

CENSUS MANUAL

FOR

UTTAR PRADESH

1950-51

Part I.—ENUMERATION



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CHAPTER I. PRELIMINARY.

1. The Central Government have, by notification in the official gazette, under section 3 of Act XXXVII of 1948, the Census Act, declared their intention of taking a census of the population of the whole of India as at sunrise on March 1, 1951.

2. While "census" is a central subject under the Constitution of India, the actual operations—particularly those relating to enumeration are carried out in close collaboration with the State Governments. The Uttar Pradesh Government have agreed to lend the services of their whole administrative machinery for this purpose.

3. The Indian Census is also traditionally a social effort, The bulk of enumeration work is done by officials in addition to their normal duties or by non-officials without any remuneration. Without this acceptance of census work as a national service a census of India may not be possible.

4. The local bodies of the State have been traditionally taking an active part in the census enumeration and making allotment of funds for the purpose. The Uttar Pradesh local Authorities (Payment of Census Expenses) Act, 1950 now gives legal authority to the State Government for charging Census Expenses to the funds of local bodies.

5. The responsibility for organizing census operations in the districts is that of the district officers under the guidance and control of the Superintendent of Census operations.

6. So far as the organisation of census operations in the districts is concerned it consists of the following main items:—

- (i) House-numbering, giving of code numbers and preparation of house lists.
- (ii) Division of the district into suitable areas for census purposes.
- (iii) Appointment of suitable persons, officials as well as non-officials to enumerate the population in these areas and of persons to supervise, direct and test their work.
- (iv) The training of the census staff in the work assigned to them, and
- (v) Enumeration of the population.

CHAPTER II HOUSE NUMBERING

(a) General

1. The object of numbering houses is to identify each dwelling to any enquirer. The house number is the base not only of our scheme of demographic census but also of the whole structure of collection of essential data. Each house should have a number just as every human being has a name and every surveyed field has a number. This number should be permanent and used for all electoral, municipal and other administrative purposes. The number should be readily indentifiable from outside at any time and by any enquirer.

NOTE:—Section 4 of the Uttar Pradesh Local Authorities (Payment of Census Expenses) Act, 1950, U. P. Act No. 18 of 1950, embodies this principle.

2. A house is every dwelling with a separate main entrance. Two or more families may be living in one dwelling but they are not entitled to a separate house-number unless they have each their own access to outside. If however, such families have independent messing they constitute separate households and are entitled to separate sub-numbers. Quarters opening to a courtyard, blocks of flats opening on to a common stair etc. are examples of a large number of independent dwellings each qualifying for a separate house number.

3. Places such as temples, mosques, sarais, shops etc. though not 'dwellings' in the strict sense of the term, should be numbered within the main dwelling sequence in order to ensure full cover for census. Jails, hospitals, hotels, schools and other institutions should likewise be numbered in the same manner. Shacks of nomads, temporary structures erected for the residence of displaced persons, should also be numbered.

4. (i) In the case of hotels, sarais and dharmshalas each room or suite of rooms usually allotted to a different traveller or family will be treated as a separate house and given either a separate number or a separate sub-number.

(ii) In the compounds of bungalows each tenement in a row of servants' quarters should be treated as a separate house and given a separate number or sub-number.

5. If two or more house-holds are living within a house they should be indicated by adding (A), (B) etc. within brackets. If new houses spring up after the main numbering has been completed they should be indicated by adding A, B, etc. without brackets. Thus 29 (A) indicates a household *within* house no. 29; while 29 A indicates a new house *adjacent* to house no. 29.

6. Since the house numbers are intended to be permanent it is essential that house-numbering should be carried out on some system. Two broad alternatives are (i) the street method (ii) the block method.

In the *street method* one starts from the north or east-end of the main thoroughfare and goes down south-wards or west-wards numbering dwellings on the right hand by odd numbers and on the left by even numbers to the end of the street. Then each turning to the right or left is pursued and houses numbered in the same manner. So for sub-turnings off this; and so on. This means that streets too should be named and/or numbered and any house will then be identified by its own number and the name of the street. (Houses in New Delhi are numbered on this system).

In the *block system* one starts again at the north or east corner of the village, hamlet, etc. and proceeds south or west taking every right hand turning and numbering as he goes along in one serial.

(b) House numbering in Rural Areas (including Forest Areas)

7. The patwaris should prepare a site plan of the village abadi or abadis on ordinary paper. The plan need not be to scale and no survey need precede its preparation. The object of the plan is to indicate the lay-out of streets and houses and to serve as a guide for numbering.

8. Houses in rural areas should be numbered on the block system and one serial allowed to run for one whole village. Where a village has several hamlets each hamlet may be given a sub-number A, B, C, etc. which may be placed just before the house number. (This will enable the population of each hamlet to be extracted separately without difficulty).

9. Numbering may be done either by geru or coal-tar. The number must be placed on or near the door lintel wherever possible; otherwise on any place nearest the door visible to any outside enquirer.

10. Since the numbers recently placed on the houses in rural areas have been obliterated either by rains or white-washing, they should be replaced soon after the rains. No new numbers are to be given. The old numbers are to be restored with the help of the house-lists.

(c) House-numbering in urban Areas

11. In nearly all urban areas local bodies like Municipal Boards, Cantonment Boards, Notified Areas or Town Areas function. These local bodies require data regarding population etc. collected at the census for their electoral and administrative purposes. It is therefore, necessary that house-numbering should take account of mohallas and wards which are the outstanding features of nearly all these local bodies. The numbering done by the Rationing Department does not take account of mohallas and wards and can not, therefore, be accepted for census purposes, except where rationing numbers have been related to mohallas and wards of the local body. For census purposes, therefore we have to rely on a system of numbering which takes account of mohallas and wards.

12. Nearly all the local bodies have already an existing system of numbering which takes account of mohallas and wards. Where such a system does not exist the local bodies should be directed to carry out the numbering without any delay in accordance with the general principles laid out above.

13. Where a local body starts fresh numbering it should first clearly demarcate mohallas and wards on a map. If there are any important roads which have assumed a distinctive prominence they might be treated as separate units on the level of mohallas and houses lying on either side of these roads treated as part of these roads instead of mohallas. These streets may then be given their separate numbering on the street system or, if this is not feasible, on the block system. Thus in Lucknow houses on Park Street have so far been treated as part of mohalla 'Narahi'. If the Municipal Board considers that the Park Road has assumed a special importance it might treat this road as a separate unit equivalent to a mohalla and number the houses lying on both sides in a separate serial. If the number of houses on either sides of the road is equal the most convenient system of numbering would be the street system, viz, giving odd number on one side and even on the other. If, however, the number of houses on either side of the road are unequal numbering might be given on the block system, i. e., in one serial without alternating odds and evens.

14. Vacant sites may be given numbers in the main dwelling sequence in anticipation of future constructions.

15. Where an old system of numbering already exists in a local body it should be accepted for census purposes, unless there are strong reasons to the contrary. The following steps should, however, be taken to adapt it fully for census purposes:—

- (i) Care should be taken to see that no houses etc. are left un-numbered.
- (ii) Each census house should be given a number. Where the local body has given one number to a block of buildings consisting of several census houses the latter should be separately numbered by employing sub-numbers.

NOTE:— It does not matter if the numbering by a local body has not been done strictly in accordance with the *street* or *block* system described above. It will be sufficient for the purpose of census to ensure that every house has been given a number and that the number has not been repeated twice anywhere.

16. House-numbers in urban areas should be painted on plates. A convenient size of plate is 4" × 4". The house number should be prominently painted in the centre of the plates, while the remaining code numbers painted in small letters on the top left-hand corner with the name of the mohalla or ward or both in letters.

(d) House-numbering in military and railway areas

17. Military areas and railway areas have a system of numbering of their own. Their numbering should be accepted for census purposes.

18. If buildings in military or railway areas, where human beings might be living on census date, are found to be un-numbered the authorities concerned should be requested to number them now.

19. In military areas barracks are often numbered unit-wise and so the same number may be repeated in all units. It will, therefore, be necessary to add a number or abbreviation for each unit before the barrack no. in the census slip. This number or abbreviation for each unit should be settled before hand. It need not be painted on the barracks.

CHAPTER III THE LOCATION CODE

1. The object of the location code is to identify every census slip. It has been settled centrally for the whole of India.

2. The code will consist of four elements as follows:—

FIRST The first will consist of the number of the district. All the 51 districts of U. P. have been given a code no.

SECOND The second will consist of a number for each Tehsil and town of over one lakh population within a district. (Towns of less than one lakh population are to be given a code number in the third place, even if they have a Municipal Board).

THIRD The third will consist of a number for each village or town of under one lakh population within the Tehsil; or of wards or other sub-divisions of a town of over one lakh population.

FOURTH The fourth will consist of the number of the house. This may be one number in rural areas e. g., 24. But it will be composite in urban areas e. g. 5/24 showing house no. 24 of mohalla no. 5; B/5/24 showing house no. 24 of mohalla no. 5 of ward no. B; VI/24 showing barrack no. 24 of unit no. VI of military area; etc.

NOTE:— The first three elements of the code shall consist of only one number while the fourth may be a composite number.

3. (i) In giving code number to villages within Tehsils maintain the serial nos. already given at the last census (vide the printed volume of District Census Statistics). They are in English alphabetical order.

(ii) Where a village has been transferred from a tehsil its old code no. shall be maintained in the tehsil list and a note made against the village that it has been transferred to such and such tehsil. etc.

(iii) Where new villages are added to a tehsil arrange them in a new English alphabetical order and add them at the end of the old tehsil list with new code numbers in continuation of the old ones.

(iv) Where a village has been included in a Town Area, Notified Area, Cantonment Board or Municipal Board it is not entitled to a code no. in the village serial of the tehsil; it will be given a suitable code no. by the local body concerned according to its scheme of numbering. If such a village was given a serial in the last census, note against it that the village has been included in such and such local body.

4. When giving a sub-number put it as denominator of the main house number, e. g., $\frac{24}{1}$; $\frac{B/5/24}{1}$; $\frac{VI/24}{1}$; etc.

5. When numbering a household within a house show it as (A), (B) etc. within brackets e. g. 24 (A) ; B/5/24 (B) etc.

6. When numbering a new house give it a number by adding A, B, etc. to the number of the adjacent house, e. g. 24A; B/5/24 B; etc.

N. B.—Note that 24 (A) means a household within house no. 24 while 24 A means a new house adjacent to house no. 24 built after the numbering had been completed.

7. In the case of homeless persons and persons living in boats there will be no house-numbers to enter. Make a cross x in place of the house-number in the enumeration slips.

8. In order to distinguish the population of institutions from those of householders make a mark (a square) against the house-numbers of jails, beggar houses, asylums, hospitals, hostels, boarding houses, hotels etc. This mark should also appear on the census slip relating to the institution.

9. (i) In rural areas, where the numbering is to be done by geru or coal tar, all four elements of the location code should be written only on the first and the last house of a village. On the remaining houses only the house number should be painted.

(ii) In urban areas, where the numbering is to be done on plates all the four elements of the location code should appear on the plate. The house-number should appear prominently in the centre of the plate while the remaining elements may be painted in smaller letters on the top left hand side of the plate. The name of the mohalla or ward or both may also appear at the top left hand side in like manner.

(iii) Numbers of households within census houses should also appear on the house e. g. 24 (A) (B) (C) would indicate that house no. 24 has three house-holds living in it.

10. The following illustrations would further clarify the principles of the location code:—

(i) 1 - 2 - 29 - 24 indicates house no. 24 in village / town no. 29 of tehsil no. 2 of district no. 1 (Dehra Dun)

(ii) 6 - 7-3 - 4/24 indicates house no. 24 of mohalla no. 4 of ward no. 3 of town no. 7 (Aligarh with population of over a lakh) of district no. 6 (Aligarh).

(iii) 38 - 4 - 1 - HZ/5/24 indicates house no. 24 of mohalla no. 5 of Hazrat Gunj ward situated in Division No. 1 (Municipality) of town No. 4 (Lucknow) of district no. 38 (Lucknow). Lucknow town consists of the Lucknow Municipal Board, the Lucknow Cantonment Board and the Alambagh Notified Area. Each of these will be given a code no. in the third place. If the whole of the town of Lucknow had only one Municipal Board the third place would have been assigned to municipal wards, as is in illustration (ii)

CHAPTER IV PREPARATION OF HOUSE-LISTS

1. The object of preparation of house-lists is to maintain a record of human dwellings, which may form the basis of collection of essential information which every Government requires.

2. Instructions were issued for the preparation of a house-list with the following columns. (Form 1)

- (1) Code number of the house;
- (2) Description of the house viz, residential, shop, sarai etc.
- (3) Name and parentage of the head of the family;
Number of persons
Males.
- (4) 14 years and under;
- (5) over 14 years;
Females
- (6) 14 years and under;
- (7) over 14 years;
- (8) Total
- (9) Remarks.

For the hill pattis of Almora, Naini Tal, Garhwal, Tehri Garhwal and Dehra Dun districts an additional column has been added, viz, "Number of members of the family which migrated in the preceding winter to plains or Tarai or Bhabar for work".

Later instructions directed that columns 4-8 might be left blank for the present.

These lists were to be prepared by tehsildars for tehsils; by T. R. Os. for rationed towns; and by the local bodies concerned for non-rationed urban areas.

3. These instructions are now modified as follows:—

- (i) All the columns of the house-list have to be filled in, including nos. 4-8
- (ii) In rationed towns the house-lists should be prepared afresh by the local body or bodies concerned on the basis of its own house-numbering containing the elements of wards and mohallas.
- (iii) In rural areas the house-lists should be revised in October-November, simultaneously with the repainting of numbers after the rains. In urban areas the revision should be completed by September 30, 1950.
- (iv) In urban areas a block-wise copy of the house-list will be prepared and handed over to the enumerator concerned.
- (v) As soon as the revision is complete House-list Abstracts in the following forms should be prepared for each tehsil and urban area.

FORM 2 HOUSE-LIST ABSTRACT (Rural Areas)

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

Code No. of village	Name of village	Total No. of houses	Total No. of house-holds	Persons					Remarks	
				Males		Females		Total		
				14 yrs. & under	Over 14 yrs	14 yrs. & under	Over 14 yrs.			
1	2	3	4	5	6	7	8	9	10	
Grand Total										

FORM 3 HOUSE-LIST ABSTRACT (Urban Areas)

Name of local body.....Town.....Tehsil..... District.....

Code No. of local body... Town Code No.....Tehsil Code No.... Dist. Code No....

Code No. of Mohalla	Name of Mohalla	Code No. & Name of ward	Total No. of houses	Total No. of house-holds	Persons				Remarks		
					Males		Females			Total	
					14 yrs. & under	Over 14 yrs	14 yrs. & under	Over 14 yrs			
1	2	3	4	5	6	7	8	9	10	11	
Grand Total											

CHAPTER V. CENSUS DIVISIONS

(a) General

(1) There are three kinds of census sub-divisions both in rural and urban areas:—

- (i) *the block*, under an enumerator;
- (ii) *the circle*, consisting of a number of blocks, under a supervisor;
- (iii) *the charge*, consisting of a number of circles, under a charge superintendent.

(2) The above elements should be definitely co-related with such administrative units as village/kanungo circle/tehsil for rural areas and mohalla/ward/town for urban areas.

(3) A *town*, for census purposes, is

- (i) every continuous group of houses permanently inhabited by not less than 5,000 persons which the Superintendent Census Operations may decide to treat as a town;
- (ii) every area in which the U. P. Town Areas Act, U. P. (Act II of 1914) or the U. P. Notified Areas Act (Act II of 1916) is in force.

Explanation 1.—Where several villages lie so close together that their houses form a continuous group with a population exceeding 5,000, such group is a town.

Explanation 2.—Where one village is broken up into distinct groups of houses, none of which contains more than 5,000 inhabitants, the village can not be treated as a town, even if its population exceeds 5,000.

(4) A list of the towns of the last census arranged by districts will be found in table No. V of the U.P. Census Report, 1941. This list should be revised and a new list sent to the Superintendent of Census Operations, Uttar Pradesh, for each district showing reasons for omitting or adding any town. In recommending the inclusion or deletion of any place for the list of towns, consideration should be paid to the character of the population, the relative density of the dwellings, the importance of the place as a centre of trade, and its historic associations. It is not desirable to treat as towns over-grown villages having no urban characteristics.

(5) A *city*, for census purposes, is

- (i) any town whose population in 1941 was not less than one lakh.
- (ii) any town which the State Government decide to treat as a city.

(b) Census Divisions in Rural Areas

(6) (i) The block in rural areas shall be constituted of all villages in a patwari circle with the patwari as the enumerator;

(ii) Co-enumerators may be appointed to assist the patwari, where necessary;

(iii) A Panchayat Secretary should invariably be appointed as Co-enumerator (preferably with the patwari in whose circle he resides).

(7) (i) The supervisor kanungo circle shall be the *circle* for census purposes with the supervisor kanungo as the ex-officio Supervisor.

(ii) Co-supervisors may be appointed from the ranks of inspectors or supervisors of Govt. departments and attached to various circles. They will only supervise the work of enumerators of such blocks as may be assigned to them. Submission of returns and communication of orders to enumerators shall remain the responsibility of the supervisor.

(iii) A Panchayat Inspector should invariably be appointed as co-supervisor. Since the circles of Panchayat Inspectors do not correspond to kanungo circles census work may be allotted to them in either of the following ways:-

(a) Attach each Panchayat Inspector to one kanungo circle only and assign him specific blocks for supervision (preferably those which lie in his circle). This will leave some kanungo circles without a co-supervisor. In such circles appoint as a co-supervisor an inspector or supervisor of some Govt. department residing within the circle or tehsil.

(b) Let the Panchayat Inspector be co-supervisor of all the kanungo circles which fall within his jurisdiction. Allot him specific blocks (from the area in his jurisdiction) for supervision, even if they fall into more than one kanungo circle.

(8) (i) The whole tehsil will form one census charge with the tehsildar as the ex-officio *Charge Superintendent* and the Naib-tehsildar as *Assistant Charge Superintendent*.

(ii) The Sub-divisional Officer of the tehsil shall be the ex-officio *Officer in-charge* of the census operations of the tehsil.

(9) Forest Areas not included in revenue mauzas should be constituted into separate circles and charges, as the case may be, under suitable officials of the Forest Department.

(c) *Census Divisions in Urban Areas*

(10) In urban areas as far as possible

(i) a block should not exceed 150 houses and not fall in more than one mohalla or ward.

(ii) a circle should not contain more than ten blocks;

(iii) a charge should be constituted of whole ward or wards and not exceed 15,000 houses.

(11) (i) All towns having a municipality must form a separate charge or charges, regardless of the population.

(ii) All towns with a population of over 10,000 should be constituted into a separate charge, provided a suitable charge superintendent can be found. Otherwise they may be included in the rural charge and constituted into a separate circle.

(iii) Towns with a population of under 10,000 may be included in the rural charge and constituted into separate circle.

(12) Enumerators in urban areas should be as far as possible employees of Government or local bodies or other well-known non-government concerns or retired government servants who are in a fit state of health. They should be able to read and write Hindi and international numerals.

(13) Supervisors in urban areas should be Sub-deputy Inspectors of schools, head masters, employees of local bodies or any other suitable officials or non-officials.

(14) (i) In towns and cities having Municipal Boards, Cantonment Boards or Notified Areas, the charge superintendent should ordinarily be the Executive Officer / Secretary of the local body. If the local body is divided into more than one charge, the Executive Officer/ Secretary should take over one charge and suitable officials or non-officials appointed to the others.

(ii) In other towns the charge superintendent might be the Secretary of the local body (if one exists), the head master of the town school or any other suitable official or non-official.

(15) The Sub-divisional Officer, City Magistrate or other suitable gazetted officer may be appointed Officer-in-charge of the census of urban area.

(16) A large railway station or settlement should be formed into an independent census charge under suitable railway officials. A small railway station or settlement and dispersed railway buildings should be included in the civil census charge in which they lie; even in such cases railway officials may be employed as supervisors or enumerators.

(17) A Cantonment should be divided into two census charges :

(i) the military area;

(ii) the remainder known as the civil area.

(18) Military and Air Force areas, whether within or outside cantonments, should be constituted as separate charges under suitable Military or Air Force officers. The Military and Air Force Head Quarters, have already sent instructions in this behalf.

(d) Census Division Statements

(19) The following statements showing the layout of blocks, circles and charges in the district are to be prepared:-

- Form 4—Census Division Statement —Charges.
- Form 5— „ „ „ —Circles.
- Form 6— „ „ „ —Blocks (Rural Areas)
- Form 7— „ „ „ —Blocks (Urban Areas)
- Form 8—Census Division Abstract —(Rural Areas)
- Form 9-- „ „ „ —(Urban Areas)

(20) **FORM 4 CENSUS DIVISION STATEMENT—CHARGES**-- It shall show both the rural and urban charges and shall be in the following hand-written form:—

NAME OF DISTRICT (CODE NO.).....

Serial No.	Name of charge	Name & Designation of Charge Superintendent	No. of houses in the charge	Population of charge in 1941 census	No. of supervisor circles in the Charge	Remarks
1	2	3	4	5	6	7

(21) **FORM 5 CENSUS DIVISION STATEMENT—CIRCLES**—This should be prepared by each charge superintendent both for rural and urban areas in the following hand-written form:—

NAME OF CHARGE.....NAME OF DISTRICT (Code No.).....

Serial No.	Name / jurisdiction of circle	Name & address of supervisor	Numbers of blocks included in the circle	Total No. of blocks in the circle	No. of houses in the circle	No. of enumerators	No. of Co-enumerators	Total 7+8	Remarks
1	2	3	4	5	6	7	8	9	10

(22) **FORM 6 CENSUS DIVISION STATEMENT—BLOCKS (RURAL AREAS)**
This is to be prepared for each tehsil, supervisor kanungo circlewise, in the following hand-written form:—

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

Name of Supervisor Kanungo circle.....

Patwari circle No. (or Forest circle No.)	Name & address of patwari (or Forest Official)	Name of village, Forest Area etc.	Code No. of village etc.	Names of hamlets, paraos etc. within the village	No. of houses in each village, hamlet etc.	Population of vill- age, hamlet etc. in 1941	Total population of patwari circle	Names & addresses of co-enumerators	Remarks.
1	2	3	4	5	6	7	8	9	10

NOTE 1—Forest tracts not included in the area of any revenue village will be entered as separate villages. The boundaries to be recognised shall be those of the Forest Department.

2—If village or hamlet has been included in a town do not record its population in this statement. Write the name of the hamlet and against the name say that it has been included in such and such town.

3—In column 7 record total population of the patwari circle opposite the last village of the circle.

4—In column 9 do not fail to write the name and address of the Panchayat Secretary resident within the patwari circle.

(23) **FORM 7 CENSUS DIVISION STATEMENT—BLOCKS (URBAN AREAS)**

This is to be prepared for each urban area, charge and circlewise in the following hand-written form:—

Block No.	Circle No	Name of mohalla or mohallas	Name of ward	Numbers of houses included in the block	Total No. of houses in the block	Name & address of the enumerator	Names & addresses of reserve enumerators	Remarks
1	2	3	4	5	6	7	8	9

(24) **FORM 8 CENSUS DIVISION ABSTRACT (Rural Areas)**—This is to be prepared in the following hand-written form and a copy sent to the Superintendent Census Operations:—

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

Serial No.	Name of Tehsil	Number of S.K. Circles in the Tehsil	Number of patwari circles	Number of Towns included in Tehsil charge	Number of enumerators	Number of Co- enumerators	Total Columns 6 & 7	Remarks
1	2	3	4	5	6	7	8	9

District Total.....

(25) **FORM 9 CENSUS DIVISION ABSTRACT (Urban Areas)**— This is to be prepared in the following hand-written form and a copy sent to the Superintendent Census Operations:—

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

Serial No.	Name of Town	Names of local bodies in the town	Number of houses in each local body	Number of charges in each local body	Names of charges in each local body	Number of circles in each local body	Number of blocks in each local body	Remarks
1	2	3	4	5	6	7	8	9

District Total.....

(c) Census Maps

(26) Maps of abadis in urban areas should be freely used, where available. They should, however, be checked and revised before use so as to bring them up to-date. Where such maps are not available efforts should be made to persuade the local body concerned to get such maps prepared.

(27) Each enumerator, supervisor and charge superintendent of urban areas should be given a copy of the map of the area relating to him with the boundaries clearly demarcated.

CHAPTER VI APPOINTMENT & TRAINING OF CENSUS STAFF

(1) (i) The formal appointment of officers in charge, charge superintendents supervisors and enumerators shall be made by a *parwana* in Form 10 signed by the District Magistrate, the Sub-divisional Officer, the District Census Officer or any other officer duly authorised under section 4 of the Census Act, 1948. This *parwana* shall confer the status of a public servant under section 5 of the Census Act, 1948, on the person appointed.

(ii) The *parwanas* of officer-in-charge and charge superintendents shall ordinarily be signed by the District Magistrate himself and those of the remaining staff by the S. D. O. or other authorised officer.

(iii) The *parwana* shall also be used as identification paper by all census staff and shown to the public if and when required.

FORM 10 PARWANAS

In exercise of the powers delegated to me by Uttar Pradesh Government Notification No. dated.....
I..... District Magistrate/Additional District Magistrate/Sub-Divisional Officer/ District Census Officer of.....
hereby appoint Shri..... as Officer in charge/Charge Superintendent/Circle Supervisor/ Enumerator/of

Signature.....

Date.....

Designation.....

2. (i) The District Magistrate can call upon any Government servant to assist in census operations and to carry out the duties of any post he considers necessary. Likewise all members and employees of local bodies are liable to be called upon to assist in census work within their respective areas..

(ii) The District Magistrate should consult the appropriate authority while assigning duties to any employee of Government department or local body. Due care should be taken to ensure that there is the least possible dislocation of the normal work.

(iii) For special reasons officials of the Canal, Police, Medical and Jail departments are not employed in census work. Police officials, however, can be asked to assist in the census of police stations, police lines, sarais in which the police ordinarily maintain a record of travellers and wandering tribes under police surveillance. Likewise medical officers and jailors can be asked to assist in the enumeration of the institutions with which they are concerned.

3. The responsibility of training census staff in a district is that of the District Magistrate assisted by the District Census Officer.

4. All census staff should receive training. Officers in charge and charge superintendents should ordinarily receive 16 hours training, while supervisors and enumerators should receive at least 12 hours training,

5. (i) The District Census Officers shall be trained by the Superintendent of Census Operations,

(ii) The District Census Officers shall train the charge superintendents and officers in charge.

(iii) The Charge Superintendents shall train the supervisors and enumerators.

6. The training shall consist of the following items:—

(i) Census - General;

(ii) Census Manual;

(iii) Practice of Census Questionnaire.

7. A statement in form 11 showing the dates and hours of training given to census staff shall be maintained (a) by each charge superintendent for enumerators and supervisors and (b) by each District Census Officer for officers in-charge and charge superintendents in order to ensure that every official receives the prescribed training well before the census date.

FORM 11 CENSUS STAFF TRAINING STATEMENT

Serial No.	Name of Officer or officials	Designation	Dates of Training Hours of Training	Total hours of Training
1	2	3	4	5

CHAPTER VII CENSUS OF CANTONMENTS & DEFENCE SERVICES

1. The District Census Officer should contact the officer commanding the station and in consultation with him and the Executive Officer of the Cantonment Board determine zones to be treated as (i) strictly military area within the cantonment (ii) cantonment area outside the strictly military area (iii) non-cantonment military area.

2. (i) The census of the strictly military area, both within and outside the cantonment jurisdiction, shall be carried out under the executive control of the Officer Commanding station he will maintain the closest liaison with the District Census authorities and the State Superintendent,

(ii) The Census of Indian Air Force Stations shall likewise be carried out under the Executive Control of the officer in command of the station.

NOTE—There are only two Indian Air Force Stations in Uttar Pradesh (1) No. 1 B. R. D., I. A. F. Station, Kanpur, (2) I. A. F. Selection Board, Dehra Dun.

(iii) The census of cantonment area outside the strictly military area shall be carried out under the Executive Control of the Cantonment Board.

3. (i) The Officer Commanding the Station or such person as he may appoint in this behalf shall be the charge superintendent of the strictly military area. Ordinarily two supervisors shall be appointed for each unit and as many enumerators as are considered necessary. The enumerators should know Hindi and international numerals. A list of enumerators, supervisors and charge superintendents shall be supplied to the District Magistrate.

(ii) In the Air Force areas charge superintendents, supervisors and enumerators shall be appointed on the same principles as (i) above.

(iii) In the Cantonment area outside the strictly military area the charge superintendent shall ordinarily be the Executive Officer of the Cantonment Board. Supervisors and enumerators shall be appointed on the same principles as in other urban areas (vide Chapter V).

4. (i) The enumeration of Military and Civil population shall be kept distinct and distinguishable in the enumeration pads. Separate pads should be used for each group.

NOTE—The test of distinction between the military and civil population shall be liability to Military Law, e. g., trial by court martial for an offence to the prejudice of good order and military discipline.

(ii) There will be no enumeration of troops on march. In the event of their being on march on March 1, 1951, they should be enumerated before they leave. The same applies to troops travelling by train.

(iii) Many items of information required for the military personnel are contained in the regimental books, which may be referred to where necessary.

5. The Government of India have decided that the expenses in connection with the census of 1951 in cantonments should be met from the Cantonment Funds concerned. Under clause (1) of Section 117 of the Cantonments Act, 1924 (11 of 1924) they have declared that the expenses on census are an appropriate charge on the cantonment funds.

6. With the exception of the above rules the census of Cantonments and Defence Service is subject to the same procedure as of other areas. Without prejudice to the generality of this rule attention is invited to the following points:—

(i) The system of numbering of military areas shall be accepted for census purposes. If any buildings are found un-numbered the military authorities should give a number now. Identification numbers or abbreviations of Units should be settled before hand (Rules 17-19 of Chapter II).

(ii) The District Magistrate shall settle the location code of the Military Area to be recorded on each census slip.

(iii) House-lists need not be prepared for the strictly military areas but should be prepared for the remaining cantonment area.

(iv) *Parwanas* for appointment of census staff in military areas shall be issued by the District Magistrate in order to confer on them the status of a public servant under the Census Act 1948.

(v) The District Magistrate shall make suitable arrangements for the training of the census staff.

(vi) Supply of forms etc. shall be made by the District Magistrate.

(vii) Enumeration slips shall be collected by the District Magistrate after enumeration according to the prescribed procedure.

CHAPTER VIII CENSUS OF RAILWAYS

1. (i) Arrangements for the census of the persons residing within the railway area of a district will be made by the District Census Officer with the co-operation of the local railway officers.

(ii) The Agent or Manager of each railway line has been requested to nominate the local railway officers who will co-operate with the district authorities in the organization of the census in railway areas.

2. (i) The term 'Railway premises' includes a railway station within distant signals, a workshop, a colliery, a steamer ghat and all other such premises within railway boundaries, on which permanent or temporary employees of a railway reside. It does not include buildings beyond the distant signals like gang men's or gatemen's huts.

(ii) Residents include all persons whether railway employees or not who reside on railway premises as defined above. They do not include railway servants or others who work on railway premises by day or night but who ordinarily return to their houses outside the railway premises when off work; these persons will be enumerated in their houses.

3. (i) The organization of the railway premises into Charges, Circles and Blocks will be undertaken by the District Census Officer in co-operation with the local railway authorities.

(ii) Large railway stations will form separate Census Charges in themselves with a suitable railway officer of the place as Charge Superintendent. Care must be taken to ensure that no railway Charge should extend over more than one civil district.

(iii) The ordinary railway settlement or station will form a Circle with a block or blocks and will be included in the civil census Charge in which it lies, the supervisor being generally the local Station Master who will work under the direction of the civil Charge Superintendent of the Charge in which his circle lies.

(iv) The houses or huts of signalmen, gangmen or gatemen and other such railway employees situated outside the distant signal will be included in a block of the nearest village or town and enumerated along with the ordinary population of the block.

4. Charge Superintendents, supervisors and enumerators of the purely railway charges shall ordinarily be employees of the Railway residing in or near the areas with which they have to deal. They should be selected by the local Railway authority but their formal appointment will be made under the signature of the District Officer or S. D. O.

5. Arrangements for the census of the camps on lines under construction will be made by the District Census Officer with the assistance of the Engineer or other railway officer in charge of the work. The camp will be divided into circles and blocks and the Supervisors and Enumerators selected in consultation with the Railway officer incharge.

6. With the exception of the above rules the census of Railway areas is subject to the same procedure as other areas. Without prejudice to the generality of this rule attention is invited to the following points:—

(i) The numbering already existing in Railway areas should be accepted for census purposes. Kuchcha huts, discarded rolling stock and other similar arrangements for the housing of railway staff, which have not been suitably numbered should now be numbered by the Railway authorities (vide rule 17 and 1 of Chapter II).

(ii) The District Magistrate shall settle the location code of the Railway area to be recorded in each census slip.

(iii) House-lists shall be prepared in the same manner as for other areas.

(iv) *Parwanas* for appointment of census staff shall be issued by the District Magistrate or the S.D.O. in order to confer on them the status of a public servant under the Census Act, 1948.

(v) The District Magistrate shall make suitable arrangements for the training of the census staff.

(vi) Supply of forms shall be made by the District Magistrate.

(vii) Enumeration slips shall be collected by the District Magistrate, after enumeration according to the prescribed procedure.

CHAPTER IX ENUMERATION—INSTRUCTIONS TO ENUMERATORS

This chapter will be printed and issued separately.

CHAPTER X ENUMERATION (CONTINUED)—INSTRUCTIONS TO SUPERVISORS

I. *Rural Areas.*

1. You should, immediately on your appointment, obtain a copy of the statement of "Census Divisions-Block (Rural areas)" relating to your circle.

2. Check up the statement of blocks of your circle, particularly to ensure that no inhabited sites have been omitted. Make corrections where necessary, in your copy and the Tehsil copy.

3. Carefully scrutinise the list of co-enumerators attached to the patwaris and make sure that they are fit for their job. Keep a list ready of persons who may replace the co-enumerators, where required.

4. (i) Read carefully the instructions regarding house numbering and the location code contained in Chapter II and III of the Census Manual.

(ii) Houses in rural areas were numbered last year. These numbers will have to be repainted soon after the rains in October–November, 1950. Note that old numbers have to be restored with the help of the house-lists and no new numbers are to be given. Numbering of new houses or houses which were inadvertently left out should be done in accordance with Rule 5 of Chapter II Census Manual. Numbering of households within census houses should likewise be done in accordance with Rule 5.

(iii) Ascertain the code number of the district, the Tehsil and the village from the Charge Superintendent and see that the code number of each village within the Tehsil has been properly revised and corrected in the house lists with the patwaris. Note that the four element code is to be used only in numbering the first and last house of each village. On the remaining houses only the house number need be painted.

(iv) Along with the repainting of the numbers the house-list of each village shall be checked and all the columns in the printed form filled in. You should see that the house-lists previously prepared are returned to the patwaris (or other officials) concerned.

(v) You must check the numbering and house-lists entries in at least 50% of the villages of your circle. The remaining should be checked by the Co-supervisor.

5. (i) You will be responsible for distributing to each enumerator and co-enumerator of your circle a copy of the Enumerator's Book and sufficient number of enumeration pads.

(ii) Each enumeration pad has 100 slips. In distributing pads you are authorised to break up pads as a measure of economy. For instance, if an enumerator has an estimated population of 918 you may allow him 950 slips i. e. nine full pads and half of one pad. *Prepare a statement in Form 21 of the distribution of pads and loose slips for each enumerator and co-enumerator.*

(iii) See that each enumerator writes the code number of the tehsil and village in your presence on each slip. The district code number is already printed on the slips.

6. You should carefully study the Instructions to Enumerators in order to master the enumeration procedure. During the period of enumeration from February 9 to February 28, 1951 and the period of final check from March 1 to March 3 you should be constantly touring and testing the work of your enumerators and co-enumerators. Special attention should be paid to the enumeration of the floating population, visitors, residents absent temporarily and to the correction for births and deaths figures during the enumeration period.

7. You should fix a central spot where all the enumerators and co-enumerators of your circle should meet on the morning of March 6, 1951.

8. You should check up the enumeration pads and enumerators Abstract statements as follows:—

(i) See that the enumeration pads issued to each enumerator and co-enumerator has been returned intact.

(ii) See that all the loose enumeration slips issued to each enumerator and co-enumerator have been returned and all the used ones properly sewn and attached to the last used enumeration pad.

(iii) See that each slip relating to a female is intact and has not been cut at the bottom.

(iv) Examine the slips and correct any obvious error.

(v) Check the statement of each enumerator by entrusting the counting to another person without showing the statement to the latter.

NOTE:—No separate Abstract for the co-enumerator is to be prepared; his figures shall be included in the enumerator's Abstract.

9. When all the enumerators abstracts have been checked and found correct you should prepare the circle summary in duplicate on the printed forms (Form 16) supplied to you. Take care to check the totals by two independent calculations made by selected enumerators.

FORM 16 CIRCLE SUMMARY

Serial No.	Block No.	No. of occupied houses	No. of Literates	POPULATION		
				Males	Females	Total

10. You should then cut out each enumerator's abstract out of each Enumerator's Book, arrange all the abstracts in serial order and stitch them to your circle summary.

11. You should thereafter collect for each block the house-lists and the used enumeration pads, and tie them into neat village-wise bundles. Paper

wrappers may be used for protection and the name of the village with pargana and patwari circle number written on the wrapper. All bundles of one patwari circle should be tied together in one bundle and all these bundles arranged in serial order of the patwari circles and securely tied. You should then prepare a packet of these bundles after putting at the top a copy of the circle summary.

12. (i) You will then go to the place previously fixed by the Charge Superintendent and personally hand over to him:

(a) the packet mentioned above

(b) a copy of the circle summary with enumerator's abstracts attached.

(ii) You should obtain a signed receipt for these papers.

(iii) If your circle is remote and you are so ordered by the District Census Officer, you will send your circle summary by the quickest route to the Charge Superintendent, subsequently bringing the packet yourself.

II. Urban Areas

13. You should, immediately on your appointment, obtain a copy of the Statment of 'Census Divisions-Blocks (Urban areas)' relating to your circle. If possible, you should also obtain a copy of the map of your circle.

14. You should then go round the boundary of your circle with the supervisors of adjoining circles to make sure that there is no misunderstanding regarding your respective jurisdiction. You should then report in writing to your Charge Superintendent that you have done this. It will be for the Charge Superintendent to clarify any confusion with regard to jurisdiction of various circles.

15. Contact all the enumerators of your circle and report to the Charge Superintendent with reasons if you consider any enumerators unfit for Census work.

16. (i) Read carefully the instructions regarding House-numbering and the Location Code contained in Chapter II and III of the Census Manual.

(ii) Check up the numbering of your circle to see in particular that no house is left unnumbered. New houses or houses whose numbering was inadvertently left out should be numbered in accordance with Rule 5, Chapter II.

(iii) Check up the house-lists of your circle if they are ready; otherwise see that they are prepared in accordance with instructions contained in chapter IV of the Census Manual.

17. (i) You will be responsible for distributing to each enumerator of your circle a copy of the Enumerator's Book, a copy of the Block House-list and sufficient number of enumeration pads.

(ii) Each enumeration pad has 100 slips. In distributing pads you are authorised to break up pads as a measure of economy. For instance if an enumerator has an estimated population of 418 you may allow him only 450 slips i. e. 4 full pads and half of one pad. *Prepare a statement in Form 21 of the distribution of pads and loose slips to each enumerator.*

(iii) See that each enumerator writes the code number upto the third place in your presence. The district code number is already printed on the slips.

18. You should carefully study the instructions to Enumerators in order to master the enumeration procedure. During the period of enumeration from February 9 to February 28, 1951 and the period of final check from March 1 to March 3 you should be constantly touring and testing the work of your enumerators. Special attention should be paid to the enumeration of the floating population, visitors, residents absent temporarily and to the correction for births and deaths figures during the enumeration period.

19. You should fix a central spot where all the enumerators and co-enumerators of your circle should meet on the morning of March 6, 1951, and check up the enumeration pads and Enumerator's Abstract in the same manner as provided for in Rule 8. Prepare your circle summary in the printed form (Form 16) supplied to you and take care to check the totals by two independent calculations made by selected enumerators.

20. Cut out enumerators Abstract out of each Enumerator's Book, arrange all the abstracts in serial order and stitch them to your circle summary.

21. You should thereafter collect for each block the house-lists and the used enumeration pads, and tie them into neat mohalla or ward-wise bundles. Paper wrappers may be used for protection and the name of mohalla/ward/Local Body written on the wrapper. All bundles of one mohalla or ward should be tied together in one bundle and all these bundles arranged in serial order of the mohalla or ward and securely tied. You should then prepare a packet of these bundles after putting at the top a copy of the circle summary.

22. (i) You will then go to the place previously fixed by the Charge Superintendent and personally hand over to him

(a) the packet mentioned above

(b) a copy of the circle summary with enumerators abstracts attached.

(ii) You should obtain a signed receipt for these papers.

CHAPTER XI ENUMERATION (Continued)—INSTRUCTIONS TO CHARGE SUPERINTENDENTS

1. You are responsible for the direction, and superintendence of all census operation in your charge.

2. You should carefully study the whole of the Census Manual,
3. You will be given a course of training by the District Census Officer. You will then give suitable training to your supervisors and enumerators.
4. Scrutinise the formation of blocks and circles in your charge carefully and effect changes, with the approval of the District Census Officer, where necessary
5. Inspect the numbering in your charge and see that supervisors carefully follow the instructions in this regard. In particular make sure that supervisors and enumerators understand correctly the definition of a census house and that no house is left un-numbered.
6. See that the house lists have been carefully filled in.
7. (i) The distribution of enumeration pads and other forms to supervisors will be made by you. You may keep a small reserve with you. The enumeration pads should not be broken while being distributed to supervisors,
(ii) You should maintain a statement of receipt and distribution of each form.
(iii) You should report your additional requirements of forms, if any to the District Census Officer without any delay, giving reasons for the extra demand.
8. You should see that enumerators have recorded correctly the code numbers upto the third place on all enumeration pads.
9. You should be constantly on the move during the period of enumeration.
10. You should check at least 10% entries in each block. Pay special attention to entries about persons temporarily absent, visitors to the block, floating population, population of institutions, and births and deaths during the period of enumeration.
11. You should fix a central spot where the supervisors will meet you not later than the 8th March, 1951. You will take delivery from each supervisor of his circle summary and of the bundles containing enumeration pads, house-lists etc. and arrange to give a receipt for them.
12. You must satisfy yourself that,
(i) the enumeration pads and other forms issued to the supervisors have been correctly accounted for;
(ii) the circle summaries have been correctly prepared by getting them independently checked;
(iii) No block or circle has been inadvertently omitted from the Abstract Statements.
13. You should then prepare your charge summary in Form 17 in duplicate taking assistance of selected supervisors. A copy of the charge summary

together with the circle summaries (to which the block statements are already attached) should be sent to the District Census Officer by March 10, 1951 positively.

FORM 17 CHARGE SUMMARY

Serial No.	Circle No.	No. of occupied houses	No. of Literates	POPULATION		
				Males	Females	Total

14. Carefully pack the bundles given by the supervisors in the serial order of circles together with a copy of the charge summary in a box or a gunny bag and seal it. You should write the name of your charge with other details together with your own name on the box or gunny bag. Send it to such place as the District Census Officer may direct.

**CHAPTER XII ENUMERATION (Continued)--INSTRUCTIONS
TO OTHER SUPERVISING OFFICERS.**

1. The District Census Officer will guide and supervise census work throughout the district subject to the control of the District Officer.

2. The Sub-divisional Officer shall be the ex-officio officer-in-charge of the census operations of his tehsil. For urban areas the District Magistrate may appoint the Sub-divisional Officer, City Magistrate or other suitable Gazetted Officer as Officer-in-charge of census operations.

3. The Officer-in-charge should carefully study the Census Manual and, in particular, devote special attention to the following items of work:—

- (i) the arrangement and checking of census sub-divisions;
- (ii) the selection and the appointment of census staff;
- (iii) the proper distribution of census forms;
- (iv) the house numbering and the preparation of house-lists;
- (v) the training of census staff and inspection of their work;
- (vi) the verification of entries made by the enumerators in the enumeration slips.

4. The Sub-divisional Officer and other Officers-in-charge shall submit the following reports to the Collector through the District Census Officer:

- (i) A monthly report about the progress of census work in his sub-division. The first report will be submitted on October 5, 1950 and the last on April 5, 1951.

(ii) A report about house-numbering in his sub-division, to be submitted on January 5, 1951. This should give in detail the number of inspections made by supervisors, Assistant Charge Superintendents, Charge Superintendent and the Officer-in-charge himself; the defects discovered and steps taken to remove them.

(iii) A report regarding the training of staff in his sub-division, giving the number of hours of training given to each enumerator, supervisor, Assistant Charge Superintendent and Charge Superintendent, the degree of proficiency reached by each, and steps taken to replace unsuitable staff. This should be submitted by February 5, 1951.

(iv) A report about the verification of the entries in the enumeration slips by the Charge Superintendent, Assistant Charge Superintendent, and by the Officer-in-charge himself to be submitted on March 5, 1951. This should give details of the blocks and the number of slips verified by each official.

5. (i) The District Census Officer will train the Sub-divisional Officers, Officer-in-charge, Charge Superintendents and Assistant Charge Superintendents.

(ii) Charge Superintendents will train their supervisors and enumerators.

6. Sub-divisional Officers, Officers-in-charge, Charge Superintendents and Assistant Charge Superintendents will, within their respective areas, constantly test the knowledge of census officials.

7. Training and testing should be done as frequently as possible. Blackboards should be used, wherever available, to train a group of officials.

8. The procedure in respect of enumeration and the questions to be asked at the time of enumeration should be explained to the public at every possible opportunity. Assistance of leading non-officials should be taken for this purpose.

9. (i) In the case of fairs lasting one or two days in the earlier part of the period of enumeration no special arrangement for enumeration of the visitors will be necessary. But in the case of fairs which last for the entire period of enumeration or which occur at the end of the enumeration period there will be some visitors who will not return to their usual place of residence by March 1, 1951 and are, therefore, likely to escape enumeration altogether unless special arrangements for their enumeration *at the fair* are made. There will be simultaneous enumeration at such fairs on February 28, 1951. The enumerator should enquire from a visitor to the fair whether he has been enumerated elsewhere and enumerate him only if he has not been already enumerated.

(ii) The District Census Officer will find out if such fairs will take place in his district and submit his detailed proposals for the enumeration of the visitors to such fairs.

10. On receiving the charge summaries the District Census Officer will

(i) compare them with the circle list and the circle summaries to see that the latter have been correctly posted and that no circle has been omitted;

(ii) carefully check the figures of each summary;

(iii) post the totals of each charge summary in the form of District Summary (Form 18).

FORM 18 DISTRICT SUMMARY

Serial No.	Name of Charge	No. of occupied houses	No. of Literates	Population			Remarks
				Males	Females	Total	

11. Five copies of the District Summary will be prepared. Two copies will be sent by registered post to Provincial Census Superintendent, two to Census Commissioner for India, Ministry of Home Affairs, New Delhi, and one will be retained as office copy. These summaries must be despatched *not later than* March 13, 1951.

CHAPTER XIII NATIONAL REGISTER OF CITIZENS

1. There shall be a National Register of Citizens of the Indian Union. It shall be compiled in parts, one relating to each village and each ward of every town or city. The Register shall contain the names of all citizens enumerated during the forthcoming 1951 census, arranged by households in the house-numbering order in the part relating to the village/ward where enumerated, and shall be in the following form:—

District No. and Name.....

Tehsil/Town No. and Name.....

Village/Ward No. and Name.....

FORM 19 NATIONAL REGISTER OF CITIZENS

Serial No.	House or House-hold No.	Name (with serial no. of each person in the household)	Relation-ship to head of household	Sex	Religion	Special Group	Civil Con-dition
1	2	3	4	5	6	7	8

Age	Economic Status		Principal means of livelihood	Secondary means of livelihood	Literacy & Education	Remarks
	Dependency	Employment				
9	10	11	12	13	14	15

2. The Register is intended to serve the following purposes:—

(i) *Local extraction of census information*— In the process of census tabulation it is customary to concentrate on the tabulation of purely demographic and economic data for the sake of speed. It will now be possible with the help of this Register to extract and compile additional data as and when found necessary or convenient by the State Government.

(ii) *Framework for socio-economic survey based on random sampling*—The Population Data Committee, the Health Survey and Development Committee, and the Gregory Committee have all laid stress on the preparation and maintenance of registers of households, both for rural and urban areas, as a framework for starting socio-economic as well as demographic enquiries. The Register will implement this recommendation.

(iii) *Maintenance of Electoral Rolls*—The Electoral Rolls will have to be kept up-to-date from year to year. Since this Register will contain a record of the ascertained age of every citizen it will be possible annually to extract from it the age group which has become entitled to the vote.

(iv) *Improvement in the efficiency of census enumeration*—The prescription of this Register is bound to improve the standard of efficiency of census enumeration and supervision.

3. Instructions will issue from time to time regarding the preparation and maintenance of this Register.

CHAPTER XIV ACCOUNTS

1. All expenditure on census operations will be Central and debited to the major head "47-Miscellaneous department-Census"

2. So far as district officers are concerned, expenditure on census operations will fall under three heads and no new head other than those should be opened without the concurrence of the Superintendent of Census Operations:—

- (i) Pay of establishment;
- (ii) Allowances, Honoraria, etc.;
- (iii) Other charges.

3. *Pay of Establishment*—Under this head will be debited the pay of the district census clerk or special pay or allowance of such part-time clerks as may be sanctioned for census work.

4. *Allowances, Honoraria etc.*—A proposal that all T. A. for census work should be debited to state budget in lieu of a lump sum grant from the Government of India is under the consideration of the State Government. Until further instructions all T. A. expenses of state staff may continue to be debited to State budget. The need for the utmost economy in this respect should be emphasised on all concerned. As far as possible census touring should be combined with touring for other work.

Dearness allowance of the census clerks should be debited to this head.

5. *Other Charges.* A sum of Rs. 150/- has already been placed at the disposal of each District Magistrate. The following classes of expenditure should be debited to this head:—

(i) *Stationery* e. g. articles of petty stationery including thread for enumerators, supervisors and superintendents.

(ii) *Postage and telegram charges;*

(iii) *Freight;*

(iv) *House-numbering charges*, i. e. expenditure on the purchase of geru, coal-tar etc.;

(v) *Miscellaneous.*

6. (i) Bills in respect of expenses against 'Pay of establishment'; 'Allowances, Honoraria' etc. and "Other charges" should be drawn separately and the following classification mentioned in each bill:—

"47-Miscellaneous Departments- Statistics- Census-B- Enumeration-B-1. Pay of establishment"

"47-Miscellaneous Departments- Statistics- Census-B- Enumeration-B-2. Allowances, Honoraria etc."

"47-Miscellaneous Departments- Statistics- Census-B- Enumeration-B-4. Other Charges."

(ii) All bills should be sent to the Superintendent Census Operations in duplicate for countersignature before presentation to the Treasury.

(iii) Detailed monthly contingent bills must be forwarded in duplicate to the Superintendent Census Operations along with the vouchers required under paras 182-183 of the Financial Hand Book, Volume V, for countersignature.

(iv) All bills must be invariably marked 'Central'

7. District Officers will furnish to the Superintendent Census Operations not later than the fifth of every month a statement of expenditure of the preceding month in the annexed form No. 20. A "nil" statement should be sent in case there has been no expenditure.

FORM No. 20

Statement showing the expenditure for the month of.....195
in district.....on Census Operations under Head 47-Miscellaneous
Departments- Statistics- Census. B. Enumeration.

Detailed Head of Account	Expenditure			Remarks
	During the month	To the end of the previous month	Total	
B. Enumeration				
B. 1. Pay of Establishment				
B. 2. Allowances, Honoraria, Dearness Allowance etc.				
B. 4. Other Charges.				
(a) Stationery				
(b) Postage and Telegrams				
(c) Freight				
(d) Purchase of material for numbering houses in rural areas				
(e) Miscellaneous				
Total B.4 Other Charges				
Grand Total				

8. Receipts and recoveries of expenditure in connection with census operations (e. g. Sale-proceeds of waste paper) should be credited as receipts under the head "Central XXXVI-Miscellaneous Departments-Statistics-Census"

9. No forms etc. may be printed locally without the previous approval of the Superintendent of Census Operations.

CHAPTER XV FORMS

1. The following is a list of the Census Forms. The last column indicates whether the forms are to be printed or hand-written and, if printed, who will print and distribute them.

Form No.	Description of Form	Reference to Census Manual	To be printed or hand-written
1.	House List Block House List—Urban Areas	Chapter IV Rule 2 ,, IV ,, 3 (iv)	To be printed and distributed by Govt. Press Allahabad
2.	House-List Abstract-Rural Areas	,, IV ,, 3 (v)	Hand written
3.	House-List Abstract-Urban Areas	,, IV ,, 3 (v)	,,
4.	Census Divisions-Charges	,, V ,, 20	,,
5.	Census Divisions-Circles	,, V ,, 21	,,
6.	Census Divisions-Blocks (Rural Areas)	,, V ,, 22	,,
7.	Census Divisions-Blocks (Urban Areas)	,, V ,, 23	,,
8.	Census Divisions-Abstract (Rural Areas)	,, V ,, 24	,,
9.	Census Divisions Abstract (Urban Areas)	,, V ,, 25	,,
10.	Parwanas (i) Charge Superintendent and Officer-in-charge (ii) Supervisors (iii) Enumerators	,, VI ,, 1	To be printed and distributed by the Supdt. Census Operations
11.	Census Staff Training Statement	,, VI ,, 7	Hand-written
12.	The Enumeration Pad	,, X ,, 5&7	To be printed and distributed by Govt. Press, Aligarh
13.	The Enumerator's Book	,, X ,, 5&7	To be printed
14.	The Enumerator's Abstract (Rural Areas)	,, X ,, 8	and distributed by the Supdt.
15.	The Enumerator's Abstract (Urban Areas)	,, X ,, 19	Census Operations
16.	The Circle Summary	,, X ,, 9	,,
17.	The Charge Summary	,, XI Rule 13	,,
18.	The District Summary	,, XII ,, 10	,,
19.	National Register of Citizens	,, XIII	,,
20.	Monthly Statement of Census Expenditure in Districts	,, XIV	Hand-written
21.	Statement of Receipt and Distribution of Census Forms	,, XV	,,
22.	District Census Statistics (Rural)	,, XV	To be printed and distributed by the Supdt.
23.	District Census Statistics (Urban)	,, XV	Census Operations

2. The forms which are to be hand-written should be prepared according to the rulings given in the Manual at appropriate places. No alterations in the rulings are to be made without the approval of the Superintendent Census Operations.

3. The distribution of Census Forms shall be made through the District Census Officer, who will in turn employ the channel of Charge Superintendents and Supervisors. The District Census Officer, the Charge Superintendents, and Supervisors shall each maintain a Statement of Receipt and Distribution of Census Forms in the following form:—

**FORM 21 STATEMENT OF RECEIPT AND DISTRIBUTION OF
CENSUS FORMS**

Form No..... Language.....

Date	Particulars	Receipts	Issues	Balance
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4. **FORM 22 DISTRICT CENSUS STATISTICS (RURAL)**— This is to be prepared Tehsil-wise in the following form:—

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

Code No. of village	Name of village	Pargana	Thana	No. of houses	No. of households	Population		
						Males	Females	
1	2	3	4	5	6	7	8	
of which							Remarks	
Total	Hindus	Muslims	Scheduled castes	Others	Total			
9	10	11	12	13	14	15		

5. **FORM 23 DISTRICT CENSUS STATISTICS (URBAN)**— This is to be prepared for each local body of an urban area in the following form:—

Name of local body (Code No.)..... Name of Town Code No.....

Code No. of Mohalla	Name of Mohalla	Name of Ward	No. of houses	No. of households	Population			
					Males	Females	Total	
1	2	3	4	5	6	7	8	
of which							Remarks	
Hindus	Muslims	Scheduled castes	Others	Total				
9	10	11	12	13	14			

APPENDICES

APPENDIX I. SPEECH OF THE HON'BLE SARDAR PATEL AT THE CONFERENCE OF STATE CENSUS SUPERINTENDENTS

Friends: I am very glad to inaugurate this conference of Census Superintendents of States. Ever since I assumed charge of the Home Ministry, I have been taking some interest in the census matters and I was really very happy to have been instrumental in placing on the Statute Book a permanent enactment dealing with the whole operation of census.

2. I am sorry to miss in this gathering our permanent Census Commissioner Mr. Yeatts, whose ill-health has kept him away from a work which is so dear to his heart. I am sure, with me, you will all wish him a speedy recovery.

3. Few people outside realise that census is an administrative operation of great dimensions and, in addition, it is a scientific process. Indian Census, in particular, covers the largest population in the world and it is also one of the most economical administrative operations. Census as an institution goes back to the remote past, but it is no longer a mere counting of heads; it involves extraction of information which plays a vital role in the determination of many of our administrative policies. The facts elicited during the course of this operation yield valuable scientific data of sociological importance. In many matters it provides a useful guide for the effectiveness or otherwise of our economic policies. The theory of population is in itself an interesting part of economics. The census helps us to test and adapt that theory to facts. There is also another significant advantage which I should like to stress. Census affords an opportunity for Government to reach every home throughout the length and breadth of this country; little hamlets in far off jungles or perched on mountain tops alike feel with prosperous and easily accessible townships the beat and throb of a pulsating administration. It is also one of the greatest achievements of honorary endeavour; for instance, the process of enumeration would involve visits by over a million honorary enumerators to about 64 million homes inhabiting 350 million citizens.

4. The forthcoming census is the first census of a free Republican India. It is also the first census of a partitioned India. The enumerators will, therefore, visit homes of India's millions of citizens as representatives of a new institution and we shall have to adapt ourselves to a new basis of comparison and tabulation. The constitution, for the first time, recognises the important role of census. It has been specifically provided that the data collected at successive censuses should form the basis for the delimitation of territorial constituencies. There is also another departure from past practice. Formerly there used to be elaborate caste tables which were required in India partly to satisfy the theory that it was a caste-ridden country and partly to meet the needs of administrative measures dependent on caste divisions. In the forthcoming census this will no longer be a prominent feature and we can devote our energies and attention to the collection and formulation of basic economic data relating to the means of livelihood of the people and other economic activities of the individual and the State.

5. Hitherto, the census used to be looked upon as a decennial operation for which haphazard temporary arrangements used to be made. I have already stated that there is now a permanent Census Act on the Statute Book and Government have already a permanent office of the Registrar General and Census Commissioner. It is our intention through this unified organisation to effect continuous improvement over the whole field of population data including the

Census and vital statistics and to conduct experiments in sampling which would reduce not only the elaboration of these operations but also the cost. I hope, in your deliberations, you will take note of the changes which have now taken place in the character of the census operations and you will go back to your states fully familiar with the trends of ideas here in order to implement them on the actual field. I wish your deliberations all success.

APPENDIX II. INDIAN CENSUS ACT (ACT NO. XXXVII OF 1948)

Whereas it is expedient to provide for the taking of census in the Provinces and Acceding States of India or any part thereof whenever necessary or desirable and to provide for certain matters in connection with the taking of such census;

It is hereby enacted as follows:—

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

(2) It extends to all the Provinces of India and also to any Acceding State for which the Central Legislature has for the time being the power to make Laws as respects census.

2. *Interpretation*—In this Act, all references to the Provinces of India shall be construed as including reference to the Acceding States to which this Act for the time being extends, and in relation to any such Acceding State, all references to the Provincial Government shall be construed as references to the Government of that Acceding State.

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

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

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

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

(4) The Provincial Government may delegate to such authority as it thinks fit the power of appointing Census Officers conferred by sub-section (2).

5. *Status of census authorities as public servants*—The Census Commissioner, all Superintendents of Census Operations and all Census Officers shall be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

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

(a) every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war, of India,

(b) every person (except a pilot or harbourmaster) having charge or control of a vessel,

(c) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public charitable, religious or educational institution,

(d) every keeper secretary or manager of any sarai, hotel, boarding house, lodging house, emigration depot or club,

(e) every manager or officer of a railway or commercial or industrial establishment, and

(f) every occupant of immoveable property wherein at the time of the taking of the census persons are living,

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

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

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

(a) all owners and occupiers of land, tenure-holders, and farmers and assignees of land revenue, or their agents,

(b) all members of the district, municipal, panchayat and other local authorities and officers and servants of such authorities, and

(c) all officer and members of staff of any factory, firm or establishment,

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

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

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

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

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

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

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

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

11. *Penalties*—

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

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

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

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

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

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

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

(h) any person who trespasses into a census office,

shall be punishable with fine which may extend to one thousand rupees and in a case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

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

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

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

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

14. *Jurisdiction*— No court inferior to that of a Presidency Magistrate or a Magistrate of the second class shall try, whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. *Records of Census not open to inspection or admissible in evidence*— No person shall have a right to inspect any book, register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under section 10, and notwithstanding anything to the contrary in the Indian Evidence Act, 1872 (I of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. *Temporary suspension of other laws as to mode of taking census in municipalities*.— Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Superintendent of Census Operations or with such other authority as the Provincial Government may authorise in this

behalf, shall, at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

17. *Grant of statistical abstracts.*—The Census Commissioner or any Superintendent of Census Operations or such person as the Provincial Government may authorise in this behalf may, if he so thinks fit, at the request and cost (to be determined by him) of any local authority or person, cause abstracts to be prepared and supplied containing any such statistical information as can be derived from the census returns for the Provinces of India or the Province, as the case may be, being information which is not contained in any published report and which in his opinion it is reasonable for that authority or person to require.

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

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

**APPENDIX III. GOVT. OF INDIA, MINISTRY OF HOME AFFAIRS, NOTIFICATION
No. 2/26/49 (1)-PUBLIC, DATED JANUARY 12, 1950.**

In pursuance of section 3 of the Census Act, 1948 (XXXVII of 1948) the Central Government is pleased to declare that a Census of the population of India shall be taken during the year 1951. The reference date for the census will be sunrise on the 1st March, 1951.

**APPENDIX IV. THE UTTAR PRADESH LOCAL AUTHORITIES (PAYMENT OF
CENSUS EXPENSES) ACT, 1950. (ACT No. 18 OF 1950)**

Whereas it is expedient to confer power on the State Government to charge to a local fund the expenses incurred in connexion with the taking of census in the areas served by the local authority concerned;

It is hereby enacted as follows:

1. *Short title, extent and commencement*—(1) This Act may be called the Uttar Pradesh Local Authorities (Payment of Census Expenses) Act, 1949.

(2) It extends to the whole of the Uttar Pradesh.

(3) It shall come into force at once.

2. *Definitions*—In this Act, unless there is anything repugnant in the subject or context, "census" means a census held under and in accordance with the provisions of the Census Act, 1948. (XXXVII of 1948).

3. *Power to charge census expenses to local funds*—Notwithstanding anything in any enactment, rule, regulation or by-law in regard to municipal, notified area or district board funds, the State Government may, by general or special order, direct that the whole or any part of any expenses incurred,

whether before or after the commencement of this Act, in connexion with the taking of census within the limits of any municipality, notified area or district board, may be charged to the funds of such municipality, notified area or district board, as the case may be.

4. *Numbers affixed on a house deemed to be affixed by local authority*— Notwithstanding anything contained in any law, the numbers painted or affixed on any house, enclosure or other place under section 9 of the Census Act, 1948, shall, in the case of any local authority or class of local authorities declared in that behalf by the State Government by notification in the *Gazette*, be deemed for purposes of any enactment relating to such local authority or class of local authorities to be numbers affixed or marked in pursuance of the provisions of the enactment applicable to them.

5. *Power to make rules*— The State Government may make rules for carrying out the purposes of this Act.

**APPENDIX V. COPY OF ARMY HEADQUARTERS, ADJUTANT GENERAL'S BRANCH
MEMORANDUM No. 50356/ AG/ ORG/ASO.I (a), DATED 13th.
MACRH, 1950 TO ALL ARMY COMMANDS**

Subject:—STATISTICS—The 1951 All-India Census

The Ninth All-India Census will relate to sunrise on 1st March, 1951.

2. An extract from the instructions issued by the Registrar General to the Census Superintendents on the General Scheme for the 1951 Census and a list of the Census Superintendents are attached

3. You will instruct all Officers Commanding Stations that they are to immediately contact their respective Census Superintendents and affect the closest possible liaison.

4. Where an O. C. Station is unable to personally devote constant attention to the Census operations he shall appoint an officer as the Military Census Officer. The O. C. Station however will continue to maintain executive control over the Census operations under the advice of the Census Superintendent.

5. The Census Superintendent shall lay down the plans for the Census campaign and the general directions, objectives, method of training enumerators, etc., but the Military Census Officer shall have to carry it out.

6. (a) The following particulars in respect of the nominated Military or Cantonment personnel as Census Officers will be forwarded to these HQRS. at the earliest:—

- (a) Rank
- (b) Name
- (c) Appointment
- (d) Office Address
- (e) Residential address
- (f) Office Telephone No.
- (g) Residential Telephone No.

(b) Amendments to this list will be forwarded as and when they occur.

**APPENDIX VI. COPY OF AIR HEADQUARTERS MEMO No, AIR HQ/6574/11/P.S.
DATED 17TH MAY 1950.**

THE 1951 CENSUS

1. The Ninth All-India Census will relate to sunrise on 1st March 1951.
 2. Appendices 'A' & 'B' containing extracts from the instructions issued by the Registrar General to the Census Superintendents on the general scheme for the 1951, census and a list of Superintendents of Census Operations respectively, are attached hereto.
 3. The Commanding Officers of Stations/Units are to contact, as early as possible, their respective Census Superintendents and maintain with them the closest liaison in regard to the forthcoming census operations. Where a C. O. cannot personally devote constant attention to the Census Operations, he is to appoint a suitable officer not below the rank of Flight Lieutenant. The C.O.'s will, however, continue to maintain executive control over the Census Operations under the advice of Census Superintendents. The C. O.'s are to ensure complete success of the Census Operations in regard to Air Force Personnel and Civilian personnel residing in the domestic-site of the Station/Unit.
 4. The following particulars in respect of nominated Air Force Census Officers are to be forwarded to this Headquarters as early as possible:—
 - (a) Rank
 - (b) Name
 - (c) Appointment
 - (d) Office Address
 - (e) Residential address
 - (f) Office Telephone No.
 - (g) Residential Telephone No.
- Any amendment to the above list is to be forwarded to this Headquarters as and when it occurs.
5. Please acknowledge.

**APPENDIX VII. COPY OF RAILWAY BOARD'S LETTER No. E50CE2/2, DATED
NEW DELHI, JUNE 20, 1950 TO THE GENERAL MANAGERS,
ALL INDIAN RAILWAYS**

Subject:—Decennial Census to be held in 1951

Please refer to this office letter No. E-39CE2/2, dated October 28, 1939 containing instructions issued in regard to census in 1941. It is proposed to take the decennial census in 1951. The procedure will generally be the same as that adopted in 1941.

2. The plans for the census, general directions, objectives, method of training enumerators etc. will be laid down by the Census Superintendents/Commissioners but the railway officers appointed for the purpose will be responsible for carrying them out. A list of Census Superintendents / Commissioners is enclosed. It is desired that respective Census Superintendents/ Commissioners should be contacted immediately and efforts made to maintain closest possible liaison with them.

3. The Railway Board trust that as on previous occasions, Railways will co-operate with the civil authorities in the matter.

APPENDIX VIII, COPY OF DEFENCE MINISTRY'S LETTER No. 14647-G/-D. 8(a)/49 DATED THE 17th. JANUARY 1950 TO THE GENERAL OFFICERS COMMANDING-IN-CHIEF

Subject:— 1951 Census

The Government of India have decided that the expenses in connection with the forthcoming census in 1951 in Cantonments should be met from the Cantonment Funds concerned. Under clause (I) of Section 17 of the Cantonments Act, 1924 (II of 1924), they declare that the expenditure on that Census is an appropriate charge on the Cantonment Funds.

2. I am directed to request that the Cantonment Boards in your jurisdiction may be informed accordingly and may be asked to co-operate with the Census Officers in their work.

APPENDIX IX. COPY OF LETTER NO. 5326-G/ L&C/ 50, DATED JUNE 28, 1950 FROM THE MINISTRY OF DEFENCE TO THE GENERAL OFFICER COMMANDING-IN-CHIEF, EASTERN COMMAND.

I am directed to forward a copy of letter No. 494/Census-19-1950, dated the 30th May 1950 from the Superintendent Census Operations, Uttar Pradesh addressed to the Registrar General, India, Ministry of Home Affairs and to request that the Cantonment Boards in your jurisdiction may please be directed to depute the requisite staff for the purpose.

2. I am also to add that the Cantonment Boards may please be asked to keep on their record a copy of the statistics of the small industries collected in respect of their Cantonment.

APPENDIX X. COPY OF U. P. GENERAL ADMINISTRATION DEPARTMENT G. O. No. 14/ III-CENSUS/ 1950, DATED MARCH 10, 1950 TO THE SUPERINTENDENT CENSUS OPERATIONS, UTTAR PRADESH, RAMPUR.

I am directed to say that the Governor has been pleased to delegate to you the powers of a Head of the Department in this State and authorise you to correspond direct with the District Magistrates on all matters connected with the census of 1951.

APPENDIX XI CODE NUMBERS OF DISTRICTS, TAHSILS AND TOWNS OF OVER ONE LAKH POPULATION IN UTTAR PRADESH

Sl. Code no. of district	Name District	Sl. Code no. of Tahsils/Towns of over one lakh population	Name of Tahsils/Towns of over one lakh population	Sl. Code no. of district	Name of District	Sl. Code no. of Tahsils/Towns of over one lakh population	Name of Tahsils/Towns of over one lakh population
1	2	3	4	1	2	3	4
1.	Dehradun	1	Chakrata Tahsil	2.	Saharanpur	1	Deoband Tahsil
		2	Dehra Dun "			2	Nakur "
		3	Dehra Dun Town			3	Roorkee "
						4	Saharanpur "
						5	Saharanpur Town
						6	Hardwar Town

3. Muzaffarnagar	1 Budhana Tahsil	12. Bijnor	1 Bijnor Tahsil
	2 Jansath "		2 Dhampur "
	3 Kairana "		3 Nagina "
	4 Muzaffarnagar "		4 Najibabad "
4. Meerut	1 Baghpat Tahsil	13. Budaun	1 Bisauli Tahsil
	2 Ghaziabad "		2 Budaun "
	3 Hapur "		3 Dataganj "
	4 Mowana "		4 Gunnaur "
	5 Meerut "		5 Sahsawan "
	6 Sardhana "	14. Moradabad	1 Amroha Tahsil
	7 Meerut City		2 Bilari "
	8 Meerut Canton-		3 Hasanpur "
	ment		4 Moradabad City
5. Bulandshahr	1 Anupshahr Tahsil		5 Moradabad Tahsil
	2 Bulandshahr "		6 Sambhal "
	3 Khurja "		7. Thakurdwara "
	4 Sikandrabad "	15. Shahjahanpur	1 Shahjahanpur "
6. Aligarh	1 Atrauli Tahsil		2 Powayan "
	2 Hathras "		3 Jalalabad "
	3 Iglas "		4 Tilhar "
	4 Khair "		5 Shahjahanpur Town
	5 Koil "	16 Pilibhit	1 Bisalpur Tahsil
	6. Sikandrarao "		2 Pilibhit "
	7 Aligarh City		3 Puranpur "
7. Mathura	1 Chhata Tahsil	17 Farrukhabad	1 Chhibramau Tahsil
	2 Mat "		2 Farrukhabad "
	3 Mathura "		3 Kaimganj "
	4 Sadabad "		4 Kannauj "
	5 Mathura Town	18. Etawah	1 Auraiya Tahsil
8. Agra	1 Agra Tahsil		2 Bharthana "
	2 Bah "		3 Bidhuna "
	3 Etmadpur "		4 Etawah "
	4 Fatehabad "	19. Kanpur	1 Akbarpur "
	5 Firozabad "		2 Bhoignipur "
	6 Kheragarh "		3 Bilhaur "
	7 Kiraoli "		4 Derapur "
	8 Agra Town		5 Ghatampur "
9. Mainpuri	1 Karhal Tahsil		6 Kanpur "
	2 Jasrana "		7 Kanpur Town
	3 Bhogaon "	20. Fatehpur	1 Fatehpur Tahsil
	4 Mainpuri "		2 Khaga "
	5 Shikohabad "		3 Khajuha "
10. Etah	1 Aliganj Tahsil	21. Allahabad	1 Chail Tahsil
	2 Etah "		2 Handia "
	3 Jalesar "		3 Karchana "
	4 Kasganj "		4 Manjhanpur "
11. Bareilly	1 Aonla Tahsil		5 Meja "
	2 Baheri "		6 Phulpur "
	3 Bareilly "		7 Sirathu "
	4 Faridpur "		8 Soraon "
	5 Nawabganj "		9 Allahabad Town
	6 Bareilly Town		

22. Jhansi	1	Garotha	Tahsil	33. Basti	1	Bansi	Tahsil
	2	Jhansi	"		2	Basti	"
	3	Lalitpur	"		3	Domariaganj	"
	4	Maharoni	"		4	Harraiya	"
	5	Mauranipur	"		5	Khalilabad	"
	6	Moth	"	34. Azamgarh	1	Azamgarh	Tahsil
	7	Jhansi	Town		2	Mohammadabad	"
23. Jalaun	1	Jalaun	Tahsil		3	Sagri	"
	2	Kalpi	"		4	Ghosi	"
	3	Konch	"		5	Phulpur	"
	4	Orai	"		6	Lalganj	"
24. Hamirpur	1	Hamirpur	Tahsil	35. Naini Tal	1	Haldwani	Tahsil
	2	Kulpahar	"		2	Kashipur	"
	3	Mahoba	"		3	Kichecha	"
	4	Maudaha	"		4	Naini Tal	"
	5	Rath	"	36. Almora	1	Almora	Tahsil
	6	Charkhari	"		2	Champawat	"
25. Banda	1	Banda	Tahsil		3	Pithoragarh	"
	2	Baberu	"		4	Ranikhet	"
	3	Naraini	"	37. Garhwal	1	Chamoli	Tahsil
	4	Karwi	"		2	Lansdowne	"
	5	Mau	"		3	Pauri	"
26. Banaras	1	Banaras	Town	38. Lucknow	1	Lucknow	Tahsil
	2	Banaras	Tahsil		2	Malihabad	"
	3	Chandauli	"		3	Mohanlalganj	"
	4	Bhadohi	"		4	Lucknow Town	"
	5	Chakia	"	39. Unnao	1	Hasanganj	Tahsil
27. Mirzapur	1	Chunar	Tahsil		2	Purwa	"
	2	Dudhi	"		3	Safipur	"
	3	Mirzapur	"		4	Unnao	"
	4	Robertsganj	"	40. Rae Bareilly	1	Dalmau	Tahsil
28. Jaunpur	1	Jaunpur	Tahsil		2	Maharajganj	"
	2	Karakat	"		3	Rae Bareilly	"
	3	Machchlishahr	"		4	Salon	"
	4	Mariahu	"	41. Sitapur	1	Biswan	Tahsil
	5	Shahganj	"		2	Misrikh	"
29. Ghazipur	1	Ghazipur	Tahsil		3	Sidhauli	"
	2	Mohammadabad	"		4	Sitapur	"
	3	Saidpur	"	42. Hardoi	1	Bilgram	Tahsil
30. Ballia	1	Ballia	Tahsil		2	Hardoi	"
	2	Bansdih	"		3	Sandila	"
	3	Kasra	"		4	Shahabad	"
31. Gorakhpur	1	Gorakhpur	Town	43. Kheri	1	Lakhimpur	Tahsil
	2	Bansgaon	Tahsil		2	Muhammadi	"
	3	Gorakhpur	"		3	Nighasan	"
	4	Maharajganj	"	44. Faizabad	1	Akbarpur	Tahsil
	5	Pharenda	"		2	Bikapur	"
32. Deoria	1	Deoria	Tahsil		3	Faizabad	"
	2	Hata	"		4	Tanda	"
	3	Padrauna	"	45. Gonda	1	Gonda	Tahsil
	4	Salempur	"		2	Tarabganj	"
					3	Utraula	"

46. Bahraich	1 Bahraich Tahsil	50. Tehri-Garhwal	1 Deoprayag Tahsil
	2 Kaisarganj „		2 Pratapnagar „
	3 Nanpara „		3 Rawari „
47. Sultanpur	1 Amethi Tahsil		4 Tehri „
	2 Kadipur „	51. Rampur	1 Bilaspur Tahsil
	3 Musafirkhana „		2 Huzur „
	4 Sultanpur „		3 Milak „
48. Pratapgarh	1 Kunda Tahsil		4 Shahabad „
	2 Pratapgarh „		5 Suar „
	3 Patti „		6 Tanda „
49. Bara Banki	1 Fatehpur Tahsil		7 Rampur Town
	2 Haidarganj „		
	3 Nawabganj „		
	4 Ramsanehighat „		

APPENDIX XII. LIST OF DISTRICT CENSUS OFFICERS, UTTAR PRADESH
(Corrected up to August 1, 1950)

Sl. No.	Name of District	Name of District Census Officer	Designation
● KUMAUN DIVISION			
1.	Naini Tal	Shri B. K. Tandon	Deputy Collector & Dist. Panchayat Raj Officer
2.	Almora	Shri R.P. Ghildiyal	„ „ „
3.	Garhwal	Shri P.C. Srivastava	„ „ „
4.	Tehri-Garhwal (Narendranagar)	Shri Baldeo Singh	Settlement Officer
ROHILKHAND DIVISION			
5.	Bareilly	Shri Udai Bir Singh	Deputy Collector
6.	Bijnor	Shri Ram Bahadur Pradhan	„ „
7.	Badaun	Shri Mohanmad Wasim Khan Yusufzai	„ „
8.	Moradabad	Shri Maharban Singh	Deputy Collector & Dist. Panchayat Raj Officer
9.	Shahjahanpur	Shri Rajiv Lochan Sharma	„ „ „
10.	Pilibhit	Shri Mohd. Saifullah Khan	Deputy Collector
11.	Rampur	Shri Krishna Bahadur Pradhan	„ „
MEERUT DIVISION			
12.	Dehradun	Shri Gian Prakash I.A.S.	Assist. Collector & Dist. Panchayat Raj Officer
13.	Saharanpur	Shri K. C. Sharma	Deputy Collector & Dist. Panchayat Raj Officer
14.	Muzaffarnagar	Shri Anangpal Singh	„ „ „
15.	Meerut	Shri K. P. Singh I.A.S.	Assistant Collector
16.	Bulandshahar	Shri Prithvi Nath Sahai	Deputy Collector & Dist. Panchayat Raj Officer
AGRA DIVISION			
17.	Aligarh	Shri Tilak Singh	Deputy Collector
18.	Mathura	Shri Anup Singh	Deputy Collector & Dist. Panchayat Raj Officer

19.	Agra	Shri R. Coomer	Deputy Collector
20.	Mainpuri	Shri A. A. Khwaja	" "
21.	Etah	Shri S. M. Ifrahim	" "
LUCKNOW DIVISION			
22.	Lucknow	Shri C.P. Srivastava I.A.S.	Assistant Collector
23.	Unnao	Shri Muhi Uddin Ahmad	Deputy Collector & Dist. Panchayat Raj Officer
24.	Rae Bareli	Shri V. D. Bahukhandi	Deputy Collector
25.	Sitapur	Shri Dwarka Prasad Gupta	" "
26.	Hardoi	Shri Huzur Uddin Ahmad	Deputy Collector & Dist. Panchayat Raj Officer
27.	Kheri	Shri T P. Tewary	Deputy Collector
FAIZABAD DIVISION			
28.	Faizabad	Shri Mahendra Nath Shukla	Deputy Collector & Dist. Panchayat Raj Officer
29.	Gonda	Shri Inderjit Narain Rai	" " "
30.	Bahraich	Shri Shri Murl Shyam Manohar	Deputy Collector
31.	Sultanpur	Shri K. S. Mall	" "
32.	Pratapgarh	Shri Onkar Sahai	Deputy Collector & Dist. Panchayat Raj Officer
33.	Barabanki	Shri W. M. Singh	" " "
ALLAHABAD DIVISION			
34.	Farrukhabad	Shri P. S. Gautam	Deputy Collector
35.	Etawah	Shri J. N. Gupta	" "
36.	Kanpur	Shri Lalit Mohan Ghildyal	" "
37.	Fatehpur	Shri Har Prasad Singh	" "
38.	Allahabad	Shri N. S. Mathur	" "
JHANSI DIVISION			
39.	Jhansi	Shri Kabir Uddin	" "
40.	Jalaun (Orai)	Shri Mohammad Munauwwar	Deputy Collector & Dist. Panchayat Raj Officer
41.	Hamirpur	Shri Rameshwar Prasad Saksena	" " "
42.	Banda	Shri P. C. Tyagi	Deputy Collector
GORAKHPUR DIVISION			
43.	Gorakhpur	Shri B. N. Rai	Deputy Collector & Dist. Panchayat Raj Officer
44.	Deoria	Shri Maiku Lal Shukla	" " "
45.	Basti	Shri Mathura Prasad	" " "
46.	Azamgarh	Shri J. D. Shah	Deputy Collector
BANARAS DIVISION			
47.	Banaras	Shri Mahmudul Hasan	Deputy Collector & Dist. Panchayat Raj Officer
48.	Mirzapur	Shri Athar Husain	" " "
49.	Jaunpur	Shri N. S. Ansari	Deputy Collector
50.	Ghazipur	Shri Mohammad Safiul Haq	Deputy Collector & Dist. Panchayat Raj Officer
51.	Ballia	Shri Avadh Behari Mathur	" " "

APPENDIX XIII CENSUS QUESTIONNAIRE.

1. Name and relationship to the head of the household.
2. What is your
 - (a) Nationality?
 - (d) Religion?
 - (c) Special Group?
3. Are you unmarried, married, widowed or divorced ?
4. What is your age on last birth-day?
5. Were you born in this district? If not, in what district and state?
6. Are you a displaced person from Pakistan? If so ,when did you come to the Indian Union and from which district of Pakistan?
7. What is your mother-tongue ?
8. What other Indian languages do you commonly use ?
9. (1) Are you a self-supporting person, a non-earning dependent, or an earning dependent ?
(2) Are you ordinarily
 - (a) an employer?
 - (b) an emplyoee?
 - (d) an independent worker ?
10. Principal means of livelihood.
11. Secondary or subsidiary means of livelihood.
12. Can you
 - (a) Read?
 - (b) Write?
 - (c) Read and write ?
(Give the highest examinations passed.)
13. Are you in active search for Employment? If so, for how long ?
14. Sex (whether male or female),

APPENDIX XIV. REPLICA OF ENUMERATION SLIP

1.	_____
2a.	_____ b. _____
c.	_____
3.	_____ 4. _____
5.	_____
6.	_____ _____
7.	_____ 8. _____
9.	_____ _____
10.	_____

11.	_____
12.	_____
13.	_____ 14.