter in 1931 had stressed the need of a personal assistant from the cadre of the Bengal Civil Service, a suggestion not accepted by Dutch in 1941. While conceding Porter some of his arguments I am inclined to agree with Dutch, especially as my task was lightened by the partition of the province. A Census Superintendent's task is essentially a one man's job and it is just as well that he should look after everything himself. A good deal of the plan throughout the operations is rather in his mind than on paper and it is from the nature of things best for only that mind to guide and supervise without letting contradictory directions embarrass work. Given an able and circumspect head assistant, who can be steadily encouraged and promoted to be a personal assistant, it may not be necessary to have a member of the State Civil Service or Junior Civil Service as a personal assistant. At least I did not feel that an Assistant Superintendent was indispensable, although he rendered useful service, especially in preparing draft Bengali Instructions on enumeration and Bengali translations of scripts; as soon as the enumeration was over and my touring less frequent I was able to relieve him to be of greater use elsewhere.

A good stenographer-typist should be procured as soon as the Census Superintendent joins. Unfortunately I was confused by a letter of the Registrar General that I ought to be able to appoint a stenographer-typist on a basic pay of Rs. 100. A good stenographer-typist cannot be had at that rate and in the Secretariat the scale for such a person is very much higher. A good stenographer-typist is a great advantage and my successor should insist on obtaining a very good one from the start the prime condition of whose appointment should be that he should be prepared to come early to work and leave it late and that he should not disdain to make typed copies of tables, extracts, etc., which a stenographer-typist usually considers the work of an office typist. A stenographer-typist who knows the work of a personal secretary about filing and docketing of papers would be ideal.

Miscellaneous schedule 4 illustrates the mistakes committed in appointing office staff. It shows how few typists were appointed and how grudgingly, sometimes after months of self-denial and overwork. It shows also how few clerks

were appointed and how overworked they were. Porter had said that it would have been ultimately economical to take in at once without hesitation as many men as could be fully employed, but conscience made cowards of us all in the Census office, inasmuch as it was only in West Bengal that remuneration was being paid to enumerators and everybody in the office was bent upon economising resolutely in other directions in order to make up, however slightly, for the financial liabilities of this unwanted distinction. Moreover there is always such a steady pressure from the Registrar General's office urging economy and more economy that a Census Superintendent identifies the maximum tightening of his belt with the maximum of efficiency. It is irksome to have to work in chronic impecuniosity and it is sometimes important for a Superintendent to remind himself that the cheapest census is not necessarily the best. The Superintendent in 1961 will, however, be fortunate to inherit the nucleus of a census office with at least the minimum of staff at their desk.

9. *Touring*—The success of the census depends to a very great extent on the amount of touring which the Census Superintendent can do before the census is taken. In the troubled year of 1950-51 no district officer could be expected to take a personal interest in the progress of the census except insofar as he was made to do so as a result of personal contact with the Census Superintendent and the latter's demi-officials. Touring for the Census Superintendent in 1950 was therefore of overwhelming importance. A district census officer works in the name and authority of his District Magistrate and the weight he carries with the Subdivisional Officers and Circle Officers is in direct proportion to the interest the District Magistrate takes in his work. It is therefore necessary for the State Superintendent to plant himself on the district officer and make that very busy person part with some of his time, which he otherwise could not have, to attend to the business of the census and to secure the necessary connection between him and the District Census Officer. Only a State Superintendent can pull the necessary weight with the district officer or subdivisional officer by personal contact and make them put forth that extra bit of energy and attention which is so necessary for success. *Miscellaneous schedule 5* gives an abstract of my tours in 1950-51 and may serve as a guide for my successor how to time his tours. It will be seen that all district headquarters were visited at least twice in the course of eight months and all subdivisional headquarters once. The only subdivisional station I could not visit was Mekliganj in Cooch Behar district which, however, is not really a subdivision. During the second round

of tours of instruction to officers, charge superintendents, circle supervisors and enumerators, punctuality at every meeting is of utmost importance. Arrival at least two or three minutes before the appointed hour is greatly appreciated and serves to shame to punctuality the habitual late comer in training classes. Except for one solitary instance in Kalimpong in December 1950 where my late arrival to a meeting of census officers, due to my accompanying another officer on an inspection on the way, was promptly punished by a depletion in the number of the audience, all other instruction meetings were very full and rewarding.

Touring for a Census Superintendent has other rewards. It gives him an opportunity to make the acquaintance of almost every officer borne on the general administration. It gives him an opportunity to know his State and to learn things at first hand if he were pursuing an enquiry of his own subsidiary to the census. In my case it was the preparation of a list of ancient monuments in every district and the intervals between lectures in various places were employed in pursuing this enquiry. This is where I must record my thanks to all district officers and subdivisional officers who, in the midst of many preoccupations looked after my accommodation, comfort, programme and meetings and ungrudgingly placed Government transport, to the denial of their own convenience, at my disposal. *Miscellaneous schedule 5* will show the large mileage covered by me during my tours in Government transport which not only made such a big saving in the census budget over my travelling expenses but enabled me to put through the maximum work and number of meetings in the minimum time and yet to be very punctual everywhere. The prompt permission given by the Government of India to travel by air to the northern districts of West Bengal was as sensible as it was economical in every way.

Sensible also was the Government of India's readiness to grant a motor car allowance of Rs. 150 to the Special Census Officer for Calcutta for his tours of inspection in Calcutta city.

Mention must be made here of the help rendered by the East Indian Railway, the Bengal Nagpur Railway, the Bengal Assam Railway and the air service companies in despatching with great speed all census parcels and in making special arrangements of booking and attaching wagons to passenger trains whenever a request was made. I dispensed with a stenographer-typist in my tours without loss of efficiency or economy.

10. *Purchase of paper and its consumption*—Very little local purchase of paper was made and all supplies were received from the Controller of Stationery and Printing. The Government of

India Press kept a separate account for all paper and printing done for West Bengal and Assam and the price of six reams and a half of paper supplied to Sikkim and obtained through the Controller of Stationery was recovered from the lump grant made for census expenses for it.

Miscellaneous schedule 6 gives a list of all circulars and forms printed, the weight of paper, size and number of copies as well as those of them that were paid for. It was decided to call the rest as indented for office use as they clearly were. In every little detail, the Controller of Stationery and the Manager of the Government of India Press can be patient and helpful and their advice should always be sought before an opinion or specification is imposed. The success of the census programme depends in any one single factor upon the Manager of Government of India Press more than upon anything else, delivering the printed forms and circulars in the required quantities according to a strict timetable, and there will be many occasions when the Census Superintendent will be unable to give his printing job to the Manager sufficiently ahead of time, because of his necessity to finalise these forms with the approval of the Registrar General or the State Government. It is therefore very necessary for the Superintendent to keep in with him to secure the extra attention in his favour to put aside less urgent printing work to despatch his own. He can be trusted to select the best and cheapest paper for any particular purpose and there was little occasion to prefer unbleached paper to the bleached variety recommended by him, which was invariably cheaper than the cheapest buff.

11. *Printing*—In pursuance of a direction given by the Central Government all printing was done by the Government of India Press, Calcutta and I did not have to go to any other place for my printing. It was fortunate that the Bengali version of instructions on the questionnaire was prepared by my Assistant Superintendent sooner than the English version; the vernacular script was thus in time. The Government of India Press has no dearth of Roman Linotypes but vernacular type setting is done in the old fashion and must be given plenty of notice. Even while I say it I must acknowledge the unfailing promptness with which all vernacular printing was done. The Nepali enumeration handbook prepared rather late,—owing to Darjeeling and Sikkim being in two minds whether to have one at all—by a Nepali Sub-Inspector of Police at the Barrackpur Police Training School, by kind permission of the Deputy Inspector General of Police, Armed Forces, West Bengal, was put through the Press in record time, the Sub-Inspector of Police helping to correct proofs overnight for which an expression of thanks is due. All

printing was done with the minimum of error and the Manager was specially resourceful in producing a very nice kind of cheap imitation parchment and handmade paper for printing certificates of honour for charge superintendents, supervisors and enumerators which lent distinction to the certificates and made the recipient feel that he was being awarded something worthwhile.

12. *Reproduction and mechanical appliances*—Miscellaneous schedule 2 shows the number of typewriters indented from the Controller of Stationery. In retrospect, it was a mistake to start with too few typewriters in the beginning but then it was always possible to borrow typewriters from my colleagues in the next room in the Secretariat. A permanent census office will probably give my successor the benefit of several typewriters and three Facit calculating machines, one of which was by permission of the Registrar General bought early in 1951, and another in September 1951. It was a great mistake to be stingy with calculating machines and I should have asked the Registrar General for one or two more early enough, had I not had however the privilege to borrow Facits from the State Statistical Bureau. At the sorting and tabulation stage Messrs. Felt & Tarrant entered into an understanding with the Registrar General over the supply of comptometers which were supposed to add up at very great speed. Messrs. Felt & Tarrant, before the Registrar General's letter came through recommending that their comptometers and operators should be engaged, had contacted me and impressed me with their speed. But when the comptometers were actually employed in making horizontal and vertical totals it was discovered that the machines were not so useful as they had promised to be. The results were liable to go wrong and it was difficult to detect at which point they had gone wrong and accuracy was unpredictable—one did not know what was happening inside. It was a different thing from the Facit which was fairly fool-proof. I would therefore recommend more Facits to my successor. The hand-worked variety is the best because the electrical model, working on contacts, is liable to be uncertain in tropical weather. But it is imagined that in the course of the next ten years mechanical calculating appliances will have improved so much as to make the Facit obsolete. I bought an Alro Disc Calculator which is a slide rule packed in a circle and can be worked with the left hand while the right takes down the results and this calculator may be found of very great help if one wishes to check up ratios himself before the script of the report goes finally to the press. Other companies demonstrated their adding and calculating machines which were found either too complicated or too expensive for a temporary office like the census.

13. *Accounts: Budgets*—There was trouble awaiting the Census Superintendent when he joined in January 1950. His budget was prepared for him at the request of the Registrar General by the local Government towards the end of 1949 for the years 1949-50 and 1950-51. On the present occasion the budget prepared by the State Government for 1950-51 entirely omitted several very relevant considerations, for instances—(a) that in spite of the fact that the census was a Central subject the State Government had to make its share of contribution in men and money—the budget assumed that the census operations would be entertained in vacuo; (b) that there was no census office and that everything had to be set up from the beginning from renting premises to buying the last little pin, was not taken into account; (c) that circumstances of district administration had radically changed and not only was it necessary to entertain additional staff for all districts, but to provide for travelling allowance, office accommodation, stationery and despatching charges all of which would have to be paid from the census budget. The budget was made by a department for another department about whose working the former was completely in the dark. The framing department [in this case the Home (C. & E.) Department] was not to blame since at this stage no detailed instruction had been received indicating the nature of the census operations and the items of expenditure for which provision was to be made. Even full provision for the Census Superintendent and the Special Census Officer for Calcutta was not made, neither an attempt to calculate their respective office staff. Appendix V gives the budget estimates for 1949-50 and 1950-51 and the actual expenditure incurred during the two years. As a footnote to this Appendix is given the budget prepared by the State Government before the Superintendent joined which will at once make it clear how uninformed the budget was. It should be possible to do without such a budget on the next occasion. Fortunately it took the Registrar General no time to appreciate that the budget prepared by the State Government was of no more than academic value and, no concurrence of the State Finance Department being any longer necessary to determine the expenditure of a Census Superintendent's office, it was very readily revised in every detail as soon as application was made. The budget for office expenditure and the administrative set-up was finalised with the Registrar General at the Superintendents' conference in February 1950 in New Delhi. But a great deal of controversy raged round the proposal of payment of remuneration to enumerators which gave the Census Superintendent no peace and kept him full of misgivings as to the fate of the ensuing operations in West

Bengal till 2 November 1950. In the February conference I had expressed the opinion that unpaid enumeration would be impossible in West Bengal for three reasons—partition and immigration had reduced leisure and affluence in the State, secondly Government no longer claiming quite the same compelling power as before and therefore unpaid enumeration was likely to be met with large scale desertions; and, thirdly, people far from spending from their own pockets for the census as in the past would insist, on economic grounds alone, upon being paid at least their out-of-pocket expenses if they were to prepare and return all records in time. The Registrar General came down to Calcutta in May 1950 to discuss the problem with the Government of the State when it was decided that the enumerators of Calcutta would be paid for at the rate of Rs. 3-2 per one hundred persons counted towards which the State would contribute a sum of rupees one lakh, the Corporation a sum of rupees one lakh or one-third of the actual expenditure whichever was less, and the census budget would pay the balance. The same rate of remuneration was suggested for the rest of West Bengal but on this point the State Government could not readily make up its mind. Cabinet ministers seemed to think that unpaid enumeration should still be possible owing perhaps to their imagining that the census was a one-night affair for which no special training and preparation was required from months before. It took several months with the help of enumeration hand books and other circulars to convince them that the census entailed a long term preparation requiring that a large mass of educated persons be engaged for several months continuously preceding the census. The final decision of the State Government and their offer to the Registrar General is contained in the second footnote to Appendix V (West Bengal letter no. 1668-AR/RIR-8/50, dated 5 October 1950) which was promptly accepted by the latter as the best in the circumstances (Registrar General's letter no. 1293/50-R.G., dated 3 November 1950). Apart from this, considerable sums of money had to be provided for house-numbering charges. Certain wrong assumptions were made in the beginning that (a) travelling allowance would be required only for the district census officer and (b) there would be no charge for district expenditure on stationery, postage, freight, etc. These had to be scrapped and fresh provision made for travelling allowance of all State employees travelling exclusively on census duty (Circular No. 1744 (14)-Cen., dated 25 November 1950) and for provision of census stationery, postage, freight and other things. These will be found in my office Circulars No. 686 (14)-Cen. and 9, dated 18 July and 20 July 1950. The Registrar General in his letter no. 3/50-camp,

dated 30 May 1950, acceded to my request for an upper division clerk for every district to take charge exclusively of the census. The Joint Secretary, Home (C. & E.) Department issued a circular letter to the same effect [No. 1289 (14)-GA/8-P-63/50, dated 8 May 1950]. Several districts and subdivisions required additional lower division clerks to help the district census clerks and the Registrar General gave permission for their employment where absolutely necessary (his letter no. 1069/50-RG., dated 21 September 1950). These lower division clerks were sanctioned so niggardly that actually as *miscellaneous schedule 7* will show only three lower division clerks were employed for a total of three months and a half in the districts of Midnapur, one for 25 days in the district of Murshidabad and one typist-copyist for three months and a half in the district of West Dinajpur. It was fortunate that the Registrar General always considered the budget capable of adjustment and re-allocation, readily acceding to his superintendent's request whenever it was made. On the other hand it was possible to effect great economies in the appointment of clerical staffs in districts and subdivisions, postage, stationery and freight with the help of demi-official letters to district and subdivisional officers suggesting thrifts, with appeals about the poverty of the census budget. A demi-official letter never failed to soothe and persuade in an apparent deadlock, and apart from the savings in money it made, it did the additional good every time of attracting the attention of the head of the district or the subdivision in untying knots in census organisation. Several thousands of rupees must have been saved in travelling allowance and freight by writing demi-official letters to district and subdivisional officers to spare their Government transport for instructing officers and for carrying census papers, apart from the saving of time that such loan of transport effected. As for additional clerical staff in district and subdivisional headquarters to help census work there was ready and willing response whenever the district officer was approached. In the districts and subdivisions work was done throughout 1950-51 without any additional staff, in most cases, without honoraria to collectorate and subdivisional clerks for work out of office hours. This is a stitch on one's conscience; moreover, it may not be possible to secure this kind of unpaid assistance in 1961 for the simple reason that work in district and subdivisional offices will have increased very greatly. It would therefore be advisable in 1961 to provide for one upper division and two lower division clerks at each district headquarters and at least one lower division clerk in every subdivision between May 1960 and May 1961. With two peons in each district station and one in each

subdivisional headquarters. This should be the minimum staff for the census to start with.

14. *Account Rules*—Circular No. 700 (15)-Cen., dated 20 July 1950 gives the details of the account rules of 1949-50 and 1950-51. The heads of account were found to work all right and in the present case the Auditor General published the rules as early as 1949. My predecessors were able to record that the Accountant General found it possible to pass bills pending proper sanction of the Registrar General but in my case the Accountant General refused to do so and, were not the office of the Registrar General very prompt in conveying sanctions, serious embarrassments would have arisen. The Superintendent had no powers of reappropriation—a point on which the Registrar General's office was also very helpful and prompt. The rules published as *miscellaneous schedule 8* were framed with the help of the Accountant General, West Bengal, on the model of 1941 and received the concurrence of the State Government before approval by the Registrar General. Delay was sometimes caused by the failure on the part of the district offices to furnish the necessary certificate over his own signature required under sub-clause 5 and owing to slackness in some district offices travelling allowance bills for journeys undertaken during 1950-51 were unpaid till September 1951. Serious inconvenience was caused owing to the delay in payment of remuneration to enumerators and payment of house-numbering charges. Up to September 1951 Rs. 41,230 out of a total provision of Rs. 471,656 for 1950-51 and 1951-52 as house-numbering charges and remuneration remained unpaid largely owing to the slackness of district and subdivisional offices to send up bills to me. At the close of the year 1950-51 it was therefore necessary to advise the Accountant General, and every treasury officer to treat this head as open, to continue the Registrar General's sanction of the previous year and to entertain bills as they came. The Accountant General was good enough not to raise any objection. The fund is still open and house-numbering and remuneration bills still continue to be presented and passed. It is feared that even up to the time I lay down my office a certain amount of house-numbering charges and remuneration to enumerators will have remained unpaid, in spite of the just clamour of those to whom they are due.

The State Government consented to permit an enhancement of the district officers' permanent advance specifically for the purpose of meeting census contingent charges [Home (C. & E.) Department No. 1534-AR/R9E-36/50, dated 19 September 1950] and without some such provision it is difficult to see how the census could have been carried through. Out of this permanent advance the district officer in his turn gave

a moiety to his subdivisions. It was possible to ensure that no bill for contingent expenditure was held up at my office unduly. It was not found necessary to print travelling allowance and contingent bills on distinctively coloured paper or in a distinctive colour of ink. An improvement was made by printing and circulating forms on which the monthly statistics of account were to be submitted to the Registrar General.

15. *Method of keeping census accounts*—It is easy to under-estimate the volume of accounts work in my office. For two financial years the budget totals annually several lakhs of rupees and in the first year about a dozen and a half disbursing officers were concerned. The whole of the accounting and complicated disbursement had to be done by a temporary accountant who had worked as accountant and cashier in 1931 and 1941. He acted both as accountant and cashier and he was never paid adequately: although in the first year he was supervised by the assistant superintendent he did the work of accountant and cashier almost alone and kept his accounts even better than the office of the Accountant General. He may not be available in 1961 in which case two officers—an accountant and a cashier had better be appointed. Owing to his repeated connections with the census operations the accountant was not required to give a security: on the other hand cash in the coffer hardly, if ever, exceeded a few hundred rupees.

16. *Financial powers*—The financial powers were communicated in Government of India, Ministry of Home Affairs' letter no. 2/12/49-Public, dated 1 November 1949. Both the financial limit and the extent of Census Superintendent's powers caused exasperation. It was fortunate that the present Superintendent did not have to deal with the Finance Department of the local Government because in the solitary case where it figured in the question of remuneration to enumerators it hung fire for many months and nearly paralysed their recruitment. It was a trying occasion but hardly called for blame to be laid at the door of that department since provision for this expenditure had not been originally made in the budget and funds had to be found now. Attempts to persuade the Local Self-Government Department to enact a law requiring local bodies like municipalities, district boards, and union boards to make contribution for the census fell through causing additional demands on the district officers' permanent advance. I agree with Porter when he said in 1931 that a Census Superintendent was not fit to be in his post at all if he could not be trusted to make appointments in his own office on a pay of as little as Rs. 150 or Rs. 200 per month and I confess to a feeling of embarrassment for having had to go up to the Registrar General for every little

sum beyond my powers. The financial limit of a Census Superintendent is so small that although it somehow worked in this census it may not do so in the next and it may be remembered that one of the reasons why it has worked this time is that the various allowances including dearness allowance attached to any non-gazetted post in these days are almost as much as, if not more than, the basic pay.

17. *Permanent Advance*—When the Census Superintendent started office he had no permanent advance. Presently he was granted a permanent advance of Rs. 200 (Registrar General's letter no. 109/50-R.G., dated 11 February 1950). It was possible to do without an advance for some time because the Home Department, as has been acknowledged above, consented to pay my bills in the beginning. This amount although by no means large was found adequate most of the time in 1950-51. At one point of time however, when the rush of despatching forms and registers to districts and subdivisions was at its highest and large amounts of packing material had to be purchased against a rising market I had to advance more than two hundred rupees of my own money because the Accountant General, West Bengal, did not think that it was necessary to increase my permanent advance temporarily and the Registrar General concurred with him. The need of a large permanent advance was obviated by arranging with the State Railways to book parcels on the voucher system, and similarly with airways companies, and respectable firms contracting with Government who agreed to present their bills at the end of the month and to receive Reserve Bank of India cheques by way of payment.

18. *Miscellaneous*—(a) A telegraphic address in the present census "Stacensus", Calcutta, was at once available and worked very satisfactorily.

(b) Every district office has preserved a guard file in the record room of all printed forms, circulars and instructions, census mauza registers and census maps. These should be of great help in the next census. Since notifications in the gazette were apt to escape the notice of the district officers a sufficient number of off-prints was every time procured to supply copies of them to all district officers, district census officers and subdivisional officers.

(c) The State Government in their resolution no. 1446-AR/R3C-12/50, dated 2 September 1950 decided that officers who distinguished themselves in the discharge of their duties connected with census operations would be entitled to have appreciative remarks entered in their character rolls or service books. It is advisable to communicate the Census Superintendent's remarks as early as practicable after the enumeration is over because such remarks are greatly appre-

ciated. The resolution also provided for the issue of certificates to non-official census workers and this time the certificates had the privilege of being awarded on the basis of a selection of roughly twenty per cent. of the total strength, to be printed very attractively on excellent paper and to carry the seal and facsimile signature of no less a person than the Chief Secretary himself. The certificates came to be regarded as valued possessions worthy of being framed and hung up on the wall.

(d) *Arrangements regarding suspension of election between 1 January and 15 March 1951*—Following the advice of 1931 and 1941 the local Government was moved to suspend elections of district boards, municipalities and union boards between 1 January 1951 and 31 March 1951. With obliging promptness the Local Self-Government Department in their Memo. no. L.S.G. I. E-5/30(13) of 17 April 1950 directed that no election should be held between 1 January 1951 and 15 March 1951. In spite of this circular the municipal elections of Howrah, threatened in the middle of the census operations, were postponed with a great deal of effort. An assembly bye-election in West Dinajpur and Malda interfered with the progress of census returns and prevented West Bengal from scoring first with her provisional census count in March.

(e) One of the first queries that a Census Superintendent should make of district officers is whether an increase in the number of towns is desirable and if so which new areas should be brought into the urban fold. This question was asked in my Circular No. 13(14)-Cen. of 24 January 1950. The replies received were considered and the Superintendent put up a consolidated proposal to the local Government for approval. The approved list was later circulated with letter no. 658(14)-Cen., dated 12 July 1950 defining the area of each new town. Three towns were added to this list later.

(f) There were no gazetted census holidays for 1951. There was no necessity for them as a full discussion decided. The Registrar General in his letter no. 847/50, dated 17 August 1950 requested all ministries to fall in line with the concessional hours of attendance to be proclaimed by each State. In his D. O. No. 1615-A.R./R3C-13/50, dated 3 October 1950 to all his Secretaries the Chief Secretary laid down the concessions that should be given to all who were employed as census officers during the period of enumeration. This was confirmed by a circular letter of request from the Chief Secretary to all chambers of commerce requesting them to fall in line with the West Bengal Government in granting identical concessions to the staff of their constituents [No. 33 (6)-Cen. of 3 January 1951 printed as Appendix XI]. This request was

respected by all departments and commercial concerns and it was possible by means of individual correspondence to make them paid concessions.

19. *Census Publicity*—A very important feature of the 1951 census was the amount of publicity the census received through every conceivable vehicle throughout the year 1950-51. The ball was set rolling as early as February 1950 by the Superintendent addressing a circular letter of appeal (No. 38-Cen., dated 8 February 1950: *Miscellaneous Schedule 9*) to prominent personalities in every walk of life and to the editors of newspapers. At a very early date most newspapers began to publish editorial comments, Sunday magazine articles and press reports about the progress of census operations, and with their help succeeded in holding public attention. Meetings were organised by the Indian Association in which important citizens were apprised of the special features of the new census of 1951. Cabinet ministers of the State at my request issued statements to the press invoking whole-hearted public co-operation and signed articles by prominent citizens advocating conscious co-operation in the First Census of Free India continued to be published in a steady trickle throughout the year. Almost every district officer printed his own appeal and displayed the census programme in his particular way. An appeal from the district or subdivisional officer has always a special effect in a district. The Director of Publicity, West Bengal, devised a publicity programme through the agency of his district and subdivisional publicity officers and placed their resources and services entirely at the disposal of the census. This was a gift the value of which it is not easy to estimate. Besides, the Director of Publicity printed and distributed about one lakh of pamphlets on two themes (a) the why and wherefore of the census and (b) its mechanics. Scripts were prepared by me in English which were ably translated by his Bengali translator and printed in very attractive pamphlets. Wall posters were printed publicising the last date of house-numbering, the confidential nature of the census record and the period of census enumeration. In July the Chief Secretary, in spite of a very heavy programme and suffering the inconvenience of having to travel to Delhi on a mission by the night airmail service, called a meeting on 19 July 1950 (his circular letter no. 1136-A.R./R3C-2/50, dated 13 July 1950) of prominent citizens of every ward of Calcutta city in which the Chief Executive Officer of Calcutta Corporation was present. In this meeting the Chief Secretary described the census programme; the duty of every prominent citizen and wound up with an exhortation to them to render every help to the operations. This

meeting set the stage for the census operations of Calcutta. About this time (14 September 1950) the Chief Minister issued an appeal which was featured in facsimile very prominently in newspapers. This appeal, reprinted by the Director of Publicity with the Chief Minister's picture, was distributed by the thousand to all parts of the State. A similar appeal issued by the Finance Minister Sri N. R. Sarkar was also widely distributed. A conference of district and subdivisional publicity officers in Calcutta on the eve of the census was very helpful. During the house-numbering stage advertisements were inserted in all better known newspapers emphasising the confidential character of the census record, the duty of the citizen towards the census, the importance of securing and maintaining a census number for one's own house and an account of the number of questions that would be put to every individual. These advertisements were repeated from time to time and bore excellent results. Great help was received from the Calcutta Electric Supply Corporation and all electric supply companies in the districts of West Bengal who agreed to let census publicity leaflets accompany their monthly electricity bills. It was possible through this vehicle to reach a very large section of the public to tell them the general purpose of having a census, its various uses in relation to planning, the confidential nature of the census record, the obligations of the citizen under the law and the actual questions which would be put to every individual. The name and address of the nearest census officer in the case of a complaint was also mentioned and it was generally acknowledged that these leaflets, designed by my assistant superintendent, were very effective. The latter also issued a leaflet in Bengali and English after a United States model addressed to school children which described the census as a great national roll call and greatly interested them when read out to them by their class teachers. The Ministry of Information and Broadcasting to the Government of India produced a film on the forthcoming census which was shown in public cinema houses. It was, however, produced too late to be shown all over the country with the help of mobile cinema units. In Calcutta and all places which boasted of a cinema, painted slides, prepared on our behalf by the Director of Publicity, were exhibited regularly for several months at intervals of film shows. The All-India Radio arranged a series of twelve lectures—six on the purpose of the census and planning to be delivered by prominent men and six to be delivered by the superintendent and his assistant on the mechanics of the census. The six general talks were opened by His Excellency the Governor to be followed up by five very appealing and instructive talks by personalities

like the Finance Minister, the Food Minister and the Parliamentary Secretary for Food. On appeals being made to editors of several newspapers they agreed to publish inset boxes on their first page throughout the three weeks of the enumeration period, for which extraordinary privilege they did not charge anything whatsoever. This favour, were it to be repaid in money, would have cost a great deal. Within the enumeration period His Excellency the Governor and the Hon'ble Chief Minister came out with two inspiring appeals which were printed in facsimile in all newspapers free of charge and an appeal from the Hon'ble Minister of Home Affairs published in both English and Bengali was distributed among enumerators to be carried on their rounds as a source of inspiration.

It has to be acknowledged that throughout the year 1950-51 enthusiasm for the First Census of Free India was never lacking. It was acknowledged as the first census in which everybody would willingly participate and which no community would allow to be tampered with by

apathy or excess of zeal. The idea of the National Register of Citizens automatically linking itself with the right of citizenship and the right to vote evoked potent and spontaneous appeal. There was also a feeling of righteous anxiety to make this record impartial and accurate against the strong popular idea going round, perhaps with good reason, that the records of 1931 and 1941 were shuffled from political motives. The realisation that the census was generally the basis of all projects led to an identification of it with planning in the popular mind and generated the hope that a correct census would be a panacea for all social and economic evils. The working of the popular mind is often strange and mysterious, but the way it worked this time was all to rational ends. It is, therefore incumbent upon the Superintendent gratefully to acknowledge that all discussion and publicity from this point of view in the press inducing persuasive interest brought ample grist to the census mill, and, I would venture to suggest, built up a store of good will toward the State.

CHAPTER I

ENUMERATION

20. *Introduction*--In February 1950 the Chief Secretary in a circular letter 407 G. A., dated 16 February 1950 introduced the Census Superintendent to district officers, heads of departments and directors in the secretariat and directed that all correspondence issuing from his office receive prompt attention. Work began with two enquiries. First, it was considered desirable to make a random survey of how effectively house-numbering had been done during the preparation of the draft electoral rolls. The procedure of enquiry was laid down in one of my first circulars No. 12 (14)-Cen., dated 21 January 1950 and replies from inquiring officers, arriving within the next two months, made it clear that house-numbering would have to be done over again because in most places it had been done merely on paper and in others, where the numbers had actually been painted on houses, some had been erased and others were not complete.

Secondly, having arrived from the charge of a district I thought I had my ears to the ground and felt that voluntary unpaid enumeration would not be possible either in Calcutta or in the districts of West Bengal. I expressed my doubts to the Joint Secretary, Home (C. & E.) Department and the Chief Secretary and both of them asked me to address a letter (No. 11(14)-Cen., dated 21 January 1950) to district officers requesting them to confirm that as in past censuses voluntary unpaid enumeration would still be possible in 1951. Alongside with this letter I persuaded two Cabinet ministers to issue press appeals stressing the importance of the census and the desirability of voluntary unpaid enumeration. Several district officers answered back to say that utmost efforts would be made to seek voluntary unpaid enumeration although they were dubious of their ability to work to a strict time-table; the remaining district officers categorically denied that voluntary unpaid enumeration was possible. The replies were shown to the Chief Secretary who asked me to bring the matter to the notice of the Registrar General at the February conference of census superintendents. This was done and the proceedings of the February conference recorded the solitary instance of West Bengal expressing its inability to carry out unpaid enumeration, the Registrar General recording that he would settle the matter on the government level.

The Registrar General came in May to Calcutta and had two conferences—one with the Secretary, Local Self Government Department, the Administrative Officer and the Chief Executive Officer of the Calcutta Corporation, the Joint Secretary, Home (C. & E.) Department and myself over arrangements of the census of Calcutta where a system of payment for enumeration for Calcutta city was agreed upon: the other with the Chief Secretary in which the Joint Secretary and I were present and the Chief Secretary remarked that unpaid enumeration would hardly be possible, he however agreeing to appeal again to the district officers, but that if payment were to be made at all for enumeration the West Bengal Government could not be expected to pay any share. The Registrar General had an interview with the Hon'ble Chief Minister where the subject of the census was generally discussed, the latter expressing doubt regarding the feasibility of unpaid enumeration.

The matter was finally placed before the Cabinet which on 2 June 1950 approved of the arrangements for Calcutta city but thought unpaid enumeration would still be possible in West Bengal and directed the Chief Secretary to write another letter to district officers to try their best to secure voluntary unpaid enumerators. The language in which the letter (No. 936 (14)-AR/RIR-8/50, dated 7 June 1950) was couched issuing from the Chief Secretary himself to the district officers virtually led the answers. If the government thought unpaid enumeration would be possible district officers would not be the persons to stand in the way and all except three district officers replied that while the quality of the census enumeration could not be guaranteed, voluntary unpaid enumeration would be possible. The meaning of these replies was all too clear: but on paper they read all right and greatly augmented the census superintendent's worries. It was all right to hear from Delhi that if the state government promised to secure unpaid enumeration he should no longer bother about it. Yet such well-meaning counsel fails to reassure a person who is in sole charge of delivering the goods. Between the months of June and October I never ceased to worry the Home (C. & E.) Department and the matter was repeatedly examined by the Finance. Finally, the latter was convinced to accept a certain line of argument which led to its statement that expenditure was necessary for enume-

ration. But it suggested a reduced rate of two rupees per one hundred persons counted; and apprehending that my programme would founder on the rock of my original rate if bargained over I thought fit to agree to this rate as something being better than nothing. The proposal was taken up to the Chief Secretary and then to the Cabinet.

The Registrar General very promptly agreed to the government proposal and authorised me to issue necessary notices (his no. 1293/50 R. G., dated 3 November 1950), sending a telegram in advance. On 2 November 1950 news of payment of remuneration was circularised to all district officers, district census officers and subdivisional officers exhorting them to make one last big effort to secure the most desirable agency. This was on 2 November 1950 and very precious time had been lost in the preceding five months in cogitation over whether the state government would pay an extra sum of rupees seventyfive thousand. If, on the other hand, the state government had agreed to pay rupees seventyfive thousand in the month of June or even if they had categorically declined to pay this sum and insisted that unpaid enumeration being out of the question, the Central Government was to pay it, there is every reason to presume that the Central Government would have agreed and paid it, and it would have been possible to make a good beginning. This delay queered the census pitch. An early declaration of payment would have enabled district census officers to secure a better type of enumerators, tie them to their work and to assign larger areas to each. Enumeration being unpaid, district census officers had to give not more than one hundred census houses to each enumerator for obvious reasons whereas with promise of payment enumerators might be given from two hundred to two hundred and fifty houses each thus greatly reducing their number but increasing the ease and possibility of training a smaller band to greater efficiency. This delay had particularly unfortunate repercussions in the districts of Midnapur, Hooghly, Howrah, 24-Parganas and Nadia and even though every district census officer eventually got away by the skin of his teeth it is wrong to think that it is enough for the census to muddle through. Except the district of Bankura where the district census officer with confidence in his loyal band withheld payment to the last to his enumerators yet producing at the same time census records which were among the best in the State, it is almost certain that unpaid enumeration would everywhere else have been marked by wide gaps and disconcerting breakdowns. The districts of Hooghly, Howrah, 24-Parganas and Nadia would have fared the worst with it while the record of other districts

would assuredly be incomplete. This census of West Bengal had an importance of its own. Coming as it did in the wake of the partition and a large refugee immigration the population of the State and the capital city was anybody's guess even the highest quarters conjectured that the population of West Bengal would be twentyeight million or more, that of the city of Calcutta four million, of the Calcutta Industrial Area seven and a half, and so forth. Clearly, in the circumstances a census had to be taken this time with confidence, care and accuracy so as not to leave doubts or lacunae to confound those for whom it was meant.

Each census has its regrets. Among many others it was a regret of this census that had the declaration of remuneration been made early enough a good deal of anxiety and uncertainty could have given place to unhurried, methodical work.

21. *Appointment of District Census Officers*—The Registrar General has desired that a census of small scale industries should be taken before arrangements for the human census were taken in hand. Immediately on my joining I requested district officers to complete the census of small industries. Owing to communal disturbances and influx of refugees the government fearing that this would be an added infliction on district officers desired me to withdraw my request. But a little later the local government circularised another letter to district officers requesting them that should the census of small scale industries have proceeded in the districts it should not be given up but gradually completed with the help of the district census officer who was going to be appointed. I seized this opportunity of addressing a letter to the Chief Secretary regarding the desirability of appointing a district census officer without delay in every district, laying down the qualification of the type of officer desired. A copy of this letter was sent to district officers requesting them to appoint suitable district census officers immediately and let me know the date of their appointment. This was at the tail end of communal disturbances and the resulting movement of displaced populations, when every officer was employed in the task of coping with problems that swept the state like a tide. My letter therefore failed of its object except only in two districts, Burdwan and Bankura, where district census officers appointed from the beginning continued till the conclusion of the census and it was no accident that the work of these two districts was of the best. Burdwan's officer was appointed on 18 May 1950 and Bankura's on 24 March 1950. The career of the census in every other district was marked by a series of dislocations and misfortunes: the districts of Birbhum,

Midnapur, Howrah, Hooghly, 24-Parganas, Malda, Cooch Behar and Darjeeling making not less than two changes in their district census officers and the districts of Nadia, Murshidabad, West Dinajpur and Jalpaiguri, not less than three. A great deal of credit must therefore go to the ministerial staff of every district and the senior deputy collector for undertaking the preliminary arrangements for preparation of the census mauza register, the delimitation of blocks, the tentative appointment of charge superintendents, circle supervisors and enumerators and for those for house-numbering, but in the absence of an officer on whom responsibility could be fastened the progress of the census programme was very uneven and caused grave anxiety. On my repeated representation to the Home (C. & E.) Department, it was able to secure the release of several sub-deputy collectors from the Commercial Tax Department and the Chief Secretary agreeably to his promise that he would provide district census officers, consented to turn them over to census work. The Home (C. & E.) Department therefore in its circular letter no. 1289 (14)-G. A./8P-63/50, dated 8 May 1950 to district officers promised sub-deputy collectors to every district in September 1950 advising them to carry on as best as they could in the meantime by deputing other officers to the task. Thus it came about that Birbhum got its district census officer who completed the census on 28 June 1950, Midnapur on 2 June 1950, Hooghly on 28 September 1950, Howrah on 19 May 1950 (a probationary deputy collector was appointed in Howrah at my request, and, notwithstanding his lack of experience, proved one of the best, as methodical as he was keen), 24-Parganas on 17 June 1950, Nadia after two changes its final district census officer on 10 July 1950, Murshidabad after two bad changes on 9 October 1950. Malda on 28 March 1950, West Dinajpur after two changes on 4 October 1950, Jalpaiguri after two changes on 19 June 1950, Darjeeling after one change as late as 15 December 1950 and Cooch Behar after two changes on 20 November 1950. Sikkim and Chandernagore were fortunate in continuing the same officer till the end of census. To those districts where census officers were not appointed till September 1950 I made it a point of paying a visit of more than a day to ensure that the census programme was brought up to date by the collectorate staff. It was good that the district census clerk in each district had been appointed permanently in the meantime and he was the person who carried responsibility and although subdivisions still fumbled I authorised during my visit the district census clerk to run up to the subdivision whenever necessary and bring the record up to date. A peon was given to each district. I had deliberately advanced the

programme for house-numbering in my circular 3, dated 28 March 1950 because I had apprehended such a contingency and had hoped that with an advanced dead line hanging over their head work up to the stage of house-numbering would at least be finished within September 1950.

It gives one a disagreeable feeling of helplessness to find no district census officer until only three or four months are left. Even when officers were released from the Commercial Tax Department the Appointment Department at one time thought that it could not keep its promise and actually posted the first few released officers to the Food and Rehabilitation Departments. The Joint Secretary, Home (C. & E.) Department came to my rescue and added his weight to my protests to the Chief Secretary and succeeded in posting officers to the districts still going without them. I wish to take this opportunity of expressing my thanks to the Joint Secretary, Home (C. & E.) Department, who looked after the census on behalf of the state government, for all the ungrudging help and advice he gave me time and again in things both great and small. Without his resourcefulness, his willingness to help me, his appreciation of my difficulties, his realisation that census work must proceed according to a strict programme, his readiness to issue circulars to district officers as I put them up to him, the execution of the census would have been difficult indeed; and he reinforced me with valuable advice and support whenever I needed them.

Looking back on those days, to remember that my linchpin, the district census officer, was not available until a very late date in most districts, —a fact which will act as a warning to my successor—it bespeaks the credit of every district census officer who with commendable industry and assiduity, acquired a firm grip of the situation within a short time, to bring the operations to a very successful close. This was a state of affairs hitherto without precedent in the country's long census history and which I hope will never be allowed to recur.

Transfer of officers like circle officers, etc., continued throughout 1950-51 but I am happy to be able to record that in the last months of the operations whenever I represented that a transfer should be held in abeyance, my wishes were respected by the Appointment Department Branch, or the Commissioner of the Division or the particular department of government under which the officers worked.

22. *The census programme*—The programme printed as part of Appendix I can safely be taken as a general guide although it will be noticed that the dates for house-numbering were far too early. Although based on the programme of 1941 each target date was advanced as a matter of practical

wisdom because there was bound to be delay in the absence of the district census officer and in the unsettled state of the country, but I could hammer everybody on the strength of the book of words. In this way it was possible to steal a month's time and spend it during September-October when the new district census officers settled down to their work. As anticipated the late monsoon of 1950 prevented the beginning of house-numbering until October; it took the whole of October to complete it in the state and the interval of the Pujah holidays was accommodated because the programme had been artificially advanced. Unless the Pujah holidays should fall towards the end of October 1961 it may be enough to aim to complete house-numbering by 31 October 1960 or the middle of November at the latest.

It is good to hustle while one waits and a little advancing of the census programme right from the beginning does no harm.

23. *Circulation of census instructions*—Census instruction is best given in three stages. The first should consist of an explanation of the general programme, the formation of census divisions, appointment of census agencies and formation of special charges. It is best to cover these topics in a series of circulars spaced in time between March and July and to follow up each circular with a supply of the necessary number of printed forms mentioned in them which must be sent direct to subdivisions for consumption of circle officers downwards. It is essential to send each printed form sufficiently ahead of time, i.e., from a month to a fortnight before the target date on which the forms are expected to be fully utilised because further distribution takes time and any delay in the receipt of forms is made a good excuse for not completing that part of the programme.

The second stage comes with the instruction on house-numbering and brief and detailed instruction on the all-India census questionnaire. During this stage an examination of house-lists and a repeated verification of the number of census enumeration pads received in each district, against the estimated population of the district according to the Registrar General's forecast, may be undertaken to advantage. Instruction on the submission of the second charge register has to be given at this stage.

The third stage of instruction should consist of direction on the distribution of census enumeration pads, the keeping of reserves, further details of instruction in answering the questionnaire, instruction on the preparation of enumerator's abstract, circle and charge summaries, the binding and despatch of enumeration pads and the preparation of mauza tickets. This is the period

when repeated training should be given to enumerators, supervisors and charge superintendents and a sample census training undertaken together with a thorough verification of house-numbering. This last stage will end with the census count and submission of the provisional census count.

24. *Distribution of forms*—Appendix VI gives a list of the number of forms printed, distributed district by district and the number actually used in each district and Appendix VII the number of charge superintendents, circle supervisors and enumerators district by district. Taken together they will give sufficient indication of the number of forms to be printed in the next census. As will be noticed the number of each form to be printed can be closely estimated and it is sufficient to keep a small margin say five per cent. for wastage. A small surplus of forms is always preferable to a shortage causing dislocations while the work is in progress, for reprinting is expensive. The Manager, Government of India Press, cannot be expected to keep over the type indefinitely, the usual period being a fortnight. It would be advantageous to request him to supply every form in bundles of five hundred copies so that packing and distribution from the Superintendent's Office may be simplified.

25. *Despatch of forms*—Forms should be despatched direct to subdivisions—all that is necessary is to issue letters of request to the General Managers of the Railways and the air service companies to the northern districts. For subdivisions in the district of Darjeeling forms were despatched by air to Siliguri and subdivisional officers were requested to contact the subdivisional officer Siliguri and obtain their share. For those of Cooch Behar, forms were sent by air to Cooch Behar town under care of the district census officer who took steps to distribute them. To all other subdivisions the forms were sent direct. For Sikkim forms were sent by air to Siliguri either care of the subdivisional officer Siliguri or the Sikkim Bankers Messrs Jethmull and Bhojraj.

26. *Forms in Hindi and Nepali*—All forms printed were bilingual in English and Bengali and nowhere was it found necessary to print forms in Hindi. In Darjeeling and Sikkim the authorities at first thought that English forms would do but later on their finding difficulty with English forms I obtained the services of a Nepali Sub-Inspector to translate instructions and forms in Nepali and sent them up to Darjeeling and Sikkim. It was not necessary to make these forms trilingual in English, Nepali and Tibetan: both Darjeeling and Sikkim saved me a great deal of trouble by their assurance that Tibetan forms would not be necessary as indeed they were not. The Anglo-Nepalese forms and Nepalese instructions were very well and neatly

printed by the Government of India Press at Calcutta.

27. *Preparation of the Census Mauza Register*

—The census mauza register in Forms A & B for rural and urban areas is the foundation of all organisation and the method of its preparation is explained in Appendix I. The preparation of this register was facilitated in some districts by the maintenance of union registers and union maps in the *choukidari* department. Its preparation is greatly facilitated by the existence of 1"=1 mile thana maps of the whole of the state in which the boundaries of a mauza together with its number according to the jurisdiction list is printed very neatly. The mauza as will be found formed the enumeration block. In the beginning of 1950 the Registrar General initiated a discussion on the definition of a village and it was successfully argued in the case of West Bengal that the cadastral survey mauza answered adequately the requirements of a village, because in most cases the cadastral survey mauza is an economic, social and agricultural unit of territory endowed with almost a self-sufficient network of communication. So the mauza was readily adopted and major settlement operations having been completed a long time before in all districts except Cooch Behar local officers as well as charge superintendents and supervisors had no difficulty with it. In those instances where the mauza was very large and had distinct collateral *paras*, it was divided into so many sub-blocks. The census mauza register was printed and a sufficient number of copies of the register was supplied to each district for rural areas only. Form B of the register applicable to urban areas was not printed centrally most municipalities getting them either printed or cyclostyled. Suggestions were made by the district census officers in their administrative reports of enlarging the mauza register by the addition of a few more columns to amalgamate the charge register with it. Although this would economise work and paper the two registers have two distinct uses at two stages of the work, the main use being a second and thorough check upon the work done and the second use, to keep the mauza register within convenient size, I therefore could not accept the suggestions.

It is of supreme importance to insist on the completion of the mauza register with all possible expedition, since census virtually begins with it.

In preparing it the 1"=1 mile thana maps are the district census officer's constant aids. They ensure against omissions or overlappings of areas and demarcate the jurisdiction of enumerators, circle supervisors and charge superintendents. They dispense with the necessity of preparing

large scale charge or circle maps and resolve all doubts regarding the jurisdiction of charge superintendents and circle supervisors. The register is best prepared at district headquarters. If necessary it is better for the district census officer to go to the subdivisional headquarters and get the register relating to the subdivision completed on the spot instead of leaving the work to the subdivisional *choukidari* clerk. Wherever a district made the mistake of asking the census mauza register to be completed in outlying subdivisions work suffered and had to be done over again against time.

28. *The formation of census divisions and appointment of the enumerating agency*—This subject was comprehensively dealt with in circular 4 of 15 April 1950. For the 1951 census only a four figure location code was adopted: the district—the thana—the cadastral survey mauza—the census house number. The subdivision and union were omitted from the location code. This made the preparation of the census mauza register with reference to the one inch thana map and the union register of the *choukidari* department of the magistracy more logical. All the same subdivisional officers and union boards were vital links and they had to be fitted in. In forming census divisions the district was divided into *thānas*, the latter being grouped under subdivisions, and each thana had so many cadastral survey mauzas each with a jurisdiction list number. First and foremost came the district census officer; in between his intermediary assistants—the subdivisional officer, the circle officer and other officers; then came the charge superintendent in charge of the union, next came the circle supervisor in charge of a circle or group of contiguous cadastral survey mauzas within the Union; and last came the enumerator in charge of the mauza or a fraction of it. West Bengal now is fully divided into unions grouped by subdivision and thana, except Cooch Behar and Darjeeling where the thanas were made charges and parcels of thana circle. Revenue thanas being outmoded no notice was taken of them and they did not interfere. Wherever possible office-bearers of union boards were made charge superintendent and circle supervisor. Where however, they voluntarily resigned in favour of school masters or petty government officials they were permitted to do so but the services of the rural police were retained for the work of the census. In the district of Nadia, parts of Murshidabad, Malda, and West Dinajpur petty government officials were appointed charge superintendent and circle supervisor in the absence of union board presidents or members. In Cooch Behar one thana charge was placed under a police officer but being a border thana he could not do much justice to census work

and had to be relieved by other officers. In Darjeeling police officers in outlying thanas had to be made charge superintendents by arrangement between the Deputy Commissioner and the Superintendent of Police. It must be said to the credit of police officers that wherever they were appointed charge superintendent they discharged their duties quite conscientiously. Their number, however, did not exceed half a dozen in West Bengal.

Contrary to my predecessor's warning circle supervisors recruited generally from the members of union boards made themselves very useful in the census operations and were almost indispensable in the more complicated districts. They did not grudge spending their leisure and even some money in looking after their enumerators, attending lecture courses and supervising house-numbering.

Since it looks as if remuneration to enumerators has come to stay as a permanent feature at least in West Bengal it may be possible in 1961 to discard an elaborate hierarchy the main purpose of which in all censuses up to the present was to stagger the work so that a single person's share was never too great, as everybody worked on an honorary basis. That the custom of honorary work was under a severe strain in 1931, and would have broken down in 1941 had it not been for communal rivalry, is more than clear from the doubts expressed by Porter and Dutch in 1931 and 1941, their advocacy for paid enumeration, and from the praise which the Census Commissioner for India in 1931 could not but lavish on honorary workers throughout the country. Honorary work being no longer possible it may be profitable in 1961 to proceed on a payment basis and do away with a very large army of indifferent and reluctant, even intractable, census workers. On the eve of the census the State Statistical Bureau, West Bengal conducted a census of displaced persons with the help of a paid agency. It did with a very small staff, completed the work in less than three months and yet did not spend more than three lakhs and a half.

The district census officer, Nadia advocated the policy of a fully paid agency and if the matter is closely examined and accepted with courage and firmness, I should think the next census can be conducted quite economically, and more efficiently than ever before. All departments of government will have greatly expanded in the next ten years and will have a far more elaborate organisation on the ground and it should be possible to harness the ground staff of various departments with the payment of fixed small honoraria as an attraction to the task of conducting and completing the work in a thoroughgoing manner.

One singular advantage of temporarily settled estates in other states of India is the presence of the paid village *patwari* who takes the census for his village. By 1961 government ground staff in all departments taken together may be available for every village and all that the census superintendent will need to do will be to co-ordinate the officers of various departments under the leadership of the district census officer by arrangement with the secretaries and heads of departments. It is true that the census cannot be taken without public co-operation. But co-operation is not compulsion as the Act makes it now and it is not necessary that members of the public should be made census office-bearers. All that might be necessary to elicit public co-operation and enthusiasm would be to form regional census advisory committees whose duty it will be to publicise and explain the purpose of a census and disarm the resistance of uninformed opinion.

Provision for the appointment of the census agency was made under section 4 of the Census Act (Act XXXVII of 1948) by a notification of the Home (C. & E.) Department No. 657 AR/RIR-9/50, dated 21 April 1950. The delegation of powers was quite elaborate and as has been mentioned above, care was taken at each stage to secure acknowledgment of receipt of appointment letters. District Officers down to circle officers were given the power to appoint assistant census officers, and charge superintendents. Delegation was thus comprehensive enough to cope with any void left by sudden last minute desertions of supervisor or enumerator.

Apart from district census officers, circle officers throughout the state made the greatest contribution to the success of the census and it is difficult to imagine census operations without this class of valiant ungrudging workers, to whom with trivial exceptions, the thanks of the census superintendent are due.

29. *Preparation of the Charge Register*—The use of the combined charge/circle register proved satisfactory. The form included provision for recording inspection of house-numbering and preliminary enumeration and the register served its purpose in making a preliminary forecast of the population and the number of census houses at the conclusion of house-numbering forming at the same time the main guiding record of all information about charges and circles. The form of the charge/circle register is given in *miscellaneous schedule 10*.

30. *House-numbering*—The way census houses were to be numbered, the beginning and end of a serial, the giving of sub-numbers and sub-letters to numbers was elaborately explained in the first chapter of the enumeration handbook. The cadastral survey *mauza* was considered the demo-

graphic unit and every mauza however big or small had to have one serial. If a mauza was to be broken up into several sub-blocks one serial was to continue throughout the sub-blocks. A sub-block was to be made on the basis more or less of two hundred and fifty census houses, the limit up to which an enumerator would be expected to count during the census period of three weeks. In setting the limit of two hundred and fifty houses in circular No. 3 of March 1950 I had in mind paid enumeration. Were I to be content with honorary enumeration this maximum of two hundred and fifty census houses would have been much too much and would have to be reduced to about one hundred. In every district there were cases of mauzas falling within the jurisdiction of two or three charges. In every such case the mauza was allotted for the purpose of the census to one of the two or three charges and made to maintain one serial and appoint its own enumerator. House-numbering was paid for in this census at the rate of (a) rupee one per twenty census houses numbered in Calcutta and (b) rupee one and annas eight for two hundred census houses numbered in the mufassil (circular no. 840 (15)-Cen., dated 20 March 1951). In Calcutta the rate included all charges of carriage, paint, brush, stencil. In the mufassil there it was supposed to enable the enumerator to pay tips to *choukidars* or carriers of the paint tin and brush, for his pencil etc. There were exceptions in certain urban areas where higher rates were paid on the charge superintendent and district census officer certifying them as actually incurred. In the districts of Burdwan, Birbhum, Hooghly, Howrah, West Dinajpur higher rates were paid even for rural areas but the total sums expended in the districts were not at all in considerable excess of the standard rate. There were very few cases of wilful defacement of house-numbers but plenty of resistance to the paint on the wall in the suburbs of Calcutta and particularly in the district of Jalpaiguri. European owners of houses and managers of mills, factories in Calcutta and its suburbs and of tea gardens in the district of Jalpaiguri proved obdurate and inordinately fussy even when numbers were offered to be elegantly painted on their gates, neither would they even lend stencils which they certainly possessed for numbering their bales and tea chests. In other parts of the State the house owner generally took pride in accepting census numbers as useful evidence of uninterrupted occupation of the land on which the premises stood. House-numbers were particularly welcome in colonies of displaced persons except for one colony Kashimbazar in Murshidabad where there was a certain amount of opposition to start with. The preparation of the house list elicited anxious enquiries in the

southern wards of Calcutta as a result of a mischievous rumour previously circulated that census workers were going round in order to help the house-requisitioning department of the government in billeting displaced families on surplus accommodation. This was promptly set at rest by notices in the newspapers that house-numbering had nothing to do with house requisition. In the mill areas around Calcutta and Howrah the aid of the police had to be invoked to wear down opposition to house-numbering but on no occasion had the police actually to intervene.

It is possible that house-numbering will be maintained in connection with the maintenance of national registers and electoral rolls. Since house-numbering has been linked up with permanent administrative geographical divisions it will have to be perpetuated. The agricultural census is on and doubtless sample surveys will be made in the coming decennium. All this will require the maintenance of a full list of villages and number of houses in each village and since house-numbering has taken the general pattern of starting from the north-west of a village to finish at its south-east, the numbers will be easy to maintain and inspect.

Granted a small expenditure from the union board fund for the restoration of defaced numbers it should be fairly simple to maintain numbers on census houses.

31. *Training of the enumerating agency*—The greatest stress was laid from the very beginning upon the importance of properly training enumerators. With this end in view elaborate instructions with specimen illustrations of every conceivable variety was drawn up in July and printed in the form of an enumeration handbook. The issue of a brief instruction folder was held over until the very eve of the census. It was the general opinion that the single sheet eight-page enumeration folder was more valuable than the enumeration handbook and my successor will certainly consider issuing a handbook not bigger in size than the Nepali handbook translated and summarised from the English version. The Bengali version, rendered by my assistant superintendent was appreciated. District census officers were directed to hold regional meetings with circle officers and other superior census training agencies and draw up training programmes with the utmost care. It was insisted that they should draw up a complete roster giving the date and place of every training class. Attendance at four training classes was laid down as the minimum entitling a man to remuneration and training classes were to be so distributed that no enumerator would have to travel more than three miles to attend them. Government employees of all description were placed on the scheme of taking

training classes and energetic charge superintendents were also given the privilege of taking them. Portable roll-up black boards were indented from Poona and given to each district census officer with the form of the slip painted on them and it was obligatory to demonstrate on the black board. The scheme of training was laid down in the enumeration handbook and demonstrated by the census superintendent in person in all districts and subdivisions of the state repeatedly in meetings. It is impossible to over-emphasise the necessity for personal initiative of all ranks in the census agency and the interest taken in the census by supervisors and enumerators is bound to be directly proportional to the extent of personal instruction which they receive.

It redounds to the credit of training officers that they made the training classes useful. There was a tendency at first to confine them to theoretical explanations but this was soon replaced by test enumeration from among persons present, by hauling up a living example to the black board and setting him down on the specimen enumeration slip.

In the course of the training a sample census was held throughout the state on a particular day—22 December 1950 for the districts and 14 January 1951 for the city of Calcutta. Each enumerator was given a booklet of twenty-five enumeration slips specially stitched for the purpose and forwarded by the Registrar General and every enumerator was called upon to census fully only three census households selected according to a particular pattern within his jurisdiction. This enquiry had a rider attached to it in the form of a fertility enquiry the schedule of which was ready printed on the pamphlet of instruction for taking the sample census. The enumerator's abstract was also supplied ready printed while supervisors and charge superintendents were expected to make manuscript copies of charge and circle summaries. This sample training census was more of a success than was imagined in the beginning and served to infuse confidence and thoroughness into census enumerators. In the training classes that came after the sample census occurred an opportunity of discussing completely all mistakes committed on the sample slips. This discussion was followed immediately after by the distribution of single-sheet eight-page instruction folders presenting in a tabulated form the symbols of variants to each particular question. An English version of the Bengali folder was circulated in Calcutta and Darjeeling. The idea of the form of the folder originated in the district census officer of Murshidabad. So great was the enthusiasm for mastering the instructions and the various symbols that the subdivisional census clerk of Tufanganj in Cooch Behar district versi-

fied in racy local dialect the instructions, abbreviations and symbols which with minor corrections were fit for circulation as worthy of emulation. The economic question 9, 10 and 11 presented the greatest difficulty and in my opinion, although they had had precedents in 1921, 1931 and 1941 censuses the procedure of recording answers to them were clumsy and confusing to a degree. It was found expedient to teach how to get these questions answered not by the direct method but by *via negativa* or the indirect method of getting at them by a process of elimination. For these particular questions the forms obtaining in the United Kingdom are more suitable and readily intelligible and ought to go down very much better with a large congeries of enumerating agency.

32. *The Enumeration Slip*—The enumeration slip was unsatisfactory. It was too small and the questions were crowded much too much so that an enumerator who wrote a big hand found it impossible to pack all the answers in that short space. Printing and paper were bad. In this respect the 1941 census enumeration slip was better. It was rectangular on strong buff paper with plenty of space for each question. The wire-stitching was unsatisfactory and bookbinding bad. Most pads had no space at the top to permit the insertion of the location code which had therefore to be inserted in the great majority of cases at the bottom of the slip. A good number of the pads did not contain the full one hundred slips: their number varied as much as six more or less than a hundred in a pad. This was troublesome to the enumerator who had to be chary of every pad.

As has been mentioned above the questionnaire was marked by indecision until the very last moment. The state government having put question 13 in two parts for which the line was not divided into two compartments it was found unsuitable and made the answers untidy. Almost at the very last moment the Registrar General directed that everybody's father's or husband's name must be recorded in the census slip; it was difficult to fit in this instruction on the small enumeration slip: ultimately it found its place along with the answer to question 5 on the census slip and in brackets below the person's name in the national register of citizens. These makeshift arrangements and last minute packings did not help to make the census slip by any means a tidy document.

33. *Distribution of pads and maintenance of reserves*—In the beginning of 1950 the Registrar General made his estimate of population of each district and, with a margin of ten per cent. on the estimate, dispatched enumeration pads to districts direct from the government press at

Aligarh. As the actual census proved the estimates were fair and the margin allowed by the Registrar General would have sufficed but for wild guesses made throughout 1950 of the population of the State and of the city of Calcutta. No less a person than the Food Minister of the State based his estimate of the population at twentyeight million. To be on the side of safety I asked for more pads than actually used for the districts of 24-Parganas, Burdwan, Howrah, Nadia, Hooghly, Jalpaiguri, Cooch Behar, Chandernagore and Sikkim. The additional supply was in excess of the actual need by about two and a half million slips for which reckless but emphatic rumours alone were responsible and it was considered inadvisable to take chances. The scheme of distribution of enumeration pads and forms of the national registers to enumerators and maintenance of reserves of pads and national registers at check points of the circle officer, the charge superintendents and the circle supervisor was laid down in circular no. 1699 (18)-Cen. and 1824 (18)-Cen., dated 16 November 1950 and 1 December 1950. This scheme worked very satisfactorily. Burdwan and Birbhum made an extra demand owing to panicky rumour. It has been suggested by several district census officers that circle officers should keep a more liberal reserve but I do not think that it is necessary because a big reserve means waste and the possibility of wrongful use. The formula of distribution is printed in *miscellaneous schedule 11*.

34. *Advance provisional totals*—The census was taken at a time when at no stage before the final count was it possible to predict with confidence that the arrangements would not break down anywhere owing to communal disturbances, strikes or agitation leading to the defection of enumerator: recusancy at the last moment was difficult to punish or provide for. It was therefore necessary to make the preliminary estimate of population at the house-numbering stage as carefully as possible so that in the event of a breakdown the count at this stage might serve our purpose. In spite of all the care bestowed at this stage the count varied from the final one by as much as two per cent. either way in some districts. This was because (a) at the house-numbering stage many householders gave the approximate number of the inmates of their households; (b) the food crisis being at its worst about this time and modified rationing prevailing in most rural areas, people mistakenly linked up rationing with the preliminary count and were inclined to give fictitious figures. A table comparing the population recorded at the time of the preparation of houselists with that struck immediately after the conclusion of the census and the final figure arrived at after tabulation is given in

miscellaneous schedule 12. It shows how careful were the preparation of the houselists and the preliminary count in October 1950. The advance provisional totals provide the basis of distribution of enumeration pads, national registers and other forms and give the district census officer the opportunity of a final verification of his census work.

35. *Verification of the record during the period of enumeration*—The period of enumeration having been spread over twenty days followed by a revisional period of two days besides the reference date of 1 March 1951 which makes a total period of twentythree days was designed to secure ample time for verification of the record by the superior census agency. The usual rule with the enumerator was to complete the *de facto* census in the course of the first ten days, to settle down to the writing of the national register of citizens in the following few days up to 28 February and then conclude the census by revisional rounds. The extended period of enumeration gave the district census officer and the circle officers the advantage of quickly replacing defections or defaults owing to sickness by drawing from the reserves. In February 1951 a particularly extensive small pox epidemic prevailed in the State and claimed many victims not only in Calcutta but also in the districts. Only the three-week period came to our rescue in the way just mentioned.

On the other hand the three-week period seems a little too long for a census and makes it difficult to avoid the pitfalls of double enumeration and outright omission. The extended period granted mainly for the convenience of the enumerating agency did not fully consider the limitations of a *de facto* census. It might be possible in 1961 to reduce the period of enumeration.

It is a golden rule not to let special holidays fall within the enumeration period. In the 1951 census the Saraswati Pujah with two days of holiday interfered with its smooth beginning. It is much better to steer clear of holidays altogether.

36. *Provisional totals*—*Miscellaneous Schedule 13* shows the date on which provisional totals were reported from each district together with the variation of the figure reported finally on the conclusion of tabulation. Calcutta was remarkably quick with her provisional totals and most other districts did very well. An Assembly bye-election in West Dinajpur, however, took all officers away from the census for a long period and it could signal its final population only on 29 March. Credit goes to the district census officers, charge superintendents and circle supervisors for giving provisional totals that are in most cases

within a fraction of one per cent. of the final figures.

37. *District charges*—Appendix VIII shows details of the district census charges incurred on the present occasion. A warning has already been given against accepting it as a safe guide for estimates of expenditure for the next occasion. It must be remembered that it represents expenditure restricted to the utmost to make up for the unwanted distinction of West Bengal being the only state paying for its enumeration. Various amenities were asked for and obtained from district officers which it may not be necessary to have in the same way nor may district officers be in a position to afford in 1961. The most noteworthy saving was made in transport and freight within a district. The rate for painting house-numbers and for contingent expenditure was fixed at a very arbitrary minimum, much lower than what I had secured from the Registrar General (see my letter no. 1102-Cen., dated 1 September 1950 and the Registrar General's reply no. 1069/50RG., dated 21 September 1950 fixing the house-numbering charges at Rs. 2/12/- per one hundred census houses). District boards, municipalities and union boards were unable to make monetary contribution in the absence of legislative sanction. Petty census charges such as expenditure on paper, pen and ink, journeys undertaken to attend instructional classes and census conferences, were in retrospect arbitrarily thrust inclusively into the piece rate of one hundred persons counted. It is difficult to imagine that the enumerator after meeting his various out-of-pocket expenses, travelling charges, purchase of pen and ink and blotting paper, or expenditure over cups of tea and bus fare made any saving at all out of his remuneration which worked out on an average of twelve to fourteen rupees per head. This was for twenty-three days of work during the census period and at least ten days more spent on training classes, conferences, taking delivery of forms and papers, and making return of all census records. Any rough and ready, not to speak of detailed, accounting of what the enumerator must have spent and of what he received must be oppressive to the conscience and there is no doubt that over and above the remuneration paid the enumerator must have spent some money from his own pocket. It was thus never possible to mention the remuneration to an enumerator except apologetically, and it would be adding insult to injury to try to secure work by a threat of withholding it. Circle supervisors and charge superintendents were paid nothing at all: apart from the demands made on their time, their profession and leisure, they must have been hard put to it as regards necessary out-of-pocket expense which they must have

incurred without being paid by government. Appendix VI therefore cannot serve as a guide for 1961 but only gives an indication of the broad heads of expenditure.

38. *Census charges in Sikkim and Chandernagore*—Cooch Behar, having formed a district of West Bengal in 1950, it ceased to be a state. A contribution of one thousand rupees was made to the Government of Sikkim towards census expenditure being roughly half of the total census expenditure of that State. The census of Chandernagore was conducted by West Bengal and a contribution of Rs. 983/8/- was made by the Government of India as the result of a financial agreement between the State Superintendent and the Indian Administrator ratified by the Registrar General.

The expenditure in the districts or these two places does not take into account the forms and instructions printed at the Government of India Press, Calcutta. Neither does it take into account, such stationery as were supplied free of cost from the superintendent's office.

39. *Arrangement for census of special areas*—

(a) *Ports*—Rules for the census of the port of Calcutta appear in Appendix II. The co-operation of the port commissioners, the deputy commissioner, port police, the collector of customs and the officer in charge of the pilot vessels at the Sandheads was secured in carrying out this part of the census.

(b) *Census of ocean-going vessels about to enter the Port of Calcutta on the census reference date*—Rules for this particular kind of census were made the subject of a special instruction and presented no difficulty in actual working. The Shipping Master at Calcutta was particularly helpful in taking this census.

(c) *Inland steamers*—A scheme for the census of persons employed in river steamers were finalised by consultation with the various inland steamer companies. The scheme was embodied in circular no. 10, dated 21 September 1950 and worked satisfactorily.

(d) *Jails, Railways, River Patrols, Troops and Cantonments*—The formation of special charges covering these institutions was made the subject of the special circular no. 5, dated 28 April 1950 (for railway areas) and circular no. 7, dated 20 June 1950 (for cantonments, military forces stationed outside cantonments, boat populations, jails, hospitals, asylums etc., police and missions). The rules laid down therein worked quite satisfactorily.

(e) *The 24-Parganas Forest Division*—Rules for the census of the 24-Parganas forest division were framed in consultation with the Director General of Forests and the divisional officer of the 24-Parganas forest division and were sent round

in circular no. 6, dated 10 June 1950 printed as Appendix IX. The bulk of the work in the forest division fell on two days before and after the reference date of 1 March. The state superintendent took the opportunity of imparting instruction himself in all forest stations in the 24-Parganas during November.

40. *Census of Sikkim*—The arrangements for the census of Sikkim appear as Appendix X. Taking the advice of his predecessors in 1931 and 1941 the superintendent visited Gangtok as early as May 1950 and went over every detail proposed in the administrative report of 1931. Considerable modifications were made in the light of changed circumstances and the final form of instruction together with a strict time-table was sent along to the Dewan, Sikkim, as a part of the superintendent's tour diary. A tendency was noticeable on the very eve of the census to modify the census time-table on a plea of doubtful convenience but on the superintendent firmly insisting on the original time-table already drawn up in consultation with the State's officers, the original time-table was re-adopted and the census was conducted smoothly. It was not necessary to make a Tibetan version of the enumeration handbook, the whole State of Sikkim being now able to despatch its business in the Nepali language and script; copies of Nepali handbooks and national registers were sent out to Sikkim. The State was divided into an eastern and a western charge according to the two police stations Gangtok and Namchi and there were ten circles including a special circle comprising the State-controlled bazars. Charge superintendents were paid employees of the State, one census officer of Sikkim being in charge of Gangtok police station and another of Namchi police station. The ten circle supervisors were paid by the local government and the expenses were included in the share of the money paid by India. Enumerators were paid at the West Bengal piece rate. Monasteries, schools, the hospital and the jail were enumerated as part of the blocks in which they fell and not under a special procedure. The old time elakas were regarded as the limits of a block in charge of an enumerator. Sri C. S. Roy was made the census officer under the control of Rai Bahadur T. D. Densapa, O.B.E., the education officer. Both of them had experience of the 1941 census.

Rough drafts were made at first of the census record of every individual from which the information was transferred to census enumeration slips and national registers at the secretariat in Gangtok. As a result the enumeration slip and national registers of Sikkim State were the neatest of all papers received by the state superintendent

and there was a hundred per cent. tally between the enumeration slips and national registers.

This did not prevent the State of Sikkim from delivering its provisional totals of population on 2 April 1951. This was very creditable when one remembers what long and difficult, and in most places snow-bound, miles the enumerator's abstracts, circle and charge summaries had to travel before they were compiled in Gangtok.

The state superintendent paid a visit of three hours one evening in the third week of December 1950 and took a long training class with charge superintendents, supervisors and several enumerators in which the Dewan, the education officer and the census officers were present. The lecture given with the help of demonstrations on a roll-up black board gave the instructors an idea of how to take training classes.

The two visits to Sikkim one in May and another in December were very rewarding and should be repeated in 1961 to be followed by a third visit after the conclusion of the enumeration as was done in June 1951. It is difficult to undertake a verification tour in June due to the onset of the monsoon, but such a tour of verification should be undertaken in September in any part of Sikkim to check for one's satisfaction that house-numbering and enumeration were properly done.

41. *Census of Chandernagore*—This was the first time that the all-India census covered Chandernagore. The decision to take its census was conveyed by the Registrar General in his letter no. 405/50RG, dated 11 May 1950. The state superintendent immediately entered into correspondence with the administrator and sent him a set of circulars so far issued requesting him to appoint a census officer. The state superintendent paid a visit on the 28 July 1950 to Chandernagore and finalised arrangements with the administrator and the census officer. The administrator asked for a share of the expenditure since, as he said, a census taken in 1948 had been taken on the basis of payment of remuneration to enumerators. The census superintendent in anticipation of the Registrar General's sanction agreed to pay a sum of Rs. 983/8/- from the census budget. The Indian census act was extended to Chandernagore by notification no. 414 Eur/I/50, dated 14 November 1950 of the Government of India, as the result of a representation made by the Indian Administrator urging the extension of the Act to give the census operations the necessary validity.

The state superintendent paid another visit on 28 November 1950 and took a long training class in which ministers, supervisors and several enumerators as well as the administrator and the census officer were present. The census records

of Chandernagore were neatly and carefully prepared.

42. *Census of Calcutta*—A detailed report of the census of Calcutta by the special census officer has been kept on record significant extracts from which are printed in Appendix III to this chapter. This appendix making suggestions for improvements for the future makes it unnecessary to deal here with more than a few general questions.

43. *Census of Calcutta in 1961*—The census of Calcutta has probably come to stay as a paid one. Thanks to the new Calcutta Municipal Bill which is already a good way through the legislature, there will be in 1961 a commissioner appointed by the State Government whose position will be analogous to that of the present Chief Executive Officer. He will be an officer of the State Government and therefore his help can be taken for granted. The success of the 1951 census of Calcutta is chiefly attributable to Sri R. S. Trivedi, I.C.S., Chief Executive Officer of the Calcutta Corporation, who turned over the entire personnel of the Calcutta Corporation to the guidance of the special census officer with strict instruction to consider the despatch of the census operations of great importance to their own careers. The corporation was in a state of super-session and the special census officer did not have to do with councillors, aldermen and mayor. The corporation was almost like a government department with its head of office particularly sympathetic to the cause of the census. Charge superintendents for the wards of Calcutta city were selected from among the superior cadre of officers. Circle supervisors, given a fixed honorarium of Rs. 30/- per month for six months and six days, beginning from 10 September 1950, were recruited mostly from among the ranks of the middle and subordinate cadre of the corporation employees. For every ward a charge clerk was appointed by the special officer and attached to the charge superintendent. The charge clerk was a whole-time census employee on a fixed salary upon whom was fastened the responsibility of seeing through every item of the programme. A peon was given to each charge and attached to the charge clerk. The Chief Executive Officer very kindly made available to the special officer all suitable corporation premises for the holding of charge offices and training classes. The use of the council room of the Calcutta Corporation was kindly lent to him for holding special classes of charge superintendents and circle supervisors and in the preliminary sessions the Chief Executive Officer found it possible to attend for some time the council room lectures.

Enumerators were selected mostly from among the ranks of government employees both central

and local, from the various railway establishments, the banks and even private commercial concerns. The recruitment drive was initiated by the Registrar General's D. O. No. 847/50RG of 17 August 1950 to all secretaries of the ministries of the Government of India to be followed by D.O. no. 1615-RG/R3C-13/50, dated 3 October 1950 from the Chief Secretary West Bengal, to all his secretaries urging the fullest co-operation by loan of staff. This was followed by a more specific instruction from the Chief Secretary to his secretaries in his letter no. 1671AR of 5 October 1950 directing that a full list of clerks should be forwarded to the special officer, laying down the period of their work and the concessions they will be expected to receive. On response being insufficient the superintendent had to issue a stiff reminder which produced the desired result (letter no. 1634-Cen., dated 10 November 1950). Each enumerator was given a lump sum of Rs. 2/8/- for meeting out-of-pocket expenses, travelling to training classes and cost of stationery, besides the piece rate of Rs. 3/2/- per one hundred persons counted. The special census officer made his selections very carefully ably assisted by the four district officers, whole time census employees for the four municipal districts of Calcutta. Care was taken to weed out the bad selections and so to organise appointments that an enumerator's block of work was almost invariably within four hundred yards of his residence. Representations for exemption were firmly discountenanced and did not create any serious difficulty except in the first few days when the training classes began. A particularly comprehensive network of training classes throughout the city of Calcutta well spaced in time was laid out by the special officer and the State Superintendent took the opportunity of taking training classes in six wards himself. The special officer discarded the old type training conferences in the Town Hall with attendance of over three thousand enumerators at a time and arranged small instructional classes of about one hundred persons each.

44. *Special Census Officer for Calcutta*—It is now fairly established with the tradition of eight censuses at its back that the census of Calcutta should be conducted by a special officer solely appointed for the purpose, that such an officer should preferably be from the State Civil Service and should set up his own office and staff, and the corporation should be required in all possible ways to help him. Such an officer alone can properly co-ordinate the Calcutta Corporation, the Port Commissioners, the military authorities at Fort William, the station commander, Indian Navy and the Maidan authorities.

45. *The cost of the Calcutta Census*—The final arrangement for the taking of Calcutta's census has been discussed above. In the new Calcutta Municipal Bill of 1951 the chapter on the census of Calcutta has been omitted altogether thus making the census entirely the business of the Central Government. The omission was brought to the notice of the Registrar General but he did not think it fit to remonstrate with the State Government at this stage. In the absence of a chapter on census in the new Act the cost of Calcutta census will probably have to be borne wholly by the Central Government. A detailed account of the staff of Calcutta census is given in *miscellaneous schedule 4* which will serve as a guide as regards the description of staff that will have to be employed by stages. Owing to a pretty severe state of unemployment among Displaced persons from which the staff of the special officer was mostly drawn it was possible to get away with paying salaries which will not perhaps be possible in 1961. The staff mentioned in *miscellaneous schedule 4* represents what can be used to the best advantage, keeping everybody up to the neck in work and I should recommend a slightly generous numerical strength because in 1950 the special officer supplemented the census staff by drafting re-inforcements from his election staff of Calcutta of which he was in superior charge.

46. *Accommodation for the Special Census Officer*—As has been mentioned above the Commissioner of the Presidency Division was kind enough to make over two very big rooms covering a floor space of about fifteen hundred square feet to the special census officer and his staff in response to my request. This accommodation provided room for the special census officer and his entire office including space for storing forms, stationery and other articles. He was given the benefit of a secretariat telephone extension free of

cost. On the conclusion of the census when the special officer moved out to another building in charge of the Calcutta Tabulation Office this accommodation together with several essential items of furniture including chairs and long tables, electric fans and lights was very kindly made over to me by the Divisional Commissioner free of cost.

47. *Furniture for the Special Census Officer*—Apart from the furniture that was received on loan from the Commissioner's office and the collector of stamps, the special census officer took some furniture on hire on a monthly basis. The total of hire charges amounted to Rs. 628/-. The Registrar General sanctioned the installation of a telephone on Government account at the residence of the special officer.

48. *The Special Officer's staff*—The special census officer joined on 30 June 1950. He was given an assistant special officer in the person of Sri P. K. Bose, W.B.J.C.S., and powers under section 4 were conferred on both by notification nos. 1498AR and 1499AR, dated 12 September 1950 of the state gazette. Four district census officers and four peons for the four municipal districts of Calcutta were appointed simultaneously. Thirtytwo charge clerks and thirtytwo peons for the thirtytwo wards of Calcutta city were appointed at the same time. *Miscellaneous schedule 4* gives the staff in the special census office employed from time to time. My successor will remember that at no time did the special census officer work with a staff which was not much smaller than his real requirements. The proximity of the special officer's office to that of the superintendent made it possible to work in close co-operation by sharing typing and distribution work. All members of the staff continuously worked overtime throughout 1950-51 without extra remuneration and for this they deserve the best thanks of the census authorities.

APPENDIX I

Office of the Superintendent of Census Operations, West Bengal

CIRCULAR NO. 3

Calcutta, the 28th March, 1950

SUMMARY OF CENSUS OPERATIONS

I have attempted here a summary of the various stages of the census leading to enumeration and the census date. The details will be filled in with later circulars but the broad outline is here intended to put the District Census Officer, the Subdivisional Officer and the Circle Officer on the map. The census of 1951 will broadly follow its predecessors in a more simplified and direct form.

I. The Legal Basis—The Census Act (XXXVII of 1948)

2. **The Indian Census Act of 1948**—This is reprinted as Annexure I, and provides the legal basis of all activity. It will be found that it is not a mere replica of the previous Act. Sections 6 and 7 have very explicitly extended and comprehensively defined the fiat and authority of the Government in compelling assistance as and to census officers, while sections 8, 9, 10 and 11 have defined the duties, obligations and penalties at all stages of the census in a more comprehensive form than hitherto.

A diligent study of the Act will reveal that it practically provides for all eventualities.

II. Organisation of Territory and Personnel

3. **The District Census Officer**—The District Officer will be the head of the organisation of his district but for practical convenience he will appoint and have a District Census Officer. The District Census Officer will conduct the census of the district on behalf of his District Officer.

4. **His duties**—Deputising for the District Officer, the District Census Officer will execute work at District headquarters and co-ordinate the Subdivisional Officers and with their help carry through the census operations in the subdivisions. He will receive and disseminate instructions, forms and enumeration pads. He will divide the district into census charges and will supervise the subdivision of charges into smaller and ultimate units of enumeration. He will appoint and control charge superintendents, circle supervisors and enumerators. He will be responsible for the training and instruction of all grades of census officers under him and the complete success of the census. He is the key man and will be helped by the other key officers at every stage: the Subdivisional Officer, the Circle Officer and other officers of the district.

5. **Census Divisions**—The most essential prerequisite of census work is the graduated breaking up very small of the entire district to distribute the work and build up a pyramid of jurisdiction and responsibility from below. This pyramidal structure is called the census divisions embraced by the Location Code.

The object of the census is to count every person once and enter his personal characteristics on a slip of paper. His location or habitation has therefore to be very definitely ascertained and there should be census officers to take charge of each person. This is the purpose of census divisions.

6. **The Location Code**—For the purpose of locating every individual in his habitation the District Census Officer will divide his district into progressively smaller units down to the house. Thus he will describe each unit of dwelling of a household with the help of a Location Code strung out of the census divisions.

The Location Code of a dwelling in non-municipal rural areas will consist of four numbers: The number of the district—the number of the thana—the number of the Jurisdiction of the C. S. Mauza—and the number of the dwelling in the C. S. Mauza. The Location Code of a dwelling in municipalities and non-municipal towns will similarly consist of four numbers: The number of the district—the number of the municipality or non-municipal town to be described by a Roman numeral—the number of the territorial ward (or Jurisdiction List No. if non-municipal)—the number of the dwelling in the territorial ward.

The chart for the Location Code for rural areas will be as follows:—

Number of the District.
Number of the Thana.
Number of the J. L. of Mauza.
Number of census house.

For municipalities and non-municipal towns the chart will be—

Number of the District.
Number of the Municipality (Roman numeral).
Number of the territorial ward (in the case of non-municipal towns the J. L. No. of the virtual ward).
Number of the house.

The J. L. No. of a C. S. Mauza or the ward number of a municipality can have subnumbers as described below and a census dwelling may have a subnumber with reference to the main number of the house, but it should be possible to locate a census dwelling in any part of the district, if the four numbers of its Location Code are known. The district number has been given by the Census Commissioner, the thana number has been formulated by the District Officer and accepted by me, the J. L. number of a C. S. Mauza and the house number exist. Only the municipalities and non-municipal towns remain to be given Roman numerals by the District Officer and accepted by me. It is therefore straightaway possible to locate any house in the district with the help of the four-number Location Code. There is no ambiguity on this point.

7. **Relation between Census Divisions, the Location Code and Census Personnel**—Census personnel and their spheres of responsibility will be inserted in the spaces of this Location Code. First comes the District Census Officer in charge of the District. Between him and the thana there will be the Subdivisional Officers and Circle Officers to help and exercise control. A host of officers from Revenue, Co-operative, Education, Agriculture, Food, Relief, Registration, Publicity and other departments may be requisitioned through the District Magistrate to help, supervise and instruct.

To facilitate immediate comprehension of census personnel with reference to the Location Code I shall draw a chart of organization and follow it with an explanation of details.

CENSUS PERSONNEL AND LOCATION CODE

A. For Non-municipal Rural Areas (excluding non-municipal towns)

CENSUS PERSONNEL	LOCATION CODE
1. District Census Officer	1. Code Number of District.
2. Subdivisional Officer, Circle Officer and all touring officers under the control of the District Officer down to the thana.	2. Code Number of Thana.
3. The Charge Superintendent of the Union. The Union consisting of a statutory number of C. S. Mauzas having J. L. numbers will constitute a charge under the President of the Union or his Deputy or such other person (e.g., the Union Agricultural Assistant) as the District Census Officer appoints. He will be the channel of authority, communication, instruction and supervision.	No corresponding code number in the Location Code.
4. The Circle Supervisor. Each Union will be subdivided into groups of C. S. Mauzas for convenience of instruction and supervision, a group being called a circle under a Union Board member, school teacher, or any competent person whom the District Census Officer appoints. He will be the Circle supervisor and will be the channel of communication between Government officers and charge superintendents above and the enumerator below.	
5. The enumerator. As house-numbering and house-lists will be done on the basis of the C. S. Mauza it is essential that a block should always be identical with a Revenue Survey Mauza bearing a J. L. No., neither more nor less. But an enumerator can be either—	3. Number of C. S. Mauza on the Jurisdiction List. In the case of a fraction of a mauza, a sub-number will be attached as denominator to the J. L. No.
(i) in charge of one block (that is only one C. S. Mauza if the mauza is of a suitable size and density of population), or	
(ii) in charge of more than one block, i.e., more than one C. S. Mauza	

A. For Non-municipal Rural Areas (excluding non-municipal towns)—contd.

CENSUS PERSONNEL	LOCATION CODE
if the mauzas are small and thinly populated, or	
(iii) in charge of a sub-block, i.e., a fraction of a mauza—denoted by a subnumber to the C. S. Mauza's J. L. No.—representing a defined number of houses where the density is great or area much too large.	
6. The citizen to be enumerated.	4. The numbered census house.

B. For Municipalities and Non-municipal towns

Census Personnel	Location Code
1. District Census Officer	1. Code Number of District.
2. The Chairman of the Municipality or his substitute or the President of the Union Board in a non-municipal town or his Deputy will be the Charge Superintendent of the Municipality.	2. Code Number of the Municipality or non-municipal town to be denoted by a Roman numeral.
3. The Ward Supervisor or Mahalla Supervisor. In a municipality he will be in charge of a territorial ward, mahalla or groups of streets and supervise several enumerators, and will work as the link between the Charge Superintendent and the enumerator. He will be a Ward Commissioner or such other person or employee as the Commissioners appoint. Similarly, a prominent non-official or an official in a virtual ward of a non-municipal town.	3. Code number of the Territorial ward of the Municipality. In a non-municipal town this will be the J. L. No. of the mauza which constitutes the virtual ward.
4. The Enumerator. A block in a municipality is identical with the territorial ward. An enumerator can be in charge of one block, or more than one block, or fraction of a block. When he is in charge of a fraction of a block, a sub-number embracing a defined number of houses will be attached as denominator to a ward (block number). In a non-municipal town a block will be the same as a virtual ward or the town section of a C. S. mauza.	
5. The citizen to be enumerated.	4. The Numbered Census House.

It will thus be seen that although the Location Code is reduced to four figures as compared to about seven in 1941 the census organisation is maintained unaltered in the chain of the District Census Officer—the Sub-divisional Officer—the Circle Officer—the Charge Superintendent—the Circle Supervisor—the block enumerator. The census hierarchy and the Location Code are easily interspaced and juxtaposed and I trust there is no ambiguity on this point.

In describing the census organisation from the top down to the base, I do not have to describe the role to be played by officers at every stage. I shall proceed direct to the Charge Superintendent.

Section 7 of the Census Act (XXXVII of 1948) empowers the District Magistrate to call upon any member of any self-governing institution to assist in the census in the shape of a Census Officer.

8. Union Boards as Census Charges—In West Bengal the best readymade and natural charge is the Union Board where the President or his deputy is the Charge Superintendent. The small size of a union is suitable for personal contact with supervisors and enumerators. The President of the Union Board is not liable to transfer. He has an office and a clerk and rural police. He keeps in close touch with district administration, and the Circle Officer is his official adviser and link with superior authority. Census work falls naturally within the functions of a local self-governing institution. He will know his charge area thoroughly and his supervisors and enumerators. The charge gives him the dignity of an office. The Union Board as a charge is therefore a natural stage in the organisation.

The District Census Officer should first proceed to divide his district into charges. Union Boards, wherever possible, will be constituted as charges. This classification will facilitate the division of the district into (a) non-municipal rural charges by Union Board Jurisdictions and (b) municipal and non-municipal town charges by municipalities and non-municipal town jurisdictions. The census mauza Registers will be grouped on these two lines.

In certain areas where there are no Union Boards other arrangements must be made.

9. Charge Superintendents—Charge Superintendents will be the principal channel of communication between the District Census Officer and supervisors and enumerators. In the beginning they will by virtue of their local knowledge assist in the appointment of competent supervisors and enumerators. In the later stages they will effectively instruct and train enumerators and keep census on a strict time table.

10. Supervisors' Circles—Each charge will be divided into circles. Each circle will be placed under a supervisor who will be either a member of the Union Board or a public-spirited school teacher or public man. 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 enumerators. They will have to move about their circles to inspect the work of enumerators. Circles must not be too large, limited to about 750 census houses, and therefore to a whole number of C. S. mauzas which contain roughly that number of houses. It would be a good thing to identify the circle with the jurisdiction of a Union Board Ward or a convenient fraction of it and make a ward member the supervisor.

11. The block(s) and the Enumerator (Block-Mauza)—The fundamental unit is the block, which will be identical with the C. S. mauza carrying a J. L.

number. A great concession has been made for the 1951 census by a departure from previous practice. There will be a census date in 1951 in respect of which the census will be taken. This will be either March the 1st, 1951, or February the 1st, 1951. Enumeration will be a continuous process beginning twenty days before this census date and the census date and the two days following will be employed in entering births and cancelling deaths as on sunrise of the census date and checking floating and certain other categories of population. The enumerator will therefore have twentythree days in all in which to accomplish his task. By this arrangement it should be possible to allot a fair area to each enumerator: the standard being a mauza or part of a mauza or more than one mauza, comprising roughly 250 census houses, or about 1,500 persons to count. It will perhaps be found that in many cases a whole mauza, i.e., block contains roughly 250 houses in which case an enumerator will be in charge of one mauza block. In many other cases it will take more than one mauza to make up 250 census houses, say two or three mauzas, in which event an enumerator will take charge of 2 or 3 mauza blocks. In very sparsely populated mauzas an enumerator's area will be limited to a maximum of three mauzas to provide a manageable geographical limit even if three mauzas contain considerably less than 250 census houses. In other cases a mauza may be too big and densely populated in which event a mauza will have to be subdivided into convenient compartments of roughly 250 houses and the enumerator will be given a submauza or a sub-block, where the sub-block is defined by a subnumber to the mauza number, and will contain a defined number of census houses. In any case the number of enumerators required for this census will be less than the number required on previous occasions and the enumerator will be able to set about his work in an orderly unhurried manner having twenty-three days at his disposal in which to complete his task. A further advantage is that each supervisor will only have to deal with 3 or 4 enumerators.

The above describes the census organisation in respect of area and personnel: how a given personnel will take charge at various stages of a territory broken up into small units. Something must now be said about preparations for the actual work.

III. Organisation of work

12. The Census Calendar—Preparations for the census will have to be built up by stages, the main object being that no position of West Bengal is overlooked or counted twice over, and no person is missed or counted twice over: the idea being to cover every little habitation and "catch" every person but enter him only once. A census calendar is given as Annexure II (a) and details of preparatory work is given in Annexure II (b).

13. The Census Mauza Register—Preparation of Census Mauza Register—The basis of the census is the Census Mauza Register. This register provides a record of every mauza in the province classified by Police Stations. It will be relied upon for the formation of census divisions, and will "ensure that the whole of each district is accounted for, that no part of it escapes notice or overlaps any other part, or is counted twice over".

The Register must contain a record of every inhabited or uninhabited mauza. Even an uninhabited mauza which is known to be still uninhabited must be entered in this register.

The mauza is always to be understood as the ordinary Revenue survey mauza, appearing on the settlement maps and jurisdiction lists and not what is loosely termed a village or a gram or para.

The Register will be in two forms, form A and form B. Form A is designed for rural and non-municipal town areas. Form B exclusively for use in municipalities.

14. Village Tables of 1941—aims to preparation of Census Mauza Register—The District Census Officer will find that half of the work involved in preparation of this Register is already done in the Village Table preserved along with the census records of 1941 in the Collector's Record Room. He will please make a search for these Village Tables and find them out. In these Village Tables the District Census Officer will find ready to his hand a complete list of mauzas, inhabited and uninhabited, arranged and numbered by Union Boards and thanas. The District Census Officer should use the

Village Table as his basic record in preparing new census mauza registers because from the Village Table he can (i) supply each Circle Officer with a list of Union Boards and their component parts, (ii) verify what changes have taken place (in many cases there will be no change), (iii) find his mauzas already grouped by charges where a Union Board is a charge, (iv) make circles conform more or less to the same mauzas in this census as in the previous census, and (v) derive local knowledge in allotting mauzas to enumerators.

In the Village Tables the District Census Officer will find separately totalled the 1941 population of each mauza and municipality. This will help him to make estimates of indents of slip pads and forms.

FORM A (CENSUS MAUZA REGISTER FOR RURAL AREAS AND NON-MUNICIPAL TOWNS)

Form A will include Rural mauzas only. Mauzas which are wholly comprised within municipalities must not find place in Form A.

Form A contains 8 columns as follows:—

Name of district.....	Name of Thana.....	Name of subdivision.....
Code No. of District	Code No. of thana.....	

Serial	Name & No. of union	Jurisdiction List No. of mauza	Name of mauza	Local name of mauza or part of mauza	No. of census houses	Name of enumerator & address	Remarks
1	2	3	4	5	6	7	8

A separate volume of the Register will be opened for each police station and only those mauzas will be entered in it which fall within the particular police station. A thana area always refers to the police thana area and not to old revenue thanas.

Within each volume of the Register the mauzas will be grouped by union boards or Chaukidari Unions, where these exist.

In column 1 give the serial number of the mauza in the order in which it is entered in the Register. The numbers will run consecutively from the first mauza in the police station to the last.

For columns 2, 3 and 4 the Village Tables, the jurisdiction lists and 1"=1 m. thana maps, in conjunction with the Chaukidari or Union Board Registers wherever up-to-date, will furnish the necessary data. Jurisdiction lists are now available for all districts and so are thana maps. The 1"=1 m. thana maps showing the J. L. numbers of mauzas and their grouping by unions will facilitate the filling of columns 2, 3 and 4.

In areas where the Union Board or Chaukidari Union system is in force the grouping of mauzas in each volume will be by unions. It will be noticed that the order in which the mauzas follow in the jurisdiction lists has no relation to the unions within which they are comprised. It follows that the serial numbers in columns 1 and 3 will not correspond. The purpose of entering the J. L. number is to facilitate cross checking and comparison with the jurisdiction list while the Register is being compiled and, later, to assist the formation of enumerator's areas.

It is possible that a particular mauza lies partly within a municipal and partly within a rural area. In such cases the mauza should be entered in the Register, with an appropriate note in the remarks column.

All uninhabited mauzas must also be entered in the Register and should not be ignored in any scheme of Census Divisions. Even if it were uninhabited a mauza would still have to be allotted to an enumerator.

In parts of some districts, there are no Union Boards or Chaukidari Unions. It will probably be found that such areas form compact blocks, often conterminous

with a police station. Where the non-union area is a whole police station the volume appertaining to that police station will contain all the rural mauzas within that police station serially numbered but without any further classification. Where several non-union mauzas comprise only a part of a police station, the mauzas concerned will be consecutively entered and will find their place immediately after the union, inside the same police station, to which they are adjacent.

Column 4 will give the name of the mauza as in the Jurisdiction List. This is not always the same as the name by which it is locally known. In such cases the local name can be entered in column 5 and, if the mauza is very big and densely populated and the enumerator will require to be given a sub-block, the name of the *para*, hamlet or *gram*, or part of mauza forming the sub-block may be entered below the name of the mauza. When enumerator's areas are being formed it will be found in some cases that a whole mauza is too large a unit to be handled by a single enumerator. The mauza will then be subdivided and the name of the *para* or part of a mauza allotted to the enumerator can be conveniently entered in col. 5.

When the first five columns have been completed, the mauza Register will present a record, by police stations, of every rural mauza within the district, grouped by unions where these exist. This arrangement will greatly assist the division of the district into charges, circles and blocks.

Column 6 will give the number of census houses existing in each mauza by current estimate. Normally the census house in rural areas exactly corresponds to the unit adopted for union board or chaukidari tax. Where the union board and Chaukidari Registers available at headquarters have been kept up-to-date, they should supply the numbers of houses in each mauza of the union, whether assessed to tax or not. Where the registers are not up-to-date the safest plan is to ascertain the latest figures on inquiry from the unions. If for any reason no recent estimate is available the figures according to the latest revision may be taken. In such cases, the figures entered may be marked with an asterisk or coloured pencil or some similar symbol, to denote that they are not recent or reliable.

FORM B (CENSUS REGISTER FOR MUNICIPALITIES ONLY)

This form is for use in municipalities only and will be as follows :—

Name of district.....
Census code number of district.....

Name of municipality.....
Census code number of municipality.....

Name or number of ward or circle	Name of mahalla, street or other municipal unit	Number of premises assessed	Number of census houses by current estimate	Name & address of enumerator	Remarks
1	2	3	4	5	6

This form will not be printed as it is difficult to estimate how many will be required for the several municipalities and it is quite convenient for any municipality (except perhaps Howrah) to keep it in manuscript. District Magistrates will therefore please direct the chairmen of all the municipalities in their jurisdiction to prepare this Register at once.

The attention of the municipal authority may be directed to section 7 of the Indian Census Act (Act XXXVII of 1948). This section empowers the District Magistrate to call upon all members of any municipal authority to render such assistance as may be specified in his order.

The first four columns require to be filled now. The census house in column 4 will not always correspond to the entry in column 3. The definition of a census house will apply to municipalities as well. A census house will bear a sub-number to the number of the main house on the lintel of its separate main entrance. The figure given in column 4 will indicate the number of separate census houses occupied by distinct census households. In their own interest the municipal authorities should elicit this information after very careful inquiry. Slipshod work now will lead to trouble later.

Where the streets of a municipality are separately named, numbered or otherwise clearly distinguished, column 2 will give the streets consecutively for each ward or circle cited in column 1; and columns 3 and 4 will give the totals of assessed premises and census houses respectively, street by street. Where the streets are not so distinguished, column 2 will give the mahalla or other municipal subdivision of the ward or circle. Columns 3 and 4 will then give the totals according to the subdivisions adopted.

Annexure III (a) is the specimen instructions for rural mauzas, Annexure III (b) the specimen instructions for municipalities and Annexure III (c) the list of papers of 1941 census which will be probably found in the Record Room in each district.

15. Census Maps—Along with the preparation of the census mauza registers maps will have to be prepared for allotment of charges, circles and blocks. 1"=1 m. thana maps showing mauzas and J. L. numbers and 1"=4 m. district maps will be most helpful for the District Census Officer and will be nearly all the maps that he will require. These maps should be borrowed from the District Record Room as I shall not be able to supply. As he proceeds with the census mauza register, the District Census Officer will be able to mark off his charges, circles and blocks on the thana maps. Only where a mauza is to be subdivided into sub-blocks will mauza maps be necessary.

There should be a charge map for the use of each Charge Superintendent. It will be sufficient for this purpose to take a tracing of the union board map which constitutes a charge, on which an inspecting officer can later mark off areas of circles and enumerators' areas.

The thana jurisdiction maps (1"=1 m.) are of the greatest value to the District Census Officer. They

(a) check whether any J. L. number has been omitted, (b) give the District Census Officer the thana picture at a glance, (c) tell the District Census Officer the weak spots in organisation, (d) will help the District Census Officer to mark his census towns and municipalities, (e) help the District Census Officer to arrange his training centres and (f) to mark out assembly points for the collection and distribution of census papers.

It is not necessary to mark on the map according to old practice, the first estimate of the number of houses in each mauza. But it is useful to mark charges and circle boundaries in the maps in different inks when these boundaries are finally decided which will act as a complete check that no area has been excluded or overlapped.

16. Appointment letters—For the appointment of charge superintendents, circle supervisors and enumerators separate parwanas of appointment are being printed and will be supplied. This stage, including the formation of census divisions, preparation of maps and the appointment of Charge Superintendents, Circle Supervisors, and enumerators will be completed by 31st July, 1950.

17. House-numbering and house list—After the complete writing up of the thanawari census mauza register and formation of census divisions and the appointment of enumerators, each enumerator, having been assigned his block, sub-block, or group of blocks, will be called upon at once to proceed with house-numbering and the preparation of a mauza house list. Here the enumerator will find his work almost completely done and in a ready-made form in the house number and house-list prepared at the time of the electoral rolls and he will have to do very little beyond bringing them up-to-date. Yet for the sake of thoroughness it is necessary to go over the whole field again to verify and make new entries. Moreover in the mauza house list a mass of new details has to be entered which makes a new effort imperative. Each census house will receive a number or sub-number according as the census house is an entire house or part of a house and the enumerator will number consecutively each house within his block. There should be a separate serial for each C. S. mauza or block and the serial should begin and end in the mauza. Thus, in the case where an enumerator's area is only one mauza or block he will have only one serial to deal with and make one mauza house list; where he has more than one block he will have more than one serial to look after and make more than one mauza house list; where he has only a sub-block he will have only a part of a serial to look after and prepare a portion of a mauza house list. This will be done by the charge superintendent dividing up such a big mauza into clear geographical divisions of roughly 250 houses more or less each and asking the enumerators to prepare their full house lists of their own sub-blocks first. When the sub-block house lists are prepared by the enumerators, the Charge Superintendent will sit with them one day and give the mauza a running serial of all houses through the sub-blocks. The enumerators

will then armed with this serial do the actual house-numbering of their sub-blocks on the basis of this serial, the idea being one mauza, one block, one serial.

18. Preparation and use of house list—Simultaneously, the enumerator will prepare the mauza house list. The mauza house list is being devised and printed and will serve a double purpose. In the first place it will provide a census of census houses including shops and public places thus furnishing a village directory. In the second place it will serve as a fairly accurate guide to the population of the mauza and their characteristics. The final indent for enumeration pads will be based upon the figures contained in the mauza house list. The house list will be useful in another direction. The taking of the census will extend over a period of 23 days and the house list will provide a good check and reference to the final count. The date assigned for the completion of house-numbering and mauza house lists is 30-9-50.

19. Enumeration—The next and final important step is enumeration. Enumeration will be non-synchronous, extending over 20 days preceding the census date. The final check or run through of births and deaths, floating population, temporary arrivals and departures will be completed on the census date and two days immediately following. Detailed instructions will follow.

20. The supreme importance of training and long practice in the use of the slip—Enumeration will be done in pads of 100 slips where only the District Code number and space for answers to questions will be printed. One slip will be used for only one person: on each slip will be recorded the census information required in respect of a single person. The answers will be recorded for the most part not by words but by symbols and numerals. These slips will be sorted for tabulation. It follows that enumerators must be absolute masters in the use of the slip. Necessarily a very important part of the duties of the District Census Officer will be to organise the training and instruction of enumerators in recording the slip. All officers borrowed for the census, charge superintendents and circle supervisors will have to master the questionnaire and the instructions for recording the slip.

Enumeration pads have been printed and arrangements are complete for sending them out to the districts. The District Census Officer will have to devise a programme of reaching them out to the enumerator: whether it will be through the Subdivisional Officer, the Circle Officer and the Union Board President or through the thana and Union Board President or a combination of both will be decided by local convenience. The pads will arrive a considerable time ahead of their time for use and the District Census Officer will have to ensure their careful preservation.

This summary of census procedure will not apply fully to those areas in West Bengal where a special procedure will have to be adopted. For those special areas modified instructions will issue. But it is hoped that this summary will be found useful to prepare the district to receive and absorb instructions of details and enable officers to plan for their particular areas.

ANNEXURE I

CENSUS ACT, 1948 (XXXVII OF 1948)

[As adapted by the Government of India, Ministry of Law, notification No. C. O. 4, dated the 26th January, 1950.]

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

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

It is hereby enacted as follows:—

1. Short title and extent—(1) This Act may be called the Census Act, 1948.

(2) It extends to the whole of India except the State of Hyderabad, Jammu and Kashmir, Mysore and Travancore-Cochin.

2. * [Omitted.]

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 officers to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

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

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

5. Status of census authorities as public servants—The Census Commissioner, all Superintendents of Census Operations and all census-officers shall be deemed to be public 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 harbour-master) having charge or control of a vessel,
- (c) every person in charge of a 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 *serai*, hotel, boarding-house, lodging-house, emigration depot or club,
- (e) every manager or officer of a railway or any commercial or industrial establishment, and
- (f) every occupant of immovable property wherein at the time of the taking of the census persons are living,

shall perform such of the duties of a census-officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of this 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, 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 purposes of the census.

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

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

census-officer or to such person as the census-officer may direct.

11. Penalties

- (1) (a) Any census-officer or any person lawfully required to give assistance towards the taking of a census who refuses or neglects to use reasonable diligence in performing any duty imposed upon him or in obeying any order issued to him in accordance with this Act or any rule made thereunder, or any person who hinders or obstructs another person in performing any such duty or in obeying any such order, or
- (b) any census-officer who intentionally puts any offensive or improper question or knowingly makes any false return or, without the previous sanction of the Central Government or the State Government, discloses any information which he has received by means of, or for the purposes of a census return, or
- (c) any sorter, compiler or other member of the census staff who removes, secretes, damages or destroys any census document or deals with any census document in a manner likely to falsify or impair the tabulations of census results, or
- (d) any person who intentionally gives a false answer to, or refuses to answer to the best of his knowledge or belief, any question asked of him by a census-officer which he is legally bound by section 8 to answer, or
- (e) any person occupying any house, enclosure, vessel or other place who refuses to allow a census-officer such reasonable access thereto as he is required by section 9 to allow, or
- (f) any person who removes, obliterates, alters, or damages any letters, marks or numbers which have been painted or affixed for the purposes of the census, or
- (g) any person who, having been required under section 10 to fill up a schedule, knowingly and without sufficient cause fails to comply with the provisions of that section, or makes any false return thereunder, or
- (h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.
- (2) Whoever abets any offence under 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 an authority authorised in this behalf by the State Government.

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

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

14. Jurisdiction—No Court inferior to that of a Presidency Magistrate or a Magistrate of the Second Class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

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

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

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

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

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

ANNEXURE II (a)

CENSUS CALENDAR

1. District Census Officer appointed 1st April, 1950.
2. Census Mauza Register and preliminary charge and circle maps begun and completed 1st April, 1950 to 31st May, 1950
3. Formation of census divisions—
Charges and appointments of Superintendents completed 15th June, 1950
Circles and appointment of supervisors completed 30th June, 1950
Blocks and appointment of enumerators completed 31st July, 1950
4. Final charge, circle and enumerator's area maps completed 31st July, 1950
5. Beginning of house numbering and mauza house-lists 1st September, 1950

6. Completion of house numbering and houselists 30th September, 1950
7. Instruction of superintendents and supervisors in use of pads begins 1st October 1950
8. Charge Superintendents undertake the estimate of the final indent of pads 1st October, 1950
9. Distribution of pads to Subdivisional Officers or charge superintendents completed 6th October, 1950
10. Charge Superintendents report to Subdivisional Officers for final indent for pads 6th October, 1950
11. Training and instruction of enumerators begins and continues 1st November, 1950
12. Subdivisional Officers report final indents to District Census Officer and Census Superintendent 1st November, 1950
13. Distribution of pads to enumerators begins 30th November, 1950
14. Distribution of pads to enumerators completed 15th December, 1950
15. Training of enumerators continues and ends on the date census begins—
16. Enumeration begins { 9th February, 1951, or
12th January, 1951
17. Enumeration ends { 3rd March, 1951, or
3rd February, 1951

ANNEXURE II (b)

PROGRAMME (APRIL—31ST JULY, 1950)

[Items 1 to 4 of calendar in Annexure II (a).]

1. District Census Officer adds code numbers of thanas to code list.
2. Constitutes municipalities and towns as charges.
3. Issues appointment letters to Chairmen of municipalities.
4. Collects thana maps, and where necessary mauza maps following the serial of the census mauza register.
5. Prepares draft scheme for organisation of rural areas into charges.
6. Consult Subdivisional Officers, Circle Officers and Presidents of Union Boards.
7. Constitutes charges in rural areas.
8. Appoints superintendents for rural charges and non-municipal towns.
9. Delimits boundaries of charges on census maps.
10. Compares thana maps with census mauza register to ensure no mauza is excluded from a charge.
11. Directs superintendents to prepare census maps of their charges.
12. Supplies superintendents with forms of circle register, sufficient for superintendents and supervisors.
13. In consultation with Circle Officers and Superintendents divides charges into circles.
14. Appoints Circle Supervisors.
15. Delimitation of circles by District Census Officer and superintendents respectively on district and charge census maps.
16. District Census Officer checks with the census mauza register circles numbered on census maps.
17. Supervisors take census maps and circle register forms.
18. Superintendents, in consultation with supervisors, form areas for enumerators and name enumerators.

19. Enumerators' areas by blocks delimited on circle and charge maps.
20. Supervisors forward to superintendents copy of circle register.
21. Superintendents make requisite entries in their charge register and sends copies to the District Census Officer.
22. District Census Officer makes requisite entries in his charge register, checks with mauza register and sends abstract to Census Superintendent.
23. Enumerators appointed.
24. Enumerators go round their blocks.
25. District Census Officer completes code number for each enumerator and communicates code number for each enumerator to superintendents for transmission to supervisors and enumerators.
26. Superintendents make an index of code numbers for each enumerator in his charge.

NOTE—District Census Officers will send to the State Superintendent the first progress report by 1st June, 1950 and the second by 1st July, 1950.

ANNEXURE III (a)

SPECIMEN INSTRUCTIONS FOR RURAL CENSUS MAUZA REGISTER IN FORM A

1. This is for rural mauzas only.
2. A mauza is a whole C. S. mauza with a J. L. number.
3. At present only the first five columns require to be filled in.
4. Write in ink.
5. Fill in the heading for District and P. S., their code numbers and subdivision.
6. Space has been allowed on each side of the form for entry of five mauzas. Do not attempt to enter more than five. Entries in other columns may take up several lines.
7. Collect jurisdiction lists and maps, Chaukidari and Union Board Registers. First exclude all mauzas which appertain wholly to municipal areas. Group the remaining mauzas by unions wherever possible. Open a fresh volume of the register for each police station. Each volume will contain the rural mauzas belonging to a particular police station and no others. No mauza will appear in more than one volume of Form A.
8. Do not forget to enter uninhabited mauzas, next to the mauza to which they are geographically adjacent, and to note in remarks column "uninhabited".
9. If the mauzas of a particular police station are not included in any system of Union Boards or Chaukidari Unions, they will be entered serially in the appropriate volume of the register without further grouping. If only a part of a police station is excluded from the union board or chaukidari system, the mauzas forming the excluded part will be entered immediately after the union to which they are adjacent.

10. Where the grouping is by unions, enter first the mauzas which gives its name to the union. Draw a horizontal line after the last mauza in a union to separate it from the next.
11. In column 1 give the serial number of the mauza in which it is entered in the register, and not the J. L. number. The serial will run consecutively until the last mauza in the police station has been reached.
12. In column 3 give the number which the mauza bears in the Jurisdiction list.
13. In column 4 give name of the mauza as it appears on Jurisdiction List.
14. Where the name differs from the name by which it is locally known, or part of it is known enter the local name in column 5.
15. In column 4 enter the number of census houses in each mauza. The definition of the census house is as follows :—
A census house is a dwelling or part of a dwelling with a separate main entrance where a social unit, that is household, lives. A household means a number of persons living and eating together in one mess with their resident dependants including servants.
16. The jurisdiction lists will be utilised for preparation of this register. The lists however may not be up-to-date and inquiries must be made whether since the date of the last revision any mauza has been transferred from the jurisdiction of one police station to another.
17. It is best to complete the work as much as possible at District headquarters.

ANNEXURE III (b)

SPECIMEN INSTRUCTIONS FOR MUNICIPALITIES

Register in Form B

1. This will not be printed. The headings may be duplicated into forms.
2. The District Magistrate will direct the municipalities to prepare the census mauza register in Form B.
3. The definition of the census house is the same as in para. 15 of Annexure III (a).

ANNEXURE III (c)

LIST OF PAPERS OF 1941 CENSUS THAT ARE LIKELY TO BE FOUND IN THE RECORD ROOM OF THE COLLECTORATE

1. Village tables.
2. Census maps.
3. Circle lists.
4. Copies of all important orders issued by the District Census Officer.
5. Copies of all circulars issued by Provincial Superintendent.

APPENDIX II

General Scheme for Calcutta Census 1951

It is a summary of Census Operations—The following remarks summarise the various stages of the Census Operations up to the date of enumeration. It is more a general plan for Calcutta Census, setting out the scheme of operations, indicating the functions of the different grades of Census Agencies and noting the urgency and order of the successive steps which will have to be taken, than a comprehensive code covering all the details. Detailed instructions may have to be communicated from time to time.

Scope and Aim—The Census of 1951, has, generally speaking, the same scope as each previous Indian Census. As far as Calcutta is concerned, it will take a count of every person living in this City on the Census date, namely, at sunrise on the 1st March, 1951. In the course of this count, a mass of miscellaneous information will be collected and as much of this information as circumstances allow, will be embodied in the Census report and the National Register of Citizens.

Charges and Charge-Superintendent—Calcutta for Census purposes, is a district with a code number (8). The area within the Calcutta Corporation has been divided for municipal administration into 32 Wards and wherever possible each of these units will be constituted into a Census charge. The posts of Charge-Superintendents will be filled from amongst Corporation officials and leading Citizens of Calcutta. The Corporation authorities have been approached through the Chief Executive Officer for the selection and appointment of Charge-Superintendents.

Duties of Charge-Superintendents—The duties of the Charge-Superintendents will be to supervise the house-numbering and organize compilation of house-lists, to form Census Divisions in their respective charges and to superintend the enumeration.

For this purpose, the Charge-Superintendents will be supplied, soon after appointment, with the following:—

- (1) The Assessment volume of his Ward.
- (2) A Ward Map showing the house-numbering Circles.
- (3) Relevant Circulars and the Enumeration Handbook.
- (4) Specimen forms, e.g., house-lists, Charge/Circle Register, and enumeration pads, etc., will be supplied later in due course.

Charge-Clerks and their duties—The Charge-Superintendents will have their own clerks. These Charge-Clerks will be paid from the Census budget. They will get consolidated pay of Rs. 100 inclusive of all allowances and will get no other T. A. They must be prepared to move about constantly and should have their own cycles. They will normally serve as the connecting link between the Charge-Office and the Special Census-Office. They will attend office at the Charge-Superintendent's place at hours fixed by the Charge-Superintendent and will also have to do the bulk of inspection. They must notify the Special Census-Officer the hours when they will be available at the Charge-Office and on fixed days they will attend the Special Census-Office and devote the rest of their time to checking house-numbering and house-lists. Usually they will be wanted at the Special Office on Mondays and Thursdays between 3 and 5 p.m.

House-numberers and their remuneration—As soon as the preliminary arrangements have been made, house-numberers will be appointed for each Ward from amongst Corporation employees, preferably assessor's men. These men must be literate in English and will be appointed on a contract basis. Re. 1 will ordinarily be the remuneration for numbering 20 houses and for compiling house-lists with regard to them. They will be required to provide the small can, the brush and the tar with which to number the houses; but house-list forms will be supplied to them.

How to number the Census houses—Each house-numberer will be supplied with an appointment letter which will show his authority as a Census Agency. As the municipal premises number should form the basis of numbering (only the Census sub-numbers being noted below the Municipal premises number where necessary) the task of house-numbering in the vast majority of cases will be comparatively easy. It is to be explained to the house-numberer as well as the public that where there is only one family in a premises, the municipal number only will be entered in the house-list and the house will not be marked. Each house-numberer will be furnished with copies of the street lists relating to his circle and he will be directed first of all to go round the boundary of his circle and to find out the actual position of all the streets and lanes and then start work. For marking the houses the usual procedure of treating each commensal family as a separate house should be followed. The entire Census Agency must understand what is meant by a Census house. (a) **A Census house defined**—A "house" is defined for Census purposes as consisting of the buildings, one or many or a fraction of a building, inhabited by one family, that is, by a number of persons living and eating together in one mess with their resident dependants such as mother, widowed sister, younger brothers, etc., and their servants who reside in the house. In other words, the Unit is the commensal family and not the homestead or enclosure. (b) **One family occupying more than one building**—When one family occupies more than one building or structure, unless they are enclosed in the same compound, the structures should be separately numbered. (c) **One building containing several Units**—Where, as will frequently happen, a building bearing a single municipal number contains several units, the house-numberers will use sub-numbers. Thus, supposing a building bears the Municipal number 20, and contains three "Census-houses", he will number those parts of the building which fall within the definition of "Census-house" 20/1, 20/2, 20/3, in each case putting the sub-number beneath the municipal number. (d) **A building with no municipal number**—Again, a building may be found which has no municipal number. If such buildings are likely to contain residents during the Census period, they must receive a number. The house-numberer and later the enumerator, will distinguish such buildings by using the municipal number of the house next preceding, with the addition of the letter C (indicative of the Census-house) and a number beside it. Thus, supposing the preceding house is numbered P 138/A the next unnumbered house will be P 138/A/C1. If there are several such unnumbered houses, they will be numbered similarly by adding C2, C3, etc., beside the Municipal number of the house next preceding.

Places, though not dwelling houses, sheltering human beings—It should be made clear to the house-numberers that they are not to number or note only the houses on the Corporation Assessment List but should exercise scrutiny to include all houses that have been omitted or newly erected. In fact, all places which at any time may be sheltering human beings during the Census period must be numbered, to ensure that they are not overlooked, even though they are not, ordinarily speaking, dwelling houses. This precaution will apply to temples, shrines, mosques, hotels, rest-houses as also encampments, ghats and similar places where travellers, coolies and street dwellers habitually take their shelter and these should also be allotted Census numbers. Temporary stalls and booths which are not used for residential purposes need not, however, be numbered. Houses found to be unoccupied but fit for habitation will be numbered, unless for any reason it is certain that they will remain empty throughout the census period. Where there is any doubt, a number should be affixed. The Charge-Superintendent may inform the house-numberers that rewards will be given to them when they can detect more than 100 houses left out from the Corporation list, or more than two lanes or bye-lanes similarly left out.

House-numbering blocks and Circles—The house-numbering blocks may be formed conveniently according to streets but no hard and fast rule need be laid down. The house-numbering Circle is the important Census Unit which will be maintained for enumeration and not the house-numbering block which will be divided up or amalgamated later to form the enumeration block within the frame work of the old circles. For measuring the work of the house-numberers this house-numbering block will be a unit of 100 Census-houses, and if the Circle comprises 1,000 Census-houses, the house-numberer will be paid Rs. 50 for his work in house-numbering a Circle. Before commencement of house-numbering, the Charge-Superintendent will make over an extract of the assessment list of the streets to each house-numberer showing the premises he is to mark and include in his list. The larger streets will be split up into several blocks and spread over several Circles. For instance, House-numberer, Arun Chandra Ghosh in Ward 9, Circle 5.

Harrison Road Nos. from	to
Cornwallis St. Nos. from	to

Bustees—All Bustees should be entered in separate sheets of the house-list forms. Where there are more than 50 Commensal families in a number of Kutcha or tiled or tin-roofed huts grouped together and bearing the same municipal premises number, it should be defined as a Bustee. No single house-list form should contain details of Pucca houses and of Bustees together. *The word 'Bustee' should be written on the top of the Bustee house-list forms.*

Marking with Tar—In *Pucca houses*, the coal-tar marks should be on the common entrance and when all the families use the same common entrance, there need not be separate marks on each room or flat. In *Bustees*, the particulars of each hut should be noted and the doors of each room should not be numbered, only the sub-number being noted on the wall. For example in a Bustee there may be separate huts and there may be 20 or 25 or 15 rooms in each hut under occupation of separate families. If the Municipal number of the Bustee is 7/1 the numbering on each hut should be $\frac{7/1 (1)}{1 \text{ to } 20}$, $\frac{7/1 (2)}{1 \text{ to } 25}$, $\frac{7/1 (3)}{1 \text{ to } 15}$ and so on. The bracketed numbers on the top indicate the separate huts. In a *big boarding establishment or hotel*, the house-lists should indicate in the remarks columns where each

flat or suite is situated, e.g., Chowringhee Road, No. 60/C—Suite No. 5. Remarks—third-floor east. In such cases, a single number entered in coal-tar on the entrance such as 60/C/1 to 12 will be sufficient. Similarly separate marks should not be put in every room in a *tenement or in a brothel* under a single Bariwali. In such cases, the note in column 4 and the remarks column will serve our purpose, the entries in column 4 indicating the peculiarity of the house. In column 4 the requisite description (Club, Hotel, Brothel, etc.), is to be noted down with the number of temporary inmates in remarks column (*Vide Appendix I*).

House-list—Concurrently with house-numbering, the house-list forms will have to be filled up. The house-list will provide figures from which may be deduced the size of families, the number of living rooms and such additional information of value which will assist the enumerator during the Census period and provide useful matter to be embodied in the Census report and the National Register of Citizens. Secondly, it will serve as a fairly accurate guide to the number of houses and the number of persons within each house-numbering circle, which will be made to coincide with the enumeration circle generally, though the blocks may be altered. Thus the final indent for enumerator's pad will be based on the figure contained in the house-list.

It is essential, therefore, that the house-list should be prepared in detail and with care. It is hoped that the Charge-Superintendents, Supervisors and Charge-Clerks will give special attention to this important aspect of Census Work (*Vide instructions in Appendix II*).

Supervisors—A number of Supervisors will be recruited from the subordinate staff of the Corporation. Each of them will get an honorarium of Rs. 30 a month. A Supervisor will be in-charge of a circle comprising on an average from 1,000 to 1,250 Census houses. His main duty will be to supervise house-numbering, check house-lists and superintend enumeration. Usually a Supervisor will have under him about 8 enumerators each working in a block of about 150 Census-houses. Generally the house-numbering circles will coincide with the enumeration circles. Tracings from the Ward Maps showing these circles will be supplied to the Supervisors as well, as soon after their appointment as possible. Wherever possible, the enumerators will make a rough sketch map of their blocks from the copy of the tracing with the Supervisors.

Charge and Circle Registers—Charge and Circle Registers will be opened as soon as the formation of the Census Divisions is sufficiently advanced by dividing the house-lists into suitable blocks for purposes of enumeration. The original circle fixed for house-numbering should also be the enumeration circle. Where-as the house-numbering circle has been dealt with by one house-numberer generally, the same area will have to be tackled by several enumerators on the basis of about 150 houses per enumerator. The House-list will provide the clue to the formation of the enumeration block. (*Vide the note in Appendix III regarding the formation of these blocks and house-lists—extract Appendix III-A*). Extracts from these house-lists will be supplied to the enumerators for their respective blocks. The extraction will be done at the Special Census Office by copyists. The details available from the house-list will be used to make the entries in the Charge and Circle Registers.

The Charge-Clerks will have to fill up columns 1 to 4 of their Circle Register in pencil as soon as enumeration blocks have been formed, after house-lists are checked and completed. They will then submit an extract of the first four columns in manuscripts to the

Charge-Superintendents after putting down the municipal premises No. from to in column 1, corresponding to the size of the block. In column 2 the name of the street will be noted against each block. The Charge-Superintendent, if he approves of this extract, will direct him to fill up columns 1 to 7 of the Charge-Register (Column 5 under instructions) and will send to the Special Officer an extract of the first seven columns of his Register.

As soon as the Special Officer checks these, he will return them to the Charge-Superintendents for inking the columns in their Registers and have three copies prepared by their Charge-Clerks. If the Special Officer is not satisfied with the size of the block, he may suggest modifications before the Registers are inked.

All these will enable the Special Officer to see if the size of the blocks is suitable and to form an estimate of the probable number of the enumeration pads which will be necessary. This will also enable him to submit an abstract of the Charge-Register to the State Superintendent and estimate the number of enumerators for each area. Printed forms of this Register which is the same in form for charge and circle, will be supplied to Charge-Superintendents by the Special Officer who will keep one set for himself for the purpose mentioned above.

Code numbers—Code number for Calcutta (8) will be printed on each enumeration pad. The Charge-number, which will be the 2nd element in the code system, will agree with the Corporation Ward-number generally, as each ward will be made into a charge serially.

The Charge-Superintendent will have to assign a code number for each block. Circles will be numbered serially for each charge. The Special Officer will then be able to find out each block or other Census Division by its code numbers.

Enumeration—The next is the most important and final stage of enumeration. The Non-Synchronous Census will relieve the Census organisation of much

elaborate procedure. Enumeration will extend over a period of 20 days before the Census date which has been fixed at March 1, 1951. The Census date and the two days following will be employed in entering births and cancelling deaths with reference to sunrise of the Census date and checking floating and certain other categories of population. Enumeration will thus be a continuous process and an enumerator will have 23 days in all in which to accomplish his task.

There will be no schedules, enumeration being recorded direct on the books of one hundred slips each. Our object will be—

- (1) to take a count of every human life once,
- (2) to avoid double enumeration,
- (3) to collect information on several personal characteristics of each individual.

Answers to be recorded in symbols—Enumerators will be recruited from among the public as well as from among Government and Semi-Government Offices and Rs. 3-2 per one hundred fully recorded slips will be given to them to meet their out of pocket expenses. Detailed instructions to Enumerators and Supervisors are being issued by the Superintendent of Census Operations, West Bengal, and as they also apply to Calcutta, they will be followed here as well. It is only pointed out here that enumerators will be supplied with pads containing 100 slips each. On each slip will be recorded the Census information required in respect of a single person. The answers will be recorded for the most part not in words but by symbols and contractions. The enumerator, therefore, must not only acquaint himself with the questions to be asked and the nature of information to be elicited, but he must also master the different signs and symbols by which the answers will be interpreted. These symbols are not difficult to learn but it is obvious that the enumerator must be given sufficient opportunities for practice. A very important part of the duties of the Charge-Superintendents and Supervisors will, therefore, be to organize the training and instruction of enumerators.

APPENDIX A

House List for Calcutta

WARD —13	Total of Census Dwellings—	Total of Shops (From Col. 4)—2	} Total 265
CHARGE—13	in Bustee	Total of Column 3 . . . —282	
CIRCLE — 2	in non-Bustee	Total of Column 6 . . . —59	
BLOCK —20		Total of temporary inmates such as street dwellers . —206	

STREET	Municipal Premises No.	Census House No.	Description— Whether dwelling, shop, hotel, temple, etc.	No. of Living Rooms	Total No. of family members including domestics	Name of the Head of the Family	REMARKS
1	2	3	4	5	6	7	8
Dhurmatala Street	138	138	Dwelling				(Will be occupied soon)
	139	139/1 to 7	Hospital Wards				New house under construction. Total of temporary inmates—40
	140	140	* Medical Officer's Quarters	10	13	Dr. Sen	Boarders—25
Grant Street	141	141/1 to 25	Hotel				1 Care-taker, temporary inmate
	142		Shop				Likely to shelter pilgrims in February, 1951
	1/A	1/1 A	Shop				
	1/1A		Temple				

APPENDIX A—concl'd.

STREET	Municipal Premises No.	Census House No.	Description— Whether dwelling, shop, hotel, temple, etc.	No. of Living Rooms	Total No. of family members including domestics	Name of the Head of the Family	REMARKS
1	2	3	4	5	6	7	8
	2	2/1 2/2	Dwelling Do.	5 16	13 18	Ram Rahim	2/1 First floor flat (East) Ground floor flat and rest
	2A	2A	Uninhabited Dwelling	6	5		Family will return in February, 1951
	5	5/1 to 240	Jail Cells				Jail—Temporary inmates—140
	6	6/1 to 4	Brothel House	12	10	Bibi Jan Bariwali	6/3 Flat—2 more prostitutes to return in February, 1951

APPENDIX B

Instructions for filling of the House-List Form for Calcutta

All entries must be properly filled in with black ink in English. The headings at the top of each form on the left hand side should be first filled in without omission, e.g., Charge 2, Circle 3, Block 5. In the strictly Military area within Cantonments there will be no house-numbering and no house-lists. Elsewhere they are necessary.

Column 1—The name of the street will be entered. There is no need to repeat the same entry in column 1, for every house. A single entry at the head of the column will suffice for all houses in that street.

Column 2 will contain the Municipal premises number. The copy of the Assessment rolls will provide the clue but should be verified in each and every case at the spot.

Column 3—All houses which have been allotted Census numbers will be entered. Huts in cooly lines, tenement in Railway Colonies and City Bustees will receive separate numbers for each Census House. If the caretaker of a shop has no other dwelling the shop will be numbered.

Column 4 will contain the general description of the class of house concerned, e.g., shop, dwelling house, brothel, hotel, etc. Cases may occur where a dwelling house is also a shop. Describe it as shop-dwelling.

Column 5—The information derived from column 5 is intended to illustrate the living conditions of the enumerated population. What is wanted is the number of living rooms used by the inhabitants of the house; that is, the number of bed rooms, dining rooms and sitting rooms. Other rooms such as cow-sheds, cook sheds, latrines, store rooms are not relevant for the purpose.

The house-numberer as well as the enumerator must understand what is meant by a room. A place within a house which is walled off on all four sides and is covered on top is a room. The walls need not reach to the ceiling. Any sort of partition whether made of masonry, mud, iron, wood or matting, if it is intended to be retained permanently in position, is a wall for the purpose of defining a room. The room must be enclosed on all its sides, by walls or partitions. An open verandah is not a room. If the verandah is enclosed on all sides, it becomes a room.

A room which is not of sufficient size to allow a grown man to stand up and lie down in it, cannot be considered a living room.

Column 6—Casual visitors and visiting relations will not be included unless they are likely to be resident

during the period of enumeration. Absentees, who are likely to have returned to residence by the census date, will be entered.

The house-numberer will proceed from house to house following the order in the municipal house-numbering. He will use a separate set of forms for each block and for each bustee. What is required is that the house-list must show in black and white what places the enumerator has to visit on his rounds and the information must be in sufficient detail to prevent him from overlooking any place where persons are to be enumerated.

At the right hand side of the top, the totals will be carefully entered in the space ear-marked. The temporary inmates, the street-dwellers, etc., not included in column 6 should have a note in the remarks column (*vide* specimen form). This total will of course comprise the number of prisoners, indoor patients, boarders, etc. Police lines, Jails, hospitals, asylums, boarding schools, barracks, etc., will in most cases be separate blocks. The municipal number will be given in column 2, the total number of various census houses contained in such blocks will be given in column 3. It is to be noted that in such institutions, each barrack room, officer's quarters, apartment, cell or ward within these precincts will be treated as a census-house and separately numbered. But there is no need to paint separate numbers on each cell and ward. The numbers allotted to cells will be given in the house-list thus, e.g. :—

Column 2	Column 3	Column 4	Remarks column— number of temporary inmates
138-A	1 to 34	Jail Cells	
14	1 to 8	Hospital Wards	

On residential quarters of the staff, house-numbers will be painted where there are no municipal numbers.

In hotels and *serais* and residential clubs each room or suite allotted to a different traveller or guest will be treated as a separate house and entered accordingly in the house-list.

In brothels under a single Bariwali, though each room allotted to a prostitute will be treated as a separate house, only the name of the Bariwali need be entered in column 7.

APPENDIX C

A Note regarding formation of Census Blocks for Calcutta

After the house-lists come in, the census blocks will have to be formed by cutting up the house-lists into blocks within existing circles allotting about 150 pucca or about 200 kutcha houses to each block. As a rule combining pucca and kutcha houses should be avoided if the number of kutcha houses exceeds 20 in number. The Bustee should be self-contained and should not form parts of independent blocks, e.g., in a road Nos. 1 to 80 may be pucca houses, 81 may be a Bustee having 167 census-houses and from 82 to 155 may be pucca houses. The proper distribution into blocks would be:

Block No. 1 1 to 80 and 82 to 155

Block No. 2 81/1 to 81/167

The Blocks in each Circle should be as compact as possible. The Charge-Superintendent is requested to refer to the map in forming blocks and should also take advantage of the local knowledge of the Supervisors.

The Charge-Superintendent will (following the procedure already described) prepare the charge and circle Register in 3 copies and forward the—

- (1) Charge/Circle Register,
- (2) House-lists showing blocks,
- (3) Assessment Volumes,
- (4) Ward maps,

to the Special Officer who will test the Census Divisions and suggest revisions where necessary.

After the charge and circle Registers have been approved, the Special Officer will prepare in his office, separate copies of each block and return them with the 4 sets of papers mentioned above to the Charge-Superintendent, retaining the original house-lists and one copy of the Charge and Circle Register.

As soon as the Special Officer finds from these papers the requirements as to the number of enumerators in the Charge, he will supply the Charge-Superintendent with a list of Government and Semi-Government employees available in that area. The Charge-Superintendent will then allot the blocks in his charge to persons appearing in that list supplying each with a copy of block list and report if there are any vacant blocks. This should be done positively before the Christmas holidays. The Special Officer will then arrange to have these vacancies filled up.

Then the Special Officer as well as the Charge-Superintendents should invite reports of any cases of omission and there will be a notice to that effect by the Special Officer in the well-known newspapers. The citizens will be requested to report not later than the 1st December 1950 and all such reports will be sent to the Charge-Superintendents who should take action on them.

The Final enumeration will commence from the 9th February 1951, and enumeration will end on the 3rd March 1951.

APPENDIX C-I

Calcutta House List Extract

Block No.	Total No. of Census houses
Circle No.	Name of Enumerator
Charge No.	Total No. of persons (i.e., total of col. 5 plus temporary inmates)

						REMARKS
STREET	Municipal Premises No.	Census House No.	Name of head member of family	Total number of residents (from column 6 in house-list form)	(Note the distinctive description of the House from col. 4, e.g., Hotel, Brothel, Temple, etc., of the House-list)	
1	2	3	4	5	6	

APPENDIX D

Calcutta Census, 1951

Charge/Circle Register

Ward/Charge 3	Charge Superintendent's Name	Circle 2	Supervisor's Name				REMARKS				
Municipal Premises Number to	STREET	Serial No. of Block	Number of Houses in Block (Census Houses)	Name of Enumerator	Date of Completion of House-Numbering	Date of testing of House-Numbering		ENUMERATION			
								Testing			
							Be-gins	Ends	By Super-visor	By Charge-Superintendent	
1	2	3	4	5	6	7	8	9	10	11	12
23 to 89	Goabagan Street	3	75	Ratan Ghosh	15-10-50	20-10-50	9-2-51	3-3-51	26-2-51	28-2-51	
90 to 200	Do.	4	140	Hari Mitra	13-10-50	18-10-50	9-2-51	3-3-51	19-2-51	24-2-51	
5 to 140	Peary Row	5	150	Ram Bose	18-10-50	23-10-50	9-2-51	3-3-51	25-2-51	1-3-51	

APPENDIX E

Special Areas for Enumeration

During house-numbering each house-numberer will be directed to note in the remarks column as well as in column 4, if the premises were occupied for any special purposes and where the population is likely to be more than hundred (e.g., mill, factory, engineering yard, school,—college boarding house, hotel, hostel, mess, etc.). After the house-lists are completed, the Charge-Superintendents will be requested to submit a list of all such special premises with an idea to form them into special blocks under their own controlling authority. Large institutions like the Zoological Gardens, Museum, Victoria Memorial Hall, Meteorological Office, post offices, power houses, hotels, clubs, nursing homes will be grouped under this category and a specially cyclo-styled letter will be issued inviting them all to co-operate and communicate with their respective Charge-Superintendents for forms and instruction. They will be also required to employ their own enumerating agency through their own employees and assistants and so we shall be saved the trouble of finding enumerators for a large number of blocks and circles.

The papers will be collected in due course by the Charge-Superintendents and the figures incorporated in these totals. Correspondence has already been started with the more important of the public and private institutions, mills and factories and every effort is being made to secure their support and co-operation.

The Government House, the Military area, the Port, the big Hospitals, Jails, and the Canal area will be dealt with separately by the Special Officer, and the Secretary, Calcutta Corporation will arrange for the enumeration of big municipal institutions like the municipal markets, workshops, menial Bustees, Gowkhanas, District Offices, etc.

For Police lines, Thanas, Barracks, etc., the Commissioner of Police and the other authorities concerned (e.g., Superintendent, Railway Police, Deputy Commissioner, Detective Department and Deputy Commissioner, C. I. D., etc.) have been requested to send a list of quarters, etc., occupied by the Police Departments and to arrange for the enumeration of Police stations and quarters by their own employees. The Charge-Superintendents are requested to direct the house-numberers not to enter or paint these buildings but only to note in the house-list the relevant portion (e.g., municipal

premises number, description, etc., with a note in the remarks column, Police Barrack, Thana, etc.). Later these will be treated as special blocks and the Charge-Superintendents will receive completed enumeration books from the Police Department. If necessary, the Supervisors may have to instruct the staff employed by the Police Department in the use of symbols. As the figures have to be incorporated in the ward totals, no papers will be ordinarily received by the Census office direct. **THE METHODS OF HOUSE-NUMBERING AND PREPARATION OF HOUSE-LISTS HAS ALREADY BEEN EXPLAINED AND SO IT IS NOT NECESSARY TO REPEAT THEM HERE (vide APPENDIX B, LAST 3 PARAGRAPHS).**

It will be sufficient to state here that in column 3 the serial number of the various Census-houses contained in the blocks will be given and the relevant description will be given in column 4. It must be understood that in such institutions, each cell or ward, apartment, barrack-room, Officer's quarters, etc., and in hotels, residential clubs and Serais or Dharmasalas, each room or suite allotted to a different traveller or guest will be treated as a separate Census-house and receive a separate number.

The entries in column 5 will be made only in respect of the quarters of the officers and staff of the various institutions, and the entries in columns 6 and 7 will be made only in respect of the inhabitants of these quarters. As already stated, the remarks column will show the number of temporary inmates but it must not include the inhabitants of the quarters already noted in column 6.

For special areas like the Government House, the Medical College Hospital, the Alipore Jail, etc., the Ward Charge-Superintendent has no duty to perform beyond directing the census agency under him not to meddle with these special charges. When the house-list is prepared, if there is any municipal number, this may be entered in column 2, and the description in column 4 with a note in remarks column that the buildings form a special charge, e.g.,

Column 1	Column 2	Column 4	Column 8
College Street	54	Medical College Hospitals	Special charge

APPENDIX III

Administrative Report of the Special Census Officer for Calcutta

1. **Preliminaries**—As a census district Calcutta forms a class by itself. With an area covering over 30 sq. miles, with its numerous streets, lanes and bye-lanes, its ever-changing face, its ever-growing number of premises, its ever-swelling complex population, its numerous public institutions, special areas and huge floating population, the city presents a formidable problem to census authorities. A vast and complicated organisation is needed for the census of Calcutta. The Corporation of Calcutta has its own organization, ward divisions, grouping of wards into districts, ward maps, street lists and lists of premises assessed to tax. So it has often been suggested that the census of Calcutta should be conducted by the Corporation itself. The Superintendent of Census Operations, West Bengal, therefore, tried to ascertain in March, 1950, whether the Corporation of Calcutta would like to do their own census in 1951 or have it done by the Superintendent through a Special Officer for Calcutta. As in previous censuses, the Corporation chose the latter course. Nevertheless its co-operation must always be an indispensable pre-condition for the success of Calcutta's census. That co-operation I received in ample measure. At every stage of census operations the Corporation authorities extended their helping hand to this difficult work. Out of 32 wards there had been revaluation of 23 wards in 1949-50. These new volumes were under revision by a Special Officer. The assessment volumes were often required by the Corporation special staff and the Special Officer. Notwithstanding the urgency of their own work, the Chief Executive Officer of the Corporation permitted me to take copies of the assessment lists, and therefore by appointing copyists in May, 1950, that is two months before joining my duties as Special Census Officer, Calcutta, I commenced the work of the Census of Calcutta. I joined as Special Officer on the afternoon of the 30th June, 1950, when already the most important spadework had been completed under my supervision.

2. Sri A. D. Khan, I.C.S., Chief Executive Officer of the Calcutta Corporation (afterwards Administrative Officer) together with Sri S. Ghosal, Secretary to the Corporation, was good enough to discuss with the Superintendent, Census Operations and myself on 21st March, 1950, the census programme for 1951 generally and the suggested staff set-up and expenditure on each count in detail, item by item and arrived at certain definite conclusions on those heads. I was then Collector of Stamp Revenue, Calcutta. Mr. Porter in his Administrative Report had recommended that the enumerating agency for Calcutta should be paid; for, in successive census operations, it had proved increasingly difficult to obtain voluntary service. The Electoral Rolls and a Census of Displaced Persons had been done through paid workers. It was feared that the census of 1951 coming in their wake could not be done entirely free. It was therefore recognised that varying scales of honoraria were to be given to census workers at most stages. It was further agreed that since the volume of payments would be quite considerable involving the task of punctually extracting the correct measure of work from every person according to his honorarium, the employment of an Assistant Special Officer, Calcutta, and four District Census Officers for the Corporation Districts was essential.

3. The reasons advanced at the meeting in favour of a paid agency for Calcutta were firstly that the Government and the Corporation had lost much of their old fiat; that while the people in general were conscious of their privileges they were not proportionately mindful of their responsibilities. In the second place Calcutta

had become so overgrown and congested that work would be extremely onerous and often fraught with difficulty. Thirdly, voluntary work was all right for short term task, but not for prolonged and sustained work and it would be too much to expect Supervisors to devote their spare time for six months to census work and for enumerators to work about six weeks including training and enumeration without any remuneration. Fourthly the political, communal and economic state of Calcutta was such that the slightest disturbance would deflect voluntary workers from the path of the census to follow other ends and thereby possibly impair census work beyond repair. All these considerations pointed to the necessity of a paid corps who could be relied upon to execute the work for which they would be paid in times of great uncertainty and frequent turmoil.

4. The staff set-up for Calcutta was, therefore, considered in five parts—A. Supervising Staff, B. Outlying Establishment and Preliminary work, C. Office of Special Officer, D. Enumeration, E. Contingencies.

5. These decisions were finally considered at a conference held on the 25th May, 1950, in the room of the Secretary to the Government of West Bengal in the Local Self Government Department. The Registrar General for India, the Administrative Officer and the Chief Executive Officer of the Calcutta Corporation, the Superintendent of Census Operations and I were present. The proposal explained in para. 3 was accepted and it was agreed that the Corporation should contribute a lump sum of rupees one lakh or one-third of the actual census operations expenses for Calcutta whichever was less. The Government of West Bengal agreed to contribute rupees one lakh and rupees two lakhs would come from the Centre. Thus a total of rupees four lakhs were available for the census of Calcutta.

6. **Corporation Assessment Volumes**—The Assessment Volumes and the Bustee Books of the Calcutta Corporation formed the principal guide of the census work in Calcutta. These assessment lists are periodically revised by the Corporation and fortunately for us the last revaluation of the 23 wards of this city was done in 1949-50. So the data collected from these records were almost up-to-date. In April, 1950, while I was still the Collector of Stamp Revenue, Calcutta, I wrote to the Secretary, Calcutta Corporation, asking to be allowed to take copies of these volumes. In the month of May I, with the permission of the State Superintendent, engaged a few copyists for copying these rolls in the Corporation Office. There were difficulties. As these volumes had often to be taken away by the Assessing Department Staff, the work of copyists was frequently interrupted. To obviate this, the copyists were made to work in the morning and evening so that their duties might not clash with those of the Corporation Staff. As many as 24 copyists were appointed and the full strength worked for two months and completed the work by the end of July. These lists were copied in duplicate. One copy was meant for the use of the Charge Superintendent and the other for the Circle Supervisor. The copied lists contained the following information:—

- (1) Number of Municipal premises.
- (2) Nature of the premises, *i.e.*, the number of storeys and whether dwelling, shop, etc.
- (3) Name of the owner and occupiers.

During the copying stage the Assistant Special Census Officer (who still worked under the West Bengal Government) and I often visited the Corporation Office

to supervise the work. These assessment lists were of great importance inasmuch as they gave an idea of the number of premises and of census houses lying in the streets and lanes of Calcutta.

7. Census Maps—One complete set of 12"=1 mile ward maps demarcating the census circles of 1941 were preserved in the census office. These copies prepared in 1938 were evidently out of date with regard to names of roads and lanes. I procured two sets of ward maps of the same scale prepared by the Corporation in 1948. Circles were demarcated on these new maps by surveyors at my Office under my supervision. Copies of these maps were supplied to the Charge Offices. Maps of circles cut out of other copies at my office were supplied to each supervisor. No block maps were prepared for enumerators for the reason that the enumerators were generally residents of their own blocks and were familiar with the streets of their blocks. As the ward and circle maps were prepared at my office by surveyors, no extra expense was incurred on this head. The 1950 maps are preserved in the Office of the State Census Superintendent. The 12"=1 mile maps are indispensable for census operations in the city of Calcutta.

8. Census Divisions—As in previous censuses Corporation wards were adopted as census charges and consequently there were 32 charges corresponding to the 32 municipal wards of Calcutta. In addition there were nine special charges. The municipal wards varied greatly from one another in size and population. Population varied from 6,061 in ward XVII to 191,481 in ward XXVII. Any attempt to make the charges equal by breaking up or combining the wards was avoided because census data are wanted for each ward separately.

9. The charges were divided into circles and blocks. In Calcutta, each circle was made to comprise on an average from 1,000 to 1,250 census houses. A circle was generally sub-divided into 8 to 12 blocks. The traditional procedure of forming blocks on a uniform number of census houses was avoided because the population was often found to vary within wide limits in relation to the number of census houses. So blocks were formed on the basis of population, and, therefore, although the formation of circles was taken up in August and completed by the first week of September, the formation of blocks had to be deferred till December, that is, not until the house list population was ascertained. An enumeration block was formed with a population of 800 to 1,200 persons in non-bustee areas and with 500 to 700 persons in bustee areas.

In addition to these 32 charges, nine special charges were created. The names and code numbers of the special charges were as follows:—

- (1) Fort-33, (2) Canals-34, (3) Port (land area)-35,
- (4) Seagoing Vessels-36, (5) Inland Vessels-37,
- (6) E. I. Rly., Sealdah Charge-38, (7) E. I. Rly., Chitpur Charge-39, (8) Police Charge-40,
- (9) B. N. Rly., Garden Reach Charge-41.

By the creation of special charges, the responsibility for the enumeration of these areas was transferred to the respective authorities, thus relieving the strain on the general census agencies. Certain special blocks were also created for institutions having a population of more than 100 persons. A list of special blocks, the census of which was conducted by their own agencies, is shown in Annexure A.

10. Code Number—Of the four numbers of the location code in use during this census the third proved difficult to fit in. Before numbering the streets of

Calcutta, I had to be sure that no street or lane was left out of the street lists. The printed Corporation street lists had not been brought up-to-date. But the assessment volumes of 23 wards had been revised in 1949-50 and copies of these were of great assistance in preparing lists of streets. The draft electoral rolls served as an up-to-date reference list.

11. Surveyors in my office were first asked to prepare lists of streets by circles from the maps of 1941 Census. These lists were compared with the Corporation street lists, lists of streets recorded in the draft electoral rolls and copies of assessment volumes. These comparisons revealed discrepancies which had then to be reconciled. Special difficulty was experienced in locating the various Improvement Trust Schemes, mentioned in the Corporation street lists, under their new names. Neither the Improvement Trust Office nor the Corporation Office could help much in this matter. But Inspectors and Overseers of the Corporation rendered considerable help by giving information from their personal diaries.

12. It is possible in this restricted space only to give the barest indication of the difficulties in the preparation of a correct street list of Calcutta. Well-known streets like Butto Kristo Paul Avenue in north Calcutta and Charu Avenue in south Calcutta were not found in any of the street lists. Justice Sarada Charan Mitra Street, on the other hand, although found in the Corporation street lists, had no existence at all. Then again some streets and lanes absorbed in larger streets in the assessment volume still bear the old name plates and are known in the locality by their old names. It may sound strange but there are some lanes in Calcutta which have no premises on them.

13. Inspecting surveyors of my Office had often to visit the locality and the office of the Corporation for finding an explanation for every discrepancy found. When charge clerks were appointed they were first asked to go round their respective charges with the street list prepared in my office in their hand and verify every single item. The Assistant Special Officer and I had to undertake frequent local inspections along with surveyors and charge clerks.

14. The list thus corrected and verified was made final and every street was included in it. A reward was offered to any house-numberer who could find out a lane left out of the list.

15. Charge clerks were then asked to list the streets in their own charges in alphabetical order. The serial number of the alphabetical list of streets in each ward formed the third figure in the code number.

16. The fourth figure of the location Code—the census house number—was based on the municipal premises number. The municipal premises number formed the basis of house numbering. The house-numberer supplemented and extended the municipal number with sub-numbers where there were more than one commensal family living in a single municipal premises. Each commensal family was treated as a census house. The 'House' was defined for census purposes as consisting of the buildings, one or many, or a fraction of a building, inhabited by one family, that is, by a number of persons living and eating together in one mess with their resident dependants, such as mother, widowed sister, younger brother, etc., and their servants who reside in the house. In other words, the unit was the commensal family and not the structural house or enclosure. Even the Census Commissioner's definition of apartments "with a separate main entrance" had to be modified in the case of Calcutta. When one family occupied more than one

building or structure, unless they were enclosed in the same compound, the structures were separately numbered. Thus supposing a building bore the municipal number 20 and contained 3 census houses, the house-numberer tar-painted and numbered these parts of the building which fell within the definition of census house, $\frac{20}{1}$, $\frac{20}{2}$, $\frac{20}{3}$ in each case putting the sub-number beneath the municipal number. Again, where a building was found without any municipal number, if it contained residents, or there was expectation of people coming to reside during enumeration period, it was given a number. The house-numberer distinguished such buildings by using the municipal number of the house next preceding with the addition of the letter big "C" (indicative of the census-house) and a number beside it. Thus supposing the preceding house number was 138-B, the next unnumbered house was numbered as 138-B/C1. If there were several such unnumbered houses, they were numbered similarly by adding big C1, C2, C3 beside the municipal number of the house next preceding.

17. Some difficulty was experienced in code numbering the census units of bustee areas. An entire bustee having several huts and many households bears only one municipal number. A census unit in such a case had to be located by the bustee number, hut number and household number and all these three had to be put in the fourth figure of the code number. This was done by putting the hut number within brackets beside the municipal number and writing the census unit number as a sub-number. The charge clerks and others concerned at first found it difficult to grasp the arrangement made. The method had to be explained in training classes by demonstration on black board. If the municipal number of the bustee were 18/1, and it had 30 huts with several rooms in each hut inhabited by separate families the numbering of the huts was arranged thus $\frac{18/1 (1)}{1-20}$, $\frac{18/1 (2)}{1-15}$, $\frac{18/1 (3)}{1-10}$ and so on. In each case the bracketted number on the top indicated the number of the hut and the sub-numbers indicated the number of commensal families residing in it. This was not enough. As the particulars about each family had to be noted and a reasonable guarantee achieved that no family was omitted, it was required that the sub-number of each room containing a commensal family should be painted on the wall or door of each such room. For example, on the wall of the first room of the first hut under the occupation of a separate family would be painted in tar $\frac{18/1 (1)}{1}$ in the case of the bustee already referred to.

18. The four-figure location code, thus continuously adapted, containing the district number, ward number, street number and census-house number created no anomalies in Calcutta.

19. In special charges, the second digit represented the charge number and the ward number beneath it, i.e., $\frac{8/35/103/10}{5}$ the numerator denoting the special charge number, and the denominator the Corporation Ward Number. This was done because the area of some charges was scattered over a number of municipal wards and the population in respect of these charges were subsequently incorporated in the respective ward totals.

20. **Appointment of Charge Superintendents and Supervisors**—The State Superintendent wrote to the Corporation about the selection of charge superintendents. The Chief Executive Officer sent a list of officials of the Corporation who could be spared. As many as 26 gentlemen were appointed as Charge Superintendents from the Corporation list. There was difficulty in the

selection of Charge Superintendents for ward Nos. 5, 7, 8, 18, 26 and 32. Subsequently several leading citizens of Calcutta were persuaded to act as charge superintendents of the aforesaid wards. Regarding the special charges, the authorities concerned nominated responsible officers for the work. A list of names of charge superintendents is shown in Annexure B. Each charge superintendent was given a clerk. In each of three large wards an additional clerk had to be given. They were appointed by me on a consolidated pay of Rs. 100 per month inclusive of all allowances. They normally served as the connecting link between the charge office and the special census office, usually attended the office of the charge superintendents in the morning and evening, and also did the bulk of inspection. They were required to attend the Special Census Office on Monday and Thursday between 3 p.m. and 5 p.m. Charge superintendents were requested to select their supervisors by the first week of September. There were 409 Supervisors, out of which 236 were selected from among Corporation officials and 173 from outsiders. There was no difficulty in recruiting a sufficient number of supervisors except in wards 5 and 7. Burrabazar and Jorasanko being predominantly non-Bengali areas, there was a dearth of responsible Hindi speaking youths who could be selected as supervisors. The Charge Superintendent of ward No. 5 was the Secretary of the Burra Bazar Congress Committee. Even he could not secure the required number of supervisors except with difficulty. These supervisors, however, were not up to the mark and could not discharge their duties efficiently and timely, but for administrative reasons no change in the set-up was made and the work of these two wards had to be conducted under the direct supervision of the Assistant Special Census Officer.

21. All supervisors had to spare two hours' time in the morning and two hours in the evening for census work. They were offered an honorarium of Rs. 30 per month to meet out-of-pocket expenses for working in their circles.

22. Soon after the appointment of charge superintendents, supervisors and charge clerks, conferences were held in the council chamber of the Calcutta Corporation where detailed instructions regarding house-numbering and preparation of house lists were given by me, the Assistant Special Census Officer and on some occasions by the State Superintendent.

23. **Accommodation of Special Census Office and Charge Offices**—The Special Census Office was accommodated on the 1st floor of 11, Netaji Subhas Road, which has the Office of the Commissioner of the Presidency Division. It was very close to the Superintendent's Office at Writers' Buildings. The Commissioner of the Presidency Division allowed us to occupy three rooms of the 1st floor and no rent charges fell on the census budget. One room was divided by a wooden partition into two compartments. One of these formed my sitting room; the other was for the Assistant Special Officer. The other two rooms were used for the accommodation of my office, the charge clerks and the inspecting surveyors. There was no difficulty of space and as we got the advantage of using some of the furniture of the Collector and Commissioner's Offices, considerable savings were made in the census budget on this head as well. The use of a free telephone extension from the Secretariat PBX was a great advantage and saved a considerable sum of money.

24. Soon after taking over charge I asked the Chief Executive Officer to allow charge superintendents to use Corporation free primary schools and other Corporation buildings as charge offices. He was pleased to grant

the permission and sixteen charge offices were accommodated in Corporation buildings and free primary schools. A few other charge offices were located in private schools. Some superintendents were good enough to lend a room of their residence for the charge office. A list of charge offices with their addresses is shown in Annexure C.

25. **House-numbering**—Correct house-numbering and compilation of house lists are the only guarantee of correct enumeration. Even in normal times, the numbering of census houses in Calcutta was not an easy affair. With the influx of displaced persons it became all the more difficult. People were found to live in all kinds of shelter. In some areas families of different castes were found to share a single room, quite unthinkable a few years ago. Shops, garages and cowsheds now house men, women and children. The house-numberer must find out every census unit living in such unusual places. He must have the necessary tact and patience to elicit information out of unwilling heads of households and must understand the complicated process of numbering. In previous censuses, house-numberers were drawn from assessor's men and conservancy staff of the Corporation. I found them quite unequal to the task. So a departure was made from previous practice. The remuneration of the house-numberer was slightly raised. He was given Re. 1/- for numbering 20 houses (as distinct from census-houses) and for completing house lists with regard to them. Painting with coal tar and a daily round to all houses especially bustees, khatahs and shop-cum-dwellings (*gadis*) proved a formidable task for them and cost them a good deal of labour. An appeal to their sense of patriotism served to remove the indignity attached to the work of going from house to house with a brush and a can of tar and painting the walls. The effect was very encouraging. In some wards, youthful members of local clubs came forward to act as house-numberers. A few graduates enlisted themselves as such. One middle-aged Muktear was also among them.

26. To ensure co-operation between the Supervisor and his house-numberers, I asked the former to select his own house-numberer in consultation with the charge superintendent. This produced very good results. The supervisors, oftener than not, selected their own men and considered themselves personally responsible for house-numbering. In many cases they accompanied house-numberers in their numbering rounds and prepared the house lists themselves. They knew that the responsibility for any error detected at the time of enumeration would be fixed upon them and were careful in preparing the house lists.

27. House-numbering commenced on 13th September, 1950 and ended in the first week of December. The period seems rather long. One reason for this was that I had laid more stress on accuracy than on speed, and made allowances for the Puja season.

28. In order to give wide publicity and attract public attention to the fact that the work of house-numbering had started, 15,000 leaflets in English, 30,000 in Bengali, 10,000 in Hindi and 10,000 in Urdu were printed and distributed in various quarters of Calcutta through the vans of the West Bengal Publicity Department. Besides, a number of press advertisements and press communiqués were issued from time to time. But for this publicity arranged by the State Superintendent, the work of house numbering and house lists compilation in a great city like Calcutta, would have been very difficult.

29. Inspection afterwards revealed a number of cases of omissions in numbering. Sub-numbers had not been put on the walls of rooms occupied by different families in bustees. Orders were issued at once to charge clerks

and supervisors for cent. per cent. checking. They were assisted by every member of the office staff. District census officers and their clerks moved about in their respective areas. The Assistant Special Officer and I also checked and moved from ward to ward. The State Superintendent himself made time to inspect the work of house-numbering in several areas. In fact, the entire census agency of Calcutta were out during the last fortnight of house-numbering to make it a success. The result of this determined drive was very gratifying. The bulk of the very few complaints arriving in response to notices in the papers proved on enquiry to have been made in ignorance. House-numberers had no instruction to paint premises occupied by single families. These were imagined to be omissions in numbering. To avoid such misapprehension, it would be better in future censuses to paint a number on each municipal holding irrespective of the number of families occupying it.

30. **House-numbering in Special Charges**—House numbering and house list compilation was taken up, though a little late, in the following special charges:—

(a) Fort—Charge No. 33.

Captain Gurdal Singh, 202, Brigade Area, Fort William was deputed to conduct the census of the Fort William area. This area consisted of as many as 50 units including Red Road, Mominpur Camps and Military Hospitals. House numbering and house list compilation was done in respect of civil population residing in the military area and a separate statement was furnished showing the number of military personnel and their families residing in Calcutta. The work was finished by the first week of December.

(b) Port (Land Area)—Charge No. 35.

The port authorities nominated Sri N. De, Welfare Officer, to conduct the census of this special charge. Soon after he took over office as charge superintendent he divided the port area into ten circles and placed a supervisor in charge of each. They started the work of house numbering in the third week of September and finished by the middle of November. The work done by the supervisors was very satisfactory.

(c) E. I. Railway—Sealdah Charge and E. I. Railway—Chitpur Charge—Charge Nos. 38 and 39 respectively.

On the recommendation of the Divisional Superintendent, E. I. Railway, Sealdah, the two charges were placed under the Senior Superintendent, Way and Works, Sealdah, and Superintendent, Chitpur area, respectively. The Sealdah charge was divided into four circles and Chitpur into five. Each circle was placed under a supervisor who selected his own house-numberers. House numbering commenced by the middle of October and was completed by the middle of December.

(d) Police—Charge No. 40.

The Commissioner of Police nominated Mr. W. Preston, Assistant Commissioner of Police, Headquarters, to conduct the census of Calcutta police stations, lines and barracks. Shortly after, Mr. Preston was transferred and succeeded by Mr. Wight, Assistant Commissioner of Police, Armed Forces, Headquarters. The entire Police charge was divided into as many as fifteen circles and

each circle was placed in charge of a supervisor who were all assistant commissioners of police of their respective circles. House numbering and house list compilation was entrusted to thana officers and this was completed by the first week of January.

(e) B. N. Railway, Charge No. 41.

The General Manager, B. N. Railway nominated Mr. L. M. D'Cruz, Secretary, Station Committee, to act as charge superintendent of Bengal Nagpur Railway Charge. This charge comprised of six circles and were placed under six supervisors. House numbering and house list compilation started in the middle of September and was completed by the third week of December.

31. The organisation of the different special charges was set up by arranging a series of conferences with their special census personnel at their respective places. This special machinery always worked under the personal supervision of the Assistant Special Officer and myself.

32. In addition to these charges there were 68 special blocks which were all Institutions comprising more than 100 residents each. These were Hospitals, Jails, Asylums, Government Refugee Camps and big residential hotels, the Calcutta Tramways Co., Ltd., the Calcutta Electric Supply Corporation, Post, Telegraph and Telephone Offices and the Institutions of the Calcutta Corporation. House numbering and house list compilation was done under my supervision and that of the Assistant Special Officer. It was advantageous to get the census done by the staff of these institutions as it would be difficult to have them censused by outside agencies.

33. The house lists, as is evident, were prepared with much accuracy. The house list population was within narrow limits of final census count. The population as recorded in the house list for the municipal area of Calcutta was 2,407,468 and 131,371 for the special charges and blocks—making a total of 2,538,839. No house lists could be made of seagoing vessels, inland vessels, the houseless pavement population, and of canals areas. This population was found to be about 18,000. The final census count gave a population of 2,548,677. Thus the house list population was higher than the final count by 8,162 only. This difference is quite negligible in comparing figures over 25 lakhs.

34. On the completion of house numbering, press notes and advertisements were issued inviting the public to report cases of omissions. A number of complaints was received which on enquiry showed that in many cases particulars were collected from other members of the family in the absence or without the knowledge of the head of the family. In very few cases were omissions genuine; they were immediately put right.

35. **Formation of blocks**—As soon as house lists compilation was completed, charge superintendents were requested to form enumeration blocks according to instructions laid down in the General Scheme for Calcutta Census, 1951. The following points were specially considered in the formation of blocks:—

- (i) Combining of *pucca* and *kutch* houses was to be avoided if the number of *kutch* houses exceeded 20.
- (ii) Contiguity of streets, lanes, bye-lanes in forming a block to be maintained.
- (iii) Beginning and ending number of part of a street, part of a lane or part of a bye-lane which falls within a block to be noted.

- (iv) Population of each street or parts of streets, lane, bye-lane in the block to be given. Population of the entire block was normally to be between 700 and 800.

36. Block divisions were completed by charge superintendents by the end of November and after scrutiny, were approved by me. The next important problem was the copying of the extracts from house lists block by block. It had been originally decided that this copying would be done by 20 copyists in the Head Office in October and November. In actual practice, however, errors and omissions in compiling the house list were discovered. Thus thorough checking of house numbering had to be arranged as the house lists were the basis of the operation. Consequently the work of house numbering and preparation of house lists had to be continued till the end of November. There was hardly any time to get list extracts copied by copyists. Supervisors on the other hand had practically nothing to do during the first fortnight of December and it was decided in consultation with Charge Superintendents to get this copying work finished by supervisors within 15th December. Two copies of house list extracts were prepared block by block—one copy for the supervisor and the other for the enumerator and the original house list was retained in the charge office. Carbon papers and pencils were supplied to supervisors.

37. **There were exceptions**—Formation of blocks in respect of Wards 5, 7, 8 and 19 was delayed and it was found that if copying of house list extracts in respect of these wards were left to their supervisors it would mean excessive delay and might upset the time table. A few copyists were, therefore, engaged to complete the copying of house-list extracts for wards 5, 7, 8 and 19. This was completed by the third week of December.

38. **Appointment of Enumerators**—The next important thing to do was the appointment and posting of enumerators. As on previous occasions, it was considered necessary to recruit enumerators for the Calcutta Census from the office staff of the various Government and Semi-Government departments. They are the best enumerating agency in Calcutta. As early as the beginning of October, the Chief Secretary at our request issued a circular to all heads of departments requesting them to send to me a list of all clerks of their offices as also offices subordinate to them who could be spared for acting as enumerators. The names, addresses of the assistants and number of ward in which they resided were required to be mentioned in the list. It was found that the response to this request was inadequate. The State Superintendent issued a circular in November, 1950, requesting all the offices to send a complete list of clerks employed in their offices together with the address and number of wards in which they resided. The Registrar General also issued a circular to all heads of Central Government offices in Calcutta making similar requests. The lists of staff of the different offices in Calcutta reached us by the third week of December. Selection of enumerators from these lists was limited to 50 per cent. and particular care was taken to exclude Head Clerks, U. D. Clerks, Stenographers and other useful staff. A chart was prepared showing the names of selected enumerators ward by ward. Even when all the lists were available, it was found that in wards 5, 7, 8, 18, 19, 25, 26 and 32, the number was far below our requirements. Attempts were therefore made to contact North Calcutta District Congress Committee to supply suitable candidates for wards 5, 7 and 8 and in the remaining wards charge superintendents were requested to select suitable outsiders. The deficit in the number of enumerators in wards 8, 13, 15, 16 and 17 had also to

be met by posting enumerators from the list of selected enumerators living in contiguous wards. The posting of enumerators in the different blocks and despatching parwanas to the different offices turned out to be a colossal task and the office had to work without any holiday from the 20th December till the 2nd January 1951 by which date the despatch of all parwanas was completed. There was the usual spate of applications for exemptions, desertions, and non-reporting for duty. With the co-operation of heads of offices they were put down firmly. A small-pox epidemic however interfered with the work in the middle of enumeration.

39. It may be mentioned in this connection that in the municipal area, there were 3,211 blocks and as many as 4,500 parwanas were issued and about 1,000 exemptions had to be allowed on one ground or another. The total number of enumerators actually employed in the work was 3,235 excluding another 10 per cent. who were kept in reserve. Of these 3,235 enumerators, 2,654 were employees of the State and Central Government Offices and of the Calcutta Corporation and 581 were outsiders. The discrepancy of the total number of enumerators actually employed and the total number of blocks is due to the fact that in some of the blocks additional enumerators were posted for partly finished work. The enumeration in the special charges and special blocks was conducted by their respective agencies. Each enumerator was paid at the rate of Rs. 3-2 for enumerating 100 persons and for writing the National Register of Citizens in respect of them. It may be mentioned that the enumerators employed in the special charges of Calcutta Police and Fort William declined to accept any remuneration.

40. **Charge and Circle Registers**—As soon as the posting of enumerators was completed the Charge Superintendents were requested to prepare the Charge/Circle Register in prescribed form. The Supervisor of each circle prepared the Register in three copies and kept one for himself and forwarded two copies to my office. As these were prepared after the formation of enumeration blocks and the posting of enumerators, these registers were accurate and helpful to the head office for the purpose of references and location of particular blocks and enumerators as also watching the progress of enumeration, as the house-list population was noted in the remarks column of the register.

41. **Training**—Before the appointment of enumerators training classes were held in my office for the Charge Clerks and others who had any connection with the enumeration. I met the Charge Superintendents in the Council Chamber of the Corporation once a week and explained to them the procedure of enumeration and the method of recording the answers to questions. The Superintendents themselves trained their own Supervisors.

42. Enumerators began to report at different Charge Offices from the first week of January. A Hand Book was given to each enumerator as soon as he reported himself. The original idea was that the Supervisors and the Charge Superintendents would hold training classes for the enumerators. But it was found that they could not spare time for this every day. Enumerators, on the other hand, could attend training class only when it suited their convenience. So it was decided to hold training classes every evening from 6-30 to 8-30. Charge-Superintendents, Supervisors, Instructors from my office, District Census Officers, Assistant Special Census Officer and myself took training classes according to programmes drawn up beforehand. Difficulties arose in this arrangement. On some days more enumerators

attended than could be accommodated in the Charge Office. So enumerators of certain circles only were asked to attend on particular days of the week.

43. Occasionally big meetings of enumerators and Supervisors were called in a school or college premises and addressed either by the local District Census Officer, Assistant Special Officer or myself. The State Superintendent himself addressed several meetings of enumerators and answered their questions.

44. Most of the enumerators responded to the effort to train them. The weekly and fortnightly large meetings were attended by almost all enumerators of the area.

45. Training of enumerators in the special charges, viz., Railways, Police, Fort and Port were held at their places by me and the Assistant Special Census Officer. Two conferences of Charge Superintendents of the various special blocks, viz., Hospitals, Jails, Hotels, residential schools and Vagrant Homes were held in my Office and detailed instructions were given. A conference with all the officers in charge of the different Corporation Institutions, viz., Gowkhanas, Markets, Burial Grounds, Maternity Units, etc., was also held at the Council Chamber of the Corporation.

46. A sample training census was held in all the wards on 14th January, 1951 and this was very helpful as it taught the enumerators how to record the answers to the 14 questions on the slips by symbols and contractions. The defects and irregularities on the sample census slips were discussed at the training classes and this helped the enumerators a good deal to learn the work perfectly. Sample training census was also held in all the special charges and in some of the bigger special blocks.

47. The Assistant Special Officer, District Census Officers and myself exerted our personal efforts to the maximum in training up the Superintendents, Supervisors and enumerators so that they might acquire confidence in their own knowledge of the work. I was able to convince the supervisory staff that the success of the census operations of this great city depended mostly on our efforts in this period. All of us impressed upon the enumerators the need of production of correct record during the enumeration period, and the punctual submission of pads, fair copies of the National Register of Citizens and the enumerators' abstracts on the 4th of March, 1951.

The training resulted in improving the level of enumeration greatly.

48. The size of the manual frightened the ordinary enumerator. Better type of enumerators complained of its repetitiveness. It could be made more concise without impairing its value. The enumerators must have always to be trained by a training agency. Elaborate explanations swelling the size of the manual are not needed for those who hold training classes. The Bengali manual was a distinct improvement upon its English counterpart.

49. **Census holidays**—The majority of enumerators appointed in Calcutta were recruited from Government and Corporation Offices. The enumerator had to work during the period from 9th February to 26th February between the hours of 6-30 A.M. and 9-30 A.M. and 5-30 P.M. and 8-30 P.M. From 27th February to 4th March the enumerator remained engaged wholetime in census duties. In order to give proper facilities to the enumerator to attend to his work, the Chief Secretary was pleased to allow them to attend office at 12 noon from 9th to 26th and also permitted them to stay away from their offices during the period from 27th to 3rd

March, 1951, 4th being a Sunday. Their absence in office during this period was treated as on duty. In response to a circular of the Registrar General, the Central Government Offices also allowed similar privileges to their employees who were engaged in the census. The State Superintendent issued a circular to the different chambers of commerce in Calcutta requesting them to allow those of their employees who worked as enumerators or Supervisors similar privileges. This was very helpful and the mercantile firms allowed many enumerators such concession at my request.

50. **Supply and distribution of pads**—The instructions issued by the Superintendent in his No. 1699/18/Cen., dated 16th November, 1950, regarding distribution of pads and other forms were communicated to all Charge Superintendents by the 15th of January, 1951 and pads were distributed from the 3rd week of January, 1951. The Charge Superintendents and the Supervisors understood the method very well. The Home (Transport) Department was requested to allot two vehicles for carrying pads from the Special Census Office to the different ward offices. Pads were distributed on the basis of the houselist population figure. The estimate was rounded off to the next 500 with 5 per cent. extra plus 2 pads for each circle. In addition another 5 per cent. reserve was kept with the District Census Officers for meeting emergency. For Calcutta 100 slips pads were distributed and therefore to adjust fractional requirements, some 100 slips pads were split up into 50 slips pads. With the distribution of pads, the National Register of Citizens, charge summaries, circle summaries and enumeration abstracts were also distributed according to the prescribed instructions.

51. **Enumeration**—The next was the most important and the final stage of the census. Radio announcements, cinema slides, press notes and advertisements in newspapers were arranged through Publicity Department and the public were kept informed of their duties and the census questionnaire. Census notices were also circulated to each house with electric bills quoting the relevant sections of the Census Act of 1948 in which duties and obligations of the citizens were noted. It was also stressed that the enumerator ought to be treated with consideration and an appeal was made to see that no one was omitted.

52. The Superintendent of Census Operations, West Bengal and Sikkim, addressed the Bengal Chamber of Commerce and Calcutta Trades Association and the European Association with a view to enlist the powerful support of these associations. I must say that I received whole hearted co-operations from the public in general and from the members of these associations to make the census of Calcutta a success.

53. The census operations began all over the city simultaneously. The supervising staff along with the Assistant Special Officer, the District Census Officers and myself moved from place to place during the enumeration period. For facility of work the Assistant Special Officer dealt with the enumeration of wards 1 to 11 and 28 to 32 and I dealt with the rest of the wards, i.e., 12 to 27.

54. In wards 8, 10 and 12 mainly inhabited by the Chinese, Supervisors and enumerators of that nationality were appointed. The Chinese Consul in Calcutta was approached and he issued appeals for healthy co-operation at the time of enumeration. These Chinese Supervisors and enumerators, literate in English, did the enumeration of the Chinese well in all these wards.

55. For the correct enumeration of the Marwaries of wards 5 and 7, I, from the very beginning, took all

necessary steps. Two Marwari gentlemen—one the secretary of the local ward congress office and the other a leading citizen, were appointed as Charge Superintendents of wards 5 and 7 respectively. There were some Supervisors and enumerators from the Marwari community as well.

56. The census work of a very difficult ward namely, ward No. 18, Tangra, is depicted below :—

The conditions of this ward were particularly difficult for census operations. It was mainly a bustee ward and no discrimination could be made between bustees and pucca houses in block divisions for enumeration. These bustees, overcrowded and filthy, were scattered over a wide area which was full of marshy land and dirty tanks. The number of Radio sets was small while there was not a cinema house in the whole of the ward, so publicity through slides and Radio talks about the census questionnaire had very little effect on the public there. Heads of families and other men-folk were engaged as labourers or petty artisans in the city proper and remained out of doors from sun-rise to sun-set. It was almost impossible to work after sun-set in such areas. These conditions had created much difficulty in house numbering and house list compilation. I very often visited all the circles of the ward with the Charge Superintendent, Sri Khirod Chandra Bhattacharjee, a well-known Journalist and public spirited gentleman having great influence amongst the local people, and solved all the difficult problems that arose as stumbling blocks on our way to census work. The Charge Superintendent took precautionary measures against all these odds and created a team-spirit among all the members of the census staff. Very few assistants were available from Government and Semi-Government Offices to act as enumerators and Supervisors and so the Charge Superintendent, at my request, selected several youths of the local clubs on whom he had personal influence, for the smooth and efficient enumeration of this ward.

From the 9th to the 24th February about 95 per cent. of the people were already enumerated. The enumerators could do this by moving from house to house from day-break to night-fall with great hardship.

The remaining 5 per cent. formed those persons who were still eluding contact with the enumerators. With 5 days still left for finishing the work, the Charge Superintendent and his colleagues embarked on a plan with my approval for street checking from sun-rise to sun-set on Sunday, the 25th February. There was only one Bus Service (Route No. 38) running through the ward. Bounded on the west by the Kankurgachi Yard Railway and the E. I. Rly. Southern Section line, the ward had some distinct streets connecting with these Railways. "Nine" such gates or border stations—as they might be called—and one ferry ghat at the Canal on the northern boundary were selected where enumerators were placed in batches. They checked all passers-by either on foot or in vehicles, as to whether they had been enumerated. The names and addresses of those reported not enumerated were noted on the spot pending enquiries at their respective houses. Each gate was in charge of one Supervisor and all the enumerators showed excellent spirit in doing this arduous task. The Bus Association (Route No. 38) allowed all their Buses to be checked at one of the gates. I visited all the checking stations including the ferry ghat from morn to afternoon. There was no trouble in checking anywhere. It may be noted that despite the wretched conditions and poor look of the people in general, the enumeration, throughout the census period was extraordinarily peaceful and a complete success.

57. I now give a summary of the census work of ward No. 27, Tollyganj. It had the largest population composed mainly of the intelligentsia of the city. A very large number of displaced persons had also congregated there. The complexity of the occupations of the inhabitants of the locality rendered the recording of the answers of enumerated persons difficult. In view of its size the ward was divided into 34 circles and 255 blocks. To secure and organise such a large number of census workers was not an easy problem. Fortunately the responsibilities of the ward were entrusted to a very able officer of the Corporation. Sri A. K. Roy, Controller of Stores, took the charge most willingly. Originally two Charge Superintendents had been appointed for this ward. But circumstances did not permit the other gentleman to do census work. So the entire burden fell upon Sri Roy's shoulders. He never complained or grugged it. Every evening from 6 P.M. to 8 P.M., he was at his seat in the Charge Office, for nearly six months. Supervisors and enumerators would stand round him and have their practical difficulties solved. He had a thorough knowledge of census work. He held training classes for supervisors and house-numberers. When the pressure of work became heavy in January, an Instructor was deputed from my office to hold training classes for enumerators every evening. On Sundays classes were held in the morning as well as in the evening. Sri Roy organised this work with care and consideration. Routines were so made that every enumerator might attend the classes without much personal inconvenience. The District Census Officer held weekly meetings of enumerators and imparted instructions. I myself attended several such meetings and the State Superintendent made time to address one such meeting of enumerators and supervisors.

The checking of house numbering was very thorough. The supervisors and charge clerks made cent per cent checking. The Charge Superintendent also did his share of the checking. The District Census Officer and myself visited several parts of the ward and made checks. The Superintendent of Census Operations also visited certain localities in course of his tour.

Most of the enumerators were educated gentlemen holding responsible offices under the Government or the Corporation. The number of outsiders was small. Enumerators generally understood the principles of economic classification of the census of 1951. Their knowledge was reflected in recording the answers to questions 9, 10 and 11. During the enumeration period, I examined many slips. It was very gratifying to note that the principal means of livelihood were recorded in full. Instead of 'An employee, Bata Shoe Factory', I found 'Mechanic, Rubber Department, Bata Shoe Factory' and similar returns.

58. The procedure adopted in this ward was followed in other wards as well. Success varied according to the personnel of the census agency in different areas. I do not intend to deal with every ward in detail. The Superintendent of Census Operations, West Bengal, visited many other wards of South, Central and North Calcutta. He addressed meetings of Supervisors and enumerators wherever he went. His interpretation of controversial points and his appeal to his audience for making the first census of Free India a success, were an inspiration to them.

59. Enumeration in special Charges—I have already dealt with the house numbering and house list compilation of special charges and special blocks. I would now mention how enumeration in the different special charges and blocks was made.

Fort 33—During the house numbering stage Capt. Gurdail Singh was in-charge. He went on leave in December and was succeeded by Lt. Wasan of 202 Brigade Area, Signal Section, as Military Census Officer. The entire Fort area was divided into 50 units consisting of Fort William, Red Road Camp, Ballygunge Camp, Alipur and Hastings Camp. There were 35 supervisors and 67 enumerators. Enumeration commenced on the 9th February and ended on the 3rd March, 1951. The Assistant Special Officer and myself visited the Fort frequently and imparted instructions to the supervisors and enumerators. To facilitate work a clerk was also deputed to work under the Military Census Officer, during the months of December, January and February. He helped the Military Census Officer in the distribution of pads and forms and making correspondence with the different Unit Commanders. He also submitted weekly progress report to me regarding enumeration. The enumerators who had been coached by us, were found quite competent and discharged their duties voluntarily without accepting any remuneration.

Maidan Area—The S. D. O., District III, City Division, was in-charge of the Maidan Area which comprised the Race Course and the club tents. Victoria Memorial Hall was also in the Maidan Area but it was censused separately by an officer under the curator.

Canals 34—The Subdivisional Officer, Calcutta Canals Division, was deputed by the Executive Engineer, to conduct the census of the boat population in the Canals of Calcutta. As in previous censuses the Canal area was sub-divided into 8 circles and each circle was placed in charge of one supervisor. A map (6"=1 mile) was prepared by the S. D. O. under my instructions demarcating the boundary of the area. The census of the Canals was conducted on the 28th. One boat was engaged and an expenditure of Rs. 10 only was incurred. Besides 8 supervisors there were 8 enumerators who were trained at my Office by the Assistant Special Officer. The enumeration was successfully completed.

Port (Land Area) 35—The entire Port (Land Area) was divided into 11 circles and 49 blocks. There were 11 supervisors and 49 enumerators. The enumerators and supervisors were adequately trained by the Charge Superintendent. Besides, occasional meetings were held at the Port Office which were attended by myself, the Assistant Special Officer and the District Census Officer, South. Sri N. Dey, Welfare Officer, who was the Charge Superintendent took keen interest right from the beginning and conducted the enumeration of this extensive area most ably and successfully.

Seagoing Vessels 36—The census of the Seagoing Vessels was done, as on previous occasions, by the Superintendent of Preventive Services, Calcutta Customs. The census of all vessels which were in the Port on 1st March 1951 or of those vessels which entered the estuary of the river Hooghly on the 27th and 28th February, was conducted by 12 supervisors and 18 enumerators. There were 45 vessels in all, which were censused with a population of 2,025. It may be mentioned in this connection that the supervisors and enumerators took no remuneration.

Inland Vessels 37—The Deputy Commissioner of Port Police, Calcutta, nominated Sri I. Bose, Inspector, to be in-charge of the census of the crews of inland steamers and other vessels. The organisation was ably managed by Sri Bose, who contacted the different Steam Ship Companies and other merchant companies having launches and cargo flats and ascertained beforehand the names of inland steamers, launches, flats, etc., arriving at or leaving the ghat during the period from 9th

February 1951 to 3rd March 1951. A conference was held on 5th February at Ramnagore Police Camp with the representatives of different Shipping Companies as also the supervisors and enumerators, which was presided over by the Assistant Special Officer where instructions regarding enumeration were imparted.

E. I. Rly. Sealdah Charge 38—The Census of this area was conducted by the Senior Superintendent, Way and Works, Sealdah. It consisted of 5 circles and mainly included the Sealdah Station and the Railway Colonies at Sealdah, Narkeldanga, Beliaghata and Kankurgachi. There were 27 enumerators and the total population enumerated was 12,248.

E. I. Rly. Chitpur Charge 39—Census operations in this charge was conducted by the Superintendent of Chitpur Area. There were 5 circles and the area comprised Chitpur Yard, Chitpur Staff Colony, Cossipore and Ultadanga Staff Colony and other railway buildings. There were 14 enumerators and the total population enumerated was 7,092.

It may be mentioned in this connection that in both the above charges census personnel had to be urged on by the Assistant Special Officer so that the work might be finished by scheduled time.

Police Charge 40—Mr. H. Wight, Assistant Commissioner of Police, Headquarters Armed Force, was in-charge. Soon after house list compilation, the Assistant Special Officer and myself frequently visited Lallbazar and organised training classes with the supervisors and enumerators. Mr. Wight, assisted by Sergeant Tims, took keen interest in conducting the enumeration. The entire Charge was subdivided into 15 circles coinciding with jurisdiction of the 15 Assistant Commissioners of Police. The Assistant Commissioners were the supervisors of the respective circles. There were in all 67 enumerators who were selected from among Sub-Inspectors and Assistant Sub-Inspectors. Enumeration was completed within the scheduled time. It may be noted in this connection that under the direction of the Deputy Commissioner of Police, Headquarters, the supervisors and enumerators engaged in the work did not accept any remuneration and performed this honorary work in addition to their normal duties.

B. N. Rly. Charge 41—The census of the B. N. Rly. special charge was entrusted to Mr. L. M. D'Cruz, Secretary, Station committee, B. N. Rly. The Colony at Garden Reach was sub-divided into 6 circles and each was placed under one supervisor. There were 12 enumerators. The enumeration was completed successfully within the scheduled time.

60. Enumeration in Special Blocks—Besides the special charges, enumeration in 68 special blocks, a list of which is given in Annexure A, was made by their respective agencies. These special blocks were broadly of 4 categories (1) Hospitals, (2) Jails, (3) Municipal Institutions like Gowkhanas, markets, workshops, etc., (4) Other Public and Private Institutions. During house numbering each house-numberer was directed to note in the remarks column, the nature of the premises, if the premises were occupied for any special purpose and where the population was more than 100. They were directed to note in the remarks column whether it was a hotel, boarding, mess, convent, school, hospital, jail, etc. After the house list was prepared, the Charge Superintendents submitted a list of all such premises which were formed into special blocks. Large institutions like Post Offices, Telephones, Gun and Shell Factory, Hospitals, Jails, etc., were also grouped under this category and a specially cyclostyled letter was issued inviting

them all to co-operate and get their enumeration conducted by their own agencies. As was done in previous censuses, the enumerators of the municipal institutions of the Calcutta Corporation, e.g., Gowkhanas, markets, workshops, district offices, etc., was entrusted to the departmental heads and this was done by them in time.

The enumerators selected to conduct census of these blocks were adequately trained by me and the Assistant Special Census Officer in a series of conferences at my Office. Moreover both of us contacted the Superintendents of Hospitals and Jails at their places and issued instructions regarding filling up of slips and National Register of Citizens. During the enumeration period, we visited, according to programme, all these blocks and inspected the work done. In some cases, omissions and errors were detected and there I had to depute clerks from my office to help them finish the work punctually and correctly. On the whole their work was satisfactory.

61. Floating Population—Census of Homeless Beggars, Vagrants and other Floating Population.—I requested the Deputy Commissioner of Police Headquarters to conduct the census of the homeless beggars by the officers-in-charge of the different Police Stations. The Deputy Commissioner was pleased to notify in the Calcutta Police Gazette, that all beggars, vagrants and people living in the open all over the city would be enumerated by the officers-in-charge of the different Police Stations in Calcutta on the night of the 28th February. It was a one-night census between 10 P.M. and 4 A.M. Accordingly these persons were rounded up by the Police from different parks and streets of the city and brought to the respective Police Stations where they were enumerated by the Assistant Sub-Inspectors. Some of them, however, were scared at the approach of the police and escaped. The Government Railway Police at Sealdah were entrusted with the enumeration of persons arriving by different trains in Calcutta on the night of the 28th February, and of those living on the platform.

62. The State Superintendent, myself and the Assistant Special Officer and all the District Census Officers toured round the city in the night and inspected how the work was progressing. The census of these homeless beggars is always a problem in Calcutta. The record of these people fell below their normal strength in Calcutta. As the Police had the greatest authority with this section of the population, their co-operation was sought. I must admit that there is no other way of getting them censused.

63. Complaints regarding recording of religion and caste—No malpractice was committed by any census personnel. Complaint was received from the leaders of the Sikhs that the Sikhs were being recorded as 'Hindus'. On enquiry the complaint was found to be groundless. To allay their suspicion, volunteers from the Sikh community were invited to accompany enumerators whenever they visited areas inhabited by the Sikhs. The suggestion was accepted and volunteers did go with enumerators in their rounds. The Honorary Secretary of Sree Jain Sabha complained that Jains living in wards 5 and 7 were being enumerated as Hindus. The matter was duly enquired into by the Charge Superintendents of 5 and 7. They found no such case of wrong enumeration and contradicted the statement in the local Hindi papers. The Honorary Secretary was also requested to cite concrete cases in support of his allegation, but he failed to bring any such case to our notice.

64. The General Secretary of the Maha Bodhi Society of India complained that Buddhists were enumerated as Hindus and gave me some cases with particulars for

investigation. I, therefore, deputed the District Census Officer, Central Calcutta, to hold an enquiry with the Charge Superintendent of Ward No. XI. It was found on investigation that all the cases referred to, were duly enumerated as Buddhists.

65. Another complaint regarding recording of caste was made that some people belonging to the backward class 'Suri' were wrongly enumerated as 1 in question 2(c). It was alleged that hearing the surname 'Saha' the enumerators in some cases took them to belong to non-backward caste and recorded them accordingly without asking them about their actual caste. I received this complaint almost at the closing stage of the operation. I issued a circular on the 28th February to all Charge Superintendents directing all enumerators to rectify such mistake if committed during the revisional round.

66. **Small Pox**—During enumeration the incidence of small pox and chicken pox created some difficulty.

Some enumerators too had attacks of the disease. Their places were immediately filled up from the reserve. But certain areas of Wards 11, 18, 28 and 29 were so infected that the enumerators feared to visit those localities at first. Enumeration in these areas was done last of all.

67. **Progress Report and punctual submission of Provisional figures**—In order to ensure correct enumeration and steady and timely progress, I issued a circular to all Charge Superintendents directing the supervisors to move about in their respective circles and to check not less than 20 per cent. of the total entries made by each enumerator and also to get daily report of the work done by the enumerator. The supervisors in their turn were required to submit progress report to the Charge Superintendents who kept me informed of the work in each circle in the form given below on the 12th, 16th, 19th, 23rd, 26th and 28th February.

Charge No.....

Date from 9th to	No. of Circle	Population as per houselist	Population enumerated	Remarks
1	2	3	4	5

The District Census Officers obtained progress reports from the respective Charge Superintendents and submitted them to me. This helped me very much to watch the progress and to pay particular attention to circles which lagged behind.

68. There was, therefore, no difficulty in preparing the enumeration abstracts, charge and circle summaries punctually on the 4th March and owing to the best efforts of the Charge Superintendents who all furnished me with their figures by the forenoon of the 5th I could submit the provisional total population of Calcutta (2,549,790) to the State Superintendent and the Registrar General on the evening of the 5th March, 1951.

69. **Collection of pads and other forms**—At my request, the Home Transport Department allotted one motor vehicle for one week from 8th March 1951 for collecting pads and other forms from the different charges. The Charge Superintendents were informed beforehand about the programme of collection through the Government vehicle and the Charge Clerks accompanied the vehicle in turns and brought the pads and other forms to the Central Sorting and Tabulation Office at 9-B, Esplanade East. The collection of pads and National Register of Citizens and other forms was completed by the 16th March, 1951.

70. **Complaints**—Some complaints of omission were received in my office soon after the enumeration was over. On enquiry it was found that in most cases, these were not omissions as the enumerator had got the particulars from other members of the house. To cite an instance in point, one Mr. Mac Mohan of 26 Lower Range in ward No. 21 complained that no enumerator visited his place and that he was not enumerated. I referred the matter to Charge Superintendent, Ward No. 21, who on enquiry found that he had been duly enumerated and all his particulars were furnished by his wife. In another case the wife of a leading citizen complained that she was not enumerated but the fact was that her particulars had been furnished by her husband without her knowledge.

There were very few cases of real omission. They were subsequently enumerated.

71. Statement I showing Census Divisions and Agency and statement II showing number of forms supplied and used are enclosed.

A statement of expenditure incurred in my office is also enclosed.

72. **Acknowledgements**—Before I close my report, I must express my gratitude to the Superintendent of Census Operations, West Bengal, whose advice and instruction I always received. His active participation in the census of Calcutta was a great incentive to us all and it helped to obviate many of our practical difficulties.

I am also indebted to Sri R. S. Trivedi, I.C.S., Chief Executive Officer, Calcutta Corporation, who gave me all facilities and help which I sought from time to time.

I must also place on record the remarkable services rendered by Sri Provas Kumar Basu, a member of the West Bengal Junior Civil Service, who joined as Assistant Special Officer on 30th June, 1950. He was a very competent and experienced officer. He had both tact and initiative. In half the city's charges he supervised the census work most efficiently and conscientiously. He was also specially deputed to organise and guide the census of the special charges and blocks and he managed this hard work admirably well. In each stage of census operations he threw himself with zeal and enthusiasm. His untiring efforts and commendable services to make the census of Calcutta a success deserve special recognition.

All the four District Census Officers, 3 Kanungoes and another directly recruited—worked ably and diligently. I wish to specially mention the name of Sri Sushil Ch. Neogy, M.A., B.L. (direct-recruit) who had worked under me previously in the census of Displaced Persons and in connection with the preparation of draft electoral rolls for Calcutta. His thorough knowledge of Calcutta proved very helpful in this census. He is a capable organiser and a conscientious worker. As a good speaker he was highly successful in addressing big meetings in the training of enumerators. He managed the census of his district efficiently.

Lastly, I should also gratefully acknowledge the services rendered by my Head Clerk Sri Jitendra Nath

Mukherjee, B.A. who came on deputation from the Office of the Commissioner, Presidency Division, Calcutta. He worked as my Head Clerk in 1949, while I was Superintendent of the Census of Displaced Persons in West Bengal. With his experience and abilities, he managed the Calcutta Census Office most competently. His services were also utilised in supervising the census work of a difficult ward which he did ably and sincerely. The exceptional industry and capacity with which he performed his work deserves recognition.

K. N. MITRA,
Special Census Officer,
Calcutta.

The Census Questionnaire

1. The enumerators understood the value of location code and they felt that it saved a good deal of their time and labour. The cases of omission of location code on slips have been very few.

2. The distinction between near and distant relations was much debated in training classes. In the end the enumerators acted upon the guidance given in Chapter VI of the manual. No difficulty was experienced about unconnected persons.

3. All East Bengal refugees returned themselves as Indians by nationality. Cases of doubt were not found. No case of Muslims showing a tendency to record those who have gone away to Pakistan or have temporarily returned to dispose of their property as Indian Citizens have been reported from any quarter.

4. Tribal people in Calcutta were very few and far between. Hence their religious tendency could not be properly judged.

5. It is difficult to ascertain the real castes of a certain section of Hindus living in Calcutta. 'Das', 'Roy', 'Thakur' and some other family names are common to both backward and non-backward castes. Persons of backward castes are found to take these titles in order to pass off as non-backward caste people. In Calcutta the enumerator generally knows little or nothing about the respondent beyond what he himself returns about his caste. So it is not possible to state how far non-backwardness was concealed. Sikhs in most cases have been recorded as 'Punjabi' against question 2(c).

6. The question about civil condition was the most delicate one to be asked. By putting it tactfully the enumerators could only get answers as to whether the respondent was unmarried, married or widowed. Whether he or she was divorced could not be known unless the person volunteered the answer. Such cases of voluntary return of 'divorce' were extremely rare. If the person returned that he or she was unmarried, the enumerator had to accept the answer without further questions. So it cannot be said how many concealed their real condition.

7. The age returns may be taken as accurate as they generally are. The returns made by upper and middle class people are approximately correct in most cases. They have of course a tendency to keep down the ages of unmarried young women below twenty, of young men looking for service below twentyfive. Still the ages returned by them do not err by more than five years. But the uneducated people have neither any record of age nor any age sense. Many of them cannot even guess their own age or the ages of their relations approximately. Although there was no instruction about it, the enumerators had often to guess the age of ignorant respondents. In the eyes of common people ages above eighty seem to confer special merits on the old person. So he himself and his relations often exaggerate the age at that

stage. In such cases, the enumerators also accepted the age returned. But between 50 and 80 the enumerator had often to judge the age from the ages of children and other factors.

8. No case of West Bengal people returning their birth place as East Pakistan in the hope of getting Government benefactions was reported. Displaced persons returned their birth place correctly even when born in India.

9. In the training classes interested supervisors and enumerators were found to argue that those who had come to West Bengal for earning money before October, 1946 lost their ancestral property after partition and their return to ancestral home was stopped as a result of partition. So such persons should also be recorded as 'displaced'. This attitude might have influenced the recording of answers to question 6. But this tendency was not general. On the whole the dates of arrival returned were reliable.

10. No case was reported in which the enumerators showed disinclination to return Urdu as mother tongue. Whether a section of Bengali speaking people returned Urdu as mother tongue could not be ascertained. Nepalis returned their mother tongue as Nepali. Aborigines and scheduled tribes if there were any, must have been very few. How they returned their mother-tongue is not known. It may be found out during tabulation.

The Sikhs objected to their language being recorded as Gurumukhi. They contended that Gurumukhi was a mere spoken language. So they returned 'Punjabi' as their mother-tongue.

11. Tendency to deny knowledge of 'Hindi' as a second language was not noticeable. On the contrary a very imperfect and halting use of Hindi occasionally was regarded as sufficient for returning it as second language. Non-Bengali population showed no hesitation in returning Bengali as second language. No non-Bengali was known to return Bengali as his mother-tongue.

12. (a) Cases of sons cultivating old father's land were not found in Calcutta.

(b) A wife having property of her own was shown as self-supporting or earning dependant according to the amount of money received from her property. If the amount was sufficient to maintain her she was recorded as self-supporting, if not, earning dependant.

(c) Co-sharers of joint property were shown as self-supporting if the property was large enough to maintain them all. If the property was small, each of the co-sharers was shown as an earning dependant.

(d) The instruction in the training class was to show the dependants of joint families maintained on the joint earning of 3 or 4 persons as dependant on the person who had the largest income.

13. (a) Zemindar or landlord have not been shown as employers.

(b) A cultivator employing agricultural workers throughout the year was shown as an employer.

(c) A cultivator employing workers casually has not been shown as an employer.

(d) A monthly paid farm labourer has been shown as an employee.

(e) A bargadar has not been shown as an employee.

(f) A small farmer working on his own land alone or with the members of his own family has been shown as an independent worker.

(g) In Calcutta, agricultural livelihood classes for independent workers were seldom found.

A list of various non-agricultural independent workers is given below. This list was prepared by District Census Officers, Assistant Special Officer and myself during the course of our inspection.

A list of non-agricultural independent workers

Cobblers	Hawkers and street Vendors of otherwise unclassified articles
Carpenters	Retailers of pan, biris and cigarettes
Goldsmiths	Vendors of soda water, etc., and ice in shops
Tailors	Book sellers and stationers
Chanachur makers	General store and shop keepers
Biri makers	Retailers of foodstuffs
Toy makers	Retailers of tobacco
Workers in Conch shell, Bone, Horn and other Misc. industries	Rickshaw pullers
Makers of bags, sacks, umbrellas, etc.	Thela pushers
Workers in Brass, Copper & Bell metal	Porters
Tinsmiths	Taxi drivers
Engravers	Barbers
Basket makers	Midwives
Sawyers	Musicians, actors
Embroidery, lace, hosiery makers	Painters and decorators
Paper bag, envelope, paper flower, card-board boxes makers	Gharamis
Workers in industries of woody materials including leaves	Washermen
Workers in iron	Artists, Sculptors and image makers
Watch repairers	Authors
Makers of musical instruments	Lawyers (a few)
Wheat grinders	Doctors (a few)
Grass cutters	Bricklayers
Poultry farmers	Bhangai
Fish catchers	Kavirajes
Keepers of cattle and buffaloes	Priests
Flower and vegetable growers	Photographers
Hawkers and street Vendors of drink & foodstuff	Stone cutters
Hawkers and street Vendors of cowdung and other fuels	Public scribes
	Independent typists
	Dentists (a few)

14 & 15. Question 10 has been answered in the case of all persons but the answers have not been recorded properly in some cases. In the case of self-supporting persons the answers recorded are not always full. In some cases of employees of firms, the name of the firm only has been given but not the nature of its business. In the course of our inspection some jesting answers were found. They are not helpful for economic classi-

fication. In most cases the occupations of earning dependants were recorded in question 11.

16. There was no tendency to record the answers to question 12 incorrectly.

17. In Calcutta there was very little scope for recording answers to question 13. Wherever an answer had to be recorded it was fairly accurate and reliable.

STATEMENT I—Census Divisions and Agency

District or State	Area in square miles	NUMBER OF			NUMBER OF			NUMBER OF		AVERAGE NUMBER OF HOUSES PER		
		Charges	Circles	Blocks	Charge Superintendents	Supervisors	Enumerators	Blocks per Circle	Circles per Charge	Charge Superintendents	Supervisors	Enumerators
1	2	3	4	5	6	7	8	9	10	11	12	13
Calcutta	32.32	41	492	3,848	41	503	3,848	8	12	14,781	1,204	157

STATEMENT II—Number of forms supplied and used

Name of Form	No. of Form supplied	No. of Form used
1. Charge/Circle Register (printed by this Office)	3,000	1,500
2. Parwana to Charge Superintendents	50	41
3. Parwana to Supervisors	600	500
4. Parwana to Enumerators	6,000	5,500
5. Enumeration Hand Book	5,000	4,900
	(in English) 1,000	
	(in Bengali) 20,000	13,000
6. Houselists (printed by this Office)	200	125
7. Charge Summary	2,500	1,000
8. Circle Summary	7,500	7,500
9. Enumerator's Abstract	42,000	27,000
10. Enumeration pads	132,000	80,000
11. National Register of Citizens		

STATEMENT III—Expenditure incurred at my office during the years 1950-51 and 1951-52 for the Census of Calcutta

	1950-51			1951-52			Total		
	Rs.	A.	P.	Rs.	A.	P.	Rs.	A.	P.
(i) Pay of Officers	5,569	0	0	1,009	11	0	6,578	11	0
(ii) Pay of Establishment	60,835	5	0	13,973	5	0	74,808	10	0
(iii) Other allowances :—									
(a) Honorarium to Supervisors	68,537	13	0	21,643	12	0	90,181	9	0
(b) Honorarium to House Numberers	22,558	1	0	304	14	0	22,862	15	0
(c) Honorarium to Enumerators	79,840	5	0			79,840	5	0
(d) Honorarium to Charge Darwans	737	13	0	288	3	0	1,026	0	0
(e) D. A. & Other allowances	3,784	0	0	651	0	0	4,435	0	0
(f) Travelling Allowance			81	12	0	81	12	0
(g) Contingent Expenses for Enumerators	10,000	0	0			10,000	0	0
(h) Other contingent Expenses viz, Telephone installation and call charges, Stationery and printing charges, hire of furniture, purchase of books, service postage, office expenses and Miscellaneous	7,709	15	6	284	15	0	7,994	14	6
Total	259,572	4	6	38,237	8	0	297,809	12	6

Out of the amount of Rs. 38,237-8-0 incurred in 1951-52 an amount of Rs. 21,172-12-0 was spent in connection with the Census of Small Scale Industries in Calcutta as detailed below:—

	Rs.	A.	P.
(i) Pay of Officer	491	9	0
(ii) Pay of Establishment	5,909	6	0
(iii) (a) Honorarium to Supervisors	14,363	1	0
(b) Honorarium to Charge Darwans	187	8	0
(c) Other Contingent Expenses	221	4	0
Total	21,172	12	0

STATEMENT IV—Staff employed for the census of Calcutta during 1950-51 and 1951-52

Serial No.	Designation	Number	Period	Months	Rates of pay inclusive of allowances	REMARKS
<i>A—Supervising Staff</i>						
1	Special Census Officer (W. B. C. S.)	1	July 1950 to April 1951	10	Rs. 714-2 (upto 16th March 1951) * Rs. 564-2 (from 16th March 1951 to 30th April 1951)	* Retained in connection with census of small industries
2	Assistant Special Census Officer (W. B. J. C. S.)	1	July 1950 to March 1951	9	Rs. 455	
3	District Census Officers	4	September 1950 to April 1951	8	Rs. 319, 266, 254, 340 respectively	Retention from 16th Mar. 1951 to 30th April 1951 was in connection with census of small industries

STATEMENT IV—Staff employed for the census of Calcutta during 1950-51 and 1951-52—contd.

Serial No.	Designation	Number	Period	Months	Rates of pay inclusive of allowances	REMARKS
<i>A—Supervising Staff—contd.</i>						
4	Circle Supervisor	430	September 1950 to 17th March 1951	7	Honorarium @ Rs. 30 each per month	* Retained in connection with census of small industries
		*383	16th March to April 1951	2	Ditto	
5	Inspecting Surveyors	7	July 1950 to March 1951	9	@ Rs. 100 each per month	
		3	August 1950 to 15th March 1951	8	Ditto	
<i>B—Out-lying Establishment and Preliminary Work</i>						
1	Copyists	13	May 1950	1	@ Rs. 100 each per month	
		24	June 1950	1	Ditto	
		23	July 1950	1	Ditto	
2	Peons	1	May 1950	1	@ Rs. 50 each per month	
		2	June and July 1950	2	Ditto	
3	Charge Clerks	32	August 1950 to 15th March 1951	8	@ Rs. 100 each per month	
		*30	16th to 31st March 1951	1	Ditto	* Retention from 16th March 1951 to 30th April 1951 was in connection with the census of small industries
		32	April 1951	1	Ditto	Ditto
4	District Census Office Clerks	4	September 1950 to April 1951	8	Ditto	Ditto
5	House-Numberers and House list makers	@ Re. 1 for numbering 20 census houses and compiling house lists thereof	
6	Ward Peons for 32 Charge Offices	30	September 1950 to April 1951	8	@ Rs. 5 each per month (honorarium)	Retention from 16th March 1951 to 30th April 1951 was in connection with the census of small industries
<i>C—Office Staff</i>						
1	Head Clerk	1	18th July 1950 to April 1951	10	@ Rs. 225 per month	Retention from 1st April 1951 to 30th April 1951 was in connection with census of small industries
2	Accountant	1	August 1950 to April 1951	9	@ Rs. 175 per month	Ditto
3	Nazir	1	August 1950 to March 1951	8	@ Rs. 175 per month	
4	Correspondence Clerks	1	July 1950 to March 1951	9	@ Rs. 100 per month	
5	Accounts-cum-cashier clerks	3	September 1950 to March 1951	7	Ditto	
6	Despatch Clerks	4	August 1950 to 15th March 1951	8	Ditto	
7	Typist	1	July 1950 to March 1951	9	Ditto	
8	Special Area Clerk	1	Ditto	9	Ditto	
9	Office Clerks	4	16th to 31st March 1951	1	Ditto	* Retained in connection with the census of small industries
		*5	April 1951	1	Ditto	
10	Duftries	1	August 1950 to March 1951	8	@ Rs. 60 per month	
		1	September 1950 to March 1951	7	Ditto	
11	Orderly for S. O.	1	July 1950 to April 1951	10	@ Rs. 50 per month	Ditto
12	Orderly for A. S. O.	1	July 1950 to March 1951	9	Ditto	
13	Orderly for D. C. Os.	4	September 1950 to April 1951	8	Ditto	Ditto
14	Messenger-peons	4	September 1950 to March 1951	7	Ditto	
		2	March 1951	1	Ditto	
15	Office peons	1	July 1950 to March 1951	9	Ditto	Ditto
		2	August 1950 to April 1951	9	Ditto	
16	Record Room Clerks	2	December 1950 to March 1951	4	@ Rs. 100 each per month	
17	Copyists	8	December 1950	1	Ditto	

ANNEXURE 'A'

List of Special Blocks

Hospitals

1. Medical College and Hospital
2. R. G. Kar Medical College and Hospital
3. Calcutta Medical School and Hospital
4. Chittaranjan Seva Sadan
5. Sambhu Nath Pandit Hospital
6. Lake Medical College and Hospital
7. Nilratan Sarkar Medical College and Hospital
8. School of Tropical Medicine
9. Presidency General Hospital
10. Lady Dufferin Victoria Hospital
11. Mayo Hospital
12. Marwari Hospital
13. Mental Hospital
14. Albert Victor Leper Hospital
15. Islamia Hospital
16. Ramkrishna Sisumangal Pratisthan
17. Government Auxiliary Hospital
18. Government Infectious Hospital
19. Ashtanga Ayurvediya Vidyalaya and Hospital

Educational Institutions

20. United Missionary School
21. St. Thomas' School
22. St. Paul's College
23. Brahma Girls' School
24. Deaf and Dumb School
25. Bengal Veterinary College

Jails

26. Presidency Jail
27. Alipur Central Jail
28. Municipal Institutions of the Calcutta Corporation

Hotels and Hostels

29. Grand Hotel
30. Great Eastern Hotel
31. Central Government Hostel
32. McDonnell Boarding
33. St. Vincent Home

Markets

34. Orphangunge Government Market
35. Jagubabu's Bazar

Nursing Homes

36. Riordans Nursing Home
37. Elgin Nursing Home

Refugee Camps

38. Reliance Jute Press Camp
39. Gunfoundry Road Camp
40. Jhowtolla Camp

Other Public and Private Institutions

41. Zoological Gardens
42. Calcutta Tramways Co., Ltd.
43. Calcutta Electric Supply Corporation, Ltd.
44. Posts and Telegraphs (Telephones)
45. Gun & Shell Factory
46. Presidency Postmaster
47. Governor's Camp
48. Government Railway Police
49. Victoria Memorial Hall
50. Indian Museum
51. Chief Superintendent, Central Telegraph Office
52. West Bengal Fire Brigade
53. Government Mint House
54. Bengal Chemical & Pharmaceutical Works, Ltd.
55. D. I. G., C. I. D.
56. Executive Engineer, City Division
57. Superintendent of Post Offices, South Division
58. Superintendent of Post Offices, North Division
59. Galstaun Mansions
60. Calcutta Chemical Works
61. Government Vagrant Homes
62. Government Female Vagrant Home
63. Government Rescue Home
64. Selection Centre (Women), Strand Road
65. Hooghly Jute Mill
66. Superintendent of Police, 24-Parganas
67. Intelligence Branch, Calcutta Police
68. Vocational Training Centre

ANNEXURE 'B'

Ward No.	Name, Designation & Address of selected Charge Superintendents of Calcutta	Ward No.	Name, Designation & Address of selected Charge Superintendents of Calcutta
1.	Sri Nikhil Ranjan Sen, Assistant Engineer, Drainage, 15/2, Balaram Ghose Street, Calcutta.	5.	Sri Satyanarayan Misra, Secy., Barabazar Dist. Congress Com- mittee, 173, Harrison Road.
2.	Sri Kali Mohan Das, Supervising Engineer, 23-W, Banamali Chatterjee Street.	6.	Dr. D. N. Ghosh, Medical Officer, Narkeldanga District, 4-A, Chorebagan Lane.
3.	Sri N. C. Ghosh, Cart Registration Officer, 25, Beadon Row.	7.	Chinta Mony Roy, 205, Old China Bazar Street.
4.	Sri H. R. Roy, Chief Valuer & Surveyor, 59-J, Garpar Road.	8.	Kumar K. C. Mallick Bahadur, Zamindar, 109-A, Chittaranjan Avenue, Calcutta.

ANNEXURE 'B'—concl'd.

Ward No.	Name, Designation & Address of selected Charge Superintendents of Calcutta	Ward No.	Name, Designation & Address of selected Charge Superintendents of Calcutta
9.	Sri Tarak Pada Gupta, Asstt. Engineer, Dist. II, 22, Mirzapur Street.	22.	Sri S. N. Ganguli, Reporter, 95B, Beltala Road and Sri M. N. Chakrabarty, Out-fall Engineer, 61A, Lansdowne Road.
10.	Sri Prafulla Chandra Sen Gupta, Conservancy Supervisor, Dist. II, 12/4, Fern Road.	23.	Sri Bamapada Thakur, Asstt. Engr., Dist. IV, 8/14, Russa Road.
11.	Sri Ambica Maitra, Mains Inspector, Ltg. Deptt., 37, Serpentine Lane.	24.	Sri S. K. Sarkar, S. G. 4, Ltg. Deptt., 34, Judge's Court Road.
12.	Sri C. R. Bose, Superintendent, Town Hall & Water Supply to Shipping, 4, Esplanade Row.	25.	Sri Ashutosh Bhattacharjee, Conservancy Supr., 79, Manasatala Lane.
13.	Sri Sudeb Chandra Dutta, Supr. II, Ltg. Deptt., 33, Grey Street.	26.	Sri Khitish Chandra Ghosh, 3C, Nazir Lane.
14.	Sri Kishori Lal Mukherji, Asstt. Food Supply Officer, 58, Durga Charan Dr. Road.	27.	Sri A. K. Roy, Controller of Stores, 1/1, Fern Road.
15.	Sri Bejoy Kumar Mondal, Asstt. Engineer, Dist. II, 5A, Huzurimall Lane.	28.	Sri Bimal Chandra Ghosh, Supr. II, Water Works, 6B, Chakraberia Lane.
16 & 17.	Sri Bimal Krishna Bose, Asstt. Assessor, 2/3, Elgin Road.	29.	Sri Anil Ganguli, Asstt. Engr., 15B, Haldar Bagan Lane.
18.	Sri Khirod Chandra Bhattacharjee, Journalist, Ananda Bazar Patrika, Ltd., 4F, Tangra Road.	30.	Sri B. M. Tagore, Conservancy Supr., Dist. I, 16-B, Indra Biswas Road.
19.	Sri Khagendra Nath Mitra, Conservancy Supr. IV, 75G, Sambhubabu Lane.	31.	Sri N. K. Mazumdar, Conservancy Supr., Dist. I, 10, B. T. Road, Cossipore.
20.	Sri Lakshminarayan Deb Nath, Supervisor III, Water Works, 3/1B, Ramchand Nandi Lane.	32.	Dr. B. Goswami, Medical Officer, North Suburban Hospital, 82, Cossipore Road.
21.	Sri Kumud Lal Bhattacharjee, Supr. IV, Water Works, 92B, Lansdowne Road.		

Special Charges

Charge No.	Name of Special Charges	Name, Designation of selected special Charge Superintendents	Charge No.	Name of Special Charges	Name, Designation of selected special Charge Superintendents
33.	Fort William	Lt. A. K. Wasan, Lt. Signal Section.	38.	E. I. Rly. (Sealdah)	Mr. K. C. Bose, Senior Superintendent, Way & Works.
34.	Calcutta Canals	Mr. S. K. Goswami, S.D.O., Calcutta Canals.	39.	E. I. Rly. (Chitpur)	Mr. S. Haldar, Superintendent, Chitpur Area.
35.	Port Commissioners (Land Area)	Mr. N. Dey, Welfare Officer, Port Commissioners.	40.	Police	Mr. H. Wight, Asstt. Commissioner, Armed Police Hqrs.
36.	Seagoing Vessels	Mr. M. Ramchandran, M.A., M.Sc., Superintendent, Preventive Service.	41.	B N Rly.	Mr. L. M. D'Cruz, Secretary, Station Committee, B. N. Rly.
37.	Inland Vessels	Mr. L. B. Biswas, S. I., Ramnagore Camp.			

ANNEXURE 'C'

List of Charge Offices and their addresses

Ward No.	Address	Ward No.	Address
1.	Saraswati Vidyalaya, 15/2, Balaram Ghose Street.	18.	Corporation Free Primary School, 31/1, Tangra Road.
2.	Ahiritala Banga Vidyalaya, 9, B. K. Pal Avenue.	19.	Entally Academy, 23, Girish Bose Road.
3.	Residence of the Charge Superintendent, 13/1, Iswar Mill Lane.	20.	Corporation Ward Office, 83, Linton Street.
4.	Corporation Free Primary School, 1, Mahendra Srimani Street.	21.	Ballygunge Government High School, 38/2, Beltolla Road.
5.	Corporation Free Primary School, 9, Burtalla Street.	22.	South Suburban School (Main), 16, Gopal Banerjee Street.
6.	Residence of the Charge Superintendent, 4A, Chorebagan Lane.	23.	Corporation Free Primary School, 13/1, Nepal Bhattacharjee Street.
7.	Corporation Free Primary School, 194, Cross Street.	24.	Residence of Charge Superintendent, 34, Judge's Court Road.
8.	Corporation Free Primary School, 256/A, Bowbazar Street.	25.	Ahandamoyee Daridra Bhandar, 17/2, Mansatalla Lane.
9.	District Office II, 22, Mirzapur Street.	26.	Sussex Trust Primary School, 16, Mohan Chand Road.
10.	District Office II, 22, Mirjapur Street.	27.	Tirthapati Institution, 142/1, Rash Behari Avenue.
11.	Corporation Free Primary School, 27/1, Sashi Bhusan De Street.	28.	Municipal Office, 109, Narkeldanga Main Road.
12.	4, Esplanade Row (West), Town Hall.	29.	Municipal Office, 109, Narkeldanga Main Road.
13.	Lighting Office, 1, Hogg Street.	30 & 31.	Corporation Office, District I, 10, B. T. Road.
14.	Corporation Free Primary School, 57, Durga Ch. Doctor Road.	32.	Residence of the Charge Superintendent, 82, Cossipore Road.
15, 16 & 17.	Corporation Office, 9/1, Lower Circular Road.		

K. N. MITRA,
Special Officer for Calcutta.

APPENDIX IV

Notifications of the Government of West Bengal issued under the Indian Census Act (XXXVII of 1948)

Serial No.	Section of the Act	Number and date of notification	Short subject
1	2	3	4
1	4(4)	No. 657 AR/RIR-9/50, dated 21st April 1950.	Delegation of power of appointing census officers to (1) Superintendent of Census Operations, (2) District Magistrates/Deputy Commissioners and (3) other officers so delegated by D. M./D. C.
2	12	No. 658 AR/RIR-9/50, dated 21st April 1950.	District Magistrates/Deputy Commissioners authorised to sanction the institution of prosecutions under the Census Act.
3	12	No. 659 AR/RIR-9/50, dated 21st April 1950.	Superintendent of Census Operations and the Special Census Officer, Calcutta, empowered to sanction institution of prosecutions under the Census Act in the area of Calcutta.
4	6	No. 660 AR/RIR-9/50, dated 21st April 1950.	Superintendent of Census Operations and Special Census Officer, Calcutta, authorised to call upon officers of Navy, Air, Military, Railways, Commercial Firms, etc., to perform the duties of a Census Officer.
5	4(4)	No. 1504 AR/R15A-9/15, dated 13th September 1950.	Authorises Sri K. N. Mitra, Special Census Officer, Calcutta, to sign the declaration in respect of all Census Officers appointed by him.
6	4(4)	No. 1505 AR/R15A-9/50, dated 13th September 1950.	Authorises Sri P. K. Basu, Assistant Special Census Officer, Calcutta, to sign the declaration in respect of all Census Officers appointed by him.
7	7	No. 1907 AR/R3C-15/50, dated 13th November 1950.	Authorises the Superintendent, Census Operations, and Special Census Officer, Calcutta, to call upon all owners of lands, members and employees of municipalities, members and staff of factories, farms, etc., to perform the duties of a Census Officer.
8	8	No. 303 AR, dated 30th January 1951.	Instructions for the guidance of all Census Officers within West Bengal.

APPENDIX V

Budget Estimates for 1949-50, 1950-51 and 1951-52, and the actual expenditure incurred in 1949-50 and 1950-51

Head of Account	Description	Budget Estimate			Actual Expenditure	
		1949-50	1950-51	1951-52	1949-50	1950-51
1	2	3	4	5	6	7
		Rs.	Rs.	Rs.	Rs.	Rs.
A—Superintendence	A. 1 Pay of officers	2,800	23,800	20,578	3,080	23,824
	A. 2 Pay of establishment	420	9,800	18,370	305	9,433
	A. 3 Allowances, Honoraria, etc.	2,080	21,300	23,852	1,632	18,884
	A. 4 Grants-in-aid, contributions, etc.
	A. 5 Other charges	4,130	5,100	3,500	1,815	3,726
	TOTAL—A—Superintendence	9,430	60,000	66,300	6,832	55,867
B—Enumeration	B. 1 Pay of establishment	21,000	2,100	..	19,325
	B. 2 Allowances and Honoraria	5,800	..	21,460
	B. 3 House-numbering charges	35,000	8,950	..	14,030
	B. 4 National Register of Citizens	100,000	354,500	..	82,626
	B. 5 Other charges	25,000	8,450	..	21,494
	TOTAL—B—Enumeration	181,000	379,800	..	158,935
C—Compilation and Abstraction	C. 1 Pay of officers	8,900
	C. 2 Pay of establishment	3,000	451,000
	C. 3 Allowances, Honoraria, etc.	52,600
	C. 4 Other charges	3,000	53,700	..	1,849
	TOTAL—C—Compilation and Abstraction	6,000	566,200	..	1,849
D—Miscellaneous Staff	250,000	39,000	..	257,620	
E—Printing and Stationery	50,000	24,211	
GRAND TOTAL	9,430	547,000	1,051,300	6,832	498,482	

NOTE 1—Budget estimate submitted by the Home (C.&E.) Department in their letter No. 1760, dated 9th November 1949, to the Registrar General, India.

Budget estimate for 1950-51 for Census 1951

A—Superintendence—	Rs.
A. 1—Pay of officers	20,000
A. 2—Pay of establishment	4,500
A. 3—Allowances, Honoraria, etc.	3,400
A. 4—Other charges (contingencies)	1,000
TOTAL	28,900
B—Enumeration—	
B. 1—Pay of establishment	1,400
B. 2—Allowances, Honoraria, etc.	17,000
B. 3—Other charges (contingencies)	20,000
TOTAL	38,400
D—Miscellaneous Staff—	
Pay of officers, Pay of establishment, Allowances, Honoraria, etc.	23,000
E—Printing and Stationery—	
Contingent charges	14,000
GRAND TOTAL	104,300

NOTE 2—It was proposed to pay @ Rs. 2 per 100 persons counted. The cost likely to be incurred in mufassil (excluding Calcutta) would be about Rs. 450,600. The Central Government would be prepared to pay Rupees one lakh, the State Government would be prepared to pay Rs. 175,000, the Central Government paying not only the remaining Rs. 275,600 but also more if the estimate happened to be exceeded for any reason. This was for the mufassil.

For Calcutta, the State Government would pay Rupees one lakh, the Calcutta Corporation Rupees one lakh and the Central Government the remaining Rupees two lakhs towards the total estimate of four lakhs. These were the maximum which the State or the Calcutta Corporation would pay.

APPENDIX VI

Number of Forms supplied and used

District	APPOINTMENT PARWANAS OF CHARGE SUPERINTENDENTS		APPOINTMENT PARWANAS OF CIRCLE SUPERVISORS		APPOINTMENT PARWANAS OF BLOCK ENUMERATORS		MAUZA REGISTER		CHARGE/CIRCLE REGISTER		
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used	
	2	3	4	5	6	7	8	9	10	11	
1											
Burdwan	300	300	1,500	1,200	5,500	4,500	300	300	3,350	3,350	
Birbhum	285	185	525	450	1,600	1,300	280	280	1,150	1,000	
Bankura	293	201	760	666	2,100	2,100	400	400	1,850	1,841	
Midnapur	675	500	1,360	1,300	6,000	5,500	250	200	1,400	1,375	
Hooghly	175	145	950	685	3,825	2,475	150	150	2,500	2,125	
Howrah	200	110	600	500	3,700	3,400	250	200	1,000	800	
24-Parganas	400	328	1,550	1,450	6,500	6,400	560	400	500	450	
Calcutta	50	41	600	500	6,000	5,500	3,000	1,500	
Nadia	250	150	600	500	2,000	1,728	125	125	1,400	978	
Murshidabad	500	160	1,000	530	2,500	1,960	330	310	1,000	1,000	
Malda	200	107	400	357	2,500	1,600	300	300	500	450	
West Dinajpur	150	115	300	240	1,400	1,300	350	245	500	450	
Jalpaiguri	375	375	400	400	2,000	2,000	12	12	300	300	
Darjeeling	40	28	600	460	2,300	1,461	100	86	1,500	1,094	
Cooch Behar	100	37	1,000	468	2,100	1,986	100	95	200	..	
Sikkim	6	2	20	10	500	400	2	2	200	61	
Chandernagore	15	1	50	13	60	60	15	15	15	15	
24-Parganas, Forest Division	
TOTAL	4,014	2,785	12,215	9,729	50,585	43,670	3,524	3,120	20,365	16,789	

District	CHARGE/CIRCLE EXTRACT		ENUMERATOR'S ABSTRACT		CIRCLE SUMMARY		CHARGE SUMMARY	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
	12	13	14	15	16	17	18	19
1								
Burdwan	2,200	2,200	11,000	10,000	1,975	1,700	625	525
Birbhum	500	450	4,050	3,900	1,030	950	495	470
Bankura	1,300	1,266	5,600	4,872	1,896	1,556	720	555
Midnapur	1,500	1,400	14,900	12,500	3,050	2,900	970	850
Hooghly	800	650	5,700	5,500	2,150	1,610	510	420
Howrah	700	600	9,300	9,000	500	380	300	200
24-Parganas	1,000	800	18,950	18,450	5,065	5,000	2,040	2,040
Calcutta	8,700	8,000	2,500	1,000	200	125
Nadia	1,100	987	5,000	4,500	1,200	1,200	320	300
Murshidabad	1,000	925	6,600	6,600	1,250	1,210	380	350
Malda	500	500	2,200	2,000	600	600	220	220
West Dinajpur	500	400	5,500	5,000	300	300	100	100
Jalpaiguri	500	300	5,400	4,700	1,400	1,150	900	700
Darjeeling	1,500	973	7,000	6,000	2,014	1,464	340	270
Cooch Behar	100	..	5,000	4,500	1,000	1,000	50	50
Sikkim	200	76	1,100	1,038	210	22	55	5
Chandernagore	15	13	150	128	50	26	5	4
24-Parganas, Forest Division	50	20	2	2	2	2
TOTAL	13,415	11,540	116,200	106,708	26,192	22,070	8,232	7,186

APPENDIX VI—concl'd.
Number of Forms supplied and used

District	ENUMERATION HAND BOOK		8-PAGE FOLDERS		NATIONAL REGISTER OF CITIZENS—FORMS		PADS OF 100 SLIPS	
	Supplied	Used	Supplied	Used	Supplied	Used	Supplied	Used
	20	21	22	23	24	25	26	27
Burdwan	5,650	5,500	5,440	5,350	114,000	100,000	26,644	26,400
Birbhum	2,245	2,150	2,085	2,000	59,000	48,000	14,056	12,000
Bankura	3,516	3,458	3,700	3,443	89,500	84,244	16,396	16,386
Midnapur	7,445	7,000	8,440	8,350	185,000	160,000	43,210	35,530
Hooghly	3,227	2,750	3,380	3,300	78,200	64,000	18,840	18,598
Howrah	3,939	3,500	2,950	2,900	83,000	75,000	19,670	16,190
24-Parganas	9,244	9,100	9,150	9,000	236,500	220,500	67,200	67,000
Calcutta	6,005	4,900	4,500	4,300	132,000	120,000	42,250	27,000
Nadia	2,918	2,700	2,820	2,750	71,000	66,000	14,764	11,560
Murshidabad	7,045	6,500	3,484	3,440	87,000	86,000	20,871	18,504
Malda	2,134	1,962	1,720	1,650	46,000	40,000	11,657	10,660
West Dinajpur	3,670	3,000	1,740	1,650	40,000	33,117	6,711	5,915½
Jalpaiguri	1,395	1,393	2,510	2,400	43,000	40,700	10,720	9,052
Darjeeling	3,262	2,554	970	900	22,600	20,000	5,750	5,318
Cooch Behar	2,344	2,202	2,000	1,900	7,170	6,093	8,870	6,890
Sikkim	800	300	5	5	10,000	8,500	2,000	584
Chandernagore	90	82	90	79	3,556	1,923	782	546½
24-Parganas, Forest Division	18	..	20	..	160	150	140	63
TOTAL	64,947*	59,051	55,004	53,417	1,307,686	1,174,327	330,531	288,197

* English 9,525

Bengali 55,422

APPENDIX VII

Number of Census Personnel district by district

District	Number of													Average number of houses per			
	Inhabited Rural Mauzas	Towns	Charges	Circles	Blocks	Charge Super-intendents	Circle Super-visors	Block Enumerators	Blocks per circle	Circles per charge	Charge Superintendent	Circle Super-visor	Block Enumerator				
1	2	3	4	5	6	7	8	9	10	11	12	13	14				
Burdwan	2,649	14	233	808	2,924	233	808	3,842	3.6	3.5	2,064	595	125				
Birbhum	2,207	5	178	412	2,508	178	412	1,178	6	2.3	1,346	582	203				
Bankura	3,525	5	191	601	4,038	191	601	2,009	6.7	3.1	1,522	484	145				
Midnapur	10,517	11	430	1,261	9,640	430	1,271	5,210	7.6	2.9	1,673	566	138				
Hooghly	1,906	11	141	570	2,842	141	570	2,124	4.6	4	2,518	623	167				
Howrah	815	4	91	370	2,042	90	370	2,042	5.5	4.1	3,988	970	176				
24-Parganas	3,846	33	330	1,372	4,174	330	1,349	6,333	3	4.2	2,876	703	150				
Calcutta	..	1	41	492	3,848	41	503	3,848	7.8	12	14,781	1,205	157				
Nadia	1,238	7	142	493	1,822	142	493	1,708	3.7	3.5	1,647	474	137				
Murshidabad	1,901	6	164	507	2,138	164	521	1,951	4.2	3.1	2,147	676	180				
Malda	1,577	2	96	264	1,801	96	264	1,234	6.8	2.8	1,907	694	141				
West Dinajpur	2,303	3	97	234	2,402	97	237	1,102	10.3	2.4	1,547	633	136				
Jalpaiguri	776	2	266	378	1,271	266	378	1,271	3.4	1.4	761	528	157				
Darjeeling	605	4	62	340	980	40	337	1,316	2.9	5.5	2,335	277	71				
Cooch Behar	1,198	6	16	326	1,185	16	326	1,408	3.6	20.4	9,092	446	103				
Sikkim	99	1	2	10	738	2	10	364	73.8	5	12,206	2,441	67				
Chandernagore	..	1	1	13	64	1	13	64	4.9	13	9,927	764	155				
TOTAL	35,162	116	2,481	8,451	44,217	2,458	8,463	37,004	5.2	3.4	2,193	637	146				

APPENDIX VIII

Statement—District Census Charges—Showing the cost of Enumeration in the districts of West Bengal

Sl. No.	Name of District	Pay of District establishment allowances					Travelling allowances		House-Numbering charges		Remuneration to Enumerators (National Register of Citizens)		Other charges			Total 1950-51
		B. 1		B. 2		B. 3		B. 4		B. 5		Local purchase of Stationery	Postage	Freight	Miscellaneous	
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.					
1.	Burdwan	1,406 15 0	658 4 0	972 7 0	1,798 10 0	10,000 0 0	20 11 0	520 0 0	48 7 0	421 1 6	15,846 7 6					
2.	Birbhum	1,275 7 0	548 6 0	654 8 0	1,191 4 0	7,500 0 0	10 10 0	112 0 0	81 2 0	272 5 0	11,045 10 0					
3.	Bankura	1,334 8 0	578 11 0	1,356 15 0	165 1 0	759 7 6	466 6 3	4,661 0 9					
4.	Midnapur	2,039 9 0	602 3 0	1,232 10 0	4,939 12 3	14,943 0 0	399 0 3	200 0 0	197 13 0	1,120 0 0	25,673 15 6					
5.	Hooghly	1,512 13 0	711 14 0	438 9 0	101 2 6	687 0 0	7 0 0	428 6 0	3,886 12 6					
6.	Howrah	1,189 11 0	787 13 0	800 2 0	1,045 7 9	6,000 0 0	0 15 6	50 0 0	7 0 0	155 0 0	10,036 1 3					
7.	24-Parganas	1,029 0 0	880 15 0	3,084 5 0	1,810 5 0	18,000 0 0	150 4 6	1,108 13 0	26,613 10 6					
8.	Nadia	1,434 7 0	568 9 0	840 10 0	599 4 6	4,981 8 0	98 11 0	152 3 0	31 3 0	454 2 6	9,165 10 0					
9.	Murshidabad	1,437 15 0	624 1 0	363 6 0	2,014 10 6	6,702 5 0	100 11 9	552 12 9	5 2 0	509 11 3	12,310 11 3					
10.	Malda	1,000 10 0	521 8 0	356 15 0	51 1 0	2,999 7 0	126 9 9	301 11 9	4 7 0	247 7 9	5,609 13 3					
11.	West Dinajpur	1,509 2 0	668 5 0	426 13 0	45 9 0	4 0 6	209 1 6	2,862 15 0					
12.	Jalpaiguri	1,166 7 0	509 11 0	975 9 0	392 5 0	4,500 0 0	125 0 0	5 3 0	448 5 0	8,122 8 0					
13.	Darjeeling	1,320 0 0	749 0 0	1,039 10 0	4,000 0 0	85 10 9	91 0 0	22 15 6	281 12 9	7,590 1 0					
14.	Cooch Behar	1,069 0 0	545 0 0	13 11 0	186 14 0	2,999 10 0	26 0 0	70 14 0	4,911 1 0					
TOTAL		19,325 8 0	8,904 4 0	12,556 2 0	14,029 10 0	82,625 14 0	1,326 1 0	3,555 3 6	410 4 6	6,193 6 6	148,926 4 6					

1951-52 (up to the end of July 1951)

1.	Burdwan	20 0 0	27 8 0	33,665 3 0	444 7 0	188 7 0	180 6 0	34,525 15 0
2.	Birbhum	60 0 0	116 0 0	282 9 0	13,873 11 0	14,332 4 0
3.	Bankura	20 0 0	25 0 0	18 11 0	11,856 1 0	18 9 0	807 6 6	171 3 0	12,911 14 6
4.	Midnapur	30 0 0	30 0 0
5.	Hooghly	43 2 0	60 1 0	78 11 0	1,240 12 0	9,028 0 0	187 14 6	10,638 8 6
6.	Howrah	150 0 0	97 11 0	131 10 0	221 7 9	19,063 3 0	41 9 0	19,705 8 9
7.	24-Parganas	164 12 0	186 12 0	199 7 0	6,250 6 0	55 9 0	6,856 14 0
8.	Nadia	300 0 0	218 13 0	29 13 0	15,636 13 0	16,185 7 0
9.	Murshidabad	301 7 0	95 7 0	113 5 0	349 3 0	25,738 12 9	585 2 0	27,183 4 9
10.	Malda	20 0 0	25 0 0	303 11 0	69 12 0	9,317 5 0	60 0 0	39 4 0	152 7 0	9,987 6 0
11.	West Dinajpur	456 10 0	258 0 0	11 14 0	498 14 0	29 2 0	0 6 0	9 9 0	230 15 0	1,495 6 0
12.	Jalpaiguri	20 0 0	77 0 0	40 0 0	13,054 9 0	13,191 9 0
13.	Darjeeling	150 0 0	107 0 0	4,296 7 0	4,553 7 0
14.	Cooch Behar	266 0 0	99 0 0	365 0 0
TOTAL		2,001 15 0	1,393 4 0	922 2 0	2,163 11 9	162,279 4 9	47 11 0	1,312 3 6	237 4 0	1,605 1 6	171,962 9 6

APPENDIX IX

Office of the Superintendent of Census Operations, West Bengal

CIRCULAR NO. 6

Calcutta, the 10th June, 1950.

RULES FOR THE CENSUS OF THE 24-PARGANAS FOREST DIVISION—(CENSUS OF 1951)

(1) The reserved forests of the 24-Parganas Forest Division are contained in two Ranges within the district of 24-Parganas. The census of the Division will be taken by the Divisional Forest Officer, 24-Parganas Division, who will have the status of a District Census Officer and will correspond direct with the Superintendent of Census Operations.

(2) Apart from the buildings occupied by the Forest Directorate, there are a few or no houses in the division. It will be enough therefore to keep a list of houses already existing in the division and if the number is few, no elaborate house-numbering need be made and house-lists will therefore be short covering only the buildings occupied by Forest Officers and a few others.

(3) The enumeration of the population of the forest is simplified by the fact that under the Forest Regulations, every person having business in the forest is required to appear twice at one or other of the Forest Stations or Coupes—first, at the time of his arrival to secure a permit to stay; and second, at the time of his departure, to surrender his permit and secure permission to depart.

(4) Enumeration on the other hand is complicated by the fact that the period of sojourn may be a matter of days, or a matter of months. One class of persons may be dwelling in the forest for a year or more. The following rules are framed to cope with the special conditions obtaining in the Forest Areas.

A. Census Divisions

Each of the two Ranges will be a census charge. The boundaries of each charge will coincide with the boundaries of the Range. Each charge will be allotted a sub-code number. The sub-code number will consist of two elements. The first will be the numerator which is described as "F". The second will be denominator and will be either I or II according to the Range. Thus a range will be described by its code number which is $7-\frac{F}{I}$ or $7-\frac{F}{II}$. 7 represents the code number of the 24-Parganas district. Thus the second element in the location code $\frac{F}{I}$ or $\frac{F}{II}$ will be the number allotted to the charge itself.

There will be no census circles.

Within the charge, each of the component stations and coupes will be a census block. (See appendix.) Census blocks may be assigned a code number or in the alternative the name of the block itself may be written as a third element in the location code. They may thus be distinguished either by their code number or ordinary designation which will come after the code number of the District and the code number of the Range within which they are situated.

Example (i) Bagna station is a census block. Its full designation or location code number will be $7-\frac{F}{I}$ 2 or $7-\frac{F}{I}$ -Bagna. In this 7 stands for 24-Parganas district, $\frac{F}{I}$ for Range and 2 for Bagna station.

Example (ii) Rampura station will be designated $7-\frac{F}{I}$ -1 or $7-\frac{F}{I}$ -Rampura.

Example (iii) Nalgora station will be designated $7-\frac{F}{II}$ -2 or $7-\frac{F}{II}$ -Nalgora because Nalgora falls in Namkhana Range of which the location code is $\frac{F}{II}$ and Nalgora happens to be the second station in serial order under Namkhana Range.

NOTE—This code will have to be written at the head of each slip of the enumeration pad by the enumerator himself. He will find that each slip has already been printed with the Dist. number. He will therefore add the charge number in the place next to the printed district number. He will write the number or name of his block (that is the name of the station or coupe) immediately after the charge number as in the examples quoted above.

B. Census Agency

The census officer in control of a census charge is known as "Charge Superintendent". Forest Rangers, within the limits of their Range, will be *ex-officio* Charge Superintendents. Their duties will be to disseminate instructions to their enumerators, and actively to supervise their work. They will be responsible (a) for the safe custody of the enumeration pads, until they are ready for distribution; (b) for the distribution of the pads to the enumerators; (c) for the collection of used and unused pads after enumeration and their despatch to the centres which will in due course be prescribed. Charge Superintendents, after enumeration, will prepare and forward charge summaries in the manner directed.

The census officer in charge of a block is known as "enumerator". The enumerator is the officer who will ask the questions of the persons enumerated, and will record the answers on the enumeration slips. He will act according to the written instructions he will receive from and through his Charge Superintendent, and the Divisional Forest Officer. The officers who will act as enumerators are specified in the appendix. The Divisional Forest Officer may in his discretion appoint as many additional census officers as he requires.

C. Method of Enumeration

(i) Enumeration will be non-synchronous. The central census date is March 1st, 1951.

(ii) Enumeration will normally take place at the office of the station or coupe where the enumerator is on duty.

(iii) Enumeration of persons entering the forests for a prolonged stay will be done during the period beginning on the 1st January 1951 and extending to 8th February 1951. During this period all persons who appear at the station or coupe and apply for a permit will be asked how long they intend to stay in the forest. If it appears that they will not depart before 1st March 1951, they will be enumerated at the time of their taking the permit. Having concluded their enumeration, the enumerator will stamp the letter "C" upon the permit and the counterfoil. The enumerator will be supplied with a rubber stamp for this purpose. At the same time, all the persons who are in the permit holder's party will also be enumerated.

NOTE—The enumerator will particularly bear in mind that during the period January 1st to February 8th, 1951, he is concerned only with those persons whose permits cover a stay extending beyond March 1st, 1951. Persons who receive permits expiring before 1st March 1951 and also persons who leave the forests on or before the 8th February 1951 will not be censused during the period 1st January to 8th February 1951.

(iv) Enumeration during the period 8th February to 1st March 1951—During this period every person appearing at the station or coupe to take a permit to stay (and also every person in his party) will be enumerated unless it is found that he has already been enumerated elsewhere. (Whether he has been enumerated elsewhere will be ascertained by asking him a specific question on the point). Permits issued to these persons will be stamped with the letter "C".

During the same period, all persons, (along with their parties) who appear at a station or coupe in order to surrender their permits prior to their departure, will be asked whether they will reach their own home before 1st March 1951. Those who are certain that they will reach home before 1st March need not be enumerated. All others, except those who have already been enumerated, will be counted at the time when they surrender their permits.

NOTE—(1) Enumerators will remember to count not only the permit-holder, but also every person in the permit-holder's party.

(2) The enumerator's first question will always be "Have you been enumerated before?" He will of course take no action in respect of persons who have already been enumerated. On concluding his enumeration, he will particularly warn the enumerated person that he has now been counted and that he must not allow himself to be counted a second time.

(v) From the 1st March to the 31st March 1951, steps will be taken according to directions which the Divisional Forest Officer will issue for this purpose to enumerate all persons who entered the forest before 1st January 1951 and have not departed before 1st March 1951. As these persons mostly belong to a definite class, and will be individually known, the Divisional Forest Officer, in his discretion, may fix any period, commencing after the 1st January 1951 for the enumeration of these persons. Probably it will be found most convenient to enumerate

them wherever found by patrolling or inspecting officers of the Forest Directorate.

(vi) All deaths which occur in the forest are reported. On the direction of the Divisional Forest Officer, the names of all persons who die in the forest after having been enumerated and before 1st March 1951, will be reported to the enumerator who enumerated them. The enumerator will then cancel their slips.

NOTE—No slip will be destroyed. To cancel a slip, a diagonal line will be drawn across it and the word "cancelled" written above it. If the reason of cancellation is the death of the enumerated person, write, in addition, the words "died before 1st March 1951" upon the slip.

(vii) Trespassers detected in the forest during the period 8th February to the 1st of March 1951 will be enumerated, unless they are found to have been counted already. The enumeration of these trespassers may be carried through either at the nearest forest station, or when they arrive at the police lock-up.

(viii) Enumerator's abstracts and charge summaries—As each pad is exhausted, the enumerator will make an abstract (as per Appendix B) upon the cover at the back of the pad. Where loose slips have been supplied instead of whole pads, the slips will be stitched together. On the back of the last slip, the abstract will be written in the same form.

On the 4th March 1951 the enumerator will make, in manuscript, an abstract in the same form for the whole of his block, i.e., by combining the abstracts of the separate pads and loose slips. When this has been done, the pads representing a block should be made into a parcel, along with the abstract. On the cover of the parcel, he will write the full code of the block concerned. The parcel and the abstract should then be sent to the Charge Superintendent who will check the block abstract with the abstracts written on the back of the pads.

The Charge Superintendent will then compile all the block abstracts into a charge summary in the form given in the Appendix C. The form will be in manuscript and will be prepared in duplicate. The Charge Superintendent may take the opportunity to check the entry of a percentage of the pads, to see that they have been filled up correctly.

Having done this, and compiled the duplicate charge summary, the Charge Superintendent will send the original of the charge summary to the Divisional Forest Officer. The other copy he will retain. He will attach to it the enumerator's abstracts; and keep it with the enumeration pads.

The pads will be disposed of in accordance with directions which will be issued in due course.

NOTE—Unused pads will be returned in separate parcels by enumerator to the Charge Superintendent.

(ix) The foregoing rules give directions as to the method of enumeration. Detailed instructions as to the questions to be asked by the enumerator and the manner in which they will be recorded, will be embodied in a Handbook for Enumerators and supplied to all census officers.

APPENDIX A

The code number of 24-Parganas district is 7.

Charge I—Basirhat Range : Code No. $\frac{F}{I}$

Charge Superintendent :—Ranger, Basirhat Range.

Code No. of Block	Block	Enumerators
1	Rampura Station	The Station Officer, Rampura
2	Bagna "	Ditto Bagna
3	Sajnakhali "	Ditto Sajnakhali
4	Matla "	Ditto Matla
5	Jhingakhali Special Frontier Patrol }	Officer-in-Charge, Special Frontier Patrol
6	Basirhat Coupe	

Charge II—Namkhana Range : Code No. $\frac{F}{II}$

Charge Superintendent :—Ranger, Namkhana Range.

1	Kultali Station	The Station Officer, Kultali
2	Nalgora "	Ditto Nalgora
3	Namkhana "	Ditto Namkhana
4	Shikarpur "	Ditto Shikarpur
5	Namkhana Coupe	The Coupe Officer, Namkha...

APPENDIX B

Enumerator's Abstract

District No.	Charge No., No. and Name of block
No. of books used	No. of blank books returned
No. of loose slips used	No. of blank loose slips returned
No. of persons enumerated	
(a) Males	} Total
(b) Females	
No. of literates (both Males and Females) (See Q. 12)	
Checked and found correct	

Signature of Charge Superintendent :
Date :

Signature of enumerator
Date :

APPENDIX C

Charge Summary

District Name and Number		Charge Name and Number						
Name of block	No. of books used	No. of loose slips used	No. of blank books returned	No. of blank loose slips returned	No. of males	No. of females	Total	No. of Displaced persons (both males and females)
1	2	3	4	5	6	7	8	9

Total of each column will be struck at the bottom of each column.

Signature of Charge Superintendent :
Date :

APPENDIX X

Rules for the Census of Sikkim

Owing to changes in the Land Revenue administration of the State rules for the census of Sikkim for 1951 were modified from those that obtained in previous censuses. The old system of leasing out the entire revenue of Sikkim by the Durbar among about 100 Estates owned by Kajeas and Tikadars and Lamas, generally known as Elakadars, was abandoned. Rent was now collected through paid officers of whom two, called Tahsildars, were stationed in the police thanas of Gangtok and Namchi, and other officers of the State called Circle Supervisors. Although the Elakadars had gone, the village mandal still remained in charge of collection and responsible for the administration of several hamlets

under him. Each mandal had a definite jurisdiction, and this system of mandals, with Circle Supervisors and Tahsildars above them, could well be adapted to the census hierarchy. These Tahsildars were for all practical purposes Subdivisional Officers in terms of Indian administration. As for the forests of Sikkim, there were Forest Rangers who could undertake enumeration.

The number of houses under each mandal varies from 5 to 60. Each mandal keeps a literate man called "baidar" or "kamdar" who can read and write and keep the accounts for him. A mandal is answerable to the Tahsildar in respect of revenues and taxes.

There are two police stations in the State, dividing the country into two halves, eastern and western, along the course of the Teesta which runs north to south. Besides there will be two Circle Officers and ten Supervisors. These ten Supervisors will be distributed in the two thanas. The two Circle Officers and ten Supervisors will be paid by the State and engaged solely for census work. The "baidar" or "kamdar", who will be the census enumerator, will be paid @ Rs. 2/- per 100 persons counted, and enter them on the rough drafts of national registers.

In the next place there are a number of State bazars. The enumeration of each bazar will be undertaken by the official inspector of the bazar. The bazar itself will be constituted a circle or block according to convenience. It will be in these bazars that the seasonal migrants engaged in trade will be enumerated. The six State bazars are Gangtok, Pakyang, Rungpo, Singtan, Rangbi and Nayabazar.

The first thing to be done is to prepare a register for the whole of Sikkim in the following form:

Name of estate..... Name of Elakadar.....

Serial No.	Name of mandal	Number of houses under each mandal	Names of literate persons suitable to act as enumerator under mandal	Serial number of census	
				Circle	Block
1	2	3	4	5	6

These forms should be printed in Nepali and English by the Durbar. Entries may be made in Nepali because all enumerators know that language. The details required in the house list will not present any difficulty. There is a House Tax in the State and all houses are numbered and up-to-date registers of houses are maintained by the Government. This register of House Tax will, therefore, provide the basis of the census register above.

It will be necessary to obtain the information required and to fill in columns 2, 3, and 4 by the 1st of September, and the supervising agency including the mandals should be specially instructed to include the names of all "baidars" and "kamdars" who could read and write. In case of faulty returns the Charge Superintendent will visit the area concerned and check and collect the returns personally. After all the reports have been received, columns 1 and 4 will be written up in the census office at Gangtok. Columns 5 and 6 will be filled up after the formation of blocks. It will be sufficient if the register allows for 2,000 enumerators.

A register will be prepared separately for bazars.

The next step is to form census blocks. Each bazar should form a census block. The six State bazars at Gangtok, Pakyang, Rungpo, Singtan, Rangbi and Nayabazar should form a special circle, the supervisor of which will be the bazar inspector. Other houses under each mandal should always form one block, and one enumerator should deal with one or more blocks according to circumstances, e.g., the number of houses in each block, their distance from one another and the number of literate men available, such as the mandal, his "baidar" or some other person. The blocks will be grouped into circles, each of which will consist of one or more estates. In no case will an estate be included in two circles. The circles will form two charges, viz., charge No. 1 which will include all the country to the east of the Teesta, and charge No. 2 which will include all the country to the west of the Teesta. The number of circles in each charge will be later decided by the State Census Officer when he comes to make census divisions.

After the formation of these census divisions columns 5 and 6 of the register referred to in the above paragraph will be filled up.

Each charge will be under a Superintendent appointed by the Government and each circle will be under a Supervisor. It is proposed that the Supervisors should be men appointed by the State Census Officer. They will be appointed on the 1st September 1950 and on appointment each of them will be given a copy of the register so far as it relates to his circle. Another copy of the extract for each circle will be kept in the Education

Department. From the 27th October to 3rd November 1950 they will be trained at Gangtok in their duties both as regards house-numbering and enumeration.

House-numbering will begin on the 3rd November 1950 and will be completed by the 30th November 1950. Each house will be numbered serially (block by block) with whitewash, in the order in which it will be convenient for the enumerator to make his round. The mandal will be responsible for the numbering and while it is in progress he or his "baidar" will prepare a schedule on the form of house/block list which will be supplied in Nepalese Paharia by the Sikkim Government: sufficient forms will be supplied to allow a copy of the house list to be given to the Supervisor. The Supervisors will test the house-numbering and see that no house remains unnumbered or is omitted from the house list. The Supervisor will be liable to punishment for any omission to number a house in his jurisdiction. The Supervisor will also be constantly on tour, inspecting the work and seeing that no houses are left unnumbered, as will probably be the case unless the work is constantly and carefully supervised, because it was formerly to the interest of the elakadars to conceal the number of houses in their estates. At the same time the Supervisors will examine the persons nominated as enumerators to see if they really can read and write and are men of intelligence; if they are not, the supervisors will make enquiries as to who can be appointed as enumerators. They will report any changes necessary to the Charge Superintendent.

In a country such as Sikkim where there are no villages outside a few bazars, but only scattered houses, house-numbering is of the greatest importance; and the utmost care will have to be taken to see that every house is accounted for. Work will be considerably facilitated by the House Tax Register. Enquiries about houses will have to go on even after November and be continued till the enumeration is over, for throughout the cold weather there is an influx of Nepalese, who settle down, build houses for themselves and do not leave Sikkim till March. Any new houses brought to light after house-numbering should be given the number of the nearest house with a letter after it to distinguish it.

All officials of the State on tour will bring to notice any cases of houses being left unnumbered. The vaccinators should form a valuable agency for this purpose as they know all the houses in their circles; but care will be necessary to prevent any impression that the census is concerned with vaccination.

On the 15th November 1950 the enumerators will be appointed. Separate enumerators will be appointed for bazars between the 15th November 1950 and the 30th

November 1950; they will be carefully instructed in their duties by the Supervisors. All the Supervisors are expected to be men understanding Nepali and they will receive in Nepali a manual of instructions and a copy of the instructions for enumerators adopted for West Bengal. The State Census Officer will carefully explain these instructions to the Supervisors. Each enumerator will receive a set of simple instructions, a set of blank schedules to be filled up as a test, and a specimen schedule. A version of the instructions to enumerators will be translated into Nepali and distributed. The State Census Officer in explaining the instructions to the Supervisors will take care that the modifications necessary in the Nepalese forms are understood, and that the Supervisors are competent to explain them to the enumerators. The enumerators will be trained orally by the Supervisors, who will examine them to see that they understand the instructions and will give them practical training by making them fill in blank schedules and explaining their mistakes.

Arrangements will be made in Calcutta for the printing and supply of the following form:—

House-list-cum-Enumeration schedules	Nepalese
	60,000

Enumeration books (specimen will be forwarded) containing twenty forms of the house-list-cum-enumeration schedules each will be distributed to the enumerators through the Supervisors, and should reach each enumerator by the 1st January 1951. There will be one enumeration book for each block. Beginning on the 9th February 1951 each enumerator will visit all the houses in his block in the order in which they are shown in his house list, and will fill in all the columns of his schedules for all the persons residing in each house. This work will have to be completed by the 28th February 1951. During this period, and also more particularly in the interval between the 9th February and the 20th February as many as possible of the entries should be checked and the mistakes corrected. This will be done by the Charge Superintendents and Supervisors, who will be constantly on tour, and by any other officers whom it may be possible to spare.

It is desirable to enlist for this purpose, and for inspection at other stages, the services of all officials and non-officials who are available; but care must be taken that these inspectors are themselves conversant with the rules and competent to perform the work entrusted to them. The State Engineer, the Civil Surgeon, Sub-Assistant Surgeons, Police and Excise Sub-Inspectors, the Inspector of Vaccination, the Public Works Department Overseers, the vaccinators, postmasters and schoolmasters at the mission schools will probably be suitable persons for appointment as Inspectors.

This preliminary enumeration will practically form the final census record throughout Sikkim. It will be, however, possible to make a final check in three days (1st to 3rd March) of births and deaths, where new slips will be entered for births before 1st March and slips will be cancelled for those who have died since enumeration and the 1st March. In these circumstances no attempt will be made to take a synchronous census in any part of Sikkim. It should, however, be specifically laid down that the enumeration in each bazar shall be carried out on some fixed day which is not a *hat* day. Moreover, to prevent double enumeration, the enumerators should be instructed when filling in their schedules (a) to write down particulars of all persons who are at the time ordinarily resident in each house, even if they are absent on that day and to check the entries later when these persons are at home, and (b) to omit those persons who are ordinarily resident elsewhere in the State. They will of course enumerate where found persons not having any permanent residence in the State. They should also

instruct the persons whom they enumerate if again questioned to state that they have already been enumerated.

Special endeavour should be made to have a correct count of the Lepchas, Bhutias and Nepalis. It will be advisable to appoint a sufficient number of Bhutias and Lepchas as enumerators so that they can correctly enumerate their own men and women. The missions at work will also have to be requested to instruct their Christian converts how to return their religion and sect. Special arrangements will be made by the State Census Officer for the enumeration of graziers. There will probably not be any difficulty about Bhutia graziers, as they generally have some cultivation and a permanent home in some estate. The enumeration of Tibetan graziers, in the highest valleys would be difficult, but at the time of the enumeration these valleys will be under snow and there will consequently be no grazing in them. The Nepali graziers have no homes in Sikkim, but grazing rents are collected from them by certain landlords living near the Sikkim-Nepal border, who will be called on to arrange for their enumeration.

On the 3rd March 1951 each enumerator will take his book to the supervisor in whose circle his block lies. The Supervisor will see that he gets an enumeration book for each block and will have the number of houses, and of males and females, added up independently by the enumerator of the block and by two other enumerators. If the totals agree, he will accept them as correct and enter them in the abstract at the end of the book. If not, he will add up the entries himself. When he has passed all the abstracts, he will enter them in a similar abstract for his circle and strike a total. He will send this total by a special messenger to the State Census Officer not later than the 4th March 1951. The State Census Officer, as soon as he gets figures for all circles, will strike a total for the whole of Sikkim and telegraph it to the Census Commissioner at New Delhi and the Superintendent of Census Operations, West Bengal at Calcutta.

The Supervisors will then arrange all the enumeration books in the serial order of blocks as shown in their extracts from the register mentioned above, and after tying them by string lengthwise and across, will send them as soon as possible to the State Census Officer. The latter, after checking them with his register to see that none are missing, will cause them to be copied in English on slips and National Registers, which will be supplied by the Superintendent of Census Operations, West Bengal. For slip-copying the Supervisors, if possible, should be employed. When prepared the slips and National Registers will be sent to the Superintendent of Census Operations, West Bengal. The original enumeration-books, however, will be retained at Gangtok, as the languages in which these will be printed and written up are not intelligible to the census office clerks.

Nepali and English circle and charge register forms which were later sent to Gangtok were printed by the Government of India Press, Calcutta. A comprehensive manner of instructions to supervisors and enumerators in Nepali was sent in November 1950 to Gangtok for distribution to all superintendents, supervisors and enumerators. The extreme importance of holding classes of instruction is to be borne in mind, and it should be made sure that every enumerator gets a chance of being instructed at least three times. Since enumerators will prepare rough drafts of census enumeration slips and national registers it is important that these rough drafts or schedules should be written legibly and clearly. It is suggested that the State Press should print slips containing the columnar headings of the schedule which may be attached at the heads of registers.

ENUMERATOR'S ABSTRACT.

“গণনাকারীর সারাংশ” ছক।

District Name and No. }
 জেলার নাম ও নং

Thana/Municipality Name and No. }
 থানা/মিউনিসিপালিটির নাম ও নং

Mauza Name and J. L. No. }
 মৌজার নাম ও জে, এল, নং

Sub-block No. (if any) }
 সাব-ব্লক নং

Enumeration began }
 গণনা আরম্ভ হইয়াছিল

Enumeration ended }
 গণনা শেষ হইয়াছিল

Charge Name and No. }
 চার্জ নাম ও নং

Subdivision Name }
 মহকুমার নাম

Census House No. }
 সেন্সাস গৃহ

Date }
 তারিখ

No. of books used }
 ব্যবহৃত পুস্তকের সংখ্যা

No. of loose slips used }
 ব্যবহৃত আল্গা শিটের সংখ্যা

No. of unused books }
 অব্যবহৃত পুস্তকের সংখ্যা

No. of unused slips }
 অব্যবহৃত শিটের সংখ্যা

Circle Name and No. }
 সার্কেল নাম ও নং

Village/Ward Name and No. }
 গ্রামের নাম/ওয়ার্ডের নাম ও নং

	No. of females. স্ত্রীর সংখ্যা।	Total. মোট।	No. of displaced persons. পািক্তান হইতে আগত বাস্ততাপীর সংখ্যা।
No. of males. পুরুষের সংখ্যা।			
	(a) Male. (ক) পুরুষ।		(b) Female. (খ) স্ত্রী।
			(c) Total. (গ) মোট।

No. of Census houses }
 সেন্সাস গৃহের সংখ্যা

Checked and found correct }
 পরীক্ষা করিয়া ঠিক পাইলাম

Signature of Enumerator }
 গণনাকারীর স্বাক্ষর

Date }
 তারিখ

Signature of Supervisor }
 সুপারভাইজরের স্বাক্ষর

Date }
 তারিখ

NOTE—No. of displaced persons will be obtained from answers to Q. 6.

দৃষ্টব্য :—৬নং প্রশ্নের উত্তর হইতে পািক্তান হইতে আগত বাস্ততাপীর সংখ্যা পাওয়া যাইবে।

APPENDIX XI

GOVERNMENT OF WEST BENGAL

WRITERS' BUILDINGS,
CALCUTTA-1.

FROM

SRI S. N. RAY, I.C.S.,
CHIEF SECRETARY TO THE GOVERNMENT OF
WEST BENGAL,

TO

ALL CHAMBERS OF COMMERCE (IN CALCUTTA),

No. 33 (6)-Cen. Dated the 3rd January 1951.

SIRS,

I am to record the Government's appreciation of the generous response which your constituents were good enough to extend to the Superintendent of Census Operations, West Bengal and Sikkim, with reference to his letter No. 1089 (6)-Cen., dated the 31st August 1950 in connection with the forthcoming census of India to be taken between the 9th February 1951 and 3rd March 1951. The Government is pleased to note the loan of staff readily given for appointment as census officers and the facilities given by your constituents to them to learn and accomplish their task.

In this connection I enclose a copy of a circular letter No. 1615-AR/R3C-13/50, dated 3-10-50 which has been issued to all departments of the Government for guidance. The West Bengal Government propose to extend to their staff the following facilities:—

1. *During the period of training up to 8-2-51*—Permission to an employee to attend census training classes on dates notified by the Chief Census Officer of the locality (the District Census Officer or the Subdivisional Magistrate).
2. *During the actual enumeration period*—Concessional hours of attendance at 12 noon to enable census officers to do census work during the period 9th February to 26th February 1951.

3. *27th and 28th February and 1st, 2nd and 3rd March 1951*—Permission to stay away from work to attend census enumeration which attains its peak during this period to staff engaged in census enumeration on a certificate to be later granted by the Chief Census Officer.

The Government do not propose to notify certain dates as public holidays under the Negotiable Instruments Act, as appears to have been the practice in previous censuses, because that step is likely to interfere with production. As the staff actually appointed as census officers will be very small, compared to total strength, and as they alone will deserve facilities, the above arrangement has been proposed.

The Government will be obliged if you will find it possible to ask your constituents to fall in line with the above arrangement of the West Bengal Government and ask them to extend to their staff employed on census work similar concessions, with this difference that in mills and factories, the concessional hours of attendance during the period 9th February to 26th February may be varied according to the exigencies of local convenience, to be proposed by the local Chief Census Officer.

Yours faithfully,

S. N. RAY,
Chief Secretary to the
Government of West Bengal.

Memo. No. 33(6)/1 (58)-Cen. 3rd January 1951.

Copy forwarded to:

1. The Superintendent of Census Operations, West Bengal & Sikkim.
2. The District Officer, _____
3. The Subdivisional Officer, _____

A. MITRA,

for Chief Secretary to the
Government of West Bengal.

MISCELLANEOUS SCHEDULE 1

List of books purchased with the help of census budget

Serial Number	Names of books	Names of Authors
1	Hindusthan Year Book 1950
2	Statistics in School	W. L. Sumner
3	An outline of Statistical Methods	Herbert Arkin
4	Integral Calculas	Das & Mukherjee
5	Differential Calculas	Das & Mukherjee
6	Methods of Statistics	L. H. C. Tippet
7	Mathematics of Statistics, I	John F. Kenney
8	Mathematics of Statistics, II	John F. Kenney
9	Statistics	Tippet
10	Asia (R)	Stamp
11	Presume of Population	Ghosh
12	Income Wages Pay tables	H. Barik
13	Ready Reckoner	Lahiri
14	English Bengali Dictionary	Dev

MISCELLANEOUS SCHEDULE 1—concl'd.

List of books purchased with the help of census budget

Serial Number	Names of books	Names of Authors
15	Bengali-English Dictionary	Dev
16	Concise Oxford Dictionary	Frank Yates
17	Sampling methods for Censuses and Surveys	Frank Yates
18	Indian and Pakistan Year Book and Who's Who 1949	Frank Yates
19	Basic problems of Relief, Rehabilitation and Reconstruction in South East Asia	J. Russell Andrus
20	India's post-war Reconstruction and its International Aspects	P. S. Lokanathan
21	The Damodar Valley Project	S. C. Bose
22	West Bengal Government Terminology (1st and 2nd Edition)
23	Posts & Telegraphs Compilation of Fundamental and Supplementary Rules—Vol. I
24	Correction slip to Vol. I of Fundamental Rules of Posts & Telegraphs
25	Central Government Compilation of the Treasury Rules—Vol. II
26	Bengali Dictionary (Chalantika)	Rajsekhar Basu
27	Posts & Telegraphs Compilation of Fundamental and Supplementary Rules—Vol. II
28	Development of Industries for War supplies	Dr. P. J. Thomas
29	Method of Statistical analysis	C. H. Goulder
30	Report on an enquiry into the family budget of middle class employees of the Central Government
31	Central Government Compilation of the General Financial Rules—Vol. I
32	Central Government Compilation of the General Financial Rules—Vol. II
33	White paper on Indian States (1949)
34	Indian Statistics	M. K. Ghosh & D. N. Elhance
35	The Third Year	Government of India Publications
36	Penguin (Tennessee Valley Authority)
37	The future population of Europe and Soviet Union
38	Population trends in the United States	Thompson & Whelpton
39	Picture of a plan
40	Regional Planning	Rao
41	Planning for West Bengal	B. C. Ghosh & B. C. Sinha
42	Economic Handbook—Indian Population	D. G. Karve
43	Full Employment	Beveridge
44	Introduction to Mathematical Statistics	Paul G. Hoel
45	A first course in Mathematical Statistics	C. E. Weatherburn
46	Agricultural Statistics by plot to plot Enumeration, Bengal, Parts I, II & III
47	Report of the Games and Game Fishes Preservation Committee on the existing Special games in Bengal
48	Population of Great Britain (Current trends and future problems)	Abrams
49	Struggle for population	Glass
50	Population Trends & Policies	Borric
51	Botanical Bulletin of Bengal
52	Length of Life	L. I. Dublin, A. J. Lotka, M. Spiegelman
53	Compilation of Medical Attendance Rules and Orders of Government of India
54	All Indian Birds
55	All Indian Animals

MISCELLANEOUS SCHEDULE 2

Stationery indents for the Office of the Superintendent of Census Operations and affiliated offices.

Item	Unit	Number of units		
		1949-50	1950-51	1951-52
1	2	3	4	5
Paper Bld. Qd. F. cap 32 lb. Loc.	Ream	$\frac{1}{2}$
Paper T. W. F. cap 3 lb. Loc.	..	$\frac{1}{2}$	15	5
Paper C. W. F. cap 13 $\frac{1}{2}$ " x 17" 12 lb. Loc.	..	1	$\frac{1}{2}$	42
Paper white Dup. F. cap abst. 6 $\frac{1}{2}$ lb. Loc.	..	2	5	..
Paper A. P. quarto S. S. (9" x 7") of Map Litho paper, Loc.	..	1	1	..
Paper L. P. quarto A. A. (10" x 8") of Map Litho paper Loc.	..	1
Paper S. P. 8 No. A. A. (4 $\frac{1}{2}$ " x 7") of Map Litho paper, Loc.	..	1

MISCELLANEOUS SCHEDULE 2—contd.

Stationery indents for the Office of the Superintendent of Census Operations and affiliated offices

Item	Unit	Number of units		
		1949-50	1950-51	1951-52
1	2	3	4	5
Paper Azure laid 12 lb. Loc.	Ream	10	20	..
Paper T. W. 6 lbs. Loc.	"	5
Paper Duplicating white F. cap abst. Loc.	"	5	20	..
Brown wrapping paper D. F. cap 27 lbs. Loc.	"	5	10	5
Paper Bld. F. cap 13½" × 17" 10 lbs. Loc.	"	..	40	..
Paper bleached 17" × 27" 20 lb.	"	..	13*	..
Paper S. P. quarto 9" × 7" of Map Litho Loc.	"	..	2	..
Paper Bld. white Demy 38 lbs.	"	2
T. W. Carbon F. cap black one side Lt. Wt.	"	¼	6	1
Blotting white Demy 38 lbs.	Sheet	24
Blotting white Demy 38 lbs.	Ream	..	1	..
Short-hand Note-book	No.	..	36	36
W/L T. S. F. cap grade 1 for gest, Ret. Deptt, Exp.	Quire	2	12	12
W/L S. Brief size G. I. for gest	Sheet	..	12	..
W/L T. S. F'cap grade 1 for gest pot. Dupli. Loc.	Ream	..	¼	..
Envelopes S. E. 2 Loc.	No.	120	500	2,000
Envelopes S. E. 8 Loc.	"	50	100	100
Envelopes S. E. 5 Loc.	"	100	2,000	1,000
Envelopes 8Vo, of Map Litho paper, Loc.	"	..	1,000	..
Envelopes S. E. 6 Loc.	"	..	100	500
Ink B. B. Registration in 240X	Bottle	1
Ink Powder Red, Loc.	Dozen	¼
Ink powder Blue Black	"	..	½	2
Ink powder Red	"	..	½	..
Thumb impression Ink	No.	..	1	..
Ink fluid Blue Black 24 oz. a bottle, Loc.	Dozen	..	¼	..
Ink Violet for R/S, Loc.	"	..	3	..
Pen holder, clerical, Loc.	"	¼	8	..
Pen holder, Officer	"	¼	2	2
Pencil, Red & Blue	"	½	6	2
Pencil, Lead Middling	"	1	12	..
Pencil, Reporter, Kohinoor, Imp.	"	¼
Pencil, 2B (Golden master), Imp.	"	..	3	..
Shorthand pencil, Imp.	"	3
Eraser Ink & Pencil small	"	½	..	10
Eraser Large for T. W., Imp.	"	¼	½	½
Eraser Indian Rubber	"	..	2	20
Ink-pct China, Loc.	"	½	4	40
Ink-Stand, Double, Loc.	"	..	1	..
Twine white in 4 oz. a ball	"	¼	½	..
Gum Liquid in bottle	"	¼	1	..
Gum Arabic, Packed	Lb.	..	2	10
Needles, large, Imp.	No.	5	10	25
Needles, small, Imp.	"	..	10	..
Scissors 6" Imp.	"	3	9	6
Sealing wax Red	Box	1	..	6
Pin Cushion, Loc.	Dozen	¼
Un-inked pad for R/S	"	¼	1½	..
Black Record Ribbon for R. Ports T. W. ½, Loc.	No.	1	6	..
Black Record Ribbon for R. Ports. T. W. 2", Loc.	Dozen	..	2	..
Desk Knives	"	..	1	..
Nib L/P	Gross	..	3	10
Nib Red	"	..	3	10
Ruler Round 24", Loc.	No.	..	1	..
Ruler Round 18", Loc.	"	..	1	..
Tin Slab Mtd., Loc.	"	..	2	..
Paper weight	Dozen	..	2	..
Jute twine, Loc.	Lb.	..	25	60
Wooden Blotter, Loc.	Dozen	..	¾	..
Stylus Pen, Loc.	No.	..	1	..
Pins plates in 1 oz. pkt.	Pkt.	..	84	60
Empty gum bottle, Loc.	Dozen	..	1	..
Tag cotton white	No.	..	5,000	..
Docket Punch, Loc.	"	..	3	..
Routine Note Sheet, Loc.	Block	10
Oil for T. W. in 1 oz. Phile	Phile	..	6	..

* Supplied to Sikkim State.

MISCELLANEOUS SCHEDULE 2—concl'd.

Stationery indents for the Office of the Superintendent of Census Operations and affiliated offices

Serial No.	Description	From whom received	Date of receipt
TYPEWRITERS			
1	Remington—17 model, brief size old (2nd hand) typewriter No. J578424	Deputy Controller of Stationery, Calcutta	8-2-50
2	Halda Foolscap size typewriter No. 6-182344 (New)	H. Mullick & Co., 36, Ganesh Chandra Avenue, Calcutta (through Deputy Controller of Stationery, Calcutta)	20-3-50
3	L. C. Smith standard brief size typewriter, old (2nd hand)—No. 1A1810488-14	Continental Commercial Co., Ltd. (through the Deputy Controller of Stationery, Calcutta)	10-5-50
4	L. C. Smith Corona typewriter—Portable No. 3C269338	Deputy Controller of Stationery, Calcutta	19-5-50
5	Halda—manifest size—20½" carriage typewriter No. 6-182388	H. Mullick & Co. (through the Deputy Controller of Stationery, Calcutta)	22-8-50
6	Remington typewriter (New) No. 'A/LJ-1847253	Remington Rand Inc. (through the Deputy Controller of Stationery, Calcutta)	..
FACIT MACHINES			
1	Facit machine—T. K. model—No. 203229	H. Mullick & Co. (purchased from Census budget)	{ 25-1-51 { 11-9-51
2	Facit machine—T. K. model—No. 211561		

MISCELLANEOUS SCHEDULE 3

Title, number and location of important files and documents

Serial No.	Description	No. of File
1	2	3
<i>Collection No. 1-A</i>		
1	Accommodation for the office of Census Operations, West Bengal	1A-1
2	Repairs to the portion occupied by the Census Superintendent, West Bengal, at 8, Paul Mansions, 6, Bishop Lefroy Road	1A-2
3	Telegraphic address of Superintendents of Census Operations	1A-3
4	Residential accommodation of Census Superintendent, West Bengal	1A-4
5	Accommodation for the District Census Office, Midnapur	1A-5
<i>Collection No. 2-A</i>		
6	Appointment of Sri A. Mitra, I.C.S., as Superintendent of Census Operations, West Bengal	2A-1
7	Applications for posts in the Census Superintendent's Office	2A-2
8	Appointment of Sri Gour Chandra Mallick as Asstt. Superintendent of Census Operations, West Bengal	2A-3
9	Appointment of District Census Officers	2A-4
10	Appointment of Charge Superintendents, Supervisors and Enumerators	2A-5
11	Appointment of an Accountant in the Census Superintendent's Office	2A-6
12	Census Superintendent's Office staff	2A-7
13	Proposal to appoint Superintendent of Census Operations as ex-officio Deputy Secretary, Govt. of West Bengal	2A-8
14	Employment Exchange Regional—Regarding Census Staff	2A-9
15	List of staff gazetted and non-gazetted in the Census Office, West Bengal	2A-10
16	Appointment of Special Census Officer for the City of Calcutta	2A-11
17	List of Charge Superintendents forwarded by Calcutta Corporation	2A-12
18	Appointment of Charge Superintendents, Supervisors and Enumerators in Calcutta	2A-13
19	Employment of Govt. Servants for enumeration	2A-14
20	Employment of non-Govt. employees for Census work	2A-15
21	Service of Agricultural Officers for Census work	2A-16
22	Appointment of Deputy Superintendent of Census Operations, West Bengal	2A-17
23	Staff for Census Central Tabulation Offices	2A-18
24	Service Books of Census Office staff	2A-19
25	Deputation of several staff of State Statistical Bureau to work in the Census Department	2A-20
<i>Collection No. 3-A</i>		
26	Permanent advance	3A-1
27	Submission of statement of expenditure to Registrar General, India	3A-2
28	Recovery of Census Charges from the State	3A-3
29	Census Accounts Rules	3A-4
30	Safe for keeping cash of Census Office	3A-5

MISCELLANEOUS SCHEDULE 3—contd.

Title, number and location of important files and documents

Serial No.	Description	No. of File
1	2	3
<i>Collection No. 3-A—contd.</i>		
31	Financial arrangement with West Bengal Govt. for Census Enumeration	3A-6
32	Allotment to District on account of contingencies, allowances, Honoraria, etc.	3A-7
33	Charges for Printing	3A-8
34	House-numbering charges	3A-9
35	Submission of monthly statement of expenditure from districts	3A-10
36	Remuneration to enumerators	3A-11
37	Allotment to districts for 1951-52 on account of contingencies, allowances, etc.	3A-12
38	Consolidated statement of expenditure for enumeration work during 1950-51 and 1951-52	3A-13
39	Allotment to Deputy Superintendents of Census Operations, West Bengal	3A-14
40	Statement of expenditure incurred during the year 1948-49, 1949-50 and 1950-51 under the head "other charges, contingencies"	3A-15
41	Submission of monthly statements of accounts of Census Tabulation offices	3A-16
42	Sweeping and farash charges for office room in Presidency Commissioner's Building	3A-17
<i>Collection No. 4-A</i>		
43	Transport arrangement for the despatch of Census forms	4A-1
<i>Collection No. 5-A</i>		
44	Travelling allowance—Superintendent of Census Operations, West Bengal	5A-1
45	Travel by plane by Superintendent of Census Operations, West Bengal	5A-2
46	Travelling allowance of Census Office staff	5A-3
47	Travelling allowance bills of districts	5A-4
48	Travelling allowance bills of Deputy Supdt. of Census Operations, West Bengal	5A-5
<i>Collection No. 6-A</i>		
49	Motor Car advance to the Superintendent of Census Operations, West Bengal	6A-1
<i>Collection No. 1-B</i>		
50	List of Books required by the Superintendent of Census Operations, West Bengal	1B-1
51	Enumeration Hand Books	1B-2
52	District Census Hand Book	1B-3
<i>Collection No. 2-B</i>		
53	Budget estimate for 1949-50 and 1950-51	2B-1
54	Budget estimate under head B enumeration	2B-2
55	Budget for Calcutta Census	2B-3
56	Budget estimate for 1951-52	2B-4
57	Revised Budget estimate for 1951-52 and Budget estimate for 1952-53	2B-5
<i>Collection No. 3-B</i>		
58	Contingent bills	3B-1
59	Enumeration—contingent bill of districts	3B-2
60	Abstraction and compilation—contingent bills	3B-3
61	Publicity—Payment of bills	3B-4
62	Pending bills of 1950-51	3B-5
<i>Collection No. 3-C</i>		
63	Circulars of other Provinces	3C-1
64	Supply of circulars to all State Superintendents	3C-2
65	Circulars of Madras and Coorg	3C-3
66	Circulars and Manuals	3C-4
67	Circulars from Bombay	3C-5
68	Circulars from Orissa	3C-6
69	Circulars, Manuals, etc.	3C-7
70	Circulars from Mysore	3C-8
71	Circulars from Bihar	3C-9
<i>Collection No. 4-C</i>		
72	Arrangement for the Census of Calcutta	4C-1
73	Non-official Census Personnel	4C-2
74	List of towns for Census purposes	4C-3
75	Census—Industrial aspect	4C-4
76	Request to prominent men for propaganda on Census	4C-5
77	Census of Cooch Behar	4C-6
78	Arrangement of taking Census in Sikkim	4C-7
79	Summary of Census Operations	4C-8

MISCELLANEOUS SCHEDULE 3—contd.

Title, number and location of important files and documents

Serial No.	Description	No. of File
1	2	3
<i>Collection No. 4-C—contd.</i>		
80	Formation of Census Divisions	4C-9
81	Census of Chandernagore	4C-10
82	Census of Sundarbans	4C-11
83	Census of Railways	4C-12
84	Census of Cantonments	4C-13
85	Code No. of Municipal or Non-Municipal towns	4C-14
86	Indian Census Economic classification scheme	4C-15
		<i>vide IT2</i>
87	Port of Calcutta—arrangement for Census	4C-16
88	A calendar of important local events, in the light of the district in the passed 45 years	4C-17
89	Training of Census staff	4C-18
90	Census of Inland steamers	4C-19
91	Census of Chhitmeahals of Cooch Behar District	4C-20
92	Radio Lectures-Census 1951	4C-21
93	Census of persons on Board ocean-going and coastal vessels	4C-22
94	Census of East Bengal Refugees	4C-23
95	Appeal to School students regarding Census	4C-24
96	Census of Refugee Camps	4C-25
97	Local check of Census enumeration and National Register of Citizens	4C-26
98	Sample verification count	4C-27
<i>Collection No. 5-C</i>		
99	Scheduled castes, scheduled tribes and backward classes	5C-1
100	List of tribes	5C-2
101	Tribal Languages	5C-3
102	List of Non-Backward castes	5C-4
103	Caste Vishwakarma Brahman (Sutradhar)	5C-5
104	Shiromani Gurdwara Parbandhak	5C-6
105	Correct classification of Sadhus	5C-7
106	Caste Vaisya Kapali	5C-8
107	Caste Satchasi	5C-9
108	Caste Aguri	5C-10
109	Caste Baishnab	5C-11
110	Caste Jogis	5C-12
111	Aboriginals	5C-13
112	Caste Yadav	5C-14
113	Caste Patni (Añi Mahishya)	5C-15
114	Caste Bagdi (Byagra Kshatriya)	5C-16
115	Caste Solanki	5C-17
116	Caste Raju	5C-18
117	Caste Karan	5C-19
118	Caste Rajbanshi (Kshatriya)	5C-20
119	Caste Jalia Kaibarta	5C-21
<i>Collection No. 6-C</i>		
120	Census Conference in Delhi	6C-1
121	Conference held in the Districts of West Bengal	6C-2
122	Census Tabulation Meetings	6C-3
<i>Collection No. 7-C</i>		
123	Area changes since last Census—consequential adjustment	7C-1
124	Area of West Bengal, District by District	7C-2
125	List of Thanas and Unions falling under the jurisdiction of Circle Officers	7C-3
126	List of Districts in various States	7C-4
<i>Collection No. 8-C</i>		
127	Recognition of good work done and grant of certificates	8C-1
128	Commendation of Meritorious Census Work	8C-2
<i>Collection No. 10-C</i>		
129	Prosecutions under the Census Act	10C-1
130	Census Act 1948—Amendment	10C-2

MISCELLANEOUS SCHEDULE 3—contd.

Title, number and location of important files and documents

Serial No.	Description	No. of File
1	2	3
<i>Collection No. 1-E</i>		
131	Establishment in District Offices	1E-1
132	Establishment in the Office of the Special Census Officer, Calcutta	1E-2
133	Deputation of District Census Office Clerks to Central Tabulation Offices	1E-3
134	Establishment for Census of Small Industries in the city of Calcutta	1E-4
135	Employment of retired Government employees in the Census Tabulation Offices	1E-5
<i>Collection No. 2-F</i>		
136	Supply of forms—Mauza Register	2F-1
137	Supply of forms—Charge/Circle Register, Circle extract	2F-2
138	Supply of forms—Parwana of appointment of Charge Superintendents, Supervisors and Enumerators	2F-3
139	Distribution of Enumeration Hand Book	2F-4
140	Distribution of Charge Summary, Circle Summary and Enumerator's Abstract	2F-5
141	Despatch of Sorter's Tickets to Assam	2F-6
142	Distribution of forms for Sorting and Compilation	2F-7
143	Supply and Distribution of forms in the District during enumeration period	2F-8
<i>Collection No. 3-G</i>		
144	General Correspondence with District Census Officers	3G-1
<i>Collection No. 4-F</i>		
145	Supply of Census Figures to different organisations	4F-1
146	Total No. of Census houses, living rooms, etc.—Charge by Charge	4F-2
147	Supply of Census figures to Non-official bodies	4F-3
148	Supply of Census information to National Survey organisation	4F-4
<i>Collection No. 1-H</i>		
149	House-numbering and House list	1H-1
<i>Collection No. 3-H</i>		
150	Honorarium	3H-1
<i>Collection No. 4-H</i>		
151	Census 1951—Holidays	4H-1
<i>Collection No. 1-I</i>		
152	Enumerator's questionnaire	1I-1
153	Instructions issued by Registrar General, India from time to time	1I-2
154	Standing instructions to be followed in Census Offices	1I-3
155	Tabulation—instructions issued by Registrar General, India from time to time	1I-4
156	Tabulation—instructions issued by Superintendent of West Bengal from time to time	1I-5
157	Instructions for the treatment of omissions in enumeration slips	1I-6
<i>Collection No. 1-L</i>		
158	Supply of liveries to orderlies	1L-1
<i>Collection No. 2-L</i>		
159	Casual leave taken by Census office staff	2L-1
160	Casual leave taken by Officers of Census Department	2L-2
161	Leave of A. Mitra, Superintendent of Census Operations, West Bengal	2L-3
<i>Collection No. 3-L</i>		
162	List of Languages	3L-1
<i>Collection No. 1-M</i>		
163	Census Maps	1M-1
<i>Collection No. 2-M</i>		
164	Purchase of Furniture	2M-1
165	Miscellaneous letters from the Superintendents of Census of other Provinces	2M-2
166	Holidays to be observed in Census Office	2M-3
167	List of Provincial and State Census Superintendents	2M-4
168	Cutting from Newspapers	2M-5

MISCELLANEOUS SCHEDULE 3—contd.

Title, number and location of important files and documents

Serial No.	Description	No. of File
1	2	3
<i>Collection No. 2-M—contd.</i>		
169	Guard File of Miscellaneous Data	2M-6
170	Arrangement for despatch of letters, etc. and duplicating work	2M-7
171	Suspension of Elections of Local Bodies until Census enumeration is completed	2M-8
172	General Elections	2M-9
173	Co-operation with the Census	2M-10
174	Rise in India's population	2M-11
175	Estimate of population of every State prepared by Registrar General, India	<i>vide 2M-12</i>
176	Personal file of Superintendent of Census, West Bengal	2M-12
177	West Dinajpur—Miscellaneous inquiries from—and replies	2M-13
178	Darjeeling—Miscellaneous inquiries from—and replies	2M-14
179	Hooghly—Miscellaneous inquiries from—and replies	2M-15
180	Nadia—Miscellaneous inquiries from—and replies	2M-16
181	Cooch Behar—Miscellaneous inquiries from—and replies	2M-17
182	District Congress Committee, North Calcutta, regarding appointment of Census advisers	2M-18
183	Howrah—Miscellaneous inquiries from—and replies	2M-19
184	Publication in newspapers	2M-20
185	Abstract of Charge Registers	2M-21
186	24 Parganas—Miscellaneous inquiries from—and replies	2M-22
187	Burdwan—Miscellaneous inquiries from—and replies	2M-23
188	Murshidabad—Miscellaneous inquiries from—and replies	2M-24
189	Miscellaneous correspondence from Registrar General, India	2M-25
190	Preservation of packing material	2M-26
191	Collection of information regarding fertility and mortality in West Bengal	2M-27
192	Calcutta—Miscellaneous inquiries from—and replies	2M-28
193	Malda—Miscellaneous inquiries from—and replies	2M-29
194	Midnapur—Miscellaneous inquiries from—and replies	2M-30
195	Census 1951—Appeal by Chief Minister, West Bengal	2M-31
196	Birbhum—Miscellaneous inquiries from—and replies	2M-32
197	Magh Slate factory—printed roll up boards	2M-33
198	Wooden pigeon hole racks	2M-34
199	Jalpaiguri—Miscellaneous inquiries from—and replies	2M-35
200	Bankura—Miscellaneous inquiries from—and replies	2M-36
201	List of villages in the State of West Bengal	2M-37
202	Resort to fraud in taking the Census by enumerators	2M-38
203	Appreciation of services rendered by—during the Census 1951	2M-39
204	Enumerators discharged from service from their respective offices	2M-40
205	List of Schools in West Bengal	2M-41
206	List of Towns enjoying filtered water and Electric supply	2M-42
207	List of Post Offices, Telegraph and Telephone offices in the State of West Bengal	2M-43
208	Supply of wooden desks to Central Tabulation Offices	2M-44
209	Supply of locks and keys to Central Tabulation Offices	2M-45
210	Purchase of Sorter Boxes for Central Tabulation Offices	2M-46
211	Khus Khus Pardah	2M-47
212	Fire extinguishers in Calcutta Tabulation Office	2M-48
213	Electric fans for Central Tabulation Office	2M-49
214	Furniture for Central Tabulation Office	2M-50
215	Verification of particulars of birth of Mrs. Fisher Noel Henry	2M-51
		2M-52
<i>Collection No. 3-M</i>		
216	Mortality due to snake bite	3M-1
<i>Collection No. 1-N</i>		
217	Notifications under the Census Act	1N-1
<i>Collection No. 2-N</i>		
218	National Register of Citizens	2N-1
<i>Collection No. 1-O</i>		
219	Occupation—Classification	1O-1
220	List of commonest returns of occupation	1O-2

MISCELLANEOUS SCHEDULE 3—contd.

Title, number and location of important files and documents

Serial No.	Description	No. of File
1	2	3
<i>Collection No. 1-P</i>		
221	Delegation of financial powers to Registrar General and Provincial Census Superintendents	1P-1
<i>Collection No. 2-P</i>		
222	Printing in Government of India Press	2P-1
223	Printing in Private Presse	2P-2
224	Printing and despatching of enumeration pads	2P-3
225	Printing of forms—Nepali and Tibetan	2P-4
226	Calcutta Census 1951—Printing in Government of India Press	2P-5
227	Charges for printing	vide 3A-8
228	1951 Census—Printing and publication of report	2P-6
<i>Collection No. 4-P</i>		
229	Census—Enumeration—Progress report	4P-1
230	Submission of fortnightly progress report to Registrar General, India	4P-2
231	Progress report—Sorting and Compilation	vide 4P-1 4P-3
<i>Collection No. 5-P</i>		
232	Census 1951—Provisional totals	5P-1
233	Census 1951—Provisional totals of other Provinces	5P-2
234	Census 1951—Final population figures	5P-3
235	1951 Census, City Figures—variation between Census population and figures of ration authority	5P-4
<i>Collection No. 2-R</i>		
236	Records of Census, 1941	2R-1
237	Preservation of Census Records	2R-2
<i>Collection No. 3-R</i>		
238	Rules under the Bengal Local Authorities Census Expenses Contribution Act for the Census of 1951	3R-1
<i>Collection No. 4-R</i>		
239	Confidential merit Statement of Census Officers	4R-1
240	Pilot Survey Report of Vital Statistics	4R-2
241	Miscellaneous Report from D. P. I., West Bengal	4R-3
242	Preparatory Measures for writing Census Report 1951	4R-4
243	Administrative Report of District Census Officers	4R-5
244	Arrangement for writing Census Report and Tables 1951	4R-6
245	Statistics of Criminal Cases	4R-7
246	Statistics of Literacy and Education in the State for Census Report 1951	4R-8
247	Census Report 1951—Chapter on the growth of industrial towns in West Bengal	4R-9
248	Certain Tables published in the Statistical Abstract for West Bengal 1948 are required for Census Report 1951	4R-10
249	Administrative Report regarding Sorting and Compilation	4R-11
250	Reporting programme of Registrar General, India	4R-12
251	Report Volume on the Census of Calcutta City 1951	4R-13
<i>Collection No. 1-S</i>		
252	Supply of Stationery and standard forms	1S-1
<i>Collection No. 3-S</i>		
253	Location of Sorting Offices	3S-1
254	Sorting and Compilation instructions	3S-2
255	Tabulation and Compilation—Miscellaneous inquiries from the Superintendent of Census Operations of other Provinces	3S-3
256	Enumerators willing to accept the work of Sorters	3S-4
257	Despatch of enumeration records to Central Tabulation Offices	3S-5
258	Central Tabulation Office at Midnapur	3S-6
259	Central Tabulation Office in Calcutta	3S-7
260	Central Tabulation Office at Murshidabad	3S-8
261	Central Tabulation Office at Darjeeling	3S-9
262	Trial Sorting	3S-10
263	Census Tract	3S-11
264	Payment of bonus to Sorters and Compiler-checkers	3S-12
265	Sorter Months	3S-13
		vide 3S-7

MISCELLANEOUS SCHEDULE 3—concl'd.

Title, number and location of important files and documents

Serial No.	Description	No. of File
1	2	3
<i>Collection No. 3-S—contd.</i>		
266	Fixation of standard of Sorter's tickets, and preparation of Sorter's boxes	3S-14
267	Sorting and Compilation—Miscellaneous correspondence from Deputy Superintendents of Census and replies	3S-15
268	Sorting and Tabulation for Special question No. 13 in the All India Census for Sikkim State	3S-16
269	Sorting instruction on question No. 13, Sorter's ticket 11	3S-17
270	Sample verification and record of final population figures	3S-18
<i>Collection No. 4-S</i>		
271	Sale proceeds	4S-1
<i>Collection No. 1-T</i>		
272	Tabulation—Supply of Facit Calculating Machines	1T-1
273	Classification of Census Tables	1T-2
274	Census 1951—Tabulation—Preparatory measures	1T-3
275	Census 1951—Language Tabulation	1T-4
276	Tabulation—Livelihood of Refugees	1T-5
277	Tabulation Instructions	1T-6
278	Census 1951—Tabulation Plan	1T-7
279	Displaced persons—Tabulation	1T-8
280	Census Tabulation—Correction of mistakes in the enumerator's slips and N. R. C.	1T-9
281	Supply of Tables to Registrar General, India	1T-10
282	Supply of Tables to other State Superintendents	1T-11
283	Delivery of Census Tables by Deputy Superintendents of Census	1T-12
<i>Collection No. 2-T</i>		
284	Telephone in the office of the Superintendent of Census and at the residence of Census Superintendent	2T-1
285	Telephone connection at the residence of Sri K. N. Mitra, Special Census Officer, Calcutta	2T-2
286	Installation of a telephone at the residence of Sri B. K. Bhattacharjya, Charge Superintendent, Howrah	2T-3
<i>Collection No. 3-T</i>		
287	Supply of typewriters	3T-1
288	Periodical cleaning of typewriters of Census Office	3T-2
<i>Collection No. 4-T</i>		
289	Tour programme of Census Superintendent	4T-1
290	Tour diary of Census Superintendent	4T-2
291	Tour programme of Registrar General, India	4T-3
292	Tour programme of Asstt. Superintendent of Census, West Bengal	4T-4

MISCELLANEOUS SCHEDULE 4

Summary of the staff employed in office of the Superintendent of Census Operations and in office of the Special Census Officer, Calcutta.

Part A—Staff in the Office of the Superintendent of Census Operations

The staff mentioned below received allowances at Central Government rates except those who received "consolidated" pays:—

Serial No.	Designation	Number	Period	Rates of pay excluding allowances	Remarks
1	2	3	4	5	6
1	<i>Personal Assistant</i> Sri Benoy Bhushan Sen Gupta, B. Com.	1	1-4-51 to	Rs. 300	

MISCELLANEOUS SCHEDULE 4—contd.

Part A—Staff in the Office of the Superintendent of Census Operations

Serial No.	Designation	Number	Period	Rates of pay excluding allowances	Remarks
1	2	3	4	5	6
	<i>U.D. Assistant</i>				
	Sri Benoy Bhushan Sen Gupta, B. Com.	1	6-2-50 to 31-3-50 . . .	Rs. 195 . . .	He worked as H. A. from 6-2-50 but formally designated as H. A. on 1-4-50
	<i>Head Assistant</i>				
	Sri Benoy Bhushan Sen Gupta, B. Com.	1	1-4-50 to . . .	Rs. 170 in the scale of Rs. 150—10—370—15—400 plus a special pay of Rs. 60 per month	
2	<i>L. D. Assistant</i>				
	Sri Jagneswar Ganguly . . .	1	{ 14-2-50 to 13-2-51 . . . 14-2-51 to . . .	Rs. 101 Rs. 125	
3	<i>L. D. Clerk</i>				
	Sri Pranab Kumar Gupta . . .	1	{ 7-3-50 to 6-3-51 . . . 7-3-51 to . . .	Rs. 55 Rs. 70	
4	<i>Accountant-Cashier</i>				
	Sri Birendra Mohan Das, B. Sc.	1	{ 1-4-50 to 31-7-50 . . . 1-8-50 to . . .	Rs. 125 Rs. 150	
5	<i>Stenographer</i>				
	Sri Sukumar Mukherjee . . .	1	{ 1-5-50 to 31-7-50 . . . 1-8-50 to . . .	Rs. 80 Rs. 125	
6	<i>Typist</i>				
	Sri Naba Gopal De . . .	1	1-4-50 to 30-1-51 . . .	Rs. 55	
	Sri Gour Chandra Basak . . .	1	8-2-51 to 28-2-51 . . .	Rs. 55'	
	Sri Pratul Chandra Sen Gupta	1	3-3-51 to . . .	Rs. 55	
7	<i>Typist</i>				
	Sri Birendra Kumar Chakravarty	1	12-4-51 to . . .	Rs. 55	
8	<i>Asstt. Computer</i>				
	Sri Amiya Kumar Sen Gupta	1	13-3-51 to 30-6-51 . . .	Rs. 55 . . .	The incumbent was made a computer on Rs. 75 from 1-7-51
9	<i>Computer</i>				
	Sri Amiya Kumar Sen Gupta	1	1-7-51 to . . .	Rs. 75	
10	<i>Asstt. Computer</i>				
	Sri Nitya Gopal Mukherjee	1	{ 12-4-51 to 31-5-51 . . . 1-6-51 to . . .	Rs. 100 (consolidated) Rs. 55	Pay refixed from 1-6-51
11	<i>Asstt. Computer</i>				
	Sri Prithwish Chandra Bosu	1	{ 16-4-51 to 31-5-51 . . . 1-6-51 to . . .	Rs. 100 (consolidated) Rs. 55	Pay refixed from 1-6-51
12	<i>Computers</i>				
	Sri Bimal Kumar Mitra } Sri Sachindra Nath Mukherjee }	2	16-4-51 to . . .	Rs. 100 in the Scale of Rs. 100—4—180—5—200 plus allowances at India Govt. rates.	Deputed from Statistical Bureau
13	<i>L. D. Clerk</i>				
	Sri Nirmalya Sen Sarma, B. Com.	1	3-5-51 to 30-6-51 . . .	Rs. 55 . . .	Made L. D. Asstt. on Rs. 75 from 1-7-51

MISCELLANEOUS SCHEDULE 4—contd.

Part A—Staff in the Office of the Superintendent of Census Operations

Serial No.	Designation	Number	Period	Rates of pay excluding of allowances	Remarks
1	2	3	4	5	6
14	<i>L. D. Asstt.</i> Sri Nirmalya Sen Sarma B. Com.	1	1-7-51 to	Rs. 75	
15	<i>L. D. Clerk</i> Sri Bhabani Prasad Roy B.A.	1	8-5-51 to 16-5-51	Rs. 55	Resigned .
1	Peon	1	16-1-50 to 10-5-50	Rs. 30	
2	Peon	1	9-4-51 to 16-1-50 to 12-5-51	Rs. 30	
3	Peon	1	8-3-50 to	Rs. 30	
4	Peon	1	9-3-50 to	Rs. 30	
5	Peon	1	1-4-50 to	Rs. 30	
6	Peon	1	20-4-51 to 30-6-51	Rs. 50 (consolidated)	Pay refixed at Rs 30 plus allowances from 1-7-51
7	Duftry	1	1-7-51 to	Rs. 30	
			1-8-50 to 31-8-50	Rs. 35	
			10-11-50 to	Rs. 35	

Part B—Staff in the Office of the Special Census Officer, Calcutta

Serial No.	Designation	Number	Period	Months	Rates of pay inclusive all allowances	Remarks
1	2	3	4	5	6	7
<i>A—Supervising Staff</i>						
1	Special Census Officer (W.B.C.S.)	1	July '50 to April '51	10	{ Rs. 714-2-0 (up to 16-3-51) Rs. 564-2-0 (from 16-3-51 to 30-4-51)	Retained in connection with census of Small Industries
2	Assistant Special Census Officer (W.B.J.C.S.)	1	July '50 to March '51	9	Rs. 455-0-0	
3	District Census Officers	4	Sept. '50 to April '51		Rs. 319-0, 266-0, 254-0, 340-0 respectively	Retention from 16-3-51 to 30-4-51 was in connection with census of Small Industries
4	Circle Supervisors	430	Sept. '50 to 17th March 1951	7	Honorarium, @ Rs. 30 each per month	
5	Inspecting Surveyors	383	16th March to April '51	2	Ditto	
		7	July '50 to March '51	9	@ Rs. 100 each per month	Retained in connection with census of Small Industries
		3	Aug. '50 to 15th March 1951	8	Ditto	
<i>B—Out-Lying Establishment and Preliminary Work</i>						
1	Copyists	13	May '50	1	@ Rs. 100 each per month	
		24	June '50	1	Ditto	
		23	July '50	1	Ditto	
2	Peons	1	May '50	1	@ Rs. 50 each per month	
		2	June & July '50	2	Ditto	
3	Charge Clerks	32	Aug. '50 to 15th March 1951	8	@ Rs. 100 each per month	Retention from 16-3-51 to 30-4-51 was in connection with the census of Small Industries
4	District Census Office Clerks	30	16th to 31st March '51	1	Ditto	
		4	Sept. '50 to April '51	8	Ditto	Ditto
5	House-Numberers and House List makers				@ Re. 1 for numbering 20 census houses and compiling house lists thereof	
6	Ward Peons for 32 Charge Offices	30	Sept. '50 to April '51	8	@ Rs. 5 each per month (honorarium)	Ditto

MISCELLANEOUS SCHEDULE 4—concl'd.

Part B—Staff in the Office of the Special Census Officer, Calcutta

Serial No.	Designation	Number	Period	Months	Rates of pay inclusive all allowances	Remarks
1	2	3	4	5	6	7
<i>C—Office Staff</i>						
1	Head Clerk	1	18th July '50 to April 1951	10	@ Rs. 225 per month	Retention from 1-4-51 to 30-4-51 was in connection with census of Small Industries
2	Accountant	1	Aug. '50 to April '51	9	@ Rs. 175 per month	Ditto
3	Nazir	1	Aug. '50 to March '51	8	@ Rs. 175 per month	
4	Correspondence Clerks	1	July '50 to March '51	9	@ Rs. 100 per month	
5	Accounts-cum-cashier clerks	3	Sept. '50 to March '51	7	Ditto	
6	Despatch Clerks	4	Aug. '50 to 15th March 1951	8	Ditto	
7	Typist	1	July '50 to March '51	9	Ditto	
8	Special Area Clerk	1	Ditto	9	Ditto	
9	Office clerks	4	16th to 31st March '51	1	Ditto	Retained in connection with the census of Small Industries
		5	April '51	1	Ditto	
10	Duftries	1	Aug. '50 to March '51	8	@ Rs. 60 per month	
		1	Sept. '50 to March '51	7	Ditto	
11	Orderly for S. O.	1	July '50 to April '51	10	@ Rs. 50 per month	Ditto
12	Orderly for A. S. O.	1	July '50 to March '51	9	Ditto	
13	Orderly for D.C.Os.	4	Sept. '50 to April '51	8	Ditto	Ditto
14	Messenger-peons	4	Sept. '50 to March '51	7	Ditto	
		2	March '51	1	Ditto	
15	Office Peons	1	July '50 to March '51	9	Ditto	
		2	Aug. '50 to April '51	9	Ditto	Ditto
16	Record Room Clerks	2	Dec. '50 to March '51	4	@ Rs. 100 per month each	
17	Copyists	8	Dec. '50	1	Ditto	

MISCELLANEOUS SCHEDULE 5

Abstract of tours of the Superintendent, Census Operations in 1950-51

Date of departure from Calcutta	Date of return to Calcutta	Destination	Number of hours of conference and discussion		Number of places visited en. route	Number of miles travelled by road	
						By Govern-ment vehicle	By own arrangement
1	2	3	4		5	6	7
			Hours	Mts			
					Miles	Miles	
5-5-50	8-5-50	Berhampur	4	15	Berhampur	2	4
11-5-50	12-5-50	Balurghat West Dinajpur	4	0	Balurghat	6	16
16-5-50	23-5-50	Darjeeling and Gangtok	12	0	Siliguri, Darjeeling, Gangtok, Kurseong	318	4

MISCELLANEOUS SCHEDULE 5—concl'd.

Abstract of tours of the Superintendent, Census Operations in 1950-51

Date of departure from Calcutta	Date of return to Calcutta	Destination	Number of hours of conference and discussion		Number of places visited en route	Number of miles travelled by road	
			Hours	Mts.		By Govern-ment vehicle	By own arrangement
1	2	3	4	5	6	7	
30-6-50	30-6-50	Howrah . . .	2	15	Howrah	Miles 4
6-7-50	8-7-50	Cooch Behar . . .	7	45	Tufanganj, Dinhatta, Cooch Behar	62	4
28-7-50	28-7-50	Chinsura	2	45	Chandernagore, Chinsura	58
3-8-50	7-8-50	Malda	3	0	Malda, Harischandrapur	4	4
14-8-50	14-8-50	Alipur	2	30	Alipur	6
18-8-50	18-8-50	Krishnagar	3	45	Krishnagar, Ranaghat	160	..
22-8-50	26-8-50	Bankura	6	0	Midnapur, Khargpur, Bankura, Saltora	18	60
26-9-50	26-9-50	Barrackpur	3	0	Barrackpur, North Barrackpur, Ichhapur, Garulia	..	48
27-9-50	28-9-50	Burdwan	2	0	Burdwan	12	4
5-10-50	13-10-50	Darjeeling and Jalpaiguri	22	45	Siliguri, Kurseong, Darjeeling, Ghum, Senchal, Sukhiapokhri, Tukdah, Mangpoo, Jalpaiguri	317	4
17-10-50	26-10-50 (5 days' holiday)	Asansol	7	15	Asansol, Dhemo, Ncamatpur, Chittaranjan, Raniganj, Panagar, Burdwan, Chandernagore	..	178
2-11-50	7-11-50	24-Parganas Forest Division	8	0	Diamond Harbour, Shikarpur, Namkhana, Nalgora, Kultali, Sajnakhali, Bagna, Basirhat, Mollahati, Rampura, Canning	300	..
17-11-50	23-11-50	Murshidabad	19	30	Baraset, Ranaghat, Krishnagar, Swarupganj, Dhubulia, Berhampur, Lalbag, Kandi, Jangipur, Santipur	170	152
24-11-50	24-11-50	Barrackpur	2	0	Barrackpur	30
27-11-50	27-11-50	Basirhat	1	45	Basirhat, Itendighat	88
28-11-50	28-11-50	Chandernagore	4	0	Serampur, Chandernagore	52
29-11-50	29-11-50	Baraset	4	15	Baraset, Habra, Bongaon	100
30-11-50	30-11-50	Howrah	3	15	Uluberia, Howrah	4	4
3-12-50	3-12-50	Diamond Harbour	2	30	Diamond Harbour	60
9-12-50	19-12-50	Sikkim	24	30	Cooch Behar, Tufanganj, Dinhatta, Mathabhanga, Alipur Duar, Buxa Duar, Mahakalguri, Soudamini, Nilpara, Ramjhora, Totopara, Moinaguri, Jalpesh, Siliguri, Jalpaiguri, Darjeeling, Kalimpong, Gangtok	409	238
21-12-50	24-12-50	Suri	2	30	Sainthia, Suri, Bakreswar, Dubrajpur, Hetampur, Bolpur	90	..
13-1-51	22-1-51	Bankura	17	30	Tamluk, Midnapur, Karnagarh, Ghatal, Belda, Contai, Digha, Jhargram, Hijli, Khargpur, Bishnupur, Ranibandh	316	294
29-1-51	1-2-51	Burdwan	9	50	Chandernagore, Chinsura, Burdwan, Arambag, Goghat, Kamarpukur, Pandua, Kalna	196	151
4-2-51	9-2-51	West Dinajpur	8	45	Balughat, Tapan, Raiganj, Chanchal, Malda, Harischandrapur, Rampurhat	182	4
21-2-51	21-2-51	Pandua	3	0	Serampur, Pandua, Tribeni, Chinsura, Chandernagore	..	106
27-2-51	27-2-51	Ranaghat	Baraset, Ranaghat, Krishnagar	..	106
28-2-51	28-2-51	Barrackpur	2	0	Barrackpur, North Dum Dum	30
1-3-51	1-3-51	Howrah	1	30	Howrah, Bally	18
2-3-51	2-3-51	Batanagar	1	15	Alipur, Behala, Batanagar	26
						2,566	1,853

MISCELLANEOUS SCHEDULE 6

Circulars and forms printed for enumeration period

Description of circular or form	No. of the press	Date of printing	No. of copies printed	Size and weight of paper used in printing	Unit		Remarks
					Reams	Sheets	
1	2	3	4	5	6	7	
Circular No. 3	1-Census	29-3-50	500	20 lb. Bleached D.F'Cap	2	11	..
Census Mauza Register	2-Census	..	4,500
Circle extract	3-Census	22-4-50	21,000	20 lb. Semi Bld. D.F'Cap	3	254	..
Charge/Circle Register	4-Census	22-4-50	25,000	40 lb. Semi Bld. G.D. F'Cap	4	89	..
Circular No. 4	5-Census	15-4-50	3,500	40 lb. Bld. G.D.F'Cap	3	254	..
Parwana of appointment of enumerators	6-Census	29-5-50	85,000	20 lb. Bld. D.F'Cap	21	178	..
Parwana of appointment of Supdts.	7-Census	1-5-50	4,000	20 lb. Bld. D.F'Cap	1	2	..
Parwana of appointment of Supervisors	8-Census	28-4-50	15,000	20 lb. Bld. D.F'Cap	3	376	..
Extract of Circular No. 4	9-Census	28-4-50	3,000	20 lb. Semi Bld. D.F'Cap	3	32	..
Circular No. 5	10-Census	25-4-50	500	20 lb. Bld. D.F'Cap	0	127	..
Census Mauza Register	11-Census	16-5-50	2,000	20 lb. Semi Bld. D.F'Cap	1	3	..
Form of Circle extract (in Eng.)	12-Census	21-6-50	1,000	20 lb. Bld. D.F'Cap	0	85	..
Form of Charge/Circle Register (in Eng.)	13-Census	21-6-51	1,000	40 lb. Bld. G.D.F' Cap	0	85	..
Circular No. 7	16-Census	26-6-50	500	20 lb. Bld. D.F'Cap	0	256	..
Enumeration Handbook (in English)	17-Census	21-7-50	11,000
Enumeration Handbook (in Bengali)	18-Census	2-8-50	55,000	46 and 52 lb. Bld. Double Royal	27	251	..
National Register of Citizens (House list purpose)	19-Census	..	350,000
General Scheme for Calcutta Census of 1951	20-Census	1-8-50	1,500	24 lb. Bld. D.F'Cap	0	378	..
Form of Circle extract (in Nepali)	21-Census	19-8-50	1,000	24 lb. Semi Bld. D.F'Cap	1	3	..
National Register of Citizens (in Nepali)	22-Census	19-8-50	6,000	20 lb. Bld. D.F'Cap	6	21	..
Form of Charge/Circle Register (in Nepali)	23-Census	19-8-50	1,000	24 lb. Semi Bld. D.F'Cap	0	252	..
House list for Calcutta	24-Census	This was for Calcutta Census
Enumeration Handbook (in Nepali)	25-Census	21-9-50	3,000	46 lb. Bld. D. Royal	5	355	..
Charge Summary	27-Census	13-10-50	8,000	35 lb. un-Bleached D. Demy	2	5	..
Circle Summary	28-Census	10-10-50	30,000	35 lb. Semi Bleached D. Demy	7	271	..
Circular No. 10 (Census of Inland Steamer)	30-Census	26-9-50	500	20 lb. Bleached D.F'Cap	0	127	..
D. O. Letter	Head for embossing	..	884	Paper was supplied from this office
D. O. Envelope		31-Census	..	625	
Janaganana-1951 Spl. C.O.	33-Census	29-9-50	30,000	For Calcutta Census
Janaganana-1951 (in Hindi) Spl. C.O.	34-Census	29-9-50	10,000	This was for Calcutta Census
Janaganana-1951 (in Urdu) Enumerator's Abstract	35-Census	3-10-50	10,000	Do.
The Great National Roll Call	36-Census	17-10-50	150,000	40 lb. Bleached Qd. F'Cap	37	298	..
Taking the 1951 Census	38-Census	10-11-50	10,000	48 lb. Bleached D-Royal	1	130	..
Sample Training Census	39-Census	10-11-50	250,000
	40-Census	6-11-50	3,000	20 lb. Bleached D.F'Cap	3	8	..

MISCELLANEOUS SCHEDULE 6—concl'd.

Circulars and forms printed for enumeration period

Description of circular or form	No. of the press	Date of printing	No. of copies printed	Size and weight of paper used in printing	Unit		Remarks
					Reams	Sheets	
1	2	3	4	5	6	7	8
Census Pamphlet	41-Census	14-11-50	200,000	46 lb. Bleached D. Royal	25	1	From 42-47. These Nos. were given for other Depart- ments
Form 'B' (List of Police Stations)	48-Census	4-12-50	500	40 lb. Bleached Qd.F'Cap	1	135	..
Form 'A' (List of Districts)	49-Census	28-11-50	2,000	20 lb. Bld. D.F'Cap	2	7	..
Correction Slip of Enumeration Handbook in English.	50-Census	16-11-50	11,000	23 lb. Bld. Royal	2	378	..
Glossary (Scheduled castes)	51-Census	20-11-50	250	20 lb. Bld. D.F'Cap	0	381	..
Correction slip of Enumeration slip in Bengali	52-Census	21-11-50	55,000	52 lb. Bld. D. Royal	6	447	..
Siksha Nabishi Namuna Lokga- nana	53-Census	17-11-50	55,000	40 lb. Bld. Cd.F'Cap	27	320	..
Form 'C' (List of towns)	54-Census	9-12-50	500	40 lb. Bleached Qd.F'Cap	0	256	..
National Register of Citizens	55-Census	20-11-50	1,200,000	40 lb. Bleached Qd.F'Cap	452	20	..
N. R. C.	56-Census	200,000	40 lb. Bleached Qd.F'Cap	100	250	..
Bengali Version of the Great National Roll Call	58-Census	9-12-50	25,000	46 lb. Bleached D. Royal	3	71	..
Cover of National Register of Citizens	59-Census	19-12-50	60,000	48 lb. Brown Kraft Qd. F'Cap	60	200	..
Instructions for distribution of pads and National Register of Citizens	60-Census	8-12-50	16,000	40 lb. Bleached Qd.F'Cap	8	41	..
Folder Instructions in Bengali	61-Census	5-1-51	60,000	48 lb. Brown Kraft Cd. F' Cap	15	76	..
Charge Summary (in Nepali)	62-Census	10-1-51	300	17½ lb. Bleached Demy	0	76	..
Circle Summary (in Nepali)	63-Census	6-1-51	1,500	17½ lb. Bleached Demy	0	378	..
Enumerator's Abstract (in Nepali)	64-Census	6-1-51	5,000	40 lb. Bleached Gd. F' Cap	1	128	..
Correction slip for the N.R.C. Covers	65-Census	16-1-51	60,000	40 lb. Bleached Gd. F' Cap	3	380	..
Mauza ticket card	66-Census	50,000
A letter from Chief Secretary, Govt. of West Bengal	67-Census	23-1-51	2,000	40 lb. Bleached Gd. F' Cap	0	252	..
H. C. M.'s appeal (in Bengali)	68-Census	1-2-51	50,000	40 lb. Bleached Gd. F' Cap	12	251	..
H. C. M.'s appeal (in English)	69-Census	50,000
Janaganana—1951 (Pamphlet in Urdu)	71-Census	3-2-51	10,000	46 lb. Bleached D: Royal	1	128	..
Janaganana—1951 (Pamphlet in Hindi)	72-Census	3-2-51	25,000	46 lb. Bleached D. Royal	3	69	..
Janaganana—1951 (Pamphlet in Bengali)	73-Census	3-2-51	100,000	46 lb. Bleached D. Royal	12	266	..

MISCELLANEOUS SCHEDULE 7

Staff employed in District Offices for Enumeration

Appointment	No. of Post	From	To	Pay	D.A.	Remarks
1	2	3	4	5	6	7
1 Burdwan District						
U. D. Clerk	1	16-5-50	20-4-51	Rs. 130	At State Govern- ment rate
Clerk	1	21-4-51	31-5-51	Honorarium of Rs. 12
Peon	1	3-7-50	30-4-51	Rs. 20	At State Govern- ment rate

MISCELLANEOUS SCHEDULE 7—contd.

Staff employed in District Offices for Enumeration

Appointment	No. of Post	From	To	Pay	D.A.	Remarks
1	2	3	4	5	6	7
2 Birbhum District						
U. D. Clerk	1	15-7-50	30-3-51	Rs. 130 . . .		At State Government rate
Clerk	1	30-3-51	30-4-51	Honorarium of Rs. 25 per month		
Clerk	1	1-5-51	31-5-51	Honorarium of Rs. 16 per month		
Peon	1	24-7-50	31-5-51	Rs. 20 . . .		At State Government rate
3 Bankura District						
U. D. Clerk	1	4-7-50	29-3-51	Rs. 130 . . .		At State Government rate
Clerk	1	29-3-51	31-5-51	Honorarium of Rs. 14 per month		
Peon	1	4-7-50	30-4-51	Rs. 20 . . .		At State Government rate
4 Midnapur District						
U. D. Clerk	1	16-5-50	30-3-51	Rs. 130 . . .		At State Government rate
Clerk for Sadar Subdivision	1	20-11-50	31-3-51	Rs. 60 . . .		Consolidated
Clerk for Contai Subdivision	1	22-11-50	31-3-51	Rs. 60 . . .		Consolidated
		7-4-51	22-4-51			
Clerk for Tamluk	1	27-11-50	31-3-51	Rs. 60 . . .		Consolidated
Clerk	1	31-3-51	30-9-51	Honorarium of Rs. 26 per month		
Peon	1	7-7-50	30-4-51	Rs. 20 . . .		At State Government rate
5 Hooghly District						
U. D. Clerk	1	1-7-50	30-3-51	Rs. 130 . . .		At State Government rate
Clerk	1	30-3-51	31-5-51	Honorarium of Rs. 27 per month		
Peon for Arambag Subdivision	1	3-10-50	30-4-51	Rs. 20 . . .		At State Government rate
Peon	1	1-8-50	30-4-51	Rs. 20 . . .		At State Government rate
6 Howrah District						
U. D. Clerk	1	8-5-50	30-4-51	Rs. 130 . . .		At State Government rate
Clerk	1	1-5-51	31-5-51	Honorarium of Rs. 16 per month		
Peon	1	15-7-50	30-4-51	Rs. 20 . . .		At State Government rate
7 24-Parganas District						
U. D. Clerk	1	1-7-50	29-3-51	Rs. 130 . . .		At State Government rate
Clerk	1	30-3-51	31-5-51	Honorarium of Rs. 15 per month		
Peon	1	11-7-50	30-4-51	Rs. 20 . . .		At State Government rate
8 Nadia District						
U. D. Clerk	1	10-5-50	2-4-51	Rs. 130 . . .		At State Government rate
Peon	1	8-7-50	30-4-51	Rs. 20 . . .		At State Government rate
9 Murshidabad District						
U. D. Clerk	1	8-5-50	30-4-51	Rs. 130 . . .		At State Government rate
Clerk	1	5-3-51	31-3-51	Rs. 55 . . .		Rs. 35 D.A.
Peon	1	7-8-50	30-4-51	Rs. 20 . . .		At State Government rate

MISCELLANEOUS SCHEDULE 7—concl'd.

Staff employed in District Offices for Enumeration

Appointment	No. of Post	From	To	Pay	D.A.	Remarks
1	2	3	4	5	6	
		10	<i>Malda District</i>			
U. D. Clerk	1	5-9-50	22-4-51	Rs. 130	.	At State Govern- ment rate
Peon	1	2-11-50	30-4-51	Rs. 20	.	At State Govern- ment rate
		11	<i>West Dinajpur District</i>			
U. D. Clerk	1	22-3-50	30-4-51	Rs. 130	.	At State Govern- ment rate
Typist-copyist	1	15-1-51	30-4-51	Rs. 55	.	Rs. 35 D. A.
Clerk	1	3-5-51	31-5-51	Honorarium of Rs. 28 per month	.	
Peon	1	25-1-51	30-4-51	Rs. 20	.	At State Govern- ment rate
Peon	1	1-8-50	30-4-51	Rs. 21	.	At State Govern- ment rate
		12	<i>Jalpaiguri District</i>			
U. D. Clerk	1	1-8-50	30-4-51	Rs. 130	.	At State Govern- ment rate
Clerk	1	1-4-51	31-5-51	Honorarium of Rs. 26 per month	.	
Peon	1	1-8-50	30-4-51	Rs. 20	.	At State Govern- ment rate
		13	<i>Darjeeling District</i>			
U. D. Clerk	1	9-7-50	30-4-51	Rs. 130	.	At State Govern- ment rate
Peon	1	3-7-50	30-4-51	Rs. 20	.	At State Govern- ment rate
		14	<i>Cooch Behar District</i>			
U. D. Clerk	1	1-6-50	30-4-51	Rs. 130	.	At State Govern- ment rate
Peon	1	24-8-50	30-4-51	Rs. 20	.	At State Govern- ment rate

MISCELLANEOUS SCHEDULE 8

'CIRCULAR NO. 9

Calcutta, the 20th July, 1950

Rules for the classification and record of receipts and expenditure 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" in the Central Budget. The detailed classification in the accounts should follow the heads adopted in the Central Demands for Grants.

2. Only expenditure authorised by the State Superintendent should be billed for as a central charge.

3. Pay and allowances of whole-time 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 State Superintendent for debit to census operations should be drawn on separate bills and taken to the census grant under "47—Miscellaneous Departments—Census".

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

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

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 State Superintendent.

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

- A—Superintendence**
A-1—Pay of Officers
A-2—Pay of Establishments
A-3—Allowances, Honoraria, etc.
A-4—Grants-in-aid, Contributions, etc.
A-5—Other Charges
- B—Enumeration**
B-1—Pay of Establishments
B-2—Allowances, Honoraria, etc.
B-3—House-numbering Charges
B-4—Other Charges
- C—Abstraction and compilation charges**
C-1—Pay of Establishments
C-2—Allowances, Honoraria, etc.
C-3—Other Charges

D—Miscellaneous staff

E—Printing and Stationery

(2) Minor heads are "A" to "E", e.g., "A—Superintendence" etc., Sub-heads are "A-1—Pay of officers", "C-3—Other Charges", etc.

(3) For the information of the Registrar General and Census Commissioner it is necessary to show the accounts in more detail under the headings shown below. Detailed classification of bills within sub-heads will not be attempted in district offices, but all bills must contain full details enabling the State Superintendent to determine to which of these detailed heads the expenditure billed for is debitable:—

DETAILED HEADS OF ACCOUNT

I. Enumeration.

A—Superintendence—(Census Superintendent's Office)

- A-1—Pay of Officers
(1) Pay of officers Pay—
Overseas pay—
(2) Special Pay of officers
A-2—Pay of Establishments
(3) Superintendent's Office
A-3—Allowances, Honoraria, etc.
(4) Travelling and other allowances
(a) Officers
(b) Establishment
(c) Other allowances to establishment
A-4—Grants-in-aid, contribution, etc. Non-Voted
A-5—Other charges
(5) (a) Office Rent
(b) Purchase and repair of furniture
(c) Stationery
(d) Postage and telegram charges
(e) Freight
(f) Miscellaneous
(g) Telephone charges
(h) Rewards
(i) Hot and cold weather charges
(j) Purchase of books and maps
(k) Liveries and warm clothing
(l) Purchase and repairs of tents
(m) Camel gear
(n) Other contingencies
- B—Enumeration**
B-1—Pay of Establishments
(6) District Office
(7) Remuneration of Census Officers
B-2—Allowances, Honoraria, etc.
(8) Travelling allowance
B-3—House-numbering Charges
B-4—Other Charges
(9) (a) Stationery
(b) Postage and telegram charges
(c) Freight
(d) Miscellaneous

D—Miscellaneous Staff

- (10) Officers
(11) Establishment
(12) Other Allowance

E—Printing and Stationery charges

- E-(i)—Cost of paper
(13) (a) Enumeration cards
(b) Instructions to enumerators
(c) Other forms
E-(ii)—Printing Charges
(14) (a) Enumeration cards
(b) Instructions to enumerators
(c) Other forms

II. Abstraction and Compilation.

A—Superintendence

- A-1—Pay of officers (Census Superintendent's Office)
(1) Pay of officers
(2) Special Pay of officers
A-2—Pay of Establishments
(3) Superintendent's Office
A-3—Allowances, Honoraria, etc.
(4) Travelling and other allowances
(a) Officers
(b) Establishment
(c) Other allowances to establishment
A-4—Other Charges
(5) (a) Office rent
(b) Purchase and repair of furniture
(c) Stationery
(d) Postage and telegram charges
(e) Freight
(f) Miscellaneous
(g) Telephone charges
(h) Rewards
(i) Hot and Cold weather charges
(j) Purchase of books and maps
(k) Liveries and warm clothing
(l) Purchase and repair of tents
(m) Camel gear
(n) Other contingencies

A-5—Grants-in-aid, contribution, etc.

C—Abstraction and Compilation

- C-1—(a) Pay of officers
C-1—(b) Pay of Establishments
(6) Correspondence and accounts establishment
(7) Menial establishment
(8) Working staff including superintendence
(i) Sorting Staff
(ii) Compilation staff
C-2—Allowances, Honoraria, etc.
(9) Travelling allowance
C-3—Other Charges
(10) (a) Office rent
(b) Purchase and repair of furniture
(c) Stationery paper
(d) Postage and telegram charges
(e) Freight
(f) Miscellaneous
(g) Petty construction
(h) Hot and cold weather charges
(i) Liveries
(j) Rewards

E—Printing and Stationery Charges

- E-(i) Paper
(11) (a) Sorting and Compilation forms
(b) Other Forms
(c) Report
(d) Tables

E-(ii) Printing

- (12) (a) Sorting and Compilation of forms
 (b) Other forms
 (c) Report
 (d) Tables

NOTE—The cost of each table should be given separately. For this purpose it will be necessary to allocate among the tables the cost of the various items which enter into the cost, e.g., working staff, cost of paper, printing and overhead charges. Where however, this is not possible the expenditure may be divided proportionately among all the tables to the best of the Superintendent's ability.

(4) There will be no local printing and expenditure will not be incurred in the Districts under Minor Heads "A—Superintendence", "D—Miscellaneous Staff" and "E—Printing and other Stationery—Charges". District Officers are, therefore, concerned only with Heads "B—Enumeration" and "C—Abstraction and Compilation". District Officers will be disbursing officers for expenditure from the census budget upon enumeration and compilation offices, if any, in their districts.

(5) The provision as regards the entertainment of staff, the provision of funds and the encashment of bills in districts are as follows:—

(a) Establishments—(i) Sanction for the entertainment of staff in the district offices on account of enumeration and in the sorting offices will be accorded by the Registrar General and the State Superintendent in exercise of powers conferred upon them in this respect (letters of the Government of India, Ministry of Home Affairs No. 2/12/49-Public dated 1st November 1949 and dated 7th December 1949). In district offices it is intended that census work shall be done by the ordinary staff and no extra post will be created in any case unless the necessity for it is established. The order creating a temporary post will specify the sub-head of account against which the charge will proceed and will allot a sum of money to cover the charges on account of the appointment. The appointment of incumbents to posts thus created will be made by District Officers.

(ii) Charges will not ordinarily be incurred on account of payment of census officers and where they are proposed sanction and the provision of funds should be obtained beforehand from the State Superintendent.

(b) Allowances—(i) An allotment will be made to each district to cover all district expenditure on account of travelling allowances for officials on census duty. Census inspections by District Census Officers and other officials should be conducted as far as possible during tours in the course of their ordinary duty, and travelling allowance will not be debited to the census unless the journeys are necessarily undertaken exclusively on census work.

(ii) The State Superintendent is the controlling officer for all travelling allowance bills, which consequently require his countersignature before presentation at the treasury: in forwarding bills for countersignature, District Officers should certify that they are for journeys necessarily undertaken exclusively on census work. Travelling allowance bills for the previous month should be drawn up and forwarded for countersignature as early as is convenient after the 7th of the month.

(c) Contingencies—(i) Allotments for contingencies will be made to districts. Contingency bills must be countersigned by the State Superintendent before presentation at the treasury and bills for the preceding month should consequently be forwarded for countersignature on the 3rd of each month together with the copy of the register and slips [see sub-article (6) below].

(ii) Actual out of pocket expenses of supervisors and other subordinate census officers are ordinarily expected to be borne by the census officers themselves, but may be met in exceptional cases from the allotment made to the district. They will be debitable to contingencies whether incurred on journeys (in the case of non-officials) or on other accounts in the course of their duty. When contingency bills are submitted for payments to the subordinate census staff, District Officers should explain the circumstances in which the payments are recommended.

(iii) Stationery and stamps will in the first instance be advanced from the District Officer's stock and special care will be necessary to prevent debit to the wrong account of charges for stationery and for postage and telegrams. District Officers should keep an account of the charges on these two items actually incurred on census business in their own offices and offices subordinate to them and should submit bills for the total amount for countersignature by the State Superintendent. The first bills will be for the period from 1st April to 31st August, 1950: subsequent bills should be submitted in December 1950 for the period from 1st September to 30th November 1950 and thereafter quarterly in March 1951 for the period from 1st December, 1950 to 28th February, 1951. In June 1951 for the period from 1st March to 31st May, 1951, etc. Separate bills should be submitted for "Enumeration" and for "Abstraction and Compilation". Each bill must contain a certificate signed by the District Officer as follows:—

"I certify that stationery/stamps to the amount of this bill was/were actually used in this district on census business during the period from..... to.....195 ..".

Bills for stationery submitted by District Officers will be debited to census after countersignature by the State Superintendent and the amount will be set off against the district expenditure for stationery by book transfer in the office of the Accountant General, West Bengal.

(iv) Charges for house-numbering outside municipalities should be met by the supervisors, enumerators, or householders. If, however, there is determined discontent at payment of these charges, and if this discontent is likely to prejudice the success and efficiency of the census operations, District Officers may submit within their allotments bills for reasonable charges in areas where they consider that payment is essential to carry out the census. In submitting such bills for countersignature, District Officers should state the circumstances in which they have considered it necessary to recommend the payments. Care must also be exercised in order that such concessions in one part may not arouse discontent in other areas where the census staff would otherwise have been willing to pay these charges.

(v) Charges for freight will be incurred only within the district and should be minimised by all possible means (e.g., by the employment of *chaukidars*, peons travelling on duty, etc.). Freight will be prepaid on forms, etc., despatched by the State Superintendent.

(d) Pending encashment after countersignature payment of contingency bills may be made from the collector's permanent advance.

(6) The procedure to be followed by District Officer for submitting claims for money and for enabling a watch to be kept upon expenditure are as follows:—

(a) To each bill there must be attached a slip in Bengal Form 2604. The treasury officer will return the slip with the cash or cheque after noting upon it the voucher number and date assigned to the bill.

(b) On each bill must be entered in red ink the accounts classifications of the proposed expenditure (major and minor head and sub-head) and a note whether it is voted or non-voted. Where a single bill includes several items, full details of each item must be given so that they may be correctly distributed over the detailed heads in the office of the State Superintendent.

(c) On each bill and on each slip (Bengal Form 2604) must be entered the progressive total of expenditure up to date under the sub-head or sub-heads to which the bill relates, including the amount of the bill on which the entry is made.

(d) A separate register in Bengal Form 2605 must be kept for each sub-head of account with which the

district officer is concerned. In this must be entered particulars of the charges drawn on each bill.

(e) On the 3rd day of each month a copy of the entries in this register, so far as they record sums actually drawn from the treasury during the preceding month, must be sent in full detail to the State Superintendent. As certain of the entries in each month will represent bills which were not actually cashed before the end of that month, the copy sent to the State Superintendent will include a few entries of a previous month and will exclude a few made in the month for which the return is submitted. With the copy must be forwarded all the slips (Bengal Form 2604) relating to the bills entered in it. If there are no entries in the register in any month, a "nil" statement must be sent.

MISCELLANEOUS SCHEDULE 9

CENSUS OFFICE
WRITERS' BUILDINGS
CALCUTTA

FROM

SRI A. MITRA, I.C.S.,
SUPERINTENDENT OF CENSUS OPERATIONS,
WEST BENGAL,

To

.....
.....

No. 38 Cen. *Calcutta, the 8th February 1950.*

DEAR

India and her States will take their census in 1951. The census date has been fixed at March 1, 1951, a decennial date in a series which started in 1872 and has created a proud census tradition in the country, produced a continuous stream of valuable data, literature and learned discourse, served as a handmaiden to all planning in diverse fields of economics, politics, sociology, medicine, education, housing inquiries, etc., etc., lending itself as a pliable weapon in the hands of the severest critic as well as the staunchest supporter of the prevailing Government and its policy. In this respect census data have been of supreme, impersonal value in this country, serving out as accurate a picture of the country at a given decennial point of time as human frailty would allow.

Census in India has another proud tradition. Down the decades census enumeration has been purely voluntary not so much on account of the prestige and fiat of the Government as for the willingness and understanding of the necessity of taking it that has prevailed among the commonest people. At every census all shades and walks of life have not so much been enlisted as they have volunteered; statesmen, politicians, bureaucrats, scholars, scientists, authors, professors and students, teachers, down to the humbles of men. Each census has thus been a marvellous feat of co-operation, even in periods of severe political turmoil, between the people and the Government, where both understood clearly that it takes two to make a census and that it is

important to take a census, if only for one's own sake. In this respect India has built up a tradition which in its magnitude prevails nowhere else in the world and her people can take just pride. It is up to her people to live up to this honourable tradition in 1950-51.

A census is an inquiry into personal particulars of an individual which multiplied and combined in various ways—millions of times—produces an impersonal record of dimensions. It completely eschews the personal record in the process of compilation. But because a census begins with the individual and with an inquiry into his personal particulars, it "gives rise to doubts and apprehension on the part of some of the inhabitants of almost every country—not excluding persons of the highest standing in education and industry and even persons with considerable experience of censuses. It arouses suspicions and misgivings which are sometimes very difficult to dispel as the inquiry is related to taxation, military service, police purposes, labour. Neither political enlightenment nor a background of periodical censuses seems to be sufficient to remove all the apprehensions that may be inspired by a census. Resistance may also arise from superstition, illiteracy, poverty and political motives. Even in countries with a long tradition of census-taking and a population imbued with a high degree of civic consciousness there have been reactions at times, against a census": This from the United Nations Department of Economic Affairs which takes into account conditions in all countries of the world. It may be sad but not out of place to recall the effect of abstentions from the 1931 and the frenzy attending upon the 1941 census.

Recent and sad history is therefore compelling argument in favour of taking in 1951 a correct sober census with no abstention or effort at falsification with every citizen co-operating in his rightful place, because only a true and correct picture can help the admirer or detractor, supporter or carping critic. The talk of census publicity and education is therefore very important and should not be limited to the more backward sections of the population alone. And publicity should be done in two stages. In the first stage to dissipate all anxiety, suspicion and resistance and gain the sympathy of the population for the census. In the second stage, at which I shall have the honour to supply you the material, to explain the reason for the various questions on the schedule.

In the first stage it is necessary to explain the general utility and the modern conception of a population census. How in early times the principal objects

were to determine the military, fiscal and labour liabilities of the population, to adjust the rights and duties of the citizen and to fix electoral representation; how through the centuries, its scope has changed and expanded and how the sphere of its utility has been enlarged is a story which you are eminently fitted to tell the public and this from your pen will naturally carry great persuasion. You could tell them that subjective knowledge about important demographic characteristics has gradually been replaced by objective factual data to meet the increasing needs for information of Government agencies, business, industry and labour, educational and research bodies and the general public. That today any connexion between the census inquiry into personal characteristics and the use of such information for purposes of taxation or military enlistment is specifically avoided. Because these two administrative purposes have aroused strong resistance on the part of the population whenever there has been a possibility that personal information may be utilised for them (as in the war year of 1941), for this reason the use of personal information contained in the census returns for other than strictly statistical purposes (where the individual with a name and address does not come in at all) is inadmissible in any civil or criminal court or income-tax procedure and is positively prohibited in the India Census Act, where also severe penalties are laid down for census officials who reveal such information.

You can tell the people that the census is a statistical operation of great value and use to the State and the people. A few examples can illustrate this point. Electoral redistribution cannot be made without a knowledge of population distribution. The questions of unemployment, defence, education, medical attendance, social insurance, food, etc., cannot be studied in the absence of census data.

A census helps to frame the future money provisions for educational needs, hospital care, irrigation, food planning, employment of the rising generation. Insurance people are most interested in the census. Knowledge of census facts, even where not directly contributing to the solution of the problems of policy, nevertheless forms a background against which their utility may be judged. Industry, commerce, business, the share market, the engineer, the doctor, the research worker—all are interested in the census. The utility of demographic information to various economic and sociological researches is universally recognised. The calculation of rates of natality, morbidity and mortality, and the con-

struction of life-tables, would not be possible but for census material. In fact uses of census statistics are too numerous and far too varied to be adequately listed in one place. You can very acceptably write or speak or broadcast about a few of them. Data on sex and age, marital status, educational characteristics, place of birth, legal nationality, migration, change of area, language, infirmities, common diseases, expectation of life, etc., have innumerable definite uses and a modern census includes them. You can tell the public about the demographic objectives of a modern census, how it provides an instantaneous photograph of a nation, valid for a particular point of time, how a series of such photographs in successive censuses gathers the effect of a motion picture of the population. You can tell how and why a census ought to be simultaneous throughout the country, regular, universal and must cover every human life, why it should be necessary to collect individual and personal information, why it should be held in a defined territory and why it should be taken only under Government sponsorship. You can tell the public why it should be on a co-operative, voluntary and honorary basis, being a record which helps all classes of men and politics, business and religious persuasions.

I shall be grateful if you will be good enough to write a short article or message, arrange a lecture at a convenient place or speak over the air. If you would ask me to undertake its publication or publicity I would be glad to do so. If you would do it yourself I would have no objection at all. The important point is that it is very desirable that your voice in favour of a co-operative, all-out effort for a correct, punctual, honorary census should be heard. That will popularise the census and dissipate apathy or suspicion. The 1951 census will provide the basis of all planning and national effort of our country and it should be our aim to make it as true, trustworthy and successful as we can. In this direction your voice will carry a great weight in enlisting co-operation and sustaining interest.

I shall be much obliged if you will please let me hear from you at the address prepage.

Yours truly,

A. MITRA,

Superintendent of Census Operations,
West Bengal.

MISCELLANEOUS SCHEDULE 10

FORM OF CHARGE/CIRCLE REGISTER

District & Code No.....Subdivision.....

Thana & Code No.....Charge-Name.....Circle-Name.....

Name of Charge Superintendent.....Name of Circle Supervisor.....

Serial No. of mauza in census mauza register	Name of Mauza (Block) and J. L. No.	Sub-blocks if any and their number	No. of census houses in block and sub-block	Name of enumerator	Date of completion of house numbering	Date of testing of house numbering by supervisor	Enumeration date of				REMARKS
							Begin-ning	Comple-tion	Testing by		
									Super-visor	Charge Supdt.	
1	2	3	4	5	6	7	8	9	10	11	12

MISCELLANEOUS SCHEDULE 11

No. 1824(18)—Cen.

WRITERS' BUILDINGS,
CALCUTTA-1.
1st December 1950.

FROM

SRI A. MITRA, I.C.S.,
SUPERINTENDENT OF CENSUS OPERATIONS,
WEST BENGAL.

To

ALL DISTRICT CENSUS OFFICERS.

Reference: this office No. 1699(18)-Cen. d./16-11-50.

Subject: Distribution Procedure of Forms & Pads.

As the circular was long and as requests have been made for copies which are exhausted a short summary is given below.

I. Distribution of Pads and Instruction Pamphlets to Enumerators for the Sample Training Census.

Distribution to enumerators should be completed by 10th December 1950, at any rate by 15th December 1950 and will be one pad and one pamphlet per enumerator. If an enumerator requires more than 25 slips to cover the population of three households, he should obtain the exact number of slips, and not one whole pad, from his instructor or Charge Superintendent. The Sample-Training Census will be taken everywhere on 22nd December 1950. The enumerator's abstract is to be submitted to Charge Superintendents on 23rd December 1950 without fail. The Charge Superintendent will send the bundle of abstracts of his enumerators by post to the District Census Officer on 24th December 1950.

II. Distribution of final enumeration pads, Enumerator's Abstracts, Charge and Circle Summaries.

(a) Distribution of Pads to Subdivisions from Districts:

The formula will be $S = X + \frac{X}{20} + 2a + 2b$ pads of 100 slips each, where S is the total supply in pads of 100 slips, X is the population of a Subdivision rounded off to the next higher thousand divided by 100, a is the number of charges and b the number of Circles.

The allotment for each subdivision is to be despatched to each subdivision between the 7th and 15th December 1950 without fail, preferably by jeep or weapon carrier.

(b) Distribution by SDC's of Pads to Charge Superintendents.

This stage of distribution must be completed between the 15th and 30th December 1950. The 31st December 1950 is the last date. The formula will be $S_1 = X_1 + \frac{X_1}{20} + 2 + b$ pads of 100 slips each where S_1 is the supply to a Charge Superintendent, X_1 is the houselist population of the charge rounded off to the next higher 500, divided by 100, and b is the number of circles in the charge.

(c) Distribution of Pads by Charge Superintendents to Circle Supervisors and enumerators.

This must be done between the 7th January and 20th January 1951, and completed by the latter date. (i) the formula of distribution to each Supervisor will be $S_2 = X_2 + 1$ pads of 100 slips each where S_2 is the supply to each Supervisor, X_2 is the total of supply to enumerators under him calculated by rounding off each enumerator's houselist population to the next higher

50, divided by 100. (ii) The formula of distribution to each enumerator will be a number of pads and slips equivalent to the total houselist population of the enumerator rounded off to the next higher 50. Thus if an enumerator's houselist population is 736, he will get 750 slips or $7\frac{1}{2}$ pads, if 881 he will get 900 slips or 9 pads.

(d) Keeping reserves with Charge Superintendents and Circle Supervisors.

Target of reserve will be 600 blank slips with each Charge Superintendent and 100 blank slips with each Circle Supervisor after distribution in the above manner has been made.

(e) How to deal with Reserves of Pads and Slips during Enumeration period 9th February to 3rd March 1951.

Circle Officers, Charge Superintendents and Supervisors will have reserves. Constant contact between them will be necessary during this period and should one area run out of slips they should be borrowed from neighbouring areas where they are surplus.

(f) Notice of sudden influx of population, occurring during the enumeration period, is to be given immediately to the Circle Officer and a fresh supply, if necessary, of slips obtained.

(g) Distribution of Enumerator's Abstract, Circle Summary and Charge Summary.

The mode of distribution will be two printed abstracts to each enumerator, two printed Circle Summaries to each Supervisor and two printed Charge Summaries to each Charge Superintendent. The duties of enumerators, Supervisors and Charge Superintendents after the 3rd March 1951 are explained in Chapter VII of the Handbook.

III. If in any district the pad position is tight the supply of $\frac{X}{20}$ and $\frac{X_1}{20}$ in II (a) and (b) above is to be abandoned, and reserve will be limited to 300 slips per Charge Superintendent only instead of as II (d).

IV. Distribution of Forms of the National Register of Citizens.

These forms are to be distributed at the same time as pads are distributed and the same time table is to be respected. Each horizontal line of the National Register will contain an entry for each person. A blank horizontal line will be left after all persons of a household have been entered.

(a) Distribution to a Subdivision will be $I = \frac{3}{2} \times \frac{Y}{30}$ forms where I is the number of forms supplied and Y the houselist population.

(b) Distribution to a charge will be $I_1 = \frac{6}{5} \times \frac{Y_1}{30} + 2C$ where I_1 is the number of forms supplied, Y_1 the houselist population of the charge and C the number of enumerators in the charge.

(c) Distribution to an Enumerator will be $I_2 = \frac{11}{10} \times \frac{Y_2}{30} + 2$ where I_2 will be the number of forms supplied, Y_2 the houselist population of the enumerator's area rounded off to the next higher multiple of 30.

V. At each stage of distribution proper receipts are to be taken and issue registers are to be kept showing:
 (1) No. received; (2) No. distributed; (3) Calculated requirements; (4) further requisitions; (5) further supplies received; (6) further distribution; (7) stock in hand; (8) Acknowledgement of recipient.

A. MITRA,

*Superintendent of Census Operations,
West Bengal.*

P. S.

II. (a) $S=X$ plus $\frac{X}{20}$ plus 2a plus 2b pads of 100 slips each.

(b) $S_1=X_1$ plus $\frac{X}{20}$ plus 2 plus b pads of 100 slips each.

(c) $S_2=X_2$ plus 1 pads of 100 slips each.

IV. (a) $I=\frac{3}{2}\times\frac{Y}{30}$ forms each of N. R. C.

(b) $I_1=\frac{6}{5}\times\frac{Y_1}{30}$ plus 2C forms of N. R. C.

(c) $I_2=\frac{11}{10}\times\frac{Y_2}{30}$ plus 2 forms of N. R. C.

Memo. No. 1824(18)/1(44)-Cen. 1st December 1950.
Copy to all Subdivisional Officers for information.

A. MITRA,

*Superintendent of Census Operations,
West Bengal.*

MISCELLANEOUS SCHEDULE 12

Table showing houselist, provisional and final population, 1951 and dates of receipt of provisional totals from districts

Serial No.	Districts	Name of District Census Officer	Population at house list stage	Date and hour of receipt of telegram of provisional population	Population		Variation (final from provisional) Increase (+) Decrease (-)	Percentage of variation (of final from provisional population)
					Provisional	Final		
1	2	3	4	5	6	7	8	9
	West Bengal	25,511,742	24,786,683	24,810,308	+23,625	+0.1
1	Burdwan	Sri Tripti Prokash Nandy, W.B.J.C.S.	2,228,467	10-3-51	2,188,659	2,191,667	+3,008	+0.1
2	Birbhum	Sri Jitendra Nath Sarker, W.B.J.C.S.	1,102,735	8-3-51-9-30 p.m.	1,068,826	1,066,889	-1,937	-0.2
3	Bankura	Sri Hari Sadhan Mukherjee, W.B.C.S.	1,370,732	12-3-51-5-00 p.m.	1,319,441	1,319,259	-182	-0.01
4	Midnapur	Sri Sibeaswar Das Gupta, W.B.J.C.S.	3,452,154	12-3-51	3,352,941	3,359,022	+6,081	+0.2
5	Hooghly	Sri Samartosh Banerjee, W.B.J.C.S. (now W.B.C.S.)	1,551,798	16-3-51-2 p.m.	1,556,929	1,554,320	-2,609	-0.2
6	Howrah	Sri Durgesh Chandra Mukherjee, W.B.C.S.	1,688,641	12-3-51-4 p.m.	1,618,950	1,611,373	-7,577	-0.5
7	24-Parganas	Sri Rajendralal Mukherjee, W.B.J.C.S.	4,848,497	24-Pgs. 14-3-51-1.40 p.m.	4,596,194	4,609,309	+13,115	+0.3
		Sri Khirode Chandra Raichoudhury, Divisional Forest Officer		Forest Division-12-3-51 -11-40 a.m.				
8	Calcutta	Sri Khagendra Nath Mitra, W.B.C.S.	2,540,357	5-3-51-8-45 p.m.	2,549,790	2,548,677	-1,113	-0.04
9	Nadia	Sri Bhabatosh Chakravarty, W.B.J.C.S. (now W.B.C.S.)	1,232,718	12-3-51-4-30 p.m.	1,146,355	1,144,924	-1,431	-0.1
10	Murshidabad	Sri Lakshmi Kanta Dey, W.B.J.C.S.	1,770,674	12-3-51	1,714,470	1,715,759	+1,289	+0.1
11	Malda	Sri Abinash Chandra Chanda, W.B.J.C.S.	955,520	11-3-51	946,723	937,680	-9,143	-1.0
12	West Dinajpur	Sri Subodh Chandra Sen Gupta, W.B.J.C.S.	738,227	30-3-51-11 a.m.	707,991	720,573	+12,582	+1.8
13	Jalpaiguri	Sri Radhika Mohan Saanyal, W.B.J.C.S.	898,731	12-3-51-1-26 p.m.	905,270	914,538	+9,268	+1.0
14	Darjeeling	Sri Satish Chandra Roy, W.B.J.C.S.	459,024	10-3-51-4-30 p.m.	445,350	445,260	-90	-0.02
15	Cooch Behar	Sri Niranjan Sen Gupta, W.B.C.S.	674,439	8-3-51-5-25 p.m.	668,794	671,158	+2,364	+0.4
16	Sikkim State	Raj T. D. Densapa Bahadur, Officer-in-charge, Education Deptt.	180,000	3-4-51	135,646	137,725	+2,079	+1.5
17	Chandernagore	Sri Kanderpamohan Roy, W.B.J.C.S. (now W.B.C.S.)	46,335	27-3-51-2-15 p.m.	49,212	49,909	+697	+1.4