



CODE
OF
CENSUS PROCEDURE
FOR
BIHAR, 1961

PART II
Final Arrangements



PRINTED BY THE SUPERINTENDENT
SECRETARIAT PRESS, BIHAR, PATNA
1960

“.....I wonder if any other country carries on such (census) operations in the same manner as elaborately, accurately, objectively and dispassionately as we do here. In some countries there is a tendency to distort even facts which are in themselves very indisputable. But in our country the censuses have always been conducted in a scientific spirit, in a rational manner, without any bias or prejudice. In fact I sometimes think that your job is a fascinating one. You are not to be actuated by any ulterior motives. You have only to conduct a scientific inquiry in a scientific spirit. So that is always worth doing because when you are only trying to collect material which is in every way inevitably and unassailably true and correct, then you cannot but feel greatly interested in the work.”

(From an address by Shri Govind Ballabh Pant, Home Minister of India, to the Census Superintendents on the 27th September 1959.)

TABLE OF CONTENTS

CHAPTER	SUBJECT	PAGE
	Introduction.	
I	The Basic Scheme	1
II	Organisation of Training for Enumeration ..	7
III	Distribution of Pads	11
IV	Publicity	13
V	Actual Enumeration	15
VI	Household Schedule	17
VII	Individual Slip	21
VIII	Census Population Record	27
IX	Provisional Population Totals	28
X	Despatch of Pads to Tabulation Office ..	32
XI	Miscellaneous	35

APPENDICES

APPENDIX

I	List of abbreviations in Hindi prescribed for use during enumeration.	36
II	Chart showing the economic classifications made in the enumeration slip.	39
III	Letter no. CS-4853, dated the 22nd June 1960, from the Chief Secretary to the Government of Bihar, to all Secretaries to Government, all Heads of Departments, etc.	40
IV	Letter no. 7436, dated the 28th May 1960, from the Chief Secretary to the Government of Bihar, to all District Officers.	42
V	Letter no. 7435, dated the 28th May 1960, from the Chief Secretary to the Government of Bihar, to all District Officers.	44
VI	Instructions issued by the Director-General of Posts and Telegraphs regarding priority in transmission of Census communications.	46
VII	Districtwise list of towns and Anchals with their code numbers.	47

	PAGE
VIII Circular on monthly expenditure statement—	
A. Form of Programme of Training for Enumeration	94
B. Form of Census Training Statement ..	65
C. Form of Report on Census Training for Sub- divisions.	66
D. Form of Enumerator's Final Abstract ..	67
E. Form of Circle Summary	69
F. Form of Charge Summary	70
G. Form of Challan showing deposit of Census papers in Tabulation office.	71

CHAPTER I

THE BASIC SCHEME

Population changes every moment. So it becomes necessary to fix a point of time with reference to which census data will be collected. The reference date for the coming Census of 1961 is the sunrise of 1st March 1961. This means that the data collected at the census will relate to the aforesaid point of time. It is necessary to understand clearly how this object is achieved.

Reference date

2. For purposes of enumeration, the population may be divided into three broad categories :—

Three categories of population

- (i) Normally resident householders;
- (ii) Institutional inmates; and
- (iii) Houseless persons.

Category (i) includes persons normally resident in numbered dwellings, and constitutes obviously the main bulk of the population. Category (ii) comprises persons residing in cantonments, military camps, police lines, college and school hostels, in-patients in hospitals and dispensaries, inmates of jails, Leper Asylums and Mental Hospitals, etc. Category (iii) covers the wandering tribes, boat dwellers, tramps, *Sadhus*, foreign visitors, etc.

3. The enumeration of normally resident persons and of large institutions having more than 300 inmates will be spread over a period of 19 days, beginning on the 10th February, and ending on the 28th February 1961. This will be followed by a revisional round of all the households during the five days from the 1st to the 5th March 1961, during which period corrections will be made for any birth or death that has occurred between the first visit and the sunrise of 1st March 1961. The enumeration of houseless persons and of institutions having 300 or less number of inmates will be carried on during the night preceding the 1st March 1961.

Methods of enumeration

NORMALLY RESIDENT HOUSEHOLDERS

4. The concept of normally resident householders needs further elucidation. Broadly speaking, the idea is that a person who normally resides in a house should be enumerated there even if he is temporarily

Concept of normal residence :
Household is the unit

absent at the time of the enumerator's visit. Only such persons who will, or are likely to, remain absent throughout the enumeration period (i.e. the 10th February to sunrise of 1st March 1961) will be excluded. If a member of the household left after the 10th February 1961 or is likely to return before the sunrise of 1st March 1961 (in case he had left before the 10th February 1961), he will still be enumerated *in absentia* at the place of his normal residence.

Advantages of the change-over to normal residence

5. Till 1931, there used to be one-night census; that is, every person was supposed to be enumerated at the place where he was found on that night. The significance of the change-over to the normal residence basis should be clearly understood by superior census officers. For one thing, with the removal of the one-night system, the night-mare aspect of the census is largely gone. It is definitely easier for the enumerators to carry out the enumeration within 19 days (plus 5 days for final check) than in one hectic night. It has also other advantages. It gives us a more accurate idea of the distribution of the population than the one-night system which did not make any allowance for temporary movements of people (e.g. visits to relations, fairs, etc.). It has, moreover, to be remembered that the household is the social unit, and the house or residence, a physical unit, for the purpose of providing identification. The adoption of normal residence as the principal basis for census enumeration, with the household as the unit, is thus calculated to make the census a more effective instrument of sociological enquiry.

Points of special attention

6. It is necessary, however, to sound a warning, for the extended period of enumeration raises its own problems. Unless special care is exercised, some persons may be counted twice over, while a few others may be left out. The following instructions should, therefore, be carefully studied and strictly followed :—

Enumerate all normally resident persons present

- (1) During the period of 19 days (10th February to 28th February 1961), the enumerator should visit by turn every house under his charge and enumerate all persons who are normally resident in the household, i.e., those who live in the household and also those who have recently become members of the household through marriage or birth or other vital social or domestic ties and are present at the time of his visit. It should be noted that an essential condition

of the term, "live in the household", is taking food from a common kitchen, unless exigencies of work prevent them from doing so (*vide* definition of household).

- (2) The enumerator should next enumerate all such persons who, though normally resident in the house, are found absent at the time of his visit, provided they left the household on or after the 10th February 1961; or, if they had left earlier than the 10th February 1961, are likely to return before the sunrise of 1st March, 1961.
- (3) The enumerator should also enumerate any visitor, boarder or guest found in the household at the time of his visit, if he (visitor) had not been enumerated before and if he will be away from his household between the 10th February and sunrise of 1st March 1961. Such person must be warned, after enumeration, not to permit any other enumerator to enumerate him even if he goes back by 1st March 1961. The enumerator must satisfy himself by questioning the person concerned or the host that these conditions are fulfilled before starting to fill in the enumeration slip for any visitor.
- (4) Visitors in the house should not be enumerated if they left their permanent residence on or after the 10th February 1961, or expect to go back there before sunrise of the 1st March 1961.
- (5) While enumerating the households, pavement dwellers or others who do not form part of the household should not be enumerated. These along with persons who do not normally reside in houses, i.e., members of wandering tribes, tramps, *Sadhus*, etc., will be separately enumerated on the night preceding the 1st March 1961.
- (6) The enumerator should make repeated enquiries about new born babies and very young children for they are liable to be missed because they neither talk nor walk and no meals are usually cooked for them.
- (7) The enumerator should invariably warn the persons enumerated by him that they should not allow themselves to be enumerated a second time at some other place.

Absentees also to be enumerated, if present at any time during the enumeration period

Visitors to be counted only if they will be away during the whole enumeration period

Exclude visitors likely to be present at their normal residence

Exclude pavement dwellers, etc.

Make repeated enquiries for young children

Warn persons not to allow re-enumeration

Points to be observed during revisional round: births, deaths and visits

7. During the revisional round (1st to 5th March 1961) the enumerator should enumerate every birth, and cancel the slip for any death, that might have taken place since his last visit *but before sunrise of 1st March 1961*. He should also enumerate any visitor who may have arrived to stay since his last visit *and* who says, he has not been enumerated anywhere else *and* is a person who has remained, or was likely to have remained, absent from his normal residence during the entire enumeration period. But the enumerator should not take notice of any birth or death or visit occurring after sunrise of 1st March 1961.

INSTITUTIONAL INMATES

Two groups of institutions: methods of enumeration there-in

8. An institution can be regarded as a census household but of 'unrelated persons living together'. It is possible to classify institutions into two broad groups. The first group is of those hotels which hardly keep any permanent residents. The enumeration of this group should be carried out on the 28th February 1961. The second group will consist of institutions like jails, charitable and penal institutions, large hospitals, nursing homes, hostels, messes, etc., where the average turn-over of inmates is usually of some duration, lasting, a minimum of several days. For this group of institutions, if their population exceeds 300, it will be preferable to spread the enumeration over the period of 10th February to 28th February 1961. A further check between the 1st March and 5th March will have to be made in both cases to bring the data up to the sunrise of 1st March 1961.

Agency for enumeration in institutions

9. The agency for enumeration of institutions will depend upon their size. Small institutions can be enumerated, along with other households, by the enumerator in whose block they lie. Some institutions will, however, be so large that they will have to be treated as a separate census block or census circle. The Superintendent or Director or Manager in charge of the institution should preferably be appointed as Census Officer in such cases and asked to recommend the persons who should work under him as enumerators. In the case of really large institutions, the officer incharge of the institution or his nominee may even be appointed as Deputy Charge Superintendent or Supervisor. This officer should be requested to name the persons who should be appointed as enumerators. This does not, of

course, exclude the appointment of outsiders as enumerators. In the case of large hotels, the manager should ordinarily be appointed as enumerator. In those hotels where families reside in separate suites, each family should be treated as a separate census household for the purposes of census enumeration.

10. A number of persons found present in institutional centres will be normally resident householders who may have been enumerated already. Great care has, therefore, to be taken to ensure that such persons are not enumerated again.

A point of caution

11. No persons admitted to a hostel, hospital, jail or other institutions after the commencement of enumeration (i.e. 10th February 1961) should be enumerated there if it is found that he had stayed in the house where he normally resides at any time since the commencement of the enumeration period. The presumption in such cases will be that he must have been enumerated at his house though he was not present when the enumerator called there. In the case of an inmate admitted after the 10th February 1961 who had not stayed at any time after this date at his house, he should be asked specifically whether he had been enumerated elsewhere. If the answer to this is in negative, then only he should be enumerated in the institution.

Exclude householders joining the institution within the enumeration period

HOUSELESS PERSONS

12. The enumeration of houseless persons will be carried out during the night preceding the 1st March 1961 on simultaneous basis. If in any large town or city, their population is estimated to be very large, the enumeration may be extended over a period of three nights, i.e., the nights of the 28th February, 1st March and 2nd March 1961.

Time of enumeration

13. In rural areas, the number of persons belonging to this category will not ordinarily be large. In most cases, the village enumerator will also know where they can be found. Mention of such places must have been made in the Remarks Column of the Houselist. Some difficulty may arise, however, in the event of a mela or *hat* being held in the village or its vicinity on the date of count (28th February 1961). Such events usually attract a number of tramps, beggars, *sadhus* and wandering folk. A list of places where *melas* or *hats* are likely to be held on or about the 28th February 1961 should be prepared in each Subdivisional office from the

Agency for enumeration of houseless persons

Rural Area

information contained in the Charge Abstract (Appendix 'M' of the Census Code, Part I). The Subdivisional Officer should satisfy himself well ahead of the commencement of the period of enumeration that suitable arrangements have been made for deputation of extra enumerators to *melas*, etc., and for efficient supervision of their work. Most of the persons attending *hats* or *melas* will, of course, be normally resident householders who must have been counted already in their own homes and are not to be enumerated again.

Urban Area

14. In urban areas, particularly in large towns and cities, the enumeration of the houseless population presents a rather difficult problem and police assistance will, generally speaking, be found indispensable, but this should be restricted to the minimum. More assistance should be taken from social welfare organisations and established public welfare bodies like the Ramkrishna Mission, Bharat Sevak Samaj, etc., and they should be encouraged to take part in the enumeration of houseless persons. Special enumerators may be appointed if the number is likely to be large. It is important, however, that Subdivisional Officers should plan the work carefully and well ahead of the day of count in consultation with the police and municipal authorities, and subordinate census officers. In large cities and towns, the Subdivisional Officers or the District Census Officer should personally supervise this operation. In other urban localities, the work of supervision may be entrusted to other gazetted officers.

Publicity

15. Adequate publicity should be given beforehand that the enumeration of houseless persons has nothing to do with any round-up by the police force.

Essentials of perfect enumeration

16. The essential point about enumeration lies in the building up of a counting organisation which should be so perfect that there will be no likelihood of any one being omitted from the count; at the same time, it should be ensured that no one is counted twice. The maxim, "Enumeration aims at catching every person *once and only once*", must be strictly followed.

CHAPTER II

ORGANISATION OF TRAINING FOR ENUMERATION

“Ultimately the accuracy of the figures and information collected depends on the capacity and competence of the enumerator. There are many of them who have to be, I think, given lessons not only once or twice but perhaps ten times before they will be able to carry out the complicated and arduous task that they are required to perform.”—Shri G. B. Pant, Home Minister.

With the completion of housenumbering on the 27th October 1960, a period of intensive training will be necessary in order to fit the supervisors and enumerators for performing the work of actual enumeration. It must always be borne in mind that the coming Census will be the most difficult and complicated census so far attempted—in this country. The success of census is determined by proper organisation, timely execution and accuracy of data. All these will depend mainly on two factors:—
(i) intensive training and (ii) adequate supervision. We must ensure that both these points are so fully covered that nothing is left to be desired.

The coming Census will be the most complicated census so far

2. The main burden of the census will fall on the supervisors and enumerators. Their total number in the State will run into a lakh or so. They are men drawn from all walks of life. Many of them may not have received much education. The quality of census enumeration will, therefore, depend very largely on the efficiency with which they are trained and organised. It will not be enough to provide each of them with a printed manual. The manual will be useful for purposes of reference and revision, but the imparting of personal instructions to each supervisor and each enumerator by word of mouth, and practising them in the work of enumeration and filling in of slips must be regarded as *absolutely essential*.

Need for intensive training

3. As in other matters regarding census, the Subdivisional Officer will be held personally responsible for the efficient training of the census staff of his subdivision. During previous Censuses, he was also expected ordinarily to conduct the training personally with occasional assistance from the District Census Officer. The rule restricting the employment of officers other than District Census

S. D. O. mainly responsible

Officers and Subdivisional Officers on census training was based on the fear that other officers not being sufficiently familiar with the instructions may not be able to give correct advice on all points. This danger can be obviated by the District Census Officer or the Subdivisional Officer giving a full course of training, both theoretical and practical, to all Charge Superintendents and other officers whom it is proposed to utilise for the purpose of training. The Subdivisional Officer must, however, satisfy himself *in every case* that an officer entrusted with instructional duties has himself understood the instructions correctly. He should also see that a co-ordinated programme for training is prepared so that every area gets adequate attention.

General plan of training

4. A reference to the Census Time-table (Appendix VI, Census Code, Part I) will show that three clear months (November, December and January) have been set apart for the training of supervisors and enumerators. The Government of India have prescribed a minimum of six training classes in enumeration for each supervisor and enumerator. The main object of these classes will, of course, be to acquaint the supervisors and enumerators with the basic concepts to be used in the coming Census, and the instructions for filling up the individual slip, household schedule and census population record. The emphasis must be on practical work rather than theory. Experience shows that nothing is as useful, instructive and revealing as the actual doing of a thing.

Close supervision of training essential

5. The Subdivisional Officer must *in all cases*, personally hold at least one training class in each census charge; and inspect the training classes held by other officers as frequently as possible. District Census Officers and Additional District Census Officers will also assist in the work of training by personally holding as many training classes as possible, and also by frequent inspections of training classes held by others.

Number of persons trained to be

6. On an average, in an Anchal-cum-Development Block having a population of 75,000, there will be 100 enumerators and 20 supervisors. An additional number of at least 20 per cent must be trained and kept in reserve so that they can be employed on work in case of emergency. It is, therefore, estimated that there will be about 120 enumerators and 25 supervisors in each charge on an average. In order to impart personal and effective training to such number, it will obviously be necessary to divide them into batches and phase out their training programme properly.

7. The programme of training of supervisors should be taken up first. Once the supervisors have thoroughly understood the instructions, the task of instructing the enumerators will be vastly simplified. According to the census time-table, the training of supervisors has to be taken up and completed between the 5th and 30th November 1960. The Subdivisional Officers should accordingly frame their tour programmes to allow of their visits to all charges between the 5th November and 30th November 1960.

Train supervisors first

8. On the date of the S.D.O.'s visit to the charge, only the supervisors should be summoned and several hours should be spent in going carefully through the instructions with them, explaining the location code, the forms of the individual slip and the household schedule, and in enumerating some sample houses in the nearest hamlet.

S. D. Os. should train supervisors

9. The Charge Superintendents must also attend the aforesaid supervisor's training and assist the Subdivisional Officer/District Census Officer/Additional District Census Officer in conducting the training.

Charge Superintendents will assist.

10. Immediately after this, the Charge Superintendent will prepare a complete programme for the training of enumerators and further training of supervisors. For this purpose, they will be divided into batches, so that no batch consists of more than 40 persons. In other words, 5-6 census circles should be combined, and their enumerators and supervisors formed into one batch for the purpose of training. Convenient centres should be chosen for giving the training, and firm dates should be fixed. It should be possible to arrange so that no enumerator or supervisor is made to cover long distances for attending the training. The theoretical training may be arranged in school premises etc., where facilities of black board, chalk, furniture, etc., are available. There has to be a minimum of 6 training classes for each enumerator, out of which at least 3 must be practical. So for each batch, two training classes, one theoretical and one practical, will be organised in each of the months, November, December and January. As there will ordinarily be four such batches in each Anchal, it is estimated that each Charge Superintendent will have to conduct eight training classes per month during this period. This gives an average of two classes per week, which should not be difficult to manage.

Charge Supervisors to train enumerators

Batches to be formed

Outline training of

11. Each enumerator and supervisor must be made to fill in at least 10 household schedules and 50 individual

Practical training

slips during the practical training classes. Forms *printed in red ink* and supplied to Subdivisional Officers separately will be used for practical enumeration. An attempt should be made to give each enumerator and supervisor a block of households possessing some diversity in occupations, industries, etc.

Programme of training to be sent

12. A complete programme of training of supervisors and enumerators as indicated above, must be prepared by each Charge Superintendent in the form given in Appendix 'A' and a copy sent to the Subdivisional Officer and the District Census Officer before the 31st October 1960, so that they can inspect and supervise as many training classes as possible. From November 1960 to February 1961 (up to 9th only), each Charge Superintendent will also send a fortnightly Census Training statement to the Subdivisional Officer and the District Census Officer in the form given in Appendix 'B' so as to reach them by the 2nd and 17th of each month positively. For easy preparation of this statement, an attendance register for trainees must be maintained.

Monthly meeting to review training.

13. To make sure that the training of enumerators is proceeding satisfactorily in all charges, Subdivisional Officers should hold a monthly conference with Charge Superintendents during the months of December 1960 and January 1961, and review the progress.

Fortnightly return on training.

14. A fortnightly return should be submitted by each Subdivisional Officer to the District Census Officer and the State Superintendent of Census Operations on the 3rd and 18th of the four months, November 1960 to February, 1961 in the form indicated in Appendix 'C'.

Intensive touring necessary

15. District Census Officers and Subdivisional Officers are expected to spend a minimum of 20 days in the month on census touring during the months of November, 1960 to February, 1961. As in the past, additional allotment will be made to each district for expenditure on census touring. Subdivisional Officers will no doubt combine their tours with other work.

CHAPTER III

DISTRIBUTION OF PADS

The forms required to be used during enumeration will be of two kinds —(i) individual slips and (ii) household schedules (*vide* Appendices J and K of the Census Code, Part I). At the back of the household schedule form is the form for preparing census population record. Both the forms will be supplied bound in pads. Individual slips will be in pads of two sizes of 100 slips and 25 slips in each. Household schedules will be in pads of 50 slips and 25 slips each.

Pads of forms

2. All census forms are being despatched direct to Subdivisional Officers this time. The requirement of each Subdivision has been estimated on the following lines :—

Estimation of requirement of forms —(i) for Subdivision

- (a) *Individual slips*.—Population of 1951 Census plus 25 per cent for anticipated increase in population plus 15 per cent of the estimate for Census Charge reserve plus 5 per cent for Subdivisional reserve.
- (b) *Household schedules*.—One-fifth of the estimate of (a) above.

3. Estimates of requirement of these forms in each enumerator's block will be made on the basis of information collected during houselisting and housenumbering. These will be noted in columns 19—22 of the Circle Register of each Supervisor (*vide* Appendix E, Census Code, Part I). Actual distribution of pads to each enumerator will be done after adding 5 per cent to the estimate to serve as enumerator's reserve. The Circle Supervisor should also be given a reserve stock of forms at the rate of 5 per cent of the population of his Circle as estimated on the basis of houselisting and housenumbering. The remaining 5 per cent out of 15 per cent allowed for each Charge may be held in reserve at the Census Charge level. This will, of course, be in addition to a reserve of 5 per cent at the subdivisional level.

(ii) for enumerator's block

4. No form or pad will be used commonly for two separate mauzas. It is possible that one person may be appointed to be in charge of more than one mauza. But he will have to use separate pads for each such village.

Restriction on use of same pad for more than one mauza

Pads to be distributed by S.D. Os. to Charge Superintendents by 25-11-1960

5. It is hoped that all Subdivisional Officers will receive the pads for their subdivisions before the 15th October 1960, if not earlier. The distribution of pads by Subdivisional Officers to Charge Superintendents will be made on the basis of the final indent of pads submitted by the Charge Superintendents [*vide* item 15(2) of the Census Time-table]. This stage of the operation must be completed by the 25th November 1960.

Charge Superintendents to complete distribution of pads to Supervisors by 31.12.60

6. The Charge Superintendents will then distribute the pads to supervisors on the basis of entries in columns 19—22 of the circle register, and a reserve of 5 per cent for each circle and another 5 per cent for each enumerator's block. The cover page and the next 5 forms in each pad of individual slips and household schedules must be rubber-stamped for location code in the office of the Charge superintendent before the pads are issued to supervisors. Rubber stamps for location code will be supplied to each Charge Superintendent by the Subdivisional Officer. This stage of the work must be completed before the 31st December 1960.

Household schedule abstract to be pasted on pads before issue

7. On each pad of individual slips, the enumerator has to prepare, after enumeration, an abstract in the form printed on the cover. Similarly, an abstract, called Household Schedule abstract, will have to be prepared on each household schedule pad. Unfortunately, this form could not be printed on the cover, and has been supplied separately. It will be the duty of the Charge Superintendent to get this form properly pasted on the cover of each household schedule pad before distributing it to supervisors.

Supervisors must distribute the pads to enumerators by 15.1.1960

8. In the third stage, the supervisors have to distribute the pads to enumerators. This work must be completed by the middle of January, 1961. Before distributing the pads to enumerators, the supervisor must fill in the third element of the location code on those forms in the pads which have been rubber-stamped in the office of the Charge Superintendent. The enumerator should be instructed to fill in the fourth element (household no.) of the location code in those forms and the entire location code in the remaining forms.

Utmost care in handling census forms necessary

9. All enumerators and supervisors must be asked to store and handle the census forms with the greatest care. Wastage must be avoided at every stage. Both used and unused forms will have to be returned ultimately. So it will be necessary at each level to keep clear and complete account of the receipt, use and return of these forms.

CHAPTER IV

PUBLICITY

“It takes two to make a census—the citizen and the enumerator; and of the two, the former is the more important.” Unless the citizen co-operates with the enumerator and helps him with correct information, the collection of data is not going to be reliable. The real success of the census will, therefore, depend on people’s appreciation of the vital role of census in nation-building and other important demographic, social and economic enquiries. Ignorance about its importance often leads to unwillingness on their part to co-operate with the enumeration staff. Also, as a result of certain misapprehensions in people’s mind, census is at times wrongly associated with enquiries for enhancement of tax or checking of bogus ration cards, etc. An intensive programme of publicity is, therefore, essential to dispel such doubts and fears. The real purpose of census has to be explained to the people. A trust has to be created among them that the census is all to their benefit and that the information asked from them is only for scientific analysis and will never be used against their interest. They have to be told that the law makes it obligatory on all persons to answer census questions *to the best of their knowledge or belief*, and that a refusal to do so is punishable by law. Every one should, however, be exhorted to co-operate willingly in the census. More things are achieved by willing co-operation and support of the people than by resort to legal processes.

Role of citizen
in census

2. Publicity is, therefore, an important part of census arrangements. It should be organised in a systematic manner on an intensive scale three or four months before the start of enumeration. Adequate attention must be given to all areas and all sections of people.

Importance of
publicity

3. Arrangement will be made to broadcast a series of talks on the All India Radio, and to release articles in the Press from October/November this year. The Films Division of the Government of India have produced a film on Census, copies of which will be supplied to Publicity units all over the State through the Public Relations Department, Government of Bihar. Cinema-slides are also likely to be prepared and distributed, but the Subdivisional Officers will have to make arrangements

Items of publi-
city to be taken
up centrally

for their free display in Cinema houses. The Ministry of Information and Broadcasting have already brought out three brochures on the coming Census, copies of which have been sent to a large number of official and non-official agencies.

Items of publicity to be taken up locally

4. Though the major items of publicity will be planned centrally, there are several items on which adequate action will have to be taken by local officers. Some of these are indicated below :—

- (a) Planned screening of the census film by the Publicity Vans so that there is proper coverage of the entire area.
- (b) District and Subdivisional Publicity Vans should disseminate, during their visits, information on census explaining its importance, the role of citizen in it, nature of enquiries proposed to be conducted, reason why collection of such data is necessary, important provisions of the Census Act (*e.g.*, information disclosed for census purposes is kept confidential; it cannot be used against the person concerned; every person is legally bound to answer such questions *to the best of his knowledge or belief*). A list of talking points may be supplied by the District Census Officer or the Subdivisional Officer.
- (c) In C. D. Blocks, the Social Education Organisers, V. L. Ws., and others should be asked to include census in their list of talking points to villagers.
- (d) In schools and other educational institutions, talks and symposiums on census may be encouraged.
- (e) Publicity on census should form part of *melas*, meetings, dramas and cinemas organised frequently in rural areas, specially at important fairs and festivals in villages, through the panchayats, V. L. Ws. or other C. D. Block agencies.

Comprehensive programme to be drawn up

5. The District Officers and Subdivisional Officers should draw up a comprehensive programme of publicity in consultation with the local Public Relations staff and other agencies, by the end of October, 1960 on the lines indicated above, and see that it is carried out properly and energetically. Such other methods of publicity, as are locally useful and effective, may also be adopted.

CHAPTER V

ACTUAL ENUMERATION

The enumeration of household population will begin on the 10th February, 1961 and end at sunrise on the 1st March, 1961. This will be followed by a revisional round between the 1st March and 5th March, 1961.

2. During the period of enumeration and fina' check (10th February to 5th March, 1961), the Charge Superintendent must move actively throughout his charge and make sure that the work of enumeration has been started in all circles, and is proceeding smoothly. District Census Officers and Subdivisional Officers will also tour widely through their respective jurisdiction to supervise the progress of enumerator's work. They should personally check the accuracy of enumeration work in as many cases as possible. For this, enumerators and supervisors may be summoned to the charge office or at any other convenient central place in the charge. It will be the responsibility of the Charge Superintendent to secure the attendance of supervisors and enumerators on the date fixed.

Intensive touring and checking by all officers essential

3. The supervisors are expected to keep close contact with the work of each enumerator. In the initial stages, it will be necessary for him to meet each enumerator daily and check his work. It will be convenient to do so if he fixes a central point where all enumerators of his circle should assemble at an appointed hour at the close of the day or at any other convenient time. At this sitting, the supervisor should check each entry made by the enumerators in the individual slips, household schedules and census population record. Necessary corrections should be made then and there. Enumerator's doubts can be removed, and supplementary instructions, if necessary, given at this meeting. It will be desirable to hold this meeting daily in the first week. Thereafter, it may be held on alternate days. This system of regular meeting will also enable the supervisor to keep himself fully acquainted with the daily progress of work.

Supervisor should be in close touch with enumerators

4. The Charge Superintendent should obtain from the supervisors complete information about the centres chosen and time fixed for the daily or periodical meet

Charge Superintendent to keep himself informed

of enumerators. He should try to visit these centres and supervise the quality and progress of work as frequently as possible.

Requirement of forms in other language(s) to be reported

5. It is hoped that only Hindi forms will be required all over the State this time. If, however, some difficulty is anticipated in doing so in certain areas, a report should be sent to the Superintendent of Census Operations, Bihar at once stating the other language(s) in which forms are required, and the estimated number of each. If no such report is received by the end of October, 1960, it will be presumed that forms are not required in any other language(s).

Devnagri script and numerals to be used

6. When Hindi forms are used, all entries must be made in Devnagri script and Devnagri numerals. Roman numerals will, however, be used alongside Devnagri numerals in the location code for denoting the code number of town and enumerator's block, wherever formed. For the sake of convenience, a complete list of abbreviations in Hindi to be used during enumeration is given in Appendix I.

Detailed instructions given separately

7. Detailed instructions for filling up the household schedule and individual slip have been issued by the Census Commissioner of India, and are contained in the booklet, "Instructions to Enumerators". These have been supplied separately to each Charge Superintendent and officers above him. Instructions in Hindi meant for supervisors and enumerators will be issued in Enumerator's Handbook, Part-II. These instructions should be studied thoroughly and enforced completely at the time of enumeration. In the following two chapters, however, the general lay-out of the forms has been explained, and a gist of the important instructions on certain complicated points given. These are intended to supplement, *and not substitute*, the instructions contained in the booklet which must be read and grasped fully.

CHAPTER VI

HOUSEHOLD SCHEDULE

This form has to be filled up for each household. An institution is only a special type of a household, 'of unrelated persons living together.' So a household schedule will be prepared for an institution also. One page will be used for each household.

Household
schedule will be
prepared for
institutions also

2. The household schedule is an innovation of the coming Census. It is intended for the collection of certain basic information concerning the household. A common criticism of the data collected at previous censuses in India has been that certain economic activities which are conducted with the household as a unit, and not on an individual basis, go unrecognised in our tables. Activities such as cultivation and household industry are carried on generally with the household rather than the individual, as the unit. It is common experience that in a weaver's family, women-folk generally prepare the warp, dye the yarn and perform certain other ancillary functions. Grown-up children also lend a helping hand. The same pattern is generally true of cultivation also. It would be obviously wrong to treat such activities as the endeavour of a single individual, namely the head of the household. It has, therefore, been decided to attempt collection of certain data, taking the household as the unit. This will, of course, be in addition to the data that will be collected on individual basis.

Purpose behind
household
schedule

3. Though there may be several activities which admit of being conducted, or are actually conducted, with the household as a unit, it is proposed to collect information at the coming Census on the following points only—

Topics on which
information will
be collected

- A. Cultivation.
- B. Household Industry.
- C. Workers at cultivation or household industry.

A. CULTIVATION

4. There are three possibilities :— either, (i) the household has no cultivation ; or (ii) it has land which has been given to others for cultivation for payment in money, kind or share; and/ or, (iii) it has land under cultivation by itself.

Sub-part A :
Three possibili-
ties

No cultivation

5. In the first case, no details are required to be given. Write a cross (X) against each item, and put a bold cross on this sub-part on the right hand side.

Item 2 of Household Schedule

6. In the second case, details will have to be ascertained. These will relate to land owned by the household but being cultivated at present by others; that is, the land might have been given on *batai*, or mortgaged or temporarily alienated in such other manner. The information here *will relate to land owned by the household anywhere in the country*. It has to be entered against item 2 of Sub-part A of the household schedule.

Item 1 of Household Schedule

7. The third case relates to land under cultivation by the household. Such land can be of two kinds :—

- (i) Owned, or held from Government; and
- (ii) Held from private persons or institutions for payment in money, kind or share, (*i.e.* lands on *batar*, *rehan*, etc.).

8. These two distinctions have been made under items 1(i) and 1(ii) of Sub-part A of the household schedule. It will be noticed that three lines have been provided opposite to item 1(i), and another three lines opposite to item 1(ii). A household may be cultivating lands under different kinds of rights. Land held under each kind of right has to be indicated separately. This is why a number of lines have been provided in this sub-part.

9. Information has to be given in this Sub-part on two points, viz., (a) local name of right on land, and (b) area in acres.

Glossary of local names of right on land

10. It is proposed to prepare a district-wise glossary of local names of right on land. The list will facilitate the making of entries under this column. If the enumerator comes across any new type of right on land, he should first describe it by the local name, and explain its meaning briefly within brackets.

Area conversion tables to be supplied

11. The area of the land held under each kind of right has to be indicated separately in acres and decimals. Local measures vary greatly in this country. Even the usual *bigha* and *katha* do not mean the same area everywhere. It is, therefore, necessary to collect information in acres, which are the only standard measure. Enumerators and supervisors will have to be given a conversion table by the charge superintendents to enable them to write the area in acre after converting it from the local measure of land. Whenever such

conversion becomes difficult or presents any special problem, the enumerator may be asked to write the area in local measure. Subdivisional Officers should obtain a copy of the conversion tables supplied to enumerators by charge superintendents, consolidate them, and send a complete set to the Census Superintendent by the 31st December, 1960 at the latest.

B. HOUSEHOLD INDUSTRY

12. This term has a special meaning which should be clearly understood by all persons engaged in the coming census. Industry relates to production, processing, servicing or repairing of articles, and includes making and selling of goods. A household industry, being only a special kind of industry, must possess these characteristics. The following further attributes distinguish a household industry from other industries:—

Meaning explained

ex-

Three attributes of household industry

- (1) *Scale of operations*:—A household industry must not be on the scale of a registered factory (*i.e.* not employing more than 20 workers if using power, or more than 50 workers if without power).
- (2) *Participation*:—In a household industry, the workers will be the head of the household himself and/or mainly members of the household, the role of hired workers from outside being of secondary importance.
- (3) *Location*:—This is also important, for proximity decides participation by members of the household. In rural area, household industry can be located either at home or within the village. But in an urban area, the household industry or at least the major part of its work must be located only at home.

13. It must, however, be noted that the production, processing or servicing of goods must be mainly for sale or commercial benefit, and not simply for home consumption, though a part of the goods produced may be used for home consumption also.

Some important points to be noted

14. A few examples of household industry are given at pages 16-17 of the booklet, "Instructions to Enumerators". These should be studied carefully and understood fully.

15. Provision has been made in the form for furnishing information relating to two household industries. If the number exceeds two, those two items may be selected from which the household derives greater economic benefit. If the household has no household industry, a cross (×) should be given against each item, and a bold cross put on this sub-part.

16. It will be noticed that there is a column without heading in between the columns for "Nature of industry" and "Number of months in the year during which conducted". This column has been provided to give code number to various household industries. It will be used in the Tabulation Offices to facilitate sorting and compilation. The enumerator must be warned not to make any entry in this column, except when the household has no household industry in which case the bold cross put over this sub-part will also extend over this column.

C. WORKERS AT CULTIVATION OR HOUSEHOLD INDUSTRY

Definition of worker 17. A worker is a person who actually works or supervises or directs the work. Information regarding workers has to be furnished in this sub-part separately in respect of workers engaged in the following:—

- (1) Household cultivation only,
- (2) Household industry only,
- (3) Both in household cultivation and household industry.

Each category is exclusive

18. Obviously *each category is exclusive of the others*. The enumerator must be particularly warned that category (3) does not by any means represent the total of the earlier two categories.

Distinction between household and family

19. It may also be noted that information has to be given under two heads:—(a) members of family working and (b) hired workers. A family is not quite the same as household. Family means a group of persons who are related to each other by birth or marriage. Information required to be furnished in the first four columns of this sub-part, therefore, relates to those members of the household who are also members of the family. In other words, a domestic servant who may be a member of the household and working in cultivation or household industry or both, will be entered in the last column and not in any of the earlier columns. Unfortunately, this distinction is not so clear in the Hindi version of the household schedule. Enumerators will, therefore, have to be specially instructed on this point.

CHAPTER VII

INDIVIDUAL SLIP

The Individual slip (also called enumeration slip) is intended for collecting information relating to each individual. One slip represents one individual. A separate slip will, therefore, be filled up for each individual enumerated.

Individual Slip

2. At the head of the slip is the location code. This must be entered in each slip before the enumerator proceeds to record entries under other questions. The supervisor is responsible for seeing that there is no slip in which the location code is not given. The Charge Superintendent must exercise utmost vigilance to ensure that there is no slip without the location code. Serious difficulties have been experienced in the past on account of the omission on part of enumerators to fill in the location code. As a measure of further precaution, enumerators may be instructed to write the name of the mauza with thana number on both the front and back cover of each pad on the right hand corner, before the slips are filled in.

Location Code
must be given

3. Though there is no hard and fast rule regarding the order in which slips should be filled in for different members of a household, it would be desirable to insist on a proper method in doing so. Unless this is done, some members are liable to be missed. The first slip must, of course, relate to the Head of the household, as all relationships within the household will have to be noted with reference to this person. After the Head, the second slip should be for his wife, if living. Other members of his family should be taken up thereafter, starting with the eldest son, his wife, their children, the next son, his wife, their children, and so on, then the eldest daughter, her husband (if living with his father-in-law), their children, and so on, father, mother, brothers, their families, grandfather, grandmother, other relations, and servants in the last.

Order in which
persons in one
household should
be enumerated

4. For census purposes, the Head of household is a person on whom falls the chief responsibility for the maintenance of the household. Thus the Head of the household need not necessarily be the eldest male member but may even be a female or younger member of either sex. No elaborate enquiry on this point should, however,

Head of house-
hold defined

be made. A person who is actually acknowledged as Head should be recorded as such. The Head of the household must, however, be a person normally residing in the household.

General lay-out
of questions

5. The location code and Question 1(a) (name) are required to be given to facilitate identification. Excluding these, there are 22 questions in all. These can be conveniently grouped under the following head :—

DEMOGRAPHIC QUESTIONS

- 1(b). Relationship
2. Age, last birth day
- 4(a). Birth Place
- 4(b). Born, rural or urban
- 4(c). Duration of residence, if born elsewhere

SOCIAL QUESTIONS

3. Marital status
- 5(a). Nationality
- 5(b). Religion
- 5(c). Scheduled caste or scheduled tribe
6. Literacy and education
- 7(a). Mother tongue
- 7(b). Any other language(s)

ECONOMIC QUESTIONS

8. Working as cultivator
9. Working as agricultural labourer
10. Working at Household industry—
 - (a) Nature of work
 - (b) Nature of household industry
 - (c) If employee
11. Doing work other than 8, 9 or 10—
 - (a) Nature of work
 - (b) Nature of industry, profession, trade or service
 - (c) Class of worker
 - (d) Name of establishment
12. Activity, if not working

Thus, there are 10 questions on economic aspects, 7 on social and 5 only on demographic aspects. This would clearly show what emphasis has been laid in the coming Census on socio-economic aspects of citizen's life. Census is no longer concerned with demographic survey only.

Emphasis on socio-economic data

6. The demographic questions are of simple nature, and follow the pattern of earlier census. It is, however, proposed to study migration in greater detail this time. Inter-district movements, which went undetected previously, will be noted this time. The recording of birth place under question 4(a) will be done in greater detail. Two new questions, 4(a) and 4(b), have also been added for this purpose.

Demographic questions

7. Enquiry about age (Question 2), though simple, will require a good deal of care and attention in actual handling. People in this country, particularly in the countryside, display very poor age-sense. The enumerator will have to be repeatedly cautioned to try and help the individual in estimating his age as accurately as possible. This can be done by refreshing his memory with reference to certain historical events (such as the death of Queen Victoria, the Great War of 1914-18, the Non-cooperation movements of 1921 and 1931, the Earthquake of 1934, etc.) and events of local importance or personal importance (such as marriage, birth of eldest child, etc.). Each enumerator should be supplied by the S. D. O. with a calendar of important historical and local events (starting from 1880 or so) which can be used by him for this purpose. Age has to be written in completed years, i. e., number of months or days after the completed year will be excluded.

Age

Local calendar of events to be prepared

8. The social questions are also simple, and should present no particular problem. It has always been a firm principle in the Indian Censuses to record whatever a person interviewed returns, no matter whether it is right or wrong. The enumerator is strictly enjoined not to tamper with the answer or try to correct it except for a very obvious and grossly palpable mistake in such things as age, sex, literacy or marital status. The citizen has always had the freedom to return his religion or language as it pleases him. Of course, there is a legal obligation, under section 8(2) of the Census Act, on the person concerned to answer each census question "to the best of his knowledge or belief."

Social questions

- Economic questions** 9. Coming to the last group of questions, it will be noticed that the concept now adopted for economic enquiries is work. In the 1951 and earlier Censuses, this concept was related to income. All persons were classified into three main groups :—earners, dependents and earning dependents. This classification was, however, not found to be satisfactory as a large number of women, who were family workers, could not be returned as such, as the criterion adopted was income, earning or dependency. The forthcoming Census has, therefore, adopted the concept of work, which includes supervision or direction.
- Work now the criterion**
- Classification of workers** 10. All persons must belong to either of the two broad categories :—Workers and Non-workers. Workers have been classified under the following four groups :—
- (1) Cultivators
 - (2) Agricultural labourers
 - (3) Workers in household industry, and
 - (4) Workers in other sectors, e. g., workers in industries other than household industry or in business, trade, profession or service.
- Non-workers** Non-workers have similarly been classified into eight categories:—
- (1) *Full-time* students or children *doing no other work* (if they do, they will not be treated as non-worker)—(S T)
 - (2) Housewives or such other persons engaged in *unpaid* home duties, *doing no other work* (if they do, they will be treated as worker)—(HW)
 - (3) Dependents such as infants, children not attending school, persons permanently disabled from work because of illness or old age—(D)
 - (4) Retired persons, rentiers, etc.—(R)
 - (5) Beggars, vagrants or indigent women *with out indication of source of income*—(B)
 - (6) Convicts in jail, inmates of a penal, mental, or charitable institution—(I)
 - (7) Persons not employed before but now seeking employment for the first time—(NE)
 - (8) Persons employed before but now out of employment—(UN)

For full details, a reference must be made to pages 24-25 of "Instructions to Enumerators". The chart given in Appendix II gives a clear picture of the entire range of proposed economic classifications.

11. Question 11 has four parts. 11(a) relates to the nature of work, i. e., the kind of work actually done by the person. This information is required to determine occupational classification. 11(b) relates to the nature of industry, profession, trade or service in which the person is engaged. This is, of course, meant for industrial classification. The distinction between occupation and industry will become quite clear if we consider that a Doctor or a Civil Engineer or an Accounts Clerk or an unskilled labourer may be working in a Steel Factory or a Paper Mill or a Government Department. Information regarding both occupational and industrial distribution of the working population is often necessary to make a detailed study of the economic life of the people.

12. Occupation is usually related to the nature of function or duties performed; industry is related to the kind of product manufactured or service performed. A number of examples have been given at pages 21—24 of the booklet, "Instructions to Enumerators". If these are studied carefully, the distinction will become obvious. It will be advisable, however, to instruct the enumerators to record replies to Questions 11(a) and 11(b) in as much detail as possible so that there is no difficulty in making proper classification in the Tabulation Office. Some instances of inadequate description of work and industry have also been given in the aforesaid booklet. These must also be fully explained to the enumerators during training.

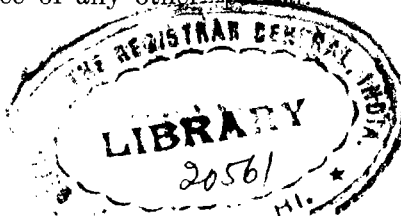
13. There is one more concept which should be understood fully. This relates to the class of worker, or his status. Workers can belong to any of the following four classes:—

- (i) *Employer*, that is a person who hires or employs one or more persons under him in his work, described in Question 11(a).
- (ii) *Employee*, that is, a person who does his work described in Question 11(a) under others for wages or salary in cash or kind.
- (iii) *Single worker*, that is, a person who does his work described in Question 11(a) without employing others (including his family members) except casually and who does not work as employee of any other person.

Question 11

Distinction between occupation and industry

Class of worker



(iv) *Family worker*, that is, a person who does his work described in Question 11(a) in his own family with the help of other members without receiving wages or salary in cash or kind.

Question 10

14. Questions 10(a) and 10(b) refer to occupational and industrial classifications as in case of Questions 11(a) and 11(b). Part (c) of Question 10 has, however, been reduced to a single question, "If employee". This should be understood. According to the definition of household industry, a worker in it can be either a family worker or an employee. So if the person is not an employee, he is a family worker.

Points to Remember

15. If any entry has been made under any of the Questions 8, 9, 10 or 11, a cross (×) will have to be put under Question 12. Conversely, if a cross has been written under Question 12, an indication of the work must be given under one or more of the Questions 8 to 12. The enumerators must also be told that Question 10 has three parts, and Question 12 four parts. These are related to household industry and other work respectively. If an entry is made under any part of either of these two questions, its other parts must also be filled up.

16. A person can, at the same time, be a cultivator and an agricultural labourer, and/or a worker in household industry and/or worker in some other industry or trade or profession or service. In such cases appropriate entries will be made under as many of Questions 8—11 as are applicable to him. If, however, a person follows more than one occupation, all relating to Question 11, only that occupation will be recorded in which he devotes maximum time or from which he derives maximum economic gain.

CHAPTER VIII

CENSUS POPULATION RECORD

The form of the Census Population Record has been printed at the back of the household schedule. A copy of the form may be seen at page 116 of the Census Code, Part I.

Form of C. P. R.

2. As soon as the enumerator has filled in the household schedule and completed the individual slips in respect of each member of a household, the census population record should be prepared by him before proceeding to the next household. This record will be compiled from individual slips. Standard abbreviations may be used for describing marital status and work. In column 2, if the person is male, M should be written against the person's name, and a cross under column 3. Similarly, if the person is female, a cross will have to be given under column 2, and F written under column 3.

Mode of entries

3. Entries in respect of only one person should be made on one line. Sufficient number of lines have been given, and there should ordinarily be no difficulty. In exceptional cases, however, if the number of persons in any household is more than the number of lines provided in the census population record form, another page of the household schedule pad will have to be used. On this page, only the location code and the name of the Head of the household should be written. Other columns of the household schedule should not be filled in. It should be clearly indicated both on the household schedule and census population record sides that this is in continuation of another sheet.

One line for one person

When the number of lines is insufficient

4. Before signing the population record, the enumerator must strike the total for the number of males and females in the household and check it up with the number of individual slips used. The two must tally.

Tally between C.P.R. and individual slips

5. It will be the special responsibility of the supervisor to see that the number of persons, male and female, as entered in the census population record tally with the number of slips used. There should be no discrepancy whatsoever between the two.

Supervisor's special responsibility

CHAPTER IX

PROVISIONAL POPULATION TOTALS

Race for re-
porting pro-
visional popu-
lation total

As soon as the enumeration is completed, the race for reporting population totals will start on a countrywise scale. Public interest in knowing the latest population figures is keen and pressing. Also, it is obviously desirable to inform Government of the population totals discovered by the Census at the earliest possible moment. These totals will be provisional in the sense that it will not be a formally sorted total, but they must be dimensionally very close. While running the race for reporting the population total, therefore, every care must be taken to ensure correctness. On the occasion of previous censuses, several districts were able to telegraph provisional totals (which were later found to be completely accurate) within 24 hours of the final count.

Utmost prompt-
ness and accu-
racy needed

2. Each Charge, Subdivision and District must run this race. Success will depend ultimately on the promptness and accuracy with which each constituent unit works. It is, therefore, necessary to generate a sense of keen competition and enthusiasm at all levels of the census organisation. It is largely a matter of proper training and efficient organisation. A number of forms have been devised to enable quick reporting of the population totals at different levels.

Enumerator's
Abstract

3. The most basic form is the Enumerator's Abstract which will be found printed on the cover of each enumeration pad. The enumerator should be instructed to note down in pencil the number of males and females, and of literates, on the cover of each pad as soon as it is completed. During the revisional round, it is possible that some slips may have to be cancelled on account of deaths in some households. New slips will be filled in some pads to record births or visitors who have not been enumerated anywhere else. Immediately after the completion of revisional round, therefore, the enumerator must proceed to make necessary modifications in these figures, strike out totals, and ink up all entries in the Enumerator's Abstract. After this, he should prepare the Enumerator's Final Abstract without any delay whatsoever. A copy of the form of Enumerator's Final Abstract is given in Appendix D. Printed forms will be supplied.

Final Abstract

4. Where one enumerator has been appointed to do enumeration in more than one mauza, Final Abstract will have to be prepared separately for each mauza or block.

Separate Abstract
for each mauza

5. On the 5th March (or the morning of 6th March), as soon as the revisional round has been completed, the enumerators should meet the supervisor at some central spot previously arranged, bringing with them their enumeration pads, household schedule pads, houselists (with rough sketch map of the mauza/ward showing the order of house numbering), and abstract. The supervisor will then make the final check scrutinising the entries and making sure that all the pads and houselists have been brought in and returned. When he has approved of the pads, he must have the numbers of census households, males and females, and literate males and literate females in each Household Schedule Abstract and Enumerator's Abstract (and Final Abstract, thereafter) independently added up by two other enumerators separately. If the two totals agree, the supervisor should sign the Enumerator's Abstracts and Final Abstract. The abstracts having been thus passed, he should post them in the circle summary of which the form is given in Appendix E. Printed forms will be supplied. A tally between the census population record totals and the number of individual slips used must also be made.

Circle summary

6. On the 6th/7th of March, 1961 (morning), supervisors will report to their Charge Superintendents with (1) their Circle Summaries, (2) their Circle registers, (3) Houselists in duplicate with rough sketch maps of the mauzas/wards showing the order of house numbering, (4) all the Enumeration pads, and (5) all the Household schedule pads issued to them. The Charge Superintendent will thereupon compare each Circle Summary with the Charge Register and with the Final Abstracts in order to make sure that no unit has been incidentally omitted and that enumerator's figures have been correctly posted. He must have the totals of each Circle Summary checked independently by two selected supervisors. When he has finished the checking of a Circle, he should give the Supervisor a receipt showing the total number of pads (enumeration and household separately), and houselists received by him. He will then post the totals of the Circle Summaries in his Charge Summary (vide Appendix F) and add them up with the help of a selected supervisor and get the total checked independently by two other supervisors. After this, he should attach to the Charge Summary, all the Circle Summaries for the Charge

Charge Summary

10. The District Officer will consolidate forthwith the total for the district and inform simultaneously, by telegram, the Superintendent of Census Operations, Bihar, and the Registrar General of India, New Delhi, on or before the 8th of March, 1961. This telegram should be followed by a post copy confirming the figures. Special instructions have been issued to the Posts and Telegraphs Department that all census despatches during this period will be given *topmost priority*. If convenient, the Census Superintendent should be informed on telephone also.

CHAPTER X

DESPATCH OF PADS TO TABULATION OFFICE

What papers are to be sent

The following records prepared in connection with the 1961 Census will have to be sent by Subdivisional Officers to the Tabulation Office :—

- (1) All used enumeration pads;
- (2) All enumerator's final abstracts, circle summaries and charge summaries;
- (3) All used household schedule pads;
- (4) One copy of the houselist of each mauza/block together with a rough sketch map of the mauza/ward showing the formation of blocks therein and the direction of housenumbering;
- (5) One copy of the mauzawar note of each mauza; or, for urban area, a copy of the note on cottage and small-scale industries; and
- (6) One copy each of the Circle and Charge Registers.

Date by which to be submitted

2. These records must reach the Tabulation Office by the 20th March, 1961 at the latest. The names and location of Tabulation Offices set up for different regions in Bihar will be intimated later.

Records relating to two or more charges should not be kept in one bag or box

3. As visualised in paragraph 7 of Chapter IX, all used pads would have been received from the Charge Superintendents packed and tied up Circle by Circle, and packed finally in gunny bags or in boxes. All the records of one charge must be placed together in one and the same bag or box. If all records relating to a charge cannot be contained in one bag or box, two or more bags or boxes may be used, *but under no circumstance should the records of two different charges be put in one and the same bag or box.* Every care must be taken to see that this rule is followed strictly in all cases.

Mode of arranging papers

4. While submitting the pads and other papers relating to his Circle, the Supervisor would have arranged all the houselists, mauzawar notes, enumeration pads and household schedule pads for his Circle in their serial order, and tied them up neatly. Enumerator's final abstracts would have been carefully grouped for each Circle according to the thana number serial of Mauzas or Ward

number serial and then stitched together with the Circle Summary. The Charge Superintendents would have arranged the Circle Registers serially in the order of the Circle number and tied them together with the Charge Register.

5. Each bag or box containing census records under despatch to the Tabulation Office should have a large label pasted on it giving the following details :—

Label to b
pasted

Name of District.....(Code no,.....)

Name of Charge.....(Code no.....)

6. Each bag or box must be securedly closed and sealed and sent through special messenger to the Deputy Superintendent in charge of Tabulation Office concerned.

Each box to b
sealed

7. The papers sent should be accompanied by a challan in triplicate in the form given in Appendix G. One copy will remain in the Office of the Deputy Superintendent, the second copy will be returned to the consignor of the records with a note of acknowledgement signed by the Deputy Superintendent or other person authorised by him in this behalf. The third copy will be sent by the Deputy Superintendent with a note of acknowledgement to the Census Superintendent for record.

Challan i
triplicate

8. All expenses incurred in this connection, e. g., cost of bags, boxes, expenses on packing and despatch will be debited to 47-Miscellaneous Department—Census—B-Enumeration—B4-Other charges. An allotment will be made to each Subdivisional Officer to meet this expenditure. The work should be managed as economically as possible. The gunny bags used for packing must be sufficiently strong but they need not be wholly new. It is suggested that the bags in which enumeration pads and other census papers are being sent to the Subdivisional Officers should be carefully preserved for use at this time.

Expenditure
be debited
census

9. Instructions for the disposal of other census papers will be issued separately.

CHAPTER XI

MISCELLANEOUS

All Government employees liable to do census work

1. *Co-operation of all Departments and agencies in census work*—A circular has been addressed by the Chief Secretary, Government of Bihar, to all Secretaries to Government and Heads of Departments, emphasising the importance of census and directing that suitable instructions should be issued to all Government employees to accept and perform readily any work connected with the census which is placed on them by officers duly authorised in this behalf. The employees have been asked to perform census duties as diligently and conscientiously as the normal duties of the posts held by them. The manner in which they perform these duties would be taken into account in the periodical assessment of their work and conduct. The circular also provides for grant of concession in office attendance during the houselisting and enumeration periods, and the periods of training which will precede them.

2. A copy of the circular is reproduced in Appendix III for ready reference.

3. (1) District Officers are requested to get necessary instructions on similar lines issued by those District Heads of Departments, whose employees are proposed to be used in census work.

Special entry in C. Rs. of S. D. Os., B. D. Os., etc.

(2) *Role of Subdivisional Officers, Block Development Officers, etc.*—The Chief Secretary has also issued two other circulars emphasising the great importance of the coming Census, and asking all Subdivisional Officers, District Census Officers, Block Development Officers, Circle Officers and Anchal Adhikaris to pay special attention to this work. Special entry will be made in their Character Rolls for 1960-61 in regard to census work. These circulars have been reproduced in Appendices IV and V.

1961 Census Medals

(3) *Award of 1961 Census Medals*—The Government of India have decided to award silver and bronze medals to census workers whose services are distinguished by outstanding zeal and quality. It is expected that about 400 silver medals and 800 bronze medals will be allotted to Bihar. Their distribution among the various districts

of Bihar will be done with reference to the estimated population of 1961. As in the past, a sense of keenness and enthusiasm for winning these census medals should be generated among all levels of census workers. Those who earned medals at the 1951 Census and are again working for 1961 Census may wear the medal while attending the training classes or going on their round of duties in 1960-61.

(4) *Priority in despatch of Census communications*—The Director General of Posts and Telegraphs has issued instructions for according priority to census communications over others. A copy of the instructions issued by him is given in Appendix VI. Instructions regarding the procedure to be adopted for getting the priority may be noted carefully by all officers concerned.

Priority to census
communications

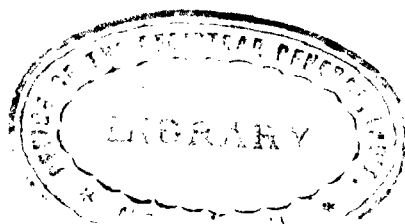
(5) *Revised list of Code numbers*—Code numbers for all districts and charges were given in Appendix V of the Census Code, Part I. District Officers were requested to report discrepancies, if any, in this list before the 15th June, 1960 (vide paragraph 5 of Chapter XI of the Census Code, Part I). Some changes had to be made in the code numbers as a result of these reports. A revised list of districts and charges with their code numbers is given in Appendix VII.

Revised list of
Code numbers

(6) *Accounts*—According to present arrangements, District Census Officers and Subdivisional Officers have been allotted funds for their District and Subdivisional Census Offices. Though the expenditure is being incurred initially from State revenues, the State Government will be reimbursed from the Census budget. It is, therefore, necessary for the Office of the Census Superintendent to control the expenditure and also keep accurate and up-to-date information regarding the position of expenditure. Monthly expenditure statements are, therefore, required to be submitted by each Subdivisional Officer to the District Census Officer, who will send a consolidated statement for the entire district to the Census Superintendent. The circular issued on this subject is reproduced in Appendix VIII. The officers concerned must see that these statements are prepared properly and sent timely.

Accounts

4. Separate allotment of funds from the census budget will be made later to each Subdivisional Officer/District Officer to meet expenses on special charges such as census touring of District Census Officers, despatch of census papers to Tabulation Offices, etc.



Appendix I

LIST OF ABBREVIATIONS IN HINDI PRESCRIBED FOR USE DURING ENUMERATION.

प्रश्नों के उत्तर में प्रयोग किये जाने वाले संक्षेपों का विवरण ।

प्रश्न १ (क), १ (ख), ५ (ग), ७ (क), ७ (ख), १० (क), १० (ख),
११ (क), ११ (ख) और ११ (घ) का उत्तर
पूरा-पूरा लिखें ।

प्रश्न २ —पिछले जन्म दिन पर उम्र—

० (एक वर्ष से कम उम्र वाले बच्चों के लिये); अन्य
सभी लोगों के लिये उम्र पूरे-पूरे वर्षों में लिखें ।

प्रश्न ३—वैवाहिक स्थिति—

अ० वि० (अविवाहित के लिये), वि० (विवाहित के लिये);
म० (जिसका पति या पत्नी मर गई है); अ० (अलग हुये
या तलाक लिये हुये के लिये) ।

प्रश्न ४ (क)—जन्म स्थान—

गि० (यदि गिनती वाले गांव या नगर में जन्म हो);
जि० (यदि गिनती वाले जिले के अन्य गांव या नगर में
जन्म हो);
अन्य सब व्यक्तियों के लिये जो उत्तर मिला हो उसे
हिदायत के अनुसार पूरा-पूरा लिखें ।

प्रश्न ४ (ख)—जन्म ।

गां० (यदि जन्म गांव में है);
न० (यदि जन्म ऐसी जगह हो जो अब नगर समझा जाता है) ।

प्रश्न ४ (ग)—निवास—काल—

× (गिनती वाले गांव या नगर में जन्में हुआओं के लिये);
० (निवास-काल की अवधि यदि एक वर्ष से कम हो);
यदि निवास-काल की अवधि एक वर्ष या ज्यादा हो, तो
निवास-काल के पूर्ण वर्षों की संख्या लिखें ।

प्रश्न ५ (क)—राष्ट्रीयता—

भा० (यदि भारतीय हो);
अन्य के लिये पूरा-पूरा लिखें ।

प्रश्न ५ (ख)—धर्म—

हि० (हिन्दू के लिये); मु० (मुसलमान के लिये);
ई० (इसाई के लिये); ज० (जैन के लिये); बौ०
(बौद्ध के लिये); सि० (सिक्ख के लिये); दूसरे धर्मों के
लिये पूरा-पूरा लिखें ।

प्रश्न ६—साक्षरता व शिक्षा—

० (जो पढ़-लिख नहीं सकते या पढ़ सकते हैं पर लिख नहीं सकते);

सा० (जो पढ़-लिख सकते हैं अर्थात् साक्षर हैं);

जो शिक्षा की कोई परीक्षा पास कर चुके हैं उनका शिक्षास्तर पूरा-पूरा लिखें।

प्रश्न ८— यदि काश्तकार—

का० (काश्तकार के लिये);

दूसरे सभी लोगों के लिये × लिखें।

प्रश्न ९— यदि खेतिहर मजदूर—

खे० (खेतिहर मजदूर के लिये);

दूसरे सभी लोगों के लिये × लिखें।

प्रश्न १० (ग)—यदि नौकरी—

नौ० (पारिवारिक उद्योग में मजदूरी प्राप्त नौकर के लिये);

दूसरे सभी लोगों के लिये × लिखें।

प्रश्न ११ (ग)—काम करने वाले का वर्ग—

मा० (मालिक के लिये); नौ० (नौकर के लिये);

अ०का० (अकेला काम करने वाले के लिये); पा० का० (पारिवारिक काम करने वाले के लिये);

दूसरे सभी लोगों के लिये × लिखें।

प्रश्न १२—काम नहीं करते तो क्या करते हैं—

पू०वि० (पूर्ण समय के विद्यार्थियों के लिये जो अन्य काम नहीं करते);

गृ० (गृहणी और दूसरी वयस्क स्त्रियों के लिये जो घरेलू काम-काज करती हैं, पर दूसरा कोई काम नहीं करती);

आ० (छोट बच्चों तथा दूसरे आश्रित लोगों के लिये जो काम नहीं करते);

रि० (रिटायर्ड लोगों के लिये जो फिर से किसी काम पर नहीं लगे हैं, कृषि या गैर-कृषि मालगुजारी पाने वाले लोगों तथा अधिकारशुल्क (रायल्टी) या मुनाफा (डिविडेंट) पर निर्भर रहने वाले लोगों के लिये);

भि० [भिखमंगे, बिना काम-काज घूमने वाले (खाना-बदोश), स्वाधीन स्त्रियां जिनकी आय के स्रोत की कोई सूचना न हो तथा दूसरे ऐसे लोगों के लिये जिनके रहने-सहने का स्रोत अनिश्चित हो];

सं० (जेल में बन्द अपराधियों, पागल खाने और घर्मार्थ तथा दानार्थ संस्थाओं में रहने वाले लोगों के लिये);

प० का० (ऐसे लोगों के लिये जो पहली बार काम खोज रहे हों);

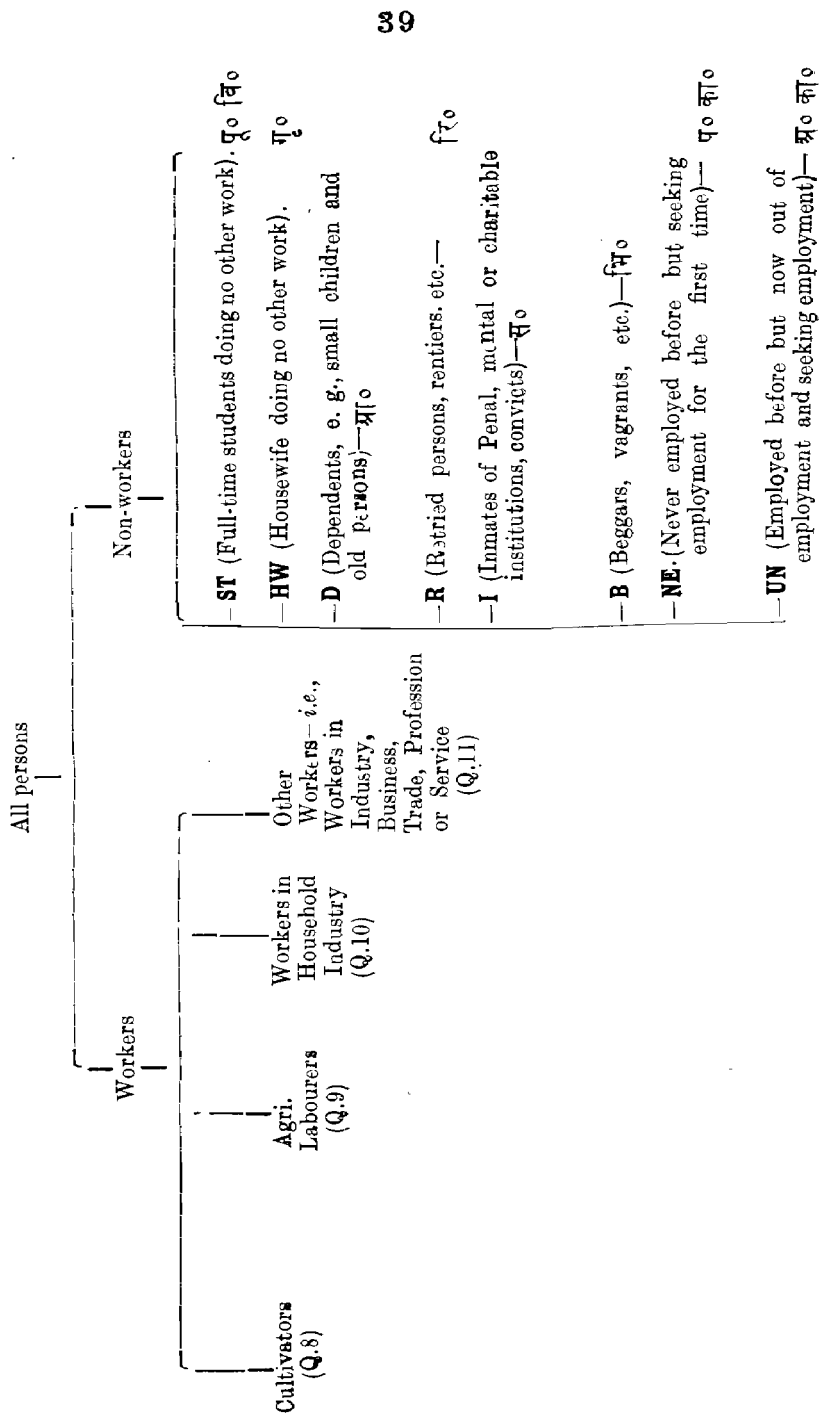
अ०का० (ऐसे लोगों के लिये जो पहले काम करते थे और अब काम नहीं करते, पर काम खोज रहे हैं);
काम करने वाले लोगों के लिये × लिखें ।

प्रश्न १३---लिंग---

पु० (पुरुष के लिये), **स्त्री०** (स्त्री के लिये) ।

Appendix II

CHART SHOWING ECONOMIC CLASSIFICATIONS MADE IN THE INDIVIDUAL SLIP



Appendix III

No. CS—4853

GOVERNMENT OF BIHAR

APPOINTMENT DEPARTMENT

FROM
 THE CHIEF SECRETARY TO THE GOVERNMENT
 OF BIHAR,
 To
 ALL SECRETARIES TO GOVERNMENT ALL HEADS OF
 DEPARTMENTS.

1 *Asadha*, 1882*Patna*, the _____22 *June*, 1960.

SUBJECT.—Census 1961—Employment of Government
 servants for houselisting and enumeration.

SIR,

I AM directed to address you on the subject noted above. The next decennial Census of India will be held towards the beginning of 1961. Preliminary arrangements have already been started, and are nearing completion. The appointment of staff for enumeration (enumerators, supervisors, etc.) will be made shortly. Houselisting and housenumbering will be done in the months of September and October this year. Actual enumeration will take place between the 10th February, 1961 and the sunrise of the 1st March, 1961. This will be followed by a final check during the first five days of March, 1961.

2. Census is an administrative operation of vast magnitude and national importance. The coming Census will be the second in independent India, and has special significance as it almost coincides with the closing of the Second Five-Year Plan and beginning of the Third Five-Year Plan. The State Government, therefore, attach great importance to the efficient conduct of the ensuing census operations.

3. Census has been possible in the past only through the active co-operation and joint efforts of all the Departments of Government, the local bodies as well as non-official agencies. The principle that census work is a public duty imposed in the interest of the community has always been accepted, and is recognised under section 4 of the Indian Census Act which makes it obligatory on all persons to perform such census duties as are given to them, on a voluntary basis. Apart from this general liability to serve, Government servants and employees of public institutions and local bodies are obviously under a special obligation to perform census duties.

4. I am, therefore, desired to request that suitable instructions may kindly be issued by you to all employees of your Department to accept and perform readily any work connected with the census which is placed on them by responsible local officers. The employees should be specifically instructed that they should give no cause for complaint by the officers in charge of the census in respect of the performance of the 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 have performed census duties would be taken into account in the periodical assessment of their work and conduct.

5. In order to diminish the number of workers for taking census and also to enable them to carry out their duties conveniently, enumeration work will be spread over a period of nearly 3 weeks in February-March, 1961. Houselisting and housenumbering operations will similarly be extended over a number of days in September-October, 1960. It is necessary that Heads of Offices should be instructed to co-operate in lightening the burden on census workers during these periods to the maximum extent practicable. This will necessitate the grant of concessions regarding office attendance during the houselisting and enumeration periods, and the periods of training which will precede them. The details of the concessions likely to be required will be settled locally. Every effort will, of course, be made to cause the least dislocation to the normal work of the Departments concerned. All Heads of Offices under you may, however, be instructed to fall in line with the practice which may be adopted by the local officer in charge of census operations for this purpose.

6. Necessary instructions on the lines indicated above may kindly be issued immediately to all concerned, and a copy of the same forwarded to the Superintendent of Census Operations, Bihar, Patna for information.

Yours faithfully,
(Sd.) ILLEGIBLE,
for *Chief Secretary to Government*

Appendix IV

No. V/Cr—1016/60A—7436.

GOVERNMENT OF BIHAR,

APPOINTMENT DEPARTMENT

FROM

SHRI M. S. RAO, I.C.S.,

CHIEF SECRETARY TO GOVERNMENT,

TO

ALL DISTRICT OFFICERS

Patna, the 7 Jyaistha, 1882.
28 May, 1960.

SUBJECT.—Census, 1961—Special entry regarding census work in the character rolls of Subdivisional Officers and District Census Officers for the year 1960-61.

SIR,

I AM directed to state that Government attach great importance to the efficient conduct of the ensuing census operations. The responsibility for these operations rests primarily with the District Officers, but this responsibility will not be adequately discharged unless interest and energy are shown by the Subdivisional Officers and District Census Officers.

2. I am accordingly to request that a confidential merit statement should be submitted by you through the Commissioner of your Division dealing with the Census work of Subdivisional Officers and District Census Officers. The report should indicate among other things the enthusiasm and energy shown by the Officer in census work and the extent to which he organised and supervised census work personally and was able to secure accurate and prompt work from the subordinate census staff. The report should reach the Commissioner of the Division concerned on March 31, 1961.

3. That a report is to be submitted to Government on their census work and that this will be entered in their character rolls may be brought to the notice of all Subdivisional Officers and District Census Officers.

Yours faithfully,

M. S. RAO,

Chief Secretary to Government

Appendix V

No. V/CI-1016/60A- 7435

GOVERNMENT OF BIHAR.
APPOINTMENT DEPARTMENT

FROM

SHRI M. S. RAO, I.C.S.,
CHIEF SECRETARY TO GOVERNMENT.

TO

ALL DISTRICT OFFICERS

Patna, the 7 Jyaistha, 1882(S)
28 May, 1960

SUBJECT.—Census, 1961—Importance of —Special entry regarding census work in the character rolls of Block Development Officers, Circle Officers and Anchal Adhikaris employed on census work, for the year 1960-61

SIR,

I AM directed to say that Census has always been recognised as an administrative undertaking of great magnitude and national importance. The coming Census of 1961 is of particular significance as it coincides with the completion of the two Five-Year Plans, and the beginning of the Third Five-Year Plan. The determinations resulting from census are of immense value in the planning and execution of all development programmes in various kinds of demographic and socio-economic studies, and in several administrative matters of day-to-day importance as well as of far-reaching consequences. The need for strict supervision and great accuracy in the collection of census data cannot be over-emphasised.

2. Government, therefore, attach great importance to the efficient conduct of the coming Census operations and desire that this fact should be impressed on all categories of staff employed on census work. The success of Census can be achieved if, and only if, the operations proceed at every stage according to the prescribed timetable and instructions. This will depend entirely upon

the amount of personal interest and enthusiasm shown by District Officers, Subdivisional Officers, District Census Officers and Charge Superintendents (generally Block Development Officers, Anchal Adhikaris or Circle Officers) all of whom are closely associated with the Census organisation and have a vital role to play in it.

3. I am to request further that a confidential merit statement should be submitted by you through the Commissioner of your Division dealing with the census work of each Block Development Officer/Anchal Adhikari/ Circle Officer. The report should indicate among other things the enthusiasm and energy shown by the Officers in census work, and the extent and quality of supervision and control exercised by him. The report should reach the Commissioner of the Division concerned by the end of April, 1961.

4. That a report is to be submitted to Government on their census work and this will be entered in their character rolls may be brought to the notice of all Block Development Officers/Circle Officers/ Anchal Adhikaris engaged in census work.

Yours faithfully,

M. S. RAO,

Chief Secretary to Government

Appendix VI

INDIAN POSTS AND TELEGRAPHS DEPARTMENT

OFFICE OF THE DIRECTOR GENERAL OF POSTS
AND TELEGRAPHS

CENSUS DESPATCHES—PRIORITY IN TRANSMISSION

In order to expedite transmission of letters, packages etc., and telegrams posted or booked by the Census authorities, the following instructions are issued for the information and guidance of all concerned who should read these instructions carefully and follow them strictly at all stage

I. POSTAL ARTICLES

The postal articles posted or booked by the Census authorities will be impressed by them, on the address side, with the rubber stamp impression bearing the inscription "CENSUS—URGENT." The articles bearing this impression should be handled by all post offices and R.M.S. sections very expeditiously and should not be detained unnecessarily at any stage. Such articles will not be entitled to any special treatment such as Express Delivery on Sundays unless they are paid for and unless the service is available on Sundays in the offices of delivery.

II. TELEGRAMS

All State telegrams emanating from the Government officials connected with the Census Organisation will bear the indicator word "CENSUS" as the first word of the address which will be charged for as one word. Ordinary telegrams bearing the indicator word "CENSUS" will have priority over other ordinary telegram and similarly the Express Telegrams bearing the indicator word "CENSUS" will have priority over all other Express telegrams at all stages.

(Sd.) (N. CHIDAMBARAM)

Director, Postal Technical

MEMO. No. 58/65/59-C1

Copy to the Registrar-General, India, 2—A, Manshingh Road, New Delhi. This is with reference to his D.-O. letter no. 6/31/59-RG, dated 3rd May 1950 to Director-General.

(Sd.) (N. CHIDAMBARAM)

Director, Postal Technical

Appendix VII.

District wise list of Towns and Anchals with their Code numbers

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
1	2	1	2
DISTRICT PATNA (CODE NO. 1)		Bibha	
TOWN		(i) Revenue Thana Maner	7A
Patna (C)	I	(ii) Revenue Thana Bikram	7B
Bihar (M)	II	Dinapore-cum-Khagaul ..	8
Rajgir (N)	III	Bikram	9
Dinapore Nizamut (M) ..	IV	Paliganj	10
Khagaul (M)	V	Naubatpur	11
Barh (M)	VI	Fatwa	12
Mokameh (N)	VII	Barh	13
Fatwah	VIII	Pandarakh	14
Bakhtiarpur	IX	Bakhtiarpur	15
Dinapur Cantonment ..	X	Harnaut	16
Dinapur Eastern Railway Colony	XI	Mokameh	17
ANCHAL		Sarmera	18
Patna Rural—		Bihar	19
(i) Revenue Thana Patna City	1A	Noorsarai	20
(ii) Revenue Thana Phulwari	1B	Rahui	21
Phulwari	2	Asthawan	22
Masaurhi	3	Giriak	23
Dhanaura ..		Rajgir	24
(i) Revenue Thana Masaurhi	4A	Chandi	25
(ii) Revenue Thana Hilsa	4B	Hilsa	26
Poonpoon	5	Ekangarsarai—	
Miler	6	(i) Revenue Thana Hilsa	27A
		(ii) Revenue Thana Islampur	27B
		Islampur	26

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
1	2	1	2
DISTRICT GAYA (Code no. 2)			
TOWN			
Gaya (M)	I	Imanganj	17
Sherghati	II	Dumaria	18
Tikari (M)	III	Nawadah	19
Nawadah (N)	IV	Akbarpur	20
Hisua	V	Hisua	21
Jahanabad	VI	Narhat	22
Daudnagar (M)	VII	Gobindpur	23
Aurangabad (N)	VIII	Warsaliganj	24
Bodh Gaya	IX	Rajauli	25
Warsaliganj	X	Sirdala	26
		Pakribarawan	27
ANCHAL		Kawakole	28
Manpur	1	Kako	29
Gaya town	2	Jahanabad	30
Bodh Gaya	3	Kurtha	31
Wazirganj	4	Ghosi	32
Paraiya	5	Makhdumpur	33
Atri	6	Arwal	34
Khizirsarai	7	Karpi	35
Tikari	8	Daudnagar	36
Belaganj	9	Haspura	37
Konch	10	Goh	38
Mohanpur	11	Nabinagar	39
Barachati	12	Kutumba	40
Fatehpur	13	Aurangabad	41
Amas	14	Deo	42
Sherghati	15	Rafganj	43
Gurua	16	Obra	44
		Madanpur	45
		Barun	46

Name of Town/Anchal		Code no.	Name of Town/Anchal		Code no.
1	2		1	2	
DISTRICT SHAHABAD (Code no. 3)					
TOWN					
Arrah (M)	I	Nawanagar	18
Jagdishpur (M)	II	Brahampur	19
Buxar (M)	III	Bikramganj	20
Dumraon (M)	IV	Karkat	21
Sasaram (M)	V	Dinara	22
Dehri (N)	VI	Dawath	23
Bhabua (M)	VII	Karghar	24
Bikramganj	VIII	Nokha	25
Nasriganj	IX	asaram	26
ANCHAL			Sheosagar	27
Arrah	1	Rohtas	28
Udwantnagar	2	Nawhatta	29
Koilwar	3	Chenari	30
Sandesh	4	Dehri	31
Barhara	5	Nasriganj	32
Shahpur	6	Mohania	33
Behia	7	Ramgarh	34
Jagdishpur	8	Durgawati	35
Charpokhari	9	Kundra--		
Piro	10	(i) Revenue Thana Mohania		36A
Sahar	11	(ii) Revenue Thana Bhabua		36B
Tarari	12	Bhabua	37
Buxar	13	Bhagwanpur	38
Rajpur	14	Chainpur	39
Itarhi	15	Adhaura	40
Simri	16	Chand	41
Dumraon	17	DISTRICT SARAN (Code no. 4)		
			TOWN		
			Chapra (M)	I

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
1	2	1	2
Siwan (M)	II	(ii) Revenue thana Basantpur	20B
Gopalganj (N)	III	Siwan	21
Mirganj (N)	IV	Pachrukhi	22
Revelganj (M)	V	Hussainganj	23
Maharajganj	VI	Mairwa	24
ANCHAL		Barharia	25
Chapra	1	Darauli	26
Jalalpur	2	Ander	27
Revelganj	3	Guthani	28
Baniapur	4	Raghunathpur	29
Garkha	5	Siswan	30
Manjha	6	Hathwa	31
Ekma	7	Uchkagaon	32
Dariapore	8	Bijaipur	33
Parsa	9	Bhorey	34
Marhaura	10	Katia	35
Amnaur	11	Kachaikot	36
Mashrakh	12	Gopalganj	37
Taraiya	13	Manjhi	38
Sonepur	14	Barauli	39
Dighwara	15	Baikunthpur	40
Goriakothi	16	DISTRICT CHAMPARAN (Code no. 5)	
Basantpur	17	TOWN	
Bhagwanpurhat	18	Motibari (M)	I
Maharajganj--		Lauthaha (N)	II
(i) Revenue thana Siwan	19A	Sugauli Bazar	III
(ii) Revenue thana Basantpur.	19B	Raxaul Bazar (N)	IV
Daraundha--		Chakia	V
(i) Revenue thana Siwan	20A	Bettiah (M)	VI

Name of Town/Anchal	Code L.O.	Name of Town/Anchal	Codeno.
1	2	1	2
Bagaha	VII	Chanpatia	27
Shikarpur Bazar	VIII	Bagaha	28
Chanpatia Bazar	IX	Sidhaw	29
ANCHAL		Madhubani	30
Motihari	1	Thakarahan	31
Turkauli	2	Narkatiaganj	32
Sugauli	3	Gaunaha	33
Adapur	4	Ramnagar	34
Narkatia	5	Mainatanr	35
Raxaul	6	Lauriya	36
Ramgarhwa	7	DISTRICT MUZAFFARPUR (Code r e. 6)	
Dhaka	8	TOWN	
Chiraiya	9	Sitamarhi (M)	I
Ghorasahan	10	Dumra (N)	II
Patahi	11	Muzaffarpur (M)	III
Pakridayal	12	Hajipur (M)	IV
Kesaria	13	Lalganj (M)	V
Kalyanpur	14	Mahanar Bazar	VI
Pipra	15	ANCHAL	
Madhuban	16	Dumra	1
Mehsi	17	Bathnaha	2
Govindganj	18	Riga	3
Harsidhi	19	Sonbarsa	4
Paharpur	20	Parihar	5
Bettiah	21	Sheohar	6
Jogapatti	22	Piprarhi	7
Majhaulia	23	Bairgania	8
Nautan	24	Majjorganj	9
Bairia	25	Belsand	10
Sikta	26	Runisaidpur	11

Name of Town/Anchal		Code no.	Name of Town/Anchal		Code no.
1	2		1	2	
Pupri	12	DISTRICT DARBHANGA (Code no. 7)		
Nanpur	13	TOWN		
Bajpatti	14	Madhubani (M)	I
Sursand	15	Jainagar (N)	II
Paru I (Deoria)	16	Darbhanga (M)	III
Paru II (Saraiya)	17	Samastipur (M)	IV
Sahebganj	18	Rosera (M)	V
Baruraj	19	Dalsingsarai	VI
Musahri	20	ANCHAL		
Bochaha	21	Bonipatti	1
Minapur	22	Bisfi	2
Kurhani	23	Harlakhi	3
Sakra	24	Madhwapur	4
Dholi (Moraul)	25	Khajauli	5
Kanti	26	Babu Barhi	6
Katra	27	Ladania	7
Aurai	28	Jainagar	8
Gaighatti	29	Basopatti	9
Mahua	30	Madhubani	10
Guraul	31	Pandaul	11
Jandaha	32	Rajnagar	12
Patapur	33	Jhanjharpur	13
Lalganj	34	Andhratharhi	14
Vaishali	35	Phulparas	15
Hajipur	36	Laukahi	16
Bidupur	37	Madhepur	17
Mahnar	38	Laukaha	18
Sahdaibujurg (Desari)	39	Darbhanga	19
Raghopur	40	Hayaghat	20

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
1	2	1	2
Keotiranway ..	21	Jamalpur (M) ..	V
Singhwara ..	22	Barahiya (N) ..	VI
Bahadurpur ..	23	Lakhisarai (N) ..	VII
Jale ..	24	Sheikhpura (N) ..	VIII
Benipur ..	25	Barbigha ..	IX
Beheri ..	26	Kharagpur ..	X
Manigachhi ..	27	Jamui (N) ..	XI
Biraul ..	28	Teghra ..	XII
Ghanshyampur ..	29	Jhajha ..	XIII
Samastipur ..	30		
Sarairanjan ..	31	ANCHAL	
Ujiarpur ..	32	Gogri ..	1
Tajpur Morwa ..	33	Parbatta ..	2
Pusa , ..	34	Khagaria ..	3
Rosera ..	35	Alauli ..	4
Hassanpur ..	36	Siri Bakhtiarpur ..	5
Singhia ..	37	Koparia ..	6
Kus neshwar Asthan ..	38	Chautham ..	7
Warisnagar ..	39	Beldaur ..	8
Kalyanpur ..	40	Teghra ..	9
Dalsingsarai ..	41	Barauni ..	10
Bibhutpur ..	42	Bachhwara ..	11
Patori ..	43	Bhagwanpur ..	12
Mohiuddinagar ..	44	Begusarai I ..	13
DISTRICT MONGHYR (Code no. 8)		Begusarai II ..	14
TOWN		Bahia ..	15
Khagaria (N) ..	I	Sahebpurkamal ..	16
Begusarai (N) ..	II	Cheria Bariarpur ..	17
Barauni ..	III	Khudabandpur ..	18
Monghyr (M) ..	IV	Bakhri ..	19
		Monghyr ..	20

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
I	2	I	2
Dharhara	21	Nathnagar—	
Jamalpur	22	(i) Revenue thana Bhagalpur	5A
Surajgarha	23	(ii) Revenue thana Sultanganj	5B
Lakhisarai	24	Colgong	6
Barahiya	25	Gopalpur	7
Kharagpur	26	Pirpainti	8
Sangrampur	27	Sonhaura	9
Tarapur	28	Bihpur	10
Sheikhpura	29	Naugachhia	11
Ariari	30	Amarpur	12
Barbigha	31	Sambhuganj	13
Sikandra	32	Rajaun	14
Halsi	33	Katoria	15
Jamui	34	Chanan	16
Khaira	35	Belhar	17
Chakai	36	Banka	18
Lakshmipur	37	Barahat	19
Jhajha	38	Dhuraiya	20
Sono	39	Bounsi	21
DISTRICT BHAGALPUR (Code no. 9)		DISTRICT SAHARSA (Code no. 10)	
TOWN		TOWN	
Bhagalpur (M)	I	Saharsa (N)	I
Colgong (M)	II	Murliganj (N)	II
Naugachia (N)	III	Supaul (N)	III
Banka (N)	IV	Nirmali (N)	IV
Sultanganj (N)	V	Madhepura (N)	V
ANCHAL		ANCHAL	
Sultanganj	1	Birpur	VI
Sahkund	2	Kahara	1
Sabour	3		
Jagdishpur	4		

Name of Town/Anchal	Code no.		Name of Town/Anchal	Code no.	
	1	2		1	2
Nauhatta	2	Kasba	VIII
Mahishi	3	ANCHAL		
Sourbazar	4	Jokihat	1
Sonbarsa	5	Araria	2
Supaul	6	Palassy	3
Pipra	7	Sikty	4
Nirmali	8	Kursakatta	5
Tribeniganj	9	Forbesganj	6
Kishanpur	10	Narpatganj	7
Marauna	11	Bhargama	8
Raghopur	12	Raniganj	9
Basantpur	13	Kishanganj	10
Chhatapur	14	Digalbank	11
Madhepura	15	Bahadurganj	12
Murliganj	16	Kochadhamin	13
Kumarkhand	17	Terhagachh	14
Singheshwar	18	Pothia	15
Kishanganj	19	Thakurganj	16
Alamnagar	20	Purnea East	17
Chousa	21	Krityanandnagar	18
DISTRICT PURNEA (Code no. 11)			Kasba	19
TOWN			Amour North	20
Katihar (M)	I	Amour South	21
Katihar Railway Colony ..	I-R		Baisi	22
Purnea (M)	II	Barhara	23
Kishanganj (M)	III	Dhamdaha	24
Forbesganj (M)	IV	Bhawanipur	25
Banmankhi Bazar	V	Rupauli	26
Araria	VI	Banmankhi	27
Jogbani	VII	Korha	28

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
1	2	1	2
Falka	29	Palojori	7
Barari	30	Dumka	8
Balrampur	31	Jama	9
Kadwa	32	Shikaripara	10
Barsoi	33	Ranishwar	11
Azamnagar	34	Ramgarh	12
Pranpur	35	Jarmundi	13
Katihar	36	Masalia	14
Amdabad	37	Saraiyahat	15
Manihari	38	Kathi Kund	16
DISTRICT SANTHAL PA '	Gopikandar	17
no. 12)		Godda	18
TOWN		Pathargama	19
Sahibganj (M)	I	Mahagama	20
Deoghar (M)	II	Meherma	21
Madhupur (M)	III	Poveyahat	22
Dumka (M)	IV	Sundarpahari	23
Pakaur	V	Boarijore	24
Rajmahal	VI	Jamtara	25
Mihijam (N)	VII	Narayanpur	26
Godda	VIII	Nala	27
Jamtara	IX	Kundahit	28
Jasidih (N)	X	Rajmahal	29
ANCHAL		Barharwa	30
Deoghar	1	Sahibganj	31
Sarwan	2	Barhait	32
Mohanpur	3	Pathna	33
Madhupur	4	Borio	34
Karon	5	Taljhari	35
Sarath	6	Pakaur	36

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
1	2	1	2
Pakuria	37	Bhawanathpur	18
Maheshpur	38	Balumath	19
Hirarpur	39	Chandwa	20
Litipara	40	Latehar	21
Amrapara	41	Manika	22
DISTRICT PALAMAU (Code no. 13)		Barwadih	23
TOWN		Mahuadanr	24
Daltonganj (M)	I	Garoo	25
Garhwa (M)	II	DISTRICT HAZARIBAGH (Code no. 14)	
Hussainabad	III	TOWN	
Latchar	IV	Hazaribagh (M)	I
Netarhat	V	Ramgarh Cantonment	II
ANCHAL		Jhumri Tilaiya (N)	III
Daltonganj	1	Chatra (M)	IV
Chainpur	2	Giridih (M)	V
Lesliganj	3	Kargali	VI
Panki	4	Bokaro	VII
Chhatarpur	5	Bermo	VIII
Hariharganj	6	Jaridih Bazar	IX
Patan	7	Barki Saraiya	X
Bishrampur	8	ANCHAL	
Manatu	9	Barhi	1
Hussainabad	10	Barakatha	2
Moral	11	Bagodar	3
Garhwa	12	Bishungarh	4
Untari	13	Hazaribagh	5
Dhurki	14	Katkamasandi	6
Ranka	15	Ichak	7
Bhandaria	16	Barkagaon	8
Majhiaon	17	Keredari	9

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
1	2	1	2
Tandwa	10	Nawadih	40
Mandu	11	Pirtanr	41
Nagri (Churchu)	12	Bermo	42
Ramgarh	13	DISTRICT RANCHI (Code no. 15)	
Jainagar	14	TOWN	
Gola	15	Ranchi (M)	I
Gumia	16	Doranda (N)	II
Peterbar	17	Lohardaga (M)	III
Kasmar	18	Gumla (N)	IV
Jaridih	19	Khunti	V
Koderma	20	Simdega	VI
Markacho	21	Khelari	VII
Patratu	22	Muri	VIII
Chauparan	23	Bundu	IX
Itkhorl	24	ANCHAL	
Hunterganj	25	Lohardaga	1
Pratappur	26	Kisko	2
Chatra	27	Gamharla	3
Simaria	28	Kuru	4
Gawan	29	Burmu	5
Tisri	30	Mandar	6
Satgawan	31	Bero	7
Jamna	32	Lapung	8
Deori	33	Ratu	9
Dhanwar	34	Kanke	10
Birni	35	Khijri	11
Giridih	36	Ormanjhi	12
Bengabad	37	Silli	13
Gande	38	Angara	14
Dumri	39	Karra	15

Name of Town/Anchal	Code no.		Name of Town/Anchal	Code no.	
	1	2		1	2
Torpa	16	Jorapokhar	VI
Khunti	17	Bhowrah	VII
Murhu	18	Jamadoba	VIII
Bundu	19	Sijua	IX
Sonahatu	20	Loyabad	X
Tamar	21	Gomoh	XI
Erki	22	Kerkend	XII
Bishunpur	23	Katras (including Salampur)	..	XIII
Chainpur	24	Angarpather	XIV
Dumri	25	Tisra	XV
Ghagra	26	Maithon	XVI
Sisai	27	Panchet	XVII
Gumla	28	Kumardhubi	XVIII
Raidih	29	Chirkunda	XIX
Palkot	30			
Basia	31	ANCHAL		
Konbir	32	Govindpur	1
Bano	33	Jharia-cum-Jorapokhar-cum-Sindri	..	2
Kolebira	34	Dhanbad-cum-Kenduadih-cum-Jagta—		
Simdega	35	(i) Revenue Thana Jharia	..	3A
Thethaitangar	36	(ii) Revenue Thana Topchanchi	..	3B
Kurdeg	37	Baliapur	4
Bolba	38	Nirsa-cum-Chirkunda	5
DISTRICT DHANBAD (Code no. 16)			Tundi	6
TOWN			Topchanchi	7
Dhanbad (M)	I	Baghmara-cum-Katras	8
Jharia (N)	II	Chas	9
Sindri (N)	III	Chandankiyari	10
Chaitudih	IV	DISTRICT SINGHBHUM (Code no. 17)		
Dumarkunda	V	TOWN		
			Jamshedpur (N)	I

Name of Town/Anchal	Code no.	Name of Town/Anchal	Code no.
1	2	1	2
Jugsalai (N)	II	Manoharpur	9
Chakradharpur (N)	III	Golmuri-cum-Jugsalai	10
Chakradharpur Rly. Colony	III-R	Potka	11
Chaibasa (M)	IV	Ghatsila	12
Noamundi	V	Dhalbhumgarh	13
Mosabani	VI	Mosabani	14
Saraikella (M)	VII	Chakulia	15
Gua	VIII	Baharagora	16
Maubhandar	IX	Patamda	17
Kharsawan (N)	X	Kharsawan	18
Jhinkpani	XI	Kuchai	19
Ghatsila	XII	Seraikella—	
ANCHAL		(i) Revenue thana Serai- kella	20A
Chakradharpur	1	(ii) Revenue Thana Govind- pur	20B
Goilkerā—		Adityapur—	
(i) Revenue Thana Chakra- dharpur	2A	(i) Revenue thana Serai- kella	21A
(ii) Revenue Thana Mano- harpur	2B	(ii) Revenue thana Govind- pur	21B
Sonua	3	Govindpur (Rajnagar)—	
Chaibasa	4	(i) Revenue thana Govind- pur	22A
Manjhari	5	(ii) Revenue thana Serai- kella	22B
Jhinkpani	6	Chandil	23
Majhgaon	7	Nimdih	24
Noamundi—		Ichagarh	25
(i) Revenue Thana Kolhan	8A		
(ii) Revenue Thana Mano- harpur	8B		

(C)—Corporation; (M)—Municipality, (N)—Notified Area Committee.

Census Circular no. 17.

APPENDIX VIII.

No. A-16/60—1279.

GOVERNMENT OF INDIA.

MINISTRY OF HOME AFFAIRS.

OFFICE OF THE SUPERINTENDENT OF CENSUS OPERATIONS, BIHAR.

FROM

SHRI S. D. PRASAD, I. A. S.,

SUPERINTENDENT OF CENSUS OPERATIONS, BIHAR,

TO

ALL DISTRICT CENSUS OFFICERS/ALL SUB-DIVISIONAL OFFICERS.

New Dak Bungalow Road, Patna, the 8th July, 1960.

SUBJECT.—Monthly Returns of Expenditure for Census work in the district including Subdivisional Officers.

SIR,

I have to invite a reference to the last paragraph of this office letter no. 202, dated the 6th February 1960, and to state that the Monthly Statements of Expenditure are not being received in this office regularly by the date fixed. It is, therefore, to impress upon you that the statements in the prescribed *pro formas* (copy of *pro forma* nos. MR-1 and MR-2 enclosed) must reach this office by the 10th of the following month. The Subdivisional Officers should send the same to the District Census Officer concerned by the 5th of each month who will prepare a consolidated statement for the entire district in the *pro formas* MR-1 and MR-2 and send the same to this office by the 10th at the latest. In case the Sadar Treasury Voucher numbers are not available by that time (for Subdivisional Offices), the Sub-Treasury Voucher numbers only should be quoted. The Sadar Treasury Voucher number may be intimated later on when received. The submission of the Monthly Returns of Expenditure should in no case be delayed in future.

2. The Monthly Returns of Expenditure for the periods ending March, 1960 and June, 1960 should be sent in the prescribed forms by return of post and thereafter the statements should be sent every month regularly by the date fixed.

3. The receipt of this letter may please be acknowledged. Three spare copies of this circular are enclosed.

Yours faithfully,

S. D. PRASAD,

*Superintendent of Census Operations,
Bihar.*

MR-1.

MONTHLY RETURNS OF EXPENDITURE FOR THE DISTRICT.....

Month.....

Unit of appropriation.	1	2	3	4	5	6
	Month.....					
	Expenditure from April to previous month.	Actual expenditure in current month.	Total of columns 3 and 4.	Remarks.		
	Rs.	Rs.	Rs.	Rs.		
1. Pay of Establishment		
2. Allowances—						
(a) Travelling allowance		
(b) Dearness allowance		
(c) Other allowances		
Total of (a), (b) and (c)		
3. Contingencies		
GRAND TOTAL OF 1, 2 AND 3		

.....
District Census Officer,

MR-2.

APPENDIX TO THE MONTHLY RETURNS OF EXPENDITURE

District..... Treasury..... Month.....

Bill no.	Sub-Treasury Voucher number (for Subdivisional Offices only).	Sadar Treasury Voucher number.	Date of encashment.	Pay.	Cost of living allowance.	House rent allowance and other allowances.	Travelling allowance.	Contingency.	Total.
1	2	3	4	5	6	7	8	9	10
				Rs.	Rs.	Rs.	Rs.	Rs.	Rs.
			TOTAL						

.....
District Census Officer.

Appendix A

PROGRAMME OF TRAINING FOR ENUMERATION

(For staff below the rank of Charge Superintendents)

Name of District.....Code no.....

Name of Anchal/Town..... Code no.....

Number of (i) enumerators Regular Reserve Total
 (ii) supervisors

Number of persons included in Supervisors Enumerators
 Batch no. I
 Batch no. II
 Batch no. III
 Batch no. IV
 Batch no. V

Batch no.	Theoretical					Practical						
	Date	Place	Date	Place	Date	Place	Date	Place	Date	Place		
I	2	3	4	5	6	7	8	9	10	11	12	13
II												
III												
IV												
V												

Signature of Charge Superintendent and date.....

Designation.....

Appendix B

CENSUS TRAINING STATEMENT

(For staff below the rank of Charge Superintendents)

Name of District.....Code no.

Name of Anchal/TownCode no.

Batch no.	Date of training class	Whether theoretical or practical	No. of persons who attended the class for								Name and designation of officer who conducted the training	Total no. of forms filled during practical		Steps taken to train the absentees	Remarks	
			1st	2nd	3rd	4th	5th	6th	7th	8th time		Household schedule	Individualship			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	

Total

Signature of Charge Superintendent and date.....

Designation.....

To be sent every fortnight to the S. D. O. and the D. C. O. by each Charge Superintendent from November, 1960 onward.

Appendix C

REPORT ON CENSUS TRAINING FORSUBDIVISION FOR THE FORTNIGHT ENDING.....

Name of Charge	Code no.	Total number of training batches	Number of—		Total number of classes held during the fortnight		Number of persons attending their training for—							
			Super- visors	Enu- merators	Theo- retical	Prac- tical	1st	2nd	3rd	4th	5th	6th	7th	8th time
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15

Name of Charge	Designation of Instructors	Total number of forms filled during practical			Supervision by S. D. O./D. C. O.			Remarks
		Household Schedule	Individual slip		Designation	Date of visit	Total time spent	
1	16	17	18		19	20	21	22

Signature and date.....

Designation

Appendix D

Bihar—Census Form no. 10

ENUMERATOR'S FINAL ABSTRACT
(To be compiled from Enumerator's Abstract on Enumeration pad covers)

Name of District..... Code no.....
 Name of Anchal/Town..... Code no.
 Name of Mauza (Thana no.)/Ward no..... Census Circle no.....
 Enumeration began on..... Enumeration ended on.....
 Number of Census Households_____

100 slips	25 slips

Number of enumeration pads used

Number of enumeration pads wholly unused

N. B.—A separate form should be used for each Mauza, when one enumerator has been appointed to be in charge of more than one Mauza. In all other cases, one form will be required to be filled in for one enumerator.

FINAL ABSTRACT

Pad no.	Number of slips in the pad	Number of slips		Number of persons			Number of literates		
		Used	Cancelled	Males	Females	Total	Males	Females	Total
1	2	3	4	5	6	7	8	9	10
Total	..								

Signature of Supervisor..... Signature of Enumerator.....

Date..... Date.....

Appendix E

CIRCLE SUMMARY

(To be compiled from Enumerator's Final Abstracts)

Name of Mauze/Ward no.	Thana No./ Ward no. (with Enumt.'s Blockno., if any)	Number of Census Households	Number of persons		Number of literates			
			Males	Females	Males	Females		
1	2	3	4	5	6	7	8	9
TOTAL								

Name of District (Code No.) } Census Circle No.
 Name of Anchal/Town (Code No.) }

Checked and found correct.
 Signature of Charge Superintendent
 Date

Signature of Supervisor
 Date

*Names of uninhabited mauzas should also be entered.

Appendix F
CHARGE SUMMARY

Bihar—Census Form No. 12. (To be *compiled from Circle Summaries)

Name of District Code No.
Name of Anchal/Town Code No.

Serial no. of Circle	Number of Census Households	Number of persons		Number of literates		
		Males	Females	Males	Females	Total
1	2	3	4	6	7	8
TOTAL						

*N.B.—1. Enter the circles in serial order in Col. 1.
2. Before compiling this statement, the Charge Superintendent will compare each circle summary with the charge register and with the enumerator's final abstracts in order to make sure that no unit has been incidentally omitted and that enumerator's figures have been correctly posted.

Certified that I have carefully checked the entries made in the Circle Summaries and compiled the above statement therefrom.

Signature of Charge Superintendent.....
Date.....
Designation

Appendix G

FORM OF CHALLAN

(Showing deposit of census papers in Tabulation Office)

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

Name of Subdivision

Serial no.	Name and Code no. of Charge	Number of bags or boxes containing records of the Charge	Number of enumeration pads	Number of household schedule pads	Number of house lists	Number of mauzawar notes/urban area notes	Number of Enumerator's final abstracts	Number of Circle Summaries	Charge of Summary	Number of Circle Registers	Charge Register	Remarks
1	2	3	4	5	6	7	8	9	10	11	12	13

Signature of Despatching Officer.....
Designation.....

FORM OF ACKNOWLEDGMENT

I hereby acknowledge the receipt of.....bags/boxes of census records relating to.....subdivision of the.....district together with challan giving details. The bags/boxes received were found properly closed and sealed. The challan has been verified and found correct.

Signature of Receiving Officer.....

Designation