

1961 POPULATION CENSUS SERIES—4



INSTRUCTIONS FOR ENUMERATION

PART I—GENERAL

ISSUED BY

*The Superintendent of Census Operations,
Maharashtra State. Bombay:*

1960

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not be conscious of this, if at all the real purpose of the
Census is to be properly served it is necessary that
every person participating in this activity must be
made conscious of the responsibility that he has to
shoulder.”

... ..“I wish that the Census of this State
should not only be perfect but should be the best in
the country.”

*(Extracts from the speech delivered before the
Collectors' Conference by Shri Y. B. Chavan,
Chief Minister of Maharashtra.)*

INTRODUCTION

India seems to have had some form of Census taking even 2000 years ago. In recent times, however, regular Censuses started from 1872 and this 1961 Census which you are going to take is the tenth of the series. It is the Second Census since Independence and its period closely coincides with the completion of the Second Five-Year Plan and with the beginning of the Third.

2. *Valuable information.*—You will collect very valuable information in this Census. It will be used to evaluate the progress which we have made in social and economic fields after Independence and through the first two Five-Year Plans.

3. The distribution and growth of population observed in this Census will be used to estimate regional and national requirements of food, clothing, education, health, medical amenities, employment, etc. The planners and administrators of the country will be thus using the facts and figures which you collect in this Census for formulation of Governmental policies over a long time. Trade and Industry also use this information to study regional or national requirements of consumption goods, and availability of manpower and determine the location or lines of production and trade accordingly.

4. *Accuracy of work.*—It is essential that the facts and figures which will be so used as a basis for future planning are collected with utmost accuracy. The value of a Census depends upon accuracy. All the past Censuses had been conducted in difficult conditions. But the work had always been of a very high standard, and has earned a high place for India in the Census map of the world.

5. *People's co-operation.*—You will be taking the 1961 Census in very favourable circumstances. The Census Forms have been designed and printed with a view to make your work as easy as possible. You will also get abundant co-operation from the people as the need for and the importance of a Census is now appreciated all over the country. Nothing prevents you from making this 1961 Census the best of all the Censuses held so far.

6. *Your own attitude.*—Much will depend upon your own approach to the Census work given to you. True, that it is an addition to your normal work, and that you are not accustomed to such a trying job. But, it has been given to you and to thousands of persons like you because it is the only way of taking a Population

Census in a great country like ours. The country's law requires you to do this work. Your officers will also give you concessions from office attendance, office hours, etc. A small honorarium will also be paid to you to meet your out-of-pocket expenses incurred on purchase of stationery, to and fro journeys, etc. Moreover, such occasions come only once in ten years. Why should you not, then, take pleasure in being so closely associated with the most extensive operation of stock taking of the nation's progress. You would not mind the small addition to your normal work or the other accompanying inconveniences, if you work with a feeling that the work you do for the Census will be your humble contribution in this great national endeavour.

7. *Courtesy to the people*—While on Census duty you have to approach all the households in the area assigned to you and to ask many questions about all persons, men and women, young and old. The law requires them to give truthful answers to your questions. Everybody will certainly do so.

8. Nonetheless, your visits are also going to inconvenience them. Only through your cordiality you can reduce this inconvenience and save your own time as well as theirs. The people would respect you because of your good behaviour. They would respect you more if you yourself feel and always keep in mind that you are engaged in a respectable job and that you are doing it for your nation. Such a feeling will provide enough patience to you also to bear with a few exceptional types of people who would often not reply properly and would sometimes ask you to come later on or even refuse to reply to your questions.

9. *Recognition of work—Medals*.—Courtesy to the people and a very high standard of accuracy of work will, therefore, be your two guiding principles while you are doing Census work. Your good work will be certainly recognised. Government has ordered that the quality of work performed for Census should be considered while writing annual confidential reports. In addition, the Government will be awarding silver and bronze medals to the enumerators and supervisors whose work is judged by the Collectors to be above the mark. Your work has also to be in keeping with the high administrative standards of our State. You will certainly give off your best for the Census.

ADMINISTRATIVE SET-UP.

10. *Administrative Set-up*.—The entire Census work in a district proceeds under the control and guidance of the Collector. His Personal Assistant has been designated as District Census Officer who assists the Collector in all aspects of Census work. The Executive Health Officer of Bombay Municipal Corporation is the Chief Census Officer for Greater Bombay Municipal Corporation area.

11. Revenue Officers in charge of talukas or mahals have been appointed as Charge Officers. Municipal Chief Officers or Secretaries also work as Charge Officers for a few selected big municipalities. Executive Officers of Cantonment Boards are in charge of Census work for the respective Cantonment areas. The Deputy Municipal Commissioner of Nagpur and the Medical Officer of Health, Poona Municipal Corporation are Charge Officers respectively for Nagpur and Poona Municipal Corporation areas.

12. The Charge Officers are responsible for efficient conduct of Census work. They have been empowered to appoint persons for various duties pertaining to Census. They would also sign declarations to that effect. In a few cases, Section Officers have been appointed to assist them.

13. The Charge Officers will :—

- (i) make appointments of enumerators and supervisors and assign areas of work to them;
- (ii) make arrangements for their training;
- (iii) arrange supply of all Census forms, literature etc.; and
- (iv) provide effective supervision over Census work in the field.

14. *Enumerator and his Block.*—Persons appointed to do Census work on the field are called enumerators. Each of them has to work for a specified area, which is called his “Block”. A block may be a whole village or part of a village or a ward or section in a town. Normally a block would have a population of about 600 in urban areas and about 750 in rural areas.

15. *Supervisor and his Circle.*—A supervisor is appointed to supervise the work of about six enumerators. The area given to him for supervision is called his “Circle”. Normally it would contain six blocks or a population of about 3,600 in urban areas and of 4,500 in rural areas. A circle may consist of a village or a group of villages or a ward or a portion of a ward in urban areas.

16. *Appointment Order.*—You would receive an order of appointment for Census work from the Charge Officer during the first week of December 1960. A copy of these instructions and some other literature also will be enclosed with it. The order of appointment is a statutory order made under the provisions of the Census Act of India. Under the provisions of this Act, no one can refuse to do the work entrusted to him.

TRAINING.

17. *Training.*—The order of appointment will be followed by another order asking you to attend three rounds of training at specified centres and on certain fixed dates. It is your duty to attend

all the training rounds. Your failure to attend any training round may be considered as negligence or failure in performance of duties.

18. You should read these instructions and the other literature sent to you before you attend any training round. Also follow the instructions in the training class attentively. Do ask questions in the class and get your doubts or difficulties clarified. Do not miss any opportunity of getting actual practice of Census work. It will add confidence to your understanding.

19. Each round of training would consist of two theory classes and a practical demonstration in which at least 5 Household Schedules and 10 Individual Slips should be filled in before the batch of trainees. The third round will start with actual practice of enumeration called Training Census. You will be actually enumerating ten households and fifty individuals and filling ten schedules and fifty slips specially printed in red ink for this purpose. This round will close with a discussion on the mistakes made and the difficulties experienced by you and your colleagues during the Training Census.

20. The object of training is not only to teach the method of Census work. It is also intended to develop among all enumerators and supervisors a common and uniform understanding of all questions. We can imagine that Census information will lose much of its comparability if each enumerator or supervisor gives his own meaning and content to the Census questions.

21. *Programme of training and enumeration.*—The programme of training and enumeration will be as follows :—

1. 1st round of training ... Some day between 16th and 31st December 1960.
2. 2nd round of training ... Some day between 1st and 15th January 1961.
3. 3rd round of training ... Some day between 16th and 31st January 1961.
4. Receive second set of Census forms and advance payment of honorarium. ... During the 1st week of February 1961.
5. Actual enumeration work. ... 10th February to 5th March 1961.
6. Submission of records in the Charge Office ... 6th March 1961.
7. Receive balance of honoraria. ... During the 2nd week of March 1961.

STATE GOVERNMENT'S ORDERS.

22. The Government of Maharashtra have through their Government Resolution, General Administration Department, No. CNS-1060/558-H of 18th June 1960, ordered as follows :—

“Preliminary arrangements for the 1961 Census are being made in the districts and the municipal areas in the State of Maharashtra. Field work for Census will be done as follows :—

	Period.
(1) House-numbering and preparation of House-lists	16th September to 15th October 1960.
(2) Enumeration	.. 10th February to 5th March 1961.

Census work, will, as in the past, be done by the fullest use of all establishments under the control of the Government of India, the State Government and the local bodies on a voluntary basis.

2. Census is a nation-wide administrative operation involving demands on the services of staff which will have to be met from the resources of all establishments throughout the country. Government is accordingly pleased to direct that the Heads of Departments and Heads of Offices should spare the services of as many of their staff as may be required for appointment as Section Officers, Supervisors and Enumerators, by Collectors, Mamlatdars (Tahsildars), Municipal authorities, etc.

3. Local Census Officers will be drawing minimum required staff from various departments. The Heads of Departments and Heads of Offices should, therefore, not support any claims for exemption from Census work. Nor should they sanction leave to any employee selected for Census duty except on medical grounds.

4. All employees of the State Government should accept and perform readily any work connected with the Census which is entrusted to them by responsible local Census Officers. Government servants are specifically instructed that they should give no cause for complaint by the officers in charge of the Census in respect of the performance of Census duties. They should perform their duties as diligently and conscientiously as the normal duties of the posts held by them. The manner in which they have performed Census duties will be taken into account in the periodical assessment of their work and conduct.

5. Census work is spread over a few weeks in order to reduce the number of employees to be drawn from various offices and also in order to enable them to carry out their duties conveniently. Section Officers, Supervisors and enumerators may not, therefore, always have full-time job during the periods indicated in paragraph 1 above and it will be possible for them to attend to their urgent work. Heads of Departments and Offices are requested to give concessions to such persons in the matter of office attendance, disposal of normal work, etc. not only during the periods indicated above but also during the periods preceding them in which they will be called upon to make preliminary arrangements for Census or to receive training and instruction.

6. As in the past, Census work will be done by all Government employees on a voluntary basis as a part of their normal duty. Government of India may, however, order payment of honoraria to meet the small out-of-pocket expenses incurred by Government employees while on Census duty. Orders regarding payment of such honoraria will be issued in due course.

7. Divisional Commissioners and the Director of Education are requested to communicate these orders to all the local authorities within their jurisdiction."

HONORARIUM.

23. During 1951 and all previous Censuses, enumeration work had been done purely on voluntary basis i.e. without any extra payment for it. The same traditions will continue for the 1961 Census also. Under the above Government orders all employees of Government and local bodies will perform Census work as a part of their normal duty. The Government have however ordered payment of honorarium at the following rates to all enumerators and supervisors to cover small items of out-of-pocket expenditure incurred by them on purchase of paper, pencil, ink or on to and fro journeys :—

To Enumerators—

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|--------------------|--|
| (a) In Urban areas | ... One rupee for every 40 persons enumerated. |
| (b) In Rural areas | .. One rupee for every 50 persons enumerated. |

To Supervisors—

- | | |
|--------------------|---|
| (a) In Urban areas | ... One rupee for every 200 persons enumerated. |
| (b) In Rural areas | .. One rupee for every 250 persons enumerated. |

24. An amount of Rs. 5 will be paid to you as an advance out of the total honorarium payable to you. This advance will be paid when the second set of Census forms are issued to you from the Charge Office. Balance of honoraria will be calculated on the basis of actual work done by you. Payment of that balance will be made to you during the second week of March 1961.

25. *Second set of Census forms.*—After you have completed all the three rounds of training, the Charge Officer will issue the second set of Census forms and literature to you. You may have to go to the Charge Office to obtain this set and to receive the advance payment of honorarium. This should be done during the 1st week of February 1961.

26. The second set issued to you from the Charge Office will consist of the following :—

A. *Enumerator's set—*

- (i) A letter of authority ;
- (ii) Required number of household schedule pads of 50 schedules and pads of 25 schedules ;

- (iii) Required number of individual slip pads of 100 slips and 25 slips ;
- (iv) Two copies of block reports ;
- (v) Abbreviated Houselist prepared for the block concerned ;
- (vi) One copy of printed pulp board or sheet showing abbreviations to be used.

B. *Supervisor's set*—

- (i) A letter of authority ;
- (ii) Spare pads of household schedules and individual slips, one of each category and size ;
- (iii) Two copies of block reports ;
- (iv) One printed pulp board or sheet showing abbreviations to be used.

27. You should check up the contents of the set carefully. During this visit to the Charge Office you should also seek instructions from the Charge Officer if you have any doubts about the boundaries of your block or circle, its location code numbers or about any other matter related to Census work.

ENUMERATION.

28. *Preliminary round in the block.*—As soon as you receive the second set of forms you should go round your block with the abbreviated houselist in your hands and familiarise yourself with the houses it contains and its boundaries. Your block must have been shown to have some natural boundaries. This round will enable you to see which are those boundaries. You should thus make doubly sure of complete coverage in your block.

29. *Scheme of Work.*—You have to obtain certain particulars like age, marital status, place of birth, religion, literacy, education, language, economic activity, etc. in respect of all persons and also particulars regarding cultivation of land, household industry etc. for all households in your block. You have to visit every household in your block and interview the head of the household or some other person in the household for collecting the required information. You should record the information as returned for individual persons in the individual slips. You have to use one slip separately for each person. The information collected for households is to be recorded in the household schedules by similarly using a schedule separately for each household.

30. *Reference Date.*—Size of population as well as its characteristics go on changing day by day. Age, education and economic activity also change in course of time. The information you collect should, therefore, be as it happens to be at sunrise on 1st March 1961. This date has been fixed by Government as the reference date.

31. In the past, Census used to be taken all over the country during only one night. That practice, however, required a huge army of people for enumeration, and involved unmanagable tasks of training and supervision. The one night enumeration method has now been given up and the work is now spread over three weeks.

32. *Two rounds of visits.*—You start visiting households in your block and recording information from 10th February 1961, and complete one full round of all households in the block by 27th February 1961. You would of course record information about individuals or households as found at the time of your visits to those households. From 1st March to 5th March 1961, you visit each of the households again and record all changes by births, deaths, visitors, etc. which had occurred after your first visit and before the sunrise on 1st March 1961. Thus, during your second round—called the revisional round—you correct the entire information collected during your first round and make it tally with the conditions as actually obtaining at sunrise on 1st March 1961.

33. *100 per cent. coverage.*—Census is valued because of its complete coverage. Its objective is, therefore, to have a 100 per cent. count. No one should be left uncounted. Nor should anyone be counted twice. The other objective is that the information should be complete. All questions should be asked for every person and for every household and answers recorded against every item. In other words, no item should be left blank or unrecorded in any Slip or Schedule. The answers should also be recorded neatly, in proper places and with correct abbreviations. Any mistake in recording an answer would make the entry ambiguous and the completeness of your information is lost to that extent.

34. *Careful handling of Census Forms.*—The Charge Officer has given you Census Forms to meet your probable requirement. You should keep and use those Forms very carefully. Slips and Household Schedule Pads in which you have recorded information are very valuable records. Any damage or loss would mean your doing the work again.

35. You should number pads of slips and household schedules. You should take the second pad only after all pages of the first have been filled in. You should first utilise all pads of 100 slips and then start with pads of 25 slips.

36. In no case should a slip or schedule be torn out of the pad. Even if some mistake has been made or a slip or Schedule is spoiled you should not tear it out. You should simply draw two cross lines over it and write as 'spoiled'.

37. After completion of work you have to return all pads, used, partly used and unused to the Charge Officer. You have to account not only for the number of pads but also for the spoiled and cancelled slips or schedules. Numbering of all the pages in the pads will also help you in preparing pad abstracts and block reports.

38. *Visits to households.*—You know that as a preparation for Census, all houses in your block have been numbered and listed very recently. A list of houses and names of heads of households residing in your block is given to you in the second set. You should follow the same sequence of houses as in the list for your visits to the households. You start on 10th February, with the first house in the list, then visit the second, then third and so on. As soon as you have visited a household and recorded complete information for it and for all persons, you should tick of its number in the list.

39. You should not leave any household till you have filled in slips for all members of the household and a schedule for the household itself. Take particular care to ask information of young babies and visitors who are most likely to be left out of the count unless you specially ask for them.

40. *Visit all houses.*—House numbering has been done a few months ago. There may have been many changes in the meantime. Apart from the changes in the sizes of households, a few households might have also changed places. New houses might have been built up. Houses which were vacant then or were used for non-residential purposes may now be occupied by households. You may also come across a house which had altogether escaped numbering in the first stage. The list of houses given to you will thus be useful only as a guide. You should not treat it as an exhaustive list. You should yourself work with a searching eye and do everything possible to locate new or unnumbered houses. Farm houses which are normally scattered far and wide should not be missed. You should make enquiries for all houses, sheds, huts, or similar structures to find out if any one is residing there. Location of all households residing in your block is the first important step in securing 100 per cent. count. The next step is of counting all persons in every household.

41. You should thus work with great vigilance and (i) visit all households residing in your block at the time of enumeration whether they are included in the list or not; and (ii) count all persons in each household.

42. *New or unnumbered houses.*—While you follow the numbering sequence as appearing in the list, you also see round and try to discover unnumbered or unlisted households. As soon as you

come across one you should enter it at the end of the list with the number of its preceding house and letter A prefixed to it. If you discover a new or unnumbered house after a house bearing number 33(2) the discovered house should be entered at the end of the list with number A 33(2) and so on.

43. You are taking Census of an area given to you. You should not, therefore, restrict to the list of houses given to you only for use as an outer frame for work. You should also not restrict work only to the goathan of the village or town. You should also work for houses, situated outside the goathan but within the administrative limits of blocks given to you. If you have any doubt about the extent of your block, you should immediately seek clarification from the supervisor or the Charge Officer.

44. *Interview.*—During your visit to a household you interview the head of the household or any other adult member of the household who can answer your questions accurately and give information about himself as well as of other members of the households. You should, on entering a house, wish according to the local custom and introduce yourself and explain the purpose of your visit. You should always carry the Letter of Authority with you. If demanded you should show it. You should frankly admit that you are going to take some of his valuable time and ask him a few questions. This would create a sort of friendly atmosphere. You should be very business like during the interview as you have to cover a large population within a short period. Refrain from controversial matters. Do not discuss political matters. Do not enter into an argument with anyone with regard to his religion or language.

45. You should also thank the person interviewed after your interview is over. The cordial atmosphere which you are able to create during the interview will not only save your time but would also improve the quality of the answer and through them the accuracy of your information.

46. *Secrecy of Answers.*—You should remember that the information you collect is of a confidential nature and you are bound by law to maintain secrecy about it. Disclosure of any information is punishable under the Census Act of India. There should, therefore, be no unauthorised person accompanying you during the interview.

47. *No Unauthorised Questions.*—You are permitted only to ask the questions incorporated in the slip and the household schedule. You should not, therefore, ask any other unauthorised questions.

48. *Refusal to Answer.*—If the person being interviewed refuses to answer your questions you should use tact and humour and very politely explain the nature of your enquiry and the provisions of law which are equally binding upon him. In 99 per cent. cases, you may be able to overcome difficulties in this manner. If you come across any more difficult case, you may seek instructions from your supervisor or Charge Officer. It should be your duty, however, to be patient with everybody and not to get provoked in any case.

49. *Repeated Visits.*—In a few cases, you may not be able to find the head of the household or any other person capable of giving you the required information in your first visit. Some houses might be locked or vacant. You may have to repeat your visits to such houses and go at a time suitable to the household. Repeated visits will also be needed if you do not get adequate answers in your first visit.

50. *Sequence of Work.*—You will start work with the filling of slips for all the persons of the household. After recording information for all persons in the household you will fill in the household schedule. For filling of slips also the sequence should be to take the head of the household first followed by his wife and children in the order of their ages, then the other related members of the household and then in the last unrelated members of the household. In other words, the sequence should be in the order of nearness of relation and between near relatives that of age. You should make repeated inquiries about infants and very young children for they are liable to be left out of count.

51. You should ask questions in the same order as they are printed in the slip and in the household schedule.

52. *Form of Questions.*—The questions have been printed in brief on the slips and on the household schedules. You should note the complete versions of the questions. Otherwise, you may not understand their full meaning and implication. A printed copy showing full versions of all questions will be supplied to you separately.

53. *Daily output of work.*—You have to complete work for about 150 households by 28th February. Simultaneously you have to complete writing of Part II of Household Schedule as well as of pad abstracts. On the 28th of February, you may have to work only on the houseless population. You may also keep one or two days for unforeseen difficulties. You thus have only 16 days for work inclusive of holidays. You should, therefore, complete enumeration of atleast 10-12 households and 40-50 persons every day and also write Part II, for the households enumerated during the day,

at night. Enumeration of 10 households and about 40-50 persons and writing of Part II and of pad abstracts will together mean 4 to 5 hours work for you every day. It is necessary to keep this speed throughout the enumeration period. It will enable you to do work with equal care and attention and there may be no necessity to rush through the work during the fag end of the enumeration period.

54. *Correct recording of Answers.*—Against every question asked you should truthfully record the information that has been returned by the person interviewed. Making of any false returns is punishable under the Census Act of India.

55. All answers should be recorded in the slips and household schedules in ink. The recording should be done in appropriate places, i.e. in the geometrical designs provided for that purpose. Answers should also be recorded with the abbreviations prescribed for use. You will find these abbreviations for recording answers of questions at Appendix I. A printed pulp board or sheet showing all these abbreviations will also be given to you as a part of the second set.

56. Recording of information obtained under a question in a wrong place would nullify your enquiry to that extent. It is important to ask all questions to all persons. It is equally important to record their answers in correct places and with correct abbreviations.

57. *Part II instructions for writing individual slips and household schedules.*—Instructions for filling individual slips and household schedules are given in Part II. They should be studied thoroughly.

58. *Pad Abstracts.*—For every pad used you have to write a pad abstract on its brown cover. You have to count for each pad the number of slips for males and females separately. Out of each you have also to count separately literates among males and literates amongst females. For this you should count all slips which have against Question 6, an entry of 'L' or a name of examination passed i.e. an entry other than 'O'.

59. *Houseless Population.*—On the night of 28th February, you should enumerate the part of the population which lives without any fixed abodes or leads a nomadic life. Such people are constantly on move. Working on only one night (28th February) throughout the country will prevent their being counted twice.

60. Household schedules and slips will be filled in for such houseless persons in the same manner as for the general population. Normally, there would be a small number of such persons in a block and it should be possible for the enumerator to count all of them

alone. The village pátíl or the local police officer will assist the enumerator in going round the block at night and in obtaining information from the houseless persons.

61. Should there be a big camp of nomads or a similar concentration of beggars and other houseless persons in any block, the Charge Officer and the Supervisor will provide special assistance and the work of enumeration of the houseless persons may go on for two nights i.e., may continue even on the night on 1st March, 1961.

62. During the preliminary and the first enumeration rounds in the blocks, the enumerator should have noted the places in his block where houseless persons are likely to be residing.

63. In the case of big cities, special instructions will be issued by the Charge Officers. They would also arrange for Police help required for this work.

64. Care will have to be exercised to distinguish between the genuine houseless population and the persons, who do have houses and live in the households, but sleep on the streets or at other public places. You should also not confuse temporary visitors and travellers who have already been enumerated in their households.

65. *Final Round.*—You would have completed enumeration of all households and houseless population on 28th February 1961. From 1st March 1961 to 5th March 1961, you should revisit all the households. Ask first if there has been a new birth. Then ask about visitors and lastly if there has been any death. Address your questions with due decorum, so as not to cause any hurt to anyone's feeling.

66. You should fill in a new slip for a child born after your first visit and before sunrise of 1st March. If the child has not been given a name write unnamed or 'Baby' etc.

67. If you find that any person whom you had enumerated in your first visit has died before the sunrise of 1st March you should cancel the relevant slip by drawing two cross lines over it and by overwriting the word 'dead' on it.

68. If you find any visitor who has not been enumerated elsewhere because of his having left his place of normal residence before 10th of February, you have to enumerate him and fill in a new slip.

69. It should be remembered that new slips are to be filled in or old slips are to be cancelled only for changes before sunrise of 1st March. You should not take any notice of births or deaths occurring after sunrise of 1st March.

70. You should read out from Part II of the household schedule the names of persons enumerated in the household to someone there. Make enquiries if someone else has been left out. Also ask for domestic servants if any residing in the households.

71. *Block Report.*—After completing the second round of all the households and having written new slips and cancelled some slips for births and deaths you should make appropriate corrections in Part II of the household schedule concerned. Pad abstracts should also be corrected accordingly.

72. After having made all these corrections you should fill in the Block Report. It is a simple form and you have to carry the entries from pad abstracts to it and prepare totals for your block.

73. *Submission of Records.*—The only remaining item of work is submission of the Block Report and enumeration records to the Charge Officer through your Supervisor. You have to return even unused pads of slips or schedules and accounts in Parts I and II of the Block Report for the pads which had been given to you. All papers should be received in the Charge Office on 6th March 1961.

DUTIES OF SUPERVISORS.

74. *Supervisor's Duties.*—Supervisors have to assist Charge Officers in the efficient conduct of the Census Operations in all stages. It is their duty to see that the enumerators attend all the training rounds, take the training properly and also get adequate practice. If anyone of the enumerators does not attend a training round or does not take the training seriously, the supervisor concerned should report the matter to the Charge Officer and under his guidance take steps to make the enumerator attend the training round at another centre.

75. The Supervisor should also know the person who is proposed as an enumerator in reserve for his Circle. He should take care of his training as much as he takes of other enumerators.

76. The Supervisor should see that all his enumerators get enough stock of Census Forms and literature. He should carry some pads as spare with himself and should supply them where needed and also take prompt steps to ensure supplies to all his enumerators.

77. Inspection of work on the field and guidance to the enumerators on spot are the two most important duties of the Supervisor. The Supervisor should meet all his enumerators in the first two days i.e., either on 10th or 11th of February, and see that they have started work and that everyone is working on right lines. This first supervision round is very important because it is only for the first 20 to 25 households that an enumerator might make a few

mistakes and might experience some difficulties. After correcting such mistakes, if any, and making sure that everybody is working with normal speed, the Supervisor should report this fact to the Charge Officer on 12th February 1961.

78. From 12th February, onwards, the Supervisor should start inspection of the enumerator's work. He should first scrutinise all the Forms—Slips and Schedules—filled by the enumerator to-date. The scrutiny should be to see if the Forms are completely filled in or not and if recording of answers is with the correct abbreviations and in correct places or not. The supervisor should also inspect some of the households by himself visiting them and checking up on a few important aspects in each case. The check should be specially to find out if any person in any household has been left out of the count and if economic activities have been correctly enumerated or not. The Supervisor should put his initials and date on all the Slips and Household Schedules which he verifies by personal enquiry with the households.

79. The Supervisor should go on inspecting enumeration work from block to block and should at the end have inspected by personal inquiries with the households, not less than ten per cent. of the household in each of his blocks. He should also keep in touch with the progress of work and the requirements of Census Forms in each block. On 20th February, he should send his second report to the Charge Officer showing the work completed in each block and the amount of inspection work he has done himself.

80. The Supervisor should ensure that the enumeration of all households is completed by all enumerators on or before 27th February, and that they also complete writing of Part II of Household Schedules.

81. The Supervisor should arrange for the required assistance to his enumerators for enumeration of houseless persons on the night of 28th February.

82. The Supervisor's inspection work may continue even beyond 28th February. It should, however, be completed before 5th March 1961. By 5th March, the Supervisor should have completed his scrutiny and field inspection work for all blocks. He should scrutinise all pad abstracts and block reports and initial them. These records are going to be scrutinised in the Charge Office and the Supervisors may have to themselves rectify all deficiencies found later on. They should, therefore, take proper care while inspecting an enumerator's work and should get all deficiencies completed through the enumerator himself.

83. The Supervisor should collect all Census pads and block reports from all his enumerators and after completing his own scrutiny and inspection should personally submit them to the Charge Officer on or before 6th March, 1961, positively.

84. The Supervisor will thus be responsible for the quality of work, fullness of information and timely completion of enumeration work by all the enumerators in his Circle.

85. The following papers have been enclosed as Appendices :—

Appendix I : List of abbreviations to be used for recording answers.

Appendix II : List of Scheduled Castes.

Appendix III : List of Scheduled Tribes.

. APPENDIX I.

Abbreviations to be used in reply to questions

Write in full answers for questions 1(a), 1(b), 2, 5(c), 7(a), 7(b), 10(a), 10(b), 11(a), 11(b) and 11(d).

QUESTION 3 : MARITAL STATUS

- NM** for Never Married.
M for Married.
W for Widowed.
S for Separated or Divorced.

QUESTION 4(a) : BIRTHPLACE

- PL** for person born in village or town in which enumerated.
D for person born in another village or town of the district in which enumerated
 In all other cases write in full according to instructions.

QUESTION 4(b) : BORN R/U

- R** for born in a village.
U for born in a place which is now regarded as a town.

QUESTION 4(c) : DURATION OF RESIDENCE

- X** for person born in village or town or city in which enumerated.
O for duration under one year.
 Write actual years of residence for duration of one year and over.

QUESTION 5(a) : NATIONALITY

- I** for Indian nationals (For others write in full).

QUESTION 5(b) : RELIGION

- H** for Hindu.
M for Muslim.
C for Christian.
J for Jain.
B for Buddhist.
S for Sikh.
 For other religions write in full.

QUESTION 6 : LITERACY AND EDUCATION

- O** for person who can neither read nor write or can merely read but cannot write.
L for person who can both read and write.
 For educational standards achieved write in full.

APPENDIX I—*contd.***QUESTION 8 : WORKING AS CULTIVATOR**

- C** for person working as cultivator.
X for all others.

QUESTION 9 : WORKING AS AGRICULTURAL LABOURER

- AL** for person working as agricultural labourer.
X for all others.

QUESTION 10(c) : IF EMPLOYEE

- EE** for person working as a paid employee in household industry.
X for all others.

QUESTION 11(c) : CLASS OF WORKER

- MR** for Employer.
EE for Employee.
SW for Single Worker.
FW for Family Worker.
X for others.

QUESTION 12 : ACTIVITY IF NOT WORKING

- ST** for full-time students doing no other work
HW for housewives or other adult females who do domestic duties but no other work.
D for infants and other dependents who do not work.
R for retired persons doing no work again, receivers of agricultural or non-agricultural rent, royalty or dividend.
B for beggars, vagrants, independent women without indication of source of income, others of unspecified source of existence.
I for inmates of penal, mental and charitable institutions.
NE for persons seeking employment for first time.
UN for persons employed before but now out of employment and seeking work.
X, for persons working.

QUESTION 13 : SEX

- M** for Males.
F for Females.

APPENDIX II.

List of Scheduled Castes.

List of Scheduled Castes applicable in the State of Maharashtra throughout the State except the districts of Buldana, Akola, Amravati, Yeotmal, Wardha, Nagpur, Bhandara, Chanda, Aurangabad, Parbhani, Nanded, Bhir; Osmanabad and Rajura—

- (1) Ager ;
- (2) Baked or Bant ;
- (3) Bhambi, Bhamohi, Asadaru, Asodi, Chamadia, Chamar, Chambhar, Chamgar, Haralayya, Harali, Khalpa, Machigar, Mochigar, Madar, Madig, Mochi, Telegu Mochi, Kamati Mochi, Ranigar, Rohidas, Rohit or Samgar ;
- (4) Bhangi, Mehtar, Olgana, Rukhi, Malkana, Halalkhor, Lalbegi, Balmiki, Korar or Zadmalli ;
- (5) Chalvadi or Channayya ;
- (6) Chenna Dasar or Holaya Dasar ;
- (7) Dhor, Kakkayya or Kankayya ;
- (8) Garoda or Garo ;
- (9) Halleer ;
- (10) Halsar, Haslar, Hulasvar or Halasvar ;
- (11) Holar or Valhar ;
- (12) Holaya or Holer ;
- (13) Lingader ;
- (14) Mahar, Taral or Dhegu Megu ;
- (15) Mahyavanshi, Dhed, Vankar or Maru Vankar ;
- (16) Mang, Matang or Minimadig ;
- (17) Mang-Garudi ;
- (18) Meghval or Menghvar ;
- (19) Mukri ;
- (20) Nadia or Hadi ;
- (21) Pasi ;
- (22) Shenva, Chenva, Sedma or Ravat ;
- (23) Tirgar or Tirbanda ;
- (24) Turi.

2. In the districts of Buldana, Akola, Amravati, Yeotmal, Wardha. Nagpur, Bhandara and Chanda—

- (1) Bahna or Bahana ;
- (2) Balahi or Balai ;
- (3) Basor, Burud, Bansor or Bansodi ;
- (4) Chamar, Chamaru, Moch., Nona, Rohidas, Ramnami; Satnami ; Surjambanshi or Surjyaramnami ;
- (5) Dom or Dumar ;
- (6) Dohor ;
- (7) Ganda or Gandi ;
- (8) Ghasi or Ghasia ;
- (9) Kaikadi ;
- (10) Kafra or Patharia ;
- (11) Khatik, Chikwa or Chikvi ;
- (12) Madgi ;
- (13) Mahar or Mehra ;
- (14) Mang, Dankhni-Mang, Mang-Mahashi, Mang-Garudi, Madari Garudi or Radhe-Mang ;
- (15) Mehtar or Bhangi ;
- (16) Sansi.

APPENDIX II—contd.

3. In the districts of Akola, Amravati and Buldana—
Bedar.
4. In the district of Bhandara—
(1) Chadar ;
(2) Holiya.
5. In the districts of Bhandara and Buldana—
Khangar, Kanera or Mirdha.
6. In the districts of Amravati, Bhandara and Buldana—
Kori.
7. In the districts of Aurangabad, Parbhani, Nanded, Rajura, Bhair and Osmanabad—
(1) Anamuk .
(2) Aray (Mala) ;
(3) Arwa Mala ;
(4) Beda (Budga) Jangam ;
(5) Bindla ;
(6) Byagara ;
(7) Chalvadi ;
(8) Chambhar ;
(9) Dakkal (Dokkalwar) ;
(10) Dhor ;
(11) Ellamalwar (Yellammalawandlu) ;
(12) Holey a ;
(13) Holey a Dasari ;
(14) Kolupulvandlu ;
(15) Madiga ;
(16) Mahar ;
(17) Mala ;
(18) Mala Dasari ;
(19) Mala Hannai ;
(20) Malajangam ;
(21) Mala Masti ;
(22) Mala Sale (Netkani) ;
(23) Mala Sanyasi ;
(24) Mang ;
(25) Mang Garodi ;
(26) Manne ;
(27) Mashti ;
(28) Mehtar ;
(29) Miha Ayyalvar ;
(30) Mochi ;
(31) Samagara ;
(32) Sindhollu (Chindollu).

APPENDIX III.

List of Scheduled Tribes.

List of Scheduled Tribes applicable in the State of Maharashtra throughout the State except the districts of Buldana, Akola, Amravati, Yeotmal, Wardha, Nagpur, Bhandara, Chanda, Aurangabad, Parbhani, Nanded, Bhir, Osmanabad and Rajura :—

- (1) Barda ;
- (2) Bavacha or Bamcha ;
- (3) Bhil, including Bhil Garasia, Dholi Bhil, Dungri Bhil, Dungri Garasia, Mewasi Bhil, Rawal Bhil, Tadvi Bhil, Bhagalia, Bhilala; Pawra, Vasava and Vasave ;
- (4) Chodhara ;
- (5) Dhanka, including Tadvi, Tetaria and Valvi ;
- (6) Dhodia ;
- (7) Dubla, including Talavia or Halpati ;
- (8) Gamit or Gamta or Gavit, including Mavchi, Padvi, Vasava, Vasave, and Valvi ;
- (9) Gond or Rajgond ;
- (10) Kathodi or Katkari, including Dhor Kathodi or Dhor Katkari and Son Kathodi or Son Katkari ;
- (11) Kokna, Kokni, Kukna ;
- (12) Koli Dhor, Tokre Koli, Kolcha or Kolgha ;
- (13) Naikda or Nayaka, including Cholivala Nayaka, Kapadia Nayaka, Mota Nayaka and Nana Nayaka ;
- (14) Pardhi, including Advichincher and Phanse Pardhi ;
- (15) Patelia ;
- (16) Pomla ;
- (17) Rathawa ;
- (18) Varli ;
- (19) Vitolia, Kotwalia or Barodia.

2. In Thana district :—

Koli Malhar.

3. (a) In Ahmednagar district :—

Akola, Rahuri and Sangamner talukas.

(b) In Kolaba district :—

Karjat, Khalapur, Alibag, Mahad and Sudhagad talukas.

(c) In Nasik district :—

Nasik, Niphad, Sinnar, Chandor, Baglan, Igatpuri, Dindori, and Kalvan talukas and Surgana and Peint Mahals.

(d) In Poona district :—

Ambegaon, Junnar, Khed, Mawal and Mulshi talukas and Velhe Mahal.

(e) In Thana district :—

Thana, Murbad, Bhivandi, Bassein, Wada, Shahapur, Dahanu, Palghar, Jawhar and Mokhada talukas.

Koli Mahadev
or
Dongar Koli.

APPENDIX III—contd.

4. (a) In Ahmednagar district :—
Akola, Rahuri and Sangamner talukas.

(b) In Kolaba district :—
Karjat, Khalapur, Pen, Panvel and Sudhagad talukas and Matheran.

(c) In Nasik district :—
Igatpuri, Nasik and Sinnar talukas.

(d) In Poona district :—
Ambegaon, Junnar, Khed and Mawal, talukas.

(e) In Thana district :—
Thana, Kalyan, Murbad, Bhiwandi, Bassein, Wada, Shahapur, Palghar, Jawhar and Mokhada talukas.

Thakur or Thakar including Ka Thakur, Ka Thakar Ma Thakur and Ma Thakar.

5. In (1) Melghat tahsil of Amravati district, (2) Gadchiroli and Sironcha tahsils of the Chanda district, (3) Kelapur, Wani and Yeotmal tahsils of the Yeotmal district :—

- (1) Andh ;
- (2) Baiga ;
- (3) Bhama ;
- (4) Bharia-Bhumia or Bhuinhar-Bhumia including Pando ;
- (5) Bhattra ;
- (6) Bhil ;
- (7) Bhunjia ;
- (8) Binjhwar ;
- (9) Birhul or Birhor ;
- (10) Dhanwar ;
- (11) Gadaba or Gadba ;
- (12) Gond, includings :—
Arakh or Arrakh,
Agaria,
Asur,
Badi Maria or Bada Maria,
Bhatola,
Bhimma,
Bhuta, Koilabhuta or Koilabhuti,
Bhar,
Bisonhorn Maria,
Chota Maria,
Dondami Maria,
Dhuru or Dhurwa,
Dhoba,
Dhulia,
Dorla,
Gaiki,
Gatta or Gatti,
Gaita,
Gond Gowari,
Hill Maria,
Kandra,
Kalanga,
Khatola,
Koitar,
Koya,
Khirwar or Khirwara,
Kucha Maria,
Kuchaki Maria,

APPENDIX III—*concl.*

- Madia (Maria),
 Mana,
 Mannewer,
 Moghya or Mogia or Monghya,
 Mudia (Muria),
 Nagarchi,
 Nagwanshi,
 Ojha,
 Raj,
 Sonjhari Jhareka,
 Thatia or Thotya,
 Wade Maria or Vade Maria ;
- (13) Halba or Halbi ;
 (14) Kamar ;
 (15) Kawar, Kanwar, Kaur, Cherwa, Rathia Tanwar or Chattri ;
 (16) Khairwar ;
 (17) Kharia ;
 (18) Kondh or Khond or Kandh ;
 (19) Kol ;
 (20) Kolam ;
 (21) Korku, including Bopchi, Mouasi, Nihal, or Nahul and Bondhi or Bondeya ;
 (22) Korwa, including Kodaku ;
 (23) Majhwar,
 (24) Munda,
 (25) Nagesia or Nagasia ;
 (26) Nihal ;
 (27) Oraon, including Dhanka and Dhangad,
 (28) Pardhan, Pathari and Saroti ;
 (29) Pardhi, including Bahellia or Bahellia, Chita Pardhi, Langoli Pardhi, Phans Pardhi, Shikari, Takankar and Takia ;
 (30) Parja ;
 (31) Saonta or Saunta ;
 (32) Sawar or Sawara.

6. In the districts of Aurangabad, Parbhani, Nanded, Rajura, Bhir and Osmanabad :—

- (1) Andh ;
 (2) Bhil ;
 (3) Gond (including Naikpod and Rajgond) ;
 (4) Kolam (including Mannervaru) ;
 (5) Koya (including Bhine Koya and Rajkoya) ;
 (6) Pardhan ;
 (7) Thoti.