

CENSUS OF 1901.

CENTRAL PROVINCES

ADMINISTRATION REPORT

BY

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CENTRAL PROVINCES.



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ERRATA.

- Page 14, Statement III, column 3, against 20. Paper for abstraction under IV—Press charges of B—Abstraction and Compilation for Rs. "3,705-4-9" *read* Rs. "3,704-4-9."
- " 15, " " " " (1900-01), against Grand Total for Rs. "33,799-9-4" *read* Rs. "30,799-9-4."
- " " " " " 4, against 28. Superintendent's Office Establishment for Rs. "2,012-7-5" *read* Rs. "2,812-7-5."
- " 16, " V, Circle list, in the instructions for Column 1, for "villages" *read* "village."
- " " " VI, column 6, against Hindi for "4,195" *read* "4,194," and for total "6,277" *read* "6,276."
- " " " " " 12, against Hindi for "3,299" *read* "2,999."
- " " " " " 10, against Oriya for "36,079" *read* "36,709."
- " " " " " 11, against English for "1,497" *read* "1,447" and for total "1,603" *read* "1,613."
- " 17, " VI-A, " 12, against Saugor *read* "100."
- " 18, " VI-B, " "Private Schedules" under "Balance of unused forms" against Saugor for "500" *read* "200," and in the same column against total for "3,299" *read* "2,999."
- " " " " in column of "Block lists" under "Forms supplied," against Kanker for "2,000" *read* "2,500."
- " " " " in column of "General Schedules" under "Balance of unused forms" against Chhuikhadan for "38" *read* "83."
- " 29, XVII, column "Ordinary" under "Number of slips written" against total for "11,874,066" *read* "11,874,096."
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ADMINISTRATION REPORT, CENTRAL PROVINCES.
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ADMINISTRATION REPORT

OF THE

CENSUS DEPARTMENT, CENTRAL PROVINCES.

PART I.—PRELIMINARY.

The preparations for the census commenced by the appointment of the Employment of the Land Record Staff. Census Superintendent at the beginning of April 1900 and the issue of Book Circular No. XVII, dated the 14th April 1900, giving instructions for the procedure down to the submission of the first circle lists. The famine of 1900 was in full swing at the time, and it was essential to avoid as far as possible the imposition of an extra burden of work on Deputy Commissioners in the preparations for the census. It was quite clear that the easiest and simplest method of conducting the census was by the agency of the Land Record Staff. And with the view of obtaining their services on this occasion if possible, I addressed Mr. Craddock, who was then Settlement Commissioner, on the subject in February 1900, and Mr. Risley, who paid a visit to Nagpur at the same time, also lent his assistance. After obtaining from me the best estimate which I was able to make at that period of the amount of labour which would devolve on the Patwaris and Revenue Inspectors if they were given the census work, Mr. Craddock agreed to the utilization of their services for the whole of the operations, except in five tahsils of the Chhattisgarh Division, which were either under attestation or map-correction. On comparing the number of patwari's circles in the Provinces with the number of supervisor's circles at last census, I found that they corresponded fairly closely, and, that the correct thing to be done was obviously to take the patwari's halka as the census circle, and make the patwari the supervisor. On going on to compare the average Revenue Inspector's circle with that of a census charge in 1891, it was seen that there was a large difference. There were nearly four times as many census charges at last census as there are Revenue Inspectors in the Province. But in the organisation of village relief, the Revenue Inspector's circle had been sub-divided into two or three, and in charge of each of these was the well-known Famine Circle Officer. It was clear that his jurisdiction corresponded sufficiently closely to that of the Census Charge Superintendent for all practical purposes, and that he was the proper person to be appointed.

2. Proposals to this effect were put up to the Secretariat, were accepted by the Chief Commissioner, and were embodied in the first Its effect in the reduction of work. circular. It is impossible in my opinion to emphasise too strongly the enormous saving of labour which resulted to everybody concerned from the decision of the Settlement Commissioner, and the arrangements which followed on it. Out of our three sets of census sub-divisions—the charge, the circle, and the block, and our three grades of officers, the Charge Superintendent, the Supervisor, and the Enumerator, we got two in each case ready-made, and work which is usually estimated to take three or four months was done before we began. Moreover, instead of having for our Charge Superintendents and Supervisors strangers who had usually not done statistical work, and who did not know the areas over which their jurisdiction extended, we had a set of trained statisticians, accustomed to receive written instructions and to prepare complicated returns, and as a rule thoroughly acquainted with every corner of their charges and circles. No maps were necessary, and comparatively little local instruction. It was found throughout the course of the preparations that the patwaris could

quite easily do the census work in addition to their ordinary duties, and could do it much more correctly, and with far less trouble than anybody else. And it is to be sincerely hoped that this arrangement will not lightly be departed from. All officers agree in considering it the best that could be made. At another census the Famine Circle Officers will, of course, not be available; but I believe that in several districts the number of Revenue Inspectors has been or is being increased, and I think that for all the first part of the preparations at any rate their supervision should be sufficient. The best plan would perhaps be to make Police Inspectors, Deputy Inspectors of Schools, Excise Inspectors, and so on, inspecting officers, who could thus assist in the supervision of the preliminary arrangements without removing from the Revenue Inspector the responsibility for any part of his circle. On this occasion the appointments of Famine Circle Officer were abolished in November, and in some districts officials of other departments were appointed in their place. In Jubbulpore and Nagpur the Revenue Inspectors continued to control the work for the whole of their circles. In the areas where the patwaris were required for settlement, they nevertheless did the work up till November, because, owing to famine, settlement business was temporarily suspended. On a future occasion it will presumably be necessary to appoint other Supervisors and Superintendents from the beginning, and the preparations in such areas will need careful supervision.

3. The instructions contained in the first circular went down to the writing up of the circle list containing the blocks numbered in serial order, with the names of enumerators, and the number of houses in each. Both village and house were defined in the first circular, as Mr. Robertson considered this absolutely necessary, and there is no doubt that it is the best arrangement. The village was the settlement mauza including hamlets; hamlets were to be entered separately in the remarks column. No fault was found with this definition, and it is the most suitable. The definition of a house was: 'A house is the dwelling place of one or more families having a separate main entrance from the common way, space or compound. Any building in which some one usually sleeps at night should be counted as a house. In the case of enclosures, families who mess together should be treated as one household, and those who mess separately as separate households. Buildings in which no one usually sleeps at night need not be counted.' This definition was much the same as that of the previous census, except that the sub-numbering of huts inside an enclosure was abandoned. It was a good deal criticised, but is probably the best, and as it is now pretty generally understood, should be certainly adhered to. It will be desirable to add some examples illustrating special difficulties, such as cases where there is a second floor and a staircase either outside or inside, but not connecting with the ground floor, and to explain clearly what constitutes an enclosure. Any surrounding wall or barrier within which there are two or more buildings to which access is obtained by a common entrance through the wall or barrier would constitute an enclosure; but if there were separate entrances through the outside wall into the buildings within, there would be no enclosure, but two or more separate houses. It is very desirable to settle all such definitions before the work begins to get them out at once, and on no account to alter them.

4. The form of the circle list is appended to this report. In this Province we had a preliminary circle list and then a final one. Two are quite unnecessary and only give extra trouble over forms. But a rough copy may be written up first and after it has been checked, a fair copy made out some months later. On this occasion one set of the rough copies were directed to be sent into head-quarters. This is certainly useful as a check to show that they have been really written up properly. If it is done again two forms will be required for the first writing up, and three for the fair copies—one for the Supervisor, one for the Charge Superintendent, and one at head-quarters. Allowing at least one spare copy per circle for contingencies the indent would be six forms for each circle. These would not, of course, all be sent out at once, but those for the rough copies when the preparations begin, and those for the fair copies when required. These forms are in the vernacular, and

the instructions must also be so. Any circular which contains directions for Supervisors must be translated into Hindi, Marathi and Oriya. I do not think Telugu forms are required except for the census itself, that is, the enumerator's book and the general schedules. The quantity of forms supplied in each language to each district is shown in the statements and will serve as a guide. Another point which may be noticed here is the preparation of the estimates for printing. On this occasion they were at the rate of one page of the general schedule for each house or a leaf for two houses, and one cover for each block, with a reserve of about 30 per cent. in each case for contingencies. They were supposed to be framed on the returns sent in after the first circle lists had been written up, and the number of blocks and houses ascertained. This caused a great deal of worry, as some districts did not send in their returns till September. It will be much simpler to take the number of houses at this census, calculate the number of blocks according to the size which is prescribed for the block, and then get the important forms prepared and printing begun at once. A margin of 30 per cent. all round will allow for district variations, and additions can subsequently be made to the indents where required, as the type of these forms will certainly have to be kept standing right up to the census. The rate which I fixed for leaves of the general schedule was six for each block, in addition to half as many leaves as there were houses in the block, and also three extra leaves for each block for instruction purposes and filling up practice schedules. Thus the excess was altogether nearly 50 per cent., and notwithstanding this, extra indents were received. One cover was also allowed for each circle for instruction.

5. The circle lists were supposed to be written up and returned to head-quarters by the 1st July. This rule, however, was not adhered to. The reports which were to be submitted on their completion dribbled in through July, August and September. After the circle lists have been prepared, there follows the writing up of the block list, as we had no house list in these Provinces. I think one form is sufficient; the great thing is to cut down the number of different forms as much as possible. The circular (No. 158, dated the 11th July 1900) was not well drafted and did not explain matters sufficiently. If families are to be again recorded, the distinction between a family and a house must be very clearly shown, and there ought to be a specimen block list attached to the circular with entries filled up. The block lists were to be written up by the 15th October and also checked. The checking is very important as they will certainly be wrongly prepared at first. The block list might be prepared in duplicate and one copy sent into head-quarters to show how it has been done. In this case three forms will be required for each block altogether, the third being fair copied shortly before the preliminary enumeration and sewn into the book. The usual 30 per cent. margin will be allowed.

6. After the block list has been checked and passed the next thing is to paint the numbers on to the houses. This may be done immediately after the rains and completed by the beginning of December; in the instructions an earlier date should be fixed. The material generally used was *geru* or red ochre, and it was paid for by the mukaddams except in towns, where it was paid by the municipalities. The expense is trifling and it is impossible to distribute sums of a few annas for each circle. Coal-tar or charcoal was also used.

7. After the numbers have been painted nothing more remains to be done before the preliminary enumeration except to instruct the staff. I issued one circular showing the whole procedure for Charge Superintendents, and another explaining so much of it as fell within their province to Supervisors. This seemed to work very well. They should both be got out about October, assuming that the same time is occupied in preparation. Large numbers of these circulars were indented for. The allowance should be at the rate of one copy for each circle and charge of the Supervisor's instructions, and one for each charge of the Superintendent's instructions, with a large margin for the use of inspecting

officers of all departments in the district. It will probably be sufficient to translate the circular for Charge Superintendents into Hindi, though the Deputy Commissioner of Sambalpur complained that his men could not understand it. It must be remembered that if the specimen schedule inside the enumerator's book is in type, any additional instructions given to Supervisors as regards the filling up of the schedules should not conflict with it. As to the instructions themselves one or two Deputy Commissioners complained that they were too elaborate, and I am now inclined to agree with this to some extent, as regards caste. I do not think that whatever we do the record of caste will ever be even approximately correct in the enumeration. And it does not matter particularly, as most of the defects can be amended in classification. But as regards occupation, nothing can be done where the entries are vague, and the only way to prevent this is to prescribe a sufficient amount of detail. The translations should be very carefully made, not, if it can be avoided, by the Secretariat translator, but by a competent official of the Land Record Staff or the Police. I took a good deal of trouble over them, but several officers complained that words were used which the people did not understand. It is also a very difficult thing to draw up a good specimen schedule. The best way would perhaps be to think of as many different cases as possible that may occur under the rules, write them all down, and then combine them or make selections. It should be done slowly and with care. As will be seen in the instructions conferences were held for the training of the census staff. All officers agree that these were most useful, and that the written instructions would have been disregarded without them. The conferences went on during December and January, and then the preliminary record was written up. This was at first done everywhere on blank paper and after being inspected was copied into the books. One point to be remembered about this is that if only the rough copy is checked and not the book itself, there will probably be numerous omissions in copying. This was found to have happened when the books were received in the abstraction offices. They were beautifully written out, but not infrequently one of the columns would be blank for a whole page.

8. The forms for the census should be despatched so as to reach the district head-quarters by the end of November, assuming that the census takes place at the beginning of March. This should allow ample time for their distribution. The Deputy Commissioner should be informed of the date when the forms will arrive and asked to acknowledge their receipt, as in one district at any rate they were mislaid in the district office. The forms for the outlying Feudatory States should perhaps arrive even a little before this, and should be despatched towards the end of September. The forms were issued loose on this occasion under the directions of the Census Commissioner, and the books were sewn up locally with the block list at the end. No difficulty was found in having this done, and it is much the best method. The best way perhaps is to call in all the Supervisors to the tahsil head-quarters and have the work done there under the supervision of a Tahsildar or an Extra Assistant Commissioner. Other forms besides the circle and block lists and the cover and general schedule are as follows. The household schedule in English only, for Europeans and Eurasians. This will be supplied on indent, and need not be sent out till about two months before the census. The private schedule for native gentlemen. It was translated on this occasion into Hindi and Marathi. Hindi should probably be sufficient, and the issue should be restricted as much as possible. The charge summary, circle summary, and spare copy of the enumerator's abstract are for sending in the provisional totals. They will be required according to the number of charges, circles and blocks, with a margin. Travellers' tickets were issued at the rate of one packet of 20 for each circle. They are simply little slips of paper with 'Census of 1901—enumerated' printed on them.

9. On this occasion all the English, Hindi and Marathi forms were printed at the Central Jail, Nagpur, according to arrangements made by the Census Commissioner. There is no doubt as to the great convenience of this arrangement, and it should be adhered to.

The rates may be somewhat higher, but this is of no real consequence as the expenditure is only nominal. Major Buchanan, the Jail Superintendent, and Mr. Gardiner, the officer in charge of the Press, were most obliging in meeting all my wishes, and I was able to exercise a constant supervision over the despatch of indents. This means the saving of a great deal of anxiety. If Oriya is made the court language of Sambalpur, the Jail Press will probably get some Oriya type and then these forms can be printed there also. On this occasion the Oriya forms were got from the Bengal Government Press, Calcutta, and the Telugu ones from the Madras Government Press, Madras. Both these presses were very willing to comply with instructions, but there was some misunderstanding with the Bengal Government Press about the forms for Feudatory States, and two States did not get their full supply till after the date fixed for the commencement of the preliminary enumeration.

10. As regards census officers outside the Land Record Staff, Charge Superintendents were usually Naib Tahsildars, the Excise Inspector, the Deputy Inspector of Schools, the Superintendent of Land Records, and Police Inspectors and Sub-Inspectors. Supervisors were schoolmasters, native gentlemen, and in towns Government clerks, pleaders and municipal members. Enumerators were nearly all non-official. Any one who could read and write was appointed.

Paid enumerators were appointed in eight districts:—

Mandla	9	Seoni	31
Nimar	7	Betul	21
Chhindwara	59	Balaghat	31
Raipur	15	Bilaspur	3

The amounts paid varied considerably and in some cases were excessive. In Chhindwara the payment consisted of an allowance of Rs. 2 for schoolmasters who were sent to take the census of the jagirs, for travelling expenses. Generally the rule was that a man was paid something for his expenses if he was appointed to take the census of a block at a distance from his own house, unless he was the owner of the village; in this case he was expected either to go himself or to provide some one else to act as enumerator for nothing. The tracts to which paid enumerators were appointed were:—

Mandla—Motinala tract.

Seoni—Remote tracts of Lakhnadon Tahsil.

Nimar—Bori Sarai and Jamdhar charges.

Betul—Jungly parts of Nimpani, Chicholi, &c.

Chhindwara—Jungly tracts of Chikatburra, Pachmarhi, Almod, Gorakghat Jagirs, Eklahra and Jamai Bazar.

Balaghat—Hilly and jungly tracts of Balaghat and Baihar Tahsils.

Raipur—Khariar zamindari.

Bilaspur—Sonakhan estate.

In the following cases also enumerators had to be sent to take the census at a distance from their homes:—

Chhindwara—Bhatorja, Mujanor, Harrai, Khapa, Hiwarkhedhi, Eklahra, Khamarpani, and Ambara.

Balaghat—Jungly tracts where no literate men were available.

Raipur—Khariar, Bindra-Nawagarh, Suarmar, and jungly portions of khalsa.

Bilaspur—Northern zamindaris.

Mandla—Jungly portions.

Nimar—Places where literate men could not be got.

Betul—Jungly parts of Nimpani, &c.

Saugor—Jungly tracts.

Seoni—Remote parts of Seoni and Lakhnadon tahsils.

Narsinghpur—Oosri in Narsinghpur Tahsil and Mohpani in Gadarwara Tahsil.

Hoshangabad—Damjipara malguzari tract.

Wardha—Selu, Girar, Karanja, Wadhona and Rohna.

Chanda—Dhanora, Ahiri zamindari, and jungly tracts of Sironcha Tahsil.

Bhandara—Deori, Chichagarh and Chakaheti.

Sambalpur—Various tracts.

Rs. 4 or 5 ought to be a sufficient total remuneration for a paid enumerator, and he need only be appointed for a month; the patwari can in such cases do all the preparations up to and including the preliminary enumeration.

11. In those districts in which the patwaris were not available for census work in some areas, *vis.*, Raipur, Bilaspur, Sambalpur, and Chanda, the Civil Courts of the Tahsildar, Munsiff and Naib Tahsildar were closed for a period of six weeks before the census. And in Chanda and Balaghat as preparations were somewhat backward owing to the famine, the station courts were also closed. In other districts no courts were closed. It seems a fairly equitable arrangement that when the Land Record Staff is not available the tahsil courts should be closed, but nothing more than this ought to be necessary. Deputy Commissioners were given discretion to close village schools in cases where it was thought desirable, but not many were closed. As a matter of fact there ought to be no necessity to close schools; if the schoolmaster is required as supervisor or enumerator in the village where his school is situated, he can perform the duties in addition to his ordinary work. And if it is a question of providing enumerators for a locality where no qualified persons are available on the spot, it is better to appoint paid men than interrupt the work of the educational department.

12. Some officers expressed the opinion that the time had come when enumerators in towns ought to receive remuneration. In my opinion there is nothing inequitable in asking urban enumerators to do their work gratuitously, for they have generally received their education to a considerable extent at Government expense, and an occasion like the census gives them an opportunity of making a small return. But there is no doubt that it is this class of persons who create friction, and matters would work more smoothly if they were allowed a small payment. As the enumerator is not paid and is nearly always a private person, while the supervisor is generally an official, efforts should be made to give the former as little trouble as may be consistent with the performance of his duties. In rural areas the supervisor can do everything down to and including the writing up of the block lists, and the enumerator, though he should be appointed, need not be requisitioned till the time comes for painting the numbers on the houses. In this, I think, the enumerator should participate; for though the supervisor could do it himself, it will give an opportunity of testing the quality of the enumerators and weeding out unsuitable men. There will always be a considerable percentage who will try to avoid service, or who may be incapable of doing the work properly, and if these are not discovered till just before the preliminary enumeration, the arrangements may be disorganised.

13. Deputy Commissioners were asked to give their opinion as to whether the time occupied in the preparations could with advantage be curtailed. But most of them are not in favour of such an idea, saying that much anxiety and trouble is saved by allowing plenty of leisure. There is no doubt of course that in this Province, which has a highly trained Land Record Staff, the preparations need not take eleven months if the work is done punctually. But there is a good deal to be said for the view that when everything depends on working up to a fixed day, and failure to do so in any single area will nullify the whole of the results, no harm is done by beginning in plenty of time. There will always be some places where the preparations are unduly backward, and in a census, like a fleet of battle-ships, the

progress of the work must be measured by the progress of the most backward areas. Something must also be allowed for the feelings of the Census Superintendent, who has never done the work before, and who is responsible for its success.

14. For cantonments and railways special instructions were issued under the authority of the Government of India. Some extra trouble was caused here by the fact that we waited for these instructions before beginning the preparations in the civil portions of cantonments, particularly in Kamptee, where the cantonment includes a city of 40,000 inhabitants. In such a case the work should proceed concurrently with that of the rest of the district as it is done in precisely the same manner. The Cantonment Magistrate takes the place of the Deputy Commissioner. The only part to which this does not apply are the actual quarters of the troops. These were, under the orders, enumerated by their own officers, and this is certainly the best plan. As all their quarters are numbered and the residents known, the enumeration is a simple matter and requires little or no preparation. A difficulty arose about forms in this Province, because under the orders the enumeration was to be made in the language of the troops. Indents were received for schedules in Punjabi, Portuguese and Marwari. It would be simpler to have the schedules either in English or in one of the vernaculars of the province in which forms are printed. European troops would be enumerated on household schedules. If this is done all that the Census Superintendent needs to know is the number of persons and the language in which the schedules are required, and then he can calculate what will be a sufficient supply and forward them through the Cantonment Magistrate a couple of months before the census.

Railways, as before, gave a certain amount of worry, owing to the backwardness of their preparations. Some District Officers urge that the whole of the enumeration should be done by the district staff, but this is probably impracticable. But the measure of restricting the responsibility of the railway authorities to the areas between the distant signals was no doubt a very wise one. In Bilaspur, by arrangement, the railway authorities conducted the enumeration of the Katni Branch line through part or the whole of its length in the district, as it passes through long tracts of jungles with no adjacent villages.

15. A list is appended (Statement No. XIII) showing the fairs in progress at the time of the census. The Garhakota fair at Saugor, the Rajim fair in Raipur, the Markanda fair in Chanda, and the Amghat fair in Damoh were of some importance, and there were one or two other minor ones. Special enumerators were usually appointed with a Government official as Supervisor or Charge Superintendent. Statements are appended showing the areas in which the census was non-synchronous, amounts paid to enumerators and the extent to which unpaid enumerators were sent to enumerate tracts at a distance from their homes. A statement is also appended showing the number of prosecutions instituted and fines inflicted on enumerators. Generally the people worked willingly except in large towns, where there was a certain amount of difficulty.

PART II.—PREPARATION OF THE TABLES.

16. Four abstraction offices were created at this census in accordance with

The abstraction offices.

Name of Office.

Districts or States from which books were sent.

Jubbulpore

... All districts of Jubbulpore and Nerbudda Divisions and Makrai State.

Nagpur

... Nagpur, Wardha, Chanda, Bhandara.

Raipur

... Balaghat, Raipur, Bilaspur, Bastar, Kanker, Nandgaon, Khairagarh, Chhuikhadan, Kawardha, Sakti.

Sambalpur

... Sambalpur, Raigarh, Sarangarh, Bamra, Rairakhol, Sonpur, Patna, Kalahandi

the advice given in the last Census Report. The annexed statement shows the manner in which the books were distributed. The distribution was made according to the lan-

guage in which the record was taken, and in my opinion it is the most suitable one that can be devised and should be adhered to.

The population dealt with at each office is shown below :—

Jubbulpore	3,878,392
Nagpur	2,401,542
Raipur	3,560,148
Sambalpur	2,032,947

The Jubbulpore office was in the Thagi and Dacoity Hospital, the Nagpur office in Buti's bungalow at Takli, the Raipur office in the town hall, and the Sambalpur one in Krishna Rao's house in the bazaar. I had to pay heavy rent for all the offices except Jubbulpore, and here the accommodation was insufficient, and a thatched hut had to be built. The Nagpur office was so far away from the city that slip-writers were severely handicapped, as they had to walk three miles each way and many of them got ill in the hot weather.

17. The names and positions of the Deputy Superintendents are given in the general report. The Jubbulpore and Raipur Superintendents got Rs. 200 per mensem and the Nagpur and Sambalpur ones Rs. 100. The offices were divided into rooms; the establishment of one room was supposed to be one room-supervisor, 6 checkers and 50 slip-writers and sorters. There were five rooms in each of the Jubbulpore and Raipur offices, and three in the Nagpur and Sambalpur offices. In the Nagpur office a small extra room was also made for the Telugu books, with a room-supervisor on Rs. 30 a month. For an ordinary room the pay of a room-supervisor was Rs. 40—50, that of the Head Accountant and Record-keeper Rs. 30—40, and of Checkers Rs. 20—25. The room-accountants were paid at the same rate as checkers. Each room had also an accountant. There was a head accountant and a record-keeper. The Deputy Superintendent had a reader on Rs. 25. The Deputy Superintendent and each room-supervisor had a chaprasi, and there were 2 or 3 pankha coolies, a water-bearer and a chaukidar to each office. The offices started work about the middle of March. The record-keeper had one or two assistants on Rs. 15 when the work was heavy.

18. The abstraction and tabulation were done according to the slip system, which is briefly described in the general report. The slips were of five colours. The cheapest colour of paper was taken for the most numerous religion, and so estimates were based on the number of persons of each religion, sex and civil condition for each office at the previous census, with an addition of 20 per cent. As the population had decreased this was enough. It is of course inevitable that there should be a considerable wastage of slips, as if any office runs out of one kind of slip it may have to stop work, and so a large margin must be allowed. For the small religions, as Jains and Christians, it is convenient to allow an extra large margin, as the expense is insignificant, and there is then no fear of these slips being exhausted. The paper for the slips was got from Balmer Lawrie and Co., Calcutta, and they were cut at the Nagpur Central Jail. Fifty-four entire male married slips went to a sheet of royal paper. The slips were first cut into the male married shape by the guilotine and then packed in bundles of 500. Pattern plates of cardboard were made in the five other shapes required, and the bundles were then packed under these and the protruding edges of the paper cut off with a sharp chisel. The work was quite easily done by convicts. It was begun about two months before the census, and the Jail was able to turn out about a lakh a day without working at high pressure. The magenta paper which was used for Mahomedans was some which the Jail had in stock and had no use for. Brown cartridge was used for Hindus as being the cheapest, half-bleached for Animists, yellow for Jains and other minor religions, and pink for Christians and any other religions which might be returned for Europeans and Eurasians.

19. For each slip-writer a set of pigeon holes had to be supplied. In three offices they were made of wood and in Nagpur of tin. The average cost was Rs. 1-8-0 per set. The dimensions of the pigeon-holes were 21 inches high, $17\frac{1}{2}$ inches broad, and 7 inches deep. One set was divided into 30 compartments, six lengthwise and five across. The size of a male married slip was $5\frac{1}{2}'' \times 2\frac{1}{2}''$. The size of the pigeon-holes was quite suitable. They were procured through the Deputy Commissioners of the districts in which the offices were situated. The pigeon-holes were placed standing on the ground, and the slip-writers sat in front of

them. In the Jubbulpore office the Deputy Superintendent bought empty wooden kerosine boxes and used them as desks for the slip-writers to write on; this was perhaps a little more comfortable. Elsewhere the slip-writer usually placed the book on his knee and wrote the slip on top of it. One book was given to a slip-writer at a time, and a number of slips of each shape and colour were issued and placed in his pigeon-holes. Only a general account was kept of the issue of slips. When the slip-writer had written up all the slips in his book he took it to a checker to be checked, and when this was done he got a pay slip and took it to the accountant, who entered the amount in his register, one page of which was kept for each slip-writer. The rules will be found in detail in the office orders appended. A few abbreviations in the entries were allowed in copying, but with these exceptions the entries were copied out in full. The entries were made in pencil; the pencils were got from Calcutta. The total number supplied was 8,500. The system followed here was to copy out sect, age, caste, birthplace, language, and occupation on to one slip, and education and infirmities on to another. I am of opinion that this is the best system, as the education and infirmity entries are so few that it is much more economical to abstract them on to a separate slip. Their tabulation then costs scarcely anything. But on another occasion I should have them done separately from the ordinary slips and paid at a somewhat higher rate in order to be sure that no entries are omitted. As a matter of fact, I believe they were quite correctly abstracted on this occasion, but it was a constant source of worry, having to keep on insisting on the danger of entries being omitted, and finally to satisfy my mind I had several districts checked over again; very few mistakes were found, and there is no doubt that the returns are substantially accurate; but this would have been saved if they had been specially abstracted in the first place. The average number of slips written by each slip-writer in the first and last week of the work and for the whole period was:—

	First week.	Last week.	Whole period.
Jubbulpore	191	681	441
Nagpur	68	508	411
Raipur	233	662	478
Sambalpur	102	513	384

The method of working was to give out the books of a whole tahsil to the room-supervisor, who was responsible for them until he returned them with the bundles of slips. The units consisted of the seven cities and all the tahsils. In a few cases for special reasons the zamindaris of certain tahsils were abstracted and tabulated separately.

20. When all the abstraction was finished, which was about the middle of May, the tabulation began. The process is fully described in the office order on the subject which is printed, and I need not therefore go into details here. The method of redistribution by which the birthplace, language, and caste tables were obtained separately for each religion and sect, and the age and civil condition and occupation tables for all important castes, is in my opinion a very valuable application of the slip system, and the Census Commissioner was pleased to express his warm approval of it. But I made a mistake in prescribing too many castes. My object was to elicit all possible information that was obtainable about caste from the census records for the purposes of the ethnographic survey. At that time I knew very little about caste, and so went in wholesale for statistical information. With my present knowledge, I could easily make selections which would reduce the work by a half or more without sacrificing anything that was really worth having. Besides this I had not at the time any very clear idea of what I was going to put in my report, and thought that the more figures I got, the more I should have to write about. But since I have come to write my report I have found that I had materials in abundance.

As a matter of fact I have hardly touched the optional tables by caste in my report; in order to do so I should have had to go largely into detail, and this would have increased its size and also the time occupied in writing it. These tables are meant for the ethnographic survey, for which they will form a sound statistical basis. Their compilation, however, took much longer than was anticipated, and this entirely threw out my calculations as to the time which would be occupied in this work. At first I had age and civil condition by caste and occupation by caste compiled separately for six natural divisions, without understanding the labour which would be involved. When ready they were so bulky that these two tables alone would have occupied several hundred pages of print. So they had to be compiled over again into Provincial figures. Table XV-A.—Subsidiary occupation was also compiled, but by the time this had been done it was so late, and the printing was proceeding so slowly, that I did not send it to the Press at all, as I feared that the termination of the work would be still further delayed. The tabulation would have been satisfactorily completed by the end of July or the middle of August, only that the Raipur office got into a mess by trying to work too fast and neglecting the rules for checking, which form of course the only safeguard against dishonest work on the part of sorters. About half the work of this office was done over again. A certain amount of the work of the Jubbulpore office was also done over again, and this of course greatly delayed the compilation of the tables. The tabulation, as will be seen from the circular, was paid for by results, in the same way as the abstraction, at the rate of so many pies for each table. The difficulty of dealing with large gangs is that the sorters work at different rates, and hence the fast men are kept back by those who work slowest. This would be avoided by lessening the number of cases in which redistribution by caste was made. After the redistribution by religion the fast sorters could have a large number of slips given to them and retain them through all the subsequent tables. The tabulation registers were printed in biglot in English and Hindi at the Nagpur Central Jail, and this was found to be sufficient. They were on brown cartridge paper.

The following statement shows the average number of slips tabulated per man per day :—

	Average.
Jubbulpore	... 722
Nagpur	... 466
Raipur	... 586
Sambalpur	... 480

21. The compilation into district totals was done in local offices by the checkers, whose services were retained, all the sorters being dismissed at the conclusion of tabulation. This work took a month to six weeks in each office. The classification and compilation of the occupation tables was done in the central office, all the tabulation registers being sent in direct from local offices; this alone took about two months. The strength of the compilation office at its highest point was 85 men. The Deputy Superintendent of Sambalpur, Raghunath Prasad, was in charge of it, and two Room-Supervisors from the Jubbulpore office, Kishen Prasad and Balkrishna Govind Bhate, were called in to work under him. In order to man the compilation office a number of checkers were called in from all the outlying offices. They were given their usual pay, and those who did well got promotion at the rate of Rs. 5 a month.

22. After the work of compilation in the district offices was completed the Deputy Superintendents were employed on making up the village returns. The method adopted was to send them round to the head-quarters of districts and have the entries of population made there on lists already drawn up. This proved a very expensive one, as the Deputy Superintendents had generally to employ clerks to assist them in making up the returns; but it was undoubtedly the one best calculated to lead to accuracy. It was found that in several districts there was no register at all which connected the lists of villages kept up by the police and revenue departments. That is, supposing that in the case of a particular village the settlement number and patwari's circle was known, and it was desired to ascertain to what police outpost it belonged, this could not be done at the district head-quarters,

And similarly when working from the police registers. The lists as first drawn up were generally full of mistakes and much time was expended in correcting them. Under present circumstances it would be practically impossible for a district officer to ascertain whether the police lists of villages on which the returns of vital statistics are based are correctly drawn up. It may be hoped that the heavy expenditure which has been incurred has resulted in the preparation of fairly correct lists ; and if these are printed, this expenditure will practically be avoided at next census as they will enable the identity of any given village either in the Police or Revenue lists to be at once traced from the other ; and all that will be necessary will be to have any subsequent alterations in Police circles made in the Deputy Commissioner's office, and then compile the returns in the central office from the printed lists.

23. A suggestion may be offered here as to the slip system. It is no doubt a great improvement on the old system and admirably adapted for the preparation of census statistics. The benefits to be derived from it would be greatly increased if it was possible to take the enumeration in the first place on the slips themselves. To use loose slips in India is certainly out of the question, as numbers would probably be lost. But it might perhaps be feasible to have the enumerator's book prepared in a sort of counterfoil, the slips being perforated and attached to a narrow margin which would be bound into the book. One sheet of badami paper of the size of the general schedule would perhaps give space for four or five slips. When the record had been taken the books would be sent in, the slips torn out, and then packed together and sorted for the tables. On the margin which would remain in the book after the perforated slip had been removed could be recorded any particulars such as sex, religion, or education which were desired separately for villages, and these could then be tabulated separately at the district headquarters and would form an excellent check on the central tabulation. It might no doubt be found that in practice there were insuperable objections to carrying out such an idea ; but, if practicable, it would greatly increase the advantages of the system, as the whole of the expenditure on abstraction would be avoided.

24. The total cost of the census so far as can be estimated will come to about Rs. 1,37,000. But this includes Rs. 13,500 on account of the pay of substitute for the Census Superintendent, which was not charged at all in 1891, or shown in the accounts, the whole pay of the Census Superintendent being in that year provided from Provincial funds. Deducting this amount, the balance comes to Rs. 1,23,500, which is the figure to be compared with 1891, when the expenditure was Rs. 1,21,000. As the population has decreased the expenditure should perhaps have decreased also ; but a small variation in population only affects a few items of the accounts, such as the direct expenditure on abstraction and tabulation. At this census *sub. pro tem.* promotions were allowed in census vacancies, and so the whole expenditure on salaries is ultimately debited to the census staff, whereas in 1891 only officiating promotions were allowed and in some cases these were not given. Several additional tables have been prepared at this census, as the sects of Hindus, sect by caste, literacy by language in which literate, age, sex, and civil condition by caste, and occupation by caste. No Government buildings could be provided free and Rs. 2,497-8-7 was spent on office rent, under which head there was no expenditure at last census. And a large sum has been laid out on making up the village returns which will, it may be hoped, not only provide a correct record of villages but save a considerable expenditure on this account on future occasions. The expenditure under this head, which is shown as an appendix to the accounts, is estimated to come to Rs. 7,832. And finally the system of local offices, though certainly more expeditious and preferable on other grounds to that of a central office, also leads to a considerable increase among small items of expenditure.

25. The head clerk of my personal office was for some time Bhagwant Trimbak Mushriff, a clerk in the Secretariat Press, and afterwards G. Pydiah Naidu, Telugu Reader in the Chanda District Office. Both these officials performed their duties satisfactorily. I may note here that in my opinion the Census Superintendent should have a clerk on Rs. 60 or 70 a month from the date of his appointment. I was only allowed one on Rs. 25 a month for the first six months, and the work was much impeded in consequence of his inability to carry out the duties of the post efficiently.

I.—1901 Census Accounts Summary.

Major head.				Amount.
				Rs. a. p.
I.—District Charges	2,039 13 6
II.—Schedules, printing, paper, &c.	9,687 1 5
			Total Enumeration	11,726 14 11
III.—Abstraction, Tabulation and Compilation...	90,077 0 0
IV.—Compilation, &c., Printing	11,402 9 1
			Total Compilation, &c	1,01,479 9 1
V.—Personal Charges	21,381 7 11
VI.—Superintendent's Office	7,587 3 7
			Total Superintendence	28,968 11 6
			GRAND TOTAL	1,42,175 3 6
Add adjustments on account of previous months	119 10 3
Deduct realizations and items debited in excess to Census	5,672 13 1
Deduct cost on account of preparing village returns	7,831 14 6
			Net Cost	1,28,590 2 2

II.—Census Expenditure in Districts.

District.	(1) District Office establishment.	(2) Contingent charges.	(3) House numbering.	(4) Lights, ink, stationery, &c.	(5) Remuneration to Census Officers.	(6) Freight of Schedules, &c.	(7) Travelling allowances to Census Officers.	(8) Total.
1	2	3	4	5	6	7	8	9
	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.
Saugor	...	22 2 3	12 0 0	...	34 2 3
Damoh	11 8 0	11 8 0
Jubbulpore	...	6 5 6	...	14 14 6	...	15 1 0	...	36 5 0
Mandla	...	2 13 6	45 12 0	48 1 6	...	96 11 0
Seoni	...	10 3 0	92 7 8	2 5 0	...	104 15 8
Narsinghpur	...	34 13 9	...	38 0 6	...	6 13 0	...	79 11 3
Hoshangabad	...	3 2 0	6 12 0	...	9 14 0
Nimar	...	3 2 0	...	1 3 0	35 0 0	10 7 0	...	49 12 0
Betul	...	48 3 9	113 0 0	15 3 0	...	176 6 9
Chhindwara	...	1 0 0	142 14 2	22 8 0	...	166 6 2
Wardha	...	3 8 5	...	5 15 6	...	7 8 0	...	16 15 11
Nagpur	...	43 10 3	72 3 0	...	115 13 3
Chanda	...	20 11 0	8 3 0	...	28 14 0
Bhandara	...	55 3 3	15 14 0	...	72 1 3
Balaghat	...	40 3 0	352 10 2	3 4 3	15 10 0	411 11 5
Baipur	30 0 0	33 6 6	...	6 10 9	186 7 4	6 12 0	16 2 6	279 7 1
Bilaspur	...	17 11 0	15 0 0	18 14 6	19 0 0	70 9 6
Sambalpur	...	184 3 6	22 9 3	71 12 3	...	278 9 0
Total	30 0 0	531 6 8	...	66 12 3	1,005 12 7	343 9 6	62 4 6	2,039 13 6

III.—Accounts of the Census of 1901.

Main head.	Sub-head.	1900-1901.	1901-1902.	1902-1903.	Total.	
1	2	3	4	5	6	
		Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
A.—ENUMERATION.	I.—District Charges.	1. District Office Establishment ...	30 0 0	30 0 0
		2. Contingent charges, freight, &c. ...	911 11 8	30 0 9	...	941 12 5
		3. House-numbering
		4. Remuneration to Census Officers ...	584 9 3	421 3 4	...	1,005 12 7
		5. Travelling allowance to Census Officers.	10 2 6	52 2 0	...	62 4 6
		Total I ...	1,536 7 5	503 6 1	...	2,039 13 6
	II.—Press Charges	6. Paper ...	4,229 5 0	4,229 5 0
		7. Carriage of paper ...	86 5 3	86 5 3
		8. Printing— (a) At Government press ...	4,000 0 0	4,000 0 0
		(b) At other presses ...	30 12 2	158 13 9	...	189 9 11
9. Binding of forms	
	10. Despatching of forms ...	1,181 13 3	1,181 13 3	
	Total II ...	9,528 3 8	158 13 9	...	9,687 1 5	
	Total A.—Enumeration ...	11,064 11 1	662 3 10	...	11,726 14 11	
B.—ABSTRACTION AND COMPILATION.	III.—Central, Divisional, and District charges for abstraction.	11. Office rent ...	80 0 0	2,116 13 11	300 10 8	2,497 8 7
		12. Purchase and repair of furniture ...	765 1 6	246 3 3	...	1,011 4 9
		13. Record Establishment	1,298 4 6	...	1,298 4 6
		14. Correspondence and Account establishment.	...	2,322 8 0	99 0 0	2,421 8 0
		15. Menial establishment	1,407 7 10	30 4 7	1,437 12 5
		16. Working staff including superintendence—Officials.	...	12,560 12 0	803 0 0	13,363 12 0
		16-a. Deputation allowance of officials ...	98 15 7	3,865 8 6	...	3,964 8 1
		17. Working staff including superintendence especially entertained.	...	57,787 1 8	1,780 5 8	59,567 7 4
		18. Travelling allowance.	64 14 0	885 14 6	99 11 0	1,050 7 6
		19. Contingencies, freight, stationery, &c.	1,438 10 10	2,022 4 6	3 7 6	3,464 6 10
	Total III ...	2,447 9 11	84,512 14 8	3,116 7 5	90,077 0 0	
IV.—Press Charges.	20. Paper for abstraction ...	3,705 4 9	125 11 11	...	3,830 0 8	
	21. Paper for tabulation and compilation.	...	914 14 2	...	914 14 2	
	22. Carriage of paper ...	5 1 9	84 1 0	...	89 2 9	
	23. Printing of forms, tables, report, &c.	581 0 0	135 7 6	5,000 0 0	5,716 7 6	
	24. Despatching of forms ...	67 8 0	784 8 0	...	852 0 0	
	Total IV ...	4,357 14 6	2,044 10 7	5,000 0 0	11,402 9 1	
	Total B.—Abstraction and Compilation ...	6,805 8 5	86,557 9 3	8,116 7 5	1,01,479 9 1	
C.—SUPER-INTENDENCE.	V.—Personal Charges.	25. Pay of substitute for Superintendent (or acting allowance).	7,095 5 2	4,895 13 0	1,087 15 4	13,079 1 6
		26. Deputation allowance of Superintendent.	2,112 0 1	2,278 10 8	484 10 8	4,875 5 5
		27. Travelling allowance of Superintendent.	2,152 8 0	1,274 9 0	...	3,427 1 0
	Total V ...	11,359 13 3	8,449 0 8	1,572 10 0	21,381 7 11	

III.—Accounts of the Census of 1901.—(Concl'd.)

Main head.	Sub-head.	1900-1901.	1901-1902.	1902-1903.	Total.	
1	2	3	4	5	6	
C.—SUPERINTENDENT- GENERAL.	VI.—Establishment Charges.	Rs. a. p.	Rs. a. p.	Rs. a. p.	Rs. a. p.	
		28. Superintendent's office establishment.	650 11 5	2,012 7 5	344 9 0	3,807 11 10
		29. Travelling allowance of establishment.	336 8 0	398 12 2	...	735 4 2
		30. Office rent
		31. Purchase and repair of furniture
		32. Printing	1,019 6 0	1,019 6 0
		33. Contingencies ...	582 5 2	1,169 5 11	273 2 6	2,024 13 7
		Total VI ...	1,569 8 7	4,380 9 6	1,637 1 6	7,587 3 7
		Total C. Superintendence ...	12,929 5 10	12,829 10 2	3,209 11 6	28,968 11 6
		Total A, B, and C. ...	30,799 9 4	1,00,040 7 3	11,326 2 11	1,42,175 3 6
		Add adjustments made subsequently for previous months.	...	119 10 3	...	119 10 3
		Deduct amounts debited in excess to Census in previous months and refunds of sale proceeds of waste paper, &c.	...	5,482 13 10	389 15 3	5,872 13 1
		GRAND TOTAL ...	33,799 9 4	94,686 3 8	10,936 3 8	1,36,422 0 8
		Deduct expenditure on account of the pre- paration of the village returns.	7,831 14 6
		Net expenditure on account of Census...	1,28,590 2 2

IV.—Expenditure on Account of Village Lists.

Sub-head.	Nagpur.	Sambalpur.	Raipur.	Jubbulpore.	Central office.	Total.
Office rent	140 0 0	58 10 8	198 10 8
Purchase and repair of furniture
Record establishment
Correspondence and Account establish- ment.	...	245 0 0	...	203 0 0	...	448 0 0
Menial establishment ...	34 1 0	67 4 7	36 0 0	84 0 0	...	221 5 7
Working staff—Officials	1,200 0 0	1,413 15 4	232 0 0	2,845 15 4
Do. especially entertained ...	650 9 4	31 3 11	498 2 4	316 4 7	2,000 0 0	3,496 4 2
Travelling allowance ...	86 13 0	...	89 11 0	257 1 6	...	433 9 6
Contingencies.
Stationery	4 12 3	4 12 3
Contingencies	1 14 0	...	1 14 0
Postal charges	5 3 6	7 0 0	...	12 3 6
Telegrams ...	0 8 0	...	1 2 0	6 14 0	...	8 8 0
Freight ...	5 0 0	28 8 0	11 6 6	76 7 6	...	121 6 0
Miscellaneous ...	15 14 0	5 8 6	2 6 6	15 8 6	...	39 5 6
Total ...	792 13 4	517 9 0	1,907 6 9	2,382 1 5	2,232 0 0	7,831 14 6

V.—Circle List.

Charge No. _____, Superintendent _____, Circle No. _____, Supervisor _____

Settlement number of village.	Name of mauza.	Number of houses at census.	Number of houses now (write after counting).	PROPOSALS FOR DIVISIONS OF CIRCLE INTO BLOCKS.			REMARKS.
				Name of Enumerator.	Occupation of Enumerator.	Number of blocks.	

Instructions.

Column I.—Enter the Settlement number of the villages.

Column II.—Enter the name of the village; names of hamlets which are included in the village are not to be entered. If there are any fresh villages in the Circle since Settlement their names must be written in this column, but not if they are only hamlets and belong to a village.

Column III.—Enter the number of houses at last census.

NOTE:—Columns I, II, III should be written up in head-quarters before the list is sent to Supervisors, but the villages must be carefully checked on the spot by Supervisors after they get the lists and any corrections made that may be necessary. If new villages have sprung up since settlement, they must be entered, and deserted villages must be crossed out. Hamlets are not to be entered, but will be included in the village to which they belong.

Column IV.—In this column the total number of houses in the village and hamlets belonging to it should be entered after counting them. Any building in which some one usually sleeps at night should be counted. In case of enclosures families who mess together should be treated as one household: otherwise the buildings occupied by different families inside an enclosure should be counted separately. Buildings in which no one usually sleeps at night need not be counted. Houses which are temporarily empty owing to their owners being absent on relief works should be counted. Buildings and huts on relief works need not be counted as they will probably not be in existence at the date of the census.

Columns V & VI.—Enter name and occupation of persons who will serve as Enumerators: any one who can read and write can be an Enumerator. School boys, cultivators, shopkeepers, or any one else can be employed. Enumerators will have to work without payment as at last census. There should be one Enumerator for every 50 or 60 houses, and if the houses are far apart in different tolas there may be more than this if a sufficient number of persons can be found.

Column VII.—In this column you should enter the number of blocks into which you think your circle should be divided. Every separate mauza must be formed into one or more blocks; one block should ordinarily contain 50 or 60 houses and there should be one Enumerator to each block. If two villages each forming a block are very small, there may be one Enumerator to two blocks; village boundaries, wards or other tangible limits should be selected as the boundaries of blocks.

Column VIII.—Remarks—In this column you may enter the names of any hamlets belonging to the village together with their distance from the main village, in order that it may be seen whether you have counted them all in and divided your circle properly into blocks.

VI.—Consolidated Statement showing total forms issued in each language to all Districts and States in the Central Provinces.

Language.	FORMS ISSUED.						BALANCE OF UNUSED FORMS.				
	Block lists.	Covers.	General schedules.	Household schedules.	Private schedules.	Travellers' tickets.	Block lists.	Covers.	General schedules.	Household schedules.	Private schedules.
1	2	3	4	5	6	7	8	9	10	11	12
English	715	1,190	11,691	4,945	1,160	15,600	460	214	1,414	1,497	434
Hindi	178,030	68,949	1,309,044	245	4,195	4,853	19,275	4,192	62,234	10	3,299
Marathi	46,854	16,558	279,236	262	850	1,251	9,150	930	24,151	147	463
Urdu	...	12	2,226	1	133
Oriya	39,783	19,150	283,432	12	72	...	10,058	3,178	36,079	9	56
Telugu	900	539	9,362	70	50	1,310
Total	266,282	106,298	1,994,991	5,664	6,277	21,934	39,053	8,565	125,951	1,603	4,252

VI-A.—Statement showing the number forms in English supplied to each District or State in the Central Provinces.

District or State.	FORMS SUPPLIED.						BALANCE OF UNUSED FORMS.				
	Block lists.	Covers.	General schedules.	Household schedules.	Private schedules.	Travellers' tickets.	Block lists.	Covers.	General schedules.	Household schedules.	Private schedules.
1	2	3	4	5	6	7	8	9	10	11	12
Saugor	10	10	167	20	100
Damoh	20	40	140	35	...	100 books.	10	18	100	25	...
Jubbulpore	10	60	378	70	10	2	46	110	...
Mandla	20	40	110	110	60	...	13	14	41	41	...
Seoni	50	60	318	58	57	10	93	12	...
Narsinghpur	10	10	100	62	10	5	80	16	...
Koshangabad	50	50	110	260	200	...	16	12	59	199	144
Nimar	10	55	110	100	150
Betul	112	96
Chhindwara	67	60	25 books.	8	24
Wardha	20	50	195	40	10	...	19	35	140	21	...
Nagpur	295	561	8,878	2,875	40	...	225	89	360	747	...
Chanda	10	40	109	100	50	...	10	...	100	100	15
Bhandara	30	55	30	60	10	32	...
Balaghat	50	25	10	20	10
Rajpur	20	50	110	110	300
Bilaspur	10	10	123	100	100	...	7	10	101	48	71
Sambalpur	110	40	700	200	120	242 books.	83	9	258	66	79
Mekrai
Bastar	...	2	...	10
Kanker	10	10	...
Nandgaon	...	2	...	12	4	...
Khatragarh	...	10	...	10	10	...	4	...
Chhuikhadan
Kawardha
Sakti
Balgarh	9 books.
Sarangarh	9 books.
Bamra	6	...	81 books.	4	...
Bairakhol	17 books.
Bonpur	60 books.
Patna	120 books.
Kashabandi	117 books.
Total	715	1,190	11,691	4,945	1,160	(a) 790 books.	480	214	1,414	1,447	434

(a) Each book contains 20 travellers' tickets.

VI-B.—Statement showing the Number of Forms supplied in Hindi to each District or State in the Central Provinces.

District or State.	FORMS SUPPLIED.						BALANCE OF UNUSED FORMS.				
	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.	Travellers' Tickets.	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.
Saugor	3,979	3,867	74,100	...	200	468	2,000	176	1,400	...	500
Damoh	6,600	2,955	51,321	275	576	239	2,765
Jubbulpore	12,000	5,659	114,310	...	200	461	716	262	391	...	225
Mandla	6,900	3,009	51,274	160	435	11
Seoni	7,840	2,565	58,221	168	300	245	5,888
Narsinghpur	4,500	2,591	58,451	...	250	278	952	338	7,200	...	280
Hoshangabad	10,500	4,033	84,130	...	220	337	948	382	5,412	...	212
Nimar	5,000	2,506	40,998	...	60	287	100	25	1,000
Betul	25,450	2,292	46,900	40	300	203	724	111	800	...	210
Chhindwara	8,000	3,170	65,550	...	100	212	400	212	1,860	...	64
Wardha	...	114	1,611	5	...	6	184
Nagpur	690	239	3,249	289	200	55	56
Chanda	...	781	12,366	49
Bhandara
Balaghat	2,650	2,850	23,860	...	70	128	80	225	3,600	...	48
Raipur	30,000	12,984	233,414	...	700	761
Bilaspur	23,000	8,005	159,963	...	1,020	444	2,950	351	9,875	...	1,578
Sambalpur	4,000	556	16,232	...	100	256	1,616	22	1,076
Makrai	258	112	1,887
Bastar	6,400	3,814	49,213	...	20	62	...	100	1,000	...	20
Kauker	2,000	1,700	12,900	...	10	24	...	1,000	400	...	8
Nandgaon	2,000	980	21,712	...	60	80	806	38	487	...	24
Khairagarh	4,700	1,430	37,494	...	60	67	1,800	300	14,200	...	20
Chhuikhadan	450	171	3,592	...	4	12	30	18	38	...	4
Kawardha	1,700	568	9,904	...	20	40	100	55	564	...	16
Sakti	410	182	3,976	10	92	16	732
Raigarh	5,900	1,023	22,220	...	20	51	1,800	4	1,116	...	20
Sarangarh	4,343	684	11,257	45	1,929	...	167
Damra	100	100
Rairakhol
Sonpur
Patna
Kaibhandi
Total	178,030	68,849	1,309,044	345	4,195	4,883	20,275	4,192	62,234	...	3,299

VI-C.—Statement showing the Number of Forms supplied in Marathi to each District or State in the Central Provinces.

District or State.	FORMS SUPPLIED.						BALANCE OF UNUSED FORMS.				
	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.	Travellers' Tickets.	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.
Saugor	77
Seoni	10	4
Nimar	...	270	10,633
Wardha	12,000	2,384	55,180	...	150	343	5,181	149	3,676	...	120
Nagpur	7,644	4,347	118,322	362	...	420	405	461	10,475	147	...
Chanda	12,200	4,854	92,941	...	450	251	1,300	300	7,500	...	134
Bhandara	15,000	4,603	101,680	...	250	234	2,300	...	2,500	...	200
Total	46,854	16,556	379,236	362	850	1,251	9,190	930	24,151	147	468

VI.D—Statement showing the Number of Forms supplied in Urdu to each District or State in the Central Provinces.

District or State.	FORMS SUPPLIED.					BALANCE OF UNUSED FORMS.				
	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.
Saugor	196
Jubbulpore	...	12	100	1	13
Nagpur	1,930	120
Total	...	12	2,226	1	133

VI.E.—Statement showing the Number of Forms supplied in Oriya to each District or State in the Central Provinces.

District or State.	FORMS SUPPLIED.					BALANCE OF UNUSED FORMS.				
	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.
Sambalpur	12,900	6,057	121,643	508	368	2,966
Raigarh	2,600	233	8,260	2,300	54	8,036
Sarangarh	672	182	2,334	200
Bamra	4,200	1,256	2,334	1,400	15	650
Rairakhol	1,850	445	5,743	303	25	266
Soupur	750	2,973	38,300	...	40	...	1,840	10,934	...	30
Patna	5,511	4,775	45,934	...	6	847	176	8,857	...	6
Kalahandi	11,100	3,229	58,884	12	26	4,500	700	10,000	9	20
Total	39,783	19,150	283,432	12	72	10,058	3,178	36,709	9	56

VI.F.—Statement showing the Number of Forms supplied in Telugu to each District or State in the Central Provinces.

District or State.	FORMS SUPPLIED.					BALANCE OF UNUSED FORMS.				
	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.
Chanda	900	539	9,372	70	50	1,300
Sambalpur	10	10
Total	900	539	9,382	70	50	1,310

VII.—Statement showing Forms supplied to Railways within the Central Provinces.

Name of Railway.	Covers.	Household Schedules.	Private Schedules.	Block Lists.	Circular No. 849.	Circular No. 350.	Railway Consens Circulars.	Travellers' Tickets.	General Schedules.	Remarks.
Indian Midland Railway	80	130	260	50	20	20	680	The Great Indian Peninsula Railway got most of their forms from Bombay.
Great Indian Peninsula Railway.	22	116	89 Hindi.	...	5 English. 6 Hindi.	6 English. 6 Hindi.	...	46	110 Hindi	
Rajputana-Malwa Railway	11	26	5	7	2	2	380	
Bengal-Nagpur Railway	197	1,280	40	292	12	12	...	372	3,335	
Bombay, Baroda & Central India Railway.	12	
Total	310	1,502	394	349	45	46	12	418	4,855	

VIII.—Statement showing the Number of Forms received from other Provinces.

Language of forms.	General Schedules.	Block Lists.	Covers.	Circle Lists.	Private Schedules.	Household Schedules.	Travellers' Tickets.	Province from which received.
Oria	359,500	33,100	17,420	Bengal Presidency.
Urdu	1,500	300	300	North-Western Provinces and Oudh.
Telugu	7,630	1,984	500	Madras Presidency.
Total	368,630	35,384	18,220	

IX.—Statement showing the Name of each Form printed, the Quality of Paper used, and the Size of each Form.

Name of form.	Name of paper.	Size of paper.	Weight.	Size of each form.	Size in inches.	Remarks.
Cover of Enumerator's Book	Double royal brown cartridge paper	25" x 41"	42 lbs.	...	8" x 40"	
General Schedule	Double royal badami	25" x 40"	32 lbs.	...	8" x 20"	
Circle List	Do.	Do.	Do.	...	19" x 13"	
Household Schedule	Do.	Do.	Do.	...	8" x 20"	
Block List	Do.	Do.	Do.	...	5" x 20"	
Circle Summary	Do.	Do.	Do.	...	10" x 17"	
Charge Summary	Do.	Do.	Do.	...	10" x 17"	
Enumerator's Abstract	Brown cartridge	25" x 41"	42 lbs.	...	6" x 6"	

**X.—Statement of important Circulars supplied to each District or State
in the Central Provinces.**

District or State.	BLOCK LIST CIRCULAR No. 158.				HOUSE NUMBERING CIR- CULAR No. 300.				INSTRUCTIONS TO SUPERVI- SORS CIRCULAR No. 349.				CENSUS PROCEDURE CIRCULAR No. 350.			
	Eng- lish.	Hindi.	Mara- thi.	Oriya.	Eng- lish.	Hindi.	Mara- thi.	Oriya.	Eng- lish.	Hindi.	Mara- thi.	Oriya.	Eng- lish.	Hindi.	Mara- thi.	Oriya.
Saugor	...	500	20	550	40	520	70	100
Damoh	...	50	10	250	50	240	30	27
Jubbulpore	...	500	20	550	60	520	35	35
Mandla	...	350	10	220	30	200	15	27
Seoni	...	500	10	220	50	210	15	24
Narsinghpur	...	335	10	320	35	300	15	82
Hoshangabad	...	900	10	460	40	413	35	64
Nimar	...	320	10	350	35	325	270	...	15	27
Chhindwara	...	254	16	270	34	235	18	...	6	50
Betul	...	250	10	250	50	240	15	27
Wardha	350	...	20	...	300	...	35	4	280	...	15	26
Nagpur	900	...	140	...	700	...	120	...	230	...	105	30
Chanda	...	25	295	...	40	170	630	...	150	255	500	...	60	150
Bhandara	275	...	20	...	280	...	35	...	340	...	20	25
Balaghat	...	250	110	110	110	...	55	250	40	56
Raipur	...	900	20	950	75	925	75	198
Bilaspur	...	700	50	1,600	55	800	35	280
Sambalpur	...	100	...	300	20	50	60	30	35	34
Bastar	...	100	3	100	84	50
Kanker	...	50	3	35	28	15
Nandgaon	...	100	5	110	2	94	2	13
Khairagarh	1	70	83	2	7
Chhukhadan	...	28	1	15	14	2	2
Kawardha	...	25	1	100	68	2	8
Sakti	...	10	1	12	11	2	1
Raigarh	...	60	2	52	53	2	11
Sarangarh	2	47	46	2	8
Bamra	2	2	9
Bairakhol	525	2	4
Sonpur	2	500	2	8
Patna	2	2	21
Kalahandi	2	2	46
Political Agent, Chhattisgarh Feu- datories.	600	5	18	18	15
Great Indian Penin- sula Railway.	6	6	6	6
Indian Midland Railway.	20	20
Bengal-Nagpur Rail- way.	12	12
East Indian Railway.	6	6	6	6
Total	...	6,317	1,320	1,425	530	6,861	2,020	500	1,073	5,960	1,638	...	719	1,388

XI.—Statement showing the Census Staff and the sources from which the agency was drawn.

Name of District or State.	CHARGE SUPERINTENDENTS.				SUPERVISORS.				ENUMERATORS.														
	No. of Charge Superintendents.	No. of Supervisors.	No. of Enumerators.	Land Record Staff.	Police.	Other off-cls.	Non-officials.	Patwaris.	School Masters.	Police.	Forest Department.	Other off-cls.	Magazans and Tenants.	Money-lenders, Shopkeepers, &c.	Relatives of Patwaris.	School-boys.	Other non-officials.						
																		Patwaris.	School Masters.	Police.	Forest Department.	Other off-cls.	Magazans and Tenants.
Saugor	47	522	3,218	18	2	11	16	409	41	4	4	29	4	31	12	78	12	108	1,665	639	35	96	578
Damoh	18	209	1,983	6	...	10	2	189	5	7	...	8	24	66	24	52	1,310	266	20	3	237
Jubbulpore	28	489	4,360	13	...	10	5	407	11	...	4	36	...	31	12	101	12	153	3,012	486	11	39	540
Mandla	29	169	1,639	7	14	8	...	144	19	6	84	53	84	18	970	158	...	8	366
Seoni	21	167	1,655	8	8	5	...	155	5	2	...	5	13	68	13	60	1,133	170	2	2	230
Narsinghpur	24	328	2,066	9	6	8	1	265	26	4	2	7	...	24	9	44	9	41	1,209	335	6	4	417
Hoshangabad	49	350	2,854	12	12	21	4	278	10	2	15	8	...	37	93	134	93	79	1,391	619	11	21	698
Nimar	27	294	1,780	8	10	9	...	249	...	1	19	25	88	114	88	35	736	294	13	13	487
Betul	28	203	1,653	8	9	11	...	185	15	2	...	1	71	48	71	136	758	258	2	10	354
Cbhidwara	31	215	2,136	7	6	9	9	166	10	16	10	6	...	7	46	91	46	74	1,284	275	15	36	283
Wardha	26	251	2,162	10	9	7	...	211	7	2	...	12	1	18	3	87	3	45	1,143	108	5	14	755
Nagpur	35	595	4,566	13	...	20	2	269	106	28	18	123	1	50	25	182	25	392	1,779	397	6	145	1,645
Chanda	51	339	3,438	4	13	24	10	169	35	19	21	9	2	84	56	85	56	105	1,611	486	16	19	1,015
Bhandara	25	222	3,564	11	...	11	3	204	8	4	...	6	12	129	12	39	2,182	202	17	63	938
Balaghat	27	158	1,887	6	11	6	4	124	15	...	11	2	...	6	29	65	29	33	1,265	117	17	12	318

XI.—Statement showing the Census Staff and the sources from which the agency was drawn.—(Concl.)

Name of District or State.	CHARGE SUPERINTENDENTS.				SUPERVISORS.						ENUMERATORS.												
	No. of Charge Superintendents.	No. of Supervisors.	No. of Enumerators.	Land Record Staff.	Police.	Other off.	Non-officials.	Patwaris.	School Masters.	Police.	Forest Department.	Other off.	School Masters.	Police.	Forest Department.	Other off.	Magistrates and Tenants.	Money-lenders, Shopkeepers, &c.	Relatives of Patwaris.	School-boys.	Other non-officials.		
																						Patwaris.	School Masters.
Raipur	98	776	8,298	16	22	24	36	405	67	10	13	42	1	238	25	118	73	208	4,800	773	55	427	1,824
Bilaspur	71	447	5,758	...	41	23	7	808	43	2	7	4	1	82	17	155	48	185	4,826	461	83	71	467
Sambalpur	42	300	4,798	7	1	17	17	180	23	...	1	10	1	85	9	54	49	58	4,118	90	18	7	395
Maharaj	2	0	108	1	1	6	...	2	1	10	7	1	9	16	20	33	...	12
Bastar	17	74	738	1	3	11	2	6	11	13	12	14	...	18	58	60	37	131	208	52	54	127	11
Kanker	6	24	154	3	2	4	3	6	2	8	...	2	15	13	3	24	73	7	...	4	15
Nandgaon	13	80	698	5	3	6	...	75	6	25	46	9	52	437	36	5	20	69
Khairagarh	9	71	733	3	...	6	...	40	11	8	...	3	19	4	18	50	307	82	2	83	128
Chhaukhadan	2	12	140	1	...	1	...	6	4	1	...	1	...	1	1	4	1	3	94	15	22
Kawardha	6	40	288	...	6	20	6	2	6	5	2	1	17	10	6	14	127	51	5	5	54
Sakti	1	12	129	1	...	6	1	2	1	1	...	1	1	...	2	2	121	3
Rajgarh	7	52	523	2	2	3	...	10	19	13	1	6	...	4	12	15	8	11	456	3	...	10	8
Sarangarh	8	45	411	2	2	4	...	15	19	6	3	1	...	2	7	10	11	10	288	20	1	54	10
Bamra	9	82	591	...	2	6	1	...	17	10	8	40	...	7	3	43	191	25	...	205	34
Rairakhol	4	17	121	2	1	1	...	7	1	2	3	4	8	5	12	6	60	...	17	1	12
Sonpur	6	67	706	1	6	1	19	29	3	15	26	14	19	17	516	34	...	41	89
Patna	21	131	1,025	8	4	9	5	14	28	19	9	6	17	39	32	16	23	23	581	48	5	52	245
Kalahandi	25	117	809	...	6	13	6	1	12	21	5	18	...	60	22	30	13	21	439	19	1	15	249
Total	812	6,967	63,109	187	201	294	130	4,536	557	212	217	439	30	876	496	1,900	907	2,232	38,796	6,474	405	1,642	1,235

XII.—Statement showing the number of paid Enumerators engaged in Districts or States in the Central Provinces.

Name of District or State.	Paid enumerators.	Total expenditure.	Average amount paid.	Name of District or State.	Paid enumerators.	Total expenditure.	Average amount paid.
		Rs. a. p.	Rs. a. p.			Rs. a. p.	Rs. a. p.
Saugor	Sambalpur
Damoh	Makrai
Jubbulpore	Bastar	62	124 5 2	2 0 1
Mandla	9	45 12 0	5 1 4	Kanker
Seoni	31	62 0 0	2 0 0	Nandgaon
Narsinghpur	Khairagarh	6	22 8 0	3 12 0
Hoshaugabad	Chkuikhadan
Nimar	7	35 0 0	5 0 0	Kawardha
Betul	21	105 0 0	5 0 0	Sakti
Chhindwara	59	142 14 2	2 6 9	Raigarh	6	105 4 6	17 8 9
Wardha	Sarangarh
Nagpur	Bamra
Chanda	Rairakhol
Bhandara	Sonpur
Balaghat	31	363 5 10	11 11 6	Patna
Raipur	15	150 0 0	10 0 0	Kalahandi
Bilaspur	3	15 0 0	5 0 0	Total	250	1,171 1 8	4 10 11

XII-A.—Statement showing the number of unpaid Enumerators sent to enumerate tracts at a distance from their homes.

Name of District or State.	No. of ENUMERATORS.		Distance travelled in miles.	Class of Enumerators.	Tracts where sent.
	Paid.	Unpaid.			
Saugor	275	2-6	Brahmins, Banias, Bajputs and Kayasthas from villages containing schools.	Jungle tracts throughout the district.
Mandla	9	Number not given.	Not given	School-boys, Banias, constables and others who could read and write.	Paid enumerators were sent to Motinala tract.
Seoni	31	122	10-20	Malguzars and tenants	Remote tracts of Seoni (106) and Lakhnadon (16) tahsils.
Narsinghpur	4	Not given	Teli, Kalar and 2 Banias	Oosri in Narsinghpur Tahsil and Mohpani in Gadarwara Tahsil.

XII-A.—Statement showing the number of unpaid Enumerators sent to enumerate tracts at a distance from their homes.—(Concl'd.)

Name of District or State.	No. of ENUMERATORS.		Distance travelled in miles.	Class of Enumerators.	Tracts where sent.
	Paid.	Unpaid.			
Hoshangabad	...	14	...	Banias	Damjipara Malguzari tract.
Nimar	7	50	2 miles only.	Malguzars, gomashtas, candidates, cultivators and shop-keepers.	Bori Sarai (5) and Jamdhar (2) charges in Harsud Tahsil.
Betul	21	11	12—20	Mukhtars, tenants and petty shop-keepers, abkari contractors.	Jungly parts of Nimpani, Chicholi, Chandu, Chirapatla, Ranipur, Ather and Salaya charges.
Chhindwara	59	182	5 miles and over.	Schoolmasters and monitors, majkuris, school-boys, malguzars, candidates and others.	Jamai Bazar, Chiket-burra, Eklabra, Pachmarhi, Aluod, Bardagarha and Gorakghat, &c.
Wardha	...	81	6 miles	Agents of money-lenders, malguzars and tenants.	Selu, Girar, Karauja, Wadhona and Rohna.
Chanda	...	104	12—70	Mercantile and agricultural class and process-servers.	Dhanora, Ahiri Zamindari and jungle tracts in Sironcha Tahsil.
Bhandara	4 miles	Cultivators and their relatives	Deori, Chichagarh and Chakaheti.
Balaghat	31	223	...	Tenants and others	Jungle tracts of Balaghat and Baibar Tahsils.
Raipur	15	353	Over 100 miles by paid men.	School-boys and relatives of Zamindars.	Khariar, Bindra-Nawagarh, Suarmar and jungle portion of Khalsa.
Bilaspur	8	50	...	School Masters	Sonakhan estate and Northern Zamindaris.
Sambalpur	...	56	12—38	Various tracts.
Makrai	...	10	1—4	No particulars given
Bastar	62	Many	...	School-boys, cultivators, traders, &c.	Everywhere except Jagdalpur Tahsil.
Kanker	...	32	..	Patwaris (15) and non-officials (17).	Sambalpur Tahsil.
Nandgaon	...	115	...	Police (6), forest (4), gauntias and tenants (41), relatives of patwaris (5) school-boys (20), non-officials (39).	Sent to villages scattered over the State.
Khairagarh	6	100	4—10	Candidates for employment	Jungle tracts.
Chhukhadan	...	24	1—3	Particulars not given
Kawardha	...	34	...	Candidates (13), artisans (5), shop-keepers (18), malguzars (2) and mukhtar (1).	Kawardha, Piparia, Borla, Sirni, Bengakhar.
Sakti	No particulars given
Raigarh	6	278	2—15	Professional writers, agriculturists, gauntias, mahajans, seths, school masters and boys.	Bath and Murga hilly tracts, Raigarh and Khursian plain tracts and wild parts of Tumnar.
Sarangarh	...	277	5—15	Gauntias, cultivators, or rayats and mahajans.	Sarangarh and Saris parganas.
Bamra	...	297	5—15	School-boys, amins, and minor State officials.
Rairakhol	...	121	6—40	Police, Education, Forest, Land Record Staff, school-boys and non-officials.	Hitesara, Jagannathprasad, Sarapali and Kelo, &c.
Patna	Officials (31), school-boys, business men and petition-writers.	Garhkela, Sentala, Belgaon, Titlagarh, Khulan, Tasaikela and Lafer charges.
Kalahandi	...	42	...	Malguzars, money-lenders, shop-keepers, patwaris and school-boys.	Hilly tracts.
Sonpur	...	259	Not more than 10 miles.	Officials, traders, agriculturists and non-agriculturists.
Total	250	3,114			

XIII.—Statement showing the Fairs enumerated on the final Census night.

District.	Name of fair.	Date of fair.	Blocks.	Circles.	Population.	Remarks.
Saugor	Garhakofa	2,447	Special arrangement.
Damoh	Amghat	Do.
Jubbulpore	Usual influx of harvesters for crop cutting did not take place.
Seoni	Chhapara cattle fair	6 weeks before 1st March.	5	...	Not given	Chaittharas (reapers) from neighbouring districts and from rice tracts to Haveli containing charges. Special arrangements not reported.
Hoshangabad	Harda and Babai	Last week of February and beginning of March.	Gathering of Jains and Parwars. Special arrangement.
Chhindwara	Jamai annual bazar.	1st March 1901	800	Special arrangement.
Chanda	Markanda fair	Special arrangement.
Raipur	Rajim fair	3rd February 1901 to 6th March 1901.	Less than 2,000.	Special arrangement. 2 Supervisors and 15 Enumerators.

XIV.—Statement showing the Areas in which Census was non-synchronous in the Central Provinces.

District or State.	Name of village or tract.	Area in square miles.	Population.	Remarks.	
Betul	Khedli	...	500	} There were weekly } 11 P. M. to 8 A. M. bazars at both these } 9 P. M. to 8 A. M. places.	
	Athner	...	1,000		
	Total	...	1,500		
Raipur	Sihawa	} 601	} 71,172	} 7 A. M. to 12 noon on 1st March 1901.	
	Bellargaon				
	Dondi				
	Sanjari				
	Malgaon				
	Portions of Khariar				
Bastar	Noordesh and Pratab-	} 5,000	} 2,821	} In Antagarh Tahsil.	
	Antagarh, Marh				7,385
	country.				
	Paralkote, Marh				5,920
	country.				
	Bastanar and Bheja				6,625
	Marh.				
	Kuskonda Marh				31,254
	Kutru Marh				4,384
	Phutkel				1,566
Chintalnar	5,112				
Pamed or Kotapalli	1,080				
				In Kutru Zamindari.	
				In Phutkel Zamindari	
				In Chintalnar Zamindari.	
				In Pamed or Kotapalli Zamindari.	
	Total	5,000	66,147		

XIV.—Statement showing the Areas in which Census was non-synchronous in the Central Provinces.—(Concl'd.)

District or State.	Name of village or tract.	Area in square miles.	Population.	Remarks.
Kanker	Iradah	...	61	
	Marrapi	...	48	
	Pusbajhar	...	31	
	Khora	...	20	
	Kulhar	...	15	
	Bhurka	...	60	
	Tonkaupar	...	30	
	Dabkutta	...	14	
	Khamdhourgi	...	35	
	Kotgaonupar	...	13	
	Korata	...	101	
	Kohari	...	31	
	Behawa	...	214	
	Singarwahi	...	19	
	Gorsilee	...	22	
	Beerakondal	...	132	
	Parali	...	56	
	Manghur	...	83	
	Ainhor	...	17	
	Sihari	...	134	
	Niwari	...	15	
	Mandla	...	275	
	Ghutoolmaru	...	191	
	Terhakondal	...	64	
	Tarandul	...	205	
	Khasgaon	...	115	
	Tonka Meche	...	110	
Haphara	...	75		
Alwar Kalan	...	41		
Alwar Khurd	...	12		
Tumarikahi	...	38		
Sonakanhar	...	221		
Chhindkhar	...	21		
	Total	...	2,060	On 28th February 1901.
Kawardha	416	4,571	From 6 P. M. on 28th February 1900 to 2 P. M. on 1st March 1901.
Raigarh	Rath	227	14,383	In these tracts census was taken during day time on 1st March 1901.
	Murga	107	8,238	
	Khola	48	2,000	
	Total	382	24,621	
Panna	Saintala, Titlagarh and Lafer Charges.	2,516	In 46 villages the final enumeration was taken between 12 noon and 6 P. M. on 1st March; these parts were jungly and difficult of access at night.
Alahandi	Dangaria	72	1,789	
	Lanjigarh	32	694	
	Total	104	2,493	
	GRAND TOTAL	6,503	1,09,382	

XV.—Statement showing the number of prosecutions instituted and fines imposed in Districts or States.

District or State.	Number of prosecutions.	Number convicted.	Amount of fines imposed.	Remarks.
			Rs. a. p.	
Damoh	2	1	25 0 0	
Nimar	1	
Mandla	7	5	25 0 0	
Chhindwara	16	7	72 0 0	
Betul	1	1	5 0 0	
Nagpur	16	15	61 8 0	
Balaghat	5	4	38 0 0	
Raipur	4	1	10 0 0	
Bastar	3	2	25 0 0	
Kanker	4	4	15 0 0	
Khairagarh	4	4	37 0 0	
Chhuikhadan	1	1	10 0 0	
Kawardha	9	9	31 12 0	
Raigarh	3	3	75 0 0	
Sonpur	3	3	65 0 0	
Kalahandi	2	2	1 4 0	
Total	81	62	496 8 0	

XVI.—Statement showing the distribution of enumeration books in the abstraction offices.

Name of Office.	Names of Districts or States from which books sent.
Jubbulpore Office	All Districts of the Jubbulpore and Nerbudda Divisions and Makrai State.
Raipur Office	Balaghat, Raipur and Bilaspur Districts, Bastar, Kanker, Nandgaon, Khairagarh, Chhuikhadan, Kawardha and Sakti States.
Sambalpur Office	Sambalpur, Raigarh, Sarangarh, Bamra, Bairakhol, Sonpur, Patna and Kalahandi States.
Nagpur Office	Nagpur, Wardha, Chanda and Bhandara.

XVII.—Statement showing progress of writing slips in all the abstraction offices in the Central Provinces, week by week.

Number of slip-writers.	NUMBER OF SLIPS WRITTEN.			Average number of slips per man.	Number of slips checked by checkers.	Number of mistakes found.	Number of books checked by Supervisors.	Number of mistakes found.
	Ordinary.	Subsidiary.	Total.					
			WEEK ENDING	16TH MARCH.				
662	78,021	4,164	82,185	124	37,545	609	120	28
2,614	602,035	15,602	617,837	236	279,522	1,006	425	273
3,062	876,837	24,399	901,236	294	375,212	2,553	818	541
3,576	1,173,404	32,526	1,205,930	337	503,847	4,130	949	356
4,397	1,678,280	47,273	1,725,553	392	736,046	4,939	1,154	354
4,574	2,069,862	60,179	2,130,041	466	858,827	4,631	1,309	415
4,667	2,637,400	70,740	2,708,140	580	1,041,730	4,691	1,729	302
2,638	1,593,422	54,529	1,637,951	620	627,648	2,262	1,033	134
1,653	946,541	46,298	992,839	600	358,907	427	706	67
471	228,294	10,895	239,189	508	91,665	30	51	..
28,814	11,874,066	366,805	12,240,901	432	4,910,999	25,240	8,294	2,470

XVIII.—Statement showing the progress of sorting of abstraction slips for all abstraction offices in the Central Provinces.

Number of sorters.	Total number of slips sorted and entered in Register.	Average number of slips sorted and tabulated per man.	Number of slips checked.	Number of mistakes.
		WEEK ENDING 11TH MAY.		
1,261	2,468,756	1,958	823,193	278
3,000	801,049	18TH MAY. 267	605,439	498
3,245	1,298,626	25TH MAY. 400	909,437	553
3,786	2,150,985	1ST JUNE. 568	1,540,056	689
3,710	2,931,209	8TH JUNE. 790	2,158,833	613
2,931	2,570,628	15TH JUNE. 877	2,621,574	530
769	361,196	22ND JUNE. 469	916,390	37
639	237,277	29TH JUNE. 371	494,016	NIL.
751	518,950	6TH JULY. 691	1,151,695	20
748	470,024	13TH JULY. 628	1,078,768	19
385	236,338	20TH JULY. 614	323,527	3
293	27,223	27TH JULY. 93	56,160	NIL.
21,518	14,072,261	654	12,679,038	3,240

XIX.—Statement showing the progress made in the compilation office in preparing Imperial Tables.

Week ending	Number of working days.	Number of persons engaged.	Progress.
29th June 1901	6	7	Ruled forms.
6th July 1901	6	12	Ruled forms.
13th "	6	15	Table XVIII complete and XVII Feudatory States.
20th "	6	18	Table XVII excepting Nagpur office and XII-A.
27th "	6	25	Tables I, III and XII.
3rd August 1901	6	31	Portion of VIII and XII, and XVII British Districts.
10th "	6	32	Tables IV, X, and IX Feudatory States.
17th "	6	52	Table IX British Districts and XI.
24th "	6	55	Tables V and VII (minor religions) XIII (Jubbulpore Division) and XV (3 units).
31st "	6	56	VI-A and VI (Jubbulpore and Nerbudda Divisions), XIII (Nagpur Division), and VII (Hindus), XV (3 units).
7th September 1901	6	56	VI and VI-A (Nagpur and Chhattisgarh Divisions), XIII (Chhattisgarh Division), VII (Hindus).
14th "	6	57	II, VI and VI-A (Feudatories), XIII and VII (first seven Feudatory States, Christians) and XV (3 units).
21st "	6	57	Classification X, VI and VI-A (complete), XIII, remaining Feudatory States, VII and XV (3 units).
28th "	6	78	X, XIII, VII (Musalmans), XV 6 units and XVI commenced.
5th October 1901	6	81	VII (total population), XV 7 units, XV-A 8 districts.
12th "	6	79	VII, XIII classification of castes, XV-A and XV 10 units.
19th "	6	79	XV 9 units, classification of castes in XIII, XV-A, XIV by natural division (Nimar).
26th "	6	76	XV 8 units, XIII amalgamation of castes, Jubbulpore Division, XIV Vindhyana Division.
2nd November 1901	6	72	XV 8 units XIII Nerbudda Division, XIV Satpura Division and Maratha country.
9th "	6	68	XV 8 units, XIII Nagpur Division, XIV Chhattisgarh plain and Oriya country.
16th "	6	57	XV remaining units, XIII Chhattisgarh Division and XVI by natural division (Nimar).

**XIX.—Showing the progress done in the compilation office in preparing
Imperial Tables.—(Concl'd.)**

Week ending	Number of working days.	Number of persons engaged.	Progress,
23rd November 1901 ...	6	52	XV by districts, compilation of 8 districts, XIII (1 to 7 Feudatory States), XVI by natural divisions (Vindhya).
30th ,, ...	6	52	XV by districts, 8 districts, and XIII (remaining Feudatories), XVI by natural divisions (Satpura).
7th December 1901 ...	6	51	XV remaining districts, 1 to 7 Feudatories, XIII, totalling, XVI Chhattisgarh plain.
14th ,, ...	6	47	XV remaining Feudatories, XIII totalling and XVI Oriya country
21st ,, ...	5	47	XV totalling by sub-orders, orders and class, XIII completed, XIV Provincial, XVI Provincial commenced.
28th ,, ...	4	44	XV, XVI and XIV Provincial.
4th January 1902 ...	5	44	Table XV correcting, distribution of population corrected, XVI and XIV (Provincial) Subsidiary Table infirmities.
11th ,, ...	5	44	Table XV correction, Vital Statistics statements and XIV.
18th ,, ...	5	44	XI cities, VII population Hindus, XV cities, Subsidiary Table distribution of population.
25th ,, ...	6	43	VII for cities, Musalmans and Christians, XV (cities), Subsidiary Table religion and age.
1st February 1902 ...	6	43	Abstraction of castes from kitchen registers, VIII for cities, Subsidiary Tables age and sex. Proofs.
8th ,, ...	6	35	Kitchen registers, VIII and XVIII for cities, Subsidiary Tables education. Proofs.
15th ,, ...	6	34	Kitchen registers, Subsidiary Tables civil condition and marriage. Proofs.
22nd ,, ...	6	32	Unit table I and proofs. Subsidiary Table education and civil condition.
1st March 1902 ...	6	32	Unit Table III. Subsidiary table civil condition.
8th ,, ...	6	32	Unit Tables II and VIII. Subsidiary Tables occupation.
15th ,, ...	6	23	Subsidiary Tables and miscellaneous statements and proofs.
22nd ,, ...	6	16	Proofs and XVI by 20 groups.
29th ,, ...	6	16	Proofs and XVI by 20 groups.
5th April 1902 ...	6	16	Proofs and XVI by 20 groups.

**XX.—Progress report of the compilation of Village Returns
by weeks for 58 units.**

Week ending	Number of working days.	Average number of persons on work.	Number of units completed.	Progressive total of units completed.	Remarks.	
1st February 1902	1	8	Instructions given.			
8th " "	5	8	4	4		
15th " "	6	8	4	8		
22nd " "	6	8	4	12		
1st March	6	8	5	17		
8th " "	6	8	4	21		
15th " "	6	8	4	25		
22nd " "	Work stopped during the week.					
29th " "	6	8	4	29		
5th April	6	10	5	34		
12th " "	6	10	5	39		
19th " "	6	10	5	44		
26th " "	3	10	1	45	For the rest of the days engaged in copying Raipur units.	
3rd May	All men engaged in copying units.					
10th " "	Do. do.					
17th " "	Engaged in checking proofs of Census Tables.					
24th " "	6	10	3	48		
31st " "	6	12	5	53		
7th June	6	12	5	58		

Book Circular No. XVII, dated Nagpur, the 14th April 1900.

From—M. W. FOX-STRANGWAYS, Esq., I. C. S., Chief Secretary to the Chief Commissioner, Central Provinces,

To—All Commissioners and Deputy Commissioners, and the Political Agent, Chhattisgarh Feudatories, Central Provinces.

The next census of these Provinces will be taken on the night of the 1st March 1901.

As usual a Provincial Superintendent of Census (Mr. R. V. Russell, I. C. S.) has been appointed; and this officer will also act as Under Secretary to the Local Administration in respect to correspondence relating to the census. Circular orders and instructions of the Chief Commissioner dealing with census matters will in future be issued by the Provincial Superintendent as Under Secretary.

2. As a beginning all officers should read Chapter I, Part II, headed "Preliminary measures" and Census Circulars A and B in Appendix A of Mr. Robertson's report on the last census. As before, districts will be divided for census purposes into charges, circles and blocks, to which Charge Superintendents, Supervisors and Enumerators will be appointed. The standard size for a block is 60 houses or 300 persons; at last census a Supervisor's circle consisted of about 10 blocks, and the average number of circles per charge was 5—8. The number of charges, circles and blocks in each district will be found on page 269 of Volume I of the Census Report. The majority of the Subordinate Census Staff will consist as before of non-officials who give their services gratuitously.

3. The first thing to be done is to divide the district into census circles and charges. The average size of the Patwari's circle corresponds fairly closely with that of the Supervisor's circle at last census, and much labour will be saved if this division is universally adopted. The Patwaris will then be appointed Supervisors. Revenue Inspectors' circles are far larger than those of Charge Superintendents at the last census, the total number of census charges being nearly four times as great as that of the existing Revenue Inspectors' circles in the Province. But it is anticipated that the number of charges can be reduced at this census, as the Supervisors will as a class be more intelligent and will require less training; and so far as the preliminary arrangements at all events are concerned, it is considered that the existing sub-division of Revenue Inspector's circles, which has been made for famine purposes, will be suitable. That is, the census charge will coincide with the Relief circle, and the preliminaries of the census can be carried out under the supervision of the Famine Circle Officer.

4. The present Circle Officers, excepting those of them who form the regular Land Record Staff, will in the ordinary course of things be withdrawn some months before the date of the census, and their places will then be taken by officers, of the Police and Educational Departments or competent non-officials. And in certain parts of Chhattisgarh also the Land Record Staff may not be available for census work in its later stages, and substitutes may have to be found. But up to October the Land Record Staff can be fully utilized everywhere.

5. In Municipal and other towns where the Patwari cannot discharge the duties of Supervisor, separate appointments must be made. This will probably be necessary in all towns with a population of 3,000 or more, unless they constitute in themselves a Patwari's circle, and wherever a Patwari's circle is considered too large, it should, of course, be subdivided and a separate Supervisor appointed. The arrangements made in towns at last census will probably be on record in all District Offices and will serve as a guide.

6. It will probably not be necessary to have any other map of census sub-divisions than the Mujmili maps which already show Patwaris' and Revenue Inspectors' circles. The new charges should be marked on these and also the Supervisors' circles in any case where they differ from the Patwaris' circles. A tracing of the map of his charge or circle must be supplied to each Superintendent and Supervisor who is not a member of the Land Record Staff, and if necessary to these also.

7. The next step is to have a list prepared showing the names of villages in each Supervisor's circle and the number of houses they contain at present, with proposals for the division of the circle into blocks and for the appointment of Enumerators. It is desirable to explain here the meaning of the terms 'village' and 'house' for census purposes. By village is meant the settlement mauza including hamlets. Hamlets are not to be shown separately in any list of villages. Any building in which some one usually sleeps at night should be counted as a house. In the case of enclosures, families who mess together should be treated as one household; otherwise buildings occupied by different

families inside an enclosure should be counted separately. Buildings in which no one usually sleeps at night need not be counted. Houses which are temporarily empty owing to their owners being absent on relief-works with their families should, of course, be counted. Buildings and huts on relief-works need not be counted as they will probably not be in existence at the date of the census.

8. A copy of the annexed form of preliminary circle list must be supplied to every Supervisor. The headings and the first three columns should be filled up at head-quarters, and the other columns by Supervisors on the spot under the direction of Superintendents, who for the present may be taken as Famine Circle Officers. The names of the officers who will subsequently replace them should, however, be entered in the list in order to show that the necessary arrangements have been made.

9. The list of villages as shown in the form must be checked by Supervisors on the spot and any corrections made which may be necessary. It is not likely that any alterations will have taken place in the number and locations of villages since settlement, except in forest tracts, and it is here that special care must be exercised. Any new villages should be entered in the form, and old ones which have been deserted should be cut out. The number of inhabited houses in the village, with its hamlets, is to be entered in column 4 after counting.

10. Columns 5, 6, and 7 of the form are meant to show the method by which the circle is to be divided into blocks. It has been found that one man cannot conveniently visit more than 50 or 60 houses on the census night, and if the houses are far apart the number should be smaller. But there may be difficulties in finding a sufficient number of competent Enumerators, and the sub-division of the circle into blocks may also have to depend on this point. Every separate settlement village must be formed into one or more complete blocks, but there is no reason why one Enumerator should not be in charge of more than one block, so long as the total number of houses is not larger than he can conveniently visit on the census night.

11. With these considerations in mind, Supervisors should enter in the columns provided for the purpose, the names and occupations of a sufficient number of competent Enumerators. Any one who can read and write can be an Enumerator. They should also enter the proposed number of blocks for their circle. After this has been done and the division has been checked by Superintendents, the lists should be returned to head-quarters, where the proposed arrangements should be scrutinized and approved or corrected.

12. District Officers should ascertain without delay whether any large fairs or collections of people are likely to take place at or about the date fixed for the census, so that, if necessary, adequate measures for the enumeration of the people attending them may be concerted.

13. The above arrangements should be completed by 1st July, and on that date a report must be submitted to the Provincial Superintendent showing the division of the district into charges, circles and blocks, and the number of Superintendents, Supervisors and Enumerators appointed to each; the arrangements in contemplation for supplementing local deficiencies in the staff and the necessity, if any, for employing paid officials should be fully reported.

14. These instructions apply to the whole area of all districts except Military Cantonments and land in the possession of Railway Companies on each side of the Railway line inside the distant-signals of stations. For these areas special arrangements will be made. Residents on Railway lands outside the distant-signals of stations are to be enumerated by the District authorities. Similar arrangements should be made by the Political Agent for Feudatory States. Villages in Government forest will be enumerated by the Forest Staff.

15. The instructions contained in this Circular should be sent to all Superintendents, that is Famine Circle Officers. Printed copies of the annexed preliminary Circle list can be obtained on indent from the Comptroller of Stationery, and should be indented for at once. One copy will be necessary for each Supervisor. The forms will be in Vernacular, and the language in which they are required should be stated in the indent. Famine Charge Officers may be requested to exercise a general supervision over the work within their charges, and to see that the instructions issued are understood by their Circle Officers.

CIRCLE LIST.

TAHSIL—BILASPUR, REVENUE INSPECTOR'S CIRCLE—TARENGA.

Charge No. 1—Loharsi. Superintendent—Abdul Ali, Revenue Inspector.

Circle No. 23—Nipania. Supervisor—Bholaram, Malguzar.

Settlement No. of village.	Name of Mauza.	No. of houses at census.	No. of houses now (write after counting).	PROPOSALS FOR DIVISIONS OF CIRCLE INTO BLOCKS.			Remarks.
				Name of Enumerator.	Occupation of Enumerator.	No. of blocks.	
1	2	3	4	5	6	7	8
432	Nipania ..	231	252	Ram Prasad, Kayasth ...	School-boy.	5	There are two tolas in this village. Chamarpara and Kotatola. The first is $\frac{3}{4}$ ths of a mile from Nipania village, and the second $\frac{1}{2}$ a mile. There should be a separate Enumerator for each tola. There should be 5 blocks altogether.
				Manalal, Kunbi ...	Cultivator ...		
				Ramlal, Bania ...	Shop-keeper.		
				Meghnath, Chamar ...	School-boy.		
				Aman Singh, Chatri ...	Cultivator ...		
433	Sakir ...	24	16	Rambuz, Kurmi ...	School-boy.	$\left. \begin{matrix} 1 \\ 1 \end{matrix} \right\}$	These two villages are quite close and only one Enumerator is necessary.
434	Deori ...	39	25				
							N. B.—There must be 2 blocks.

INSTRUCTIONS.

Column 1.—Enter the settlement number of the village.

Column 2.—Enter the name of the village: names of hamlets which are included in the village are not to be entered. If there are any fresh villages in the circle since settlement, their names must be written in this column, but not if they are only hamlets and belong to a village.

Column 3.—Enter the number of houses at last census.

NOTE.—Columns 1, 2, 3 should be written up in head-quarters before the list is sent to Supervisors, but the villages must be carefully checked on the spot by Supervisors after they get the lists, and any corrections made that may be necessary. If new villages have sprung up since settlement they must be entered, and deserted villages must be crossed out. Hamlets are not to be entered, but will be included in the village to which they belong.

Column 4.—In this column the total number of houses in the village and hamlets belonging to it should be entered after counting them. Any building in which some one usually sleeps at night should be counted. In the case of enclosures, families who mess together should be treated as one household; otherwise the buildings occupied by different families inside an enclosure should be counted separately. Buildings in which no one usually sleeps at night need not be counted. Houses which are temporarily empty owing to their owners being absent on relief-works should be counted. Buildings and huts on relief-works need not be counted as they will probably not be in existence at the date of the census.

Columns 5 and 6.—Enter name and occupation of persons who will serve as Enumerators: any one who can read and write can be an Enumerator. School-boys, cultivators, shop-keepers, or any one else can be employed. Enumerators will have to work without payment as at last census. There should be one Enumerator for every 50 or 60 houses, and if the houses are far apart in different tolas, there may be more than this if a sufficient number of persons can be found.

Column 7.—In this column you should enter the number of blocks into which you think your circle should be divided. Every separate mauza must be formed into one or more blocks; one block should ordinarily contain 50 or 60 houses, and there should be one Enumerator to each block. If two villages, each forming a block are very small, there may be one Enumerator to two blocks. Village boundaries, wards, or other tangible limits should be selected as the boundaries of blocks.

Column 8, Remarks.—In this column you may enter the names of any hamlets belonging to the village together with their distance from the main village in order that it may be seen whether you have counted them all in and divided your circle properly into blocks.

Circular Letter No. 158, dated Nagpur, the 11th July 1900.

From—R. V. RUSSELL, Esq., I. C. S., Provincial Superintendent of Census Operations, Central Provinces,

To—All Commissioners and Deputy Commissioners, and the Political Agent, Chhattisgarh Feudatory States, Central Provinces.

The Circle Lists, the preparation of which was prescribed by Book Circular No. XVII of 1900, should now have been completed and received in head-quarters. The next step is to write up the Block List, a copy of which is annexed to this Circular.

2. The headings of the list are simple and require little explanation. The blocks in each circle should be serially numbered. If the block consists of a number of houses forming a separate sub-division of the village or ward, such as a hamlet, mohulla, or street of a town, the name of the hamlet, ward or street should be entered in the first column of the list. The houses in the block should be serially numbered in the order in which the Enumerator will visit them on the census night. In column 4 a separate series of serial numbers should be given to the list of families. Great care must be taken to avoid the omission of any house. Encamping-grounds, mooring-ghats for boats, and other places where people are likely to be found on the census night, should be entered in their order in the lists, but not numbered.

3. Instructions have already been given in Book Circular No. XVII of 1900 as to the meaning of the term 'house' for census purposes. The following definition may be adopted in rural areas. 'By "house" is meant the dwelling place of one or more families with their dependents and servants having a separate main entrance from the common way, space or compound.' In the case of enclosures families messing together will be treated as one household; otherwise buildings occupied by different families inside an enclosure should be counted separately. Any place in which someone usually sleeps at night should be counted as a house. In urban areas the definition of house may be taken as 'any building separately assessed to Municipal taxation.' Where houses have been numbered by the Municipal authorities those numbers should as a rule be used for census purposes. Where no numbers exist or the system is too imperfect or confused for census use, systematic numbering should be undertaken in consultation with the Municipal authorities, and they should be invited to adopt the new numbers. In Civil Stations, however, separate numbers will be given to servants' houses inside a compound. Large palaces and similar structures especially in towns may be treated as blocks, the houses within their enclosing wall being separately numbered. The same principle should be applied to coolie lines, married quarters in barracks, hospitals, asylums, jails, &c.

4. In order to admit of the preparation of the Block Lists, the Circle Lists which have been received in head-quarters must be returned to Supervisors. But before this is done they must be carefully scrutinized to see whether the division into blocks has been correctly and intelligently made, and the register prescribed in this office letter No. 49, dated the 9th June 1900, must be written up. This will show how far the preliminary procedure, consisting of the division of the district into charges, circles and blocks, and the appointment of Superintendents, Supervisors and Enumerators, has been completed. Where any part of this work remains to be done, the Deputy Commissioner should see that it is carried out without further delay. No report containing the information prescribed by Book Circular No. XVII of 1900 or this office letter No. 49, dated the 9th June 1900, has as yet been received from any district.

5. The correct preparation of the Block List is of the greatest importance as it forms the basis of the census enumeration. The Lists should be written up by Supervisors and checked as far as possible by Superintendents, Charge Officers, Tahsildars and Naib-Tahsildars, and any other officers on tour should also be required to check a proportion of the lists. The Supervisor should take the Enumerator with him in going round the block in order to show the latter the order in which he must visit the houses on the census night.

6. When the Block Lists have been written up and checked, a revised Circle List will be prepared giving the results. One copy of this should be retained by the Supervisor, and another despatched to head-quarters. The Charge Superintendent can also have a copy made for himself if he desires it. On receipt of the revised Circle Lists in head-quarters, fresh forms of the Block Lists will be sent out to Supervisors, in which the lists will be fair-copied and kept to be stitched into the Enumerator's Books when received. The procedure prescribed in this Circular should be completed by the 15th October, a date which should allow ample time for the checking of the Block Lists after they have been written up.

7. This Circular will be translated into Hindi and Marathi, and vernacular copies can be obtained on indent through me. Copies of the Block and Circle Lists should also be indented for through me in future, and not through the Comptroller of Stationery. If the number of houses in the block is under 40, one copy of the Block List will probably be sufficient. If there are over 40 houses in the block, two lists should be allowed.

BLOCK LIST

Name of Village or Ward.	Number of Village or Ward.	Number of Circle.	Number of Block.		
Sub-Division, i. e., hamlet, quarter, street, &c.	HOUSES.		FAMILIES IN EACH HOUSE.		Remarks.
	Serial Number.	Description (dwelling-house, shop, serai, &c.)	Serial Number.	Name of the head member of each family.	
1	2	3	4	5	6

Circular Letter No. 300, dated Nagpur, the 7th September 1900.

From—R. V. RUSSELL, Esq., I. C. S., Provincial Superintendent of Census Operations, Central Provinces,

To—All Deputy Commissioners and the Political Agent, Chhattisgarh Feudatory States, Raipur.

House-numbering.

As soon as the Block Lists have been written up and carefully checked to see that no house has been omitted, the serial number assigned to each house in the list should be painted on it. Where possible a sheltered position under the eaves of the house should be chosen and a square or round space white-washed on which the number should be painted. A mixture of red ochre and oil was the substance generally used at last census for painting the numbers. Charcoal and oil, lime, and coal tar have also been used. Whatever substance is selected should be readily procurable on the spot and should be one to which the people have no objection. Where huts are made of wattled bamboos, a small space should be plastered with mud and white-washed, and the number painted on the plaster. In the case of huts made of interwoven leaves, the numbers must be painted on bits of wood or tin, tiles, earthen pots or winnowing fans which can be hung on to the eaves or given to the inmates to keep. Paper tickets should not be used. If people object to their huts being touched by outsiders, the numbers should be painted on pegs driven into the ground in front of the huts. Expenditure on house-numbering should be met from Local Funds. Judging from the accounts of last census it should not exceed Rs. 10 per district. House-numbering must be completed by the 15th November.

2. In the Circle Lists which are to be written up and returned to head-quarters after the fair copies of the Block Lists have been prepared, the number of houses in each block should be shown in column 4, the name and profession of the enumerator in columns 5 and 6, and the serial number of the block in column 7. The blocks in each circle will be serially numbered. Where two or more blocks have been assigned to one enumerator, they should, if possible, be given consecutive numbers in the Circle List.

3. If the Block Lists have not been written up on receipt of this circular, the numbers of houses should run in a consecutive series through the village or ward. If, however, they have been written up and a separate series of serial numbers has been assigned to each block, this should not be altered. The supervisor and charge superintendent will be responsible for seeing that every enumerator is well acquainted with his block and knows all the houses in it. Inspecting officers should require the enumerator to go with him round the block and point out each house in it.

Circular Letter No. 350, dated Nagpur, the 2nd October 1900.

Census Procedure.

The instructions to Supervisors should be read with this circular as forming a manual of Census Procedure subsequent to house-numbering. This circular need not be supplied to officers below the rank of Charge Superintendents. It will be translated into Hindi only.

A.—Forms.

1. The forms to be used for the Census are :—

- A. The cover of the Enumerator's book consisting of 4 pages. On the 1st page provision is made for recording the progress of operations up to the making of the Provisional totals. The 2nd page contains the instructions to Enumerators. The 3rd page contains a specimen schedule and the Enumerator's abstract.
- B. The General Schedule is a page of the form on which the enumeration of the general population is recorded. A schedule leaf comprises two schedules.
- C. The Circle List is a list showing the final division of the circle into blocks, the serial number of each block, the number of houses it contains, and the name of the Enumerator. Three copies will be made, one will remain with the Supervisor, one with the Charge Superintendent, and one at head-quarters. Changes made up to the final night will be entered in the three lists according to the reports of Charge Superintendents.
- D. The Block List is a list giving the number of each house, a description of the house, and the name of the head of the family or families resident in it.
- E. The Enumerator's book consists of—
 1. The cover.
 2. As many pages or half as many leaves of the General Schedule as there are houses in the block.
 3. The Block List.

Other supplementary forms are :—

- F. The Household Schedule for Europeans and Eurasians, to be filled up by the head of the household.
- G. The Private Schedule for native gentlemen of position to be filled up by the head of the household.
- H. The spare copy of the Enumerator's abstract will be a duplicate of the form on the 3rd page of the cover to be filled up for each block after the census and attached to the Circle Summary.
- I. The Circle Summary is a compilation for the circle of the totals shown in the Enumerator's abstracts.
- K. The Charge Summary is a compilation for the charge of the totals shown in the Circle Summary.
- L. A book of 20 tickets for the enumeration of travellers will be supplied for each circle or more, if indented for. Very little use was made of these tickets at last census.

B.—Training of the Census Staff.

2. A preliminary supply of forms will be issued for the purpose of the instruction for the Census Staff at the following rate :—

One copy of the instructions to Supervisors and one copy of the cover of the Enumerator's book for each Charge Superintendent and Supervisor, *plus* a few spare copies. Three leaves of the General Schedule for each block. Of these two are meant to be filled up by the Enumerator of the block and the rest by Charge Superintendents and Supervisors for practice.

3. When these forms are received in districts, which will probably be towards the end of October, the systematic training of the Census Staff should be undertaken, in

accordance with orders previously drawn up by the Deputy Commissioner somewhat in the following manner :—

A conference of the Charge Superintendents of each tahsil, the Tahsildar and Naib-Tahsildar, and as many Supervisors as can attend, should be held at the Tahsil head-quarters either by the Deputy Commissioner personally or a competent Assistant Commissioner or Extra-Assistant Commissioner. The instructions to Supervisors, supplementary rules for filling up the schedules, and the rules contained in the cover of the Enumerator's book should be read and discussed. Special attention should be paid to the instructions for filling up the columns for religion, caste and occupation, and Charge Superintendents should be invited to add to the instances of doubtful cases given in the supplementary rules by any others which they know. If it is found desirable Deputy Commissioners can issue special instructions with reference to the entries for special sects, castes, or occupations. The officer holding this conference should report to the Provincial Superintendent any suggestions of this nature which may be made. Every officer at the conference should then proceed himself to fill up two or three leaves of the General Schedule by personal inquiry from houses in the tahsil town ; when this has been done the entries should be scrutinized and any mistakes pointed out.

4. Similar conferences for all charges should be held if possible by an Extra-Assistant Commissioner, otherwise by the Tahsildar or Naib-Tahsildar, at which the Supervisors of one or more charges should be assembled and the same procedure followed, each Supervisor filling up some leaves of the General Schedule by personal inquiry. These conferences should be completed by December 15th.

Finally, the Charge Superintendent should visit each circle, assemble the Enumerators, and thoroughly instruct them, giving each Enumerator two schedule leaves to be filled up, and pointing out and correcting their mistakes. This has also been provided for in the instructions to Supervisors.

C.—Receipt and distribution of census forms and binding of Enumerator's books.

5. The forms for the census itself may be expected in districts towards the end of November. They will be supplied loose at the following rates :—

Covers—one for each block, *plus* 20 per cent.

Leaves of the General Schedule—one for every two houses *plus* six spare leaves for each block.

Household and Private Schedules as indented for.

Circle Lists at 3 for each circle. Charge summaries, circle summaries and spare copies of the Enumerator's abstract at the rate of one for each charge, circle and block, *plus* 10 per cent.

6. The Deputy Commissioner should previously record an order putting an Extra-Assistant Commissioner in charge of the work of distributing forms and naming as many clerks as possible from the District and Tahsil office to assist him.

The number of forms required for each circle should be separately taken out and made up into a packet. One cover and half as many leaves of the General Schedules as there are houses in each block should be given out together with 3 spare leaves of the General Schedule for each block. The balance of 20 per cent. of covers and three leaves of the General Schedule for each block should be kept in reserve either at District or Tahsil head-quarters or with Charge Superintendents. Care should be taken that no forms are wasted or lost : the margin of surplus forms supplied should be sufficient and only a very small reserve will be kept at the Press.

7. When the forms are made up into packets by circles a label with the number of the circle and the name of the Supervisor should be placed on each packet, and they should then be distributed to Supervisors either through Charge Superintendents or Tahsildars as may be preferred. The Charge Superintendent will be responsible for seeing that the Enumerator's books for each block are bound with the proper number of forms as provided in the instructions to Supervisors, and *he should be ordered to submit a certificate to reach head-quarters by the 31st December that this work has been done for all the blocks in his charge.* It is of the utmost importance that Deputy Commissioners should satisfy themselves personally that the work of binding up the books is done properly and in time. Otherwise there is every probability that leaves will get lost both before and after the enumeration, or that Enumerators may find themselves without a sufficient number of forms for recording the residents of their block. In order that the books may be bound up in proper time the forms must be distributed and sent out immediately on their receipt at District Head-quarters.

D.—Supply of Stationery.

8. Supervisors will have to be provided with a small quantity of stout thread for binding up the Enumerator's books, with some red and black ink, and with some country paper on which the Enumerators can write down the supplementary instructions and make rough drafts of the Preliminary Record. The expenditure should not exceed six annas per circle. The Administration will be asked to direct that the expenditure be met from Local Funds, and if this is done, an allotment to cover it should be obtained from District Councils and Municipal Committees.

E.—The Preliminary Record and its check.

9. The Preliminary Record will begin on the 15th January in rural areas and should be completed by the 1st February; in towns it will begin on the 1st February and end on the 15th. From the date of the commencement of the Preliminary Record until that of the census, every officer who can by any means be spared, should go on tour for the purpose of checking the entries in the Enumerators' books. The instructions to Supervisors have, in accordance with the directions of the Census Commissioner, been made somewhat more elaborate on the present occasion with a view to increasing, if possible, the accuracy of the record. But it is not likely that this object will be attained unless the work of Supervisors and Enumerators is checked and corrected by superior officers. When a mistake is discovered in any book the Supervisors should, if possible, be sent for and asked if it is common to the other books of his circle, and if so he should be told to correct it for all the books. From the date of the commencement of the Preliminary Record until that of the census, the Enumerator should stay in his block and have his book ready for inspection by officers on tour.

10. On the night of the census itself, members of the District and Tahsil Staffs should check the final enumerations in district and tahsil towns; members of Municipal Committees and native gentlemen of position should also be asked to do this in municipal and other towns.

A proclamation should be issued by Deputy Commissioners ordering Mukaddams to afford any assistance in the nature of supplies, lights, &c., to Census Officers that may be required, and to see that on the census night all people stay in their houses and keep a light burning until the Enumerator has been round.

N. B.—The procedure from the receipt of forms by Supervisors to the return of the Enumerators' books by Supervisors to Charge Superintendents after the census is contained in the instructions to Supervisors.

F.—Provisional Totals.

11. On receiving the circle summaries from Supervisors accompanied by the spare copies of Enumerator's abstracts for each block, the Charge Superintendent must compare each Circle summary with the Circle list and Enumerator's abstracts in order to make sure that no circle or block has been accidentally omitted, and that the Enumerators' totals have been correctly posted. He must have the totals of each circle summary separately checked by the Supervisors in the manner prescribed for Enumerator's abstracts. He will then enter the totals of the circle summaries in his charge summary, add them up with the help of his most intelligent Supervisors on the system of double check described in the instructions to Supervisors, attach to the charge summary all the circle summaries for the charge arranged in order according to the numbers of circles, and send the entire set of summaries by post or special messenger to the District head-quarters.

The following form of charge summary should be used :—

<i>District—</i>		<i>Tahsil—</i>		<i>Charge—</i>		
Number of circle.	Number of blocks.	Number of occupied houses.	PERSONS.			
			Total.	Males.	Females.	
1	2	3	4	5	6	
Charge Total ...						

If it is preferred Supervisors may be directed to send the circle summaries to Tahsil head-quarters instead of to Charge Superintendents. But they should not be sent first to Charge Superintendents and then to Tahsil head-quarters.

12. On receiving the charge summaries the Deputy Commissioner should at once have them compared with the circle summaries to see that the totals have been correctly posted and that no villages, wards or blocks have been omitted. The total must then be carefully checked by two Clerks working independently. In 1891 it was found that mistakes in the provisional totals were due not so much to errors on the part of Enumerators as to (a) omissions of entire units, such as circles or blocks, (b) incorrect totalling by Supervisors and Charge Superintendents. The totals for the district should then be posted in the following form:—

<i>District Summary.</i>			<i>Number of Charge—</i>		
<i>District—</i>			PERSONS.		
Number and name of Charge.	Number of Circles,	Number of occupied houses.	Total.	Males.	Females.
1	2	3	4	5	6
District Total ...					

13. The totals should be made up by two Clerks working independently. When they have been examined and passed as correct the result should be reported by telegraph in words to the Census Commissioner, Calcutta, and the Provincial Superintendent of Census.

Houses.	Males.	Females.	Total.
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In every district a competent Extra-Assistant Commissioner should be placed in final charge of this part of the operations. His name should be reported to the Provincial Superintendent, and it should be impressed on him that he will be held responsible for the accuracy of the figures telegraphed. He must be specially careful to arrange for the independent working of the charge and district totals in the manner suggested above, and he must himself take part in and supervise the comparison with the Circle List.

14. Special interest attaches to the results of the census of 1901, and the total of each district with the name of the Deputy Commissioner will be published by the Census Commissioner on receipt of the telegram referred to above. If judicious arrangements are made everywhere and remote areas dealt with in the manner prescribed below, it is believed that the district telegrams ought to reach the Census Commissioner on the 7th March, so that the Provisional totals for the whole of India may be published on Monday, the 11th March.

15. In order that the publication of the General totals may not be delayed owing to the difficulties of communication in remote parts of the country, Deputy Commissioners should draw up and submit to this office a complete scheme for getting the Provisional totals in quickly, and in particular they should consider and report what parts of the district are so situated that there may be a danger of the circle summaries not reaching the District head-quarters in time for the District totals to be telegraphed to the Census Commissioner and the Provincial Superintendent on the 7th March. In these circles the Supervisors should be supplied with two copies of the circle summary, and should be instructed to fill up one copy on the completion of the Preliminary Record, and to send it to the Charge Superintendent for transmission to the Deputy Commissioner. If the final summaries are not received in time to be included in the District total, the totals of the Preliminary Summaries may be made use of. In such cases the spare copies of the Enumerator's abstracts should be made up to give the result of the Preliminary Record and should be attached to the first circle summaries.

G.—Receipt and despatch of books by Charge Superintendents.

16. On receiving the Enumerators' books from Supervisors, the Charge Superintendent must see that he has got a book for every block in his charge, that a series of serial numbers has been entered in column 2 of each book for all persons enumerated, and that any spare leaves of the General Schedule on which travellers or others have been recorded are sewn tightly into the books and not pasted into them. Unless Household or Private Schedules are returned direct to District head-quarters, he must also see that all Household or Private Schedules issued in his charge have been returned and that they are stitched into the book of the block to which they belong.

17. He should then give a receipt to the Supervisors for the number of books received, and send all the books for the charge tied in packets by Circles to the District or Tahsil head-quarters as he may be ordered. Instructions for the despatch of books to Abstraction offices will be issued subsequently.

H.—Census Service.

18. The principle that census work, like serving on juries in England, must be performed gratuitously as a public duty, is one that has been laid down in successive Census Acts by the Government of India, and should not be departed from. If it was once admitted that Census Officers have a right to payment for their time, the cost of the census would become enormous. No payment should therefore be made except to persons who have to travel to a distance from their homes, and in these cases only their out-of-pocket expenses and not their loss of time can be considered. Sanads will, however, be issued as on previous occasions to Census Officers of all grades who are reported by Deputy Commissioners to have done specially good work; the names of officials of the superior staff thus reported on will be brought to the favourable notice of the Chief Commissioner, and competent Supervisors and Enumerators will be eligible for employment in the Abstraction offices.

No. 349, dated the 1st October 1900.

Instructions to Supervisors.

Preliminary.

1. The Circle to which you have been appointed is No..... Your Charge Superintendent is.....

He is the Census Officer immediately superior to you. You will make any references through him.

2. You must carefully check the boundaries of your Circle and compare them with the Circle List. If you find that circles overlap, that boundaries are uncertain, or that areas have been overlooked, you will report to the Charge Superintendent for orders.

3. You must check all the Block Lists of your circle to see that no house, camping ground, serai, landing place, fishery or other place where people are likely to be found on the census night, has been omitted. Buildings so omitted must be given a number subordinate to that of the nearest house, *e. g.*, $\frac{90}{1}$. In the case of landing places, fisheries, &c., you must enter them in the Block List and allow one or more extra pages of the General Schedule for their enumeration. You must visit all deserted sites of villages which have not been formed into Blocks, and see whether there is any hut or machan in which any person resides; if so, it must be included in the nearest Block and entered in the Block List.

Receipt of forms and binding of Enumerators' Books.

4. For each Block in your circle there must be a separate Enumerator's Book. This consists of—

The cover.

Half as many leaves of the General Schedule as there are houses in the Block.

The Block List.

5. The fair copies of the Block Lists are already with you. The covers and forms of General Schedule will be supplied to you loose by your Charge Superintendent or the Tahsildar. On receiving them you must take for each Block the proper number of leaves of the General Schedule, and sew them tightly inside the cover, putting the Block List at the end. Your Enumerators should be present and assist you in doing this.

6. For each serai, camping ground, landing place, cartstand, &c., an extra page of the General Schedule should be allowed, and if more than 8 persons are likely to be found there on the census night an extra leaf should be allowed.

7. The spare copies of the General Schedule which are supplied to you in excess of the number required for the Enumerators' Books should be held in reserve.

8. If any persons are to receive Household or Private Schedules in your circle, you will be informed of this, and the number of schedules required will be supplied to you. A note must be made in the Block List of any person who is to receive a Household or Private Schedule; and the schedules must be left at the houses of the persons who are to receive them three days before the final census.

The persons to whom they are delivered must sign for them opposite the number of their house in the remarks column of the Block List.

When the Enumeration Books have been bound up, you must see that the entries on the cover and the headings of each page of the General Schedule are correctly filled up by the Enumerators in your presence. The number of the village to be entered is the settlement number.

9. You must keep a register of all forms supplied to you and make the Enumerators sign for forms given to them. Be careful not to waste forms unnecessarily. But if you run short of forms indent at once on the Charge Superintendent or Tahsildar for fresh ones.

Register of Forms.

Number of Circle.	Serial Number of Blocks.	Name of Enumerator.	Covers.	General Schedule.	Tickets.	Block Lists.	Household and Private schedules.	Signature of Enumerators, and date.	Remarks.
1	2	3	4	5	6	7	8	9	10

Training of Enumerators.

10. You must clearly explain to all the Enumerators the supplementary rules for filling up the schedules which are annexed to these instructions and then make the Enumerators write them down on a separate piece of paper. Some of the Enumerators should then be made to fill up one or two loose schedule leaves for houses in the village where they are assembled; these should be read out and mistakes corrected in the presence of all the Enumerators.

Your Charge Superintendent will visit your circle and hold this conference.

11. Some days before the preliminary enumeration, you must give to each Enumerator two loose schedule leaves and make him fill them up for as many houses as they will hold. You must then inspect the entries in the schedules, explain clearly their mistakes to the Enumerators, and see that they understand both the instructions contained in the Enumerator's Book cover and the supplementary ones which you have dictated to them. If the mistakes are numerous, the Enumerator should be made to take all the entries for his Block on spare sheets of the General Schedule or on plain paper, and you must correct these and then have them copied into the book. If the Enumerator is hopelessly incompetent, you should move the Charge Superintendent to appoint another Enumerator.

The Preliminary Record.

12. Beginning from the 15th January in the country and the 1st February in towns, the Enumerator must fill up the schedules in his book for the residents of all the houses in his Block, so that on the census night (1st March) he will merely have to make corrections and not write up the schedules in full. This work is called the Preliminary Record. It must be completed by the 1st February in the country and the 15th February in towns.

13. While the Preliminary Record is going on you must be constantly on the move throughout your circle inspecting the work of Enumerators. When any Enumerator has finished the entries of his book you should examine them on the spot and correct any obvious errors or omissions. For instance, names may have been entered in the caste column which are not names of castes, a person may have been entered as literate in column 14 without the language in which he is literate being given, sects may not have been entered in column 4, women and children may be wrongly shown as workers at a certain occupation in column 9 or 10 instead of as dependents in column 11; such mistakes can probably be corrected on the spot. Besides this you must check personally not less than 10 per cent. of the schedules in each Block by house-to-house visitation. If you find that any of the Enumerators has constantly filled up one or more columns erroneously, the entries in those columns should be corrected for the whole Block.

14. Note that a separate page of the General Schedule is not to be used for each house, but when one house is finished a line is to be left blank and then the entries for the next house begun.

15. If during the Preliminary Record you find that more forms are required you must apply at once to the Charge Superintendent or Tahsildar, according as you are directed, for more forms.

16. Persons to whom Private or Household Schedules are to be given should not be included in the Preliminary Record, but you should see that all servants and other residents in the compounds or *baras* of such persons are separately enumerated, the buildings in which they live being counted as separate houses.

17. Black ink only must be used for all entries and corrections made during the Preliminary Record.

The Census.

18. The census will be taken on the night of the 1st March between the hours of 7 and 12 P. M. The Enumerator must on that date himself visit every house in his Block and correct the entries already made in his book, according to the instructions contained on the inside of the cover. He must not get the inhabitants to come to him, nor must he send the village watchmen or any one else to enquire and report what changes have taken place since the Preliminary Record. Houses marked empty must be visited in order to see whether any one is then living in them.

19. The Enumerator must not merely ask whether there has been any change. He must as he reads each name (or in the case of females whose names are not stated each description entered in the Preliminary Record) ask whether that person is present in the house or not. He must then ask whether any fresh person has come or any child has been born. This must be specially attended to, as at last census the erasures on the final census night were more numerous than the additions. If there is only one new comer the entries relating to him may be made in the space left blank at the Preliminary Enumeration; if there is no more space, any empty lines in the book should be used.

20. Enumerators must be supplied with loose schedules for the enumeration of travellers if their books are full and with enumeration tickets to be given to them in order that they may not be counted twice.

21. You should arrange with the malguzar of each village that the Kotwal should go all round the boundaries of the village and bring in any one who has not been counted; and if there is a high road in your circle it must be patrolled to see if any cartmen have halted for the night.

22. Red ink only must be used for fresh entries and erasures made on the final night.

Enumerator's Abstract.

23. On the morning of the 2nd March, or in places where the census is taken in the morning on the same evening, all the enumerators of your circle must assemble at some selected place, if possible at or near a Post Office. Each Enumerator must collect any Household or Private Schedules which have been issued in his Block and sew them into his book, unless they are sent direct to Head-quarters. He must also sew in any spare leaves of the General Schedule on which any one has been enumerated.

24. You must then—

- (a) compare the number of books produced with the number of Blocks in the Circle and see that you get a book for every Block;

- (b) see that the Household or Private Schedules shown by the Block Lists to have been issued have been duly collected and sewn into the right book and that all loose schedules are accounted for ;
- (c) read every entry made at the final enumeration and correct any obvious errors or omissions ;
- (d) have all persons entered in column 3 serially numbered in column 2 through the whole of each book ; have the number of houses and males and females independently added up on separate pieces of paper by the Enumerator of the Block and two other Enumerators. If the three totals agree they may be taken as correct and entered in the Enumerator's Abstract at the end of the Book. If they differ you must check the figures yourself.

25. When all the Enumerators' Abstracts have been completed and found to be correct, you should take your two best Enumerators and with their help compile the Circle Summary in the following form, and despatch it to the Charge Superintendent or Tahsildar according as you are ordered by post or special messenger.

<i>District—</i>		<i>Charge—</i>		<i>Circle—</i>		
No. in Circle List or General Register.	Name of Village or Ward.	Number of blocks.	Number of occupied houses.	PERSONS.		
				Total.	Males.	Females.
1	2	3	4	5	6	7
Circle Total ...						

26. If spare copies of the Enumerator's Abstract are supplied to you, you will have these filled up in the same manner as those contained in the books and attach them to the Circle Summary.

27. You should then arrange all the enumeration books of your circle in the order in which the Blocks to which they relate are entered in the Circle List, tie them up neatly placing on the top the copy of the Circle List corrected up to the final night, and personally deliver the packet to your Charge Superintendent, who will give you a receipt stating the number of books received.

28. If a Supervisor or Enumerator does his work with special care and intelligence he will receive a sanad and will be eligible for employment as an Abstractor or Tabulator in the Census Office.

Supplementary Rules for filling up the schedules. (The Supervisor must first read and explain these to the Enumerators and then dictate them).

Supplementary Rule 2.

This column is not to be filled up till after the final enumeration ; a separate serial number is then to be given to each person entered in column 3.

Supplementary Rule 3.

At the Preliminary Record enter in column 3 all persons who live in and take their meals from the house, even though absent, if they will be back by the 1st March. Enter also visitors who are staying over the 1st March. In the case of dharmshalas, serais or temples enter only permanent residents, not casual travellers. If objections are made to giving the name of a female, her relationship to the head of the house should be stated as niece, daughter-in-law, &c.

Supplementary Rule 4.

If a man says he is a Hindu ask him what sect of Hindus such as Vaishnav, Smarth, Sakta, and write the name of the sect below that of the religion. Also ask whether he is a Kabirpanthi or Satnami or a member of the Arya-Samaj or Brahma-Samaj, and if he is any of these enter it.

Ask a Musalman whether he is a Shia or Sunni and enter it. Enter women and children as belonging to the same sect as their husband or father and Chelas as belonging to the sect of their Guru.

In the case of forest tribes ask them whether they worship principally Hindu Gods or Tribal Gods such as Bura Deo, Bhimsen, Koda Pen, Taru-Pennu, Sing-Bonga, or animals or the spirits of hills or trees.

In the former case enter them as Hindus, and in the latter case write the name of the tribe.

In the case of Christians who can write, get them to write the name of the sect themselves, if possible in English.

Supplementary Rule 5.

Note that infants also are to be entered as male or female.

Supplementary Rule 6.

A woman who has never been married must be shown in column 6 as unmarried though she may be a prostitute or may be living with a man. Persons who are recognised by custom as married, are to be entered as such, even though they may not have gone through the full ceremony. Girls who have been married are to be entered as such, even though they have not gone to live with their husbands.

Supplementary Rule 7.

Enter in column 7 the age as it will be on 1st March, and be careful to show the number of years actually completed, not the current year of age.

If a person cannot state his or her age exactly, the Enumerator should ask the relations or refer to some well-known event of local importance, or if the person be present make a guess at the age from the appearance. But he must not insist on any female being produced before him.

Supplementary Rule 8.

In the case of Hindus enter as their caste in column 8 the largest of the various groups, circles or divisions outside of which a man cannot marry. For instance, a Deshasth Brahman cannot marry outside the sub-caste Deshasth, but he also cannot marry outside the larger group Brahman, and this larger group is what should be entered as his caste. If a man gives a Provincial or Local designation such as Madrasi, Pardesi, Telugu, Uriya, ask for the name of the caste and enter both as Madrasi-Komati, Pardesi-Bania, Telugu-Kapu, Uriya-Khandait; similarly if a man says he is a Kshatriya, Vaisaya or Sudra ask what caste of Kshatriya, &c., and enter both. Do the same if he gives the name of an occupation which either is not a true caste at all or is indiscriminately applied both to persons belonging to the caste itself and to persons of other castes following the occupation, *e. g.*, Sais, Mehtar, Kotwar, Pansari, Chhipa, Nilgar, Panchal, Darji, Nagarchi, Bania, Bairagi, &c.

Be specially careful not to enter the names of sub-castes only, even though a man commonly gives the name of his sub-caste as his caste. In such cases enter both names, *e. g.*, Chandnahu enter Kurmi-Chandnahu, Ponwar enter Rajput-Ponwar.

Generally, whenever a man gives two names and is doubtful which of the two is his proper caste, enter both.

Do not enter in the caste column names of religious sects, titles, sub-castes or gotras such as Kabirpanthi, Sanyasi, Naik Kanaujia, Jaiswar, Kasyapa. But if a man says that he has abandoned his caste, his sect name should again be entered as Kabirpanthi, Satnami, &c.

In the case of Mahomedans and Christians accept their statement as to their caste or tribe.

Supplementary Rule 9.

Do not use general or indefinite terms such as Government Service, shop-keeping, writing, labour, &c.

Find out and state the exact kind of service, the goods sold, and the class of writing or labour. If a man expresses doubt as to what he should consider his principal occupation, ask him on which of his occupations he spends the most time and enter that in column 9.

If a man says his occupation is service, distinguish—

- Government Service,
- Railway Service,
- Local or Municipal Service,
- Village Service,

stating in each his rank, what branch he serves in, and the nature of his work.

In the case of Domestic Service state precisely the kind of service rendered, and also enter the occupation of the person to whom it is rendered, *e. g.*, Zamindar's cook, Baniya's water-carrier, &c.

Show pensioners as Military or Civil, as the case may be.

Show persons who live on the rent of lands or buildings in towns as landlords.

Show persons who live on money lent at interest, or on stock, bonds or other securities, as capitalists.

A.—Proprietors and Rent-receivers.

In the case of agriculturists distinguish proprietors and rent-receivers. Enter the special name such as Malguzar, Hissedar, Thekadar, Malik Adna, &c.

If he does not cultivate himself or by means of servants add "Does not cultivate himself."

B.—Owners of Plots and Tenants.

Specify the class of Tenant, Malik-makbuza, Absolute-occupancy Tenant, Occupancy, Ordinary, Village-Service, Sub-Tenant.

C.—Labourers.

Distinguish field servants permanently employed from casual labourers paid by the day or the job; do not simply enter the word mazduri in any case; in the case of miscellaneous agricultural labourers of whom you can give no definite description write "field labourer."

Show gardeners and growers of special products such as cardamoms, betel, pepper, &c., separately.

In the case of labourers not being agricultural labourers, distinguish navvies or earth-workers, labourers in mines, stating the substance mined, such as coal, stone, mica, gold, &c., and operatives in mills, workshops, or factories, stating the kind of mill or factory, such as cotton mills, lac factories, rope works, &c.

In the case of Clerks show the occupation of the Clerk's employer.

In the case of traders specify carefully the kind of trade, and state whether they make what they deal in.

In the case of large manufacturers show the proprietor as a manufacturer and specify the branch of manufacture, as cotton manufacture, &c. For minor industries state precisely the nature of the work done, for example, whether a weaver weaves cotton, silk, carpet, &c., whether a bangle-maker makes bangles of glass or lac, and so on.

If a person lives on alms it should be stated whether he is a religious mendicant or an ordinary beggar.

Women and children who work at any occupation except mere household duties must be entered in this column whether they earn wages or not.

Supplementary Rule 10.

If a man has several subsidiary occupations enter in column 10 only that on which he spends the most time.

Supplementary Rule 11.

Before filling up this column consider carefully the last sentence of Supplementary Rule 9.

Supplementary Rule 12.

Note that for persons born in the Feudatory States of the Central Provinces, e. g., Nandgaon, Kawardha, Patna, &c., the name of the State is to be entered.

Supplementary Rule 13.

If a man is doubtful as to what language he ordinarily uses, ask him what language is most spoken in his house and enter that. Note that infants are to be entered as speaking the language of their parents and not as speechless.

Supplementary Rule 14.

Note that for every person who is entered as literate the names of one or more languages which he can read and write must be given. But do not enter English in this column, as there is a separate column for it.

The specimen Schedule is incorrect for this column as the names of languages have not been entered.

Supplementary Rule 16.

Be careful to see that persons who are deaf only, or dumb only, or blind of one eye or suffering from white leprosy are not entered in this column.

N. B.—Be specially careful to see that some entry is made in columns 4, 5, 6, 7, 8, 12, 13, 14 for every person entered in column 3; and that one at least of columns 9, 10, 11 is filled up for every such person.

No. 180, dated Nagpur, the 28th July 1900.

From—R. V. RUSSELL, Esq., I. C. S., Provincial Superintendent of Census Operations, Central Provinces,

To—All Commissioners, Deputy Commissioners, and the Political Agent, Chhattisgarh Feudatory States.

Census of Cantonments and of Troops on the march.

A.—Military Limits.

1. Within regimental lines, or other purely military limits, the census will be taken by the military authorities.
2. The determination of these limits should be undertaken, as soon as possible after the receipt of these instructions, by the military and civil authorities in consultation with each other, and should be shown on a map, so that both may know clearly the areas for the enumeration of which they are respectively responsible.
3. To prevent mistakes or double enumeration, it is advisable for the military authorities to have their limits cleared, between sunset on the 1st of March 1901 and sunrise on the 2nd idem, of all persons who are not residing temporarily or permanently within those limits as officers of any grade, fighting-men, non-combatants attached to the regiments, the servants of the above, regimental followers, or members of the families of any of these.
4. The census to be taken by the military authorities under the above orders will therefore include all persons, of whatever age, sex, race, or profession, who on the night of the 1st March are temporarily or permanently residing within military limits. In other words, it will include all persons who, though ordinarily residing elsewhere, may on that night be stopping temporarily within those limits; and also those who, while actually living at the time, and taking their meals within the same, may be absent for a few hours on night duty, etc.

5. On the receipt of these instructions a list should be prepared showing every house or other building in the area in question which is inhabited, or is likely to be inhabited, on the 1st March. A convenient form for this list is the following:—

HOUSE LIST.

<i>District—</i>		<i>Cantonment or Station—</i>			<i>Regiment—</i>	
Serial No. of house.	Description of house (<i>i. e.</i> , barracks, guard-house, dwelling-house, married quarters, followers' quarters, &c.)	Name of chief occupant or officer in charge.	Usual number of occupants.	Language spoken.	Number of household schedules required.	
1	2	3	4	5	6	

6. If any large building has been divided into separate dwellings or tenements, such as married quarters occupied by distinct families or groups of persons, each of these dwellings should be given a separate number in column 1 of the list. Large buildings not so divided, such as the quarters of unmarried privates, should be given only one number.

7. An abstract of the list should be prepared in the following form and forwarded to the Deputy Commissioner. It serves as an indent for schedules and must be carefully prepared.

ABSTRACT OF HOUSE LIST.

<i>District—</i>		<i>Cantonment or Station—</i>				<i>Regiment—</i>	
Total number of houses.	NUMBER OF OCCUPANTS SPEAKING				Number of household schedules required at one for four persons.	Remarks.	
	English.	Vernacular A	Vernacular B.	Vernacular C.			
1	2	3	4	5	6	7	

This list should be sent in by the 15th September, and immediately on its receipt the Deputy Commissioner should forward a copy to the Provincial Superintendent.

8. Some time before the 15th November, the number entered against each house in the above list should be painted conspicuously upon the building, so that it may be easily noted on the night of the census. Any expenditure on this account should be met from cantonment funds.

9. After the numbers have been painted, the houses should be arranged in compact blocks, and these blocks grouped into circles. No block should contain more than 150 persons and no circle more than 2,500.

10. For each block an enumerator should be appointed, and for each circle a supervisor. Non-commissioned officers will usually be selected for these posts. Native followers and servants attached to British regiments or employed by the officers should be enumerated by the regimental munshi, by a Commissariat native official, or by some one selected with reference to his knowledge of their language and customs.

11. A circle list should then be drawn up in the following form and forwarded to the Deputy Commissioner.

CIRCLE LIST.

<i>District—</i>		<i>Cantonment or Station—</i>			<i>Regiment—</i>	
Circle number.	Name of Supervisor.	Number of Block.	Name of Enumerator.	Number of houses in each block.	Number of persons in each block.	Remarks.

N. B.—It is not proposed to print these forms as very few copies will be required. Manuscript forms may be used.

12. As soon as the forms are received, the block list forming part of the book of schedules and showing the number and description of houses in each block should be written up from the house lists. A commissioned officer should then teach the supervisors and enumerators their work by making them fill up a few entries by way of experiment and correcting their mistakes. Spare forms will be supplied for this purpose at the rate of two leaves (four pages) for each enumerator.

13. At the beginning of February, each enumerator should go round his block and enter in the book of schedules full particulars regarding every man, woman, or child whom he finds residing therein. This record should be carefully examined and initialled by the officer responsible for the census, and all errors rectified. The houses should be taken in the order in which they are entered in the house list, and exact observance of the instructions must be rigidly enforced. Black ink only must be provided for this preliminary enumeration. Europeans and Eurasians should not be enumerated on this occasion, but household schedules should be distributed to them and the signature of the head of the family taken in the last column of the block list.

14. After gun-fire on the night of the 1st March 1901, the enumerator should again go over his block, check and bring up to date the entries previously made, and thus complete the census. All such additions or erasures must be made in red ink.

15. On the morning of the 2nd March, the enumerators should collect all the household schedules that have been issued and sew them into their books. They will then assemble at some place fixed by the supervisor and prepare under his instructions the abstracts inside the covers. After testing the figures the supervisor will compile them into a circle summary, and the various summaries will then be combined into a single statement by the officer in charge of the census and sent to the District office. The books and schedules for each regiment or detachment should be packed and registered separately.

16. The Deputy Commissioner should arrange to place a European Civil officer in direct communication with the military authorities, so that he may give advice to the latter and otherwise ensure uniformity and punctuality in the arrangements.

B.—Troops on the march and on duty outside Cantonments.

17. The census of regiments on the march and of troops on duty will be taken by the officer in command. This census will include all persons, of whatever sex, age, or profession, who are marching with the troops. It will probably be known beforehand what troops will be on the march on the night of the 1st March, so that the officer in command should be provided with enumeration books and schedules at the cantonment from which the troops start. He should also arrange to make one of the weekly halts on the 1st March 1901. There will be no preliminary enumeration in this case, unless one has been completed before the troops left their last cantonment.

18. If the regiment or detachment be travelling by rail on the night of the census, the enumeration should be effected at the first place at which the men alight. Such troops will not be enumerated by the railway authorities who will, however, enumerate the families servants and followers travelling with them.

19. The books and schedules for detachments on the march should be sent to the head-quarters of their regiments if it be within the province where they are enumerated. For regiments on the march, the books, etc., should be despatched to the military authorities of the cantonment at which they were last stationed, and will be then dealt with as prescribed in paragraph 15 above.

20. Troops or military outposts beyond the administrative frontier will be recorded in the final tables as belonging to the cantonment or station within the administrative frontier from which or in connection with which they are detailed or which is nearest to the post they occupy. Their schedules will be dealt with accordingly.

C.—Cantonment Bazars and Civil Limits.

21. The census of so much of each cantonment as lies beyond regimental or other purely military limits will be taken by the Cantonment Magistrate acting under the direct orders of the civil authorities of the district. The procedure will be precisely the same as that prescribed for the rest of the district area, and should be undertaken at once, where it has not already commenced. Circle and Block Lists must be drawn up, and Superintendents, Supervisors and Enumerators appointed. The figures for the cantonment should be entered in the General Registers of villages and towns, prescribed by this office letter No. 49, dated the 9th June 1900, and an abstract showing the total figures of cantonments should be forwarded, as soon as possible, where these figures are not included in the General District Abstract already submitted.

Circular letter No. 222, dated Nagpur, the 11th August 1900.

From—R. V. RUSSELL, Esq., I. C. S., Provincial Superintendent of Census Operations, Central Provinces.

To—All Deputy Commissioners and the Political Agent, Chhattisgarh Feudatories, Raipur.

I have the honour to forward a copy of the orders of the Government of India with reference to the taking of the census on lines of railway, and to request that you will at once place yourself in communication with the local authorities of any railways which may pass through your district, with a view to aiding in the training of their census staff according to Section 7, and generally advising and assisting them under the provisions of Section 17. You should further take steps, if this has not already been done, to see that the limits within which the railway staff will be responsible for the census are clearly understood, and that all other houses situated on railway premises or occupied by railway servants are included in the district returns. In this connection the directions contained in Section 4 (a) should be carefully noted. The accompanying orders have been communicated direct to Agents and Managers of Railways by the Government of India.

RAILWAY CENSUS.

1. *Open line.*—In the case of an open line of Railway the term—

(1) *Railway premises* includes a railway station within distant-signals, a workshop, a colliery, a steamer-ghat and all other premises within the railway boundaries on which permanent or temporary employés of the railway reside, except gangmen's and gatemen's huts and similar isolated buildings outside the distant-signals of stations.

(2) *Charge* means the section of line falling within a given District or State, under a Charge Superintendent appointed by the railway authorities for this purpose.

(3) *Circle* means a station or railway premises under a Supervisor, who will ordinarily be the station-master or other official in charge of the premises. Large circles will be divided into blocks.

(4) *Block* means a group of not more than 50 houses under the charge of an Enumerator and forming part of a circle.

2. *Line under construction.*—In the case of a line under construction the census operations will be under the charge of the Engineer-in-Chief, who will be guided by the above definition so far as they are applicable, and will act in consultation with the District officer.

3. *Persons to be enumerated.*—The classes of the population to be enumerated by the railway authorities are—

A.—Persons residing within railway premises, whether on open lines or lines under construction.

B.—Persons travelling by rail on the night of the 1st March 1901.

CLASS A.—*Residents.*

4. *Residents defined.*—The term 'residents' includes all persons sleeping on 'railway premises' on the night of the 1st March 1901.

It does not include:—

(a) Signalmen, gangmen or gatemen living in small isolated houses and huts beyond distant-signals, whether within or without the railway fences. These will be included in one of the blocks of the nearest village or town, and will be enumerated by the civil officers along with the ordinary population of that block.

(b) Railway servants or others who work on railway premises either by day or night but who habitually return to their houses outside 'railway premises' when off work.

But it does include—

(c) Large collections of railway labourers sleeping near the railway works on which they are employed, but outside station limits or 'railway premises' as defined by the distant-signals. Such should be enumerated by the railway officials who employ them.

5. *Census Divisions.*—The first step to be taken is to parcel out all railway premises into charges for Superintendents, circles for Supervisors, and blocks for Enumerators. The partition should be territorial and not departmental, and in each charge a single officer of the railway must be made responsible for all the census arrangements therein. Ordinarily a station or premises will form a circle, which will be divided into blocks, if large enough to render this necessary. Very large premises, such as collieries or extensive workshops, may be treated as a distinct charge which may be divided into circles of about 500 houses each. The form of Register annexed (Appendix No. I) should be used in forming census divisions. The instructions annexed to it show how each column should be filled up. An extract comprising all the entries for each Province or State should be sent to the Provincial Superintendent of Census, or to the British Political Officer, as the case may be, and a similar extract of the entries for a charge should go to the District officer in British territory and to the Political Officer in Native States. The preparation of the register should be commenced at once, and completed by the end of August 1900. Where railway premises are much mixed up with the houses of the civil population, a map should be prepared, and the respective jurisdictions settled in consultation with the civil officials.

6. *House-numbering.*—A list for each station or railway settlement should be prepared in the form of the block list annexed to the general schedule, showing the number and description of buildings included in each block; and all buildings must be numbered with paint or some other material for the guidance of the Enumerator. The numbers should run in the order in which he will visit each building on the night of the 1st March. In writing up this list a note should be made in the last column against the houses where household or private schedules have to be left.

7. *Appointment of Census Officers.*—Superintendents, Supervisors and Enumerators should be appointed in writing by the Chief Railway Authorities, and, as far as possible, should be their employés. In circles where there is a considerable European or Eurasian colony they should be Europeans or should know English well. At small stations the same person may enumerate both residents and travellers, so as to save training two different men. Collectors and Deputy Commissioners will be instructed (a) to superintend the training of the Supervisors and Enumerators, (b) to assist in procuring Enumerators where the railway employés are not natives of the Province and are not acquainted with the names of the caste, sects and occupations of the people.

8. *Schedules.*—The enumeration will be effected through schedules, of which three kinds will be issued—(a) *household schedules* in English for Europeans and Eurasians, to be filled in by the head of each family, and returned to the Enumerator on the morning of the 2nd March; (b) *private schedules* in vernacular for native employés of the superior grades, to be dealt with in the same way; and (c) *general schedules*, in which the Enumerator fills in the entries for each person at the dictation of the head of the family. The Supervisor of the circle is responsible for seeing that all three kinds are correctly filled up. Each schedule contains room for ten persons per page. In the case of Europeans and Eurasians the return for native servants and their families on the premises is to be made by the Enumerator of the block on the general schedule with the other native residents of the block schedule.

Along with the schedules there will be issued a cover containing detailed instructions for enumeration, a specimen schedule, and an abstract to be filled up by the Enumerator after the census. After the block list has been written up, the number of general schedules required to enumerate the block should, with the block list, be stitched inside the cover in such a manner that the stitching can be undone later on when the household and private

schedules have to be bound up with the general schedules. A register in Form No. 3 must be kept of all forms issued to Supervisors and Enumerators.

9. *Preliminary enumeration by general schedules.*—Early in February every Enumerator should fill in the general schedule for each house in the manner prescribed in the instructions printed on the cover. This task should be completed by the 20th February, and during its progress the Supervisor should test all the entries by house-to-house visits.

10. *Final enumeration.*—On the night of the 1st March beginning from about 8 or 9 o'clock, the Enumerator must again visit every house in his block, and see that the entries are brought up to date, in accordance with his instructions regarding visitors, births and deaths not previously recorded. It may be noted that, according to those instructions, employés who are on duty on the night of the 1st March, but are not travelling with any train, should be recorded as present in the houses where they are entered in the general schedule, or where a household schedule or private schedule has been left.

11. *Procedure with household and private schedules.*—The household schedules and private schedules should be left with the head of each family about the 24th of February and his signature taken in the last column of the block list. On the morning of the 2nd March they must be collected, examined on the spot by the Enumerator, and corrected, where necessary, on his suggestion. They must then be bound up in the book of schedules.

12. *Provisional Totals.*—On the morning of the 2nd March the Supervisor will have the Enumerator's abstract compiled for each block according to the instructions inside the cover. He should then compile the totals from the Enumerator's abstract into a return for the circle (Appendix No. 4), make a list of the books, by blocks, checking his list with the original block lists and the Register No. 3 of forms issued, pack the books in serial order accordingly, and despatch the whole without delay to the Superintendent of the charge in which he is employed, who will at once send the parcels for his charge, if in British territory, to the Collector or Deputy Commissioner of the district, or to the abstracting centre designated by the Provincial Census Superintendent, and if in native territory to such officer as may have been previously arranged, certifying at the same time to the chief officer of the railway that he has done so.

CLASS B.—*Travellers by Rail.*

13. *Station-enumeration.*—A special official called the Station Enumerator should be told off at each station to enumerate all persons taking tickets at that station, or alighting from a train during the night of the 1st March 1901. Persons about to travel usually arrive at a station some time before their train is due and should, so far as possible, be enumerated by the Station Enumerator before they enter the train, each being provided with an enumeration-pass to prevent his being enumerated again.

In the case of persons alighting from the train the Station Enumerator should first ask if they have been enumerated already, and if they produce enumeration-passes or assert that they have been so counted, the Enumerator should accept the answer, and let them go by. If they say they have not, the Enumerator should fill up the schedule entries for each person in and give him an enumeration-pass, telling him to show it if any Enumerator offers to count him again.

14. *Train-enumeration: Civil population.*—In the case of 1st and 2nd class passengers, whether European or native, and of Europeans and Eurasians travelling intermediate or 3rd class, or on duty with the train, household schedules in English or private schedules in vernacular, as the case may be, should be distributed by the guard in charge of the train on the evening of the 1st March. The rest of the persons in the train will be enumerated by general schedules. All passengers found in the train at 6 A. M. on the 2nd March who cannot produce enumeration-passes, or who otherwise do not appear to have been enumerated anywhere else, and all employés on duty with the train, must be counted at the first large station at which the train stops at or about that hour. A place should be chosen where the train is timed to stop for a sufficient period, which may, if necessary, be slightly prolonged. Enumeration-passes need not be given on this occasion. The household and private schedules given the evening before to 1st and 2nd class passengers and others who have not alighted during the night should be collected and examined by an intelligent official, who should also fill up the form or cause it to be filled up for those who have omitted to do so for themselves. He should finally see that the schedules thus collected are securely stitched into a cover together with the general schedules for the other passengers, thus forming a compact book of schedules for the train.

Where the local staff is insufficient for the speedy enumeration of passengers at this halt, a few clerks should be sent temporarily from another station. A plan of enumeration found effective on former occasions was for two enumerators to enter a compartment as the

train drew up, accompanied, if at night, by porters with lamps. Starting from opposite ends of the compartment, each enumerated all the persons on one side of the compartment. They then moved on to the next compartment, which had been locked till their arrival, and repeated the process, the compartment they had left being then unlocked, and the passengers allowed to alight.

Travelling enumerators may also be appointed to enumerate some of the passengers in each carriage at every halt until all are returned, when the next carriage will be taken up.

15. *Train-Enumeration: Troops*.—Troops travelling by rail on the night in question will be enumerated by their officers, and the return separately sent in. But the native servants travelling with them should be enumerated with the rest of the persons in the train.

16. *Provisional Totals*.—For the purpose of the provisional totals the station-enumeration and train-enumeration should be treated as constituting separate blocks within the circle (Station) at which the enumeration takes place. That is to say, the schedules containing the result of each enumeration should be bound up in a cover, abstracted, and included in the circle return, under the heading station enumeration or train-enumeration, as the case may be, after the numbered blocks. See specimen entries in form No. 4.

General.

17. *Administration*.—On all general arrangements connected with the census, the Agent or Manager should consult with the Superintendent of Census for the Province or Agency concerned, and in Rajputana, Central India, Quetta, Hyderabad, and Mysore, with the First Assistant to the Agent to the Governor-General and the Resident respectively. All points which cannot be settled by these officials should be referred to the Census Commissioner for India. On minor local details the chief officer of the railway should consult the Collector, Deputy Commissioner or Political Officer concerned. In order that the arrangements may be carried out successfully, it is important that a register of the railway charges, circles and blocks in each district or State should be sent as soon as they are settled, and in any case by the end of August 1900, to the Provincial Census Superintendent, and also that the instructions given in paragraph 5 as to the territorial arrangement of Census Divisions should be strictly followed.

18. *Indents*.—The indents for forms should be sent, in form No. 2 annexed, by the chief officer of the railway to the Superintendent of Census Operations for the Province, or in Feudatory territory to the chief Political authority, unless it be otherwise arranged with the Railway management. It should be stated in the column of remarks in what language the private and general schedules are to be supplied at each station or premises.

On the basis of this indent, which can be tested by comparison with the particulars shown in the Census Register, the Provincial Superintendent or Political authority will supply for the census of residents (columns 4 to 8 of form No. 2)—

- (a) household or private schedules at the rate of two for each family ;
- (b) general schedules at the rate of one page for each house ;
- (c) block lists at the rate of two per block ;
- (d) covers one per block, *plus* 10 per cent. for spoilage.

For the census of travellers (columns 9 to 13 of form No. 2) the requirements of each station should be based on the average number of passengers passing through the station on the 1st March for the last three years, with special extra provision for the station where the train enumeration under paragraph 14 is to take place.

The full supply of schedules and books of classes A and B, together with a supply of enumeration-passes for passengers, should be indented for in September at the latest, and should be prepared for household distribution and use by Enumerators respectively by the middle of January 1901.

19. *Expenses*.—The schedules, passes and books will be supplied by Government. The agency employed will be chiefly officially attached to the railway. Unavoidable extra expenditure, such as payment for overtime on the night of the 1st March, remuneration of outsiders where no officials are available as enumerators, charges for oil, and petty stationery, may be entered in a bill under the above heads, and sent through the Provincial Census Superintendent to the Census Commissioner for submission to the Government of India for sanction.

CENSUS REGISTER OF RAILWAY PREMISES.

Railway—East India Railway.

Officer in General Charge of Census Operations—

W. E. Dring, Traffic Manager.

Serial No.	Name of station within distant signals or premises.	No. of houses.	ESTIMATED POPULATION.		Name and appointment of supervisor.	Names and appointments of enumerators.	Proposed No. of blocks.	Charge in which included.	Name and appointment of Charge Superintendent.	Remarks.
			European.	Native.						
1	2	3	4	5	6	7	8	9	10	11
27	Asansol S.	225	60	240	J. Cook, Station-Master.	1. S. C. Dass, goods-clerk. 2. J. P. Unthorp, Assistant Accountant. 3. 4. 5. 6.	5	Section of line in Burdwan district.	W. Taylor, Assistant Traffic Manager.	Enumerator No-6 will be station enumerator for travellers.
123	Jamalpur S.									
124	Jamalpur Workshops.									

Instructions for filling up form 1.

Column 1.—Enter a serial number for all stations and premises, each of which (unless extensive enough to be made a charge) will be treated as a circle for railway purposes.

Column 2.—Enter name of station, adding the letter S, or name and description of premises, such as workshops, coal mine, &c.

Column 3.—In the case of barracks, coolie lines, &c., each dwelling place having a separate independent entrance from the common way should be treated as a separate house.

Columns 4 and 5.—The entries will be of use in estimating the number of schedules required.

Column 6.—Ordinarily the station or premises will form the circle, and the station-master or the officer in chief executive charge of the premises will be the supervisor. If any station or premises should be large enough to form a charge comprising several circles, the circles should be entered with the name of the supervisor appointed to each in this column, thus: No. 1 Circle.—John Jones, Station-master.

At very small stations the same officer can probably do the work of supervisor and enumerator.

Column 7.—One enumerator should be provided for each block and one or more, according to the size of the station, to serve as station-enumerators on the night of the 1st March 1901. Natives of India should be enumerated by natives, who will be best able to deal with the entries relating to religion, caste, occupation and language. It is advisable to provide a reserve of enumerators to fill vacancies caused by illness.

Column 8.—In forming blocks the point to be considered is the number of houses for which the enumerator can reasonably be expected to complete the final enumeration between about 7 P. M. and midnight on the 1st March 1901. If the houses lie tolerably close together an enumerator can deal with about 50; if they are scattered, the number in the block must be reduced.

Column 9.—See definition of 'charge' which practically corresponds with the sections prescribed for accident returns. As the statistics have to be compiled by districts or States, it is important that charges should be allotted in strict accordance with the definition. The name of the civil district or State which constitutes the charge should be carefully entered in this column.

Column 10.—The officer selected as Charge Superintendent must be in a position to exercise effective control over the supervisors, to see that their work is properly done and to test some portion of it personally.

No. 2.

Indent for Census Forms.

Name of station or premises.	Name of Supervisor.	No. of Blocks.	NO. OF FORMS REQUIRED FOR RESIDENTS.					NO. OF FORMS REQUIRED FOR TRAVELLERS.					Remarks.
			Covers.	Household Schedules.	Private Schedules.	General Schedules.	Block Lists.	Covers.	Household Schedules.	Private Schedules.	General Schedules.	Enumeration-passes.	
1	2	3	4	5	6	7	8	9	10	11	12	13	14

No. 3.

Register of Census Forms issued.

Name of station or premises.	No. of Block.	NO. OF FORMS ISSUED FOR THE ENUMERATION OF RESIDENTS.						NO. OF FORMS ISSUED FOR ENUMERATION OF TRAVELLERS.					Date of issue to Supervisor.	Date of issue to enumerator.	Date of return of books by Supervisor.	Remarks.
		Name of enumerator.	Covers.	Household Schedules.	Private Schedules.	General Schedules.	Block Lists.	Covers.	Household Schedules.	Private Schedules.	General Schedules.	Enumeration passes.				
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17

No. 4.

Circle Summary.

Name of circle (station or premises).	No. of Block.	No. of books of Schedules filled up for each block.	No. of occupied houses.	TOTAL POPULATION.		Total.
				Males.	Females.	
	1	1				
	2	1				
	3	1				
	4	1				
	5	1				
	Station-enumeration ...	1				
	Train-enumeration ...	1				
Total of Circle ...						

Circular letter No. 467, dated Nagpur, the 5th November 1900.

From—R. V. RUSSELL, Esq., I. C. S., Provincial Superintendent of Census Operations, Central Provinces,

To—All Deputy Commissioners, Central Provinces.

I have the honour to forward a copy of paragraph 2 of Secretariat letter No. 8749, dated the 16th October 1900, containing the Chief Commissioner's sanction to close holidays being declared in all District and, if necessary, in Tahsil offices, on two occasions, *viz.*, for two days when the Census forms are received in District offices in order that they may be at once distributed and sent out to circles, and for two days when the books are received in District and Tahsil offices after the Census, in order that they may be packed and despatched to the Abstraction offices without delay. The dates of these holidays will depend on the dates when the books are received; it will be necessary according to the instructions for the Deputy Commissioners to record an order in writing, granting the holidays.

2. In my Circular letter No. 350, 'Census Procedure,' it is stated that the Census forms on being received at head-quarters should be made up into packets by circles and sent out to Supervisors. An alternative method would be to count out the forms for each Tahsil, send them to the Tahsil head-quarters, and call in all the Supervisors there; the Supervisors could then select the number of forms required for each block, and sew up the book for each block under the direct supervision of the Extra-Assistant Commissioner in charge of Census, or the Tahsildar. In that case the Supervisors would have to bring their Block Lists with them, as these have to be sewn into the books; the entries as to number of circle, number of block, &c., on the first page of the cover and on the heading of each leaf of the General Schedule should be filled up as soon as the book is bound.

No. 469.

Nagpur, the 5th November 1900.

Copy forwarded to the Political Agent, Chhattisgarh Feudatories, Raipur, for information.

Copy of paragraph 2 of letter No. 8749, dated the 16th October 1900, from the Second Secretary to the Chief Commissioner, Central Provinces, to the Provincial Superintendent of Census Operations, Central Provinces.

2. Meanwhile you may, as proposed, inform Deputy Commissioners that ordinary work should be suspended and a close holiday (as far as the public is concerned) ordered for two days when the forms are received for sorting and despatch to Supervisors. Similarly, holidays must be given later on for verification and despatch of Enumerators' books. These holidays will not be notified by the Secretariat, but it would be well if the Deputy Commissioner would in each case pass a formal order in writing granting the holiday, and put the order on record.

No. 230, dated Nagpur, the 19th February 1901.

From—R. V. RUSSELL, Esq., I. C. S., Provincial Superintendent of Census Operations, Central Provinces,

To—All Deputy Commissioners and the Political Agent, Chhattisgarh Feudatory States, Central Provinces.

I have the honour to forward the following instructions for the despatch of enumerator's books to the abstraction offices after the census.

2. The books of districts and States will be sent to the offices at Jubbulpore, Nagpur Raipur and Sambalpur as follows:—

All districts of the Jubbulpore and Nerbudda Divisions and		
Makrai State	...	Jubbulpore.
Nagpur, Wardha, Chanda, and Bhandara	...	Nagpur.
Balaghat, Raipur and Bilaspur	...	} Raipur.
Bastar, Kanker, Nandgaon, Khairagarh, Chhuikhadan,	...	
Kawardha, and Sakti	...	} Sambalpur.
Sambalpur	...	
Raigarh, Sarangarh, Bamra, Rairakhol, Sonpur, Patna	...	}
and Kalahandi	...	

3. The books should be received from supervisors tied up in packets by circles with the supervisor's copy of the circle list on the top. The charge superintendent should make one packet of all the books of his charge and forward it with his copy of the circle list. On the arrival of the books at head-quarters the fact that there is a book for each block should be verified. Railway books should be included with those of the town or circle to which they belong and entered in the circle lists. Enumeration books of camps of officers touring in districts should be included in the population of the head-quarters town. The books should then be packed in boxes, those for each circle being tied up in a packet with the circle list, and the circles of each charge being made into a separate packet. All books of one or more charges should be packed in the same box. Books of two tahsils should not be packed in the same box. The boxes should then be nailed down, or locked, and a label pasted on the top as follows: 'Enumeration books of District Tahsil: Charges No.'. They may be sent by goods train marked "Census—Urgent."

4. If three complete sets of copies of the circle lists are available, a second set of copies may be sent filed by tahsils and charges in one packet, as it will be useful to have two sets in the abstraction offices. But it is essential that one complete set of copies of the circle lists should be kept at the district head-quarters for the subsequent re-arrangement of villages by station-houses and out-posts and any other references that may be necessary. If two sets of copies of the circle lists cannot be sent, the file of circle and charge summaries may be forwarded instead. It is not necessary that the books of the whole district should be sent at the same time, but the books of one tahsil should be sent in one consignment. When any consignment is despatched, an advice note should be sent to the Deputy Superintendent of Census in charge of the abstraction office, mentioning the number of boxes sent, the number of books and the name of the tahsil to which they belong. No avoidable delay should occur in the despatch of books.

5. It is believed that there are a number of empty treasure boxes at district head-quarters which can be utilised. In default of these there may be some empty opium boxes available. If boxes are not available and cannot be procured without considerable expenditure, the books may be sent packed in sacking protected by two wrappings of paper and by strips of wood at the ends.

6. As soon as the circle and charge summaries are received at head-quarters, it may be ascertained what places are entitled to be classed as towns as having a population of more than 5,000 persons, or as otherwise coming within the definition of town given in my letter No. 121, dated the 11th July 1900. A list of these may be sent to this office and the words '..... town' written across the circle list or lists. If there is any place having a population of more than 5,000 persons which the Deputy Commissioner thinks need not be classed as a town owing to its being merely an overgrown village with no urban characteristics, a report may be sent to this effect. Nagpur and Jubbulpore cities should be considered as separate tahsils.

7. The Chief Commissioner's sanction to two close holidays being given for the purpose of the packing and despatch of books was conveyed in my letter No. 467, dated the 5th November 1900.

No. 231, dated Nagpur, the 18th February 1901.

From—R. V. RUSSELL, Esq., I. C. S., Provincial Superintendent of Census Operations, Central Provinces,

To—All Deputy Commissioners and the Political Agent, Chhattisgarh Feudatory States, Central Provinces.

I have the honour to request that you will be so good as to submit a District Census Report for your district as soon as possible after the census.

2. I would request that the two statements annexed to this circular may be filled up and sent with the report. If forms were supplied to your district in more than one vernacular language, the second statement may be filled up to show the figures for each language separately. The number of English forms supplied may also be noted at the foot of the statement.

3. The report itself may be divided into three parts as follows :—

4. *Part A—Census Procedure and the Enumeration.*—The following points are suggested for remark, any or all of which may be noticed, together with any others that may occur to you :—

- (a) If any enumerators were paid in your district, the class of men who were appointed, the tracts to which they had to be sent, and the period for which they were required to stay, in their blocks may be noted, and also whether you think the period might safely be shortened at a future census, the Supervisor doing all work up to and including the preliminary enumeration.
- (b) If unpaid persons had to be sent to enumerate blocks at a distance from their homes, the number of such persons, the tracts to which they had to be sent and the class of persons sent should be reported.
- (c) If in any part of your district the census was non-synchronous, that is, was spread over a longer period than the 12 hours between 6 P. M. on the 1st March and 6 A. M. on the 2nd, the approximate areas and names of these tracts, the total number of persons enumerated in this manner, and the time spent in the enumeration may be specified.
- (d) Whether in your opinion the size fixed for any of the census sub-divisions, *e. g.*, the block, the circle, the charge, was too large or too small.
- (e) Remarks as to the dates fixed for the various stages of preparation, *e. g.*, the submission of circle lists, the writing up and checking of the block lists, house-numbering, the instruction of the Census Staff—whether they were suitable and whether they were worked up to in your district. Whether at a future census any matters such as the selection or appointment of Enumerators may safely be postponed to a later date. What material was used for house-numbering and how was it paid for. How was stationery provided for Supervisors and Enumerators. Whether any delay was caused owing to forms not being supplied in time.
- (f) Whether the changes which had to be made in the staff after the famine, *e. g.*, the appointment of fresh Charge Superintendents to fill the places of the extra famine Circle Officers, and in four districts of fresh Supervisors in place of patwaris required for settlement, were productive of much inconvenience and whether the fresh Census Officers then appointed have worked satisfactorily. The classes of persons appointed to be Charge Superintendents may be noted.
- (g) Whether maps were supplied to Superintendents and Supervisors who were not members of the Land Record Staff, and if so, whether they were really useful and necessary or could be dispensed with at a future census.
- (h) Whether the non-official Supervisors and Enumerators worked willingly and satisfactorily. If any prosecutions were instituted, the number of these and the amount of fines inflicted should be reported.
- (i) The attitude of the people, whether Census Officers were obstructed in their work; whether there was any travelling on the census night.
- (j) Whether there were any fairs or collections of people moving from their homes for the purpose of cutting crops, &c., for whom special arrangements had to be made; nature of the arrangements made and whether they worked satisfactorily.
- (k) Whether the translations of the printed instructions were correct and intelligible; any criticisms on them or suggestions for their amendment at a future census.
- (l) Whether the definition of a house was suitable and was correctly understood and acted upon. Whether you think any other definition would be preferable for the Central Provinces.
- (m) Whether the schedules were for the most part correctly filled up. Whether real advantage was gained by the conferences held for the instruction of the Census Staff and by filling up specimen schedules. Whether the form of the schedule is suitable for the Central Provinces.
- (n) Whether any difficulty was experienced in having the books properly bound up; whether the rate at which forms were first supplied was sufficient or excessive, if your district was one of those which indented for extra forms, the reasons which made this necessary.
- (o) Any matters in connection with the census of railways and cantonments on which you may wish to remark.
- (p) Whether you have any reason to believe that the enumeration was incomplete in any part of your district.
- (q) The names of any gazetted officers who are considered to have done good census work may be mentioned.

5. *Part B—A note on the fluctuations of population for the last 10 years with special reference to the provisional totals of the census.*—Each calendar year beginning from 1891 may be taken separately, and with reference to each it may be stated whether

the development of population for that year was normal, that is, was not affected by any special circumstances, such as scarcity, famine, plague, cholera, other epidemic diseases, emigration or immigration. Where the development of population was not normal, it may be stated how and to what extent it was affected by any of the above causes, so far as you can judge, figures being given wherever possible, and the nature of the special circumstances briefly described. For this purpose the provisional totals of tahsils, zamindaris or even smaller areas may be considered separately. Where reports dealing with such subjects are already in the Secretariat, it will be sufficient to refer me to these, mentioning the date, year and number of the report and the paragraphs which should be consulted and adding any further remarks which may occur to you from a consideration of the provisional totals. Where the census figures of population for the district differ substantially from those deduced from vital statistics, it will be very important to account, as far as possible, for the difference and to state whether it is believed to have been due to defective reporting in any special year.

6. *Part C.*—A list may be furnished of important trades or industries in your district with the names of the towns or villages in which they are located. No description need be given, but the officers who are obtaining answers to the set of caste questions may be asked to devote special attention to describing the occupations of the castes which follow these industries in as full detail as possible. It may also be ascertained whether there are any native gentlemen who would be willing to furnish brief notes on the tenets and practices of different sects of Hindus or Muhammadans, or any special sects, as regards the Central Provinces. If any such are submitted, they will be included *en bloc* in the Census Report as the productions of these gentlemen, provided that they are drawn up in such a form as to admit of this.

7. If you are leaving your district shortly after the census, I would request that you will be so good as to record your own remarks on Parts A and B before making over charge, as your successor may be unable to say anything on the subject. These can then be incorporated in the report or forwarded with it.

8. Parts A, B and C may, if desired, be submitted separately,—Part A with the statements being sent in not later than the 1st April, Part B not later than the 1st May, and Part C not later than the 1st August. The information required for filling up the statements as regards the constitution of the Census staff can either be obtained from the circle lists at head-quarters or can be called for from Charge Superintendents. In the latter case it should be done at once before they send their circle lists to head-quarters after the census.

9. Diwans and Superintendents of States may be asked by the Political Agent to submit a similar report for Feudatory States.

FORMS SUPPLIED.									BALANCE OF UNUSED FORMS.				
Number of Charges.	Number of Circles.	Number of Blocks.	Number of Houses.	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.	Block Lists.	Covers.	General Schedules.	Household Schedules.	Private Schedules.
						Hindi.							
						Marathi.							
						Uriya.							
						English.							
						Telugu.							

Office Order No. 1.

As soon as you are relieved you should proceed to the office and take over charge reporting the fact to me. You are appointed as follows:—

Afzal Ahmad	Jubbulpore.
Laxman Rajaram	Nagpur.
Ganpati Giri	Raipur.
Ragunath Prasad	Sambalpur.

The Jubbulpore office is in the Thaggi and Dacoity Hospital, the Raipur office in the Town Hall, the Sambalpur office in Krishna Rao's house; no place has yet been found for the Nagpur office.

2. On taking over charge of the office you will get it into order at once. In the first place a record room is wanted. If there is no room ready, as may be the case at Raipur, a wooden partition must be put up to make a room of sufficient size and a door made with a padlock. The books sent to each office will be as follows:—

All Districts of the Jubbulpore and Nerbudda Divisions and Makrai State.	}	Jubbulpore	24,354.
Nagpur, Wardha, Chanda and Bhandara		...	Nagpur
Balaghat, Raipur, Bilaspur, Bastar, Kanker, Nandgaon, Khairagarh, Chhuikhadan, Kawardha and Sakti.	}	Raipur	21,865.
Sambalpur, Sonpur, Bamra, Raigarh, Sarangarh, Rairakhol, Patna and Kalahandi.		Sambalpur	11,107.

Probably a room of about 144 square feet area will be large enough for a record room. A few shelves might be put up at a distance of not less than 6 feet on the ground, but most of the books will probably arrive in boxes and can be kept in them.

3. The offices must then be divided so as to give 4 or 5 rooms which can be kept separate; at Jubbulpore there are several rooms; a partition might be made down the middle of the largest. In Sambalpur there are a number of small rooms; in Raipur the body of the hall should be divided into two or three rooms. It will be desirable that the strength of the offices should be somewhat as shown in the list attached.

The books will be abstracted by writing all the particulars on slips of paper. A copy of a note by the Madras Superintendent on the method to be followed has been circulated to each Deputy Superintendent. My system will in the main follow that of Madras, but will differ in some minor particulars. Printed orders describing my system in detail will shortly be furnished.

4. As far as possible there will be a Room-Supervisor to 40 or 50 slip-writers. But the number of these must depend on the size of the different rooms. There should not be more than 50 in a room. The room under a Room-Supervisor will form the definite subdivision of the office, and as far as possible will remain unchanged. The record room branch and Accountant will be under the direct control of the Deputy Superintendent. Otherwise all persons working in one room will be under the Room Supervisor.

5. *Appointments.*—A certain number of clerks will be deputed to the office. These as they arrive will be appointed to the posts for which they appear suitable by the Deputy Superintendent. In each case an order of appointment must be drawn up, mentioning the date of appointment, office to which appointed and in the case of non-officials the amount of pay; officials will draw deputation allowance of 20 per cent. in addition to their pay; one copy being filed in the office, one given to the person concerned, and one sent to the Provincial Superintendent. If there are no officials available selected non-officials will be appointed from among the most suitable candidates, the Deputy Superintendents making appointments in anticipation of sanction where necessary.

6. Slip-writers will be taken on as they apply. Preference will be given to candidates recommended from districts who have done good work in Census. Efforts should be made to bring the office up to its full strength by 21st March at latest. Rapidity of work is absolutely essential.

7. Each slip-writer will require a set of pigeon-holes. Arrangements have been made for the manufacture of these, and it is hoped that a certain number may be ready by 1st March. Deputy Superintendents will at once arrange for the manufacture of any further quantities that may be required.

8. Slips will be supplied from the Central Jail Press, Nagpur ; pencils, string, scissors, and some correspondence paper will be supplied from Calcutta. Any further stationery which is wanted will be purchased locally if urgently required.

9. Deputy Superintendents are each authorized to draw a permanent advance of Rs. 200 and to replenish it by drawing on the Treasury as required on abstract contingent bills. Detailed contingent bills in support of all expenditure with vouchers must be submitted for my countersignature.

10. Deputy Superintendents will take over charge of the books as they arrive and make them over to the Record-keeper as soon as he is appointed.

Office Establishment.

- 1 Deputy Superintendent.
 - 1 Reader to Deputy Superintendent on Rs. 25.
 - 1 Chaprasi for Deputy Superintendent.
 - 1 Record-keeper, deputed.
 - Raipur and Jubbulpore—2 Assistants selected from Slip-writers on Rs. 15.
 - Nagpur and Sambalpur—1 Assistant selected from Slip-writers on Rs. 15.
 - 1 Accountant to each office (deputed) and if necessary an Assistant Accountant selected from Checkers.
- In Raipur and Jubbulpore—
- 5 Room-Supervisors on Rs. 40 to Rs. 50.
- In Nagpur and Sambalpur—
- 3 Room-Supervisors on Rs. 40 to Rs. 50.
 - 1 Peon to each Room-Supervisor.
 - 1 Assistant to each Room-Supervisor (selected from Checkers).
- In Raipur and Jubbulpore—
- 250 Slip-writers paid by results on Rs. 10 to Rs. 15.
 - 42 Checkers on Rs. 20, or deputed.
- In Nagpur and Sambalpur—
- 150 Slip-writers on Rs. 10 to Rs. 15.
 - 25 Checkers on Rs. 20, or deputed.
 - 1 Peon to each room.
 - 1 Chaukidar to each office.

Office Order No. 2.

INSTRUCTIONS TO SLIP-WRITERS.

Nagpur, the 21st February 1901.

1. You will be given a book of schedules, a set of pigeon-holes, a pencil, and a number of slips of different colours and shapes on which the entries in the schedules have to be abstracted.

2. The slips are of 5 colours in Jubbulpore and Nagpur and of 4 in Raipur and Sambalpur. Colour is used to indicate the religion as follows:—

Brown (Khaki).—Hindus.

Whitey Brown (Badami).—Animists, *e. g.*, forest tribes, who follow the tribal religion. In this case the name of each tribe is entered in column 4 as Gond, Baiga, &c., but the same slips will be used for all, and no religion will be written on the slip.

Magenta (Benjni).—Musalmans.

Yellow (Pila).—Jains, Parsis, Jews, Buddhists, Sikhs, &c.

Red (Lal).—Christians (Agnostics and any other religion returned by Europeans and Eurasians will also be entered on red slips).

In Raipur and Sambalpur there will be no yellow slips, and Jains, Parsis, Jews, Buddhists and Sikhs will be entered on *magenta* slips.

3. The slips are also of 6 shapes, to indicate whether the person is male or female, and married, unmarried or widowed:—

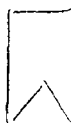
An entire oblong shape represents a male married person :



one with the two lower corners cut off a male unmarried person :



one with a piece cut out from the inside at the bottom a male widowed person :



for a married female the top right hand corner is cut off :



similarly for an unmarried female the two lower corners are cut off from the married female slip :



and for a widowed female the inside is cut out from the married female slip :



so instead of having to write the entries of religion, male and female, and married, unmarried or widowed on the slip, you will simply have to take a slip of the proper colour and shape.

N. B.—Six specimen slips should be attached to each copy of the instructions.

4. Before beginning to write up the book you must look through it and see that there is a serial number in column 2 for every person enumerated. You must check the numbering carefully and correct it if it is wrong. While you are doing this you should see whether there are any Christians in the book, and also notice the other religions, so as to see which slips you will want most.

5. You should arrange the slips given to you in the pigeon-holes, putting one shape of slip of each colour into one hole. You will then proceed to write the entries in the books on to the slips, selecting for each person a slip of the proper colour and shape, from the

entries in columns 4, 5 and 6 of the book. It may be desirable to first select slips for all persons on one page of the book and then write them up. As the slips are written they should be laid face downwards either on the top of the pigeon-holes or in an empty hole in the serial order of the persons in the book.

6. The entries which have to be made in the slips are as follows:—

Column 2.—On the left-hand top corner of the slip the serial number of the book in the tahsil and the serial number in the book of the person enumerated.

Column 4.—Sect of Hindus, and Musalmans, and religion in the case of persons who are not Hindus, Animists, Musalmans, Jains or Christians. In the Raipur and Sambalpur offices the religion of Jains must also be entered on the magenta slips. When you come to an entry of Christian or other religion returned by a European or Eurasian, you will write nothing on the red slip, except the serial number of the book and the number of the person, and you will call the English-knowing checker, unless you know English yourself.

Column 7.—Age.

Column 8.—Caste.

Either { Column 9—Principal occupation; and
Column 10.—Subsidiary occupation, if entered:

or, Column 11.—Occupation of dependents.

Column 12.—Birth-place.

Column 13.—Language.

7. The following special instructions are given:—

Column 4—*Sect.*—The following abbreviations are permitted:—V. for Vaishnava; Kab. for Kabirpanthi; and St. for Satnami; other sects must be written in full. In the case of Musalmans, S. may be written for Sunni; Shia being written in full. If forest tribes or Jains are recorded as having sects they will not be entered.

Column 8—*Caste.*—The entry must be copied as it stands. If sub-castes are entered in the schedules they need not be copied in the case of the following castes:—Agharia, Ahir, Barai, Barhai, Basor, Burar, Bidur, Bhat, Bhil, Bhoi, Bhojar, Chamar, Chasa, Dangji, Dhanwar, Dhimar, Dhobi, Dumal, Gadaria, Gabra, Ganda, Gaolan, Gaoli, Gaur, Ghasia, Ghosi, Gowari, Gujar, Halba, Jat, Kachhi, Kahar, Kalar, Kaonra, Katia, Kavar, Kayasth, Kewat, Khond, Kir, Kirar, Kisan, Kohli, Kolta, Kori, Korku, Koshti, Kuda, Kumhar, Kunbi, Kurmi, Lodha, Lodhi, Lohar, Mahar, Mali, Mana, Mang, Marar, Maratha, Mehra, Nai, Rajjhar, Sawara, Sonar, Sudh, Tamboli, Teli. But they must be copied in the case of other castes. Abbreviations permitted: When Rajput or Bania is entered with a sub-caste, R. or B. may be written above the name of the sub-caste with a line between as $\frac{R.}{\text{Chauhan}}$ $\frac{B.}{\text{Parwar}}$. But if Rajput or Bania is found without a sub-caste it must be written in full. G. may be written for Gond only where a sub-caste of Gond is given, as $\frac{G.}{\text{Pardhan}}$. All other names must be written in full. (Deputy Superintendents may allow the initial letter to be used for the most numerous caste in each office, but not for two castes.)

Columns 9, 10 and 11—*Occupation.*—Zamindar, Lambardar and Hissedar may be entered as Malguzar. The ordinary agricultural abbreviations will be allowed in the case of Malguzars and tenants. In the case of officials the class or grade may be omitted if it is given. Thus 'Head Constable, 2nd Class.' The words '2nd Class' may be omitted. In the case of household servants as grooms, cooks, water-carriers, washermen, the occupation of the employer may be omitted if it is entered, and only the word groom, cook, water-carrier, washerman written. Otherwise the entry must be copied in full.

Column 11.—In the case of every person entered in column 11 a line must be drawn right round the entry on the slip thus :—



NOTE.—If the same person is entered both in columns 9 and 11 or in columns 10 and 11 you must refer to the Room-supervisor before writing the slip.

Column 12.—A person born in the District where enumerated may be shown by a tick ✓. Other names must be written in full. If a name is entered which is not that of a district or State in India or country beyond India, you should refer to the Room-supervisor.

Column 13.—*Language.*—A person speaking the language of the abstraction office (Jubbulpore and Raipur—Hindi, Nagpur—Marathi, Sambalpur—Uriya) may be shown by a tick ✓. Hi. may be written for Hindi in Nagpur and Sambalpur and Mr. for Marathi in Jubbulpore and Raipur. Other languages must be written in full.

8. You will go through the book writing up one slip for every person in this way. If any column is blank you should refer to the Room-supervisor, but must not write the slip without an entry. When you have done the whole book, count the slips and see that you have got one for every person in the book and that they are in the proper serial order. If they are correct, write up the form of label annexed, lay it on the top of the slips, and tie up the whole bundle carefully with a piece of string :—

District	...
Tahsil	...
City	...
Town	...
Zamindari	...
Village	...
Charge No.	...
Circle No.	...
Block No.	...
No. of slips	...

9. You must then go through the book again and look at the last 3 columns—14, 15 and 16. Wherever any person is entered as literate or infirm you will take a slip of the proper colour according to religion; if the person is not a Hindu, Animist, Musalman, Jain or Christian, you will write the religion on the slip. You will then write :—

Serial No. of book and No. of person	...	Column 2.
Age	7.
Caste	8.

The names of the language or languages entered in column 14 and English if entered in column 15; or the name of the infirmity or infirmities entered in column 16. If a person is both literate and infirm you will write up two slips; the same abbreviations may be used for the languages as for those in column 13 on the other slips. For deaf and dumb 'beh. o. gu.' may be written, but other infirmities must be written in full. In writing these slips you will always take slips of the married shape, male or female.

10. When you have written up these slips for all persons who are literate or infirm, you will put these together with any red slips there may be, tie them up in another bundle without a label, and take both bundles of slips to the checker. The checker will check one-third of the slips in the book, and if there are two mistakes he will check the whole book. When he has finished checking he will give you a slip of paper in the annexed form showing the number of slips written up and the number of mistakes :—

Name of Tahsil	...
Number of book	...
Name of slip-writer	...
Number of slips copied—	
Ordinary	...
Subsidiary	...
Total	...

Number of slips checked ...
 Number of mistakes detected ...

Signature of Checker _____

Date _____

Due to slip-writer at per hundred slips ...

Deduct for mistakes detected ...

Net amount due ...

Signature of Accountant _____

Date _____

You will take this to the Accountant and he will enter the amount due to you on the form and also in his book, and will give you the form as a voucher.

11. After the first week in which you are employed you will be paid at so much a hundred for the slips you write and one pice will be deducted for every mistake. The rate per 100 slips will be 2 annas at first and will be liable to alteration. The more slips you write correctly the more money you will earn; and you will be allowed to work as long as you like. If you go on making mistakes or working very slowly you will be dismissed. During the first week, you should not try to write fast, but be careful to take the right slips and enter them correctly, asking the checker or room-overseer whenever you are doubtful. For this week you will receive 6 annas a day.

12. After the Accountant has entered the number of slips written by you in his register, you should return the book and the two bundles of slips to the room-overseer, who will give you another book. You must not take a book yourself from the record-room.

13. Be very careful to write clearly and legibly. Do not go on writing when your pencil gets blunt: if you write illegible slips they will be counted as mistakes. Also be very careful not to bend or tear the slips. Crumpled or torn slips will be counted as mistakes.

SPECIAL RULES FOR CHRISTIAN SLIPS.

When the slip-writer comes to an entry of Christian or any other religion returned by a European or Eurasian, he will, if he cannot write English himself, call an English-knowing checker. One checker in each room must be assigned to this work. It will not, of course, occupy more than a small part of his time. The checker will then take two red slips and write as follows:—

On Slip No. 1—

Serial No. of book and No. of person (Column 2).

Age (Column 7).

Race or caste (Column 8).

Occupation (Columns 9, 10, 11).

Birth-place (Column 12).

Parent tongue (Column 13).

On Slip No. 2—

Serial No. of person and No. of book.

Name of village or town with No. of ward if given.

Sect of religion or religion if not a Christian (Column 4).

V if this letter is entered in Column 5.

Age (Column 7).

Race or caste (Column 8).

Occupation (Columns 9, 10, 11).

Names of languages in which literate (Columns 14 and 15).

Infirmity if any (Column 16).

The list will be written up in duplicate. All the circle lists for the charge of which the books are being written will be on the checker's table, and he must select the one to which the block belongs, taking care that he makes no mistakes. The form will be in Hindi and English, but the figures must all be written in the English character. The first three columns should be written up beforehand from the District Circle Lists. When there are more blocks than one in a village the figures for each village should be totalled and entered on the next line.

7. After doing this the checker will fill up the payment slip given in the instructions to slip-writers down to the line 'Signature of checker,' and give it to the slip-writer to take to the Accountant. The two bundles of slips and the book will then be returned to the Room-supervisor.

8. Checkers will besides their pay receive a reward of 1 pice for each mistake discovered. If any slip or slips are written illegibly the slip-writer must be made to write fresh ones, and will also be considered to have made one mistake and be fined one pice. Similarly if any slips are crumpled or torn. But checkers must not count anything as a mistake which is not really one. If a slip-writer considers that the checker is counting mistakes unfairly, the matter must be referred to the Room-supervisor.

9. Checkers are informed that arrangements will be made to check again a certain number of the slips checked by them, with a view to seeing if they have passed incorrect slips. In the following cases:—

- (a) If one-third of the total number of slips in each book do not bear his initials.
- (b) If any slip which has his initials is incorrect.
- (c) If he has found two mistakes in any book and has not checked the whole book.
- (d) If he has checked any entries on one page of the book, but has not checked the whole page.
- (e) If the total of literacy and infirmity slips is incorrect.

the checker will be considered to have made a mistake.

10. The checker's work is the most important of all. Ordinarily a checker cannot be allowed to continue working after he has made three mistakes. For each of the first three mistakes discovered he will be fined Re. 1.

11. Room-supervisors must see that checkers attend punctually at office and work properly, and that the slip-writers are not kept waiting to have their books checked.

Office Order No. 4.

ACCOUNT RULES.

Nagpur, the 26th February 1901.

1. There will be one accountant for each office and assistant accountants, if necessary. The main register which the accountant will have to keep up is the following:—

Name of Office—

Name of Slip-writer or Sorter—

Month—

District—

Date.	Number of book and name of tahsil or city.	Number of ordinary slips.	Number of subsidiary slips.	Total number of slips.	Amount due at per 100.	Number of slips checked.	Number of mistakes.	Name of Checker.	Deduct at for each mistake.	Net amount due.	Initials of Room-supervisor.
					Rs. a. p.				As. p.	Rs. a. p.	

Printed forms of this register are being sent out to offices. They should be bound up for rooms, giving one leaf for each slip-writer or sorter. This will contain entries for a month being printed on both sides. A separate entry will be made for each book abstracted. The account staff must be so regulated as to be able to keep pace with the daily outturn of work. As a supplement to this register the accountant should keep a supplementary register showing for each checker the number of mistakes discovered daily and the amount he is to receive. This may be made up in manuscript, all that will be necessary being a column for date and a column for each checker for the daily number of mistakes.

2. All persons in the office other than slip-writers and sorters will receive fixed pay. As already prescribed an order of appointment in triplicate must be drawn up in each case. It may be in the following form:—

You are hereby appointed _____ on pay of _____ and deputation allowance of _____ in the Census Office at _____ with effect from the _____ 1901.

Deputy Superintendent.

For all such persons an establishment register must be kept up.

These orders apply also to the case of temporary assistants given to the record-keeper or any other official and in fact to every person in the office who is engaged on any other work than that of writing or sorting slips. The pay of all such persons other than gazetted officers will be drawn on monthly establishment bills.

3. The pay of slip-writers and sorters will be drawn on separate establishment bills, the amount due to each person employed being calculated from the accountant's register.

4. The accountant must also keep up a contingent register with headings in the annexed form in which all expenditure will be shown:—

Main head.	Sub-head.
B.—Abstraction and Compilation. III.—Central, Divisional, and District Office Charges for Abstraction and Compilation. IV.—Press Charges for Abstraction and Compilation.	11. Office rent.
	12. Purchase and repair of furniture.
	13. Record establishment.
	14. Correspondence and Accounts establishment.
	15. Menial establishment.
	16. Working staff, including superintendence— <i>Officials.</i>
	17. Working staff, including superintendence— <i>Especially entertained.</i>
	18. Travelling allowance.
	19. Contingencies— (a) Stationery. (b) Contingencies. (c) Postal charges. (d) Telegrams. (e) Freight. (f) Miscellaneous.
	Total III.
	20. Paper for Abstraction slips.
	21. Paper for Tabulation and Compilation.
	22. Carriage of paper.
	23. Printing— (a) At Government Presses. (b) At other Presses.
	24. Despatching charges— (a) Expenditure on postage. (b) Expenditure of other kinds.
	Total IV.
	TOTAL B.—Abstraction and Compilation

5. A consolidated monthly statement of all kinds of expenditure must be submitted to the Provincial Superintendent not later than the 10th of the following month.

6. All detailed bills and establishment bills will be signed by the Provincial Superintendent.

Office Order No. 6.

RECORD RULES.

Nagpur, the 12th March 1901.

1. There will be a Record-keeper for each office. If necessary he may be given one or two temporary assistants on Rs. 15. The duties of the record-keeper will consist in the receipt and issue of enumeration books and the receipt and issue of slips.
2. When the books are received in the record-room, the record-keeper must examine them carefully with the circle lists to see that no book is missing, and also with the invoice received from the despatching office. If any book is missing, the record-keeper must report to the Deputy Superintendent. As the books for each tahsil are examined and the number passed as correct, a certificate to this effect must be drawn up by the Deputy Superintendent and sent to the Deputy Commissioner of the district, and to the Provincial Superintendent.
3. The main unit of abstraction and tabulation is tahsil or city. The following places are to be treated as cities for which all the main tables will be separately compiled—Nagpur, Jubbulpore, Saugor, Burhanpur, Kamptee, Khandwa, Raipur. Feudatory States will count as separate tahsils. A list of tahsils, cities and states in each office is annexed. The serial number of the tahsil, city, or state must be stamped on the back of each slip. The books of each tahsil and city will be kept separate in the record-room, either in boxes or on shelves. Before being issued for abstraction they must be given one set of serial numbers throughout, according to the serial order of circles and charges. The number must be written clearly on the right-hand half of the first page of the cover. The first and last serial numbers of the blocks in each circle should be entered in the circle lists.
4. The books of one tahsil or city will, as a rule, be given out at the same time; but at the beginning of work the books of one or more charges may be given out if the room-supervisor does not desire to take over all the books of a tahsil at one time; but books of the same tahsil should not be given to two rooms. The circle lists must be given to the room-supervisor at the same time as the books.
5. The record-keeper must keep up a register in the annexed form (Register I) with a page for each charge, in which all details of receipt and issue will be entered. The register should be bound up by tahsils or districts as may be preferred. If duplicate copies of the circle lists are received, one set can be used as an index. When the books are issued to a room an entry must be made with the date and signature of the room-supervisor. The responsibility of the record-keeper for those books then ceases until they are returned to the record-room. When they are returned they will be accompanied by the slips. The record-keeper must examine them and see that there is a bundle for each book, and an office circle list for each circle. He will then make the necessary entries in the register.
6. The slips for each tahsil or city should be kept in one or more boxes until they are again issued for sorting. A label with the name and number of the tahsil or city, the number of bundles and the first and last serial block numbers of all the bundles should be pasted on the box. The utmost care must be taken to keep slips belonging to different units separate.
7. Besides this, the record-keeper will have to receive blank slips from the Nagpur Central Jail. The number of slips to be sent to each office is calculated on the total number of persons, male and female, married and unmarried, and widowed, of each religion according to last census tables, with an addition of 20 per cent. This margin may, however, prove insufficient, and the record-keeper is responsible under the Deputy Superintendent of Census for indenting for fresh slips of any special kind in good time. It may be noted that the male married slips of any religion can, in case of urgency, be cut to any other shape required with a pair of scissors.
8. The record-keeper must keep up a separate register (Register II) showing the total number of slips of each kind received in the office. In this he must also make entries of all slips issued to different rooms. When the books of any tahsil, city, or charge are received back, the record-keeper must calculate the difference between the number of slips issued and the number received tied up. The total number received can be ascertained from the entries in the office circle lists. It will not be possible to calculate the actual expenditure of each kind of slip, but the record-keeper should note carefully whether wastage of any special kind of slip is larger in proportion to the total than it should be. The account of unused slips remaining in the record-room should be balanced every week and compared with the total of the population abstracted and remaining to be abstracted. It can then be seen whether the expenditure of any kind of slip is larger than the proportion to the total than the number supplied.
9. The record-keeper must also keep up a register showing the number of slips issued to each room and the population abstracted. In this register no distinction will be made between the different kinds of slips, but it will act as a check on the consumption in the room (Register III).

List of Tahsils, Cities and States.

Jubbulpore Office.	Nagpur Office.	Raipur Office.	Sambalpur Office.
1. Saugor City.	1. Wardha.	1. Balaghat.	1. Sambalpur.
2. Saugor.	2. Arvi.	2. Baihar.	2. Bargarh.
3. Khurai.	3. Hinganghat.	3. Raipur City.	3. Raigarh.
4. Rehli.	4. Nagpur City.	4. Raipur.	4. Sarangarh.
5. Banda.	5. Kamptee City.	5. Drug.	5. Bamra.
6. Damoh.	6. Nagpur.	6. Dhamtari.	6. Rairakhol.
7. Hatta.	7. Ramtek.	7. Singa.	7. Sonpur.
8. Jubbulpore City.	8. Umrer.	8. Bilaspur.	8. Patna.
9. Jubbulpore.	9. Katol.	9. Mungeli.	9. Kalahandi.
10. Sihora.	10. Chanda.	10. Janjgir.	
11. Morwara.	11. Warora.	11. Bastar.	
12. Mandla.	12. Brahmapur.	12. Kanker.	
13. Dindori.	13. Sironcha.	13. Nandgaon.	
14. Seoni.	14. Bhandara.	14. Khairagarh.	
15. Lakhnadon.	15. Tirora.	15. Chhuikhadan.	
16. Narsinghpur.	16. Sakoli.	16. Kawardha.	
17. Gadarwara.		17. Sakti.	
18. Hoshangabad.			
19. Harda.			
20. Sohagpur.			
21. Seoni (Malwa).			
22. Khandwa City.			
23. Khandwa.			
24. Burhanpur City.			
25. Burhanpur.			
26. Harsud.			
27. Betul.			
28. Multai.			
29. Chhindwara.			
30. Sausar.			
31. Makrai.			

REGISTER I.

Record-room Register of Books and Slips.

District. _____ Tahsil } Name _____
 City } Number _____

Number of Charge _____ . Number of Circles _____ . Number of Books }
 Blocks. }

Date.	Details of issue and receipt.	Number of books.	Number of Circle lists.	Number of bundles of slips.	Number of Office Circle lists.	Signature of Room Supervisor or Record-keeper.	Remarks.

REGISTER II.

Record-room Register of Slips.

Religion, Sex, and Civil Condition shown by Slip _____

Date.	Details of receipt and issue of slips.	Number.

REGISTER III.

Record-room Register of Slips issued and Population abstracted for each room.

Room No. _____ Name of Room-Supervisor _____

Date.	Slips issued.	Signature of Room Supervisor.	Date.	Population abstracted.

Office Order No. 7.

DUTIES OF ROOM-SUPERVISORS.

Nagpur, the 12th March 1901.

1. The duties of the room supervisor consist in the general control of all slip-writers and checkers in his room. He will be responsible for the receipt of slips and books from the record-room and for their custody. For this purpose he must be supplied with a sufficient number of boxes with locks.

2. He must control the work of slip-writers and checkers so that it proceeds smoothly and nobody's time is wasted. For each room a daily attendance register should be kept, in which persons will sign as they attend the office.

3. As the books are abstracted the room-supervisor must receive the bundles of slips with the books and keep them in boxes tied up by circles with the office circle lists. The boxes must have locks.

4. As the slips are abstracted the room-supervisor must arrange to have the number of the tahsil, city or state stamped on the back of the slip. Two sets of stamps have been sent to each office. One or more will be necessary for each room. They may either be procured locally or indented for on my office.

5. The stamping can be done —

- (a) by a peon while abstraction is going on ;
- (b) by the checker, in which case several stamps will be required ; or
- (c) by a special checker appointed as assistant to the room-supervisor.

Deputy Superintendents may follow whichever course is most suitable.

6. It is essential that the fact that there is one slip for each person in the ordinary bundle of slips should be verified. Otherwise terrible confusion will arise hereafter. The checker should of course count the slips before he makes the entries in the office circle lists. Not less than 25 per cent. of the bundles should be re-counted, and if mistakes are found Deputy Superintendents should arrange to have all bundles re-counted by a second checker. The checker after counting the number of males and females in each bundle of slips, should see whether they agree with the figures given in the enumerator's abstract at the end of the book. If they do not he must go through the book with the slips and see whether the mistake was made by the slip-writer or the enumerator. All such cases must be reported to the Deputy Superintendent.

7. Besides the general control of the room it is essential that the room-supervisor should re-check a certain proportion of the books which have been checked by each checker in order to guard against the danger of checkers colluding with the abstractors and passing over mistakes. The room-supervisor should check at least two books per diem which has previously been checked by each checker in the room. It is of the utmost importance that all persons in the office from the Deputy Superintendent downwards should realise the importance of having abstraction done correctly. At last census each village was separately abstracted and tabulated for all the tables and mistakes were detected at once. At this census we are going to do our abstraction and tabulation by tahsils, and if there are large errors we shall only discover them when we have got the tables finished and compare them with the results of last census. If they are obviously wrong we may have to do all the work over again. Mistakes in taking slips of the proper colour and shape are those which are most likely to occur and which must be most carefully guarded against, especially at the beginning of work. Next to this the distinguishing mark of dependency on occupation and the use of unauthorised abbreviations which may lead to confusion in sorting should be carefully looked for.

8. It has been directed that the small bundle of literacy, infirmity and christian slips should be tied up without a label. This was in order that the two bundles might not be confused. Deputy Superintendents may, however, prescribe the use of labels if they like.

9. These bundles must be received by the room-supervisor and kept in a separate box. When they are complete for the tahsil they will be given to one sorter and six tables and one statement required by the Government of India will be prepared from them. Tabulation registers will shortly be forwarded. The number of such slips will not as a rule be more than 3 or 4 per cent. of the total population.

10. The room-supervisor will have a weekly progress report drawn up in the following form:—

OFFICE _____

Room No. _____

Date.	Number of Slip-writers.	NUMBER OF SLIPS WRITTEN.			Average number of slips per man.	Number of slips checked by Checkers.	Number of mistakes found.	Number of books tested by Room-Supervisor.	Number of mistakes found.
		Ordinary.	Subsidiary.	Total.					

This will be compiled into a weekly report for the whole office by the Deputy Superintendent and forwarded to the Provincial Superintendent with remarks as to the work of each room. The first report should be submitted for the week ending Saturday, 16th March. The report must be posted on Sunday at latest every week. In their report Deputy Superintendents will state the number of books which they themselves have checked

and the number of mistakes found. A register showing the number of mistakes found in slips passed by each checker must be kept up, and the action taken by the Deputy Superintendent, as prescribed in the rules for checkers, will be reported.

Office Order No. 9.

TABULATION OF SMALLER TABLES.

Nagpur, the 14th March 1901.

1. There are 19 imperial tables and one statement of non-military male Europeans and Eurasians required by the Government of India, or 20 in all. The materials for seven of these, *viz.*, Tables VIII, IX, XII, XII-A, XVII and XVIII and the statement required by the Government of India, which may be called Table XIX, are obtained from the subsidiary slips of literacy, infirmity, and christianity. Materials for Tables I, II, III and IV are obtained from the office circle lists. Tabulation and compilation of the above eleven tables will probably be best carried on concurrently with slip-writing.

2. Two clerks in each office will probably be sufficient for the work, or three in the larger offices and two in the smaller ones. The Deputy Superintendent will appoint them, selecting men who know English and are intelligent at figures. Sanction for their pay may be obtained in due course. It should be sufficient to pay them at the same rate as checkers.

3. As soon as the slip-writing of one tahsil, state or city is finished, the tabulation clerk will take over from the room-supervisor one copy of the office circle lists and the bundles of subsidiary slips. Before doing so he must see that he has got the proper number of bundles, and that each contains the correct number of slips, in the presence of the room-supervisor, as he will afterwards be responsible for any discrepancies.

4. He will then sort and tabulate the seven registers in any order that may be preferred. The best way will probably be to take all the red slips first and prepare the three registers which are required from them. Then to take out from the red slips all those which have the name of any language or infirmity written on them, put these with the others and proceed to sort for the education and infirmity tables.

5. In Registers XVII and XVIII agnostics and any other non-christian religion returned by Europeans and Eurasians must be excluded, a note being made of the number of persons so excluded at the foot of the register. For Register XIX all persons shown as belonging to the army must be excluded and also persons returning their race as of any foreign nationality as Swedish, American, &c. The classes of persons who have to be excluded from this register must be carefully explained to the clerk who has to prepare it, and the Deputy Superintendent must see that it is done correctly. If any European or Eurasian Jew is found they will have to be included in this register and two slips of the proper colour (yellow or magenta) should be written up for them in the same manner as for Christians. At the same time as Registers XVII and XVIII are prepared, a statement of the castes returned by Native Christians in column 8 should be drawn up. Most Native Christians will probably not have returned castes and they should be excluded.

6. It is to be noted that in the education table the total number of literates will not be the combined total of persons literate in each language, because some people will be able to read and write two or more languages. The total number of literate slips is to be counted and entered first for each religion, and then re-sorting will take place for each language; *e. g.*, first all the slips on which English is written should be sorted out and the total entered; then putting aside the slips which have only English on them, the slips which have English and any vernacular language or languages should be put with the others and then the Hindi slips sorted and the total entered and so on. Six languages have to be separately tabulated, and then persons who are not literate in any of these six but are literate in other languages will be entered in the last column. In the register of education by religion every religion returned will be shown separately but sects need not be distinguished. Hindu, Animist, Musalman, Jain, Christian, Jew, Parsi, Buddhist, Sikh, Agnostic, were the religions found in these provinces at last census.

7. After the table for education by religion, the table for education by caste will be prepared in the same way. The castes which have to be tabulated in Tables IX and XII-A are those which numbered over 20,000 at last census. A list of these will shortly be forwarded. For the preparation of these two tables, the slips should first be sorted into separate heaps for each caste which has to be tabulated; all other castes being put in one heap. The slips for each caste should then be sorted for languages in the method already described. In making entries in Tabulation Registers IX and XII-A, the alphabetical order of castes must always be followed as given in the printed list which will be supplied.

8. The above instructions may also be followed for Tables XII and XII-A, so far as they are applicable. If two infirmities are found entered on one slip, they will be counted separately.

9. All the sorting and tabulation of these tables should be checked throughout by a second clerk, and the Deputy Superintendent should himself check a few of the figures. The totals of Christians, literates and infirm must agree with the totals entered in the office circle lists.

10. From the entries in the office circle lists Registers I and III will be written up for each tahsil. In Register I each town must be entered on a separate line. The area of a town should be given in acres; after all the towns have been entered, the totals will be added up on the next line which will give the urban population of the tahsil. The balance of rural population will then be entered on the next line. The names of towns in each tahsil will be reported from districts, and Deputy Superintendents should also ascertain the area in acres of each town. This need not be deducted from the tahsil total of the area, as the difference will be insignificant.

11. Registers I and III will not be prepared separately for cities, but cities will be shown in Registers I and III of the tahsil to which they belong.

12. When the nine registers have been prepared for any tahsil, together with the statement of castes of Native Christians, fair copies will be made and forwarded to my office by registered post after being signed by the Deputy Superintendent. Compilation into district totals will be done in my office. The office copies must be carefully kept and the slips also tied up and preserved in the record-room, in case any further reference may be necessary. Register I gives materials for Tables I, II, and IV, and there will be no Registers II and IV.

Office Order No. 24.

TABULATION OF THE LARGER TABLES.

Nagpur, the 22nd April 1901.

As soon as the books of all tahsils, states and cities have been given out from the record-room, and any room finishes slip-writing, the tabulation of the larger tables will be begun.

2. Tabulation of these tables will be carried out by the units prescribed in my Office Order No. 18, dated the 4th April 1901. The slips of a whole unit will be given out at one time for tabulation and distributed among all the sorters. No attempt should be made to begin by sorting for any smaller units such as census charges. In order to utilise fully the advantages of the slip-system, it is essential to work with large numbers.

3. It will not be desirable to reduce the strength of the office during tabulation if this can be avoided. All that is necessary for a sorter or tabulator is that he should be able to count and add up figures with fair facility. But there may be some slip-writers who cannot do this, or who are so slow that they delay the work of a whole room. Such men will have to be dismissed, and others should be engaged in their places if possible. Unless this can be done, the strength of the supervising staff must also be proportionately reduced.

4. Before beginning tabulation the room-supervisor must re-arrange the slip-writers. The rate at which each man works can be ascertained from the accountant's register. They must be seated round the room, as far as possible in the order in which they work, beginning with the slowest men and ending with the fastest. Each man must have a number which must be painted, or written, on to a sheet of paper and pasted on to the top of his pigeon-holes. The numbers will run in serial order, No. 1 being the slowest slip-writer and No. 50 the fastest, and the seats should be arranged so that a man can walk round the room in front of the pigeon-holes from No. 1 to No. 50. The room-supervisor should settle how the room is going to be re-arranged before slip-writing finishes, in order that the work may not be delayed while this is being done.

5. If this has not been already done, a screen should be erected so as to separate any two rooms which adjoin each other. Sorters should not sit in verandas unless absolutely unavoidable.

6. Throughout the process of tabulation the sorters must always be made to sort slips into the pigeon-holes and never on to the floor. This precaution is essential to guard against the danger of slips being mixed up. Except as provided in these orders, slips must

never be transferred from one sorter to another sorter. If a sorter is absent at any stage and his slips have to be sorted by somebody else, they should be kept in the pigeon-holes belonging to that sorter and should not be taken to any others.

7. In order to give the sorters easy work at the beginning, the units in which the entries are simplest should be taken up first. Thus Raipur and Sambalpur should begin with Feudatory States, and Jubbulpore with districts off the line of rail. In the Nagpur office it does not much matter which district is taken first, as there is little difference between them. Cities should be kept till last. Small units should also be taken up first in order that the sorters may get accustomed to manipulating the slips before they have to deal with large numbers. But units with a population of less than 50,000 should not be taken up, as it may be desirable to have these tabulated by special small gangs who can also be given the cities, after the tabulation of the larger units has been completed. Subject to the above provisions, each room should as far as possible be given the tabulation of the tahsils or states which it has abstracted, in order that in the case of illegible entries or other difficulties, the slip-writer who wrote the slip may be at hand for reference.

8. Entries in the tabulation registers will be made in ink, the sorters being provided with pens and ink bottles if necessary. Before the tabulation of any table is begun, forms of the register should be given out to the sorters. One form of the register will usually be sufficient, but in special cases two or more may be required. Before the tabulation registers are given out they should be numbered in pencil and a note made of the number issued. After each table the room-supervisor should see that the proper number of registers has been received, and should then string them together and lock them up in a box which should be kept for this purpose. As soon as each sorter receives his tabulation register or registers he must fill up all the headings before he begins to sort the slips. Checkers must see that this is done, as the omission to do so may vitiate the whole returns. The sorters must write up the tabulation registers as they count the slips after sorting, and must not make rough copies. They must not make corrections in the tabulation registers themselves: if they want any entries corrected they must call a checker. The checker must first count the bundle of slips for which the entry has to be corrected, and then alter and initial the register. Those sorters who are able to do so should use English figures; all figures must be very clearly and legibly written, and especially vernacular figures.

9. The sorters will be paid by results at a fixed rate per 100 slips for each table, and they will receive no pay for time during which they are not engaged in sorting or counting slips. It is therefore essential that all processes connected with tabulation, in which the sorters are not engaged, should be carried out as rapidly as possible, so that their time may not be wasted.

10. Nine tables are obtained from the ordinary slips, *viz.*, Tables V, VI, VII, X, XI, XIII, XIV, XV and XVI. Of these Tables V and VI are the same, merely distinguishing rural and urban areas, and Tables XIV and XVI will be compiled from the tabulation registers of Tables VII and XV. The sorting for Tables X and XI will be partially combined, and will be considered as one operation. Tabulation from the ordinary slips will therefore consist of the following seven processes which will be carried out in the order given below:—

- (a) Sorting and tabulation for Table VI—Religion and sect.
- (b) Redistribution of slips by religion and sect.
- (c) Sorting and tabulation for tables $\begin{cases} \text{XI—Birth-place.} \\ \text{X—Language.} \end{cases}$
- (d) Sorting and tabulation for Table XIII—Caste.
- (e) Redistribution of slips by caste (religions still being kept separate but not sects).
- (f) Sorting and tabulation for Table VII—Age and civil condition.
- (g) Sorting and tabulation for Table XV—Occupation (including subsidiary occupations).

Another Table XV-A—Subsidiary occupations has now been added. The work should be carried out as follows.

11. The room-supervisor will receive from the record-room the slips of a whole unit, accompanied by the books. The latter should be arranged by circles in serial order and placed so that they can easily be referred to. Reference to the books must be made whenever an entry on a slip is wanting, or when entries are illegible.

12. The room-supervisor, assisted by the checkers, will then take the bundles of slips and give them out by circles to the sorters with the office circle lists. One circle will be given to each sorter and where there are more than 50 circles two circles should be given to the last sorters going backwards from No. 50. If there are less than 50 circles, a sufficient number of circles should be sub-divided among two men. The sorters who are given half circles will be the slowest beginning with No. 1. Where sorters are given two circles it should be carefully impressed on them that the slips are not to be kept separate.

13. It is to be noted that Register VI is required separately for towns, and therefore slips of towns must be given to one or more sorters who will write the name of the town at the top of the register. Sorters who have rural areas will leave this entry blank. There is no necessity to give all the slips of a town to one sorter, provided that the same man does not receive slips belonging to rural and urban areas or to two towns. In order to avoid confusion a few sheets of Register VI will be printed on white paper, and these should be issued to those sorters only who have slips of towns.

14. The sorters will then untie the bundles of slips and begin to sort them one after the other. It will be desirable to count the slips, male and female, in each bundle before sorting them, in order to ascertain that they agree with the figures in the office circle lists. If any discrepancies are found the book should be referred to, and the slips or office circle list corrected if necessary before proceeding further.

15. The sorting for Table VI will be done according to the diagram annexed, and the slips must always be sorted into the pigeon-holes as shown in the diagram, males going into the first, third and fifth lines of pigeon-holes and females into the second, fourth and sixth. The sects of Hindus shown in the diagram will probably not all occur in any one or two circles. But if they do occur they must be sorted in the order shown. Two pigeon-holes are left blank for any other sects, and then the Animist (badami) slips will be sorted into the next two pigeon-holes, then Musalmans, Shias, Sunnis, and others, then Jains, Christians and any other religions. These can all go into one set of pigeon-holes. If they occur at all, their numbers will be so small that the sorter can take out the slips and count them in his hand.

16. The sorters will go through all the bundles of slips in this way, taking no notice of blocks or circles after they have once counted the slips.

17. When all the slips have been sorted the sorter will take out the male slips of Hindus without sect and count them, at the same time looking through them carefully to see that they are all correct and that no female slips or male slips with names of sects have been included among them. He will then write the entry in the tabulation register, do the same with the female slips of Hindus without sect, and then tie up the two sets of slips together, females above and males beneath, and lay them on the top of his pigeon-holes. The same process will be followed with the male and female slips of each sect of Hindus and of the other religions; Shias, Sunnis, and any other sects of Musalmans will be separately shown, but sect of other religions will not be distinguished whether they are entered on the slips or not.

18. As the sorter ties up the slips belonging to each sect or religion, he will write up a title slip in the annexed form and tie it up on the top of the bundle. The title slips will only be used after the tabulation of Registers VI and XIII, because it is only after these that there will be a re-distribution of slips. The same form of slips will be used for both; after Register VI the entries for religion of sect will be filled up and after Table XIII those for caste:—

Title slips.

Name of sorter	
Number of sorter	
Name of religion or sect	
Males	
Females	
				Total	... —————
Name of caste	
Males	
Females	
				Total	... —————

19. When the sorter has entered all slips by religion and sect in his tabulation register he should total the register and see whether the figures of males, females, and total population agree with the totals in the office circle list or lists. If they do not agree he must count all the bundles of slips again to find out which is wrong, and must go on until he gets the register correct. Any alterations to be made in the figures must, as already stated, be made under the initials of a checker, who before he initials the entry must count the slips to ascertain whether the figures to be entered are correct.

20. As soon as the sorters have begun to count and tabulate the slips and the bundles are placed on the tops of the pigeon-holes, a checker should go round with a sheet of the form of the sorter's transfer register. One sheet of this register will be used for each sect and each religion, and in it will be entered all the slips, male and female, of that sect or religion from the tabulation registers of the sorter's in their serial order. Thus the first sheet of the register will be for Hindus without sect. It has been provided that every sorter must sort the slips of Hindus without sect into the top right-hand pigeon-holes, and that

he must take these slips out first, and count and enter them. As soon, therefore, as there is one bundle of slips on the top of each set of pigeon-holes, a checker can go round and fill up the sheet of the sorter's transfer register for Hindus without sect. Similarly the second bundle counted and tabulated by each of the sorters will be Vaishnavas, and the third Shaivas, and the fourth Shaktas, and so on. This arrangement has been specially made in order that the sorters' transfer registers may be written up and the subsequent re-distribution of slips arranged for, *while the tabulation of Register VI is going on.*

21. When the checker has gone round and filled up the sorter's transfer register for Hindus without sect, he will total the register and give it to the room-supervisor. The latter knows the population of the tahsil, and, therefore, the average number of slips which each sorter should have if they were equally divided. Suppose the tahsil contains a population of 150,000, which gives 3,000 slips to each sorter. He will first look at the total number of slips in the register. Suppose this comes to 25,000 odd. Each sorter should have about 3,000 slips on an average, but as the slips of the first register will go to the first sorters who are also the slowest, he should distribute the slips among nine sorters. Each sorter will, therefore, receive about 2,800 slips. The room-supervisor will look down the register and see the number of sorters whose slips have to be taken to make up 2,800. If the slips of the first seven sorters come to about 2,800, he will enter on the seventh line "Transferred to Sorter No. I." Then he will go on and, when he has counted about 2,800 more slips, he will write "Transferred to Sorter No. II," and so on through the register. When he has done this he should give the register to a checker, who will enter in the fourth column the exact number of slips, male and female, which each of the sorters to whom the slips are transferred will receive. In the meantime the second sheet of the register for Vaishnavas should be ready, having been written up by a second checker. It has been decided that the first nine sorters are to have Hindus without sect, and therefore, the tenth sorter will have Vaishnavas. As before, the room-supervisor will decide among how many sorters Vaishnavas are to be divided, and the average number which each man is to receive. He will go down the register, and when he has counted up a sufficient number he will write "Transferred to Sorter No. X" and so on. This process will be followed through all the sects of Hindus, and then for the other religions. The room-supervisor should make every effort to have the re-distribution settled as far as possible *before the sorters have finished the tabulation of Register VI*, because from the time they have finished this register until the time when the slips have been re-distributed and they begin the tabulation of the next, the sorters will remain idle and will receive no pay.

22. All sects and religions which occur in large numbers will go to one or more sorters. But there will probably be a few of which there are very small numbers. In such cases the slips of two or more religions or sects can be given to one sorter, who must sort and tabulate them separately on separate tabulation registers for the subsequent tables. The sorters to whom two or more bundles of slips are given will have more work. They may be called B class Sorters, and provision will be made for giving them a small amount of extra pay. The sorters who sit last in serial order from No. 50 backwards will naturally be those to whom the slips of two or more religions and sects will be given.

23. While the sorters' transfer registers are being filled up and the re-distribution of slips arranged, the slips must all be allowed to remain on the tops of the pigeon-holes. This is essential, because any sorter who gets his total wrong will have to recount all his slips. The transfer registers will be filled up from the entries in the tabulation registers.

24. Some sorters will probably get into difficulties and have to count their slips over again. As the work of the whole room will be stopped until these men have finished, checkers and other sorters who have finished their own work should help them to count and add up the slips. But they must do this where the sorter is sitting, and must on no account remove any slips from his pigeon-holes.

25. When all the sorters have finished sorting and the totals of their tabulation registers agree with the totals in the office circle lists, the re-distribution of slips will be carried out. The checkers will go round and collect the bundles of slips of each sect or religion, each checker taking one sect or religion. Thus in the instance given above the first nine sorters have to receive Hindus without sect. Taking the sorters' transfer register of Hindus without sect one checker will go round and collect the bundles which have to go to the first sorter and give them to him, and then those which have to go to the second sorter and give them to him, and so on. He should only collect the bundles which go to one sorter at one time, and while taking up the bundles he should always look at the title slip to see that he has got the right one. Each sorter as he receives the bundles should be told what sect or religion he is receiving, and he should also look at the title slips to see that none are wrong. As each sorter receives his bundles of slips he should place them in the two lowest left-hand pigeon-holes, untying the bundles and putting males into one pigeon-hole and females into the other. But he must not begin sorting for the next table until all the bundles on the top of his pigeon-holes have been removed. The sorters must not be allowed to take any part in the work of distribution, but while it is going on they must all remain sitting in front of their pigeon-holes.

26. When the re-distribution of slips by religion and sect has been carried out as described above, the sorters will sort and tabulate for the next Tables XI and X—Birth-place and Language. It should be understood that the object of the redistribution of slips is to have the caste table tabulated by religion and sect. Besides this the re-distribution of slips by religion, and to a certain extent also by sect, may be expected to simplify the sorting for the caste table by bringing together those castes who follow the smaller religions or who belong to certain sects. But the birth-place and language tables are placed before the caste table, as this is the most convenient position for them. Those sorters who have slips of two or more religions or sects must sort and tabulate them separately for these tables, and record them on separate tabulation registers, writing the name of the religion or sect at the top. The extra work entailed by this will probably be compensated for by the fact that Musalmans, Jains and Christians form a considerable section of the population who come from other provinces and speak extra-Provincial languages.

27. When the slips have been re-distributed as above, any two sorters who sit next each other and who have slips belonging to the same sect and religion, may be allowed to interchange their male and female slips, one sorter taking both sets of male slips and another both sets of female slips. This will simplify their work, because male and female slips have to be separately sorted and tabulated for all subsequent registers. But they must only do this under the supervision of a checker, because otherwise there might be some danger of slips belonging to two religions or sects getting mixed.

28. After the sorters have begun to sort and tabulate for Registers XI and X the total number of slips which each sorter has, and which can be ascertained from the sorters' transfer register, should be entered at the foot of Register XI. The totals of the entries in the register will have to agree with this.

29. The sorting and tabulation of Registers XI and X can to a certain extent be combined. The slips with two ticks on them represent persons who were born in the district of enumeration and speak the language of the abstraction office. In most districts these will constitute a large majority of the population and should be sorted into one pigeon-hole. In some districts another vernacular besides the language of the abstraction office is largely spoken, such as Gondi or Chhattisgarhi. Slips with a tick and Gondi or Chhattisgarhi can be sorted into a second pigeon-hole, and slips with a tick and the names of other languages into a third pigeon-hole. It will probably not be desirable to carry the division of persons born in the district of enumeration beyond this. All slips with the tick, meaning born in the district of enumeration, being thus sorted in two or three pigeon-holes, other slips will be sorted into pigeon-holes according to the names of districts and states which are written on them, no notice being taken of languages. The districts adjacent to the districts of enumeration will occur most frequently, and the next pigeon-holes should be reserved for these. All the pigeon-holes can be used except the two lower left-hand ones which must be kept for slips not actually being sorted. If he finds more names of districts than there are pigeon-holes available, the sorter must keep one pigeon-hole for mixed slips, and sort these after he has counted and tied up the sorted slips.

30. When the male slips have been sorted in this way, the sorter should take out the slips, count them, enter them and tie them up as before. Slips of persons born in the district of enumeration will be in two or three pigeon-holes, and he should enter these on the first two or three lines of the register, and total them on the third or fourth line. He should then count and enter slips of persons born in all other districts and states. While he is counting he must look through the slips as before to see that he has made no mistakes. When all the male slips have thus been counted and entered in the register, they should be laid on the top of the pigeon-holes and the sorter will then proceed to sort and enter the female slips in exactly the same way. Register XI should then be totalled and the total must agree with that given by the checker.

31. When Register XI has been completed the sorter will take Register X. He will have one or two bundles of slips which are already sorted by language; these should be kept separate, their numbers being copied into Register X from the first one or two entries in Register XI. There will be another bundle of slips containing persons born in the district of enumeration, but speaking other languages than the language of the abstraction office. This should also be left. All the other bundles should be taken and sorted for language. Among them will be some persons who speak the language or languages for which entries have already been made in Register X. When the slips have been sorted these slips should be counted and entered, and the total number of persons speaking the language given on the next line. Finally, the slips of persons born in the district of enumeration and speaking other languages will be taken and sorted into the pigeon-holes already containing slips of those languages, and then all the slips will be taken out and counted and the totals entered. When this has been done for the male slips, these will be tied up by language and laid on the top of the pigeon-holes and then the female slips will be sorted in the same way. Register X will then be totalled and signed. A sorter who has only male or female slips will, of course, sort them all at one time for both these registers and also for the next register.

The diagram annexed explains the above procedure. The sorters should be made to understand that though the sorting for these two registers is partially combined, they are perfectly distinct, and birth-place and language are not to be shown together in the tabulation registers. The total of Table X must agree with that of Table XI. If the sorter prefers this course, he may be allowed to sort the male slips for both Tables XI and X before sorting the female slips.

32. As soon as any sorter has finished Tables XI and X he can go on to the caste table as there will be no re-distribution of slips between these. The caste table will be sorted for in the following manner. A list of castes will be furnished for each district or for every two or three districts. These castes will be called the prescribed castes, which means that they have to be kept separate for the two subsequent Tables VII and XV. Taking his male slips the sorter will sort for the first 25 or 26 of these castes in the order in which they appear in the list, putting the first caste into the top right-hand pigeon-hole, the second into the next, and so on. All castes other than the first 25 or 26, must be placed in one pigeon-hole. When he has done this with the male slips the sorter must take out, count, and enter the slips of each caste which has been sorted for and lay them on the top of his pigeon-holes. The bundle of unsorted male slips will be tied up and placed in an empty pigeon-hole. The sorter will then take the female slips and sort them in the same way for the first 25 or 26 of the prescribed castes. He will then total the tabulation register for these castes, sign it and enter the total numbers at the top of a second form of the register. The males and females of each caste should then be tied up together, females above and males beneath, and a title slip written and placed with them. All the bundles of castes which have been sorted for will be placed on the top of the pigeon-holes and the sorter will then take the bundle of unsorted male slips and proceed to sort for other castes, taking first the rest of the prescribed castes and then any other castes which he finds. The register will then be totalled and signed.

33. After the caste table the slips must be re-distributed in the manner already prescribed for religions and sects. For each one of the prescribed castes a sheet of the sorter's transfer register will be written up, the checkers going round and filling up the registers as before as soon as the first bundles appear on the tops of the pigeon-holes. In order to facilitate this it will be desirable to have the castes which are sorted for first tabulated on to a separate form of the caste register; when all the sorters have finished this register it can be taken, and the sorter's transfer registers written up from it while they are sorting for the remaining castes. It is to be understood that the sorter's transfer registers are to be written up and the subsequent re-distribution arranged for, *while the sorting for the caste table is going on.*

34. The re-distribution by caste will be more difficult than that by religion and sect, because there will be more bundles; in the first place, all the prescribed castes have to be kept separate; then there will be bundles of mixed castes and besides this every religion must be kept separate because Table VII has to be tabulated by religion. In order to carry it out expeditiously, and not to waste the time of the sorters, when any room is proceeding with the caste table, checkers from other rooms can be called in to assist, as except in the case of Tables VI and XIII the checkers will not have much to do while sorting is actually going on. The Deputy Superintendent should, whenever possible, personally supervise this re-distribution.

35. In the list of prescribed castes it should be assumed, unless otherwise stated, that only those members of the caste are to be kept separate who are Hindus by religion. Several castes belong to two or more religions, *but slips of these castes are not to be placed together because religions must be kept separate.* In the case of some castes, those members who are Animists, Musalmans or Jains will be prescribed, while in a few cases the caste will be prescribed to be tabulated separately for two religions. Where only the name of the caste is given in the list it will be meant that only Hindu slips of that caste are to be kept separate, slips of other religions being kept with the slips of mixed castes of those religions. Where the name of the castes is followed by the letter A. M. or J. the Animist, Musalman or Jain slips of that caste are to be kept separate and treated as a prescribed caste. While if the letter H. is placed before A. M. or J. then both the Hindu and Animist, Musalman, or Jain slips respectively are to be separated both from other slips of those religions, and also of course from each other.

36. No notice will be taken of the names of castes written on red or Christian slips. They will be entered in Register XIII by the sorter who has them, but they will never be included with those castes either in tabulation or compilation. Christian slips should always go to one sorter in the room who should know English. After tabulating all the entries returned for Register XIII, he should make three bundles of Europeans, Eurasians and Native Christians and treat these as separate castes for Tables VII and XV, that is, he should record them on to separate tabulation registers writing European, Eurasian or Native Christian against the heading 'Name of Caste.'

37. The re-distribution by caste will present some difficulty. A few castes will be so numerous that they will have to be divided among two or more sorters. Then there will be a number of castes of which there will be enough slips for one sorter, and then some more of which there will not be enough slips for one sorter. Some sorters will therefore have to be given two or three castes, the slips of which will have to be separately sorted and tabulated and recorded on to separate tabulation registers for Tables VII and XV. The room-supervisor must make the division as best he can. If the arrangements prescribed are carefully followed, he will probably have time to decide on the division of most castes before the sorters have finished. It should be remembered that the sorters who are given mixed castes will have a great deal of work in tabulating Register XV, and so they should not be given a very large number of slips. Those who have the agricultural and artizan and village menial castes will probably find Table XV a comparatively simple matter, and they can be given proportionately larger numbers. A statement showing the castes of the Sambalpur District, as they might stand after re-distribution, is appended. In most districts only three or four castes will be prescribed to be separately tabulated from the Animist (badami) slips, and one or two from the Musalman slips. The balance of Animist, Musalmans and Jains will therefore be left with the sorters who already have them.

38. When the re-distribution by caste has been finished the sorters will proceed to sort and tabulate for Register VII.

Those sorters who have two or more prescribed castes or two or more religions must of course be supplied with as many forms of this register and also of Register XV as there are bundles of slips to be kept separate.

39. The sorting for Register VII should be done according to the annexed diagram. Taking the male slips the sorter will first sort them into the three civil conditions by shape and then into the 17 age-periods. He will then do the same with the female slips, fill up all the columns and total and sign the register. The total must correspond with the number of slips given to him as shown by the sorter's transfer register.

40. After finishing Register VII the sorters will go on to Register XV. It is hoped that the re-distribution by caste will greatly facilitate the sorting for this register in most cases. The sorters who have the agricultural castes should sort directly into the agricultural groups. There will be 12 of these, *viz.*, *malguzar*, *thekadar* or lessee of a village, *malik-makbuza*, absolute-occupancy tenant, occupancy tenant, ordinary tenant, village service tenant, sub-tenant, tenant unspecified, *malguzar's* farm servant, tenant's farm servant, and field labourer. Herdsmen and casual labourers may also be sorted if they are found. The sorter should take first the male slips and sort them into two pigeon-holes for each group according as they are workers or dependents. Slips which do not fall into any of the above groups should be sorted into two other pigeon-holes according as they are actual workers or dependents. Having done this the sorter should take out the male slips of workers from each pigeon-hole, count and enter them, and then tie them up, and lay them on the top of the pigeon-holes. The dependent slips should all be left lying in the pigeon-holes. He should then take the female slips and sort them in the same way, workers going into the pigeon-holes from which the male slips have been taken out, and dependents into the same pigeon-holes as the male dependent slips, as sex is not required to be distinguished in the case of dependents. He will then take out and count the female slips of actual workers and tie them up with the male slips of actual workers for each group. All the dependent slips should be tied up together and put aside as they are no longer required. The sorter will then have three bundles of unsorted slips, *viz.*, males and females, actual workers, and dependents. These must be sorted one after the other according to the names of occupations written on them and entered in the register. Any name of an occupation which has been placed in a particular group by the Provincial Superintendent may be described by the name of the group with the permission of the room-supervisor.

41. Having sorted these slips, and entered them, the sorter will again go through the slips of actual workers, males and females, and separate those on which any sort of agricultural employment is entered as a subsidiary occupation. He will count these and fill up the entries in the register headed "Partially agriculturists." This will not be done for the agricultural groups or for the other groups given in the list below, and which are to be sorted for Register XV-A—"Subsidiary occupation."

42. The sorters who have such castes as Teli, Chamar, Ganda, Mehra, Kalar, &c., which largely combine agriculture with their traditional occupation, should sort the traditional occupation of the caste into the first two pigeon-holes and the agricultural groups into the others. If the number of pigeon-holes is not sufficient, two of the smaller agricultural groups as *malguzar* and *malik-makbuza*, or village-service and sub-tenant, should be combined; the sorter can subsequently separate these and count them in his hand. In some districts certain classes of tenants do not appear and in these the number of agricultural groups will be smaller. The sorters who have the artizan and village menial castes will take the traditional occupation of the caste first and then any other occupations

which appear in considerable numbers. In the case of the literate and professional castes and the minor religions, the sorters will probably find Table XV rather a difficult matter. No general directions can be given, but occupations which occur in considerable numbers should be sorted for first and the remaining slips into an empty pigeon-hole as usual. It may be desirable to sort slips of both workers and dependents into the same pigeon-hole and then to separate them afterwards.

43. After the sorters have finished tabulating Register XV, there will remain Register XV-A—Subsidiary occupation—which is a new register now prescribed. For this register there will be a certain number of groups of main occupations, and the subsidiary occupations of actual workers at these main occupations will have to be sorted and tabulated. A list of the groups of main occupations of which the subsidiary occupations are required will be furnished, and the names of the groups will also be printed as headings in the register. Some of these groups will combine two or more groups of Register XV.

44. When the first sorters finish Register XV it should be explained to them which groups are wanted for Register XV-A, and the bundles of slips which fall into these groups should be tied up together, making one bundle for each group in the list. The sorters should then take the male and female actual worker slips of each group in succession and sort them for Register XV-A, according to the subsidiary occupations which are written upon them. The names of subsidiary occupations will be written at the side of the register, and the figures for each main occupation entered in the column provided for it. If there are more subsidiary occupations than can be contained on one page of the register, second and third forms should be utilized as required.

45. If most of the sorters finish Register XV about the same time the room-supervisor should effect another re-distribution of slips for the sorting for Register XV-A in the following manner. The slips falling under each group of main occupations for which Register XV-A has to be tabulated should be collected and given to one or two sorters, who will proceed to sort and tabulate them. In making this re-distribution no further notice need be taken of religion or caste, as these are not wanted for Register XV-A; but care must be taken not to interchange any slips, except among sorters who have completely tabulated Register XV, and the forms of Register XV should be taken back by the room-supervisor before any re-distribution takes place. As the dependent slips are not wanted at all for Register XV-A, and a certain number of occupations are also not included in this register, all the sorters need not be employed; the fastest sorters should be selected, the slips being divided among them. The sorting will be fairly simple, as only a minority of of the slips will probably have subsidiary occupations recorded.

46. Register XV-A should not be prepared at all for the Feudatory States.

47. After Register XV-A, or in the case of the Feudatory States, Register XV, has been tabulated, the work of tabulation from the ordinary slips will be complete. They should then be collected from all the sorters and carefully tied up and packed and returned to the record-room.

48. According to the directions given above, which should be carefully adhered to, each sorter will know the exact number of slips which he has to sort and tabulate for each register, and he must make the total of his register agree with this number. The tahsil total of population will be taken from the office circle lists after they have been again checked with the slips and corrected, if necessary, before the tabulation of Register VI is begun. The totals of all subsequent tables will have to agree with this. If, at any stage, a sorter cannot get the total number of his slips to agree with the total which he ought to have, tabulation will proceed, a note being made of the difference. It may be the case that the discrepancy in one sorter's register is subsequently found to be rectified by a discrepancy in the opposite direction in that of another sorter. If not all the tabulation registers should be added up and the total discrepancy in the tahsil total ascertained for each register after Register VI. When the tabulation of the tahsil is completed a statement showing the discrepancies in each table will be forwarded to the Provincial Superintendent, who will decide whether the slips are to be again re-sorted into blocks and compared with the office circle lists to find out where the mistakes have occurred. If this has to be done all the sorters will have to do it without pay, and the checkers will also be fined an amount equivalent to their pay for such time as is expended in this work. It is therefore to the interest of all concerned to see that discrepancies do not occur. Every possible precaution should be taken to avoid losing slips during the process of tabulation. Every evening when closing work each sorter should tie up all his slips securely and place them in his pigeon-holes. Unless the room can be locked up, all the bundles of slips should be placed in an empty box which should be kept for this purpose alone, each sorter placing a label with his name and number on the top of the bundle. In the morning they can be taken out and re-arranged in the pigeon-holes in a few minutes. Care should also be taken to see that no loose slips have been allowed to remain in the pigeon-holes after the sorting for any table is complete, and that no slips have been dropped on to the floor.

CHECKING OF TABULATION.

49. While the process of sorting is going on the checkers should check one-fifth, or 20 per cent., of the entries in the tabulation registers by actually counting and examining the bundles of slips. As the male and female slips cannot be sorted together, the male slips can be checked after they have been sorted and while the female slips are being sorted, and the female slips while the male slips are being sorted for the next table. After counting and checking any bundle the checker should initial the entry in the tabulation register. When the sorting is finished one-fifth of the entries in each register should have the checkers' initials.

50. Besides this the checkers must see that the sorters total their registers correctly and do not fudge. They should check the addition in some of the registers, paying special attention to sorters who are found to make mistakes.

51. As already directed the sorters must always be made to look through the slips while they are counting them to see that they have made no mistakes. After the re-distribution of slips every sorter will be told what religion or sect, or what caste, has been given to him, and he should be directed if he finds any slips not belonging to the sect or caste in question, to bring the matter to the notice of the room-supervisor. In such cases the slips will be made over to the sorter to whom they properly belong, and necessary corrections will be carried out in the tabulation registers of the previous table. Omission to do this on the part of any sorters will be counted as a mistake.

PAYMENT FOR TABULATION.

52. The sorters will be paid at the following rates per 100 slips for each sorting :—

Register VI.—Religion and sect—three pies.

Register XI and X.—Birth-place and language combined—five pies.

Register XIII.—Caste—five pies.

Register XII.—Age and civil condition—five pies.

Register XV.—Occupation—six pies.

Register XV-A.—Subsidiary occupation (actual workers only)—three pies.

For payment slips will have to be written up for each sorter in the case of each unit—one after Table VI, one after Table XIII, one after Table XV and one for Table XV-A. Tables XI, X and XIII can be combined in one payment slip and also Tables VII and XV, because for each of these two sets of tables the sorters will have the same number of slips. It is to be noted that Tables XI and X are to be paid for as one table. Table XV will be paid for by the total number of slips and no extra payment will be made on account of the entries "partially agriculturists." Table XV-A will be paid for according to the total number of slips of actual workers which are sorted for the table, whether they have subsidiary occupations or not. The above rates will be liable to alteration. If they are found to be unduly liberal Deputy Superintendents should reduce them, reporting their action.

53. The payment slip will be in the following form :—

Name of tahsil or city	...
Name of sorter	...
Number of sorter	..
Number of slips sorted	...
Number of register	...
Number of slips checked	...
Number of mistakes	...
Signature of checker	...
	Date ...
Amount due at	pies per 100 ...
Deduct for mistakes	...
Net amount due	...
Signature of Accountant	...
	Date ...

The same procedure will be followed with reference to entries in the Accountant's register as in the case of slip-writing. Payments for slip-writing and sorting should not be mixed up, but should be drawn on separate bills; and as soon as a room begins sorting a fresh leaf of the Accountant's register should be opened for each sorter. The sorters will be fined one pie for each mistake as before. Calculations will be made according to the grand total entered in each register. Fractions of 100 up to 50 should be neglected, and fractions over 50 will count as 100.

54. 'B' class sorters are those who have two or more bundles of slips which have to be recorded on two or more tabulation registers. The Deputy Superintendent will have discretion to direct that the rate of payment may in such cases be increased by one pie for every additional bundle of slips which has to be kept separate. Thus, if a 'B' class sorter has two bundles of slips to be tabulated separately, the rate may be increased by one pie if three bundles by two pies, and so on. Deputy Superintendents should not increase the rate except where it is necessary.

55. The number of 'B' class sorters will not be constant. Thus for Register VI there will be no 'B' class sorters; for Registers XI, X and XIII there should not be more than one or two; while for Registers VII and XV there may be several. Those sorters who have mixed castes may also be considered 'B' class sorters for the purpose of Register XV, but not for Register VII. For Register XV-A there will be no 'B' class sorters. Care must be taken to see that the extra rates are only paid in cases where they are sanctioned.

Appendix to Office Order No. 24.







Statement showing supposed re-arrangement of slips after the caste table for a tahsil of the Sambalpur District. The figures against each caste represent 25 per cent. of the numbers found in the district at last Census. The numbers from 1 to 50 are those of the sorters :—

				Odd.
No. 1, Ganda	...	Males	...	3,000
No. 2, Do.	...	Females	...	3,000
No. 3, Do.	...	Males	...	3,000
No. 4, Do.	...	Females	...	3,000
No. 5, Do.	...	Males	...	3,000
No. 6, Do.	...	Females	...	3,000
		Total Gandas	...	<u>22,750</u>
No. 7, Gaur	...	Males	...	4,000
No. 8, Do.	...	Females	...	4,000
No. 9, Do.	...	Males	...	4,000
No. 10, Do.	...	Females	...	4,000
No. 11, Do.	...	Males and Females	...	4,000
		Total Gaurs	...	<u>21,025</u>
No. 12, Kolta	...	Males	...	4,000
No. 13, Do.	...	Females	...	4,000
No. 14, Do.	...	Males	...	4,000
No. 15, Do.	...	Females	...	4,000
No. 16, Do.	...	Males and females	...	3,000
		Total Koltas	...	<u>19,300</u>
No. 17, Sawara	...	Males	...	4,000
No. 18, Do.	...	Females	...	4,000
No. 19, Do.	...	Males	...	4,000
No. 20, Do.	...	Females	...	4,000
		Total Sawaras	...	<u>18,700</u>

No. 21, Gond	...	(Hindu) males	...	5,000
No. 22, Do.	...	Females	...	5,000
		Total Gonds	...	10,300
No. 23, Binjhwar	...	(Hindu) males	...	5,000
No. 24, Do.	...	Females	...	5,000
		Total Binjhwar	...	11,200
No. 25, Kewat	...	Males	...	4,000
No. 26, Do.	...	Females	...	4,000
		Total Kewats	...	8,050
No. 27, Teli	6,800
No. 28, Brahmin	...	Males	...	3,100
No. 29, Do.	...	Females	...	3,100
		Total Brahmins	...	6,280
No. 30, Khonds	3,700
No. 31, Rajgond (Hindu)	3,700
No. 32, Chamar	3,500
No. 33, Mali	2,950
Agharia	2,750
No. 34, Bhulia	2,570
Dumat	2,570
No. 35, Pab	2,470
Kuda	1,960
No. 36, Dhobi	2,200
Bhuiya	2,050
No. 37, Ghasia	2,050
Panka	1,975
No. 38, Lohar	1,800
Kumhar	1,800
No. 39, Rawat	1,270
Bhandari	1,210
Banjara	1,170
No. 40, Kol	1,200
Sundi	900
Bairagi	900
No. 41, Kawar	800
Kalar	800
Uria	600
Pandra	600
No. 42, Karan	550
Bhaina	450
Thanapati	400
Gandhmali	200
Tiyar	225
No. 43, Hindu mixed castes	...	Males	...	4,000
No. 44, Do.	...	Females	...	4,000
No. 45, Do.	...	Males	...	4,000
No. 46, Do.	...	Females	...	4,000
No. 47, Do.	...	Males and females	...	4,000
No. 48, Animistic Gonds	1,200
Kols	1,000
No. 49, Animistic mixed castes	4,000
No. 50, Musalman, Jain, Christian, &c.	1,000

					Males.
Kabirpantha.	Shakta.	Shai va.	Vaishnava.	Hindu— No sect.	Females.
					Males.
Musalman— Sunni.	Badami.		Smart.	Satnami.	Females.
					Males.
	Christian.	Jain.	Musalman— Others.	Musalman— Shia.	Females.

✓ Other languages.	✓ Hindi.	✓ Gondi.	✓ Ch. g.	✓ ✓
District.	District.	District.	District.	District.
Language.	Hindi.	2ND SORTING. Gondi.	Ch. g.	✓
Language.	Language.	2ND SORTING. ✓ Language.	✓ Language.	... Language.

				
				
4	3	2	1	0
25-29	20-24	15-19	10-14	5-9
50-54	45-49	40-44	35-39	30-34
			60	55-59