



सत्यमेव जयते

Census of India, 1951

VINDHYA PRADESH

Administration Report

PART II (TABULATION)

By

N. K. DUBE, M.A.

Superintendent of Census Operations, Vindhya Pradesh

Printed by M. L. Srivastava at the (Raja) Ram Kumar Press
Lucknow

1954

NOTE

1. Census of India, 1951, Volume XVI, for Vindhya Pradesh is divided into the following parts:—

Part I... ..Report and Subsidiary Tables.

Part II.....General Population, Age, Social and Economic Tables.

Part III.....District Census Handbooks.

2. The Administration Report is in two parts:—

Part I.....Enumeration (The Enumeration Procedure—Training of staff—The Census Questionnaire and details of putting it across to the people—The National Register of Citizens).

Part II.....Tabulation.

**Studies & Research
Section.**

CONTENTS

		PAGE
1.	CHAPTER I—General Remarks	1
2.	CHAPTER II—Sorting and Compilation	2—8
3.	CHAPTER III—Tabulation	9—14
4.	CHAPTER IV—Sample Verification of 1951 Census Count ..	15—16
5.	ANNEXURE I—Draft Memorandum on the Organisation of Census Tabulation Offices....	17—18
6.	ANNEXURE II—(a) Division of 8 district into Census sub-district for sorting purposes in Vindhya Pradesh. (b) Distribution of work among the 11 sorting team	19
7.	ANNEXURE III—Instructions to supervisors	20
8.	ANNEXURE IV—Instructions for treatment of Omissions in the Enu- meration Slips	21
9.	ANNEXURE V—Statement showing number of sorter months, Compil- ler checker months, and Supervisor months actually consumed by the Vindhya Pradesh 1951-Census	22
10.	ANNEXURE VI—Table required for Backward Classes Commission ...	23—29
11.	ANNEXURE VII—Selection of Sample Household	30—33
12.	ANNEXURE VIII—1951 Census Count Sample Verification	34—35
13.	ANNEXURE IX—Revised Budget	36—37
14.	ANNEXURE X—Statement showing Number of Census forms printed and consumed	38—39
15.	APPENDICS I—Sorting and Compilation ...	1—89

Note:—Appendics II Tabulation plan issued by the Registrar General referred to in para 29 of page 9 has not been reprinted.

CHAPTER I

General Remarks

1. **ACCOMMODATION.** The question of providing suitable accommodation for sorting, compilation and tabulation presented much difficulty to the Administration as there was great shortage of buildings, as a result of integration of 35 States of the Bundelkhand and Baghelkhand Agencies and location of the State Head Quarters at Rewa. A reference was made to the Registrar General-cum-Census Commissioner for India through whose good offices the Ministry of Defence, Government of India allowed the use of the vacant I.T.C. buildings. In addition to a big hall measuring about 210 feet in length which was well ventilated, 4 other smaller Pucca buildings suitable for office, stores and records, 2 residential kutcha bungalows and 2 kutcha sepoy barracks having 24 small rooms were made available from 1-4-1951. With these buildings the entire sorting team could be comfortably accommodated even though 25 sq. feet of floor space for each sorter as was prescribed, could not be available. The only difficulty that these buildings presented was that they were in a very bad state of repairs which were not carried out for the last 2 years from the date of their transfer to the Defence Department. As all these buildings had country tiled roofs they leaked badly during the rains.

2. **FURNITURE.** This did not present any difficulty. Necessary furniture for the Office and tabulation staff was secured on loan from the General Administration Department of the Secretariat and the Excise and Sales Tax Department. Sufficient furniture so as to allow chairs for the Compiler-Checkers and Supervisors and a common table for them and a big wooden box for keeping the records for each Supervisor was made available. Tat Patties were, however, purchased for

the sorters. A few rupees had to be spent on petty repairs to the wooden boxes.

3. **OFFICE EQUIPMENT.** For the efficient and proper functioning of the census office it is essential that the office should be equipped adequately by providing it with necessary articles so that work could be started immediately and the valuable time of the Officer-in-Charge may not be lost in unnecessary and lengthy correspondence in procuring them. This time much of the useful time was wasted in obtaining a typewriter and a duplicator in working order and an iron safe for safe custody of the office cash. These are the articles which should be made available along with the necessary furniture such as, tables, chairs almirahs, trays soon after the Officer is appointed. A portable typewriter for work on tour is another necessity for the Officer. It is, therefore, suggested that as soon as a decision is taken to set up an Office a requisition for Office equipment should be called for and supplied immediately after the appointment of the Officer or the Officer be authorised to make local purchase. No uniform scale can be laid down as the requirement will vary from State to State according to size of the staff and volume of work. But a skeleton equipment for the very beginning of functioning of the office must be thought of and provided for in the first census budget.

STATIONERY & PRINTING MATERIAL. This is another most important item which should receive priority. The present rules allowed local purchase of stationery to the extent of Rs. 20/- per month. This is quite inadequate to permit of purchase of the required quantity for a month's requirement. It is, therefore, suggested that arrangements should be so made as to ensure supply of paper and stationery early.

CHAPTER II

Sorting and Compilation

4. **SORTING**:—Detailed instructions for organising the Tabulation Offices are given in the Draft Memorandum on the Re-organisation of Census Tabulation Office, which is attached as an Annexure I. Sorters, Compilers and Supervisors were recruited as follows:—

	Sorters	Compiler-Checkers	Supervisors
On 15-3-1951	3	8	9
On 1-4-1951	122	10	2
On 15-4-1951	17	4	—
Total	142	22	11

For purposes of tabulation the State was divided into 8 districts, 11 census sub-districts and 33 Census tracts. A Statement showing division of 8 districts into 11 sub-districts and 33 tracts, distribution of population for each sub-district and the constitution of the sorting team for each sub-district is attached as an Annexure II.

5. Instructions were to organise Sorting and Compilation within the Tabulation office on a territorial basis by dividing every district into sub-districts. Where any of the districts happened to be unduly small the sub-districts were to be constituted on the basis of an *ad hoc* grouping of Census tracts.

Broadly speaking a Census sub-district was to have a population of not less than 3 lacs and not more than 5 lacs. Where the districts were small units having population falling within the above limits the entire district was to be treated as a Census sub-district. Accordingly, the districts of Tikamgarh, Chhatarpur and Sidhi, which had a population between 3 lacs and 5 lacs, were treated as a sub-district and the districts of Satna, Rewa and Shahdol having population of over 5 lacs were each constituted into two sub-districts. But the districts of Datia and Panna with even less than 3 lacs population were each treated as a sub-district for the sake of facility as their inclusion in some other sub-district was not desirable.

6. Under the detailed instructions for organisation of the Tabulation Offices there was to be one sorting and compilation team to consist of 1 Supervisor,—2 Compiler-Checkers and about 10 to 15 Sorters. The actual number of sorters working in a team could, at the discretion of the Superintendent of Census, be adjusted from time to time in the light of the ascertained requirements so as to maintain an even rate of progress and finish the work simultaneously of all sub-districts. In fixing the total number of sorters required for the entire Tabulation Office, the scale of one sorter per 25,000 population was to be regarded as the normal-standard. The recruitment was, therefore, made accordingly. Thus there were the following sorting teams in charge of the sub-districts:—

Districts	Tracts for which a team was responsible	No. of in each sorting team		
		Supervisor	Compiler-Checkers	Sorters
1. Datia	1. Tehsil Datia rural 2. Tehsil Seonoha rural 3. All towns	1	2	6
2. Tikamgarh	1. Tehsil Tikamgarh rural 2. Tehsil Jatara rural 3. Tehsil Newari rural 4. All towns	1	2	14
3. Chhatarpur	1. Tehsil Chhatarpur rural 2. Tehsil Bijawar rural 3. Tehsil Lanudi rural 4. All towns	1	2	20
4. Panna	1. Tehsil Panna rural 2. Tehsil Ajaigarh rural 3. Tehsil Pawai rural 4. All towns	1	2	10
5. Satna	(a) 1. Tehsil Raghurajnaragar rural 3. Tehsil Maihar rural 3. All towns	1	2	12
	(b) 1. Tehsil Nagod rural 2. Tehsil Amarpatra rural	1	2	10

Districts.	Tracts of which a team was responsible.	No. of in each sorting team		
		Supervisor.	Compiler-Checkers.	Sorters.
6. Rewa	(a) 1. Tehsil Huzur rural 2. Tehsil Sirmour rural 3. All towns	1	2	14
	(b) 1. Tehsil Mauganj rural 2. Tehsil Teonthar rural	1	2	12
7. Sidhi	1. Tehsil Gopadbanas rural 2. Tehsil Deosar rural 3. Tehsil Singrauli rural	1	2	18
8. Shahdol	(a) 1. Tehsil Sohagpur rural	1	2	12
	(a) 1. Tehsil Bandhogarh rural 2. Tehsil Beohari rural 3. Tehsil Pushprajgarh rural 4. All towns	1	2	14
Total		11	22	142

7. Regular sorting office was started from 1st April, 1952. Some Compiler-Checkers and Supervisors were recruited from 15th March, 1952, with a view to give them some training in the art of sorting and compilation so that they may have some insight of the sort of work they will be required to do and also help their other colleagues in the same sorting hall.

8. Sorters were generally Hindi Middle passed, most of the Compilers were Matriculates and so also the Supervisors. A few retired hands were also recruited as Compiler-Checkers and Supervisors as they could supervise consciously and grasp things more easily and quickly than the raw and inexperienced hands, who were mostly

students. The latter, of course, were swift in work as compared to retired hands.

9. Supervisors were paid at Rs. 75/- plus Rs. 33/- D. A. per month, Compiler-Checkers at Rs. 45/- plus Rs. 33/- D. A. and Sorters at Rs. 25/- plus Rs. 21/- D. A. per month. Dearness allowance was paid according to Vindhya Pradesh scale. Watermen and Farrash were engaged on a monthly pay of Rs. 15/- plus Rs. 18/- per month as the dearness allowance and Chowkidars were paid at Rs. 30/- per month without dearness allowance. One sweeper was also engaged at Rs. 30/- per month without D. A. The total strength at the beginning of each month was as follows:—

Numbers in the month of:—

Posts.	April, 1951.	May, 1951.	June, 1951.	July, 1951.
Supervisors	11	11	11	11
Compiler Checkers	22	21	22	20
Sorters	142	142	122	109
Watermen	2	2	2	2
Farrash	1	1	1	1
Chowkidar	1	1	1	1
Sweeper	1	1	1	1

10. Enumeration slips, National Register of Citizens, House lists, Circle summaries and Enumerator's abstracts etc., were received at the Rewa Head Quarter from the respective Census Charge Superintendents between the 15th and 20th March,

1951. In a few cases they were received as late as about the end of March, 1951. One lower division clerk on Rs. 45/- plus Rs. 33/- D. A. was put in charge of these records. It may, however, be noted that some of the Charge Superintendents

have not been very careful in handling and packing the papers in proper order as in those cases National Citizen Registers and House lists etc., were found in a chaotic condition and some useful time was lost in sorting them out of the muddled heap in a gunny bag.

For the sorters, 142 sets of pigeon holes were required. It was decided to have the pigeon holes made of burnt bricks, as was done in the Census of 1941 after the Gwalior-fashion. They were very economical and fetched a reasonable return when sold after completion of the sorting work. Accordingly 14,643 bricks were bought at the lowest tendered rate of Rs. 30/- per 1,000 bricks, delivered at site. In all 142 pigeon holes were made for the sorters without any use of lime, mortar or plaster. To make one a pigeon hole 72 bricks were required.

11. As all the sorters were Hindi knowing and Compiler-checkers were not sufficiently educated so as to follow the Sorting and Compilation Instructions in English, all the sorter's tickets, compiler's posting-statements and the instructions relating thereto were translated into Hindi and printed at the Vindhya Pradesh Government Press, Rewa. The number of Sorter's Tickets, Compiler's Posting statements and Instructions relating thereto printed for the use of sorters and compilers and the number of forms consumed is given in a statement which is appended as an Annexure X.

12. Sorting office started to function from 1st April, 1951. At the initial stage of the sorting work comparison of the National Registers of citizens with the census slips was under taken and about 3 weeks were devoted to this checking which was completed by the 20th April, 1951 for all the 8 districts. Supervisors were required to report on 12 points enumerated in the circular dated 2nd April, 1951 which is attached as Annexure III. This comparison revealed that there were very few omissions and the time, labour and money spent on such a comparison was not worth the results obtained as not more than 1% of the discrepancies were noticed in some of the districts. Futility of such a reconciliation has been emphasised even by the Registrar General of India, in para 3 of his letter No. 3/19/51-RG dated the 12th May, 1951. Some important omissions were noticed in the slips or National Registers of areas, where literacy was at its lowest ebb. Such areas were tribal areas. But considering the time, labour and money spent on this work it appeared to be a superfluous task and should be dropped in future for being undertaken at the Head Quarters. With the expansion of educational facilities in rural areas which are now receiving due attention of the Educational Authorities such a contingency may not arise as during the next 10 years adequate number of sufficiently educated enumerators will be available for the next census. That will be a time when people will be more alive to a work of

National importance and may be expected to extend their willing co-operation in such works.

13. For the treatment in Tabulation Offices of omissions detected in the slips or entries in the slips, which were found to be obvious mistakes, apparent on the face of the records, the Registrar General drew up a Memo of Instructions for the guidance of Supervisors and other Officers of the Tabulation Offices, a copy of which is attached as an Annexure IV. From time to time correction slips to the Sorting and Compilation Instructions were also issued. Instructions for making Sorter's Ticket 2 were totally changed and revised instructions were issued.

14. According to the allotted Census Tracts all papers of one tract were given to each Supervisor. Papers of one census tract were given at one time and they were asked to first check all the papers with the list received from the Charge Superintendents. Before proceeding with the preparation of the Sorter Ticket "O" the sorters were given the Booklet of Questions and Answers to study and master it along with the sorting instructions within 2 days and thus to be fully equipped to proceed with sorting. Sorter's Ticket "O" being the most important ticket called for very close supervision. Each sorting team was given a demonstration either personally by the Superintendent or his personal Assistant and both of them constantly spending the whole day in going round and supervising and explaining the correct method of doing the job. The few retired hands, who were engaged as sorters, were not found to be as swift as the student sorters. Of course, the former could grasp the procedure more easily and quickly than the younger ones. On account of their age the aged ones could not pass the slips with the speed the younger ones could do. Such retired hands who could not march with their other colleagues were retrenched as the sorting progressed from day to day.

15. Sorting for sorter's ticket was started for one district on the 11th April, 1951, and by the 21st April, sorting for this ticket had commenced for all the districts. Sorting proceeded with strictly in accordance with the procedure laid down in the Sorting and Compilation—Instructions, a copy of which is attached as an Appendix I. During the first two weeks of Sorting the average sorting per sorter did not go beyond 600 to 800 slips but after that the average went upto 1,000 to 1,200 slips per sorter per day. A few smart and deligent sorters even attained the average of 1,500 slips per day.

16. Two compilers in a team of 10 sorters and over were found unable to cope with the work of preparation of the Primary Census Abstracts. Two compiler-checkers, while finding little time to check the slips in the pigeon holes during the course of sorting could not keep pace with the

progress in the preparation of Sorter's Ticket "O." If they attended to checking of slips in the pigeon holes the preparation of the Primary Census Abstracts fell in heavy arrears. But as the checking could not be ignored they had to be given the aid of some very intelligent and smart sorters to assist them in the preparation of the Primary Census Abstracts for the circles for which Tickets "O" had been prepared. Such assistants were only designated as Assistant Compilers without any increase in their pay or grant of any allowance or honorarium. They took up the work willingly because sorters had to sit on the ground on Tat Patti and Compilers and Assistant Compilers were allowed chairs and tables. This was enough attraction for a sorter to do the Assistant compiler's work without any extra remuneration. It was also very hard for the supervisor to check the slips when the sorting was in progress and at the same time check the Primary Census Abstracts. So when the Supervisor checked the abstracts the compilers looked to checking of sorting.

17. To keep the sorters and the checking and supervising staff fully occupied throughout the working hours four watermen were engaged to supply drinking water at their seats. All the necessary materials *i. e.*, tables, chairs, wooden boxes, racks, locks, paper, trays, pen knives, rulers, twine, nibs, inkpots, penholders, needles, gum, paper and ink tablets were supplied to the Supervisors for their respective teams. There was a separate clerk in-charge of the Stationery stores who was also responsible to supply it at the supervisor's seat, whenever needed, with the previous order of the Superintendent, in each case. Every Supervisor kept an attendance register for his team. This register was initialled within one hour by the Superintendent or his personal Assistant; noting down the number of sorters and compilers present that day. With a view to check the correctness of the attendance noted by the Supervisors the Superintendent or his Personal Assistant took round of the sorting section just at the time fixed for the working hour to start. Similar watch was kept at the time of closing the Office so as to see that sorters did not leave the office earlier. 3 days late upto half an hour was treated as 1 day's absence and late by an hour or so was treated as half day's absence. This had the desired effect and there were very few cases of coming late or leaving the office earlier.

18. Sorting and Compilation consisted of the following three stages:—

- (i) The first stage of this operation consisted in breaking of the enumeration pads for each village/ward, sorting of the slips for sorter's ticket "O" and preparation of the tickets and preparation of the Primary Census Abstracts for every tract by each village/ward by posting figures partly from the National Citizen Register and partly from the Sorter's ticket "O".
- (ii) The second stage of the operation consisted in distribution of slips by livelihood classes in made up boxes; sorting and preparation of all other prescribed Sorter's Tickets 1 to 10 and Sorter's Ticket (Special); and also Sorter's Ticket for question No. 13 about unemployment; 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 compilers posting statements (Special) and livelihood group abstracts and also the statements for unemployment.
- (iii) The third stage of sorting and compilation consisted in preparation of the household sample abstracts from the National Register of Citizens in the manner prescribed therefor.

19. Preparation of Sorter's Ticket "O" began in right earnest by about the third week of April, 1951 and by the end of May, 1951 this ticket and the Primary Census Abstracts for 32 tracts out of 33 census tracts were completed and sorter's boxes for 31 tracts were also made and handed over to the sorters. Upto the end of June, 1951 sorter's tickets upto No. 6 were completed by all the sorting teams but some of the teams had progressed by then upto sorter's Tickets 8 and 9. By the end of July, 1951 all the sorter's tickets, compiler's statements and Census Abstracts of sample Households were completed and sorting for question No. 13 about—unemployment was also finished. Sorting teams were, therefore disbanded from the forenoon of 1st August, 1951.

20. After the preparation of the Sorter's Ticket "O" and the Primary Census Abstracts, final totals as abstracted were obtained. The following inset shows the districtwise final and provisional totals, and the difference that was found in them:—

State and Districts.	Final Total of 1951			Provisional total of 1951			Difference	
	Persons	Males	Females	Persons	Males	Females	Actual + or -	Per 10,000
VINDHYA PRADESH	3,574,690	1,832,940	1,741,750	3,577,429	1,834,608	1,742,821	-2,739	-7.7
Datia	164,314	85,398	77,916	164,215	86,460	17,755	+99	+6.0
Tikamgarh	366,165	191,610	174,555	365,947	191,729	174,218	+218	+5.9
Chhatarpur	481,140	254,163	226,977	482,612	254,528	228,084	-1,472	-30.6
Panna	258,703	133,275	125,428	258,563	133,318	125,245	+140	+5.4
Satna	555,603	281,201	274,402	554,820	280,845	273,975	+783	+14.1
Rewa	633,706	320,181	313,525	636,646	321,799	314,847	-2,940	-46.4
Sidhi	464,302	235,616	228,686	464,388	235,237	229,151	-86	-1.8
Shajdol	650,757	330,496	320,261	650,238	330,692	319,546	+519	+7.9

21. The Registrar General, in para 4 of his letter No. 3/19/51-RG dated the 12th May, 1951, allotted the following 12 sorter months for a lakh of slips.

- (i) Sorting for Sorter's Ticket "O" preparation of Primary Census Abstracts and making of boxes for sorting. } Not more than 4 sorter months.
- (ii) Sorting for {
- (a) Sorter's tickets 1 and 2 for General slips.
 - (b) All sorter's tickets for sample slips.
 - (c) Sorter's tickets special and 1 to 6 for displaced persons. } Not more than 4 sorter months.

and (iii) All other sorting work. } Not more than 4 sorter months

A districtwise statement showing the number of sorter months, compiler-Checker months and Supervisor months actually consumed and the number of Sorter's months, Compiler-checker months and Supervisor months per lakh of population is attached as an Annexure V.

It is gratifying to note that with all the possible alertness and vigilance the sorting work was completed within the time limit allowed and the funds provided for the purpose. The cost and time spent on each sorter's ticket were as under:—

Name of Tickets.	No. of Sorters	No. of days spent on preparation of each ticket.	Total period occupied by all the sorters in the preparation of all the tickets.		No. of slips sorted per day		Expenditure on preparation of tickets including compiler's statements.	
			Months	Days	Minimum	Maximum		
							Rs. a. p.	
1. Comparison of slips with National Register	145	2,369	78	29	12,834	31,581	5,325/15/-	
2. Sorter's Ticket	0	141	5,612	187	2	12,097	22,865	12,850/1/3
3. " " Special	144	112	3	22	5,922	10,562	272/8/-	
4. " " 1	114	2,300	76	20	20,588	49,623	5,021/11/-	
5. " " 2	79	666	22	7	19,473	38,286	1353/4/3	
6. " " 3	78	597	19	27	17,904	34,498	860/7/9	
7. " " 4	72	647	21	17	19,352	41,899	800/13/9	
8. " " 5	81	613	23	23	23,036	46,732	611/3/9	
9. " " 6	105	1,749	58	9	31,726	71,583	1,844/13/3	
10. " " 7	112	1,290	43	0	66,097	112,883	654/14/9	
11. " " 8	107	973	32	13	115,416	183,300	507/10/3	
12. " " 9	106	838	27	28	119,504	192,048	388/3/3	
13. " " 10	104	669	22	7	84,844	134,608	463/6/6	
14. Sorting for Question No. 13 (Unemployment)	92	373	12	13	94,433	131,475	455/5/3	
15. Statement of sample Households.	94	1,414	47	4	3,265/-	

22. From the above, it will be seen that in the comparison of slips with the National Register of Citizens, and the preparation of the 10 sorter's tickets and the statement of Sample Households and sorting for question No. 13 about unemployment the number of sorters varied and the total expenditure for sorting has been Rs. 34,675-6-0.

MAKING THE SORTER'S BOXES.

23. Having economy in view in the cost of making boxes for the sorters, tin boxes with lids were caused to be made of empty Kerosine tins at

Rs. 1/8/- each. They proved to be too small for containing male or female General slips of livelihood classes I, II and III of one census tract and were too big for male or female slips of all other livelihood classes for sample or displaced persons slips. So more than one kind of slips had to be put in one box tied in different bundles. In a number of tracts the slips of displaced persons were so few that paper envelopes were used to keep them in, partition of these tin boxes by card boards was not found to be very satisfactory. There was, however, no case of any sorters carelessness of mixing the slips of one group with the other.

24. The making of boxes proved a bit confusing to the staff in the beginning so the following method was evolved to solve the difficulty. The new method was very helpful and every supervisor followed it easily and thereafter experienced no difficulty in making the sorter's boxes.

25. A sizeable pigeon hole of 48 holes was made from bricks for use in turn by 3 or 4 Supervisors. The back portion had, however, the support of the room wall. The following diagram represents the pigeon hole made for making the sorter's boxes.

Livelihood Classes	I	II	III	IV	V	VI	VII	VIII
General Male								
„ Female								
Displaced persons Male								
„ persons Female								
Sample Male								
Sample Female								

26. Simple and best would have been the method to have 48 boxes for each tract so that slips coming into one hole could be transferred to its corresponding box. But the prescribed number of boxes was only 2 for each sorter. For future it would not be convenient to prescribe only 2 boxes for a sorter as they are not sufficient for the purpose for which they are meant. Probably 4 boxes (made from Kerosine oil tins) per sorter will be enough and it is only then that all the slips might be properly closed in the boxes and then the boxes locked. For want of sufficient space in the box for different kinds of slips cotton cloth bags of various sizes were made at a cost of Rs. 126/-.

27. Different kinds of slips, where their number was small, if put in a box were first put in

a cotton cloth bag so that they may not get mixed at any stage of the operation. After the boxes were made the work went on smoothly.

28. The Supervisors and sorters were also provided with lists of (1) Scheduled castes (2) Scheduled tribes (3) Unscheduled Backward Classes and (4) Non-Backward-Classes. Every sorting team was also given in Hindi version of the statement showing the Divisions and Subdivisions of Industries of services (I. C. E. C. Scheme) given on pages 14-25 of the Tabulation Plan Part II. The list of districts of all the States of India was received from the Registrar General and copy thereof supplied to the Compilers and Tabulators for their reference.

CHAPTER III.

TABULATION

29. Registrar General's Memorandum No. 693/50-RG dated the 2nd July, 1950, about Census Tabulation—forms and procedure is given at pages 1—3 of the Tabulation Plan, a copy of which is attached as an Appendix II. A reference to it will indicate that unlike 1931 and earlier Censuses, enumeration in 1951 had to be done direct on slips which were later hand sorted in the same manner as in 1941 census. But at this Census, in addition to the sorting of the slips to produce the tables essential census information relating to every person enumerated in every village and every town/ward in the National Register of Citizens has been incorporated. This time four main differences in the procedure for Tabulation adopted at the 1931 and earlier censuses have been made. These are explained below:—

(i) *Substitution of Economic Classification for classification based on Religion.*

In the past, census slips were, at the very outset, sorted on the basis of religion, and the figures of population by religion thus obtained were the basis of village—statistics. The separation of slips by religion and sex was maintained throughout the sorting operations; and thus certain census characteristics were cross tabulated by religion. During the tabulation of the 1951 census, the slips have been sorted, in the first instance, into the following eight livelihood classes of the population:—

AGRICULTURAL CLASSES

- I. Cultivators of land wholly or mainly owned; and their dependants.
- II. Cultivators of land wholly or mainly un-owned; and their dependants.
- III. Cultivating labourers; and their dependants.
- IV. Non-cultivating owners of land; agricultural rent receivers and their dependants.

NON-AGRICULTURAL CLASSES

Persons (including dependants) who derive their principal means of livelihood from:—

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

The resulting figures have been given in the Primary Census Abstract for every village and ward in town and this Abstract is the basis for village statistics. The slips, as thus initially separated, were kept separate throughout the sorting operations.

(ii) *The concurrent 10% sample.*

When the slips are initially sorted, a ten per cent sample were taken out. The figures required for the Economic Table (which are the first ones to be prepared) have been compiled separately for the 90% slips and the 10% sample. The two results have been combined to produce figures for the total population. The operation on the 90% slips and the 10% sample proceeded simultaneously. There has thus been a record for every Census Tract in each district, of the comparison between 10% sample figures and the total figures; for the Economic Tables, as well as many other tables. The 'Age Tables' have, however, been constructed only from 10% sample.

(iii) *Household size and composition.*

In the past censuses, the characteristics of individuals only were tabulated. At this census, certain characteristics of households have been sorted and tabulated. It was not possible to hand sort for households slips which related to individuals. The National Register of Citizens which gives the details of the individuals arranged by households has been utilized for this purpose. The study of the households has to be made on the basis of a 4% sample of households. An abstract from the National Register of Citizens called the "Census Abstract of Sample—Households" is the first prepared for the Sample Households. The construction of household (size and composition) table is based on this abstract.

(iv) *Preservation of Census Records and Registers.*

In the past, the abstract (first prepared in the process of sorting and compilation) was used for compiling village statistics, which were retained as unpublished administrative records. At this census, the following records (prepared during the process of sorting and compilation) have been brought together and bound in a single manuscript volume called the district Census Handbook:—

- (i) District Census Tables (furnishing district data with break up for census tracts within the district).
- (ii) Census Abstracts:—
 - (a) Primary Census Abstracts.
 - (b) Occupational Abstracts, and
 - (c) Census Abstracts of Small Scale Industries.

The Sample Household Abstracts will be found together in a single manuscript volume sepa-

rately. The mode of preparation of Primary Census Abstracts is described in the notes appearing on pages 10 to 14 of the Tabulation Plan, copy of which is attached as Appendix II. The Occupational Abstracts have been compiled from Sorter's Ticket prepared during the sorting of slips for the Economic Tables. The census abstract of small scale industries has been compiled from returns of the census taken through the Revenue Department Staff.

The District Census Hand Books with the addition of some important and useful information relating to the districts have been printed and published in the same manner as "Village Statistics" in the past. The cost of their printing and publication has been incurred by the Vindhya Pradesh Government. The Sample Household Abstract has not been published. Together with Nation Register of Citizens, it will be used for purposes of reference and also as a Sampling Base for population Surveys in the inter-census decade. One of the columns of this Abstract is designed to facilitate the taking of sub-samples of the different livelihood classes separately.

The following tables have been prepared and published for the 1951 census:—

A. GENERAL POPULATION TABLES.

- I. Area, Houses and Population,
- II. Variation in Population during fifty years.
- III. Towns and villages classified by population.
- IV. Towns classified by population with variation since 1901.
- V. Towns arranged territorially with population by livelihood classes.

B. ECONOMIC TABLES.

- I. Livelihood classes and sub-classes,
- II. Secondary means of livelihood,
- III. Employers, Employees and Independent workers in Industries and services by Divisions and Sub-divisions.

C. HOUSEHOLD AND AGE (SAMPLE) TABLES.

- I. Household (size and composition).
- II. Livelihood classes by Age Groups.
- III. Age and civil condition.
- IV. Age and Literacy.
- V. Single year age returns.

D. SOCIAL & CULTURAL TABLES.

- I. Language (i) Mother Tongue (ii) Bilingualism.
- II. Religion.
- III. Scheduled castes and Tribes.
- IV. Migrants.
- V. Displaced persons by district of origin and date of arrival.
- V. (i) Displaced persons by year of arrival.
(ii) Displaced persons by livelihood classes.
- VI. Non-Indian Nationals
- VII. Livelihood classes by Educational standards.

A copy of the form of each of the tables and the notes indicating the mode of their preparation are given in the Tabulation Plan. They are not being mentioned here as no useful purpose will be served by reproducing them in this report. Comparison between the foregoing tables and those prepared for the 1931 census is, however, explained in the following paragraphs:—

A. GENERAL POPULATION TABLES:—

Tables I, II and IV follow the 1931 model without change. Table III follows an old table and provides some more information. Sex details are given for each group of towns and villages. The groups in the table are arranged under three major group, for each of which the number of towns and villages and population by sexes are also given. The change was necessitated with reference to a recommendation of the population commission of the United Nations.

The basis of table V differs from the 1931 census. In the 1931 census the population of individual towns was shown classified by religion. Now it gives the same information under livelihood-classes instead of religion.

(ii) B. ECONOMIC TABLES.—These correspond to the "Occupation or means of Livelihood Table" prepared at the 1931 census. The forms, as well as the contents of these tables, have been recast completely. This is the most important among the changes made in census tabulation and is fully explained in a separate memorandum on the Indian Census Economics classification Scheme (Part II), a copy of which is attached as an Annexure VI.

(iii) C. HOUSEHOLD AND AGE (SAMPLE) TABLES.—Table I household (size and composition) Table is new as already explained in para above.

Table II, III, IV and V have been prepared on the 10% sample slips. Table II (Livelihood Classes by age groups) is new. Table III and IV correspond to similar tables of the 1931 census. In the past, it was customary to apply a smoothing formula to the actual age returns. The published tables contained only the smoothed figures. This was done in order to offset the observed preference for particular digits (especially 0) in actual age returns. At this census, tabulation proceeded on the basis that the census should publish the information as actually furnished by the people.

(iv) D. *SOCIAL AND CULTURAL TABLES*:—

Tables I (Language), II (Religion and IV (Migrants) correspond to similar tables prepared at the 1931 census. The form of Table I has been simplified in so far as it relates to Mother tongue. Tables IV (Migrants) is in the same form as the Birth place table of the 1931 census. Table III furnishes the numbers of the scheduled castes

and scheduled tribes. The numbers of Anglo-Indians has been indicated on a fly leaf. Other race-caste-tribe data published in 1931 and prior censuses has not been published.

Table V is new and relates to displacement of population consequent on partition.

Table VI relates to Non Indian Nationals.

It is new and based on a suggestion made by the United-Nations Population Commission.

Table VII is also new. It is designed to show the distribution of educated men power among the different livelihood classes.

(V) E. *SUMMARY FIGURES FOR DISTRICTS*:—This table furnishes selected data, by districts in the All Indian Table and correspondingly by Tehsils in the State Tables. The selected data is in the same form as in previous censuses, but livelihood classes have been substituted for religion.

30. A table for the use of the Backward Classes Commission was prepared in the form, a specimen copy of which is attached as an Annexure VI. This table was prepared with the help of the Compiler's Statement No. 11. The figures in this table are treated as provisional and have not, therefore, been published, because it is not yet known which castes will be declared as Backward Classes by the Backward classes Commission. A nominal roll of backward castes (provisional) was, however prepared.

31. Along with the All India Tables the following subsidiary Tables of 1 to 7 series were also prepared on the prescribed forms:—

SUBSIDIARY TABLES SERIES I.

- 1.1 Area and population, actual and percentage by tehsil density.
- 1.2 Variation and density of General Population.
- 1.3 Mean decennial growth rates during three decades General Population.
- 1.4 Immigration.
- 1.5 Emigration.
- 1.6 Migration between the State and other parts of India.
- 1.7 Variation in Natural population.
- 1.8 Livelihood pattern of General population.

SUBSIDIARY TABLES, SERIES 2.

- 2.1 Distribution of population between villages.
- 2.2 Variation and density of Rural population.
- 2.3 Mean decennial growth rates during three decades Rural population.
- 2.4 Livelihood pattern of Rural population.

SUBSIDIARY TABLES, SERIES 3

- 3.1 Distribution of population between towns.
- 3.2 Variation and density of Urban population.
- 3.3 Mean decennial Growth Rates during three decades Urban population.
- 3.4 Town classified by population.
- 3.5 Cities.....Chief figures.
- 3.6 Number per 1,000 of the General population and of each livelihood class who live in towns.
- 3.7 Livelihood pattern of Urban population.

SUBSIDIARY TABLES, SERIES 4

- 4.1 Agricultural classes per 1,000 persons of General Population; number in each class and sub-class of 10,000 persons of all agricultural classes and comparison with agricultural holdings by size.
- 4.2 Number per 10,000 persons of Livelihood Class I in each sub-class; secondary means of livelihood of 10,000 persons of livelihood Class I.
- 4.3 Number per 10,000 persons of Livelihood class II in each sub-class, secondary means of livelihood of 10,000 persons of livelihood Class II.
- 4.4 Number per 10,000 persons of livelihood Class III in each sub-class secondary means of livelihood of 10,000 persons of livelihood Class III.
- 4.5 Number per 10,000 persons of Livelihood Class IV in each sub-class; secondary means of livelihood of 10,000 persons of livelihood Class IV.
- 4.6 Active and semi-active workers in cultivation.
- 4.7 Progress of cultivation during three decades.
- 4.8 Components of cultivated area per Capita during three decades.
- 4.9 Land area per Capita (1951) and trend of cultivation per Capita during three decades.

SUBSIDIARY TABLES, SERIES 5

- 5.1 Non-agricultural classes per 1,000 persons of General population; number in each class and sub-class per 10,000 persons of all Non-agricultural classes and numbers of employers, employees and independent workers per 10,000 self-supporting persons of all Non-agricultural classes.
- 5.2 Number per 10,000 persons of livelihood Class V in each sub-class; number per 10,000 self supporting persons of livelihood class V who are employers, employees and independent workers; secondary means of livelihood of 10,000 persons of livelihood class V.
- 5.3 Number per 10,000 persons of livelihood Class VI in each sub-class; number per 10,000 of self supporting persons of livelihood class VI who are employers, employees and independent workers; secondary means of livelihood of 10,000 persons of livelihood class VI.
- 5.4 Number per 10,000 persons of livelihood class VII in each sub-class, number per 10,000 self supporting persons of livelihood Class VII

who are employers, employees and independent workers; secondary means of livelihood of 10,000 persons of livelihood Class VII.

- 5.5 Number per 10,000 persons of livelihood Class VIII in each sub-class; number per 10,000 self supporting persons of livelihood Class VIII who are employers, employees and independent workers; secondary means of livelihood of 10,000 persons of livelihood Class VIII.
- 5.6 Comparative data from General population Census, Census of small scale industries and factory returns.
- 5.7 Territorial distribution of 10,000 self supporting persons of all industries and services in the State (by divisions).
- 5.8 Territorial distribution of 10,000 self supporting persons in the State engaged in Primary Industries not elsewhere specified (by sub-divisions).
- 5.9 Territorial distribution of 10,000 self supporting persons in the State engaged in mining and quarrying (by sub-divisions).
- 5.10 Territorial distribution of 10,000 self supporting persons in the State, engaged in processing and manufacture food-stuffs, Textiles, leather and products thereof.
- 5.11 Territorial distribution of 10,000 self supporting persons in the State, engaged in processing and manufacture metals Chemicals and products thereof (by sub-divisions).
- 5.12 Territorial distribution of 10,000 self supporting persons in the State, engaged in processing and manufacture not elsewhere specified (by sub-divisions).
- 5.13 Territorial distribution of 10,000 self supporting persons in the State engaged in construction and utilities (by sub-divisions).
- 5.14 Territorial distribution of 10,000 self supporting persons in the State, engaged in Commerce (by sub-divisions).
- 5.15 Territorial distribution of 10,000 self supporting persons in the State engaged in Transport, Storage and communications (by sub-divisions).
- 5.16 Territorial distribution of 10,000 self supporting persons in the State engaged in health, education and public administration (by sub-divisions).
- 5.17 Territorial distribution of 10,000 self supporting persons in the State engaged in services not elsewhere specified (by sub-divisions).

SUBSIDIARY TABLES, SERIES 6

- 6.1 Persons per 1,000 houses and houses per 100 square miles and comparison with past censuses.
- 6.2 Number of households per 1,000 houses and distribution by size of 1,000 sample households of Rural and Urban population.
- 6.3 Family composition of 1,000 households of the General population.
- 6.4 Female per 1,000 males (General, Rural and Urban population) and comparison with previous censuses.
- 6.5 Females per 1,000 males in agricultural classes and sub-classes.
- 6.6 Females per 1,000 males in Non-agricultural classes and sub-classes.
- 6.7 Marital status of 1,000 of each sex of General population and comparison with previous censuses.
- 6.8 Age distribution of 1,000 married persons of each sex and comparison with 1941 census.
- 6.9 Infants per 10,000 persons.
- 6.10 Young children (aged 1-4) per 10,000 persons.
- 6.11 Boys and Girls (aged 5-14) per 10,000 persons.
- 6.12 Young men and women (aged 15-34) per 10,000 persons.
- 6.13 Middle aged persons (aged 33-54) per 10,000 persons.
- 6.14 Elderly persons (aged 55 and over) per 10,000 persons.

SUBSIDIARY TABLES, SERIES 7

- 7.1 Progress of literacy.
- 7.2 Literacy standard of livelihood Classes.
- 7.3 Educational services and research.

Subsidiary tables 1.3, 2.3 and 3.3 about Mean Decennial Growth Rates during three decades of General population by Rural/Urban break up could not be prepared for want of figures as births and deaths were not registered in the integrating states of Bundelkhand and Baghelkhand. No proper record was maintained even in Municipal towns. It was in the year 1950 that orders were issued for maintenance of records of births and deaths for which the Sales Tax and Excise Commissioner was also appointed the Registrar of Births and Deaths. He was asked to supply figures even for a year or six months to give an idea of births and deaths rate but he could not supply as nothing tangible had been done in that direction.

32. Vindhya Pradesh Government wanted village wise figures of scheduled castes and scheduled tribes. These figures were sorted out from the National Register of Citizens for which work 16 sorters at Rs. 50 per month each without dearness allowance were engaged for one month. The expenditure of Rs. 800 on this account was incurred by Vindhya Pradesh Government.

33. *Tabulation staff.* For the preparation of the above tables eight tabulators on pay Rs. 75 each plus usual dearness allowance and assistant tabulators, some on pay Rs. 45 and some on Rs. 35 plus D. A. were employed from 1st August, 1951. But for the A series tables 4 Assistant tabulators on Rs. 45 plus D. A. were engaged from 16th April, 1951, who continued upto about the end of July, 1951, after which they left the office to join the colleges of which they were students. Along with the constructions of the All-India Tables the preparation of subsidiary tables was also undertaken and from among the Assistant Tabulators, 4 Assistant Tabulators at Rs. 35 each under supervising Tabulators were deputed. Tabulators were selected from amongst the Supervisors and the Assistant Tabulators from amongst the Compiler-Checkers. But after about a month's working it was found that the supervisor Tabulators were no better than some of the Compiler-Assistant. Tabulators in the construction of tables and so intelligent and energetic assistant tabulators were promoted as Tabulators on an increased pay of Rs. 55 plus D. A. Their number was reduced from time to time according to the volume of work. Their supervision was entrusted to Shri Beni Madho, Head Tabulator to the Personal Assistant and the Superintendent also watched the progress of the construction of the tables very frequently. Their number varied from month to month as follows:—

Month	No. of Tabulators	No. of Asstt. Tabulators
August, 1951	14	9
September, 1951	13	8
October, 1951	12	7
November, 1951	15	2
December, 1951	12	2
January, 1952	9	1
February, 1952	9	1
March, 1952	3	2

DISTRICT CENSUS HAND BOOK

34. For collection of data for the District Census Hand Book a small section with 8 clerks on Rs. 25 plus D. A. each under a Supervisor, who was a retired official, was opened. This section functioned from June, 1951 to March, 1952. To facilitate reference to villages of an administrative Unit an alphabetical list of villages for each tehsil was also prepared by this section for the District Census Hand-book. Expenditure on this section was approximately Rs. 3,000. The staff employed on this work in each month was as under:

Month	Number of clerks
June, 1951	8
July, 1951	8
August, 1951	8
September, 1951	7
October, 1951	8
November, 1951	6
December, 1951	3
January, 1952	3
February, 1952	3
March, 1952	3

SORTING AND TABULATION EXPENSES

35. The total expenses on sorting and tabulation excluding the cost of forms for sorter's tickets and Compiler's statements were as follows:—

Months.	Expenses on	
	Sorting	Tabulation
	Rs. a. p.	Rs. a. p.
1. April, 1951 2,967 7 0
2. May, 1951 9,607 0 0
3. June, 1951 8,686 13 0
4. July, 1951 7,166 5 0
5. August, 1951	8,985 2 0
6. September, 1951	1,740 9 0
7. October, 1951	1,475 10 0
8. November, 1951	1,471 6 0
9. December, 1951	1,144 4 0
10. January, 1952	913 0 0
11. February, 1952	868 13 0
12. March, 1952	300 0 0

36. The amount of expenditure on purchase of stationery e.g. twine, inkpots, penholders, pencils, gum, chalk, needles, pins, nibs, etc. for the tabulation office was Rs. 538-3-6.

37. Sorting and Compilation Instructions and the Tabulation Plan issued by the Registrar General of India were so exhaustive and detailed that no particular difficulty was experienced in sorting and compilation and construction of the tables.

The Supervisors were required to submit at the end of each week of sorting a weekly progress report on the prescribed form No. 6 given in the Sorting and Compilation Instructions. Monthly progress reports on the basis of the weekly progress reports were duly submitted to the Registrar General to acquaint him with the progress of work of each month. After the close of the Tabulation work fortnightly progress reports for the work being done in the office of the Superintendent were also submitted to him. The following inset shows the dates on which tables of various series were submitted to the Registrar General:—

Name of tables.	Date of submission.
1. Primary Census Abstract.	6 6 1951 for Datia & Tikamgarh district. 1 8 1951 for Chhatarpur district. 22 6 1951 for Panna district. 1 7 1951 for Satna district. 5 7 1951 for Rewa district. 22 6 1951 for Sidhi district. 26 6 1951 for Shahdol district.
2. A I	9 7 1951
3. A II	11 7 1951
4. A III	17 7 1951
5. A IV	24 7 1951
6. A V	24 7 1951
7. B I	17 9 1951
8. B I Displaced persons	17 9 1951
9. B II	15 10 1951
10. E Summary	22 10 1951
11. C I	22 10 1951
12. B II Displaced persons	24 10 1951
13. B III	8 11 1951
14. D V	12 11 1951
15. C II Sample and Displaced persons	16 11 1951
16. C III Sample and Displaced persons	23 11 1951
17. E Summary Tractwise	29 11 1951
18. C 4 Sample and Displaced	3 12 1951
19. B III for displaced persons	10 12 1951
20. C V Sample and Displaced	12 12 1951
21. D-I, D-II, D-III, D-VI & D-VII	13 12 1951
22. D IV	9 1 1952
23. Subsidiary tables from 1 series to 5 series.	28 2 1952
24. Subsidiary tables of 6 series	9 4 1952
25. Subsidiary tables of 7 series	25 8 1952

CHAPTER IV.

SAMPLE VERIFICATION OF 1951 CENSUS COUNT.

38. With a view to ascertain the standard of accuracy and completeness of count achieved at the 1951 census, V. P. Government also like other States of India undertook at the instance of the Government of India a scientifically organised verification of the 1951 Census Count. The purpose was to make a definite ascertainment of the degree of error that may be present in the Census Statistics. In reaching its decision the Government of India was influenced by certain observations contained in a review of population census methods of all countries published by the Secretariat of the United Nations. In this review it has been stated that "a Scientific appraisal of the accuracy of the census results has been avoided by Official Statistical Agencies of some countries. The result is an unfounded impression in the minds of uncritical users of the figures that they are perfectly reliable. In some countries there is a progressive tendency to discuss frankly the defects in Census Statistics, but unless this practice becomes General it will be difficult to determine with any precision the degree of unreliability of the figures for most areas of the world". The authors of the review have stated that "the completeness of enumeration can be estimated by a well planned verification carried out immediately, after the original enumeration in a scientifically selected sample of areas".

The sample was intended to be a random sample of the approximate dimension of one in one thousand aiming at a determination of the percentage of error present in the census count, either in the form of under-enumeration or over-enumeration, and not at an investigation of the correctness or otherwise of answers to any of the census questions.

39. Accordingly, selection of Sample Households for this verification was done in accordance with the instructions contained in Annexure I to the Registrar General's Memorandum No. 2/26/51—RG dated the 31st March, 1951. A copy of this Annexure together with a copy of the instructions for filling the sample Verification Form is appended to this report as an Annexure VII.

The actual work of verification was desired to be entrusted to Magistrates but in the opinion of the State Government absence of the Magistrates from Head Quarters for any length of time would be detrimental to Government, and so Tehsildars, who were also the II Class Magistrates were entrusted with this work and instructions were issued accordingly by the Government on the 9th May, 1951. The work of selection of Sample Households was entrusted to an experienced official, who was engaged on daily wages system at Rs. 3/- per working day. A junior clerk at Rs. 25/- plus

usual dearness allowance was deputed to assist him in copying the relevant portion from the National Register of Citizens. The section functioned from May, 1951 to September, 1951. The Sample Verification forms with their columns 1 to 5 duly filled in by the Tabulation office were sent to the Chief Verification Officers.

40. The Verification Officers (Tehsildar-Magistrates) and the Chief Verification Officers (Additional Deputy Commissioners) could not furnish the verification results within the prescribed period and took unusually a long time simply because of their pre-occupation with the most important work of the approaching General elections for the State Legislative Assembly and the House of the People. The forms with their columns 6 to 20 duly filled in were, however, received back in the Census Office by about October, 1951.

RESULT OF VERIFICATION.

41. The result of Sample Verification of the 1951 Census Count is tabulated by Urban/Rural break up in Annexure VIII attached to this report. It will be seen that out of 695 selected households with 3004 persons, 672 household (597 rural and 75 urban) were actually verified. Number of persons omitted from enumeration was recorded as 28 and the number of persons found fictitiously entered was 9. Thus for 3004 enumerated persons 19 persons are found to have been omitted from enumeration. This averages to 0.62%. Therefore, on the total population of Vindhya Pradesh, which is 3,574,690 persons, the total number of persons to have been omitted would come to 22,609. So if the enumerators erred they erred on the side of under enumeration rather than over enumeration.

TOTAL EXPENDITURE OF CENSUS

42. The Budget allotment of the total annual expenditure since the Census Office was opened to the closing of the organisation under the various heads of accounts is given in the statement attached as an Annexure IX. The total expenditure on the Census of Vindhya Pradesh has been Rs. 1,50,750/9/6 which comes to 5.7 pies per head. The expenditure of about Rs. 14,000/- for the half year (September, 1953 to February, 1953) has not

been included as that expenditure mostly relates to "Improvement of population Data". The above expenditure is exclusive of the cost of printing and binding of the District Census Handbooks as the same has been met by the Vindhya Pradesh Government. This expenditure does not also include the cost on census slips and Paper used for printing of sorter's Tickets and Compiler's posting Statements. The following four costing statements showing various heads of accounts are attached as Appendices.

RECORD FOR THE USE OF NEXT CENSUS.

43. According to the order of Registrar General, India, all the Census Records were handed over to the officer nominated by the state Government. So all files, Census Reports from the other states of India and miscellaneous records were handed over to the Chief Electoral Officer, Vindhya Pradesh, Rewa, a list of which is attached as an Appendix III.

PRINTING OF CENSUS PUBLICATIONS.

44. On account of heavy pressure of printing work of Vindhya Pradesh Government, Government Press was unable to print all the census publications. Only District Census Handbooks were printed at the Government Press, Rewa as being the State Government publication. For printing of other census publications, tenders from the private presses were called. For printing of the following publications, tender of (Raja) Ram Kumar Press successors to Newal Kishore Press, Lucknow was accepted by the Registrar General India.

1. Administration Report Part I (Enumeration)
2. Administration Report Part II (Tabulation)
3. Census Report Part I along with subsidiary tables.

For printing of only Census Tables tender of Brij Kaushal Press, Allahabad was accepted by the Registrar General, India. Printing materials were supplied to both presses during the month of July, 1952 and the printing was completed in February, 1954.

ANNEXURE I

Draft Memorandum on the Organisation of
Census Tabulation Offices

1. CENSUS TRACT. The prescribed census tables should be compiled for each district by census tracts. (Hereafter, District tables will be compiled into State tables and State tables into all India table). A list of tracts (arranged by States) is appended. (Appendix I).

[Note. The basis of delimitation of tracts is specified in para 2 at page 10 of part I of the census 1951, Tabulation Plan. If Superintendents have any modifications to suggest, they may do so. Modifications would be desirable where, otherwise, the tract might be unduly small *e. g.* A non-city urban tract with less than 50,000 population of a rural tract with less than 1,00,000 population. The suggested modifications will be discussed at the tabulation conference, the list of tracts finalised and attached to this memorandum as Appendix I].

2. CENSUS REGIONS. For purposes of organisation of tabulation offices, India will be divided into 5 regions. A statement showing the names or regions districts comprising each region and the number of urban and rural tracts in each districts and the region as a whole is appended (Appendix II).

[Note. Superintendents are already considering the location offices. The proposals of Superintendents regarding delimitation of regions will be discussed in the Census Tabulation conference, finalised and attached to this memorandum as Appendix II].

3. SUB-DISTRICTS. Sorting and compilation will be organised within tabulation offices on a territorial basis by dividing every district into sub-district. Where the district is already divided into different areas representing the territorial jurisdiction of sub-divisional Magistrates these area should ordinarily be suitable for adoption as sub-districts for census purposes also. If however any of them happens to be unduly small it might be necessary to constitute sub-districts on the basis of an *ad hoc* grouping of census tracts. Broadly speaking a census sub-districts should have a population of not less than 3 Lakhs and not more than 5 Lakhs. In some States districts are small units having population following within the above limits. The entire district should be treated as a census sub-district in such cases.

[The delimitation of sub-districts is left to the discretion of census superintendents].

4. SUB-REGIONS. Supervision and control of sorting and compilation staff will be organised also on a territorial basis by dividing each region into sub-regions. Each sub-region should

consist of two or more contiguous districts grouped together so as to comprise approximately 10 sub-districts. No district should be included in more than one sub-region.

[Note. The delimitation of sub-regions is left to the discretion of census superintendents].

5. ORGANISATIONAL CHART. A chart showing the standard type of staff set up in the organisation of every tabulation office is appended (Appendix III).

[A draft chart has been prepared and attached to this memorandum as basis of discussion in the census tabulation conference. This will be finalised after discussion and attached as Appendix III].

6. DEPUTY SUPERINTENDENT. This is the designation of the Officers-in-Charge of the Tabulation Office, who will be responsible to the Superintendent for the entire working of the office. He will be assisted by one Technical Assistant and as many Administrative Assistants, as there are sub-regions.

7. SORTING AND COMPILATION TEAMS. There will be one sorting and compilation team for every sub-district. Each team will consist of 1 Supervisor, 2 compiler checkers and about 10 to 15 sorters. The actual number of sorters working in a team should be adjusted by the Deputy Superintendent from time to time in the light of ascertained requirements so as to maintain an even rate of progress and finish the work simultaneously of all sub-districts. In fixing the total number of Sorters required for the entire tabulation office, the scale of one sorter per 25,000 population should be regarded, as the normal standard. Subject to minor adjustment, this may also be adopted for purposes of distribution of strength between different teams.

As far as possible, each sorter should be entrusted with the sorting of slips belonging to one and the same livelihood class. While distributing "General" slips to sorters, the following should be regarded as the normal standard.

- (i) Sorters handling agricultural livelihood classes should be given about 40 thousand slips.
- (ii) Sorters handling non-agricultural classes should be given about 20 thousand slips.
- (iii) Where sample slips or displaced persons slips are distributed, smaller numbers will be suitable. Different sorters should be employed for handling "General" slips, sample slips, and "Displaced persons" slips. In every case the same sorters 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, classed relating to different tracts to the same sorters. This would be particularly necessary in respect of "Displaced persons" slips in most states in all such cases great care should be taken to secure that slips relating to different tracts are never mixed up.

It will be duty of sorters to produce all the prescribed sorters Tickets from the slips".

It will be the duty of Compiler Checkers.

- (a) To check the sorting while it is proceeding.
- and (b) to post figures from the sorters Tickets as well as the National Register in the Primary Census Abstracts and all the prescribed compilers posting statements and abstracts.

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

While preparing the Primary Census Abstracts different tracts 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 male slips and the other with female slips. Every abstract or posting statement relating to a sorting and compiler team should be signed by both compiler checkers of the team, one in token of posting and the other in token of checking.

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.

8. *Administrative and Technical Assistants.* Each administrative assistant will be responsible for supervising and controlling the work of all sorting and compilation teams of his sub region. In particular it will be his special responsibility to maintain a close watch over output, and the satisfactory working of the piece work system of payments for sorters.

The Technical Assistant will have a special responsibility for the correctness, classification and accuracy of figures supplied by all the sorting compilation teams.

8. He will be Head of the Central Tabulation Branch and personally responsible for its work.

9. *Central Tabulation Branch.* It will be duty of the Central Tabulation Branch to reach the census slips National Registers and other papers relating to the entire region and distribute them to the sorting and compilation teams and then it will receive the Primary Census Abstract, Compilers 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 districts 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 tables relating to specified districts.

Note. These tabulation clerks should also be specially trained by the Technical Assistant to allot group Code Nos. for Sorters Ticket numbers 2 after they are prepared by sorters and before livelihood group abstracts are prepared by compiler checkers.

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.)

10. *Establishment and Cash section.* A small section working directly under the Deputy Superintendent should be responsible for maintenance of accounts, receipt and disbursement of cash, and the administration of the establishment of the tabulation office. Correspondence with outside offices which is expected to be very light should also be handled in this section.

ANNEXURE II

(a) Division of 8 district into 11 census sub-district for sorting purposes in Vindhya Pradesh

(b) Distribution of work among the 11 sorting team.

Location Code No. and Name of District	Popula- tion of 1951	Census Tracts in each district with their loca- tion Code No.	1951 Popula- tion of each census Tract	Serial No. of census sub- division	Serial No. of census tract in cen- sus sub- division	Population of each census sub- district	Constitution of the sorting team for each sub-dist- rict							
							Supervisor	Compiler checker	Sorters					
1. Datia	164,314	1. Tehsil Datia	66,336	1	1	164,314	1	2	6					
		2. Tehsil Seondha	60,253		2									
		3. All-towns	37,725		3									
2. Tikamgarh	366,165	4. Tehsil Tikamgarh	124,821	2	4	366,165	1	2	14					
		5. Tehsil Jatara	125,108		5									
		6. Tehsil Newari	95,994		6									
		7. All-Towns	20,242		7									
3. Chhatarpur	481,140	8. Tehsil Chhatarpur	205,183	3	8	481,140	1	2	20					
		9. Tehsil Bijawer	127,966		9									
		10. Tehsil Laundi	98,836		10									
		11. All-towns	49,150		11									
4. Panna	258,703	12. Tehsil Panna	97,005	4	12	258,703	1	2	10					
		13. Tehsil Ajaigarh	41,849		13									
		14. Tehsil Pawai	92,752		14									
		15. All-towns	22,097		15									
5. Satna	555,603	16. Tehsil Raghurajnagar	208,833	5	16	347,511	1	2	12					
		17. Tehsil Maihgr	77,313		6					17	208,092	1	2	10
		18. All-towns	61,365		18									
		19. Tehsil Nagod	96,939		19									
		20. Tehsil Amarpatan	111,158		20									
6. Rewa	633,706	21. Tehsil Hazur	147,025	7	21	356,772	1	2	14					
		22. Tehsil Sirmour	148,972		8					22	276,934	1	2	12
		23. All-towns	60,775		23									
		24. Tehsil Mauganj	162,018		24									
		25. Tehsil Teonthar	114,916		25									
7. Sidhi	464,302	26. Tehsil Gopadbanas	266,111	9	26	464,302	1	2	18					
		27. Tehsil Deasar	113,656		27									
		28. Tehsil Singrauli	84,535		28									
8. Shahdol	650,757	29. Tehsil Sohagpur	314,112	10	29	314,112	1	2	12					
		30. Tehsil Bandhogarh	115,221		11					30	336,645	1	2	14
		31. Tehsil Beohari	100,585							31				
		32. Tehsil Pushprajgarh	66,283		32									
		33. All-towns	54,556		33									
							11	22	141					

ANNEXURE III

जिन तहसीलों व कस्बों की चेकिंग खत्म होती जाये उनके बाबत रिपोर्ट सुपरवाइजर को निम्नलिखित विषय पर देनी चाहिए—

१. कुल तादाद सरकिल। कुल संख्या। स्त्री, पुरुष।
२. चार्ज समरी के मीजान से क्या फरक पाया गया।
३. परचों के मूड़ा पर जिला, चार्ज, सरकिल, ब्लाक, मकान के नं० व गाँव का नाम लिखा पाया गया या नहीं, किन सरकिलों में नहीं लिखा था।
४. प्रश्न नं० १ के उत्तर में वल्लिदयत व रिश्ता व संकेत लिखे थे या नहीं। किन सरकिलों में नहीं लिखा था।
५. हरएक प्रश्न के इन्दराज के बाबत श्लाहदा २ कैफियत दी जाय।
६. नागरिक रजिस्टर व परचों का मिलान होता था या नहीं—क्या व कितनी दुरुस्ती करनी पड़ी।

७. हरएक ब्लाक व सरकिल के परचे नागरिक रजिस्टर व हाउस लिस्ट मिली या नहीं अगर किसी ब्लाक में न मिले हों तो उनका ब्लाक व सरकिल नं० दर्ज कीजिये।

८. नागरिक रजिस्टर व परचों का मिलान करने पर क्या कोई परचे या नागरिक रजिस्टर तैयार करने पड़े—अगर तैयार करने पड़े हों तो उनकी तादाद जाहिर कीजिये व यह भी जाहिर कीजिये कि किस सरकिल व ब्लाक में लिखने पड़े।

९. पैकिंग कैसी की गई थी।

१०. आपके स्याल में तहसील का काम कैसा था।

११. कितना स्टाफ चेकिंग के काम में लगाया गया।

१२. यदि कोई और उल्लेखनीय बात हो तो जाहिर कीजिये।

ANNEXURE IV
INSTRUCTIONS FOR TREATMENT OF
OMISSIONS IN THE ENUMERATION
SLIPS

In the past it was the practice to authorise the Supervisors and Deputy Superintendents of Tabulation Offices to fill in omissions or correct obvious mistakes in the answers recorded, in the Schedules or slips, with reference to the indications furnished by answers to other questions or the details recorded for other members of the house, as soon as the records were received in the tabulation Offices and before they were distributed for slip copying or sorting as the case may be. In the present census the operation of the National Register of Citizens will bring to light any omissions and glaring mistakes made in recording the answers which should be rectified on the spot. The local check of census enumeration and National Register of Citizens outlined in circular No. 27/1/50-RG dated the 9th January, 1951 should, if strictly followed, ensure that all the slips are completely filled up before they reach tabulation Office.

2. In addition to this local check, a further check in the Tabulation Office is also necessary. This should be carried out simultaneously with the checking of the number of slips; and before the pads are broken. If, at this stage, any omission comes to notice it should be ascertained whether the omission can be supplied by reference to a corresponding entry in the National Register. Wherever this can be done, the omission should be supplied accordingly.

3. Where this is not possible, the following rules shall be observed.

Question No. 1—(relationship to head of household).

Where there is no entry, the person should be considered as an "other relative".

Question No. 2 (Nationality, Religion and special Group)—Where there is no entry for any part of the question, the Nationality, Religion or special group 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 should be left alone and should be treated as "age not stated" for purpose of tabulation.

Question No. 5 (Birth place)—Where there is no entry, the district of enumeration should be entered.

Question No. 7 (Mother-tongue)—Where there is no entry, the language of the district should be entered, unless the entries relating to other members of the same household provide a different indication specifically.

Question No. 8 (Bilingualism)—Where there is no entry, the person should be treated as having no subsidiary language.

Question No. 9 part one—Where there is no entry supply the omissions as below:—

(i) Males under 21 and all females are

(a) non-earning dependents, if no secondary means of livelihood is recorded against question 11, and (b) earning dependents, if a secondary means of livelihood is recorded against question 11.

(ii) Males of and above 21 are self supporting persons.

Question No. 9, part two—Any omission in this part should be supplied with reference to the answer to question No. 10 in the case of Livelihood Class V to VIII. In respect of Livelihood Class I to IV the omission need not be supplied.

Question No. 10 (Principal means of Livelihood)—In the case of dependents the principal means of livelihood of the head of the household should be entered. In the case of self supporting persons the principal means of livelihood recorded for the dependents in the household should be entered.

Question No. 11 (Secondary means of Livelihood)—Where there is no entry, the persons should be treated as not having any secondary means of livelihood.

Question No. 12 (Literacy)—Where there is no entry, the persons should be treated as illiterate unless the answer to question No. 10 clearly establishes that he is literate.

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

4. The Supervisor will be responsible for filling omissions as above. Wherever an omission is supplied in a slip, a corresponding entry should be made in the National Register and authenticated by the Supervisor. The Deputy Superintendent should check ten per cent of the entries thus made and satisfy himself that the omissions are few and have been supplied in accordance with instructions. If, in any case, the omissions are considerable in number, the circumstances of the case should be brought to the notice of the Superintendent.

5. If, in the course of checking or sorting, any 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.

6. After the sorting operations are over, the Deputy Superintendent should prepare a note for the information of the Superintendent specifying the extent to which omissions were supplied in accordance with these instructions.

ANNEXURE V.

Statement showing the number of sorter months, Compiler checker months and Supervisor months actually consumed by the Vindhya Pradesh 1951 census and provided for in the Revised Estimates for 1951-52 for the Tabulation Work in this state and also the number of Sorter months, Compiler checker months and Supervisor months per lakh of population.

State and District	Sorter months			Compiler Checker months			Supervisor months			Remarks			
	Provision in the revised estimates 1951-52	Actual consumption	Provision per lakh of population	Provision in the revised estimates for 1951-52	Actual consumption	Provision per lakh of population	Provision in the revised estimates for 1951-52	Actual consumption	Provision per lakh of population				
1	2	3	4	5	6	7	8	9	10	11	12	13	14
VINDHIA PRADESH	572	572	16	16	88	88	2.44	2.44	44	44	1.22	1.22	
District Datia	24	24	14.60	14.60	8	8	4.87	4.87	4	4	2.43	2.43	
" Tikamgarh	60	60	16.38	16.38	8	8	2.18	2.18	4	4	1.09	1.09	
" Chhatarpur	80	80	16.62	16.62	8	8	1.66	1.66	4	4	.83	.83	
" Panna	40	40	15.46	15.46	8	8	3.09	3.09	4	4	1.55	1.55	
" Satna	88	88	15.84	15.84	16	16	2.88	2.88	8	8	1.44	1.44	
" Rewa	100	100	15.78	15.78	16	16	2.52	2.52	8	8	1.26	1.26	
" Sidhi	76	76	16.37	16.37	8	8	1.72	1.72	4	4	.86	.86	
" Shahdol	104	104	15.98	15.98	16	16	2.46	2.46	8	8	1.23	1.23	

ANNEXURE VI

Table required for Backward Classes Commission.

Name of district _____

Serial No.	Name of tract	Agricultural classes															
		I—Cultivators of land wholly or mainly owned and their dependents.															
		All classes				Non-backward classes (Provisional)				Un-Scheduled Backward Classes (Provisional)				Scheduled castes			
Scheduled castes		Scheduled tribes		Non-backward classes (Provisional)		Un-Scheduled Backward Classes (Provisional)		Scheduled castes		Un-Scheduled Backward Classes (Provisional)		Scheduled castes		Un-Scheduled Backward Classes (Provisional)		Scheduled castes	
Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	17
RURAL																	
URBAN																	
Rural Total																	
Urban Total																	
District Total																	

ANNEXURE VI—(contd.)

Serial No.	Name of tract	Agricultural classes—(contd.)																	
		I—Cultivators of land wholly or mainly owned and their dependents							II—Cultivators of land wholly or mainly un-owned and their dependents										
		Scheduled tribes			Non-backward classes (Provisional)			Un-Scheduled Backward-Classes (Provisional)			Scheduled castes			Scheduled tribes			Non-backward classes (Provisional)		
Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females		
1	2	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35
RURAL																			
URBAN																			
Rural Total																			
Urban Total																			
District Total																			

ANNEXURE VI.—(Contd.)

Serial No.	Name of tract	Agricultural classes—(contd.)																	
		II—Cultivators of land wholly or mainly un-owned and their dependents				III—Cultivating labourers and their dependents				IV—Non-cultivating owners of land agricultural rent receivers and their dependents									
		Un-Scheduled Backward-classes (Provisional)		Scheduled castes		Scheduled tribes		Non-backward classes (Provisional)		Un-Scheduled Backward-classes (Provisional)		Scheduled castes							
		Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons						
1	2	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53
		RURAL																	
Rural Total		URBAN																	
Urban Total																			
District Total																			

ANNEXURE VI—(Contd.)

Serial No.	Name of tract	Agricultural classes—(contd.)										Non-Agricultural classes																									
		IV—Cultivating owners of land; agricultural rent receivers and their dependents										All-classes																									
		Scheduled tribes		Non-backward classes (Provisional)		Un-Scheduled Backward classes (Provisional)		Scheduled castes		Scheduled tribes		Non-Backward classes (Provisional)		Persons		Males		Females																			
1	2	Persons	54	Males	55	Females	56	Persons	57	Males	58	Females	59	Persons	60	Males	61	Females	62	Persons	63	Males	64	Females	65	Persons	66	Males	67	Females	68	Persons	69	Males	70	Females	71
		RURAL																																			
		URBAN																																			
		Urban Total																																			
		District Total																																			

ANNEXURE VI--(Contd.)

Serial No.	Name of tract	Non-Agricultural classes - (contd.)																	
		All-Classes		V--Production other than cultivation						VI--Commerce									
		Un-Scheduled Backward classes (Provisional)		Scheduled castes		Scheduled tribes		Non-Backward classes (Provisional)		Un-Scheduled Backward classes (Provisional)		Scheduled castes		Scheduled castes					
		Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females				
1	2	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89
RURAL																			
URBAN																			
Rural Total																			
Urban Total																			
District Total																			

ANNEXURE VI—(Contd)

		Non-Agricultural classes—(contd.)																	
Serial No.	Name of tract	VI—Commerce						VII—Transport											
		Scheduled tribes		Non-Backward classes (Provisional)		Un-Scheduled Backward classes (Provisional)		Scheduled castes		Scheduled tribes		Non-Backward classes (Provisional)							
		Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females			
1		90	91	92	93	94	95	96	97	98	99	100	101	102	103	104	105	106	107
		RURAL																	
Rural Total																			
		URBAN																	
Urban Total																			
District Total																			

ANNEXURE VI—(Concl'd.)

Non-Agricultural classes—(concl'd.)

VIII—Other services and miscellaneous sources

VII—Transport

Serial No.	Name of tract	Un-Scheduled Backward classes (Provisional)		Scheduled castes		Scheduled tribes		Non-Backward classes (Provisional)		Un-Scheduled Backward classes (Provisional)						
		Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females			
1	2	108	109	110	111	112	113	114	115	116	117	118	119	120	121	122

RURAL

Rural
Total

URBAN

Urban Total
District Total

ANNEXURE VII.

Selection of Sample Households.

Rural Tracts. One village census block should be chosen out of every hundred blocks in each rural tract and in each selected block every tenth household should be marked. Take the number of census blocks in the tract and divide it by hundred. Add one to the remainder after division and this will give the first sample block. The section of the National Register which relates to that block should be taken for marking sample households. Every hundredth block from the first sample block should then be selected for the sample and the relevant sections of the National Register should be taken out for marking sample households.

Every tenth household should be marked for sample in each of the National Registers taken out. Take the number of households in each Register and divide that number by ten and add one to the remainder. The number thus arrived at is the first sample household in each Register. Mark

that household for the sample and mark also every tenth household after the first sample household.

Urban Tracts. One town census block should be chosen out of every twenty blocks in each urban tract; and in each of the selected blocks every fiftieth household should be chosen. Divide the number of census blocks in an urban tract by twenty and add one to the remainder. The number thus got will be first sample block. The section of the National Register which relates to that block should be taken out for marking sample households. Every twentieth block from the first sample block should then be selected for the sample and the relevant sections of the National Register should be taken for marking sample households.

Every fiftieth household should be marked for sample in each section of the Register taken out. Divide the number of households in each section by fifty and add one to the remainder. The number thus got will give the number of the first sample household in the Register. Mark that household for the sample and mark also every fiftieth household after the first sample.

Instructions for filling the Sample Verification Form

The headings of the form and column 1-5 of the form should be filled in by the Officer-in-Charge of the Tabulation Office. The heading should be filled with reference to the details in the National Registrar of Citizens, delimitation of tract for tabulation purposes and details of the census block. The serial number of the household should be written in column 1 and the house and household number in Column 2; the household numbers being written in order of their appearance in the National Register of Citizens. Column 3-5 should be filled from the details for the household in the National Register of Citizens. When these columns are filled, the Officer-in-Charge of the Tabulation Office should attest the form.

Columns 6 to 17 of the form should be filled by the verification officer.

2. Columns 6-8 (clear omissions)

These columns relate to non-enumeration of persons who are members of the household in question and who were actually present in that household during the enumeration period. [The name (including father's name, sex and age of such persons should be noted in the relevant section of the National Register against the marked household in question), and the new entries attested by the Verification Officer]. The number of such persons (if any) as ascertained by the verification Officer should be noted in columns 6 to 8 of the Sample Verification Form. If there are no such persons "Nil" should be entered in these columns.

3. Columns 9-11 (Fictitious entry)

These columns relate to purported enumeration in the household in question of persons who never existed; or the purported enumeration of real persons who did not normally reside in or visit the household during the enumeration period. [Such names, together with entries relating to them, should be crossed out from the relevant section of the National Register and attested by the Verification Officer]. The number of such persons, if any, as ascertained by the Verification Officer should be given in columns 9 to 11 of the sample Verification Form. If there are no such persons, "Nil" should be entered in those columns.

Columns 12 to 17 (Erroneous count of visitors and absentees.)

(i) Correct count.

Census instructions regarding the correct methods of enumerating absentees and visitors are extracted below:—

"(ii)enquire whether there is any person who is normally resident in the house but is absent at the time you visit the house. All such persons should also be enumerated, unless they left the house before the 9th February, 1951 and are not expected to come back to the home until after 1st March, 1951.

"(iii) Occasionally, you may find a visitor in a house who does not normally reside there. You should enquire from him when he left his house and when he expects to be back there. Do not enumerate him if he left his house on or after the 9th February or expects to go back there before sunrise on the 1st March. If, however, is away from his house throughout the enumeration period and has not been enumerated anywhere else, you should enumerate him at the house where you find him.

Final Check. You should revisit every house in your block and carry out a final check during the first three day of March. The object of this second visit is to bring your enumeration up to the reference date.

(i) "If you happen to find any visitor who has not been enumerated anywhere also during the period of enumeration you should enumerate him also."

(ii) *Erroneous Count tending to under Enumeration.* Non-enumeration of persons who were moving about during the period of enumeration and who should have been enumerated in the household in question according to the instructions is *prima facie* an erroneous count tending to under enumeration. If the verification officer finds such a case, it should be noted as an erroneous count in columns 12 to 14, unless he is satisfied that the person in question was actually enumerated elsewhere. In the absence of an erroneous count, "Nil" should be written against columns 12 to 14.

(iii) *Erroneous count tending to over enumeration.* Enumeration in the household in question of persons who were moving about during the period of enumeration and who should not have been enumerated in that household according to the instructions is, *prima facie*, an erroneous count tending to over enumeration. If the Verification Officer finds such a case, it should be noted as an erroneous count in columns 15 to 17, unless he is satisfied that the person in question was not enumerated anywhere else. In the absence of an erroneous count "Nil" should be written against columns 15 to 17.

5. *Column 18 (Omission of occupied houses).* The verification Officer should (as soon as he has completed the verification of a sample household) ascertain in respect of three occupied houses which are nearest to the sample house, whether they were numbered for census enumeration and find place in the relevant section of the National Register. If he finds any such occupied house to have been omitted, the fact should be noted in column 18. If all three houses find a place in the National Register he should note "Nil" in column 18.

The Verification Officer should not concern himself with an house other than the three nearest occupied houses and should not ascertain the number of persons in such houses.

1951 CENSUS COUNT—Sample Verification—District Returns

Tabulation Region.....

Serial No.	District.	Number of Sample House-holds.	Number of persons actually enumerated in verified sample Household.		Number of cases of clear omission.		Number of cases of fictitious entry.		Erroneous Count of Visitors & Absentees						Number of cases of omission of occupied houses.			
			Males	Females	Males	Females	Males	Females	Persons	Males	Females	Persons	Males	Females				
1	2	4	5	7	8	9	10	11	12	13	14	15	16	17	18	19	20	
		Selected	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	
		Verified	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	

- 1. District A
General Rural
Urban
- 2. District B
General Rural
Urban

Districts	Occupied Houses	Total enumerated population			Number of sample households		Number of persons actually enumerated in sample households			
		Persons	Males	Females	Selected	Verified	Persons	Males	Females	
		1	2	3						4
Datia	General	33,729	164,314	86,398	77,916	31	31	95	52	43
	Rural	26,257	126,589	67,002	59,587	19	19	52	26	26
	Urban	7,472	37,725	19,396	18,329	12	12	43	26	17
Tikamgarh	General	81,577	366,165	191,610	174,555	70	70	316	171	145
	Rural	76,945	345,923	181,224	164,699	66	66	301	164	137
	Urban	4,629	20,242	10,386	9,856	4	4	15	7	8
Chhatarpur	General	105,998	481,140	254,163	226,977	95	90	406	224	182
	Rural	94,978	431,990	228,380	203,610	80	75	332	184	148
	Urban	11,020	49,150	25,783	23,367	15	15	74	40	34
Panna	General	58,538	258,703	133,275	125,428	49	39	187	110	77
	Rural	53,533	236,606	121,862	114,744	45	35	172	102	70
	Urban	5,005	22,097	11,413	10,684	4	4	15	8	7
Satna	General	120,657	555,603	281,201	274,402	112	112	417	276	141
	Rural	105,618	494,238	249,516	244,722	99	99	372	251	121
	Urban	15,039	61,365	31,685	29,680	13	13	45	25	20
Rewa	General	131,419	633,706	320,181	313,525	123	115	574	306	268
	Rural	117,321	572,931	287,728	285,203	109	101	485	252	233
	Urban	14,098	60,775	32,453	28,322	14	14	89	54	35
Sidhi	General	89,441	464,302	235,616	228,686	81	81	392	200	192
	Rural	89,441	464,302	235,616	228,686	81	81	392	200	192
	Urban
Shahdol	General	135,598	650,757	330,496	320,261	134	134	617	308	309
	Rural	123,004	596,201	302,307	293,894	121	121	572	286	286
	Urban	12,594	54,556	28,189	26,567	13	13	45	22	23
Grand total	General	756,957	3,574,690	1,832,940	1,741,750	695	672	3,004	1,647	1,357
	Rural	687,100	3,268,780	1,673,635	1,595,145	620	597	2,678	1,465	1,213
	Urban	69,857	305,910	159,305	146,605	75	75	326	182	144

VIII

Sample Verification

Number of cases of clear omission			Number of cases of fictitious entry			Erroneous Count of Visitors and absentees						Number of cases of omission of occupied houses
Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	Persons	Males	Females	
11	12	13	14	15	16	17	18	19	20	21	22	23
1	...	1
1	...	1
...
3	...	3
3	...	3
...
3	...	3
3	...	3
...
...
...
...
...
13	5	8	7	3	4
4	2	2	3	1	2
9	3	6	4	2	2
2	2
2	2
...
1	...	1
1	...	1
...
5	3	2	2	...	2
5	3	2	2	...	2
...
28	10	18	9	3	6
19	7	12	5	1	4
9	3	6	4	2	2

ANNEXURE

BUDGET

REVISED

Heads and Items	BUDGET				REVISED	
	1949-50	1950-51	1951-52	1952-53	1949-50	1950-51
SUPERINTENDENCE		Rs. as. ps.		Rs. as. ps.		Rs. as. ps.
A. 1 Pay of Officer	1,500 0 0	4,440 0 0	4,800 0 0
A. 2 Pay of Establishment.	5,100 0 0	4,500 0 0	5,800 0 0
A. 3. Allowances Honarario.	3,400 0 0	2,800 0 0	6,700 0 0
A. 4 Grants in aids
A. 5. Other Charges	10,100 0 0	760 0 0	10,100 0 0
TOTAL A SUPERINTENDENCE	20,100 0 0	12,500 0 0	27,400 0 0
B. ENUMERATION.						
B. 1. Pay of Establishment.	3,500 0 0	4,800 0 0
B. 2. Allowances Honarario.	5,900 0 0	2,500 0 0
B. 4 National Register of Citizens.	20,000 0 0
B. 5. Other Charges	11,500 0 0	17,000 0 0
TOTAL B ENUMERATION.	20,900 0 0	20,000 0 0	24,300 0 0
C. COMPILATION AND ABSTRACTION.						
C. 1 Pay of Officers	8,800 0 0
C. 2 Pay of Establishment.						
(a) Sorting Team	26,000 0 0
(ii) Compiler Checkers.	7,000 0 0
(iii) Supervisors	5,000 0 0
(b) Other Establishment	16,300 0 0
C. 3 Allowances Honarario.						
(i) House rent and other Allowances.
(ii) Dearness Allowance.	4,400 0 0
(iii) Travelling Allowance	1,000 0 0
C. 4 Other Charges						
Purchase and repair of furniture.	2,000 0 0
Miscellaneous	5,500 0 0
TOTAL C. ABSTRACTION & COMPILATION.	76,000 0 0
D. MISCELLANEOUS STAFF.						
E. PRINTING AND STATIONERY.	3,000 0 0
TOTAL BUDGET	41,400 0 0	96,000 0 0	15,500 0 0	51,700 0 0

IX

BUDGET

EXPENDITURE

BUDGET			EXPENDITURE			Total Expenditure
1951-52	1952-53	1949-50	1950-51	1951-52	1952-53	
	Rs. as. ps.		Rs. as. ps.		Rs. as. ps.	Rs. as. ps.
....	4,440 0 0	4,785 13 0	4,413 5 0	9,199 2 0
....	4,500 0 0	5,110 13 6	4,800 14 0	9,911 11 6
....	2,800 0 0	5,755 5 6	3,257 7 0	9,012 12 6
....	760 0 0	7,532 5 6	694 4 6	8,226 10 0
....	12,500 0 0	23,184 5 6	13,165 14 6	36,350 4 0
....	2,574 14 9	2,574 14 9
....	4,043 1 9	4,043 1 9
19,500 0 0	18,427 15 0	18,427 15 0
....	12,673 15 6	12,673 15 6
19,500 0 0	19,292 0 0	18,427 15 0	37,719 15 0
86,000 0 0	8,613 5 0	8,613 5 0
24,612 0 0	24,611 15 0	24,611 15 0
6,410 0 0	6,410 4 0	6,410 4 0
4,694 0 0	4,692 15 0	4,692 15 0
21,184 0 0	4,692 15 0	20,734 9 6
....	20,734 9 6
6,600 0 0	6,442 0 0	6,442 0 0
1,200 0 0	1,055 11 0	1,055 11 0
200 0 0	162 14 3	162 14 3
5,000 0 0	3,956 12 9	3,956 12 9
78,500 0 0	76,680 6 6	76,680 6 6
....	3,000 0 0
98,000 0 0	15,500 0 0	42,476 5 6	95,108 5 6	13,165 14 6	1,50,750 9 6

ANNEXURE X.

STATEMENT SHOWING NUMBER OF SORTER'S TICKETS, COMPILER'S POSTING STATEMENT AND INSTRUCTIONS RELATING THERETO PRINTED FOR THE USE OF SORTERS AND COMPILERS AND THE NUMBER OF FORMS CONSUMED.

Name of ticket or Statement		No. Printed	No. Consumed
1		2	3
Sorter Ticket	0	15,000	15,000
1. Sorter's ticket (Special)	800	700
2. Sorter's ticket No.	1	9,000	6,500
3. Sorter's ticket No.	2	5,000	4,000
4. Sorter's ticket No.	3	4,000	3,000
5. Sorter's ticket No.	4	4,000	3,000
6. Sorter's ticket No.	5	4,000	3,000
7. Sorter's ticket No.	6	2,500	2,000
8. Sorter's ticket No.	7	2,500	2,000
9. Sorter's ticket No.	8	2,500	2,000
10. Sorter's ticket No.	9	2,500	2,000
11. Sorter's ticket No.	10	2,500	2,000
12. Sorter's ticket No.	11	1,000	865
13. Primary Census Abstract	2,000	2,000
14. Compiler's posting Statement (Special)	5,000	4,500
15. Compiler's posting Statement No.	1	600	600
16. Compiler's posting Statement No.	2	800	700
17. Compiler's posting Statement No.	3	400	400
18. Compiler's posting Statement No.	4	200	200
19. Compiler's posting Statement No.	5	200	200
20. Compiler's posting Statement No.	6	200	200
21. Compiler's posting Statement No.	7	800	800
22. Compiler's posting Statement No.	8	200	78
23. Compiler's posting Statement No.	9	200	109
24. Compiler's posting Statement No.	10	200	112
25. Compiler's posting Statement No.	11	200	70
26. Compiler's posting Statement No.	12	200	82
27. Compiler's posting Statement No.	13	200	64
28. Compiler's posting Statement No.	14	200	71
29. Compiler's posting Statement No.	15	600	531
30. Census Abstract of Sample Household	6,000	4,857
31. Miscellaneous Sorting form No.	1	100	40
32. Miscellaneous Sorting form No.	2	100	40
33. Miscellaneous Sorting form No.	3	100	40
34. Miscellaneous Sorting form No.	4	100	40
35. Miscellaneous Sorting form No.	5	1,500	1,000
36. Miscellaneous Sorting form No.	6	400	400
37. Livelihood Group Abstract	1,700	1,700

Name of Instructions.							No. printed	No. consumed
1							2	3
38.	Instructions for filling Sorter's ticket	0	—	500	192	
39.	Instructions for filling Sorter's ticket	Special	200	162	
40.	Instructions for filling Sorter's ticket No.	1	300	188	
41.	Instructions for filling Sorter's ticket No.	2	300	156	
42.	Instructions for filling Sorter's ticket No.	3	}	300	190	
43.	Instructions for filling Sorter's ticket No.	4						
44.	Instructions for filling Sorter's ticket No.	5						
45.	Instructions for filling Sorter's ticket No.	6	}	300	190	
46.	Instructions for filling Sorter's ticket No.	7						
47.	Instructions for filling Sorter's ticket No.	8						
48.	Instructions for filling Sorter's ticket No.	9						
49.	Instructions for filling Sorter's ticket No.	10						
50.	Instructions for filling Compiler's posting Statement	Special	100	60	
51.	Instructions for filling Compiler's posting Statement	1	100	60	
52.	Instructions for filling Compiler's posting Statement	2	100	60	
53.	Instructions for filling Livelihood Group Abstract		200	133	
54.	Instructions for filling Compiler's posting Statement	3	100	33	
55.	" " " " " "	4	100	33	
56.	" " " " " "	5	100	33	
57.	" " " " " "	6	100	100	
58.	" " " " " "	7	100	33	
59.	" " " " " "	8	100	33	
60.	" " " " " "	9	100	33	
61.	" " " " " "	10	300	200	
62.	" " " " " "	11	100	33	
63.	" " " " " "	12	100	33	
64.	" " " " " "	13	100	33	
65.	" " " " " "	14	100	33	
66.	" " " " " "	15	100	33	
67.	Instructions for Census Abstract for Sample Households		200	144	
68.	Instructions for Sorter's ticket 11		150	110	

SORTING AND COMPILATION.

General Instructions and Procedure

Sorting and compilation is the stage in the census operations after enumeration, at which the enumerated slips are sorted with reference to the answers recorded in them and the results of the sorting are first entered in the prescribed sorter's tickets and later on posted in the compiler's posting statements and abstracts. From these statements and abstracts, the prescribed district tables will be constructed.

The work connected with sorting and compilation (which commences after the receipt and check of enumeration pads, National Register of citizens and other papers and extends up to the stage immediately preceding the construction of district tables) may be divided into three distinct stages, namely:—

(a) *First stage.* 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 primary census abstract for every tract by each village/ward, by posting the figures partly from the National Register of Citizens and partly from sorter's ticket O.

(b) *Second stage.* Distribution of slips by livelihood classes among sorters 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 statement (special) and livelihood group abstracts.

(c) *Third stage.* Preparation of household sample abstracts from the National Register of Citizens.

3. The forms of sorter's tickets together with detailed instructions for their preparation are given in Appendix A. The forms of the Primary Census Abstract, Compiler's Posting Statements and Livelihood Group Abstracts, together with detailed instructions for their preparation are given in Appendix B.

4. Every sorting and compilation team consisting of one Supervisor, two compiler-checkers and about 10 to 15 sorters will form a self-contained unit for carrying out all the three stages of operations mentioned above in respect of a sub-district. 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 preparation of the various sorters' tickets, statements and abstracts.

5. The Supervisor should distribute the slips among the sorters and the slips for each sorter should be put in boxes. Each sorter should be given two boxes. He will deal with the slips in one box while the sorted slips of the other box are being checked. The sorter will thus be continuously kept at work.

One box should contain male slips. In any case, where the same sorter is given slips relating to different tracts, the slips of each tract should be kept in distinct compartments of the box (if separate compartments are provided) or in distinct bags or other receptacles where these are provided. *Extreme care should be taken at all times, not to mix up slips of different tracts.* The slips in each compartment or receptacle should be taken out and sorted separately and restored to its proper place before other slips are taken out for sorting.

Each box in a tabulation office will contain a serial number. The supervisor should prepare identification cards in duplicate for the slips in each box in the form given in Miscellaneous sorting form 2 (Appendix D). The sorter should check the bundles and sign both copies of the cards; he should keep one himself and give the other to the supervisor. From these cards the supervisor should prepare a register called "Supervisor's Register of boxes of slips" given in miscellaneous sorting form 3 and hand over the cards to the record keeper. The record keeper should maintain a register of boxes for the entire tabulation office in the form given in miscellaneous sorting form No. 4.

6. *Checking of sorting work.* The supervisor should instruct every sorter on the methods of sorting. He should explain to the sorter how he should deal the slips. The sorter should not pick up one slip at a time but hold a bundle in his left hand and a deal straight into the pigeon holes with the right. As a slip is being put into its hole the sorter's eye 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. This training should never be omitted. Otherwise he will come across sorters with all their slips on the ground picking them up one by one using one hand only.

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 on whether mistakes are found or not. If none are detected, it will be sufficient to test ten per cent of the slips. If mistakes are found an additional ten per cent must be checked. The compiler-checker should make a record of the check he had done which should be submitted daily to his supervisor.

When a sorter announces that he has completed his sorting for any table, the supervisor must at once go and test his work. In testing he should take into account the check already made by the compiler-checker. The supervisor should examine the slips in each pigeon hole to satisfy himself that they have been properly sorted. As the slips are tied by hundreds he can best do this by taking a packet at a time and running a finger along the end keeping his eye fixed on the column for which sorting is being made. 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; the 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 hundred slips is far more serious than the wrong pigeon-holing of a single slip in the course of sorting.

The counting must also be tested. The supervisor will take a packet of slips and 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.

The supervisor must be held personally responsible for the accuracy of the work of the sorters and compiler-checkers and must be severely dealt with if mistakes are found in the sorters' tickets and which they themselves have signed in token of check.

7. Census abstracts of sample households.

The form of the abstract and instructions for their preparation are given in Appendix C.

8. Weekly Progress Statement, and monthly Progress Report

The supervisor should keep a record of the work done by each sorter in the form given in miscellaneous sorting form No. 5. The details should be accurately recorded as this will form the basis for reports which are essential for administrative and financial control over the working of tabulation offices throughout the country.

The supervisor should also prepare at the end of every week a weekly progress statement in miscellaneous sorting form No. 6. The Statement will show the progress of work of each sorter with the total for the team at the end. On the basis of these Statements (countersigned by the administrative authorities), the Deputy Superintendent will prepare the statement for his region, showing the progress of work for each sub-district in his region. He should send this statement to the Superintendent. The Superintendent will similarly prepare a weekly progress statement showing the progress of work for each region and the total for all regions in his charge; and forward it once every week to the Registrar General India.

In addition to the weekly progress statement, the Deputy Superintendent of each regional office, should prepare a monthly report in narrative form, describing the progress of work in his office. The Superintendents should review these reports and prepare a consolidated monthly report for the information of the Registrar General, India.

APPENDIX A

Sorter's Tickets and Instructions

SORTER'S TICKET O

Number and name of district

Name of sorter

Number and name of Census tract

Number of slips

Number and name of Tehsil/Thana

Number and name of village/ward

Livelihood class number.	General Slips		Sample Slips		Slips of Displaced Persons	
	M	F	M	F	M	F
I						
II						
III						
IV						
V						
VI						
VII						
VIII						
Total						

Tested and passed as correct

Signed.....

Signed.....

Supervisor

Sorter.

Dated

Dated

Certified that I have checked the sorting while it was in progress and posted the figures in the Primary Census Abstract.

Signed

Compiler—Checker.

Dated

INSTRUCTIONS

Sorter's Ticket O

1. *Preparation.* Your supervisor will give you the pads for a village which you have to break and sort into general and sample slips, slips for displaced persons, sex and livelihood classes.

2. *First Operation.* Affix labels to the pigeon holes in the following manner :—

1	2	3	4	5
S	6	7	8	9

Displaced Persons

This means that if you have three rows of pigeon holes you should take five holes in the first row and label them 1, 2, 3, 4, 5; take five rows in the second row and label them S, 6, 7, 8, 9; and take the central hole in the third row and label it 'displaced persons'.

Break each pad and stack the slips of the pad; and "cut" the stack as in a Card game. Place the lower portion above the upper portion and then deal the slips into the pigeon holes. You should deal the slips into pigeon holes in the order 1, 2, 3, 4, 5, S, 6, 7, 8, and 9 successively. All the time, you should watch the slips for the answer to question 6. If you come across any slip in which the answer to question 6 is different from O deal it with the pigeon hole for "displaced persons."

When you have finished one pad, take up the next; and cut and deal similarly, until all the pads of the village/ward given to you are completely sorted. You should combine the slips in pigeon holes marked 1, 2, 3, 4, 5, 6, 7, 8 and 9. These are called "General slips". You should keep the slips in the hole marked 'S' separate. These are called "Sample slips". You have now got three bundles of slips *viz.*, "General Slips" Sample "Slips" and Slips of "Displaced Persons", if any. This completes your first operation. You should now proceed to separate each of these three bundles into males and females.

3. *Second Operation.* Affix labels to two-pigeon holes, the labels being marked male and female. Take the "General slips" and deal them into the two pigeon holes according to the answer to question number 14. 1 would have been recorded for male and 2 for female in that question. When you have completed the sorting, bundle the male and female slips separately.

4. *Third and Fourth Operation.* Repeat the second operation for sample slips and slips for displaced persons.

At the end of the fourth operation you will have six bundles of slips relating to 'General' male and female, 'Sample' male and female and 'displaced persons' male and female. Each of these has to be sorted for the eight livelihood classes with reference to the answer to question number 10.

5. *Fifth Operation.* Affix nine labels (eight pigeon holes should be labelled I, II, III, IV, V, VI, VII, and VIII,) and the ninth should be labelled "incomplete slips." Take the bundle of slips for 'General' male for sorting. Deal into pigeon holes marked I, II, III, IV, respectively, slips having 1, 2, 3, and 4 recorded in the answer to question 10. The labels V, VI, VII, and VIII represent the following livelihood classes :—

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

From the description given in the answer to question number 10 you have to decide to which of the livelihood classes the slip belongs and deal the slip in the pigeon hole of that class. You should be very careful in this operation and if you have got any doubt about classification you should consult your supervisor. If you come across any slip where no answer is recorded against question 10, deal it into the pigeon hole for "incomplete slips". Take these slips to the Supervisor. He will note the classification.

[Note: The National Register of Citizens should be consulted by the supervisor, if it contains the classification omitted in the slip, that should be entered.

Otherwise, the slip should be allotted to livelihood class VIII]

You should deal these slips also according to the classification given to you. When you have thus completed the sorting, count the number of slips in each pigeon hole and enter in the Sorter's Ticket O. You should keep each livelihood class separate.

6. *Operations sixth to tenth.* Repeat the fifth operation for 'General' female slips, 'Sample' male and female slips and also slips for displaced persons male and female, if any. Fill up the 'sorter's ticket' for each of the operations.

7. *Conclusion.* When you have completed the operations for livelihood class sorting you should clearly indicate what each bundle arrived, at as a result of sorting, represents. Fill up miscellaneous sorting Form 1 describing the contents of each bundle as below :—

Number and name of district.

Number and name of Census tract

Number and name of tehsil/thana

Number and name of village

Number and name of livelihood class

Whether general or sample slips or slips for displaced persons

Sex

Number of slips

Tie them up with the bundles concerned. Hand over all the bundles and your Sorter's Ticket O to the Supervisor.

INSTRUCTIONS

Sorter's Ticket (Special)

1. Introduction.

Your supervisor will give you two boxes of slips. The slips will relate to displaced persons. One box will contain bundles of male slips; the other bundles of female slips. There will be an identification card (in duplicate) for all bundles relating to one census tract. This card (Miscellaneous sorting form 2) will contain the following details;

- (1) Box number
- (2) Number and name of district
- (3) Number and name of census tract
- (4) Number and name of livelihood class
- (5) Sex
- (6) Number of slips, and
- (7) Whether sample or general or displaced persons

You should check the bundles, sign both copies of the identification card, hand over one copy to the supervisor and carefully preserve the other copy with the bundle. If you are given bundles relating to more than one census tract, there will be separate card-board compartments within each box, one for each census tract, with separate identification cards.

Warning. Remember that while sorting the slips you should *never* mix up the bundles relating to different census tracts. After finishing the work each day, you should take care to replace the bundles in their proper compartment.

You should take one box at a time for sorting and in each one bundle at a time. When you have completed the sorting for each census tract in a box you should prepare a sorter's ticket. When you have completed the sorting of one box you should give the box and the sorter's tickets to the supervisor. While he is checking them you should sort the bundles in the second box.

2. Preparation for sorters ticket (Special)

Prepare to sort the slips for the ticket at the front page. As soon as you take bundles of one census tract for sorting, take a form of sorter's ticket and fill in the details given at the top of the form. You should copy the details from the identification card.

3. First operation

Affix label to the pigeon holes; the labels being marked with the districts in Pakistan. Your supervisor will give you a list of such districts.

(Note. The list of districts will depend on whether displaced persons have come from West or East Pakistan). A list of districts in Pakistan is given in Appendix E. You deal with the slips in the pigeon holes with reference to the answer given in the second compartment of question 6. If in the course of sorting you come across slips where you find entries not labelled in the pigeon holes deal with these in a separate pigeon hole. When you have completed the sorting count the number of slips in each pigeon hole and enter the name of the district and the number of slips in the sorter's ticket.

4. First operation (succeeding stages)

Affix labels for districts in Pakistan that have not been covered in the first operation. Take the slips that remain to be sorted and deal with them in the pigeon holes keeping any that contain entries not labelled in the pigeon holes. Repeat the operation if necessary till all the slips are exhausted. Count the number and enter the name of the district and the number of slips in the sorter's ticket.

5. *Second operation.* Take the slip in one bundle and deal with it with reference to the answer given in the first compartment of question No. 6. Affix labels in the pigeon holes giving the year

and month as in the sorter's ticket commencing from 1946. Affix as many labels as there are pigeon holes leaving one or two holes for putting slips that contain date different from those labelled in the pigeon holes. Deal with the slips into the pigeon holes with reference to the date given in the first compartment of question No. 6. When you have completed the sorting count the slips and enter in this appropriate column against the appropriate district.

Second operation (succeeding stages).

You have to deal with the slips not sorted before. Affix labels showing the month and the year following the ones covered at the previous sorting. Deal with the slips for these pigeon holes. Repeat the operation till all the slips in the bundle are exhausted. Count the number and write in the appropriate column against the appropriate district.

Third operation and subsequent operations.

Take each of the other bundles for the district of origin and proceed as in the second operation and enter the numbers in the sorter's ticket.

Conclusion

When you have completed sorter's ticket (Special) you can combine all the bundles. You should now proceed to sorter's ticket 1.

SORTER'S TICKET 1

Number and name of district
 Number and name of Census tract
 Sample/General/Displaced persons

Name of Sorter
 Number of livelihood class
 Number of slips

Sex.....

Division according to Entry against Question 11

Sorter's Group	Total number of slips	Division according to Entry against Question 11							
		I	II	III	IV	V	VI	VII	VIII
		Cultivation of owned land	Cultivation of un-owned land	Employment as cultivating labourer	Rent from Agricultural land	Production (other than cultivation)	Commerce	Transport	Other Services and Miscellaneous sources

1. Self-supporting persons without any entry against question 11.

2. Self-supporting persons having entry against question 11.

3. Non-earning dependants.

4. Earning dependants.

Total.

Tested and passed as correct.

Signed

Supervisor.

Signed

Sorter

Dated

Dated

Certified that I have checked the sorting while it was in progress and posted the figures in compiler's posting statements 1 and 2.

Signed

Date

Compiler—Checker

INSTRUCTIONS

Sorter's Ticket I.

1. Introduction.

(This part does not apply to you if you are sorting for this ticket after sorting for the special ticket relating to displaced persons).

Your supervisor will give you two boxes of slips. One box will contain bundles of male slips; the other bundles of female slips. There will be an identification card (in duplicate) for all bundles relating to one census tract. This card Miscellaneous sorting (form 2) will contain the following details;

- (1) Box number
- (2) Number and name of district
- (3) Number and name of census tract
- (4) Number and name of livelihood class
- (5) Sex
- (6) Number of slips and
- (7) Whether sample or general or displaced persons

You should check the bundles' sign both copies of the identification card, hand over one copy to the Supervisor and carefully preserve the other copy with the bundle. If you are given bundles relating to more than one census tract, there will be separate card-board compartments within each box, one for each census tract, with separate identification cards.

Warning. Remember that while sorting the slips, you should *never* mix up the bundles relating to different census tract. After finishing the work each day, you should take care to replace the bundles in their proper compartments.

You should take one box at a time for sorting and in each one bundle at a time. When you have completed the sorting for each census tract in a box you should prepare a sorter's ticket. When you have completed the sorting of one box you should give the box and the sorter's ticket to the supervisor. While he is checking them you should sort the bundles in the second box.

2. *Preparation for sorter's ticket No. 1.* Prepare to sort the slips for ticket 1 given at the front page. As soon as you take the bundles of one census tract for sorting, take a form of sorter's ticket and fill in the details given at the top of the form. You should copy the details from the identification card.

3. *First Operation.* Affix labels to the first two pigeon holes at the top, the labels being marked as follows:—

1. Self-supporting persons without any entry against question No. 11.
2. Self-supporting persons having entry against question 11.

Affix a label to the pigeon hole immediately below the first pigeon hole as 'Non-earning dependents'.

Affix a label to the pigeon hole next below the above pigeon hole as 'Earning dependents'.

You are now ready to sort the slips with reference to the first compartment in the answer to question 9 and the answer to question 11 in the census slips.

You will find 1 written in the first compartment of question 9 for self-supporting persons; 2 for non-earning dependants; 3 for earning dependants. Whenever you sort a slip with 1 as the answer look at the answer to question 11.

Deal the slips into the four pigeon holes according to answers recorded. Count the number of slips in each hole and enter in column 2 of the sorter's ticket. This completes the first operation.

4. *Second operation.* You must now take out the slips relating to 'Self-supporting persons having entry against question 11' and deal them with reference to these entries. Select eight pigeon holes and affix labels marked with the number and name of 8 livelihood classes (as shown in the sorter's ticket). Deal the slips into the eight pigeon holes according to the answer to question 11. You will find 1, 2, 3 and 4 recorded for the first four livelihood classes. In the case of others you should determine from the answer the particular livelihood class to which the slip belongs and deal accordingly. (In case you have any doubt about classification you should consult your supervisor). When you have completed the sorting, count the slips under each livelihood class and enter in the sorter's ticket under the appropriate livelihood class. Combine all the slips and bundle them. This completes the second operation.

5. *Third operation.* You should now take out all the slips relating to "Earning Dependants" and deal them for the answers recorded in question 11 into the same pigeon holes and in the same manner as for the second operation described above. When you have completed the sorting count the slips under each livelihood class and enter in the sorter's ticket in the appropriate livelihood class. Combine all the slips and bundle them.

Conclusion. (i) When you have completed sorter's ticket 1 you should proceed to sorter's ticket 2, if you are sorting slips of any of the livelihood classes V, VI, VII or VIII. In this case you should combine the two sets of bundles relating to self-supporting persons, and keep them separate from the bundles relating to non-earning dependants and earning dependants.

(ii) If you are sorting *sample slips* or slips for displaced persons for any of the livelihood classes I, II, III or IV, you should proceed to sorter's ticket 3. If you are sorting *general slips* of any of the livelihood classes I, II, III or IV, you should proceed to sorter's ticket 6. In these cases you can combine all the slips for self-supporting persons non-earning dependants and earning dependants.

SORTER'S TICKET 2

Number and name of district?
 Number and name of Census tract
 Sample/General/Displaced persons

Name of Sorter
 Number of livelihood class
 Number of slips

Sex.....

Group Code number	Means of Livelihood (sub-Groups)	Total	Employer	Employee	Independent Worker
1	2	3	4	5	6

Total

Tested and passed as correct (except for column 1).

Signed.....
 Supervisor

Dated

Certified that I have checked the sorting while it was in progress, prepared the livelihood group abstracts and posted the figures in compiler's posting statement No.....

Signed.....
 Compiler—Checker

Dated

Signed.....
 Sorter

Dated

Group code number completed

Signed

Tabulation Clerk

Dated

INSTRUCTIONS**Sorter's ticket 2.***1. Preparation.*

You have to prepare sorter's ticket 2 only if you have slips relating to any of the livelihood classes V, VI, VII or VIII. You are to deal only with those slips which relate to self-supporting persons. The slips relating to non-earning dependants or earning dependants would have been separated already and should not be used at this stage.

First Operation.

You have first to deal with the slips with reference to the answer recorded in the second compartment of question number 9. Affix labels to four pigeon holes, the labels being marked "Employer" "Employee" "Independent worker" "Unclassifiable person". Take each bundle and deal them into the four pigeon holes. You will find 1 for employer, 2 for employee, 3 for independent worker and 0 for unclassifiable person recorded in the second compartment of question 9. If you find that there is no entry you should take the order of your supervisor. When you have completed the sorting, the self-supporting persons would have been divided into four groups, namely "Employer" "Employee", "Independent worker" and "Unclassifiable persons". The last category does not require further sorting and you should hand them over to your supervisor, who will make a flyleaf abstract for these slips and return them to you. You should deal with the other bundles as explained below.

3. Second Operation (First stage).

You should take the bundle for "independent workers" first.

Your supervisor will give you a list of "M/L (Means of livelihood) Sub-groups" in the order of importance for which you have to sort. Select not more than ten pigeon holes and affix labels bearing the names of the "M/L sub-groups" (written out in full) as given to you. The number of M/L Sub-groups given to you will generally exceed ten. You should reserve one or two pigeon-holes for throwing slips which are not covered by the M/L sub-groups shown on labels. You should then deal the slips with reference to the answer recorded against question 10. In doing so put together slips containing entries which are written in either identical or very similar terms to each of the labelled "M/L Sub-groups". If you are in doubt whether an entry, in any case is very similar or not to the labelled M/L Sub-groups, consult the supervisor. Finish the sorting for one set of M/L Sub-groups and count the number and enter the name and number in columns 2 and 6 of sorter's ticket 2. Keep the unsorted slips separate. This completes the first stage of the second operation.

4. Second Operation (Succeeding stages)

You should then take up the slips relating to "independent worker" that remain to be sorted. You should deal them again for the remaining M/L Sub-groups given to you in the same manner as in the first operation. The operations should be repeated successively until all the slips are sorted for all the M/L Sub-groups given to you. You may find slips where the M/L as recorded in question 10 does not fall under any of the M/L Sub-groups given to you. You should deal these slips separately in the manner explained above and enter the name and number in the sorter's ticket. This completes the sorting for sorter's ticket 2 for 'independent workers'.

5. Third Operation Take the slips for "Employee" and proceed as in paragraphs 3 and 4 you should enter the number in column 5 of the ticket.

6. Fourth Operation: Take the slips for "Employer" and proceed as in paragraphs 3 and 4 you should enter the number in column 4 of the ticket.

7. Conclusion: You have now completed all operations necessary for sorter's ticket 2. Re-combine all the male slips, and all the female slips.

If you are sorting sample slips or slips for displaced persons you should proceed to sorter's ticket 3.

If you are sorting general slips you should proceed to sorter's ticket 6.

SORTER'S TICKET 3

Number and name of district

Name of Sorter

Number and name of Census tract

Number of livelihood classes

Sample/Displaced persons

Number of Slips

Sex.....

Age	Total number of slips	Number of slips			
		Unmarried	Married	Widowed	Divorced
1	2	3	4	5	6
0					
1-4					
5-9					
10-14					
15-24					
25-34					
35-44					
45-54					
55-64					
65-74					
75 and over					
Age not stated					
Total					

Tested and passed as correct

Signed.....

Signed.....

Supervisor

Sorter

Dated

Dated

Certified that I have checked the sorting while it was in progress and posted the figures in compiler's posting statement Nos. 7 and 8.

Signed.....

Compiler-Checker.

Dated

INSTRUCTIONS**Sorter's Ticket 3****1. Preparation**

You have to prepare sorter's ticket 3 only if you have sample slips for or slips displaced persons. After completing sorter's ticket 2 you would have combined all the slips for a livelihood class. The slips should be sorted for age and civil condition.

2. First Operation

The sorting has to be done with reference to the answer to question number 4. Affix labels to twelve pigeon holes, the labels being marked as follows:—0, 1-4, 5-9, 10-14, 15-24, 25-34, 35-44, 45-54, 55-64, 65-74, 75 and over, and age not stated.

Deal the slips in the various pigeon holes according to the age recorded in question 4 of the slip. You may come across some slips where the age has not been recorded. Put such slips in the pigeon hole marked 'age not stated'. You should not enter the age, where they are not already recorded. Count the slips in each pigeon hole and enter in column 2 of the sorter's ticket and bundle the slips for each group separately.

3. Second Operation

You should deal each of the bundles except those relating to ages 0 and 1-4 for civil condition with reference to the answer to question number 3. You should treat all the slip for ages 0 and 1-4 as unmarried.

Affix labels to four pigeon holes the labels being marked 'unmarried', 'married', 'widowed and divorced'. Deal the slips in each bundle into the holes with reference to the answer recorded in question number 3. You will find 1 recorded for unmarried; 2 for married; 3 for widowed; and 0 for divorced. When you have completed the sorting for a bundle, count the slips in the various pigeon holes and enter in the appropriate column in the sorter's tickets.

4. Conclusion

When you have completed sorter's ticket 3 you should proceed to sorter's ticket 4. You should combine the slips for all civil conditions in each age group, but keep the different age groups separate.

SORTER'S TICKET 4

Number and name of district

Name of Sorter

Number and name of Census tract

Number of livelihood class.

Sample/Displaced persons

Number of slips

Sex

Age Group	Able to read only	Literate.
5-9		
10-14		
15-24		
25-34		
35-44		
45-54		
55-64		
65-74		
75 and over		
Age not stated		
Total		

Tested and passed as correct

Signed _____

Supervisor.

Signed _____

Sorter.

Dated _____

Dated _____

Certified that I have checked the sorting's while it was in progress and posted the figures in compiler's posting statement No. 9.

Signed _____

Compiler-Checker

Dated _____

INSTRUCTIONS**Sorter's Ticket 4****1. Preparation**

You have to prepare sorter's ticket 4 only if you have sample slips or slips for displaced persons. After completing sorter's ticket 3 your slips will be according to the age groups given in that ticket. The slips for each age group except "O" and 1-4 should be sorted for literacy. These excepted age groups should be taken as literate.

2. Operation

Affix labels to three pigeon holes, the labels being marked 'illiterate', 'Able to read only' and 'literate'. Deal the slips in each bundle into the holes with reference to the answer recorded in question number 12. 'Illiterate' would have been recorded as O; 'Able to read only' as 1 and 'literate' as 2 or the examination passed would have been recorded. When you have completed the sorting for a bundle count the slips in the pigeon holes for 'Able to read only' and 'literate' and enter in the appropriate column of the sorter's ticket.

3. Conclusion

When you have completed sorter's ticket 4 you should proceed to sorter's ticket 5. You can combine the slips for 'illiterate', 'able to read only' and 'literate' in each age group; but you should keep the different age groups separate.

SORTER'S TICKET 5

Number and name of district..... Name of Sorter.....
 Number and name of Census tract..... Number of livelihood class.....
 Sample/Displaced persons..... Number of slips.....
 Sex.....

Age	No. of persons	Age Brought forward	No. of persons	Age Brought forward	No. of persons	Age Brought forward	No. of persons
1		26		51		76	
2		27		52		77	
3		28		53		78	
4		29		54		79	
5		30		55		80	
6		31		56		81	
7		32		57		82	
8		33		58		83	
9		34		59		84	
10		35		60		85	
11		36		61		86	
12		37		62		87	
13		38		63		88	
14		39		64		89	
15		40		65		90	
16		41		66		91	
17		42		67		92	
18		43		68		93	
19		44		69		94	
20		45		70		95	
21		46		71		96	
22		47		72		97	
23		48		73		98	
24		49		74		99	
25		50		75		100	
Carried over		Carried over		Carried over			

Grand total

Tested and passed as correct

Signed _____

Signed _____

Dated

Dated

Supervisor.

Sorter.

Certified that I have checked the sorting while it was in progress and posted the figures in compiler's posting statement No. 10.

Signed _____

Compilers-Checker

Dated

19.

INSTRUCTIONS

Sorter's Ticket 5

1. Preparation.

You have to prepare sorter's ticket 5 only if you have sample slips. After completing sorter's ticket 4 the slips will be according to the age groups given in sorter's ticket 4. You have to deal the slips in the age groups according to the actual ages recorded.

2. Operation (First stage).

Slips for age 0 and age not stated are already separate and needs no sorting. Affix labels to the pigeon holes starting from 1 and in a running series for as many ages as the pigeon holes can hold. Take the bundles of slips containing the age groups written in the pigeon holes and deal them for the actual age returned. Count the number of slips in each age and enter in the appropriate column of the sorter's ticket.

3. Successive stages of Operations.

When one set of ages have been completed affix labels containing a second set of ages running continuously from the first set. Take the corresponding age group bundles and sort for individual ages. When you have completed the sorting count the slips and enter in the sorter's ticket. Repeat the process till all the ages recorded in the slips are exhausted. If there are slips where age over 100 is recorded write the age and the number of slips in the ticket.

4. Conclusion.

When you have completed sorter's ticket 5 you can combine the slips of all the ages for males and similarly for females; and proceed to sorter's ticket 6.

SORTER'S TICKET 6

Number and name of district..... Name of Sorter.....
 Number and name of Census tract..... Number of livelihood class.....
 Sample/General/Displaced persons..... Number of slips
 Sex.....

Religion.	Scheduled Castes.	Scheduled Tribes.	Backward Classes.	Non-backward Classes.	Anglo-Indians.
Hindu.					
Sikh.					
Jain.					
Buddhist					
Zoroastrian					
Muslim					
Christian					
Jew					

Tested and passed as correct.

Signed.....
 Supervisor.

Dated.

Signed.....
 Sorter.

Dated.

Certified that I have checked the sorting while it was in progress and posted the figures in compiler's posting statement No. 11.

Signed.....

Compiler-Checker.

Dated.....

INSTRUCTIONS.

Sorter's Ticket 6.

1. *Preparation.* If you have "General" slips for livelihood classes I-IV you have to prepare this ticket after sorter's ticket 1. If you have "General" slips for livelihood classes V-VIII you have to prepare this ticket after sorter's ticket 2. If you have "sample" slips or slips for displaced persons you have to prepare this ticket after ticket 5. You have first to sort the slips into Religion and further sort them into the special groups.

(2) *First Operation.* You have to separate the slips into Religion with reference to the answers to question No. 2 (b). Affix labels to the pigeon holes, the labels begin marked Hindu, Muslim, Christian, Sikh and Jain. Take each bundle and deal with them into the pigeon holes. In the answer to question 2 (b) H would have been recorded for Hindu, M for Muslim, C for Christian, S for Sikh, J for Jain. In the course of sorting if you come across any slip where the Religion returned is different from those for which you have prepared labels put the slip in a separate hole and affix a label showing the name of the Religion. You should not mix up the slips of two Religions and sorting should be done for the Religion as exactly returned. When you have completed the sorting count the numbers and enter in the sorter's ticket. Where you find a return that has not been provided for in the ticket you should write the name of the Religion returned and the number of slips. You should keep the bundle for each Religion separate. This completes the first sorting. You have to sort the slips of each Religion into special groups.

3. *Second Operation.* You take the slips of Hindus and deal with them for special groups with reference to the answer to question 2 (c). Affix labels to five pigeon holes, the labels being marked Scheduled Castes, Scheduled Tribes, Backward classes, and Non-backward classes. In the answer to question 2 (c) the name of caste or tribe would have been entered in the case of Scheduled Castes, Scheduled Tribes and Backward classes. In the case of Non-Backward classes either 1 or 0 would have been written. You will be supplied by your supervisor with a list of Scheduled Castes and Scheduled Tribes to identify which of the Castes or Tribes recorded belong to these categories. Before you deal with a slip containing the name of the caste or tribe you should find out whether it belongs to the Scheduled Caste, Scheduled Tribe or Backward class and deal it in the proper hole. Any caste or tribe whose name is recorded in the slip but is not a Scheduled Caste or Scheduled Tribe should be a Backward class. When you have completed the sorting you should count the number of slips in each pigeon hole and enter the number in the sorter's ticket. This completes the second operation.

4. *Third Operation.* You should now take the slips belonging to the next numerous Religion. Affix labels to the pigeon holes the labels being marked Scheduled Tribes, Backward Classes, and Non-Backward Classes. There are no Scheduled Castes in Religion other than Hindu Religion except in the case of Punjab and PEPSU where there are Scheduled Castes in Sikhs also. If you deal with Christian you should have an additions pigeon hole for Anglo-Indians. Sort the slips in the manner indicated in the second operation and after dealing with all the slips count the number and enter in the sorter's ticket. This completes the third operation.

5. *Subsequent Operations.* Repeat the third operation till all the Religions are exhausted and complete the sorter's ticket. Combine all the slips and bundle them.

(Note. In the case of Punjab and PEPSU the second operation will be to take the slips of Sikhs and treat in the same manner as Hindu Slips. In the case of Sikhs of Punjab and PEPSU the following should be treated as Scheduled Castes :—

Kabirpanthi

Mazhabi

Ramdasi

Sikligar

(6) *Conclusion.* When you have completed the sorter's ticket 6 you can combine the slips for all special groups and Religions. You should then proceed to sorter's ticket 7.

SORTER'S TICKET 7

Number and name of district.....	Name of sorter.....
Number and name of Census tract.....	Number of livelihood class.....
Sample/General/Displaced persons.....	Number of slips.....
	Sex.....
Birthplace	Number of slips
	Birthplace
	Number of slips

C/o

Total

Tested and passed as correct.

Signed.....

Signed.....

Dated.

Supervisor.

Dated.

Sorter.

Certified that I have checked the sorting while it was in progress and posted the figures in compiler's posting statement No. 12.

Signed.....

Compiler-Checker.

Dated.....

INSTRUCTIONS

Sorter's Ticket 7.

(1) *Preparation.*

This ticket should be taken up after completion of sorter's ticket 6.

(2) *First Operation.*

You have to deal with the slips with reference to the answers to question 5 birthplace and question 7 mother-tongue. Affix labels to four pigeon holes, the labels being marked as:—

1. Born in district of enumeration and with language of district as mother-tongue.
2. Born in district of enumeration and returning language other than the language of the district as mother-tongue.
3. Born elsewhere.
4. Birthplace not returned.

Take the slips and deal them into the pigeon holes with reference to the answers to questions 5 and 7. In the case of persons born in the district of enumeration I would have been recorded against question 5. Your supervisor will give you the language of the district of enumeration. When you have completed the sorting you should take the slips in the pigeon holes marked 'birthplace not returned', and take the orders of your supervisor as to whether any entry should be made in question 5. If any entries are made deal with the slips in the first three pigeon holes according to the entry otherwise retain them as 'birthplace not returned'. Count the number of slips in each pigeon hole. The total of the first two pigeon holes will be persons born in the district of enumeration. Total them and enter the name of the district and the number of slips in the sorter's ticket. Enter also the number of slips under 'birth-place not returned' in the sorter's ticket.

This completes the first operation.

(3) *Second Operation.*

In this operation you have only to deal with slips under the category 'born elsewhere' in the first operation. Affix labels to the pigeon holes, the labels being marked with names of districts adjoining the district for which you are sorting slips. The Supervisor will give you a list of such districts. Deal the slips into the pigeon holes. If in the course of sorting you come across any other birthplace deal the slips in separate pigeon holes and affix a label to the pigeon hole showing the name of the birthplace. If the number of pigeon holes is insufficient to cover all the birthplace returns put the slips containing places of birth which are not found in the pigeon hole in separate pigeon holes for further sorting. When the slips are exhausted count the number of slips in each pigeon hole and enter the name of the birthplace and the number of slips in the sorter's ticket. The slips for each birthplace should be kept separate.

(4) *Subsequent Operations.*

Deal with the slips that have been kept over in the second operation for birthplace returns as indicated above. Count the numbers for each place of birth and enter the name of the birthplace, and the number of slips in the sorter's ticket. Repeat the operations till all the slips are exhausted and complete the sorter's ticket. The operations are now complete.

(5) *Conclusion.*

When the operations are complete you will have bundles of slips representing

- (a) born in district of enumeration and with language of district as mother-tongue.
- (b) born in district of enumeration and returning language other than the language of the district as mother-tongue
- (c) birthplace not returned
- (d) a bundle for each birthplace outside the district of enumeration. You can combine (b), (c) and (d).

You have now to sort for sorter's ticket 8.

SORTER'S TICKET 8

Number and name of district..... Name of sorter.....
 Number and name of Census tract..... Number of livelihood class.....
 Sample/General/Displaced persons..... Number of slips.....

Sex.....

Nationality	Number of slips	Nationality	Number of slips
-------------	-----------------	-------------	-----------------

Brought forward

Carried forward

Grand total

Tested and passed as correct

Signed

Signed

Supervisor

Sorter

Dated

Dated

Certified that I have checked the sorting while it was in progress and posted the figures in Compiler's posting Statement No. 13.

Signed

Compiler-Checker

Dated

INSTRUCTIONS.**Sorter's Ticket 8.****1. Preparation.**

After completion of sorter's ticket 7, you will have two bundles representing:—

- (1) persons born in district of enumeration and with language of district of mother-tongue, and
- (2) others.

For this ticket you are concerned only with the second bundle which you have to deal with reference to question 2 (a) Nationality. All the slips in the first bundle may be assumed to belong to Indian Nationals.

2. Operation.

Affix a label in a pigeon hole marked 'Indian National' and deal all the slips for Indian Nationals in that hole. In the slip 1 would have been recorded for Indian Nationals in Question No. 2 (a). When you are sorting if you come across slips of any other national, deal it in another pigeon hole and at the same time affix a label to that hole giving the nationality. All subsequent slips for that nationality should be dealt with in that hole. Similarly deal for other nationalities recorded. If the nationalities returned are more than the pigeon holes, keep the slips containing the nationalities not already covered separate to be dealt with subsequently. Count the number of slips in each pigeon hole and enter in the sorter's ticket. For Indian Nationals add also the number of slips in bundle (1) mentioned in para 1 above. If necessary, repeat the operation for the slips that may remain after first sorting and enter in the sorter's ticket. This completes the operation.

3. Conclusion.

You can combine the slips that you have sorted for the ticket so that you will have at the end of operation the same two bundles that you had at the beginning of the operation.

SORTER'S TICKET 9.

Name and number of district..... Name of sorter.....
 Name and number of tehsil..... Number of livelihood class.....
 Sample/General/Displaced persons..... Sex..... Number of slips.....

Language	As mother-tongue without subsidiary.	As mother-tongue with subsidiary
	Language A Language B Language C Language D Language E Language F Language G	
	No. of slips No. of slips No. of slips No. of slips No. of slips No. of slips No. of slips	No. of slips No. of slips No. of slips

Total

Tested and passed as correct
 Signed Supervisor Signed Dated

Certified that I have checked the sorting while it was in progress and posted the figures in compiler's posting statement No. 14.
 Signed Compiler-Checker Signed Dated

Signed Dated
 Sorter

INSTRUCTIONS**Sorter's Ticket 9.***Preparation*

After completing sorter's ticket 8 you will have two bundles representing:—

- (i) persons born in district of enumeration and with language of district as mother-tongue
- (ii) others.

You have to deal the slips for this ticket with reference to the answers recorded in questions 7 and 8.

(2) First Operation

For this operation you take the first bundle containing slips of persons born in district of enumeration and with language of district as mother tongue. The answer in question 7 will be the same for all the slips and it will be the language of the district. You have now to deal with the slips for the subsidiary languages recorded in the answer to question No. 8. Affix labels to the pigeon holes, the labels being marked 'without subsidiary language' and possible subsidiary languages. The supervisor will give you the names of possible subsidiary languages. Deal with the slips in the pigeon holes according to the answer recorded in question No. 8. You will find O recorded where there is no subsidiary language. If you come across any subsidiary language recorded for which you have not provided a pigeon hole deal the slip in a separate pigeon hole and affix a label showing the name of the language in that hole as subsidiary language. When you have completed the sorting count the number of slips in each pigeon hole and enter the name of the language, number of slips where there are no subsidiary languages and the name and the number of slips for each subsidiary language. The subsidiary language should be written at the top of the ticket in the space provided for this purpose. This completes the first operation. You can combine all the slips.

3. *Second Operation.* You have to deal now with the second bundle mentioned in para 1 above. You have first to deal with these slips with reference to the answer to question No. 7 mother-tongue. Affix labels to the pigeon holes the labels being marked with the names of languages that are likely to occur. The Supervisor will give you a list of such languages with the names of dialects under each language, if any. You should deal with the dialects in the same pigeon hole as the language. If during sorting you come across a slip containing a language for which you have not labelled a pigeon hole deal the slips separately and affix a label to the pigeon hole showing the name of the language. When the slips are exhausted bundle the slips in each pigeon hole separately. This completes the second operation.

4. *Third Operation.* You should now deal with bundle separately with reference to the answer in question No. 8. Take one of the bundles. Affix labels to the pigeon holes the labels being marked 'without subsidiary language' and with the name of languages which are likely to be returned as subsidiary languages. The Supervisor will give you list of such languages. Deal with the slips with reference to the answer to question No. 8. You will find 'O' recorded where there is no subsidiary language. Where you come across any slip which contains a language in question No. 8 for which you have not provided a pigeon hole deal the slips separately and affix a label to the pigeon hole showing the name of the language. When you have completed the sorting for a bundle count the number of slips in each pigeon hole and write the name of the language, the number of slips without any subsidiary language and the number of slips in each subsidiary language in the appropriate column of the sorter's ticket. If no column has been provided in the sorter's ticket for a language that you have sorted for write the language at the top of the ticket in the space provided for the purpose and the number of slips.

5. *Fourth operation (subsequent stages).* You should deal with the slips for each of the other mother tongue bundles as indicated in para 4

6. *Conclusion.* When you have completed the operations you can combine all the slips. You have now to sort for sorter's ticket 10.

SORTER'S TICKET 10

Number and name of district..... Name of sorter.....
 Number and name of Census tract..... Number of livelihood class.....
 Sample/General/Displaced persons..... Number of slips.....
 Sex.....

Educational standard	No. of slips
Literate	
Middle school	
Matriculate of S. L. C. Higher Secondary	
Intermediate in Arts or Science	
Graduates in arts or science	
Post graduates in arts or science	
Teaching	
Engineering	
Agriculture	
Veterinary	
Commerce	
Legal	
Medical	
Others	
Total	

Test and passed as correct

Signed.....

Supervisor

Dated

Signed.....

Sorter

Dated

Certified that I have checked the sorting while it was in progress and posted the figures in compiler's posting statement No. 15.

Signed.....

Dated

Compiler-Checker

INSTRUCTIONS**Sorter's Ticket 10****(1) Preparation:**

You should take up sorting for this ticket after you have completed sorter's ticket 9. The sorting has to be done with reference to the answer to question No. 12 literacy.

(2) Operation. Affix labels to the pigeon holes marked 'illiterate and partly literate' and each of the educational standards given in the ticket. Deal with the slips, with reference to the answers recorded against question No. 12, into the various pigeon holes. 'Illiterate' and 'partly literate' would have been recorded either as "0" or 1 in the slips. 'Literate' would have been recorded as 2 in the slip. In the case of those who have passed some examination the actual examination passed would have been recorded. Deal the slips into the various pigeon holes according to the examination passed. If in the course of sorting you have any difficulty in classification refer to your supervisor for instructions. When you have exhausted the slips count the number of slips in the various pigeon holes and enter the number in the appropriate column of the sorter's ticket.

(3) Conclusion: When you have completed this sorter's ticket your sorting work is over and you can hand over your boxes of slips to the supervisor.

APPENDIX B

Primary Census Abstract

Number and name of district
 Number and name of tehsil

Rural tract
 Non-city Urban Tract
 City

Serial No. (1)	Name of village or Town/Ward (2)	Area of village or Town/Ward (3)	Occupied houses		Total number of persons enumerated (including inmates of institutions and houseless persons)		Household Population		Literate		
			No. of houses (4)	No. of house-holds (5)	Persons (6)	Males (7)	Females (8)	Males (9)	Females (10)	Males (11)	Females (12)

Page Total

Checked and found correct

Signed

Dated

Comptroller

Primary Census Abstract— (Contd.)

AGRICULTURAL CLASSES

I. Cultivators of land wholly or mainly owned and their dependents				II. Cultivation of land wholly or mainly unowned and their dependents				III. Cultivating labourers and their dependents				IV. Cultivating owners of land; agricultural rent receivers and their dependents											
General		Sample		Displaced persons		General		Sample		Displaced persons		General		Sample		Displaced persons							
Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females	Males	Females						
(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)

Primary Census Abstract—(Concl'd.)

NON AGRICULTURAL CLASSES

V. Production other than cultivation			VI. Commerce			VII. Transport			VIII. Other services and miscellaneous Sources		
General	Sample	Displaced Persons	General	Sample	Displaced persons	General	Sample	Displaced persons	General	Sample	Displaced persons
Males	Males	Males	Males	Males	Males	Males	Males	Males	Males	Males	Males
Females	Females	Females	Females	Females	Females	Females	Females	Females	Females	Females	Females
(37) (38)	(39) (40)	(41) (42)	(43) (44)	(45) (46)	(47) (48)	(49) (50)	(51) (52)	(53) (54)	(55) (56)	(57) (58)	(59) (60)

INSTRUCTIONS

Primary Census Abstract

The PRIMARY CENSUS ABSTRACT will be written from the National Register of Citizens, Sorter's ticket O, and area statement.

Col. 2 of the abstract will contain the name and code number of a village in a rural tract and the name and number of the ward or division in the case of non-city urban tracts and cities. Col. 3 will be posted from the area statement. These columns should be posted and approved by the Superintendent before other columns are written up.

As soon as Sorter's ticket O has been completed and checked, the Supervisor will hand over to you Sorter's ticket O for the village or town/ward along with the National Register of Citizens relating to that village or town/ward.

Cols. 4 to 12 of the abstract will be written from the National Register of Citizens. From the column in the Register relating to house or household number cols. 4 and 5 of the abstract should be filled up. If a total of the number of occupied houses and households has already been struck you should check the totals and post them in the Primary Census Abstract.

Cols. 7 and 8 relate to the total male and female population of the village or ward. If the total male and female population have been struck you should check the figures and post them in cols. 7 and 8 and the total of these columns should be entered in col. 6.

The resident householders, institutional inmates and houseless persons would have been recorded separately in the register of citizens. The household population means the total population minus institutional inmates and houseless persons. The number of males and females in the household population should be entered in columns 9 and 10.

There is a column for literacy in the National Register of Citizens. In the case of literates either 2 or examination passed would have been recorded. The number of literates should be totalled by sexes and entered in cols. 11 and 12.

You should post columns 13 to 60, of the abstract from Sorter's ticket O exactly as the figures are found in the sorter's ticket under the relevant Columns. When you have completed posting for a ticket, you should sign the certificate in the ticket. You should check that the total of col. 13 onwards for males tallies with the total number of males (col. 7) and the total col. 14 onwards for females tallies with the total females (col. 8).

When you have completed all the villages for a tract or division of a city you should strike the totals for col. 4 to 60 for each page. When all the pages have been totalled you should write the page totals in a separate sheet and strike the total for the tract or the city. In the case of non-city urban you should strike the total for each town from the ward figures. You should write the total for each town in a separate sheet and strike the tract total.

When you have completed the statement you should sign the statement and give the date of completion and hand over the statement, Sorter's ticket O, and the National Register of Citizens to your partner for checking.

COMPILER'S POSTING STATEMENT (SPECIAL)

No. and name of } Region
} Sub-Region
} District
} Sub-district
} Tract

Description of tract } Rural tract
} Non-city urban tract
} City

S. No. of sorter's ticket	Name of sorter	Date of posting	Livelihood Cl. No.	DATE OF ARRIVAL IN INDIA													
				Jan. 47	Feb. 47	Mar. 47	Apr. 47	May. 47	Jun. 47	Jul. 47	Aug. 47	Sep. 47	Oct. 47	Nov. 47	Dec. 47		
(1)	(2)	(3)	(4)	1946	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Total

Checked and found correct

Signed

Dated

Compiler-Checker

COMPILER'S POSTING STATEMENT (SPECIAL) — (Contd.)

DATE OF ARRIVAL IN INDIA (Contd.)

Jan. 48 (18)	Feb. 48 (19)	Mar. 48 (20)	Apr. 48 (21)	May. 48 (22)	Jun. 48 (23)	Jul. 48 (24)	Aug. 48 (25)	Sep. 48 (26)	Oct. 48 (27)	Nov. 48 (28)	Dec. 48 (29)	Jan. 49 (30)	Feb. 49 (31)	Mar. 49 (32)	Apr. 49 (33)	May. 49 (34)	Jun. 49 (35)	Jul. 49 (36)	Aug. 49 (37)
--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------

Approved for tabulation

Signed

Supervisor

Dated

COMPILER'S POSTING STATEMENT (SPECIAL) -- (Concl'd.)

Sex Male
Female

District of Origin in Pakistan _____

DATE OF ARRIVAL IN INDIA (Concl'd.)

Sep. 49 (38)	Oct. 49 (39)	Nov. 49 (40)	Dec. 49 (41)	Jan. 50 (42)	Feb. 50 (43)	Mar. 50 (44)	Apr. 50 (45)	May. 50 (46)	Jun. 50 (47)	Jul. 50 (48)	Aug. 50 (49)	Sep. 50 (50)	Oct. 50 (51)	Nov. 50 (52)	Dec. 50 (53)	Jan. 51 (54)	Feb. 51 (55)
--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------	--------------------

INSTRUCTIONS**Compiler's Posting Statement (Special)**

This statement will be posted from sorter's ticket (Special). There will be as many statements for a tract as there are Districts of Origin in Pakistan in the sorter's tickets relating to the tract.

The statements will relate only to displaced persons. Your supervisor would have written the heading of each statement, the district of origin in Pakistan to which the statement relates and also the sex. He would also have filled in cols. 1, 2 and 4 relating to serial number of sorter's ticket and name of sorter and Livelihood Class Number for each statement. You will deal only with statements of one sex. Your partner will deal with the statements of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned as soon as the tickets have been completed and checked by him. You should post the figures in each sorter's ticket in the statement relating to the district of origin given in col. 1 of the ticket against the appropriate serial number and name of the sorter. When you have completed posting for a statement from the ticket you should enter the date of posting in col. 3 of the ticket. When you have completed posting for all the entries in a ticket you should sign the certificate in the ticket and give the date.

When you have posted figures for all sorter's tickets (special), you should total up the figures for each statement separately.

You should then sign each statement, give the date of completion and hand over the statements and relevant sorter's tickets (special) to your partner for checking.

COMPILER'S POSTING STATEMENT No. 1 (I) to (VIII)

No. & Name of { Region
Sub-Region
District
Sub-District
Tract

Description of Tract { Rural Tract
Non-City Urban Tract
City

Sex MALES
FEMALES

Livelihood Class No.

Serial No. of Sorter's Ticket	Name of Sorter	Date of Posting	Self-Supporting Persons without any entry against Q. 11	Self-Supporting Persons having entry against Q. 11	Non-earning Dependents	Earning Dependents	Total
1	2	3	4	5	6	7	8

General

Total General

Sample

Total Sample

Displaced Persons

Total Displaced Persons

Grand Total

Checked & found correct

Approved for Tabulation

Posted

Signed

Compiler—
Checker

Dated

Signed

Dated

Supervisor

Signed

Dated

Compiler—
Checker

INSTRUCTIONS**Compiler's Posting Statement No. 1.**

You should post this statement from Sorter's Ticket No. 1. There will be eight statements for a tract corresponding to the eight livelihood classes. Your Supervisor would have written up the headings of each statement and also filled in columns 1 and 2 relating to serial number of Sorter's Ticket and name of sorter. He would also have written the livelihood class number to which the statement relates. You will deal only with the statements of one sex and your partner will deal with the statements of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned, as soon as the tickets have been completed and checked by him. You should post the figures in each sorter's ticket in the statement relating to the appropriate livelihood class against the appropriate serial number and name of sorter. You are concerned only with figures in column 2 of sorter's ticket 1 which relates to the total number of slips. You should post the figures in this column under the corresponding entries in the statement. When you have completed posting for a ticket you should enter the date of posting in col. 3 of the statement. (The sorter's ticket has not yet been completely utilised. You should post the other figures in statement No. 2 simultaneously.)

When you have posted figures from all sorter's tickets 1 in the statement you should total up the figures separately for 'General', 'Sample' and 'Displaced persons' if any. You should also strike a grand total.

You should then sign the statement and give the date of completion.

COMPILER'S POSTING STATEMEN NO. 2 (I) to (VIII)

Sex Male
Female

No. and name of { Region
Sub-Region
District
Sub-District
Tract }
Description of Tract { Rural Tract
Non-City Urban Tract
City }

Livelihood Class No.

Serial No. of Sorter's Ticket	Name of Sorter	Dated of Posting	No. of Persons deriving their Secondary Means Livelihood from																	
			Cultivation of owned land			Cultivation of unowned land			Employment as Cultivating Labourer		Rent from Agricultural land		Production other than Cultivation		Commerce		Transport		Other Services and Miscellaneous Sources	
			Supporting persons	Earning persons	Self Dependents	Supporting persons	Earning persons	Self Dependents	Supporting persons	Earning persons	Self Dependents	Supporting persons	Earning persons	Self Dependents	Supporting persons	Earning persons	Self Dependents	Supporting persons	Earning persons	Self Dependents
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19		

General

Total General

Sample

Total Sample

Displaced Persons

Total Displaced Persons

Grand Total

Checked and found correct

Approved for Tabulation

Signed
Date

Compiler-Checker

Supervisor

Signed
Dated

Compiler-Checker

INSTRUCTIONS.**Compilers Posting Statement No. 2 (I) to (VIII)**

This statement will also be posted from sorter's ticket 1. When you have posted the figures from sorter's ticket 1 in compiler's posting statement No. 1 you should post the figures relating to this statement immediately after in the relevant statement. You should proceed with the two statements simultaneously.

There will be eight statements for a tract corresponding to the eight livelihood classes. Your supervisor would have written up the headings of the statement and would also have filled in columns 1 and 2 relating to serial number of Sorter's Ticket and name of sorter. He would also have written the livelihood class number to which the statement relates. The statement will also indicate the nature of the tract and the sex. You will deal only with the statements of one sex and your partner will deal with the statements of the other sex.

You should post the figures in a sorter's ticket against the appropriate Serial No. and name of sorter. You should post in columns 4, 6, 8, 10, 12, 14, 16 and 18 of the statement the figures in columns 3 to 10 respectively against the item 'self supporting persons having entry against question 11' in sorter's ticket 1. Similarly you should post in columns 5, 7, 9, 11, 13, 15, 17 and 19 of the statement the figures in columns 3-10 respectively against the item 'Earning dependents' in sorter's ticket 1. When you have completed posting for a ticket you should enter the date of posting in Col. 3 of the statement. You should also sign the certificate in Sorter's ticket 1 and give the date.

When you have posted the figures for all sorter's tickets 1 in the statement you should total up the figures separately for 'General', 'Sample' and 'Displaced persons' if any. You should also strike a grand total.

You should then sign the statement and enter the date of completion.

When you have completed both statements 1 and 2 you should hand over the statements and the relevant sorter's tickets to your partner for checking.

LIVELIHOOD GROUP ABSTRACT

Number and name of district..... Name of Sorter.....
 Number and name of census tract..... Number of livelihood class.....
 Sample/General displaced persons..... Number of slips.....
 Sex.....

Sub-division Number (1)	Total (2)	Employer (3)	Employee (4)	Independent Worker (5)
----------------------------	--------------	-----------------	-----------------	---------------------------

Grand total

Checked and found correct.

Signed _____
 Compiler Checker

Dated

Abstract

Signed _____
 Compiler-Checker

Dated

INSTRUCTIONS

Livelihood Group Abstract

This abstract will be prepared from sorter's ticket 2. After the sorter completes the ticket and it is checked by the supervisor the group code number will be written in column 1 of the ticket and checked. After this has been done the sorter's ticket will be handed over to you for preparing the livelihood group abstract.

The group code number will consist of three number, the first number is the number of the division to which the group belongs. The second number is the number of sub-division within the division to which the group belongs. The third number is the number of the group within the sub-division. In this abstract you should arrange the group code numbers in sorter's ticket 2 in order of sub-divisions that is the first two numbers given in column 1 of the ticket.

The sub-division should be written in the abstract in the ascending order *i. e.*, write the smallest division and the smallest sub-division within that division found in the sorter's ticket first and so on. When you write a sub-division in the abstract you should copy out the figures for Employer, Employee and independent worker in the respective columns of the abstract. If there are more than one entry for a sub-division you should write the entries one below the other and copy out the figures in the respective columns. You should strike a total for each sub-division.

As soon as you have copied out an entry relating to a sub-division from the sorter's ticket in the abstract you should tick off the entry. You should see that no entry in the sorter's ticket is omitted.

When you have completed the abstract you should strike a total and check that the total tallies with the total number of slips. After checking the figures you should post them in one of the compiler's posting statement Nos. 3 to 6.

Figures relating to different Livelihood Classes should be posted in different posting statements as shown below:—

Livelihood Class	Compilers Posting Statement No-
V	3
VI	4
VII	5
VIII	6

COMPILER'S POSTING STATEMENT NO. 3

Region
Sub-Region
District
Sub-district
Tract

No. and Name of

Description of Tract { Rural Tract
Non-City Urban Tract
City

S. No. of Sorter's Ticket	Name of Sorter	Date of posting	Sub-division 0-1		Sub-division 0-2		Sub-division 0-3		Sub-division 0-4		Sub-division 0-5		Sub-division 0-6		Sub-division 1-0		Sub-division 1-1		Sub-division 1-2		Sub-division 1-3											
			Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33

General

Total General

Sample

Total Sample

Displaced person

Total Displaced persons

Grand Total

Checked and found correct

Signed

Compiler-Checker

Dated

Approved for tabulation

Signed

Supervisor

Dated

COMPILER'S POSTING STATEMENT No. 3.—Contd.

Sex Male
Female

Sub division 1.4	Employer	34	35	36	Sub division 1.5	Employer	37	38	39	Sub division 1.6	Employer	40	41	42	Sub division 1.7	Employer	43	44	45	Sub division 2.0	Employer	46	47	48	Sub division 2.1	Employer	49	50	51	Sub division 2.2	Employer	52	53	54	Sub division 2.3	Employer	55	56	57	Sub division 2.4	Employer	58	59	60	Sub division 2.5	Employer	61	62	63	Independent worker
	Independent worker					Employer					Independent worker						Employer					Independent worker					Employer					Independent worker					Employer					Independent worker					Employer			

General

Sample

Displaced persons

INSTRUCTIONS**Compilers posting Statement No. 3**

This statement will be posted from livelihood group abstract for livelihood class V

Your supervisor would have written up the heading in the statement and would also have filled in columns 1 and 2 relating to S. No. of sorter's ticket and name of sorter.

When you have completed the livelihood group abstract for a sorter's ticket relating to livelihood class V and totalled the figures and checked the totals you should post the figure in the abstract, in the posting statement against the particular sorter under the respective sub-division for 'Employer', 'Employee' and 'Independent worker'. When you have completed the posting you should enter the date of posting in col. 3 of the statement. You should also complete and sign the certificate in sorter's ticket 2.

When you have posted the figures for all the sorter's ticket you should total up the figures separately for 'General', 'Sample' and 'Displaced persons' if any. You should also strike a Grand total.

You should then sign the statement and enter the date of completion.

When you have completed the statement you should hand over the statement, the relevant livelihood group abstracts and the sorter's tickets to your partner for checking.

COMPLIER'S POSTING STATEMENT NO. 4

Number and Name of { Region Sub-Region District Sub-District Tract }
 Description of tract { Rural tract Non-city urban City }

Males
Sex Females

S. No. of sorter's ticket	Name of sorter	Date of posting	Sub division 6'0		Sub division 6'1		Sub division 6'2		Sub division 6'3		Sub division 6'4		Sub division 6'5		Sub division 6'6		Sub division 6'7		Sub division 6'8										
			Employer	Employee	Employer	Independent worker	Employer	Employee	Independent worker	Employer	Employee	Independent worker	Employer	Employee	Independent worker	Employer	Employee	Independent worker	Employer	Employee	Independent worker								
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

GENERAL

Total General

SAMPLE

Total sample

DISPLACED PERSONS

Total Displaced persons

Grand Total

Checked and found correct
 Signed _____ Approved for tabulation _____ Posted _____
 Computer-checker _____ Supervisor _____ Dated _____
 Dated _____ Dated _____

INSTRUCTIONS**Compiler's Posting Statement No. 4**

This statement will be posted from livelihood group abstract for livelihood class VI.

Your supervisor would have written up the heading in the statement and would also have filled in columns 1 and 2 relating to S. No. of Sorter's ticket and name of sorter.

When you have completed the livelihood group abstract for a sorter's ticket relating to livelihood class VI and totalled the figures and checked the totals, you should post the figures in the abstract, in the posting statement against the particular sorter under the respective sub-division for 'Employer', 'Employee' and 'Independent worker'. When you have completed the posting you should enter the date of posting in col 3 of the statement. You should also complete and sign the certificate in sorter's ticket 2.

When you have posted the figures for all the sorter's tickets you should total up the figures separately for 'General, Sample, and 'Displaced persons' if any. You should also strike a grand total.

You should then sign the statement and enter the date of completion.

When you have completed the statement you should hand over the statement, the relevant livelihood group abstracts and the sorter's tickets to your partner for checking.

COMPILERS POSTING STATEMENTS No. 5

Number and Name of Region
Sub-Region
District
Sub-district
Tract Sex Male
Females

Description of tract Rural
Non-city urban
City

S. No. of sorter's ticket	Name of sorter	Date of posting	Sub division 7-0			Sub division 7-1			Sub division 7-2			Sub division 7-3			Sub-division 7-4		
			Employer	Employee	Independent worker	Employer	Employee	Independent worker	Employer	Employee	Independent worker	Employer	Employee	Independent worker	Employer	Employee	Independent worker
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18

General

Total General

Sample

Total Sample

Displaced persons

Total Displaced persons

Grand Total

Checked and found correct	Approved for tabulation	Posted
Signed	Signed	Signed
Compiler-checker	Supervisor	Compiler-checker
Dated	Dated	Dated

INSTRUCTIONS**Compiler's Posting Statement No. 5**

This statement will be posted from livelihood group abstract for livelihood class VII.

Your supervisor would have written up the heading in the statement and would also have filled in columns 1 and 2 relating to S. No. of Sorter's ticket and name of sorter.

When you have completed the livelihood group abstract for a sorter's ticket relating to livelihood class VII and totalled the figures and checked the totals, you should post the figures in the abstract, in the posting statement against the particular sorter under the respective sub-division for 'Employer' 'Employee' and 'Independent worker'. When you have completed the posting you should enter the date of posting in col 3 of the statement. You should also complete and sign the certificate in sorter's ticket 2.

When you have posted the figures for all the sorter's tickets you should total up the figures separately for 'General' 'Sample' and 'Displaced persons' if any. You should also strike a grand total.

You should then sign the statement and enter the date of completion.

When you have completed the statement you should hand over the statement, the relevant livelihood group abstracts and the sorter's tickets to your partner for checking.

COMPIER'S POSTING STATEMENT NO. 6

Number and name of
 { Region
 Sub-Region
 District
 Sub-district
 Tract

Description of tract
 { Rural tract
 Non city urban tract
 City

S. No. of Sorters' ticket	Name of sorter	Date of posting	Sub division 5.0		Sub division 5.1		Sub division 5.2		Sub division 5.3		Sub division 5.4		Sub division 5.5		Sub division 5.6		Sub division 5.7		Sub division 7.5										
			Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker	Employer	Independent worker									
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30

General

Total General

Sample

Total Sample

Displaced persons

Total displaced persons

Grand Total

Checked and found correct

Signed

Dated

Compiers-checker

COMPIER'S POSTING STATEMENT - (Concid)

Sex Males
Females

Sub division 88		Sub division 89		Sub division 90		Sub division 91		Sub division 92		Sub division 93		Sub division 94		Sub division 95		Sub division 96		Sub division 97		Sub division 98																																													
64	Employer	65	Employee	66	Employee	67	Employee	68	Employee	69	Independent worker	70	Employer	71	Employee	72	Independent worker	73	Employer	74	Employee	75	Independent worker	76	Employer	77	Employee	78	Independent worker	79	Employer	80	Employee	81	Independent worker	82	Employer	83	Employee	84	Independent worker	85	Employer	86	Employee	87	Independent worker	88	Employer	89	Employee	90	Independent worker	91	Employer	92	Employee	93	Independent worker	94	Employer	95	Employee	96	Independent worker

General

Sample

Displaced Persons

Approved for tabulation

Signed

Dated

Supervisor

Posted

Signed

Dated

Compiler-checker

INSTRUCTIONS**Compiler's Posting Statement No. 6.**

This statement will be posted from livelihood group abstract from livelihood class VIII.

Your supervisor would have written up the heading in the statement and would also have filled in columns 1 and 2 relating to S. No. of Sorter's ticket and name of sorter.

When you have completed the livelihood group abstract for a sorter's ticket relating to livelihood class VIII and totalled the figures and checked the totals you should post the figures in the abstract, in the posting statement against the particular sorter under the respective sub division for 'Employer' 'Employee' and 'Independent worker'. when you have completed the posting you should enter the date of posting in col 3 of the statement. You should also complete and sign the certificate in the sorter's ticket 2.

When you have posted the figures for all the sorter's tickets you should total up the figures separately for 'General', 'Sample' and 'Displaced persons' if any. You should also strike a grand total.

You should then sign the statement and enter the date of completion.

When you have completed the statement you should hand over the statement, the relevant livelihood group abstracts and the sorter's tickets to your partner for checking.

COMPILER'S POSTING STATEMENT NOS. 7 (I) to (VIII)

Number and name of { Region
Sub-region
District
Sub-district
Tract

Sex Male
Female

Description of tract { Rural
Non-city Urban
City

LIVELIHOOD CLASS NO.....

No. of Sorter's Ticket	Name of Sorter	Date of posting	AGE												
			0	1-4	5-9	10-14	15-24	25-34	35-44	45-54	55-64	65-74	75 & over	Age not stated	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	

SAMPLE

Total SAMPLE

DISPLACED PERSONS

TOTAL DISPLACED PERSONS

Checked and found correct.	Approved for Tabulation	Posted
Signed	Signed	Signed
Compiler-Checker	Supervisor	Compiler-Checker
Dated	Dated	Dated

INSTRUCTIONS**Compiler's Posting Statement No. 7 (1) to (VIII)**

You should post this statement from sorter's ticket 3. There are eight parts (1 to VIII) in the statement, each part corresponding to the livelihood class of that number.

You will have to prepare statements only for 'sample' and 'displaced persons'. Your supervisor would have written the headings of the statement, the part number and the livelihood class number and also filled in columns 1 and 2 relating to serial number of sorter's ticket and name of sorter for each part. You will deal only with the statements of one Sex and your partner will deal with statements of the other Sex.

The Supervisor will give you the sorter's tickets with which you are concerned as soon as the tickets have been completed and checked by him. You should post the figures in each sorter's ticket in the part of Statement corresponding to the livelihood class of the ticket, against the appropriate serial number and name of sorter. You are concerned now only with figures in column 2 of Sorter's Ticket 3 which relates to the total number of slips. You should post the figures in this column under the corresponding entries in the statement. When you have completed posting for a ticket you should enter the date of posting in column 3 of the statement. (The sorter's ticket has not yet been completely used. You should post the other figures in posting statement No. 8 simultaneously).

When you have posted figures for all sorter's tickets 3, you should total up the figures Separately for 'Sample' and 'displaced persons' if any for each one of the parts.

You should then sign each part of the statement and give the date of completion.

COMPILERS POSTING STATEMENT No. 8.

No. and Name of { Region
Sub-Region
District
Sub-District
Tract

Description of tract { Rural Non-city Urban
City

Serial No. of Sorter's ticket	Name of Sorter	Date of Posting	Livelihood Class Number	Unmarried										Married																										
				0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Age not stated	75 and over	65-74	55-64	45-54	35-44	25-34	15-24	10-14	5-9										
1	2	3	4	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	Age not stated	75 and over	65-74	55-64	45-54	35-44	25-34	15-24	10-14	5-9	17	18	19	20	21	22	23	24	25	26

Sample

Total Sample

Displaced persons

Total Displaced persons

Checked and found correct

Approved for tabulation

Signed

Signed

Compiler-checker

Supervisor

Dated

Dated

COMPILER'S POSTING STATEMENT NO. 8--Contd.

Widowed				Divorced				Age not stated											
27	5-9	28	10-14	29	15-24	30	25-34	31	35-44	32	45-54	33	55-64	34	65-74	35	75 and over	36	Age not stated
27	5-9	28	10-14	29	15-24	30	25-34	31	35-44	32	45-54	33	55-64	34	65-74	35	75 and over	36	Age not stated

Sample

Displaced persons

Posted

Singed
Dated

Compiler-Checker

INSTRUCTIONS**Compilers Posting Statement No. 8.**

This statement will also be posted from sorter's ticket 3. You should post the figures relating to this statement immediately after you have posted the figures in compiler's posting statement No. 7. You should proceed with the two statements simultaneously.

Your supervisor would have written up the headings of the statement and would also have filled in columns 1, 2 and 4 relating to serial number of sorter's ticket, name of sorter and livelihood class number. You will deal with the statements of one sex and your partner will deal with the statements of the other sex.

You should post the figures in a sorter's ticket against the appropriate serial number and name of sorter. You should post under each column the relevant figure from the sorter's ticket.

When you have completed posting for a ticket you should enter the date of posting in column 3 of the statement. You should also sign the certificate in sorter's ticket 3 and give the date.

When you have posted the figures for all sorter's ticket 3 in the statement you should total up the figures separately for 'Sample' and 'Displaced persons' if any.

You should then sign the statement and give the date of completion.

When you have completed both statements 7 and 8 you should hand over the statements and the relevant sorter's tickets to your partner for checking.

COMPILER'S POSTING STATEMENT NO. 9

No. and Name of Region
Sub-Region
District
Sub-District
Tract

Sex Male
Female

Description of Tract Rural
Non-city Urban
City

Serial No. of Sorter's ticket	Name of Sorter	Date of posting	Livelihood Class Number	Able to Read												Literate							
				5-9	10-14	15-24	25-34	35-44	45-54	55-64	65-74	75 and over	Age not stated	13	14	15	16	17	18	19	20	21	22
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24

Sample

Total Sample

Displaced Persons

Total Displaced Persons

Checked and found correct

Signed

Dated

Compiler Checker

Approved for tabulation

Signed

Dated

Posted

Signed

Dated

Compiler-Checker.

INTRODUCTIONS.**Compiler's Posting Statement No. 9**

You should post this statement from Sorter's ticket 4.

You will have to prepare statements only for Sample and displaced persons'. Your supervisor would have written up the heading of the statement and also filled in cols 1, 2 and 4 relating to serial number of sorter's ticket, name of sorter and livelihood class number. You will deal only with statements of one sex and your partner will deal with the statements of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned as soon as the tickets have been completed and checked. You should post the figures in the sorter's ticket, in the statement against the appropriate serial number and name of the sorter and under the relevant columns in the statement. When you have completed posting for a ticket you should enter the date of posting in col. 3 of the statement and also sign the certificate in sorter's ticket 4 and give the date.

When you have posted figures for all sorter's tickets 4 in the statement you should total up the figures separately for 'Sample' and displaced persons if any.

You should sign the statement and give the date of completion. You should hand over the statement and the tickets to your partner.

COMPILER'S POSTING STATEMENT No. 10.

Number and Name of Region
Sub-Region
District
Sub-District
Tract Rural
Non-city Urban
City Sex Male
Female

Serial No. of sorters ticket (1)	Name of sorter (2)	Date of posting (3)	Liveli hood Cl. No. (4)	AGE												
				1	2	3	4	5	6	7	8	9	10	11	12	13
				(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	(17)

Checked and found correct Approved for tabulation
 Signed Signed
 Compiler-checker Supervisor
 Dated Dated

COMPILER'S POSTING STATEMENT No. 10—Contd.

AGE—(contd.)

14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38
(18)	(19)	(20)	(21)	(22)	(23)	(24)	(25)	(26)	(27)	(28)	(29)	(30)	(31)	(32)	(33)	(34)	(35)	(36)	(37)	(38)	(39)	(40)	(41)	(42)

COMPILER'S POSTING STATEMENT No. 10—Contd.

AGE—(contd.)	
39	63
(43)	(67)
40	62
(44)	(66)
41	61
(45)	(65)
42	60
(46)	(64)
43	59
(47)	(63)
44	58
(48)	(62)
45	57
(49)	(61)
46	56
(50)	(60)
47	55
(51)	(59)
48	54
(52)	(58)
49	53
(53)	(57)
50	52
(54)	(56)
51	51
(55)	(55)
52	50
(56)	(54)
53	49
(57)	(53)
54	48
(58)	(52)
55	47
(59)	(51)
56	46
(60)	(50)
57	45
(61)	(49)
58	44
(62)	(48)
59	43
(63)	(47)
60	42
(64)	(46)
61	41
(65)	(45)
62	40
(66)	(44)
63	39
(67)	(43)

COMPILER'S POSTING STATEMENT No. 10—Contd.

AGE—(contd.)

64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88
(68)	(69)	(70)	(71)	(72)	(73)	(74)	(75)	(76)	(77)	(78)	(79)	(80)	(81)	(82)	(83)	(84)	(85)	(86)	(87)	(88)	(89)	(90)	(91)	(92)

COMPILERS POSTING STATEMENTS No. 10—Concl'd*

AGE— (concl'd)

89	90	91	92	93	94	95	96	97	98	99	100
(93)	(94)	(95)	(96)	(97)	(98)	(99)	(100)	(101)	(102)	(103)	(104)

Posted

Signed

Compiler-Checker

Dated

INSTRUCTIONS**Compiler's Posting Statement No. 10**

You should post this statement from sorter's ticket 5. You will have to prepare statements only for 'sample' and displaced persons'. Your supervisor should have written up the headings of the statement and also filled in cols. 1, 2 and 4 relating to serial number of sorter's ticket, name of sorter and livelihood class number. You will deal only with statements of one sex and your partner will deal with statements of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned as soon as the tickets have been completed and checked. You should post the figures in the sorter's ticket, in the statement against the appropriate serial number and name of the sorter and under the relevant columns in the statement. You will find that ages over 100 is not printed in statement. If you come across any age in the sorter's ticket over 100 you should write the age at the top after 100 and enter the figures under the column. When you have completed posting for a ticket you should enter the date of posting in col 3 of the statement and also sign the certificate in sorter's ticket 5 and give the date.

When you have posted the figures for all the sorter's tickets 5 in the statement you should total up the figures separately for 'sample' and 'displaced persons' if any.

You should sign the statement and give the date of completion. You should hand over the statement and the tickets to your partner.

COMPILERS POSTING STATEMENTS No 11

Sex Males
Females

Region
Sub-Region
District
Sub district
Tract

No. and name of

Description of tract { Rural tract
Non city urban tract
City.

S. No. of sorter's ticket	Name of sorter	Date of posting	Livelihood Class No.	Hindu				Sikh			Jain			Buddhist			Zoroastrian			
				Sch Caste	Sch Tribe	Backward	Non Backward	Sch Caste	Sch Tribe	Backward	Non Backward	Sch Tribe	Backward	Non Backward	Sch Tribe	Backward	Non Backward	Sch Tribe	Backward	Non Backward
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21

General

Total General

Sample

Total Sample

Displaced persons

Total Displaced persons

Grand Total

Checked and found correct

Approved for tabulation

Signed

Compiler-checker

Signed

Dated

Supervisor

Dated

COMPILERS POSTING STATEMENT No. 11 (Contd.)

Muslim		Christian			Jew			General					
24	Sch Tribe	27	Sch Tribe	31	Sch Tribe	34	ch Tribe	37	Sch Tribe	40	Sch Tribe	42	Non Backward
25	Backward	28	Backward	32	Backward	35	Backward	38	Backward	39	Non Backward	41	Backward
26	Non backward	29	Non Backward	33	Non Backward	36	Non Backward	37	Sch Tribe	38	Backward	40	Sch Tribe
		30	Anglo Indian										

General

Sample

Displaced persons

Posted

Signed

Compiler-Checked

Dated

INSTRUCTIONS**Compiler's Posting Statement No. 11**

You should post this statement from sorter's ticket 6

Your supervisor would have written up the headings of the Statement and also filled in cols 1, 2 and 4 relating to serial Number of sorter's ticket, name of sorter and livelihood class number. The supervisor will also indicate the nature of the tract and also the sex. You will deal only with the statements of one sex and your partner will deal with the statement of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned, as soon as the tickets have been completed and checked by him. You should post the figures in each sorter's ticket in the statement against the appropriate serial number and name of sorter. If you come across any religion in the sorter's ticket which is not given in the statement you should write the name of religion in the blank headings provided at the end and post the figures in the relevant columns. When you have completed posting for a sorter's ticket you should enter the date of posting in col 3 of the statement. You should also sign the certificate in sorter's ticket 6 and give the date.

When you have posted the figures for all the sorter's tickets 6, you should total up the figures separately for 'General,' 'Sample' and 'Displaced persons,' if any, strike the grand total.

You should then sign the statement and give the date of completion. You should hand over the statements and the relevant sorter's tickets to your partner for checking.

COMPILER'S POSTING STATEMENT No. 12

Sex Males Females

No. and name of { Region Sub Region District Sub district Tract

Description of tract { Rural tract Non city urban tract City

S. No. of sorter's ticket	Name of sorter	Dated of posted	Livelihood class No.	Birth place																					
				A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26

General

Total General

Sample

Total Sample

Displaced persons

Total displaced persons

Grand total

Checked and found correct

Signed Compiled-checker Dated

Approved for tabulation

Signed Supervisor Dated

Posted

Compiler-checker

INSTRUCTIONS**Compiler's Posting Statement No. 12**

You should post this statement from Sorter's ticket 7. Your supervisor would have written up the headings of the statement and also filled in cols 1, 2 and 4 relating to Serial Number of sorter's ticket, name of sorter and livelihood class number. The supervisor will also indicate the nature of the tract and also the sex. You will deal only with the statements of one sex and your partner will deal with the statements of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned as soon as the tickets have been completed and checked by him. You should post the figures in each sorter's ticket in the statement against the appropriate serial number and name of sorter. You should write at the top, the name of the district or country given in the sorter's ticket and post the relevant figures in that column. When the sorter's ticket contains more birthplaces than could be accommodated in the statement you should get another statement from the supervisor on which you should write the new birthplaces. You should keep all the statements for the tract together. When you have completed posting for a sorter's ticket you should enter the date of posting in column 3 of the statement. You should also sign the certificate in sorter's ticket 7 and give the date.

When you have posted figures for all the sorter's ticket 7 in the statement you should total up the figures separately for 'General', 'Sample', and 'displaced persons' and strike a grand total and enter in the statement.

You should then sign the statement (or statements if you have more than one) and give the date of completion. You should hand over the statement and the relevant sorter's tickets to your partner for checking.

COMPILER'S POSTING STATEMENT No. 13

Sex Males
Females

Number and name of Region
Sub region
District
Sub district
Tract

Description of tract Rural tract
Non-city urban tract
City

S. No. of sorter's ticket	Name of sorter	Date of posting	Livelihood Class No.	Nationality											
				Indian.	A	B	C	D	E	F	G	H	I	J	K
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16

General

Total General

Sample

Total Sample

Displaced persons

Total displaced persons

Grand Total

Checked and found correct	Approved for tabulation	Posted
Signed	Signed	Signed
Compiler-checker	Supervisor	Compiler-checker
Dated	Dated	Dated

INSTRUCTIONS**Compiler's Posting Statement No. 13**

You should post this statement from sorter's ticket 8. Your supervisor would have written up the headings of the statement and also filled in columns 1, 2 and 4 relating to serial Number of sorter's ticket, name of sorter and livelihood class number. The supervisor will also indicate the nature of the tract and also the sex. You will deal only with the statements of one sex and your partner will deal with the statements of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned, as soon as the tickets have been completed and checked by him. You should post the figures in each sorter's ticket in the statement against the appropriate serial number and name of sorter. You will observe that only Indian Nationality is mentioned in the statement. You should post the figures for Indian Nationals under that column. In the case of other nationalities you should write at the top the name of the nationality and post the figures. When you have completed posting for a sorter's ticket you should enter the date of posting in column 3 of the statement. You should also sign the certificate in sorter's ticket 8 and give the date.

When you have posted the figures for all the sorter's ticket 8 in the statement you should total up the figures separately for 'General', 'Sample' and 'displaced persons' and strike a grand total and enter in the statement.

You should then sign the statement and give the date of completion. You should hand over the statement and the relevant sorter's tickets to your partner for checking.

COMPILER'S POSTING STATEMENT No. 14

Males
Sex Females

Region
Sub Region
District
Sub district
Tract

No. and name of

Description of tract { Rural tract
 { Non city urban tract
 { City

S. No of sorter's ticket	Name of sorter	Date of posting	Livelihood Class No.	Language A					Language B					Language C.				
				without subsy	As M. T.	with subsy	As M. T.	with subsy	As M. T.	without subsy	As M. T.	with subsy	As M. T.	without subsy	As M. T.	with subsy	As M. T.	without subsy
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19

General

Total General

Sample

Total Sample

Displaced persons

Total displaced persons

Grand Total

Checked and found correct

Approved for tabulation

Signed

Signed

Compiler-checker

Supervisor

Dated

Dated

COMPILER'S POSTING STATEMENT No. 14—Contd.

Language D		Language E			
As M. T.	without Subsy.	20	As M. T.	without Subsy.	25
As M. T.	with Subsy. A	21	As M. T.	with Subsy. A	26
As M. T.	with Subsy. B	22	As M. T.	with Subsy. B	27
As M. T.	with Subsy. C	23	As M. T.	with Subsy. C	28
As M. T.	with Subsy. E	24	As M. T.	with Subsy. D	29

General

Sample

Displaced person

Posted

Signed

Compiler-checker

Dated

INSTRUCTIONS**Compiler's Posting Statement No. 14**

You should post this statement from sorter's ticket 9.

Your supervisor would have written up the headings of the statement and also filled in cols 1, 2 and 4 relating to Serial Number of sorter's ticket, name of sorter and livelihood class number. The supervisor will also indicate the nature of the tract and also the sex. You will deal only with the statements of one sex and your partner will deal with the statements of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned, as soon as the tickets have been completed and checked by him. You should post the figures in each sorter's ticket in the statement against the appropriate serial number and name of sorter. You should write at the top the name of the language and the names of the subsidiary languages in the cols below it from the sorter's ticket and post the figures in the ticket under the respective columns for the language and subsidiary languages. You should very carefully post the figures. When you have completed posting for a sorter's ticket you should enter the date of posting in col 3 of the statement. You should also sign the certificate in sorter's ticket 9 and give the date.

When you have posted the figures for all the sorter's tickets 9, you should total up the figures separately for 'General', 'Sample' and 'displaced persons', if any, and strike the grand total.

You should then sign the statement and give the date of completion. You should hand over the statement and the relevant sorter's tickets to your partner for checking.

COMPIGERS POSTING STATEMENT No. 13 (D) To (VIII)

Sex Males
 Females

No. and name of { Region
 Sub Region
 District
 Sub district
 Tract

Livelihood Class No. _____

No. of sorter's ticket	Name of sorter	Date of posting	Educational Standard													
			4	5	6	7	8	9	10	11	12	13	14	15	16	17
1	2	3	Literate	Middle school	Matriculate	Intermediate	Graduate	Post Graduate	Tracing	Engineering	Agr culture	Veterinary	Commerce	Legal	Medical	Others

General

Total General

Sample

Total Sample

Displaced persons

Total displaced persons

Grand Total

Checked and found correct

Approved for tabulation

Posted

Signed

Signed

Signed

Compiler-checker

Supervisor

Compiler-checker

Datap

Dated

Dated

INSTRUCTIONS**Compiler's Posting Statement No. 15 (I) to (VIII)**

You should post this statement from sorter's ticket 10. There are eight parts (I to VIII) in the statement each part corresponding to the livelihood class of that number.

Your supervisor would have written the headings of the statement, the part number and the livelihood class number and also filled in cols. 1 and 2 relating to serial number of sorter's ticket and name of sorter for each part. You will deal only with the statements of one sex and your partner will deal with the statements of the other sex.

The supervisor will give you the sorter's tickets with which you are concerned as soon as the tickets have been completed and checked by him. You should post the figures in each sorter's ticket in that part of the statement corresponding to the livelihood class of the ticket, against the appropriate serial number and name of sorter. When you have completed posting for a ticket you should enter the date of posting in col. 3 of the statement. You should also sign the certificate in sorter's ticket 10 and give the date.

When you have posted the figures for all the sorter's tickets 10, you should total up the figures separately for 'General', 'Sample' and 'displaced persons' if any, for each one of the parts and strike a grand total for each of the parts.

You should then sign each part of the statement and give the date of completion. You should hand over the statements and the relevant sorter's tickets to your partner for checking.

APPENDIX C
Census Abstract of Sample Households

No. and Name of { Region
 Sub-district
 District
 Sub-district
 Tract
 Village or Town/ward.

Serial No.	Household Identification No.:		Household Population								Family Structure				Infants and adults in households				Unmarried or married					
	Livelihood Code No.	Livelihood Class Code No.	3 persons or less		4-6 persons		7-9 persons		10 persons and above		Heads of Households and their wives	Sons of heads of households	Daughter of heads of households	Other relations of heads of households	Infants (age less than 1 year)	Adults (21 years and over)	Unmarried		Married					
			M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F	M	F				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25
	Page total																							

Checked _____ Approved for tabulation _____ Entries made _____
 Signed _____ Signed _____ Signed _____
 Dated _____ Dated _____ Dated _____
 Compiler/Checker _____ Supervisor _____ Sorter _____

INSTRUCTIONS.**Census Abstract of Sample Households.***1. Preliminary.*

The abstract will be prepared from the National Register of Citizens. It will be based on a 4% sample of the households 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.

2. 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 twentyfive 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*.

3. Marking of other Sample Household.

The compiler-checker should then mark all other sample households in a register. He should mark every twentyfifth 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 6, it would be marked with a bold cross and households 56,106 and 156 will also be marked with a bold cross, households 31,81 and 131 will be marked with a bold tick. Great care should be taken to see that the order is not broken.

4. 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. 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 unowned
- 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. Other Services and miscellaneous sources.

So far as the agricultural classes are concerned the entry in the register itself will be in code numbers and these should be reproduced against the cross or tick in the corresponding Roman number. 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 entered against the cross or the ticks.

5. 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 hold 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).

6. 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.

7. Columns 4-11 of the Abstract.

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.

8. Columns 12-17 of the Abstract.

From the column in the 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.

9. Columns 18-21 of the Abstract.

From the age and sex column 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.

10. Columns 22-25 of the Abstract.

The columns in the National Register of Citizens relating to civil condition and sex 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.

11. 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.

12. Over-check and approval.

The compiler-checker should overcheck 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.

APPENDIX D

Miscellaneous Sorting Forms

MISCELLANEOUS SORTING FORM 1—Description of Sorting Bundles

Number and name of district

Number and name of census tract.....

Number and Name of tehsil/thana.....

Number and name of village.....

Number and name of livelihood class.....

Whether sample or general slips or slips for displaced persons.....

Sex.....

Number of slips.....

MISCELLANEOUS SORTING FORM 2—Identification Card

Box number.....

Number and name of district.....

Number and name of Census tract.....

Number and name of Livelihood Class.....

Sex

Number of slips

Whether sample or general or displaced persons

Signature of Supervisor

Signature of Sorter

Date

Date

MISCELLANEOUS SORTING FORM 4

Record Keeper's register of boxes of slips

Number and name of district.....

DESCRIPTION OF CONTENTS					Sample, General or displaced persons	Name of supervisor to whom made over	Remarks
Box No.	No. and name of census tract	Livelihood Class No.	Sex	No. of slips			

MISCELLANEOUS SORTING FORM 5

Work done by sorter

Name of sorter.....

First box

Number of box.....

Number and name of district.....

Sex.....

Number and name of tract.....

Number of slips.....

Number of livelihood class.....

Second box

Number of box.....

Number and name of district.....

Sex.....

Number and name of tract.....

Number of slips.....

Number of livelihood class.....

Date	Hour of		Number of box and ticket for which sorted	Date and hour		Time taken	Time allowed	Remarks
	Arr.	Dep.		Begun	Finished			

APPENDIX E.**List of Districts and States in Pakistan.****LIST OF DISTRICTS IN EASTERN PAKISTAN****East Bengal.**

Nadia	Mald.
Jessore.	Dacca.
Khulna.	Mymensingh.
Rajshahi.	Faridpur.
East Dinajpur.	Bakargunj.
Jalpaiguri.	Tippera.
Rangpur.	Noakhali.
Bogra.	Chittagong.
Pabna.	

Assam.

Sylhet.

LIST OF DISTRICTS AND STATES IN WESTERN PAKISTAN.**West Punjab.**

Lahore.	Mianwali.
Sialkot.	Montgomery.
Gujranwala.	Lyalpur.
Sheikhupura.	Jhang.
Gujrat.	Multan.
Shahpore.	Muzaffargarh.
Jhelum.	Dera Ghazi Khan.
Rawalpindi	Biloch Frontier Tract.
Attock.	Gurdaspur.

Sindh.

Dadu.	Sukkur.
Hyderabad.	Thar Parker.
Karachi.	Upper Sind Frontier.
Larkhana.	Sanghar.
Nawabshah.	

NORTH WEST FRONTIER PROVINCE

Hazara.	Kohat.
Mardan.	Bannu.
Peshawar.	Dera Ismail Khan.

Baluchistan

Quetta-Pishin	Bulan.
Loralai	Chagai.
Zhob.	Sibi.

States.

Kalat.	Bahawalpur.
Kharan.	Khairpur.
Las Bela.	