

CENSUS OF INDIA, 1911.

VOLUME VI.

**CITY OF CALCUTTA.**

PART III.

***ADMINISTRATIVE VOLUME***

BY

L. S. S. O'MALLEY,

OF THE INDIAN CIVIL SERVICE,  
FELLOW OF THE ROYAL STATISTICAL SOCIETY,  
SUPERINTENDENT OF CENSUS OPERATIONS, BENGAL.



CALCUTTA :

BENGAL SECRETARIAT BOOK DEPÔT.

1913.



# TABLE OF CONTENTS.

## PART I.—CALCUTTA.

	PAGE.
CHAPTER I.—THE TAKING OF THE CENSUS . . . . .	1
„ II.—THE ACTUAL CENSUS . . . . .	8
„ III.—SPECIAL ARRANGEMENTS . . . . .	12
„ IV.—INDUSTRIAL CENSUS . . . . .	15
„ V.—THE COST OF THE CENSUS . . . . .	17
„ VI.—MISCELLANEOUS . . . . .	21

## PART II.—SUBURBS.

PART II.—SUBURBS . . . . .	23
APPENDIX I.—NOTIFICATIONS . . . . .	
„ II.—RULES FOR THE CENSUS OF THE PORT . . . . .	iii
„ III.—MANUAL FOR CHARGE SUPERINTENDENTS . . . . .	vii
„ IV.—MISCELLANEOUS INSTRUCTIONS . . . . .	xii



# REPORT

ON THE CENSUS OF THE

## CITY OF CALCUTTA, 1911.

### ADMINISTRATIVE VOLUME.

#### PART I.—CALCUTTA.

---

#### CHAPTER I.

#### PRELIMINARY ARRANGEMENTS.

THIS volume deals with the census procedure in Calcutta and the Suburbs, *i.e.*, the three suburban municipalities of Cossipur-Chitpur, Manicktollah and Garden Reach, and is divided into two parts, the first dealing with the census of Calcutta and the second with the census of the Suburbs. In compiling it, I have made free use of the final reports submitted by Mr. F. H. Alderson, Assistant Census Officer, Calcutta, and Babu Giris Chandra Sen, Probationary Deputy Collector, who was in direct charge of the census of the Suburbs.

##### INTRODUCTORY.

2. It is essential to the success of a census to obtain an accurate record of all inhabited areas, and the first preliminary, which is specially necessary in a large city like Calcutta, is to secure accurate up-to-date maps. For the suburban wards maps on the scale 50 feet to the inch, based on the survey of 1903-07, were available. Since they were prepared, however, many changes had taken place, as numerous *bastis* had been demolished and new buildings and huts erected. The latest of the maps was that of the fringe area, which was based on the survey of 1907, but even in this short interval there had been considerable changes in connection with the drainage scheme, sewers and roads being projected, surplus land acquired and *bastis* demolished—so much so that identification on the spot with the aid of the map was difficult. The maps of the town area were also on the scale 50 feet to the inch, but were not so up to date, as they were based on the survey of 1893-1897. Some of the sheets, however, were revised by the Survey of India between that year and 1908, and after that their revision was undertaken by Mr. R. B. Smart. In April 1910, when the question of making arrangements for the census was taken up, this officer had completed field work and prepared field sheets, which had not been printed. The field sheets, though complete in other respects, were insufficient for census purposes, as they did not show the huts constituting the different *bastis* but only the areas occupied by entire *bastis*.

##### REVISION OF MAPS.

3. It was decided that the first thing to be done was to revise and bring up to date the existing maps, and Government was asked to lend the services of an officer to supervise their revision. Mr. F. H. Alderson, Sub-Deputy Collector, who had previous experience of survey work, was selected, and joined his post as Assistant Census Officer under the Deputy Chairman of the Corporation on the 18th June 1910. Mr. Smart had, in the meantime, had a set of the printed survey maps corrected in accordance with his field sheets. The corrected set of maps was handed over to Mr. Alderson, and a field staff

was engaged to check these maps by local inspection, in order that new masonry buildings might be noted and that huts might be shown in detail. Each amin or surveyor was given a map sheet at a time, and his duty was to strike out every house which had been demolished since the last survey, and similarly, to survey in position all new houses which he found had sprung up. This he did by rough measurements, after which he sketched in the new houses and deleted those no longer in existence. At the same time, in order to facilitate the preparation of block plans for the census, the surveyors were directed to ascertain how many inhabitants there were in each house and to note the number in pencil on the map. These notes proved of great assistance later in determining the size of the blocks, and it also enabled the Assistant Census Officer to check the work of the surveyors and make sure that they had visited each house in the areas assigned to them. The surveyors were at first given fixed pay, but this method of payment was found unsatisfactory, and it was eventually decided to get the work done by contract. The rate of payment was Rs. 2-8 per sheet, except in some of the remote parts of the suburban wards, where the rate was fixed at Re. 1-8 or Re. 1 per sheet. The work was supervised by two inspectors on pay of Rs. 50 a month.

4. The preparation of block plans was taken up *pari passu* with the revision of the maps. The Assistant Census Officer referred to the numbers, showing the persons resident in each house, that were noted on the maps and

FORMATION OF CENSUS DIVISIONS  
AND BLOCK PLANS.

marked off on the maps the boundaries of areas that would be suitable for census blocks. The three points kept in view in arranging the blocks was that each should contain 250 to 300 people, that it should not be too large for an enumerator to deal with efficiently, and that, so far as possible, it should have well defined boundaries. As soon as the blocks for a ward were marked out on the map sheets, they were made over to a staff of four draftsmen who traced them separately on sheets of tracing cloth and numbered them serially. While the tracing was in progress, a sketch map of Calcutta was obtained from the Bengal Drawing Office and enlarged to a scale of 6 inches to a mile. On this sketch map the configuration (*e.g.*, streets), boundaries, and serial numbers of the blocks were shown, so that their number and position could be seen at a glance without having to refer to any registers. Later, each supervisor was given, on appointment, a tracing of the portion of the map relating to his circle. These circle maps were easily mastered and proved really useful, as the supervisors were at once able to explain to the enumerators what areas were comprised in their blocks. The block plans were supplied to the enumerators, but though they were on a large scale (50 feet to the inch) they were really of little use as the majority of the enumerators did not understand them. In practice, it was found that they did their work quite well so long as they knew the boundaries and extent of their blocks. The house lists, in fact, proved of far greater value to them, and it is a matter for consideration at the next census whether block plans are worth the expense and labour that their preparation involves.

5. When the sketch map was complete, the formation of census circles was an easy matter. All that was necessary was to mark the boundaries of each circle in red ink with reference to their size and population. Each ward formed a charge, and the average number of blocks per circle was ten. In the northern quarter of the town, *i.e.*, north of Harrison Road, the blocks had to be far smaller in area, and therefore relatively far more numerous, than in the south of the town: in fact, their average size was only about one-tenth what it was in the latter area. This was due to the density of the population and to the existence of large four-storeyed or even five-storeyed tenements, owned mainly by Marwaris. Some of these were such regular rabbit-warrens, that the house or tenement had to be made a separate block. On this account, the original blocks as delimited on the maps could not be adhered to, and they had to be subdivided.



The map work and preparation of the block traces were completed just before the Puja holidays began (*i.e.*, on the 8th October 1910), and it was then necessary to get together a staff of men to number the houses.

6. The definition of "house" for census purposes was determined upon at a conference attended by the Chairman designate (Mr. Maddox), the officiating Chairman (Mr. Payne), the Deputy Chairman (Mr. Goode), the Assistant Census Officer (Mr. Alderson), and myself. At this meeting the utility of three possible definitions was discussed, viz., (1) the residence of a commensal family (as in Bengal), (2) the dwelling place of one or more families having an independent entrance from the common way (as in Calcutta in 1901), and (3) all structures coming under one roof or connected by a subsidiary roof. The first definition was held to be unsuitable for Calcutta, and it was eventually decided to take the census house as meaning the buildings covered by a single municipal assessment number. It was considered that not only would this facilitate work, especially as the numbering had recently been revised, but that a house as so defined would cover all buildings which would be classified as houses under the second and third definitions. At the same time, in order that statistics about families might be compiled, a special form of house list (*v. infra*) was devised in which the necessary details were to be entered at the time of house-numbering. Further, in order that no occupied buildings might be omitted, instructions were given that where there was more than one house or hut in a municipal holding, each house should have a separate subsidiary number, *e.g.*, if there were three houses in holding No. 47, they were to be numbered 47-1, 47-2 and 47-3. This is of particular importance in the case of *bastis* which have one municipal number, but contain a great many huts inhabited by separate families.

DEFINITION OF HOUSE.

7. The house numbering was carried out by a special staff paid at the rate of Rs. 40 a month, who were supervised by an inspector for each ward. The work was commenced on the 27th October with 28 men, their number being increased to 40 on the 1st December, and was completed before the end of January. The system adopted was as follows. Each man was given block plans for one or more blocks, according to their size. His first duty was to locate the house nearest the north-west corner of the block and paint a circle round the municipal number. He then followed the numbering of the street that this house was situated on, giving subsidiary numbers where necessary, and painted a triangle round the number borne by the last house in the block.

HOUSE NUMBERING.

A circle, *e.g.*,  therefore indicated the beginning, and a triangle, *e.g.*,  the end of the block. In cases where it was found that a block, as originally fixed, contained more than 300 persons, it had to be subdivided, the new blocks being given subsidiary numbers, *e.g.*, 19A and 19B, both in the block plans and the house lists.

8. The following form of house list was adopted:—

THE HOUSE LISTS.

HOUSE LIST.

WARD :— STREET :— CIRCLE :— BLOCK :—

HOUSES.				FAMILIES AND DEPENDANTS.			REMARKS.	
Serial No. of premises.	Municipal premise number.	Description (pucca or cutcha house, hut, sarai, dwelling house, etc).	Serial No. of houses in the one holding.	Name of the head member of each family in the house.	No. of persons in each family.	No. of inhabited rooms (excluding shops, godowns, etc).		
1	2	3	4	5	6	7	8	9

A separate heading was given for streets, because it was decided to compile statistics of the population of each street for the Corporation. There were also columns for the number of persons in each family and the number of inhabited rooms, in order that statistics of the number of rooms in each house and the number of persons in each room and house might be compiled. Column 8, the heading of which was left blank in the printed form, was intended for an entry of the serial number of the families, the figures being obtained from the entries in column 5, but was actually used for entering the number of persons enumerated during the preliminary enumeration: it would have been better if the heading had been printed. These lists were written up concurrently with the house-numbering and were made over subsequently to the enumerators on appointment. A separate form was used for each street, *i.e.*, when a man got the end of one street in his block, he began a fresh house list for the next. This was done in order that the population of each street might be compiled later, the house lists being sorted by streets and the figures then added together. At the same time that the house lists were written up, the number of each house was noted in pencil in the block plan, so as to enable the latter to be compared with the house list.

9. A considerable amount of difficulty was experienced in preparing house lists for the blocks in the vicinity of Harrison Road, many of which consist of a single tenement house with a large number of residents. As a house list containing one entry for the whole tenement would have been of no use to an enumerator, it was decided to give each storey a separate census number. Later on, when house-numbering was very nearly completed, it was found that a number for each storey was also inadequate, and a special staff of ward surveyors was appointed to number each inhabited room. These room numbers were entered in column 4 of the house list and the other details in the appropriate columns, so that it was an easy matter for the enumerator to locate each separate family. In the case of large houses of three or four storeys, it was made a rule that the numbering of the rooms should commence at the top storey and come down in a regular serial to the ground floor, so that the enumerator could work methodically through the house.

10. The following account of the methods pursued in house-numbering is extracted from a report submitted by the Assistant Census Officer while it was in progress:—“Where there are a number of houses or huts within one holding bearing one assessment number, the enumerator notes the assessment number in column 2 of the house list and numbers the houses in the holding serially (*i.e.*, 1, 2, 3, 4, etc., and so on, using a new serial for each holding. These serial numbers are entered in column 4 of the list and serve as a guide to the enumerator. (1) They are being painted with *geru* on or beside the main door of each house, and, where necessary, on the outside wall, to help the enumerators to identify each house without difficulty. (2) All holdings which contain a single house are given one number (*i.e.*, the assessment number) in the house list, and column 4 is left blank. (3) Collections of two or three huts belonging to one family and practically within one enclosure are given one number. (4) In the case of *sarais*, *musafirhanas* and hotels, the house is given one number, and the name of the manager or superintendent is noted in column 5, *viz.*, ‘Name of head member of family.’ As regards boarding houses and houses in which two or more families reside, the name of the head member of each family in the house is noted in column 5. (5) Unoccupied houses are being numbered as they are likely to be occupied later on. A note is made in the remarks column that the house is vacant. (6) Houses which are in a ruined condition and unfit for habitation, and other similar structures, are not numbered. In the case of ruined houses a red cross is put in the block plan. This will enable the enumerator to see at a glance that certain houses were found to be in a ruined condition at the time of house-numbering, and it will be his duty to go and see whether they have been rebuilt or entirely demolished. (7) Houses which have been demolished are being cut out of the block traces. (8) In the case of shops under one assessment number, separate numbers are being given to each shop where the shops are a portion of a large



dwelling house, but in the case of a number of shops being in one building, the whole of which is used for trade purposes, only one number is given to the whole building."

11. It was subsequently ascertained that subsidiary numbers had not been given in a number of cases, and the Census Commissioner suggested that the enumerators themselves should affix sub-numbers with a piece of chalk at the time of preparing the preliminary record, and note them against the corresponding entry in the house list and column 1 of the enumeration schedule. This suggestion, however, was not carried out, for it is reported that when the enumerators were appointed and the preliminary enumeration began, it was found that, apart from the question of their having the time to do the numbering properly, the enumerators did not understand the system well enough to enable them to affix sub numbers.

Special stress might be laid at the next census on the necessity of checking the house-numbering carefully, so as to be sure that sub-numbers are actually given to all tenements. The municipal number often includes not only apartments occupied by different families in the same building, but also several unconnected buildings. In the absence of sub-numbers, it is difficult for the enumerators to go quickly round their blocks on the night of the final census, and it is also difficult for a checking officer to find his way about a holding and to trace in the schedules the entries for each person or group of persons.

12. The Deputy Chairman of the Corporation, Mr. S. W. Goode, I.C.S., was appointed Superintendent of Census and, as such, was in general control of the operations. The actual work was in the direct charge of Mr. F. H. Alderson, Sub-Deputy Magistrate and Sub-Deputy Collector, who was appointed Assistant Census Officer. In February and March Mr. C. H. Bompas, I.C.S., who was then on special duty in connection with the Calcutta Improvement Act, also assisted in the work of supervision; and the entire census area was divided into three portions, each of which was under one of these three officers.

13. At the previous census orders were issued by Government to the Commissioner of Police directing that the entire police force should be at the disposal of the Deputy Chairman of the Corporation for employment on census duties. At this census it was considered unnecessary to invoke the assistance of the police to such an extent, and that it would be sufficient if a superior officer (*e.g.*, a Police Inspector or Sub-Inspector) was appointed Charge Superintendent of each ward. Owing to unavoidable cause, which need not be mentioned here, these officers were not appointed till the latter half of January, and much valuable time was therefore lost. In order to relieve him as much as possible of routine work connected with the census, each Charge Superintendent was given, as Assistant Charge Superintendent, a paid man (on Rs. 40 a month) who had already had experience of census work in connection with mapping and house numbering. The duty of the Assistant Charge Superintendent was to distribute forms, instruct supervisors and enumerators, test the preliminary record, and generally supervise the work of the census agency. The main duty of the Charge Superintendents was to nominate supervisors and enumerators and to exercise a general control over the organization, *e.g.*, by seeing that the supervisors and enumerators paid due regard to the instructions given to them by the Assistant Charge Superintendents. This system worked well, and no hitch occurred.

14. For the preliminary and final enumeration a staff of about 450 supervisors and 4,000 enumerators was required: and it can easily be understood that the selection and appointment of such a large number was no easy task. The Bengal Government addressed the heads of Government Departments asking them to place as many of their subordinates as they could spare at the disposal of the census authorities for employment as supervisors and enumerators, and the High Court was also approached by it with a similar request. The Deputy Chairman of the Corporation further wrote to the heads of Government offices and large private firms inviting their co-operation and requesting them to send

in the names of a certain percentage of their employes who would be suitable for appointment. The majority of offices and large private firms responded readily, but it was only possible to appoint about 1,000 enumerators and 400 supervisors from the lists received, because (1) a large number of the nominees were men who resided outside Calcutta, and (2) it was not possible to appoint men to serve as enumerators in localities situated at a distance from their homes.\* Frequently, in fact, the number of nominees in one part was more than enough, while there was a large deficiency in another. Accordingly, in order to secure a sufficient number, each Charge Superintendent was asked to nominate men resident in his ward. The deficiency was thus made up, but as the Charge Superintendents themselves were not appointed till the latter half of January, most of the appointments were made at a late date, and there was barely sufficient time to instruct the supervisors and enumerators thoroughly in their duties before the preliminary enumeration began.

It is on all accounts desirable to take up the question of appointments early. Enquiry has to be made about the residences of the nominees, so that those selected for appointment may be placed in charge of circles and blocks containing, or near, their homes. Time has, moreover, to be allowed for the issue of letters of appointment, for hearing or deciding objections to appointment, and for the appointment of substitutes where necessary. Further, after appointment, the enumerators have to be shown their blocks, instructed in their duties and given test enumerations as a practical demonstration of the way the entries in the schedules have to be made. If all this is to be done satisfactorily, the question of appointments should be taken up in November, and all the staff finally selected and appointed before the end of December.

15. Considering the fact that the supervisors and enumerators were an unpaid agency, the objections to appointments were very few. On the whole, the men who were appointed realized that they were requisitioned in the interests of the public and worked willingly and well. The general attitude was a great improvement on that adopted in 1901, when the selection of supervisors and enumerators was followed by an outburst of declamation, and a strong opposition had to be faced. When once appointed, the interest of the work appealed to them, and they found that it was not so very arduous, as the preliminary record can be prepared in three or four days, after which there is little to be done till the night of the census and the following morning, when the provisional totals are compiled and their task is over. Moreover, every endeavour was made to have the work done before or after office hours, so as to cause the minimum of inconvenience; and the Government offices were closed on the 10th, 11th and 13th March, while the 12th was a Sunday, so that those who were in Government employ received some recompense in holidays.

16. Before commencing to instruct the enumerators, meetings of the Charge Superintendents and of the supervisors were held, at which they were informed of the objects of the census and the utility of the statistics, were instructed in the duties they were expected to perform and had the system and rules explained to them. Early in February a meeting of the Charge Superintendents of the north of the town was convened at Lal Bazar police-station, and next day a similar meeting was held for the south of the town at the Alipore police-station. These two meetings did much to give the Charge Superintendents a clear idea of their duties, while information on points of details could be obtained from the Census Code and the Manual of Instructions. About the same time, two other meetings were held, one for the supervisors for the northern portion of the town, and the other for those appointed in the area south of Bow Bazar Street. Both meetings were presided over by Mr. Bompas, and addressed by Mr. Alderson. The first meeting, which was held at St. Joseph's High School, 69, Bow Bazar Street, on the evening of the 7th February, was attended by about 200 supervisors, who brought their friends

\* Considerable trouble was also caused by addresses not being given, and further correspondence was necessary to ascertain in what part of the town they lived.

---

with them and took a lively interest in the proceedings. The second meeting was held at the Free School on the evening of the 10th February and was equally successful. The enumerators were trained by the supervisors under the direction of the Assistant Charge Superintendents during the week preceding the preliminary enumeration. They attended the police-station of their ward each morning and evening for a couple of days, and were there instructed in the manner of filling up the schedules by the Charge Superintendent, his Assistant and the supervisors. Test enumerations were held; *i.e.*, blank schedules were filled up, and detailed explanations given of the different entries required and of the mistakes made. The majority of the men preferred to attend the thana in the cool of the evening after office hours, which was perhaps the best time that could have been chosen. Daily inspections of the work were made by Mr. Bompas, Mr. Goode and Mr. Alderson, and valuable help was received from several officers in the municipal license, Collection and Assessment Departments.

## CHAPTER II.

### THE ACTUAL CENSUS.

17. The actual census, as elsewhere, consisted first of a preliminary enumeration, which took place between the 20th February and 3rd March, and, secondly, of the final census on the night of the 10th March. At the preliminary enumeration the schedules were filled in for all persons ordinarily resident in each house, and the completeness and accuracy of the record were tested both while it was in progress and also in the interval between it and the final census. The following account of the preparation and testing of the preliminary record is quoted from the final report of Mr. Alderson:—

“The preparation of the preliminary record commenced on the 20th February. From this date up to the date of the final enumeration, the entire census staff worked at high pressure. For purposes of facilitating supervision, the entire census area was divided into three portions under Mr. C. H. Bompas, who had recently been appointed to assist in the supervision, the Deputy Chairman and myself. Mr. Bompas looked after Wards 1 to 6, I took charge of Wards 7 to 21, and the remainder were supervised by the Deputy Chairman. The control of the work in the three suburban municipalities was also under my care. As many thanas as possible in each division were visited every morning, and the work of practically all the enumerators was tested and scrutinized by us. Mistakes were fairly numerous during the first few days, but gradually disappeared as the men got to understand their work. Personal enquiries were made in as many cases as possible. The supervisors and Assistant Charge Superintendents did exceedingly good work in this latter respect, and were constantly out checking entries and making corrections on the spot. The Charge Superintendents corrected technical mistakes at the thana and made free use of their assistants and supervisors for out-door work. To enable a proper check to be maintained without unduly retarding the progress of the work, each supervisor was ordered to send in half his enumerators to the thana every second morning with their schedules. These were examined and checked between 7 and 8-30 A.M., and the enumerators were sent back to their blocks. As many of the Corporation employes as could be spared were made use of to assist in checking the schedules, and one or two visited each thana every morning during the preliminary enumeration. Some public-spirited gentlemen also came forward and gave us valuable assistance in helping to check the schedules, and their regular attendance at the thanas, morning after morning, for about 10 days was highly commendable. The Ward Surveyors of the Corporation also did very useful work in examining the block plans to see that no houses had escaped enumeration, but very few cases were reported. The preliminary enumeration throughout the census area was completed by the 3rd March, by which time nearly every schedule had been tested and examined. In order, however, to eliminate as many mistakes as possible from the schedules, all the officers engaged in checking them continued to visit the thanas every morning until the date of the census, and I suppose that not less than 95 per cent. of the schedules were checked and examined by special officers, while all were tested by the supervisors.”

18. If I may be permitted to make a suggestion, it is that a special point should be made of checking the preliminary record on the spot in order to see that all residents are actually entered in it. Without such local checking there is always a risk of omissions especially (1) where there are very many people inhabiting a single tenement, and (2) where a house contains numerous separate tenements. In the first case, a lazy enumerator may content himself with filling in particulars for only some of the residents; in the second he may neglect to enquire whether there are any more tenements in the house after he has dealt with a certain number. A system of

sub-numbers for tenements will, it is superfluous to add, materially facilitate the work of the supervisors and others who are engaged in testing the record. The importance of such a local checking was not perhaps sufficiently realized at this census.

19. The final census consisted of the revision of the preliminary record so as to make it correspond with the state of affairs existing on the night of the 10th March. In other words, the enumerators struck out entries for persons who had died or gone away and entered particulars for new-comers and for children who had been born since the preliminary enumeration. It was commenced at 9-30 P.M., when a gun was fired as a signal. The enumerators were all directed to report themselves at their respective thanas at 8 P.M. and after that to proceed to their blocks. It was completed the same night. Most of the enumerators were able to finish by midnight, but some had to work till as late as 1 A.M. All the available Corporation clerks and employes were called out to assist in checking the work or conducting the actual enumeration in case any of the regular enumerators failed to turn up at their posts. For the latter purpose about ten men were sent to each thana and held themselves in readiness to go out to any block where their services might be required. The clerks at the census office were also in telephonic communication with all the thanas, so that, if any emergency arose necessary arrangements could be made.

To facilitate the work of the census staff, advertisements had been inserted in the daily newspapers a few days beforehand giving notice of the census and of the assistance it would give the staff if people remained in their homes after 9-30 P.M., while a proclamation by beat of drum was issued by the Commissioner of Police instructing the inhabitants to be in their houses after that hour and to keep their front doors open and a light burning until the enumerators visited them. Vehicular traffic was almost stopped on the night itself, for the Superintendent of the Hackney Carriage Department had issued notices to all owners of ticca gharries to cease plying for hire after 9 P.M. and to see that all their gharries were back in the stables half an hour afterwards. The Manager of the Calcutta Tramways Company also agreed to have no cars running after gun-fire on the census night. The result was that after 9-30 P.M. the streets were almost deserted, and scarcely a conveyance of any kind could be seen.

I may add that though it is, of course, extremely convenient to the enumerators that every one should be at home when they call to give information about themselves personally, it is not absolutely necessary. The enumerators can treat as present in their houses all persons who ordinarily reside there and are expected to return that night even though they may be out at the time they call, *e.g.*, out at dinner or at the theatre or out for a walk.

20. Strict orders had been issued on the subject of preparing the provisional totals promptly, and the Charge Superintendents had impressed on all supervisors and enumerators that they were to attend the thana with their books punctually at 7 A.M. on the 11th March. The majority of the men did so and gave in their schedules with the totals. Some, however, who were fatigued with the night's work, did not turn up at this hour, and, as they had to attend their offices later, did not compile their totals till the evening of the 11th March. By the afternoon of the 12th March all the figures had been received by the Assistant Census Officer, who handed in the provisional totals for the whole of Calcutta and the Suburbs at the office of the Census Commissioner by 6 P.M. These totals were published in the daily papers the following morning.

The provisional totals did not include all the figures for the Port, where the enumeration of vessels had to be carried on for some days later. The additional number enumerated on such vessels was 7,954. If the latter figure is added to the reported total (*viz.*, 890,493), the difference between the provisional totals and the final totals amounts to 2,380.

21. The household schedules for Europeans and Eurasians were issued between the 7th and 10th March and were collected by the enumerators on the morning of the 11th March. After the census was over, it was discovered that several

Europeans had either not received schedules and that the schedules for others had not been collected. It was therefore considered advisable to check the results of the census in the wards where Europeans are most numerous. The schedules were referred to and the entries verified on the spot by a staff of Municipal officers, viz., License Inspectors, the Assessor's Ward Surveyors, and Conservancy Overseers, who at the same time checked the general schedules for servants residing in the compounds. This was done for the whole of Wards 15, 16 and 17 and for 92 blocks in Wards 12, 21 and 23. The best results were obtained for Ward 21 (Ballygunge-Tollygunge), where the schedules for 51 blocks were checked and it was found that only one European had been omitted. This omission was due simply to the fact that he stayed the night in a friend's house and the latter did not include him in his household schedule. The results were worst in Ward 15 (Collinga), where 209 persons were omitted from the record, owing chiefly to the failure of enumerators either to issue or collect schedules for 14 houses. The aggregate number of persons, both European and Indian, who had been omitted, and for whom fresh entries had to be made, was 403.

22. These figures sufficiently show that the original census of European houses was defective, owing mainly to the carelessness of enumerators, who in some cases did not issue household schedules and in others did not collect them after the census. Their distribution to every European is, it must be admitted, not always an easy matter, for the enumerator is often unable to see the occupants of European quarters personally and gets incorrect information from servants, especially where a house consists of flats. In such cases the owner should of course be called on beforehand to supply a full list of the residents. Their collection, again, is hampered by Europeans mislaying their household schedules or not filling them up in time, or not arranging to hand them to some one (*e.g.*, the durwan) for delivery to the enumerators when they call. To prevent such mistakes the following printed notice was attached to each household schedule:—

"You are requested to carefully fill in this schedule on the morning of the 7th March, and to keep it with you. On the night of the 10th March, kindly check it, entering the names of any new-comers and cutting out (*sic*) the names of those who have died or gone away. An enumerator will call for the schedules on the morning of the 11th March before 10 A.M. If you are not likely to be at home, kindly leave it with some responsible servant, with instructions to deliver it to the enumerator who calls for it."

The last instruction was often overlooked. If the present system of issuing separate household schedules to Europeans, and allowing them to fill them in themselves, is adhered to, it would be well to issue them with a covering letter asking them to fill them in for all persons actually resident in the house on the census night (except servants) and stating that if not called for they should be returned to the census office by bearing post.

23. After making all allowance for the difficulties of getting back the household schedules, the failure to collect them all must be largely attributed to anxiety to prepare the provisional totals quickly, which led to careless work. Special stress should be laid on this point at the next census, when it should be impressed on the census staff that it is more important to have the census complete than to have provisional totals prepared quickly, and that on no account must they neglect to see that a schedule has been received for every house. This is easily done by comparing the household schedules with the house list. The incompleteness of the European census was also partly due, I think, to the system under which the census of hotels, clubs, etc., was carried out, the Managers, Secretaries, etc., not being made to realize their responsibilities. It would have been better to have appointed them in due form as enumerators with instructions that they were responsible for seeing that every resident was enumerated and for handing over the schedules duly filled in.

24. In view of the difficulties attending the European census, and the many mistakes Europeans make in their schedules—they have no previous instructions and many do not take the trouble to read, much less study, the printed instructions—it seems desirable that there should be a special staff of paid

---

enumerators of a superior class, who should conduct the census of Europeans in the same way as the census of the ordinary population is carried out, *i.e.*, there would be a preliminary as well as a final census. This principle is recognized in the case of railways, the rules for which lay down that where there are considerable colonies of Europeans and Eurasians, they should be enumerated by a European enumerator, a native enumerator being associated with him to enumerate natives residing in the block. As laid down in those rules, household schedules should be issued very sparingly, and should be supplied only to high officials and to Europeans and Eurasians residing in blocks for which a European enumerator cannot be secured.

## CHAPTER III.

### SPECIAL ARRANGEMENTS.

25. THE rules for the census of the Port will be found in Appendix I at the end of the Report. In one respect these rules were departed from. According to the Government notification \* defining its limits, the Port includes 50 yards along the river bank above high water mark at spring tides, the Kidderpore docks and the adjoining works, but the census of this area together with that of the wharves and jetties, was kept separate from the census of the port proper and was conducted by the agency of the Port Commissioners. The port itself was divided into three charges, corresponding to the three divisions of the Port Police, and the arrangements were under the control of the Deputy Commissioner, Port Police, who managed the census in a very capable manner. Each Port enumerator was paid Rs. 10 for his work, and was accompanied on his rounds by a constable of the River Police. The preliminary enumeration was commenced on the 3rd March and completed in 5 days, and the final enumeration took place on the night of the 10th March at the same time as that of the town area.

The Port Commissioners lent two large ferry steamers and two steam launches for use on the census night. The ferry steamers were fitted with search lights, and were anchored at the northern and southern extremities of the Port. When any boat passed into the rays of the search light thrown across the river, the launch which was with the ferry steamer intercepted it, and the crew and passengers were enumerated. A launch was also placed at the disposal of the Census Department for purposes of inspection.

The schedules filled up on the census night were sent in next day, but there was a supplementary enumeration during the three days following the 10th March, when all river boats and inland steamers that had not already been included in the census elsewhere were enumerated. There was a further supplementary enumeration in the case of sea-going vessels which entered the Port between the 10th and 25th March and had not been censused elsewhere. This latter enumeration was carried by the captains of the vessels under the supervision of the officers of the Customs Department and the Bengal Pilot Service. The enumeration of the crews and passengers of vessels lying between Garden Reach and Budge-Budge on the night of the 10th March was carried out under the orders of the District Magistrate of the 24-Parganas.

26. The census of the Port Commissioners' property along the banks of the river and the Kidderpore Docks would have been a matter of extreme difficulty for anyone not acquainted with the area, and a representation was therefore made to the Port Commissioners asking if, in these circumstances, they would undertake its census. This was agreed to, and Mr. Elderton, the Assistant Secretary, was appointed Charge Superintendent of the area lying along the banks of the river and of the Kidderpore Docks. He employed his own staff to do the enumeration, and all the block plans that had been prepared were made over to him for reference. Credit is due to Mr. Elderton for the efficient manner in which he organized and superintended the work.

27. The arrangements for the census of the canals were entrusted to the Assistant Engineer, Calcutta Canal Sub-division, who was appointed Charge Superintendent of all the canals in Calcutta and the Suburbs, and also of the portions lying outside Calcutta. It was arranged that he should divide his charge so that all the canals lying in Calcutta and the Suburbs should form one sub-charge. After the final enumeration, those schedules which dealt with the

\* Bengal Government Marine Department Notification No. 54, dated 2nd March 1897. To prevent any mistakes about jurisdiction, it would be well to include the definition in the rules at a future census.



area in Calcutta and the Suburbs were sent in to the Assistant Census Officer, who included the totals in his returns.

28. As in 1901, the census of the Fort was carried out under the supervision of the Garrison Quarter-Master. To ensure a successful census, he ordered the Fort gates to be closed at sunset on the 10th March, so that no one could leave until the census was over, and no outsiders were allowed in. He also supervised the census of the military portion of Hastings, while the civil portion was in charge of the Inspector of Hastings thana. The Native Infantry and Cavalry stationed in the Alipore cantonments, and the Viceroy's Bodyguard at Ballygunge, were enumerated by their respective adjutants under the supervision of the Assistant Census Officer. The cantonments were cleared after sunset, and all roads closed to the public.

29. The census of the remainder of the Maidan was conducted by enumerators under the Charge Superintendents of Hastings and Fenwick Bazar thanas. Four enumerators had to be appointed, as there were two circuses encamped on the Maidan.

30. The Railway authorities arranged for the census of all persons residing within railway limits in accordance with Appendix IV of the Bengal Code of Census Procedure. They were supplied by me with all necessary instructions and forms. In order that it might be seen that they understood their duties, specimen schedules were prepared by the enumerators, which were sent to the census office for scrutiny, and were returned after necessary corrections.

31. Government House and Belvedere were each formed into separate blocks. The census of Government House was entrusted to Inspector Hansen of the Viceroy's Bodyguard who managed it in consultation with the Inspector of Waterloo Street thana, who was the Charge Superintendent of the ward. Besides carrying out the census of all persons within the Government House compound, Inspector Hansen enumerated the servants and Bodyguard sowars who resided close to Government House in Waterloo Place. The census of Belvedere was personally superintended by the Inspector of Alipore thana. Neither the Viceroy nor the Lieutenant-Governor was in residence on the night of the census, the former being at Barrackpore and the latter on tour at Bettiah.

32. Special arrangements were made for the census of residential colleges, and schools, jails, hotels, hospitals, asylums and boarding-houses. About a month before the census letters were issued to the heads of all such institutions asking them to report the number of occupants. When their replies were received, the requisite number of schedules were sent out to them with a forwarding letter containing instructions for their guidance. The head of each institution was made responsible for the enumeration of all persons resident on the premises, and all enumerators were ordered to leave them out of the regular enumeration. They were directed, however, to visit them to see that the enumeration was being done by the person in charge. The supervisors were held responsible for the collection of the schedules the morning after the census, and had to see that their enumerators made a note of all such institutions which lay in their blocks and collected the schedules. The majority of the schedules were collected in this way, but a few were sent direct to the Assistant Census Officer by special messenger.

Mr. Mukherji, Superintendent of the New Market, who had been for some time resident in Europe, was deputed to arrange for the census of the United Service Club and Bengal Club. He made over charge of the schedules to the Secretary of the former and to the Steward of the latter Club; and on the morning of the 11th March went round to these clubs and also to the Grand Hotel, to check and collect the schedules and correct any obvious blunders.

In the case of hotels, clubs and other large institutions it is essential that the schedules received should be checked by the visitors' list or list of residents to make sure that none are omitted.

33. The municipal gowkhanas, which are now large institutions, were censused in the same way as the colleges and schools. The Gowkhana Superintendent was held responsible for their census and directed to send all the schedules direct to the thana. The enumeration of the people in the New Market was done by the senior Market Sergeant, who had the market cleared as far as possible by 9-30 P.M., and then filled up the schedules.

34. As at the last census, the homeless poor were enumerated at the thanas. The beat constables were ordered to collect and bring to the thanas all waifs and strays that they saw on the streets after sunset on the 10th March. These were censused by special enumerators at each thana, and were kept there till the following morning.

35. Enumerators were posted at the traffic control stations situated on the main roads leading into Calcutta, and enumerated the drivers of vehicles entering and leaving the city. The schedules for those that entered Calcutta between 9-30 P.M., and midnight on the 10th March were sent to the Calcutta Census Office, and the schedules for those who left Calcutta were made over to the Census Officer of the 24-Parganas. Special arrangements were made in consultation with the Census Officer of Howrah for a census of all people entering or leaving Calcutta *via* Howrah Bridge on the census. The Howrah authorities had a gang of enumerators posted at the Calcutta end of the bridge who dealt with those entering Calcutta, while the Calcutta officers posted a gang on the Howrah side for those leaving Calcutta. The fact was overlooked that the Howrah officers were working under the Bengal Census Code, which laid down that the enumeration should commence at 7 P.M., whereas the Calcutta enumerators commenced at 9-30 P.M., working till 11-30 P.M., at which time the bridge was closed to traffic. It is obviously desirable that on a future occasion the enumeration should be synchronous. It seems also desirable to lay down that persons who go to the Howrah station to travel by train (*e.g.*, by the Bombay mail) should be omitted from the enumeration, as they are in any case dealt with by the railway authorities, and to keep them back on the bridge till they are enumerated may make them lose their trains.

## CHAPTER IV.

*INDUSTRIAL CENSUS.*

36. THE industrial census was a new feature of the census proceedings, its object being to obtain more detailed information regarding industrial development than can be derived from the general returns of occupation. For this purpose forms, which were called industrial schedules, but which are really returns, were filled in for industrial and manufacturing concerns which employed 20 hands or more at the time of the census. The details entered were the character of the mill, factory, mine, etc. (*e.g.*, whether it was a jute mill, jute press, cotton mill, etc.), the nature of the mechanical power employed, the state of the trade or industry when the census was taken, the castes or nationalities of owners and managers, and the number of (1) persons in superior employ, (2) skilled workmen, and (3) unskilled workmen: those last mentioned were divided into two classes, viz., persons over and under 14 years of age. Government concerns, such as printing presses, telegraphs and railway workshops were included, but jails were excluded. The schedules were issued between the 7th and 10th March to the managers or owners of the works entered in the register, were filled in by them and were collected on the morning of the latter day.

37. The first step taken was to prepare a register of industrial or manufacturing works employing 20 persons or more to which such schedules should be distributed. It is obviously of the utmost importance that there should be a complete list of all such concerns, and I therefore suggested that the following sources of information should be referred to, viz. (1) the municipal office records, (2) Thacker's Directory, and (3) the registers maintained by the Special Inspector of Factories and the Secretary to the Boiler Commission, and that the information obtained from these records should be supplemented by local enquiry. Effect was not given to these suggestions, and the local enquiries were not started till very late; it was, in fact, not till the 18th February that Charge Superintendents were instructed to report the concerns at work in their charges.

38. Only 163 schedules were received for Calcutta, and a scrutiny of them disclosed many serious omissions. For instance, out of 24 factories entered in the annual return of the Special Inspector of the Factories no less than 16 were omitted, though they employed about 6,000 men, and there were no schedules for such important concerns as the Gas Works, the Telegraph Workshops, the Tramway Workshops, the Government of India Printing Press, etc. There was not a single schedule for tailoring concerns or furniture makers, and only one for goldsmiths. It was accordingly determined to institute fresh enquiries and to undertake a second census in which all the omitted manufacturing works should be included. A complete register was prepared in the first place by means of enquiries carried out both by the Bengal census office and the municipal office. The former compiled lists of factories and other works by reference to the returns for factories and the registers of boilers kept by the Secretary to the Boiler Commission; it could be presumed that if manufactory was large enough to have a boiler, it would probably employ at least 20 men. A return of printing presses (72 in number) was also obtained from the Commissioner of Police. At the same time, independent enquiries were made under the supervision of the Deputy Chairman of the Corporation, the officer in direct charge being Babu Makhan Lal Ganguli, Senior Sub-Assessor to the Corporation. The License Inspectors prepared lists of all works in their respective wards with the help of the license registers, while the Ward Surveyors of the Assessment Department prepared similar lists from their periodical revaluation registers. These lists were added to by local investigation, which each Inspector or Ward Surveyor made in the course of his daily rounds. Special precautions were

---

taken to ensure that the two departments worked independently of each other, with the result that each did its best to supply an exhaustive list and one was a check on the other. As a matter of fact, both lists contained the same entries with a few exceptions, and the first duty of the officer in charge was therefore to eliminate double entries. This officer also received the lists drawn up in the census office and prepared a consolidated register, the total number of entries in which amounted to 535. The concerns from which schedules had already been received were then ticked off and arrangements made to issue schedules to them. Those intended for large European firms were issued with a covering letter by me and were returned direct to my office, while arrangements were made to have the remainder filled up by the Ward Surveyors. The net result was that returns were obtained for 368 more concerns than at the original census.

## CHAPTER V.

*THE COST OF THE CENSUS.*

39. The expenditure actually incurred in connection with the census of Calcutta, excluding the cost of forms, which were supplied free of cost by Government, consists of (1) Rs. 19,143-8-10 incurred by the Corporation during 1910-12, and (2) Rs. 11,085-2-2 and Rs. 7,201-9-10 incurred by Government during the years 1911-12 and 1912-13, respectively. The cost of the census of Calcutta thus aggregates Rs. 37,430-4-10, or 3 pice per head of the population.\* Under the orders of the Government of India, this is borne in equal shares by the Corporation of Calcutta and Government, the share of the latter being met from the "Imperial Census" special grant for the census of Presidency towns. Details of the expenditure will be found in Statements A (1) and A (2) at the end of this Chapter.

Statements B and C contain the accounts as prepared from two different aspects. Statement B (Treasury Account) shows the additional expenditure incurred on account of the census distributed under the heads prescribed by the Comptroller-General. Statement C (Departmental Account) shows the expenditure actually incurred (distributed under the heads prescribed by the Census Commissioner) after debiting the census with the substantive pay of permanent officers of Government, irrespective of the heads to which such pay is charged in the books of the Accounts Department.

40. The total cost is only half of what it was in 1901 (Rs. 75,327-10-4 †), and there was a reduction of expenditure at all stages of the operations. The cost of the enumeration of 1891 amounted to Rs. 27,540 and that of 1901 to Rs. 27,856; to this latter figure, however, should be added Rs. 5,659 for the expenditure incurred in correcting mistakes in the schedules, so that the aggregate was really Rs. 33,515. The cost of the present census up to the final enumeration inclusive of bonuses paid to the municipal staff for the correction of mistakes in the schedules and for conducting a subsidiary industrial census) amounted only to Rs. 19,143-8-10. It must be remembered, however, that on this occasion the census officers had the advantage of the new survey of the added area, whereas the census officers of 1891 and 1901 had no up-to-date maps, and that in the latter year no less than Rs. 13,661-7-6 had to be spent on a rough survey of the added area and in bringing up to date the survey of the town area. On the other hand, the old survey maps of the town area were largely out of date by the time this census was taken and had to be brought up to date by a special staff, besides which the new survey maps of the added area had to be revised on account of the large changes which had taken place since they were prepared. Large as was the reduction of the cost of the enumeration, a saving might have been effected in one direction. Not only were the enumerators provided with lanterns (at a cost of Rs. 843-12) for use on the night of the census, but they were also given 4 annas each for coolies to carry the lanterns and their papers, and this involved a charge of Rs. 850. The allowance for coolies appears unnecessary: the enumerators did not always employ coolies, but carried the lanterns themselves and pocketed the 4 annas. The lanterns were a necessity, but the cost of supplying them might have been largely reduced if they had been returned next morning and sold. Orders were, in fact, given that they were to be returned, but were not attended to, the enumerators looking on the lanterns as *bucksheesh*: only Rs. 7-7 were realized from the sale of those that were returned.

41. A large saving was also effected in compilation and tabulation, which in 1901 involved an expenditure of Rs. 31,070-12-6. In that year there was a

\* This figure includes an estimate of the cost of printing the Tables and Report (Rs. 3,500), as final figures are not yet available. If the population of the Suburbs is also taken into account, the incidence per head is reduced to a little over 2 pice.

† Rupees 65,658-10-4 as shown in the Administrative Volume of 1901 (pp. 28, 29) and Rs. 9,669 on account of the cost of printing the Tables and Report.

separate office for working out the results, whereas at this census the work was co-ordinated with that for the rest of the Province and placed under the control of the Provincial Superintendent, compilation and tabulation being carried on, together with that of other districts, first in the Hooghly Central Census Office and afterwards in the Bengal Census Office at Calcutta. This arrangement was not only cheap, but also efficacious; the compilation being effected without any special difficulty. Lastly, certain special work, such as inquiries about overcrowding and a history of Calcutta, which was done in 1901 at a cost of Rs. 6,732, was not undertaken at this census; and there was a considerable reduction in the cost of printing the report and tables. The tables of 1901 were extremely long and detailed, exceeding by more than 200 pages those published in the Provincial Census Report for the whole of Bengal (including Calcutta), and the cost of printing them amounted to Rs. 6,536. Their bulk was considerably reduced at this census with a consequent saving of expenditure.

### STATEMENT A I.

#### EXPENDITURE IN 1910-11.

	Rs.	A.	P.
(1) Making corrections on 160 survey maps of the Town Area by the Assistant Superintendent of Survey, with reference to field maps ... ..	459	8	0
(2) Bringing up to date the survey maps of the Town and Added Area by a field staff working under the Assistant Census Officer, house-numbering and preparation of house-lists ... ..	7,120	0	1
(3) Preparation of block-plans ... ..	1,102	14	6
(4) Cost of furniture and clothing of menials ... ..	170	7	0
(5) Hire of typewriter and purchase of drawing materials and sundry stores ... ..	190	14	6
(6) Pay of the Assistant Census Officer and his office staff ... ..	3,256	7	7
(7) Pay of Assistant Charge Superintendents and peons ... ..	2,622	14	1
(8) Port and Dock Census, viz., amount paid to the Deputy Commissioner of Police and the Port Commissioners as remuneration of supervisors and enumerators and boat hire ... ..	971	3	6
(9) Cost of lanterns, candles, etc., for the use of enumerators ... ..	872	9	3
(10) Wages of coolies for carrying lanterns ... ..	850	0	0
(11) Printing charges ... ..	349	8	0
(12) Revision of the census in European wards and correction of mistakes in the schedules ... ..	415	0	0
(13) Stationery ... ..	633	4	7
(14) Petty contingencies, including advertisement charges ... ..	128	13	9
Total ... ..	19,143	8	10

## STATEMENT A II.

## EXPENDITURE IN 1911-13.

1911-12.

I. Expenditure in the Hooghly Central Census Office—				Rs.	A.	P.
(1) Pay of the establishment	...	...	...	6,571	5	11
(2) Share of pay of the general staff and contingent expenses	...	...	...	1,134	14	3
(3) Share of house rent and municipal taxes	...	...	...	108	5	1
(4) Share of pay and deputation allowance of the Deputy Superintendent of Census	...	...	...	699	8	6
(5) Cost of freight of schedules, etc., sent to Calcutta from Hooghly	...	...	...	5	2	0
			Total	8,519	3	9
II. Expenditure in the head office at Calcutta—						
(1) Pay of compilation establishment	...	...	...	1,800	0	0
(2) Share of pay and deputation allowance of the Provincial Superintendent and his Personal Assistant	...	...	...	712	8	0
(3) Contingent expenses	...	...	...	25	0	0
(4) Cost of maps	...	...	...	28	6	5
			Total	2,565	14	5
			GRAND TOTAL	11,085	2	2

1912-13.

I. Expenditure in the head office at Calcutta—				Rs.	A.	P.
(1) Pay of compilation establishment	...	...	...	1,500	0	0
(2) Share of pay and deputation allowance of the Provincial Superintendent and his Personal Assistant	...	...	...	1,661	4	7
(3) Contingent expenses	...	...	...	45	0	0
(4) Cost of maps, line-blocks, etc.	...	...	...	495	5	3
			Total	3,701	9	10
II. Cost of printing the Tables, Report, etc.—						
(1) Printing at Government presses*	...	...	...	3,500	0	0
			GRAND TOTAL	7,201	9	10

\* Final figures not being available at present, an estimate has been given.

## STATEMENT B.

## TREASURY ACCOUNT.

		1910-11.	1911-12.	1912-13.	Total.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
Enumeration	Temporary establishment—				
	Remuneration of Census officers ...	13,276 11 10	1,504 6 3	.....	14,781 2 1
	Travelling allowance of Census officers ...	457 10 8	.....	.....	457 10 8
	Contingencies—				
	Local purchases of stationery ...	759 6 3	5 12 10	.....	765 3 1
	Postage ...	15 2 0	.....	.....	15 2 0
Abstraction and compilation.	House-numbering ...	39 8 0	.....	.....	39 8 0
	Freight ...	.....	7 1 10	.....	.....
	Miscellaneous ...	2,728 5 2	.....	.....	2,735 7 0
	Establishment—				
	Pay of men (without substantive appointments) ...	.....	9,353 14 1	1,500 0 0	10,853 14 1
	Deputation allowance of officers deputed to Census.	.....	247 13 8	176 14 1	424 11 6
Printing and other stationery charges.	Contingencies—				
	Office rent ...	.....	108 5 1	.....	108 5 1
	Local purchase of stationery ...	.....	.....	45 0 0	45 0 0
	Freight ...	.....	.....	.....†	.....
Miscellaneous	Miscellaneous ...	.....	210 14 6	495 5 3	706 3 9
	Printing—				
	(i) at Government presses† ...	.....	.....	3,500 0 0	3,500 0 0
	(ii) at private presses ...	216 0 0	133 8 0	.....	349 8 0
Miscellaneous	Acting allowance of officers in non-census offices—				
	(i) Officers ...	.....	153 0 0	306 0 0	459 0 0
		17,492 11 11	11,724 12 0	6,023 3 4	35,240 11 3

\* This includes Rs. 205 incurred on account of the census of the Docks and Rs. 459 on account of preparation of maps.

† This represents the cost of maps and line-blocks.

‡ Final figures not being available, an estimate has been given.

## STATEMENT C.

## DEPARTMENTAL ACCOUNT.

		1910-11.	1911-12.	1912-13.	Total.
		Rs. A. P.	Rs. A. P.	Rs. A. P.	Rs. A. P.
A.—Enumeration	I.—District charges—				
	(1) District office establishment ...	12,261 11 6	1,404 0 3	.....	13,665 11 9
	(2) Remuneration of Census officers ...	1,015 0 4	100 6 0	.....	1,115 6 4
	(3) Travelling allowance of Census officers.	457 10 8	.....	.....	457 10 8
	(4) Contingencies—				
	(a) Petty stationery ...	759 6 3	5 12 10	.....	765 3 1
	(b) Postage ...	15 2 0	.....	.....	15 2 0
	(c) House-numbering ...	39 8 0	.....	.....	39 8 0
	(d) Miscellaneous ...	2,728 5 2	7 1 10	.....	2,735 7 0
	Total I ...	17,276 11 11	1,517 4 11	.....	18,794 0 10
	II.—Press charges—				
	(a) Printing—				
	(i) at private presses ...	216 0 0	133 8 0	.....	349 8 0
	Total II ...	216 0 0	133 8 0	.....	349 8 0
Total A ...	17,492 11 11	1,650 12 11	.....	19,143 8 10	
B.—Tabulation of the result.	III.—Office charges—				
	(6) Correspondence and accounts establishment.	.....	127 9 2	.....	127 9 2
	(7) Mental establishment ...	.....	92 2 2	.....	92 2 2
	(8) Working staff, including superintendence—				
	(a) Officials ...	.....	1,412 0 6	1,661 4 7	3,073 5 1
	(b) Non-officials ...	.....	9,134 2 9	1,500 0 0	10,634 2 9
	(9) Contingencies—				
	(a) Rent ...	.....	108 5 1	.....	108 5 1
	(b) Stationery ...	.....	.....	45 0 0	45 0 0
	(c) Miscellaneous ...	.....	210 14 6	495 5 3	706 3 9
Total III ...	.....	11,086 2 2	3,701 9 10	14,786 12 0	
IV.—Press charges—					
(a) Printing—					
(i) at Government presses* ...	.....	.....	3,500 0 0	3,500 0 0	
Total IV ...	.....	.....	3,500 0 0	3,500 0 0	
Total B ...	.....	11,086 2 2	7,201 9 10	18,286 12 0	
Total A and B ...	17,492 11 11	12,736 15 1	7,201 9 10	37,430 4 10	

\* Final figures not being available, an estimate has been given.



## CHAPTER VI.

*MISCELLANEOUS.*

42. The number of forms actually used has not been reported. The number supplied by the Provincial Superintendent was as follows:—Book covers 6,000, general schedules 101,000, household schedules 30,000, travellers' tickets 5,000. Separate arrangements were made by the Assistant Census Officer for the printing of house lists: the number issued has not been reported.

## SUPPLY OF FORMS.

43. This portion of the report may be concluded with a few miscellaneous notes on the system and some suggestions for the future. First, as regards houses, the adoption of the municipal holding as the census house is convenient and works well in practice, provided that each house or tenement in the holding has a separate subsidiary number and that the present form of house list is used for the abstraction of statistics of families.\* It is also a most useful unit for compilation, as doubtful entries can at once be traced and local enquiry made. House-numbering and the simultaneous preparation of the house lists should, as on this occasion, be done by a special staff. The best agency would be the municipal staff, who could be given a bonus for the extra work involved, if their services could be secured. If this is not possible, outsiders must be specially engaged and work, if possible, under the supervision of Municipal officers, such as License and Collection Inspectors and Sub-Assessors. A careful checking both of the numbering and of the house lists is absolutely essential to make sure that no house or hut (or room in large tenement houses) is left without a number and that all the residents are included in the house lists. The latter should be handed over to the enumerators on appointment and should be brought up to date by them. Block plans are an unnecessary elaboration and need not be prepared for them.

## NOTES ON THE SYSTEM.

44. As regards the actual agency for enumeration, Police officers should be appointed Charge Superintendents, but have paid Assistant Charge Superintendents under them, the latter being carefully trained beforehand. The experience of this census shows that it is unwise to expect the Police officers to do more than assist the Assistant Charge Superintendents with their influence and local knowledge, and that it is essential that the latter should actually supervise the work. Some of the Police officers, it is true, took an intelligent interest in the operations, but others took little pains to master the orders and instructions issued to them. For the census of Europeans a special staff of trained enumerators should be employed. In view of the difficulties attending their work and the qualifications required, these men would probably have to be paid wages for a month: as their number would be small, the expenditure would be inconsiderable. The expense of a paid staff of supervisors and enumerators for the general census is not only prohibitive, but also unnecessary, as a sufficient number of unpaid men suitable for the work can be obtained if only their selection is taken up in good time. The list of enumerators should preferably be prepared by the Municipal staff without reference to the police—the enumerators selected by the latter were in many cases unsatisfactory—and as far as can be arranged the supervisors should be drawn from the ranks of municipal employes. The latter did excellent work on the present occasion, and, in particular, Babu Makhan Lal Ganguli, Sub-Assessor, whose active assistance and energetic supervision at different stages of the operations were of the greatest value.

45. I am inclined to consider that the census might with advantage be placed under the general control of the Provincial Census Superintendent

\* The column for rooms may of course be omitted if statistics of house room are not to be compiled. It is further unnecessary to prepare a fresh house list for each street if statistics of the population of streets are not required.

and be in the direct charge (at least from the 1st November) of a special Census Officer of some seniority with powers of organization and control, who would be appointed Census Superintendent. If it is practicable, he should be assisted by a Municipal officer of some standing, like a sub-assessor, who might be placed on special duty. The work of the Deputy Chairman has now grown too heavy to allow him to supervise the census thoroughly without sacrificing part of his regular work; under the arrangement now suggested he could be able to supply information and assist in other directions, *e.g.*, in obtaining enumerators, without assuming the responsibility of the Census Superintendent. Further, there appears to be no necessity for the census of the suburban municipalities to be under the Calcutta Census Officer. To ensure a successful census of them, it seems desirable that a Deputy Collector should be deputed from the 1st December, but there is no reason why he should not work under the District Officer of the 24-Parganas. It is also a matter for consideration whether in future the figures for the Tollygunge and South Suburban municipalities should not be compiled with those for Cossipur-Chitpur, Garden Reach and Manicktollah so as to obtain a complete record for greater Calcutta.

## PART II—SUBURBS.

46. The census of Cossipur-Chitpur, Manicktollah and Garden Reach was in general charge of the Assistant Census Officer of Calcutta, who was in this respect subordinate not to the Deputy Chairman of the Calcutta Corporation, but to the District Magistrate of the 24-Parganas within whose jurisdiction these municipalities lie. It being, however, extremely difficult for the Assistant Census Officer to see personally to all the arrangements in the later stages of the operations in addition to those for Calcutta, a special officer, viz., Babu Girish Chandra Sen, Probationary Deputy Collector, was placed in direct charge of the operations from the 4th January 1911.

47. There were no complete maps showing houses like those for Calcutta, and the municipal road maps had to be utilized, except in Cossipur-Chitpur for which a fresh census map was prepared on the scale of 396 feet to an

## CENSUS MAPS.

inch, based on the latest Government survey plan of the locality: in this map all the roads, lanes, etc., including the *basti* lanes, were shown.

48. Each municipality was treated as a charge, with the Chairman as Charge Superintendent. The census circles of 1901

## FORMATION OF CENSUS DIVISIONS.

were adhered to except in Cossipur-Chitpur and a portion of Garden Reach. In the former, where there had been considerable changes since 1901, a new demarcation was made, the four wards being divided into 15 circles and 191 blocks, excluding the areas occupied by the Eastern Bengal State Railway, the Port Trust Railway, and the Gun Foundry and Shell Factory with its residential quarters, for which separate arrangements were made. In Garden Reach fresh circles had to be formed for an area which had been included in municipal limits since 1901, but otherwise the census circles of that year were adopted. Blocks were formed according to the population of the houses as ascertained during house-numbering, the size of each block being so regulated that it should not be more than an enumerator could reasonably be expected to deal with.

49. As in Calcutta, the municipal holding or premise was taken as the house, an arrangement which proved convenient because each holding had a number affixed to it.

## HOUSE-NUMBERING AND PREPARATION OF HOUSE LISTS.

The numbering of houses in each holding and the preparation of the house-lists were taken up, after the circles had been determined on, by paid clerks who were appointed in each municipality. The work in each municipality was commenced early in December and was completed by 15th January in Manicktollah, by 20th January in Garden Reach and by 4th February in Cossipur-Chitpur. In Cossipur-Chitpur eight superintendents tested the numbering of houses under the supervision of the Overseer of the municipality, who acted as Assistant Charge Superintendent. The Ward Superintendents, the Chairman of the Municipality and the Special Census Officer also held inspections. At Manicktollah, the Vice-Chairman and the Health Officer, who acted as Assistant Charge Superintendent, tested a large percentage of the work, while the Chairman checked it in certain quarters and the Special Census Officer tested a certain percentage. At Garden Reach the work of testing was mainly done by the Health Officer, the head clerk and the Overseer of the municipality. At a later stage, the house-numbering was further checked by the supervisors, both before and during the preliminary enumeration.

The municipal assessment register was closely followed, but care was taken to account for all houses which bore no assessment number plates. It was not possible to keep to the municipal numbers in the case of large holdings containing several buildings. In factories and bazars, for instance, each occupied building had to be treated as a house and a separate subsidiary number was given to each shop. Numbers were also given to buildings, such as temples, which had no assessment numbers, and in cases where the original assessment number had been divided into fractional parts in consequence of applications

made by members of joint families for separate assessment, each part was taken for census purposes as a separate "house."

50. The following account of the difficulties met with in preparing the house-lists is taken from the final report by the Special Census Officer, Babu Girish Chandra Sen:—"Difficulties were experienced in preparing the lists in the *basti* quarters, notably in the Dakhindari *basti* in Cossipur-Chitpur, and Kasai *basti* in Manicktollah. The difficulties were of a twofold nature:—(a) The Dakhindari *basti*, for instance, is almost solely inhabited by low class Muhammadans, who are generally employed in the local mills and factories. These people did not keep to one place for a long time and were frequently changing their abode from one place to another within a short interval. An officer belonging to the municipal staff was specially deputed to keep a watch over these people, and the lists had to be corrected accordingly very often. (b) In a certain number of cases, these illiterate people raised vigorous objections to supplying the necessary particulars for filling up the forms. The same sort of objections were raised at a later stage when the preliminary enumeration was started. Attempts to persuade these people and threats of prosecution proved unavailing, and some still continued to withhold information. Police assistance was ultimately asked for and was promptly rendered. This form of difficulty was chiefly met at Badsatola, Kasaipara and Hapsitola in Garden Reach and at the *bastis* mentioned above in Cossipur Chitpur and Manicktollah."

51. The Bengal form of house-list was adopted, but another column (4) was added for the serial number of families in each house and the subsequent columns renumbered. The remarks column was utilized for noting the number of persons in each family, so that the house-list closely corresponded to that used in Calcutta. As thus revised, it was in the following form:—

## WARD—

NUMBER OF CHARGE—      NUMBER OF CIRCLE—      NUMBER OF BLOCK—

Subdivision, i.e., hamlet, quarter, street, etc.	HOUSES.		FAMILIES IN EACH HOUSE.		REMARKS.
	Serial No.	Description, dwelling house, shop, sarai, etc.	Serial No.	Name of the head member of each family.	
PAR 1	2	3	4	5	6

52. The Chairman of each municipality was its Charge Superintendent.

APPOINTMENT OF CENSUS OFFICERS. Early in January the Municipal Commissioners were asked to nominate men for each ward who would be capable of serving as supervisors and enumerators. The Chairman selected the number required, and letters of appointment were issued by the end of January.

Considerable trouble was experienced over the appointments in Manicktollah. The Special Census Officer reports:—"A strong party-feeling existed from the very beginning, consequent, as far as I could gather, on the results of the last municipal elections, and a certain section of the people nominated by the municipal authorities strenuously refused to take up the work. Applications for exemption were received in large numbers soon after the parwanas were issued. In a certain number of cases, fresh names were substituted where reasonable cause was shown for a change; ultimately police assistance had to be taken in order to induce the defaulters to start work. Even as late as the beginning of March two of the enumerators in Ward I refused to continue their work leaving the preliminary record unfinished, and we had to report their names to the Magistrate of the 24-Parganas for prosecution. Substitutes were found in their places, and the work did not materially suffer.

The attitude of the people was on the whole not satisfactory, especially in Wards I and III, and this served all along to hamper the progress of the work." The objections in Garden Reach were neither so voluminous nor persistent. Most of those who protested were persuaded to take up their appointments, and the rest did so when it was pointed out that they would be liable to prosecution if they continued to be contumacious. In Cossipur-Chitpur there was very little trouble on this account, both because the selection of supervisors and enumerators was judiciously made, and also because the Chairman himself enquired into the objections, making new appointments where good cause was shown and persuading others whose objections were invalid. The Special Census Officer writes:—"The Chairman of the Cossipur-Chitpur municipality, Rai Kripa Nath Dutta Bahadur, all along took a real and active interest in the work, and his judicious selection of the subordinate census staff was certainly responsible for the ultimate success of the census operations in this municipality. Moreover, the popularity which he enjoys as Chairman undoubtedly accounted for much of the smoothness with which the operations were conducted."

53. Meetings of supervisors were held at each municipal office at the end of January and the beginning of February, at which TRAINING OF CENSUS OFFICERS. the Special Census Officer explained the system, gave instructions as to the methods to be followed, and filled up some blank schedules as a practical demonstration. Each supervisor was then supplied with a sufficient quantity of plain paper and a few blank schedules, with instructions to have a few test enumerations made in his presence by each of the enumerators under him. The schedules were sent to each municipal office, where they were corrected by the Special Census Officer, and were returned to the enumerators through the supervisors, further instructions being given where necessary. All this took about two weeks' time, and by the 15th of February the circle lists, house lists, enumeration books, and paper for a draft record were supplied to the supervisors for distribution to the enumerators, with orders to commence the preliminary enumeration on the 18th February and finish it before the end of the month. While it was in progress, and after it was completed, several other meetings were held at which the supervisors were carefully instructed in their duties, final meetings being convened a day or two before the final census for an explanation of the exact procedure to be followed in the revision of the record and the collection of the provisional totals.

54. A proclamation was issued by beat of drum throughout each municipal area by the police, as well as by municipal-outdoor PRELIMINARY ENUMERATION. officers, to the effect that the preliminary enumeration would commence on the 18th of February, and that the people were under legal obligation to furnish all the information required of them by the census officers. The enumerators were directed in the first instance to prepare a draft record on plain paper. At Cossipur-Chitpur this was done in every case, bound *khata*s being supplied to the enumerators for the purpose. The record was also prepared, in the first instance, on plain paper by most of the enumerators in Garden Reach and Manicktollah. The preliminary enumeration began on 18th February, but was not completed everywhere by the end of February; in Manicktollah it lasted till the 5th March.

55. After the record had been checked by the supervisor, a fair copy of it was made in the enumeration books. The latter were examined and checked at each municipal office during the interval between the date on which the preliminary enumeration was completed and the date of the final census. At Cossipur-Chitpur each supervisor came with his enumeration books to the municipal office, where they were carefully examined and initialled by the Special Census Officer, the Chairman and the Overseer (who was Assistant Charge Superintendent): two of the Ward Superintendents also rendered occasional assistance. All the enumeration books were then returned to the supervisors, who were instructed to keep them till the night of the final census. The same procedure was adopted at the other two municipalities, except that at Manicktollah the enumeration books of each ward also passed through the hands of the Ward Superintendent, and were checked by him before being

finally sent to the municipal office. This ensured a double check, which had to be instituted in view of the apathetic attitude of the subordinate census staff. At the municipal office the enumeration books were carefully examined by the Special Census Officer and the Health Officer (Assistant Charge Superintendent), while the Chairman also tested a certain percentage of the entries. At Garden Reach the testing was mainly carried out by the Health Officer (Assistant Charge Superintendent) and the Head Clerk of the municipality, but a number of the enumeration books were also examined by the Special Census Officer. The latter reports:—“In spite of repeated instructions, it was found that the enumeration books were not altogether free from mistakes. In most of the circles the work was tolerably good, but some of the enumeration books were full of mistakes. This was due to the fact perhaps that proper care was not taken by the supervisors concerned to train their respective enumerators. Mistakes, wherever found, were promptly pointed out and corrected. Some of the enumeration books, which became hopelessly disfigured after correction, were returned to the supervisors to be written up again in fresh books issued for the purpose.”

56. Proclamations were issued by beat of drum throughout each municipality immediately before the census, directing people not to stir out of their houses after 9 P.M. on the night of the census, and to keep a light burning till the enumerators came and finished their work. Arrangements were also made with the local police to depute a sufficient number of constables on the census night to help the census officers in the discharge of their duties. Each supervisor met his enumerators at about 8 P.M. at a suitable place, where the enumerators were given their enumeration books, a cooly and a lantern each, and received a few final instructions from their supervisors, and were then told off to their respective blocks with instructions to commence the final enumeration punctually at 9-30 P.M. The supervisors also had to move about and see that the enumerators did their work properly.

57. The arrangements made for the compilation of the provisional totals are described by the Special Census Officer as follows:—“On the morning of the 11th March the enumerators made another round, and, after having collected the household schedules, stiched them in their proper places in their enumeration books. They then filled in column 2 of the schedules, and met their respective supervisors at the appointed places and helped them in preparing the circle summaries in the prescribed manner. The supervisors then took the circle summaries with the records to the municipal office, where the totals were posted by the Chairman in the charge summary, after they had been compared and thoroughly checked by him. A copy of the charge summary was then sent to the Magistrate, 24-Parganas, and another to the Calcutta Census Office, the records being sent later on during the day. None of the charge summaries reached the Calcutta Census Office before 2 P.M. on the 11th March, although orders had been issued to the effect that they were to be delivered by 12 noon.” The delay was due to a variety of causes. In Cossipur-Chitpur all the circle summaries could not be collected before 1 P.M. because some of the household schedules were not returned in time by the Europeans concerned, while the circle summary and enumeration books of the Gun and Shell Factories and their residential quarters were not received till 2 P.M. The charge summary for this municipality was ready by 2-30 P.M. and the records were despatched at 4 P.M. The charge summary of Garden Reach was delivered to the Calcutta Census Office at about 2 P.M. The last to be received was that for Manicktollah, which was not ready till 7-30 P.M., the delay being due to the slackness of some enumerators and supervisors.

58. The census of three places under the control of the military authorities, viz., the Gun and Shell Factory and the Seven Tanks Garden at Cossipur, and the Army Remount Depôt at Garden Reach, was conducted by the military authorities, the necessary forms being supplied from the municipal office concerned. The municipalities had nothing to do with the census of the canals, which was arranged for by the Assistant Engineer in charge of the canals, or of the

#### SPECIAL ARRANGEMENTS.

---

railways, for which the railway authorities were responsible. No special arrangements were made for the factories, as it was found more convenient to have them censused in the ordinary way. The Emigration Agency at Garden Reach, however, was constituted a separate block, and an enumerator appointed from the Agency staff. At Cossipur-Chitpur, in order to prevent double enumeration, letters were issued to all mills and factories working at night stating that those operatives who were at work on the census night were to be treated as present in their homes; similar instructions were of course also given to the supervisors and enumerators. Household schedules were distributed by the enumerators to the Europeans and Eurasians resident in their blocks and were collected by them on the morning of the 11th March. Two special enumerators were appointed at Cossipur-Chitpur and one enumerator in each of the other two municipalities for the distribution and collection of industrial schedules. These schedules were distributed on the morning of the 7th March, and collected before 10 A.M. on the 11th March.





## APPENDIX I.

## NOTIFICATIONS.

No. 657.—*The 31st January 1911.*—In modification of Notification No. 4916, dated 20th December 1910, and in exercise of the power conferred by sub-section (3) of section 2 of the Indian Census Act, 1910 (XVI of 1910), the Lieutenant-Governor in Council is pleased to delegate the power of appointing Census Officers which is conferred by the said section to the following authorities, namely:—

- (1) the Superintendent appointed under section 547, Calcutta Municipal Act, 1899, the Deputy Chairman of the Calcutta Corporation and the Assistant Census Officer to the Calcutta Corporation within the town of Calcutta, and
- (2) the said Assistant Census Officer, under the orders of the District Magistrate of the 24-Parganas, within the Cossipore-Chitpur, Manicktolla and Garden Reach Municipalities.

2. The Lieutenant-Governor in Council is also pleased, in exercise of the power conferred by sub-section (1) of section 3 of the same Act, to authorize the said authorities to issue the declaration in writing referred to in that sub-section in respect of all Census Officers appointed by them for their respective local areas.

3. The Lieutenant-Governor in Council is further pleased, in exercise of the power conferred by sub-section (1) of section 4 of the same Act, to appoint the Superintendent appointed under section 547, Calcutta Municipal Act, 1899, and the Deputy Chairman of the Calcutta Corporation, to be the officers who may, in the town of Calcutta, require—

- (a) every officer in command of any body of men belonging to His Majesty's Military or Naval forces, or to his Majesty's Indian Marine Service, or of any vessel of war,
- (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 sarai, hotel, boarding-house, lodging-house, emigration depôt, or club, and
- (e) every occupant of immovable property and every manager or officer of a railway or other commercial or industrial enterprise who has, at the time of the taking of the census, not less than twenty persons employed under him, or living on or in such property,

to 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 charges, or inmates of his house or present on or in such immovable property, as the said Deputy Chairman may, by written order, direct.

4. The Lieutenant-Governor in Council is further pleased —

- (a) in exercise of the power conferred by sub-section (1) of section 11 of the same Act, to declare that in the town of Calcutta all prosecutions under the said Act may be instituted before a Presidency Magistrate, and
- (b) in exercise of the power conferred by sub-section (3) of the said section 11, to authorize the Superintendent appointed under section 547, Calcutta Municipal Act, 1899, and the Deputy Chairman of the Calcutta Corporation to sanction the institution of all such prosecutions within the town of Calcutta.

5. Paragraph 3 of Notification No. 3338, dated the 29th August 1910, published at page 1229 of Part I of the *Calcutta Gazette* of the 31st August 1910, is hereby modified in so far as it relates to the town of Calcutta.

No. 108M.—*The 18th January 1911.*—In pursuance of section 546 of the Calcutta Municipal Act, 1899 (Bengal Act III of 1899), the Lieutenant-Governor in Council hereby announces that the Chairman of the Calcutta Corporation, with the sanction of the Corporation and of the Lieutenant-Governor in Council, has fixed the 10th March 1911, between the hours of 7 P.M. and midnight, as the time when the enumeration shall be made of all persons then being in Calcutta.

All persons are advised to remain in their houses, as far as possible, between 7 P.M. and midnight on the 10th March.

The particulars to be ascertained are those indicated in the headings to the annexed form of Schedule, except in special cases when household Schedules are supplied for the



**APPENDIX II.**

**RULES FOR THE CENSUS OF THE PORT.**

*Boundaries of the port.*

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

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

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

*Classification of vessels and boats.*

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

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

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

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

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

III.—The Port Census will include all persons on board any vessel or boat anchored

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

or moored in any part of the port area on the night of the 10th March between 7 P.M. and 12 P.M. It will further include—

- (a) All persons on board vessels of class A which are on the port side of the Sandheads on the night of the 10th of March after 7 P.M.
- (b) All persons on board vessels of class B which arrive in port between the 10th and 25th of March and have not already been censused elsewhere: and in the case of vessels of this class which leave the port on the night of the 10th of March, all vessels which have not discharged their pilot before 7 P.M. on that night.
- (c) All persons on board vessels of class C which arrive in port or are found afloat in the Hooghly below the limits of the port between the night of the Census and the night of the 14th March and have not already been censused elsewhere.

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

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

The necessary forms will be distributed by the enumerators in whose block the vessel is lying.

V.—(a) In the case of vessels of classes A and B which are in port before the 10th of

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

March and are likely to remain in port till after the night of the 11th March the schedules will be distributed in port, filled in on the night of the 10th of March, and collected by

the enumerator on that night or on the following morning.

The instructions and notices will be distributed with the schedules by the enumerator, who will take a receipt for them from the master of the vessel in a register which will be supplied to him. On the morning of the 11th March the enumerator will visit each vessel of this class and collect the returns, examining them to see that they are correct. He must check all the entries regarding lascars and natives of India.

(b) In the case of vessels of classes A and B which intend to leave port before the 10th of March the filling up of schedules will be managed by the agency of pilots under the direction of the Commissioner of Police. The pilot will make the enumeration if he is not discharged before 7 P.M. on the night of the 10th March. If he is discharged before that hour, he will not make the enumeration, but in the case of vessels of class B he will instruct the master of the vessel to do the work on the night of the 10th March and to hand his schedule to the officer of the next port at which he touches.

(c) In the case of vessels of class A which are on the port side of the Sandheads at 7 P.M. on the night of the 10th of March, but have not arrived within the limits of the port at that time, the pilot will arrange to have the schedules filled up while the ship is going up the river. If the passengers are landed between the hours of 7 and 12 P.M. on the night of the 10th of March, the pilot will hand to each a pass in the following form, which will be handed to any Census enumerator on shore who may wish to enumerate the party:—

This is to certify that \_\_\_\_\_ has already been enumerated.

Enumerator.

(d) In the case of vessels of class B which arrive in port between the 10th and 25th March, and have not already been censused elsewhere, the pilot will arrange to have the schedules filled in while the ship is going up the river.

At the time of making over schedules to masters of vessels of this class the enumerator will paste a white ticket "*Schedules distributed*" on the forepart of the hull which is nearest the left bank (Calcutta side) of the river. On collecting the returns on the morning of the 11th March he will paste a red ticket "*VESSEL CENSUSED*" over the white ticket.

Agency employed for the enumeration of vessels of class C.

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

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

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

#### A.—Preliminary Enumeration.

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

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

CIRCLE No.	BLOCK No.	BOAT No.
This card shows that there has been a preliminary enumeration for this boat.		

(c) The enumerator will begin from the north end of his block, and, after filling up the schedule, will paste a white ticket on a prominent part of the boat. He will then hand the schedule to the master in charge with instructions to keep it in good condition till the 10th of March, and to hand it over duly corrected on that date to the enumerator when he calls.

#### B.—Final Enumeration.

(a) The final enumeration of the port is defined to be the preliminary enumeration corrected so as to make it correspond with the state of facts existing on night of the 10th of March.

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

CIRCLE No.	BLOCK No.	BOAT No.
This card shows that there has been a final enumeration for this boat.		

and will hand the master of the vessel an Enumeration Pass in the form prescribed by Appendix II, Rule 11 of the Census Code. The master should be instructed to keep this pass carefully until the 25th March.

Two enumerators in a steam launch will be specially deputed to enumerate the occupants of small river boats lying moored south of the port area on the night of the Census. The extent of this special enumeration should be limited to one mile from the boundary.

#### C.—Supplementary Enumeration.

For three days after the 10th of March, i.e., on the 11th, 12th and 13th of March, the enumerators will remain at their blocks and will census all boats that may be found in the port after the night of the 10th of March and have not been censused elsewhere. Three boats will be placed across the river at the northern limit of the port and three boats at the southern end of the Botanical Gardens. These boats will stop all boats coming up and down the river for the purpose of seeing whether those on board have been enumerated. A red ticket on the boat will signify that a final enumeration has been made. Boats whose masters can present an enumeration pass, or which have red tickets pasted on them, will be allowed to pass: but in the case of other boats enquiries will be made and a census taken

if it is found that no enumeration has already taken place. These operations will cease at sun-down on the 14th of March.

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

VIII. (a) On the morning of the 14th March, all the enumerators will come with their records to the Office of the Census Officer, Calcutta. The enumerator will give the total of males and females, which he has enumerated, in the following form, which must be signed by the Superintendent of the Port Census :—

CERTIFICATE OF TOTALS.

CIRCLE No.		BLOCK No.			
Total number of vessels of class A		...			
Ditto class B		...			
Ditto class C		...			
GRAND TOTAL		...			
Vessels of class A.		Vessels of class B.		Vessels of class C.	
Males.	Females.	Males.	Females.	Males.	Females.
Grand Total		{ Males	...		
		{ Females	...		

(b) A supplementary return in the same form will be prepared on the 25th March for vessels of class B enumerated under Rule V (d).

\* NOTE.—The Census Office of Calcutta is situated in the Clock Tower at the New Market.

FORM OF NOTICE TO MASTERS OF SEA-GOING VESSELS.

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

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

3. You should not, if it can be helped, allow any of your crew to go on shore after 7 P.M. on the 10th March. If any one should be obliged to go, you should give him a certificate saying "Censused on board \_\_\_\_\_," noting the name of your ship and signing it. He should be told to show this certificate to any one wishing to enumerate him on shore.

4. If you are leaving port before the 11th March for another port in India, you should fill up the forms on the night of the 10th and deliver them to the Customs or other authority who may ask for them at the first port touched, or to the pilot, if he is still on board.

5. If you are still in port on the 11th March, you should deliver the schedules duly filled up, to the officer who calls for them.

6. When you give up the schedules, you will receive an Enumeration Pass which you should keep till the 25th March as proof that your vessel has been censused.

Census Officer, Calcutta.

*Extract from the Census Act, Section 4.*

Every person (except a Pilot or Harbour Master) having charge or control of a vessel shall, if so required by the District Magistrate, or by such officer as the Local Government may appoint in this behalf, 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 as such Magistrate or Officer may, by written order, direct. All the provisions of this Act relating to Census officers shall apply, so far as they can be made applicable, to all persons while performing duties under this section, and any person neglecting or refusing to perform any duty which he is directed under this section to perform, shall be deemed to have committed an offence under section 187 of the Indian Penal Code.

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

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

**KIDDERPORE DOCKS.***Block No. 7.**Addendum to Article 4 of the Rules for the Census of Ports.*

**NOTE.**—Vessels arriving from or leaving for another port in British India or a Native State will be regarded as "plying between coast ports" irrespective of their port of origin or ultimate destination.

## APPENDIX III.

## MANUAL FOR CHARGE SUPERINTENDENTS.

## CHAPTER I.—PRELIMINARY.

1. *Duties of Charge Superintendents.*—The Charge Superintendent is the Chief Census Officer in the area assigned to him, and is mainly responsible for the organization of and the successful working of the Census staff appointed under him.

He will be assisted by an Assistant Charge Superintendent who will be trained in the work, and it will be necessary for him with the help of the Assistant Charge Superintendent, to see to the proper distribution of enumerators and supervisors within his charge, and also to arrange for the timely distribution of Enumeration books and their collection after the Census, etc.

The Charge Superintendent will be appointed as soon as possible after the 15th January. Between that date and the date of the actual Census he is required to test the work of the supervisors and enumerators with the help of the Assistant Charge Superintendent, and to select the required number of supervisors and enumerators for his charge. In other words he will generally supervise the organization of the work, and see that the Census operations are carried on successfully.

2. *Preliminary arrangements.*—It may be pointed out that all the preliminary arrangements are complete, and to enable the Charge Superintendent to get an idea of the work, it is thought advisable to give a sketch of all the preliminary arrangements as they have been carried out.

- (a) The whole town has been divided into blocks containing from 250 to 300 people more or less, or otherwise a total of about 50 houses where the population is scattered. All these houses have been numbered. A separate serial has been used in each block. When the houses were being numbered lists were prepared showing the names of the head members of each family residing in the house, the number of rooms occupied by each family and the number of persons in each family. These lists are meant to act as indices for the use of the men who will do the actual enumeration. As far as possible the blocks, which are drawn to a scale of 50 feet to an inch on the plans, have been made to contain not more than 250 to 300 people, but in some cases they have been found to contain more than 300 people, and have therefore been sub-divided into two or more blocks which have been demarcated as follows:

To demarcate each man's jurisdiction, the first house, say No. 1, has a circle painted round the number, thus, (1), and the number of the last house has a triangle similarly painted round it, thus,  $\triangle_{50}$ . Where the number of houses in a block or a circle is, say, 71, and the total population amounts to, say, 250 by the time that house No. 47 is reached, the triangle is painted round the number of house 47 (previously, of course, a circle having been painted round the number of house No. 1), denoting that it is the last house in the block. Going on to house No. 48 a circle has been painted round it to denote that it is the first house in the new block, and fresh forms have been used for this second block. When the enumerator gets to the end of the second block, *i.e.*, house No. 71, he paints a triangle round the number to denote that it is the last house in the second block, and so on. And similarly if there were 173 houses in the block and after completing the second 250 or 300 men at house No. 71, the enumerator went on to find that by the time that he reached house No. 120 he had a further 250 men, he would paint a circle round the number of house No. 72 and a triangle round the number of house No. 120, and so on till he got to the end of the block.

The idea of keeping down a block to a population of 250 to 300 people is that it has been found that this number is the maximum that can be successfully dealt with by an enumerator between the hours of 7 p.m. and 12 midnight on the night of the actual Census. It should be noted, therefore, that for each 250-300 people one enumerator is required, and Charge Superintendents should accordingly satisfy themselves that the required number of enumerators has been really appointed.

3. *The Circle List.*—Every 10 or 15 blocks will comprise a circle and will be under the charge of a supervisor, who will be instructed in his duties by the Assistant Charge Superintendent. (Details will issue later.)

Each supervisor will be supplied with a Circle List, which contains details of all the blocks which comprise his circle. He will enter in column 9, in pencil, the names of the enumerators who are appointed for each block in his circle, and it is the duty of the Charge Superintendent to satisfy himself that the people nominated to act as enumerators are suitable for the work, and should accordingly sign the Circle List in token of his approval. If the supervisor and the Assistant Charge Superintendent cannot obtain a sufficient number of enumerators for all the blocks in their charge, the Charge Superintendent must himself appoint the necessary men and will send a list of the men appointed to the Census Office, so that the necessary letters of appointment may be issued.

As soon as they are appointed, the supervisors should go round the boundaries of their circles with the supervisors of the adjoining circle so as to make sure that no area has been left out and that all houses have been correctly numbered and marked on the plans. They will also take the enumerators round their block and show them exactly where they have to work.

Primarily the supervisors will be instructed in these details by the Assistant Charge Superintendents who will be more or less acquainted with the locality.

4. *Corrected return of houses.*—When the arrangement of blocks has been finally settled, the supervisor will report to the Charge Superintendent and send to him a copy of columns 7, 8 and 9 of his Circle List. The Charge Superintendent will send to the Census Officer an abstract in the following form:—

Name of Thana—

No. of Ward—

Number of Circles.	Number of Blocks.	Number of houses.	AVERAGE NUMBER OF—		REMARKS.
			Houses per block.	Blocks per circle.	
1	2	3	4	5	6

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

As new houses are likely to be erected after the completion of house-numbering, these enquiries should be continued up to the very day of the Census, and supervisors should be carefully instructed to see that their enumerators are carrying out this rule properly and are accounting for every house within their blocks.

### CHAPTER III.—THE PRELIMINARY ENUMERATION.

1. *Training the Census Staff.*—In order to secure correct entries in the various columns of the enumeration schedule, it is essential that the supervisors and enumerators should be very carefully and systematically trained beforehand. This is one of the most important duties of the Charge Superintendents and of the officers who may be deputed to help them.

It should be commenced *at once* and should be continued until it is quite clear that the instructions have been understood. Any cases of doubt should be referred to higher authority for orders. Charge Superintendents, with the help of their Assistant Charge Superintendents, must train all their supervisors and also as many enumerators as possible. The supervisors must not attempt to teach the enumerators until they themselves have been thoroughly instructed.

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

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

- (1) An enumeration book cover.
- (2) As many schedules as there are houses in his block. Each form contains two schedules.\*
- (3) The house list.

\*The schedule was treated as being the page and not, as elsewhere in Bengal, the leaf printed on both sides (in other words two pages.)



The requisite number of each of these forms should be given *before* the 15th February to the supervisors, who should be told to distribute them to their enumerators. Household schedules should also be issued at the rate of two\* for each European or Eurasian family.

4. The schedules and block lists should be neatly sewn into the cover. The Enumerator should go round his block and see that all the houses are correctly entered in the house list and are all correctly numbered. He should then, *on the 18th February 1911*, commence his first round. He should visit each house in the order shown in the house list, and fill in his schedule for all persons living there.

5. *Testing the Preliminary Record.*—From the commencement of the preliminary record until the 10th March the closest supervision should be exercised by the supervisors, the Charge Superintendents and their Assistants. *Every single entry should* be examined, by the supervisors, and as many as possible by the Charge Superintendents and their Assistants. It is the duty of the Charge Superintendents to see that the supervisors do their work properly. The fact that the work has been tested and the date of testing should be noted in column 12 of the house list. The preliminary record should be completed **BEFORE THE 1st MARCH WITHOUT FAIL**, and during the period between that date and the final Census, special efforts should be made to examine and correct as much as possible of the enumerator's work.

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

- (i) The serial number in column 2 will run for the whole block. It must on no account be filled in until after the final Census.
- (ii) In column 3 all persons who ordinarily live in the house should be entered, if they are likely to be present on the 10th March, even if they are absent when the preliminary enumeration is made. If a female's name is not mentioned, her relationship to some one else should be stated. If a woman objects to give the name of her husband, some one else should be asked to do so.
- (iii) When a person has no recognized religion, such as Hindu, Musalman, Christian, Jain or Buddhist, his tribe should be entered in column 4. Thus some Sonthals, Mundas, Oraons, Kharias, Limbus, Garos, etc., call themselves Hindus, and will be shown as such; others who still profess their own tribal beliefs will be entered as Sonthal, Garo, etc., as the case may be.
- (iv) Great care must be taken to see that the correct entry is made in column 8 of the schedule and to avoid words that indicate occupation or title or locality and are not the distinctive name of a separate caste. Thus Jaliya is a general name meaning 'fisherman' and includes persons of various castes, such as Kaibartta, Tiyyar, Malo, Bauri, Bagdi, and Rajbansi. The real caste, Kaibartta, or Tiyyar or Malo, etc., must be entered and not the general term Jaliya. Again persons of various Chota Nagpur tribes are often known as Buna or Dhangar. But these are only general terms and must not be entered. The real tribe, *i.e.*, Bagdi or Bauri, or Munda, or Oraon, etc., must be ascertained. Similarly Jaiswar is a title which is assumed by various castes, including Telis, Kurmis, Tantis, Chamars, etc. It must, therefore, be avoided in the Census schedules. There are many similar terms which must on no account be entered in the schedules. A list of the more common of them is given in Appendix X, which must be studied very carefully.
- (v) In column 9 general or indefinite terms, such as 'service,' 'shopkeeping,' 'writing' 'labour,' etc., must be avoided. The enumerator should find out and state the exact kind of service, the goods sold, the class of writing or labour.

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

- (1) Government service, (2) Railway service, (3) Municipal service, and (4) Village service,
- stating his rank and the nature of his work.

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

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

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

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

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

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

- In the case of labourers, not being agricultural labourers, distinguish earth-workers, labourers in mines, and operatives in mills, etc., stating the kind of mill or factory, such as jute mills, silk factories, etc.
- In the case of clerks the occupation of the clerk's employer should be noted. Accountants, cashiers, salesmen in shops, etc., should be shown separately.
- In the case of traders the kind of trade should be carefully specified, and it should be stated whether they make what they deal in.
- In the case of large manufactures show the proprietor as a manufacturer, and specify the branch of manufacture as jute manufacturer, etc. For minor industries state precisely the nature of the work done; for example, whether a weaver weaves cotton, silk, carpets, etc., whether a bangle-maker makes bangles of glass or lac, and so on.
- Women and children who work at any occupation, of whatever kind, must be entered in this column, whether they earn wages or not.
- (b) If a man has several subsidiary occupations, the enumerator should enter in column 10 only that on which he spends the most time.
- (c) Before filling up column 11 he should consider carefully the last sentence of supplementary rule 9.
- In the case of dependants of a joint family, several members of which earn money, he should enter in column 11 the principal occupation of the eldest. Servants should not be shown as dependent on the occupation of their master.
- (vi) When persons are born in India outside Bengal, the name of the Province or State must be given, as well as that of the district. In 1891 in such cases the name of the village or thana was frequently given instead of the name of the district.
- (vii) Care must be taken to exclude cases of white leprosy or leucoderma from entry in column 16.

CHAPTER IV.—THE FINAL ENUMERATION.

1. *General.*—The final Census will take place between the hours of 7 P.M. and midnight on the 16th March 1911. It will consist of the correction of the preliminary record by striking out the entries relating to all persons who have died or gone away and inserting the necessary particulars for newly-born children or new-comers. In order to reduce the changes recorded to a minimum, efforts should be made to induce people to spend the evening in their own homes and to avoid fixing that date for weddings or other ceremonies. They should also be asked to keep a light burning, and to remain awake until the enumerator has visited them.

2. *Procedure.*—If there is only one new-comer in a house, the entry for him can be made on the line left blank at the preliminary enumeration. Otherwise the entry must be made at the end of the book, the number of the house being repeated, and the word "continued" added. In 1891 and 1901 it was found that the erasures on the Census night were more numerous than the additions. The greatest care must, therefore, be taken to see that all new-comers and newly-born infants are duly entered.

3. *Supervision.*—While the final enumeration is in progress, the supervisors should be busy visiting as many of their enumerators as possible to see that the work is going on satisfactorily. They should also test on the spot as many of the new entries and erasures as possible before the morning of the 11th March. The enumerators should be warned beforehand that this testing will be made.

4. *The Enumerators' Abstract.*—On the 11th March the enumerators should collect any HOUSEHOLD SCHEDULES that may have been issued in their blocks and sew them into their books. They should then meet at some spot specified by the supervisor and prepare the abstracts inside the covers of their enumeration books. The Supervisor should cause the entries to be readed by two other enumerators, and, if the totals agree, he may take them as correct and post them in his circle summary. If they differ, he must check the figures himself.

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

Name of Supervisor.	Serial number of block.	Number of occupied houses.	NUMBER OF PERSONS.		
			Total.	Males.	Females.

The supervisor should arrange all the enumeration-books of his circle in the serial order of blocks and tie them up neatly, placing on the top a copy of the Circle List corrected up to the final night. He should then proceed to his Charge Superintendent,

deliver them to him, and take an acknowledgment specifying the total number of books received. Before giving this receipt, the Charge Superintendent must satisfy himself that a book has been given up for every block in the circle, and that the figures shown in each abstract have been correctly posted in the circle summary.

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

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

CIRCLE LIST.

<i>Charge</i>		<i>Name of Charge Superintendent</i>			<i>Circle No.</i>			
1	2	3	4	5			6	7
NUMBER OF CIRCLE AND NAME OF CIRCLE OFFICE.	Serial number of block.	Number of houses in block.	NAME OF ENUMERATOR.	PRELIMINARY RECORD.			Number of schedules (pages) issued to each enumerator.	REMARKS.
				DATE OF—				
				Com- mence- ment.	Com- pletion.	Testing.		

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

## APPENDIX IV.

**MISCELLANEOUS INSTRUCTIONS.**

*Extract from Circular to Charge Superintendents, No. C.C. 315, dated the 13th February 1911.*

Your Assistant Charge Superintendent has been ordered to attend daily, morning and evening, at the thana to get instructions, make arrangements, etc.

His main duties until the 18th February will be—

1. To see that all the blocks of the ward are complete and in order, along with the house list, which will be the indices for the use of the enumerators when they commence work.
2. In cases where blocks have been subdivided, he will have to cut out each subdivision and paste it on to plain paper of any kind giving reference numbers, etc.
3. After seeing that all the blocks are complete, he will have to go round and make over to each supervisor, the blocks belonging to his circle, and point out the boundaries and extent of each, so that the supervisor may know exactly where he has to work.
4. He must assist you to distribute the staff correctly, and see that the number of persons required as enumerators and supervisors is correct, and that all are ready to commence work on the 18th February. He must also perform any other duties which in the interests of the work you may impose upon him.
5. You are being supplied with ten copies of Districts in India for guidance, and ten copies of the list of mistakes usually occurring in the schedules. These will be used for reference by the officers who check the schedules at the thana.

*Circular to Charge Superintendents dated 18th February 1911.*

1. You will please let me know *before* the 1st March, the number of mills, workshops, factories, or any other works which are situated in your ward, and which employ more than 20 persons. These will include all places where articles of any kind are manufactured or repaired, and will include all works under Government and the Corporation.
2. You must remember that the enumeration of the police force will be done at the thana where they reside. One man should be deputed to do the enumeration.
3. All excess stock of forms, stationery and lanterns should be returned at once to my office.
4. It must be remembered that for the present all the general schedules supplied to the enumerators will be bound into the enumeration book cover. On the 11th March, when the household schedules are collected, they will be bound up along with the general schedules, but at the end of the book. The house list and block plan must also be bound up with the schedules, but at the beginning of the book.  
Great care must be taken to see that the enumerators enter all the details on their enumeration book cover and on the top of the schedules.
5. When going round doing the enumeration, each enumerator will note, in column 8 in the house list, the number of persons actually enumerated in each house. Please instruct your supervisors to see that this rule is carried out.
6. During the preliminary enumeration, the servants who actually reside on the premises of Europeans and Eurasians will be enumerated in the ordinary way by the enumerator. *Only Europeans and Eurasians* will be entered in the household schedules. These they will fill up themselves. The household schedules *must not be distributed before the 7th March*.  
Great precautions must be taken to see that all the household schedules are collected by the enumerator on the morning of the 11th March *before 9 a.m.* He will have, during the preliminary enumeration and at the time of distribution, to make notes in the house list showing what houses are to be supplied and have been supplied with household schedules.
7. Please note that each enumerator must be made to enumerate 50 persons daily, so that the preliminary enumeration may be completed before the 1st March.
8. It must be noted that no military men or troops of any kind will be enumerated by our enumerators, except at Hastings. These men are all being enumerated by the military authorities.
9. All large schools and colleges, jails and hospitals have been supplied with forms and are doing their own census. The records, however, will be collected by our enumerators on the morning of the 11th March. Please instruct your supervisors to go round and see that all these institutions have got their forms, and are carrying on the enumeration on

their premises, according to the printed letter of instruction which has already been issued to them.

*Circular to Charge Superintendents, dated 3rd March 1911.*

1. I wish to draw the attention of all Charge Superintendents to paragraph 17 of the Instructions to Supervisors, and to point out that it is very necessary that they should fix a place in each circle in the wards where the enumerators are to meet on the morning of the 11th March after collecting the household schedules, and it is very important that every enumerator should know exactly where he will meet his supervisor on that morning. You will therefore please fix the necessary place in each circle where all the enumerators will meet on that morning, and satisfy yourself that the enumerators understand exactly where they have to meet, and what they have to do.

These arrangements should be completed and reported to me without fail by Monday next, the 6th March.

2. With reference to the "Homeless Poor," it must be understood that they will form a separate block in themselves. Their schedules, will be kept separate from the others, and on the cover should be noted "Homeless Poor."

3. Your attention is again drawn to the rule that household schedules must not be issued before the 7th March. I have found that several enumerators have distributed these forms.

*Special Circular to Charge Superintendents, dated 7th March 1911.*

[To be carefully explained to all supervisors and enumerators.]

Your attention is now drawn to the arrangements for the night of the 10th and the morning of the 11th March, about which there should be no misunderstanding.

1. At 8 p.m. on the night of the census every supervisor and enumerator should be at his post with his enumeration book and lantern, ready to commence the work of final checking, at gun-fire. You, your assistant, and as many of the police staff as can be spared, should go round the ward, each to a different section, and see that all enumerators and supervisors are at their posts. If they are not found, someone should be sent to their homes to bring them to their posts at once.

2. At gun-fire, each enumerator will go round and check the entries in his enumeration book, making the necessary corrections and additions, and must strive to get through his work by midnight.

3. The rules for the work to be done the next morning are contained in paragraphs 17 and 18 of the Instructions to Supervisors. Their first duty is to go round and collect all the household schedules and industrial schedules. This must be commenced at 6 a.m. and should be completed by 8 a.m. or 9 a.m. on the 11th March. They will then sew their household schedules into their enumeration books, and immediately go to the place fixed where they will meet their supervisors. Here they will fill in column 2 of the schedule for the whole book. This will give them the total number of persons in the block. They will then count the males and females and enter the different totals in the "Enumerator's Abstract," which will be found on page 3 of the enumeration book cover. They will then count the number of occupied houses and enter them in the necessary column of the Enumerator's Abstract. Having done this, they will hand over their books to the supervisor, who will in turn give the books to two other enumerators, who will go through the whole thing again and make two independent checks. Each man who checks the totals of a book must sign his name at the bottom of the Enumerator's Abstract in token of his having done so.

4. Each supervisor will then collect the books of his circle and prepare his circle summary. For each block in his circle, he will have one entry in his circle summary. In column 1 of the circle summary, instead of "Name of Mauza" he will write, "Name of enumerator." Having prepared his circle summary and checked it, the supervisor will immediately proceed to the thana and make over his circle summary and the enumeration books of his circle to the Charge Superintendent, who will give him a receipt.

Until the Supervisor obtains a receipt for all the papers of his circle, he is not at liberty to go to his home or to office, and it must be very carefully explained to all the men that until this is done, they have not finished with census duty.

Having received all the papers from the supervisors, the Charge Superintendent will immediately compile his charge summary from the totals in each circle summary, and will immediately send in the charge summary and the records to the census office, by special messenger. This must be done before noon on the 11th March.

If there is any delay in packing records, etc., they may be sent later in the day, but the charge summary must reach this office before noon.

All Charge Superintendents will collect their supervisors and enumerators at the thana on the morning of the 9th March, carefully go through this circular, and explain to each man exactly what he has to do.

No person should be allowed to leave till he thoroughly understands his duties.