

CENSUS OF INDIA, 1961

ORISSA



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MANUAL OF INSTRUCTION

FOR

CENSUS PERSONNEL

PART II

(Subsequent to House-numbering and Houselisting)

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Shri Satyapriya Mohanty,
Minister
Revenue, Excise and New Capital
Administration

It is a matter of deep gratification that as many as 30,000 officials and non-officials from various walks of life have volunteered for work in the forthcoming Census Operations. The proper conduct of the Census is a matter of national importance, and therefore, those who participate in this work will be rendering valuable service to the nation at large.

The officials and non-officials who have joined the great army of Census workers include employees not only of Government Departments, but also of large industrial concerns and business organisations. They will be doing this work in addition to the normal work with which they are entrusted by the organisations to which they belong. The credit is, therefore, all the greater. Work well done will receive special recognition and can earn rewards even from the President of India. I hope that those who are entrusted with this work of vital importance will bear this in mind.

It is hardly necessary to emphasise the imperative necessity for the proper and smooth conduct of the Census Operations. On the correctness of the Census depends the entire future planning of the country and I, therefore, earnestly appeal to the patriotic army of Census workers in the country to carefully study the Census Manual and to fully understand the entire technique of the Census. Training classes are being specially organised for the purpose and it is my equally earnest hope that the Enumerators, Supervisors and others will benefit fully from these training classes.

I wish all the Census workers in the State God-speed in their great work and expect every one of them to do their duty carefully, meticulously, and patriotically bearing in mind all the time the fact that the work that they have volunteered to shoulder is of great national importance.

(S. P. MOHANTY)

1-10-60.

NINE GOLDEN RULES FOR THE ENUMERATOR.

1. Read this booklet again and again till you understand and remember all the instructions. If you are still in doubt, seek clarification in the Training Classes. Do not be shy. Put questions freely to superior officers for removing your difficulties anytime till the enumeration work is completed.

2. Start your interview with a Citizen by telling who you are and, if necessary, by showing your Letter of Appointment.

3. Be courteous and friendly with the Citizen whom you are going to enumerate. Politeness and courtesy does not cost you any thing but may bring you a good deal in return.

4. Use tact and humour whenever you find reluctance to answer a question. Reluctance and tendency to suppress matters are not difficult to conquer.

5. Refrain from controversial matters. Do not discuss political matters. Do not enter into an argument with the Citizen with regard to his religion, caste etc.

6. Maintain secrecy of information gathered by you in course of your work. You are not expected to disclose information in respect of any Citizen to any body.

7. Be accurate. The great work in which you are engaged will have no value if built on wrong figures.

8. Do not put unnecessary or offensive questions to the Citizen. Confine yourself to the items in the Questionnaire.

9. Record answers as given by the Citizen. If he has difficulty in understanding the question, help him in every way to understand it.

INTRODUCTION.

The Manual of Instruction is issued in two parts. Part I dealing with instructions relating to the stage up to the completion of House-numbering and preparation of Houselists and Houselist Abstract was issued earlier. The present volume which is Part II relates to all the stages subsequent to the House-numbering and Houselisting operations.

Emphasis is again laid on the fact that good Census work has two essentials, namely, correctness of records prepared and timely completion of each item of work according to the Census programme. These two aspects, should not be lost sight of in any case.

M. AHMED

September, 1960

*Superintendent of Census Operations,
Orissa*

CONTENTS

SECTION—	Page
I. Programme of Operations : Second Stage	1
II. Preliminary	2
III. Filling up Household Schedule....	4
IV. Filling up Enumeration Slip	12
V. Filling up Census Population Record	32
VI. Enumeration of Houseless Population	34
VII. Revisional Round	35
VIII. Population Total	39
IX. Post Enumeration Check	44
X. Honorarium and Recognition of good service	45

APPENDICES

APPENDIX—	
A—Household Schedule Form	47
B—Census Population Record	48
C—Enumeration Slip	49
D—List of Scheduled Castes & Scheduled Tribes of Orissa	50
E—Location Code	52
F—Enumerator's Final Abstract	54
G—Circle Summary	55
H—Charge Summary	56

SECTION I
PROGRAMME OF OPERATIONS

SECOND STAGE: Subsequent to House numbering.

DATE.	DETAILS OF OPERATIONS.
25-10-60 to 5-11-60	Rewriting of House numbers in affected areas and preparation of Additions and Cancellations List.
25-10-60 to 14-11-60	Training Officers to receive instructions.
15-11-60 to 14-1-61	Training Classes for Census Personnel.
15-1-61 to 9-2-61	Sample Census in selected areas.
10-2-61 to 28-2-61	Enumeration: Preparation of Enumeration Slips, Household Schedules and Census Population Record.
28-2-61 in the night	Enumeration of Houseless population.
1-3-61 at Sunrise	Completion of Enumeration work.
1-3-61 to 4-3-61	Revisional round by Enumerators.
5-3-61 ...	(i) Preparation of Enumerator's Final Abstract.
	(ii) Supervisor to receive all papers from Enumerators.
	(iii) Supervisor to prepare Circle Summary.
6-3-61 ...	Charge Officer to receive Circle Summary from Supervisor and prepare Charge Summary.
7-3-61 ...	S.D.O to receive Charge Summary from Charge Officer and prepare Subdivisional Summary.
8-3-61 ...	District Census Officer to receive Subdivisional Summary from S.D.O
9-3-61 ...	Preparation of District Summary by District Census Officer.
10-3-61 ...	(i) Verification and approval of District Summary by District Magistrate.
	(ii) Despatch of telegrams by District Magistrate to Government of India and to Census Superintendent conveying district total figures.
21-3-61 to 22-3-61	Post Enumeration check by Verification Officers.

SECTION II

PRELIMINARY

Before this book of instructions is read, it is important that all the previous instructions mentioned in Part I of the Manual of Instructions should be carefully gone through once again to refresh memory. Otherwise there may be difficulty in fully understanding the present instructions.

2. Attention is drawn to one particular section in Part I of the Manual, namely Section 3 regarding Location Code. The code numbers will have to be repeatedly used in various papers to be prepared hence forward and so you should read this Section once again to check if you have clearly understood the significance of code numbering. An extract of Section 3 mentioned above is given in Appendix E of this book for the sake of convenience.

3. Training classes will be organized for all Census Personnel. This book should be carefully read before you attend the training classes. Those who attend the training classes without reading this book previously, will not be fully benefited by the training classes. They will have to face many difficulties when sample census and actual census is undertaken. It is therefore of utmost importance that you should first read this book carefully, and then attend the training classes in course of which you may discuss your difficulties in understanding any portion of the instruction contained in this book.

4. The 1961 Census count will relate to the sunrise of 1st March, 1961. The count will be spread over a period of 19 days, beginning on the 10th February and ending at the sunrise of 1st March, 1961. During this period you should visit every household in your block for enumeration. In the night of 28th February, you will have to go round your enumeration block and enumerate all persons who are houseless.

5. During the period, 1st March to 5th March you will have to pay a revisional round to every household and verify that your earlier work of enumeration has been completed in every respect. If during this revisional round you find that a birth has taken place in any household between the time of your first visit and sunrise of 1st March, 1961, you will have to fill up a new slip for this birth; if there has been a death in any household during the same period you will have to cancel the slip of the dead person; if there is a visitor in any household who has come to stay during the same period and has not been enumerated elsewhere, you will have to fill up a new slip for this visitor. But you will not have to take notice of any birth or death or visit occurring after sunrise of 1st March, 1961.

6. You will have been supplied by your Supervisor some Household Schedule forms in books of 50 or 25 each for recording information relating to the household as a whole and Enumeration Pads consisting of 100 or 25 slips each to record information of individuals living in the household. Instructions for filling up the household schedule and the individual slips are given in this booklet. You should carefully observe them when filling each household. You can fill up the Household Schedule first or the enumeration slips first but for every household you should fill up both before you leave the household and also fill up the Census Population Record at the back of the Household Schedule.

SECTION III

FILLING UP HOUSEHOLD SCHEDULE

1. The definition of household has been given in Part I of the Instruction Manual as follows:—

“A household is a group of persons who commonly live together and take their meals from a common kitchen, unless the exigencies of work prevent any of them from doing so.”

2. Every household in your area has already been given a number during the house-numbering operation. First check up if this house number is written in a prominent place. If the number has faded out or disappeared, it must be written again at once. Thereafter, one piece of Household Schedule should be filled up for each household in the following manner. A sample Household Schedule form has been given in Appendix B for reference.

Location Code

3. The first entry to be made relates to the Location Code. Write the location code of the household according to the instructions given earlier.

Is this an Institution

4. At the right hand corner of the form this question has been mentioned together with a rectangle below it. If the house under enumeration is a hostel, hotel, hospital, boarding house or any penal, charitable or mental institution, write the nature of the institution within the rectangle, viz. (jail, hostel etc).

Full name of Head of Household

5. Below the location code, there is a column for recording the full name of the Head of the Household. The Head of the household for census purposes is a person on whom falls the chief responsibility for the maintenance of the household. Thus the Head of the household need not necessarily be the eldest male member but may even be a female or a younger member of either sex. You need not, however, make any elaborate enquiry about this and should record as Head of Household the name of the person who is actually acknowledged as such.

6. Institutions like boarding houses, messes etc. should also be regarded as census households. They are however to be regarded as households of “un-related persons living together”. In such a household, the Manager or Superintendent or the person who has administrative responsibilities or who by common consent is regarded as the Head, should be recorded as Head of the

household. If in an Institution, separate families are also living, each such family should be treated as a census household and a separate Household Schedule should be filled. In such cases the full name of the recognised Head of the household should be written.

7. If the Head of the household is a person who spends the week-days in town and spends the week-end at home, he should be recorded as Head of household and entered for enumeration at his home. If he should be away for a fairly long time which covers the entire enumeration period, then the person who is incharge in his absence should be recorded as the Head of the household.

Scheduled Caste or Scheduled Tribe

8. On the right hand side there is a parallelogram with the letters ^{S.C.}_{S.T.} written outside it. If the Head of the household is a member of Scheduled Caste, find out the name of the caste in the list of Scheduled Castes given in Appendix D. If the name of the Caste as given by the Head of the household tallies with or is considered to be equivalent to the name of the Caste as given in Appendix D, then the name of the caste as it appears in the list should be recorded within the parallelogram and then the letters (S.C.) should be written after the name of the Caste. Similarly if the Head of the household claims to be a member of any Scheduled Tribe, verify the name of the Tribe from the list in the Appendix D and then record the name of the Tribe from the list in the Appendix D and then record the name of the Tribe in the parallelogram and write (S.T.) after the name of the Tribe. The name of a caste or tribe which does not appear in the list in Appendix D or which is not considered locally as equivalent to one of the names of the Castes or Tribes in Appendix D, should not be entered. If the Head of the household does not belong to a Scheduled Caste or a Scheduled Tribe, you should put 'X' within the parallelogram.

A. Cultivation

9. You should then fill up the part of the Household Schedule relating to Cultivation and Household Industry. Sub-part 'A' relates to Cultivation, sub-part 'B' to Household Industry and sub-part 'C' to workers at Cultivation or Household Industry.

10. Sub-part 'A' relating to Cultivation will have to be filled in only where the household actually cultivates the land. (Land includes all land normally used for cultivation purposes including temporary fallows). Three categories of land are given in the schedule, namely in items 1(i), 1(ii) and 2.

11. Items 1(i) and 1(ii) relate to land actually cultivated by one or more members of the household. Item 2 relates to the land which is not cultivated by the household but has been given by it to private persons for cultivation for payment in money, kind or share. In each of the three cases, the total area of separate plots or parcels of land in different places should be entered upto one place of decimal. A number of lines has been provided for this purpose 1(i) and 1(ii) to account for separate plots or parcels of land held or owned or taken under different recognised local rights. If the household cultivates land owned or held from Government or taken from private persons or institutions or if the household has given land to private persons for cultivation purposes, you should ascertain the local name of the right on such land and record in the column relating to "local name of right on land."

12. Category 1(i) namely land owned or held from Government will include the total of all pieces of land owned or held in owner-like possession, e.g. land held directly from Government under a grant, lease or assignment,

- (i) with rights of permanent, heritable and transferable possession,
- (ii) with rights of permanent and heritable possession, but without the right of transfer, and
- (iii) temporary or conditional leases of any kind with the Government.

13. Category 1 (ii) namely, land taken from private persons or institutions for payment in money, kind or share, will include land

- (i) with rights of permanent, heritable and transferable possession,
- (ii) with rights of permanent and heritable possession but without right of transfer,
- (iii) held in a variety of tenancies or tenures which may be broadly classified as follows :—
 - (a) tenants holding land with permanent and heritable rights whose land can not be resumed by the owner on grounds of personal cultivation (such tenants may in some cases have the right of transfer also).
 - (b) tenants who have been given permanent rights subject to the right of resumption by the owner (in some cases the tenant has the right to acquire ownership of the non-resumable area, In other cases he does not possess the right).
 - (c) tenants holding land in areas where interim measures have been enacted for stay of ejection or for continuing the leases for a specified period,

- (d) tenants holding land on temporary leases who are liable to ejection, and
- (e) areas held on condition of rendering service either to a village community or to Government. (This also includes cases where labourers on plantations are given some land for cultivation with permanent rights).

14. Category 1 (ii) will also include the following:—

- (a) land taken for a fixed amount of money,
- (b) land taken for a fixed amount of produce,
- (c) land taken for a share of the produce,
- (d) land for which money is paid partly in one and partly in any other form mentioned above, and
- (e) land held free of consideration.

15. Category 2 namely land given to private persons for cultivation for payment in money, kind or share will include the classifications mentioned in category 1 (ii).

16. Categories 1 (i) and (ii) will include only those plots or parcels of land which are cultivated by the household itself, that is, land which lies within the village, or in adjacent villages, or within such a distance as enables the household to work on the land or actively supervise the cultivation. They will not include land owned or held in distant places where distance itself is a bar to active cultivation, constant supervision or direction. But Category 2 will include land in any part of the country whatsoever. You should ascertain the extent of land in each category of local right in acres and record in the column relating to "Area in acres." You should write the total of separate plots or parcels of land under the same right if they are situated in different places. If it is not possible to ascertain the extent of land in acres you should, if possible, make a conversion from the local measure into acre. Even if this is not possible write the area in local measure giving invariably the name of the measure adopted. Areas should be filled up to one place of decimal, such as 5.2 acres.

17. This sub-part will not apply to households which do not possess any land. Thus, it will not apply to households which consist of only agricultural labourers without any land. In such cases put an 'X' in all the spaces provided in the right hand side and put a bold cross on this sub-part.

18. Land under any of the items in sub-part 'A' includes rent free land, lands enjoyed in permissive possession or gifts without encumbrance or

consideration. A household which is a member of a co-operative farm will record only that amount of land in the co-operative farm which had belonged to it before and under "right" enter "co-operative farm". Labour hired by such a co-operative farm should not be entered for this household.

B. Household Industry

19. Sub-part 'B' relates to Household Industry. This part will be filled up only where there is a Household Industry' conducted by the Head of the household himself or by any or all members of the household either at home or within the village in rural areas. In case of urban areas, it should be at home only and not outside. The industry should not be on the scale of a registered factory. The participation of the Head of the household or members of the household is an essential feature of the Household Industry. In a rural area the Household Industry can be located either at home or within the village. But in an urban area the Household Industry or at least the major part of its work must be located only at home. A household industry should relate to production, processing, servicing or repairing and includes makers and sellers of goods.

20. The test for a Household Industry is mainly threefold:—

- (a) Household Industry should embrace manufacture, processing or servicing and may include sale but should not be confined simply to buying and selling. At least a part of the goods offered for sale from the household should be manufactured or processed by members of the household.
- (b) Household Industry should be on the household scale where the workers mainly will be the Head of the household himself and members of the household, the role of hired workers from outside being of secondary importance. Thus, in any Household Industry, members of the household should be in a position to lend a hand in the industry whenever they find the time in the course of their daily chores. Household Industry can not, therefore, be on the scale of a registered factory but can use machinery and employ power like steam engine or oil engine or electricity to drive the machinery.
- (c) Location also is important, for proximity decides participation by members of the household. In a village this participation is possible if the Household Industry is located at home or within the village, because village organisation is such as makes it possible for members of the household to move about

freely in the village to look after their work. In urban areas such a free movement is not possible and, therefore, for Household Industry in urban areas we should consider only those industries which are located at home. Where, however, part of the work is done outside the house, e.g., preparing and dyeing the yarn for weaving or winding into warp and woof or cleaning metal surfaces before electroplating in baths, it should still be considered a Household Industry, even in urban areas, as the main operation of weaving or of electroplating is conducted within the house and only one or two operations are conducted outside.

21. The following activities should also be regarded as illustrative of Household Industry. Biri-makers who either alone or with help of members of the family roll biris at home, for wages at piece rates, while the contractor supplies the materials. Certain processes like buttoning and handsewing of tailored cloths, dyeing and printing of cloth, are carried out at home by members of the household both at residence and at "place of work" or where womenfolk of the household fill in at home with lac gold ornaments prepared at the shop by male members of the household.

22. Ascertain from the Head of the household whether there are any household industries and write the nature of the industry (s) in the column provided, if there are any. Then ascertain for how many months in a year roughly they are conducted and put down the number of months in the appropriate column. If the industry is conducted throughout the year write "12". If there is no Household Industry of any sort put an "X" in each of the places in the right hand corner where the answers will be written and put a bold cross on this sub-part.

C. Workers at cultivation or Household Industry

23, Sub-part 'C' relates to workers in Cultivation or Household Industry.

24. In the case of households which are engaged only in Cultivation, if the Head of the household is working, write I under the column "Head". Then ascertain how many other male and female members of the family are working, and write the numbers in the respective columns. Write the total number of family workers including the Head, if he is working, in the column relating to "Total". Then ascertain whether any hired workers are employed and, if so, write the number of such workers in the column allotted for it.

The hired workers should have been in wholtime employment during last working season or should be in wholtime employment during current working season.

25. Similarly in the case of households engaged in Household Industry only, if the head of the household is working, write I in the column relating to the "Head", and also ascertain how many male members and female members of the family are working and write the numbers in the respective columns. Write the total number of family workers including the Head, if he is woking, in the column relating to "Total" and then ascertain the number of hired workers, if any, and then write the number of hired workers in the appropriate column.

26. If a household is engaged both in cultivation and Household Industry ascertain whether the Head is working and write I under the column relating to the Head and also ascertain how many male and female members of the family are working both at Cultivation and the Household Industry and write the numbers in the respective columns. Write the total number of family workers in the column relating to Total. Ascertain the number of hired workers engaged by the family both for Cultivation and Household Industry and write the number in the appropriate column. In a Household engaged both in Household Cultivation and Household Industry, you need not ascertain how many are engaged in Household Cultivation and Household Industry separately.

27. Even if any of the working members of the family or any hired labourer is absent during the period of the census count, he should be counted for the purposes of the Household Schedule.

28. In the case of households engaged in Cultivation only, put 'X' in the columns relating to "Household Industry only", and "Both in Household Cultivation and Household Industry". Similarly, in the case of Households engaged in Household Industry put "X" in the columns relating to, Household Cultivation only, and "Both in Household Cultivation and Household Industry." If a household is engaged both in Household Cultivatton and Household Industry put "X" in the columns relating to "Household Cultivation only" and "Household Industry only". If a household is not engaged in either Household Cultivation or Household Industry or both put 'X' in all the columns and a bold 'X' on this sub-part.

(11)

29. A person should be regarded as a "worker", if he does one or more than one of the following type of work :—

- (i) if he is actually working
- (ii) if he is only supervising the work
- (iii) if he is only giving directions for the work.

SECTION IV

FILLING UP ENUMERATION SLIP

An Enumeration Slip is a small printed form, meant for recording information on 25 specified points with regard to one particular person. Such person may be a man or a woman, a freshly born infant or a very old person. For every such person living in your allotted area, one slip is to be filled up. In this manner a large number of slips will have to be filled up, the number of slips being equal to the number of persons living within your specified area. A sample of the Enumeration Slip is given in Appendix A for your reference. Such slips will be supplied to you in several pads. Some of the pads contain 100 slips each, and some 25 slips each.

Who should be enumerated

2. Enumerate all persons who are normally resident in the household i.e., those who live in the household and also those who have recently become members of the household through marriage or birth or other vital social or domestic ties and are present at the time of your visit.

3. Enumerate also all persons who are normal residents in the household even if they are absent at the time of your visit, provided they left the household on or after the 10th February, 1961 or if they had left earlier than 10th February, 1961, but are likely to return before the sun rise of 1st March, 1961.

4. Enumerate a visitor, a boarder, or a guest found in the household at the time of your visit, if he had not been enumerated before and if he will be away from his household between the 10th and 28th February, 1961, and warn him not to permit any other enumerator to enumerate him even if he goes back by 1st March, 1961.

5. Make repeated enquiries about new born babies and very young children for they are liable to be missed because they neither talk nor walk and no meals are usually cooked for them.

6. Do not enumerate pavement dwellers or others who do not form part of the household, when you are enumerating the households. These along with persons who do not normally reside in houses, i. e., members of wandering tribes, tramps, sadhus, etc., would be separately enumerated in the night of the 28th February, 1961.

How to fill up slips

7. Each individual has to be enumerated in one slip. Before commencing enumeration of an individual make sure to fill the Location Code in each case. The Location Code in the slips will be the same as in the Household schedule to which the individuals relate.

8. The questions have been briefly printed in the slips, but only briefly, and you should study the detailed question forms and instructions for answering them without which you will be liable to miss some of the range and implications of the questions. You should ask the questions in the order in which they are given in the slips and proceed to record the answers in their given order. You should make use of the abbreviations recommended in these instructions for recording the answers to the various questions. All abbreviations required to be entered within the geometric designs should be written well within the designs.

9. Under the Census Act, every person is legally bound to furnish you with the information you need for recording your answers. You must not ask information on any matters not necessary for the purposes of the Census, for example, the amount of any person's income. Nor must you disclose to any unauthorised person any information given to you or the results of the enumeration. All census entries are confidential and cannot be admitted as evidence in any civil proceeding whatever or in any criminal proceeding other than a prosecution for a census offence.

Action to be taken after filling up slips

Census Population Record.

10. Before leaving one household for the next make doubly sure that all the persons that are to be enumerated in the household have been enumerated. As soon as you have completed the enumeration of the household fill up the Population Record at the back of the Household schedule for that household before you proceed to the next household. Strike the total for the number of males and females in the household and check it with the number of enumeration slips used before you sign the Population Record. In this connection see Section V.

Enumerator's Abstract.

11. As soon as you have completed a pad, you should fill up the Enumerator's Abstract on the cover of the pad. After you have completed the enumeration of your block and filled up all the Abstracts in the pads, you should total up your figures and prepare your Abstract for your entire block and hand it over to your Supervisor along with your pads.

Revisional Round

12. You should revisit every household in your block during the period of final check (1st to 4th March) when you should enumerate every birth that has taken place in the household since your visit but before sunrise of 1st March. You should cancel the slip for any death that might have taken place since your last visit but before sunrise of 1st March by drawing a bold line diagonally across the slip and write DEATH along the diagonal line. You should enumerate any visitor who may have arrived to stay since your last visit and who says he has not been enumerated anywhere else. But you should not take notice of any birth or death or visit occurring after sunrise of 1st March, 1961. After your revisit if you have added any new slip or cancelled any slip already prepared you should make corresponding changes in the Census Population Record at the back of the Household Schedule and also in the Enumerator's Abstract on the cover of the pad.

Questions and Answers

13. When you come to a particular household for preparing enumeration slip, you should first meet the Head of the household, or in his absence, the senior and responsible member of the household and introduce yourself. You should be courteous and should explain the object of your visit, and show a blank enumeration pad saying that you are going to fill up the slips in respect of everybody, man or woman, rich or poor, living in your block. Also impress on him that whatever information he will give, will be kept strictly confidential, and no private person or no other Government department will be allowed to see the slips,

14. After introducing yourself and speaking about the object of your visit, you should proceed to fill up one slip, first in respect of the Head of the household. Thereafter take other members of the household one by one in the most convenient manner, and see that not one person in the household is left out. Please make repeated enquiries about infants and small children, for they are liable to be left out of count. The order in which you should count the members of the household is given below:—

First, (i) Head of the Household :

Then (ii) Near Relatives, such as the wife of the Head of the household, son, son's wife, daughter, daughter's husband, grand children and others.

(iii) Distant Relatives, such as uncle, aunt, mother-in-law and others

(iv) Domestic servants and other employees living in the household

Lastly, (v) Visitors, Boarders etc who may not have been enumerated elsewhere.

Location Code

15. Write the Location Code of the household in each slip relating to that particular household.

Question No. 1 (a)—Name

16. Write the name of the person whom you are going to enumerate. If a woman's name is not given out, write "so and so's mother", or wife etc. If a woman does not give out the name of somebody's husband, write "so and so's husband". For newly born infants who have not yet been given any name write "Baby of so and so".

Q. 1 (b)—Relationship to the Head of the household

17. In the case of the Head of the household write 'Head.' The person who should be treated as the 'Head of the Household' has been fully explained in para 5 of Section III. All relationships in this question should be recorded in respect of that person. In the case of relations write the relationship in full. Do not use words like nephew, niece or uncle, but state whether brother's or sister's son or daughter (for nephew or niece) or father's or mother's brother (uncle). 'Son' will include 'adopted son' or 'step son'; similarly for a daughter. In the case of visitors, boarders or employees write 'visitor,' 'boarder,' or 'employee' as the case may be.

18. If on the check or revisional round between the 1st and 4th March the Head of the household as recorded previously is found to have died, the person in household who succeeds him by common consent as Head should be recorded as Head and the relationships in all other slips will have to be suitably corrected. The slip of the dead Head of household will, of course, be cancelled.

19. In the case of places like messes, boarding houses, etc. where people live together with no ties of relationship, the manager or superintendent or the person who by common consent is regarded as the Head should be recorded as Head of the household. Other members should be recorded as 'unrelated' in this question.

Q. 2—Age in completed years last birthday

20. Write age in years completed last birthday. For infants below one year of age, write 'O.' You will find many persons who cannot state their age correctly. You should assist them to state the correct age. If you are not able to elicit correct age directly, you should stimulate their memory by referring to historical incidents or religious events etc,

Q. 3—Marital Status

For never married	...	write	NM
Married	...	write	M
Widowed	...	write	W
Separated or Divorced	...	write	S

21. For a person who has never been married write 'NM.' For a person married, whether for the first or another time, write 'M.' Write 'M' also for persons who are recognised by custom or society as married and for persons in stable *de facto* union. Even if a marriage is disputed in the locality write 'M' if the person concerned says he or she is married or in stable *de facto* union. For a widowed person whose husband or wife is dead, and who has not been married again, write 'W.' For a person who has been divorced in a lawful manner, either by decree of a law court or by a regular social or religious custom but who has not remarried, or a person who has been separated from wife or husband and is living apart with no apparent intention of living together again, write 'S.' For a prostitute return her marital status as declared by her.

Q. 4 (a)—Birthplace

22. The following abbreviations should be used;—

1. If born in village or town in which enumerated ... write PL
2. If born in another village or town of district in which enumerated write D
3. If born in another district in the State of enumeration write name of district.
4. If born in another State in India. write name of district and State if name of district is known otherwise write name of State.
5. If born in a country outside India *e.g.* Pakistan or any other country write name of country.
6. Persons born at sea or in air or in railway carriages or on road transport *e.g.*, buses etc. should be entered as such

Q. 4 (b)—Whether born in Village or Town

23. Use the following abbreviations:—

1. If born in a village write R
2. If born in a town which is considered a town at the present time even if it was not so considered at the time of birth write U

Q. 4(c)—Duration of Residence

24. Use the following abbreviations :—

4. For a person born in another village or town or city in which enumerated write X
2. For a person born in another village or town or city of district of enumeration or who was not born in the district of enumeration write the number of completed years this person has been in the village/town of enumeration.
(Do not take into account periods of temporary absence on leave or holiday or tour or business).
3. If the duration of residence is less than one year write O
If the duration of residence is one year or over write the actual number of completed years of residence.

Q. 5(a)—Nationality

25. Use the following abbreviations :—

1. For Indian nationals write I
2. For other nationals write the nationality in full,

Q. 5(b)—Religion

26. Use the following abbreviations.

- | | | | | | | |
|-----------|-----|-----|-----|-----|-------|---|
| For Hindu | ... | ... | ... | ... | write | H |
| Muslim | ... | ... | ... | ... | write | M |
| Christian | ... | ... | ... | ... | write | C |
| Jain | ... | ... | ... | ... | write | J |
| Buddhist | ... | ... | ... | ... | write | B |
| Sikh | ... | ... | ... | ... | write | S |

For others, write the answers actually returned.

Q. 5(c)—Scheduled Castes and Scheduled Tribes

27. If the person does not belong to any Scheduled Caste or Scheduled Tribe, write 'X' in this column. If the person gives out that he is a member of a particular caste which is a Scheduled caste, find out the name of the Caste in the list of Scheduled Castes given in Appendix B. If the name of the Caste as given by him tallies with or is locally considered to be equivalent to the name of the Caste as given in Appendix D, then the name of the Caste as it appears in the list should be recorded in this column and then the letters (S.C.) should be written after the name of the Caste.

28. Similarly if the person claims to be a member of the Scheduled Tribe, verify the name of the tribe from the list in Appendix D, and then note down the name of the tribe in this column and write (S.T.) after the name of the Tribe. The name of the Caste or Tribe which does not appear in the approved list in Appendix D, or which is not considered locally as equivalent to one of the approved names of the castes or Tribes, should not be entered in this column.

29. Do not write the names of Scheduled Castes in general terms as 'Harijan,' 'Achhut.' You should ascertain the name of the caste when it is returned and write it. If a person is negligent and insists on calling himself merely 'Harijan' tell him that this description will not earn the person any benefits under the Constitution permissible to Scheduled Castes and Scheduled Tribes. This may persuade him to give out the correct name.

30. Scheduled Castes can belong only to the Hindu or Sikh religions. If a person belongs to a Scheduled Caste, there will be either 'H' or 'S' in the answer to question 5(b). Scheduled Tribes may belong to any religion.

Q. 6—Literacy and Education

31. Use the following abbreviations;—

For a person

- | | | |
|---|-----------|---|
| 1. Who can neither read nor write or can merely read but cannot write in any language | ... write | O |
| 2. Who can both read and write | ... write | L |

32. The test for reading is ability to read any simple letter either in print or in manuscript *i.e.* if the person can read one of the examples in the Enumerator's Handbook with felicity he may be taken to have passed the test for reading. The test for writing is ability to write a simple letter. The test for literacy is satisfied if the person can with understanding both read and write. If the person can both read and write and has also passed a written examination as proof of an educational standard attained, write the highest examination passed instead of L.

Q. 7(a)—Mother Tongue

33. Write the mother tongue in full including dialect as returned by the person enumerated. Mother tongue is language spoken in childhood by the person's mother to the person or mainly spoken in the household. If the mother died in infancy write the language mostly spoken in the person's home in childhood. In the case of infants and deaf mutes give the language usually spoken by the mother.

34. If the mother tongue is a non-Indian language, the correct name of the language (such as English, German, Burmese etc) as given by the person should be recorded. If the mother tongue is an Indian language, attempt should be made to record the name under one of the 14 languages laid down in the Constitution of India, a list of which is given below. If the person's mother tongue is Oriya, the word "Oriya" should be recorded, as it is one of the 14 recognized languages. If the mother tongue is given as "Lariha," it will be seen that this is not a recognized language, but on enquiry it will appear that Lariha is a dialect of Oriya, So the name of the language should both be recorded such as, "Lariha (Oriya)." If he gives out a tribal language, such as Kui, the words "Kui (Tribal)" should be recorded. If he says that his mother tongue is Marwari, you should see in the list that Marwari is not a principal language. So you should ask him, or otherwise ascertain under which principal language the Marwari language should be classified. If you are satisfied that the Marwari language spoken by him is a branch of Hindi, you should write "Marwari (Hindi)." Otherwise simply write "Marwari." Do not write any language as Hindustani which is vague, and which is not included in the recognized list. The list contains such names as Hindi, Urdu etc. and you should write Hindi or Urdu as the case may be.

List of Indian Languages

(Under Constitution of India—Eighth Schedule)

- | | |
|--------------|--------------|
| 1. Assamese | 8. Marathi |
| 2. Bengali | 9. Oriya |
| 3. Gujarati | 10. Punjabi |
| 4. Hindi | 11. Sanskrit |
| 5. Kanada | 12. Tamil |
| 6. Kashmiri | 13. Telugu |
| 7. Malayalam | 14. Urdu |

Q. 7(b)—Any other Language (s)

35. After recording the mother tongue, enquire whether the person knows any other language(s), Indian or foreign, and write the language(s) returned by him against this question. In case he does not know any other language put 'X,'

36. The number of Languages recorded against this question should not be more than two. These languages should be other than his mother tongue which he speaks and understands best and can use with felicity in communicating with others. Such language or languages will exclude dialects of the same language.

Q. 8 to 11—Working Persons

37. These questions apply only to workers. A person who is working may be working as a Cultivator, as an Agricultural Labourer, at a Household Industry or may be doing any other work. You have to record the answer in questions 8, 9, 10 and 11 according as the person is working as a Cultivator or as an Agricultural Labourer or at Household Industry or doing any other work. He may be engaged in only one of the above four categories or in more than one. Thus a person can be working both as a Cultivator and an Agricultural Labourer in which case he should be entered both in Q. 8 and Q. 9. Or, he may be working both as Cultivator and at Household Industry in which case he will be entered in Q. 8 and Q. 10. Or, he may be working in any possible combination of 8, 9, 10 and 11, in which case he will be entered in the appropriate places. Or, he may be doing just one kind of work in which case he will be entered in only one of the four Questions 8 to 11.

38. Detailed instructions as to how the answers should be recorded in the individual questions are given against those questions below. You should carefully study them before recording the answers. For an undertrial prisoner enumerated in a Jail, he should be recorded for the work or kinds of work he was doing before he was apprehended. Similarly, for a person temporarily in a hospital or similar institution he should be recorded for the kind of work he was doing before he was admitted into hospital or institution. But for a convict in a prison or for long term inmates of penal or charitable or mental institutions, the person's previous work should not be recorded but 'I' should be recorded in Q. 12 below.

39. The basis of work will be satisfied in the case of seasonal work like cultivation, livestock, dairying, household industry etc., if the person has had some regular work of more than one hour a day throughout the greater part of the working season. In the case of regular employment in any trade, profession, service, business or commerce the basis of work will be satisfied if the person was employed during any of the fifteen days preceding the day on which you visited the household. If on the check or revisional round such a person is found to be unemployed no change in the original entry should be made. A person who is working but was absent from his work during the fifteen days preceding the day on which enumerated or even exceeding the period of fifteen days due to illness or other causes should be treated as **worker**. A person who has been offered work but has not actually joined should be treated as **non-worker**. *Work includes not only actual work but effective supervision and direction of work.* Persons under training as apprentices with or without stipend or wages will be regarded as working.

40. An adult woman who is engaged in household duties but doing no other productive work to augment the family's resources should not be considered as working for purposes of this question. If, however, in addition to her household work she engages herself in work such as rice pounding for sale or wages, or in domestic services for wages for others or minding cattle or selling firewood or making and selling cowdung cakes or grass etc., or any such work she should be treated as a worker.

41. Persons like beggars, pensioners, agricultural or non-agricultural, or receivers of royalty, rent or dividend who may be earning an income but who are not participating in any productive work should not be treated as working unless they also work in cultivation, industry, trade, profession, business or commerce.

42. A public or social service worker who is actively engaged in public service activity or a political worker who is also actively engaged in furthering the political activity of his party will be regarded as a worker and entered fully in Q. 11.

Q. 8—Working as Cultivator

43. For a person working as cultivator, write C. For a person not working as cultivator and for a person not working at all put X.

44. For purposes of the census, a person is working as cultivator if he or she is engaged either as employer, single worker or family worker in (a) cultivation of land or supervision or direction of cultivation of land owned or held from Government and (b) cultivation of land or supervision or direction of cultivation of land held from private persons or institutions for payment in money, kind or share.

45. Cultivation involves ploughing, sowing and harvesting and does not include fruit-growing or keeping orchards or grove or working for plantations like tea, coffee, rubber, cinchona and other medicinal plantations. Persons engaged in fruit growing or orchardry or plantations like tea, coffee, rubber, cinchona and other medicinal plantations should be entered in Q. 10 or Q. 11 as the case may be.

46. A person who has given out his land to another person or persons for cultivation for money, kind or share of crop and who does not even supervise or direct cultivation of land, will not be treated as working as cultivator. Similarly, a person working in another person's land only as a labourer and has no right or lease or contract on land on which he works, nor is responsible for taking decisions as to which crops to sow and when,

or taking the risks of cultivation and is paid wages in cash, kind or share such as share of produce (Agricultural Labourer) will not be treated as cultivator in this question.

Q. 9—Working as Agricultural Labourer

47. Write AL for a person working as agricultural labourer, i.e., a person who works in another person's land only as a labourer without exercising any supervision or direction in cultivation, for wages in cash, kind or share such as share of produce. For others put X. The labourer should have no right or lease or contract on land on which he works, nor should he be responsible for taking decisions as to which crops to sow and when, or taking the risks of cultivation. A share of the produce goes to him only as wages. He should have been working as Agricultural Labourer in the last or current cultivating season.

Q. 10 (a) & 10 (b)—Household Industry

48. If a person is working in a Household Industry write the nature of work done by him in the Household Industry against question 10(a) and also the nature of the Household Industry against question 10(b). Otherwise put X in both questions 10(a) and 10(b). A Household Industry is defined as an industry conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas. The industry should not be run on the scale of a registered factory. Thus the main criterion for a Household Industry is the participation of one or more members of a household in rural areas. In the urban areas the industry should be confined to the house. You should carefully keep in mind the definition of Household Industry in the rural area if you are enumerating a rural area and the definition in the urban area if you are enumerating an urban area.

49. A Household Industry should relate to production, processing, servicing, repairing or making and selling of goods. It does not include professions such as pleader or doctor or barber or waterman or astrologer.

50. A person though he may not be working in his own Household Industry may be working as a paid employee in another Household Industry. You should, therefore, enquire whether the person who is not working in his own Household Industry is working in any other Household Industry and if so, write the nature of the work done by him against question 10(a) and the nature of the household industry against 10(b).

Q. 10 (c)—If Employee In Household Industry

51. This question will be filled up only for a person who is working as a paid employee in another person's Household Industry. In his or her case write E. E. For all others put X.

52. The following examples will illustrate how questions 10(a) to 10(c) should be filled up for persons working at Household Industry:

Q. 10—Working at Household Industry

(a) Nature of work	(b) Nature of Household Industry	(c) If Employee
1. Spinning yarn	Spinning yarn in Ambar Charkha	X
2. Dyeing yarn	Handloom weaving	X
3. Threshing and cleaning grain	Flour making <i>chakki</i>	X
4. Labourer employed for crushing oil	Oil ghani	E.E.
5. Tempering and polishing implements	Blacksmithy making agricultural implements	X
6. Labourer employed for making and firing kiln	Earthenware pottery	E.E.
7. Throwing and Turning pottery	Earthenware pottery	X
8. Making wooden doors and windows	Carpentry	X
9. Filling gold ornaments with lac	Goldsmithy	X
10. Labourer working hosiery machine	Hosiery	E.E.
11. Keeping accounts	Hosiery	X
12. Polishing and Scraping metal	Electroplating	X
13. Labourer employed for putting iron hoop on cartwheels	Cartwheelwright	E.E.
14. Repairing of guns Gunsmithy	X
15. Bee Keeping Production of honey	X
16. Tending cattle Livestock raising	X

Q. 11—Doing Work other than 8, 9 or 10

53. If a worker is not working as a cultivator or as an agricultural labourer or at any Household Industry, write the actual work he is doing. If a person is working as a cultivator or as an agricultural labourer or at Household Industry and also does some other work which does not relate to any of the three questions 8, 9 or 10, write the other work he does in this question. If he is engaged in more than one work and neither of them relates to any of the three categories mentioned above, write here the work on which he devotes more time. In the case of persons not working at all or who work only as cultivator or as agricultural labourer or at Household Industry, put 'X'.

Q. 11 (a)—Nature of Work

54. Describe fully the nature of the work done by the person himself. Full and precise information as to the nature of work done by the person should be given either in the vernacular or in English or in vernacular transliteration of English. At previous censuses much trouble has been caused by inadequate answers, and if you do not succeed in obtaining satisfactory information on the individual slips, you will be required to make a further visit for that purpose.

Q. 11 (b)—Nature of Industry, Profession, Trade or Service.

55. In the case of a person who is working and the nature of whose own work has been recorded in Question 11(a), you should write here the nature of industry, profession, trade or service in which the person works. In the case of a person for whom an X is put in Question 11(a), put an X in this question also.

56. As in the case of Question 11(a), you should describe in detail the nature of industry, profession, trade or service in which the person works. Vague answers should be avoided. In the case of industries, the articles which are produced or serviced or repaired, should be given. If more than one article is produced, the chief article produced or serviced or repaired should be given. In the case of trade the principal article of trade should be described. In the case of service or profession, describe the nature of the service or profession to which the person's work belongs. The description should be such that it would be possible to classify the establishment in which the person is working for purposes of industrial classification of the population. The description should be either in the vernacular or in English or in vernacular transliteration of English. The following are too vague and must not be used by themselves :

Scientist, technician, civil servant, clerk,
Engineer, inspector, checker, foreman, overseer,
Supervisor, labourer, machinist, assistant,
Contractor, polisher.

57. In the following cases instructions has been given how to describe fully the nature of industry, profession, trade or service. Accordingly question 11(a) and 11(b) should be filled up.

(i) Women or children who help with work, such as rice pounding or doing domestic service for wages or minding cattle or selling firewood or making and selling cowdung cakes, grass etc. should be described fully even if they work part-time. In the case of married or grown up women who do any of the work mentioned above in addition to the usual household duties, such work should be fully described and HW written in brackets after the full description.

(ii) **Domestic services**—In the case of any private servant e. g., a cook or domestic servant, write only 'private cook or domestic servant'. In the case of persons employed in hostels, restaurants, boarding houses, institutions, etc. the words hostel, restaurant, etc. should be added.

(iii) If a person makes the articles he sells, he should be entered as maker and seller of them.

(iv) **Labourers**—For an unskilled labourer usually employed on one sort of work alone, give also the sort of work done, e. g. railway porter, market or bazar porter, labourer employed on road digging, bricklayer's labourer. If accustomed to work on various jobs, write general labourer.

(v) **Shop-keepers, retail dealers, Shop Assistants**—If wholly or mainly engaged in selling, write, 'Dealer' (if principal) or, Shop Assistant or Salesman (if assisting) and state whether the business is wholesale or retail or both. For shop assistants and salesmen in stores with several departments, state the particular department in which engaged (e. g., Ship and Railway Parts, Fans and Sewing Machines, Grocers and Confectioners).

(vi) **Commerce**—Special care should be taken to see that the distinction between retail and wholesale business is clear. As in industries, the goods handled should be clearly indicated.

(vii) **Transport workers**—Describe fully the nature of the transport, e. g. air transport, rail transport, transport by motor car or motor cycle, or vehicles drawn by horse, etc.

(viii) **Machine Operators**—Always state the kind of machine giving its recognized name, if any.

(ix) If the job is known in the trade or industry by a special name, use that name. Managers, Foreman, etc. should be given the department/branch wherever applicable e. g. Sales Manager or a Manager of Hardware Department, Machine Shop Foreman or Boiler Room Foreman, etc. The following terms are insufficient by themselves:—

Manufacturer, merchant, agent, broker, dealer, engineer and iron works etc.

(x) **Services**—For a person engaged in the Defence Services write 'Service of Central Government'. In case of other service write the name of the post in full and also describe the office in which the person is serving.

Q. 11(c)—Class of Worker

58. For a person who is :

1. an *Employer*, that is, who hires one or more persons in his work described in Q. 11(a). write MR
2. an *Employee*, that is, who does his work described in Q. 11(a) under others for wages or salary in cash or kind. write EE
3. a *Single Worker*, that is, who is doing his work described in Q. 11(a) without employing others, except casually and without the help of other members of the family except casually. This will include workers working as members of co-operatives. write SW
4. a *Family Worker*, that is, who is doing his work described in Q. 11(a) in own family without wages or salary in cash or kind. write FW

For a person for whom an 'X' is put in Qs. 11(a) and 11(b), put an X in this question also.

59. Explanation :—

(i) An *Employer* is a person who has to employ other persons in order to perform the work entered in Q. 11(a). That is to say, such a person is not only responsible for his own personal work but also for giving work to others in the business mentioned in Q. 11(a). But a person who employs domestic servants for household duties or has subordinates under him in an office where he is employed by others, is not an Employer, even if he has the power to employ another person in his office on behalf of his own Employer or Employers.

(ii) An *Employee* is a person who usually works under some other person for salary or wages in cash or kind. There may be persons who are employed as managers, superintendents, agents, etc., and in that capacity employ or control other workers on behalf of their own employers. Such persons are only Emplousees, as explained above, and should not be regarded as Employers.

(iii) A *Single Worker* for the purpose of Q. 11(c) is a person who works by himself but not as Head of household in a Household Industry, He is not employed by any one else and in his turn does not employ anybody else not even members of his household except casually. This definition of a *Single Worker* will include a person who works in joint partnership with one or several persons hiring no employees, and also a member of a producers' co-operative. Each one of the partners or members of such producers' co-operatives should be recorded as 'Single Worker.'

(iv) A *Family Worker* is a member who works, without receiving wages in cash or kind, in an industry, business or trade conducted mainly by members of the family and ordinarily does at least one hour of work everyday during the working season. For the purpose of the entire Q. 11, such an industry should be on a scale larger than what has been covered in 'Household Industry' in Q. 10 whether run at home or away from home in town or village and even away from village in rural area and should ordinarily be in the nature of a recognised partnership, joint stock company or registered factory. For the purpose of this definition members of a family may be drawn from beyond the limits of the household by ties of blood or marriage.

Q. 11(d)—Name of Establishment

60. Describe in detail the name of the factory, workshop, business house, company, shop etc. If a person has no fixed place of work, write 'No fixed place of work'. For a person for whom an X is put in Qs. 11 (a), 11 (b) and 11 (c) put an X in the question also.

61. The following example will illustrate how Qs. 11 (a) to 11 (d) should be filled up for persons doing work other than 8, 9 or 10.

Q. 11(a) Nature of Work	Q. 11(b) Nature of Industry, Profession, Trade or Service	Q. 11(c) Class of Worker	Q. 11(d) Name of Establishment
1. Cutting trees in forests	Logging in forests	EE	Forest Department of Government
2. Gardener in mango orchard	Fruit growing	EE	Master's mango orchard
3. Paid farm labourer	Cocoanut plantation	EE	Satyabadi Co-operative Farm
4. Day Labourer	No fixed job	SW	No fixed place of work
5. Labourer	Assisting brick layer in house building	EE	N. Sur & Co.
6. Private cook or domestic servant	EE	Master's house
7. Cook	Hotel	EE	Phulbani Hindu Hotel
8. Khansama	Club	EE	Sambalpur Club
9. Goods porter	Railway Station porter	SW	Balasore Railway Station
10. Ticket Collector	Cinema House	EE	Prabhat Cinema
11. Travelling Ticket Inspector	Railway Department	EE	S. E. Railway
12. Accountant	Cement Factory	EE	Rajgangpur Cement Ltd.
13. Shop Assistant	Retail shop in Stationery Stores	FW	B. Barjorji & Co.

Q. 11(a) Nature of Work	Q. 11(b) Nature of Industry, Profession, Trade Service	Q. 11(c) Class of Workers	Q. 11(d) Name of Establishment
14. Salesman	Retail shop of ready made garments and hosiery	FW	Abdul Razak & Sons
15. Sales Manager	Hardware Department	EE	Utkal Distributors
16. Supervisor	Jewellery Works	FW	Epari Gobindam & Sons
17. Sign painter	Commercial Sign painting	EE	Rupalekha Company
18. Grocer	Retail trade in grocery	SW	Home
19. Dealer	Wholesale Stores in grains and cereals	MR	Sahu & Co.
20. Contractor	Supplying gypsum to Fertilizer Factory	MR	Rourkela Fertilizer Factory
21. Bus driver	Motor transport Service	EE	Government Motor Transport Service
22. Air pilot	Air transport	EE	Bhubaneswar Flying Club
23. Foreman	Kiln room in Ceramic Factory	EE	Mayurbhanj Potteries
24. Boiler Room Foreman	Thermal Station	EE	Talcher Thermal Power House
25. Foreman	Packing Department in oil mill	EE	Lakshmi Oil Mills, Khariar
26. Foreman	Saw mill	EE	Sakti Saw Mills, Keonjhar
27. Furnace man	Boiler shop, Iron foundry works	EE	Gajapati Iron Works, Parlakimedi
28. Iron moulder	Iron & Steel Foundry	EE	National Foundry and Rolling Mills
29. Die Caster	General Engineering works	EE	Orissa Textile Mills, Chowduar
30. Machinist	Lathe Department in Engineering Works	EE	Kalinga Tubes Ltd.
31. Machine Operator	Electric transformer in Electric Supply Transformer Station	EE	Berhampur Electric Supply Co.
32. Brass turner	Utensil production	EE	Sahu Belmetal Works, Bolangir
33. Cleaner	Automobile Workshop	EE	State Transport, Koraput
34. Chemist	Sugar Factory	EE	Aska Sugar Factory
35. Plant Nutritionist	Plant Protection Research	EE	Bhawanipatna Experimental Farm
36. Radiologist	Surgical Department of Hospital	EE	Medical College, Cuttack
37. Secretary	Administrative Department of Life Insurance Corporation	EE	L. I. C., Cuttack
38. Assistant Secretary	Industry Department	EE	Government of Orissa
39. Journalist	Writing for news-papers and periodicals	SW	No fixed journal

40. Honorary Social worker	Social Welfare Board	SW	State Social Welfare Board, Bhubaneswar
41. Political worker	Political work	SW	Name of party
42. M. L. A.	Legislative Assembly	SW	Orissa Legislative Assembly
43. Member of Parliament	Parliament	SW	Parliament, Delhi

Difference between certain categories of work in question 8 and question 11

62. Although cultivation in general comes under question 8, there are some categories of activities akin to cultivation, which should not be entered in question 8, but should more appropriately be entered under question 11. The following examples will clarify the difference between the two categories :

(i) **Question 8** : Cultivation work including ploughing, sowing and harvesting of the following classes of crops should be entered in Question 8:—

1. Production of cereal crops such as rice, wheat Jowar, bajra, maize, roots and tubers like potato, yam, beet, sugarcane etc.
2. Production of pulses, such as arhar, moong, masur, khesari, and other grams.
3. Production of raw jute and kindred fibre crops.
4. Production of raw cotton and kindred fibre crops.

(ii) **Question 11** : The following categories of Work should be entered under question 11 and not question 8:—

A. Other field produce :

1. Production of other crops including vegetable not covered in question 8
2. Production of fruits and nuts in plantations, and orchards (like coconut, arecanut etc.)
3. Production of wood, bamboo, cane reeds, thatching grass etc.
4. Production of juice by tapping palms.
5. Production of other agricultural produce (including fruits and nuts not covered by serial No. 2 and flowers) not covered above.

B. Plantation crops.

1. Production of coffee in plantation
2. Production of tobacco in plantation (does not include tobacco which is cultivated in rotation with other cereal crops, in which case it would go under cultivation)
3. Production of ganja, cinchona, opium, poppy, saffron etc.
4. Production of other plantation crops not covered above.

Principal work and Secondary work

63. On the basis of work, the entire population of the country is divided into two classes, namely, (i) WORKERS and (ii) persons NOT WORKING. All the WORKERS will be shown against the four questions, namely No. 8, 9, 10, and 11, as mentioned in paragraph 37 above. All persons NOT WORKING will be shown against question No. 12. But before you consider question 12, you have to decide and record one more matter relating to the workers in question 8, 9, 10 and 11. The matter to be decided is, which of the work in which the person is engaged is "*Principal work*" and which is his "*Secondary work*". The following instructions should be carefully followed as the matter is very important for preparing records of economic activity of the people

(i) *In case of one work*—If the person is doing only one category of work either in question 8 or 9 or 10 or 11, do not make any enquiry about his Principal work or secondary work.

(ii) *In case of two works*—If the person is engaged in two different categories of work, e.g. working as a cultivator (Q. No. 8) and also working as a School teacher (Q. No. 11), then ask him which work takes more of his time, that is to say, whether he devotes *more time* in cultivation or in teaching work. If he says that he spends more time in cultivation and less time in teaching, then cultivation (Q. No. 8) is his Principal work and teaching (Q. No. 11) is his secondary work. In such a case, mark Question No. 8 with a ring round 8, such as ⑧. This ring will show that this is his principal work. It is not necessary to mark Question No. 11 in any way to show that it is his secondary work.

(iii) *In case of three works or more*—If the person is engaged in three or more categories of work, then enquire which is the first work, second work, third work etc. according to length of time he devotes for each such work. Supposing he says that he devotes 6 hours a day as an agricultural labourer, 2 hours a day in the evening in his retail betel shop and one hour a day at home spinning yarn or weaving, then it will appear that Question No. 9 (working as agricultural labourer) is his principal work, question No. 11 (working as a shop keeper) is his secondary work, and question No. 10 (working at household industry) is a less important work. Then put a ring round 9 such as ⑨ to indicate that this is his Principal work and put a tick mark ✓ before question No. 11 such as ✓ 11, to show that this is his secondary work, and do not put any mark against question 10 which is less important work. Similarly if there is a fourth category of work which is less important, no mark should be put against it.

Q. 12—Activity, if Not Working

64. Write 'X' in this question for a person who is working, that is, for whom you have recorded the work in any of the questions 8 to 11 above. If the person is NOT WORKING according to the four questions 8 to 11, then an answer should be recorded here to show what class of non-working person he is.

65. The following activities should be recorded in the case of persons NOT WORKING :

1. For a full-time student or child attending school who does no other work, such as make articles at home for sale, nor even help part-time in his own family cultivation, industry, trade or profession write ST
2. For a person engaged in unpaid home duties (like house wife or other adult female) who does no other work, such as make articles at home for sale or wages, nor help regularly even part-time in family cultivation, industry, trade or profession write HW
3. For any dependent, including an infant or child not attending school, a person permanently disabled from work because of illness or old age write D
4. For a retired person who is not employed again, rentier, person living on agricultural or non-agricultural royalty, rent or dividend or any other person of independent means for securing which he does not have to work and who does no other work... .. Write R
5. For a beggar, vagrant or independent woman without indication of source of income and others of unspecified source of existence write B
6. For convict in jail (an undertrial prisoner will be shown as a worker if he used to work before he was apprehended) or an inmate of a penal, mental or charitable institution write I
7. For a person who has not been employed before but is seeking employment for the first time write NE
8. For a person employed before but now out of employment and seeking employment write UN

*Explanation:—*If a person, who does not work, cannot be readily classified in any of the above categories, put him in category 5 and write B in this question. A retired person who has taken up regular work again should not be entered in this question as he would have been entered for his new work in Questions 8 to 11.

66. A person who is not working but has been offered work which he has not joined should be included in item 3 and 'D' should be written. He should not be included in items 7 or 8.

Q. 13—Sex

67. Write 'M' for Males : and 'F' for Females.
For eunuchs and hermaphrodites, write 'M'.

SECTION V

FILLING UP CENSUS POPULATION RECORD

The Census Population Record is a small register for noting down the names and some particulars of all the persons enumerated in one particular household. The form prescribed for Census Population Record may be seen at Appendix C.

2. For each household within your Block, one copy of the Household Schedule has to be filled up according to Section III. On the back side of the Household Schedule form, there is the form of Census Population Record, Immediately after preparing enumeration slips of all the members of a particular household, you should begin to fill up the Census Population Record at the back of the Household Schedule for that household, before you proceed to the next household for enumeration work.

3. The Census Population Record is meant for recording six items of information only, in respect of every individual of the particular household. These six items are—

(i) *Name*—The name of the person enumerated, as you have recorded against question 1 (a) of the enumeration slip, should be recorded here.

(ii) *Sex*—It should be noted down whether the person is a male or a female as recorded by you in question 13 of the enumeration slip.

(iii) *Relationship to Head*—Whatever entry you have made in question 1 (b), should be entered here, to show the relationship of the enumerated person to the Head of the household,

(iv) *Age*—Note down the age as recorded in question 2 of the enumeration slip.

(v) *Marital status*—Similarly record the marital status of the person enumerated as noted in question 3 of the slip.

(vi) *Description of work*—This column will be filled up in respect of a person who has been treated as a worker (that is to say, for whom a certain entry has been made in question 8 or 9 or 10 or 11). Whatever entry has been made with regard to his work should be repeated here. This column should not be filled up in respect of a person who is treated as not working (that is to say, for whom an entry has been made in question 12). Put 'X' in this column in respect of a person not working. This is how six entries should be made with regard to one person.

4. If there are 3,4 or more persons in that household, similar entries should be made in respect of each such person in the Census Population Record.

5. You will find that there are only 14 lines for making entries in the Census Population Record. In other words, if a household contains 14 members, the form will be completely filled up. If it contains lesser number of members, a few lines will be left blank. Put an underline below the last entry in this form to show that this is the end of the record relating to that household. Supposing there are five members in the household, five lines should be filled up, and below the 5th entry one bold underline in ink should be put.

6. In the lower part of the form there are columns for recording the total number of persons—male and female, in that household. Strike the total for the males and another for the females and lastly a grand total of all the males and females in that household. After completing the Census Population Record in this manner, you should proceed to the next household for enumeration.

7. In case there is addition of members to the household by birth, marriage etc or in case of death of a member of the household after the date of enumeration and before the sun-rise of 1st of March, the Census Population Record will have to be amended according to the instruction given in Section VII.

SECTION VI

ENUMERATION OF HOUSELESS POPULATION

While most of the people in any place or country live as members of a household, there are a few who may be passing their times without any shelter of a house or without enjoying the benefits of a household. Such persons are called houseless persons.

2. The instructions given in Sections III, IV & V relate to enumeration of household population. The household population will be enumerated from the morning of February, 10 to the evening of February 28, 1961, that is to say for a period of 19 days. The enumeration of houseless persons should be done in the night of February 28, 1961 and should be completed by the sunrise of 1st of March, 1961.

3. In course of your day-to-day enumeration work of household population, you will have occasion to visit several parts of your Block. It is most likely that in course of your such movement you will be able to spot out particular locations where houseless persons congregate at night. Make a rough list of such places and also the approximate number of such person to be found at each place. In the night of February, 28 you should visit all these places and prepare enumeration slips in respect of every person. It will not be necessary to prepare the Household Schedule or to fill up to Census Population Record in respect of such person.

4. In rural areas there may be Sadhus, persons dwelling in boats or wandering tribes as houseless persons; in towns and cities there may be pavement-dwellers or persons who sleep at night on road side for want of accommodation. None of these persons should be left out from enumeration. The help of Police may not be necessary. But in case this is desired, publicity should be given beforehand that enumeration of houseless persons has no connection with the round up of bad characters by the Police.

SECTION VII

REVISIONAL ROUND

1. The reference date of the Census of 1961 is the sunrise of 1st of March, 1961. This means that although the enumeration of different individual persons will start from February 10 and will continue from day to day till February 28, it will be necessary as a final measure to correct the Enumeration Slips and other forms upto the time of sunrise of 1st of March. In other words, if any birth or death takes place in any household which was already enumerated, one slip should be added for every birth in the household and for every death in the household on slip already filled up should be cancelled.

2. This revision work will be done between 1-3-1961 and 4-3-1961, which is known as the period of Revisional Round. During this period, the Enumerator should re-visit *every household* in his Block, and prepare additional slips for births etc., or cancel slips already filled up in case of death etc. On 5-3-1961 in the morning, he should prepare the final total figures of his block as mentioned in paragraph 9 below and should go with all his papers to his Supervisor. In previous Censuses, only three days were allowed for this work, but on the present occasion five days have been given on account of the fact that the Dol holidays will occur during this period. As additional two days' time has already been allowed, everybody should be careful to see that the work is completed by the morning of 5-3-1961 according to the instructions given below.

3. With regard to cancellation of slip on account of death or due to permanent departure of one member on account of marriage etc. take the following steps:—

(i) Put one big cross mark (X) in ink on the slip of the person who has died or who leaves the family after marriage, and write the word "Cancelled" obliquely across the slip.

(ii) Make necessary correction in sub-part C of the Household Schedule, in case the dead person was shown in any of the columns in this sub-part C.

(iii) Also cancel the entry relating to the dead person in the Census Population Record. This will necessitate correction of the total number of persons, male or female at the bottom of the form.

4. If it is a case of birth in the household, one new slip has to be filled up with regard to the new born child. Similarly, one new slip should be filled up with regard to any member who comes permanently to the household

either by marriage or as a visitor or otherwise provided he or she has not been enumerated earlier in another household. It may be recollected that according to the earlier instructions all the members of one particular household have been entered in consecutive slips in the enumeration pad, followed by the members of the next household filled again in consecutive manner. This means that no blank slip has been left in between the slips relating to members of two households. The question therefore arises in which slip the particulars of the newly arrived person should be filled up. The following procedure should be noted:—

(i) Either a new blank pad or the unused slips of the last enumeration pad should be utilised for filling up additional slips relating to newly arrived persons. In this pad one slip after the other should be filled up in consecutive manner, as the Enumerator goes from household to household in course of the revisional round. If the pad is completely finished in preparing the additional slips, a second new pad should be used. The slips with regard to newly arrived persons should be filled up exactly in the same manner as indicated in Section IV for filling up the enumeration slips in general, that is to say, all the details beginning from Location Code, name, relationship to Head and so on upto the last question relating to sex, should be filled up in respect of a freshly born child or in respect of a newly wedded bride or a permanent visitor.

(ii) In case it is necessary that the newly arrived person should be shown in sub-part C of the Household Schedule, this should be done in the appropriate column of sub-part C.

(iii) A fresh entry will have to be made in respect of the newly arrived person in the Census Population Record just below the last entry for that household. This will necessitate correction of the total figures at the bottom of the Census Population Record, which should be done.

5. It is important to bear in mind that births, deaths or visits occurring after the sunrise of 1st of March, 1961 will not be recorded in any manner by the Enumerator.

Completion of Pads

6. Pads containing enumeration slips will be supplied to Enumerators in two sizes namely (i) large pads containing 100 slips and (ii) small pads containing 25 slips.

7. As soon as the emunerator completes the work of revisional round, he should fill up the Enumerator's Abstract which is printed on the top cover of every pad. Summary figures with regard to 100 slips in large pads or 25 slips in small pads will have to be entered in this Abstract, a sample of which is given below;—

Enumerator's Abstract

Location Code
Household Number to
Number of slips in the pad
Number of slips used
Number of slips cancelled
Number of household schedules filled up for
this pad

Sex	Total	Literates
Males		
Females		
Total		

*Dated signature of
Supervisor*

*Dated signature of
Enumerator*

8. In the above manner the Enumerator should fill up the Abstract on the top covers of all the pads he has used. Supposing he has received 7 pads of 100 slips and 4 pads of 25 slips, and supposing all the pads have been filled up except two small pads, he has used 9 pads in all and has got two blank pads in hand. With regard to the 9 used pads he should fill up Enumerator's Abstract on the cover of each of these 9 pads. He will have to write nothing on the covers of the blank pads. Thereafter he will prepare the Enumerator's Final Abstract to show the total figures of all the above nine pads. The Enumerator's Final Abstract is given in Appendix F.

9. On 5-3-1961 the Enumerator will prepare two copies of the Final Abstract, one copy to be retained by him and the other copy to be given to the Supervisor. He should then see his Supervisor and will hand over to him the following papers:—

- (i) All the Enumeration pads which have been filled up.
- (ii) All the Household Schedules which have been filled up.
- (iii) All the Blank Enumeration pads and the Household Schedule pads which may be with him.

- (iv) One copy of the Enumerator's Final Abstract as prepared according to paragraph 8 above.
- (v) Extract of houselist as prepared according to Circular No. 7.
- (vi) Addition and Cancellation list as prepared according to Circular No. 7.

10. The Enumerator himself and all his superiors should remain alert to see that the Enumerator on no account fails to hand over all the above six categories of papers to the Supervisor on 5-3-1961. In case one single Enumerator fails to do this, this will have serious consequence immediately, as this may lead to the failure of the Supervisor, the Charge Officer, the Sub-Divisional Officer and finally the District Magistrate to compile total figures on dates fixed for each of them in an unalterable manner, as given in the Section VIII below. Please bear in mind this most important date, 5th MARCH, 1961.

SECTION VIII.

POPULATION TOTAL

At the outset, it should be borne in mind that the District Magistrate of every District in India is required to send telegraphic or wireless message to the Government of India direct, as well as to the Census Superintendent of the respective State, conveying the total population figures of his District on one fixed date, namely, on *March 10, 1961*. In order to enable the District Magistrate to discharge this responsibility on the date fixed, there must be an effective system of relay of messages from one level to the other on particular dates fixed for each level. Therefore, all the concerned Officers from top downwards should be alert and vigilant, so that the personnel below them are able to furnish the message on dates fixed for each of them. Otherwise, there will be failure at the top, and the position will be embarrassing to an extent which is unthinkable.

2. The necessary arrangements are described below with regard to transmission of population totals from the Enumerators upwards. A separate Circular will be issued in the matter of collection of Enumeration pads, Household Schedules, Extract of Houselists, Addition and Cancellation Lists and blank Enumeration pads from one level to the other till they reach the Census Tabulation Offices which will be set up to receive them in time.

Transmission of Population Total

3. *The 5th of march*:—The Supervisor should ensure that he receives all the papers mentioned in paragraph 9 of Section VII from all the Enumerators of his Circle on 5.3.1961. He should fix a central and convenient place within his Circle and should remain present there on that date, so that when Enumerators come to him one by one that day, he should receive papers personally from them and give them a receipt. He should previously inform all the Enumerators about the particular place either in his own village or at some other Central place where he will remain present on 5.3.1961 to receive papers.

4. As soon as an Enumerator comes with his papers, the Supervisor should begin to check the Enumerator's Final Abstract with the Enumeration Pads, Household Schedules and Census Population Record in his presence. After being satisfied about the correctness of the Enumerator's Final Abstract, he will fill up two copies of the Circle Summary in the form shown in Appendix G. One copy of the Circle Summary is meant for the Supervisor himself, and the other copy for being sent to superior officers. In the Circle Summary, the

total figures of all the Blocks in the Circle should be entered in serial order, such as Block A, Block B, and so on. Not a single Block should be missed. This is important. Then all the Enumerator's Final Abstracts will be kept arranged according to serial A,B,C etc., and one copy of the Circle Summary placed at the top, and all these papers stitched together.

5. Thereafter, the Supervisor should arrange other different classes of papers received from each of the Enumerators under him. He should then tie them into bundles with jute twine. There will be five bundles for each Circle as mentioned below. The Supervisor will keep these five bundles with him and will send them upwards according to instructions to be issued in a Circular letter.

(i) *Used Enumeration Pads* :—The used pads of one Enumerator should be tied into one small bundle. In this manner, there will be as many small bundles as there are Enumerators in the Circle. These small bundles will then be tied into one big bundle and marked "Used Enumeration Pads of Circle No.....Charge No....."

(ii) *Used Household Schedule Pads* :—First make small bundles and then one big bundle as mentioned above, and mark it properly to show the name of the pad, the Circle No., the Charge No. etc.

(iii) All unused and blank Enumeration Pads and Household Schedules, tied into one big bundle and properly marked.

(iv) Extract of Houselist, arranged Blockwise and stitched into one volume for the entire Circle properly marked.

(v) Additions and Cancellations List, arranged Blockwise and stitched into one volume for the entire Circle and properly marked.

6. *The 6th of March* :—On this day, the Supervisor should proceed to see the Charge Officer and make over to him the Circle Summary, along with all the Enumerator's Final Abstracts together, as mentioned in paragraph 4 above. The Charge officer must remain present in his Head Quarters on this day in order to receive necessary papers from all the Supervisors of his Charge. As soon as one Supervisor appears with his papers, the Charge Officer should start checking the Circle Summary with the Enumerator's Final Abstracts and on being satisfied that the entries in both these papers are correct and no Block has been omitted, he will give a receipt to the Supervisor showing the date and the name of papers received. Thereafter, he should take up the next Supervisor and check his papers, and give him a receipt. In this manner, he will finish the work of all the Supervisors in his Circle. Not a single Supervisor should be missed.

7. *The 7th of March* :—After receiving and verifying necessary papers from ALL the Supervisors as mentioned above, the Charge Officer will start preparing the Charge Summary in the Form given in Appendix H. The entries relating to each Circle within the Charge should be made in serial order, namely Circle No. 1, Circle No. 2 and so on. He will prepare duplicate copies of the Charge Summary and keep one copy in his own office. The other copy is meant for the Subdivisional Officer. He will then arrange the packets of Circle Summaries (with their respective Enumerator's Final Abstracts) in serial order, place the Sub-Divisional Officer's copy of the Charge Summary on the top, and pack them securely. A special messenger capable of travelling by the speediest means to the Head Quarters of the S. D. O. should be kept waiting from before. As soon as the Charge Officer gets the packet ready, the special messenger should start at once and reach the S. D. O. without losing any time on the way on any account.

8. The Sub-Divisional Officer should be present in his Head Quarters on this day and should furnish a receipt showing time and date of receipt of the packet from the special messenger. The S. D. O. should then open the packets at once and arrange to verify the figures contained in the Charge Summary with those contained in the Circle Summary. In case of any obvious mistake, it should be rectified at once, preferably in the presence of the Charge Officer. If he apprehends any such mistake in any Charge, he should have orders earlier that the Charge Officer himself should come with the packet on 7-3-1961, instead of sending it through a special messenger. The discretion and responsibility in this matter lies with the Sub-Divisional Officer.

9. *The 8th of March* :—The Sub-Divisional Officer will compile the Sub-Divisional Summary in a form which is nearly the same as the Charge Summary. Only some changes in the heading will be necessary. In the Sub-Divisional Summary the total figures relating to each Charge in the Sub-Division should be entered in serial order and the total struck for the Sub-Division. No charge should be left out. The Sub-Divisional Summary should be prepared in duplicate, one of which is meant for the office of the S. D. O. The other copy of the Summary should be sent to the District Census Officer along with the packets received for all the Charges. There should be as many separate packets as there are Charges in the Sub-Division. Each packet will contain the papers handed over by the Charge Officer, namely, the Charge Summary supported by respective bundles of Circle Summaries and Enumerator's Final Abstracts.

10. The Sub-Divisional Summary, along with all the packets received from Charge Officers, should be sent by a special messenger (preferably the Sub-Divisional Census Clerk) by the speediest means to reach the District Census Officer on this day.

11. *The 9th of March* :—On this day the District Census Officer will prepare the District Summary, embodying the total figures of each Charge arranged under different Subdivisions of the District. In fact, this will be a compilation of the Sub-Divisional Summary, one after the other, for all the Sub-Divisions of the District. But such compilation in the District Summary will be done only after the District Census Officer has conducted a quick check up of all reports from the Enumerator's Final Abstract upwards. After completing careful verification of all stages of report, the District total will be calculated and shown in the District Summary.

12. *The 10th of March* :—This is the last in the series of six strenuous days of incessant race for collection, verification and transmission of total population figures. On this day the District Census Officer should put up the District Summary for perusal of the District Magistrate. The District Magistrate will satisfy himself about the correctness of the figures in the Summary and sign it in token of his approval.

13. Immediately after approval of the District Summary, the District Magistrate will despatch two Express Telegrams, addressed to:—

(i) The Registrar-General, India, New Delhi,
(Telegraphic address :—REGGENLIND NEW DELHI)

(ii) The Superintendent of Census Operations, Orissa.
(Telegraphic address :—ORICENSUS CUTTACK)
in the following form :—

“Census Orissa District.....
Total population..... Males.....
Females.....Total Literates.....
Males.....Females.....

14. *The above Telegram must be despatched on the 10th of March*, which is the dead line specified by the Ministry of Home Affairs, Government of India for all districts of India. In fact, the duration between the last item of field work by the Enumerator and the despatch of final message by the District Magistrate is so short, the number of working centres spread throughout thousands of villages and towns in the District is so vast, and the messages

(43)

have to pass through so many different levels of the Organisation, that unless the whole administrative machinery is carefully geared up to the utmost efficiency, there may be the great risk of break down somewhere for some reason. THE RISK MUST BE ELIMINATED,

SECTION IX

POST ENUMERATION CHECK

Emphasis has been laid earlier on the necessity of ensuring accuracy of the information and data to be recorded. It is hoped that due care should be given by all the Census personnel in their respective stages of work so that the possibility of errors is eliminated. The Census personnel should always be on the alert, particularly on account of the fact that the Government will organise a Test in order to find out the accuracy of the Census enumeration work shortly after the enumeration is completed. Such test will be known as the Post Enumeration Check.

2. The Post Enumeration Check will be conducted throughout India on two days namely on 21st and 22nd of March 1961. Detailed instruction will issue in the shape of a Circular to the concerned verifying officers how to conduct the post enumeration check.

3. Briefly speaking the possibility of errors may occur mainly in two stages, namely—

- (i) In counting number of households,
- (ii) In counting members of a household.

For purpose of the Post Enumeration Check, a few households in different localities will be selected for test. Some of the good verification officers will then be appointed who will conduct the verification of the selected households and of the members living therein, according to specific instructions. They will find out the number of omission done by the Enumerators in course of their work and the number of wrong entries. An analysis of the report submitted by different verifying officers will be made to find out whether the work has been good or bad in any particular area.

4. On the result of the Post Enumeration Check, it will be possible to know which particular officers and personnel have done work to a praiseworthy extent. Such good work will be recognized by the Government, as mentioned in the succeeding Section.

SECTION X

HONORARIUM AND RECOGNITION OF GOOD SERVICE

It was the practice in all previous Censuses to conduct the Census enumeration on the basis of honorary voluntary work. On the present occasion, however, the Government of India have decided that a small amount be paid to each Enumerator and Supervisor to cover a portion of their out-of-pocket expenses.

2. The following amounts will be paid to each Enumerator—

(i) A sum of Rs. 5/- for house numbering and house listing work, as mentioned in paragraph 19 of Section 6 of the Manual Part I.

(ii) An amount calculated at the rate of 2 nP. per head of population enumerated by him. This amount will be calculated for the total number of persons enumerated in the Block, provided the Enumerator attends the training classes at least on six days and provided he completes the enumeration work satisfactorily.

3. Similarly, each Supervisor will be paid a small amount to cover a portion of his out-of-pocket expenses. This amount will be calculated at the rate of 50 nP. per 100 persons enumerated in his Circle, i.e., half a naya paisa per head of population of the Circle.

4. The above provision relates to all Enumerators and Supervisors. But in order to give special encouragement to really good workers of all classes from Enumerators to District Census Officers, the Government of India have decided to award Medals to those Census Officers and personnel whose services are distinguished by outstanding zeal and quality. The Medals will be in two varieties, viz: Silver Medal and Bronze Medal. It is expected that about 160 silver medals and 320 bronze medals will be allotted to Orissa. Their distribution among the various districts of Orissa will be done with reference to the estimated population of 1961.

5. Those Census Officers and personnel who worked at the 1951 Census and are again working for 1961 Census may wear the medals while attending the training classes or going on their round of duties in 1960-61.

6. It is also expected that the Government of Orissa will like to award special certificates of merit to those Census workers whose work is found to be highly satisfactory. This award will be made on the basis of reports of superior Census officers and of the District Magistrate. The result of the Post Enumeration Check as mentioned in Section IX will also be taken into consideration in awarding Medals and Certificates.

APPENDIX A

(Household Schedule Form)

CONFIDENTIAL

CENSUS OF INDIA 1961

[To be filled up during Enumeration]

Is this an institution

PART I—HOUSEHOLD SCHEDULE

LOCATION CODE: _____

Full Name of Head of Household _____

S.C.
S.T.

A. Cultivation		Local name of right on land	Area in acres			
1. Land under cultivation by Household						
(i) owned or held from Government		_____	_____			
(ii) held from private persons or institutions for payment in money, kind or share		_____	_____			
(iii) Total of items (i) and (ii)		_____	_____			
2. Land given to private persons for cultivation for payment in money, kind or share		_____	_____			
B. Household Industry		Nature of Industry	Number of months in the year during which conducted			
Household industry (not on the scale of a registered factory) conducted by the Head of the household himself and/or mainly members of the household at home or within the village in rural areas and only at home in urban areas.						
(a)		_____	_____			
(b)		_____	_____			
C. Workers at Cultivation or Household Industry		Members of family working :				
Members including Head of family working and/or hired workers kept wholetime during current or last working season.		Head	Other males	Other females	Total	Hired workers
1. Household Cultivation only		_____	_____	_____	_____	_____
2. Household Industry only		_____	_____	_____	_____	_____
3. Both Household Cultivation & Household Industry		_____	_____	_____	_____	_____

Dated Signature of Supervisor

Dated Signature of Enumerator

NOTE: Part II—Census Population Record overleaf should be filled up during the first round of enumeration (10 February to 28 February) from the enumeration slips relating to the household and brought up-to-date with corrections, if any, after the second visit during check period 1 March, 1961.

APPENDIX B

PART II—CENSUS POPULATION RECORD

(To be compiled from individual Census Slips)

Name	Sex		Relationship to Head	Age	Marital Status	Description of work in the case of worker
	Male M	Female F				
TOTAL	PERSONS					

.....
Dated, Signature of Supervisor

.....
Dated, Signature of Enumerator

APPENDIX C
(Enumeration Slip)

CONFIDENTIAL



CENSUS 1961

Location Code _____

1 (a) Name _____

1 (b) Relationship to Head _____ Age last birthday 

3 Marital Status _____ 4 (a) Birth-place _____

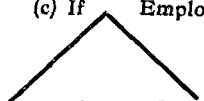
4 (b) Born R/U  4 (c) Duration of residence if born elsewhere 


5 (a) Nationality _____ 5 (b) Religion _____


5 (c) S. C./ S. T. _____ 6 Literacy & Education _____

7 (a) Mother tongue _____ 7 (b) Any other language(s) _____

8 Working as Cultivator _____ 9 Working as Agricultural labourer _____

10 Working at Household Industry { (a) Nature of work _____ (b) Nature of Household Industry _____ (c) If Employee 

11 Doing Work Other than 8, 9 or 10 { (a) Nature of Work _____ (b) Nature of Industry, Profession, Trade or Service _____ (c) Class of Worker  (d) Nature of Establishment _____

12 Activity if Not Working 

18 Sex 

APPENDIX D

As contained in the Scheduled Castes and Scheduled Tribes List

(Modification) Order, 1956

Scheduled Tribes of Orissa

- | | |
|--|---|
| 1. Bagata | 32. Kisan |
| 2. Baiga | 33. Kol |
| 3. Banjara or Banjari | 34. Kolah-kol-Loharas |
| 4. Bathudi | 35. Kolha |
| 5. Bhottada or Dhotada | 36. Koli, including Malhar |
| 6. Bhuiya or Bhuyan | 37. Kondadora |
| 7. Bhumia | 38. Kora |
| 8. Bhumij | 39. Korua |
| 9. Bhunjia | 40. Kotia |
| 10. Binjhal | 41. Koya |
| 11. Binjhia or Binjhoa | 42. Kulis |
| 12. Birhor | 43. Lodha |
| 13. Bondo Poraja | 44. Madia |
| 14. Chenchu | 45. Mahali |
| 15. Dal | 46. Mankidi |
| 16. Desua Bhumij | 47. Mankirdia |
| 17. Dharua | 48. Matya |
| 18. Didayi | 49. Mirdhas |
| 19. Gadaba | 50. Munda, Munda Lohara or
Munda-Mahalis |
| 20. Gandia | 51. Mundari |
| 21. Ghara | 52. Omanatya |
| 22. Gond, Gondo | 53. Oraon |
| 23. Ho | 54. Parenga |
| 24. Holva | 55. Paroja |
| 25. Jatapu | 56. Pentia |
| 26. Juang | 57. Rajuar |
| 27. Kandha Ganda | 58. Santal |
| 28. Kawar | 59. Saora, Savar, Saura Saharra |
| 29. Kharia or Kharian | 60. Shabar or Lodha |
| 30. Kharwar | 61. Sounti |
| 31. Khond, Kond, or Kandh,
including Nanguli Kandha
and Sitha Kandha | 62. Tharua |

Scheduled Castes of Orissa

- | | |
|--|--------------------------------|
| 1. Adi Andhra | 37. Gokha |
| 2. Amanat or Amat | 38. Gorat or Korait |
| 3. Audhelia | 39. Haddi, Hadi or Hari |
| 4. Badaik | 40. Irika |
| 5. Bagheti or Baghuti | 41. Jaggali |
| 6. Bajikar | 42. Kandra or Kandara |
| 7. Bari | 43. Karua |
| 8. Bariki | 44. Katia |
| 9. Basor or Burud | 45. Kela |
| 10. Bauri | 46. Khadala |
| 11. Bauti | 47. Kodalo or Khodalo |
| 12. Bavuri | 48. Kori |
| 13. Bedia or Bejia | 49. Kummari |
| 14. Beldar | 50. Kurunga |
| 15. Bhata | 51. Laban |
| 16. Bhoi | 52. Laheri |
| 17. Chachai | 53. Madari |
| 18. Chakali | 54. Madiga |
| 19. Chamar, Mochi, Muchi or
Satnami | 55. Mahuria |
| 20. Chandala | 56. Mala, Jhala, Malo, or Jala |
| 21. Cherua or Chhelia | 57. Mang |
| 22. Chandha Maru | 58. Mangan |
| 23. Dandasi | 59. Mehra or Mahar |
| 24. Dewar | 60. Mehtar or Bhangi |
| 25. Dhanwar | 61. Mewar |
| 26. Dhoba or Dhobi | 62. Mundapotta |
| 27. Dom, Dombo or Duria Dom | 63. Musahar |
| 28. Dosadha | 64. Nagarchi |
| 29. Ganda | 65. Namasudra |
| 30. Ghantarghada or Ghantra | 66. Paidi |
| 31. Ghasi or Ghasia | 67. Paimda |
| 32. Ghogia | 68. Pamidi |
| 33. Ghusuria | 69. Pan or Pano |
| 34. Godagali | 70. Panchama |
| 35. Godari | 71. Panika |
| 36. Godra | 72. Panka |
| | 73. Pantanti |

- | | |
|---|----------------------------|
| 74. Pap | 85. Sinduria |
| 75. Pasi | 86. Siyal |
| 76. Patial, Patikar, Patratanti or
Patua | 87. Tamadia |
| 77. Ranjna | 88. Tamudi |
| 78. Relli | 89. Tanla |
| 79. Sabakhia | 90. Tiar or Tior |
| 80. Samasi | 91. Turi |
| 81. Sanei | 92. Ujia |
| 82. Sapari | 93. Valamiki or Valmiki |
| 83. Sauntia (Santia) | In Sambalpur District only |
| 84. Sidhria | 94. Kuli |

APPENDIX E

Location Code

The importance of the Location Code and the way in which it should be constructed should be clearly understood by all Census Officers. The purpose of adopting the Location Code is to enable any house in any locality within the State to be identified and located unmistakably. This can be achieved by allotting a Code number to the house. Such a Code number is a combination of four numbers, as mentioned below.

2. For rural areas, the Location Code is constituted as follows:—

The first number indicates the District;

The second number indicates the Police Station;

The third number indicates the Village; and

The fourth number indicates the house.

For example, the house of one Ram Das in village Kesharpur of Satyabdi Police Station in the district of Puri may be indicated by the Location Code as 9.12 185-18. Here 9 stands for the district of Puri, 12 may possibly be the serial number of Satyabadi Police Station among all the Police Stations of Puri district, 185 may possibly be the serial number of the village Kesharpur within the Satyabadi Police Station, while 18 is the serial number of the house of Ram Das within his village.

3. In the town area the Location Code will be constituted as follows:—

The first number indicates the district ;

The second number which should be written in Roman figure indicates the serial number of the Town within the district :

The third number indicates the serial number of the ward within the Town concerned ; and

The fourth number relates to the serial number of the house within that ward.

4. The significance and implication of the Location Code will have to be explained very thoroughly to the Charge Officers, Supervisors and the Enumerators. Each enumeration slip to be prepared by an Enumerator must bear the relative Location Code indicating all the four numbers; for otherwise the slip will have to be thrown in the waste paper basket for want of identification. This will amount to omission in the enumeration of that individual, which defeats the purpose of the Census. Hence the importance of the Location Code.

5. It is important to bear in mind that the last number of the Location Code indicating the house number should generally be one composite number, such as 18/1/A instead of being simply 18. In such a case the full Location Code for the house of Ram Das is 9-12-185-18/1/A. How to constitute the composite number relating to the house has been explained in paragraph 13 of Section 6 (of the Manual Part I).

APPENDIX F

Enumerator's Final Abstract

Name of District.....Code No.....
Name of P.S/Town.....Code No.....
Name of Village/Ward.....Code No.....
Circle No.....Block No.....

No. of pads used fully or partly.....

No. of pads not used at all.....

100 slips	25 slips

Total No. of households enumerated.....

Total No. of Slips used.....

No. of Slips cancelled.....

Sex	Total	Literates
Males		
Females		
Total		

Checked and found correct

Signature of Enumerator

Signature of Supervisor.....

Date.....

Date.....

APPENDIX H

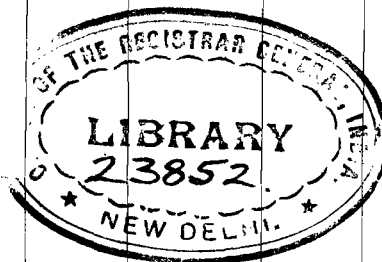
Charge Summary

(To be compiled from Circle Summary)

Name of District Code No.

Name of P.S./Town Code No.

Circle No.	No. of households	Population			Literate persons		
		Male	Female	Total	Male	Female	Total
1	2	3	4	5	6	7	8
Charge Total							



Date.....



Signature of charge officer

Address:—