

**OFFICE OF THE CENSUS SUPERINTENDENT  
MADHYA PRADESH**

**TABULATION  
OFFICE GUIDE**

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# TABULATION OFFICE GUIDE

## CHAPTER I.—INTRODUCTION AND GENERAL PRINCIPLES

### Section I.—Introduction

“Indian Census, in particular, covers the largest population in the world and it is also one of the most economical administrative operations. Census as an institution goes back to the remote past, but it is no longer a mere counting of heads; *it involves extraction of information which plays a vital role in the determination of many of our administrative policies.* The facts elicited during the course of this operation yield valuable scientific data of sociological importance. In many matters it provides a useful guide for the effectiveness or otherwise of our economic policies.”

In these words, the late Honourable Sardar Vallabh Bhai Patel, Deputy Prime Minister of India, inaugurated the Census Conference held in New Delhi on the 23rd February 1950. Every worker of the Tabulation Office shall bear in mind these words, so that he might appreciate how the *accurate and honest work* done in this office by him would go a great way in shaping the future of his country. If any worker is not careful and allows mistakes to creep into his work, or he is otherwise not honest in extracting true information from the papers given to him, he would be stabbing his country in the back and his act would be described as one of greatest disloyalty and disservice to the country.

2. Every person working in the Tabulation Office must, therefore, realise that unless he is prepared to do his very best for his country with the very best of motives, he should leave the office honourably. It must be very distinctly understood that the work in this office must not be done with any motive of making money. Only those, who are prepared to put in genuine, honest and hard work with the object of serving their country, should continue.

3. (i) *The Quasi-Piecework System of payment.*—The Sorters have been recruited on a quasi-piecework system, according to which, while they are paid a minimum basic consolidated wage, they are also entitled to get reasonable bonus for their extraordinary and honest efforts. A minimum daily standard of work is fixed for every type of sorting work for each Sorter and this has been arrived at by actual practical tests. This standard is reviewed from time to time in the light of experience, if it is found necessary to do so. Ordinarily, it might be reviewed once a month, if necessary. Every average Sorter is expected to give this outturn, which entitles him to draw his basic consolidated pay. It is to be further noted that no deductions will be made from the basic consolidated pay of any Sorter, even if he fails to give this minimum outturn, so that an honest and diligent worker will be sure of his minimum income. If, however, it is found that the fall in the outturn of the Sorter's work is due to his negligence, carelessness, or idleness, he would either be dismissed, or otherwise removed, or he might be fined and warned. It may be pointed out that fines are not inflicted to serve as a source of revenue and a Sorter would be dismissed instead of being fined repeatedly.

(ii) *Bonus*.—The Sorters, who do hard and honest work and give an outturn higher than the prescribed minimum, will be given a bonus calculated on the basis of the outturn actually given and the optimum outturn fixed for the maximum bonus, which will not exceed Rs. 8 per month for any Sorter. The bonus will be subject to deductions for mistakes committed in sorting, as explained below.

(iii) *Mistakes in sorting*.—One mistake per thousand slips sorted will not affect the bonus earned. For every additional mistake per thousand slips sorted, a deduction of one anna will be made from the bonus earned. No deductions for mistakes will be made from the minimum basic consolidated wage of any sorter and he would be dealt with for carelessness, as explained in (i) above.

4. *Dismissal and liability for prosecution for fudging*.—Any Sorter, who deliberately gives false figures to fraudulently increase his outturn of work, would be handed over to the Police for being prosecuted for cheating as well as for deliberately preparing false records (an offence punishable under the Census Act) after being summarily dismissed for disloyalty to his country.

5. *The full attendance and punctuality allowance*.—Sorters, who are punctual and regular in attendance, will also get an additional monthly bonus of Rs. 2, provided that they have not been absent from the work due to any cause whatsoever and have also been punctual in attendance. This bonus is intended for expediting the work, which is of national importance and has to be completed within a limited time. It is also intended to encourage discipline in punctually and regularly attending office.

6. *The Attendance Register*.—The Deputy Superintendent shall maintain on his table an Attendance Register containing names of the administrative and technical assistants, the supervisors, the compiler-checkers, all sorters and other clerks in the tabulation office. On arriving at the office, each official shall note into the Register the time of his arrival against his name in the column of the particular date. Deductions will be made from the full attendance and punctuality allowance in the case of sorters who come late. Unpunctuality will be regarded as a serious breach of departmental discipline on the part of every employee of the tabulation office and would be dealt with accordingly. The Deputy Superintendent shall sign the Attendance Register at the end daily.

7. *Holidays and office hours*.—Except Sundays, no holidays shall be allowed.

The office hours shall be from 10 a.m. to 5 p.m. with half-an-hour interval for tea in the afternoon.

If the work of any Sorter is in arrears, the Deputy Superintendent might in his discretion allow him to work extra hours or on Sundays instead of removing him from service.

8. *The Diary*.—(i) Each Sorter shall maintain a daily diary of the work done by him. As soon as he comes to office he shall note the time of his arrival in his diary as well and get it initialled by his Supervisor, who shall also record the time in the work-card (Miscellaneous Form V) of the Sorter. Whenever a Sorter has to leave the office, he shall take permission of his Supervisor, who shall note into the Sorter's diary the time of his departure and arrival under his initials. The Sorter shall write into the diary a full

and accurate account of the work done by him during the day, including the number and nature of slips sorted and the Ticket number for which the sorting is done. He shall then fill in the Sorter's statement to be sent to the Accountant, and shall give it with the diary to his Supervisor before leaving the office after entering into it the time of his departure. The Supervisor shall check the statements to be sent to the Accountant, and shall sign them. He shall next fill in the work-cards of the Sorters (Miscellaneous Sorting form V) and shall submit the diaries of the Sorters, the statements for the Accountant and the work-cards of the Sorters to the Administrative Assistant along with his own diary. The Administrative Assistant shall satisfy himself about the correctness of the statements to be sent to the Accountant, and shall sign them and send them to the Accountant the next morning, and will return the diaries to the Supervisor, who will give them back to the Sorters. He will similarly examine the work-cards of the Sorters and the Supervisors' diaries, and will return them to the Supervisors the next morning.

(ii) During the course of the day, whenever any Compiler-Checker, Supervisor, the Administrative Assistant, the Technical Assistant or the Deputy Superintendent checks any work of any Sorter, he shall record the result of his check in the Sorter's diary under his signature and shall specifically mention the number and nature of mistakes, if any, detected by him.

(iii) The Compiler-Checker shall also maintain a daily diary, in which he shall note the time of his arrival and departure and shall note the details of work done by him. He shall submit his diary to the Supervisor.

(iv) The Supervisor shall also maintain a daily diary as above and shall submit it to the Administrative Assistant.

(v) Each Administrative and Technical Assistant shall also maintain a daily diary, which they shall submit to the Deputy Superintendent.

9. *Discipline.*—Complete silence shall be maintained in the tabulation office and any Sorter, or any other official, found engaged in idle chatting, would be summarily dismissed. Everyone must be after doing his work seriously and silently. Whenever instructions or explanations have to be given, this must be done in a very soft voice.

10. *Appreciation of good work in the Tabulation Office.*—The Superintendent of Census Operations, Madhya Pradesh, will give testimonials to honest, sincere and hard working employees of the office in appreciation of the work. He might also recommend suitable people for being absorbed in other Government offices when the tabulation work is completed. Sorters, who do good work, are likely to be promoted as Compiler-Checkers and, similarly, Compiler-Checkers can be promoted to the post of Supervisors, when vacancies occur.

11. *Secrecy.*—Every person working in the tabulation office shall maintain secrecy about all matters relating to the Census. Disclosure of any Census information to any unauthorised person is an offence under section 11 (1) (b) of the Census Act, 1948, and is punishable with imprisonment up to six months.

12. *Penalty for mischief.*—Any Sorter, Compiler, or other member of the Census staff who removes, secretes, damages or destroys any Census document or deals with any Census document in a manner likely to falsify or impair the tabulation of Census results shall be punishable with

fine which may extend to one thousand rupees and with imprisonment which may extend to six months under Section 11 (i) (c) of the Census Act, 1948.

### Section II.—Distribution of Work and General Principles

13. *Districts, sub-districts and census tracts.*—There are twenty-two districts in Madhya Pradesh. For purposes of tabulation, the districts are grouped into regions and sub-regions and they are also divided into sub-districts and census tracts, as shown in Appendix A, page .

The entire sorting and compilation work of each sub-district is entrusted to one sorting-team, consisting of a certain number of Sorters, Compiler-Checkers and a Supervisor.

14. The Tabulation Office is a factory, which receives the Census slips and the National Registers of Citizens as its materials. It has to process this raw material and produce the end products in forms of tables, abstracts and statements. Sorters, Compilers and clerks are the factory workers, who will do this processing by working in teams for the sub-districts. The Sorter's duties are clearly defined by the sorter's tickets. The Sorter converts slips into Sorter's tickets. Every single operation he has to do for this purpose is clearly described in the instructions printed at the back of the forms of the tickets. It will be found from the instructions that one operation leads to another and rigid adherence to the prescribed order is essential. The Compiler operates with the Sorter's tickets and the National Register. His end-products are the "Compiler's Posting Statements." In a few cases, he has to prepare intermediate papers, called "livelihood group abstracts". Here again, the process is rigid and mechanical and laid down clearly in the instructions contained in the book, "Sorting and Compilation Instructions". The Compiler's Posting Statements furnish the figures for the Census Tracts, which are picked up by the Tabulation clerks and posted to produce the "District Tables", in accordance with the prescribed procedure.

It will, therefore, be seen that the tabulation office is visualised as a factory and *has to be managed as such*. It is, therefore, extremely important that all ranks of Census officers and staff of the tabulation office must be thoroughly conversant with the technique of sorting and compilation work to be done or supervised by each. In short, every one in the office must know his job and know it well.

### Section III.—Receiving and Distributing Census Records sent by the Tahsildars and their verification and separation tractwise and the checking of the individual enumeration slips.

15. The first operation in the Tabulation Office consists in receiving and verifying the enumeration pads, the National Registers of Citizens and other papers sent by the Tahsildars. Bundles will begin to arrive in the Tabulation Offices from about the first week of March. They shall be received by the Technical Assistant in-charge of the Central Tabulation Branch. As the bundles are received from each Tahsildar, a simple receipt would be prepared by the Technical Assistant and given to the messenger, acknowledging only the total number of bundles and pointing out whether they were received in good or damaged condition in the following form, under the signature of the Deputy Superintendent:—

"Received from the Tahsildar.....Census papers in..... bundles. The bundles would be opened and checked later. The condition of the bundles was....."

16. The bundles as they are received will be given by the Technical Assistant into the custody of the Record-keeper of the Tabulation Office, who shall give a serial number to each bundle tahsilwise, and shall enter them into a register to be maintained by him in the following form:—

*Register of bundles received from the Tahsildars in the  
Tabulation Office at.....*

Date.	Name of Tahsil.	Serial No. of each bundle tahsilwise	Description of each bundle as given on the label affixed to the bundle.	Initials of Record- Keeper.	Initials of the head technical Assistant.
1	2	3	4	5	6

Date of issue.	Name of Supervisor to whom issued.	Initials of Supervisor.	Remarks.
7	8	9	10

17. The sub-districts and Census tracts formed for the Tabulation Office and described in Section II above, do not correspond to the tahsils or sub-divisions and, therefore, the Deputy Superintendent should proceed to get the papers distributed and checked as follows with the help of his Technical and Administrative Assistants.

18. *Distribution of bundles received from Tahsildars.*—The bundles received from all the Tahsildars of one district should first be distributed amongst the Supervisors for the sub-districts of that particular district in such a way that each Supervisor gets all the bundles of the tahsil or tahsils, which roughly correspond to the Census tracts in his sub-district.

19. *The verification.*—Each Supervisor should begin to open one by one every bundle given to him, and should verify the contents with the entries in the packing note, which would be found in each bundle. If the packing note is not received in any bundle, the Supervisor shall prepare a list of the papers received in that particular bundle. During this verification, the Supervisor must particularly see that the following papers have been duly received from the Tahsildar. If any of these papers are not received, he should immediately bring the fact to the notice of the Administrative Assistant in writing, and the Administrative Assistant will



get a letter issued to the Tahsildars by the Deputy Superintendent forthwith:—

- (i) The Circle List and Register.
- (ii) The National Register of Citizens for all the villages and wards, as given in the circle list and register.
- (iii) Enumeration pads for all the villages and wards, as given in the Circle List and Register.
- (iv) The enumerator's abstracts, the circle summaries and the charge summaries of all the blocks, circles and charges, as given in the Circle List and Register.

20. *Separation of enumeration pads and National Register of Citizens tractwise.*—As soon as the contents of the bundles received from the Tahsildars have been verified, each Supervisor should separate the enumeration pads and National Register of Citizens pertaining to the different tracts. There are three kinds of tracts—

- (a) the cities,
- (b) the rural tracts, and
- (c) the non-city urban tracts.

There are only two cities in Madhya Pradesh, namely, Nagpur and Jabalpur. The areas included in each of the two cities are given in column (7) of Appendix A at pages , and there would be no difficulty in separating records, because they would be received separately from the Tahsildars for the district areas. The rural tract of each tahsil consists of all the villages of that tahsil, excluding the towns.

The non-city urban tract consists of all the towns of a district (excluding the two cities of Nagpur and Jabalpur and the towns included in these City Census Tracts).

21. Appendix C, page , gives the list of the cities and towns in the different districts and tahsils of Madhya Pradesh, and with reference to this list, the Supervisors shall have to separate the slips of the different towns of each tahsil. Tahsildars will be sending the slips of the different towns separately and there would be no particular difficulty in picking up the bundles of towns from each tahsil papers.

22. In each district, there is a non-city urban tract and, therefore, the Supervisor will collect all the slips of the particular towns in each district, excluding the City Tract areas, and will keep them together with a slip of paper, on which the name of the non-city urban tract shall have to be clearly written.

23. Rural tracts have been formed in most cases in such a way that for almost every tahsil, there is a rural tract, and as pointed out above, the Supervisor has merely to exclude the bundles of the towns from the enumeration pads of each tahsil and the balance of the enumeration pad bundles would be the pads for the particular tahsil rural tract. They should also be tied together with a slip giving description of the rural tract as given in column (7) of Appendix A, page .

24. The Mahasamund tahsil of the Raipur district and the Janjgir and Bilaspur tahsils of the Bilaspur district are each divided into two Census tracts on account of the large population of these tahsils. It will, therefore, be necessary to separate the enumeration pad bundles for the different parts of these tahsils to correspond to each individual Census

tract. This will be done after removing the slips for the towns, if any, for being included in the non-city urban tract of the district. This work shall be done under the personal supervision of the Deputy Superintendent who will see that the two parts of each tahsil contain roughly equal population.

25. In the Durg district, the rural tract of the Rajnandgaon tahsil is combined with the rural tract of the Saja tahsil to form one Census Tract; similarly, the rural tracts of the Khairagarh and Khamaria tahsils together form one Census Tract [see column (7), Appendix A, page     ].

26. While separating the enumeration pads and National Registers of Citizens tractwise the Supervisors of the different sub-districts of particular districts shall work in co-operation under the direct supervision of the Technical Assistants who should see that the Supervisors carefully take possession of the enumeration pads and National Registers pertaining to the tracts lying within their respective sub-districts from one another during the process of separating the records. When a Supervisor receives certain bundles of pads or registers from another Supervisor for particular tracts, he shall give a clear acknowledgment in the diary of the Supervisor from whom he receives the bundles. The Supervisor, who parts with the bundles and registers, must not do so without obtaining the acknowledgment in his own diary from the receiving Supervisor. The Supervisor, who receives or gives the pads or registers to another Supervisor, must also make a clear note in his own diary also describing fully the transactions. *All the acknowledgments and notes in the Supervisor's diaries about transfer of pads and registers from one Supervisor to the other must be got countersigned by the Administrative Assistant forthwith.* The Administrative and the Technical Assistants shall be *personally* responsible to closely supervise the work, so that the distribution of enumeration pads and the National Register of Citizens according to the tracts and sub-districts takes place in an orderly manner amongst the Supervisors as soon as possible after the contents of the bundles received from the Tahsildars are verified.

27. *Checking of the individual slips in the enumeration pads.*—As soon as the enumeration pads have been separated for each tract, each team of Sorters headed by the Supervisor will become responsible for individually checking all the enumeration slips of all the villages or wards in all the tracts of their particular sub-district.

28. The Supervisor will give to each Sorter of his team the National Register of Citizens and the enumeration pads for one village or one ward at a time tract by tract. The Sorter shall examine all the slips in each pad and if any omission is detected by him in recording the code numbers or answers to any questions in any slip, he shall consult the National Register of Citizens or the Circle List and Register, and if the omitted entry appears in any of these records, he shall copy it into the slip.

29. Where an omission in recording an answer to a Census question in a slip cannot be supplied from the National Register of Citizens, the Sorter shall bring it to the notice of the Supervisor, who shall fill in the omissions strictly in accordance with the following rules, and shall also make a corresponding entry in the National Register of Citizens, and shall attest each entry made by him in the Register.

*Question No. 1 (Relationship to head of household).*—Where there is no entry, the person should be considered as “another relative” and the contraction “2” should be written in the slip after his name.

*Question No. 2 (Nationality, religion and special groups).*—Where there is no entry for any part of the question, the nationality religion or special groups, respectively, of the other members of the same household should be entered.

*Question No. 3 (Civil condition).*—If there is no entry, males under 21 and females under 16 should be treated as unmarried, and all others as married.

*Question No. 4 (Age).*—Omissions of age shall be treated as “Age not stated” for purposes of tabulation, and the omission shall not be supplied.

*Question No. 5 (Birth place).*—Where there is no entry, the district of enumeration should be entered, *i.e.*, the contraction “1” should be used.

*Question No. 6 (Displaced persons).*—Where there is no entry, “O” should be written.

*Question No. 7 (Mother tongue).*—Where there is no entry, the contraction for the language of the district should be written, namely, “1” for Hindi or “2” for Marathi as the case may be. (For language of the district see Section III, Chapter V, page .)

*Question No. 8 (Bilingualism).*—Where there is no entry, “O” should be written, as the person will be treated as having no subsidiary language.

*Question No. 9—Part One.*—Where there is no entry, supply the omission as below :—

(i) For males under 21 and for females—

(a) Write “2”, if no secondary means of livelihood is recorded against question no. 11, because such a person would be treated as a non-earning dependent.

(b) Write “3”, if a secondary means of livelihood is recorded against Question No. 11, because such a person will be treated as an earning dependent.

(ii) For males of and above 21 years of age, write “1”, as they will be treated as self-supporting persons.

*Question No. 9—Part Two.*—Any omission in this part should be supplied with reference to answer to Question No. 10. If the answer to question No. 10 contains any of the contractions, “1”, “2”, “3”, or “4”, the omission need not be supplied. In other cases, the answer to Question No. 10 should be carefully studied before supplying the omission. The answer to part one of Question No. 9 should also be seen and if the contraction “2” or “3” is used there, “O” should be written in part two of the question.

NOTE.—See paragraph 30 page also about correcting replies written in the second part of Question No. 9.

*Question No. 10 (Principal means of livelihood).*—In the case of dependents, for whom “2” or “3” is written in part one of Question No. 9, the principal means of livelihood of the head of the family should be recorded. In the case of self-supporting persons, for whom “1” is written in the first part to Question No. 9 the principal means of livelihood recorded for the dependents should be entered.

*Question No. 11 (Secondary means of livelihood).—*Where there is no entry write "O".

*Question No. 12 (Literacy).—*Where there is no entry, write "O" unless the answer to Question No. 10 clearly establishes that he is literate, as, for example, in the cases of school masters, college professors, etc.

*Question No. 13 (Fertility).—*Where there is no entry write "O".

*Question No. 14 (Sex).—*Where there is no entry, the sex of the person should be determined from the name or relationship in Question No. 1.

30. The Deputy Superintendent shall check ten per cent of the entries made in respect of the omissions under the above rules, and shall satisfy himself that the omissions have been supplied duly in accordance with the rules. If in any case the omissions are considerable in number, the Deputy Superintendent shall bring the circumstances of the case to the notice of the Superintendent of Census Operations.

31. If in the course of checking or sorting, an entry is found to be an obvious mistake, apparent on the face of the record, it should be brought to the notice of the Deputy Superintendent, who may authorise the case to be treated as if it were an omission.

32. It is necessary for the Sorter to examine the answer recorded in the second part of Question No. 9 with great care. If any of the contractions, "1", "2", or "o" is written in this part, he should pass over the slip. But if the contraction "3" is used, he should examine the answer to Question No. 10 also. If the answer to Question No. 10 is in form of one of the contractions, "1", "2", "3", or "4" (indicating that the slip belongs to an agricultural class), the Sorter will pass over the slip as before. But, if no contraction is used in the answer to Question No. 10 and if the slip is thus of a non-agricultural class, the answer to Question No. 10 must be carefully studied and it must be decided by obtaining the orders of the Deputy Superintendent whether the slip belongs to any of the following sub-groups of people who derive their income otherwise than through productive activity, and if the decision is that the slip belongs to one of these special groups, the contraction "O" must appear in part II of Question No. 9, and if the slip contains the contraction "3", it should be corrected and "O" should be written.

The sub-groups mentioned above are:—

- (i) persons living principally on income from non-agricultural property.
- (ii) persons living principally on pensions, remittances, scholarships and funds.
- (iii) inmates of Jails, Asylums, Alms-houses and recipients of dolls (for convicts in Jails, the words " सजाआप्ता कैदी " would be found in answer to first part of Question No. 9 and in Question No. 10, "O" might be found).
- (iv) beggars and vagrants.
- (v) all other persons living principally on income derived from non-productive activities.

33. After the Census Operations are over, the Deputy Superintendent shall prepare a note for the information of the Superintendent of Census Operations, specifying the extent to which omissions were supplied, and mistakes, were corrected in accordance with the above instructions.

34. After the check of enumeration pads of different village or ward is completed by the Sorter, he should tie the pads together and give them back to his supervisor, who would give him pads of another village or ward for similar scrutiny. It should be remembered that in some village or wards, different series of house numbers have been used for different localities or "Tolas", and care should be taken to tie together all the enumeration pads of the entire village or ward, because the subsequent operation connected with the preparation of Sorters Ticket "O" will be done village or wardwise and not for any part of any village or ward. This is a very important point, and Sorters and Supervisors should be very particular at this preliminary stage to tie the village bundles carefully, so that there would be no confusion in the subsequent sorting work.

35. After all the enumeration pads of all the villages and wards in all the tracts of a sub-district are duly scrutinised and the checking work is completed, the following three stages connected with the actual sorting and compilation work will have to be attended to one by one. The first stage should be completed before work is commenced on the second stage; and the second stage should be completed before work is commenced on the third. Within each stage Sorters and Compiler-Checkers should adhere strictly to the prescribed order of succession for the preparation of the various Sorters' tickets, statements and abstracts. The Sorters will find the instructions and procedure on the back of the forms of the tickets to be prepared by them. These forms will be given to them from time to time. The Compiler-Checkers will find the instructions for filling in the different statements and abstracts in the book "Sorting and Compilation Instructions" a copy of which they should obtain from their Supervisors and should study it very carefully.

#### Section IV.—The First Stage of Sorting and Compilation

36. The first stage of this operation consists in breaking of the enumeration pads for each village/ward, sorting of these slips for Sorter's Ticket "O" and preparation of the tickets and the preparation of the primary census abstracts for every tract by each village/ward by posting figures partly from the National Register of Citizens and partly from the Sorter's Ticket "O".

37. The instructions about preparation of Sorter's Ticket "O" are given at the back of the Ticket.

38. *Method of Sorting.*—Every Sorter must learn the method of sorting from the very beginning. Dealing of the slips into the pigeon-holes is a technical process, which must be carefully understood. The Sorter must hold a bundle of slips in his left hand and must deal straight into the pigeon-holes with his right hand. As a slip is being put into the hole, the Sorter's eyes should pass to the next and his hand holding the slips be moved towards the appropriate pigeon-hole in readiness for the other hand, when it is free, to complete the operation. *The Sorter should not pick up the slips one by one from the ground, as, thereby, he will waste much time by using one hand only in the operation.*

39. *Checking.*—While the sorting for Ticket No. "O" is in progress, the Compiler-Checkers, as well as the Supervisor, would be constantly checking the work and will record the result of the check into the Sorter's diary and will initial it.

40. *The primary Census Abstract.*—As soon as the Sorter's Ticket "O" is ready and is tested and passed as correct by the supervisor for a village or ward, he would give it along with the National Registers of Citizens of that village or ward to the Compiler-Checker, who checked the Ticket while the sorting was in progress for compiling the Primary Census Abstract. The instructions for preparing the primary Census Abstract will be found in the Sorting and Compilation Instructions' book at page 33. These should be carefully followed.

41. *Bundles of slips for villages.*—As the sorting for Ticket "O" is completed for each village or ward, the Sorter would be handing over to the Supervisor forty-eight bundles for each village or ward (8 livelihood classes  $\times$  3 general, sample and refugee slips  $\times$  2 sexes, males and females). Each bundle will have at its top a slip giving description of the bundle. The slip will be in the prescribed form (Miscellaneous Sorting Form I).

42. *Throwing of slips together to form Tract Bundles.*—The slips are dealt with separately for each village or ward only up to the stage of preparing Sorter's Ticket "O", from which the Primary Census Abstract is prepared by the Compiler with the help of the National Register. As soon as this is done, the Supervisor has to prepare 48 bundles for the tract as a whole by carefully combining relevant small bundles of all the villages or wards of the Census Tract. This stage, at which the slips are thrown together for tracts, is very important. Thereafter, no Census information can be extracted for individual villages or wards and this work must be done under the close supervision of the Technical and Administrative Assistants, who should satisfy themselves that it is done at the proper stage and with due care and caution.

43. While preparing the 48 large bundles for a tract by combining the relevant small bundles of all villages or wards in the tract, as explained above, the Supervisor shall tie with each bundle the identification card in duplicate in the prescribed form (Miscellaneous Sorting Form II).

44. As soon as the 48 bundles are prepared, by the Supervisor for each of his Census tract in his sub-district, he should prepare a tract-wise Ticket "O" for the whole of his sub-district. The big Ticket "O" for the sub-district will show at a glance the number of slips in each livelihood class of different tracts under the heads, General, Sample and Refugees and the sub-heads males and females. This big Ticket "O" will thus be very useful while distributing the tract bundles amongst Sorters, as it will at once show the number of slips in each bundle in the different tracts of the sub-district as a whole.

#### Section V.—The Second Stage of Sorting and Compilation

45. The second stage consists in distribution of slips by livelihood classes in made-up boxes; sorting and preparation of all other prescribed Sorter's Tickets, *i.e.*, Sorter's Tickets 1 to 10 and Sorter's Ticket (Special); posting of figures from these Sorter's Tickets and preparation of all the prescribed statements and abstracts, *i.e.*, Compiler's posting Statements 1 to 15 and Compiler's posting statements (Special) and livelihood group abstracts.

46. *Boxes of slips.*—The method of distributing the bundles of slips amongst the Sorters is described in Chapter II, pages 16-17. As soon as the distribution of bundles of slips of a sub-district amongst the Sorters of the team of that sub-district is decided upon, they are placed in duly numbered

boxes, which are immediately entered into the Record Keeper's Register of Boxes and Slips (Miscellaneous Sorting Form IV) and when they are issued to the Supervisor they are again entered into the Supervisor's Register of Boxes and Slips (Miscellaneous Sorting Form III).

47. *Method of keeping slips in boxes.*—The slips would be given to each Sorter in two boxes. One would contain the male slips and the second the corresponding female slips. If in any particular case the same Sorter is given slips relating to different tracts, the slips of each tract *must* be kept either in distinct compartments of the box, or in different bags to be kept in the box. The slips of different tracts must always remain separate in the box either in the different compartments or in different bags. *Extreme care should be taken at all times not to mix up slips of different tracts.* The slips in each compartment should be taken out and sorted separately and restored to its proper place before other slips are taken out for sorting.

48. *Checking of bundles in his boxes by the Sorter.*—On getting his two boxes of male and female slips, each Sorter should check the bundles in each box and sign both copies of the identification cards (Miscellaneous Sorting Form II) and keep one with the bundle and give the other to the Supervisor. The Supervisor should verify the identification cards with the entries in his register and should give them to the Record Keeper for being preserved with the Record Room Register of boxes.

49. *Sorting for the different tickets.*—The Sorters should begin the sorting work strictly in accordance with the instructions given on the Sorter's Tickets, for which they have to do the sorting.

50. *Check during sorting.*—The Compiler-Checker should check the sorting while it is in progress. He should verify that the slips have been properly sorted and if the slips in any pigeon-hole have been totalled and entered in the Sorter's Ticket, he should count and check the totals. The extent of testing will depend upon whether mistakes are found or not. If none are detected, it will be sufficient to test 10 per cent of the slips. If mistakes are found, an additional 10 per cent must be checked. The Compiler-Checker should make a record of the result of his check into the Sorter's diary, as mentioned in paragraph 8 (ii), Chapter I, Section I, page 3.

51. *Test by the Supervisor.*—When a Sorter announces that he has completed his sorting of any ticket, the Supervisor must at once go and test the work. In testing, he should take into account the check already made by the Compiler-Checker. The Supervisor should examine the slips in the pigeon-holes to satisfy himself that they have been properly sorted. As the slips are tied by hundred, he can best do this by taking a packet at a time and running a finger along the end, keeping his eyes fixed on the column for which sorting is being made. When the column is near the centre of the slip, the string should be slipped towards the end. There is always a risk that a packet of slips of one category may be inadvertently placed with the slips of another category. Utmost care must, therefore, be taken to see that each packet of slips included in a given total belongs to it. The misplacing of a packet of entered slips is far more serious than the wrong pigeon-holing of a single slip in the course of sorting.

52. The counting must also be tested. The Supervisor will take a packet of slips and will divide it into two parts, giving one to the Sorter to count and counting the other himself. He should ask the Sorter how many

he has and this number with the quota in his own hands should give the correct total. He must, on no account, tell the Sorter how many he has taken.

53. *Supervisor's personal responsibility.*—The Supervisor shall be held personally responsible for the accuracy of the work of the Sorters, and the Compiler-Checkers and would be very severely dealt with if mistakes are found in the Sorter's Tickets signed by him in token of his check.

54. *Compiler-Checkers.*—There would be at least two Compiler-Checkers with each sorting-team. One of them would normally check the sorting work, while the other is posting the Compiler's posting statements, etc. They will work in rotation for the checking and compilation work. They must carefully study the book "Sorting and Compilation Instructions" which they should obtain from their Supervisors. The instructions in the book must be very carefully followed.

### Section VI.—The Third Stage of Sorting and Compilation

55. This stage of sorting and compilation consist in preparation of the household sample abstracts from the National Register of Citizens. The abstracts have to be filled in strictly in accordance with the instructions given below.

56. *Preliminary.*—The abstract will be prepared from the National Register of Citizens. It will be based on 4 per cent sample of the house-holds recorded in the National Register of Citizens relating to each village or town/ward. The preparation of the abstract is the third and final stage of the sorting and compilation operations and will be taken up after the sorting has been completed and all the prescribed compiler's statements are posted and the other abstracts are prepared.

57. *Marking of the first Sample Household.*—The Supervisor is responsible for the marking of the first sample household in each National Register of Citizens of his sub-district. For this purpose the Supervisor should divide the total number of households in each Register by twenty-five and add one to the remainder after the division. The number thus got will be the first sample household. He should mark the sample household *with a bold cross*.

58. *Marking of other Sample Households.*—The Compiler-Checker should then mark all other sample households in the register. He should mark every twenty-fifth household after the first sample household. In marking the sample households thus chosen, a bold tick should be used for the household after the first sample household and then the sample households should be marked with bold crosses and ticks alternatively.

Thus, if there are 163 households in the National Register of Citizens relating to a particular village or town/ward and the first sample household is 14, it would be marked with a bold cross and households 64 and 114 will also be marked with a bold cross, households 39, 89 and 139 will be marked with a bold tick. Great care should be taken to see that the order is not broken.

59. *Coding of Sample Households.*—The Compiler-Checker should then note against each bold cross or tick, the code number I, II, III, IV, V, VI, VII or VIII as explained below.



The code number to be written should be determined with reference to the Principal Means of Livelihood of the head of the household recorded in the National Register of Citizens in column 14. The eight numbers represent eight livelihood classes which are—

#### Agricultural Classes

- I.—Cultivation of land wholly or mainly owned.
- II.—Cultivation of land wholly or mainly un-owned.
- III.—Cultivating labourers.
- IV.—Non-cultivating owners of land; agricultural rent receivers.

#### Non-agricultural Classes

Persons who derive their principal means of livelihood from—

- V.—Production other than cultivation.
- VI.—Commerce.
- VII.—Transport.
- VIII.—Other services and miscellaneous sources.

So far as the agricultural classes are concerned the entries in column 14 of the register itself against the names of the heads of the households will be in code numbers and these should be reproduced against the crosses or ticks in the corresponding Roman numbers. In the case of non-agricultural classes it should be determined into which of the four livelihood classes V, VI, VII and VIII, the principal means of livelihood of the head of the household should be classified from the actual entry and the number should be entered against the cross or the tick.

60. *Preparation of the Abstracts.*—The Registers should then be distributed among the sorters in order of location code numbers and if possible the distribution should be arranged in such a manner that each sorter gets approximately the same number of sample houses. The Sorters should then copy the entries relating to the sample households in the abstracts. Each Sorter will prepare two abstracts. One will contain all sample households with a bold cross and the other will contain all sample households with a bold tick. The Sorter should fill up the different columns of the abstract as explained below (taking up the village/wards one after another in the order of the location code).

61. *Columns 1—3 of the Abstract.*—The Sorter should write in each of the abstracts in columns 1, 2 and 3, the serial number, the location code number and the livelihood class code number of the sample households that should be entered in that particular abstract in the order in the National Register of Citizens.

62. *Columns 4—11 of the Abstract.*—Column 3 of the National Register will show the number of persons in each household. With reference to this number it should be determined to which of the four groups 3 or less, 4—6, 7—9 and 10 persons and above, the household belongs. Having determined that, the number of males and females should be written in that household under that group. Thus, if there are five persons in a household, 3 males and 2 females the household will come under the second group and 3 should be entered under males and 2 under females in that group.

63. *Columns 12—17 of the Abstract.*—From column 5 in the National register specifying the relationship to the head of the household, the number of persons in the household who will come under the category mentioned in columns 12—17 of the abstract should be determined and entered in the appropriate column. Female heads of households should be entered in column 13 and not in column 12.

64. *Columns 18—21 of the Abstract.*—From columns 10 and 6 about the age and sex respectively as given in the register the number of male children with "O" as age should be determined and entered in column 18. Similarly the number of female children with "O" as age should be entered in column 19. The number of males whose age is recorded in the register as 21 and over should be entered in column 20. Similarly the number of females whose age has been recorded in the register as 21 and over should be entered in column 21.

65. *Columns 22—25 of the Abstract.*—The columns 9 and 6 in the National Register of Citizens relating to civil condition and sex respectively will give the number of unmarried males and females and married males and females. The number of unmarried males and females should be entered in columns 22 and 23, respectively. Similarly, the number of married males and females should be entered in columns 24 and 25, respectively.

66. *Totalling.*—When the abstracts have been completed for all the registers for a tract given to a Sorter he should total columns 4—25 of each page of each abstract separately and enter the page totals and strike a grand total. The Sorter should then hand over the abstracts to the Supervisor along with the registers of citizens.

67. *Over-check and approval.*—The compiler checker should over-check the correctness of the entries made by sorters, in respect of ten per cent of the households chosen at random. The Supervisor should approve the abstract for tabulation.

## CHAPTER II.—INSTRUCTIONS FOR DISTRIBUTION OF SLIPS IN MADE-UP BOXES AMONGST SORTERS

68. At the end of the first stage of the sorting and compilation operations, there would be 48 bundles of slips for each tract of a sub-district, as explained in paragraph 40, Section IV, Chapter I, page 5 and the problem would be to distribute all the bundles of the sub-district with the utmost care amongst the Sorters of the team for the sub-district.

69. The points to be remembered in distributing the bundles of slips in made up boxes amongst the Sorters are as follows:—

- (i) Each Sorter will be given two boxes one for male slips and the other for female slips.
- (ii) When slips of different tracts have to be kept in the same box for one Sorter, they must be kept in distinct compartments or in separate bags and must at all times remain separate as pointed out in paragraph 45, Section V, Chapter I, page 12.
- (iii) The volume of work with each Sorter should be uniform as far as possible, so that all sorters complete their work by about the same time.
- (iv) To ascertain fair volume of work, remember the following points:—
  - (a) number of tickets to be prepared in the case of each bundle of each livelihood classes, and
  - (b) difficult or easy nature of the particular tickets to be prepared in respect of particular bundles of particular livelihood classes and the daily out-turn fixed for each ticket as ascertained by actual practical sorting undertaken with the help of Supervisors and Compiler-Checkers. (Approximately each Sorter should have 40 thousand slips of agricultural classes, or 20 thousand slips of non-agricultural classes. Where sample slips, or displaced persons slips are distributed, smaller numbers will be suitable), and
  - (c) different Sorters should be employed for handling "general" slips, "sample" slips and "displaced persons" slips. In every case the same Sorter should handle the male and female slips of the same description. It would be necessary in many cases to entrust slips of the same livelihood class relating to different tracts to the same Sorter. This would be particularly necessary in respect of "displaced persons" slips in most sub-districts. [In all such cases instructions about keeping the slips separate given in (ii) above must be rigidly followed].
- (v) The aim at the time of making the distribution of bundles should be—
  - (a) to give only one livelihood class of one tract to one Sorter;
  - (b) where this is not possible, to give only one livelihood class and more than one tract, and
  - (c) where even this is not possible, to give more than one livelihood class of the same category (i.e. agricultural I, II, III, IV, or non-agricultural, VI, VII and VIII), but not agricultural and non-agricultural together, unless absolutely compelled.

70. While taking the above points into consideration, it will be necessary to have before you the consolidated Ticket 'O' for the particular sub-district tractwise, referred to in paragraph 42, Section IV, Chapter I, page 11. You will then see at a glance the number of slips in each of the 48 bundles of each tract. This will help you to make the distribution of the bundles amongst the individual Sorters. Each row of figures in the consolidated Ticket 'O' will show the number of slips in the different bundles of the same livelihood class for the different tracts, while each column will represent number of slips of males or females in respect of the general sample or displaced persons' slips of particular tracts of particular livelihood class.

71. In making the distribution, you might have to adopt any of the following courses:—

- (a) In some cases, you may have to give all six bundles of one tract of one particular livelihood class to one Sorter, in which case you will place the three bundles for males in one box and the other three bundles for females in another box.
- (b) In some cases, you might have to give only two bundles of one livelihood class of the general slips only to one Sorter, as might happen in the case of a large city for livelihood class VI, or even in the case of a very large tahsil for livelihood class I. In such a case, the single bundle of males would be placed in one box and the single bundle of females would be placed in the second box.
- (c) In some cases, you might have to give four bundles of sample and refugee slips of the same livelihood class of the same tract to one Sorter. In such a case, the two bundles for males would be in one box and the two other bundles for females would be in the second box.
- (d) In some cases, you might be required to give four bundles of sample and refugee slips of one tract of one livelihood class, as well as four bundles of sample and refugee slips of the same livelihood class of another tract to one Sorter. In such a case, you will have to make a partition in each of the two boxes of the particular Enumerator and in the box for the slips of males you will place the two bundles of male slips of one tract and in the second compartment of the same box you will place the other two bundles of the male slips of the other tract. Similarly, in the second box, you will place in two separate compartments the two bundles of the female slips of each of the two tracts. If compartments cannot be easily made in the box, the slips of the different tracts must be kept in different bags, so that slips of different tracts never get mixed up. (See paragraph 67 (ii) above).
- (e) In some cases, you might have to give two bundles of one livelihood class of one tract and two bundles of a different livelihood class of the same tract to one Sorter. In such cases, normally, you would see that the different classes are of the same category, i.e., they should either be from I to IV (agricultural classes), or from V to VIII (non-agricultural classes). In exceptional cases only, you might have to combine bundles of an agricultural class with those of a non-agricultural class.



**Section III.—Establishment correspondence and cash work**

77. This work will also be done directly under the Deputy Superintendent. The section shall consist of the accountant and the cashier. The accountant shall not handle any money. All payments shall be made by the cashier in presence of the Deputy Superintendent who shall certify cash payment as it is made under his signature. The Deputy Superintendent shall be responsible to see that the cashier furnishes adequate security to be approved by the Superintendent of Census Operations. The establishment and correspondence work will be handled by this branch.

78. The Cashier shall maintain a cash-book which shall be signed daily by the Deputy Superintendent after verifying the cash.

79. The cashier who will do the despatching work also will maintain a careful account of the postage stamps, and will get it signed by the Deputy Superintendent once a day.

## CHAPTER IV.—DUTIES OF OFFICERS

### Section I.—Duties of the Deputy Superintendent

80. The Deputy Superintendent shall be responsible to the Superintendent of Census Operations for the whole management of the Tabulation Office in his charge and in particular for the proper distribution of work amongst the Sorters in accordance with the instructions contained in Chapter II about the distribution of the slips in made-up boxes and in paragraph 58 of Section VI, Chapter I, page 14, regarding the distribution of the National Registers amongst the Sorters for the preparation of the Household Samples Abstracts. He will regard himself as the "Manager" of the important "factory", described in paragraph 12, Section II, pages 3—4. He is authorised to suspend or remove any Sorter or Compiler-Checker. He can also suspend any Supervisor subject to confirmation of the order by the Superintendent of Census Operations, Madhya Pradesh.

81. The Deputy Superintendent shall sanction and pay bonus and allowance according to the prescribed procedure. He shall also order such deductions from the Regularity and Punctuality Allowance in respect of the recipients thereof as he might deem proper, taking into account the requirements of the rules. He is also authorised to impose fines.

82. In addition to his full responsibility for the satisfactory working and discipline in the Tabulation Office in his charge, the Deputy Superintendent shall in particular be responsible for the following matters :—

- (i) That everyone attends office punctually.
- (ii) That all instructions about sorting, compilation and tabulation are duly and rigidly followed by all concerned.
- (iii) That all accounts are up to date and well maintained.
- (iv) That all payments are made promptly and in time.
- (v) That progress of sorting, compilation and tabulation is consistent with the expenditure, so that the work is completed within the amount provided for the specific item in the budget. For this purpose, the Deputy Superintendent shall pay the closest possible attention to daily progress of work in his office and shall promptly remedy defects. It shall be his duty to submit a weekly confidential report to the Superintendent of Census Operations along with the prescribed progress return. This confidential report should particularly analyse the actual work done and its money value and should clearly point out how much work was expected according to the budget for the particular money-value. In short, the report should give a full idea to the Superintendent of Census Operations as to whether the the work done during the week and its money-value are consistent with the budget estimate, so that full financial control might be exercised from the very beginning. It need hardly be mentioned that unless from the very start the progress of work is closely watched and finances controlled accordingly, much money will be wasted and work will be in arrears and there would be a serious budget deficit resulting in a calamity of the first magnitude for the tabulation office.
- (vi) That the Administrative and Technical Assistants function properly and that everybody in the tabulation office discharges his duty *silently and efficiently*.

### Section II.—Duties of the Administrative Assistant

83. (i) Each Administrative Assistant will be responsible for supervising and controlling the work of all sorting and compilation teams in his charge. In particular, it will be his special responsibility to maintain a close watch over the output, and the satisfactory working of the quasi-piecework system of payment for the Sorters.

(ii) He shall be responsible to the Deputy Superintendent to maintain a high standard of discipline in the office.

(iii) He shall see that the Supervisors discharge their duties fully and properly.

(iv) He will be responsible to ensure that each Sorter is quick in his work and gives the required outturn. He should be constantly on the move to detect at once if any Sorter's or Compiler's work becomes slow. He shall remove the cause of the slow progress at once. The Administrative Assistant must clearly understand that his principal duty is to maintain the speed of work in the office, so that work done by everyone is up to the standard fixed and does not fall below it.

(v) He shall do everything in his power to give all possible facilities to every Sorter, Compiler and Supervisor to enable him to work with zeal and speed. In particular, he should ensure that anyone requiring refreshments, etc., on payment, get it easily, cheaply and quickly. He should make first-class arrangements for cold and pure drinking water to be supplied free to any worker at his seat. He shall see that conservancy arrangements are very good.

(vi) He should, in fact, regard himself as a real "Welfare Officer" for the teams in his charge in the tabulation office "factory", described in paragraph 12, Section II, Chapter I, pages 6-7. By his spirit of co-operation and help, he should make every worker feel that he is his real well-wisher and guide. *He should remember above all that in a modern "factory", maximum "production" is ensured by contented and disciplined workers, who put their heart into their work. His main duty is to see that he does everything in his power to make every one take interest in his work and to make him feel proud of really good job done by him.*

(vii) The Administrative Assistant authorised in this behalf by the Deputy Superintendent shall also see that there is always sufficient stock of writing and other materials in the office, so that the work is never held up or hampered for want of anything. He must move the Deputy Superintendent in time for all his requirements. He shall check and initial the forms and stationery registers daily.

(viii) The Administrative Assistant shall maintain a daily diary, in which he shall briefly give an account of his day's activities, including action taken by him to replenish stock. Steps taken by him to improve speed in work should be particularly mentioned.

### Section III.—Duties of the Technical Assistant

84. (i) The Technical Assistant will have a special responsibility for the correctness of classification and accuracy of figures supplied by all the sorting and compilation teams. He will be the head of the Central Tabulation Branch and will be personally responsible for its work.



(ii) He shall check the work of the Supervisors, the Compiler-Checkers and the Sorters constantly. He shall make brief remarks in the diary of the official whose work he checks, pointing out mistakes detected by him.

(iii) He shall maintain a daily diary, in which he shall note main points about the nature of inaccuracies detected by him and suggestions, if any, for ensuring accuracy.

(iv) He must make every worker under him feel that accuracy is the cardinal principle of all Census work.

(v) It shall be his duty to check the daily statements for the Accountant submitted by the Sorters through the Supervisors and to send them promptly to the Accountant as per instructions contained in paragraph 1, Section I.

(vi) He shall see that the Accountant keeps the ledger account of each Sorter posted up to date. He shall initial the ledger account of each Sorter daily as required by paragraph 73, page 18, Chapter III, Section II.

#### Section IV.—Duties of Compiler-Checkers

85. It will be the duty of the Compiler-Checkers:

- (a) to check the sorting while it is proceeding and to record the result of their check in the Sorter's diaries, and
- (b) to post figures from the Sorter's Tickets as well as the National Register in the Primary Census Abstract and all the prescribed Compiler's Posting Statements and Abstracts.
- (c) to obtain from the Supervisors, and to study with the utmost care the book "Sorting and Compilation Instructions" and to follow the directions rigidly.
- (d) to study Appendix B about divisions and sub-divisions of Industries and services very carefully and to remember the details.

86. Compiler-Checkers should always work in pairs. The division of work between the partners should be effected as below:—

While preparing the Primary Census Abstract, different tract should be allotted to each of the two Compilers. While preparing Compiler's Posting Statements, one of the two Compiler-Checkers should be entrusted with the male slips and the other with the female slips. Every abstract of posting statement relating to a sorting and compilation team should be signed by both Compiler-Checkers of the team, one in token of posting and the other in token of checking.

87. Each Compiler-Checker shall maintain a diary of the work done by him daily.

#### Section V.—Duties of Supervisors

88. The Supervisor will be the Captain of the team, and will be held responsible for instructing and supervising the work of Sorters and Compiler-Checkers in the team and for maintaining the prescribed register and returns. He shall also maintain a diary of the work done by him daily.

89. He shall obtain from the Administrative Assistant a copy of the "Sorting and Compilation Instructions", and shall study it carefully and shall be responsible for the due compliance of all the instructions in that book.

90. He shall be responsible to see that every Sorter knows the correct way of dealing slips into the pigeon-holes and further that the sorter complies with the instructions in this respect contained in paragraph 36, page 10 Section IV, Chapter I.

91. He shall very carefully write the headings of all the Compiler's Posting Statements according to the instructions before giving them to the Compilers for being posted from the Sorter's Tickets or Abstracts. This duty should be performed with the utmost care, and suitable serial numbers should be written on the Sorter's Tickets before giving them to the Compilers for posting the relevant statements.

92. He shall strictly comply with the instructions contained in this book. The more important of these instructions are listed below:—

- (i) Regular and punctual attendance (paragraph 6, page 2).
- (ii) Maintaining and handling diaries of daily work. To send the prescribed statements to the Accountant and to prepare and submit the work-cards of Sorters to the Administrative Assistant (paragraph 8, pages 2 and 3).
- (iii) Discipline (paragraph 9, page 3).
- (iv) Verification of papers received from the Tahsildars; separation of enumeration pads for Census tracts; scrutiny and examination of the enumeration pads and supplying omissions and making corrections according to rules and instructions (paragraphs 16 to 33, pages 5 to 10).
- (v) Combining slip of Census tracts and placing identification-cards in duplicate with each (paragraphs 40 and 41, page 11).
- (vi) Preparation of Ticket 'O' for sub-district tractwise (paragraph 42, page 11).
- (vii) Method of keeping slips in boxes and distribution of boxes amongst Sorters and maintaining Supervisors' Register of Boxes (paragraphs 44-45, pages 11-12).
- (viii) Preparing list of "M/L sub-groups" (paragraphs 98 to 101, page 26).
- (ix) Responsibility for accuracy and checking of the work of the Sorters (paragraphs 49 to 51, pages 12-13) and noting of mistakes in the Sorter's diary [paragraph 8 (ii), page 3].
- (x) Marking of the first sample household for preparing the Census Abstract of sample households (paragraph 55, page 13).
- (xi) Distribution of the National Registers evenly amongst Sorters for preparing the Census Abstracts of sample households (paragraph 58, page 14).
- (xii) Approving the Census Abstracts of sample households for tabulation (paragraph 65, page 15).
- (xiii) Submission of progress reports (paragraphs 70 to 72, page 18).

**Section VI.—Duties of the Record-keeper**

93. (i) He shall work under the Technical Assistant.

(ii) He shall maintain a manuscript register of bundles received from the Tahsildars in the Form given in paragraph 14, page 5.

(iii) He shall also maintain the Record-keeper's Register of boxes and slips (Miscellaneous Sorting, Form IV), and shall make careful entries into it and obtain acknowledgments of the Supervisors as mentioned in paragraph 44, pages 11-12.

(iv) He shall be in-charge of the forms and stationery and shall also maintain the Forms and Stationery Register which shall be put up daily to the Administrative Assistant authorised by the Deputy Superintendent in this behalf who shall check it and initial it.

(v) The Deputy Superintendent might give any other additional work to the Record-keeper who shall do it diligently.

## CHAPTER V.—ADDITIONAL INSTRUCTIONS FOR SORTERS' TICKETS

### Section I.—Additional Instructions for Sorter's Ticket (Special)

94. The list of districts in Pakistan is printed at the back of the tickets. It is not therefore necessary for the Supervisor to give any other list to the sorter who should begin the first operation as follows. He should read the name of the district as given in the Second Compartment of question 6 on the enumeration slip. He should verify the name from the list at the back of the ticket and should affix a label to the first pigeon-hole giving name of the particular district. He should deal the first slips into this pigeon-hole. He should again read the name of the district on the second slip. If it is the same as the name on the first slip, he should deal this slip also into the first pigeon-hole. If it is a name of another district he should verify it from the list and should affix a label to the second pigeon-hole giving name of the second district and should deal the slip into it. The same process should be repeated for the third and subsequent slips till only one unlabeled pigeon-hole remains. Slips containing the names of the districts for which pigeon-holes have not been labeled should all be dealt into the last unlabeled pigeon-hole. When the sorting is completed the number of slips in each labeled pigeon-hole should be counted and entered into the ticket with the name of the district.

95. The succeeding stages of the first operations would be repeated exactly as before after removing all the labels from the pigeon-holes and taking up the slips in the original unlabeled pigeon-hole and dealing them into the pigeon-holes to be labeled as before. The slips have to be counted and entered into the ticket as before. The process is to be repeated till no slips remain in the unlabeled pigeon-hole.

The subsequent operations have to be performed as explained in the instructions on the back of the tickets.

### Section II.—Additional Instructions for Sorter's Ticket 2

96. The instructions given at the back of the Ticket must be very carefully studied and complied with.

97. Paragraph 4 of the instructions printed at the back of the Sorter's Ticket 2 deals with the cases of "Non-productive means of livelihood". For such persons, "I" should normally appear in answer to question 9 (i) and "O" in answer to question 9 (ii). It is likely that in many cases due to misunderstanding "3" might have been written in answer to question 9 (ii) instead of "O". If the mistake is detected at the time of checking the slips in the beginning, there would be no trouble as necessary correction will have been made in the slip. But, if this is not done, the matter might unnecessarily introduce error. The best way of avoiding this is that while preparing the list of "M/L sub-groups", as per requirements of paragraph 2 of the instructions printed at the back of the Sorter's Ticket 2, and further dealt with below the Supervisor should include therein the five sub-groups, mentioned in paragraph 4 of the instructions printed at the back of the Sorter's Ticket 2, namely:—

- (i) Persons living principally on income from non-agricultural property.
- (ii) Persons living principally on ~~pensions~~ remittances, scholarships and funds.
- (iii) Inmates of Jails, Asylums, alms-houses and receipts of doles.

(iv) Beggars and vagrants.

(v) All other persons living principally on income derived from non-productive activities.

98. The Sorters must clearly remember that while sorting for "M/L sub-groups" they have to carefully examine answer to question 10 and they have to deal the slip in accordance with the reply to this question. In the case of convicts in jails the words "Saja prapt kaidee" would be found written in part (i) of question 9 and in such cases "O" would appear in answer to question 10 according to the local instructions. Therefore these points should be remembered while dealing a slip in "M/L sub-group (iii)" of paragraph 66 above.

99. The Sorters must also remember that the slips of the 5 "M/L sub-groups" mentioned in paragraph 95 above are to be excluded from the second operation for Ticket No. 2.

100. The list of "M/L sub-groups" to be prepared by the Supervisors must be exhaustive and its careful preparation from the National Registers, as explained below, would mean that the subsequent work would be very much facilitated and considerable time and confusion of the Sorter would be saved.

101. The Administrative Assistant must see that each Supervisor commences the work of preparing the list of "M/L sub-groups" from the National Register for each Census tract from the beginning when the Sorter's Ticket "O" is being prepared for villages so that the list may be ready well in time.

102. The Supervisor must make it a point to study Appendix B extremely carefully. This Appendix is a statement showing the divisions and sub-divisions of industries and services. A thorough knowledge of this Appendix will be extremely useful to the Supervisors in intelligently preparing the list of "M/L sub-groups". In fact, his efficiency will be judged from his familiarity with the appendix, on which depends the Indian Census Economic Classification Scheme. It will be noticed that the Appendix divides the non-agricultural classes into ten divisions. Each division is sub-divided into a number of sub-divisions, and each sub-division is further divided into a number of groups. There are 88 sub-divisions and 202 groups.

103. The sorting for Ticket No. 2 will be done in accordance with the list of "M/L sub-groups" given to the Sorter by the Supervisor. These "Sub-groups" are merely the different occupations of non-agricultural classes which would be found recorded in the enumeration slips and the National Register of Citizens in different ways as answers to Question No. 10 of the Census questionnaire. The Supervisor, who has to prepare the list of the "M/L sub-groups" for each Sorter, should carefully go through the National Registers of Citizens and with his knowledge of Appendix B and with his own experience of sorting done by him in the beginning, he should give suitable names for similar occupations, which the particular Sorter is likely to encounter during the sorting of the slips. These will be the M/L sub-groups, and they should be such that an average Sorter should not find it difficult to decide which of the slips are to be dealt with in a particular pigeon-hole for a particular M/L sub-groups. A carefully prepared list of M/L sub-groups would thus make the Sorter's work easy and, at the same time, would much facilitate the subsequent work of the Tabulation Clerk, who would be required

to give code numbers to the M/L sub-groups noted in the Sorter's Ticket No. 2 with reference to Appendix B. Even the Compiler-Checker's work would be reduced, if the list of the M/L sub-groups is prepared with care. Thus, in some cases, a person may be recorded as a retail dealer in wheat. Another person may be a retail dealer in rice and a third may be a retail dealer in jawar. Now all these three professions are "M/L sub-groups" of the M/L groups 6.11 "Retail dealers in grain, etc." given in Appendix B, page 38. Instead of including all these three M/L groups separately in his list, an intelligent Supervisor, who has studied Appendix B carefully, would merely include in the list to be given to the Sorter the item "Retail dealers in all kinds of grain". This does not in any way create any difficulty for the Sorter and at the same time reduces the subsequent work of the Tabulation Clerk and the Compiler very considerably. In fact, actually the Sorter is also required to deal with equal ease all the slips into one pigeon-hole instead of three different pigeon-holes without being called upon to exercise any additional mental effort to do so. The Supervisor has also to be extremely careful to see that he does not attempt to reduce the number of "M/L sub-groups" to such an extent that the Sorter finds it difficult to decide the question of dealing a particular slip into a particular pigeon-hole for a particular sub-group. The main object should be to make the work as easy as possible for the Sorter, and at the same time to see carefully that similar occupations, which a Sorter can easily know to be similar, are grouped together under one M/L sub-group.

### Section III.—Additional Instructions for Sorter's Ticket 7

104. Hindi is the language of the district for the following districts:—

- (1) Sagar, (2) Jabalpur, (3) Mandla, (4) Hoshangabad, (5) Nimar, (6) Betul, (7) Chhindwara, (8) Balaghat, (9) Durg, (10) Raipur, (11) Bilaspur, (12) Raigarh, (13) Surguja and (14) Bastar.

105. Marathi is the language of the district for the following districts:—

- (1) Amravati, (2) Akola, (3) Yeotmal, (4) Buldana, (5) Nagpur, (6) Wardha, (7) Chanda and (8) Bhandara.

106. A list of the dialects of Hindi, Marathi and other languages should be obtained from the Supervisors.

107. If a person's mother-tongue is a dialect of the language of the district his mother-tongue will be deemed to be the language of the district. The Sorters have therefore to be extremely careful while dealing the slips and must read the answers to questions 5 and 7 very carefully and should consult the list of dialects freely whenever necessary. (See paragraph 107 below.)

### Section IV.—Additional Instructions for Sorter's Ticket 9

108. According to the instructions printed at the back of the ticket the Supervisor has to give to the Sorter a list of possible subsidiary languages. Question No. 8 of the census questionnaire is not included in the National Register of Citizens and it would not be very easy to give the possible list of subsidiary languages particularly in Urban tracts. The best method therefore to be adopted by the Sorters is the one similar to that described under additional instructions for Sorters Ticket (special). That is to say the Sorter goes on labelling his pigeon-holes as he comes across different subsidiary languages. If a slip is for a subsidiary language for which a pigeon-hole is already labeled it should be dealt into it.

109. It must be carefully remembered that the Sorter must deal with the dialects in the same pigeon-hole as the language and therefore no pigeon-hole should be labeled for a dialect. The list of languages and their dialects should be obtained from the Supervisor.

**Section V.—Additional Instructions for Sorter's Ticket 10**

110. Answer to question No. 12 must be carefully read. All types of Examinations would be found noted in the answers. A glance at the Sorter's Ticket will show that the lowest examination to be tabulated is that of "Middle School". Therefore all examinations below Middle School (that is below VIII class) should be merely included under the head "literate", that is to say all slips in which examinations lower than the Middle School Examination are noted should all be dealt with in the same pigeon-hole in which slips bearing the figure "2" are dealt. Similarly all examinations above middle school and below "Matriculation or S. L. C. Higher secondary" should be included under "Middle School". The same principle should be followed up to the "post-graduate in Arts or Science" level. With regard to the teaching, Engineering, Agriculture, Veterinary, etc., examinations you have to include under each head all types of examinations of the same profession. Thus—M.B.,B.S., M.S., F.R.C.S., L.R.C.P. and S., etc., which are all medical examinations will be included under the head "Medical".

## CHAPTER VI.—THE CENTRAL TABULATION BRANCH

111. It will be the duty of the Central Tabulation Branch to receive the Census slips, National Registers and other papers relating to the entire region and distribute them to the sorting and compilation teams in accordance with the instructions contained in Section III, Chapter I, pages 4—10. It will then receive the Primary Census Abstracts, Compiler's Posting Statements and all other prescribed Abstracts. These figures will relate to tracts. The Central Tabulation Branch will be responsible for checking these figures and preparing the prescribed District Tables from the Tract figures. It should devise ways and means of applying independent checks on the correctness of all the figures supplied by the sorting and compilation teams and it should certify the accuracy of the tables produced. The Branch will be headed by the Technical Assistant who will have Tabulation Clerks working under him, at the rate of two for each sub-region. Each clerk should be made responsible for checking and preparation of table relating to specified districts.

NOTE.—(1) The sub-region are given in Appendix A, pages 30 --32.

(2) The tabulation clerks should be specially trained by the Technical Assistant to allot group Code Numbers for Sorter's Ticket No. 2, after they are prepared by Sorters and before livelihood Group Abstracts are prepared by compiler-checkers. They should be made to carefully study Appendix B, showing the Divisions and Sub-Divisions of Industries and Services.

112. The Record-keeper of the Tabulation Office will be located in this Branch. (It may also be equipped with a calculating machine for handling figures with the approval of the Superintendent of Census Operations.) The Record-keeper shall discharge the duties mentioned in paragraph 91, page 24.



**APPENDIX A**

**LIST OF NAMES AND NUMBERS OF REGIONS, SUB-REGIONS, DISTRICTS, SUB-DISTRICTS AND TRACTS OF MADHYA PRADESH**

Number and name of sub-region	Code No. of each district in sub-region	Name of each district in the sub-region	No. of sub-district in each district	Name of each sub-district in the district	No. of census tract in each sub-district	Name of census tracts in each sub-district
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Region No. 1—Nagpur</b>						
1. Nagpur-Wardha.	1	Nagpur ..	1	N-1	1	Nagpur city (including Nagpur Municipality, Civil Station Sub-Committee and Nagpur Fort Area).
			2	N-2	2	Nagpur district non-city urban.
			3	N-3	3	Nagpur tahsil rural.
			4	N-4	4	Saoner tahsil rural.
	2	Wardha ..	1	W-1	1	Wardha district non-city urban.
			2	W-2	2	Wardha tahsil rural.
			3		3	Arvi tahsil rural.
			4		4	Hinganghat tahsil rural.
2. Chanda-Bhandara.	3	Chanda ..	1	Ch-1	1	Chanda district non-city urban.
			2	Ch-2	2	Chanda tahsil rural.
			3	Ch-3	3	Warora tahsil rural.
			4		4	Bramhapuri tahsil rural.
			5		5	Sironcha tahsil rural.
			6		6	Garchiroli tahsil rural.
	6	Bhandara ..	1	Bh-1	1	Bhandara district non-city urban.
			2	Bh-2	2	Bhandara tahsil rural.
			3	Bh-3	3	Gondia tahsil rural.
			4		4	Sakoli tahsil rural.
3. Chhindwara-Betul.	4	Chhindwara ..	1	Chh-1	1	Chhindwara district non-city urban.
			2	Chh-2	2	Chhindwara tahsil rural.
			3	Chh-3	3	Sausar tahsil rural.
			4	Chh-4	4	Amarwara tahsil rural.
	5	Betul ..	1	B-1	1	Betul district non-city urban.
			2	B-2	2	Betul tahsil rural.
			3		3	Multai tahsil rural.
			4		4	Bhainsdehi tahsil rural.
4. Hoshangabad-Nimar.	10	Hoshangabad ..	1	H-1	1	Hoshangabad district non-city urban.
			2	H-2	2	Hoshangabad tahsil rural.
			3	H-3	3	Narshimbapur tahsil rural.
			4		4	Harda tahsil rural.
			5		5	Seoni-Malwa tahsil rural.
			6		6	Sohagpur tahsil rural.
	11	Nimar ..	1	Ni-1	1	Nimar district non-city urban.
			2	Ni-2	2	Khandwa tahsil rural.
			3		3	Burhanpur tahsil rural.
			4		4	Harsud tahsil rural.

## APPENDIX A—cont.

## LIST OF NAMES AND NUMBERS OF REGIONS, SUB-REGIONS, DISTRICTS, SUB-DISTRICTS AND TRACTS OF MADHYA PRADESH—cont.

Number and name of sub-region	Code No. of each district in sub-region	Name of each district in the sub-region	No. of sub-district in each district	Name of each sub-district in the district	No. of census tract in each sub-district	Name of census tracts in each sub-district
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Region No. 1—Nagpur—cont.</b>						
5. Amravati Yeotmal.	19	Amravati ..	1	A-1	1	Amravati district non-city urban.
			2	A-2	2	Amravati tahsil rural.
			3	A-3	3	Melghat tahsil rural.
	20	Yeotmal ..	4		4	Chandur tahsil rural.
			5		5	Morsi tahsil rural.
			6		6	Achalpur tahsil rural.
			7		7	Daryapur tahsil rural.
1			Y-1	1	Yeotmal district non-city urban.	
2			Y-2	2	Yeotmal tahsil rural.	
3			Y-3	3	Pusad tahsil rural.	
6. Akola-Buldana	21	Akola ..	1	Ak-1	1	Akola district non-city urban.
			2	Ak-2	2	Akola tahsil rural.
			3	Ak-3	3	Murtajapur tahsil rural.
					4	Washim tahsil rural.
					5	Balapur tahsil rural.
					6	Akot tahsil rural.
	22	Buldana ..	1	Bu-1	7	Mangrulpir tahsil rural.
			2	Bu-2	1	Buldana district non-city urban.
			3	Bu-3	2	Jalgaon tahsil rural.
					3	Chikhli tahsil rural.
					4	Mehker tahsil rural.
					5	Khamgaon tahsil rural.
		6	Malkapur tahsil rural.			
<b>Region No. 2—Raipur</b>						
1. Jabalpur-Sagar	7	Jabalpur ..	1	J-1	1	Jabalpur city including (a) Khamaria with the Ordnance Factory as also the Gun Carriage Factory Estate and The Central Ordnance Depot and (b) The Jabalpur Cantonment.
			2		2	Jabalpur tahsil rural.
			3		3	Sihora tahsil rural.
					4	Patan tahsil rural.
					5	Jabalpur district non-city urban.
					6	Murwara tahsil rural.
					7	Sagar district non-city urban.
					8	Sagar tahsil rural.
					9	Damoh tahsil rural.
	8	Sagar ..	1	S-1	4	Hatta tahsil rural.
			2	S-2	5	Rehli tahsil rural.
			3	S-3	6	Khurai tahsil rural.
					7	Banda tahsil rural.
					8	Mandla district non-city urban.
					9	Mandla tahsil rural.
2. Mandla-Surguja..	9	Mandla ..	1	M-1	1	Mandla district non-city urban.
			2	M-2	2	Mandla tahsil rural.
					3	Ramgarh (Dindori) tahsil rural.
					4	Niwās tahsil rural.
	17	Surguja ..	1	Su-1	1	Surguja district non-city urban.
			2	Su-2	2	Ambikapur tahsil rural.
			3	Su-3	3	Bharatpur (Changbhakar) tahsil rural.
					4	Surajpur tahsil rural.
		5	Samri tahsil rural.			
		6	Pal tahsil rural.			
		7	Baikunthpur tahsil rural.			
		8	Manendragarh tahsil rural.			

APPENDIX A—*concl'd.*LIST OF NAMES AND NUMBERS OF REGIONS, SUB-REGIONS, DISTRICTS, SUB-DISTRICTS AND TRACTS OF MADHYA PRADESH—*cont.*

Number and name of sub-region	Code No. of each district in sub-region	Name of each district in the sub-region	No. of sub-district in each district	Name of each sub-district in the district	No. of each census tract in each sub-district	Name of census tracts in each sub-district
(1)	(2)	(3)	(4)	(5)	(6)	(7)
<b>Region No. 2—Raipur—<i>cont.</i></b>						
3. Balaghat-Durg	12	Balaghat ..	1 2	Ba-1 Ba-2	1 2 3 4	Balaghat district non-city urban. Balaghat tahsil rural. Waraseoni tahsil rural. Baihar tahsil rural.
	15	Durg ..	1 2 3 4 5	D-1 D-2 D-3 D-4 D-5	1 2 3 4 5 6 7	Durg district non-city urban. Durg tahsil rural. Bemetara tahsil rural. Sanjari tahsil rural. Rajnandgaon and Saja tahsils rural. Kawardha tahsil rural. Khairagarh and Khamaria tahsils rural.
4. Raipur	.. 13	Raipur ..	1 2 3 4 5	R-1 R-2 R-3 R-4 R-5	1 2 3 4 5 6	Raipur district non-city urban. Dhamtari tahsil rural. Raipur tahsil rural. Mahasamund tahsil rural (A). Mahasamund tahsil rural (B). Baloda-Bazar tahsil rural.
5. Bilaspur	.. 14	Bilaspur ..	1 2 3 4 5 6	Bi-1 Bi-2 Bi-3 Bi-4 Bi-5 Bi-6	1 2 3 4 5 6 7	Bilaspur district non-city urban. Bilaspur tahsil rural (A). Bilaspur tahsil rural (B). Janjgir tahsil rural (A). Janjgir tahsil rural (B). Mungeli tahsil rural. Katghora tahsil rural.
6. Bastar-Raigarh	16	Bastar ..	1 2 3	Br-1 Br-2 Br-3	1 2 3 4 5 6 7	Bastar district non-city urban. Jagdapur tahsil rural. Kondagaon tahsil rural. Konta tahsil rural. Dantewada tahsil rural. Bhanupratappur tahsil rural. Bijapur tahsil rural. Kanker tahsil rural.
	18	Raigarh ..	1 2 3	Ra-1 Ra-2 Ra-3	1 2 3 4 5 6 7 8	Antagarh-Narayanpur tahsil rural. Raigarh district non-city urban. Raigarh tahsil rural. Kharsia tahsil rural. Ghadghora tahsil rural. Sarangarh tahsil rural. Udaipur tahsil rural. Sakti tahsil rural. Jashpur tahsil rural.

## APPENDIX B

STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIES  
AND SERVICES (I.C.E.C. SCHEME)

		<b>Primary Industries not elsewhere specified</b>		
Division 0	{	Sub-divisions 6	..	
		Groups 20	0.1	
			0.1	<i>Stock Raising</i>
			0.11	Herdsmen and shepherds.
			0.12	Breeders and keepers of cattle and buffaloes.
			0.10	Breeders and keepers of other large animals including transport animals. (1931 Groups 21 to 23, I.S.I.C. Major Group 0.1 Part).
			0.2	<i>Rearing of small animals and insects</i>
			0.21	Poultry farmers.
			0.22	Beekeepers.
			0.23	Silkworm rearers.
			0.24	Cultivators of Lac.
			0.20	Rearers of other small animals and insects. (1931 Groups 24 to 26, I.S.I.C. Major Group 0.1 Part)
	0.3	<i>Plantation Industries</i>		
		Owners, managers and workers in		
	0.31	Tea plantation.		
	0.32	Coffee plantation.		
	0.33	Rubber plantation.		
	0.30	All other plantations but not including the cultivation of special crops in conjunction with ordinary cultivation of field crops. (1931 Groups 9 to 15, I.S.I.C. Major Group 0.1 Part)		
	0.4	<i>Forestry and woodcutting</i>		
	0.40	Planting, replanting and conservation of forests (including forest officers, rangers and guards)		
	0.41	Charcoal burners.		
	0.42	Collectors of forest produce and lac.		
	0.43	Woodcutters. (1931 Groups 17 to 20, I.S.I.C. Major Group 0.2)		
	0.5	<i>Hunting (including trapping and Game Propagation)</i> (1931 Group 28, I.S.I.C. Major Group 0.3)		
	0.6	<i>Fishing</i>		
	0.60	Fishing in sea and inland waters including the operation of fish farms and fish hatcheries.		
	0.61	Gatherers of chanks and pearls.		
	0.62	Gatherers of sea weeds, sea shells, sponges and other water products. (1931 Group 27, I.S.I.C. Major Group 0.4)		
<b>Mining and Quarrying</b>				
Division 1	{	Sub-divisions 8	..	
		Groups 12	1.0	
			1.0	<i>Non-metallic mining and quarrying not otherwise classified—</i> including mining and quarrying of such materials as precious and semi-precious stones, asbestos, gypsum, sulphur, asphalt, bitumen. (1931 Groups 39 and 41, I.S.I.C. Major Group 19 Part)
			1.1	<i>Coal mining.</i> —Mines primarily engaged in the extraction of anthracite and of soft coals such as bitumenous, sub-bitumenous and lignite. (1931 Group 35, I.S.I.C. Major Group 11)
	1.2	<i>Iron ore mining.</i> (1931 Group 30, I.S.I.C. Group 121)		

## APPENDIX B--cont.

## STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIES AND SERVICES (I.C.E.C. SCHEME)--cont.

- 1.3 *Metal mining except iron ore mining*  
 1.31 Gold.  
 1.32 Lead, silver and zinc.  
 1.33 Manganese.  
 1.34 Tin and wolfram.  
 1.30 Other metallic minerals.  
 (1931 Groups 29 and 31 to 34, I.S.I.C. Group 122)
- 1.4 *Crude Petroleum and Natural Gas*  
 Oil Well and Natural Gas, well operations (including drilling) and oil or bitumenous sand operations.  
 (1931 Group 36, I.S.I.C. Major Group 13)
- 1.5 *Stone-quarrying clay and sand pits*  
 Extraction from the earth of stone, clay, sand and other materials used in building or manufacture of cement.  
 (1931 Group 37, I.S.I.C. Major Group 14)
- 1.6 *Mica*  
 (1931 Group 38, I.S.I.C. Group 19 Part)
- 1.7 *Salt, saltpetre and saline substances.*  
 (1931 Group 40, I.S.I.C. Group 19 Part)
- Processing and Manufacture—Foodstuffs, Textiles, Leather and Products thereof**
- Division 2 { Sub-divisions 10 .. 2.0 *Food Industries otherwise unclassified*  
 { Groups 39 .. 2.01 Canning and preservation of fruits and vegetables.  
 2.02 Canning and preservation of fish.  
 2.03 Slaughter, preparation and preservation of meat.  
 2.00 Other food industries.  
 (1931 Groups 73, 79 and 80, 81 Part, I.S.I.C. Groups 201, 203, 204 and 208)
- 2.1 *Grains and pulses*  
 2.11 Hand pounders of rice and other persons engaged in manual dehusking and flour grinding.  
 2.12 Millers of cereals and pulses.  
 2.13 Grain parchers and makers of blended and prepared flour and other cereal and pulse preparations.  
 2.10 Other processes of grains and pulses.  
 (1931 Groups 71, 72, I.S.I.C. Group 205)
- 2.2 *Vegetable oil and dairy products*  
 2.21 Vegetable oil pressers and refiners.  
 2.22 Manufacturers of hydrogenated oils.  
 2.23 Makers of butter, cheese, ghee and other dairy products.  
 (1931 Groups 68 and 81 Part, I.S.I.C. Groups 202 and 312)
- 2.3 *Sugar Industries*  
 2.31 Gur manufacture.  
 2.30 Other manufactures and refining of raw sugar, syrup and granulated or clarified sugar from sugar cane or from sugar beets.  
 (1931 Group 74, I.S.I.C. Group 207)
- 2.4 *Beverages*  
 2.41 Brewers and distillers.  
 2.42 Toddy drivers.  
 2.43 Ice-manufacturers.  
 2.40 Manufacture of aerated and mineral waters and other beverages.  
 (1931 Groups 76, 77 and 67, I.S.I.C. Major Group 21)

## APPENDIX B—cont.

## STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIES AND SERVICES (I.C.E.C. SCHEME)—cont.

- 2.5 *Tobacco*
- 2.51 Manufacture of bidis.
- 2.50 Manufacture of tobacco products (other than bidis) such as cigarettes, cigars, cheroots, and snuff. Stemming, redrying and other operations connected with preparing raw leaf tobacco for manufacturing are also included.  
(1931 Group 78, I.S.I.C. Major Group 22)
- 2.6 *Cotton textiles*
- 2.61 Cotton ginning, cleaning and pressing.
- 2.62 Cotton spinning, sizing and weaving.
- 2.63 Cotton dyeing, bleaching, printing, preparation and sponging.  
(1931 Groups 42, 43 and 49, I.S.I.C. Major Group 23 Part)
- 2.7 *Wearing apparel (except footwear) and made up textile goods.*
- 2.71 Tailors, milliners, dress makers and darners.
- 2.72 Manufacturers of hosiery, embroiderers, makers of crepe, lace and fringes.
- 2.73 Fur dressers and dyers.
- 2.74 Hat-makers and makers of other articles of wear from textiles.
- 2.75 Manufacture of house furnishing of textiles.
- 2.76 Tent makers.
- 2.70 Makers of other made-up textile goods, including umbrellas.  
(1931 Groups 52, 83-84, Part of 89, I.S.I.C. Major Group 243, 244)
- 2.8 *Textile Industries otherwise unclassified*
- 2.81 Jute pressing, baling, spinning and weaving.
- 2.82 Woollen spinning and weaving.
- 2.83 Silk reeling, spinning and weaving.
- 2.84 Hemp and flax spinning and weaving.
- 2.85 Manufacture of rayon.
- 2.86 Manufacture of rope, twine, string and other related goods from cocoanut, aloes, straw, linseed and hair.
- 2.80 All other (including insufficiently described) textile industries, including artificial leather and cloth  
(1931 Group 44-48 and 50, I.S.I.C. Major Group 23 Part)
- 2.9 *Leather, leather products and footwear*
- 2.91 Tanners and all other workers in leather.
- 2.92 Cobblers and all other makers and repairers of boots, shoes, sandals and clogs.
- 2.90 Makers and repairers of all other leather products.  
(1931 Group 51, 82, I.S.I.C. Major Group 29, Groups 241 and 242)
- Division 3 { Sub-divisions 9  
Groups 32 .. 3.0 **Processing and Manufacture—Metals, Chemicals and Products thereof**
- 3.0 *Manufacture of metal products, otherwise unclassified*
- 3.01 Blacksmiths and other workers in iron and makers of implements.
- 3.02 Workers in copper, brass and bell metal.
- 3.03 Workers in other metals.
- 3.04 Cutlery and surgical and veterinary instrument makers.
- 3.05 Workers in mints, die sinkers, etc.
- 3.06 Makers of arms, guns, etc., including workers in ordnance factories.  
(1931 Group 58, 62 Part, I.S.I.C. Major Group 33.)

## APPENDIX B—cont.

## STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIES AND SERVICES (I.C.E.C. SCHEME)—cont.

3.1 *Iron and Steel (Basic Manufacture)*

Manufacture of iron and steel, including all processes such as smelting and refining; rolling and drawing; and alloying and the manufacture of castings, forgings and other basic forms of ferrous metals.

(1931 Group 57 Part, I.S.I.C. Group 341.)

3.2 *Non-Ferrous Metals (Basic Manufacture)*

Smelting and refining, rolling, drawing and alloying and the manufacture of castings, forgings and other basic forms of non-ferrous metals.

(1931 Group 57, Part, I.S.I.C. Group 342.)

3.3 *Transport Equipment*

3.31 Building and repairing of ships and boats.

3.32 Manufacture, assembly and repair of Railway equipment, motor vehicles and bicycles.

3.33 Manufacture of aircraft.

3.34 Coach builders and makers of carriages, palki, rickshaw, etc., and wheel wrights.

3.30 Manufacture of all other transport equipment.

(1931 Group 91, 92 and 93, I.S.I.C. Major Group 38.)

3.4 *Electrical machinery, apparatus, appliances and supplies*

3.41 Manufacture of electric lamps.

3.42 Manufacture of electric fans and other accessories.

3.43 Manufacture of electric wire and cable.

3.40 Manufacture of electrical generating, transmission and distribution apparatus, electrical household appliances other than lights and fans; electrical equipment for motor vehicles, aircraft and railway locomotives and cars; communication equipment and related products, including radios, phonographs, electric batteries, X-Ray and therapeutic apparatus; electronic tubes, etc.

(1931 Group 94 Part, I.S.I.C. Major Group 37.)

3.5 *Machinery (other than electrical machinery) including Engineering Workshops*

Engineering workshop engaged in producing machine and equipment parts.

(1931 Group 58—62 Part, I.S.I.C. Major Group 36.)

3.6 *Basic Industrial Chemicals, Fertiliser and Power Alcohol*

3.61 Manufacture of basic industrial chemicals such as acids, alkali salts.

3.62 Dyes, explosives and fireworks.

3.63 Synthetic resins and other plastic materials (including synthetic fibres and synthetic rubber).

3.64 Chemical fertilisers.

3.65 Power Alcohol.

(1931 Group 66 Part and 70 Part, I.S.I.C. Group 311.)

3.7 *Medical and Pharmaceutical Preparations.*

(1931 Group 70 Part, I.S.I.C. Group 319 Part.)

3.8 *Manufacture of chemical products otherwise unclassified*

3.81 Manufacture of perfumes, cosmetic and other toilet preparations.

3.82 Soaps and other washings and cleaning compounds.

3.83 Paints, varnishes and lacquers and polishes.

3.84 Ink.

3.85 Matches.

3.86 Candle.

3.87 Starch.

3.80 Other chemical products.

(1931 Group 70 Part, I.S.I.C. Group 319 Part.)

## APPENDIX B—cont.

STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIE  
AND SERVICES (I.C.E.C. SCHEME)—cont.Processing and Manufacture—Not elsewhere  
specified

Division 4	{	Sub-divisions 10	4.0 <i>Manufacturing Industries otherwise unclassified</i>
		Groups 30	
			4.01 Manufacture of professional scientific and controlling instruments (but not including cutlery, surgical or veterinary instruments).
			4.02 Photographic and optical goods.
			4.03 Repair and manufacture of watches and clocks.
			4.04 Workers in precious stones, precious metals and makers of jewellery and ornaments.
			4.05 Manufacture of musical instruments and appliances.
			4.06 Stationery articles other than paper and paper products.
			4.07 Makers of plastic and celluloid articles other than rayon.
			4.08 Sports goods makers.
			4.09 Toy makers.
			4.00 Other miscellaneous manufacturing industries, including bone, ivory, horn, shell, etc. (1931 Groups 53, 96—99, I.S.I.C. Major Group 39.)
			4.1 <i>Products of petroleum and coal</i>
			4.11 Kerosene and petroleum refineries.
			4.12 Coke ovens.
			4.10 Other manufactures of products from petroleum and coal. (1931 Group 69, I.S.I.C. Major Group 32.)
			4.2 <i>Bricks, tiles and other structural clay products</i> Structural clay products such as bricks, tiles, etc. (1931 Group 64, I.S.I.C., Group 331)
			4.3 <i>Cement—Cement pipes and other cement products</i> Manufacture of cement, cement pipes and cement concrete products. (1931 Group 65, Part, I.S.I.C., Group 334)
			4.4 <i>Non-metallic mineral products</i>
			4.41 Potters and makers of earthen ware.
			4.42 Makers of porcelain and crockery.
			4.43 Glass bangles, glass beads, glass necklaces, etc.
			4.44 Makers of other glass and crystal ware.
			4.40 Makers of other miscellaneous non-metallic mineral products. (1931 Group 63 and 65 Part, I.S.I.C., Groups 332, 333, 339).
			4.5 <i>Rubber products</i> (1931 Group 99 Part, I.S.I.C. Major Group 30.)
			4.6 <i>Wood and wood products other than furniture and fixtures</i>
			4.61 Sawyers.
			4.62 Carpenters, turners and joiners.
			4.63 Veneer and plywood makers, match veneer and splint makers.
			4.64 Basket makers.
			4.60 Other industries of woody materials, including leaves, but not including furniture or fixtures. (1931 Group 54, 55, 56, I.S.I.C. Major Group 25.)
			4.7 <i>Furniture and fixtures</i> Manufacture of household, office, public building, professional and restaurant furniture, office and store fixtures, screens, shades, etc., regardless of material used. (1931 Group 88 and 89 Part, I.S.I.C. Major Group 26.)
			4.8 <i>Paper and paper products</i> Manufacture of paper and paper board and articles of pulp, paper and paper board. (1931 Group 70 Part, I.S.I.C. Major Group 27.)



## APPENDIX B—cont.

## STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIES AND SERVICES (I.C.E.S. SCHEME)—cont.

		4.9 <i>Printing and Allied Industries</i>
		4.91 Printers, lithographers, engravers.
		4.92 Bookbinders and stitchers. (1931 Group 9), I.S.I.C. Major Group 28.)
		<b>Construction and Utilities</b>
Division 5	{ Sub-divisions 8 Groups 12	5.0 <i>Construction and maintenance of works—otherwise unclassified.</i>
		5.1 <i>Construction and maintenance—Buildings</i>
		5.11 Masons and bricklayers.
		5.12 Stone-cutters and dressers.
		5.13 Painters and decorators of house.
		5.10 Other persons engaged in the construction or maintenance of buildings other than buildings made of bamboo or similar materials. (1931 Group 90, I.S.I.C. Major Group 40 Part.)
		5.2 <i>Construction and maintenance—Roads, Bridges and other Transport Works.</i> (1931 Group 105, 106 and Part of 113, I.S.I.C. Major Group 40 Part.)
		5.3 <i>Construction and Maintenance—Telegraph and Telephone Lines.</i> (I.S.I.C. Major Group 40 Part.)
		5.4 <i>Construction and Maintenance operations—Irrigation and other agricultural works.</i> (1931 Group 103-104 Part, I.S.I.C. Major Group 40 Part.)
		5.5 <i>Works and Services—Electric Power and Gas supply</i>
		5.51 Electric supply.
		5.52 Gas supply. (1931 Group 94 Part, I.S.I.C. Major Group 51.)
		5.6 <i>Works and Services—Domestic and Industrial water supply.</i> (1931 Group 161 Part, I.S.I.C. Group 521.)
		5.7 <i>Sanitary Works and Services—Including scavengers.</i> (1931 Group 100 and 161 Part, I.S.I.C. Group 522.)
		<b>Commerce</b>
Divisions 6	{ Sub-divisions 9 Groups 17	6.0 <i>Retail trade otherwise unclassified</i>
		6.01 Hawkers and Street Vendors otherwise unclassified.
		6.02 Dealers in drugs and other chemical stores.
		6.03 Publishers, Booksellers and Stationers.
		6.00 General Storekeepers, shopkeepers and persons employed in shops otherwise unclassified. (1931 Groups 119—125 Part, 138—152 Part, I.S.I.C. Major Group 61 Part.)
		6.1 <i>Retail trade in food stuffs (including beverages and narcotics)</i>
		6.11 Retail dealers in grain and pulses; sweetmeats, sugar and spices, dairy products, eggs and poultry; animals for food; fodder for animals; other food-stuffs, vegetables and fruits.
		6.12 Vendors of wine, liquors, aerated waters and ice in shops.
		6.13 Retail dealers in tobacco, opium and ganja.
		6.14 Hawkers and street-vendors of drink and foodstuffs.
		6.15 Retail dealers in pan, bidis and cigarettes. (1931 Group 126, 128, 129—137 Part, I.S.I.C. Major Group 61 Part.)
		6.2 <i>Retail trade in fuel (including petrol)</i>
		6.21 Petroleum distributors.
		6.20 Retail dealers (including hawkers and street-vendors) in firewood charcoal, coal, cow-dung and all other fuel except petroleum. (1931 Group 145, Part, 125 Part, I.S.I.C. Major Group 61 Part.)

APPENDIX B—*cont.*STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIES AND SERVICES (I C.E.C. SCHEME—*cont.*)

- 6.3 *Retail trade in textile and leather goods*  
Retail trade (including hawkers and streetvenders) in piece goods, wool, cotton, silk, hair, wearing apparel, made up textile goods, skin, leather, furs, feathers, etc.  
(1931 Groups 117-118 Part, I.S.I.C. Major 61 Part.)
- 6.4 *Wholesale trade in foodstuffs*  
Wholesale dealers in grains and pulses, sweetmeats, sugar and spices; dairy products, eggs and poultry, animal for food, fodder for animals, other foodstuffs, wholesale dealers in tobacco, opium and ganja.  
(1931 Group 129-137 Part, I.S.I.C. Major Group 61 Part.)
- 6.5 *Wholesale trade in commodities other than foodstuffs*  
(1931 Group 117-125 Part, 138-150 Part, I.S.I.C. Major Group 61 Part.)
- 6.6 *Real Estate*  
House and estate agents and rent collectors except agricultural land.  
(1931 Group 116 Part, I.S.I.C. Major Group 64.)
- 6.7 *Insurance*  
Insurance carriers and all kinds of insurance agents and other persons connected with insurance business.  
(1931 Group 115 Part, I.S.I.C. Major Group 63.)
- 6.8 *Moneylending, banking, and other financial business*  
Officers, employees of joint stock banks and co-operative banks, Munims, agents or employees of indigenous banking firms, individual money-lenders, exchangers and exchange agents, money-changers and brokers and their agents.  
(1931 Group 115 Part, I.S.I.C. Major Group 62.)
- Transport, Storage and Communications**
- 7.0 *Transport and communications otherwise unclassified and incidental services.*
- 7.1 *Transport by road*  
Owners, managers and employees connected with mechanically driven and other vehicles (excluding domestic servant) palki, etc., bearers and owners, pack elephant, camel, mule, ass and bullock owners and drivers, porters and messengers, persons engaged in road transport not otherwise classified, including freight transport by road, the operation of fixed facilities for road transport such as toll roads, highway bridges, terminals and parking facilities.  
(1931 Groups 107-111, I.S.I.C. Groups 712-714.)
- 7.2 *Transport by water*  
Owners and employees, officers, mariners, etc. of ships plying on the high seas, ships and boats plying on inland and coastal waters, persons employed in harbours, docks, rivers and canals including pilots, ship brokers.  
(1931 Groups 102 and 103-104 Part, I.S.I.C., Groups 715-716.)
- 7.3 *Transport by Air*  
Persons concerned with airfields and aircraft other than construction of airfields and air ports.  
(1931 Group 101 Part, I.S.I.C. Group 717.)

Division 7 { Sub-divisions 10  
              { Groups 10

APPENDIX B—*con.*STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIES AND SERVICES (I.C.E.C.) SCHEME—*cont.*

- 7-4 *Railway transport*  
Railway employees of all kinds except those employed on construction works.  
(1931 Group 112-113 Part, I.S.I.C. Group 711.)
- 7-5 *Storage and warehousing*  
The operation of storage facilities such as warehouses, cold storage, safe deposits when such storage is offered as an independent service.  
(1931 Group 116 Part, I.S.I.C. Major Group 72.)
- 7-6 *Postal Services.*  
(1931 Group 114 Part, I.S.I.C. Major Group 73 Part.)
- 7-7 *Telegraph Services.*  
(1931 Group 114 Part, I.S.I.C. Major Group 73 Part.)
- 7-8 *Telephone Services.*  
(1931 Group 114, I.S.I.C. Major Group 73 Part.)
- 7-9 *Wireless Services.*  
(1931 Group 114, I.S.I.C. Major Group 73 Part.)
- Health, Education and Public Administration.**
- 8-1 *Medical and other Health Services*
- 8-11 Registered medical practitioners
- 8-12 Vaid, Hakims, and other persons practising medicine without being registered.
- 8-13 Dentists.
- 8-14 Midwives.
- 8-15 Vaccinators.
- 8-16 Compounders.
- 8-17 Nurses.
- 8-10 All other persons employed in hospitals or other public or private establishments rendering medical or other health services ; but not including scavengers or other sanitary staff.  
(1931 Group 169—173, I.S.I.C. Group 822.)
- 8-2 *Educational Services and Research*
- 8-21 Professors, lecturers, teachers and research workers employed in Universities, Colleges and Research Institutions.
- 8-22 All other professors, lecturers and teachers.
- 8-20 Managers, clerks and servants of educational and research institutions, including Libraries and Museums, etc.  
(1931 Group 174-175 and 180, I.S.I.C. Groups 821 and 829 Part.)
- 8-3 *Army, Navy and Air Force*
- 8-31 Army.
- 8-32 Navy.
- 8-33 Air Force.  
(1931 Group 153—156, I.S.I.C. Major Group 81 Part.)
- 8-4 *Police (other than village watchmen).*  
(1931 Group 157, I.S.I.C. Major Group 81 Part.)
- 8-5 *Village officers and servants, including village watchmen.*  
(1931 Group 158, 162, I.S.I.C. Major Group 81 Part.)
- 8-6 *Employees of Municipalities and Local Boards* (but not including persons classifiable under any other division or sub-division).  
(1931 Group 161, I.S.I.C. Major Group 81 Part.)
- 8-7 *Employees of State Governments* (but not including persons classifiable under any other division or sub-division).  
(1931 Group 159 and 150 Part, I.S.I.C. Major Group 81 Part.)
- Division 8. { Sub-divisions 9  
                  { Groups 20 ..

## APPENDIX B—cont.

## STATEMENT SHOWING THE DIVISIONS AND SUB-DIVISIONS OF INDUSTRIES AND SERVICES (I. C. E. C SCHEME)—cont.

- 8-8 *Employees of the Union Governments* (but not including persons classifiable under any other division or sub-division).  
(1931 Group 159 and 160 Part, I.S.I.C. Major Group 81 Part.)
- 8-9 *Employees of Non-Indian Governments.*  
(1931 Group 160 Part, I.S.I.C. Major Group 81 Part.)

## Services not elsewhere specified

Division 9 { Sub-divisions 9  
Groups 19

- 9-0 *Services otherwise unclassified.*
- 9-1 *Domestic services (but not including services rendered by members of family households to one another*
- 9-11 Private motor drivers and cleaners.
- 9-12 Cooks.
- 9-13 Gardeners.
- 9-10 Other domestic servants.  
(1931 Group 186-187, I.S.I.C. Group 841.)
- 9-2 *Barbers and beauty shops*  
Barbers, hair dressers and wig makers, tattooers, shampooers, bath houses.  
(1931 Group 86-87, I.S.I.C. Group 845.)
- 9-3 *Laundries and Laundry services*  
Laundries and laundry services, washing and cleaning.  
(1931 Group 85, I.S.I.C. Group 844.)
- 9-4 *Hotels, restaurants and eating-houses.*  
(1931 Group 127, I.S.I.C. Groups 842-843.)
- 9-5 *Recreation services.*  
Production and distribution of motion pictures and the operation of cinemas and allied services, Managers and employees of theatres, opera companies, etc., musicians, actors, dancers, etc., conjurers, acrobats, reciters, exhibitors of curiosities and wild animals, radio broadcasting studios.  
(1931 Group 182-184, I.S.I.C. Major Group 83.)
- 9-6 *Legal and business services*
- 9-61 Lawyers of all kinds, including qazis, law agents and mukhtars.
- 9-62 Clerks of lawyers, petition-writers, etc.
- 9-63 Architects, Surveyors, Engineers and their employees (not being State servants).
- 9-64 Public Scribes, Stenographers, Accountants, Auditors.
- 9-65 Managers, clerks, servants and employees of Trade Associations, Chamber of Commerce, Board of Trade, Labour Organisation and similar organisation of employers and employees.  
(1931 Group 167, 168, 176 and 177, I.S.I.C. Group 825-827.)
- 9-7 *Arts, letters and journalism*
- 9-71 Artists, sculptors and image makers.
- 9-72 Authors, editors and journalists.  
(1931 Group 178 Part, 179, I.S.I.C. Group 829 Part.)
- 9-8 *Religious, Charitable and Welfare Services*
- 9-81 Priests, Ministers, Monks, Nuns, Sadhus, Religious mendicants and other religious workers.
- 9-82 Servants in religious edifices, burial and burning grounds, pilgrim conductors and circumcisors, etc.
- 9-83 Managers and employees of organisations and institutions rendering charitable and other welfare services.  
(1931 Groups 163 to 166, I.S.I.C. Groups 823 and 824.)

## APPENDIX C

## CITIES AND TOWNS IN MADHYA PRADESH

Code No. of District	Name of District	Code No. of tahsil	Name of tahsil	Code No. of city or town	Name of city or town	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
1	Nagpur	1	Nagpur	224	Nagpur City	Nagpur City includes Nagpur Municipality Civil Station Sub-committee and Nagpur Fort area.
				K-2	Kamptee.	
				K-3	Kamptee Cantonment.	
		2	Ramtek	309	Ramtek.	
		3	Umrer	423	Umrer.	
		4	Katol	159	Narkhed.	
				264	Mowar.	
				32	Katol.	
		5	Saoner	41	Khapa.	
				216	Saoner.	
				31	Kelod.	
				180	Mohpa.	
				19	Kalmeshwar.	
2	Wardha	1	Wardha	255	Wardha.	
				222	Deoli.	
				108	Pulgaon.	
				442	Sindi.	
		2	Hinganghat	287	Hinganghat.	
		3	Arvi	19	Arvi.	
				8	Ashti.	
3	Chanda	1	Chanda	127	Chanda.	
				290	Ballarpur.	
		2	Warora	519	Warora.	
				277	Chimur.	
		3	Brahmapuri	288	Bramhapuri.	
				4	Nawargaon.	
		4	Sironcha	..	..	
		5	Gadhchiroli	20	Armor.	
4	Chhindwara	1	Chhindwara	177	Chhindwara.	
		2	Amarwara	..	..	
		3	Sausar	452	Sausar.	
				255	Pandhurna.	
		4	Seoni	441	Seoni.	
		5	Lakhnadon	..	..	
5	Betul	1	Betul	1	Betul.	
				2	Betul Bazar.	
		2	Multai	4	Multai.	
		3	Bhainsdehi	..	..	
6	Bhandara	1	Bhandara	350	Bhandara.	
				274	Pauni.	
				209	Tumsar.	
		2	Gondia	119	Gondia.	
		3	Sakoli	..	..	
7	Jabalpur	1	Jabalpur	674	Jabalpur City, } These three towns are included in the Jabalpur City census tract.	
					Jabalpur cantonment and Kharmaria.	
		2	Sihora	421	Sihora.	
		3	Murwara	567	Murwara.	
		4	Patan	..	..	

## APPENDIX C—cont.

## CITIES AND TOWNS IN MADHYA PRADESH—cont.

Code No. of Dis- trict	Name of Dis- trict	Code No. of tahsil	Name of tahsil	Code No. of city or town	Name of city or town	Remarks
(1)	(2)	(3)	(4)	(5)	(6)	(7)
8	Sagar .. ..	1	Sagar .. ..	263	Sagar.	
				540	Sagar cantonment.	
		2	Rehli .. ..	321	Deori.	
				579	Garha-Kota.	
		3	Khurai .. ..	92	Khurai.	
				447	Bina-Etawah.	
9	Mandla .. ..			25	Bamora.	
		4	Banda .. ..	..	..	
		5	Damoh .. ..	356	Damoh.	
		6	Hatta .. ..	554	Hatta.	
		1	Mandla .. ..	743/5	Mandla.	
		2	Ramgarh (Dindori)	..	..	
10	Hoshangabad ..	3	Niwas.			
		1	Hoshangabad ..	317	Hoshangabad.	
				15	Itarsi.	
		2	Seoni-Malwa ..	190	Seoni-Malwa.	
		3	Harda .. ..	517	Harda.	
				206	Timarni.	
		4	Pachmarhi ..	..	1 Pachmarhi.	
		2-A	Pachmarhi canton- ment.			
11	Nimar .. ..	5	Sohagpur ..	411	Sohagpur.	
				157	Pipariya.	
		6	Narsimhapur ..	278	Narsimhapur.	
				175	Chhota Chhindwara.	
				599	Kareliganj.	
		7	Gadarwara ..	119	Gadarwara.	
		1	Khandwa ..	478	Khandwa.	
12	Balaghat .. ..	2	Burhanpur ..	49	Burhanpur.	
		3	Harsud .. ..	..	..	
		1	Balaghat .. ..	26	Balaghat.	
13	Raipur .. ..	2	Baihar .. ..	..	..	
				349	Waraseoni.	
		3	Waraseoni ..	..	382 Tirodi.	
		1	Raipur .. ..	476	Raipur.	
14	Bilaspur .. ..			24	Arang.	
		2	Mahasamund ..	..	..	
		3	Dhamtari .. ..	247	Dhamtari.	
		4	Baloda Bazar ..	495	Bhatapara.	
		1	Bitaspur .. ..	943	Bitaspur.	
15	Durg .. ..			164	Kota.	
		2	Mungeli .. ..	6	Mungeli.	
		3	Janjgir .. ..	214	Champa.	
		4	Katghora .. ..	..	..	
		1	Durg .. ..	294	Durg.	
		2	Bemetara .. ..	..	..	
		3	Sanjari .. ..	..	..	
		4	Rajnandgaon ..	270	Rajnandgaon.	
		6	Khairagarh ..	46	Khairagarh.	
		7	Dongargarh ..	56	Dongargarh.	
16	Bastar .. ..	8	Khamariya .. ..	..	..	
		9	Chhuikhadan ..	38	Chhuikhadan.	
		10	Kawardha .. ..	203	Kawardha.	
				330	Pipariya.	
		1	Jagdapur .. ..	251	Jagdapur.	
		2	Kondagaon .. ..	..	..	
16	Bastar .. ..	3	Antagarh-Narayan- pur.	..	..	
		4	Dantewara .. ..	..	..	
		5	Bijapur .. ..	..	..	
		6	Konta .. ..	..	..	
		7	Kanker .. ..	319	Kanker.	
		8	Bhanupratappur ..	..	..	
				..	..	
				..	..	

## APPENDIX C—cont.

## CITIES AND TOWNS IN MADHYA PRADESH—cont.

Code No. of District	Name of District	Code No. of tahsil	Name of tahsil	Code No. of city or town	Name of city or town	Remarks		
(1)	(2)	(3)	(4)	(5)	(6)	(7)		
17	Surguja..	1	Ambikapur	13	Ambikapur.			
		3	Surajpur	..	..			
		4	Pal	254	Ramanujganj.			
		5	Samri	..	..			
		7	Baikunthpur	180	Baikunthpur.			
		8	Manendragarh	117	Manendragarh.			
		9	Bharatpur (Changbhakar).	..	..			
		18	Raigarh..	1	Raigarh	239	Raigarh.	
				2	Gharghoda	90	Gharghoda.	
3	Udaipur			..	..			
4	Sakti			108	Sakti.			
5	Sarangarh			469	Sarangarh.			
6	Kharsia			2	Kharsia.			
7	Jashpur			1	Jashpur.			
19	Amravati	1	Amravati	29	Amravati.			
				268	Badenra.			
		2	Chandur	156	Dattapur-Dhamangaon.			
				87	Chandur Railway.			
		3	Morsi	229	Morsi.			
				269	Warud.			
				288	Shendurjana.			
		4	Achalpur..	4	Achalpur.			
				5	Achalpur (Camp).			
				40	Karasgaon.			
				309	Shirasgaon Kasba.			
		91	Chandur Bazar.					
		155	Pathrot.					
		5	Daryapur	62	Anjangaon.			
		117	Daryapur-Banosia.					
		6	Melghat	27	Chikhaldia.			
20	Yeotmal	1	Yeotmal	277	Yeotmal.			
		2	Darwha	157	Digras.			
				156	Darwha.			
		3	Kelapur	7	Pandharkaoda.			
				8	Ghatanji.			
		4	Wani	337	Wani.			
		5	Pusad	176	Pusad.			
				11	Umarkhed.			
21	Akola	1	Akola	355	Akola.			
				205	Barsi-Takli.			
		2	Balapur	189	Balapur.			
				190	Patur.			
		3	Akot	4	Akot.			
				298	Telhara.			
		4	Murtaipur	319	Murtaipur.			
					Laranja.			
		5			Mangrulpur.			
		6			Vashim.			
22	Buldana	1			Buldana.			
					Chikhali.			
					Deolgaon Raja.			
		2			Tejkar.			
		3	Malkapur		Malkapur.			
					..			
		4	Khamgaon		Khamgaon.			
					Shegaon.			
					Jalgaon.			
					Jalgaon.			