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CODE
OF
Census Procedure in Bengal
1931

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Part II
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GOVERNMENT OF INDIA

Office of the Superintendent of Census Operations, Bengal



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PART II.—Slip-copying, sorting and compilation.

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* In the interests of economy Chapter V and the Appendix are not printed.

NOTE.—The details of this portion of the Census Code were in type before issue of the orders of Government restricting the number of tables to be prepared. In Chapters III and IV, therefore, the tables do not appear under the numbers which they will bear in the report. The instructions for sorting also were modified in the case of many tables retained, but the modified instructions have not been substituted for those already in type. For these simplified instructions reference must be made to cyclostyled copies. The numbers under which tables given in the report are referred to in this part of the code are shown in resolution of the Government of India, Home Department, L.O. F.-45/43/31-Public, dated the 30th April 1931.

CODE OF CENSUS PROCEDURE IN BENGAL, 1931.

Part II.—Slip-copying, sorting and compilation.

CHAPTER I.—GENERAL.

1. General.—As on previous occasions since 1901 the figures for the final tables compiled at the census will be obtained by the 'slip system'. There are three stages in the process 'slip-copying', 'sorting' and 'compilation'.

2. Slip-copying.—Slip-copying is the preparation for each person enumerated of an individual slip showing such of the particulars recorded in the enumeration book as are required for the tables. Slips are prepared by 'copyists' working in 'squads' under 'supervisors'.

3. Sorting.—Sorting is the successive arrangement of the slips thus prepared according to the details required for the tables to be compiled: it is done by 'sorters' also working in 'squads' under 'supervisors'. Slips thus arranged are counted and the totals entered into 'sorters' tickets.'

4. Compilation.—Compilation is the process of combining the figures in the sorters' tickets to give the totals for the district: it is done by 'compilers'. From the district figures the provincial tables are prepared: this stage of the census operations is known as 'tabulation.'

CHAPTER II. SLIP-COPYING AND SORTING FOR SEX AND RELIGION.

1. Location of slip-copying offices.—Slip-copying will be done at 'slip-copying offices' generally located at the head-quarters of each district. Where a 'central sorting office' is established in a district (see Chapter III, article 1) the slips for that district will be copied there. Where it proves impossible to make local arrangements for slip-copying in any district or part of a district slips for that area will ordinarily be copied in the central office in which they are to be sorted.

2. Accommodation.—Slip copying should be completed within eight weeks to two months. The total period for which accommodation will be required is therefore short and every effort should be made to avoid expenditure on rent of buildings. Spare rooms in Government buildings, vacant police barracks or cantonment quarters, buildings vacated by the settlement department, etc., will be available in most districts. These can be supplemented when necessary in some cases by use of the verandahs of Government offices screened off with the *kanats* of tents or with inexpensive frames of matting. Where rent-free accommodation is not forthcoming it may be necessary to hire houses, but expenditure on rent should be kept to the minimum. Each copyist requires about 20 square feet in which to work and about one copyist is required for every 25,000 of the population. For a population of one million therefore a staff of 40 copyists with 4 supervisors and 4 assistant supervisors would require about 1,000 square feet of space

and could be accommodated in a single room measuring about 25 feet by 40 feet.

3. Furniture.—(1) Copyists and supervisors require very little furniture. According to the nature of the accommodation provided they may require cheap mats or pieces of coarse sacking to sit on: tent durries when they are available in the collector's store may be used for this purpose. The supervisors will require each three boxes with hinged lids and hasps (*see* below article 6 (4)): these will also be later required in the sorting offices and should be early prepared at the rate of one for every 25,000 of the population to be dealt with. In the sorting offices there will be also required pigeon-hole boxes at the rate of one for every 33,000 of the population. They should have six divisions vertically and five or six divisions horizontally. Each pigeon-hole should be $2\frac{1}{2}$ " broad by $3\frac{1}{2}$ " high and need not be deeper than $4\frac{1}{2}$ ". Allowing for partitions as wide as $\frac{1}{4}$ " stamp boxes measuring about 25" by 20" should make boxes with 36 holes: if no boxes as large as these are available the pigeon-hole boxes should contain 30 holes but the dimensions given above must not be reduced. Copyists in rural areas will not require pigeon-hole boxes and can probably more conveniently use baskets or place their slips in heaps on the floor: but those dealing with the slips of towns where there is a greater diversity of population may find them useful. They should be prepared in all districts where slips are to be copied up to the number required for the population to be dealt with. This calculation will be made in the first instance on the census figures of 1921. The pigeon-hole boxes and boxes with hasps will be later sent together with the slips to the sorting offices.

(2) It is expected that furniture for the superintending staff and for the correspondence and accounts establishment will be forthcoming on loan from the collectorate *nezarat*.

4. Staff.—(1) *Superintendence.*—(a) *Officer in charge.*—Slip-copying offices in districts where there is to be no central sorting office will be in charge of the district officer who will ordinarily place in direct charge a deputy magistrate, preferably the district census officer. The qualities required of officers in direct charge of slip-copying offices are energy, reliability and the ability to control and impose discipline on a large temporary staff of casual employees. They should be relieved of all other duties so far as possible and the names of those who manage their offices successfully will be reported to Government at the close of the slip-copying operations.

NOTE.—Where central sorting offices are to be established, slip-copying will be done there under the charge of the deputy superintendents of census, who will be in charge of the sorting offices.

(b) *Inspectors.*—The officer in charge of each slip-copying office will be assisted by an inspector if there are more than six squads of copyists (*i.e.*, if more than $1\frac{1}{2}$ million slips are to be dealt with) or by 2 inspectors if there are more than 10 squads of copyists (*i.e.*, if more than $2\frac{1}{2}$ million slips are to be dealt with). Inspectors may be recruited from the collectorate office if suitable men can be spared, but the experience of 1921 was that men thus recruited were unsatisfactory. Settlement kanungos if available and young graduates directly recruited who have finished their course and have not yet found permanent employment are likely to prove more satisfactory.

(2) *Correspondence and Accounts.*—Each slip-copying office should have a head clerk and accountant and a record-keeper. These men will ordinarily

be deputed from the local collectorate or subdivisional office or from the settlement department.

(3) *Superrision*.—Copyists will work in squads of ten and for each squad there will be a supervisor. Supervisors should have a higher qualification than the copyists and should be able to read and write English. Care should be taken to select suitable men who can be relied upon to control their squads and perform efficiently the duties imposed upon them (*see* article 6(4) below). In some cases junior clerks from the collectorate may be employed but they proved unsatisfactory in 1921. Employees of the settlement department (*e.g.*, *badar amins* or attestation *muharris*), persons previously employed in road cess revaluation or other Government work and direct recruits will probably prove more satisfactory workers than collectorate clerks. Supervisors should be assisted where necessary by assistant supervisors. It is estimated that assistant supervisors will be necessary for about 66 per cent. of the squads. They should be men of the best type of copyist and might be chosen from amongst the supervisor's own squad after they have had time to settle down to the work and show their form.

(4) *Working staff*.—For slip-copyists higher qualifications are not necessary than ability to read Bengali and write it clearly and legibly. They must be hard workers and it is important that they should be men in good health.

5. Pay and conditions of service.—(1) Officers in charge of slip-copying offices will draw the pay of their time scale. Men in Government service who are employed in the superintending, correspondence and accounts or supervising establishments will receive a pay calculated to give them a deputation allowance in addition to the pay of their permanent appointments: men of these establishments who are not in Government service will receive a fixed pay. Copyists will be paid at piece rates and their pay will be calculated so as to provide a wage which in the case of the man just good enough to be kept on will make it just worth his while to stay at the work and will reward the average worker with rather more whilst good workers are able to earn a reasonably generous remuneration.

(2) All employees in slip-copying offices will be filling temporary posts and are not entitled to any holidays except Sundays. Save in very exceptional circumstances no other holidays should be given except without pay.

6. Duties of the staff.—(1) *Officers in charge and inspectors*.—It is important that the arrangements for the copying of slips be completed before the final census. Much preliminary work can be done by the district census officer who should prepare boxes, provide and make ready accommodation, arrange for the deputation of collectorate clerks and take measures for attracting the supervising and working staff which will be required. The officer to be in direct charge of the slip-copying office should be nominated as early as possible and should continue the preparations from the date of his nomination. Whilst slip-copying is in progress the officer in charge and under him the inspectors will be responsible for general discipline, for maintaining an adequate outturn of work, for the accuracy of the work done and for compliance with the rules throughout. He and his inspectors must see that the supervisors carry out strictly the prescribed system of check (*see* article 12 below), and this is one of their most important duties. They should themselves check a number of entries and keep a rote of the result (*see* register F) Officers in charge should check entries in about 10 per cent. of the books and inspectors in as many more as possible.

(2) *The head clerk and accountant.*—The head clerk and accountant will be responsible for correspondence and accounts and the preparation of bills.

(3) *The record keeper.*—(a) The record keeper should be appointed from the 26th February 1931. He should immediately take over and examine the blank slips received, and should arrange them by colours and symbols upon racks or in boxes which he should label with the appropriate designation.

(b) He should be ready to take delivery of and examine and arrange the packages of enumeration books the moment they reach the office. As they are received he should compare the enumeration books with the entries in the charge/circle register in order to make sure that no books are missing. He will maintain register A (see below, page 15) and after checking the enumeration books received he will fill up columns 1 to 3 of this register. In the remarks column of the register he will note separately (i) railway platform, (ii) train, (iii) steamer, (iv) boat patrol, (v) road and (vi) cooli encampment blocks. A separate sheet of the register should be used for each circle. He should then arrange the enumeration books with charge and circle summaries methodically on racks by *thanas* and towns.

NOTE.—It is desired to keep separate the figures for the military and civil population of cantonments. The rules provide for their enumeration in separate enumeration books and in the case of each block within a cantonment a note should be made in the remarks column of register A showing whether it is a 'military' or a 'civil' block. A similar note should be made in the case of the blocks for Fort William and the military areas in Alipore and Dacca.

(c) He will issue to the supervisors the blank slips required for their squads, keeping in register D (see below, page 17) an account of the slips issued for each sex and religion. He will also issue to the supervisors the enumeration books for a charge at a time together with the charge and circle summaries and the relevant sheets of register A and will enter up the details of the issue in register B (see below, page 16). When these papers are returned with the prepared slips he will check the totals in register A and will also verify the number of slips of each kind in at least one of the circle bundles. He will enter up in register B particulars of the return of the enumeration books. He will arrange in serial order the sheets of register A for the whole *thana* and will post the charge totals upon the last page and strike a grand total for the *thana*.

NOTE.—If necessary the record keeper should be given one or two additional assistants for a week or two whilst engaged in receiving and arranging the enumeration books. These additional assistants may later become extra checkers (see article 12 (3) below) if they prove suitable.

(4) *Supervisors and their assistants.*—(a) The supervisor with the aid of his assistant is responsible for the efficient working of his squad. He will procure from the record keeper the enumeration books for a charge at a time with the charge and circle summaries and the relevant sheets of register A. He will issue the enumeration books one at a time to the copyists and will make entries in columns 4 and 5 of register A as he does so. He will draw from the record keeper and issue to his squad the slips required for their work and will keep an account of slips issued in register D (see below, page 17). He will maintain register C (see below, page 16), showing the number of slips copied by each individual. He will also check the accuracy of the work done by his squad (see article 2 below) and will be held responsible for all mistakes discovered by the officer in charge or an inspector. When all the slips for a charge have been copied he will return them to the record keeper with the enumeration books, the charge and circle summaries and the sheets of register A.

(b) He is responsible that under no circumstances are books or slips removed from the office for work at home or any other purpose. Every evening before leaving office each copyist should tie up the slips he has copied, place them inside the enumeration book with a slip bearing his name and hand the bundle over to the supervisor who will return it to him when the office opens next morning.

(c) The supervisor will keep in separate boxes with hinges and hasps (i) copied books and slips not yet returned to the record keeper; (ii) books not yet issued to copyists; and (iii) the bundles of books which are in process of being copied by his squad. He will also have in his custody the balance of slips taken by him from the record keeper and not distributed to his squad.

7. Despatch of schedules to copying offices.—As soon as possible after the census has been taken the enumeration books should be collected and compared carefully with the charge register to make sure that a book has been received for every block, that the descriptive particulars of each book are correctly shown on its cover and that the books are properly arranged in the serial order of blocks and circles. They should then be packed together with the charge and circle summaries and despatched by *passenger train* to the place where the slips are to be copied. If there is any delay in getting in the books for out-lying *thanas* those for the nearer ones should be sent off in advance.

NOTE 1—Enumeration books will ordinarily be collected and compared at subdivisional headquarters, but where expense will be saved or convenience secured the district census officer should make special arrangements for their collection at other centres, *e. g.*, the *thana* head-quarters.

NOTE 2—Enumeration books, etc., for despatch should be packed in stamp and stationery boxes or in the boxes in which forms have been received and which have been kept under instructions already issued.

8. Form of slip.—Each slip will measure about 2" by $4\frac{1}{2}$ ". The slips will be of six different colours, each representing a different religion. Unbleached paper will be used for slips for Muhammadans, white for Hindus, blue for Buddhists, green for tribal religions, red for Christians and yellow for all other religions for which it is not worthwhile having separate slips. Sex will be indicated by symbols, a triangle signifying male and a circle female. Civil condition will be shown by modifying the sex symbol. For all other relevant particulars in the schedule lines will be provided in the slips.

9. Supply of slips.—During January a preliminary supply of slips will be despatched to districts where slip-copying will be done. This supply will be based upon the census figures of 1921. A further supply to bring up the number of slips to the requirements estimated on the provisional totals will be sent during March.

10. Preparation of slips.—(a) The copyist should dispose his blank slips by religion and sex in twelve heaps on his mat or as shown* below in twelve of the compartments of his pigeon-hole box if one has been issued to

		Muhammadan.	Hindu.	Buddhist.	Tribal.	Christian.	Others.
Male	. . .						
Female	. . .						

him In either case the slips for the most numerous religion in the district with which he is dealing should be placed nearest to him. On receipt of an enumeration book from his supervisor he will go through the book and correct the serial numbers in column 2 if they were filled in contrary to rule before the final census. As he does this he will pick up for each person enumerated a slip of the correct colour and with the correct sex symbol and will enter on it the charge, circle, block and serial number. He will place each slip successively face down beside him on his left hand and will tick off the persons entered in the enumeration book as he does so. He will then take the heap of slips which will now be in the order in which the entries occur in the enumeration book and in each he will enter the sect or the religion and sect if the slip is yellow in colour. He will also modify the sex symbol to show civil condition. The slips without modification will be taken to indicate those who are married: for the unmarried a tick (✓) should be put into the sex symbol and for the widowed a cross (×) (see the illustration at the foot of the page). He will then copy into the appropriate line all the entries in columns 7 to 17 of the schedule. As each slip is finished it should be placed face down on the top of the slip previously copied. When the slips have all been prepared they will be in the proper serial order and the copyist should tie them up neatly with string and take them with the book to the supervisor.







(b) With the exceptions of the authorised abbreviations shown in article 11 below the entry recorded in the schedule must be copied in full. A dash (—) will be made in the line for a column in which there is no entry in the schedule.

(c) Copyists will write in pencil and not in ink. An allowance of one pencil weekly to each copyist will be adequate. Clear and legible handwriting must be insisted upon. Mistakes should not be erased or written over but the entry which is wrong must be neatly crossed out and the correct entry written above or beside it.

(d) Household and other schedules in English will be copied in the same language and sorted by a small special staff. Schedules for Sikkim and for the Darjeeling district (except the Siliguri subdivision) will also be copied in English. Other schedules will be copied in Bengali.

NOTE 1.—Slips for Muhammadans, Hindus and Buddhists have no line for the entry of sect: those for Christians, tribal religions and 'others' have a line for the entry in column 4 of the schedule. The sect of Hindus should be entered along the top of the slip. In the case of Muhammadans no entry need be made for Sunnis or in cases where no sect is recorded in the schedule: in the case of Shias the sect should be entered along the top of the slip.



NOTE 2.—Red slips will be used for all Europeans, Anglo-Indians and Armenians even if they return themselves under some other religion than Christian, e.g., as Agnostic, Atheist, Theosophist, etc. The actual entry made should be copied in the line for sect. The entries on such non-Christian red slips will be included in the column 'others' in table XXI but not in table XXII.

	Unmarried	Married	Widowed
Male			
Female			

NOTE 3.—Green slips will be used for all members of aboriginal tribes whose tribe is entered in column 4 instead of a classified religion such as Christian or Hindu. Where religions are found for which no special kind of slip is provided the slip for 'others' must be used. In the line numbered 4 must be entered in red slips the sect of Christians, in green slips the tribal name of aboriginals not professing a classified religion and in yellow slips the name of the religion and sect returned.

NOTE 4.—For tying up the bundles of slips string of jute or other cheap local fibre should be issued to the copyists through the supervisors who should each be supplied also with a cheap knife for cutting it up into suitable lengths.

NOTE 5.—The illustrations below show two kinds of slips for males. No. 1 is intended to refer to a married Hindu male enumerated in the district of his birth and No. 2 to an unmarried Santhali male enumerated outside the district of birth who professes no classified religion but adheres to his tribal beliefs. The numbers in the first line show the serial number of the charge, circle, block and person, and enable the original entry in the enumeration book to be traced. The numbers against the lines correspond to the numbers of the columns of the schedule with the exception of 1 and 3 which are not needed, 4 to 6 which are indicated by the colour and the modified sex symbol on the slip and 18 which will be dealt with separately. Two lines are provided for column 8 to allow the entry of the sub-caste in certain cases. The abbreviations used are explained in article 11, below.

No. 1.	No. 2.
Sakta.	3 : 10 : 24 : 9
4 : 11 : 6 : 21	No.
No.	Santhal
35	4.
7. 	25
Br	7. 
8.	Santhal
Rarhi	8.
E	E
9.	9.
Ukil	Tea garden cooli
10.	10.
L (ag)	—
11.	11.
—	Tea planting
✓	Jalpaiguri
12.	13.
B	Santhali
14.	14.
E/H	B
15.	15.
B/E/5	—
16.	16.
L	—
17.	17.

NOTE 6.—White slips (for Hindus) are printed in red to prevent confusion with unbleached (for Muhammadans). The colour of unbleached and yellow slips is very similar but they are easily distinguishable since the yellow slips have an additional line for the entry in column 4 which is not provided in the unbleached slips.

NOTE 7.—In preparing their slips copyists should not enter on the line numbered 15 the mother-tongue shown in column 14 of the schedule even although it may be entered in column 15 of the schedule.

11. Authorised abbreviations.—The use of suitable abbreviations greatly reduces the writing to be done by a copyist and facilitates sorting, but if they are too numerous there is grave danger of the copyist using a wrong one, of the abbreviations used resembling one another and of the

and classifying the 'p' under a wrong head. For the use of the abbreviations must be reduced to reasonable limits and none must be used except the following :

In column 7 : Where the entry is 'infant' শিশু, or where the age is entered contrary to rule in months and is less than 6 months a cipher may be entered ০ (০) .

In column 8 : the following abbreviations may be used a) for Muhammadans, 'Sh' (শ) 'Say' (সয়) and 'P' (প) for Shekh, Saiyad and Pathan respectively : b) for Hindus as under :—

Caste.	Abbreviation.	
	English.	Bengali.
Brahman	Br	ব্র
Namasudra	N	নম
Bagdi	Bag	বাগ
Gowala	Go	গো
Mahishya (Chasi Kaibartta)	Ma	মা
Kayastha	Ka	কায়
Rajbangshi	Raj	রাজ
Sadgop	Sad	সদ

In column 9 : " E " (উ) and " D " (দ) may be entered for earner (উপার্জনকারী) and dependent (পোষ),

In columns 10 and 11 The following abbreviations may be used : -

Entry.		Abbreviation.	
English.	Bengali.	English.	Bengali.
Landlord, agricultural land .	বিষয় ভোগী (আবাদী জম)	L (ag)	বি (আ)
Landlord, house property .	বিষয় ভোগী (বাড়ীর ভাড়া)	L (hse)	বি (বা)
Landlord, town property .	বিষয় ভোগী (সহর)	L (town)	বি (স)
Cultivator, permanent right .	কৃষক (স্থায়ী স্বত্ত্ব বিশিষ্ট)	C (p)	কৃ (স্থ)
Cultivator, without permanent right.	কৃষক (স্থায়ী স্বত্ত্ব বিশিষ্ট নহে)	C (i)	কৃ (অ)
Agricultural labourer . .	কৃষি মজুর	A. L.	কৃ (মজ)

In column 13: A tick (✓) may be entered if the person enumerated was born in the district where he was counted.

In columns 14, 15 and 16: For 'Bengali', 'Hindi', 'Urdu', 'English' and 'Khaskura' (Nepali) the abbreviations 'B' (ब), 'H' (ह), 'U' (उ), 'E' (ई) and 'Kh' (ख) may be used.

In column 16: The figure 5 (५) may be entered for those shown as having read in class V of a primary school.

In column 17: 'L' (ल) may be written for those who are literate.

12. Checking.—(1) Mistakes made in preparing the slips, if undetected, will be repeated in the final tables and the checking must be as complete as possible. This will be the main duty of the supervisors and their assistants. The first thing to be done is to compare the last serial number in the enumeration book (column 2 of the schedule) with the total population of the block as shown in the circle summary. If any discrepancy is found, the serial numbering must be examined to make sure that it is correct, i.e., that a separate number has been given for each person entered in the enumeration book, omitting those struck out as no longer present on the night of the final census. If the figure in the circle summary is wrong, it should be corrected in red ink and the correction should be initialled.

(2) The supervisor or his assistant will then proceed to compare the entries on the slips with those in the enumeration book, taking care to see that a separate slip has been correctly prepared for each person enumerated. At first every entry in every slip should be checked, and special care should be taken to see that the proper slip has been chosen. The supervisor or his assistant should hold the enumeration book and as the copyist reads from the slips he should tick off in the enumeration book every entry tested by him. A tick against the name in column 3 will mean that all the entries for that individual have been tested. After a little time it will be found that mistakes in the selection of slips and in noting age, caste, etc., become very rare. The supervisor can then concentrate his attention on entries where experience shows that errors and omissions are most likely to occur, such as birthplaces outside the district of enumeration, entries of the languages spoken and languages of literacy, record of standard of education reached and lengthy names of occupations. Such entries should invariably be tested where they occur.

(3) Care must be taken to prevent the checking from falling into arrears. Delay makes copyists careless, causes confusion and an accumulation of books and slips with the supervisors, delays sorting and generally interferes with the proper routine of the office. Where checking tends to fall into arrears it is often due to the fact that the supervisor dawdles over the work and lets the copyist read out slowly a lot of unnecessary matter such as the serial number at the top and the column numbers which need be mentioned only for the occupation columns. Where all the persons entered in a book are of the same religion it is sufficient to say so once for all. And it can be taken for granted, when no entry is read out for civil condition and for column 13, 16 or 17 that the person is married and was born in the district of enumeration, is illiterate or does not know English as the case may be. Where the outturn is large it may be found that the supervisor and his assistant are unable to keep up with the copyists. As soon as the outturn of a squad exceeds an average per man of 500 slips a day the supervisor and his assistant need help. They should have an extra checker for one day in

the week when the average of the squad for the week before exceeds 500, and when the average over this same period exceeds 560 or 620 the extra checker should be allowed for two or three days in the week respectively and so on proportionately. The officer in charge should recruit men sufficient to supply extra checkers at this rate. Should the work of checking fall into arrears the supervisor and his assistant should not check successively the slips of more than one book done by the same copyist. Copying is tiring work and the short time spent in reading over the slips after a book has been copied comes as a relief to the copyist.

(4) Trivial mistakes in copying may be corrected at once if they do not exceed 1 per 100 slips. If they are more numerous the copyist should be sent back for an hour to revise all his slips. If deliberate omissions are detected (such as failure to record birthplace outside the district, or more than one of the languages spoken or languages of literacy, or lengthy occupations) every item in the book must be compared and the copyist will get no payment for the work. After checking, the supervisor will enter in register A the date of receipt of the books in column 6, the total number of slips for each block in column 10 and the correct number of houses in column 7. The entry in column 10 of register A must be checked with the circle summary and discrepancies reconciled.

NOTE.—Some of the methods commonly resorted to by dishonest copyists under the piece-work system are given below :—

- (i) The removal of small enumeration books or of loose schedules for home copying.
- (ii) The omission of entries in the middle of books in order to get credit not due and remuneration for the number of slips corresponding to the total figure shown in the summary.
- (iii) Writing up slips partially and taking them home to be completed by guess or probability without the enumeration book. Next day on returning marks are made where the books differ from the slips and when the slips are checked the copyist reads out the entries in the book which are not however the entries in the slips.
- (iv) Changing the entries in the enumeration book so as to facilitate copying or save the copyist the trouble of getting a fresh stock of a particular kind of slip of which he has run out.

13. Correction of mistakes in schedules.—(1) Supervisors may be authorized to correct very obvious mistakes in the schedules, *e.g.*, if entries are made for infants in column 10 or 17. But no alteration must be made when it is merely a matter of opinion, *e.g.*, whether a married woman should be entered as an earner or dependent.

(2) Occasionally a column will be found to have been left blank by the enumerator. It is better in such cases to fill it in with reference to the indications furnished by the other columns than to relegate the person concerned to the head "not returned." Supervisors may therefore fill in blanks in the following cases :—

- (i) If column 4 is blank, it should be filled in with reference to the caste of the person concerned, the religion and sect of other persons on the same page, etc. In the case of Indian Christians, if the sect is not shown, it should be assumed to be that of the Mission at work in the district and village of enumeration.
- (ii) If the sex is not given, it may be judged from the name and occupation.
- (iii) If column 6 is blank, except in the case of Europeans, Armenians and Anglo-Indians, males under 16 should be assumed to be unmarried, between 16 and 50 married, and over 50 widowed. For females the corresponding figures will be 14 and 40. In

the case of Europeans and Anglo-Indians they will be 30 and 55 for males and 22 and 50 for females.

- (v) If column 7 is blank, persons who are literate should be assumed to be some age over 12 and those who are workers over 15. The married, unmarried and widowed should be assumed to be between the ages noted above.
- (i) If column 8 is blank, the caste of the head of family or of the other occupants of the house may be entered; failing that, the occupation may be taken as a guide.
- (vi) If columns 9 and 10 are both blank, or if column 9 contains the entry "earner" and column 10 is blank the person will be treated as an earner or as a dependent, as may seem most probable, having regard to his age, sex and caste, and the occupation of the head of the family. The occupation to be entered in column 10 will be that of the head of the family or the usual occupation of the caste.
- (vii) If column 13 is blank a tick (✓) representing the district of enumeration will be entered unless the name or mother tongue or other particulars in the schedule such as the recorded relationship to some other member of the family or the nationality give reason to doubt the propriety of such an entry. In these cases a dash only (—) should be entered.
- (viii) For column 14, the language of the district will be shown, unless a clue is furnished by the birthplace and caste columns.
- (ix) If column 16 is blank, the person will be assumed to be illiterate.

(3) Where the above indications are not available, the entries should be assumed to be the same as those for the preceding person of the same sex.

NOTE.—The procedure here indicated does not apply to doubtful entries of the kind referred to in Chapter III, Article 13. These will be dealt with at a later stage in the manner there prescribed.

14. Special slips for infirmities.—(1) The column for infirmities comes at the end of the schedule and is usually blank. Experience shows that it is safer for these entries to be dealt with separately. A few special copyists should be employed in a separate squad under a selected supervisor. Each man should be given the books of a whole circle at a time, and should enter on a slip for the correct religion and sex for each person suffering from an infirmity (a) the serial number of the charge, circle, block and person; (b) the age; (c) the caste; and (d) the infirmity. The last mentioned entry can be made in the last line of the slip. If a person is suffering from more than one infirmity both or all can be entered with a dash between each. The work done by these men should be checked very carefully, both to see that no infirmities have been overlooked and also to ensure that each entry is made on a slip with the proper sex symbol. After passing the slips as correct the supervisor should sort them by sex and infirmity being careful to keep the slips for any given block together. The results for each circle should be posted in register E (see below, page 17) which should be totalled by the supervisor for each charge. Persons suffering from more than one infirmity must be entered in the column of register E for each infirmity. The slips referring to them must be transferred after the entry of the first to the bundle of slips for the second infirmity and as he does this the supervisor will make a note at the foot of register E showing that the person concerned has been shown in more than one column, e.g., 'one male, blind and a leper, is shown in the register in both columns.'

(2) The slips for each infirmity for each charge should then be put together and tied up. On the top of each bundle should be placed a label showing the district and *thana*, the number of the charge, the infirmity, the sex and the total number of slips.

NOTE 1.—In spite of instructions to the contrary it will sometimes be found that entries are made in the infirmity column contrary to instructions, e.g., '*adhapagal*', '*kana*', etc. In such cases the matter should be referred to the officer in-charge of slip copying. As a rule such entries will be left out of account, but sometimes the word used may be ambiguous, e.g., the word '*kana*' though meaning strictly 'one-eyed' is sometimes loosely used to describe persons blind of both eyes. In such cases the entry should be recorded and reference made to the local officers concerned to ascertain the true facts.

NOTE 2.—It should be made quite clear that infirmity slips are written for persons suffering in addition to the slips which are copied for them along with those for healthy persons.

15. Census of boats.—The supervisor of the squad copying infirmity slips will also examine the block list in each enumeration book. In the remarks column he will find the number of small boats. He will find the particulars of large boats entered in column 3 of the block list if they are occupied and in the remarks column at the end if they are unoccupied. He will count up the numbers and enter them by their local name under their appropriate headings in register X (*see below*, page 19).

NOTE.—Whilst he is compiling this information the supervisor will also total the number of dwellings shown in column 3 of the block list as shops. Where houses at first recorded in the block list as shops have subsequently been scored through as 'empty' they will also be taken into account. The totals for each block will be entered in a foolscap manuscript form as follows:—

Register Y.

Last of shops.

District	Thana	Charge	Circle	
Block No.	Number of shops.			Remarks.
	Occupied.	Un occupied.	Total.	
	1	2	3	4

A fresh page of this register will be taken to each circle. The registers after check will be sent on completion for each district direct to the personal assistant to the superintendent of census operations and not to the officer in charge of slip-copying.

16. Sorting by sex and religion.—(1) It is necessary for administrative purposes to prepare a table showing the population of each mauza by sex and religion. It is also essential before the slips are thrown together for large areas that their exact number should be accurately known. After the slips for an enumeration book have been checked and the

checking passed by the officer-in-charge or inspector, the supervisor or his assistant will sort them by sex and religion, count the number of slips of each kind and enter it in his register A. If the total in column 10 does not agree with the last serial number in the enumeration book the slips must be recounted. If a discrepancy still exists they must again be compared in detail with the enumeration book.

(2) The sorting and counting of the slips for the purpose of this register must be checked very carefully. The greatest care must also be taken to see that the figures are correctly added up. This preliminary sorting and the figures compiled from it form the foundation on which the whole of the subsequent operations are built and it is essential that no loophole of any kind be left for mistakes.

(3) The sorted slips should be placed in pigeon-holes, a separate set being used for each circle of which the enumeration books have been issued to copyists. When all the slips for a circle have been copied, checked and sorted and the entries for each block made in register A, the slips in each pigeon-hole should again be counted and the number compared with the corresponding total in register A. The slips should then be tied together and a label placed on the top showing (a) district, (b) *thana* or town, (c) charge number, (d) circle number, (e) the number of slips in the bundle, and (f) the religion and sex to which they refer. The various packets of slips for a circle must be tied up into a circle bundle and placed with the enumeration books of the circle. When this has been done for all the circles in a charge the bundles will be arranged in the serial order of the circles and returned to the record keeper with register A duly totalled by circles and for the charge.

NOTE 1.—When pigeon-hole sets are short especially when rural areas are being dealt with the supervisor may use two small baskets in which to keep the slips for each circle until the circle totals are available. In one basket he will put slips for males, tied up in different colours and in the other those for females and so keep them till the total for the circle can be checked by the second count. Pigeon-hole sets should however be used when they are available.

NOTE 2. Members of the Brahmo, Aijya and Dev Samaj will be included amongst the Hindus, and slips for them will be included in the totals shown in columns 13 and 14 of register A. Slips for Jains and Sikhs, however, will be included amongst 'others' and the numbers entered in columns 21 and 22.

17. Inspections and progress reports.—(1) It is essential that slip-copying be very closely supervised. Inspection is one of the most important duties of the officer-in-charge and his inspectors. Amongst other details the following points call for very careful inspection:—

- (i) Are the slips correctly prepared?
- (ii) Is the writing clear and legible?
- (iii) Are the abbreviations used only those which are authorised (*see* above, article 11)?
- (iv) Is comparing carried out in strict accordance with the rules (*see* above, article 12); and is the checking up to date?
- (v) Is the sorting by sex and religion up to date?
- (vi) Is register A correctly kept up?

(2) In addition to register F which will be maintained by officers in charge and inspectors (*see* above, article 6) a weekly summary of the work done will be prepared in register G (*see* below, page 18). This register

will be prepared every Monday morning and transmitted not later than the next day to the provincial superintendent who will use it in preparing an abstract for submission to the Census Commissioner.

(3) District officers are requested to conduct inspections of the slip-copying offices when possible and to call for and regularly examine register G.

18 Despatch of slips and registers to central offices.

As soon as the slips of an office have been prepared, checked, sorted and posted in register A they should be carefully packed and sent together with the registers, kept in the slip-copying office direct to the central sorting office which will deal with them. The slips will be in circle bundles which should on no account be broken. They may be sent in the boxes with hasps and hinges which have been prepared (*see above*, article 3), for use in the slip-copying office and will be required again in the central office. Boxes in which the slips were received from the press may also be used if the boxes with hasps and hinges prove insufficient or if the provincial superintendent or the deputy superintendent of the central sorting office requires that slips for some charges shall be sent before the slip-copying office finished its work. The contents of each box (name of the district and *thana*, number of the charge and numbers of circle bundles) should be clearly written on a piece of paper packed in each box on the top of the written slips. The enumeration books should be carefully stored in the district office when the slip-copying office has closed until the compilation of the tables is complete and there will no longer be any necessity to refer to them. It should be noted that under section 12 of the Indian Census Act (X of 1929) these books are not open to inspection or admissible as evidence in civil proceedings.

19. Draft of pay bills for the staff of slip-copying offices.— (1) Pay and establishment bills for men on fixed pay should be drawn separately from the pay of those working at contract rates, and presented for payment on the first day of the month in arrears.

(2) For the working staff bills will be drawn on the 15th day of the month for the copying work of completed circles only. The supervisor will total register C for each copyist omitting figures for circles incomplete on the evening of the 14th which he will carry over to the next month. He will then draw up a statement of the number of slips copied by the men of his squad and the amount earned by each and pass it on to the accountant with a statement of the circles for which the bill is to be drawn. The accountant will check the total number of slips copied as given to him by the supervisor with the total number of slips copied entered in register A against the circles mentioned in the statement of the supervisor. If he finds that the totals agree he will place his initial in the remarks column of register A against the circle totals so that the same circle may not be billed for again and will draw up the bill. In signing the bill the officer-in-charge will satisfy himself that this initial appears in the remarks column of register A against every circle for which the bill is drawn. The officer drawing the bill and the accountant preparing it are thus made responsible that the correct number of slips is billed for from each squad, and the supervisor is responsible for the correct distribution of the amount earned by the squad among the individual copyists.

REGISTER B.—Issue and return of enumeration books *see article 6 (3)).*

Name of thana.	Number of charge.	To whom issued.	Date of issue.	Signature of supervisor.	Date of return.	Signature of record-keeper.	Remarks.
1	2	3	4	5	6	7	8

This register will be kept by the record-keeper.

The enumeration books should be issued for a charge at a time, together with the charge and circle summaries and the corresponding sheets of register A. The supervisor should sign his name in column 5 when he receives the books and connected papers, and the record-keeper in column 7 when they are returned to him with the completed slips. Not more than two charge-bundles should be with a supervisor at the same time; he should always return one of the two bundles before another is issued to him.

REGISTER C.—Work done by copyists *see article 6 (4)).*

Name of copyist						
Date.	HOUR OF		DETAILS OF SLIPS COPIED.			Remarks.
	Arrival.	Departure.	Specification of book.	Number of slips in each book.	Progressive total.	
1	2	3	4	5	6	7
14th March . .	10-25	5-33	{ 2-3-14 2-4-3	225 211	436	
15th „ . .	10-21	5-37	2-4-12	311	311	
16th „ . .	10-23	5-40	{ 2-5-7 2-5-11	23 2-7	747 438	
					1,185	

Each supervisor will keep this register for his own squad.

A separate page should be allowed for each copyist.

The entries in columns 4 and 5 will be taken from register A.

The first figure in column 4 represents the charge, the second the circle, and the third the block number.

**REGISTER F,—Testing by Officer-in-charge
Inspectors**

[illegible]

The officer-in-charge and inspectors (if any) will each keep this register in their own hand.

REGISTER G.—Weekly Summary of work.

[illegible]

This abstract should be prepared every Monday morning, and transmitted not later than the following Tuesday to the provincial Superintendent, who will prepare and forward to the Census Commissioner an abstract for the Province showing—(1) total number of copyists, (2) number of slips copied and (3) daily wage per head. Columns 2, 3, and 4 can be obtained from register C and columns 6 to 9 from register F. Other inspecting officers should make entries for themselves in columns 10 and 11 before leaving after their inspection.

REGISTER X. Census of boats (see article 15).

District..... Thana..... Charge No.

Circle number.	Local name of vessel.	Cultivators' small boats.		BIG BOATS USED FOR CARRYING PASSENGERS OR FREIGHT.												Maunderage not given.				Steamers and other mechanically propelled vessels.				Remarks.
				Others of less capacity.	Others of more than 50 capacity.	100-300.	300-500.	500-1000.	1000-1500.	1500-2000.	2000-3000.	More than 3000.	Big.	Small.	15	16	17	18	19					
1																								

This register will be kept by the supervisor of the squad copying infirmity slips.
 A fresh page will be taken for each circle and a fresh sheet for each charge.
 The local name need be entered only for big boats (over 50 maunderage capacity).

CHAPTER III.—SORTING.

1. Central Offices.—There will be five central offices at each of which between 7 and 12½ million slips will be copied. They will be located as under :—

(a) In Government Buildings—

At Berhampur	Settlement Buildings.
At Rajshahi	Settlement Press Sheds.
At Barisal	Old Police Barracks.

(b) In rented accommodation—

At Dacca	Susung Villa.
At Konnagar (District Hoagly)	Hatirkool Mill.

NOTE.—Accommodation for sorters is calculated at 25 square feet for each man. Accommodation must be provided for a record room and for the superintending and general staff, as well as for the staff which will be engaged in compilation (see Chapter IV). Space required for record rooms can be reduced if the enumeration books for the district in which the central office is located are kept in the district record room.

2. Date of opening central offices.—Central offices will be opened from the 1st March 1931. Slips for some districts will be copied in all the sorting offices and the record keeper will join at once and will take over the duties detailed in Chapter II, article 6(3). The deputy superintendent who will be in charge of sorting will also take over charge at once and will assemble and train men for both slip-copying and sorting.

3. Furniture.—Furniture for the superintending and general staff, as well as tables for the compilers, should be obtained if possible from the collectorate on loan. Where nothing is forthcoming from the collectorate it must be hired or purchased locally. It may be possible on the completion of sorting to dispose by sale of any furniture purchased, but deputy superintendents should endeavour to hire furniture where the cost of hiring is likely to be less than the loss on resale of furniture bought. Each sorter should be given in addition to his two boxes of slips (see article 8, below) a mat, a piece of cloth or sacking, or old collectorate durries, etc., to sit on and a pigeon-hole box with a piece of board to cover it without disturbing the slips whenever he leaves office. A sufficient number of mats (used by slip-copyists) will be forthcoming from the districts where slips have been copied (see Chapter II, article 3, above).

4. Staff.—

(1) *Superintendence*—

(a) *Deputy Superintendents.*—Each office will be in charge of a deputy superintendent of census. These officers will ordinarily be deputy collectors of about 6 years' service. The qualities required of deputy superintendents are trustworthiness and reliability, energy and the capacity for hard work, the habit of exercising authority and ability to control and enforce discipline upon a large staff of temporary casual employees.

(b) *Sub-deputy superintendents.*—When sorting is in full swing the deputy superintendent will be assisted by a sub-deputy superintendent who will ordinarily be a settlement kanungo if available.

(2) *General Staff*—

- (a) *Ministerial employees*.—The ministerial establishment of each sorting office will consist of a head assistant, a record-keeper, an assistant and an accountant. Wherever possible these men should be recruited by deputation from the collectorate or other government offices.
- (b) *Inspectors*.—There will be one inspector for every five squads of sorters. When suitable men can be got the inspectors may be drawn from the collectorate and other government offices, but in general in 1921 inspectors thus recruited were not satisfactory and it will probably be better in most cases either to secure the deputation of junior settlement kanungos where available, or to recruit directly young men who have completed their education but have not yet found permanent employment.

(3) *Working staff*—

- (a) *Supervisors*.—Each squad of sorters will be under a supervisor but no assistant supervisors will be required as for slip-copying. The most satisfactory slip-copying supervisors will probably make suitable sorting office supervisors.
- (b) *Sorters*.—The number of sorters in each office will depend upon the accommodation available and the number of boxes of slips (*see* article 8, below). Ordinarily it will be about 30 per million of the population dealt with. Accuracy and reliability are essential qualifications. Assistant supervisors of the slip-copying offices and the most trustworthy and satisfactory slip-copyists will probably furnish a nucleus for the sorting staff. Proficiency in English is not needed from sorters who are not dealing with slips written in English [*see* Chapter II, article 10(d)].

5. Pay and conditions of service.—(1) Deputy superintendents will draw their time-scale pay *plus* a deputation allowance of Rs. 100. Sub-deputy superintendents and such of the general staff as are recruited by deputation from government service will receive a pay calculated to give them the pay of their permanent post *plus* a deputation allowance of Rs. 20 per cent. Direct recruits to the general staff will be paid at monthly rates. Supervisors and sorters will also be paid at monthly rates and will be liable to fines for defective or insufficient work.

(2) All employees in the sorting offices will be holding temporary appointments and are not entitled to any holidays except Sundays. Save in exceptional cases for special reasons deputy superintendents should not allow leave and where it is allowed it must be without pay.

6. Duties of staff.—(1) The deputy superintendent and under him the sub-deputy superintendent are generally responsible for discipline, for the accuracy of the work done in the office and for the maintenance of an adequate outturn of work. They should watch the supervisors and their sorters at work and satisfy themselves that their methods of work are efficient and that they understand and carry out the rules. In particular they must see that the supervisors obey the rules laid down for testing the work of their sorters (*see* article 12, below): unless they do this there is certain to be wholesale fudging. They will also carry out the testing prescribed in article 12. The deputy superintendent will deal with doubtful entries as indicated in article 13.

(2) The duties of the general staff should be laid down in detail for each sorting office by the deputy superintendent in charge. A distribution of some of the duties is given below—

(a) The head assistant will be generally responsible to the deputy superintendent for the efficiency of the general staff, for correspondence and for the prompt submission of returns, etc.

(b) The record-keeper upon receipt of the slips despatched in accordance with Chapter II, article 18 (*see* page 13, above) will make up the slips into boxes for sorting (*see* article 8, below), and will affix to each box a label in form H (*see* below, page 32) on which he will enter at once the number of the box and later when the slips have been counted the number of slips of each category which it contains. He will maintain a register in form I (*see* below, page 33) showing how the slips for each thana have been distributed. When the supervisor brings to him the sorter's tickets for a thana after having checked and passed them, he will check the addition on the tickets (both horizontal and vertical) and will compare the total with the corresponding figure in register A. If he finds no discrepancy he will initial the entries concerned in the supervisor's register J; if he finds any discrepancy which cannot be at once cleared up he will inform the deputy superintendent.

(c) The inspectors will each be responsible for a specified group of squads and it will be their duty to conduct a continuous check and test of the work of their squads along the lines prescribed for check and test by deputy superintendents. They should be mainly employed in testing the sorting of bundles of slips already passed as correct by the supervisors and will initial all tickets checked by them.

(3) Each supervisor is responsible for instructing his sorters fully before they begin sorting for each table in turn. He must also watch them at work to see their methods of sorting and must correct at once any misunderstandings which may arise. He may also be able to improve their methods of sorting so as to increase their speed or accuracy. He must always be ready to explain difficulties and to answer questions put to him. He will maintain a register in form J (*see* below, page 34) showing the boxes in the hands of each sorter with the slips contained in them and the date on which sorting for each table was completed. He will conduct the tests laid down in article 12(1), below, and will be held responsible for any errors detected by the deputy or sub-deputy superintendent or his inspector. On completing his test the supervisor will sign the sorter's ticket as a token that it has been passed for tabulation and will enter in a register to be maintained in form K (*see* below, page 35) the work done by his sorters, giving the date and hour at which sorting for one table is finished and that for another is begun. When he has tested and passed all the tickets for a thana he will arrange them in order, tie them up together and take them to the record-keeper who, after check will pass and initial the entries concerned in the supervisor's register J. The supervisor will then take the tickets for which the record keeper has initialled the entries in register J and will make them over to the compiler who is to deal with them (*see* below, Chapter IV).

7. Unit of sorting.—The unit of sorting will be the jurisdiction of a police-station in rural areas. Separate figures for the population by sex and religion in towns are available from register A prepared at the time of slip-copying and separate figures for other towns than those given in the list below will not be compiled for table VII and following tables. In addition to the towns mentioned in the list the wards of Calcutta city will also be treated as separate sorting units but other towns will be placed with the adjoining rural area in the same sorting unit.

Howrah.	Bankura.
Dacca.	Madaripur.
Bhatpara.	Mymensingh.
Titagarh.	Kharagpur.
Garden Reach.	Santipur.
Chittagong.	Champdani.
Burdwan.	Rajshahi (Rampur-Boakia).
South Suburbs of Calcutta.	Brahmanbaria.
Serampur.	Naihati.
Baranagar.	Rishra-Konnagar.
Narayanganj.	Bally.
Hooghly-Chinsura.	Jamalpur.
Midnapur.	Kamarhati.
Barisal.	Barrackpur with Barrackpur Cantonment.
Berhampur.	Krishnagar.
Asansol.	Darjeeling with Jalapahar and Lebong Cantonments.
Comilla.	Bhadreswar.
Budge-Budge.	Tollygunge.
Serajganj.	

8. Making up boxes for sorting.—(1) On receipt of the slips from the slip-copying offices under the provisions of Chapter II, article 18 (or transferred from the slip-copying department if both slip-copying and sorting are being done in the same office) they will be made up into boxes for sorting. Each sorter will receive two boxes and will sort the slips in each of them for each table in turn: when he has completed the sorting of one box for any table he will proceed to sort the other box for the same table whilst his sorting of the first box is being examined and tested. The number of slips in each box may be different but in both boxes will ordinarily be about 85,000. This number will necessarily be liable to modification according to the nature of the entries on the slips: slips for Hindus generally take longer to sort than those for Muslims, and in towns where castes, birth-places and occupations are numerous the number should be much smaller than in rural areas where the reverse is the case.

(2) The slips for each religion and sex should be kept separate: for instance those for Hindu males and Hindu females should be placed in separate boxes. Where the slips of any category are distributed over two boxes the same distribution should be made for both sexes, *e.g.*, if in a thana

with 30 circles the slips for Hindu males in circles 1-16 are placed in one box and those for circles 17-30 in another, the slips for Hindu females for circles 1-16 and 17-30 should be similarly divided and put into two separate boxes. In cases where the slips of any given denomination are not sufficiently numerous to fill a box by themselves, several different kinds of slips appertaining to the same thana may be placed in the same box, but those of each kind should be placed separately in cloth bags and sorted one kind at a time. Except in the case of Calcutta and its suburban municipalities, Howrah and Dacca, the slips for Christians and for each of the different religions for which yellow slips (for 'other religious') were used may be thrown together for the whole district and made over to a specially selected sorter who knows English and has been carefully instructed as to the names of the different Christian sects and 'other religious'. Slips for Buddhists (except in the Darjeeling, Chittagong and Chittagong Hill Tracts districts) and for 'tribal religions' (except in the Birbhum, Bankura, Midnapur, Dinajpur and Jalpaiguri districts) as well as the special infirmity slips can be similarly thrown together for the whole district.

NOTE 1.—The object of dividing the slips so that slips for females of any given area are kept in the same groups as slips for males of that area is to facilitate the very valuable check which can be applied at an early stage of sorting by a comparison of the balance of the sexes. It renders possible for any group of circles an immediate comparison of the number, *e.g.*, of married males with the number of married females, the number of male Brahmans with the number of female Brahmans, etc. In certain areas where the population is largely immigrant or there is some other immediately apparent reason there will be a great preponderance of males over females: but in a rural area or a mufassal town where reasonably large numbers are considered there will ordinarily be only a slight preponderance of males, and the appearance of a large difference between any such pairs of figures will indicate that there has been a mistake in sorting.

NOTE 2.—The following is an example of the manner in which a sorting unit might be dealt with which contained:

Hindu males	28,000
Hindu females	28,500
Muslim males	21,000
Muslim females	21,500
Christian males	250
Christian females	250
'Other' males*	350
'Other' females	150
<hr/>	
Total	100,000
Number of circles	40

* The uneven balance of the sexes might be due to the fact that the numbers dealt with are not larger but is more probably due to the fact that the 'others' are immigrant traders (Jains and Sikhs) who have left their wives at home.

There is work here for three sorters and six boxes are to be made up. They might be filled thus—

For first sorter	Box 1 Muslim males (circles 1—40)	21,000
	Box 2 Hindu females (circles 1—15)	13,250
For second sorter	Box 3 Muslim females (circles 1—40)	21,500
	Box 4 Hindu males (circles 1—15)	13,000
For third sorter	Box 5 Hindu males (circles 16—40)	15,000
	Box 6 Hindu females (circles 16—40)	15,250

The Christian and 'other' slips are thrown with those for other sorting units in the district and go to separate sorters. These three sorters have 34,250, 34,500 and 30,250 slips to deal with but the first two will probably finish as soon as the third since the slips for Muslims will prove easier to deal with than those for Hindus, especially in the tables in which caste is concerned.

(3) When the boxes have been made up they should at once be labelled with the label in form H, numbered serially for the whole office and entered in the record-keeper's register I. At this stage the number of slips should not be entered in the label and should be entered in register I in pencil only: it will be entered in the label and inked up in register I when the slips have been counted and found to agree with register A (*see* below, article 9).

NOTE.—At the last census the number of slips was entered at once in pencil on the labels. By mistake in one instance 21,000 was entered for 23,000. The sorter counted and found 23,000 but hid 2,000 in order to avoid the trouble of adjusting the figure. The record-keeper refused to pass the total and much time was wasted before the sorter admitted what he had done and produced the missing slips. The present provision is intended to prevent such occurrences.

(4) The object of leaving the same boxes with a sorter from the start to finish is to reduce work in the record room and prevent the trouble and confusion which must result if the slips are transferred periodically from one man to another. Some little time is taken up in teaching the sorters how to deal with each table in turn, but when they have been taught how to sort for one table it will be found that they very quickly learn how to sort for the subsequent tables also. Each sorter necessarily knows the total number of slips in his boxes and care must be taken to prevent the fudging of totals. By far the best way is for the inspector to remove a few slips from the box before or during the sorting of a table, tie them up carefully with a slip showing what box they came from and when, and keep them in a locked office box until the sorting for that table is finished.

9. Counting the slips.—The boxes should be made up on the basis of the figures in register A. The first duty of the sorter will be to count the number of slips in each circle bundle. When he has done this for all the circles in a box, he will hand a note of the number of slips in each circle to his supervisor, who will compare it with the corresponding entries in register A. If any discrepancy is found which a recount fails to remove the orders of the deputy superintendent should be taken. If it cannot be otherwise reconciled the slips must again be compared with the enumeration book. Any case in which slips of a wrong category are found in the bundles should be brought at once to the notice of the supervisor who will report it to the deputy superintendent. Supervisors and sorters should be instructed to take particular care to look out for slips that have been so misplaced; otherwise the mistake is not detected until the slips are sorted for a table. When the figures have been passed as correct the separate circle bundles need no longer be maintained: all the slips of the same sex and religion can be thrown together. The necessary corrections, if any, should be made in register A which should then be finally totalled and the figures entered in the form of abstract of register A. For all towns separate figures for males and females in each of the religions for which slips for 'others' have been used are required for table V, and a footnote giving them should be put by the supervisor at the foot of register A. This is not necessary in rural areas.

NOTE 1.—At this stage the box label will contain no entry of the number of slips of each kind, but as a further precaution and to prevent fudging by surreptitious reference to register A the inspector should take a few slips of each category from each box and keep them by him till the sorter has counted his slips.

NOTE 2.—In some cases it was found in 1911 that the detailed entries in register A were corrected but the totals were left unaltered. Special care must be taken to see that the totals have been revised throughout.

NOTE 3.—The deputy superintendent may give a general authorisation to supervisors to correct mistakes of the following kinds in register A —

- (i) Obvious mispostings, *e.g.*, when the number of slips for Hindus is shown in the column for Muslims in a particular circle.
- (ii) Errors in sorting when the total number of slips is not affected, *e.g.*, when two male Hindus are in excess and two female Hindus in deficiency; in such cases it may be assumed that the female slips will be found in the bundles for males.
- (iii) When the actual number of slips is found greater than the number entered in register A by 20 or less in a circle.

In other cases discrepancies should be reported to the deputy superintendent for orders. When the number of slips is less than that shown in register A the deficit may be due, as in the case of an excess, to miscounting or a mistaken entry in register A, or may be due to some slips having been lost. The deputy superintendent should first find out whether there is a net deficiency in the total of slips for the circle. If there is none and the deficiency in a particular category is less than 20 he may allow register A to be corrected. If there is a deficiency in the total as well as in the particular category he may make up the deficiency in the particular category, not being more than 20 slips, by copying out duplicates of that number of slips taken from the bundle at random and adding them to the bundle. This should not be done so as to increase the total number of slips for the circle by more than the net total deficiency. In cases not covered by these provisions it is likely that more than 20 slips have been lost and reference should be made to the district officer concerned asking him to refer to the original enumeration books.

10. Preparation of mauza tables.—(1) As soon as the boxes of slips have been made up for sorting, mauza totals will be struck in register A in red ink. These totals will be posted in the mauza tables which will be in the same form as register A except that columns 1—6 will be replaced by two columns for the jurisdiction list number and name of mauza. Whereas register A was made up for the charge, the mauza tables will be made up for the police-station. The mauzas will be entered in the order of their jurisdiction list numbers by a muharir who will have the jurisdiction list before him and will follow the spelling given in it. Uninhabited mauzas will be entered in their order among the inhabited mauzas. Before the word “uninhabited” is entered against any mauza the census mauza register (*see* Code of Census Procedure in Bengal, Part I, Chapter III) will be examined to make sure that the mauza is really uninhabited and that it has not happened that a block for it has been included by mistake in another mauza. The pages of the mauza tables will be arranged police-station by police-station and subdivision by subdivision and will be bound district by district. Each volume should be paged and furnished with a table of contents showing the pages where the mauzas of each thana are entered. An alphabetical index of mauza names will be added thana by thana at the end of the book. It will be taken from the alphabetical list printed with the jurisdiction list and will show against each village its jurisdiction list number and the page of the mauza tables where details of its population are to be found.

(2) The totals for travellers (persons entered in the enumeration books for railway platform or train blocks, books for steamer blocks which were given up in the mauza on the morning of the 27th February, books for special boat blocks or road blocks and blocks for encampments or construction camps) will not be added into the total for the mauza population, but entered separately in the line below with the word “travellers” or “coolie encampment” as the case may be in the column for mauza name. Which these blocks are, will be found by reference to the remarks column of register A.

() The writing of the mauza register should be in English and should be taken up by special clerk as soon as the slips in the boxes have been counted and register A revised. Neatness of writing is essential as the tables are not ordinarily printed.

11 Procedure for sorting.- (1) General—

- a) Sorting will be begun as soon as the whole number of slips in the office has been checked (*see* article 9 above).
- (b) A list of the castes selected for the purpose of the tables of literacy, civil condition by age and occupation by selected castes, together with the traditional occupations of the selected castes for the table of occupations by selected castes will be sent beforehand to the deputy superintendent who will give a copy to each supervisor.
- (c) Before sorting for a table is begun the sorter will write on labels the different items to be sorted for and paste them against the pigeon-holes. He will then take up the slips and place them one by one in the appropriate pigeon-holes. When all the slips have been distributed, he will count them and tie them up by hundreds. He will enter the aggregate number of each category in a printed form called the sorter's ticket, strike the necessary totals and sign it. He will then inform the supervisor, who will check his work (*see* article 12, below). Meantime he will proceed to sort the slips in his other box.

(2) Details- Annexure II to this chapter contains a list of the tables to be sorted for and the order in which they will be taken, notes on the sorter's tickets and detailed instructions for sorting for each table and an indication of the standard tasks to be exacted for each table.

12. Testing.- (1) By supervisors—

- (a) When a sorter announces that he has completed his sorting for any table the supervisor must at once go and test his work. He will first examine the slips in each pigeon-hole to satisfy himself that they have been properly sorted. As the slips are tied up by hundreds, he can best do this by taking a packet at a time and running a finger along the end, keeping his eye fixed on the column for which sorting is being done. Where the column is near the centre of the slip the string should first be slipped towards one end. There is always the risk that a packet of slips of one category may be inadvertently placed with the packets of another category; the utmost care must therefore be taken to see that each packet of slips included in a given total properly belongs to it. The misplacing of a packet of 100 slips is of course a far more serious matter than the wrong pigeon-holing of a single slip in the course of sorting.
- (b) The counting must also be tested. The supervisor will take a packet and divide it into two parts, giving one to the sorter to count and counting the other himself.
- (c) The addition of the details both vertical and horizontal must be tested to make sure that they work up to the total. Small

discrepancies in the total not exceeding two per thousand may be adjusted by the deputy superintendent but by no one else.

No 2—Special care must be taken to test all the smaller items, and also all entries which seem doubtful, such as the entry of infants as married or widowed or of females over 20 as unmarried. Where the bulk of the slips is to be found under one or two heads, e.g., 'illiterate' in the case of the tables for literacy and 'born in the district of enumeration' in the case of the table of birthplace, there is great danger of slips being wrongly placed under these heads by a careless or dishonest sorter. The slips should therefore be carefully examined to see that no such cases of wrong sorting have occurred. In the case of the tables of caste, etc., the slips for castes the names of which are liable to be confused with those of other castes must be carefully examined.

(d) The extent of testing will depend on whether mistakes are found or not. If none are detected, it will be sufficient to test ten per cent. of the slips in the ways mentioned above. If mistakes are found, an additional ten per cent. must be tested. In addition to this testing, all the entries in the sorter's ticket must be verified by counting the number of packets of slips covered by each entry. If the mistakes, either in sorting or in counting, exceed on the average one in every two packets tested, the sorter must be told to examine all the packets himself and must be allowed for doing so a time equal to one-fifth of the time taken over the original sorting. This time will be added to the time taken for sorting in computing whether the sorter has come up to the standard task for the table concerned.

(e) It is not necessary to defer testing until the sorting has been completed. A great deal of it can be done while the work is in progress. Whenever the supervisor has leisure, he should be constantly on the move amongst his sorters, examining the contents of the pigeon-holes. The supervisor should keep a note of the checking done while sorting is in progress and may reduce to that extent the checking to be carried out when the sorting is finished. The supervisor will keep a manuscript diary showing his checking in the following form:—

Slips Checked.

Date.	Name of sorter and number of box.	Description of slips and number of table.	Checked during sorting.	Checked after sorting.	Total checked.	Mistakes found.	REMARKS.
4th June 1921	Rup Lal Sen, 102	VII. H. F.	300	Ntd.	Ordered to re-check.
	Rajani Ghosh, 106	VII. H. M.	500	3	
5th June 1921	Rajani Ghosh, 106	VII. H. M.	...	400	900	6	
	Rup Lal Sen, 102	VII. H. F.	...	200	5,500	Ntd	

(2) By inspectors and the superintending staff.

(a) The total number of slips in the box is known to the sorter and the mere fact that the figures shown on the ticket work up to this total which of course they must always do is no proof that the slips have been properly sorted and counted. The only way to make sure of this is by careful examination of the bundles of slips of each category as laid down above. Fudging is most likely to have been done in the most numerous category.

(5) In addition to direct testing by an examination of the slips the deputy superintendent should apply other checks, such as those noted below, and should have the bundles re-sorted whenever their accuracy appears to be doubtful:

- (i) A comparison of the male and female bundles for the same area. This check is especially valuable in the case of caste, birthplace, language and occupation. For example if a female ticket shows 1,000 members of a particular caste and the corresponding male ticket shows only 500 it is clear that there must be some mistake. Such mistakes are very liable to occur where the names of different castes are similarly spelt.
- (ii) A comparison with the result of the census of 1921. The provincial tables for 1921 show the number of literate persons in each thana. If the number on the present occasion falls short of that number, or greatly exceeds it, verification is clearly desirable.
- (iii) A consideration of the intrinsic probability of the entries, *e.g.*, the relative number of the married, unmarried and widowed in each age-period, or of the number of persons aged, say, 5 to 9 compared with the numbers aged 10 to 14. In the last census report subsidiary tables were given showing the above and similar proportions, and those may be usefully referred to by the deputy superintendent.

The utmost care must be taken to prevent the sorters and supervisors from knowing what checks of a general nature will be applied. Any detailed instructions which may be given to deputy superintendents on these points will be issued to them confidentially.

NOTE.—In one province at the census of 1911 a certain district showed 3,000 males of a particular Rajput clan which was separately tabulated and no females. What undoubtedly occurred was that the sorter forgot to sort the slips for the females of the clan. Had the tickets for males and females been compared the error would have been discovered. As it was it escaped notice both in the check of sorting and in compilation. The number of missing females was included in 'Rajput others'.

13. Doubtful entries.—(1) Where entries are found on the slips which appear on the face of them to be incorrect or which cannot be identified as the name of any known religion, birthplace, caste, etc., the enumeration books should be referred to in order to make sure that they are not the result of errors in copying which escaped detection at the time.

(2) The procedure will vary according to the number of doubtful entries. If the number of the same kind does not exceed 10 in a bundle, the deputy superintendent will classify them as best he can having regard to the other information on the slip, *e.g.*, in the case of birthplace he will look to the language, caste and occupation. If the number is greater a report should be called for from the district officer. The deputy superintendent should report for the confirmation of the provincial superintendent all cases in which he classifies more than five doubtful entries in some simple form.

**Request for report regarding doubtful entries in the census slips
(Code of Census Procedure in Bengal, 1931, Part II, Chapter III,
Article 13).**

0 8 4 4 0 0 1 2 2 0 0 7 9 4 0 0 0 0

• • • • •

Memo. No., dated, the....., 1931.

[illegible]

With regard to the above the undersigned has the honour to solicit a report in the space provided below upon the following points :

NOTE 2.—Report for information of the provincial superintendent will be made in a printed form. In the case of caste it would be filled up as follows :

Report of classification for confirmation of the provincial superintendent (Code of Census Procedure in Bengal, 1931, Part II, Chapter III, Article 13).

From the Deputy Superintendent of Census,

.....
To the Superintendent of Census Operations, Bengal,

.....
Memo. No., dated 1931.

The undersigned reports for confirmation the classifications shown below :—

District Tippera.

Box No. 15.

Thana—Comilla Kotwali.

Column of doubtful entry 8.

Entry.	No. of slips.	Other relevant entries in col.			How classified.	Reason for classification.
		10	13	14		
Bangaj	9	Doctor	Malda	Bengal	Baidya	Bangaj is a title of Baidya and several other castes. Classified as Baidya with reference to the occupation.
Paramanik	7	Cotton weaver.	Dacca	Bengali	Tanti	Occupation shows which of the castes that ordinarily as the title Paramanik is the correct one (vide caste index).

NOTE 3.—Each sorting office will receive copies of the list of districts and states in India forming Appendix VII of the Code of Census Procedure in Bengal, 1931, Part I, and will also be supplied with a copy of the Postal Guide by reference to which the district will generally be discoverable when the name of a village has been entered in column 13. Similarly the correct entry in column 8 can often be deduced from the caste index, e.g., where a title is entered which is used by one caste only in the district concerned, or if used by more than one caste when the occupation furnishes a sufficient clue.

(3) Deputy superintendents will keep a note of all the classifications made in their offices and the reason for the classification in order that they may be compiled, if necessary, into a consolidated classification index for use at the next census.

14. Progress reports.—A weekly progress report in form L (*see below*, page 37), showing the work done in the preceding week with cumulative totals, will be prepared on Monday morning and despatched not later than Tuesday to the provincial superintendent who will use it for the compilation of his consolidated report to the Census Commissioner for India.

15. Pay bills.—Pay bills for that portion of the staff recruited by deputation of Government servants will be drawn on the first of the month in arrears. Bills for the remaining staff will be drawn on the 15th of the month.

Annexure I to Chapter III, Specimen Forms.**H.—Form of Box Label** [*See Articles 6(2) and 8(3)*].

District _____ Sorting unit ^{Thana} _{Town} — _____ Circles _____		
Contents.		
Religion.	Sex.	Number of slips.
	Total .	
Name of Sorter		

This label will be affixed by the record-keeper when the boxes are made up for sorting. The number of slips will not be entered until they have been counted by the sorter and passed as correct [see article 8(3)].

REGISTER I.-Record-keeper's Register of Boxes of slips [See Articles 6(2) and 8(3)].

District

DATES OF RECEIPT OF SORTERS' TICKETS FOR TABLES.																						
Thana or Town.	Religion.	Sex.	Circles.	Number of slips.	Number of Box.	Name of Supervisor to whom made over.	VII.	XVIII.	VI.	XX	XXIII.	XIX.	VIII.	XV.	XI.	XII.	XIII.	XIV.	XVI.	XXII.	XXV.	REMARKS.
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

The boxes of Christian slips only will have entries in columns 20 and 21. For boxes of infirmity slips a separate page of the register will be kept and the heading of columns 8 and 9 altered to XII and XII-A.

REGISTER J.—Supervisor's Register of boxes of slips [See Article 6(3)].

District _____

CONTENTS.						DATES OF SORTING FOR TABLES.																	REMARKS.
Number of box.	Thana.	Circles.	Religion.	Sex.	Number of slips.	Name of sorter.	VII.	XVIII.	VI.	XX.	XXIII.	XIX.	VIII.	XV.	XI.	XII.	XIII.	XIV.	XVI.	XXII.	XXV.		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	

Annexure II to Chapter III, Detailed Procedure for Sorting.

1. The tables to be compiled.—The imperial tables with the corresponding tables in the Bengal Census Report for 1921 are shown below:—

No.	Description.	Corresponding Table of 1921.
I.—Area, Houses and Population		I
II.—Variation in Population since 1872		II
III.—Towns and villages classified by Population		III
IV.—Towns classified by Population with Variation since 1881		IV
V.—Towns arranged territorially with Population by Religion		V
VI.—Birthplace		XI
VII.—Age, Sex and Civil Condition by Religion		VII
VIII.—Civil Condition by age for selected castes		XIV
IX.—Infirmities		XII
X.—Infirmities by selected castes		XII-A
XI.—Occupation		XVII
XII.—Occupations subsidiary to agriculture		XVIII
XIII.—Combined occupations		XIX
XIV.—Industry		XXII
XV.—Occupations of selected castes, Parts I and II		XXI
XVI.—Occupation by Religion		XX
XVII.—Unemployment of educated persons		
XVIII.—Literacy by Religion and Age		VIII
XIX.—Literacy by selected castes, etc.		IX
XX.—Language		X
XXI.—Religion		VI
XXII.—Christians by Race and Sect		XV
XXIII.—Race, Tribe and Caste		XIII
XXIV.—Plus and minus figures for selected tribes
XXV.—Europeans by race and age		XVI

(2) In addition to the imperial tables the following provincial tables will also be prepared.

No.	Description.	Corresponding Table of 1921.
I.—Area and Population of districts, sub-divisions and police-stations		I
II.—Population of thanas, etc., by Religion and Education		II
III.—Boats, Steamers, etc.

2. Preparation of the tables—(1) Imperial tables I to V and XXI will be prepared from register A. Provincial table III will be obtained from register X and the information supplied by steamer companies in compliance with the directions in the Code of Census Procedure in Bengal, 1931, Part I, Appendix XII, articles 3 and 4.

NOTE 1.—Uninhabited houses must be excluded from the total of the houses in table I. Boats and platform and train enumeration blocks will also be excluded from the table which will however include figures for all occupied buildings whether they are shops, sarais, mosques or temples, etc.

NOTE 2.—In tables III, IV and V figures for cantonments must be shown separately from those for municipalities.

(2) Tables IX and X will be obtained from the special infirmity slips and table XVII (I and II) from the special return of educated unemployed.

NOTE.—It will be advisable to sort for these tables at once by special squads who should receive an intensive training and will thus be available for a special work if necessary in connection with supplementary tables.

(3) Provincial table I will be obtained from register A and from other sources than the census returns. Table II will be obtained from register A and the compilation registers for tables XVIII and XXIII.

(4) All other tables will be obtained from the general slips.

3. Order of sorting.—The most convenient order for sorting is as follows: VII, XVIII, XXV, XXII, VI, XX, XXIII, XIX, VIII, XV, XI, XII, XIII, and XIV.

NOTE 1.—Table VII is more complicated than some of the other tables and sorting for it tends to discourage the sorters at first, but it is necessary to begin with it as the figures are required for transmission to the Government Actuary as early as possible. Moreover sorting for this table is purely mechanical; there are no doubtful entries for classification and sorters have nothing to distract them from adapting themselves to the mechanical work before them and acquiring the habit of disposing themselves and handling the slips in the manner which will give the greatest speed of working.

NOTE 2.—Tables XXII and XXV involve only the slips for Christians and can be taken up at any time. The order given above is most suitable since sorting for tables VII and XVIII leaves the slips grouped by ages and language of literacy which will assist sorting for table XXV and the sort for table XXV leaves them in racial groups which are required for table XXII.

NOTE 3.—Tables VIII, XV and XIX are compiled for selected castes only and can be suitably taken up after the sorting by caste for table XXIII. Occupation is closely connected with caste and sorting for table XI will also be facilitated by the fact that the slips will still be in caste groups when it is taken up.

NOTE 4.—Sorting for table XX will be facilitated by the fact that slips are already in groups by birthplace after the sort for table VI.

NOTE 5.—Table XVI requires no separate sorting. The slips for each religion are kept separate throughout and the figures required can easily be taken out in the course of compilation.

NOTE 6.—Table XXIV requires no separate sorting as the plus and minus figures for selected tribes will consist in a comparison of the figures obtained in sorting for caste with previous census figures for the same tribes.

4. Tasks.—Although piece work will not be exacted from sorters it is necessary to fix some standard rates of outturn for the sorting of each table. Except in a very few special cases conditions will not render the sorting for most of the tables varyingly difficult for different mufassal districts. The following daily standard tasks are based upon experience on the two previous occasions :

No. of table.	No of slips.	REMARKS.
VII	4,000	Throughout the province.
XVIII	9,000 (males) 15,000 (females).	Throughout the province.
VI & XX	20,000	In all rural areas except in Asansol sub-division, Darjeeling, Sikkim, Chittagong Hill Tracts and Tripura State. In towns in the Dacca (except Dacca City), Chittagong, and Rajshahi (except Darjeeling) divisions and in Khulna and Jessore districts.
	15,000	In towns in the Bardwan division, Calcutta City, Dacca City, and 24-Parganas, Murshidabad, Nadia and Darjeeling districts. In rural areas in Asansol sub-division, Sikkim, Chittagong Hill Tracts and Tripura State.
XXIII	5,000 (Hindus) 16,000 (Muslims).	Throughout the province.

The rates quoted are inclusive of the time taken for tying up bundles, filling in tickets, etc. They will be adopted by deputy superintendents, who however will carefully watch the work and report for sanction any modification of the tasks for these tables which they propose to make. They should also report for sanction the standard tasks which they propose to exact in sorting for the other tables. The time allowed for each table will be calculated from the standard task and sorters will be fined if their work falls short of the standard.

NOTE 1.—Allowance must be made for the class of slips dealt with. It would for instance be unfair to expect a sorter of the slips for a town where nearly half the population may be foreign born to sort for table VI at the same rate as one dealing with a rural tract where 98 or 99 per cent. are born in the district.

NOTE 2.—Fines should be moderate and the rates proposed should be submitted for sanction to the provincial superintendent. It is better to discharge an incompetent hand than to fine him repeatedly.

5. The sorters' tickets.—The forms of sorters' tickets with details of their contents are given at the end of this annexure (pages 58 to 73).

NOTE.—Where the form of sorter's ticket contains a formula for the adjustment of sorter's alternate ternary and septenary groups to the ordinary quinary groups it must in all cases

be prepared in duplicate. One copy will be sent for duplicate compilation in the office of the personal assistant to the provincial superintendent.

6. Sorting for individual tables.—The following are the instructions issued to sorters for sorting for the individual tables in the order in which they will be taken up together with additional notes.

I.—Rules for sorting for table VII.

(1) Write the age periods, 0, 1, 2, 3, 4—6, 7—13, 14—16, 17—23, 24—26, 27—33, 34—36, 37—43, 44—46, 47—53, 54—56, 57—63, 64—66, 67—73, 74 and over, on labels and stick these labels against the pigeon-holes.

(2) Look at the age entered against the printed figure 7 on each slip in turn and place the slip in the appropriate pigeon-hole. For example, if the age is 30, place it in the pigeon-hole labelled 27—33; if it is 92 put it in the pigeon-hole labelled 74 and over, and so on.

(3) When all the slips have been pigeon-holed take out those in each pigeon-hole in turn and sort them into three heaps for unmarried, married and widowed. This is shewn by the symbols on the slips, *viz.* :—

Unmarried.

Married.

Widowed.



while doing this, keep your eye on the age to correct any mistake you may have made when sorting, and count the slips of the biggest heap, tying them up by hundreds, as you do so. Then count the slips in the other two heaps, tie them up likewise, and enter the figures obtained in the proper place on the left hand side of this ticket, leaving the right hand columns blank.

(4) When you have dealt thus with all the pigeon-holes, fill in the totals on your ticket for your own three columns only and inform the supervisor.

NOTE 1.—In the final tables the age groups are shown as 5—10, 10—15, etc. This is in accordance with the usual statistical practice. The entry 5—10, for instance, refers to all persons who have reached the age of 5 but have not reached the age of 10, i.e., those whose completed ages are 5, 6, 7, 8 or 9. To avoid risk of mistakes the entries in the sorters' tickets show the ages actually included in each group 5—9, 10—14, etc. The unequal groups of 3 and 7 alternately will be adjusted to fall into the usual quinary groups at the time of compilation.

NOTE 2.—Separate figures are required in tables VII and XVIII for each of the minor religions for which slips for 'others' have been used. For the bundles of slips marked 'others', therefore, the sorter will first sort by religion. He will prepare a separate sorter's ticket for each religion both for this table and for table XVIII. The slips for minor religions will not be thrown together until after sorting for table XVIII. The sects of the same religion (e.g., Sakta and Vaishnava Hindus, Sunni and Shia Muslims, etc.) must also be kept separate on different sorters' tickets. Different tickets should also be used for those professing such religions as Jainism, Sikhism, etc., who also describe themselves as "Hindus" or of some other religion.

NOTE 3.—Similarly separate figures are required in table VII for the towns mentioned in article 7. The slip for "others" for these towns, therefore, cannot be thrown together with the slips for "others" for the rest of the district concerned until table VII has been sorted for. The same applies to the slips for Christians, Buddhists and Tribal Religions.

NOTE 4.—In the case of Calcutta and the Chittagong municipalities separate figures are required for each age from 0 to 12. After conducting the sort as in the rules above sorters

dealing with slips from these towns should again sort out the groups 4-6 and 7-13 and enter the figures for each year in a supplementary ticket in manuscript. The form will be as below :—

Figures for each year from 4 to 13 for the municipality of Ward.....
Religion Sex.....

Age-group.	NUMBER OF PERSONS.		
	Unmarried.	Married.	Widowed.
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
Total			

The total figure should of course agree with the total of groups E and F of the sorter's ticket for this table.

NOTE. 5.—The sorting for table VII is monotonous and less interesting than the sorting for subsequent tables. The officers in charge should not be discouraged nor allow the staff of sorters and supervisors to be discouraged by this introduction which they will receive to the work of sorting. Officers may well point out to the staff under them that this table is known to be the least interesting table to sort for and that once this table is finished the sorting for subsequent tables will be far less arduous and more interesting.

II.—A.—Rules for sorting for table XVIII(i).

(1) Take the packets (for all civil conditions) for the age periods 0, 1, 2 and 3 and look at the entries against the printed figures 16 and 17. Where there is no entry in these columns the slip refers to an illiterate person. Deal the tickets into five heaps, *viz.*, (1) illiterates born in the district and

speaking Bengali as their mother-tongue; (2) illiterates born in the district and speaking some other language than Bengali as their mother-tongue; (3) illiterates born outside the district; (4) literates for whom Bengali (or Bengali and some other language or languages) is entered against the figure 16; and (5) other literates. Tie up bundles 1, 2, 3, and 5.

(2) Label your pigeon-holes as follows :—

	1	2	3	4	5
1	B.	B. & H.	B. & U.	B. & E.	B. & Ors.
2	B. H. U. & E.	B. H. & U.	B. U. & E.		B. H. & Ors.
3		B. H. & E.			B. H. U. & Ors.
4					B. H. U. E. & Ors.
5				B. E. & Ors.	B. H. E. & Ors.
6				B. U. E. & Ors.	B. U. & Ors.

Take the slips of heap 4 and deal them into the top five pigeon-holes, putting into that labelled 'B' all in which there is entered only 'Bengali' against column 16, into that labelled 'B. & H.' all of the remainder in which 'Hindi' is entered even if there are also entered 'Urdu' or other languages, into that labelled 'B. & U.' all of the remainder in which 'Urdu' is entered, even if there are other languages also, into that labelled 'B. & E.' all in which 'English' is entered in column 16 or 'literate' ('1' or '2' or '3') in column 17 even if other languages also are entered, and into that labelled 'B. & Ors.' all the remainder. Next take the slips in the pigeon-hole marked 'B. & H.'; put back into this hole the slips having only 'Bengali' and 'Hindi' entered in column 16 and deal first into the pigeon-hole labelled 'B. H. & U.' all of the remainder which have 'Urdu' entered (even if they contain also another language or languages), then into the hole labelled 'B. H. & E.' all of the remainder in which 'English' is entered and then into that labelled 'B. H. & Ors.' all the remainder. Next take the slips in the pigeon-hole labelled 'B. H. & U.'; put back into this hole the slips having only 'Bengali', 'Hindi' and 'Urdu' entered in column 16 and deal into the pigeon-hole labelled 'B. H. U. & E.' all in which English is also entered and into the hole labelled 'B. H. U. & Ors.' all the rest. Then take the slips labelled 'B. H. U. & E.' and separate into the hole labelled 'B. H. U. E. & Ors.' all have more than these four languages entered. Then take the slips in the hole labelled 'B. H. & E.'; return those slips having 'Bengali', 'Hindi' and 'English' only entered and deal into the hole labelled 'B. H. E. & Ors.' all the slips with other languages entered. Next take the slips in the hole labelled 'B. & U.'; put back those with only the entries 'Bengali' and 'Urdu' and distribute those in which English is also entered into the hole labelled 'B. U. & E.' and the remainder into the hole labelled 'B. U. & Ors.' Now take the slips in the hole labelled

'B. U. & E.' and separate into the hole labelled 'B. U. E. & Ors.' the slips containing more than these three languages. Finally take the slips in the hole labelled 'B & E.' and separate into the hole labelled 'B. E. & Ors.' all on which more than these two languages appear in columns 16 and 17. Fill up the empty spaces in your ticket under the heading 'language in which literate' with the entries 'B', 'B. & H.', 'B. H. & U.', 'B. H. U. & E.', 'B. H. & E.', 'B. & U.', 'B. U. & E.' and 'B. & E.' in this order. Leaving slips in all the holes containing the entry 'ors.' count and tie up the slips from the holes with these eight labels and enter the number of each separately in your ticket against the appropriate age-group.

(3) Relabel the empty spaces in the pigeon-hole box as follows:—

	1	2	3	4	5
1	H.	H. & U.	H. & E.	H. & Ors.	B. & Ors.
2	H. U. & E.		H. E. & Ors.	H. U. & Ors.	B. H. & Ors.
3	U.	U. & E.	U. & Ors.	H. U. E. & Ors.	B. H. U. & Ors.
4	E.		E. & Ors.	U. E. & Ors.	B. H. U. E. & Ors.
5				B. E. & Ors.	B. H. E. & Ors.
6				B. U. E. & Ors.	B. U. & Ors.

Take the slips of heap 5 and deal them into four heaps, *viz.*, those containing the entry 'Hindi' those of the remainder containing the entry 'U. du', those of the remainder containing the entry 'English' and others. As you make this deal take a note of the 'other' languages recorded and their relative frequency.

Proceed exactly as before: take first the Hindi slips: put into the hole labelled 'H' all in which 'Hindi' only is entered in column 16, then into the hole labelled 'H. & U.' all in which 'Urdu' also is entered in column 16, then into that labelled 'H. & E.' all of the remainder in which 'English' is entered in column 16 or 'literate' in column 17, etc., and sort them subsequently as for combinations of Bengali and other languages. When this is finished, again leaving the slips in the holes marked with labels containing 'ors.', count and tie up the slips in the holes labelled 'H.', 'H. & U.', 'H. U. & E.', 'H. & E.', 'U.', 'U. & E.' and 'E.', and enter the numbers into a fresh ticket after filling up the spaces in the heading with these entries in the same order.

(4) Now take the remaining slips for 'other languages'. Label the empty pigeon-holes with the names of the languages in the order of frequency and proceed to sort them in the same way as you sorted Bengali, Hindi, Urdu and English. Where more than one 'other' language is entered on a slip put it first into the hole for the most numerous language and then

separate it according to the other additional languages entered. When all the slips for other languages have been distributed complete the sort by allocating the slips in the 15 holes previously filled and enter in your ticket the numbers for each 'other' language or combination of languages.

(5) Now take each of the other age-groups (4-6, 7-13, 14-16, etc.) and proceed exactly as for the first group (ages 0, 1, 2 and 3).

(6) Finally take each sheet, number it serially and add up and enter in column 11 the total number of persons shown as literate in English or in English and some other language or languages, and in column 10 the total of other literates.

(7) These instructions will be needed for the sort for table XX, part iv and must be carefully kept.

NOTE 1.—These instructions are applicable *mutatis mutandis* to the sort both for table XVIII and for table XX, part iv. In the case of table XVIII, however, it is unnecessary to sort the age groups, 0, 1, 2 and 3 for literacy since any record of literacy in these years will evidently be suspect. Sorters should therefore be told when sorting for table XVIII that, after dealing the slips for these four age-groups into heaps as directed in article (1) they should proceed immediately to the remaining age-groups without attempting any sort for heaps 4 and 5.

NOTE 2.—Slips for Christians during the sorting for this table should be kept in their age-groups made in sorting for table VII in order to expedite the sorting for tables XXV and XXII.

NOTE 3.—Slips for Christians should be divided into two heaps, the first for Indian Christians and the second for all others. The figures for each heap should be entered in separate sorters' tickets and tabulated separately. Slips for literate Indian Christians should again be sorted under the three main sects—Syrian, Roman Catholic and Protestant.

NOTE 4.—There will be no separate sorting for the figures of those who have completed a primary education or reached a similar standard. The figures will therefore be obtained from the sort for table XVIII. The back of the sorters' tickets (both parts) for this table is blank and will be used for the purpose. Sorters will be told to rule the back of the ticket (part i) in the manner given below :—

Age-group.	Slips with '5' in column 16.								Total.
	2	3	4	5	6	7	8	9	
1									10
0-3									
4-6									
7-13									
14-16									
17-23									
24 & over									
Total . . .									

Whilst counting up the slips of literates for entry into columns 2-9 of his ticket the sorter will enter at the back of the form under the appropriate heading of the above statement for those literate in vernacular languages only the number of slips in which '5' is entered in column 16. The total for each sheet of the ticket must be struck and carried on to the back of sorters' ticket, part ii. The figures for literates in English need not be taken since it can be assumed that all persons literate in English above a certain age have achieved the standard.

B.—Rules for sorting for table XVIII (ii).

(1) Take each sheet of ticket (i) prepared during the sort and enter from it in the appropriate column in this ticket the number of literates in languages other than English, in English and total.

(2) Add up for each of these classes the total in all the sheets of your ticket (i) and enter in column 6 the total of all literates in other languages than English, in column 10 the total of all literates in English and in column 11 the grand total of all literates.

(3) Do not write in columns 12 to 16 which are reserved for the compiler.

NOTE.—On the back of this part of his ticket the sorter will rule columns in the manner given below :—

Age-group.	Slips with '5' in column 16 (vernacular).			
	Sheet 1.	Sheet 2.	Sheet 3.	Total.
1	2	3	4	5
0—3				
4—6				
7—13				
14—16				
17—23				
24 and over				
Total				

From the reverse of the tickets (part i) he will enter in the appropriate column the totals for each sheet and will enter a total for all his slips in column 5 of the above statement

III.—A.—Rules for sorting for table XXV (Part A).

(1) Label pigeon-holes with the following age-groups, 0—3, 4—6, 7—13, 14—16, 17—23, 24—33, 34—43, 44—53 and 54 and over.

(2) Take the slips for Christians sorted for tables VII and XVIII and place them in the appropriate pigeon-hole.

(3) Take the contents of each pigeon-hole in turn and deal into 5 heaps, viz.—

- 1.—European and allied races (*e.g.*, Americans, South Africans, etc.) including Armenians who are British subjects,
- 2.—European and allied races who are not British subjects,
- 3.—Anglo-Indians,
- 4.—Indians, and
- 5.—Others.

Deal back the slips for Anglo-Indians into the pigeon-holes and count and tie up the remaining groups.

(4) Enter the total of heaps 1 and 2 separately in the appropriate space in the ticket. Groups 0—3, 4—6, and 7—13 are to be entered together in the ticket.

NOTE 1 - All Europeans, etc., whose birthplace is Great Britain, or a British Colony or Dependence, will be treated as British subjects unless the contrary is expressly stated.

NOTE 2.—For European British subjects born (a) in England and Wales, (b) in Scotland and (c) in Northern Ireland, a special return will also be prepared showing the number of each sex distributed by annual age periods. For this statement the slips will be given a supplementary sort first by the above three birthplaces and then by annual age periods.

B.—Rules for sorting for table XXV (Part B).

(1) Take the Anglo-Indian slips left in the pigeon-holes after sorting for Part A. Count the numbers in the holes labelled 0—3, 4—6, 7—13, 14—16, 17—23 and enter the number in the ticket.

(2) Label holes 24—29, 30—39, 40—49, 50—59, 60—69 and 70 and over and redistribute the slips from the remaining pigeon-holes into them. Then take out the slips for each of these groups, count them up and enter them in the ticket.

IV.—Rules for sorting for table XXII.

(1) Slips are already in 5 heaps after the sort for table XXV. Take the first heap (European and allied races—British subjects). Label the pigeon-holes and fill in the first column of the ticket with the sects found. Sort the slips of the first heap (European and allied races—British subjects) into the appropriate pigeon-holes. Add to them the slips of the second heap (European and allied races—other than British subjects). Count up the total of both these heaps in each pigeon-hole and enter in the appropriate space in the ticket.

(2) Take each of the remaining three groups (Anglo-Indians, Indians and others) separately and sort similarly for sect entering the totals of each in the ticket.

(3) You must now attempt to classify the entries on the slips. Each entry must be given a separate pigeon-hole.

NOTE.—Classification of sect names will be done by the deputy superintendent of census according to the classification list prescribed by the Census Commissioner. Other entries than those classified in the list will be referred to the provincial superintendent. Where vague terms are found such as 'dissenter', 'protestant', etc., enquiry should be made of the district officer concerned.

V.—Rules for sorting for table VI.

(1) First divide the slips into three heaps for—

- (a) Born in district (tick in column 13) and speaking Bengal (column 14),
- (b) Born in district and speaking other languages.
- (c) Born elsewhere.

While doing this count the slips in heap *a* and tie them up by hundreds. Then count the slips in heap *b*, and tie them up. Enter in this ticket the name of the district and the total number of slips in heaps *a* and *b*.

(2) Next sort the slips in heap *c* by actual birthplace. Write out labels for the adjoining districts and paste them against pigeon-holes. Place in these holes the slips on which the above districts are entered in column 13. When other birthplaces are found prepare fresh labels and paste them against pigeon-holes. When all the pigeon-holes have been labelled, put aside any slips on which other birthplaces are shown for a subsequent sorting. When you have been through all the slips, count the number in each pigeon-hole and enter it in this ticket, noting also the name of the birthplace.

(3) Then take the slips which you have put aside and sort them in the same way labelling pigeon-hole for the birthplaces shown on them.

NOTE 1.—The names of districts must be entered in all sorters' tickets for the same district in the same order. Lists of districts should be prepared by the deputy superintendent and circulated to all sorters for use in each district. Preparing the lists, deputy superintendents should bear in mind the provisions of Chapter IV, article 6(1) (iii), (c) and (d) and that it will not be convenient to enter the districts of Bengal in the same order in each case. All districts outside Bengal entered in the same order throughout.

NOTE 2.—For immigrants from other provinces the birth districts as well as the province will be tabulated and sorting must consequently be by districts.

NOTE 3.—Slips containing doubtful entries should be kept in a separate pigeon-hole labelled 'Others' and put up before the deputy superintendent for orders (see chapter III, article 13).

NOTE 4.—A supplement to table VI will be prepared showing the birthplaces of tea garden employees. This will be done by a separate sorting of the slips for these persons after they have been separated in the course of sorting for table VI.

NOTE 5.—To facilitate in the report discussion of the statistics of migration the reason for which can generally be deduced from the caste and occupation, the following action will be taken. When checking the sorting the supervisor will enter on the back of the sorters' tickets a brief note of the castes to which immigrants chiefly belong and the main occupations followed in the case of each caste, thus:—

Cuttack.—Chiefly *brahmans* (cooks).

Saran.—Chiefly *nunias* (earth-workers), *doms* (scavengers), *koiris* and *kurmis* (domestic servants).

After the figures for table VI have been compiled the information recorded on the back of the sorters' tickets should be summarised by the deputy superintendent in a general note for the district. These notes will include information regarding tea garden and industrial employees.

VI-A.—Rules for sorting for table XX (parts i, ii and iii).

(1) Note the number of slips in heap *a* as sorted for table VI. Sort the other slips according to mother-tongue (column 14), labelling the pigeon-holes with the different languages found.

The following abbreviations indicate the language noted against them:—

B (ব)	.	.	Bengali
H (हि)	.	.	Hindi
U (উ)	.	.	Urdu
E (ইং)	.	.	English
Kh (খ)	.	.	Khas Khura (Nepali)

(2) Count the slips for each language and enter the results in this ticket. Remember to add to the number of slips on which the language of the district is shown the number in heap *a*.

NOTE 1.—In sorting for this table the packets for each birthplace should be taken in turn : most persons born in the same district speak the same language. Slips for persons born in the district and speaking Bengali will already have been separated and tied up by hundreds during the sort for table VI.

NOTE 2.—Doubtful entries will be dealt with as indicated in note 2 to the rules for sorting for table VI. Dialects and other entries which are not the names of true languages will be classified under the orders of the provincial superintendent in accordance with Sir George Grierson's classification in the 'Index of Indian Languages'.

B.—Rules for sorting for table XX (part iv).

(1) You will need separate tickets for each mother-tongue and two if there are more than 4 subsidiary languages spoken with it.

(2) Take the slips sorted for parts i, ii and iii, starting with those in which the language of the district is shown in column 14. Sort them in turn according to the instructions for sorting for table XVIII, part i.

(3) Write up in the heading of the ticket the names of the subsidiary languages found in their order of frequency and enter in line 1 under each name the number of slips having *that language only* entered in column 15. In subsequent lines enter the number of slips having more than one language entered in column 15. For each combination use a fresh line and enter the number under *both or each* of the languages shown. (If 20 slips have both A and B in column 15 enter 20 under both A and B on the same line.)

(4) Sort similarly for each other language in the district.

(5) If you find combinations of languages which cannot all be entered on one line of one ticket consult your supervisor.

NOTE 1.—The sorter's ticket for table XX, part iv, provides for the record of all the possible combinations of four subsidiary languages with a mother-tongue taking them singly, two together, three together or four together. It will probably not often happen that any sorting unit contains slips for persons with a given mother-tongue and speaking also combinations of more than four languages. If such instances occur it will generally be possible for the sorter by adding a column E to his ticket and if necessary by writing below the last horizontal line (no. 11) to get on one ticket all the information yielded by the sort. If this is insufficient he should be directed to enter up for the mother-tongue concerned a second page of the sorter's ticket with the combinations actually found. This entry will of course be made in accordance with rule (3).

NOTE 2.—For the purposes of this sort sorters should be told to disregard entries in column 15 of all non-Indian languages with the exception of English, unless a reference to other columns of the slip suggests that the language is used in the ordinary course of making a livelihood and to that end. For a person for instance shown in column 10 as a court interpreter the entry 'Chinese' in column 15 might be taken into account similarly also 'Persian' for a person shown in column 10 as a clerk in the Persian consulate. Other than Indian languages shown in column 15 for teachers will be disregarded unless they are specifically returned in column 10 or 11 as teachers of that language. In all cases where a non-Indian subsidiary language is taken into account the sorter should make a note of the profession followed by the persons returned as speaking it.

VII.—Rules for sorting for table XXIII.

(1) You will have to make several sortings for this table. At the first sorting you will label the pigeon-holes with the castes named by your supervisor, and will put into the proper pigeon-holes all the slips on which those castes are shown in column 8. The other slips will be put aside for a second sorting.

The following abbreviations denote the castes shown against them :—

Br (ब्र)	Brahman
N (नम)	Namasudra

Bag (বাগ)	Bagdi
Go (গো)	Gowala
Ma (মা)	Mahishya (Chashi Kaibartta)
Ka (কা)	Kayastha
Raj (রাজ)	Rajbangshi
Sad (সদ)	Sadgop

(2) When you have been through all your slips, count those in each pigeon-hole, tie them up by hundreds and enter the number and the name of the caste in your ticket. You will tie together all the packets of slips for each caste and place a paper on the top of the bundle showing the caste and the total number of slips.

(3) You will then take the slips, put aside at the first sorting and label pigeon-holes for the castes found on them. If there are not enough pigeon-holes for all the castes found on the slips, you will put aside the slips for which pigeon-holes are not available for a third or, if necessary, fourth sorting. After each sorting you will count and tie up the slips of each caste and post them as before in the ticket.

(4) *The castes dealt with at each sorting must be entered in the ticket in alphabetical order.*

NOTE 1.—The castes with the name of which pigeon-holes are labelled at the first sorting will be taken from a list prepared by the deputy superintendent and given to the supervisors showing in order the castes found to be most numerous in the district at the census of 1921. The number of castes with which each sorter will be able to deal at each sort will depend on the number of pigeon-holes in his box. Where it is thought that sorting will be thus expedited a second and if necessary a third list of castes may be furnished to him by the supervisor.

NOTE 2.—The printed form of sorters' ticket contains a blank space for the entry of the authorised abbreviations. These should be copied into the space by the sorters before they begin their sort.

NOTE 3.—Many caste names (e.g., *barhi* and *berai*) are similarly spelt and there is great danger of one being taken for another. Deputy superintendents should compile and supply to the supervisors a list of the caste names likely to be thus confused and the supervisors should warn their sorters to be particularly careful in dealing with them.

NOTE 4.—Doubtful entries must be referred to the deputy superintendent for orders (see article 13). No classification of such entries must be made by the sorters under any circumstances. The deputy superintendent should study the caste index very carefully bearing in mind that local terms vary, e.g., in parts of Bengal '*mali*' means '*bhuinmali*', while the true *mali* caste is known as '*phulmali*'.

NOTE 5.—In the case of *brahmans* the sub-caste will have been recorded. Each sub-caste should be treated for the purpose of this sort as a separate caste and separately entered in the sorters' tickets.

NOTE 6.—Where a variant of the caste name is given in brackets (e.g., '*pod* (*paundra*)', '*gop* (*yadhav*)', etc.) the sorter should be directed to make a note of the number of slips showing both variants. A list of the alternate forms allowed in the schedules (e.g., *jugi* or *jogi*, *sadgop* or *sat chashi*, *mahishya* or *chashi kaibartta*) should be prepared by the deputy superintendent and given to his sorters who will use it in sorting and need not separate the slips entered by the alternative names.

NOTE 7.—The sorters' ticket will contain no residuary entry of 'Others'. All the castes must be sorted out to the end. Otherwise the return of the main castes will be incomplete owing to the omission of those who belong to them but have entered themselves under a different name such as a title, etc.

NOTE 8.—The list of castes which will appear in the report in table XXIII must not be given either to supervisors or to sorters.

VIII.—Rules for sorting for table XIX.

(1) This table will be prepared only for certain castes the names of which you will get from your supervisor. Label two pigeon-holes with the words 'literate in languages other than English' and 'literate in English,' respectively

(2) Take all the slips for one of the selected castes, and sort them in the same way as for table XVIII. All slips for the illiterate, *i.e.*, those on which there is a dash against column 16, will be placed in a heap on your mat. Slips with an entry in column 16 will be placed in the pigeon-hole for 'literate in languages other than English,' unless the letter 'E' is found in column 16 or the letter 'L' in column 17, in which case it must be put in the pigeon-hole labelled 'literate in English.' When all the slips for the caste have been sorted, count the number in the two pigeon-holes and in the heap on your mat, and enter it in this ticket together with the name of the caste concerned.

(3) Proceed in the same way for each of the other castes mentioned by the supervisor.

(4) *Do not let the slips for different castes get mixed up.*

NOTE 1—A list of the caste selected for this table will be supplied by the provincial superintendent to deputy superintendents and by them to the supervisors.

NOTE 2—It is necessary in this table to count also the slips for the illiterate as the total number of slips may not agree with that shown in table XXIII which will include entries sorted under other heads which are afterwards added in the course of classification.

IX.—Rules for sorting for table VIII.

(1) This table will be prepared only for certain castes, the names of which you will get from your supervisor.

(2) Label your pigeon-holes vertically for the six age periods '0-6', '7-13', '14-16', '17-23', '24-43' and '44 and over' and horizontally for unmarried, married and widowed.

(3) Take all the slips of one of the above castes and sort them into the pigeon-holes according to age and civil condition. When you have finished sorting, count the number of slips of each kind and fill in your ticket accordingly.

(4) Proceed in the same way for each of the other castes mentioned by the supervisor.

X.—Rules for sorting for table XV.

(1) This table will be prepared only for certain castes the names of which you will get from your supervisor, together with the traditional occupation of each caste.

(2) Examine the slips for the first caste mentioned, and divide into three heaps (a) non-working dependents (*i.e.*, dependents with no occupation entered at all), (b) working dependents (*i.e.*, for whom an occupation is entered in column 11), and (c) earners (*i.e.*, whose occupation is entered in column 10),

(3) Count the slips in each heap and enter the number in the ticket (columns 3, 4 and 5), together with the name of the caste and its traditional occupation.

(4) Then after putting aside the slips in heaps (a) and b (drop the rest), take the slips in heap (c) earners and sort into three pigeon-holes those on which the traditional occupation of the caste is shown () in column 1 with no entry in column 11; (ii) in column 10 with some entry in column 11, and (iii) in column 11 with some other occupation in column 10. Slips from (c) in which the traditional occupation is not shown in either column 10 or column 11 will be placed in a heap on your mat.

(5) Count the number of slips in the first two pigeon-holes and fill in columns 6 and 7 of the ticket.

(6) Take the slips in heap (b) and sort out those with the traditional occupation entered in column 11. Count them and fill up column 8.

(7) Count the slips from (d) in pigeon-hole (iii) and fill in column 9 of the ticket.

(8) After this, label the pigeon-holes with the occupations shown in columns 10 to 34 of the ticket. Sort into these all the slips which at the previous sorting (paragraph 4 above) you placed in a heap on your mat and also those taken from pigeon-hole (iii). Count the slips in each pigeon-hole and fill in the remaining columns of your ticket for the caste. Proceed in the same way for the other selected castes in turn.

(9) The headings of columns 10 to 34 are to be understood in the sense in which they are used in the classification scheme for table XI. The following shows the principal occupations to be included in each column. *When in doubt consult the supervisor.*

Col. 10.—Includes all persons who live on the rent of agricultural land.

Col. 11.—Includes all persons who live by cultivating their land (not hired labourers), including growers of betel leaf, coconuts and other special products.

Col. 12.—Includes managers, clerks and rent-collectors of zamindars, planters and their clerks and assistants, forest officers and rangers and forest clerks.

Col. 13.—Includes field labourers, coolies on tea, coffee, cinchona and indigo estates, wood-cutters, collectors of firewood, lac, rubber, honey, etc.

Col. 14.—Includes all persons who keep and rear cattle, sheep, goats, pigs, horses, camels, birds, bees, etc.; also herdsmen.

Col. 15.—Includes fishermen, shikaris, elephant-catchers, catchers of vermin, etc.

Cols. 16 and 17.—Includes persons engaged in all kinds of mines, petroleum wells, etc., also extractors of salt, saltpetre, etc. Owners, managers and their overseers and clerks will be shown in column 16 and workmen in column 17.

Cols. 18 and 19.—All persons engaged in making articles of any kind, such as cotton, woollen or silk cloth, pottery, cooking utensils, articles of food and drink, furniture, wearing apparel, jewellery, boots and shoes, houses, carriages, etc., will be shown here. Also excavators of tanks, washermen, dyers, barbers and sweepers. Owners, managers, overseers and clerks

will be shown in column 18, and artisans, workmen and mechanics otherwise unspecified in column 19.

Cols. 20 and 21.—All persons engaged on roads, railways, tramways and canals, in Post and Telegraph services, and in livery stables, etc., will be shown here. Owners, managers, overseers and clerks will be shown in column 20 and coolies, carters, paliki-bearers, drivers of pack bullocks, etc., in column 21.

Col. 22.—Includes all persons engaged in trade of any kind, whether pedlars, or in a shop, hotel, sarai, bank, warehouse or insurance office. Persons who make the articles which they sell (*e.g.*, sweetmeat makers and sellers) will be shown not here but in column 19 (or 18 as the case may be).

Cols. 23 and 24.—Include all persons in the army or navy or police. Column 23 is for officers and column 24 for others.

Cols. 25 and 26—Include all persons in Government service other than those just mentioned and persons for whom there is a separate head, *e.g.*, doctors, and teachers in colleges and schools (col. 28), persons employed on State railways (columns 20 and 21) and forest officers (column 12). Gazetted officers will be shown in column 25 and clerks and other subordinates in column 26.

Col. 27.—Includes priests of all kinds, religious mendicants, catechists, church and temple service, etc.

Col. 28.—Includes lawyers and their clerks, doctors, teachers.

Col. 29.—Includes all other professions, *e.g.*, dancers, singers, musicians, vaccinators, midwives, compounders.

Col. 30.—Includes persons living on their income from shares, house-rent and other property not being agricultural land; pensioners.

Col. 31.—Includes all kinds of domestic and private servants, cooks, water-carriers, maid servants, bearers, duiwans, chaukidars, private syces and coachmen, etc.

Col. 32.—Includes contractors, clerks, cashiers, etc., otherwise unspecified.

Col. 33.—Includes persons returned as labourers, without any indication of the particular kind of work done by them.

Col. 34.—Religious mendicants will be entered in column 27. Only ordinary beggars will be entered here. Also prostitutes and thieves and inmates of jails and asylums.

NOTE 1.—A list of selected castes for which this table will be prepared together with their traditional occupation will be supplied by the provincial superintendent to deputy superintendents and by them to the supervisors.

NOTE 2—For Europeans and Anglo-Indians there will of course be no traditional occupation and columns 6—9 of the sorters' ticket in their case will be blank.

NOTE 3—It should be explained to the sorters that the entries in the headings of the sorters' tickets are to be interpreted in the widest possible sense. No slips should be placed in a pigeon-hole for 'others' which can reasonably be placed in any other pigeon hole.

NOTE 4.—Part B of table XV shows the distribution of earners and working dependent, in certain groups of occupations by caste, tribe or race. This can be best prepared during the sorting for table XI.

NOTE 5.—In this and other tables showing occupation the following terms which will appear in the final tables are described in the slips by the terms shown against them :—

Term used in the final table.	Term used in the slips.
Non-cultivating proprietors taking rent of agricultural land.	English :—Landlord (agricultural land). Bengali :—বিষয়ভোগী (আবাদী জমি)
Cultivating owners	English :—Cultivator (permanent right). Bengali :—কৃষক (স্থায়ীস্বত্ব বিশিষ্ট)
Tenant Cultivators	English :—Cultivator (without permanent right). Bengali :—কৃষক (স্থায়ীস্বত্ব বিশিষ্ট নহে)

(For authorised abbreviations see Chapter II, article 11.)

XI—Rules for sorting for tables XI, XII and XIII.

(1) You will have to sort the slips more than once for these tables.

(2) Label your pigeon-holes with the first 30 occupations on the list given to you by your supervisor and copy out the list in the same order in column 1 of your ticket, part i and part ii.

(3) Take each caste bundle in turn and sort the slips in it into four groups—

- (i) those showing one of these 30 occupations in column 10,
- (ii) those showing one of these occupations in column 11 but no entry in column 10,
- (iii) those showing other occupations in column 10, and
- (iv) those showing no occupation in column 10 or 11.

Place groups (i) and (ii) together in the appropriate pigeon-holes. Tie up group (iv) and put it on one side: it will not be wanted again in sorting for these tables. Tie up group (iii) and put it on one side for the next sort.

(4) When you have done this for all your caste bundles take the slips in each pigeon-hole in turn and separate out those in which the occupation shown appears in column 10 (group (i)) from those in which it occurs in column 11 with no entry in column 10 (group (ii)). Count group (ii), enter the number in column 4 of your ticket, part i, and put it aside with group (iv).

(5) Take group (i) and separate (a) those slips in which there is no entry in column 11 from (b) those in which there is an entry in column 11. Enter the first (a) in column 2 of your ticket, part i, and the second (b) in column 3 of your ticket, part i, and column 2 of your ticket, part ii. Tie up group (a) and put it aside with group (iv). Tie up group (b) and put it face down in order in a fresh group (v).

(6) Heap (u) now contains for the first 30 occupations in order all the slips on which there is a subsidiary entry in column 11. Take the slips for each occupation at a time and sort for subsidiary occupations into the pigeon-holes already labelled. Tie up the slips which remain over for each occupation and replace them in order in group (v). Count the subsidiary occupations and enter in the appropriate column of your ticket, part ii. The order of the occupations in columns 3—32 of your ticket, part ii, should be the same as their order in column 1 of both tickets.

(7) Relabel your pigeon-holes with the next 30 occupations on your list. Take the slips in heap (u) one caste at a time and sort as instructed in paragraphs (3) to (5) above. Enter up in due course columns 1, 2, 3 and 4 of your ticket, part i, and columns 1 and 2 of your ticket, part ii.

(8) Take heap (v) beginning in order with those left over from the first sort for subsidiary occupation (paragraph (6)) and sort similarly for subsidiary occupations. Those slips which remain over must again be tied up and put back face down in order of occupations for a further sort. Those put into the pigeon-holes should be counted and entered up in your ticket, part ii.

(9) Proceed similarly for a third and if necessary a fourth and fifth sort until all the slips are accounted for. When you come to the end of the occupations in the list given you by your supervisor, you must label the pigeon-holes according to the occupations which you actually find and sort accordingly.

(10) Do not write in column (a) of the sorter ticket, parts i and ii, it must be left blank for the compiler.

NOTE 1.—The list referred to in paragraph 1 will be prepared by the deputy superintendent. It will give the occupations in their order of frequency found in the district at the last census.

NOTE 2.—For facility of compilation and tabulation the order in which the tickets are written up must be the same throughout the whole district and an entry of the first 60 occupations given in their order must be made even although the box of a particular sorter may contain no slip with one of these occupations written on it.

NOTE 3.—After the sort for the third list of occupations probably 90 to 95 per cent. of the slips will have been disposed of and sorters may be allowed to write down the names of the occupations remaining and sort for them as they find them occurring.

NOTE 4.—No classification of occupations is to be made by the sorters who must place in the same pigeon-hole only slips in which the occupation recorded is identical. This rule of course does not prescribe that separate pigeon-holes are to be used where the occupation is the same but the language only varies.

NOTE 5.—Throughout the whole of this operation the slips for any particular caste under any occupation will naturally remain together, since they are in caste bundles to begin with and are throughout dealt with in the same order. Whilst counting the figures of slips taken from the pigeon-holes the sorter should keep separate those for each caste and enter up the numbers on the ticket for table XV, part B.

NOTE 6.—During the sort for these tables in the case of Hindu males it will be necessary to get figures separately for those recorded as earning members of families governed by the mitakshara law. The figures will be shown by the sorter in a form as below:—

District.....Thana.....Religion, Hindu			
Charge Circles..... .. Sex, Male			
Principal occupation.	Subsidiary occupation.	MITAKSHARA EARNERS.	
		Total.	Under 17 years old.
1	2	3	4

When the sorter counts up and enters in column 2 of his ticket, part 1, the number of slips with a given occupation in column 10 and no entry in column 11 (*see* rule (5) above) he will enter the occupation in column 1 of this form, make a dash in column 3, separate out all the slips with 'mitakshara' entered in column 9, and enter the total in column 3 of the form and the number in which the age is shown as less than 17 in column 4. When he counts each subsidiary occupation (*see* rule (6) above) he will proceed similarly, i.e. he will enter in column 1 the principal occupation and in column 2 the subsidiary occupation with which he is dealing, will separate out the slips for that subsidiary occupation having the entry 'mitakshara' in column 9, and will enter the total in column 3 and the number in which the age is shown as less than 17 in column 4.

XII.—Rules for sorting for table XIV.

(1) Label six pigeon-holes horizontally according to the columns in this ticket.

(2) Label vertically for as many industries as the pigeon-holes will take up to a maximum of six, but not more at a time than will fall under one order in the occupational classification.

(3) Go through the slips of each occupational group separating these with no entry in column 12 into one heap, putting those of the industries selected for the first sorting into their appropriate pigeon-holes, and the remainder into another heap.

(4) Count and enter up the slips of the industries dealt with making separate totals for Indians and for others in the first four columns, tie up the slips in bundles with a note of the industry and number and item on the outside: relabel the pigeon-holes for another sort, and start sorting again from the last mentioned heap.

NOTE 1.—Slips will be already sorted for sex and occupation which will assist the sorting for this table.

NOTE 2. Sorters should be warned that there may be slips in which the entry of industry in column 12 has been erroneously omitted. They should therefore keep a close watch on the entry in columns 10 and 11 at the same time as they are selecting slips for this sort, and should enter them in the appropriate pigeon-hole if it is clear from the entry there that they should have also an entry in column 12. It will probably be necessary, whilst the sorter is dealing with the slips having an entry in column 12, to cause the remaining slips to be carefully examined by specially trained men who should enter on them in column 12 the industry which should have been recorded there but has been entered in column 10 (*e.g.*, slips may be found with 'mechanic in jute spinning mill' in column 10 and no entry in column 12—the examiner would enter 'jute spinning' in column 12). Slips thus corrected should be again sorted and the result of the sort entered in the ticket in addition to the figures already elicited at the first sort.

XIII.—Rules for sorting for table IX.

(1) Label the pigeon-holes with the age periods 0, 1, 2, 3, 4-6, 7-13, 14-16, 17-23, 24-26, 27-33, 34-36, 37-43, 44-46, 47-53, 54-56, 57-63, 64-66, 67-72, 73 and over.

(2) Sort the slips into these pigeon-holes according to the age given in the slip against the figure 7.

(3) Take the slips in the pigeon-hole labelled '0' and divide them into four heaps for (1) insane, (2) deaf-mutes, (3) blind and (4) lepers. Count the number in each heap and enter it against the age '0' in the proper column *on the left-hand side of the ticket. The right-hand four columns must be left blank by the sorter.*

(4) Take the slips in the succeeding pigeon-holes in turn and deal with them in the same way.

NOTE.—The total number of slips must agree with that recorded in register E.

XIV.—Rules for sorting for table X.

(1) Label the pigeon-holes for selected castes and sort the slips accordingly.

(2) Take the slips for the insane and sort them for the above castes. Place in a heap on the mat slips on which other castes are shown in column 8. Count the number of slips in each pigeon-hole and enter the number against the caste to which they relate.

(3) Proceed in the same way for the slips relating to other infirmities.

NOTE.—Although selected castes only will appear in the published table X the sorters should be directed to sort the castes through to the end in the manner prescribed for table XXIII.

XV.—A.—Rules for sorting for Table XVII (Part i).

A. (1) Deal the schedules into three heaps containing (1) those in which the entry in column 7 is lower than S. L. C. or Matric., (2) those in which the entry in column 7 is S. L. C. or Matric. and (3) the remainder.

(2) Tie up without counting the slips in heap no. (1), they will not be required again.

(3) Take the slips in heap (2). Add to heap (3) those with no entry in column 8 and deal into a separate heap those with any entry in column 8. Count up the schedules in the latter heap and enter the total in part i of the ticket, then tie them up and put them aside: they will not be sorted again.

B. (1) Label four of the pigeon-holes 'Soldier', 'Cultivator', 'Artizan' and 'Menial or Servant'.

(2) Sort the tickets according to the entry in col. 3 putting into the appropriate pigeon-holes all entries that fall into those lines and putting the rest in a heap on the floor.

(3) Count the totals in the four pigeon-holes, enter them up in the ticket and inform the supervisor.

C. (1) Take all the tickets just sorted in B, both those from the pigeon-holes and the remaining heap and put together.

(2) Label six pigeon-holes with the following six age-groups—under 20, 20—24, 25—29, 30—34, 35—39, 40 and over.

(3) Sort all the tickets into these six age-groups.

(4) Take the tickets from the first and the sixth holes; count the totals; enter the totals in the appropriate places in part (c) of the ticket; tie up and label the tickets and put them on one side.

(5) Take the tickets of each of the *other* holes in turn and divide them according to the entry in column 5, into those unemployed for under 1 year and those unemployed for 1 year or over. Count each kind, enter them in the ticket, tie them up in separate bundles and put six of them into six pigeon-holes labelled horizontally for the first six entries in the ticket columns. The remaining 2 must be put aside to be dealt with later.

(6) *N.B.*—For this sort you will need a list of depressed classes, which you must get from your supervisor.

Label six pigeon-holes vertically for the first six classes, Brahmans, Baidyas, etc. Take each bundle in turn and sort it for these classes putting it into the correct vertical column. Any schedules of the remaining two classes may be placed on the floor in two separate heaps. The numbers of these heaps on the floor should be counted and entered in the ticket at once and the heaps tied up and labelled to prevent confusion.

(7) Count the contents of each pigeon-hole and enter in the ticket. Bundle the tickets of each pigeon-hole and take the remaining two bundles put aside before (see rule 5) and deal similarly with these. Count and enter the tickets in the pigeon-hole and inform your supervisor.

B.—Rules for sorting for Table XVII (Part ii).

(1) Your schedules as a result of the sorting for part i are in 64 bundles. Place them in four heaps according to their age-groups, 20—24, 25—29, 30—34, 35—39.

(2) Label 17 pigeon-holes according to the columns on the ticket.

(3) Distribute age-group 20—24 between these 17 pigeon-hole.

(4) Count and enter up the contents of each pigeon-hole.

(5) Remove the contents and tie them up in separate bundles.

(6) Repeat the process with each age-group in turn.

(7) Count the total number of schedules of each age-group keeping the 17 bundles separate and enter on the ticket.

(8) Inform your supervisor.

Forms of Sorter's Tickets.

NOTE.-All sorters' tickets are printed on 'Brown Cartridge Paper', 41" by 25"—42 lbs. p. r.
ream of 500 sheets.

Table VI.--Sorter's Ticket.

District

Thana_____

Religion _____

Circles_____

Sex _____

Birthplace.	Number of persons.	Birthplace.	Number of persons.
		Brought forward	:
Carried over	.	GRAND TOTAL	.

Tested and passed as correct.

Signed _____

Signed _____

Supervisor.

Sorter.

Dated

Dated _____

Size left to right $5\frac{1}{2}''$ ($\frac{1}{4}$), top to bottom $12\frac{1}{2}''$ ($\frac{3}{4}$). Ruled with 19 horizontal lines.

Table VII.-Sorter's Ticket.

District _____ R ligion _____
 Thana _____
 Circle _____ Sex _____

Sorter's age-group.		Number of Persons.			Formula.	Compiler's age-group.	Number of Persons.		
		Unm.	M.	W.			Unm.	M.	W.
0	A				$A + \frac{1}{2} B =$	0-1			
1	B				$\frac{1}{2} B + \frac{1}{2} C =$	1-2			
2	C				$\frac{1}{2} C + \frac{1}{2} D =$	2-3			
3	D				$\frac{1}{2} D + \frac{1}{2} E =$	3-4			
4-6	E				$\frac{1}{2} E =$	4-5			
7-13	F				$\frac{1}{2} F + \frac{1}{2} E =$	5-10			
14-16	G				$\frac{1}{2} G + \frac{1}{2} F =$	10-15			
17-23	H				$\frac{1}{2} H + \frac{1}{2} G =$	15-20			
24-28	I				$\frac{1}{2} I + \frac{1}{2} H =$	20-25			
27-33	J				$\frac{1}{2} J + \frac{1}{2} I =$	25-30			
34-36	K				$\frac{1}{2} K + \frac{1}{2} J =$	30-35			
37-43	L				$\frac{1}{2} L + \frac{1}{2} K =$	35-40			
44-46	M				$\frac{1}{2} M + \frac{1}{2} L =$	40-45			
47-53	N				$\frac{1}{2} N + \frac{1}{2} M =$	45-50			
54-56	O				$\frac{1}{2} O + \frac{1}{2} N =$	50-55			
57-63	P				$\frac{1}{2} P + \frac{1}{2} O =$	55-			
64-66	Q				$\frac{1}{2} Q + \frac{1}{2} P =$	60-65			
67-73	R				$\frac{1}{2} R + \frac{1}{2} Q =$	65-70			
74 and over	S				$S + \frac{1}{2} R =$	70 and over			
Total						Total			

Tested and passed as correct.

Signed _____

Signed _____ Compiler.

Sorter. Supervisor. Dated _____

Dated _____ Signed _____

Deputy Superintendent.

Dated _____

Size left to right $8\frac{1}{2}''$ ($\frac{21}{4}$), top to bottom $10\frac{1}{2}''$ ($\frac{41}{4}$).

Table VIII.—Sorter's Ticket.

District _____ Religion _____

Thana _____ Circles _____ Sex _____

Caste, etc.	Unmarried.						Married.						Widowed.								
	0-6.	7-13.	14-16.	17-23.	24-43.	44 and over.	Total.	0-6.	7-13.	14-16.	17-23.	24-43.	44 and over.	Total.	0-6.	7-13.	14-16.	17-23.	24-43.	44 and over.	Total.

Signed _____ Signed _____

Tested and passed as correct. Supervisor. Sorter.

Dated _____ Dated _____

Size left to right $13\frac{3}{8}''$ ($\frac{1}{8}$), top to bottom $12\frac{1}{2}''$ ($\frac{2}{3}$). Ruled with 18 horizontal lines.

Table IX.—Sorter's Ticket.

District _____ Thana _____

Circles _____ Sex _____

Insane.	Deaf-mute.	Blind.	Lepers.	Sorter's age-groups.	Formula.	Compilers' age-groups.	Insane	Deaf-mute.	Blind.	Lepers.

Tested and passed as correct. Signed _____

Signed _____ Signed _____ Compiler.

Sorter. Supervisor. Dated _____

Dated _____ Dated _____ Signed _____

Deputy Superintendent.

Dated _____

The sorters' and compilers' age-groups and the formula for converting the first to the second are the same as for Table VII.

Size left to right $8\frac{1}{2}''$ ($\frac{1}{8}$), top to bottom $12\frac{1}{2}''$ ($\frac{2}{3}$).

Table X.—Sorter's Ticket.

District _____ Sex _____

Castes.	Insane.	Deaf-mutes.	Blind.	Lepers.

Tested and passed as correct.

Signed _____
Supervisor.

Signed _____
Sorter.

Dated _____

Dated _____

Size left to right 6½" (⅔), top to bottom 13½" (⅔). Ruled with 22 horizontal lines.

Tables XI, XII and XIII.—Sorter's Ticket, Part I ; page.....

District.....Thana.....Religion.....
Charge.....Circles.....Sex.....

Group No.	Occupation.	WORKERS.		Working dependents.
		Earners as principal occupation.		
		Without subsidiary occupation.	With subsidiary occupation.	
a	1	2	3	4

Tested and passed as correct.

Signed (1).....Sorter, dated.....
(2).....Supervisor, dated.....

Size of ticket, left to right 5" (⅔), top to bottom, 13½" (⅔). Ruled with 30 horizontal lines.
E.

Tables XI, XII and XIII.—Sorter's Ticket, Part II; page.....

DistrictThana.....ChargeCircles.....ReligionSex.....

Group No.	Principal occupation.	Subsidiary occupations of earners.																																		
		Total : all subsidiary occupations.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32		

Tested and passed as correct. Signed (1) Sorter, dated.....(2)..... Supervisor, dated,

Size of ticket, right to left 25" (1"), top to bottom, 13½" (½"). Ruled with 30 horizontal lines.

Table XV.- Sorter's Ticket.

District		Thana		Circle		Religion		Sex																										
Total number of		Number of slips in which the traditional occupation is shown		Number of slips (other than those shown in columns 6 and 7 of this ticket) on which the entry in column 10 falls under the head of		Public Ad. ministration.		As and professions.		Persons living on their income.		Domestic service.		Contractors, Cl-ks, Cavaliers, etc., otherwise unspecified.		Labourers unspecified.		Beggers, porter-vies, c and and inmates of jail and asylums.																
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	
Case	Tradit'nal or in statu	Non-working dep'ndents	Working dependents	In column 10 with no other kind of occupation entered in column 11.	In column 10 with some other kind of occupation entered in column 11.	In column 11 with no entry in column 10.	In column 11 with some other kind of occupation shown in column 10.	In column 10.	Income from rent of land.	Cultivators of all kinds.	Agents and managers of landed estates, planters, forest officers and other clerks, rent collectors, etc.	Field labourers, wood cutters, etc.	Wages of live stock, millmen and masons.	Fishing and hunting.	Overseers, managers, clerks, etc.	Labourers.	Extra tion of minerals.	Overseers, managers, clerks, etc.	Industries.	Transport.	Trade.	Contracted and Gazetted officers.	Others.	Gazetted Officers.	Others.	Religion.	Lawyers, doctors and teachers.	Others.	Persons living on their income.	Domestic service.	Contractors, Cl-ks, Cavaliers, etc., otherwise unspecified.	Labourers unspecified.	Beggers, porter-vies, c and inmates of jail and asylums.	

* By "other kind of occupation" is meant some occupation other than that shown in col. 2 as the traditional occupation of the caste.

Tested and passed as correct.

Signed _____ Dated _____
Supervisor. Sorter.

Slips left to right 26", top to bottom 10 1/2" (4 1/2). Re-aid with 17 horizontal lines.

Table XVII.-Pt. i-*Sorter's Ticket.*

Thana _____

District _____

Circles- _____

(a) *Comparison of* S. L. C. or Matric., in }
Cols. 7 and 8. col. 7, any employment } Total _____
 at all in col. 8.

(b) <i>Father's Profession.</i>	Soldier.	Cultivator.	Artizan.	Menial or servant.
Totals of col. 3				

(c) *Age and Period.*
 Cols. 4 and 5 Total of 1st group—under 20 yrs. _____

Class.	20—24.		25—29.		30—34.		35—39.		Total.
	Under 1 yr.	1 yr. or over.	Under 1 yr.	1 yr. or over.	Under 1 yr.	1 yr. or over.	Under 1 yr.	1 yr. or over.	
Brahmans . . .									
Baidyas . . .									
Kayasthas . . .									
Depressed Hindus .									
Other Hindus . . .									
Muslims . . .									
Anglo-Indians . . .									
Others . . .									
Total .									

Total of sixth group—40 years and over _____

Tested and passed as correct.

Signed _____

Supervisor.

Signed _____

Sorter

Dated _____

Dated _____

Size left to right 6½" (¼"), top to bottom 12½" (⅓").

Table XVII.—Pt. ii—Sorter's Ticket.

Thana_____

District_____

Circles_____

Unemployment by degree.

Degree.	Age-groups.			
	20—24.	25—29.	30—34.	35—39.
British degrees				
Continental degrees				
American degrees				
Other Foreign degrees				
Indian Medical				
„ Legal				
„ Agricultural				
„ Commerce				
„ M. A. . . .				
„ M. Sc. . . .				
„ B. A. . . .				
„ B. Sc. . . .				
„ B. Eng. or L. C. E. . . .				
„ B. T. or L. T. . . .				
„ I. A. . . .				
„ I. Sc. . . .				
S. L. C. or Matric				
Total				

Tested and passed as correct.

Signed_____

Signed_____

Supervisor.

Sorter.

Dated_____

Dated_____

Size left to right 6½" (½"), top to bottom 12½" (½").

Table XVIII.—Sorter's Ticket (i).—Sheet No.

Thana _____

Religion _____

District _____

Circles _____

Sex _____

Sorters' age groups—	Languages in which literate.								Total literate	
									in Vernacular. ^f	in English.
Col. 1	2	3	4	5	6	7	8	9	10	11
0—3										
4—6										
7—13										
14—18										
17—23										
24 and over										
Total										

Tested and passed as correct.

Signed _____ Sorter, dated _____

Supervisor, dated _____

Size left to right 10½" (¼), top to bottom 8" (⅓).

Table XVIII.---Sorter's Ticket (ii).

Thana		District		Religion		Sex									
Circles		Literato in Vernacular.		Literato in English.		Compil- er's age groups.		Literato in							
Sorter's age groups.		Sheet 1.	Sheet 2.	Sheet 3.	Total col 8 to 5).	Sheet 1.	Sheet 2.	Sheet 3.	Total (col. 6 and 10).	Formula.	Verna- cular.	English.	Total.		
Col. 1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
0-3	A										A + $\frac{1}{2}$ B				
4-5	B										$\frac{1}{2}$ B + $\frac{1}{2}$ C				
7-13	C										$\frac{1}{2}$ C + $\frac{1}{2}$ D				
14-16	D										$\frac{1}{2}$ D + $\frac{1}{2}$ E				
17-23	E										$\frac{1}{2}$ E + F				
24 and over	F														
Total															

Tested and passed as correct.

Signed _____

Sorter, dated _____

Supervisor, dated _____

Tested and passed as correct.

Signed _____

Compiler, dated _____

Dy. Supdt., dated _____

Size left to right 13 $\frac{1}{2}$ " ($\frac{1}{2}$), top to bottom 8 $\frac{1}{2}$ " ($\frac{1}{2}$).

Table XIX.-Sorter's Ticket.

[illegible]

Table XX.—(Pts. i, ii and iii).—Sorter's Ticket.

Thana _____ District _____
 Circles _____ Sex _____

Language.	Number of persons.	Language.	Number of persons.
		Brought forward .	
Carried over .		GRAND TOTAL .	

Tested and passed as correct.

Signed _____
Supervisor.

Signed _____
Sorter.

Dated _____ Supervisor.

Dated _____

Size left to right $5\frac{1}{2}$ " ($\frac{1}{4}$ "), top to bottom $8\frac{1}{2}$ " ($\frac{3}{8}$). Ruled with 9 horizontal lines.

Table XX. (Pt. iv) — Sorter's Ticket.

District _____

Thana _____

Charge No. _____

Circles _____

Sex _____

Mother Tongue _____

Subsidiary language.				
	A	B	C	D
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
Total.				

Examined and passed as correct.

Signed _____

Signed _____

Supervisor.

Sorter.

Dated _____

Dated _____

Size left to right $5\frac{1}{2}''$ ($\frac{1}{4}$), top to bottom $8\frac{1}{2}''$ ($\frac{1}{8}$).

Table XXII.—Sorter's Ticket.

District _____ Thana _____
 Circle _____ Sex _____

Sect.	Europeans, etc. (including Armenians).	Anglo-Indians	Indians.	Others.	

Tested and passed as correct.

Signed _____

Signed _____

Dated _____ Supervisor.

Dated _____ Sorter.

Size left to right $5\frac{1}{2}"$ ($\frac{1}{8}$), top to bottom $12\frac{1}{2}"$ ($\frac{1}{8}$). Ruled with 20 horizontal lines.

Table XXIII.—Sorter's Ticket.

District _____ Circles _____ Religion _____
 Thana _____ Sex _____

Caste.	Number of persons.	Caste.	Number of persons.	Caste.	Number of persons.	Caste.	Number of persons.	Caste.	Number of persons.
		Brought forward .		Brought forward		Brought forward .		Brought forward .	
Carried over		Carried over		Carried over		Carried over		GRAND TOTAL .	

Tested and passed as correct.

Signed _____

Signed _____

Dated _____ Supervisor.

Dated _____ Sorter.

Size left to right $13\frac{1}{2}"$ ($\frac{1}{8}$), top to bottom $12\frac{1}{2}"$ ($\frac{1}{8}$). Ruled with 10 horizontal lines.

Table XXV.—Part (a)—Sorter's Ticket.

District _____

Sex _____

Age.	British subjects.	Others.
0—13		
14—16		
17—23		
24—33		
34—43		
44—53		
54 and over		
Total .		

Tested and passed as correct.

Signed _____

Supervisor.

Signed _____

Sorter.

Dated _____

Dated _____

Size left to right $4\frac{1}{16}$ " ($\frac{1}{4}$ "), top to bottom $8\frac{1}{2}$ " ($\frac{2}{3}$).

Table XXV.—Part (b)—Sorter's Ticket.

District _____ Sex _____

Sorter's age group.	No of persons.	Compiler's age group.	No of persons.
0—3		A	} No change.
4—6		B	
7—13		C	
14—16		D	
17—23		E	17—19 (ie, $\frac{1}{2}$ of E)
24—29		F	20—29 (ie, F + $\frac{1}{2}$ E)
30—39		G	} No change.
40—49		H	
50—59		I	
60—69		J	
70 and over		K	
Total .			

Tested and passed as correct.

Signed _____

Signed _____

Supervisor.

Sorter.

Dated _____

Dated _____

Size left to right $4\frac{1}{10}$ " ($\frac{1}{10}$), top to bottom $12\frac{1}{4}$ " ($\frac{1}{4}$),

CHAPTER IV.—COMPILATION

1. Place and time of compilation.—Compilation will be done both in the central sorting offices and in the office of the personal assistant to the provincial superintendent. In the central offices compilation will proceed *pari passu* with sorting and as soon as all the sorters' tickets for a table for a *thana* are passed as correct they should be handed on to the compilers (see above, Chapter III, article 6 (3)) and posted in the appropriate compilation registers.

NOTE.—The final tables for the Calcutta volume of the report will be prepared at Berhampore. Where it is laid down that the compilation of any table will be done in the office of the personal assistant it must consequently be understood that compilation of the figures for this volume will be done at Berhampore; but the deputy superintendent there must in each case forward as quickly as possible his figures to the personal assistant for inclusion in the Bengal tables.

2 Establishment.—Superintendence and inspection will be done by the superior staff of the sorting office. The number of compilers employed will vary. At first it will be enough to appoint two men and to increase the number when more than two districts are being dealt with at once, appointing to begin with thereafter one compiler for every district. A special supervisor should be placed in charge of every group of six compilers. Supervisors and compilers should be neat, careful and accurate workers and should have a good knowledge of English and an aptitude for figures.

3. Pay and conditions of service.—(1) Compilers and supervisors will not be piece-workers but will receive a fixed pay subject to fines for insufficient or inaccurate and unsatisfactory work. Deputy superintendents will lay down and enforce a standard for each table and supervisors will report any of their compilers who fail to come up to the standard or to produce a reasonable outturn of work. Supervisors and compilers will be held liable for mistakes detected when their work is tested (see below, article 4 (6)).

NOTE.—Deputy superintendents should submit to the provincial superintendent for approval the fines which they propose to exact, bearing in mind the provisions of Chapter III, Annexure II, article 4, note 2.

(2) Compilers and their supervisors will be liable to the same conditions of service as are laid down for other census employees (see above, Chapter II, article 5 (2) and Chapter III, article 5 (2)).

4. General procedure for compilation.—(1) *Language and forms.* Compilation will be in English. Compilation forms will be supplied for each table with the exception of imperial tables I, II, IV, V and XXI which will be compiled direct from register A and the provincial tables which will be obtained as indicated above in Annexure II to Chapter III.

(2) *Preparation of registers.*—The requisite number of sheets of the appropriate compilation form for the tables to be compiled will first be neatly bound together in a brown cartridge cover and the pages numbered consecutively. The headings of each page will be filled in and the sorting units for the district (see above, Chapter III, article 7) entered in each page in the same order. The book will then be labelled with the particulars of the table, district and contents.

NOTE 1.—The number of sheets required for the register depends upon the combination adopted in sorting and the number of sorting unit in the district. In all cases there will be separate sorters' tickets for each sex of each religion, and for each religion there will be more

tickets than two in cases where the sexes have been further divided in sorting as for example by civil condition. Each page of the register provides for entries for a number of sorting units which is not likely to be exceeded in most districts, and consequently in most cases one page only will be required for each kind of sorter's ticket or one sheet for each two kinds. Where the number of sorting units is more than can be entered on one page a second will be required.

NOTE 2.—The sheets will be bound at the left hand side and in the case of each kind of sorter's ticket the compilation of the figures for males and females will be done on pages which can be seen together when the book is opened. The left hand page will be given to males and the right-hand to females. Thus for table VII if the left-hand page at any part of the book is for married Hindu males the right-hand page which is visible when that page is open will be for married Hindu females and so on. Where one page of the register will not accommodate all the entries for the sorting units in a district care must be taken that the entries which are carried on to a second page are not made on the next succeeding page but on the next but one in order that the figures for each sex may be seen together.

NOTE 3.—In entering up the names of the sorting units the same order must be observed throughout in all tables. Care must be taken to make allowance for cases in which one sorting unit is divided between two or more sorters. The order to be adopted is that shown in the Report on the Census of Bengal, 1921, Part II, provincial table I, column 1. Towns forming separate sorting units should be entered next to the adjoining police station. Where there has been a change in the jurisdiction of police stations an attempt should be made to enter successively if possible the police stations within the district between which there has been a re-adjustment of jurisdiction in order that the totals for 1931 may be presented in a manner which will make comparison immediately possible with those of 1921. In entering up the names of sorting units in the register allowance must be made for one line to be left blank half way down the page for intermediate totals (*see below*, note to sub-clause (b) of this article). In 1921 it was found satisfactory to print lists of the sorting units and to paste them over column 1 in each page of each compilation register. Deputy superintendents may follow the same course on the present occasion. They should remember, however, that the lists are of use only in those registers in which the horizontal lines are spaced at equal distances and if they have lists printed should get them set up to the width of the narrowest column 1 of the registers.

NOTE 4.—The label to be affixed on the cover of the register for table VII illustrates the details required on the labels for every register. It will contain the following particulars :—

TABLE VII.

District	Pages.
Muslim males, unmarried
Muslim males, married
Muslim males, widowed
Muslim females, unmarried

and so on for each religion, sex and civil condition in the district.

(3) *Check of sorters' tickets*—The blank compilation register prepared as above should be made over to the compiler. As he receives the sorters' tickets for which the record keeper has initialled the entry in Register (J) [*see* Chapter III, article 6 (3)] the compiler should satisfy himself that they are complete. He should receive in all cases for each sorting unit shown in column 1 of the register at least one ticket for each sex of each religion. He will of course receive more than one where (a) any sorting unit is divided between two or more sorters; or (b) a sorter has been unable to enter all the particulars for any denomination in one page of the sorter's ticket; or (c) separate tickets have been used for classes within a single sex.

(4) *Adjustment of age-groups.*—In some cases (*e.g.*, for tables VII and IX) figures cannot be posted in the compilation register until the alternate ternary and septenary groups used by the sorters have been adjusted to the quinary groups which will appear in the tables. The formula for this conversion is given in each case in the sorters' tickets (*see*, for instance, the sorter's ticket for table VII above following Annexure II to Chapter III). The adjusted figures will be entered first in the portion reserved for them in the sorters' tickets. The calculation must in each case be compared and checked before the figures are posted in the compilation register.

NOTE.—If the sorter's group, on being halved, yields a remainder the odd number will be adjusted to the lower age group. Similarly if there is a remainder on dividing by any other number than 2 it will be allocated amongst the lower age groups beginning with the lowest and giving one unit to each equal group until all are distributed. (Thus if the sorter's group a is to be divided into $\frac{p \times a}{y}$, $\frac{q \times a}{y}$ and $\frac{r \times a}{y}$ (where $p + q + r$ equal y), and if, on division by y , a yields a remainder of x , then each of the groups $\frac{p \times a}{y}$, $\frac{q \times a}{y}$ and $\frac{r \times a}{y}$ beginning with the lowest will receive one unit for every factor $\frac{a}{y}$ contained in it until x is completely distributed). The units remaining after division having been thus distributed in each case there will be no difference between the sum of the adjusted groups and the sum of the sorters' groups.

(5) *Posting up the register.*—When the compiler is satisfied that the number of sorters' tickets received is correct, and when his conversion of the age groups has been checked and passed, he will proceed to post up the figures in the register. Very great care must be taken to prevent wrong postings, *e.g.*, of figures for one sex on the page for another or of the married on the page for the unmarried. As each figure is posted it should be ticked off on the sorter's ticket. When the entries are compared (*see* below, sub-clause (6) of this article) the tick on the sorter's ticket should be crossed. When the figures have all been posted they will be totalled.

NOTE.—To facilitate addition it is advisable to strike a total half way and a line should be left blank in the middle of the page for this purpose. These intermediate totals will be in pencil. All other entries in the compilation registers will be in ink. Black ink will be used for the figures posted from the tickets and red ink for the page totals.

(6) *Testing.*—Absolute accuracy is essential. Any error at this stage would be most serious. The entries in the compilation registers must be compared very carefully with those in the sorters' tickets. Compilers will work in pairs. As soon as one has completed his preparation of a register he will hand it over with the sorters' tickets to his companion who will carefully compare the entries with the sorters' tickets and check the addition. The supervisor will conduct a further check both of the entries in the sorters' tickets and of the addition. It may be advisable also to keep a special inspector for compilation work whose principal duty will be a further careful arithmetical check and especially cross-checking with other tables. The deputy superintendent will concern himself chiefly with comparing the figures with regard to their actual meaning. In addition to these checks there will be a certain amount of dual compilation in the superintendent's office. For this purpose duplicate sorters' tickets will be sent to the personal assistant in all cases where adjustment of age-groups is involved and also in certain other cases which will be indicated.

NOTE.—Care must be taken to check the horizontal as well as the vertical totals and to see that the corresponding figures in the different tables agree. For instance the population of each sex and religion aged 0-5 in table XVIII must agree with the total of the age periods 0-1, 1-2, 2-3, 3-4 and 4-5 in table VII.

(7) *Report of District totals and dispatch of registers.*—When the register for a table has been completed and thoroughly checked the district totals will be reported to the provincial superintendent. The compilation register with the sorters' tickets complete should also be forwarded in a separate cover to the personal assistant to the provincial superintendent for further check.

(8, *Progress reports.*—A weekly progress report will be compiled on Monday showing the work done up to the previous Saturday. This will be sent to the provincial superintendent not later than the following Tuesday morning. It will be prepared in manuscript in the following form and in accordance with the instructions given below the form.

5.—Detailed procedure for preparation of individual tables.—(1) *Order of preparation.* Imperial tables I to V and provincial table I, prepared from register A, and provincial table III prepared from register X can be taken up at once and it is unnecessary to delay work on them until sorting is in progress. Similarly the part of imperial table XXI and provincial table II which are compiled from register A can be taken in hand at once. Tables IX and X as well as tables XVII (i) and XVII (ii) can be taken in hand as soon as the special slips for infirmities and the returns of unemployment are sorted by a special staff. For the other tables the order of preparation will necessarily depend to some extent on the order of sorting and will generally be as follow ; VII, XXV, XXII, XVIII, VI, XX, XXIII, XIX, VIII, XV, XI, XII, XIII, XIV, XVI. Imperial table XXI can be completed after table VII is compiled. Provincial table II can be completed and imperial table XXIV compiled after table XXIII is prepared.

(2) *Notes on individual tables.*

(i) **Imperial table I.**—Column 2 will be left blank to be filled up in the office of the personal assistant. In column 6 will be given all places appearing in the lists of census cities and towns previously communicated (see circular No. 2423-5A, dated the 16th October 1930). Column 2 will be filled up by the personal assistant as soon as the compilation registers are received and in order that there may be no delay in doing this details for the preparation of column 2 should be compiled beforehand in his office with a note explaining differences of area since the census of 1921.

NOTE.—In tables I (column 3), III, IV, and V in the case of municipalities with civil lines adjoining the whole area should be treated as a single town. Figures for cantonments however should be shown separately throughout these tables.

(ii) **Imperial table II.**—This table will be prepared by the personal assistant. Columns 1, 3—7, 9—12, 15—19 and 21—25 will be prepared beforehand and kept ready with a note explaining in full the reasons for adjusted figures. The figures for columns 2, 8, 13, 14 and 20 will be entered as soon as table I is received and checked.

(iii) **Imperial table III.**—This table will be prepared from the census mauza tables (see above Chapter III, article 10). The population of each mauza will be entered *thana* by *thana* in a tabulation register with columns corresponding to columns 5, 7, 9, etc., of table III. At the foot of each page totals will be struck for each column and the number of entries (mauzas) noted below them. These figures will be added up first for the *thana* and then for the district. The population of railway platform, train, steamer, boat patrol, road and cooly encampment blocks (but not the resident population of railway station premises) will be shown in a separate column at the end.

(iv) **Imperial tables IV and V.**—Figures for table IV columns 1—3, 5—9, 11—14, 17, 18, 20 and 21 will be prepared beforehand in the office of the personal assistant. Figures for columns 4, 10, 15, 16 and 19 will be prepared in the sorting offices and forwarded to the personal assistant in whose office they will be checked before being incorporated in the table.

NOTE 1.—The area covered by a municipality with civil lines adjoining will be treated as one town (see note to sub-clause (2) (i) above) but in tables IV and V separate figures will be given below the total in smaller type for the municipality, suburbs, civil lines, etc.

NOTE 2. In table IV towns are arranged in the order of their population. In table V they are arranged territorially. In table IV they will be shown in the following six classes.

Class	I.—of 100,000 inhabitants and over.
„	II.—of 50,000 to 100,000 inhabitants.
„	III.—of 20,000 to 50,000 inhabitants.
„	IV.—of 10,000 to 20,000 inhabitants.
„	V.—of 5,000 to 10,000 inhabitants.
„	VI.—of less than 5,000 inhabitants.

NOTE 3.—In cantonments (Lebong, Jalapahar and Barrackpore) the military and civil population must be shown separately. This presents no difficulty as under the rules for enumeration the blocks for civil and military population will be kept distinct and will consequently be shown separately in register A from which tables IV and V are prepared. Similarly the civil and military population in Fort William, Alipore and Dacca should be shown separately.

(v) **Provincial table I.**—This table will be prepared in the office of the personal assistant. Columns 1—4, 9 and 11 should be worked out beforehand in his office. This can be done in connection with the preparation of similar particulars for imperial table I. Adjusted figures of population and area will be necessary and detailed notes should be prepared of the reasons for the difference in the figures. The remaining figures for the table can be prepared from register A or the abstract made from it.

(vi) **Provincial table III.**—Register X, after being carefully checked, will be sent to the personal assistant and provincial table III will be prepared in his office from the information in it, combined with particulars from other sources, *e.g.*, Steamer forms 1 and 2 (Code of Census Procedure in Bengal 1931, Part I, Appendix XII).

(vii) **Imperial tables IX and X.**—

(a) District totals will be obtained direct from the sorters' tickets without intermediate totalling but a compilation register will be required for the preparation of the provincial figures in the office of the personal assistant.

(b) Doubtful entries in the case of table X should be classified in the manner prescribed in Chapter III, article 13. The names of the castes and tribes found on the slips as classified should then be written on pieces of paper which should be sorted alphabetically and the castes and tribes entered in that order in the register. A separate sheet will be taken for each caste.

(c) The total of the afflicted of each kind including 'others' in table X must of course agree with the corresponding figures in table IX.

(viii) **Imperial table XVII.**—This will require no special compilation register and will be prepared in the office of the personal assistant direct from the sorters' tickets which should be sent direct to his office when sorting of the special return is completed.

(ix) **Imperial table VII.**—This is the first table requiring elaborate compilation. Special care will be necessary in the adjustment of age-groups and the check of these conversions.

NOTE.—The single year age groups specially sorted for Calcutta and Chittagong (see above, rules for sorting for table VII, note 4) will be compiled for each of these municipalities in a special table according to religion, sex and mother tongue.

(x) **Imperial table XXI.**—The abstract of register A can be used for the preparation of this table. Totals shown in the abstract should be carefully verified and totalled for the district. The figures for each of the

minor religions will be obtained from the compilation registers for table VII. Sects of Hindus should be entered separately in the compilation registers as found on the sorters' tickets.

(xi) **Imperial tables XXV and XXII.**—

(a) District totals will be obtainable direct from the sorters' tickets without intermediate totalling. Compilation registers will be prepared, however, and forwarded to the personal assistant in order that the provincial figures may be obtained.

(b) In the case of table XXII it will be necessary before totalling to classify the entries as prescribed in above in Chapter III, Annexure II, article 6, IV.

(xii) **Imperial table XVIII**—Care must be taken to fill in the figures for total literate from the corresponding column of the sorters' tickets and not from that headed 'literate in the vernacular'.

NOTE The figures for those having completed a primary education or reached a similar standard will be compiled at the same time as table XVIII. The sorters' tickets, part II, will contain on the reverse the total number of persons literate in the vernacular for whom '5' is entered in column 16 of the schedule. These entries will be compiled in a special form (printed on green paper) as follows:—

District Age group
Religion

Talana or town.	Literate in English.		Literate in vernacular with 5 in column 16.	
	Male.	Female.	Male.	Female.
1	2	3	4	5

Figures for columns 1, 2 and 3 will be taken from the compilation register for table XVIII and for columns 4 and 5 from the entries on the back of the sorters' tickets, part II

(xiii) **Imperial table VI.**—

(a) The compiler should enter up in the headings of the compilation register the names of the districts of Bengal and the States of Cooch Behar and Tripura in the order in which they appear throughout the Report on the Census of 192, part II. He should then go through all the sorters' tickets for the district and write on pieces of paper the districts and

provinces found recorded in them. He should then sort these pieces of paper and enter up the headings in the following order :—

- (1) Other provinces and states in India.
 - (a) Adjacent to Bengal.
 - (i) British territory.
 - (ii) States.
 - (b) Other provinces and states.
 - (i) British territory.
 - (ii) States.
 - (c) French and Portuguese settlements.
 - (d) India-unspecified.
- (2) Asiatic countries in alphabetical order.
- (3) Europe.
 - (a) England and Wales.
 - (b) Scotland.
 - (c) Northern Ireland.
 - (d) Channel Islands and Isle of Man.
 - (e) United Kingdom-unspecified.
 - (f) Other European countries in alphabetical order.
 - (g) Europe-unspecified.
- (4) Africa.
 - (a) Countries in alphabetical order.
 - (b) Africa-unspecified.
- (5) America.
 - (a) Countries in alphabetical order.
 - (b) America-unspecified.
- (6) Australasia.
 - (a) Countries in alphabetical order.
 - (b) Australasia-unspecified.
- (7) Born at sea.
- (8) Birthplace unspecified.

Districts of provinces and states are to be entered as shown in the Code of Census Procedure in Bengal, 1931, Part I, Appendix VII and a space is to be headed in the case of each province ‘ (province), district unspecified’. For further details of the order to be adopted deputy superintendents should consult Census Commissionuer’s letter No. 14 Comp., dated the 12th January 1931.

(b) The compilation of this table should be completed as early as possible in order that both district officers in Bengal and the census superintendents of other provinces may receive copies of the figures for their jurisdictions in time to examine them and offer what explanations they can of the movements of the population therein disclosed before the time comes for writing the provincial reports.

(xiv) **Imperial table XX.** *A.—Parts i, ii and iii.*—The compilation register provides for the entry of 21 languages. Compilers will fill in the names of the languages found in any district in the same order throughout. It is not likely that more than 21 languages will be found in most districts. Where more are found the entries for the remaining languages must be made on continuation pages of the register.

B.—Part iv.—Compilers must be careful to include the figures on all the tickets of each sorter if more than one have been used (*see* above, rules for sorting for table XX, part iv, note 1).

NOTE.—Deputy superintendents will prepare a note for each district showing the numbers of those speaking non-Indian subsidiary languages other than English who have not been excluded from the sort owing to the fact that they are compelled to use them in ordinary life in the way of earning a livelihood (*see* above, rules for sorting for Table XX, part iv, note 2). The note will show the subsidiary language and the number and sex of those speaking it with the professions which they follow and in virtue of which they have been included.

(xv) **Imperial table XXIII.**—The castes most numerous in 1921 will have been entered in the same alphabetical order in all the sorters' tickets for a district (*see* above, Chapter III, Annexure II, article 6, VII) and the compiler will be able to post up the entries for them at once in the same order. He will then write on pieces of paper the names of all other castes found on the sorters tickets as classified by the deputy superintendent (*see* above Chapter III, article 13). These papers should be sorted alphabetically and the caste names entered in that order in the register. A head for 'others' should be kept in the register.

NOTE.—Where the members of a single caste belong some to one religion and some to another (*e.g.*, Hindu and Jain Agarwals, Hindu and tribal Oraons, etc.), separate figures must be given for each religion. This will present no difficulty in compilation as the slips for each religion are sorted separately. The information in the case of Europeans, etc., will be given in table XXII.

(xvi) **Provincial table II.**—No compilation form is prescribed for this table and the compilation will be done in manuscript. Particulars for columns 1—5 can be prepared at once from register A and the remainder can be posted direct from the compilation registers for tables XVIII and XXIII.

(xvii) **Imperial table XXIV**—This table will be prepared in the office of the personal assistant. The figures for columns 1, 3—7, 9—12 15—'9 and 21—25 should be prepared beforehand and the remaining figures posted up from the compilation registers for table XXIII.

(xviii) **Imperial table XIX**—Each page of the compilation register provides for seven selected castes. As in every case, opposite pages should be reserved for males and females.

NOTE.—For the reasons given in Chapter III, Annexure II, article 6, VII, note 8, the figures showing the total of the castes in this table will not always agree with those shown in table XXIII which will include entries added in the course of classification.

(xix) **Imperial tables VIII and XV.**—The compilation of these tables presents no difficulties.

(xx) **Imperial table XI.**—(a) Compilation of this table is exceptionally difficult. Great care and close supervision must be exercised throughout.

(b) A vernacular index of occupations will be prepared and circulated. It will contain entries found in the schedules on previous occasions of the

census against each of which will be entered the group numbers in the classification scheme adopted on the present occasion. A small selected squad will be told off to go through the sorters' tickets, part i. In column (a) of these tickets left blank by the sorters they will enter against each occupation the group number in the classified scheme.

NOTE 1.—The group-numbering must be tested with particular care to see that no mistakes are made.

NOTE 2.—When occupations occur in the sorters' tickets which are not found in the occupational index, the case will be referred to the deputy superintendent. The deputy superintendent will classify them and make a note in the index. He will also at once forward to the provincial superintendent for confirmation a list of occupations classified and the classification which he has adopted. If the provincial superintendent does not approve of the classification he will correct it and inform the deputy superintendent who will then make the necessary alterations and note the revised classification in his index.

(c) When the numbering has been passed as correct the sorters' tickets will be handed to the compiler who will copy out the entries on the ticket (or tickets if there are more than one) of each sorter upon another similar form printed, however, in red to distinguish it from the sorters' tickets. In this form the order will be different: the entries will now be brought together under group numbers and a total given for each group.

NOTE 1.—An illustration of a classified sorter's ticket prepared by a compiler is given below. The letters A, B, Y, B and L represent the actual entries found in the schedules and copied from them first on the slips and then on the sorters' tickets.

Group No.	Occupation.	WORKERS.		
		Earners as principal occupation		Working dependents.
		Without subsidiary occupation.	With subsidiary occupation.	
a	1	2	3	4
1	A	493	173	...
	H	11	30	125
	Y	122	111	230
	Total	626	314	355
2	B	7,729	1,910	522
	L	829	273	268
	Total	8,549	2,183	790

(d) The compilation register will then be posted up. A fresh page or sheet or two sheets as the case may require will be taken for each occupation. The group totals only will be entered in this register and under each there will be given successively the figures for each religion. Figures for such religions as have been sorted together for the whole district will be added after the entries for other sorting units. For each occupation a total will be struck for the whole district

NOTE 1.—The following is an indication of the way in which this register will be entered up.

TABLE XI.—COMPILATION REGISTER.

District: Burdwan.

Occupational group no. 1.

Thana, town, etc.	Religion.	EARNERS AS PRINCIPAL OCCUPATION				Working dependents.	
		Without subsidiary occupation.		With subsidiary occupation.			
		Male.	Female.	Male.	Female.	Male.	Female.
1	2	3	4	5	6	7	8
Burdwan (circles 1-30).	Muslim
	Hindu
.....
.....
Faridpur	Muslim
	Hindu
Koksa	Muslim
	Hindu
All thanas	Christian
	'Others'
DISTRICT TOTAL	

NOTE 2. The figures showing males of Hindu families under the mitakshara law (*see above*, rules for sorting for tables XI, XII and XIII, note 6) will be compiled for the district on a form similar to the sorter's ticket in which however there will of course be no entries for thana, charge and circles.

(e) The sorters' tickets, part ii, will now be taken and the classification group numbers which were entered in column a of the ticket, part i, will be entered as corrected against the same occupational names appearing both in vertical column No. 1 and in the headings of vertical columns 3 to 32. The vertical columns 3—32 will each be totalled for every sorter's ticket. These totals will again be summed for all the columns bearing the same occupational group number and the results will be posted up in a form of compilation register, part ii. The method of entry will be as given in sub-clause (d) above. The form of register, part ii, is shown below :—

TABLE XI.—COMPILATION REGISTER, PART II.

District Subsidiary occupation, group no.

Sorting unit.	Religion.	Total.		Sorting unit.	Religion.	Total.	
		Male.	Female.			Male.	Female.
1	2	3	4	1	2	3	4
Carried over				Brought forward			
				Total			

(xxi) **Imperial table XII.**—(a) For this table the procedure will be similar to that for table XI. The group numbers of the occupations returned will have been entered in sorters' tickets, part ii, for both principal and subsidiary occupations according to the Census Commissioner's classified scheme (*see above, (xx) (e)*) and will be utilised with the modification noted below in the case of the grouping of subsidiary occupations. Only four groups of principal occupations are presented in the table, *viz.*, nos. 1, 5, 6 and 7 for each of which there is a form of compilation register. In addition figures will be collected for group 8, but these will not be compiled at the same time as for table XII. The classification of subsidiary occupations which will be shown in this table and for the purposes of the all-India returns does not agree in all details with the standard classification adopted for table XI and for the principal occupations in this table. Certain groups are, indeed, the same (*e.g.*, rent-receivers, group 1: cultivating owners, group 5: cultivating tenants, group 6: labourers, group 7: priests, group 163: schoolmasters, group 174: lawyers, group 167, etc.) but others will draw their numbers from more than one group of the standard classification or may not contain all the occupations there classed in one group. Thus under the head 'clerks of all kinds' will be excluded clerks in government service (group 159) or holy orders (group 163) but there will be included not only clerks for whom there are separate groups such as those employed by landowners (group 4), lawyers (group 168), educational establishments (group 175), etc., but also those classified according to the trade or industry in which they are employed such as clerks in banks (group 115) in canal, dock, harbour, river and pilot establishments (group 103), by brokers (group 116), in hotels (group 127), by mercantile firms (group 189), in printing presses (group 95), etc., etc. For the subsidiary occupations to be shown in this table, therefore, it will be necessary to make a fresh classification in some details different from that already entered in the ticket (*see (xx) (e) above*).

(b) A list will be made giving the subsidiary occupations shown in the headings of the four forms of compilation register for table XII, and in this list each occupation will be distinguished either by the group number according to the classification scheme where it coincides with the occupation to be shown or by a letter or combination of letters where it does not.

The special squad will then classify the subsidiary occupations in part ii of the sorters' tickets by these numbers or letters leaving those undistinguished which do not fall into one of the groups to be dealt with in this table.

NOTE.—The classification of both the principal and the subsidiary occupations on the sorters' tickets requires the same careful check as in the case of table XI and doubtful entries must be dealt with in the same way as is prescribed in note 2 to the rules for compiling table XI, sub-clause (b).

(c) The sorters' tickets will then be made over to the compiler. He will first take a form similar to the sorter's ticket, part ii, but printed in red to distinguish it. On this he will bring together, and post up for each group the contents of columns 1 and 2 of the sorter's ticket, part ii, for each of the occupations comprised in groups 1, 5, 6, 7 and 8, and he will strike and enter a total of the figures in column 2 for each group. He will then enter up the heading of columns 3—32 with the figures or letters distinguishing the subsidiary occupations shown in the heading of the four forms of compilation register, and taking each principal occupation in turn will bring the subsidiary occupations for it together by groups. Thus if group 1 contains occupations recorded in the sorters' tickets as A, B, C and D and if occupations E, F, G and H (followed as subsidiary occupations by those having A, B, C and D as their principal occupations) are all classified as being comprehended in group 'c' of the subsidiary list of occupations, he will total up the number for the combination of these occupations subsidiary to each of the principal occupations, A, B, C and D, and will enter, for each principal occupation, under the column headed 'c' the total for the combination of subsidiary occupations concerned.

NOTE.—The back of the ticket used by the compiler will be blank and he will show his calculations on it as below:—

Principal occupation A			
Group 'c' subsidiary occupations	E	25	
	F	3	
	G	26	
	H	15	
Total group 'c' subsidiary to A		69	
Principal occupation B			
Group 'c'—subsidiary occupations	E	11	
	G	105	
Total group 'c' subsidiary to B		116	

(d) The compilation register for table XII will be posted up from these classified sorters' tickets prepared by the compilers.

(xxii) **Imperial table XIII.**—For this table a procedure similar to that for table XII will be adopted. A list will be made of the selected occupations and each will be distinguished by either the group number (if the occupation to be shown is identical with a group in the standard classification scheme) or a letter or combination of letters (if it is not). The entries in the sorters' tickets will be classified according to the numbers or letters of this list, only those occupations being classified which will be shown in the tables. The compilers will enter in column 1 of a form similar to the sorter's ticket, part ii, but printed red, all the occupations being dealt with after bringing together groups where more than one occupation, as recorded in the sorters' tickets, fall under an occupation to be shown in the table. They will enter the figures from column 2 of the sorters' tickets in the same column of their tickets and strike a total for each occupational group to be

shown. They will then proceed to bring together and enter up under the appropriate heading the subsidiary occupations. These will be shown in columns 3—32 by the number or letter in the list in the same order as in column 1. The same method of calculation will be used and the details will be shown on the back of the form as in preparing classified tickets for table XII. The entries relevant will be taken to the compilation register direct from the classified sorters' tickets thus prepared.

(xxiii) **Imperial table XIV.**—Care will be needed in compiling this table. As usual figures for the sexes will be shown on opposite pages. Figures for race (Indian and other) will be kept in different parts of the register.

(xxiv) **Imperial table XVI.**—The compilation of this table presents no difficulties.

