

CENSUS OF INDIA, 1961
(ORISSA)



**MANUAL OF INSTRUCTION
FOR
CENSUS PERSONNEL**

Part I

(Till completion of house numbering and houselisting)

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**INDEPENDENT OF CENSUS OPERATIONS, ORISSA,
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CHIEF MINISTER

ORISSA,



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The Census of India, covering the largest population in the world in one single operation is a national undertaking of great importance. It is not merely concerned with the counting of heads, but also with the compilation and interpretation of a comprehensive mass of statistical data, which serve as the foundation of administrative, economic and sociological policies. The series of Five-year Development Plans, so much necessary for raising the standard of living of the masses, and for ensuring agricultural prosperity and industrial advancement of country, can not be formulated on a systematic basis in the absence of reliable and accurate data. The Census Report, whose authenticity and accuracy is taken for granted, thus becomes an indispensable basis of reference. It is, therefore, of vital importance that greatest possible care is taken in conducting the Census Operations.

In the past, our citizens in general and our administrative organisation have very creditably undertaken and discharged the responsibility, and I have every hope that in the coming Census Operations every one of you, either in honorary or official capacity, will gladly undertake the work whenever so required to do. Members of the public to a large extent will be associated as Enumerators and Supervisors, while public servants of all categories including School Teachers, Police Officers, Revenue Officers, Subdivisional Officers and District Officers will work in various capacities, as a well-knit team so as to ensure that the great task is accomplished with credit and within time.

H. Mahtab

6-3-60

(H. Mahtab)

INTRODUCTION.

The Manual of Instruction will be issued in two parts. The present volume is part I, and deals with instructions relating to the stage upto the completion of house numbering and preparation of Houselists and Houselist Abstracts. Part II, which will be issued later, will relate to instructions for subsequent stages upto enumeration of individuals.

The Manual is specifically intended for use and guidance of all who are in charge of the Census Operations, either engaged in field work or in supervisory duties. It is, therefore, essential that everybody concerned, namely the Enumerator, the Supervisor, the Charge Officer as well as the Subdivisional Officer, the District Census Officer and the District Officer should make a thorough study of this Manual, and should refer to it from time to time whenever any particular occasion arises for decision or execution.

It is of utmost importance to bear in mind that good Census work has two essentials, namely :—accuracy in the execution of work and completion of each stage strictly according to the fixed time table.

M. Ahmed
Superintendent of Census Operations,
ORISSA

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SECTION 1

Census Programme of Operations

First Stage—Till Completion of Houselists.

Date of Commencement	Date of Completion	Details of Operations.
19-2-60	29-2-60	(i) Formation of charges (ii) Allotment of Code Nos. to Police Stations and Towns. (iii) Selection of Charge Officers
19-2-60	18-3-60	Preparation of Town Register and Village Register
1-3-60	18-3-60	(i) Issue of appointment orders of Charge Officers (ii) Checking of preparation of Town and Village Registers (iii) Calling for recommendations for Supervisors and Enumerators.
19-3-60	31-3-60	(i) Formation of Circles and Blocks (ii) Preparation of sketch maps of Charges and Circles (iii) Final selection of Supervisors and Enumerators.
	15-4-60	(i) Issue of appointment letters to Supervisors and Enumerators (ii) Preparation of Charge Register and Circle Register

16-4-60	30-4-60	(i) Training of Charge Officers, Supervisors and Enumerators in House numbering and houselisting. (ii) Distribution of Houselist forms and Abstracts. (iii) Payment of cost of housenumbering materials to Enumerators
1-5-60	7-5-60	Preliminary house numbering with chalk or Gerumati.
8-5-60	22-5-60	(i) Final house numbering and preparation of houselists (ii) Preparation of houselist abstracts
23-5-60	31-5-60	(i) Preparation of second copy of houselists and houselist abstracts. (ii) Final check of houselists and abstracts by the supervising Officers
1-6-60	Transmission of houselists and abstracts to Charge Officers.
2-6-60	9-6-60	Scrutiny of houselists and abstracts by Charge Officers.
10-6-60	11-6-60	Despatch of houselists and abstracts by Charge Officers to S.D.Os.
12-6-60	15-6-60	Verification of houselists and abstracts by S.D.Os and despatch to D.C.O.
16-6-60	30-6-60	(i) Scrutiny and verification of the houselists and abstracts in the District Census Office (ii) Despatch of one set to the S.D.O. and second set to Superintendent of Census Operations, Orissa

SECTION 2

Town Register and Village Register

In order to make necessary arrangements for conducting the Census Operations in all the districts, it is necessary first of all to make out urban areas and rural areas separately in each district. In other words, it is necessary to draw up a list of all towns in the district as well as a list of all villages in the district.

Town Register : - This Register contains a list of all towns in a district or Subdivision. The name of the town, the area, the number of houses and the population of each ward of the town is shown in the Register as prescribed in Census Circular No. 2.

Village Register : This Register contains a list of all villages in one particular Police Station. Name of the village, its area, population, hamlets if any etc are shown in the Register.

Part I of the Village Register will show inhabited villages and Part II will show uninhabited villages, or hills, forests, river beds etc. not included within the boundary of any inhabited village.

The town Register and Village Register will be prepared according to the instructions contained in Circular No. 2, in the office of the Subdivisional Officer or District Census Officer as may be convenient.

SECTION 3

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 Satyabadi 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 numbr relating to the house has been explained in paragraph 13 of Section 6.

SECTION 4

Census Divisions and Personnel

The District Magistrate is responsible for proper conduct of Census Operations in his district. To assist him in his work, there will be an adequate number of officials and personnel. Each district will have a District Census Officer appointed under orders of the State Government. He will be the head of Enumeration hierarchy in the district and will act on behalf of and under the authority of District Magistrate. In the level of a Subdivision, the operations will be conducted by the Subdivisional Officer acting in his capacity as the Subdivisional Census Officer.

2. It is desirable that Census territorial divisions should correspond as closely as possible to administrative divisions, from the district downwards, namely, the district, the subdivision, the Police station one Taluk in some cases and the village. In urban localities, the Town areas and thereafter the Municipal or Union Wards come into picture.

Block

3. The smallest census territorial unit is a Block. A Block will comprise either one whole village or two or more whole villages in case they are small in population. If a village is large, it may be divided into two or more whole Blocks. But in no case, a Block will be partly in one village and partly in another. Each Block should be formed in such a manner that a **Block in rural areas** will comprise 150 households or 750 persons on the average. A **Block in a town area** should similarly comprise 120 households or 600 persons on the average. Each such Block, whether in the Town area or in the Rural area will be in charge of an Enumerator.

Circle

4. The Census division above the level of a Block is known as Circle. A Circle will comprise five Blocks on the average. The Officer in-charge of a Circle is known as the Supervisor. At the rate of one Circle for five Blocks, there may be as many circles as necessary within a Charge. A Charge is generally constituted as mentioned in paragraph 5 below.

Charge

5. A subdivision of a district is divided into a number of Charges. A Charge is generally co-terminus with a Police station or a Town. Roughly speaking, there may be as many Charges in a Subdivision as there are Police Stations *plus* the number of Towns. There may be exceptions in some cases, such as where a Police station area lies within two or more Taluks, or where it extends to Agency areas as well as regular areas. In such a case, each portion of the police station lying within a particular Taluk should form a separate Charge. Similarly, the Agency areas and the regular areas lying within one particular Police Station should be constituted into separate Charges.

6 Where the area of a Police station is too large, it may be divided into Sub-charges. The Sub-Charge should be so constituted as to coincide with some local administrative area, such as the area of one Out-post, Chaukidari Union, a group of Grama Panchayats etc.

7. The Officer-in-charge of operations within a Charge is known as Charge Officer. If there is any Sub-charge, there may be the necessity to appoint a Sub-Charge Officer.

Special Areas

8. There may be special census divisions with regard to forests, special settlements like Railway colonies, Defence installations, Industrial areas, etc. Whether such a special Census division will be a Block or a Circle or even a Charge, will depend upon its size and population. A separate circular will issue with regard to arrangements to be made in Special Areas.

Census divisions and Personnel

9. To sum up the matters mentioned above, the name of the Census divisions from the level of a District downwards, and the designation of Officers placed in charge of each such division is given below:—

Census Divisions	Census Officers
District	District Census Officer (A. D. M.)
Subdivision of a district	Subdivisional Census Officer (S.D.O)

Charge
Circle
Block

Charge Officer
Supervisor
Enumerator

Charge Officer

10. In rural areas, a Charge Officer should generally be the Officer in-charge of a Police station. If, however, it is more convenient to put some other officer such as a Taluk Officer or a Block Development Officer, as a Charge Officer, there may be no objection. But it has been the previous practice in Orissa to appoint Police Officers in charge of Police stations as Charge Officers, particularly because a Charge generally corresponds to a Police Station. In Town areas, the Chairman or the Executive Officer of Municipality, the President of Union Board or some other Officer in the discretion of the District Magistrate may be selected as the Charge Officer.

Supervisor

11. Supervisors who will be put in charge of Circles should be carefully selected by the Subdivisional Officers. Government officials, such as Revenue Inspectors, Health Inspectors, senior office Clerks, Kanungos, Non-Gazetted Tahsildars, Sarpanches, Grama Panchayat Secretaries, officials of Development Blocks or educated and influential non-officials of the locality may be appointed as Supervisors. The Supervisors should be persons of sufficient education and executive ability so as to be able to implement the instructions and orders, and to supervise and control the work of Enumerators.

Enumerator

12. Enumerators should be selected to a large extent from the rank of Primary School teachers, village officials, educated non-officials etc. The selected persons should be able to understand the instruction pamphlets and Census questionnaires, to contact all the inhabitants of the Block and to prepare correct record of answers given by them.

13. In special institutions like jails, hostels, hospitals, large offices, etc. it may be necessary to select the principal Officer in-charge of the institution or any of the subordinate officers of responsible status as Census personnel of the appropriate rank,

SECTION 5

Circle Register and Charge Register

As soon as Census Divisions namely, Circles and Blocks are formed in each Charge, action should be taken to prepare necessary Maps and Registers as mentioned below.

Charge Maps and Circle Maps

2. If a survey map of the Charge area (Police Station or Town) is conveniently available, this should be taken as the Charge map. Otherwise, a copy may be prepared either on tracing paper or on thin paper from an official copy of the map of the Police Station or Town. Thereafter, the boundary line of all the Circles in the Charge should be carefully and boldly shown in the Charge map. At least two copies of maps of each Charge should be made, one for the Charge Officer and the other for the Sub-Divisional Officer or the District Census Officer. In this manner, maps of all the Charges should be prepared. This work should be done either in the District Census Office or in the Sub-Divisional Office as may be decided by the District Census Officer according to the convenience available in his district.

3. After the Charge maps are ready, smaller maps should be prepared one for each Circle. This can be easily done by tracing the respective section from the Charge map, on thin paper. At least two copies of the map of each Circle should be prepared. After the tracing is finished, the boundary of each Block within the Circle should be shown clearly so that there may be no risk of misunderstanding of jurisdiction between any two Enumerators. One copy of the Circle map should be given to the concerned Supervisor and the other copy retained in the office of the Charge Officer.

Numbering of Circles and Blocks

4. All the Circles within a Charge should be numbered in one serial, such as 1, 2, 3, and so on. The serial number of each Circle should be marked neatly on the Charge map. Similarly all the Blocks within each Circle should be numbered in one serial, and it will be convenient to number them by alphabets, such as A, B, C, D and so on. The serial number of each Block should then be marked on

the respective Circle map. The marking should be done neatly and distinctly.

5. There is one important thing to remember with regard to the serial numbers given to Blocks and Circles. These serial numbers of Blocks and Circles have no connection with the Location Code. It should be borne in mind that Code Nos. are given to (i) District, (ii) Police Station,
Town, (iii) Village
Ward and (iv) house. But no Code numbers are given to any Subdivision, or Taluk or Circle or Block.

Preparation of Registers

6. Immediately after preparation of maps, action should be taken to prepare Circle Registers and Charge Registers. Printed forms will be supplied for preparation of these Registers. There are two separate forms for the Circle Register, one meant for rural areas and the other for urban areas. But there is only one form for the Charge Register.

Circle Register

7. The Circle Register should be filled up in the following manner. On the top of the form there is space for writing the name and the Code number of the District and the Police Station. The Circle number relating to the particular Circle should also be entered in the appropriate space. The top also contains space for writing the name and address of the Charge Officer and the Supervisor. All these entries should be filled up in the Subdivisional Office before the forms are despatched to the concerned Supervisor.

8. In the Circle Register (Rural), Col. 1 relates to Code number of the village and Col. 2 relates to name of the village. The Code number of the village should be entered in Col. 1 according to the serial number of the village as shown in the village Register. In Col.2 the name of the village should be entered. If the village has got hamlets, these hamlets should be entered below the name of the main village, one after the other. But no Code number should be shown in Col. 1 against the name of the hamlet, because a hamlet does not bear any Code number. The Code number of the main village will indicate that the hamlets belong to that Code number.

9. Cols. 1 and 2 as mentioned above as well as Cols. 3 and 4 of the Circle Register should be filled up in the Subdivisional Office before the forms are sent to the Supervisor. Col. 3 will show the

approximate number of houses in the village or hamlet as the case may be. In Col 4 the serial number of the Block will be shown in alphabets, such as A, B, C, etc. If for example there are 2 villages and 4 hamlets within Block A, all these villages and hamlets should be bracketted and A should be entered in col. 4 against them, showing that all these villages and hamlets are in Block A.

10. Columns 5 to 9 should be entered by the Supervisor in due course.

11. The Circle Register (Urban) should be filled up in a similar manner. The entries at the top and the Cols. 1, 2, 3 and 4 should be written in the Subdivisional Office before despatch to the Supervisor.

12. For each Circle a fresh page should be used. In this manner three Copies of the Circle Register should be prepared. They should be sent to the Charge Officer for being distributed to the Supervisors concerned. The Supervisors will fill up Cols. 5, 6 and 7 and retain one copy with them and send back two copies to the Charge Officer. The Charge Officer will keep one copy of each of the Circles under the Police Station and get it stitched into one volume. The Charge Officer should send the third set of copies to the Subdivisional Office where it will be retained after verification.

13. Cols. 8 and 9 will be filled up by the Supervisor in his own copy as soon as the occasion arises. Such entries in the Charge Officer's copy and S.D.O's copy will be made later in due course.

Charge Register

14. The Charge Register will be filled up for the most part in the Subdivisional Office. The entries at the top relating to the name and Code number of district, Police Station or town as well as Cols 1 to 5 should be filled up in the Subdivisional Office before it is despatched to the Charge Officer. The Charge Officer will fill up Cols. 6, 7 and 8 in due course. In this manner three copies of the Charge Register will be prepared, one meant for the Charge Officer, second meant for the Subdivisional Office and the third for the District Census Office.

SECTION 6

House Numbering and House Listing

One of the basic operations for conducting the population Census is to allot house numbers to all the houses within a specific area, such as a village or municipal ward, and to prepare a list of all these numbered houses in the prescribed form known as the Houselist. Unless the numbering of houses and the preparation of house list are done with utmost care, ensuring that there is neither omission nor duplication in numbering or listing the houses, the very foundation of counting the population and preparing their enumeration record becomes defective and unreliable. Persons are likely to be omitted from counting in case the house in which they reside has not been numbered or listed. This will result in under-enumeration of the population. Hence the utmost importance of house numbering and houselisting operations.

2. The instructions embodied in the following paragraphs relating to house numbering and preparing of house lists should be carefully read by all ranks of Census Officers and personnel. Before, however, such instructions are read, it is necessary that all concerned should have clear idea about the meaning and significance of three terms used in connection with the operation, namely (i) the building, (ii) the census house and (iii) the household.

Building

3. A building is defined as an entire structure on the ground. There are, however, high, large or long buildings along a street or lane which have been partitioned or portions of which have been sold, which have distinct, separate main exit on the road and which belong to separate owners or occupiers, or alternatively there are a series of different houses joined each to each by common walls on either side to make the whole look like one building but parts of which have been built at different times and belong to separate owners. Such distinguishable structures, although not separate from each other, should be regarded as separate buildings and given separate numbers. Each building should have separate number. If there are more than one structure within an enclosed or open compound belonging to the same person e. g. the main house, the servant's quarters, the garage, etc. only one building number should be given.

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census houses and households within each village or ward of a town. In some town areas there may be the system of house numbering adopted as a temporary measure. It is doubtful if such numbering is in conformity with the pattern accepted for census work. On account of this reason it is necessary to conduct fresh numbering of all buildings, census houses and households for purposes of census. This work will be done in all the town as well as rural areas. In the town areas, the house numbers will bear one continuous serial for each ward. In other words, the town will have as many separate serials of house numbers as there are wards. In rural areas each revenue village or survey village will have its own serial number. In no case two or more villages will have one continuous serial number. If the village has got one or more hamlets, there will be only one continuous serial number for the main village as well as the hamlet or hamlets.

House Numbering in Rural Areas

9. In Rural areas, the numbering of buildings should be done starting from the north-west of the particular village and ending on the south-east. If the village consists of a number of streets, the streets should be taken up in uniform order, if possible, from north-west to South-east, one after the other, and the buildings in each street should be numbered continuously. Experience suggests that the best way of numbering houses in a street is to continue with one consecutive serial from one side of the street and complete the numbering on that side before crossing over to the end of the other side of the street and continuing with the serial, stopping finally opposite to where the numbering began.

House-Numbering in Town Areas

10. In a town area, the numbering will have to follow the axis of the street and not any pre-conceived geographical direction such as north-west to south-east. Numbering should be done along well-defined streets, roads and lanes, the serial preferably running along one side of the street. A very long street or road or lane, however, cannot have a continuous serial down its entire length but must be divided into as many sections as there are wards through which it passes. It must be borne in mind that each ward will have its own separate serial number. Then the total number of houses in the ward should be divided in such a manner as to provide a compact group of houses for each Enumerator's Block, consisting of an average of 120 households. Thus an enumerator may have either a continuous serial of census houses to look after or two or three and even more discontinuous serials depending upon whether his allotted

house-holds fall on a line or on two streets or two sides of a street or within a quadrilateral or multilateral Block. A building under construction should also be given a serial number. If a new building or hut is built between the time when the house numbering is done and the final Census enumeration, it should be given a new number beyond the last number of the serial for the village. Arabic numerals should be used for building numbers.

Materials for House-Numbering

11. The house numbers should be written at first with chalk or Gerumati as a provisional measure. After the numbering is completed and is checked by the supervising officers, the house numbers should be finally marked with some permanent material. The final-house number has to be painted in coaltar at the entrance of the building, either on the wall or on the door lintel or on the door leaf. If however, the wall and the door are made of flimsy material, the number should be painted on a piece of card-board or a plank which should be hung nearby the main entrance. If any person has objection to the writing of the house number in coaltar and if he is willing to supply some other permanent material, such as metal or wood paint, the house numbers may be marked with that paint instead of coaltar. The numbers should be written neatly. The figures should be bold and beautiful. The supervising officers should see that shabby or illegible letters or figures are not written.

12. In case there are more than one household within one Census house, either the house numbers of all the households may be painted on the wall or door of the first household, or the house number of each household may be painted on the respective wall or door, as may be convenient for identification of the household and verification by supervising officers.

Components of House Number

13. The house-number is generally a composite figure, the first number indicating the serial number of the building, the second number indicating serial number of the Census house within that particular building, the third being an alphabet such as A, B, C, etc, indicating the serial order of households within that particular Census house. For example, if building No. 18 has two Census Houses, the houses will be numbered as 18/1 and 18/2. If within each of these houses there are respectively three and two households, then the households will bear the number as follows:—18/1/A, 18/1/B, and 18/1/C, and the second building 18/2/A and 18/2/B.

If however, the building has only one Census house, it will be enough, if the building number is indicated and not the house number. If this building having only one Census house, happens to contain two households, the house numbers should be given as 18/A, 18/B. In case, one building has only one Census house and only one household, the house number, may be given simply by indicating the building number, such as No 18. This house number has no bye number in respect of a Census house and no alphabet index in respect of census household. The bare building number, namely, No. 18 will show that the building has only one Census house and only one household.

14. If the house in which the house number is to be marked happens to be an institution, and not a residential house, the building number should be first written and below it "Inst" should be written, such as $\frac{18}{\text{Inst}}$. In this manner the house numbers should be marked on all schools, dispensaries, public offices, police barracks, hospitals, hotels, village common houses, dak bungalows, sarais, temples, mosques, jails, clubs and other similar institutions.

Agency for House Numbering and Houselisting

15. The agency to be employed for house numbering and houselisting operation will be the same as will eventually be employed for the final Census enumeration work in February, 1961. The actual work relating to marking the house numbers and making entries in the houseinst and preparation of houselist abstracts will be done by the Enumerator within his respective Block. But in case the village or the municipal ward concerned is large and will contain two or more Blocks, the numbering will be undertaken by the Supervisor with the active assistance of all the Enumerators of that village or ward. The work of the Enumerator will be supervised and checked from day to day by the Supervisor who will draw up a comprehensive programme of visiting all the Blocks in his Circle during the operation period. It will not be enough if he pays a casual visit to a Block only once or twice during the operations. The work relating to house numbering as well as preparing houselists should be checked repeatedly by the Supervisors. The Charge Officer, the Subdivisional Officer and the District Census Officer should be constantly moving in their respective jurisdictions to supervise and check the work and remove difficulties arising in course of work. It is important to bear in mind two aspects of the work, namely (i) no omission or duplication in house numbering, and (ii) timely completion of the houselists and abstracts according to the approved schedule.

Programme of House Numbering and House Listing

16. The marking of house numbers in each Block should start from the 1st of May, 1960. The provisional marking of numbers with chalk or Gerumati, as mentioned in paragraph 11 should be completed within seven days, namely, by the evening of 7-5-1960. The supervising officers should be simultaneously checking the progress of provisional numbering, so that the provisional numbering and the checking should be completed at the end of the seventh day. On the following day, namely on 8-5-1960 the permanent marking with coaltar should begin. These permanent house numbers should also be marked on the sketch map prepared according to paragraph 7 above. The preparation of houselist should proceed simultaneously with the marking of permanent house numbers. For this work a period of 15 days should be allowed. Detailed instructions with regard to the filling up of the houselist form is given in Section 7. Thus the work of marking permanent house numbers and preparations of houselists should be completed on 22-5-1960. It is important to bear in mind that the supervising officers should be constantly checking the day to day marking and the preparation of houselists. The supervising officers are required to make a second round of check known as final check from 23-5-1960 and to complete the final check in nine days time, namely by the end of May, 1960. During this period of nine days, the Enumerators should remain busy in (i) preparing a clean second copy of the house list, and (ii) in finalising the preparation of houselist abstracts in duplicate, which should be submitted to the Supervisor for check and signature.

17. The Supervisor should arrange the houselists and the Abstracts of each of the Blocks under him in such a manner as to constitute one volume for one whole village or for one municipal ward of a town. The Abstracts prepared by each Enumerator should be placed immediately above the Houselist prepared by that Enumerator. In this manner he will arrange two sets of Houselists (with Abstracts) and will send them, along with unused Houselist forms, to the Charge Officer on the 1st of June, 1960. The Charge Officer will scrutinise the lists and abstracts, get errors if any, rectified and will also verify if the house lists of all the Blocks have been arranged by the Supervisors villagewise or wardwise, as the case may be, and if the Abstracts of each Block has been placed correctly above the houselist forms of that Block. Two sets of such Houselists in respect of all the Circles within his Charge should then be arranged Circlewise one after the other and will be despatched to the

Subdivisional Officer by the 10th of June, 1960. It is not necessary for the Subdivisional Officer to check the content of the Houselists. He will only verify if the Houselists of all the Blocks of all the Circles in a particular Charge have been received in two sets. After being satisfied that all the Charge Officers in the Subdivision have duly sent their Houselists, the Subdivisional Officer will despatch them to the District Census Officer by the 15th June, 1960. The District Census Officer will get the house lists and the Abstracts scrutinised thoroughly and return one set to the Subdivisional Officer by the 3rd of June, 1960 together with instructions for rectification of any further mistakes or errors. The other set of the Houselists together with a copy of his letter addressed to the Subdivisional Officer regarding rectification of mistakes should be forwarded to the Superintendent of Census Operations, Orissa, on the 30th of June, 1960. The Subdivisional Officer on receipt of the registers from the D. C. O. will get the mistakes rectified either by the Supervisor or the Enumerator as may be suitable in the particular case and will keep all these registers in his safe custody till they are next required.

Obliteration of House Numbers

18. Owners or occupiers of houses should be told that they should inform their Enumerators whenever their house numbers become defaced or disfigured. Every body must be told that obliteration of the House marks is punishable under the Census Act. The Enumerator should keep an eye on all the houses in his Block and ensure that the numbers are distinct and clear at all times. He will have to repaint the number as soon as it becomes faint or it is obliterated.

Incidental Cost

19. Some amount of cost will be incurred for purchase of house numbering materials, such as coaltar, chalk or Cerumati as well as some writing materials, such as paper, pen and ink etc. Each Enumerator will be required to mark house numbers in rural areas on 150 households and in town areas on 120 households on the average. It has been decided to pay Rs. 5 to each Enumerator on account of the above cost and also to cover any other incidental or out of pocket expenditure. Such payment will be made in two instalments, namely, Rs. 3 in the first instance for purchase of the required materials, to be paid between the 20th and 30th of April, 1960, and the balance of Rs. 2 to be paid on receipt of the recommendation of the Supervisor that the house numbers have

been marked correctly and neatly and that the houselists and Abstracts were prepared within the specified time. The payment of this amount will be made on being assured that the numbers marked on all houses will be maintained intact till the general Census in February, 1961.

SECTION 7

Filling up the Houselist.

Superior Census Officers must make sure that the Enumerator correctly knows the Location Code of his area by frequently asking him to mention it. The Enumerator should also satisfy himself by checking up his memory in the following manner.

Location Code.

2. If he is an Enumerator for a rural area, his Location Code consists of four numbers as follows :—

- (i) First Code No. relates to District. What is the Code No. of his District ?
- (ii) Second Code No. relates to Police Station. What is the Code No. of his Police Station ?
- (iii) Third Code No. relates to Village. What is the Code No. of his Village ?
- (iv) Fourth Code No. relates to House. Has the House Number been correctly written on the wall of the house, which he is now going to write in the House List ?

3. If he is an Enumerator for a town area, his Location Code consists of four numbers as follows :—

- (i) First Code No. relates to District. What is the Code No. of his District ?
- (ii) Second Code No. relates to Town. What is the Code No. of his Town ?
- (iii) Third Code No. relates to ward. What is the Code No. of his Ward ?
- (iv) Fourth Code No. relates to House. Has the House Number been correctly written on the wall of the house, which he is now going to write in the Houselist ?

Circle No. and Block No.

4. Each Enumerator should also remember two other numbers which are different from the Code Nos. He must remember what is the number of the Circle of his Supervisor and what is the number of the Block in his own charge. The Circles are numbered as 1,2,3,4 and so on, and the Blocks are numbered as A,B,C,D and so on. These two numbers are not part of Code Numbers, but are separate numbers.

Entries in the top of House List.

5. After the Enumerator correctly remembers the Location Code, and the Circle and Block No., he will begin to fill up the houselist form. On the top of the form, he will first write out the name and Code No. of the District, Police Station (or Town), Village (or Ward) and Enumerator's Block No. Then he should fill up different columns of the Houselist, as per instruction below.

Column 1—Line No.

6. There are 20 lines on every page. So 20 (twenty) households can be entered on each page. Only one digit of the line number has been printed in col. 1. When the household Nos. exceed 9, the earlier digit should be written by Enumerator. For example, 0 should be 10, 1 should be 11, 2 should be 12 and so on till 20, 21, 22 and further onwards. It should be borne in mind that when there is only one whole village covering the whole Block or when there is more than one village in the Block, there should be one continuous line No. for each of the villages. If the village is big and contains two or more Blocks, there should be one continuous line No. for each of the Blocks.

Column 2 -Building Number.

7. The definition of "Building" has been given in paragraph 3 of Section 6. This number will be found on the wall of the building and it should be entered in this column.

Column 3— Building Number with sub-numbers for each census house.

8. In this column, the building No. should be written and then the sub-number of all the Census houses within that building should be written. See paragraphs 4, 5 and 13 of Section 6.

Column 4—Purpose for which Census House used

9. The actual use to which a census house is put should be written here. In the case of a factory or workshop 'Factory' should be written for a large factory if registered under the Indian Factories Act and 'Workshop' for a small unregistered workshop. A workshop is a place where some kind of production, repair or servicing goes on or where goods or articles are made and sold. Similarly, a shop is a place where articles are sold for cash or for credit. Business houses are those where transactions in money or other articles are taking place *e. g.* bank, etc. But rooms or apartments where professional consultations are held such as by doctors, *hakims*, pleaders, etc., should be described as 'professional consultation rooms' and not workshops. In the case, however, of a dispensary where, in addition to consultation by a doctor, medicines are prepared and sold, the house should be described as a dispensary. Write also if used for place of worship or congregation or if unoccupied, 'vacant'. If the census house is a shop, business house, bank, etc. but is not a factory or workshop as defined above, the name of the proprietor, manager or director should be entered in column 18.

Columns 5—to 8 - If this Census house is used as an establishment, workshop or Factory

10. These columns apply only in cases where the census house is a factory or a workshop *i. e.* where some kind of production, processing, repair or servicing is undertaken or where goods or articles are made and sold. If the census house is not used for purposes of a factory or workshop write 'X' in each of the columns 5 to 8.

Column 5—Name of Establishment or Proprietor

11. Write the name of the establishment in the case of factories or large manufacturing concerns and write the name of the proprietor in the case of small workshops and establishments like the confectioneries where no distinct name has been given to them like *Halwai* shop, etc. If the census house is not used for the purpose of a factory or workshop put 'X' in each of the columns 5 to 8.

Column 6—Name of product(s), repair or serving undertaken.

12. In this column enter the actual work that is being done in the establishment, factory or workshop like paper making, shoe-making, cycle-repairing, motor-servicing etc.

Column 7—Average number of person employed daily last week (including proprietor or household members, if any)

13. The total number of workers including apprentices, either paid or unpaid, employed in the factory or workshop, including the owner or proprietor and any of his family members (if working), should be entered. The average number of persons working per day during the week preceding the date of your visit should be entered.

14. In case more than one product is produced it is not necessary to enquire the number of persons employed in the production of each product. It may not be possible to get this information in cases where the operations may be composite.

Column 8—Kind of fuel or power, if machinery is issued.

15. If the factory or workshop uses steam or diesel engine or fuel, *e. g.*, kerosene, soft coke, electricity, water-mill, etc, for running the machinery used for production, servicing or repairs, write what fuel or power is actually used.

Column 9—Material of wall

16. Under this column the material out of which most of the walls of the house are made *i.e.*, grass, leaves, reeds, bamboo, unburnt bricks, mud, burnt bricks, stone, cement concrete or timber should be written. Where a house consists of separate structures each of different materials, the material out of which the walls of the main bedrooms are made are to be recorded.

Column 10—Material of roof

17. The material out of which most of the outer roof exposed to the weather and not the ceiling is made, *i.e.*, tiles, thatch,

corrugated, iron, zinc or asbestos cement sheets or concrete etc. should be written. In the case of a multi-storeyed building the intermediate floor or floors will be the roof of the lower floor.

**Column 11—Sub-number of each Census Household with
Census House number**

18. The house number as written in column 3 should be written here first and then the household number should be written. In this connection see paragraphs 6 and 13 of Section 6.

Column 12—Name of Head Household

19. The name of the Head of each household given in column 11 should be written here. The Head of a household, for census purposes, is the person on whom falls the chief responsibility for the maintenance of the household. The name of the person who is actually acknowledged as Head of the household should be recorded. In the case of places like messes, boarding houses, chummeries, 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.

20. If the census house is used as a sitting place, cattle shed, etc., write the use to which it is put (and add the name of owner).

Column 13—Number of rooms in Household

21. If a census house is occupied by one household the enumeration of rooms should be simple.

22. If a census house consists of a number of households the number of rooms occupied by each household should be entered on each line against the name of the Head of the household. In cases where more than one household occupy a single room or share more than one room in such a way that it is not possible to say the number of rooms occupied by each household, the number of rooms should be given together within brackets as common to both the households.

23. A room should usually have four walls with a doorway with a roof overhead and should be wide and long enough for a person to sleep in, *i.e.* it should be at least 6 ft. long. Unenclosed

varandah, kitchen, store, garage, cattle shed and latrine which are not ordinarily used for living and sleeping should not be treated as rooms. An enclosed room, however, which is used for living, dining, storing and cooking should be regarded as a room.

Col. 14—Does the household live in own or rented house ?

24. If the household lives in own house write 'O' If the household lives in a rented house write 'R'

25. In the case of public buildings like schools, hospitals, etc., or places of worship, put 'X' in this column.

Col. 15 to 17—Number of persons residing in census household on day of visit.

26. Write the number of males residing in the household in column 15, the number of females residing in the household in column 16 and the total number of persons in column 17.

Column—18—Remarks

27. 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 B. 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 B, then the name of the caste as it appears in the list should be recorded in the remarks column 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 the Scheduled Tribe, verify the name of the Tribe from the list in the Appendix B and then record the name of the Tribe in the remarks column 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 B, or which is not considered locally as equivalent to one of the names of the Castes or Tribes in Appendix B, should not be entered in the remarks column. In such a case the remarks column should be left blank. The remarks column should also be left blank in all cases of other Hindus, Muslims, Christians and others, as they do not come under the category of Scheduled Castes or Tribes.

28. If, however, there is any useful or significant information about the building, census house or household that has not been entered in any other column, such fact may also be written in the remarks column.

Duplicate Copy.

29. In the above manner two sets of houselist should be prepared for every village or Block, as the case may be. Then Houselist Abstracts should be prepared according to Section 8. Action to be followed thereafter is indicated in paragraph 17 of Section 6.

SECTION 8.

Filling up Houselist Abstract and Village/Block Note

A sample of the Houselist Abstract and Village/Block Note is given in Appendix A. Printed copies of this form will be separately supplied to Enumerators. This form should be filled up either for one village or for one Block, as mentioned below :—

Where one whole village constitutes one Block, or where two or more small villages constitute one Block, one copy of the form should be **filled up for every such village**. That is to say, if there are three villages in one Block, three forms should be filled up, one for each village. But where the village is big and there are two, or more Blocks covering this single village, the form should be filled up **for every such Block**. That is to say, if there are four Blocks in one big village, four forms should be filled up, one for each Block. It is important to remember that wherever the word "Block" occurs in the form, it should mean either the village or the Block in the above sense. In a similar manner, the meaning of "Block" should be understood, whenever it occurs in the following paragraphs.

Location Code

2. First of all, the name and Code No. of the District and only the name of the Subdivision should be written at the top. Thereafter, if the Block is in rural area, fill up the left column. If it is in town area, fill up the right column.

Abstract of Houselist

3. This column is meant for recording the total number of Buildings, Houses, Households, Rooms, Persons (males and females) as well as the total number of factories, workshops, etc. in the Block. The total number of each item should be carefully recorded.

Other items

4. The form contains other items of information, namely :—

- (i) Description of fairs or festivals
- (ii) Bazar or hat

(iii) Note worthy industrial establishment (note to be written on the blank space on back side of the form)

(iv) Ancient monuments.

(v) Miscellaneous items.

All the headings are simple and clear and it is expected that the Enumerator should read the heading and fill up the figures correctly.

Duplicate Copy

5. In the above manner, two copies of each form should be prepared, and after they are duly checked and signed by the Supervisor, they should be arranged as described in paragraph 17 of Section 6.

APPENDICES

APPENDIX A
HOUSE-LIST ABSTRACT
 AND
VILLAGE/BLOCK NOTE

1. LOCATION CODE.

District.....Code No.....Sub Division.....

If the Block is in rural area fill up the following :- Police Station.....Code No..... Circle No..... Village.....Code No..... Block No.....	If the Block is in Town area, fill up the following :- Town.....Code No..... Ward.....Code No..... Circle No..... Block No.....
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2. ABSTRACT OF HOUSE LIST.

Total No. of house list sheets used for this Block..... Household Nos. in the Block From.....To..... Total No. of households in the Block..... Total No. of Census houses in the Block..... Total No. of Buildings in the Block....	No of Establishments, Workshops or Factories..... Total No. of rooms in all the households..... No. of persons residing in all the households.....	} } }	Total..... Males..... Females.....
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3. DESCRIPTION OF FAIRS OR FESTIVALS.

- (i) Name of the Fair or Festival as commonly known in the locality.....
- (ii) Name of Gods or Goddesses, if worshipped.....
- (iii) Duration of Fair or Festival.....
- (iv) English month of the year in which it is held.....
- (v) No. of persons attending it.....
- (vi) Economic activity, amusements etc. for which the Fair or Festival is famous....

4. BAZAR OR HAT.

- (i) Name of the Bazar or Hat, if any.....
- (ii) On what days of the week, the Bazar or Hat sits.....

5. NOTE-WORTHY INDUSTRIAL ESTABLISHMENT

In case there is any Industrial Establishment worth special note, please mention details of its owner, produce, marketing of produce, machinery installed, labour etc. in the blank space on the reverse.

APPENDIX B

*As contained in the Scheduled Castes and Scheduled Tribes L
(Modification) Order, 1956*

Scheduled Tribes of Orissa

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

Scheduled Castes of Orissa

- | | |
|--|---|
| 1. Adi Andhra | 48. Kori |
| 2. Amanat or Amat | 49. Kummari |
| 3. Audhelia | 50. Kurunga |
| 4. Badaik | 51. Laban |
| 5. Bagheti or Baghuti | 52. Laheri |
| 6. Bajikar | 53. Madari |
| 7. Bari | 54. Madiga |
| 8. Bariki | 55. Mahuria |
| 9. Basor or Burud | 56. Mala, Jhala, Malo, or Jala |
| 10. Bauri | 57. Mang |
| 11. Bauti | 58. Mangan |
| 12. Bavuri | 59. Mehra or Mahar |
| 13. Bedia or Bejia | 60. Mehtar or Bhangi |
| 14. Beldar | 61. Mewar |
| 15. Bhata | 62. Mundapotta |
| 16. Bhoi | 63. Musahar |
| 17. Chachai | 64. Nagarchi |
| 18. Chakali | 65. Namasudra |
| 19. Chamar, Mochi, Mnchi or
Satnami | 66. Paidi |
| 20. Chandala | 67. Painda |
| 21. Cherua or Chhelia | 68. Pamidi |
| 22. Chandha Maru | 69. Pan or Pano |
| 23. Dandasi | 70. Panchama |
| 24. Dewar | 71. Panika |
| 25. Dhanwar | 72. Panka |
| 26. I hoba or Dhobi | 73. Pantanti |
| 27. Dom, Dombo or Duria Dom | 74. Pap |
| 28. Dosadha | 75. Pasi |
| 29. Ganda | 76. Patial, Patikar, Patratanti or
Patua |
| 30. Ghantarghada or Ghantra | 77. Ranjna |
| 31. Ghasi or Ghasia | 78. Relli |
| 32. Ghogia | 79. Sabakhia |
| 33. Ghusuria | 80. Samasi |
| 34. Godagali | 81. Sanei |
| 35. Godari | 82. Sapari |
| 36. Godra | 83. Sauntia (Santia) |
| 37. Gokha | 84. Sidhria |
| 38. Gorat or Korait | 85. Sinduria |
| 39. Haddi, Hadi or Hari | 86. Siyal |
| 40. Irika | 87. Tamadia |
| 41. Jaggali | 88. Tamudi |
| 42. Kandra or Kandara | 89. Tanla |
| 43. Karua | 90. Tiar or Tior |
| 44. Katia | 91. Turi |
| 45. Kela | 92. Ujia |
| 46. Khadala | 93. Valamiki or Valmiki |
| 47. Kodalo or Khodalo | In Sambalpur District only |
| | 94. Kuli |

[v]

APPENDIX—C
THE CENSUS ACT,
ACT NO. XXXVII OF 1948

Amended by Acts XL of 1949, LI of 1950 and the
Adaptation of Laws Order, 1950.

[*Passed by Dominion Legislature*]

Received the assent of the Governor-General on
the 3rd September, 1948.

An Act to provide for certain matters in connection with the taking of Census.

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

It is hereby enacted as follows :—

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

(2) It extends to the whole of India.

2. RULE OF CONSTRUCTION RESPECTING ENACTMENTS NOT EXTENDING TO PART 'B' STATES. Any reference to the Indian Penal Code (Act XLC of 1860) or the Indian Evidence Act 1872 (I of 1872), shall in relation to a Part 'B' State, be constructed as a reference to the corresponding enactment in force in that State.

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

4. Appointment of Census staff — (1) The Central Government may appoint a Census Commissioner to supervise the taking

of the census throughout the area in which the census is intended to be taken, and Superintendents of Census Operations to supervise the taking of the census within the several Provinces.

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

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

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

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

6. Discharge of duties of census-officers in certain cases :—
(1) where the District Magistrate, or such authority as the State Government may appoint in this behalf, by a written order so Directs :—

- (a) every officer in command of any body of men belonging to the naval, military or air forces or of any vessel of war of India,
- (b) every person (except a pilot or harbourmaster , having charge or control of a vessel,
- (c) every person in charge of a lunatic asylum, hospital, workhouse, prison, reformatory or lock-up or of any public, charitable, religious or educational institution,
- (d) every keeper, secretary or manager of any sarai, hotel, boarding-house, lodging-house, emigration depot or club,
- (e) every manager or officer of a railway or any commercial or industrial establishment, and

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

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

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

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

- (a) all owners and occupiers of land tenure-holders, and farmers and assignees of land revenue, or their agents,
- (b) all member of the district, municipal, panchayat and other local authorities and officers and servants of such authorities, and
- (c) all officers and members of staff of any factory, firm or establishment,

to give such assistance as shall be specified in the order towards the taking of a census of the persons who are, at the time of the taking of the census, on the lands of such owners, occupiers, tenure-holders, farmers and assignees, or in the premises of factories, firms and other establishments, or within the areas for which such local authorities are established, as the case may be, and the persons to whom an order under this section is directed shall be bound to obey it and shall, while acting in pursuance of such order, be deemed to be public servants within the meaning of the Indian Penal Code (XLV of 1860).

8. Asking of questions and obligation to answer:—

(1) A census-officer may ask all such questions of all persons within the limits of the local area for which he is appointed as, by instructions in this behalf by the State Government and published in the official Gazette, he may be directed to ask.

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

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

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

10. Occupier or manager to fill up schedule :—

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

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

11. Penalties:—

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

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

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

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

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

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

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

(h) any person who trespasses into a census office, shall be punishable with fine which may extend to one thousand rupees and in case of a conviction under part (b) or (c) shall also be punishable with imprisonment which may extend to six months.

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

12. Sanction required for prosecution. No prosecution under this Act shall be instituted except with the previous sanction of the State Government or of any authority authorised in this behalf by the State Government.

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

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

14. Jurisdiction—No Court inferior to that of a Presidency Magistrate or a Magistrate of the Second Class or in a part 'B' State, a Magistrate corresponding to a Magistrate of the Second Class shall try; whether under this Act or under any other law, any act or omission which constitutes an offence under this Act.

15. Records of census not open to inspection nor admissible in evidence. No person shall have a right to inspect any book register or record made by a census officer in the discharge of his duty as such, or any schedule delivered under Section 10 and notwithstanding anything to the contrary in the Evidence Act, 1872 (I of 1872), no entry in any such book, register, record or schedule shall be admissible as evidence in any civil proceeding whatsoever or in any criminal proceeding other than a prosecution under this Act or any other law for any act or omission which constitutes an offence under this Act.

16. Temporary suspension of other laws as to mode of taking census in municipalities :— Notwithstanding anything in any enactment or rule with respect to the mode in which a census is to be taken in any municipality, the municipal authority, in consultation with the Superintendent of Census Operations or with such other authority as the State Government may authorise in this behalf, shall, at the time appointed for the taking of any census cause the census of the municipality to be taken wholly or in part by any method authorised by or under this Act.

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

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

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