



# Census of India

## 1941

### Assam Census Handbook

#### Part I—Preliminary

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## CHAPTER I.—INTRODUCTORY

1. The Indian Census is taken once in ten years. The one which is going to be taken by March 1st, 1941, is the eighth of its kind in Assam. To the ordinary man census means the counting of heads only or in other words ascertaining "what is the number of the population under different heads?" The more important aspect, *viz.*, "How and under what social and economic condition the people live?" is also one which is being enquired into at every census. This aspect is gaining prominence at each census and is being emphasised by legislatures, political bodies and the press. There is a widespread and growing demand for legislation and other measures for the amelioration of the social and economic condition of the people but they require a proper knowledge and record of the existing conditions. This is what is attempted at each census. In more advanced countries permanent administrative organizations specialised in such enquiries undertake them. Here we have to depend upon what information could be collected through voluntary workers at every census. This gives an added importance to the census and the need for the greatest effort on the part of all in such a work is clear.

2. The actual census is taken by the people themselves. It is known to all that census in the past was taken by voluntary workers, official and non-official, who combined it with their ordinary duties or their regular occupations as the case may be. The significance of this aspect is seldom realised fully but it means that the success of the previous censuses was the result of active co-operation from all sections of the population. A net to cover about 11 million population of Assam cannot be cast without the helping hands of a number of willing workers. It is, therefore, hoped that every person, official or non-official, who is called upon to carry out any duties in connection with the census will discharge them with a feeling of responsibility and the belief that they are doing an important public duty.

3. The authority for taking the coming census is contained in the Indian Census Act of 1939. It is needless to quote it here verbatim but in brief it authorises the taking of a census, enjoins on every citizen to assist in it, and protects persons called upon to discharge any duty in connection with census from the consequences of any act done in pursuance thereof. It also provides for penalties, on the one hand, for deliberate obstruction, or disobedience or giving of false answers and on the other hand for any misuse of power by census officers. But, as has been said above, census depends for its success not so much on these penal provisions (which must exist against mischief-makers) but on the most willing co-operation of all. This Census Act goes further than the previous Act in ensuring the strictest secrecy about individual census records which cannot be used for any purpose against the individual concerned except in case he is prosecuted for any offence connected with the census (*e.g.*, deliberately giving false information). It is the duty of every census officer by explaining this to allay any such fear which shows itself in any unwillingness to give clear answers to questions. Census deals with the population in mass and every attempt will be made to remove all identity of the individual records once they are merged in the mass.

4. An important change in procedure this time is the abolition of the simultaneous one-day counting. The bearing of this change on details will be given in its proper place. There are many other changes made which make it necessary that all officers engaged in census work should closely study all instructions instead of taking for granted the *mamuli* of the past.

5. The following chapters will deal with the different stages of the census operations in as general a manner as possible. They are not intended to be exhaustive or to cover all possible difficulties or objections which will continue to arise till the actual census. These should whenever possible be cleared by mutual discussion or by reference to the next superior officer. Special problems like census of cantonments, railways, etc., will be dealt with in detail in separate letters.

## CHAPTER II.—CENSUS DIVISIONS

### General Village Town and Tea-garden Register

6. The first main stage in census is the creation of the census divisions and the appointment of the various census officers. This is done on the basis of the General Village, town and tea garden register which has been prepared or is about to be completed in all districts. Instructions about this were issued long ago and it is needless to repeat them here.

#### *General Village Register, 1941*

Serial number of the village	Number of the village in the general village register of 1931	Name of thana or out-post	Name of mauza, chaukidari circle or other unit	Name of village	Number of occupied houses according to the village census tables of 1931	Number of houses (including vacant ones) as found on actual counting	Persons proposed for appointment as—				Remarks	
							Enumerator		Supervisor			
							Name	Address	Name	Address		
1	2	3	4	5	6	7	8	9	10	11	12	

### Census Districts and Thanas

7. The census divisions follow in general the administrative divisions unless other considerations come in. The province has been divided into 16 census districts. These correspond to the administrative districts, including frontier tracts and the State of Manipur, except in the case of Khasi and Jaintia Hills which have been split up into two portions as British Territory and the group of Khasi States. A code number has been assigned to each

district as given in Appendix I. After the District, the most common division administratively is the thana. Every thana within the district has been given a code number and where thanas do not exist corresponding administrative divisions have been taken and code numbers assigned. The significance of these code numbers lies in the fact that enumeration this time will be under the card system and the cards will have these code numbers printed at the top. The card for one thana or corresponding division (which may for general convenience be called census thana) cannot be used for another census thana. This requires that under no circumstances should a portion of one census thana be combined with a portion of another to form any kind of census division.

### Charges, Circles and Blocks

8. Each census thana is then divided into census charges and here it will be necessary to modify administrative divisions to some extent. Conditions in towns, tea gardens, large mining areas and such other special areas are so different from the villages that figures have to be collected separately for these. On the other hand, figures are also required for smaller administrative units, like mauzas, chawkidari circles, etc. These two factors cut across each other and to enable the figures to be used either way every care should be taken in the matter of forming charges. All towns, of which a list is given in Appendix II, should be made into separate charges, one or more for each town according to size. The area of each census thana, outside the town, if any, is then divided into convenient charges following administrative divisions and at the same time separating tea garden portions or other special areas. Many mauzas, for example, contain villages as well as tea gardens. A mauza of that kind is treated as two, one general for purpose of forming a general charge with other mauzas or similar portions of mauzas in the same thana and the other as special for the tea garden portion to be combined with other similar tea garden areas in the same thana to form a tea garden charge. Again a mauza, like Namati in Nowgong, may fall partly in the plains and partly in the Excluded or Partially Excluded Hills; this should also be treated as two, the plains portion going to a general charge and the hill portion being treated by itself or combined with a similar hill portion as a hill charge. The smallness of any such charges should not be an argument against separation, for such small charges can be placed under charge superintendents of adjacent charges. A charge is then divided into circles and circles again into blocks and in making these divisions the same considerations as above apply. A general circle should not be formed by combining portions of two mauzas or chowkidari circles. If two tea gardens of any tea garden charge fall under different mauzas they should be separate circles. A village may fall partly in a tea garden as there are *dags* in a cadastral village settled for tea cultivation or purposes ancillary thereto with holders of neighbouring tea garden grants. In such cases the village should be treated as two blocks one general and one as tea garden block. As an illustration of the general principles stated above the possible distribution into charges of two thanas is given below :—

*Sylhet Sadr Thana.*—Sylhet District (Code No.2:1).

Charge No. I (General)—Sylhet West.

Charge No. II (General) Sylhet East (excluding tea gardens).

Charge No. III (Tea)—Sylhet tea gardens.

Charge Nos. IV and V (Town)—Sylhet town.

Charge No. VI (General)—Sylhet South.

*Jamunamukh Thana.*—Nowgong District (Code No.10-5).

Charge No. I (General)—Kathiatoli, Kampur, and Garubat mauzas (excluding tea areas).

Charge No. II (Tea)—Tea gardens of Kathiatoli and Garubat mauzas.

Charge No. III (General)—Jamunamukh and Namati (plains) mauzas.

Charge No. IV (Hills)—Namati (Hills).

Charge No. V (General)—Hojai and Lanka mauzas.

Charge No. VI (Hills)—Rangkhang mauza.

Charges will be serially numbered for each thana, circles serially for each charge and blocks serially for each circle.

### III.—CENSUS OFFICERS

#### District Officers

9. The administrative head of each district is the District census officer and on him and his personal interest depends the entire success of the enumeration stage. The general observations in these chapters and the instructions issued from time to time are to be adapted to each district by the District census officer to suit the peculiar conditions and circumstances of his district of which he is the best judge. At each district and subdivisional headquarters a magistrate has been selected to assist him. Such officers, while managing all routine work, should keep the District officer fully informed of the progress and take his orders in all matters of importance. Except the Subdivisional officer in the subdivisions other magistrates are not really general touring officers although they may at any time be sent out on inspection duty by the District officer at his discretion. Such deputation purely for census work is discouraged by Government orders in the interests of economy and it is hoped that District officers will try to avoid as far as practicable such tours. This, the District officers may be able to do if they can secure the assistance of the other touring district departmental heads (such as Superintendent of Police) to share with them the inspection of the census work in the interior of the district. Most of these officers have given very willing help in the past and not a few take personal interest in census work and appreciate its utility. It is hoped that their full help and co-operation will be forthcoming, as that will ensure then maximum efficiency with minimum cost.

#### Charge Superintendents

10. Under District census officers are the Charge Superintendents. It is not necessary that every charge must have a separate charge Superintendent. In the examples given in the preceding chapter charges II (General) and III (Tea) of Sylhet Sadr thana can be given under one charge Superintendent, if the charges are properly formed. Similarly in Jamunamukh thana charge Nos. I (General) and II (Tea) can be managed by one charge Superintendent, III (General) and IV (Hills) can be managed by another charge Superintendent, and V (General) and VI (Hills) by a third charge Superintendent. A charge Superintendent may have ordinarily 8,000 to 12,000 houses under him. Charge Superintendents should be appointed from touring officers of all departments (including local bodies) whose ordinary duties take them to their charges. In Municipalities the charge Superintendent and other census officers will be appointed by the District census officer in consultation with the municipal authority.

### Circle Supervisors

11. Circle Supervisors will be in charge of one or more census circles the total number of houses being 600 to 1,000. They will be drawn from Government officers generally subordinate in status to the charge Superintendent and, where this is not possible, from leading landlords, influential and able panchayat heads, teachers of larger educational institutions, retired officers, etc. When such outsiders are selected care must be taken to see that the villages are conveniently situated for them and the sizes of the circles are not too large.

### Enumerators

12. Enumerators will be in charge of one or more blocks with 100 to 250 houses in all. They will be chosen from land record staff, primary school teachers, etc., and where only such men are not available, suitable outsiders. Due to the changes in the procedure and the introduction of the card system an enumerator should be of a much better type than in the past.

### General duties and relationship

13. An enumerator will work under the direct control of the supervisor and the supervisor of the Charge Superintendent. Such control should not take the nature of formal written orders and apart from the general instructions which will be printed and issued the rest should be by personal explanations. When a charge Superintendent visits a circle he should call the enumerators with the circle supervisor to meet him at a convenient place to explain away all difficulties. Every Charge Superintendent should try and meet all his supervisors and as many as possible of his enumerators as frequently as he can during his ordinary tours. Where non-officials are census officers tact is essential and care should be taken to see that emphasis is laid not upon subordination but upon willing co-operation.

14. As regards District officers it is realised that it is difficult for them to do the necessary checking and control which they may desire to do, but for this as has been stated above, the help of other departmental heads will be of immense value. The full co-operation by such district departmental heads will lead to their subordinates taking up this work with a keener interest than otherwise and as an essential part of their ordinary duties. District heads of all departments may instruct their subordinates to include in their diaries remarks about their census work and if any officer shows particular zeal it may be brought to the notice of the District officer and through him of the Provincial Superintendent.

## VI.—PRELIMINARY ARRANGEMENT, RECORDS AND TRAINING

### Charge Map

15. After the general village, town and tea garden register has been prepared and charge Superintendents appointed the stage is set for the writing of preliminary records. The census calendar, given in Appendix III lays down that charge Superintendents should be appointed by 15th May. This is to enable them, well in advance, to be acquainted with all the instructions and also to choose proper supervisors and enumerators. As soon as the charge Superintendents are appointed they will be supplied with copies of all instructions relating to their work and traces of the district census map (which, according to instructions issued, is to be prepared with the general village, town and tea garden register) relating to their respective charges. Every charge Superintendent must compare his map with the

district map and the general village, town and tea garden register and see that every village falling in his charge according to the register has been entered in the map and numbered according to the serial in the register.

#### **Delimitation of census divisions and selection of officers**

16. He should then visit the important centres in his charge to meet possible supervisors and enumerators and other leading men and after discussion with them about distribution of circles and blocks, send his recommendations to the District or Subdivisional census officer not later than 15th June. The importance of this stage cannot be emphasised too much. A correct distribution into census divisions and well-chosen supervisors and enumerators will mean smooth working of the whole enumeration process and any extra attention paid and labour devoted to it by Charge Superintendents will be well worth it and save a lot of worry and trouble later. In the past due to inadequate attention at this stage frequent changes had to be made till the final census and Charge Superintendents themselves had to run about for that. The final delimitation of circles and blocks is best done at a conference of Charge Superintendents with the District or Subdivisional census officer. After that the charge Superintendents will hand over their maps and lists of supervisors and enumerators to the District or Subdivisional office.

#### **Preparation of papers in Office**

17. The office should now mark all the circles and blocks on the district or subdivisional census maps, prepare traces of the maps relating to each circle and complete the charge and circle registers in the form given in Appendix IV. There should be one sheet for every circle and it should be prepared in duplicate. Only columns 1 to 5 will be filled up, and the column relating to the number of houses should be filled up in pencil only. Side by side with that the office should also prepare the appointment letters to supervisors and enumerators.

#### **Attestation by magistrate at headquarters**

18. This is the most important part of the census work in office and the magistrate at each district and subdivisional headquarters dealing with census should pay personal attention to it to see that the work is promptly and correctly done. That officer should under his signature, endorse on the Charge Superintendent's maps "compared and found correct"; he should also record similar endorsement under his signature on the charge registers "compared with the general register and found correct". He should then hand over to each Charge Superintendent:—

1. The attested copy of the map relating to the charge together with the circle maps.
2. The attested charge register together with the duplicates (circle registers) for each circle.
3. Appointment letters to supervisors and enumerators.
4. Sufficient copies of the Instructions in the languages of the district (which will be issued).
5. Sufficient number of house list forms.

At the time of preparation of the charge registers a note should be made in the 'remarks' column of the general village register to show charges, circles and blocks, paying special attention to administrative units which have been split up. This work should be completed in office by 1st July by which date all the papers should reach the Charge Superintendents.

### Abstract of Charge Register

19. Soon after 1st July the district and subdivisional offices should send a return in the following form, which should reach the Provincial Superintendent not later than 10th July :—

#### *Abstract of Charge Register*

Name of thana and code number	Serial number and nature of charge	Number of villages or wards in town	Number of houses	Number of blocks	Number of circles	Number of house-list forms given	Remarks
1	2	3	4	5	6	7	8

### Distribution of papers by Charge Superintendents

20. As soon as he receives the papers each Charge Superintendent should arrange for his supervisors and enumerators to meet him at convenient centres in the charge and distribute the papers. In the case of officers of other departments or of local bodies who are appointed census supervisors and enumerators the fact should be reported to their district heads through the district or subdivisional officer.

### Training

21. Training should start from the time of distribution of the papers. All the rules and instructions should be thoroughly explained by the Charge Superintendent at that time. The utility of census, the responsibility of census officers, the necessity for tact and impartiality to secure the full co-operation of the public should all be stressed. As the first step is the preparation of the house-list the Charge Superintendent should, at this stage, have a test list prepared in his presence, of a few houses, by a group of enumerators and supervisors. From the preparation of the house-list the real field work in census starts and from that time up till the final census checking and training go hand-in-hand.

## V.—HOUSE LIST

### Its importance

22. The preparation of the house list and the subsequent house numbering form the last stage in the preliminary work. A correct house-list is essential for proper enumeration. The administrative report of last census will show what troubles occurred due to inaccuracies in the preliminary house counting. In the past, house-lists (which were then called block lists) were prepared with house numbering. This time it is proposed that house-lists should be prepared in advance and thoroughly checked by supervising officers before numbering starts.

### Responsibility of officers

23. Up to the preparation of the house-list the arrangements relate to the larger units and the primary responsibility for them rested with the Charge Superintendent. The preparation of the house-list is



the primary responsibility of the supervisor. There is no question of the enumerator doing it and the supervisor checking it. The list should be prepared by the supervisor himself or by the enumerator in the immediate presence of the supervisor. The charge superintendent must check the preparation of the list while it is in progress, to satisfy himself that it is done with full care and understanding of the details and in the case of individual entries test at least 25 per cent. of them in each block.


### Form and time of preparation

24. The house-list form is given in Appendix V. Its preparation is to start by 15th July and it should be finished by the Supervisor by 15th August. It should be prepared in duplicate leaving column 2 relating to the serial No. of the house blank. Two villages, separately numbered in the general register, should not be entered in the same sheet: every village must have one or more full sheets. If a village is split up in different blocks each split up portion must have one or more full sheets. Soon after 15th August the charge superintendent will arrange to meet his supervisors at convenient centres, and after satisfying himself that the lists have been properly prepared allot numbers to the houses and have column 2 filled up in his presence in pencil. He will retain one copy and return the other to the supervisor duly endorsed. This should be finished by 15th September.

### Village notes

25. The following instructions relating to the details of the house-list should be carefully followed. After the headings relating to the charge, circle, block, etc., the first heading is village notes. This is an entirely new thing introduced now and its utility has arisen because of the demand for rural development while there is scanty information about existing conditions in the villages. As the information which is going to be collected is going to be printed for each district in booklet form and is liable to be referred to a lot in future it should be very carefully collected. The supervisor should record his notes under the following headings:—

(a) *Whether the village is liable to floods.*—If not liable to floods put **O**,


if liable to slow high floods damaging to crops put  and if liable to

sudden high floods affecting even houses put **X**.

(b) *Is the village liable to epidemics of cholera frequently.*—If liable put



if not, put **X**.

(c) *Water supply.*—If during the dry season there is no source of water supply in the village or immediate neighbourhood put **X** and if majority take water from running streams put I, if from beels put II, if from private wells and tank put III, if from Local Board's or Government tanks put  (condition) and if from Local Board or Government wells put **O** (condition). Inside the symbol give the number of such tanks or wells and in brackets their condition.

(d) *Distance from nearest public dispensary or private qualified doctor.*—Show a Government or Local Board Dispensary by  a Public Health Dispensary by  and a private qualified doctor by **O**. The distance should be given inside the symbol in miles, 0 if within one mile, 1 if more than one mile but less than two miles and so on.

(e) *Educational facility.*—The distance of the nearest Government or Local Board Lower Primary School should first be shown as  and venture school **O**; Lower Primary School includes a maktab or *tol* and the distance will be given inside the symbols in miles as in (d) above. After recording this information it will also be recorded whether there is any other educational institution in the village.

(f) The principal crops grown.

(g) *Subsidiary cottage industries.*—Give the name of the industry or industries, and if they are carried on to meet home needs put  if for local needs put  and if for sale or trade put **O**. Inside these symbols give the number of families engaged. For example, if in a village there are 5 families engaged in *Endi* weaving for consumption in the village or neighbourhood and 7 families of potters making earthen vessels for sale through traders write 'Endi weaving—  and pottery **O** 7.

(h) Whether there is a market in the village and if so of what class (class I—big bazars like Balaganj, Ajmeriganj, Roha, Dhing, etc., where there are wholesale dealers in agricultural and other produce. Class II—smaller bazars where some such purchase and sale are made by petty agents of bigger traders, and class III—small *hats* where only daily necessities are sold).

(i) the distance of the nearest market of class I and how it is approached.

(j) whether served by any means of communication, like rivers, roads, railway, steamer service, etc.

(k) any ancient monument or anything of archæological or cultural interest.

26. The headings have been selected in consultation with the Assam Government. In addition any useful information for any particular district may be added by the District Officer under an additional heading, but any alteration in the headings given above requires previous approval of the Provincial Superintendent. District Officers will, it is hoped, examine the list and report in time for any changes which, for their districts, they consider necessary. For the Sylhet district, it is desired that the number of families from which persons go out to sea for service should be given as additional information under (g). The headings have been so framed that the answers will mostly be in statistical form or presentable in statistical form as attributes. Anything of descriptive nature should be avoided as then it will take a lot of space and will present difficulties in classification in the village tables. While forwarding the notes for each village as recorded above the charge Superintendent should give descriptive notes under the following heads:—

- (a) nature of the villages in his charge,
- (b) general public health and provision of medical facilities,
- (c) water-supply, whether adequate, unsafe, etc,
- (d) educational facilities and distribution of educational institutions,
- (e) agriculture and crops,
- (f) subsidiary occupations,
- (g) marketing facilities,
- (h) communications.

As the unit for which descriptive notes will be printed will be thanas and as a thana may consist of one or more charges the district officer may, after perusing the reports of the charge superintendents select the best to consolidate the notes for the thana, or have it done in any other manner he thinks best. In addition it is hoped that the district officer will give valuable notes with reference to the whole district. Apart from these general notes he can also have special notes prepared by any officer he thinks best, about items of particular interest, *e.g.*, important and commercial cottage industries like Sitalpati weaving of Balaganj side, silk weaving of

Sualkuchi side or metal industries of Hajo side. In dealing with such important cottage industries the special notes may deal with their economic conditions, availability of raw materials, process, finance and marketing. This item in census work is one in which individuality can be exercised by every officer thereby making a most valuable contribution, and this fact might be emphasised to all Census officers.

### House

27. A House is defined as consisting of the buildings, one or many, inhabited by one family; that is by a number of persons living and eating together in one mess, with a common store of provisions, with their resident dependents, such as mother, widowed sisters, younger brothers, etc., and their servants who reside in the house. In other words, this unit is the commensal family একামভুক্ত পরিবার known in some districts as the khana and not the homestead or enclosure; it means independent living. There are however, some exceptions to this standard definition, but these need only be explained to the enumerators of blocks where they occur—

- (i) In the case of persons whose servants live and eat separately the servants' quarters should be numbered separately, each doorway of the servants' quarters being treated as a separate house.
- (ii) Police lines, jails, hospitals, dispensaries, lunatic and leper asylums, etc., will be formed into separate blocks and the houses or wards within their precincts will be treated as houses and separately numbered.
- (iii) In coolie lines each separate doorway should be treated as a separate house but if two or more rooms having separate doorways are occupied by one family only, they should be treated as one house.
- (iv) In hotels and serais each room, or suite of rooms, allotted to a different traveller or family should be treated as a separate house.

### Other columns of the list

28. *Column 1.*—Column 1 relates to the name of the hamlet or ward. Unless there are distinct names for different portions of the same village which are not treated as separate in the village register, the same name of the village as at the top may be written.

*Column 2.*—Column 2 is first to be left blank and later to be filled up in pencil.

*Column 3.*—This should show for what purpose the house is used. All parts of a dwelling house, including kitchen and outhouse occupied by servants included in the household, are to be treated as one house and they will be collectively termed as dwelling house. There are cases in which in a homestead there is a small building put up as a shop or a part of the building itself used as a shop or karkhana. If the dweller behind owns the shop or karkhana it will be entered as one with the dwelling or homestead and treated as "dwelling and shop or karkhana combined". The nature

of the shop or *karkhana* should be stated. Thus the entries will be "dwelling and tea shop", "dwelling and grocery shop", "dwelling and carpentry", "dwelling and cartwheel making," "dwelling and Smithy", etc. If the shop or *karkhana* is owned by a different person not living there it should be shown separately but bracketed with the main house ; this is because at the time of numbering, if the main house is numbered 10 this can be numbered as 10 (\*). If the house is vacant and likely to remain so during the census, it should be recorded as vacant.

*Columns 4 and 5.*—Columns 4 and 5 are two sub-headings and relate only to dwelling houses. The classes are (I)—*pucca*, with *pucca* or wooden floor, with wooden frame throughout, and roof of thatch, or corrugated iron sheet.

(II)—*Semi-pucca*, i.e., *katcha* floor, but the structure more or less of a permanent nature.

(III)—*Katcha houses.*—These descriptions are, it is thought, fairly well understood and distinguished by the people. In any district the District officer may add any other class, which he considers necessary to suit local conditions, with the approval of the Provincial Superintendent. Living rooms will be given only in the case of buildings of classes I and II, the column being left blank in the case of class III. Temporary or moveable partitions should not be taken into account in estimating the rooms, and rooms ordinarily used by members of the household for sleeping should only be entered.

*Column 6.*—If nobody sleeps in the house the name of the owner or occupant during day time or the person who uses it should be given but in such cases columns 7 to 12 will be blank.

*Columns 7 to 12.*—These columns should be filled up after careful enquires. Servants living, not as part of the household or sharing the common food, should not be included as their residences will be separately numbered. Relations ordinarily resident elsewhere in their separate houses but for the time being found in the house should not be entered if they are not likely to be there at census time. Servants, though forming part of the household, if only temporarily engaged (say for cutting *ahu* crop, or harvesting jute or transplanting) should not be entered if they will go away after the season.

## VI.—HOUSE NUMBERING AND FINAL LIST OF HOUSES

### Training

29. By the 1st September, according to the arrangement described in the previous chapter, the supervisor will have his corrected house-list for every village with him, with the numbers entered in pencil. Between 15th August and 15th September when the charge Superintendent would be meeting his supervisors at convenient centres he should instruct them carefully about house numbering and train them by having some houses numbered in his presence.

### Commencement

30. Soon after 15th September house numbering will commence in such areas where the rains have more or less stopped or the area is high. The charge Superintendent should fix up beforehand where the numbering should commence earlier and where later. The advantage of this is that it will help his checking.

### Order of numbering

31. Numbering should be done according to the figures in pencil of column 2 of the house-list. If the supervisor finds any house in the list no longer in existence he should cut it out and make a remark to that effect in the 'remarks' column. He should also alter the next and succeeding numbers in pencil. For example, suppose in a village house No.12 is no longer in existence it should be cut out and Nos.13, 14, 15, etc., will become 12, 13, 14, etc., Similarly, if a new house has sprung up between two houses this should be given the proper serial and subsequent numbers altered. For example, if between houses 25 and 26 a new house has sprung up it will be entered in pencil (in all the columns) and given the number 26, the numbers following it being altered from 26, 27, etc., to 27, 28, etc. At the time of house numbering the supervisor should check further the details of the house-list.

### Substance for numbering

32. The substances used for house numbering will vary according to the conditions in each district. Lime, tar, yellow ochre (geru), soot with oil, were some of the substances used in the past and should be used this time also wherever possible. The numbers should be so put as to be prominent and the substance used should be such that it should remain till final census.

### Permanent house numbers

33. One innovation, which has been suggested for adoption this time and which some other provinces are going to undertake, is the affixing of permanent numbers. Conditions in Assam do not favour any such improvement on a wide scale, but it is suggested for the consideration of all officers that wherever possible this should be tried. The obvious places are municipal and small town areas where permanent numbering for houses according to streets is long overdue. District officers may persuade municipalities in their districts to take it up as, if done at the time of census, it will mean much less expense and bother than if done independently. Its advantages are obvious. Outside municipalities and small town areas there are places of importance, like Chhatak, Balaganj, Ajmiriganj, Silghat, etc., where the buildings are more or less of a permanent nature, and where a permanent house-list is of advantage to the people. The suggestion is left entirely to District officers. Where there is a desire on the part of the people in sufficient number of areas to try this arrangement, steps will be taken to have a permanent register and Government will be requested to devise means for maintenance of the register and recognising its validity. It is also suggested for the consideration of District officers that such registers if prepared only for important places can be kept up-to-date by Sub-Registrars in Sylhet and Circle officers in the temporarily-settled areas of Assam Valley and Cachar.

In case there is a demand further instructions in this respect will be issued.

### Checking

34. Checking by charge Superintendents should go on from the time house numbering starts. Soon after 1st November, when house numbering is to be finished by supervisors, the charge Superintendent will arrange to meet his supervisors at convenient centres in his charge, examine their copies of house-lists and correct his own copies. If he finds too many changes he should have a further thorough check made and when the list has become final, ink up all the numbers in column 2 and the interpolated entries.

### Final charge abstract

35. As soon as the house-lists have become final the supervisor and the charge Superintendent will fill up columns 4 and 6 of their circle and charge registers and enter in column 7 the number of enumeration pads required *for each block*. This is done by totalling the ordinary resident population for every village of the block as per the final house-lists. If the population of the villages of one block comes to 723 the number of pads required is 8 (as all pads are of 100 each). The charge Superintendent will then prepare an abstract for his charge in the form appended herewith in duplicate as Appendix VI so that the charge Superintendent can fill them in his own copy of the handbook and tear one copy and send it. A copy of this will be given to the District or Subdivisional office where it will all be consolidated and a return will be sent to the Provincial Superintendent to reach him not later than 1st December, in the following form :—

District			Subdivision					
Name of thana or other unit	No. and nature of charge	No. of houses	No. of persons ordinarily resident			No. of pads required	No. received	Difference (+) (—)
			M.	F.	T.			
1	2	3	4	5	6	7	8	9
Total ..								

Column 6 will be written only for the whole thana or other unit (called census thana) as pads are being printed with 2 code numbers only, one for district and one for thana. In column 7 if the number received is in excess of the number required it will be given as *plus (+)* and if the number received is short of the number required it will be shown as *minus (—)*.

### Conclusion

36. The particular importance of a correct house-list and especially of the number of inhabitants ordinarily resident will be evident from what has been described above. Under the card system the cards of one thana cannot be used for another thana. Estimates have been made on the basis of probable population for each thana and so under-estimate in one charge will lead to difficulties later in that charge while an over-estimate there may lead to shortage in another charge or other charges of the same thana. In the previous censuses, schedules could be had and added any time, but now it is not possible and the success of the entire enumeration will depend upon the correctness of the preliminary arrangements and the efficiency and thoroughness of their checking. This should be impressed upon the charge Superintendents from the very beginning. They are drawn from a type of officers who can be expected to read and follow the instructions thoroughly, and to use some amount of discretion, and if they take personal interest in the work from the very start it will mean efficiency and smoothness throughout.

## APPENDIX I

List of districts and States with thanas and corresponding units and their code numbers—

SURMA VALLEY AND HILL DIVISION			Khasi States .. .. . (4)	
			Myllem including part of Shillong town.	(4.1)
Cachar district .. .. .		(1)	Khyrim .. .. .	(4.2)
Silchar thana .. .. .		(1.1)	Other Siemships .. .. .	(4.3)
Lakhipur .. .. .		(1.2)	Lyngdohships .. .. .	(4.4)
Katigora .. .. .		(1.3)	Wahadadarships .. .. .	(4.5)
Barkhola .. .. .		(1.4)	Sardarship .. .. .	(4.6)
Sonai .. .. .		(1.5)		
Udharband .. .. .		(1.6)	Naga Hills district .. .. .	(5)
Hailakandi .. .. .		(1.7)	Sadr Subdivision .. .. .	(5.1)
Katlicherra .. .. .		(1.8)	Mokokchung .. .. .	(5.2)
North Cachar Hills Subdivision		(1.9)		
			Lushai Hills district .. .. .	(6)
Sylhet district .. .. .		(2)	Aijal subdivision .. .. .	(6.1)
Sylhet (Sadr) thana .. .. .		(2.1)	Lungleh .. .. .	(6.2)
Gowainghat .. .. .		(2.2)		
Golappanj .. .. .		(2.3)		
Fenchuganj .. .. .		(2.4)	ASSAM VALLEY DIVISION	
Kanaighat .. .. .		(2.5)	Goalpara district .. .. .	(7)
Jaintiapur .. .. .		(2.6)	Dhubri thana .. .. .	(7.1)
Balaganj .. .. .		(2.7)	South Salmara .. .. .	(7.2)
Biswanath .. .. .		(2.8)	Golakganj .. .. .	(7.3)
Maulvi Bazar .. .. .		(2.9)	Bilasipara .. .. .	(7.4)
Kamalganj .. .. .		(2.10)	Kokrajhar .. .. .	(7.5)
Srimangal .. .. .		(2.11)	Gossaingaon .. .. .	(7.6)
Rajnagar .. .. .		(2.12)	Bijni .. .. .	(7.7)
Kulaura .. .. .		(2.13)	Mankachar .. .. .	(7.8)
Habiganj .. .. .		(2.14)	Sidli .. .. .	(7.9)
Chunarighat .. .. .		(2.15)	Goalpara .. .. .	(7.10)
Baniyachung .. .. .		(2.16)	Dudnai .. .. .	(7.11)
Ajmiriganj .. .. .		(2.17)	Lakhipur .. .. .	(7.12)
Madhabpur .. .. .		(2.18)	North Salmara .. .. .	(7.13)
Lakhai .. .. .		(2.19)		
Nabiganj .. .. .		(2.20)	Kamrup district .. .. .	(8)
Bahubal .. .. .		(2.21)	Gauhati .. .. .	(8.1)
Sunamganj .. .. .		(2.22)	Palasbari .. .. .	(8.2)
Tahirpur .. .. .		(2.23)	Chhayagaon .. .. .	(8.3)
Chhatak .. .. .		(2.24)	Boko .. .. .	(8.4)
Dirai .. .. .		(2.25)	Nalbari .. .. .	(8.5)
Jogannathpur .. .. .		(2.26)	Rangia .. .. .	(8.6)
Sulla .. .. .		(2.27)	Barama .. .. .	(8.7)
Dharampasha .. .. .		(2.28)	Kamalpur .. .. .	(8.8)
Karimganj .. .. .		(2.29)	Hajo .. .. .	(8.9)
Patharkandi .. .. .		(2.30)	Barpeta .. .. .	(8.10)
Ratabari .. .. .		(2.31)	Sorbhog .. .. .	(8.11)
Badarpur .. .. .		(2.32)	Tarabari .. .. .	(8.12)
Jaldhup .. .. .		(2.33)	Patacharkuchi .. .. .	(8.13)
Khasi and Jaintia Hills district (British portion).		(3)	Darrang district .. .. .	(9)
Shillong town (part) .. .. .		(3.1)	Tezpur thana .. .. .	(9.1)
Shillong Cantonment .. .. .		(3.2)	Dhekiajuli .. .. .	(9.2)
British Sardarships and villages in Sadr subdivision.		(3.3)	Chhutia .. .. .	(9.3)
Doloiships in Jowai subdivision.		(3.4)	Behali .. .. .	(9.4)
Sardarships in Jowai subdivision.		(3.5)	Gohpur .. .. .	(9.5)
			Mangaldai .. .. .	(9.6)
			Udaiguri .. .. .	(9.7)
			Paneri .. .. .	(9.8)
			Kalaigaon .. .. .	(9.9)
			Dalgaon .. .. .	(9.10)

*Majbat*

(9.11)



APPENDIX I—*concl'd.*ASSAM VALLEY DIVISION—*concl'd.*

Nowgong district .. .. (10)	Garro Hills district .. .. (13)
Sadr thana .. .. (10·1)	Mauza No. I (Hills) .. (13·1)
Rupahi .. .. (10·2)	Ditto II „ .. (13·2)
Samaguri .. .. (10·3)	Ditto III „ .. (13·3)
Lumding .. .. (10·4)	Ditto IV „ .. (13·4)
Jamunamukh .. .. (10·5)	Ditto V (Nibari) plains (13·5)
Kaliabor .. .. (10·6)	Ditto VI (Fulbari) „ (13·6)
Roha .. .. (10·7)	Ditto VII (Rangapani) „ (13·7)
Lahorighat .. .. (10·8)	Ditto VIII (Mahendraganj) „ (13·8)
Dhing .. .. (10·9)	Ditto IX (Ghoshgaon) „ (13·9)
Marigaon .. .. (10·10)	Ditto X Tura town „ (13·10)
Sibsagar district .. .. (11)	
Jorhat thana .. .. (11·1)	
Teok .. .. (11·2)	
Titabar .. .. (11·3)	
Majuli .. .. (11·4)	
Sibsagar .. .. (11·5)	
Nazira .. .. (11·6)	
Amguri .. .. (11·7)	
Sonari .. .. (11·8)	
Golaghat .. .. (11·9)	
Dergaon .. .. (11·10)	
Bokahat .. .. (11·11)	
Lakhimpur district .. .. (12)	
Dibrugarh thana .. .. (12·1)	
Dhemaji .. .. (12·2)	
Moran .. .. (12·3)	
Tinsukia .. .. (12·4)	
Digboi .. .. (12·5)	
Margherita .. .. (12·6)	
Doom Dooma .. .. (12·7)	
Jaipur .. .. (12·8)	
Bordhubi .. .. (12·9)	
North Lakhimpur .. .. (12·10)	
Bi hpuria .. .. (12·11)	
Dhakuakhana .. .. (12·12)	
	FRONTIER TRACTS
	Sadiya Frontier Tract .. (14)
	Sadiya subdivision .. (14·1)
	Pasighat subdivision .. (14·2)
	Singpho-Naga Area .. (14·3)
	Balipara Frontier Tract .. (15·1)
	Manipur State .. .. (16)
	Valley Section—
	Naharup Panah .. .. (16·1)
	Ahalup Panah .. .. (16·2)
	Imphal Panah .. .. (16·3)
	Khabam Panah .. .. (16·4)
	Laifam Panah .. .. (16·5)
	Jirighat Panah .. .. (16·6)
	Hill Section—
	West subdivision .. (16·7)
	Sadr „ .. (16·8)
	East „ .. (16·9)

## APPENDIX II

List of Towns and Cantonments for census purposes (*Provisional*)

## SURMA VALLEY AND HILL DIVISION

Cachar district—

1. Silchar.
2. Hailakandi.
3. Haflong.

Sylhet district—

4. Sylhet.
5. Habiganj.
6. Sunamganj.
7. Karimganj.
8. Maulvibazar.
9. Srimangal.

Khasi and Jaintia Hills district—

10. Shillong (British portion).
11. Shillong Cantonment.

Naga Hills district—

12. Kohima.

## ASSAM VALLEY DIVISION

Goalpara district—

13. Dhubri.
14. Gauripur.
15. Goalpara.

Kamrup district—

16. Gauhati.
17. Palasbari.
18. Nalbari.
19. Barpeta.

Darrang district—

20. Tezpur.
21. Mangaldai.

Nowgong district—

22. Nowgong.
23. Luming.

Sibsagar district—

24. Jorhat.
25. Sibsagar.
26. Golaghat.
27. Nazira.

Lakhimpur district—

28. Dibrugarh.
29. Doom-Dooma.
30. Tinsukia.
31. North Lakhimpur.

## FRONTIER TRACTS

Sadiya Frontier Tract—

32. Sadiya.

## ASSAM STATES

33. Imphal (Manipur State).
34. Shillong (Khasi States portion).

## APPENDIX III

## CENSUS CALENDAR FOR 1940-41 (PROVISIONAL)

	To be commenced	To be completed
1. Preparation of general village, town and T. G. register .. .. .	September 1939	15th April 1940.
2. Appointment of Charge Superintendents ..	....	15th May 1940.
3. Date by which Charge Superintendents should report to District or Subdivisional Census Officer the names of Enumerators and Supervisors .. .. .	....	15th June 1940.
4. Supervisors and Enumerators to be appointed ..	....	1st July 1940.
5. Training of Enumerators and Supervisors ..	1st July 1940	
6. Preparation of house-list .. .. .	15th July	15th August.
7. Checking of house-list by Supervisors and Charge Superintendents .. .. .	15th July	15th September.
8. House numbering .. .. .	15th September	1st November.
9. Corrected return of houses and population to be sent to the Provincial Superintendent ..	....	1st December.

# APPENDIX IV

## CHARGE REGISTER CIRCLE REGISTER

*Mauza (Assam Valley)*  
*Other Unit (Elsewhere)*

*Thana*  
*Town*

*Subdivision*

*District*

Charge No. \_\_\_\_\_  
Circle No. \_\_\_\_\_

Name of Charge Superintendent  
Name of Circle Supervisor

Name of village or ward	Serial No. of village in the General Village Register	Serial No. of Block	Number of houses in each block	Name and address of Enumerator	Date of house numbering	Pads of Enumeration Cards (with 100 cards in each)						Dated initials for testing by—		Remarks	
						Number required	Number received	Number issued	Dated initial of Enumerator	Used	Number returned	Circle Supervisor	Charge Superintendent		
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
					Completion										

# APPENDIX V

## House List

Thana
Town
Block No.

Charge No.
Village

Circle No.

*Village Notes*

Name of hamlet or ward	Serial No. of house	For what purpose used	Description of the building		Name of head of family or establishment	Number of persons ordinarily resident						Remarks.		
			Class	No. of living rooms		Of the family							Servants	
						Over 14 years			14 years & under				M	F
						M	F	7	8	9	10			
1	2	3	4	5	6	7	8	9	10	11	12	13		

## APPENDIX VI

## FINAL CHARGE ABSTRACT

No. and name of District.....Subdivision.....

No. and name of Census Thana.....

No. and nature of charge.....

Serial No. of Circle	No. of blocks	No. of houses	No. of persons ordinarily resident (according to house-list)			No. of pads required
			Male	Female	Total	
1	2	3	4	5	6	7
Total ..						

*Dated*

1940

*Charge Superintendent.*

## APPENDIX VI

## FINAL CHARGE ABSTRACT

No. and name of District.....Subdivision.....

No. and name of Census Thana.....

No. and nature of charge.....

Serial No. of Circle	No. of blocks	No. of houses	No. of persons ordinarily resident (according to house-list)			No. of pads required
			Male	Female	Total	
1	2	3	4	5	6	7
Total ..						

*Dated*

1940

*Charge Superintendent.*

## APPENDIX VI

## FINAL CHARGE ABSTRACT

No. and name of District.....Subdivision.....

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Serial No. of Circle	No. of blocks	No. of houses	No. of persons ordinarily resident (according to house list)			No. of pads required
			Male	Female	Total	
1	2	3	4	5	6	7
<b>Total ..</b>						

*Dated*

1940

*Charge Superintendent,*



## APPENDIX VI

## FINAL CHARGE ABSTRACT

No. and name of District.....Subdivision.....

No. and name of Census Thana.....

No. and nature of charge.....,.....

Serial No. of Circle	No. of blocks	No. of houses	No. of persons ordinarily resident (according to house list)			No. of pads required
			Male	Female	Total	
1	2	3	4	5	6	7
Total ..						

*Dated*

1940

*Charge Superintendent.*

APPENDIX VI

FINAL CHARGE ABSTRACT

No. and name of District.....Subdivision.....

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Serial No. of Circle	No. of blocks	No. of houses	No. of persons ordinarily resident (according to house list)			No. of pads required
			Male	Female	Total	
1	2	3	4	5	6	7
Total ..						

*Dated*

1940

*Charge Superintendent.*

## APPENDIX VI

## FINAL CHARGE ABSTRACT

No. and name of District.....Subdivision.....

No. and name of Census Thana.....

No. and Nature of charge.....

Serial No. of Circle	No. of blocks	No. of houses	No. of persons ordinarily resident (according to house list)			No. of pads required
			Male	Female	Total	
1	2	3	4	5	6	7
Total ..						

*Date*

1940

*Charge Superintendent.*