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CENSUS OF INDIA 1961

VOLUME XXII

MANIPUR

PART VIII-A
ADMINISTRATION REPORT
(ENUMERATION)

R. K. BIRENDRA SINGH
*of the Manipur Civil Service,
Superintendent of Census Operations, Manipur*

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(All the Census Publications of this Territory will bear Vol. No. XXII.)

PART I . (with sub-parts)	{	General Report. Report on Vital Statistics. Subsidiary Tables.	
PART II . (with sub-parts)	{	General Population Tables. Economic Tables. Cultural and Migration Tables.	
PART III .	.	Household Economic Tables.	
PART IV .	.	Housing Report and Tables.	
PART V .	.	Special Tables for Scheduled Castes and Scheduled Tribes.	
PART VI .	.	Village Survey Monographs.	
PART VII-A .	.	Handicraft Survey Reports.	
PART VII-B .	.	Fairs and Festivals.	
PART VIII-A .	.	Administration Report on Enumeration.	} (Not for sale.)
PART VIII-B .	.	Administration Report on Tabulation.	
PART IX .	.	Census Atlas Volume (This will be combined volume for Manipur, Tripura and Nagaland.)	

CONTENTS

CHAPTER I—INTRODUCTION

	PAGE
1. Introduction	1
2. Census Legislation	1
3. Early appointment of Superintendent of Census Operations	2
4. Appointment of Office Staff	2
5. Office Accommodation and Equipment	3
6. First and Second Pre-tests	4
7. Census Conference, September, 1959	4
8. Census Schedules	4
9. Translation of Schedules and Instructions	9
10. Paper, Typewriter, Furniture, etc.	9
11. Printing of Census Schedules	10
12. Maps	11
13. Urban Classification and Organisation of Census in Urban Areas	11
14. Touring of Census Superintendents and Charge Superintendents	12
15. Special Administrative and other difficulties	12
16. Accounts—Budget	12
17. Accounts—Rules	14
18. Method of Keeping Census Accounts	15
19. Financial Powers	16
20. Permanent Advance	16
21. Miscellaneous	16
22. Census Publicity	16

CHAPTER II—ENUMERATION

23. Introduction	19
24. Census Programme	19
25. The First Circulars and Tours	19
26. Preparation of Registers	19
27. Formation of Census Divisions	20
28. The Urban and Rural Location Code	20
29. Preparation of Maps	20
30. Appointment of District, Census Officers and Tehsil Charge Officers	20
31. Circulation of Census Instructions	21
32. Distribution Chart of Forms	21
33. Appointment of Census Enumeration Agency	22
34. Training on Housenumbering and Houselisting	23
35. Training Course for Enumeration	24
36. Distribution of Schedules and Maintenance of Reserves	25
37. Enumeration	25
38. Provisional Totals	27
39. Post Enumeration Check	27
40. Appointment of Charge Staff	27

	PAGE
41. Honorarium to Enumeration Staff	27
42. Recognition of Services of Enumeration Staff	27
43. Special Studies	28
44. Cost of Enumeration (End of 1960-61)	28

APPENDICES

I. The Census Act	29
II. List of Furniture purchased by the office of the Superintendent of Census Operations, Manipur upto the Enumeration Period	32
III. Budget Estimates for 1958-59, 1959-60, 1960-61 and 1961-62	33
IV. Form G.F.R. 7 (Amplified)	34
V. Form G.F.R. 11 (Amplified)	34
VI. Rules for the Classification and Records of Receipts and Expenditure in connection with the Census to be held under the Indian Census Act, 1948	35
VII. Financial Powers of Superintendent of Census Operations	36
VIII. Message by the Chief Commissioner to the Enumerators of the coming Census Operations	37
IX. An appeal to the Enumerators by the Chairman, Manipur Territorial Council	38
X. Registrar General, India's Circular letter No. 3/9/57-RG, dated 12th March, 1959 outlining the background of the Census 1961	39
XI. Tentative Calendar for the Census Operations of 1961	46
XII. Census Calendar of Manipur for 1961 Census Operations	46
XIII. Chief Secretary, Manipur Administration's D.O. No. 107/1/60/L(Cen), dated May 27, 1960 regarding employment of public servants for enumeration of 1961 Census	47
XIV. List of Recipients of Census Medals and Efficiency Certificates	48

SCHEDULES

1. Notifications of the Manipur Administration issued under the Indian Census Act (XXXVII of 1948)	50
2. Number of Forms Supplied and Used	51
3. Number of Enumeration Schedules Supplied and Used	52
4. District Census Charges (Other Charges)	52
5. Stationery Indents for the office of the Superintendent of Census Operations, Manipur and Affiliated offices	53
6. Number and Location of Important Files and Documents	56
7. Summary of Staff employed in the office of the Superintendent of Census Operations and other Central Offices, upto the Enumeration Period	59
8. Abstract of Tours of the Superintendent of Census Operations	60
9. Circulars and Forms printed for Enumeration Period	61
10. Table showing Houselist, Provisional and Final Population 1961 and date of receipt of Provisional Totals from Census Charges	62
11. Circular No. 1—issued by the Superintendent of Census Operations, Manipur under No. 1/Cen/Calen-38/60/1, dated May 24, 1960—introducing the Census 1961	63
12. Proceedings of the meeting of the Census Charge Superintendents of Manipur—D.O. No. 1/Cen/Calen-38/60/415, dated October 5, 1960	64
13. Proceedings of the meeting of the Census Charge Superintendents of Manipur—No. 1/Cen/Calen-38/60/580, dated November 15, 1960	67

CHAPTER I—INTRODUCTION

1. *Introduction*—This Administration Report is intended mainly for my successor in 1971. In the past Censuses Manipur was not treated as a separate Census Unit. It was treated only as a Census district of the neighbouring major State of Assam. No separate Administration Report for Manipur has, therefore, been written to serve as a guide for us. It is for the first time that the Census Commission decided to treat Manipur as a separate and independent Census Unit, perhaps in view of the important role that a modern Census plays in the context of a welfare State and of socio-economic planning. In accepting and undertaking the responsibility of taking the Census of Manipur separately for the first time in the history of her Census, I could not, in spite of myself, avoid the anxiety of a beginner and the zeal of a new convert. Though it is for others to judge how far we have been successful, I and my colleagues look back to the tense period of preparation and actual enumeration with the pleasurable feeling that we have made a modest beginning to be followed by a long chain of similar operations in the future. And in spite of doubts and difficulties that usually confront first lone sailors, the thought that a large number of our colleagues in other States/ Union Territories are engaged in similar labours and solution of similar problems gave us the joy of joint adventure and of participation in a large-scale co-operative effort. It is hoped that this report which is the first of its kind in Manipur will prove useful to the future Superintendents of Census Operations of Manipur who will be confronted with similar problems though at different times and in changed contexts.

2. *Census Legislation*—The present Census has been taken under the Indian Census Act (Act XXXVII of 1948). Even before the enactment of this legislation Censuses had been taken in India, as a matter of tradition, every ten years. In conformity with that practice and under the authority of the Census Act, the Government of India decided to take the present Census in 1961, the last Census having been taken in 1951. The Act empowers the Central Government to declare its intention of taking a Census and to order the actual taking of such a Census. The present Census was taken on the strength of Government of India,

Ministry of Home Affairs Notification No. 2/115/59-Pub. I, dated 5th December, 1959, which reads as follows:—

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

FATEH SINGH,

Joint Secretary to the Govt. of India.”

Section 4 of the Act empowers the Central Government to appoint a Census Commissioner at the Centre and Superintendents of Census Operations in the States/Union Territories. It also empowers the State Governments to appoint subordinate Census Officers to assist the State Superintendents of Census Operations in the taking of the Census in their respective spheres of jurisdiction. In order to remove difficulties of a technical nature in the case of Union Territory Administrations which are not actually State Governments, Government of India, Home Ministry Notification No. 2/1/60-Judl.II, dated 20th April, 1960, was issued empowering the Administrators of the Union Territories to exercise and discharge the powers and functions of the State Government under the Census Act. To facilitate ready reference a copy of this Notification is reproduced below:—

“In pursuance of Clause (1) of article 239 of the Constitution and in supersession of the Notification of the Government of India in the Ministry of Home Affairs No. 2/26/49(II)-Public, dated 13th January, 1950, and also in partial modification of the notification of the Government of India in so far as it relates to the Census Act, 1948 (37 of 1948), the President hereby directs that the powers and functions of the State Government under the Census Act, 1948 (37 of 1948) shall respectively be exercised and discharged by the Administrators of Union Territories within their respective Union Territories.

K. R. PRABHU,

Deputy Secretary to the Govt. of India.”

3. *Early Appointment of Superintendent of Census Operations*—Steps for appointment of the Superintendent of Census Operations were initiated by Shri A. Mitra, I.C.S., Registrar General and Census Commissioner of India during his visit to Manipur in May, 1959. For the purpose of selecting the Superintendent he interviewed some of the Extra Assistant Commissioners serving under the Manipur Administration and as some of my senior colleagues in the Manipur Civil Service declined the offer of appointment made by the Registrar General, the choice ultimately fell on me. As I had no previous Census experience and as records of the previous Census held in 1951 had not been properly maintained I and the Assistant Superintendent of Census Operations had practically to start from scratch. My appointment as Superintendent of Census Operations was made on 1st August, 1959. In view of the complicated nature of a modern Census and the heavy responsibility that it entails it is felt that the appointment of the future Superintendent of Census Operations should be made earlier in future so that he may have more time to plan and prepare.

4. *Appointment of Office Staff*—Shri S. Sarat Singh who was appointed the Assistant Superintendent of Census Operations on 1st August, 1959 as well, and myself found ourselves on that day without any staff except two peons who had been our personal orderlies in the Manipur Administration. The prospect was, therefore, not encouraging and, added to this, was the problem of finding a suitable accommodation which was a little challenging and which will be dealt with subsequently. Immediately after assumption of office we set about the task of recruiting our staff, keeping in mind the instruction of the Registrar General that in a major operation like the Census we cannot go in for men of indifferent quality to serve in our staff. In a place like Manipur where the field of choice is limited the task was by no means easy, especially as the Heads of the Departments of the Manipur Administration were not willing to part with experienced hands serving under them. We had to write therefore, with some emphasis to the relevant authorities pressing for as wide a field of choice as possible and pointing out the importance attached all over the country to a modern Census. Fortunately we could obtain the services of two experienced hands from

the Manipur Administration—one to serve as an Accountant-cum-Cashier and the other as a Stenographer, on deputation. Even after the offer of appointment to these two hands we had to wait for some time as they could not be released immediately from their parent offices for want of substitutes. I would venture to suggest therefore, that for the smooth running of future Censuses in Manipur there should be a circular prior to the appointment of the Census Superintendent, from the local Administration to all the Heads of Departments instructing them not to withhold applications from members of their staff for appointment in the Census office and to take steps for immediate release of such officials under them as are appointed in the Census office. In an undertaking like the Census where one has to deliver the goods within a limited time and on a priority basis, a certain amount of short-circuiting of the normal official procedures should better be overlooked than be viewed with disfavour.

In the absence of experienced hands, we had to appoint the other members of our staff through fresh recruitment. I think my successor in 1971 will have a wider scope of choice as there is likely to be keener competition in the employment market by that time. There was another disadvantage for us at the start in that we could not get the services of any person with previous Census experience. It will be helpful if at least some of the persons who took part in the present Census be employed in the 1971 Census.

The present Census has been mainly a two-men effort in that only Shri S. Sarat Singh, Assistant Superintendent of Census Operations and myself did the main officering part of the job though this is not to underscore the labours of the large number of officials who were called upon to take part in the various stages of the 1961 Census. And I was really lucky to get the services of that bright young man and a likeable personality. As has been pointed out earlier we had to start the office from scratch and had to do odd jobs at the initial stage. Throughout the period of his service with us he performed every bit of work entrusted to him with a smile and an unerring sense of responsibility.

All appointments in the office of the Superintendent of Census Operations were made on

the basis of the recommendations of an Appointment Board, with the Superintendent of Census Operations as the Chairman, constituted in conformity with the practice followed by the Manipur Administration. Sarvashri M. Radheshyam Singh, Chief Fishery Officer and Halim Ahmed Chowdhury, E.A.C. and Magistrate 1st Class kindly agreed to serve as members of the Board. I am grateful to them for their having spared their valuable time for various meetings of the Board.

5. Office Accommodation and Equipment—Finding a suitable accommodation for the Census office at Imphal was really a problem. When Shri Sarat Singh and myself assumed office as Assistant Superintendent and Superintendent of Census Operations respectively on 1st August, 1959, we managed to share a small room in the office of the Deputy Commissioner with the District Election Officer. Owing to our failure to get a suitable accommodation for quite a long time we shared that small room with the District Election Officer for five months and I will be certainly failing in my duty if I do not express my gratitude to Shri Y. Radheshyam Singh, District Election Officer for his hospitality which we must have taxed. This I do now in all earnestness. The failure to get accommodation has not, however, been due to lack of effort on our part. I ran literally from one officer to another making this proposal or that, but owing to acute scarcity of accommodation, then prevailing in Imphal Town, our efforts have not been successful. The then Principal Engineering Officer at last offered to allot to us one of the vacant barracks on the Imphal-Dimapur Road opposite the D. M. College which had been formerly occupied by the 8th Assam Rifles. After inspecting the buildings with kacha walls and earthen floor we had to decline the offer for security reasons.

The problem was, however, eventually solved when we rented a *pacca* building at

Chinga Mathak, with ten rooms and a covered area of 1,790 square feet, at a monthly rent of Rs. 200-00. The rent was fixed by an Assistant Engineer of the C. P. W. D. who also certified that the building was suitable for office accommodation.

As regards equipment also we had some difficulty in the initial stages. The draughtsman found that he had no instruments when he joined the office. He had therefore, to ask for help repeatedly from the offices of the Settlement Officer and the Adimjati Technical Institute regarding the use of instruments. All furniture for the office were newly purchased. In the pre-enumeration period 8 tables, 14 chairs, 10 almirahs, 8 racks and other small items were purchased at a cost of Rs. 1,498-00. During the enumeration period we had to purchase some additional chairs for use by the Lower Division Assistants posted in the offices of the Charge Superintendents. (A complete list of furniture purchased by the office upto the period of enumeration is given in Appendix II).

There was no serious difficulty regarding despatching and receiving facilities so far as despatches inside Manipur were concerned in spite of the fact that some of the headquarters of the Charge Superintendents are situated in the remote corners of the Territory which are difficult of access. The credit for this commendable performance should go to the Charge Superintendents and the temporary staff of one Lower Division Clerk and one peon placed at their disposal who had often to move, at short notice, from their Headquarters to the office of the Superintendent of Census Operations to collect forms and materials. But we were a little worried about the late arrival of articles sent from Calcutta and elsewhere in India by railway consignments, which forced us at times to re-cast our programme.

We received our quota of stationery rather late in the month of December, 1959, but here it is the distance and the communication that were to blame rather than the human factor. I must record here my gratitude to Shri Nilakamal Singh, the then Assistant Secretary (P), Manipur Administration, who, on my personal request, kindly supplied us with a modest quantity of items which constituted our absolute necessity during the time when we

had not received our quota from the Deputy Controller of Stationery, Government of India, Calcutta.

6. *First and Second Pre-tests*—Owing to the late appointment of the Superintendent and the Assistant Superintendent of Census Operations, the first pre-test which was held in the major States sometime in February-March, 1959, could not be held in Manipur. For the same reason, the second pre-test also could not be held in time. Immediately on receipt of instructions from the Manipur Administration on the subject the Assistant Superintendent and myself took steps to hold the pre-test ourselves unassisted by any clerical staff of whom we had none as already pointed out. Nor was it possible at such a short notice to arrange for any agency other than ourselves. We held the pre-test of the second draft of the House-list, the Household Schedule and the Enumeration Slip, in August, 1959, in the villages of Chothe and Bishenpur-Kha in the Bishenpur Tehsil for rural area and in Ward No. 2 of the Imphal Municipality for urban area. The rate of coverage per day during office hours was an average of 25 Census houses in houselisting and enumeration. Prompt answers were received to the questions put by us except to the question of age in the enumeration slip. The conclusion we drew on the basis of our experience in this pre-test was that people in the rural areas took longer time to answer our questions than people in the urban areas. This is quite natural as most of the people in the urban areas are literate whereas the generality of the people in the rural areas are ignorant.

Upto this stage no Statistical staff was appointed and in the circumstances pointed out above, it was not possible to associate anyone from the local Administration with our activities through which we had to hurry.

7. *Census Conference, September, 1959*—The first Census Conference of the State Cen-

sus Superintendents was held in New Delhi between September 24 and October 1, 1959, and as I had, by then, not been firmly in saddle, I went to attend the Conference with a mixture of nervousness and joyous expectation. But, thanks to the friendliness of my colleagues from the other States/Union Territories and the kindly influence of the Registrar General, I soon found myself at home and was able to take part in the deliberations of the Conference. It was devoted mainly to the finalisation of the various forms to be used during Houselisting and actual enumeration and of the instructions to be given to the enumerating agencies during the period preparatory to these operations. In the light of the experience gained during the second pre-test held in almost all parts of the country, the format of the Schedules which had been found to be inconvenient to handle had to be changed. The detailed decisions taken in the Conference are contained in a booklet which proved to be of immense help to us throughout the Census Operations.

8. *Census Schedules*—(a) *Houselists*—For the first time in the history of the Indian Census a detailed and uniform Houselist has been adopted for the entire country. Besides recording all dwelling places with their numbers, it has also recorded the material of the roof and the wall and the number of rooms into which a Census House has been divided. It also contains useful information as to whether the household lives in its own or rented house. Thus the information collected through the Houselist, if carefully sifted, will throw light not only on the type of houses found all over the country but on the socio-economic status of the inmates as well. And, by the comprehensive nature of the definition of a 'House' that has been adopted for the 1961 Census, the Houselist also contains a wealth of information on non-dwelling structures, such as factories, work-shops, schools, shops, etc. A specimen copy of the Houselist used during

the Houselisting operation of 1961 Census is reproduced below:—

CENSUS OF INDIA 1961

Houselist

Name of District.....(Code No.).

Name of Island/Taluk/Thana/Anchal/Town..... (Code No.).

Name of Village/Ward/Mohalla/(Enumerator's Block).....(Code No.).

Line No.	Building Number (Municipal or local authority or Census Number if any).	Building Number (Column 2) with sub-numbers for each census house.	Purpose for which census house used, e.g., dwelling, shop, shop-cum-dwelling, workshop, school or other institution, jail, hostel, hotel, etc.	If this census house is used as an establishment, workshop or factory.			Kind of fuel or power if machinery is used.		
				Name of establishment or proprietor.	Name of product(s), repair or servicing undertaken.	Average No. of persons employed daily last week (including proprietor, or household members, if working).			
1	2	3	4	5	6	7	8		
Description of census house.		Sub-number of each census household with census house number (Column 3).	Name of the Head of Household.	No. of rooms in census household.	Does the household live in own or rented house? (a) Own (O) (b) Rented (R).	No. of persons residing in household on day of visit.			Remarks
Material of wall	Material of roof					Males	Females	Total.	
9	10	11	12	13	14	15	16	17	18

Certified that the information is correct to the best of my knowledge.

Signature of Enumerator.....Date.

In addition to the Houselist, a Houselist Abstract in the form given below, to be prepared by each enumerator for his block, was also used:—

Houselist Abstract

Name and number of District.....

Name and number of Tehsil, etc.....

Name and number of Village/Ward/ Enumerator's Block, etc.....

Total number of sheets used.....

Census Household Numbers From..... To.....

Total number of Census Households.....

Number of establishments, workshops or factories.	Total number of rooms in all households.	Number of persons residing in households.		
		Males	Females	Total.

.....
Dated Signature of Supervisor,

13 201/63

.....
Dated Signature of Enumerator.

(b) *The Household Schedule*—This schedule has been designed to collect useful data on the sections of our population engaged variously in Cultivation, Household Industry and in both or either of them. It also collects detailed information on the tenure-status of a cultivator, the acreage of land under different tenures, the extent of participation by members of a household in the industry of the Head

of the household and the number of hired workers, and how they are employed. Part II at the back of this Schedule was for the Census Population Record and was meant to serve as the substitute of the National Register of Citizens prepared in the 1951 Census. The form of the Household Schedule (in two parts) is given below :—

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CENSUS OF INDIA 1961

[To be filled up during Enumeration]

Is this an institution?

PART I—HOUSEHOLD SCHEDULE

LOCATION CODE ; _____

Full Name of Head
of Household _____

S.C.
S.T.

A. Cultivation

Local name of right
on land

Area in acres

- 1. Land under cultivation by Household
 - (i) owned or held from Government
 - (ii) held from private persons or institutions for payment in money, kind or share
 - (iii) Total of items (i) and (ii)
- 2. Land given to private persons for cultivation for payment in money, kind or share

B. Household Industry

Nature of Industry

Number of
months in
the year
during which
conducted

Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas-

(b) C. Workers at Cultivation or Household Industry

Members including Head of family working and/or hired workers kept wholetime during current or last working season.

Members of family working :

	Members of family working :			Hired workers
	Head	Other males	Other females	
1. Household Cultivation only				
2. Household Industry only				
3. Both in Household Cultivation & Household Industry				

Dated Signature of Supervisor _____

Dated Signature of Enumerator _____

Note: Part II—Census Population Record overleaf should be filled up during the first round of enumeration (10 February to 28 February) from the enumeration slips relating to the household and brought up to date with corrections, if any, after the second visit during check period 1 March to 3 March, 1961.

(c) *The Individual Slip*—By far the most important and complicated form that has been used in the present Census is the Individual Slip. It has been so designed as to collect an absorbing variety of details regarding every man, woman and child in this country. As will be clear from the form given below it records comprehensive infor-

mation about a person on his age, sex, marital status, nationality, religion, place of birth, education, occupation, etc. To facilitate ready and clear recording of answers, geometrical figures have been introduced in the form. This has been to the advantage of both the enumerator and the tabulator. The following is the form of the Individual Slip:

CONFIDENTIAL

CENSUS 1961

Location Code _____

1(a) Name _____

Relationship to Head _____ Age last birthday

Marital Status _____ Birth-place _____

4 (b) Born R/U Duration of residence if born elsewhere

5(a) Nationality _____ 5(b) Religion _____

S.C./S.T. _____ Literacy & Education _____

Mother tongue _____ Any other language(s) _____

Working as Cultivator _____ Working as Agricultural labourer _____

Working at Household Industry { (a) Nature of work _____ (c) If Employee
(b) Nature of Household Industry _____

Doing Work Other than 8, 9 or 10 { (a) Nature of Work _____ (c) Class of Worker
(b) Nature of Industry, Profession, Trade or Service _____

(d) Name of Establishment _____

12 Activity if Not Working

13 Sex _____

(d) Detailed instructions for filling up the Houselist, the Household Schedule and the Individual Slip were issued centrally from the office of the Registrar General in the form of two booklets bearing the names—(I) 'Instructions for Filling up the Houselist', and (II) 'Instructions to Enumerators'. This step went a long way to ensure uniformity and clarity in the returns obtained in the forms. Instructions issued at the level of the State are likely to differ from one another and to give rise to inaccurate returns and avoidable complications.

9. *Translation of Schedules and Instructions*—The translations of Schedules and instructions were done in this office by the Assistant Superintendent of Census Operations in close collaboration with me. Every care was taken to verify the nuances of translation. In the case of certain words and phrases which would require long explanatory notes in translation, we had no alternative but to resort to transliteration. A number of copies of the Manipuri translation of the Schedules and instructions have been preserved for future reference.

10. (a) *Paper*—We received 92 reams of printing paper, 26 reams of duplicating paper, 55 reams of type-writing paper, 8 reams and 200 sheets of bleached paper and 325 sheets of paper Badami from the Central Stationery Office, Calcutta. Except for one or two reams which we had to borrow from the Manipur Administration to meet our pressing needs pending arrival of our quota from the Central Stationery Office, I received no paper from the local Administration. Owing to late arrival of printing paper, appointment letters and instruction booklets could not be printed in time with the result that the programme drawn up for the housenumbering and house-listing operation could not be taken up according to schedule. The quantity of duplicating paper sent at the initial stage was found inadequate as we had to issue a large number of circulars, notifications and instructions. We also ran short of writing paper quite early. As paper is supplied from the Stationery office in Calcutta and cannot be obtained at short notice on account of the distance, the future Superintendent of Census Operations will do well to make, at the out-set, a very careful estimate of his requirements. I am of opinion that, in matters like this, it is better to err on

the safe side. Apart from the various kinds of paper mentioned above, the Central Stationery Office sent some quantities of Paper Brown Wrapping Imperial and Paper Brown Quad/F'Cap paper.

(b) A brief size Remington Brand type-writer and an electrically operated Facit calculating machine were supplied very early. As census work gathered momentum we felt the need of a second type-writer with a long roller, as our machine could not cope with the volume of work. Later, at the tabulation stage too, it was found that the type-writer placed at our disposal is too small for typing sizeable documents like the Housing Tables and Primary Census Abstracts. I had to borrow, therefore, a suitable machine from the Election Office for typing such documents. During the enumeration stage we did not have a duplicating machine of our own. Later events proved that this was a great disadvantage as the duplicating machine in the Government Press, Manipur could not fully cater to our needs and our men had to run to several offices for the use of duplicating machines. Now that we have a machine of our own, I am sure, my successor in 1971 will have no difficulty of the type pointed out above.

(c) All the office furniture were purchased from the Census Budget. The items of furniture for the supply of which the Manipur Administration had a list of approved contractors were purchased from them without inviting quotations. A sum of Rs. 1,498.00. was spent for purchase of furniture for my office at Imphal, in the later part of 1959. Subsequently I had to purchase some additional furniture for use by the staff of one L. D. C. and one Peon posted in the offices of the Charge Superintendents, but this was reduced to one chair only for each Charge save in the case of the remote Charge of Jiribam where on account of acute shortage of furniture in the office of the Sub-Divisional Officer we had to purchase one table and one chair locally. The chairs which were supplied to the Charge Headquarters were withdrawn after the completion of actual enumeration. This was not possible in the case of the furniture at Jiribam on account of difficulties in communication. The furniture there were later taken over by the Sub-Divisional Officer's office after crediting the cost to the appropriate Census account. No chair was, however,

supplied to the remote and not-easily-accessible Charge of Tamenglong.

11. (a) *Printing of Census Schedules*—The Houselist, the Enumeration Slip and the Household Schedule, including those meant for practice, were printed centrally at the Government of India Press, Calcutta.

The standard of printing was quite satisfactory and we received all the printed forms in time. For this I am very much grateful to my esteemed colleague Shri J. C. Sen Gupta, I.A.S., Superintendent of Census Operations, West Bengal and Sikkim.

The packing of the printing forms in gunny bags was not, however, ideal. While opening the consignments we found that the binding of some pads got loose during transit and in some cases some leaves were torn off the pads. I would, therefore, suggest that greater care should be taken by those concerned in packing long-distance consignments. If the cost will not prove prohibitive wooden crates would be the answer.

Since the Manipuri language is well-known all over Manipur, the Manipuri forms were used for the entire Territory. Even though, in some remote corners which are difficult of access, people do not know Manipuri for lack of social intercourse, the enumerators we employed invariably knew the language.

We had no storage problem. On receipt of the consignments, we stored the Schedules and forms in one spacious room of the office-building. Some wooden racks we had purchased proved to be very useful for the purpose. At the Charge headquarters also, there was no great difficulty as they had to distribute the forms soon after they were received.

Some last-minute printing had to be done as unforeseen shortage of Houselists and Household Schedules was reported. We had to meet the emergency demand in respect of houselists by having 4,000 more copies of the same printed in the Manipur Government Press. The shortage, it was discovered later, was due to the fact that some enumerators had used up some forms inadvertently during training. The last-minute printing of 500 pads of 50 household schedules had also to be resorted to, as sudden shortage in the valley area had been reported. Although there might have been a slight discrepancy in the distribution of pads of 50 household schedules, the

shortage in this case was due to the fact that in the Charges of Tamenglong and Mao-Maram where there had been some interference by Naga Hostiles and there was likely to be more such interference, we had to keep sufficient reserve.

(b) Printing of the large number of forms, registers, instructions, posters and publicity material in the present Census was done by the Government of India Press, the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Government Press, Manipur and one or two private presses in Manipur. While the bulk of the printing work was done in the Government of India Press, Calcutta, we had to approach the Government Press, Manipur for printing a number of forms, circulars and instructions. In view of the pre-occupation of the Government Press, Manipur with printing work of the Manipur Administration it was our constant endeavour to reduce the printing work entrusted to that press to the bare minimum. The instruction in Manipuri on houselisting and enumeration, appointment letters of Enumerators, and Supervisors, two Manipur circulars consisting of 3 or 4 pages, the Enumerator's Abstract, the Circle Summary and Household Schedule Abstracts were printed in that Press.

All publicity materials were sent from New Delhi through the kind arrangement of the office of the Registrar General. The posters were printed in three languages, Hindi, English and Manipuri. The posters were produced by the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Government of India. The following posters were used in the present Census:—

- (a) Population Census 1961—Vital to you and Nation.
- (b) Population Census Helps Them All.
- (c) Population Census Helps Planned Consumption.
- (d) For Planned Development, Population Census is Essential.

As the Government Press, Manipur could not cope with our urgent requirements, we had to resort to emergency printing of 3,000 copies of Houselist Abstracts and 500 pads of Household Schedule through the Gandhi

Memorial Press, Imphal and the Tarun Printing Works, Imphal respectively.

12. *Maps*—As instructed by the Registrar General, India who as pointed out in one of the foregoing sections, paid a visit to Manipur during August, 1959, the first map procured by me for the Census Operations was the Election Map, a copy of which was found hung up in the Deputy Commissioner's Bungalow Office. The map indicates the number of days that one takes to march to various polling stations in the distant corners of Manipur from Imphal and the various Sub-Divisional Headquarters which are comparatively easy of access. As we had to take into consideration, in Census also, the question of covering the remotest corners of the territory, the map proved to be of immense help in planning our programme and making other assessment. Two copies of this map were subsequently sent to the office of the Registrar General while one copy was retained in this office.

Since only the valley-portion of the entire area of Manipur has been covered by the Survey and Settlement Operations, it was very difficult to get good and reliable maps of the various Census Charges. It may be of some interest to note that, on account of this difficulty, the draughtsman had a hard time to draw a fairly dependable map of each of the Sub-Divisions and that this task alone kept him engaged for about a year. He did not therefore have any time to draw notional maps of the villages. The Sub-Divisional maps when finally drawn had to be sent to the respective Sub-Divisional Officers and Tehsildars for their confirmation or correction.

The Territorial jurisdiction of Manipur was not affected by the decisions of the States Reorganisation Commission. We had, therefore, no problem of adjustment as far as the boundaries of the Territory as a whole are concerned. Yet, we had to keep in check probable changes in the inter-Tehsil and inter-Sub-Divisional boundaries at least until the expiration of the period of enumeration so as to avoid any tangible inaccuracy in our figures. At our instance the Manipur Administration kindly agreed to maintain the *Status Quo* with regard to these boundaries for the period from 31st December, 1959 to 31st March, 1961.

13. (a) *Urban Classification*—The criteria laid down in the present Census for a place

to be classified as a town (*vide* paragraph 18 of the Registrar General's longish letter circulated at the initial stage) are :—

- (i) That it should have a population of not less than 5,000 souls,
- (ii) That it should have a density of not less than 1,000 persons per square mile, and
- (iii) That at least three-fourths of the adult male population of the place should be employed in pursuits other than agriculture.

It was also pointed out by the Registrar General in the same letter that in States where urban localities may not attain as high a density as laid down in (ii) above, we could apply the other two criteria, and that the list of towns should be approved by the State Government concerned. In respect of Manipur there was no difficulty in finalising the list, or rather in picking out the only place which can be treated as a town, and that place, as is well known is Imphal, the capital of the erstwhile State of Manipur, which has been treated as a town right from the first Census of Manipur. Before taking the decision to treat Imphal as the only town, I took care to examine the claim of places like Churachandpur, Moirang, Bishenpur, Thoubal, etc., places where they have set up Town Committees under the Municipal law and which through the passage of time, have developed predominantly urban characteristics. But, they have yet to wait as they do not satisfy the population test laid down in (i) above. The decision to treat Imphal as the only town for the purpose of the present Census received the approval of the Manipur Administration.

(b) Organisation of Census in the urban area, *i.e.*, Imphal presented no difficulty. We decided to treat this distinct area as a separate Charge and put it in the charge of an independent Charge Superintendent. Imphal town is made up of areas which fall partly within the territorial jurisdiction of the Imphal West Tehsil and partly within that of the Imphal East Tehsil. In order therefore, to distinguish the urban population from the rural population of these Tehsils we had to devise a separate Location Code for the Imphal Town. The Census of the Imphal Town was conducted very smoothly and with a high degree of accuracy under the able and experienced

leadership of Dr. Tonsena Singh, Medical Officer of the Imphal Municipality, whose services as Charge Superintendent, I was indeed very lucky to get.

14. (a) *Touring of Census Superintendents*—As Census is essentially a field operation it is necessary that one should undertake extensive tours and acquaint oneself with peculiar local conditions. Though I could not make any tour before my return from the first Conference of the State Census Superintendents, it was good that I had a fairly knowledgeable idea of the various parts of Manipur as I had already gained considerable experience as a Revenue Officer before my appointment as the Superintendent of Census Operations. In the preparatory, pre-enumeration period the Assistant Superintendent and myself undertook extensive tours of Manipur and covered, between ourselves, all the Charges of the Territory including remote areas not easily accessible. Considered against the background of the difficult terrain in the hill areas, the short time at our disposal and the constant threat of interference, even encounter by the Naga hostiles in the two disturbed areas of Tamenglong and Mao-Maram this was no mean achievement. The two of us made a division of labour between ourselves; while one was out in the field, training, supervising and marching, the other was in the office, the control room, planning and receiving signals from the Charges. During the period of training of the enumeration staff I visited the disturbed and not-easily-accessible charge of Tamenglong and the remote outlying sub-division of Jiribam while Shri Sarat Singh covered almost all the other Charges. During the course of his training tour Shri Sarat Singh had occasion to visit a village in a remote area of the Churachandpur Sub-Division which involved six days of strenuous marching.

In the initial stages we experienced considerable difficulty for want of a transport. In fact it was impossible to undertake extensive tours without a transport being placed at our disposal. Accordingly we wrote to various authorities for a vehicle, preferably a jeep to be placed at our disposal, especially from August/September, 1960 to the close of the period of enumeration, when we would be in bad need of a vehicle. After a somewhat protracted correspondence and at the kind instance of the Registrar General a land-rover

out of the Manipur Secretariat pool of vehicles was eventually placed at our disposal from the last week of October, 1960. The vehicle was of immense help to us, though it needed frequent repairs. It was withdrawn somewhat abruptly by the Manipur Administration by the end of March, 1961. It is felt that a vehicle should have been placed at our disposal much earlier and for a longer time than in the present Census.

(b) The Charge Superintendents on whom devolved the additional burden of conducting the Census in their respective administrative jurisdictions were equally enthusiastic in touring though they were not paid from the Census budget for their tours. During the peak period of enumeration the jeeps of the Block Development Officers were requisitioned and allotted to them after a programme mutually acceptable to them and the Block Development Officers had been chalked out. Travelling allowance was paid to the Supervisors and Enumerators for journeys performed in connection with attending training classes. But for houselisting and actual enumeration actual expenses incurred by them were re-imbursed on production of vouchers.

15. (a) & (b). *Special Administrative and other difficulties*—Apart from the difficulties I experienced as the first Superintendent of Census Operations, Manipur, one who had to start an office from scratch without any link in the shape of well-documented guidance and properly arranged records, with the previous Census in 1951, and without any accommodation, no major difficulty was experienced. I would suggest that, in view of the increasing role a modern Census plays in a development-oriented economy, the officers to whom the Census-takers have of necessity to approach for help or co-operation should develop a helpful attitude towards it.

The Manipur Administration published in the Manipur Gazette, the Government of India, Ministry of Home Affairs Notification No. 2/115/59-Pub.I, dated 5th December, 1959. Apart from this, there was no other publication connected with the Census, in the Manipur Gazette.

16. *Accounts—Budget*—A statement of the estimated annual expenditure for the year 1959-60 was for the first time, prepared in the form prescribed and submitted to the office of the Registrar General, India, New Delhi

in September, 1959 in respect of grant No. 51-Census, Assam (Manipur) Circle of account. The provision made in the budget estimates was under the sub-head, *viz.*, "A-1-Pay of Officers", "A-2-Pay of Establishment", "A-3-Allowances and Honoraria" and "A-4-Other Charges" of the Minor Head—"A-Superintendence" under the Major Head "47-Miscellaneous Departments—Statistics—Census". And there was one Minor Head "D-Printing and Stationery" under the same Major Head which covered charges for printing and cost of printing paper purchased. All the expenditure required for Head office was covered by the Minor Head "A-Superintendence".

Funds under various sub-heads were provided by reappropriation by the Registrar General, India *vide* his letter No. 4/29/59-RG, dated the 16th September, 1959 as no provision were shown separately in the Book of Demands in respect of the Assam (Manipur) Circle of Account for the year 1959-60.

Since the budget provision sanctioned by the Registrar General, India could not meet the entire expenditure additional funds were provided by reappropriation under Government of India, Ministry of Home Affairs letter No. F.6/4/60-AC.I, dated 30th March, 1960, on the basis of the proposals made in the statement of final excess and savings for that year (File No. 1/Cen/Acctt-III/59-60 maintained in my office may be seen for reference).

In 1959-60, the total amount spent from 1st August, 1959 upto the end of March, 1960 was Rs. 11,771.00 out of the total final grant of Rs. 14,950.00 for Manipur.

For the financial year 1960-61 a total sum of Rs. 75,400.00 was granted after deducting a lump amount of Rs. 16,980.00 from the whole Budget Estimates of Rs. 92,330.00 made under various heads of accounts, *viz.*, "A-Superintendence", "B-Enumeration", (which was in operation for meeting the expenses on enumeration), and "D-Printing and Stationery" as intimated by the Registrar General, India *vide* his letter No. 4/24/60-RG, dated 13th April, 1960. Separate provision for Manipur was not shown in the Book of Demands for grant as the same was included in the Assam Circle of Accounts as stated in his letter referred to above.

On the basis of the proposals submitted in the eleven monthly statement of final excesses

and savings (File No. 1/Cen/Bud-49/60) for the year 1960-61 in the month of March, 1961 a total sum of Rs. 58,500.00 was sanctioned. The total expenditure was however Rs. 58,327.00.

The sub-heads which were in operation during the financial year 1960-61 under the Major Head "47-Miscellaneous Departments—Statistics—Census" were—"A-1-Pay of Officers", "A-2-Pay of Establishment", "A-3-Allowances and Honoraria" (including D.A., T.A., Cash Allowance, House Rent Allowance, etc.) and "A-4-Other Charges" of the Minor Head "A-Superintendence"—relating to the expenditure of the head office; "B-1-Pay of Establishment" (expenditure for pay of the twelve Lower Division Clerks and twelve Peons for twelve Sub-Divisional Headquarters was met), "B-2-Allowance and Honoraria" (expenditure relating to D.A., *ad hoc* D.A., Cash allowance, Hill and Winter Allowances, T.A. of the Charge staff and honoraria to be paid to twelve Charge Superintendents and Supervisors and also T.A. of the Enumerators or the journey undertaken by them for attending Census training classes was met), "B-3-Honoraria to Enumerators" and "B-4-Other Charges" (expenditure for meeting portrage for taking Census forms, etc., from the Sub-Divisional Headquarters to the respective centres of Supervisors in the hill areas was incurred), of the Minor Head "B-Enumeration" which covered all expenditure on enumeration, and "C-1-Pay of Officers", "C-2-Pay of Establishment", "C-3-Allowances and Honoraria" and "C-4-Other Charges" of the Minor Head "C-Abstraction and Compilation" from which all expenditure on Tabulation office established from January, 1961 was met, and the minor head "D-Printing and Stationery".

There was another Minor Head, *viz.*, "E-Miscellaneous Staff" which was not operated for all the years.

In order to undertake an examination of the proposals submitted at different stages of various expenditure Files No. 1/Cen/Bud-49/60 and No. 2/Cen/Fin-17/60-61 were maintained in my office.

In framing the budget estimates for the year 1961-62 I exercised the utmost foresight. The budget estimates for that year were submitted *vide* this office letter No. 1/Cen/Bud-49/60/347, dated 7-9-1960 to the Registrar General.

India after making provision for all the foreseeable items. The total provision made under various sub-heads was Rs. 1,17,270.00.

In the Registrar General, India's letter No. 4/40/61-RG, dated the 6th May, 1961, (File No. 1/Cen/Bud-49/60) it was intimated that a sum of Rs. 1,23,800.00 was sanctioned with a view to enabling this office to incur the expenditure for the year 1961-62 with the result that no separate provision was shown in the Book of Demands for grants in respect of the Assam (Manipur) Circle of Accounts—under grant No. 51-Census. The same Heads of Accounts which operated in 1960-61 were in operation in the financial year 1961-62 too. No difficulty was therefore experienced in the classification of accounts for that year.

As instructed by the Registrar General, India in his letter No. 4/55/61-RG, dated 6-6-1961 adequate funds were provided so that the balance of honorarium which was not paid in the previous year could be paid during 1961-62. The final grant sanctioned by re-appropriation from other sources on the basis of the eleven monthly statement of final excesses and savings was Rs. 1,48,950.00 while the actual expenditure was Rs. 1,49,429.00 for the year 1961-62 (File No. 3/Cen/Fin-17/61-62 and No. 2/Cen/Bud-49/60-61 may be seen for reference).

There was no payment of honorarium made to Enumerators, Supervisors and Charge Superintendents as well from the Budget of the Manipur Administration. The entire expenditure including pay and allowances of the enumeration staff posted at different Sub-Divisional Headquarters was met direct from the Census Grant sanctioned for the Manipur Circle of Accounts. They were drawn on bills presented to the Treasury, Imphal and disbursed. Hence, there was no question of adjustments with other accounts.

In 1962-63, there was no expenditure on "B-Enumeration" as the entire amount had already been disbursed to the Enumeration staff. It is therefore, considered not necessary to give the detailed provision made under the head "A-Superintendence", "C-Abstraction and Compilation" and "D-Printing and Stationery" in this report.

The estimates—Budget, revised, three monthly, six monthly, nine monthly and eleven monthly of excesses and savings were prepared

on the usual lines and submitted to the Registrar General, India direct. An explanatory memorandum prepared in detail in order to facilitate proper appreciation of the proposals supported the estimates. The estimates were, however, supported by the requisite detailed statements as and when necessary. Necessary instructions in regard to the preparation of Budget estimates were received from the office of the Registrar General, India. In accordance with the instructions issued from time to time the budget estimates for non-Plan expenditure of Census grant were prepared and submitted to the Registrar General, India for sanction to the provision made under various heads of account.

The provision made in the Manipur Circle of Accounts was included in the Assam Circle of Accounts as intimated in the various letters of the Registrar General, India and as such no provision was shown separately for the Manipur Circle of accounts.

In this connection, it is suggested that separate provision should be shown in the Book of Demands in respect of Manipur under the Census grant in future.

The Detailed Revised Estimates and actual expenditure for the years 1960-61 and 1961-62 are given in Appendix III. From these the actual expenditure incurred on "B-Enumeration" may be seen.

17. *Accounts—Rules*—The accounts for the Census of the Union Territory of Manipur are maintained by the Accountant General, Assam, Shillong.

As the various Departments/Offices of the Manipur Administration follow the Account Rules of the Central Government and as the Census is a Central subject no new set of account rules was adopted in respect of my office.

The following books were used for reference and some of them which were not available were purchased from the Publication Division, Government of India, New Delhi while the rest were borrowed from time to time from different Departments of Manipur Administration:—

- (1) Central Government Compilation of Post and Telegraph Fundamental Rules and Supplementary Rules, Volumes I & II.

- (2) Central Government Compilation of General Financial Rules, Volumes I & II.
- (3) Compilation of Treasury Rules, Volume I & II.
- (4) Accounts Code.
- (5) General Provident Fund (Civil Service) Rules.
- (6) Civil Service Regulation.
- (7) Revised Leave Rules.
- (8) Compilation of Medical Attendance Rules.

The books from Sl. No. 6 to 8 were not available in my office. But they were borrowed from other offices of the Manipur Administration.

As required under the rules the monthly expenditure statement was sent to the Registrar General, India in Forms G. F. R. 7 and 11 (Amplified) which are given in Appendix IV and V.

In respect of all heads of accounts the prescribed classification which was followed strictly in all the Census Organisations of different States/Union Territories was the same for the Census of 1961 for Manipur.

The accounts rules for the classification and records of receipts and expenditure for the 1961 Census are given in Appendix VI.

The accounts rules worked well and no change to them is suggested.

18. *Method of Keeping Census Accounts*—One post of Accountant-cum-Cashier was created by the Registrar General, India and was held by Shri N. Ibohal Singh, who had passed the Practical Accounts Training conducted by the Accountant General, Assam at Shillong and who had earned adequate experience in account matters in the Department of the Manipur Administration.

The accounts of my office could, therefore, be properly maintained from the very establishment of the office.

During the enumeration period one Upper Division Clerk was temporarily appointed to assist the Accountant-cum-Cashier in the preparation of bills of the army of enumerators and disbursement of money. His services were retained till the retrenchment of Sorters in the Tabulation office who were large in number so that monthly pay bills of the additional

staff of the Tabulation office could be prepared in time.

For handling cash a Special pay of Rs. 5.00 upto 28th February, 1961 and thereafter Rs. 15.00 per month was given to the Accountant-cum-Cashier.

The following registers were maintained for keeping the Census accounts:—

- (1) Bill Register in Form T. R. 28-A.
- (2) Register of Contingent Charges.
- (3) Acquittance Roll Book in Form T. R. 28.
- (4) Register of Expenditure.
- (5) Receipt book in machine numbered in Form T. R. 5.
- (6) Cash Book in Form T. R. 4.

Besides, Stock Registers which were closely related to the Census Accounts were also maintained in my office. If any payment had to be made for the supplies made to this office necessary certificates were furnished in the body of the bills presented by the party concerned for payment on the basis of the entries made in the Stock registers.

All bills for Pay and Leave Salaries of the non-gazetted staff were prepared in Form T. R. 22 and presented to the Treasury for encashment. The bills so presented were accompanied with all kinds of the schedules of deduction. The bills were prepared in accordance with the instructions laid down in the Compilation of the Treasury Rules and also with the instruction issued from the Accountant General, Assam, Shillong from time to time.

Travelling allowance and Advance Travelling Allowance bills of the Non-Gazetted establishment prepared in Form T. R. 25 in the same manner as prescribed in the T. R. were countersigned by me as Controlling Officer before presentation to the Treasury.

Pay and Travelling Allowance bills of the Gazetted officers were prepared in Form T. R. 16 and T. R. 20 respectively and copies of these were kept in my office for record.

Quarterly verification of this office figures of expenditure with those entered in the Accountant General's office was effected by sending the Accountant of this office. The discrepancies, if any, could therefore, be settled

in time, and it was possible for me to control the expenditure against the grant sanctioned.

19. *Financial Powers*—Delegation of financial powers to the Superintendent of Census Operations for the 1961 Census was contained in the Government of India, Ministry of Home Affairs letter No. F.4/16/59-Pub.I(I), dated the 13th November, 1959. Some of the old financial powers were however in force till the Ministry's letter No. 2/12/49-Pub., dated the 1st November, 1949 (Financial Powers delegated to the Census Superintendent for 1951 Census) was superseded by their letter No. F.2/15/59-Pub.I, dated the 22nd December, 1959 (File No. 1/Cen/Acctt-III/59-60) by which powers were delegated to the Superintendents of Census Operations to create temporary posts subject to the condition that the pay of the appointment does not exceed Rs. 100.00 and to fix the pay of the posts. This limit was however, enhanced to Rs. 160.00 later (Ministry of Home Affairs letter No. 2/150/60-Pub.I, dated the 7th November, 1960).

The powers of the head of office were conferred on me by the Registrar General, India in his letter No. 3/55/59-RG, dated 15th October, 1959 for the Census office of this Union Territory of Manipur.

I, as Head of the Office, could make local purchases of stationery stores upto the value of Rs. 500.00 under the powers delegated *vide* Government of India, Ministry of Finance (Department of Expenditure) Memorandum No. 12/76/II(A)/60, dated 6th August, 1960 subject to the conditions mentioned in that letter.

A monthly statement showing the schedule of sanctions accorded by me in exercise of the Financial Powers delegated to me was submitted regularly to the Registrar General, India in the *pro forma* prescribed *vide* Ministry of Finance, Office Memorandum No. F.10(10) B/58, dated the 5th August, 1959 read with the Registrar General, India's letter No. 2/138/59-RG, dated 24th October, 1959 (File No. 1/Cen/Acctt-III/59-60). The financial powers delegated to the Superintendents of Census Operations are given in Appendix VII.

With all these powers I could without making references every now and then to the Registrar General, India carry out the various works relating to the creation of posts and

appointment thereto, drawal of honoraria, purchase of books and newspapers, purchase of furniture and stationery, etc., expeditiously and smoothly.

20. *Permanent Advance*—A sum of Rs. 100.00 on account of Permanent Advance for the office of the Superintendent of Census Operations, Manipur was sanctioned very late by the Registrar General, India *vide* his letter No. 3/2/59-RG, dated 9th November, 1959. This amount was found quite insufficient during the financial year 1960-61 when the consignments containing Census forms, papers, stationery and equipments had to be taken delivery of on payment of railway freight charges and out agency charges at Manipur State Transport, Imphal. Since the amount of Permanent Advance could not meet the freight charges, etc., it became necessary to draw the money in advance on contingent bills to meet the expenses very often.

A Permanent Advance of Rs. 200.00 is therefore recommended for the future Censuses.

21. *Miscellaneous*—Immediately before and during the tense period of enumeration I passed some really anxious days as persistent reports about interference by the Naga hostiles in the Tamenglong and Mao-Maram areas continued to pour in and I hope by 1971 the law and order situation will take a turn for the better and my successor will not have to face the problem. There had been as many as six cases of hostile interference with Census work in these two Charges and in some cases Census documents were snatched away at gun-point. As a result I had to write frantic letters to the Manipur Administration for providing armed protection to the Enumeration staff. But thanks to the intensification of the Manipur Administration's drive against the Naga hostiles during the enumeration period and the initiative and drive of the Charge Superintendents, Census in these two Charges eventually proved a success, though a little delayed.

22. (a) *Census Publicity*—As the days of the actual count were drawing near, I wrote to the editors of the local dailies to give as wide a publicity as possible to the importance of the Census and the obligation of the citizens to give correct answers. The response was encouraging and besides, publishing the manuscripts prepared

by this office, the papers discussed the significance of the Census in the editorials. Extracts from the radio-broadcast made by the Registrar General on the eve of the enumeration was also published in English.

(b) Census posters were supplied from the Centre. There was no local arrangement for preparing and printing posters. Four kinds of posters as mentioned in para. 10(b) above were received direct from the presses engaged by the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Government of India. The Manipur Administration also sent another quantity of the same posters received by them. Care was taken to see that the posters were distributed as widely as possible before the actual count through all the available agencies,

(c) At my instance three press conferences were held in my office. In the first press conference which was held at the initial stage of preparation I requested the editors and newsmen to spread preliminary and general ideas about the Census. The second and third press conferences were held before the houselisting and the enumeration operations. The different phases of the 1961 Census were discussed in detail in these conferences.

(d) The Assistant Superintendent of Census Operations prepared two longish articles in Manipuri which were published in the fortnightly journal published by the Manipur Administration. Every aspect of the 1961 Census was discussed threadbare in these articles. Shortly before the period of enumeration, I also prepared a short note on the enumeration of personnel with scientific and technical qualifications. The note was published in the local newspapers.

(e) I could not spare any time for organising meetings and lecture tours. In the course of my tours I however, contacted the village-elders and local leaders of influence and explained to them the importance of the Census. Requests were made to the Publicity Officer, Manipur Administration, the District Information and Field Publicity Officer, Manipur and the Field Publicity Officer, Five Year Plan Publicity, to give as wide a publicity to the Census as possible.

(f) In compliance with my special request, 3 films of 16 mm. one in Hindi and two in

Manipuri were supplied by the Films Division of the Government of India. The Hindi film was received as early as in January, 1961, but the two films in Manipuri were supplied very late. They were received in the middle of February, 1961 and could not therefore, be made much effective use of.

(g) I was supplied with a good quantity of brochures from the Directorate of Advertising and Visual Publicity, Ministry of Information and Broadcasting, Government of India. They were of three kinds, viz. (1) What Is A Census And Why We Should Have One, (2) Growing Importance of Population Censuses and (3) How A Census Is Taken. I got these brochures distributed to all Colleges, High Schools, Development Blocks and Offices of the Manipur Administration for wide publicity. In addition a pamphlet in Manipuri was also prepared and released in time.

(h) On our request, the Directorate of Advertising and Visual Publicity supplied us with 8 lantern slides (4 slides in English and 4 slides in Hindi). Since there are only three Cinema Houses in Manipur only three sets were distributed and the remaining set was kept in my office. After the enumeration had been over, the Deputy Registrar General asked me to dispose of the slides either by auction or in a befitting manner. With his concurrence, I handed over the slides to the District Information and Field Publicity Officer, Manipur who requested for the same.

(i) and (j) There is nothing much to write on the subject of publicity for Houselisting and enumeration and of Census advertisements and Cartoons beyond what has been said in the foregoing sections.

(k) On the eve of the enumeration, two messages to the enumerators were released, at my request by Shri J. M. Raina, I.A.S., Chief Commissioner, Manipur and Shri S. Larho, Chairman of the then Territorial Council of Manipur. These messages are reproduced in Appendix VIII and IX.

(l) As more and more people even in the rural areas are possessing radios the use of A.I.R. for Census publicity will become more effective in 1971 than in the present Census. As the days of enumeration in the present Census were drawing near, I requested the Director, A.I.R., Gauhati to arrange for a regular

programme in Manipuri on the 1961 Census. The material for the programme was sent from this office.

(m) As has been pointed out more than once in the foregoing sections, the problem of communication and of the terrain has been the main hurdle in the hilly areas which constitute the greater part of Manipur and for any publicity machinery to be really effective it must reach the distant far-flung areas where simple, ignorant and innocent people live. Publicity machineries like the Press, the Radio, the Film and the various appeals in the form of written material cannot as yet produce any material result in these areas and the position

in 1971 is not likely to be far better. The only effective channel of communication with the people in these terrain has been and is likely to be, for quite a number of years in the future, the Lambu or the Dubashi who has done an excellent job of work in these places. On him has rested the burden of policing the people; serving the notice and interpreting the Sahibs and Government representatives and because of his multifarious activities he is as much respected as feared. In the circumstances, I can think of no better solution of the problem of effective publicity in the remote areas than active and timely association of the Lambus with the same from the very start.

CHAPTER II—ENUMERATION

23. *Introduction*—When I first took up my assignment in the later part of 1959, I had to labour under two distinct disadvantages (a) I was only a beginner uninitiated to the Census lore, and (b) there was no dependable link with the previous Census in the form of well-arranged records. I had only a lay-man's idea, vague and hazy, that a Census means merely a counting of heads, though I had a premonition that, in the context of a planned economy, it could not be as easy as that. But the Registrar General's long introductory letter gave me an insight into the problems to be faced, the pitfalls to be avoided, the improvements to be made upon past practices, the staff to be employed, in fact, into all the stages and aspects of the challenge that lay ahead. Perhaps no other letter has been referred to more frequently, during the course of the present Census than this letter which has come to be known in the Census circle as the Registrar General's 'longish' letter. And, as inspite of local and periodical variations, the fundamental problem of the Census will be the same, my successor, and for that matter any officer who happens to be called upon to tackle the problem, will find a perusal of this letter, equally enlightening. Because of its lasting value, the letter is reproduced in Appendix X.

24. (a) *Census Programme*—The programme of the present Census consisted of two main stages—(i) Houselisting and Housenumbering, and (ii) Actual Enumeration. Of these two stages, the first stage is a new feature introduced for the first time in the present Census. It was not only a question of convenience, but some sort of an imperative that the first stage should precede the second for the successful overall implementation of the programme. A detailed programme for the houselisting and housenumbering stage was drawn up and care was taken to see that it conformed as nearly as possible to the programmes followed in other parts of the country. This programme as originally drawn up was scheduled for completion during September/October, 1960. But we were helpless against circumstances and the programme could not be given effect to, as owing to the late delivery of printing paper, we could not issue appointment letters to the

enumeration staff in time. A fresh programme was therefore, drawn up and this stage of the Census Operations, was put off to, and carried out in December, 1960. The revised programme which was implemented is given in Appendix XI.

The second stage of actual enumeration which is the most important stage in the entire course of the Census Operations was carried out, in accordance with the time-schedule followed all over the country, from 10th February to 28th February, 1961, except in the Charges of Tamenglong and Mao-Maram area, where the operation had to be prolonged on account of the disturbed law and order situation. Prior to the launching of these two distinct programmes, there had been several stages of preparation. A comprehensive Census Calendar which was followed except for modifications in timing, here and there, is given in Appendix XII.

25. *The first Circulars and Tours*—During the first few months my time was devoted almost entirely to recruitment of staff, finding an adequate accommodation and taking other essential preparatory measures, and pending finalisation of these measures the first circulars could not be issued. Shri Sarat Singh and myself, however, made personal contacts with Sub-Divisional Officers and Sub-Deputy Collectors in charge of Tehsils and tried to collect from them an upto-date list of villages as they existed on the spot. This step we considered very important since the records we found in the offices were not always brought upto-date and, in some cases, the position on the spot slightly differed from that laid down in official documents. The first circular setting out in detail the main features of the 1961 Census was issued on May 24, 1960. This was followed by a number of circulars and instructions in Manipuri. Extensive tours could not be undertaken in the initial stages for want of a transport, but later on, during the period of intensive preparation, the Assistant Superintendent and myself covered the whole of Manipur including remote inaccessible areas.

26. *Preparation of Registers*—Only two sets of Registers were prepared and

they could adequately serve our purpose. The first set of registers is the Charge-wise Census Village Register. In this register details like the Location Code, the number and name of the village, the Block number, the number of Supervisor's Circle, etc., are indicated. After receipt of the Charge Superintendent's modification or confirmation the General Village Register was finalised.

The second set of register contains the Location Code. It indicates the Location Code adopted for the rural and urban areas clearly besides other details like the names of the Charge, Circle, Block, etc. This register could not be printed owing to late delivery of printing paper. Cyclostyled copies of the Location Code register were however, distributed to the officers concerned.

27. (a) *Formation of Census Division*—For the purpose of the present Census, as for other Administrative purposes, the whole of the Union Territory of Manipur was treated as a single district, which was divided into twelve Charges. Generally, the area of the Charges, coincided with the well-defined administrative units of Sub-Divisions and Tehsils, except in the case of the Imphal West and the Imphal East Tehsils, out of which a separate Charge known as Imphal Town was formed. The area of the urban Charge of Imphal Town coincides with the area under the jurisdiction of the Imphal Municipality. These Charges were further sub-divided into Supervisors' Circles and Enumerators' Blocks, in accordance with the decision taken in the First Census Conference an Enumerator's Block consisted of an average of 750 persons or 150 Census Households in the rural areas and an average of 600 persons or 120 households in urban areas. But in the sparsely populated hill areas where villages are situated at a great distance from one another this standard scheme of division could not always be followed for practical reasons. An average of five enumerators' blocks constituted a Supervisor's Circle. The number of Supervisors' Circles varies from Charge to Charge according to the population of the Charge.

(b) *Preparation of More Check Registers, etc.*—As the two sets of registers mentioned in section 3 above could serve our purpose no additional check registers were prepared.

28. *The Urban and Rural Location Code*—The four-figure location code was adopted for Manipur. In fact, only a three-figure location code could have served the purpose as Manipur is only a one-district Union Territory and there was no use to assign a single number for the District for all the Charges into which it was divided. A distinct Charge Number could also have been assigned to Imphal, the only urban area which formed a separate Charge. But in order that we may be able to distinguish the urban population of the Imphal West Sub-Division from that of the Imphal East Sub-Division (these two Sub-Divisions are co-extensive with the Tehsils bearing the same names), at a later stage, it was decided to introduce the Sub-Division number in place of the District number. Imphal Town, it may be recalled has its areas partly in the Imphal West Sub-Division and partly in the Imphal East Sub-Division.

Thus a four-figure location code with the Sub-Division number, Charge Number, Village or Block number and Household number was adopted with advantage.

29. *Preparation of Maps*—There was no change either in the external boundaries of the Union Territory or in the inter-Tehsil and the inter-Sub-Divisional boundaries of the Charges. Verification of jurisdiction with reference to Gazette notification or on the spot was therefore not necessary.

30. *Appointment of District Census Officers and Tehsil Charge Officers*—No District Census officer was appointed for Manipur. In fact, it was not necessary to appoint one as Manipur comprises only one district. For the twelve Charges into which the district was divided for the purpose of Census, twelve Charge Superintendents of the rank of Sub-Deputy Collectors (except in the case of Imphal Town) were appointed. For the Charge of Imphal Town, the Health Officer of the Imphal Municipality was appointed the Charge Superintendent. For other Charges the Charge Superintendents were the Sub-Deputy Collectors either in charge of Tehsils or attached to the Sub-Divisional headquarters. The appointment of junior officers as the Charge Superintendents ensured smooth working of the Census. The Superintendent of Census Operations, being himself not

senior officer, appointment of officers senior to him or of his rank as Charge Superintendents would have undoubtedly raised the problem of discipline and control. I am happy to recall that inspite of our lack of experience, we formed a very well-disciplined, efficient and hard-working team. The arrangement worked well and if he sees no reason to make a major departure, I recommend the same to my successor.

31. (a) *Circulation of Census Instructions*—Instructions to the enumeration staff setting forth in detail the mode of filling up the various Census forms were issued in time. The two booklets of instructions entitled 'Instructions for Filling up the Houselist' and 'Instructions to Enumerators', issued by the office of the Registrar General were translated into Manipuri. In order that every one concerned should have an idea about detailed timings of the various stages of the Census, the Census Calendar adopted for Manipur was also appended to the booklet of Instructions.

(b) *Circulars about Scheduled Castes and Tribes, etc.*—No specific circulars were issued on the subject of Scheduled Castes and Tribes, synonyms and generic names. In fact the problem of classification of the Scheduled Castes and Tribes in Manipur has proved a

tricky one. According to the President "The Scheduled Castes and Scheduled Tribes List (Modification) Order, 1956" there are (seven) Scheduled Castes and 29 (twenty-nine) Scheduled Tribes in Manipur and this list was incorporated in the Manipuri booklet of instructions. There were several representations from some sections of the tribal community claiming enumeration under names that are not included in the said list. This matter proved a little baffling since we could not compel a person to return a name that found a place in the said list. It would have been much more convenient if we followed the broad general classification of Nagas and Kukis.

(c) *Circulars about Mother-tongues*—An attempt was made to reduce the multiplicity of languages returned in 1951 to a rational classification. Through preliminary enquiries and by reference to Shri T. Kipgen, Secretary, Manipur Administration, we drew up a tentative list of 53 languages and incorporated it in a circular in which instructions how to record answers to the question of language were issued. With regard to 'mother tongue' as distinct from language, the definition given in the general booklet of instructions was followed.

32. (a) *The following table shows the distribution chart of forms:—*

Name of Charge.	No. of enumerators.	No. of pads of Enumeration slips		Pads of household Schedule of 50's	Cards for Scientific, Technical, personnel
		100's	25's		
1	2	3	4	5	6
1. Imphal Town.	93	372	1,528	279	500
2. Imphal, West.	179	716	2,864	537	500
3. Imphal, East.	137	548	2,192	411	500
4. Bishenpur.	100	400	1,600	300	25
5. Thoubal.	179	716	2,864	537	25
6. Ukhrul.	78	312	1,248	234	25
7. Mao.	52	208	832	156	15
8. Sadar hills	50	200	800	150	15
9. Tamenglong.	45	180	720	135	25
10. Jiribam.	32	128	512	96	25
11. Churachandpur.	82	328	1,312	246	25
12. Tengnoupal.	46	184	736	138	25

In addition to the quantities shown above, modest quantity of each form was kept as reserve at each Charge Headquarters. Except in the case of one or two Charges no shortage as reported. Care also was taken to see that bigger quantities of reserve were provided in the not-easily-accessible hill areas.

(b) *Despatch of Forms*—There was no difficulty in despatching the forms, except in the case of the disturbed and inaccessible Charge of Tamenglong. The training classes were held comparatively late on account of delay in receipt of training slips. While training classes were being held in full swing the printed forms were received in instalments from the Government of India Press. We could thus distribute the forms direct to the Enumerators attending the training classes. The vehicle placed at our disposal transported the whole load of forms allotted for one Charge, from my office to the Charge Headquarters.

As for the interior Charge of Tamenglong, it was not possible to make use of the office vehicle. The only course open to us was to send the forms through porters. There was so the danger of the forms being snatched away on the way by hostiles. I had, therefore, to instruct my men in charge of taking the forms to Tamenglong to carry them under moufflage.

33. *Appointment of Census Enumeration Agency*—It would not have been possible for me to recruit the large number of officials of the enumeration staff without the active co-operation of the various Departments of the Manipur Administration, the Manipur Territorial Council and the Imphal Municipal Board. I would like to make special mention

of the Education Department of the Manipur Territorial Council, from which the bulk of the enumeration agency was drawn in conformity with past practices. I am grateful to Shri P. D. Tayal, Bar-at-Law, the then Chief Secretary, Manipur Administration for issuing a timely appeal for co-operation to all the authorities concerned, in the form of his D. O. No. 107/1/60-L(Cen), dated May 27, 1960 (reproduced in Appendix XIII). The response to this appeal was generally favourable though some departments took an indifferent attitude and I had to request the Chief Secretary to circulate another D. O. letter couched in strongly reminding terms.

Appointment letters were issued to the Charge Superintendents, Supervisors and Enumerators in the forms prescribed by the Registrar General, India. Besides 13 Charge Superintendents (including an Additional Charge Superintendent for the Ukhrul Sub-Division), 198 Supervisors and 1,073 Enumerators were appointed for the whole of Manipur. Appointment letters could not be issued in time owing to late delivery of printing paper. Appointment letters for the Enumerators were signed by the Superintendent of Census Operations while those for the Charge Superintendents and the Supervisors were issued under the signature of District Magistrate. While there was no fixed ratio between the Charge Superintendents on the one hand, and the Supervisors and the Enumerators, on the other, the ratio between the Supervisors and the Enumerators was a little less than 1:6. The following table indicates the number of Charge Superintendents, Supervisors, Enumerators Circles and Blocks in each Charge:

Sl. No.	Name of Charge	NUMBER OF				
		Charge Supdt.	Supervisors.	Enumerators.	Circles.	Blocks.
1.	Imphal Town.	1	15	93	15	87
2.	Imphal, West.	1	33	179	33	175
3.	Imphal, East.	1	24	137	24	113
4.	Bishenpur.	1	18	100	18	100
5.	Thoubal.	1	33	179	33	177
6.	Ukhrul.	2	19	78	19	78
7.	Mao.	1	8	52	8	50
8.	Sadar hills.	1	9	50	9	42
9.	Tamenglong.	1	9	45	9	44
10.	Jiribam.	1	5	32	5	32
11.	Churachand pur.	1	17	82	17	82
12.	Tengnoupal.	1	8	46	8	40
		13	198	1,073	198	1,020

The table will show that 1,073 Enumerators were employed in 1,020 blocks while normally one enumerator should be appointed for one block. The discrepancy is due to the fact that, on account of the unusually large size in population or area of some blocks, the Charge Superintendents recommended the appointment of additional Enumerators immediately before and during the period of enumeration and we had to give effect to such recommendations. The number of such additional enumerators was 53.

In accordance with the decision taken in the First Conference of the Superintendents of Census Operations, each enumerator was paid a sum of Rs. 5.00 for house-numbering and houselisting and Rs. 15.00 as honorarium for enumeration. The Supervisors were paid Rs. 4.00 each per block for supervision of enumeration. The total honorarium that was paid to each Supervisor who had to look after 5 or 6 blocks was, therefore, Rs. 20.00 or Rs. 24.00. In view of the additional burden the Charge Superintendents had to shoulder in conducting the Census of their respective Charges, I obtained the sanction of the Registrar General to the payment of a monthly honorarium of Rs. 25.00 to each of them for the period from October, 1960, to February, 1961. In the case of the Charge Superintendent of Tamenglong where enumeration had to be prolonged on account of activities of the Naga hostiles honorarium had to be paid for a further period of two months.

Though the quality of the agency employed in the two stages of the Census Operations is on the whole satisfactory, some of the Supervisors and Enumerators displayed a poor standard of performance. The standard of education of the L. P. School teachers appears to have gone down and the poor performance by some of them is not due to any deficiency in training. The Manipur Administration rendered us every possible help in the shape of issue of circulars, impressing upon their employees the importance of the Census, leave concession to those employed in census work and loan of vehicles to the Charge Superintendents during the period of enumeration.

Some difficulty was experienced in recruiting and training the enumeration staff during the present Census. A complete list of employees whose services could be requisitioned

was not received in time. Some lists sent by the Departments were defective as they did not contain the home addresses of the officials. The ascertaining of a Census worker's home address is very important as one would work better in a familiar locality. Posting of a person near his home would also avoid the possibility of complaints and representations and last-minute changes. As the time available for training was very short we had to hurry up our programme for training in a number of places. This should be avoided in future as inadequate training is likely to lead to defective enumeration. It is felt, therefore that more time should be devoted to collection of complete and self-contained lists of officials to be appointed for the Census, to posting of the right man to the right place and to a thorough training of the enumeration staff before the launching of the operation.

34. (a) *Training on Housenumbering and Houselisting*—No Houselist Forms were provided for the training on housenumbering and houselisting. Our experience shows that this caused some disadvantage to the enumerators whose capacity to grasp things cannot be rated high. It is felt, therefore, that actual practice on Houselist forms at the time of training would have gone a long way in imparting a better training even if that meant wastage of a largish number of forms. Training on housenumbering and houselisting was imparted by practical demonstration on blank papers. As for housenumbering small batches of the trainers were taken out to selected spots and shown the method of housenumbering practically. A small Manipuri booklet of instruction on the subject was also distributed.

(b) *Housenumbering operation; difficulties and deficiencies*—As pointed out earlier in this report, the Housenumbering operation in Manipur was carried out a little later than originally scheduled on account of late receipt of printing paper. Though this upset our programmes chalked out earlier to some extent, the housenumbering operation itself, which was carried out in December, 1960 was not affected materially. As there had been no previous system of housenumbering in Manipur, all the houses were numbered afresh.

Though, as a result of the adequate training that had been imparted to the enumerator

prior to the operation, there were no difficulties and deficiencies of a major nature, it appears that there has been some confusion with regard to the numbering of the peculiarly Manipuri structure in the valley known as 'SANGOI' which is a vacant out-house found in almost every Manipuri homestead land and which serves various purposes, private and social. The two instructions on the numbering of a minor structure in a compound, which to the undiscerning was a little misleading read:

- (i) "If there are more than one structure within an enclosed and open compound belonging to the same person, e.g., the main house, the servants' quarters, the garage, etc., only one building number should be given". (Instructions for filling up Col. 2).
- (ii) "If within an enclosed or open compound there are separate buildings then each such building will also be a Census house." (Instructions for filling up Col. 3).

Added to this was the deceptive appearance of a Manipuri 'SANGOI' which often times is by itself a building as we understand the word in ordinary parlance. The result which should be avoided in future by clear and emphatic instructions, is that a large number of these structures which are Census houses have been recorded as buildings.

(c) *Quality of Houselists, verification of short-comings in Houselists*—In spite of drawbacks here and there, the quality of houselists in Manipur is on the whole satisfactory. It appears that some enumerators lost track of the instructions and enlisted negligible structures like Cow-sheds, Granaries, Kitchens, etc. It is felt that in the absence of a detailed illustration to facilitate clear understanding, the definition of a Census House which is reproduced below is a little confusing :—

"A. Census house is a structure or part of a structure inhabited or vacant, or a dwelling, a shop, a shop-cum-dwelling or a place of business, workshop, school, etc., with a separate entrance."

The short-comings in the Houselist were verified when one copy of the same was taken along by the Enumerator during the enumera-

tion period. For the entire Charge of Tamenglong and some blocks in Mao, duplicate copies could not be made.

(d) *Where and how Housenumbering and Houselisting went wrong or failed to be very satisfactory*—This has partly been dealt with in the two foregoing sections. Some other common errors which were detected and modified are listed below :—

- (i) In column number 11, some enumerators did not enter Census House number in column 3. Instead they entered only the alphabets denoting households when there are more than one household. This did not however, vitiate the list as the housenumbers could be inserted later.
- (ii) When there are more than one Census house in a building, some enumerators failed to put the building number in all the Census Houses. This could also be detected and modified.
- (iii) Through oversight, in a building with more than one Census House enumerators put serial building numbers to the Census houses along with serial Census house numbers. This was a serious defect which fortunately we could detect in time in the preliminary stages.

35. *Training Course for Enumeration*—Save in the two disturbed Charges of Tamenglong and Mao, where on account of the disturbed law and order situation, training was a little haphazard and had to be imparted centrally at the Sub-Divisional Headquarters, a fairly extensive and intensive training was held in the other Charges. It was not possible for the Assistant Superintendent and myself, jointly or severally, to conduct all the training classes spread over 12 Charges. The only course open to us was therefore, to entrust a part of the training programme to the Charge Superintendents in their respective spheres of jurisdiction. At the outset, therefore, a Conference of the Charge Superintendents was organised at Imphal and all the ways and means for the successful implementation of the Census Operations and difficulties likely to be faced in each Charge were discussed in detail. Brief instructions were given to the

Charge Superintendents on how to fill up the various Census Forms and doubtful points were resolved. Thus, thoroughly acquainted with the nature of work they had to exact from the enumeration staff under their control, the Charge Superintendents went to their respective Charge headquarters and organised training classes of their own.

The Assistant Superintendent and myself thought sufficient stress should be laid on the training side of our programme and in view of the small size of Manipur it was decided that, in addition to the training conducted by the Charge Superintendents, either of us should hold at least one training class in each of the Charges. Accordingly, I took charge of the disturbed, inaccessible Charge of Tamenglong and the distant, outlying Sub-Division of Jiribam, and held training classes personally in these two places while Shri Sarat Singh made a whirlwind training tour of the other Charges. Fortunately, both of us were in perfect health and could stand the strain cheerfully.

But for the fact that we did not have sufficient time for training at our disposal and that, therefore, the training programme had to be hurried through at places, there is no reason to be unhappy about the arrangements made and the training imparted. As I look back I feel that the time factor is of paramount importance and that more time should have been made available for planning and preparation.

Travelling allowance as admissible under the rules was paid from our budget to the Supervisors and Enumerators for attending training classes. But preparation of T. A. bills for them was a bit of a headache, as in the majority of cases, the tour diaries submitted to our office were incomplete. If possible, cyclostyled copies of tour diary forms showing necessary details to be furnished should be distributed to the Supervisors and Enumerators. Provision also was made in the budget for payment of travelling allowance to the reserve officials attending training classes.

No definite ratio was fixed for the number of reserve officials for the Charges. For big Charges like Imphal West, Thoubal, Imphal East and Churachandpur 10 officials were

kept as reserve and for the other Charges only 5 officials were earmarked.

On our request, the Manipur Administration gave every facility and encouragement by issuing a circular to the effect that for those attending training classes, the period spent in training would be treated as period spent on duty. The same concession was granted during the period of enumeration.

36. *Distribution of Schedules and Maintenance of Reserves*—A distribution chart has been given in section 9(a) above. The mode of distribution has also been described in section 9(b). While in the valley charges where communication is comparatively good, some reserve Schedules were kept to cater to emergent needs, it was considered that, in the hill areas with their distant and far-flung blocks and their problem of communication, it would serve no practical purpose to keep sizeable quantities of reserve schedules at the Charge headquarters. Instead, it was more practical to issue more schedules than were necessary to the Supervisors and Enumerators themselves. Fortunately no embarrassing shortage was reported from the hill areas.

The keeping of reserve schedules was not worked out according to any standard pattern. While care was taken to see that each of the Charges had enough schedules for use and more to cater for emergencies, a good quantity of schedules was kept in my office from where we could rush the Schedules to any deficit Charge at short notice.

37. *Enumeration*—In accordance with the all-India time-schedule enumeration operation in Manipur was launched on the 10th of February, 1961, and it lasted upto the 28th of the same month. In the inaccessible hill areas where it was not possible to complete the operation within the 28th February on account of disturbed conditions further extension of time had to be made with the prior approval of the Registrar General. The problem of enumeration in the disturbed hill areas proved for me a little tricky and when, inspite of our best efforts the Charge Superintendents failed to report successful completion of the operation in their Charges, for days at a stretch beyond 28th February, 1961, I could not help feeling guilty. When I thought that in this country-wide operation, my numerous colle-

gones in other States had completed the tasks assigned to them, I felt that I had been left behind in a collective march forward. I hope my successor will not have this bitter experience in 1971.

In other areas the operation was brought to a successful conclusion according to schedule. According to the original schedule the check-round was to be completed during the period from 1st March to 3rd March, 1961. This schedule was adhered to in the hill areas where enumeration had been completed according to schedule. But in the valley charges it was not possible to complete the check-round on account of the HOLI festival which came off on 2nd March, 1961. The scheduled period for check-round had therefore to be revised. The closing date was extended upto the 7th March.

During the tense period of enumeration there were a few reports, factual and fictitious, that certain areas had been left out of the count. I took immediate steps to verify these reports and to cover the left-out areas, which fortunately proved to be only one or two. A sort of an emergency squad was formed out of the Tabulation staff we had already employed and this squad rushed to the spot with the spare schedules in our office and covered up the deficiency on a war-footing. In the case of a village named Matakong in the Sadar Hills area, which had been left out, I sent a party of 12 officials in the morning, all packed in the land-rover to cover it. The journey involved some 10 miles of trekking too. The party reached this village of 56 houses at about 1 A.M., finished the stages of houselisting and enumeration the same day and reported back to the office at 2 A.M. at night!

There was no separate arrangement for special areas, towns, and cantonments. Imphal Town was made a separate Charge entrusted to one Charge Superintendent. This Charge covered the Assam Rifles area too. As for the Army personnel stationed in Manipur during the period of enumeration, the task was entrusted to one Military Officer appointed by the relevant military authority.

There were no houseless persons in Manipur except in Imphal Town where they are concentrated in the main bazar area. The Assistant Superintendent and myself decided to count these persons ourselves on the night

of 28th February, 1961. We made a round of the bazar areas with the Charge Superintendent and the enumerator in-charge and could find only a few houseless persons who are vagabonds, demented persons and refugees.

No difficulty was experienced about enumeration of mother-tongue. A list of languages that are likely to be returned in Manipur was incorporated in a circular explaining the concept of mother-tongue and pointing out complications that are likely to arise during enumeration. The issue of this circular was thought necessary in view of the bewildering multiplicity of languages returned in 1951.

The present Census made a fairly accurate coverage, thanks to the co-operation of the general public, the quality of the training imparted to the enumeration staff and the uniformly hard work put in by all concerned. During the enumeration period there were only two villages left out of the count through oversight and immediate steps were taken to cover them. Response from the public was one of the very best. It was the villagers themselves who came to our office and reported that their village had been left out of the count. Some of the enumerators took special care to see that the forms and schedules were filled up correctly. This is clear from the fact that before taking up the work of actual enumeration they took the trouble of coming to this office direct to have doubtful points clarified by us. But for a few defects and deficiencies here and there the standard of performance is, on the whole, of a high order.

I cannot claim a high degree of accuracy with regard to the area of land under cultivation returned from the hill areas which have not so far been properly surveyed. The household schedule requires that the area of land under cultivation should be recorded in acres. In the Manipuri book of instructions we incorporated a list showing the equivalents of acres in the local land measure to serve as a conversion table. It can reasonably be expected, therefore, that in the valley area which has been properly surveyed the acreage recorded will be fairly accurate. But in the hills where land is measured by seed-rate, i.e., by the quantity of seeds sown, we have a different picture and we could not do much to ensure accurate returns.

38. *Provisional Totals*—While provisional totals for the Charges in the valley were relayed to my office speedily and according to schedule those from the Charges in the hill areas were much delayed. Here again the terrain and difficult communication came in our way. In some Charges, a block lies at a distance of 5 or 6 days march from the Charge Headquarters. There is nothing much that we can do unless better communication facilities are provided. As enumeration was delayed in the two disturbed Charges of Tamenglong and Mao we could not work out the provisional total in respect of Manipur as a whole until the third week of April, 1961.

39. *There was no post-enumeration Check in Manipur.*

40. *Appointment of Charge Staff*—For the present Census Manipur has been treated as a district which was divided into 12 Charges. For assisting the Charge Superintendents in their headquarters one Lower Division Clerk and one Peon were appointed for the period from October, 1960 to March, 1961. All staff in the Charge headquarters were appointed by fresh recruitment. After completion of their work in the Charges the clerks were absorbed in the Tabulation Office.

41. *Honorarium to Enumeration Staff*—Altogether a sum of Rs. 25,199-00 nP. was spent towards payment of honorarium to the Enumeration staff. The Charge Superintendents were also paid a monthly honorarium of Rs. 25.00 for the additional work they had to perform besides their normal duties. Details of honorarium paid to the Enumeration staff are given in section 10 above.

42. *Recognition of Services of Enumeration Staff*—In accordance with past practices, the Manipur Administration decided to award 14 Silver Medals, 28 Bronze Medals and 14 Efficiency Certificates to meritorious workers who took part in the last Census Operations in various capacities. The awards were made on the basis of recommendations made by the office of the Superintendent of Census Operations and, in order to give a fillip to future Census workers, it was decided to recognise the services of officials other than the enumeration staff as well, by the award of medals and certificates. The criterion laid down by the Census Commission for selection of recipients

of these awards and certificates is “Outstanding zeal and quality of Census work.” Three Officers were also selected for the award of Silver Medals. Although all officers of the Manipur Administration who were called upon to take part in the last Census Operations did very well and it would seem invidious to select some officers in preference to others, yet we had to take into consideration the difficult circumstances under which some of the officers laboured and the results achieved inspite of these difficulties. While a list of the recipients of the Medals and Certificates is given in Appendix XIV, I would like to place on record the citations recorded in respect of the three officers. They are reproduced below:—

(i) *Citation for Shri S. Sarat Singh.*

“Shri S. Sarat Singh, S.D.C. & Assistant Superintendent of Census Operations, Manipur has shown devotion to duty of a high order during the last Census Operations by undertaking extensive tours throughout the length and breadth of Manipur and imparting thorough training to the army of Supervisors and Enumerators. But for the thorough training he imparted to the Enumeration staff the 1961 Census Operations would not have been the success that it was.”

(ii) *Citation for Shri R. K. Modhusana Singh.*

“Shri R. K. Modhusana Singh, S.D.C. & Charge Superintendent, Tamenglong was put in an unenviable position in the discharge of his Census duties in view of the disturbed law and order situation in Tamenglong. Nevertheless he shouldered his responsibilities without any grudge and made determined efforts to make the Census in his Charge a success inspite of repeated hostile interference. He also kept the Census office at Imphal informed of the day-to-day developments and made judicious selection of Census workers in his Charge. Shri R. K. Modhusana Singh has thus shown devotion to duty and tactfulness of a high order.”

(iii) *Citation for Shri Yangmaso Shaiza.*

“Shri Yangmaso Shaiza, S.D.C. was called upon to serve as Charge Superintendent of Mao during the last phase of the last Census Operations. Because of hostile interference and the unhappy law and order situation in that Charge there was little hope of carrying out successfully the Census Operations in that

Charge. There were cases of Census papers having been snatched away by the hostiles in his Charge. Shri Shaiza took steps to replace the lost Census papers quickly and undertook Census in some hostile pockets by making personal visits to the spot. Shri Shaiza has thus shown devotion to duty of a high order.”

43. *Special studies*—Apart from the counting of heads and collection of a variety of socio-economic data, special studies have also been conducted during the present Census. They are (i) Village Survey, and (ii) Handicrafts Survey. Separate reports will be produced on these Special Studies.

44. *The Cost of Enumeration (End of 1960-61)*—Details of expenditure incurred dur-

ing the period upto the end of 1960-61 are furnished below :—

	1960-61.	1961-62.
B- Enumeration.		
B-1-Pay of Estt.	Rs. 4,185-00	Rs. 1,125-00
B-2-Allowances & Honoraria.	7,508-00	12,719-00
B-3-Honoraria to Enumerators.	4,945-00	16,180-00
B-4-Other Charges.	999-00	1,655-00
	<u>Rs. 17,637-00</u>	<u>Rs. 31,679-00</u>

As all the expenditure on account of enumeration could not be paid during the financial year 1960-61, the expenditure incurred during the succeeding year is also furnished in the above.

APPENDIX I

THE CENSUS ACT.

Amended by Acts XL of 1949, LI of 1950 and the adaptation of Laws Order, 1950.

ACT NO. XXXVII OF 1948.

[Passed by Dominion Legislature.]

Received the assent of the Governor General on the 3rd September, 1948.

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

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

It is hereby enacted as follows:—

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

† [2. It extends to the whole of India ‡ (except the State of Jammu and Kashmir).]

** [2. RULE OF CONSTRUCTION RESPECTING ENACTMENTS NOT EXTENDING TO PART B STATES. Any reference to the Indian Penal Code (Act XLV of 1860) or the Indian Evidence Act 1872 (1 of 1872), shall, in relation to a Part B State, be construed as a reference to the corresponding enactment in force in that State.]

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

4. Appointment of census staff:—(1) The Central Government may appoint a Census Commissioner to supervise the taking of the census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the Census within the several Provinces.

(2) The § State Government may appoint persons as Census officer to take, or aid in, or supervise the taking of, the census within any specified local area and such persons, when so appointed, shall be bound to serve accordingly.

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

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

* Deleted by the Adaptation of Laws Order, 1950.

† Substituted *ibid.*

‡ Substituted by Section 2, Act LI of 1950.

** Inserted by Section 3, *ibid.* Original section 2 was omitted by the Adaptation of Laws Order, 1950.

§ Substituted by the Adaptation of Laws Order, 1950.

% Substituted by the Adaptation of Laws Order, 1950.

(5) Status of census authorities as public servants.—

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

(6) Discharge of duties of census-officers in certain cases.—(1) Where the District Magistrate or such authority as the * State Government may appoint in this behalf, by a written order so directs:—

- (a) every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war, of India,
- (b) every person (except a pilot or harbour-master) having charge or control of a vessel,
- (c) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institution,
- (d) every keeper, secretary or manager of any *sarai*, hotel, boarding-house, lodging-house, emigration depot or club,
- (e) every manager or officer of a railway or any commercial or industrial establishment, and
- (f) every occupant of immovable property wherein at the time of the taking of the census persons are living,

shall perform such of the duties of a census-officer in relation to the persons who at the time of the taking of the census are under his command or charge, or are inmates of his house, or are present on or in such immovable property or are employed under him as may be specified in the order.

(2) All the provisions of this Act relating to census officers shall apply, so far as may be, to all persons while performing such duties under this section, and any person refusing or neglecting to perform any duty which under this section he is directed to perform shall be deemed to have committed an offence under section 187 of the Indian Penal Code (XLV of 1860).

7. Power to call upon certain persons to give assistance.—The District Magistrate, or such authority as the * State Government may appoint in this behalf for any local area, may, by written order which shall have effect throughout the extent of his district or of such local area, as the case may be, call upon—

- (a) all owners and occupiers of land, tenure-holders, and farmers, and assignees of land revenue, or their agents,
- (b) all members of the district, municipal, panchayat and other local authorities and officers and servants of such authorities, and
- (c) all officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be

* Deleted by the Adaptation of Laws Order, 1950.

deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

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

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

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

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

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

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

11. Penalties:—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

16. Temporary suspension of other laws as to mode of taking census in municipalities.—Notwithstanding

* Substituted by the Adaptation of Laws Order, 1950.

† Inserted by Section 4 Act LI of 1950.

* Substituted by the Adaptation of Laws Order, 1950.

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

17. Grant of statistical abstracts:—The Census Commissioner or any Superintendent of Census Operations or such person as the *State Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical infor-

mation as can be derived from the census returns for *India or any State as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

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

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

* Substituted by the Adaptation of Laws Order, 1950.

APPENDIX II

List of Furniture Purchased by the Office of the Superintendent, Census Operations, Manipur upto the Enumeration Period.

Serial No.	Description of article.	Number.	Date of receipt.
1	2	3	4
1.	H. Back can seated Chair	4 (four)	25-12-59
2.	Secretariat Tables (4'×3'×2½')	2 (two)	25-12-59
3.	Tables with drawers (4'×3½'×2½')	3 (three)	25-12-59
4.	Ordinary Tables (4'×3'×2½')	3 (three)	25-12-59
5.	Cane seated chairs (Ordinary)	10 (ten)	25-12-59
6.	Drawing Board for Draughtsman (42"×30")	1 (one)	25-12-59
7.	Almirah (Standard Size)	10 (ten)	25-12-59
8.	Stools	3 (three)	25-12-59
9.	Racks (5'×3½'×1½'×1½')	8 (eight)	25-12-59
10.	Inkpot Stand	6 (six)	8-2-60
11.	Waste Paper Basket	6 (six)	29-3-60
12.	Tray (cane and Bamboo)	3 (three)	29-3-60
13.	Sign Board	1 (one)	23-1-60
14.	Ordinary Cane Seated Chairs	12 (twelve)	3-11-60
15.	Ordinary Table (Standard Size)	3 (three)	18-2-61
16.	Officers Table with 3 drawers	1 (one)	18-2-61
17.	Medium Grade Chair	1 (one)	18-2-61

APPENDIX III

Budget Estimates for 1958-59, 1959-60, 1960-61 and 1961-62.

Head of account.	Description	Budget Estimates.				Actual expenditure.			
		1958-59	1959-60	1960-61	1961-62	1958-59	1959-60	1960-61	1961-62
1	2	3	4	5	6	7	8	9	10
A. Superintendence].	A1 Pay of Officers	4,777	8,775	8,180	..	4,090	7,475	7,440
	A2. Pay of Estt.	3,660	8,928	13,800	..	1,306	10,059	12,786
	A3. Allice. & Hons.	6,000	13,577	18,670	..	2,644	12,237	12,800
	A4. Other Charges	6,200	12,700	7,400	..	3,731	6,735	4,692
	Total—A-Superintendence	20,637	43,980	48,050	..	11,771	36,506	37,718
B. Enumeration . . .	B 1. Pay of Estt.	8,400	960	4,185	1,125
	B2. Allice. & Honoraria	1,532	7,508	12,719
	B3. Honoraria to Enumeration staff.	25,000	7,000	4,945	16,180
	B4. Other Charges	15,000	999	1,655
	Total—B-Enumeration	48,400	9,492	17,637	31,679
C. Abstraction and Compilation.	C1. Pay of Officer
	C2. Pay of Estt.	64,225	656	71,371
	C3. Allice. and Honoraria	6,600	37	1,289
	C4. Other Charges	4,200	5,303
	Total—C Abstraction and Compilation	66,025	693	77,963
D. Printing and Stationery		1,000	3,492	2,038
E. Miscellaneous staff
GRAND TOTAL	20,637	92,380	124,567	..	11,771	58,328	149,398

APPENDIX IV

Form G. F. R. 7 (Amplified).

Name of office :

Demand No.

Month——Year——

Head of Disbursement	Grant sanctioned.	Grant Distributed.	Proportionate grant from April to date.	ACTUAL EXPENDITURE.			Variation between proportionate appropriation and actual expenditure to-date	Explanation for the Variation
				Upto previous month.	Current month.	Total from April to date.		
1	2	3	4	5	6	7	8	9

APPENDIX V

Form G. F. R. 11 (Amplified).

Name of office :

Demand No.

Month——Year——

Sub-head.	Original appropriation	Proportionate appropriation from April to date.	ACTUAL EXPENDITURE.			Variation between proportionate appropriation and actual expenditure to date.	Explanation for the variation.
			Upto previous month.	Current month.	Total from April to date.		
1	2	3	4	5	6	7	8

APPENDIX VI

RULES FOR THE CLASSIFICATION AND RECORDS OF RECEIPTS AND EXPENDITURE IN CONNECTION WITH THE CENSUS TO BE HELD UNDER THE INDIAN CENSUS ACT, 1948.

All Census Charges should be recorded under the major head "47-Miscellaneous Departments—Statistics—Census". The detailed classification in the accounts should follow the heads adopted in the Central Demands for Grants.

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

3. Pay and allowances of wholetime Officers and any remuneration authorised to others for census work should be drawn no separate bills and charged direct to the Census grant under "47-Miscellaneous Departments—Census—Central".

4. Travelling allowance authorised by the Provincial Superintendent for debit to census operations should be drawn on separate bills and taken to the census grant under "47-Miscellaneous Departments—Census".

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

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

7. When charges for Stationery and Printing are incurred they should be treated as census expenditure and should be taken to "56-Stationery and Printing".

8. Authorised charges debitable to census should never be presented in bills containing charges debitable to other accounts.

9. All bills for contingent expenditure on census work must be countersigned by the Provincial Superintendent.

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

A—SUPERINTENDENCE.

- A1. Pay of Officers.
- A2. Pay of Establishment.
- A3. Allowances, Honoraria, etc.
- A4. Other Charges.

B—ENUMERATION.

- B1. Pay of Establishment.
- B2. Allowances, Honoraria, etc.
- B3. Honoraria to Enumerators.
- B4. Other Charges.
- B5. N.R.C.

C—ABSTRACTION AND COMPILATION CHARGES.

- C1. Pay of Officers.
- C2. Pay of Establishments.
- C3. Allowances, Honoraria, etc.
- C4. Other Charges.

D—PRINTING & STATIONERY.

E—MISCELLANEOUS STAFF.

APPENDIX VII

Financial powers of Superintendent of Census Operations.

Subject	Authority
1. Powers to create temporary posts in Class III and Class IV for a period not exceeding two years subject to the condition laid down in Rule 9 of the Delegation of Financial Powers Rules, 1958.	Ministry of Home Affairs letter No. F. 2/16/59-Pub. I (I), dated Nov. 13, 1958.
2. Powers to create temporary posts subject to the condition that the pay of appointment does not exceed Rs. 160 per mensem and to fix the pay of the post. These powers will be operative in cases where the posts carry fixed scales of pay which have not been approved by the Ministry of Finance.	Ministry of Home Affairs letter No. F. 2/16/59-Pub. I, dated December 22, 1959, read with letter No. 2/50/60-Pub. I, dated November 7, 1960.
3. Full powers of Controlling Officers for their own and their establishment T. A. Bills.	Ministry of Home Affairs letter No. F. 2/16/59-Pub. I, dated December 22, 1959.
4. Powers to incur contingent expenditure upto Rs. 1,000 per annum in each case for recurring expenditure and Rs. 5,000 in each case for non-recurring expenditure subject to the monetary limits and other rules specified in the Annexure to Schedule V of the Delegation of Financial Powers Rules, 1958, and also subject to the conditions specified in Rule 10 (5) of the aforesaid rules.	Ministry of Home Affairs letter No. F. 2/16/59-Pub. I (I), dated November 13, 1959 as revised in their letter No. 2/150/60-Pub. I, dated the 26th February, 1962.
5. Full Powers to purchase for the use of their offices books, news papers and other publications subject to the condition mentioned in the Delegation of Financial Powers Rules, 1958, Schedule V.	Ministry of Home Affairs letter No. F. 2/16/59-Pub. I (I), dated November 13, 1959, read with letter No. F. 2/16/59-Pub. I, dated February 13, 1960.
6. The powers to incur expenditure on entertainment (Light refreshment) upto Rs. 200 per annum subject to the general instructions issued by the Ministry of Finance.	Ministry of Home Affairs letter No. F. 2/16/59-Pub. I (I), dated November 13, 1959.
7. Powers to sanction the grant of recurring and non-recurring honoraria upto the limit of Rs. 100 in each case to government officials other than those in their own offices for work done in connection with the 1961 Census Operations, taking into consideration the nature of work in each case.	Ministry of Home Affairs letter No. F. 2/16/59-Pub. I, dated December 22, 1959, read with No. 1/150/60-Pub. I, dated October 9, 1962.
8. The drawal of a number of 'On Account of' advances in a month to meet contingent expenditure through abstract bills subject to the condition that the amount of each drawal does not exceed Rs. 1,500 and that no fresh advance is drawn unless the account for the earlier one is rendered and that a certificate to this effect is recorded in each bill.	Ministry of Home Affairs letter No. F. 2/186/60-Pub. I, dated November 9, 1963.

APPENDIX VIII

ADDRESS BY THE CHIEF COMMISSIONER TO THE ENUMERATORS OF THE COMING CENSUS OPERATIONS

DEAR FRIENDS,

On the eve of the coming Census Operations I like to emphasise the importance of Census work early in the Planning and Development of the State. Knowledge of the total population of the State as accurately as possible has assumed more importance than before particularly as we enter the third decade of the Third Plan. All the Welfare Schemes of the Government have so far been based on the population figure of 1951 which would become more and more out of date to-day. The central theme in the Planning and Development is after all the human factor himself and all the money, energy and time that are spent is for his benefit. It is, therefore, essential that we should know how many people we have to cater and plan for in our development schemes and also the man-power that would be available from the State itself. You are also aware that there have often been claims and counter-claims of the

population of different areas and communities in the allotment of funds for development of the country and as such Census figures will have to play a more important part in determining the needs of the various groups or communities. As you proceed to the villages you will often come across families which look upon you with suspicious eyes about your queries and who may even show some amount of hostility to you. It is at this time that you show your patience, persuasiveness and tolerance and try to explain what the Census Operations is actually meant for and to persuade them to furnish the full information required from them. Your task is not an easy job which not only involves trekking from village to village across hills and plains but as you finish your work you will feel that you have rendered a great National service to the country.

I wish you every success.

J. M. RAINA,

CHIEF COMMISSIONER, MANIPUR.

APPENDIX IX

AN APPEAL TO THE ENUMERATORS BY THE
CHAIRMAN, MANIPUR TERRITORIAL
COUNCIL.

DEAR ENUMERATORS,

This little message comes to you. Our Census comes once in ten years. You know Census is of a National importance. It demands the service and co-operation of all. This great task, house-to-house enumeration, has been entrusted to you. I know, it means sacrifice and hardship for you. As you will go to different regions, forest will come in miles; days and weeks of hills to cross but I trust, you will, as

servants, be cheerful whenever your going is tough, and will do well the duties assigned to you. For, the success of Census Operations depends on your sincere and diligent effort. It has been said that yours is a thankless job but you have the consolation with you that this great task of National importance has been completed successfully through your effort and sacrifice.

I wish you every success.

S. LARHO,
CHAIRMAN, TERRITORIAL COUNCIL,
MANIPUR.

APPENDIX X

NO. 3/9/57-RG

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS

Office of the Registrar General, India

2/A, MANSINGH ROAD,
KOTAH HOUSE ANNEXE,
NEW DELHI-2.

DEAR,

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

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

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

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

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

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

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

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

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

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

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

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

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

10. A census, according to the late Mr. Yeatts, could be summed up as "first you count and then you tabulate". Enumeration is the more important of the two operations because at the census enumeration the aim should be to catch every man only once and leave out none. It involves the building up of a

counting organisation which should be so perfect that there will be no likelihood of anyone being omitted from the count.

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

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

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

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

15. Revenue villages or survey mouzas in a thana/tehsil/taluk will be serially numbered according to their geographical location. In cases where a revenue village consists of more than one hamlet or there are distinct hamlets attached to a revenue village, the hamlets may be given sub-numbers under the main number of the village. In the case of urban areas where there are wards, the wards can be numbered

serially according to the order adopted by the municipality. Where, however, the municipalities have not been divided into wards, distinct localities can be demarcated bounded by well-defined roads, streets or lanes and given numbers.

16. A list of places to be treated as towns for the forthcoming census is drawn up by State Superintendents at the beginning of Census operations. The lists should be approved by respective State Governments concerned. In the past it has been the practice to designate as towns all municipalities, cantonments and other places having a local administration, *e.g.*, civil lines. All other places with a total population of not less than 5,000 persons were also treated as towns if, according to the State Government and the Census Superintendent, they possessed urban characteristics. In actual practice, however, many States sometimes declared as towns even those places which were not municipalities, cantonments or civil lines with populations much less than 5,000. Since urbanisation is going to be a major field of study from 1951 onwards, greater strictness and uniformity should henceforth prevail in the definition of 'town' so that precise criteria may be set up in the interest of comparability.

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

18. At the 1951 Census, in West Bengal, it was prescribed that, in order that a place may be classified as a town, it should have (1) a population of not less than 5,000, (2) a density of not less than 1,000 persons per square mile and that (3) at least three-fourths of the adult male population should be employed in pursuits other than agriculture. It is possible that in many States, where the average urban density is not as high as in West Bengal, urban localities may not attain such a high density. But it should be possible to apply the other two criteria uniformly to all States. I would, therefore, suggest that in the case of all States, localities other than municipalities, cantonments or civil lines should be treated as towns for purposes of the census, if their population is not less than 5,000 and their adult male population in non-agricultural livelihoods is at least $\frac{3}{4}$ ths of the total male population of the locality. From the 1951 District Census Handbooks, you will be able to find out the proportion of agricultural and non-agricultural classes for each village or town, from which you can draw up a tentative revised list of towns on the above basis. The criteria to be adopted can be further discussed at the conference and the list finalised and approval of the State Governments taken where necessary.

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

20. The ultimate unit so far as the census is concerned is the house-hold. This was defined at the 1951 Census as 'a group of people who live together

and take their meals from a common kitchen'. It is proposed to follow this definition in the next census also. Above the household is the census house where also it is proposed to follow the 1951 Census definition, viz., 'a dwelling with a separate main entrance'. There may be a number of households in a census house or a census house may consist of only one household.

House numbering and preparation of House-lists are distinct operations in the population census. I shall deal with them separately below.

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

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

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

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

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

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

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

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

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

30. Various forms and registers are usually prepared to show the census divisions and allotment of enumerators, supervisors, etc. The forms varied from State to State in the past. I propose to have a uniform set of forms for all the States and also to uniform sizes. I have asked the Controller of Printing & Stationery to supply you 28 lbs. Royal white printing paper (20" x 26") for preparation of these forms. We shall, at the conference, decide on the forms and registers to be prepared for enumeration and their exact contents and sizes.

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

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

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

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

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

34. There are two methods which could be adopted for the numbering of houses. In rural areas, a village may or may not consist of a number of streets in a certain order. If the streets are arranged in a certain order, the best method of numbering would be to number the houses continuously in the various streets, the streets being taken in order starting from the north and ending in the south. Within a street, there

are two alternatives; either the houses can be numbered in one continuous series clockwise or odd numbers may be given to houses on one side and even numbers to those on the other side. The first method is preferable as there will be continuity in the house-numbers. If in a village, there is no division into regular streets, the house can be numbered continuously starting from the north-western end and ending in the south-eastern, taking care to see that no house is omitted.

35. In the case of urban areas, there can be a continuous numbering of houses in the same manner as in rural areas on the basis of the municipal ward, if the wards are small. If the wards are big and consist of a number of long streets which cut across the boundaries of wards, each street can be given a continuous serial of house numbers for its entire length. In the case of urban areas, different methods can be followed depending on the size and nature of the locality. The system followed in the 1951 Census would be a useful guide. You may study the numbering system adopted at the last census in your State and formulate proposals for numbering for the next census. These can be finalised at the Conference in which an attempt will be made to conform as closely as possible to the method adopted for the preparation of electoral rolls of the State. You may also study the numbering system used for electoral rolls and compare it with the 1951 Census system.

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

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

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

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

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

one census house and one household, there will be only one number, namely the Building No.

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

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

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

44. At the 1951 Census, a small remuneration was paid to the enumeration staff in some States by way of scripitory charge for the National Register of Citizens which was prepared at that Census. It is not proposed to prepare such a register at the next Census. But the question whether the enumerators and the supervisors should not be given a small honorarium to cover their out-of-pocket expenses and other incidental charges that may be incurred by them will have to be examined at the next conference, to which you will no doubt carry the views of the State Government. We can write to the State Governments requesting their co-operation as in the past.

45. The Census medal introduced in the last census was much appreciated and we can also think of instituting a similar medal for the 1961 Census. These matters can be discussed further at the Conference.

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

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

instructions. The Directors of State Statistical Bureaus have also undertaken the translation of the questionnaire and instructions into the regional languages for purposes of pretesting. You can get copies of these translation from the Directors.

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

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

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

51. The household population will be enumerated in the household enumeration schedules. In addition to the household population, we shall have to make arrangements for the enumeration of population residing in institutions like hospitals, etc., and for the enumeration of floating population like wandering tribes, tramps, sadhus, etc. In the case of the floating population enumeration can be done on the night preceding the sunrise of 1st March. It will not be necessary to fill up the household schedules for this class of population. We can, therefore, either use the enumeration slips in the schedule or have different schedules. This also we can discuss and decide at the conference.

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

53. As I have already stated, enumeration of household population will be spread over a number

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

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

We should publish the provisional totals at the next Census as early as possible after the completion of enumeration. This is a matter of organisation. The enumeration schedule for each household provides for an Enumerator's Abstract showing the total population and literates. There will also be an Enumerator's Abstract for his entire block. The enumerator should be trained to add up the population and the literates in his block from each schedule Abstract and post them in his block abstract which be should hand over to the supervisor on 3 March, 1961. The Supervisor should, in turn, add up these abstracts and send the total recorded on his Supervisor's Abstract together with the Enumerator's Abstracts to his Charge Superintendent. The Charge Superintendent will, in his turn, add up the totals of his Supervisor's Abstracts in his Charge Superintendent's Abstract, from where it should be sent to the District headquarters. The District Census Officer should consolidate the figures for the district and telegraphically intimate the figures to you and to me without the slightest delay. The figures for the States can be consolidated both by you and by me and will be published for general information after you have tallied it with me over the telephone. When all the States have been tallied, the All-India figures will be published by me.

55. It takes two to make a Census: the citizen and the enumerator. The success of a census depends on the training of the enumeration staff and the co-operation of the public. Intensive training should be given to the enumerators and you should work out a programme of training for all the enumeration staff. The quality of training and the enthusiasm of the public will depend, to some extent, upon the number of training classes you can yourself take both at District and Sub-Division headquarters. At the last Census, in some of the States, a training Sample Census was held about three months before the Census date. In a certain state, each enumerator was called upon during the Sample Census to census fully only three Census Households selected according to a particular pattern within his jurisdiction. The Sample Training Census served to infuse confidence and thoroughness into Census enumerators. In other States, where a training Sample Census was conducted, the supervisors carried out the actual enumeration and the Charge Superintendents acted as Supervisors. In

these cases, intensive training was given to the Supervisors and Charge Superintendents. It will be profitable to follow a uniform procedure at the next Census. A Sample Census, where enumerators, supervisors and Charge Superintendents, all partake, would be more useful than the one where only the higher officials partake. If we take the households on a random sample, it may be possible to have some preliminary tabulations also.

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

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

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

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

57. Tabulation follows enumeration. The tables have not yet been finalised. This office has framed certain tentative tables on the basis of the draft questionnaire. With the help of the enumeration schedules completed during the pretesting operations, it will be possible to carry out test sorting and tabulation in my office to finalise the table forms and table headings and also the best sequence of sorting so that the greatest economy of effort and money can be secured.

58. We have to follow the traditional method of tabulation adopted in India, namely, by handsorting. It would be necessary to open *ad hoc* tabulation offices which should start operating immediately after the completion of enumeration. It will be desirable to have one tabulation office for every six million population and you will have to locate the tabulation office at convenient places depending upon the availability of accommodation and of temporary staff who will be requisitioned for service for about five or six months. Right from now, you might be on the lookout for suitable buildings for these offices. You should also make early arrangements for locating the officers who will be in charge of these various tabulation offices. They should be officers belonging either to the State Civil Service or Junior State Civil Service and should be capable of successfully running these offices by maintaining a high standard of discipline and extracting work of good quality from purely *ad hoc* and temporary staff.

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

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

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

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

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

1. Handbook of Population Census Methods Vols. I to III.
2. Population Census Methods.
3. Demographic Yearbook 1955.
4. Demographic Yearbook 1956.
5. Principles and Recommendations for National Population Censuses.

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

Yours sincerely,

A. MITRA.

APPENDIX XI

TENTATIVE CALENDAR FOR THE CENSUS OPERATIONS OF 1961.

1st June 1960 to 31st July, 1960	(i) Delimitation of Enumeration Blocks. (ii) Appointment of Enumeration Staff.
1st August, 1960 to 31st August, 1960	(i) Training of House Numbering and House Listing Staff. (ii) Preliminary training of Enumerators.
1st September, 1960 to 31st October, 1960	(i) House numbering and House Listing.
1st November, 1960 to 30th November, 1960	Collection of Houselist and distribution to Supervisors.
1st December, 1960 to 31st January, 1961	(i) Intensive training of Enumerators. (ii) Distribution of Forms for Enumeration.

APPENDIX XII

CENSUS CALENDAR OF MANIPUR FOR 1961 CENSUS OPERATIONS

1st November, 1960 to 30th November, 1960	(i) Training of Enumerators. (ii) Distribution of Houselist Forms to Enumerators.
1st December, 1960 to 31st December, 1960	(i) House-numbering and House-listing.
1st January, 1961 to 31st January, 1961	(i) Intensive Training of Enumerators. (ii) Distribution of Enumeration Slips, Household Schedules, etc., to Enumerators.
1st February, 1961 to 9th February, 1961	Final check-up of the Charge Superintendents over the Supervisors and Enumerators for Enumeration.
10th February, 1961 to 28th February, 1961	ENUMERATION.
28th February, 1961 (NIGHT)	Enumeration of Houseless Persons.
1st March, 1961 to 3rd March, 1961	Check Round in the Hills.
1st March, 1961 to 7th March, 1961	Check Round in the Valley.
4th March, 1961	Submission of Provisional Totals by Enumerators to the Circle Supervisors in the Hills.
5th March, 1961 to 7th March, 1961	Submission of Provisional Totals by Circle Supervisors to the Charge Superintendents in the Hills.
8th March, 1961	Submission of Provisional Totals to the Superintendents of Census Operations from the Hills Charges.
8th March, 1961	Submission of Provisional Totals by Enumerators to the Super- visors in the Valley.
10th March, 1961	Submission of Provisional Totals by Supervisors to the Charge Superintendents in the Valley.
11th March, 1961 to 31st March, 1961	Collection of Enumeration Records.

N.B.—In the Hill Charges of Tamenglong and Mao the Enumeration period covered from 10th February to 31st March, 1961 on account of the activities of the Naga Hostiles. As the filled up Houselists were snatched away in some parts of the said Charges the Houselisting was again undertaken along with the actual enumeration which was synchronised with the Army movement.

APPENDIX XIII

D. Tayal, Bar-at-Law,
Chief Secretary,
Imphal Administration.

Imphal,

May 27, 1960.

D.O. No. 107/1/60/L(Cen).

Subject : *Census, 1961—Employment of public servants for enumeration.*

MR FRIEND,

Preliminary arrangements for the 1961 Census are being completed and appointment of staff necessary for enumeration (Enumerators, Supervisors, etc.) will commence very soon. Actual enumeration will take place between the 10th February, 1961 and the sun-down of 1st March which will be followed by a final check during the first 5 days of March. The enumeration will, as in the past be done, mostly by the fullest staff of all establishments under the control of the Administration, the Territorial Council, the Municipal Council and other local bodies on a voluntary basis.

2. Census enumeration is a nation-wide administrative operation involving demands on services of staff which will have to be met from the resources of all establishments, throughout the country. It is necessary that the burden should be shared by all establishments under the control of the Administration, the Territorial Council, the Municipal Board and other local bodies on a voluntary basis.

3. All employees of the Administration, the Territorial Council, the Municipal Board and other local bodies wherever they may be located, should accept and perform readily any work connected with the enumeration which is placed on them by responsible local officers. The employees should be specifically instructed that they should give no cause for comment by the officer-in-charge of the Census in respect of the performance of census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. It should be impressed upon them that the manner in

which they perform their Census duties would be taken into account in the periodical assessment of their work and conduct.

4. Enumeration work has been spread over nearly 3 weeks in order to diminish the number of workers for whom demands will be placed on Heads of Departments/Offices of the Administration, the Territorial Council and the Municipal Board and also to enable the workers to carry out their duties conveniently. It is necessary that Heads of Offices should be instructed to co-operate in lightening the burden on Census workers to the maximum extent practicable. This will necessitate the grant of concessions, regarding office attendance both during the enumeration period and a period of training which will precede it. The details of the concessions likely to be required will be intimated to you directly by the Superintendent of Census Operation, Manipur separately and the concessions may kindly be allowed accordingly.

5. I shall be very grateful if you would kindly issue necessary instructions to all the establishments under your control.

Yours sincerely,

P. D. TAYAL.

1. Shri S. Larho, Chairman, Manipur Territorial Council, Imphal.

2. Shri S. Gambhir Singh, Chairman, Imphal Municipal Board.

3. All Heads of Departments of the Administration (By name).

Copy to : 1. Shri P. R. Chandra, Chief Executive Officer, T.C. Imphal (100 spare copies).

2. All Heads of Offices subordinate to the Administration (by name).

3. Superintendent, Census Operations, Manipur for information and necessary action.

P. D. TAYAL,

Chief Secretary, Manipur, Administration.

APPENDIX XIV

LIST OF RECIPIENTS OF CENSUS MEDALS AND EFFICIENCY CERTIFICATES.

Recipients of Silver Medals.

Serial No.	Name of recipient	Census designation	Charge
1	2	3	4
1.	Shri S. Sarat Singh	Assistant Superintendent, Census Operations.	Imphal.
2.	Shri R. K. Modhusana Singh	Charge Superintendent	Tamenglong.
3.	Shri Y. Shaiza	Do.	Mao.
4.	Shri G. Gourachand Kabui	Enumerator	Imphal Town.
5.	Shri Kh. Yaima Singh	Do.	Imphal East.
6.	Shri Kh. Nimpamacha Singh	Do.	Imphal West.
7.	Shri P. Thambalngou Singh	Do.	Bishenpur.
8.	Shri S. Ibohal Singh	Do.	Jiribam.
9.	Shri Harangdong	Do.	Churachandpur.
10.	Shri Palet	Do.	Tengnoupal.
11.	Shri T. Rajendra Singh	Supervisor	Imphal West.
12.	Shri Daisin Palmei	Do.	Tamenglong.
13.	Shri Tongkham	Do.	Sadar Hills.
14.	Shri M.S. Maringthuk	Do.	Ukhrul.

Recipients of Bronze Medals.

15.	Shri Luchang	Enumerator	Tamenglong.
16.	Shri K. Modhu Singh	Do.	Imphal Town.
17.	Shri A. Amuchou Singh	Do.	Imphal West.
18.	Shri Ksh. Amuba Singh	Do.	Imphal East.
19.	Shri M. Tombi Singh	Do.	Do.
20.	Shri Ksh. Chaoba Singh	Do.	Do.
21.	Shri H. Nandalal Sharma	Do.	Bishenpur.
22.	Shri Ph. Ibotombi Singh	Do.	Do.
23.	Shri Th. Nabakanta Singh	Do.	Thoubal.
24.	Shri W. Achou Singh	Do.	Do.
25.	Shri Vumkshoshat	Do.	Sadar Hills.
26.	Shri Ch. Ibomcha Singh	Do.	Do.
27.	Shri Nirod Bihari Das	Do.	Jiribam.
28.	Shri Dongkholien	Do.	Churachandpur.
29.	Shri Lalmingthang	Do.	Do.

APPENDIX XIV Contd.
Recipients of Bronze Medals Contd.

Serial No.	Name of recipient.	Census designation	Charge.
1	2	3	4
30.	Shri Thumthung	Enumerator	Tengnoupal.
31.	Shri Ngamkholet	Do.	Do.
32.	Shri Jarakun	Do.	Do.
33.	Shri Dongkhohen	Do.	Churachandpur.
34.	Shri T. Nilamani Singh	Supervisor	Imphal Town.
35.	Shri N. Biramani Singh	Do.	Imphal West.
36.	Shri L. Adani	Do.	Mao.
37.	Shri Thangkholam	Do.	Churachandpur.
38.	Shri Th. Kameshwar Singh	Do.	Bishenpur.
39.	Shri N. Rameswar Singh	Do.	Thoubal.
40.	Shri H. Thomba	Do.	Ukhrul.
41.	Shri R. K. Bimolkishore Singh	Sorter	Tabulation office, Imphal.
42.	Kumari K. Jandhabi Devi	Do.	Do.
<i>Recipients of Efficiency Certificate.</i>			
43.	Shri G. Nandalal Sharma	Supervisor	Imphal Town.
44.	Shri Md. Abdul Matlip	Do.	Thoubal.
45.	Shri Hilkhosei	Do.	Sadar Hills.
46.	Shri S. Arow	Do.	Mao.
47.	Shri Genlen	Do.	Churachandpur.
48.	Shri P. Karangong	Do.	Tengnoupal.
49.	Shri Biramangol Singh	Do.	Do.
50.	Shri R. K. Sanahal Singh	Do.	Imphal East.
51.	Shri T. Keshore Singh	Do.	Do.
52.	Shri V. L. Sanga	Enumerator	Churachandpur.
53.	Shri A. Satramani Singh	Do.	Imphal West.
54.	Shri Y. Ahanjao Singh	Tabulation Officer	Imphal.
55.	Shri A. Nilamadhab Singh	Stenographer	Census office.
56.	Shri N. Ibohah Singh	Accountant-cum-Cashier	Do.

SCHEDULES

MISCELLANEOUS FORM I

*Notifications of the Manipur Administration Issued under the Indian Census Act
(XXXVII of 1948).*

Serial No.	Section of the Act.	Number and date of Notification.	Shc
1	2	3	
1.	Section 4(4) of Census Act, 1948 (37 of 1948) read with the Government of India, Ministry of Home Affairs Notification No. 2/1/60-Judl-II, dt. 20-4-1960.	No. 107/1/60-L (Cen) dated 31-5-1960	. Delegation of authority of a Census Officer (i) The District Census Officer and (ii) the District Census Officer for the purpose of the Census Act, 1948.
2.	Section 8 of the Census Act	No. 109/1/60-L (Cen), dated 16-12-1960	. Director of Census Operations, Imphal.
3.	Section 12 of the Census Act	Do. Authorisation of Census Officers, Imphal, according to the provisions of the Census Act, 1948.

MISCELLANEOUS FORM II

Number of Forms Supplied and Used.

State/ District.	Appointment Parwanas of Charge Officers.		Appointment Parwanas of Circle Supervisors.		Appointment Parwanas of Block Enumerators.		Mauza Registers.		Charge/Circle Registers.		Charge/Circle Extract.		Enumerator's Abstract.		Circle Summary.		Charge Summary.	
	Sup- plied.	Used.	Sup- plied.	Used.	Sup- plied.	Used.	Sup- plied.	Used.	Sup- plied.	Used.	Sup- plied.	Used.	Sup- plied.	Used.	Sup- plied.	Used.	Sup- plied.	Used.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Manipur.	13	13	198	198	1,073	1,073	—	—	24	24	24	24	1,137	1,137	258	258	24	24

MISCELLANEOUS FORM III
Number of Enumeration Schedules Supplied and Used.

State/District.	Houselist forms.		Household Schedules.				Individual Slips.			
			50-Scheduled Pads.		25 Scheduled Pads.		100 Slip Pads.		25-Slip Pads.	
	Supplied.	Used.	Supplied.	Used.	Supplied.	Used.	Supplied.	Used.	Supplied.	Used.
1	2	3	4	5	6	7	8	9	10	11
Manipur	20,000	18,245	3,700	3,353	960	935	4,500	3,985	17,000	14,013

MISCELLANEOUS FORM IV
District Census Charges (other charges).

Serial No.	District and Sub-Division	Local purchase of Stationery		Freight.		Porterage		Misc. furniture portorage etc.		Total	
		1960-61	1961-62	1960-61	1961-62	1960-61	1961-62	1960-61	1961-62	1960-61	1961-62
MANIPUR.											
1.	Imphal Town	12-00	..	12-00	..
2.	Imphal West	12-00	..	12-00	..
3.	Imphal East	12-00	..	12-00	..
4.	Bishenpur	20-00	..	12-00	..	32-00	..
5.	Thoubal	20-00	..	12-00	..	32-00	..
6.	Ukhrul	20-00	..	30-00	342-00	50-00	342-00
7.	Mao	20-00	..	12-00	213-00	32-00	213-00
8.	Sadar Hills	20-00	..	12-00	429-00	32-00	429-00
9.	Tamenglong	20-00	..	60-00	369-00	80-00	369-00
10.	Jiribam	20-00	..	37-50	..	57-50	..
11.	Churachandpur	30-00	..	340-00	91-00	370-00	91-00
12.	Tengnoupal	20-00	..	617-00	210-00	637-00	210-00

MISCELLANEOUS FORM V

Stationery Indent for the Office of the Superintendent of Census Operations, Manipur and Affiliated Offices.

Items (Full Description)	Unit	No. of Units		
		1959-60	1960-61	1961-62
1	2	3	4	5
Paper Badami Qd/F. Cap.	Rms.	125 Sheets	200 Sheets	..
Bleached Paper Qd/F. Cap.	3 Rms.	..	5 Rms. and 200 Sheets
Printing Paper 26" x 20" = 46 lbs.	92 Rms.	..
White Printing Paper 57 x 89	50 Rms.
Type Writer Paper	25 Rms.	12 Rms.	2 Rms. and 400 Sheets
Duplicating Paper	25 Rms.	1 Rm.	4 Rms. and 400 Sheets
Paper Blotting Demy 18" x 23"	126 Sheets	120 Sheets	..
Paper Brown Wrapping Imperial	126 Sheets	300 Sheets	..
Paper Brown Wrapping Qd/F. Cap.	1 Rm.
T/W Carbon F/Cap Black	1 Rm.	325 Sheets	2 Rms.
T/W Carbon Brief Black	250 Sheets	125 Sheets	150 Sheets
Writing Stencil Paper	Qrs.	..	1 Qr.	..
Type Cutting Stencil Paper	8 Qrs.	4 Qr.
Blank Book 1 Qr.	No.	12
Blank Book ½ Qr.	6
File Sheets	8
Bound File	2
Tracing Paper	Roll	2	8	2
Drawing Paper	Qr.	2
Shorthand Note Book	No.	12
Envelope SE. 8. 1/2	100
Envelope SE. 7	200
Envelope SE. 5	250
Envelope SE. 2	400	..
Type Writer Ribon Black Record ½"	No.	6	..	3
Pen Latern Pattern	Doz.	6
Pen Holder Clerical	No.	12	..	88

Items (Full Description)	Unit	No. of Units		
		1959-60	1960-61	1961-62
1	2	3	4	5
Pen Holder Officer	No.	2	4	..
Pencil lead soft	"	36	24	164
Pencil Reporter	"	12	..	36
Pencil S. H.	"	..	12	..
Pencil Dog HB.	"	..	12	..
Pencil Colour Red and Blue	"	..	3	48
Pen Nibs Red Ink	Doz.	6	6	8
Pen nibs	"	..	6	58
Crow Quill pen (Drawing)	No.	1
Pen with nibs for drawing	"	..	2	..
Ink powder blue black	"	18	8	18
Ink powder Red	"	5	5	18
Reeves Ink	"	..	1	..
Petikan Ink	"	..	2	..
Ink Blue Black	Bottle	..	6	..
Drawing Black Vesto	No.	..	4	..
Ink Black for Duples Rotary Dupli- cator	"	..	12 Tubes	..
Bottle Indian Ink (Drawing)	"	1	..	4
Ink Indian Haxagonal	"	..	20 stick	..
Ink Violet	"	12	..	24
Fountain pen ink blue-black 4 oz. a phial.	"	4
Brush	"	..	2	..
T/W. Brushes Long Handle	"	2
T/W. Cleaning Brush	"	2
Brushes Drawing square/Medium	"	..	6	..
Gum Brush	"	3	..	4
Stylus Pen for writing on Stencil	"	1
Plus Plate for Duplicator	"	1
Ink Glass 2" x 2"	"	12	12	64
Paper weight glass	"	12	..	24

Item (Full Description)	Unit	No. of Units.		
		1959-60	1960-61	1961-62
1	2	3	4	5
Calling Bell	No.	2	..	2
Bags Cotton white 5" long	1000	1000	2000
Pin	Box.	12	18	30 Pkt. and 3 Doz.
Racing Pin	No.	..	12	..
Pins Drawing $\frac{1}{4}$ "	1pkt.	..
Paper Clip Gum Pattern	Box.	12	..	30
Eraser Ink/Pencil	No.	9	..	6
Office Paste 2½ oz. a bottle	2
Gum Arabic picked	lbs.	9 oz.	2 lbs. & 1 oz.	7 lbs. & 4 oz.
Sealing Wax Red	Box.	5	4	..
Docket punch	No.	1
Knapping machine Velos	1
Velos staple 1000 in a box	Box.	6	6	..
Ink pad for Rubber stamp	No.	12	..	12
Correcting Fluid	1 bottle	..
Docket thumb impresser	1	..
Rules Round 18"	6
Paper white 1"	Roll	4
Wine jute	lbs.	20 lbs.	..	21 lbs.
Wine jute ball	No.	12
Scissors 6"	1
Whodkin	6
Set square	1
Plotter	1
Drawing articles	1 box	..
Desk Knives	3	..

MISCELLANEOUS FORM VI
Number and Location of Important Files and Documents.

Serial No.	Description	No. of Files
1	2	3
1.	Establishment	1/Cen/Estt-1/60.
2.	Reports	1/Cen/Rep-2/60.
3.	Accounts	1/Cen/Acct-3/60.
4.	Furniture/Equipment	1/Cen/Fur-4/60.
5.	Leave	1/Cen/L-5/60.
6.	Routine Orders	1/Cen/RO-6/60.
7.	Accommodation	1/Cen/Accom-7/60.
8.	Publicity	1/Cen/Pub-8/60.
9.	Stationery	1/Cen/Sty-9/60.
10.	Guard File	1/Cen/GF-10/60.
11.	Miscellaneous	1/Cen/Misc-11/60.
12.	Personal File (Superintendent)	1/Cen/PFS-12/60.
13.	Appointment (Head Office)	1/Cen/Apptt-13/60.
14.	Personal File (Asstt. Supdt.)	1/Cen/PFAS-14/60.
15.	Enumeration	1/Cen/Bnu-15/60.
16.	Returns Statements (Employment)	1/Cen/Ret-16/60.
17.	Financial Statements	1/Cen/Fin-17/60.
18.	Transport	1/Cen/Trans-18/60.
19.	Printing	1/Cen/Print-19/60.
20.	Endorsement (Bills)	1/Cen/Endt-20/60.
21.	Progress Report (Head Office)	1/Cen/Progress-21/60.
22.	Liveries (Grade IV)	1/Cen/Liv-22/60.
23.	Circulars from Manipur Admn.	1/Cen/Cir.M/A-23/60.
24.	Security	1/Cen/Sec-24/60.
25.	Parliament Questions	1/Cen/PQ-25/60.
26.	Payment of R.B.I. Drafts	1/Cen/RBI-26/60.
27.	Handicrafts (Survey)	1/Cen/Crafts-27/60.
28.	Socio-Economic Survey	1/Cen/SES-28/60.
29.	Central Civil Service	1/Cen/CCSR-29/60.
30.	Confidential	1/Cen/Con-30/60.
31.	Instructions (Enumeration)	1/Cen/Inst-31/60.

Serial No.	Description	No. of Files.
1	2	3
32.	Manipur Secretariat	1/Cen/Sect-32/60.
33.	New and Extinct Villages	1/Cen/Nevilla-33/60.
34.	List of Villages and No. of Houses	1/Cen/Villa-34/60.
35.	Languages	1/Cen/Lang-35/60.
36.	Tour	1/Cen/Tour-36/60.
37.	Transfer credit	1/Cen/Credit-37/60.
38.	Calendar (Census)	1/Cen/Calendar-38/60.
39.	Block (Census)	1/Cen/Block-39/60.
40.	Monthly meeting (Secretariat)	1/Cen/Meet-40/60.
41.	Tabulation	1/Cen/Tab-41/60.
42.	Budgeting & Financial Control	1/Cen/BF-Control-42/60.
43.	Award for Census Operations	1/Cen/Award-43/60.
44.	Investigation of Law Literacy	1/Cen/Lit-44/60.
45.	House Numbering & House listing	1/Cen/House-45/60.
46.	Second Census Conference	1/Cen/Conf-46/60.
47.	Budget 1960-61	1/Cen/Bud-47/60.
48.	Training (Enumeration Staff)	1/Cen/Trg-48/60.
49.	Budget 1961-62	1/Cen/Bud-49/60.
50.	Issue of Stationery to Charge Supdt.	1/Cen/Sty-Issue-50/60.
51.	Charge Staff (Appointment)	1/Cen/Charge Staff-51/60.
52.	Honoraria to Enumeration Staff	1/Cen/Honoraria-52/60.
53.	Enumeration staff pay	1/Cen/Pay-53/60.
54.	Half Margin Audit Objections	1/Cen/HMAO-54/60.
55.	Printing of Census Hand book	1/Cen/CHB-55/60.
56.	T.A. of Enumeration Staff	1/Cen/TA-56/60.
57.	Appointment of Tabulation Staff	1/Cen/Tab-Estt-57/60.
58.	Fortnightly Journal	1/Cen/FJ-58/60.
59.	Map	1/Cen/Map-59/60.
60.	D. C. C. bills	1/Cen/DCC-60/60.
61.	Revised Pay Scale	1/Cen/Rev-Pay-61/60.
62.	Population	1/Cen/Popu-62/60.
63.	General Provident Fund	1/Cen/GPF-63/61.

Serial No.	Description.	No. of Files.
1	2	3
64.	Tabulation Progress Report	1/Cen/TPR-64/60.
65.	Tabulation Branch leave	1/Cen/Tab-leave 65/60.
66.	Tabulation Branch Furniture	1/Cen/Tab-Fur-66/60.
67.	Tabulation Branch Stationery	1/Cen/Tab-Sty-67/60.
68.	Fixation of norms	1/Cen/Norm-68/61.
69.	Compilation of Census Publications	1/Cen/CR-69/61.
70.	Agricultural Statistics	1/Cen/AGR-70/61.
71.	Annual Establishment Returns	1/Cen/AER-71/61.
72.	Preparation of Ethnographic Notes	1/Cen/Ethno-72/61.
73.	Housing Tables	1/Cen/HT-73/61.
74.	P. C. A. & General Population Tables (A)	1/Cen/GPT-74/62.
75.	Economics Tables (B)	1/Cen/ET(B)-75/62.
76.	Social & Cultural Tables (C).	1/Cen/CT(C)-76/62.
77.	Migration Tables (D).	1/Cen/MT-77/62.
78.	Social Tables for SC. & ST.	1/Cen/SCT-78/62.
79.	Photography	1/Cen/Photo-79/62.
80.	Village Directory	1/Cen/VIDY-80/62.
81.	Election (Imphal Municipality)	1/Cen/EM-81/62.
82.	Casual leave	1/Cen/CL-82/62.
83.	Inset Tables	1/Cen/IT-83/62.
84.	Records	1/Cen/Record-84/62.
85.	Audit Note	1/Cen/Audit-85/62.
86.	Publication of Administration Report	1/Cen/ARE-86/63.
87.	Compulsory Deposit Scheme	1/Cen/CDS-87/63.
88.	Administration Report on Tabulation	1/Cen/ART-88/63.

MISCELLANEOUS FORM VII

Summary of Staff Employed in the Office of the Superintendent, Census Operations and other Central Offices upto the Enumeration Period.

Serial No.	Designation.	No.	Period	Rates of pay Excl. allowance	Remarks.
1	2	3	4	5	6
1.	Accountant-cum-Cashier . . .	1			
	Shri N. Ibohal Singh	2-1-60	100—180	Deputed from the office of the Veterinary & Animal Husbandry Deptt., Manipur.
2.	Stenographer . . .	1			
	Shri A. Nilamadhab Singh	6-1-60	100—200	Deputed from the office of the Director of Agriculture, Manipur.
3.	Lower Division Clerks . . .	3			
	Shri Kh. Mangi Singh	9-1-60	55—130	Direct recruitment.
	Shri Ng. Imo Singh	15-1-60	Do.	Do.
	Smt. P. Sakhitombi Devi	13-10-60	Do.	Do.
4.	Statistical Assistant . . .	1			
	Shri W. Koireng Singh	15-1-60 to 31-3-61	100—180	Direct appointment.
	Shri W. Narain Singh	14-8-61	Do.	Do.
5.	Draughtsman . . .	1			
	Shri M. G. Varughese	15-2-60 to 20-6-61	125—275	Direct appointment.
	Shri O. Kesho Singh	21-6-61	Do.	Do.
6.	Driver . . .	1			
	Shri R. K. Sanatomba Singh	1-10-60 to 31-3-61	50—90	Direct appointment.
7.	Peons . . .	3			
	Shri Kh. Jugol Singh	1-8-59	25—40	Deputed from D. C.'s office, Manipur.
	Shri H. Mani Singh	1-8-59	Do.	Do.
	Shri Thoiba Kabui	20-1-60	Do.	Direct appointment.
8.	Chowkidar-cum-Sweeper . . .	1			
	Shri Chandra Bahadur Thakuri	2-1-60	Do.	Direct appointment.

MISCELLANEOUS FORM VIII

Abstract of Tours of the Superintendent, Census Operations.

Date of departure	Date of return	Destination	Places visited enroute	No. of miles travelled by road
1	2	3	4	5
17-9-59	11-10-59	Delhi . .	Delhi via Calcutta . .	2,940 Miles.
15-12-59	22-12-59	Jiribam	via Silchar
25-1-60	2-2-60	Delhi	via Calcutta . .	2,940 ,,
30-7-60	17-8-60	Delhi	via Calcutta . .	2,940 ,,
16-11-60	20-11-60	Jiribam	via Silchar
24-11-60	29-11-60	Tapazand	via Tamenglong . .	180 ,,
10-12-60	11-12-60	Chakpikarong	via Sugnoo . .	80 ,,
1-1-61	1-1-61	Tawai Waichong	via Kangpokpi . .	110 ,,
5-2-61	6-2-61	Kohima	via Mao . .	191 ,,
9-2-61	9-2-61	Moreh . .	via Tegnoupal . .	128 ,,
11-2-61	11-2-61	Kakching . .	via Mayang Imphal . .	60 ,,
12-2-61	12-2-61	Kumbi . .	via Moirang . .	70 ,,
18-2-61	18-2-61	Churachandpur	via Bishenpur . .	80 ,,
1-6-61	10-6-61	Darjeeling	via Siliguri
30-1-62	11-2-62	Delhi . .	via Calcutta . .	2,940 ,,
31-5-62	1-6-62	Waikhong . .	via Kakching . .	70 ,,

MISCELLANEOUS FORM IX

Circulars and Forms Printed for Enumeration Period—Office of the Superintendent of Census Operations, Manipur.

Description of circular or form	Date of printing	No. of copies printed	Size and weight of paper used	Units of paper used		Remarks
				Reams	Sheets	
1	2	3	4	5	6	7
Appointment letter of Enumerators	19-8-60	2,300	26×40—46 lbs.	..	375	Printed at the Government Press, Imphal.
Appointment letter of Supervisors	19-8-60	500	26×40—46 lbs.			
Instruction for filling up the Houselist (Manipuri)	26-8-60	1,500	26×40—46 lbs.	1	100	Ditto.
Instruction to Enumerators (Manipuri)	6-9-60	1,500	26×40—46 lbs.	6	150	Ditto.
1961 Gi Census (Manipuri)	22-9-60	1,500	26×40—46 lbs.	2	340	Ditto.
Shok 1961 Gi Meekok Thiba (Manipuri)	22-9-60	1,000	26×40—46 lbs.			
Village Schedule of Industries & Crafts	22-9-60	300	26×40—46 lbs.			
Household Schedule Abstract	22-9-60	3,500	26×40—46 lbs.	..	460	Ditto.
Enumerators Abstract	23-9-60	1,200	26×40—46 lbs.	..	125	Ditto.
Circle Summary	23-9-60	300	26×40—46 lbs.			
Household Schedule } For socio-economic survey.	6-10-60	3,500	..	6	253	Ditto.
Village Schedule	100	26×40—46 lbs.			
Census Calendar for 1961 Census	7-11-60	2,000	26×40—46 lbs.	4	..	Ditto.
Houselist Abstract	7-11-60	3,000	26×40—46 lbs.	..	200	Gandhi Memorial Press, Imphal.
Houselist form	17-12-60	5,000	26×40—46 lbs.	3	300	Government Press, Imphal.
Circular No. 4 (Manipuri)	4-1-61	1,500	26×40—46 lbs.	1	..	Ditto.
Household Schedule	22-2-61	500	26×40—46 lbs.	3	125	Tarun Printing Works, Imphal.
Sorters Ticket No. 1	13-6-61	1,600	26×40—46 lbs.	2	412	Ditto.
No. 2	13-6-60	1,600	26×40—46 lbs.			
No. 3	13-6-60	1,600	26×40—46 lbs.			
No. 4	13-6-60	6,400	26×40—46 lbs.			

MISCELLANEOUS FORM X

Table Showing Houselist, Provisional and Final Population 1961 and Dates of Receipt of Provisional Totals
From Census Charges.

Serial No.	Name of Charge	Name of Charge Superintendent	Population according to House-lists	Date of receipt of provisional population	Population		Variation (final from provisional) Increase (+) Decrease (-)	Percentage of variation (of final from provisional population).
					Provisional	Final		
1	2	3	4	5	6	7	8	9
1.	Imphal Town	Dr. Tonsena Singh	69,257	25-1-61	67,539	67,717	(+)178	(+).26
2.	Imphal West	Shri P. Mishao	126,007	19-1-61	125,891	126,545	(+)654	(+).51
3.	Imphal East	Shri P. Kipgen	105,153	16-1-61	106,433	106,628	(+)195	(+).18
4.	Bishenpur	Shri R. K. Manisana Singh.	76,277	1-2-61	79,031	78,853	(-)178	(-).22
5.	Thoubal	Shri M. Nabakumar Singh.	132,057	23-1-61	135,133	134,924	(-)209	(-).15
6.	Ukhrul	Shri A. Saratchandra	48,477	10-1-61	48,475	48,590	(+)115	(+).23
7.	Mao	Shri Y. Shaiza	31,585	20-2-61	32,628	34,231	(+)1,603	(+).4.68
8.	Sadar Hills	Shri A. A. Shsh	33,087	24-1-61	37,564	37,808	(+)244	(+).64
9.	Tamenglong	Shri R. K. Modhusana Singh.	36,156	20-2-61	36,554	36,518	(-)36	(-).09
10.	Jiribam	Shri Th. Ngaite	17,966	7-1-61	18,143	18,126	(-)17	(-).09
11.	Churachandpur	Shri Abung Longmei	62,853	19-1-61	63,276	62,418	(-)858	(-).1.37
12.	Tengnoupal	Shri S. Singson	27,419	16-1-61	27,651	27,679	(+)28	(+).10
13.	Manipur	776,294	..	778,318	780,037	(+)1,719	(+).22

CENSUS CALENDAR.

No. 1/Cen/Calen-38/60/1.

GOVERNMENT OF INDIA
MINISTRY OF HOME AFFAIRS.

CIRCULAR.

NUMBER 1.

Imphal, May 24, 1960.

1. 1961 CENSUS.

The Sunrise of the 1st March of 1961 has been made the Reference Date for the forthcoming decennial Census of India, 1961, which is the tenth in India but seventh in Manipur.

The definition of the Census adopted by the United Nations is "an official enumeration of inhabitants with statistics relating to them". It is needless to emphasise the importance of Census in a Country. Just as a family's welfare depends on a well balanced budget, so also is a nation's welfare closely related to an accurate assessment of resources and demands, which is possible only if the number of persons is known. Thus it is the primary source of basic national population data for administration and for many aspects of economic and social planning. The 1961 Census coincides with an important phase in India's national planning. The data provided for the chalking out and execution of plans, schemes and projects are taken from the results of Census count.

The 1961 Census has got some improvement compared with the previous Censuses. In view of the new features and complexity added, 1961 Census cannot be as lightly tackled as the preceding Censuses. A Houselist more comprehensive than that of 1951 Census has been designed. In place of National Register of Citizens a revised form known as Census Population Record has been adopted. A new Schedule called the "Household Schedule" in which particulars of house-hold cultivation and house-hold industry of every household will be entered, is also to be filled up in addition to the "Enumeration Slips" which records information about every individual of the household. Over and above this, "a Socio-Economic Survey" of more than a score of villages will be undertaken for improvement of the Census Handbook.

2. THE LEGAL BASIS OF THE CENSUS.

The legal basis of the Census is provided by the Census Act of 1948 as amended from time to time. A copy of the Act (Annexure "A") is enclosed herewith for necessary guidance. To conduct such Census Operations of big magnitude, requires detailed planning, elaborate arrangements and a strict schedule. It is a universally accepted practice that the Census should be simultaneous throughout the country, and should embrace all human beings. This huge task can be accomplished only by harnessing the administrative machinery of the Government. It is for this reason that the Census is held under the sponsorship and direction of the Central Government.

3. PHASES OF 1961 CENSUS.

The following are the main phases of the 1961 Census:—

- (i) Ground Preparation.
- (ii) Appointment of Census Staff.

- (iii) Training of the staff for Housenumbering.
- (iv) Housenumbering and Houselisting.
- (v) Training of the staff for enumeration.
- (vi) Actual Enumeration.
- (vii) Check-round.
- (viii) Submission of Records.
- (ix) Tabulation.
- (x) Reports.

Like the phases of the moon the phases of the Census also should follow a strict Schedule. A programme known as "Census Calendar" has been prepared—*vide* Annexure "B". The Schedules indicate there should be strictly kept up.

4. ENUMERATION HIERARCHY.

In other States the head of the enumeration hierarchy is the District Census Officer who is the District Collector, a district being the primary unit of a State. But, since our territory is comprised of only one district, in Manipur we shall have Sub-Divisional Census Officers who will be known as Charge Superintendents in charge of the Sub-Division which corresponds to a Charge except in the case of Imphal West and Imphal East. The Sub-Deputy Collectors are preferable for the nomination as Charge Superintendents. By virtue of their local knowledge, the Charge Superintendents will assist in the appointment of Supervisors, the number of whom will be at the ratio of one Supervisor for every five Enumerators. One Enumerator will be appointed for every 750 houses in the rural areas and 600 houses in the urban areas. The Sub-Divisional Census Officer will have to shoulder the responsibility of entire training of the Enumerators and submission of records in time.

5. INSTRUCTIONS.

The forms and schedules are translated into Manipuri and they are under print. For greater facility in the training of the Enumerators the instructions to be also given in Manipuri are under preparation, and will be issued in time. For preliminary information the sample forms are also attached in a body in Annexure "C".

6. CENSUS DIVISIONS.

The Census Divisions of Manipur known as Charges have been made in conformity with the administrative sub-divisions. The Census divisions will be sub-divided into Circles which will further be divided into "Blocks" of villages or wards. The lowest unit of division will, therefore be "Blocks" which will have 750 persons or 150 households in rural areas and 600 persons or 120 households in an urban area.

7. HOUSENUMBERING AND HOUSELISTING.

The canvasser method has been adopted for the Indian Census, *i.e.*, an Enumerator will visit each household during the enumeration period to take the count. It is, therefore, necessary to furnish each Enumerator with a complete list of houses that he is to visit during the enumeration period. It is scheduled to complete the housenumbering and houselisting by the end of October, 1960. Every house should bear a number in conformity with the number entered in the houselist. It has been decided that the housenumbering and the houselisting will be operated by the Revenue Officials who will be supervisors in enumeration. The houselists will be prepared in duplicate and training for the operation will be carried out according to the Census Calendar.

8. ENUMERATORS & SUPERVISORS.

It has been resolved to follow the old tradition of India in appointing Enumerators from among the L. P. School teachers, and Supervisors from the Field staff of the Revenue Department. At the present estimate 1,000 Enumerators and 200 Supervisors will be required for the next Census Operations in Manipur.

9. ENUMERATION DAYS.

Actual counting of the individuals of every household has been scheduled throughout the whole of India from 10th February to 28th February, 1961, both days inclusive. During these 19 days the enumerators should complete to fill up the Household Schedule, the Census Population Record and the Enumeration Slip for all the persons inhabiting in his Block.

10. HOUSELESS PERSONS & CHECK-ROUND.

As has been mentioned above, no individual will be left in the Count. Houseless persons are, therefore, to be counted where they sleep. The night of the 28th February, 1961 will be used for the enumeration of these houseless persons. After all persons are thus enumerated three days from the 1st March, 1961 to the 3rd March, 1961, will be utilised for the "Check-round", which means that the Enumerator will go round his block to check whether birth or death had occurred in his block between the day of enumeration and the sunrise of 1st March, 1961. It will be found in the booklet of Instructions also. If any new birth be found a new individual slip will be filled up for the baby and in the case of death the individual slip of the deceased person will be cancelled by making a cross on the face.

11. SPECIAL AREAS.

Military Cantonment or areas of that nature will be separately dealt with and special arrangement will be made for such areas, with direct contact with the officers.

12. ESPIRIT DE CORPS

The enumeration is not to be carried variously from one block to another. The operations should be simultaneous throughout the Territory. In the absence of team spirit the entire operations will be foiled. A high standard of *Espirit de corps* and a firm determination to work upto perfection will have to be developed in the whole organisation.

R. K. BIRENDRA SINGH,

Superintendent, Census Operations, Manipur.

Telegrams: SCOMPUR.

SHRI R. K. BIRENDRA SINGH,

Superintendent, Census Operations, Manipur.

CENSUS IMMEDIATE.

D.O. No. 1/Cen/Calen-38/60/415.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS.

CHINGA MATHAK,

Imphal, October 5, 1960.

Asvin 13, 1882.

DEAR,

I am sending herewith a copy of the proceedings of the meeting of the Charge Superintendents. As will be clear from a reading of the proceedings, it is unfortunate that some of the Charge Superintendents could not attend the meeting. I propose to hold another meeting of the Charge Superintendents sometime in the last week of October, 1960 to discuss the various problems and difficulties with which we may be confronted in the conduct of the coming Census Operations. In the meantime please go through the Census literature we have so far sent to you and think over the problems peculiar to your respective Charges so that we may discuss them here. I am also enclosing lists of persons we propose to appoint as Supervisors and Enumerators and lists of blocks in your respective Charges. Please check them and suggest additions/alterations wherever deemed necessary and send the modified lists within a week of receipt of this letter after retaining a copy of the lists with you. We should apply ourselves to Census work in right earnest from now onwards, because owing to circumstances beyond our control we have already lagged behind other States of India in our preparation for the coming Census Operations. We are writing to the relevant authorities to relieve you comparatively of other work. Except for some Charges in the case of which the appointees have refused to go, Peons have already been sent to you. Please utilise their services and send them to this office if you think anything urgent should be brought to our notice. Census mail should bear the words "CENSUS URGENT" on the envelope. We have instructed the postal authorities to give top priority to our mail. We are placing shortly at the disposal of Charge Superintendents of outlying Charges sufficient postage stamps. Pending this, please use the department stamps at your disposal keeping careful accounts so that we may make adjustments after receipt of our postage.

2. Please keep yourself in readiness to come up to Imphal for meeting/discussions regarding Census, whenever you receive intimation from us.

Yours sincerely,

R. K. BIRENDRA SINGH.

Shri _____

Charge Superintendent (_____)

Charge No. _____

PROCEEDINGS OF THE MEETINGS OF
CHARGE SUPERINTENDENTS HELD ON THE
4TH OCTOBER, 1960, IN THE OFFICE OF THE
SUPERINTENDENT, CENSUS OPERATIONS,
MANIPUR.

Members present :

1. Shri R. K. Birendra Singh, Superintendent.
2. Shri S. Sarat Singh, Asstt., Superintendent.
3. Shri Th. Tonsena Singh, of Charge No. 1.

5. Shri P. Kipgen, S.D.C. of Charge No. 3.
6. Shri R. K. Manisana Singh, S.D.C. of Charge No. 5.
7. Shri H. M. Ray, S.D.C. representative of Charge No. 12.

1. Opening the meeting the Superintendent of Census Operations, pointed out that census is one of the biggest peace-time operations in which every body connected with it should try his/her level best to make it a success. A special responsibility devolves on the Charge Superintendents of Manipur, especially as, in Manipur they take the place of District Census Officers who are placed in overall charge of a District in the major States of India. The Charge Superintendents should, therefore, bear the whole responsibilities for the conduct of the coming Census Operations in respect of the Territorial Divisions placed in their respective charges. They should also keep in view the national importance of the work entrusted to them. The Superintendent also regretted that some of our colleagues from the out-lying charges did not attend the meeting as probably they did not receive permission to leave their respective Head Quarters. He further pointed out that this meeting which was originally scheduled to be held in the middle of September last had to be postponed at the instance of the Addl. District Magistrate who suggested that this meeting might be held in the 1st week of October, 1960, when all officers would come up to Imphal.

2. *Census Calendar*—Census Calendar which has already been circulated to all Charge Superintendents could not be followed owing to circumstances beyond our control such as disruption of communication in this part of the country and consequent non-arrival of printing materials from the various despatching agencies outside Manipur. It was agreed that we should, therefore, recast the Census Calendar to suit our needs. Fortunately, we have still enough time at our disposal to conduct the training of Enumeration staff and to prepare ourselves for the actual operations. After a prolonged discussion the enclosed Census Calendar has been prepared and it has been decided that we should strictly adhere to the programme chalked out in this Calendar.

3. *Census Officials for a Charge*—As has already been pointed out in the circulars issued by this office the Charge Superintendent is at the top of the Census Staff in a Charge. Next to him there will be the Supervisors who will be in charge of five Census Blocks. The number of blocks in the charge of a supervisor may vary in cases where it is not possible to allocate five blocks to his charge. Below the Charge Supervisors there will be Enumerators who will form the main army of the Enumeration staff all over the country. Preparations are being made in this office to appoint Supervisors and Enumerators from the lists available with this office; in the meantime Charge Superintendents have been requested to make their own suggestions as the lists available here are in some cases neither comprehensive nor accurate. The lists of persons proposed to be appointed as Supervisors and Enumerators will be sent to the Charge Superintendents for their scrutiny and alteration/modification, wherever necessary. In cases where the lists sent by this office are grossly incorrect it has been decided that Charge Superintendents should fill up the names of appointees themselves in the appointment letters to be issued to them by this office shortly. It was decided that the appointment of the entire Census staff in respect of Manipur should be finalised by the 20th October, 1960 at the latest. Besides the Supervisors and Enumerators each Charge Superintendent will have a staff of one L.D.C. and one Peon to assist him in conducting Census Operations of his

Charge. Some Peons have already been appointed and sent to the Charge Superintendents with an introductory letter.

4. *Training of Enumeration Staff*—This was discussed at some length keeping in view the period at our disposal between the present and the date which actual enumeration starts. It was considered desirable that we should keep the whole of January 1961 at our disposal for intensive and revisional training of Enumeration staff and final preparation of actual count to start from 10th February, 1961. Charge Superintendents should devote the whole month of November, 1960 to the training of Enumerators in House numbering and House listing as well as in the work of Enumeration that will follow later on. As it will not be possible to train the whole Enumeration staff for Charge at a single centre it was decided that Charge Superintendents should fix various training centres in their charge and conduct the training of Supervisors and Enumerators at these centres. Thorough training should be given to the Supervisors as they will in turn train the Enumerators in cases where it is not possible for the Charge Superintendents to train Enumerators themselves. As decided in the Conference of Census Superintendents held in New Delhi in September/October, 1959 the Supervisors and Enumerators should attend at least six training classes. After completion of the training the Supervisors should be asked to conduct practical sample enumeration at least a village to acquaint the Enumerators with the practical side of their job. The Charge Superintendents should fix the times and places of training their Enumeration staff in their charge. It was thought that it may be inconvenient to fix uniform time for training of Enumeration staff in respect of the whole of Manipur. The Charge Superintendents should, therefore, fix their times and places and submit their programme to the Superintendent, Census Operations. Utmost care should be taken to see that training is completed by 30th November, 1960 at the latest, as, in the month of December, 1960 the Enumerators will start house listing and house numbering.

5. *Payment of Travelling Allowance for Training classes*—Travelling allowance for the Supervisors and Enumerators will be paid to them at the rates admissible for their respective scales of pay. In case of non-Government servants attending training classes it was decided that their actual expenses should be paid. Travelling allowance will also be paid to Supervisors and Enumerators in the reserve list who will be attending training classes but who may eventually not be employed for the Census Operations.

6. *Materials for House numbering*—No uniform material has been prescribed for House numbering. It was decided that in case of Manipur charcoal powder mixed with Kerosene oil be used for House numbering and that numbering should be done in Roman figures. Detailed instructions on House numbering are under print and they will be issued to the Enumerators in time. To meet the expenses in house numbering the Enumerators will be paid a sum of Rs. 5-00 nP. each in advance out of the total of Rs. 20-00 nP. which an Enumerator will be getting for the work in respect of his Block. An appeal must be made to all concerned in a tactful and polite way if any Census work should be considered as a duty of every citizen of free India.

7. *Transportation of Census Forms*—As far as Charges in the valley and the Charges with easy communication in the hills are concerned, this will not be any problem. In the case of Jiribam we will make the relevant authorities to sanction despatch of Census forms by air upto Silchar as otherwise it will take long time for Census forms to reach Jiribam. As f

Tamenglong, porters shall have to be engaged at the rates approved by the Manipur Administration.

8. *Accommodation at Sub-Divisional Headquarters for Office & Store*—The Charge Superintendents present were unanimously of opinion that they should find no difficulty in arranging accommodation and storage for the Census staff and Census documents in their respective offices.

9. *Return of the Houselists*—It has been decided that one copy of Houselists prepared by the Enumerators should be returned to this office with the utmost expedition as soon as they are prepared. The second copy should be retained in the office of the Charge Superintendents for use and reference at the time of the actual count. As soon as the first copies are received, this office will start the work of Tabulation.

10. *Revisional Training of the Enumerators for Enumeration*—As has been pointed out in Para. 4 above the whole of January, 1961 will be devoted to intensive and revisional training. We should all bear in mind that the training phase of the Census Operations is very important, as without adequate and thorough training we are not likely to achieve the desired results.

11. *Supervisors' Role*—The Supervisors will have to play an important part in the Census hierarchy as they will be responsible for keeping strict watch over the work of Enumerators. They should be asked to conduct random checks and to pay surprise visits to the Blocks in their charges. They should also be asked to check at least 20 per cent., of the work of the Enumerators under them.

12. *Random Check by Charge Superintendents during Enumerations*—Charge Superintendents should not leave the checking and supervisory part of the work entirely to the Supervisors. They should also conduct random checks during the enumeration period.

13. *Care for Census Forms*—Though we have some reserve, Census forms should be kept with the utmost care. Loss or damage to them is likely to create difficult problems for us as it is not possible to have them printed at short notice.

14. *Revisional Round of Enumerators*—These items have been fully discussed when the Census Calendar which it is our duty to follow strictly, was discussed.

15. *Provisional Totals*—

16. *Return of Records*—

17. *Payment of Allowances, Honoraria, etc.*—As has been pointed out in the circulars issued to the Charge Superintendents each Enumerator will be entitled to an honorarium of Rs. 20 each for the whole of his work in the Census operations. Out of this sum a sum of Rs. 5 each will be paid to the Enumerators in advance during the current financial year to enable them to meet expenditure on account of Housenumbering, and the remaining Rs. 15 will be paid to each Enumerator after completion of his work in the next financial year. As for Supervisors they will also get Rs. 20 each at the rate of Rs. 4 per block. If incidentally a Supervisor is entrusted with more or less than five blocks he will get honorarium proportionately at the rate of Rs. 4 per block. Over and above this, the Supervisors and Enumerators will also be entitled to small sums by way of meeting their Travelling allowances in attending the training classes.

18. *Recognition of Census Work*—It has been the tradition in the past Indian Censuses to recognise meritorious work by awarding Silver and Bronze medals and it has been decided that we should also follow the same tradition in the coming Census. Each

Charge Superintendent should therefore make accurate assessment of the respective works of the Supervisors and the Enumerators under him and recommend deserving cases for recognition to this office. In any case we should make sure that the rewards go to the deserving hands. Over and above this, we have the right to punish officials in cases of gross negligence of duties. This should be made clear to the Census staff before they actually set to work.

19. *Socio-Economic Survey*—We are also going to conduct Socio-Economic Survey in 32 representative villages of Manipur. For this purpose, we have drawn up a detailed questionnaire which is now under print. These villages have been selected from all the Sub-Divisions. Two Investigators who will be appointed shortly will be in charge of conducting Socio-Economic Survey by visiting all the selected villages. The time of their visiting the villages as well as the villages will be communicated to the Charge Superintendents in due course so that they may also supervise the work of Socio-Economic Survey conducted by the Investigators.

20. *Suggestion of Persons from whom Information about the Sub-Division may be collected for the Census Report*—In the Census Report for 1961 we will be incorporating information on as wide a range of topics as possible such as the origin of tribes, their customs, habits, fauna and flora of district, geographical units of Manipur, etc. For this we will be collecting information from as many sources as possible. The Charge Superintendents may kindly suggest a list of persons living in their respective charges who can help us by furnishing the informations required.

21. We should keep some reserve when making lists of persons proposed to be appointed as Supervisors and Enumerators. This is to guard ourselves against difficulties rising out of unforeseen circumstances such as death or sudden illness of the persons already appointed. The Charge Superintendent of Imphal Town pointed out that we should instruct the Supervisors and Enumerators to be very polite in dealing with the public. The slightest lapse in their behaviour towards the public is likely to create bad impression. I think this is an important point especially as in various parts of Manipur they have intricate codes of etiquette and behaviour.

CENSUS IMMEDIATE.

No. 1/Cen/Calen-38/60/580.

GOVERNMENT OF INDIA

MINISTRY OF HOME AFFAIRS.

OFFICE OF THE SUPERINTENDENT, CENSUS OPERATIONS, MANIPUR.

CHINGA MATHAK,

Imphal, November, 15, 1960.

Kartika, 24, 1882.

To

ALL CHARGE SUPERINTENDENTS, (By name).

SIR,

I enclose herewith a copy of the Proceedings of the Second meeting of the Charge Superintendents held on 28th and 29th October, 1960.

Yours faithfully,

R. K. BIRENDRA SINGH,
Superintendent, Census Operations,
Manipur.

PROCEEDINGS OF THE SECOND MEETING OF THE CHARGE SUPERINTENDENTS HELD ON THE 28TH AND 29TH OCTOBER, 1960 IN THE TERRITORIAL COUNCIL HALL AT JOHNSTONE HIGH SCHOOL, IMPHAL.

Members present:

1. Shri R. K. Birendra Singh, Superintendent, Census Operations.
2. Shri S. Sarat Singh, Assistant Superintendent, Census Operations.
3. Shri Th. Tonsena Singh, Health Officer, Charge Superintendent, Charge No. 1.
4. Shri P. Mishao, S.D.C., Charge Superintendent, Charge No. 2.
5. Shri P. Kipgen, S.D.C., Charge Superintendent, Charge No. 3.
6. Shri R. K. Manisana Singh, S.D.C., Charge Superintendent, Charge No. 4.
7. Shri M. Nabakumar Singh, S.D.C., Charge Superintendent, Charge No. 5.
8. Shri A. Saratchandra Singh, S.D.C., Charge Superintendent, Charge No. 6.
9. Shri A. A. Shah, S.D.C., Charge Superintendent, Charge No. 8.
10. Shri Th. Ngaite, S.D.C., Charge Superintendent, Charge No. 10.
11. Shri Abung Longmei, S.D.C., Charge Superintendent, Charge No. 11.
12. Shri S. Singson, S.D.C., Charge Superintendent, Charge No. 12.

1. The Charge Superintendent of Mao did not attend presumably owing to ill health. The Charge Superintendent of Tamenglong also did not attend for reasons which were not clear at the time of the meeting. The meeting was meant to be primarily the training programme for the Charge Superintendents. Various other details relating to doubts and difficulties which the Charge Superintendents were likely to be confronted with were also discussed. It was agreed that in case of refusal by any Census Officer to perform the task entrusted to him in respect of the coming Census Operations the matter should be immediately reported to the Superintendent of Census Operations. The first day of the meeting was devoted to detailed explanation by Shri S. Sarat Singh, Assistant Superintendent, Census Operations as to how the Houselist should be filled up. It was found that there will be no serious difficulty in having the Houselists filled up by Enumerators if they are adequately trained. The only difficulty will be the filling up of columns 2, 3 and 11 of Houselists form. The matter was thoroughly ex-

plained and practical demonstration was made to the Charge Superintendents. It is considered that the Enumerators will not find it difficult to fill up these columns if they are adequately trained. It was found that there was a mistake in the Manipuri translation of the top heading above column numbers 15, 16 and 17. The actual heading in English reads "Number of persons residing in Census Household on day of visit". The Manipuri translation as it stands does not convey the exact meaning of the English heading. It should therefore be corrected by some such words as "যু মুকৌক ইবা নুমিত্তুদা সেন্সস যুমলেপ অদুদা লৈরষা মীশিং". The correction has also been incorporated in the Manipuri Instruction for filling Houselists. It will be expedient to have the present heading corrected in the office of the Charge Superintendents before the Houselists are issued to the Enumerators.

2. The second day of the meeting was devoted to detailed discussion as to how the Enumeration Slips and Household Abstract should be filled up. It was general impression that while the Enumerators can fill up the Household Abstract after some instructions they may find it difficult to fill up the Enumeration Slip which is the most complicated of all the forms the Enumeration Staff will be required to fill up. Particular care should, therefore be taken to see that the smallest detail is explained to the Enumerators by practical demonstration. The Enumerators should also be asked to study the Manipuri pamphlets containing the Instructions for filling up the Household Slips. Printing of the Instructions has almost been completed and they will be distributed immediately after they are received here from the press.

3. One mistake was found out in the Manipuri translation of the Enumeration Slip as well. The English version of question No. 10(c) of the Enumeration Slip reads "If Employee". The Manipuri translation should therefore be "খুনেক ওইরবদি" rather than the one already printed. It is requested therefore that question No. 10(c) should be corrected in the offices of the Charge Superintendents before the Enumeration Slips are finally distributed to the Enumerators. As the success of the coming Census Operations depends to a large extent on the quality or training we impart to the Enumeration Staff the Charge Superintendents should take particular care that the training is as thorough as possible.

4. The method of Housenumbering was also explained to the Charge Superintendents and a sample sketch showing the model of Housenumbering was distributed to each Charge Superintendent. Numbering should start from the north-western corner of a block and end in the north-eastern corner and should be done in a clockwise direction if possible. In cases where it is not possible to follow the clockwise direction on account of inconvenient location of the houses, deviation may be made from this rule but in no case the direction of the extreme points indicated above (i.e., North-West and North-East) should be altered.