

CENSUS OF INDIA, 1931

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UNITED PROVINCES  
OF  
AGRA AND OUDH

ADMINISTRATIVE REPORT

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SUPERINTENDENT, CENSUS OPERATIONS



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**ADMINISTRATION REPORT**  
ON THE  
**CENSUS OPERATIONS OF THE UNITED PROVINCES**  
OF AGRA AND OUDH  
1931.

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**Chapter I.—ENUMERATION.**

1. As this part of the census report is published solely for the guidance of the Provincial Superintendent at the next census it will be convenient to address my remarks to him.

*Object of the  
Administration  
Report.*

If after the introduction of provincial autonomy census remains a central subject you will, as on this occasion, work under instructions issued by the Census Commissioner for all India, and apart from these you will find your main guides in the records which are being preserved in the Secretariat at Allahabad for your use, the details of which are set out in Appendix A. I have added this printed list partly as a useful reference for you and partly to ensure that none of the records are lost. I was unable to trace some rather important files of the 1921 Census which, to say the least of it, led to considerable inconvenience. I have placed them in the list as far as possible in the order you will find it most convenient to attack them. Many of the instructions issued by the Census Commissioner are of a routine nature and do not vary much from census to census. The records preserved will show the details of the manner in which these instructions were carried out at this census in this province and will show you the nature of the instructions you are likely to receive, so enabling you to prepare beforehand for their execution. It is unnecessary for me here to dilate at length on matters which are sufficiently dealt with in these records. This report is supplementary to them and both must be studied together in order to obtain a comprehensive idea of the sequence of census operations.

2. The operations can be divided into three main stages :—

- (1) *enumeration* which extends from the commencement of operations until the final enumeration is completed on census night,
- (2) *slip-copying, sorting and district compilation*, which commence as soon as possible after the final enumeration and usually occupy five or six months, and
- (3) *provincial compilation of the Imperial Tables, preparation of the subsidiary tables and writing of the Census Report*, which occupy about another sixteen months.

*Scheme of  
Census  
Operations.*

In actual practice these stages overlap to some extent.

The office of the Superintendent of Census Operations is open throughout all the stages, eight central offices open immediately after the final enumeration and close again as soon as the second stage is completed, and when the results of the district compilation of some of the earlier tables become available a provincial compilation office is opened which swells in size as the district compilation figures for more tables become available. This office remains with your head office and closes when the last of the subsidiary tables has been prepared. The present chapter deals with the enumeration stage.

3. I took over charge of the office of Provincial Superintendent on April 1, 1930, the date of the final enumeration having been previously fixed by the Government of India in consultation with local Governments for the evening of February 26, 1931. As in previous censuses I was also gazetted *ex officio* Deputy Secretary to the local Government from April 30, 1930. This appointment is a great convenience, as all references to the local Government can then be made unofficially, which saves the time and expense of copying and registering correspondence. Luckily this secondary appointment in my case resulted

*Officers.*

in no such financial disaster as that from which my immediate predecessor was so tardily rescued. Pandit Ganga Narayan Bhargava, Deputy Collector, was appointed my Personal Assistant for four months from November 1, 1930, and again for one month from September 1, 1931. During the former period he shared with me the inspection work in district and states, and in the latter spell busied himself with the preparation of a few subsidiary tables and some notes for the final report. I may say at once that in my opinion a Personal Assistant is necessary from the beginning till the end of the operations, and I think I was wrong in not pressing for this. Even in the initial stages there is plenty for two officers to do and moreover it is most desirable that the Assistant should see the work from the start as it is only in this way that you can derive the maximum help from him. He should in the first cold weather inspect two-thirds of the districts and states. He can take charge of the Central Office at Naini Tal when it is opened and as it is a smaller office than the others he has time to dispose of routine matters in the Head Office as well. When his own office closes he can supervise the provincial compilation office. At this census some other provinces smaller than the United Provinces had Personal Assistants throughout most of the operations, and in the end I am sure it would prove an economy. There is so much that cannot be left to the office to do which the Assistant could well do, and his time is far less expensive than that of the Superintendent. For this post a junior, energetic young civilian or Deputy Collector with mathematical or statistical training is most suited.

*Office Staff.*

4. Your first duty on taking over charge is to get your office staff selected, appointed and housed. From the Secretariat you will get a copy of your budget for the current year which will have been prepared in advance for you. You should study this budget carefully to see how it is likely to fit in with your requirements, as it is usually prepared strictly on the basis of the previous census expenditure and takes no account of any changes in financial procedure or any other arrangements. Especially I would warn you to make an early and close study of the system of accounts. This will be fully explained in Chapter II of the Imperial Code of Census Procedure, 1941, Part I—Enumeration, copies of which will be found ready for your use on appointment. It is prepared by the Census Commissioner, who incidentally takes up his duties some six months before Superintendents are appointed. You should thoroughly grasp the paragraphs on powers to sanction expenditure and the method of accounts and study your budget in the light of them. Then estimate how much work this is going to throw on your own office and see that you have sufficient clerks to deal with it. It is no use my dilating on the system of expenditure and accounts which obtained at this census, because the reforms will probably involve some very material changes, but I would impress on you the need for studying this matter at the outset so that you will not be bothered later on. I would advise you to have an early personal interview with your Accounts Officer so that you can keep your accounts in order from the beginning and deal with all matters of expenditure both in your own office and the districts on the simplest and most economical lines.

I opened my Head Office with the following staff :—

Head Assistant ..	..	On Rs. 240—10—260	per mensem.
Stenographer ..	..	On Rs. 160—10—180	„ „
Third clerk ..	..	On Rs. 80—5—90	„ „
One naib-jamadar ..	..	On Rs. 16	„ „
Two orderlies ..	..	On Rs. 12	per mensem each.
Part-time sweeper ..	..	On Rs. 3	per mensem.

The naib-jamadar and one orderly actually worked as my personal orderlies and one so-called orderly was actually the office peon.

As the office was located in Naini Tal the following house allowances were also sanctioned :—

Clerks ..	..	<i>Married</i> —1/12th of the substantive pay per mensem subject to a maximum of Rs. 400 and a minimum of Rs. 125 per annum.

Naib-jamadar and orderlies—25 per cent. of pay.

It subsequently became evident that the extra work involved for my office by the change in the method of accounts in relation to expenditure in districts was too great for this staff to cope with. We struggled on for about seven months, but then the Head Assistant's health broke down completely and he had to revert and was replaced. In December a fourth clerk was appointed on Rs. 85 per mensem plus house allowance, and at the end of January, 1931 a fifth clerk, on Rs. 50 per mensem and no house allowance, was entertained. If the same system of accounts continues at next census then the minimum office staff necessary will be :—

- (1) Head Assistant,
- (2) Stenographer,
- (3) Accountant,
- (4) Record Keeper,
- (5) Second typist and despatcher,
- (6) One office peon,
- (7) Three orderlies for the Superintendent.

Number (5) may be appointed by October, but the others should be appointed from the start. The rates of pay will naturally be dependent on conditions prevalent at next census.

For this post you require a responsible and energetic man, one with some previous census experience if possible. M. Yusuf Husain, my first Head Assistant, was third clerk in the Census of 1921. He was a hard-working man but the Naini climate did not suit his rather frail health and this coupled with the heavy strain of long hours of work led to an attack of bronchitis and he had to return to the plains in October, 1930. He was replaced by Pandit D. K. Joshi, an assistant on the superior scale in the Finance Department of the Secretariat. He was invaluable at keeping the accounts straight and the office in order, but was at first handicapped by the fact that he had no insight into census methods either as a result of previous experience or from being in my office from the beginning of operations. After 17 months with me he was recalled to the Finance Department on promotion. During his last six months he proved very helpful at miscellaneous jobs such as putting the finishing touches to the Village Directories, and proofing tables and directories. His place was again taken by M. Yusuf Husain, whose health had by this time mended, and who worked with his usual thoroughness till a month before the closing of the office. A superior scale Secretariat assistant is very useful as he can draft a good letter; but he must be a hard worker and set his office an example in this respect, because a census office, like all other temporary offices, has to work long hours and on most holidays, in order to get through its work in what is considered reasonable time. For this reason a young man is preferable as his health is more likely to stand the heavy strain.

*Head Assistant.*

A really good stenographer, and camp clerk is indispensable and I was well served in this respect by Babu Ram Narain Kapur. Pandit Puran Prasad Pande also worked very well as third clerk.

*Stenographer.*

5. Having selected your staff you will need sufficient room to accommodate them, another large room for a record room, and a room for your own office. If the Naini exodus is still going at next census you will proceed almost at once to Naini Tal. The General Administration Department had kindly engaged accommodation for my office in part of Dina Lodge (Messrs. J. Shapoorjee's shop building) at Rs. 800 for the season including taxes. By next census there may be many vacant rooms in the Secretariat building, if so, I would strongly advise you to seek accommodation therein, as this will save expense not only on rent but on furniture, and be far more comfortable and convenient. Before you leave Lucknow send a man to the Secretariat at Allahabad to bring to Naini Tal such of the files there preserved for you as you will require during the first year's work. I would advise you to keep your office always at the headquarters of Government. At this census I made Naini Tal my headquarters and kept my office there throughout. I would not repeat the experiment. It meant that during the first cold weather, owing to the extended touring that has to be done, I did not see my office between October 18, 1930 and April 1, 1931, a period of five and a half months. This is not good for the office, and it greatly increases correspondence. If the office goes to Lucknow for the winter you can visit it

*Office accommodation*

periodically, see that all is well and keep more up-to-date with correspondence. During the second cold weather when provincial figures are becoming available it is also more convenient to be in the Secretariat as the figures are thus more readily accessible to the various departments who require to consult them. Another disadvantage of permanent residence in the hills is that plainsmen dislike it and your choice of men for all posts is practically limited to a few hill-men. Moreover, I think that what we saved by not moving to the plains each cold weather was more than expended on fuel in Naini Tal.

One further point, I do not think it necessary to invest in any calculating or accounting machines. I was advised to buy an expensive vertical accounting type-writer, but found it of little use on account of the large number of intermediate totals which occur in all tables. It is cheaper for clerks to add or calculate and check.

*Preliminary points.*

6. Once your staff is selected and accommodated it is your duty to familiarise yourself with the administration of the census, and much of your time will be spent on studying the files kept for your guidance and thereafter in studying census literature including the reports and statistics of previous censuses in the province. But you should also start the preliminary organization at once. The following matters should be taken up immediately, they will give employment to your office staff and are mostly items which take a long time to dispose of finally :—

- (1) Move the Chief Secretary to notify your appointment as Superintendent, Census Operations, United Provinces, to all Commissioners and District Officers and to authorize you to address the latter officers direct. Also draft letters to be issued over the Chief Secretary's signature to (i) all Heads of Departments, and (ii) all Chairmen of District and Municipal Boards informing them of the coming census and of the help that is expected from their subordinates. This is done in certain files kept with the General Administration Department of the Secretariat, also see file no. 34. These letters should issue very early on. At this census owing to the political situation the letters to (ii) were not issued until June 11. This is too late and occasioned a good deal of inconvenience.
- (2) After the above letters have issued, to address all Chairmen of Municipal Boards on the question of house-numbering. The letter (no. 87 of 1930) will be found in the list of printed circulars in file no. 3, also see file no. 38.
- (3) *File no. 21.*—Arranging, in accordance with the Census Commissioner's instructions which should reach you almost as soon as you are appointed, for the supply of all paper required for census forms and instructions.
- (4) *Files nos. 23 and 24.*—Negotiating a contract for the printing of forms and instructions.
- (5) *File no. 25.*—Obtaining and checking a complete list of all transfers of territory since February, 1931, which have affected the area and population of the province, districts, states and tahsils and calculating the populations of the 1931 and previous censuses of the areas which constitute the existing units. You will find lengthy enquiries necessary before you can reconcile the reports received from both outside and inside the province, and then if there are many changes the adjustments of populations of previous censuses will take some time. As the changes were few at this census I worked these out myself, but although they were communicated to other provinces concerned in 1930 one province took no notice of my communications and was still trying to reconcile my figures with theirs a year later, when my Imperial Table II had been finally proofed and returned to the Press.
- (6) *File no. 26.*—Selecting, in communication with district officers, the places to be treated as census towns, and in communication with the local Government, the places to be treated as census cities.

- (7) *File no. 27.*—Obtaining a complete list of all railway stations in each district and state. You will find that the district authorities send incomplete lists and the railway authorities naturally have very hazy ideas of the administrative units in which their stations lie. A good deal of cross-reference is usually involved before the lists are complete.
- (8) *File no. 28.*—Directly the date for the final enumeration is fixed, deciding, in consultation with local authorities, on the tracts in which the final enumeration or any part of the census operations must be carried out at times different from those fixed for the province as a whole. These areas are now more or less well-defined.
- (9) *File no. 8.*—Obtaining sanction for your special rates of travelling allowance, both for daily allowance, and also for your road touring in the first cold weather.
- (10) *File no. 29.*—Obtaining the areas of all municipalities, and a list of all changes in the boundaries of census towns which have occurred since February, 1931 and the 1931 population thereby transferred into or out of each census town.

These are all important items [especially no. (9)] which should be got in hand early on. In my opinion it is most essential to get well ahead with all your arrangements and always to keep well ahead, and you should clear as many of the preliminary matters out of the way as early as you can, to give you a free hand later when the rush comes.

7. Another most important thing is to prepare a detailed programme and time-table of the various stages of the operations up to and including the final enumeration. Such will be found attached to my Circular I. You will be in a position to prepare this when you have read Part I of the Imperial Code referred to in paragraph 4 *supra*, this Administration Report, and the introduction to Part I—Report Volume of this census. The dates can be adjusted to fit in with the date fixed for your final enumeration.

*Census programme.*

8. I now turn to the Provincial Census Rules for Census-taking which it will be your next duty to prepare. They are based on the Imperial Code of Census Procedure, Part I (Enumeration), referred to above. Following precedent they consisted at this census of the following circulars and chapters :—

*Provincial census rules*

*Preliminary Circular I.*—A brief skeleton of Census operations as far as the final enumeration for the information of district officers and gazetted staff, to which was attached a copy of the census time-table mentioned above.

*Preliminary Circular II.*—Concerning the appointment and duties of District Census Officers.

These were sent out on April 17, 1930. Copies were also sent to the Commissioners of Rohilkhand, Kumaun and Benares (the Political Agents for the Rampur, Tehri-Garhwal and Benares States) with the request that they would move the Durbars concerned to appoint State Census Officers.

Chapter I—Preliminary.

- „ II—Census sub-divisions in rural areas.
- „ III—Census sub-divisions in urban areas.
- „ IV—Census forms, their translation and the methods of supplying them.
- „ V—Accounts.
- „ VI—Census Agency.
- „ VII—The training of the Census Staff.
- „ VIII—House-numbering.
- „ IX—Census of Railways.
- „ X—Census of Cantonments and of Troops on the March and elsewhere.
- „ XI—Preliminary Enumeration.
- „ XII—Special arrangements.
- „ XIII—The final enumeration.
- „ XIV—Slip-copying.

Chapter XIVA—Slip-copying—Supplementary, and despatch of forms to Central Offices.

„ XV—Census of Educated Unemployment.

Four copies of these and all other printed circulars and instructions have been bound and preserved for your use. As in previous censuses these chapters were made each as self-contained as possible, and were issued only just before each was needed. Many District Census Officers have expressed their opinion that it would be better to issue all the chapters together as a Code before operations begin, their reason being that it is easier to give instructions if they have a comprehensive and complete account of all the operations from the beginning. The greatest difficulty about such a procedure is that the Census Superintendent cannot find time to prepare and get printed all the Chapters so early. A secondary point is that the issue of the rules chapter by chapter serves as a reminder to the district census staff that compliance with the instructions in the previous chapter should have been completed and it is time to get on to the next stage. If the chapters are issued as a Code at the beginning you will have to issue reminders as the time for each new stage approaches. This of course would mean to some extent a duplication of labour in your head office. In view, however, of the fact that so many District Census Officers have expressed their views in favour of the early issue of all the Chapters as a Code, I think you should consider the advisability of attempting to do this, though it will, as pointed out above, mean working at very high pressure from the start, and will render the need for a Personal Assistant from the beginning still more imperative. In any case you should get the chapters prepared and printed as soon as you can, so that they reach all districts and states in good time to enable them to proceed with the next stage.

*Drafting and printing of the rules.*

9. These rules, which were to be read by none below the rank of Charge Superintendent (for the meaning of the various titles of office see further on) I drafted in English myself, usually by correcting where necessary the printed copies of the rules of the Census of 1921. It is unnecessary to emphasise the fact that they must be simple, lucid and concise. They have been improved upon at each succeeding census and are by now about as suitable as can be. They (and all other English Circulars) were printed at the Camp Press at Naini Tal and I am extremely grateful to the Superintendent Mr. W. H. McKinnon McGuire for the admirable despatch with which he turned them out and the excellence of the proofs and finished work. These rules were translated and transliterated into Urdu and Nagri script by M. Yusuf Husain, the Head Assistant, under my own supervision, and the simplest language possible was used. The Camp Press at Naini Tal has no vernacular type so the translations were printed at the Government Press, Allahabad. I may here state that the quality of the work of the Allahabad Press and the promptness of completion were not so commendable as that of the Camp Press. This was not surprising as the Allahabad Press was far more heavily engaged with other duties than the Camp Press. But I would warn you that in respect of work sent to the Allahabad Press delays are inevitable and you must send it as far in advance as possible or you will subsequently be harassed continually through forms and rules not arriving in the districts in time. The Camp Press do not undertake despatching so that your despatcher is kept very busy at this time. The Allahabad Press do all your despatching in accordance with distribution lists which you have to prepare for each item and send them. I would in this connexion warn you at the beginning to draw the attention of the Allahabad Press to the difference between the State Census Officers of Tehri-Garhwal State and Benares State, and the District Census Officers of Garhwal and Benares districts respectively, in order to avoid any subsequent confusion.

*Manuals.*

10. Another important duty which you should take up as early as possible is the preparation of the Census Manuals which embody the rules and explanatory instructions in a handy pocket-book form in English, Urdu and Nagri. These, as you will see further on, are used in connexion with the training of the enumeration staff and subsequently serve as reference books for them. It is almost unanimously agreed by District Census Officers that it would be advantageous to issue them before training starts. Hitherto they

have been issued after oral instruction, but I now agree with the view that they should be in the hands of the Census staff when their oral instruction commences.

The Manual consisted of four chapters at this census.

*Chapter I.—Instructions to enumerators*—reproduced the instructions to enumerators which are printed on the general schedule.

*Chapter II.—Instructions to supervisors*—consisted of two parts, I—extracts from the rules, and II—explanations and extra instructions.

*Chapter III.—Instructions to charge superintendents*—was, like Chapter II, in two parts, I—extracts from the rules, and II—still further explanations and instructions on more difficult points.

*Chapter IV.*—gave explanations of still more difficult points with some hints on training. This chapter was for the use of gazetted officers only, and was printed in English only. Chapters I and II were bound together to form the Supervisor's Manual; Chapters I, II and III made the Charge Superintendent's Manual; and all four chapters together were supplied only to gazetted officers. This arrangement put each officer in possession of all his inferiors had to know and saved expense in the matter of printing. As soon as you get the form of the new general schedule from the Census Commissioner you will see the changes that are necessary in the instructions to be printed on the schedule. Having made these changes you will have prepared Chapter I of the manual automatically. Then take the printed copies of the manual for gazetted officers preserved for you for this census and make corrections where necessary. In this way you should be able to get them ready very early on. I drafted all these rules in English myself, and M. Yusuf Husain, Head Assistant, and I together amended the Urdu and Nagri translations of the first three chapters. These manuals were prepared at the Government Press, Allahabad. Remember that it takes a long time before they are finally distributed so that you should get on to them as early as you possibly can.

The Government Presses supplied all the paper for the rules and manuals they printed. I should strongly advise you to have a personal interview with the Superintendents of the Government Presses very early on. If the Allahabad Press is already very full up with work you may be able to arrange with the Census Commissioner for the manuals and Urdu and Nagri translations of the chapters of the rules to be printed at a private press. I think you would find it save you considerable harassment later on.

11. Special paper will probably be prescribed by the Census Commissioner for—

- (1) the covers of the enumeration books,
- (2) the general schedules and all other miscellaneous forms,
- (3) the copying-slips (if this system is still in use).

At the same time you will be informed of the mills from which you are to order the paper.

The collections of these forms which have been left on record for you carry an index in which the total number of each form printed and issued in 1931 is shown. There was very little wastage in 1931 and the numbers can be suitably increased for 1941, or if you prefer you can work out your requirements from the actual charge, circle, block and population figures of 1931 suitably increased, remembering to leave a margin of at least one per cent., for wastage in the Press and about 20 per cent. in the printed forms.

The arrangements for the supply of paper and the paper actually supplied for the various enumeration forms were quite satisfactory at this census, and it was a great convenience being able to use the same paper for miscellaneous forms as for the general schedules. This was made possible by the size of the miscellaneous forms being so adjusted as to be an exact fraction of the sheet of paper prescribed for the general schedules.

12. The forms for the enumeration stage and the copying-slips were printed and distributed at this census by the Newal Kishore Press, Lucknow. They have done the bulk of this work now for three censuses and are well acquainted with what is wanted. I cannot speak too highly of the quality of their work and the promptness with which they completed the despatching, and I take this opportunity of expressing my thanks to them

*Paper for the forms.*

*Printing of the forms.*

In connexion with despatching I would warn you to remember that the distribution of such large numbers of different kinds of forms to fifty-one districts and states is a very large undertaking and takes time to complete. You should therefore ensure, by ordering distribution to commence well in advance, that you have allowed sufficient time for the last district or state to receive its consignment of forms and to effect its own distribution before the stage is reached at which those forms will be required. It is far better to get your forms, etc., at their ultimate destinations *before* they are needed than after.

Another important point to remember is that the copying slips take a long time to cut, print and pack, so that although they are not wanted till the end of the year your order should go in as soon as possible.

*District Census  
Officers.*

13. The first step in the organization of census-taking is to get a District Census Officer appointed for each district, and a State Census Officer for each state and this was arranged for by the covering letter to Circulars I and II (see paragraph 8 *supra*). In accordance with the original instructions issued in paragraph 2, Chapter I of the provisional Imperial Code of Census Procedure, 1931, Part I, paragraph 2(a) of my Circular II stated that "an officer with full magisterial powers would be preferable, though not absolutely essential". The final Code modified this, and I am distinctly in agreement with the views of my predecessors in office that in addressing District Officers about this appointment, a definite preference should be stated for an officer *without* full magisterial powers, either a junior civilian or young Deputy or probationary Deputy Collector. Such an officer is able to tour freely all over the district without detriment to his ordinary duties, is less liable to transfer, and being very junior has more energy and desire to distinguish himself. The names of all District Census Officers were reported to Government in the Appointment Department, with the object of minimising transfers as far as possible, and only a few unavoidable transfers actually occurred. In addition one or two officers fell sick and had to be replaced. Of the 48 District Census Officers 8 were civilians and the remainder deputy collectors. The former and 32 of the latter saw the census work of their districts through from start to finish and of the remainder two each started the work of one district and finished that of the district to which they were transferred. The avoidance of transfers is most important as they are invariably reflected in the quality of the work of the districts concerned. Yet even in places where the census work suffered from this cause some officers succeeded in carrying out the census with marked success, notably B. Gauri Prasad in Cawnpore, and Mr. R. H. Niblett in Ghazipur.

District Officers at the best of times are too fully occupied to devote much attention to census, and unfortunately during the whole of the enumeration period at this census the Civil Disobedience Movement was in full swing, so that apart from troubling them to appoint a District Census Officer I refrained from bothering them at all about the census. District Officers, and incidentally your own office, can be saved much work by confining correspondence, except on important matters, to demi-official letters on half-margin, the reply to be given on the original reference. You will probably find it difficult at first to make District Census Officers adopt this system. I did, but eventually persuaded them to see the saving involved by replying to their official unimportant references on the original letters. Fortnightly progress reports were sent in by District Census Officers. These were written on a double sheet of foolscap: on the left page the District Census Officer wrote his report: the other page was divided into two parts, one for the District Magistrate's remarks and the other for mine. District Census Officers usually kept the various points on which they needed information from me for these reports. After perusal I returned them with any remarks I had to make and they were kept for reference by the District Census Officer in a guard book. This saved me a good many miscellaneous references. These reports are most valuable as they are the only means you have of seeing that the progress in each district is satisfactory. You should insist on their punctual despatch to you, and your office should keep a register in which to note their due receipt. The register should be put up before you on fixed dates. If you have a Personal Assistant you can arrange for all

districts and states to send their reports on the 1st and 15th of each month, but I found it convenient to have half coming in on these dates and the other half on the 8th and 22nd of each month, so spreading the perusal of them more evenly through the month.

In paragraph 9 of Circular II you will refer the District Census Officer to the records of this census which have been preserved in District Offices. From file no. 33 you will see the records that have been kept and the place in each record room where they have been stored. If any districts report the records are missing you can refer them to their letter in that file. At this census Bulandshahr, Muttra and Agra failed to trace the 1921 records. Several districts reported in the first instance that their records were not to be found, but after further searches all save the above three districts traced their records. It is a serious matter when these records are lost as it means much extra work, especially in the cities where census divisions have by now become more or less stereotyped. I hope file no. 33 will enable you readily to trace all the records this time.

14. The basis of the district organization of census work is the "General Village Register", supplemented by the "Town Register" for towns (see Part II, Chapter II and Part VI, Chapter III of the Provincial Census Rules). *Each of these* should be prepared tahsilwise. The former gives, in column 2, the names of every revenue village whether inhabited or not, every town or city, and every forest area not included in any revenue village. It is essential that every area in the tahsil should appear in this register in order to ensure that no area is overlooked at the enumeration. For towns which did not form separate charges all columns were filled in as for ordinary villages, but for those which formed a separate charge or charges only the first three columns were filled in and a reference made to the Town Register in which full details were given. The Town Register should be kept tahsilwise as it is undesirable to have stray sheets for each town charge. In other columns were written the names of all inhabited sites, hamlets, mohallas, *paraos*, etc., within the unit; the approximate number of houses in each; and the names of literate persons available to act as supervisors and enumerators. Other columns were provided (to be filled up later) to show the census sub-division in which each site was included. The preparation of this most important register takes time and my predecessor suggested that it should be completed under the orders of the Secretariat in the cold weather before the appointment of the Census Superintendent. I do not think this is necessary because the registers of the previous census always form a valuable guide and most of the people who prepare them have had experience of their preparation at previous censuses. Provided you get them started early there is sufficient time to get them completed after you are appointed. No printed forms are provided for this register. It is prepared in manuscript.\*

*General Village Register.*

15. The next step was to break up each district into census sub-divisions. These were—

- (1) the *charge*, containing from 12,000–15,000 houses under a "Superintendent";
- (2) the *circle*, of which there were usually from 20 to 30 in a charge, under a "Supervisor";
- (3) the *block*, of which there were usually from 10 to 15 in a circle, under an "Enumerator".

*Census sub-divisions and the enumerating staff.*

This arrangement was the same as in previous censuses, and I thoroughly agree with the views of my predecessors that in rural tracts the charge should *always* be the supervisor qanungo's circle and the charge superintendent should be the supervisor qanungo; and the circle should *always* be the patwari's circle with the patwari as supervisor. (See paragraphs 8–10, Chapter I of the Administrative Report, 1911.) At this census parts of or the whole of no less than 16, i.e., one-third, of the districts were under settlement, survey, record or roster operations and this at a time when district staffs were incessantly harassed by the Civil Disobedience Movement. Even when handicapped by these heavy demands on their time the revenue staff is still far and away superior to any other enumeration staff that I can visualize, and with Civil Disobedience rife it would have been impossible without almost prohibitive

*Districts under Settlement and other operations.*

\* It would help the Central Offices considerably when preparing the Village Directories if the names of villages in the General Village Register were written in both Urdu and Hindi; also if a village has an alternative name it should always be entered as well.

expense to have replaced them at all. In all these districts the census was carried through by the revenue staff in addition to their other duties, and I can not speak too highly of the way in which they carried through their arduous duties cheerfully and efficiently. I first asked the District Magistrate, District Census Officer, and Settlement, Record or Roster Officer to meet and endeavour to arrange a programme which would include and give dates for both the revenue and census work, the dates to be so arranged as to enable the various census stages to be completed as nearly as possible in accordance with the census time-table. By thinking things out together and getting a programme down on paper these officers in almost every case came to an amicable arrangement, each accommodating the other as far as possible. Only in a few cases were difficulties referred to me. Once these programmes were approved by all concerned both works went on smoothly and although there were one or two minor "alarums and excursions" the work was pushed through with amazing punctuality and precision. I do not think it likely that you will be embarrassed with quite such a situation again, but if you are, remember it is no use demanding the services of the revenue staff for impossibly long periods when other departments are equally anxious to have them. You must modify your demands to a minimum and accommodate the other departments, as far as possible. So amicable were the relations with the Settlement Department at this census that many of their clerks gave invaluable aid as enumerators, notably in Sitapur district where the whole office turned out to assist in the enumeration of the Paikarma Fair at Nimsar. For further information on this subject see file no. 30.

To return to our census divisions. Circles being the units used in abstracting the results of the census, it follows that they must be completely within one tahsil and one pargana, and for the purposes of the Village Directory they must also be completely within one thana.

Exactly what was meant by a town at this census is explained in detail in paragraph 2 of the note on the fly-leaf of Imperial Table I. Certain of the larger towns were classed as cities, and separate figures were abstracted and shown for them in Imperial Tables VI, VII, X, XIII and XIX. These city figures include those of any cantonments and notified areas adjacent to the city municipality. I agree that it would be preferable to keep the municipality figures entirely separate, but if this is done before the census of 1961 it will not be possible to show complete comparative figures in Imperial Table IV, as prior to 1911 certain notified area and cantonment figures were not shown separately from those of the adjacent municipality. The present arrangement is also unsatisfactory apart from other reasons, as it means that some of the figures in Subsidiary Tables I, III and IV of Chapter II of the Report are based on the populations of municipalities alone and others on the combined populations of municipalities and their adjacent cantonments and notified areas.

The changes made at this census in the list of towns are detailed in paragraph 7 of the note on the fly-leaf of Imperial Table IV. The only change made in the list of cities was the exclusion of the moribund municipality of Jaunpur.

In towns and cities the census sub-divisions should follow existing administrative sub-divisions. The census sub-divisions have by now become more or less stereotyped and should, as far as possible, be retained as at this census. The charge superintendents and the supervisors should invariably be officials. In municipalities the former will ordinarily be the Municipal Secretary; when the city is so large that more than one is required, other suitable officials are always available. In towns which are not municipalities the head master of the town school is generally the best man for the post of charge superintendent.

At this census, thinking to relieve qanungos of some of their heavy census duties, I advised all District Census Officers to make each census town a separate charge and to appoint as charge superintendent some official other than the qanungo. In theory this is correct as it should relieve qanungos of some of their work in the areas in which they have least personal knowledge of the inhabitants, but in practice this was not a success as it was found that

the charge superintendents so appointed took little or no interest in their duties. The result was that in most cases the qanungos, although not charge superintendent in name, had to do the bulk of the work all the same, and often had the additional labour of correcting mistakes made by those charge superintendents who had issued orders without understanding the rules. In some cases small town charges had subsequently to be broken and included in the surrounding rural charges; others were kept as separate charges but the qanungos were later appointed charge superintendents and did the work of the town charges as well as that of their rural charges. As a result of this experience and considering that it is improbable that the state of affairs will improve much in the next ten years, I advise the following procedure. Towns with less than 10,000 inhabitants should not form separate charges but should be included in the rural charge in which they lie. (No census circle must lie partly in such a town and partly in the rural area.) Larger towns which are not municipalities can be formed into separate charges but unless other really keen and suitable charge superintendents are available the qanungos should be charge superintendents of these town charges as well as of their rural charges. A municipality should always form a separate charge or charges with the municipal secretary as charge superintendent (and other officials as charge superintendents if there are more than one charge). Enumerators for both rural and urban areas are a very difficult proposition. As will be seen from Subsidiary Table III at the end of this chapter, officials go a very little way towards supplying the one-third of a million required. In villages it is impossible to find enough non-officials who are even capable of carrying out the duties, and at this census even those who were capable were to a large extent unwilling to help on account of the Civil Disobedience Movement, often not because they themselves were opposed to the census but because they feared the social boycott that Congress volunteers might organize against them. The result was that at this census, even more so than in previous censuses, the bulk of the actual enumeration work was done by the patwaris themselves. The patwari can himself complete the preliminary enumeration but he must be able to secure the help of a few enumerators to enable him to deal efficiently with the final enumeration. In urban areas there is a greater number of officials to assist, and every one that could be secured was impressed. Here again non-official help was generally speaking difficult to obtain and the work was carried through chiefly by officials. Lucknow municipality employed a paid census staff and Cawnpore paid a few people. Elsewhere there was no paid staff. There is not the slightest doubt that at least the larger municipalities should employ a paid enumerating staff in order to secure really satisfactory results. Under the Government of India's instructions municipalities were told that if they employed a paid staff overcrowding statistics would be prepared—the so-called tenement census. This offer met with no response. The finances of most municipalities are in a bad state and I think they were of opinion that the value of the information it was proposed to collect did not warrant their putting any extra strain thereon. The result was that the tenement census was limited to Lucknow and Cawnpore municipalities.

*Enumerators.*

I do not see how Government can afford to pay the enumeration staff and I can suggest no improvements on the present system. At each census it has been written that enumerators will have to be paid at the next, but I expect the present arrangements will continue for some censuses to come. Extension of education and the franchise may lead to a quickening (or should I say birth) of the sense of civic responsibility and duty, and maybe my successors will find themselves embarrassed with a superfluity of well-qualified volunteer workers both for rural and urban areas.

16. As soon as the census sub-divisions were formed, the "Circle List" was prepared. For this bilingual (Urdu and Nagri) printed forms were supplied through the Government Press at Allahabad. This list gave the details of the census sub-divisions with the names of the office-holders and the script used by the enumerator of each block. It also gave references to the General Village and Town Registers, so that by a comparison of these documents it was easy

*Circle lists.*

for an inspecting officer to satisfy himself that any given site was duly accounted for. The actual appointment of the census officials then followed and *parwanas* were distributed.

*Abstract C.*

17. From the Circle List an abstract, known as Abstract C, was prepared tahsilwise for the whole district and sent to me. This abstract told me how many houses (approximately), blocks, circles and charges there were in each district and state, and how many enumerators used the Urdu and Nagri scripts respectively. This enabled me to calculate with tolerable accuracy the number of forms that would be required. A revised Abstract C was sent to me later, after house-numbering was finished and circle lists had been amended in the light thereof.

*Census maps.*

18. An endeavour was made to provide each census official with a map of the area for which he was responsible. Qanungos and patwaris already have their maps, and maps are available in most of the census towns. Rough maps were prepared for supervisors and enumerators in towns and for enumerators in the rural area. They are useful both to ensure that the Census Officer knows the area for which he is responsible and to ensure that no areas are overlooked. The maps that were prepared have been preserved with the district records.

*House-numbering.*

19. House-numbering was done in October after the preparation of the circle list. There was some division of opinion among District Census Officers as to whether it would be advisable to number the houses first and prepare the registers afterwards. The majority favour the present procedure of numbering after the rains when the circle list has been prepared. Personally I think no change is necessary, but care should be taken to impress on patwaris the need for securing very close approximation to the number of houses when preparing the circle list. Wild guesses in this respect lead to numerous subsequent re-adjustments of blocks and circles and, of course, may throw out your estimates of forms which are based on the first Abstract C.

*Definition of a house.*

The definition of a house was as at last census and is by now well understood, *viz.*, the dwelling-place of a single commensal family, whether it be a building, or part of a building, or a temporary shelter. It is therefore not a structural but a social unit. In rural tracts and the smaller towns the numbers were painted on doors or walls with *geru* (red ochre), or coal-tar, as far as possible in some sheltered spot where it would be safe from the late rains. In municipalities the houses now have permanent numbers and practically all municipal boards readily agreed to overhaul their numbering when I approached them on the subject soon after taking over charge. (See paragraph 6 *supra.*) As the municipal numbers apply to structural houses they are adapted to census purposes by using temporary sub-numbers to denote the separate families living in the same structural house. The general rule was to number any place where a human being might possibly eat his evening meal on February 26. Empty houses were included in case they were inhabited on census night, but I would advise you to repress any tendency to put numbers on places which cannot possibly be inhabited as this will greatly inflate the number of houses shown in final Abstract C and lead to subsequent wastage of forms. Another point to impress upon the staff is to avoid causing annoyance by plastering enormous figures in unnecessarily conspicuous places. In spite of my warnings more than one case of this came to my notice and my sympathies were entirely with the outraged house-holder who found himself within the arm of the law through having promptly obliterated the offending numerals. Especial care should be taken in respect of ancient monuments, temples and the like. Side by side with house-numbering the house lists were prepared and from these *after they have been duly checked* and blocks adjusted where necessary, the Block Lists were prepared. As full details of these arrangements are given in the rules nothing further need be added here.

*The training of the staff.*

20. The next step was the training of the enumeration staff about which full details were given in Chapter VII of the rules. Briefly put the system adopted was to require everyone, from the District Census Officer down to enumerator, to fill up a few schedules, and then to explain to him orally the mistakes made. Training started from the top and I personally corrected the schedules filled in by the District Census Officers. The schedule looks so simple that an educated man naturally thinks he can fill it up correctly without being taught to do so,

but in spite of the instructions and specimen entries printed on the cover I found mistakes in all the schedules submitted to me. When those mistakes had been pointed out to the District Census Officers they in turn trained their charge superintendents. The schedules filled in by charge superintendents were corrected by the District Census Officer and then submitted to me. After perusal I returned them with further remarks. Then the charge superintendent trained his supervisors who in turn trained their enumerators. At this stage the manuals were issued, but as mentioned in paragraph 10 *supra* I advise you to get them ready earlier and issue them if possible before this training starts. In addition the District Census Officers held meetings in various parts of their districts at which further oral training and practice were given to their staff.

21. The forms and their method of distribution are dealt with fully in Chapter IV of the rules. They went out in three consignments :—

*Distribution  
of forms.*

- (1) *Forms for training only*, consisting of general schedules and covers calculated on the number of persons to be trained as shown by preliminary Abstract C, together with the *parwanas* of appointment.
- (2) House/block lists (the same form for both) and covers for enumerators from which they are trained and which they subsequently use, the requirements again being based on preliminary Abstract C.
- (3) The general schedules for the actual enumeration calculated from the final Abstract C, and miscellaneous forms based on the requirements reported by District Census Officers when sending in their final Abstract C.

Again, I would warn you to allow the Press ample time for their distribution as their late arrival causes dislocation in the work in districts and results in your being pestered with numerous references from District Census Officers. Insist on consignments being opened and checked at once on arrival in districts and the immediate despatch of a report of correct receipt to you and to the Press. On at least one occasion at this census a District Census Officer reported a shortage in despatch over a month after receipt. Such belated complaints naturally make it difficult for you to make good the deficit in time and to fix the blame on the Press.

Details of the forms issued to and used by each district and state will be found in Subsidiary Table I of this chapter. The only point deserving comment is the unusually small number of general schedules used in some districts. The only explanations I can suggest are—

- (1) a possible saving on account of the fact that wastage was reduced by preparing the preliminary record on rough paper,
- (2) training forms may not have been used as freely as they should,
- (3) the returns from districts of their unused forms may not have been accurate.

The distribution arrangements proved satisfactory, although the last few districts sometimes received their forms after the prescribed dates. As, however, the programme had allowed a very safe margin of time no harm occurred beyond the annoyance of a few importunate references from the districts concerned.

22. District Census Officers were unanimous that the forms are quite suitable. (I deal with the general schedule and cover, and household schedule in a later paragraph.) My predecessor expressed the view that it would be better to print the *parwanas* of appointment only in English, because the mode of address in the vernacular which might be suitable for some supervisors and enumerators might offend the dignity of others more highly placed in the social scale. I considered this point and wondered whether in the event (which seemed very probable at the time) of prosecutions under the Census or any other Act, the fact that neither the census official nor the offender could read the English *parwana* would constitute a legal flaw such as to endanger the success of the prosecution. I therefore referred the matter to the Legal Remembrancer and on his advice had them printed in Urdu and Nagri as before. I did receive a letter from an enumerator [could it have been the same angry *vakil* of 1921?]\* objecting to the wording of his *parwana*. I wrote requesting him kindly to draft

*Suggestions  
regarding  
amendments  
to forms and  
rules for next  
census.*

\* See page 5, line 23, Administrative Volume, 1921.

what he thought would be a more suitable form, but he hedged by saying it was too late for this census, and although in reply I pointed out that it would be most useful for next and would be left on record, the objector relapsed into silence having presumably found the task not so easy as it seemed.

I think the following points worth noting for the future :—

- (1) In the General Village and Town Registers the number of the charge into which each serial has gone should be written *on each page*, either a column can be provided for this before column 14 or it can go in column 16. The register is prepared tahsilwise and there are several charges in a tahsil. This will facilitate checking with the Circle List.
- (2) Charges should be numbered serially throughout the whole district or state including those of municipalities and towns, and a list of these sent to the Census Superintendent. Quite late on I found that some districts had two or more charges bearing the same number. Such an arrangement would obviously lead to subsequent confusion.
- (3) In the Circle List in the heading of columns 2 and 7 to the name of supervisor or enumerator add "and occupation". This will enable an inspecting officer to form some idea as to the suitability of the choice.
- (4) The District Census Officer should send in both preliminary and final Abstract C totalled for the whole district. In accordance with rule 32, Chapter II of the rules they were, at this census, sent in tahsilwise. As I did all distribution by districts and not by tahsils, sending everything to the District Census Officer, a procedure which I recommend you to follow, this meant that my office had to total the tahsilwise Abstract C figures for each district. It is simpler for each district to total its own, and I advise you to amend rule 32, Chapter II, to secure this.
- (5) Only one form is necessary for the boat or traveller's ticket. I had sheets of perforated tickets prepared bearing the words "*shumar hua*," which served for both.

*Census Superintendent's rains tour of inspection.*

23. In July and August I made my first tour of inspection. (See my no. 113 of 1930.) You should get your tour programme out into districts a month before you are starting to inspect, to enable the District Census Officers to arrange to keep clear the days you wish to see them. On this tour you stay at central places and arrange for the District Census Officers of neighbouring districts to come to you. Take advantage of this tour to see the Cantonment Officers, Chairmen and Secretaries of Municipal Boards, and the railway authorities wherever you happen to go. Also include a visit to any districts where special difficulties exist; for example those where settlement or other operations are going on side by side with census. The more people you can see the more assistance you will get from them.

In letter no. 113 of 1930 I would add in paragraph 4 to the items the District Census Officer should bring with him, the census maps. Sometimes they were left behind and, of course, they are very important. In paragraph 7 make the telegraphic address one word CENSUSUP. This is good enough. Another important thing to do on this tour is to start enquiries about suitable buildings for the Central Offices which open as soon as possible after the final enumeration. I shall refer to this again in the next chapter, but this is the stage at which to get going as you may find, as I did, considerable difficulty in getting accommodation for some offices.

*Budget for second year.*

24. Towards the end of this tour you will have to devote some time to the preparation of your next year's budget. File no. 10 will guide you in this, the actual rates to be paid to the various officials you should fix up in consultation with the Local Government in Naini Tal before you go on tour. You can put the finishing touches to the budget on return from tour.

*Railways.*

25. The rules for the census of railways were laid down by the Government of India. They are contained in Chapter IX of the Provincial Rules together with a few supplementary instructions that I added. In the main they worked well but we experienced considerable difficulty in some places owing

to the apathy of the railway census staff. The only way to obviate this is to keep in personal touch, as far as possible, with the senior railway officials and get them to impress periodically on their subordinates the importance of their carrying out their census duties honestly and punctually to the time-table. The District Census Officer must keep in personal touch with the railway official appointed to assist and co-operate with him under rule 3. [I have already in item (7) of paragraph 6 *supra* warned you to take action as soon as possible after your appointment to get the lists of stations referred to in rule 3.] He must arrange for adequate training of the railway census staff, remembering that being railway workers they cannot leave their railway duties to attend distant meetings, so that training has to be done very largely on the spot.

Very few railway stations are large enough to form a separate charge. Stations in towns should form separate circles, but local wayside stations should only form separate blocks (platform and train enumeration also forming separate blocks). This is the only point in which I would deviate from the rules. By keeping these stations as blocks and not as circles less work is entailed for the railway staff and this, in my opinion, easily outweighs the disadvantage that some station-masters feel it undignified to work under patwaris as supervisors, and when this view is put to them the station-masters usually see the force of it. A tactful qanungo can avoid friction. One other point, I think it would be advisable to provide a larger supply than I did of copies of the relevant chapters of the Census Rules for the use of station-masters. Although they may only have a block to deal with they might each have a copy of Chapters I, IV, VII, VIII and IX. The extra cost would be worth it as it would save the district authorities a good deal of time in preparing copies of instructions. Full details about the railway census will be found in file no. 27.

26. The rules for the census of cantonments and troops on the march were also laid down by the Government of India on lines similar to those in 1921. They are included in Chapter X of the Provincial Rules together with some supplementary instructions that I added. Cantonments were divided into two census charges—

*Cantonments.*

- (i) the strictly Military Area, and
- (ii) the remainder, known as the Civil Area.

The Cantonment Executive Officer was the charge superintendent of the latter and no difficulties were experienced anywhere in respect of this charge, except in the matter of securing enumerators. The Strictly Military Area charge usually occasions more trouble, but if the District Census Officer and, in the event of the latter being an Indian, the European district official appointed under Note II to rule 4 of Chapter X keep in personal touch with the charge superintendent and arrange in consultation with him for training the enumerators, everything should go smoothly. I would also recommend that in the case of the hill cantonments the Executive Officer should also act as charge superintendent of the Strictly Military Area. In the cold weather when the census is taken, the inhabitants of both Strictly Military and Civil Areas are very few in number and the Executive Officer could easily look after both. I should suggest this as a special case. It is very important that you should see the military charge superintendents personally during your rains tour.

Sufficient copies of Chapter X and the earlier relevant chapters should also be supplied to them through the District Census Officer.

Full details of the cantonment census will be found in file no. 35.

27. The instructions concerning other special arrangements are contained in Chapter XII of the rules. They worked quite smoothly and appear suitable.

*Other special arrangements.*

Incidentally you will have to prepare a pamphlet for the enumeration at the Government Houses and His Excellency the Governor's Camp wherever it may be. The arrangements made at this census were similar to those at previous censuses and worked satisfactorily.

28. As the final enumeration is usually in the cold weather the population of the hill stations is at a minimum and gives no idea of the summer population for which the municipal and cantonment authorities have to cater. Accordingly a summer census was taken on the night of October 3, 1930. You will find the special rules and forms prepared for this in file no. 3. Soon after you are appointed find out from the Local Government if a similar census is to be taken

*Special hot weather census of hill stations.*

and get the date fixed. October 3 was rather late, but this was the only date possible. A moonlight night is needed and the Civil Service Week and Dasehra holidays had to be avoided. The date chosen was the first night after those holidays. I had all the forms and instructions for this printed at the Camp Press, Naini Tal, and this was fortunate because three batches went astray, one disappeared altogether and was never traced, the other two were misdelivered and not passed on. Had it not been for the invaluable help of Mr. McKinnon McGuire, who stopped all other work for a day in the Camp Press and printed off a further supply, there would have been no census in Chakrata and Ranikhet Cantonments. (Landour subsequently found their original consignment before the census date, but not until after I had despatched a further supply.)

A warning might be added to the instructions for cantonments in paragraph 3(2) to the effect that soldiers who leave their quarters on the evening of the census but are going to return to sleep, should be enumerated with their units and not where they happen to spend the evening. I believe that in Ranikhet Cantonment some Indian soldiers were counted once with their regiment and again in the bazar which they happened to visit that evening. This could be avoided by confining men to barracks for the evening.

Full details will be found in file no. 36.

29. The training of the staff completed, house-numbering and block lists all thoroughly inspected and perfected by every available touring official that could be impressed, the preliminary enumeration was to have commenced in rural areas on January 15, and in towns, where changes are more frequent, on January 29, in each case lasting a fortnight. It was to have been done straight on to the schedules in order to avoid the wastage of paper and labour referred to by my predecessor. But the Civil Disobedience Movement upset all these plans.

At the best of times it is difficult to secure sufficient willing and suitable non-officials to work as unpaid supervisors and enumerators, but when in addition these posts carried with them the opprobrium of being stigmatised a "*Todika bachha*" and such like, and not only ridicule but often abuse and threats from Congress volunteers, it is not surprising that our difficulties increased a hundredfold. There were continual changes in the personnel of these lower posts especially in towns, where the workers not infrequently went about in fear of violent assault. These difficulties were largely overcome by tact and persuasion on the part of the district officials and the census is a triumph for those officials and their loyal friends who carried on in spite of it all. But for them there would have been no census at all. In a few cases notices were issued to show cause why those refusing to work as census officials should not be prosecuted under the Census Act, and this usually had a salutary effect on the waverers. No one was actually prosecuted for so refusing. The Census Act prescribes a very small penalty and my view was that the Act should not be used, at any rate until after the preliminary enumeration was safely over, as otherwise I feared that a few scattered prosecutions might invite the attention of Congress workers to mass action against the census. Government supported my view. House-numbering naturally attracted the unwelcome attentions of Congress volunteers and there were complaints from most districts of the obliteration of the temporary numbers and in many towns this went as far as defacing or removing the permanent house number plates of the municipality. As the house list was prepared side by side with house-numbering and each census official had a rough map of his area showing the house numbers, this occasioned very little trouble, and there were only a few scattered prosecutions. When Congress volunteers discovered this they ceased to bother about the numbers.

As signs were not wanting that Congress was bent on launching a campaign against the census, and my arrangements were in all respects very well advanced, I decided to safeguard the census by bringing forward the preliminary enumeration by nearly six weeks. It was therefore commenced early in December and finished in most districts by Christmas, i.e., three weeks before it was officially supposed to start. As a further precaution the preliminary record was made on plain paper. After it had been carefully checked by inspecting officers it was copied on to the printed schedules and these fair copies were kept with the supervisors who were held responsible for their safe custody and were expressly

*Preliminary enumeration and attitude of the public.*

*Census Act (X of 1929).*

warned that they should be left safely locked up at home on the final census night. These fair copies were amended from time to time before the final enumeration in order to keep them up to date with any changes that had to be made in the rough copies. The final enumeration was also done on the plain paper copies, and on the morning after the final enumeration the fair copies were amended by the supervisors to bring them into agreement with the final enumeration provided that if anything went wrong at the final enumeration the fair copies were not to be amended until telegraphic instructions had been received from me as to whether the preliminary or final record should be accepted. In some municipalities these fair copies were not even left with supervisors but were kept in the municipal office and corrected there on the morning after the final enumeration. In this way it was ensured that at least we should get full preliminary enumeration figures even if the final enumeration were wrecked by Congress volunteers. This arrangement worked very well indeed and by the time the Congress leaders issued instructions about organizing the census boycott, the preliminary enumeration in most of this province was a "*fait accompli*". In Allahabad municipality, chiefly owing to the incredible slackness and slovenliness of the municipal authorities the preliminary enumeration was not completed much before the final census day and then only through the untiring efforts of Mr. R. F. S. Baylis, I.C.S. A good deal of delay was occasioned in Agra and Cawnpore for similar reasons. One would expect a municipal board to realize its need of accurate census figures for administrative purposes, but my experiences of this census have convinced me that such is not the case. The preliminary enumeration went off smoothly in most places. There were occasional instances of people bolting their doors and refusing to give information, but these were satisfactorily dealt with. Sometimes the help of the police proved successful, in others recourse was had to other methods. Information was gleaned from sweepers, dhobis and other domestic servants, or strangers clad in *khaddar* were sent to collect the information in the course of ordinary conversation with the inhabitants.

✓ In the Salt Pattis and Kali Kumaun of Almora a young rebellion was in progress at the time fixed for their preliminary enumeration and very little could be done. The arrival of punitive police to quell the rebellion opportunely quietened this area and the preliminary enumeration was then pushed through rapidly and successfully by the personal endeavours of Mr. R. H. Saloway, I.C.S.

30. Owing to the large proportion of the population which moves in the cold weather from the Kumaun hill pattis to the Bhabar or Tarai, the preliminary enumeration of these pattis is made before this migration occurs, and in connexion with this I prepared a separate pamphlet of rules. You should get this out fairly early on and remember that they will need their forms for training and for the actual enumeration a good deal earlier than the rest of the province.

*Special rules for enumeration in the Kumaun hill pattis.*

There are two amendments I would suggest to that pamphlet—

- (1) *Paragraph 7.*—At the end add "who will send them on to the Superintendent of Census Operations, United Provinces".

The difference between the figures of this preliminary enumeration and the final enumeration gives you some idea of the volume of the cold weather migration.

- (2) *Paragraph 8.*—For "Hill Dom" read "Silpkar" wherever it occurs.

A separate note was also prepared by me on the recording of caste in Kumaun, which will be found with the special rules referred to above, and should be issued soon after the special rules. Here again the word "Silpkar" should replace "Hill Dom". Unfortunately, owing to retrenchment, the sub-castes of Silpkars although recorded could not be abstracted.

31. As mentioned in paragraph 10 *supra*, as soon as you receive a copy of the new general schedule from the Census Commissioner, you should study it carefully to see what changes have been made since this census and translate the headings carefully into simple and clear language. Then amend the instructions on the cover, including the specimen schedule on the back part of the cover and finally translate these amendments and embody them in the vernacular covers. The specimen schedule I consider very important for training

*The general schedule and cover.*

purposes, and I advise you to prepare the entries therein yourself in the light of the instructions that will be issued by the Census Commissioner.

At this stage I will deal with the changes which occurred at this census in the schedule and consequently in the instructions to enumerators.

*Column 4—Religion and sect.*—At first it was hoped to enumerate the sects of Muslims and Christians but the Local Government finally decided to abandon the former. The final instructions thus laid down that only in the case of Christians would the sect be recorded. It was shown as a denominator to the word Christian. (Here again, owing to retrenchment, the sort for sect was ultimately very much restricted.) In order to secure accurate returns of the Christian sects I approached the heads of the missions of the various denominations and they agreed to give slips to each of their illiterate converts on which would be written the word Christian with the name of the sect as a denominator. This was to have been shown to the enumerator. At the same time the missions were asked to take a private census of their converts at the time of issuing slips and to let me have their figures. The census returns of Christians have not always been satisfactory in the past and I thought, by comparing the census figures with those submitted as a result of their private census by the missions, it might have been possible to state more accurately the exact Christian population. Unfortunately the missions did not carry out their promise, but it might be worth while attempting something of the same sort again at next census.

*Column 7—Age.*—A change was made here. In previous censuses it has been the custom to write down the number of whole years completed, ignoring any months. This time the age was taken in whole years to the nearest birthday. I think the new rule was thoroughly grasped. The work “*bachha*” which led to confusion in 1921 was avoided this time. For children under 6 months of age a cipher was written. Urdu-writing enumerators were expressly warned to use the Urdu dot in such cases and not the English 0 which would be taken for an Urdu 5 by the copyists.

*Column 8—Race, tribe or caste.*—Aryas and Radhaswamis were not pressed to give their castes but a large proportion actually returned some caste or other.

Sub-castes were recorded as denominators for Brahmans, Rajputs (Thakurs or Chhatris), Vaishyas and Silpkars, but subsequently on account of retrenchment the sub-castes were not separately sorted for.

There was an even greater crop of requests than usual for the lower castes to be returned as some kind of Brahman, Rajput or Vaishya. Such requests were allowed in order to facilitate the work of enumeration, without any decision being given as to the merits of the claims, and always with the condition that the denominator used left no chance of confusion between the caste concerned and any other existing separate caste. As in different parts of the province the same caste often wished to be enumerated under different names it meant that great care had to be exercised later when sorting for caste.

I made an attempt at enumerating the sub-castes of Hill Brahmans and Rajputs. From what I saw of the results I am convinced it is not worth repeating the experiment. The results were not of course abstracted.

In order to assist the enumeration staff in dealing with the recording of castes I prepared a Caste Index, a printed copy of which you will find in file no. 3. As soon as you have decided, in consultation with the Census Commissioner and the local Government, the details you will enumerate for caste and sub-caste you should revise this Caste Index and get a new one printed and issued.

*Column 9—Earner or dependent.*—This was new and gave a good deal of trouble to everyone, especially in the case of women and children. Part of the difficulty lies in the fact that an earner is defined rather paradoxically as a person who has a source of income whether earned or unearned. But this cannot be helped. Serious difficulties arose mainly in connexion with agricultural occupations on account of the joint family system and especially in connexion with women and minors. In respect of these latter the principle adopted was that those who by their labour augmented the family income were

earners, *only* if they received *separate wages* for their labour in cash or in kind, otherwise they were dependents. In order to secure some sort of uniformity I laid down the following rules. You may have to amend them :—

- (1) Males of 10 years and over who participate regularly in the family occupation are earners whether they receive separate wages or not.  
(This age may be considered too low. It should be fixed in consultation with the Census Commissioner and the local Government.)
- (2) Women and minors whose names are recorded in the village papers as sole-proprietors or tenants are earners whether they themselves actually work or not.  
(This is because they have a separate source of income.)
- (3) Women and minors whose names are recorded along with that of the male head of the family as co-sharing proprietors or tenants, are earners *only* if they actually *work regularly* at the zamindari or tenancy.  
(This is because the entry of their names in such cases is usually only for appearance sake or to avoid succession disputes and does not give them any separate rights during the lifetime of the head of the family.)
- (4) All other females and boys of less than 10 years of age are earners only if they receive separate wages in cash or kind for their labours.

As some difficulty was experienced in tabulating inmates of jails, asylums and alms-houses at this census I recommended a change in the rules about them. This time they were all shown as dependents and the nature of their imprisonment etc., detailed in column 11. This resulted in their disappearance from Table XI—Occupation by race, tribe or caste. I think it would be preferable to show all such as earners with their details in column 10, sorting those undergoing rigorous imprisonment as a separate group from the remainder for Table X. They could then at provincial compilation be shown as working dependents of the proper group, the others going as earners in the group with an explanatory footnote that they are really non-working dependents, as in the present Table X.

The words used to denote “ earner ” and “ dependent ” in the vernacular were “ *kamanewala* ” and “ *na-kamanewala* ”. They are thoroughly well understood.

*Columns 10 and 11.—Principal and subsidiary occupations.*—These are self-explanatory. An earner *must* have an entry in column 10 and *may* have an entry in column 11. A dependent *must not* have an entry in column 10 but *may* have an entry in column 11, in which case he or she is a working dependent. [Note that women and minors from (3) above who were not actually working were treated as working dependents. This you may desire to change.]

The agricultural heads of occupation at this census were more numerous than heretofore. This was unfortuate in a way because it meant that more people returned agricultural heads for both their principal and subsidiary occupations. One of the most important objects of the occupational returns is to secure figures of the non-agricultural occupations of part agriculturists. It should be considered, therefore, whether a change in the rules is not desirable to the effect that if a person returns an agricultural principal occupation the subsidiary occupation to be returned should be his or her most lucrative non-agricultural occupation. In the event of the person having no subsidiary non-agricultural occupation the next most lucrative agricultural occupation should be recorded. Another alternative is to record a third occupation maintaining the existing rules in other respects, but this, I think, would complicate still further an already crowded schedule.

*Column 12—Organized industry.*—This column was new. The idea was to collect figures of those persons who derive their livelihood from organized industry. According to the instructions the following were to be included—“ those persons (including managers, clerks, operatives and work-people of all kinds) who are employed by other persons or by a company or firm, and

paid wages for the work they do, and who work together with others similarly employed and paid." Three difficulties cropped up in this connexion:—

- (1) What is the smallest concern that can be considered an organized industry? The above definition implies that three people must work together, the word others in the last line indicating that the person must work with at least two other people. The minimum size of the concern will, however, be a matter for decision by the Local Government and the Census Commissioner. In collecting such statistics it is evident that a uniform basis must be adopted throughout the province at least, and made perfectly clear to the enumerating staff.
- (2) Are cottage industries to be included? These may be organized though not concentrated and in choosing your minimum number of workers in (1) above you will have to consider whether you wish to cut out the organized but scattered workers in such industries.
- (3) Is the owner or proprietor of an organized industrial concern to be returned in column 12?

I laid down the rule that if he took an active part in the management or work of the concern an entry should be made for him in that column. This should be considered and a decision arrived at and made clear to the enumeration staff.

Retrenchment again prevented us from abstracting the figures collected in this column.

*Column 13—Birth-place.*—There were no changes in this column but I issued some subsidiary instructions that in the case of males of 16 and over who returned their birth-place as outside the district of enumeration the period (to the nearest year) that had elapsed since their arrival in the district or state should be added. I had intended tabulating these immigrants by the period they had spent in their new homes and the instructions I had framed for their tabulation will be found in file no. 109. Unfortunately owing to retrenchment this had to be abandoned and worse still the sort for birth-place itself had to be considerably curtailed. In the case of cities a special instruction was printed to the effect that anyone enumerated in a city but born in the *dehat* of the district should have the letter D added to the name of the district, while those born within the city should have merely the name of the district shown. This is to enable you to distinguish them in Table VI for cities. This instruction should be printed and issued early on and it should clearly state whether you wish it to apply to any adjacent cantonments or notified areas or only to the municipality itself. At this census I originally meant it to apply to the whole city including any adjacent cantonments or notified areas, but the instruction was in some cases scarcely observed at all, in others was applied only to the municipality and in some was applied as intended. The result was that the figures could not be used for the city part of Table VI where I could only show, as in previous censuses, those born in the district of enumeration, instead of giving separate figures for those born within the city and those born in the remainder of the district of enumeration. Similarly in column 6 of subsidiary Table IV of Chapter II of the Report Volume I had, as in previous censuses, to exclude from the foreign-born those persons born outside the city but within the district in which the city lies. The view may, however, be taken that they should not in any case be treated as foreign-born. I mention this and advise you to decide early which course you are going to adopt, to make your instructions quite clear on the point and get them issued in plenty of time for all concerned to understand them before they attempt to put them into operation.

*Columns 14 and 15.*—A change was made in the language return by expanding it into two columns:—

- (1) Mother-tongue, *i.e.*, the language first learned as a child;
- (2) any language or languages other than the mother-tongue habitually spoken in daily or domestic life.

Hindustani was recorded as the language of the province. The idea of the second column was to see how far languages of neighbouring territories are overlaying the language of the province, and the language of the province that of any

primitive tribes within the province. The results show that for this province the experiment is not worth repeating.

The remaining columns were unchanged and call for no comment.

I have mentioned these points at length here because I consider them important and it will be necessary for you to get the various points settled early and embodied in the instructions to the enumerating staff, both on the cover and in the manuals, and exemplified in the specimen schedule on the former.

32. Every effort was made to restrict the use of household schedules to a minimum and I advise you to do the same. English general schedules were provided and the European and Anglo-Indian population was in most places thus included in the preliminary enumeration. They were allowed to fill up the general schedule themselves if they expressed a desire to do so, and ample time remained between the preliminary and final enumerations to get wrong and incomplete entries dealt with, so that a host of references after the final enumeration were avoided. Hotels form a problem still, and there were several omissions from their returns. A thoroughly trustworthy and tactful enumerator, preferably European, is indispensable in such cases. It is certainly difficult to get full returns and details from them and on account of the rapid changes in their inhabitants the bulk of their enumeration has to be done actually on census night. I think this point needs more attention in future. You should ensure that the instructions for filling up the household schedules agree with those for filling up the general schedule and yourself prepare suitable examples for the specimen schedule printed on the household schedule.

*Household  
schedule.*

33. Before you proceed on your cold weather touring you should have considered the following items of work :—

- (1) slip-copying,
- (2) the preparation of the Tabulation and Compilation Manual for Central Offices, which gives full instructions on slip-copying, sorting and compilation,
- (3) the supply of the forms for sorter's tickets and compilation registers.

*Census  
Superintendent's  
cold weather  
tour.*

I have referred to them in some detail in Chapter II but mention them here to maintain the sequence in which your work falls. If you have a personal assistant there is no reason why item (1) and most of item (2) should not be disposed of before you set off touring. Item (3) should also be in hand. I had to do this work during my touring and I found it rather a heavy strain and naturally could not devote so much time to inspection work as I should have liked.

I commenced my tour on October 13, 1930 and divided the districts and states equally between my personal assistant and myself. This was a mistake. With the other work I had on hand a better division would have been one-third to myself and the other two-thirds to the assistant. If, however, you have had a personal assistant from the start and consequently have been able to make good progress with the above items of work you can halve the inspection work as I did. Again I would advise you to get your tour programme printed and issued well in advance to enable District Census Officers to be present in *sadr* on your arrival, and make the necessary arrangements in connexion with your roadside inspections. Every district was visited once and several more than once. I usually allotted two days to the less important districts, and three or four to the more important ones. Inspections of the work of superintendents, supervisors and enumerators were made on the roadside on all days that I travelled. A meeting was held at *sadr*, which all census officials near to *sadr* attended, at which instruction was given on all points, training schedules examined in detail, and later on the actual preliminary enumeration books were read and any errors pointed out. Questions were encouraged from all present and the various points of difficulty dealt with. Trips were made into both rural and urban areas, and the municipal, cantonment, and railway staff were all seen. It is a good thing actually to meet as many of the census staff as you can. If your head office is in the plains, which arrangement I have already suggested to you is preferable, I should advise you to arrange your programme so as to enable you to visit headquarters periodically. You will then find it easier to keep your *dak* up-to-date.

34. The actual census took place between 7 p.m. and midnight on February 26, 1931. The date was fixed by the Government of India in consultation

*Final  
enumeration.*

with local Governments as usual. It is fixed for a moonlight night at a time of the year when movements of the population are likely to be at a minimum and the distribution thereof as normal as possible. After this census was over a reference was made to all districts and states and after considering their replies I reported to the Census Commissioner that for this province the most suitable time for the final enumeration is the last week of February or first week of March. (See file no. 42.) The final enumeration consists of each enumerator going the round of his block, cutting out any persons whom he finds absent from his block and entering the full details of any new-comers who spend the night in his block. Europeans and Anglo-Indians living in places where English-knowing enumerators could not be obtained were given household schedules to fill up themselves, but as explained in paragraph 32 *supra* these were reduced to an absolute minimum.

Luckily there was very little obstruction from the public on census night. Every precaution had been taken previously to protect the census staff while carrying out their duties and the police rendered most valuable assistance. In Allahabad municipality one charge superintendent was surrounded and cut off by hostile Congress volunteers and illegally restrained till after midnight, but his work was carried through satisfactorily by others.

In only one small village, Nonara in Fatehpur district, was there no final enumeration. A tahsildar was murdered there that afternoon when endeavouring to collect rents, and the state of the village that night necessitated the abandonment of the final count. The preliminary enumeration figures were, however, up-to-date and safe, and were adopted.

In Najibabad Municipality, district Bijnor, there was keen rivalry between the Hindu and Muslim communities. The latter preponderate to a slight extent. On census night each side imported large crowds of its own community from neighbouring areas, so that the total population rose by about 6,000 on census night. But being almost equally balanced and each side striving its utmost, the honours were equally shared and the relative positions of the rival factions remained exactly as they were at the preliminary enumeration and, in fact, as they had been for the last 30 years. The preliminary enumeration figures of that municipality furnish accurate figures of its normal population; the city fathers may look with pride upon the results of their labours on census night as revealed by the final enumeration figures. Incidentally I may mention that I had the preliminary enumeration figures of each district sent me soon after the work had been checked by inspecting officers; this again as a precautionary measure.

35. In certain areas it was impossible to take the final census at the time fixed for the rest of the province, either on account of the difficult terrain or the great distances enumerators had to cover. These so-called "non-synchronous tracts" are shown below, together with the times when the final enumeration actually took place:—

*Non-synchronous tracts.*

District.	Portion of district.	Time of final enumeration.
Almora ..	Whole district .. ..	} February 16-26.
Garhwal ..	Ditto .. ..	
Naini Tal ..	Naini Tal tahsil .. ..	
Dehra Dun ..	Chakrata tahsil .. ..	} Before dark on February 26.
	Do. Forest division .. ..	
	Mussoorie municipality .. ..	
Bijnor ..	Parts of tahsils Nagina and Najibabad.	} Early morning of February 27.
Pilibhit ..	Parts of tahsils Bisalpur and Puranpur	
M.rzapur ..	Parts of all four tahsils .. ..	

The only change was the addition of Mussoorie municipality. In the cold weather the station is very empty and it is difficult to get enumerators. The municipality covers nearly 20 square miles of hill-side and may be under snow. The enumerators naturally do not like turning out in the cold. I think Mussoorie should always be enumerated before dark on the final census day.

36. The only fair of any magnitude occurred at Nimsar, district Sitapur, where the Paikarma arrived on census night. This is a travelling fair and was carefully followed for the few days before census night in order to gauge the probable number of people that would have to be enumerated. Also precautions were taken to deal with Congress volunteers who were threatening to antagonise the people against the enumeration. Excellent arrangements were made by Thakur Krishna Kumar Singh Kushwaha, the District Census Officer. The whole of the ground where the fair rested for the night was roped out into sections decked with different coloured paper flags. Each enclosure was dealt with by two enumerators and everything went off smoothly. I am more than indebted to Mr. G. D. Parkin, I.P.S., the then Superintendent of Police, Sitapur, for the invaluable assistance provided by himself, his officers and men on that occasion. I camped with him myself on the spot for 3 days, leaving on the morning of census day when all arrangements were completed. Enumerators were brought out from *sadr* by lorries and I take this opportunity of expressing my thanks to the men of the Collectorate and Settlement Offices who carried through the enumeration so successfully. The first estimates of the probable size of the fair were in the neighbourhood of half a lakh, but once the fair reached the district we were glad to find it was far smaller than had been expected and actually a little under 11,000 people were present and enumerated. If you happen on a fair of any size let me advise you to make your arrangements early and carefully and you will have no trouble.

*Fairs,  
weddings, etc*

There were some smaller gatherings in Fyzabad and these too were successfully enumerated through the combined efforts of S. Wajid Husain, District Census Officer and Mr. G. Waddell, I.P.S., Superintendent of Police, Fyzabad.

There were several marriage parties but these caused no trouble.

37. Plague caused no trouble. The few places affected were easily dealt with in accordance with the instructions contained in rule 22, Chapter XII of the Provincial Census Rules.

*Plague.*

38. Every District Census Officer prepared his own scheme for getting in his provisional totals as quickly as possible after the final enumeration in accordance with Chapter XIII of the rules. These schemes were submitted to me beforehand, and were returned with any suggestions I had to make. As the final enumeration went off without mishap, the fair copies of enumeration books were rapidly amended and brought into line with the final enumeration which had been effected on the rough copies, and the provisional totals of all charges were, in each case, hurried into district headquarters by every conceivable means of conveyance. I selected a quiet spot (Rae Bareli) at which to await the arrival of the telegrams, having previously warned all districts and states of my address and the Rae Bareli Telegraph Office of the coming wires. The first figures to reach me were those of Almora at 7.45 a.m. on February 27. Rampur city figures reached me at the same time, and the whole of Rampur State figures came at 9.15 a.m. Altogether the figures of 13 districts and states reached me that day. All the figures were in by March 4, and the wire of the provincial totals was sent off early next morning. This was a creditable performance allowing for the fact that the fair copies had to be tallied with the rough copies after the final enumeration. One or two minor discrepancies occurred in the wires, and Shahjahanpur left out the figures of a whole charge. The error was soon discovered and the corrected figure wired to the Census Commissioner on March 8, in time to be embodied in the provisional totals for India.

*Provisional  
totals.*

The provisional total for the province differed from the final total by only 14,039 or 0.028 per cent.

39. As mentioned in paragraph 15 *supra*, housing statistics were collected only in the municipalities of Lucknow and Cawnpore.

*Tenement  
census.*

They were collected by an adaptation of the block list, the instructions concerning which were printed at the Camp Press, Naini Tal, and distributed to all enumerators.

Unfortunately in both cities the staff was very harassed by the political situation and paid insufficient regard to the instructions. This resulted in many back references and the tables were compiled with the greatest difficulty. You should ascertain early on in which municipalities a tenement census is to be taken and then personally see that the instructions are thoroughly well understood and carried out. Attention to this at the time of the preliminary enumeration will save you a lot of bother later on. Full details will be found in file no. 63.

*Census of  
educated un-  
employment.*

40. An attempt was made, at this census for the first time, to secure figures of those males literate in English who were out of employment and seeking it. The instructions are contained in Chapter XV of the Provincial Rules.

The returns were taken on a separate schedule, printed in English only, to be filled up by the unemployed person himself, in English.

The experiment failed to some extent, for several reasons.

- (1) Some people thought it undignified to fill up the forms.
- (2) Others were apathetic and thought that no good would result from their so doing.
- (3) Congress volunteers spread rumours to the effect that this was a ruse on the part of Government to secure the names of those unemployed and so probably taking part in the Civil Disobedience Movement, with a view to barring them from future employment in Government service, or to meting them out punishment in some other form later on.
- (4) There was the general political boycott of anything to do with census, which was especially strong in towns where most of the unemployed were naturally to be found; and rumours were spread that Government was trying to win over the unemployed by falsely raising their hopes of securing employment.
- (5) A large number of the normally unemployed were at the time actually in the paid employment of Congress.
- (6) In some places, I regret to say, it failed on account of the slackness of the census staff.

This was, however, the first attempt, and next time when those concerned are less apathetic or suspicious it should prove more successful.

I would make the following suggestions for the next attempt:—

- (1) More publicity should be given to the scheme by posters at tahsils etc. explaining the reasons for the collection of such figures. At this census on account of the political situation my policy was to push through the census with as little publicity as possible.
- (2) The enumeration should be done by circle supervisors and not by the enumerators; and a list of the names of the unemployed should be prepared at the time which could be checked by charge superintendents and other inspecting officers.
- (3) As laid down in the present rules, the schedules should be handed to the unemployed, filled up *at once* and handed back to the supervisor, and not left to be collected later. If anyone is absent his name should be noted and a second visit paid to him. This work should be done at the time of the preliminary enumeration and all schedules should be received back in *sadr* within a week of the completion of the preliminary enumeration, and sent to the Census Superintendent at once. In this way it will be kept quite clear of the final enumeration.
- (4) The importance of this return should be thoroughly impressed on the enumeration staff from the beginning.
- (5) I would exclude items nos. 8 and 9 from the form and limit the enquiry to those totally unemployed.
- (6) It may be desirable to limit the enquiry to those who have passed the School Leaving Certificate or higher examination. This you must decide with the Census Commissioner and the local Government before you draft your rules.

Some District Census Officers think it would be better to collect the information by adding columns to the general schedule. I agree that this would

ensure getting more complete returns but think the suggestion impracticable. It would be difficult to get the necessary columns on to the already crowded general schedule, and as the unemployed represent a very small proportion of the total population the columns would often be wasted, and the information difficult to abstract with accuracy.

41. An attempt was made at this census to secure information on certain ethnographical and social matters. To this end an ethnographical officer was appointed in each district and state (in cases where no one else was available this had to be the District Census Officer). The subjects dealt with and all other details will be found in files nos. 66-70. On account of the disturbed state of the province and the fact that most officers were already heavily worked, few people could devote much time to this side of the census, but it is hoped that some of the notes may prove interesting and useful.

*Ethnographical enquiries.*

42. The Census Commissioner suggested that we should collect certain figures to show the fertility of marriages, but it was decided by the local Government that in view of the political situation this was undesirable. An attempt should be made at next census if conditions are better.

*Fertility figures.*

43. A change was made at this census in the system of accounts. Any expenditure in the districts which was on purely census items was debited to my central budget, including touring charges and travelling allowance of officials engaged on purely census duties. (If any work other than census was performed during such a tour the cost of the tour was *not* debitable to my budget.) As my budget had been prepared, before I took over charge, on the basis of the expenditure in the corresponding year of last census when district expenditure was almost entirely debited to provincial funds, a great deal of readjustment in the budget was found necessary. I have already advised you in paragraph 4 *supra* to go into the system of accounts as soon as you are appointed and personally to consult your Accounts Officer whoever he may be.

*Census expenditure in districts.*

The system of accounts was laid down in Chapter V of the Provincial Census Rules, and the details of its working will be found in files nos. 10, 52 and 53. I did not think it advisable to allot a specific sum to each district as this tends to encourage each district to spend up to its allotment. The bills for every item of expenditure came to the head office for my countersignature and were scrutinized by me personally, and so I kept an effective control on district expenditure, which I trust resulted in reducing it to a minimum, though I must say it involved heavy demands on my time.

From rule 5, Chapter V of the Provincial Census Rules you will see that certain extra paid staff was permitted for brief periods in districts, but I left it to the district authorities to decide on the actual arrangements, impressing on them the need for getting the work done by the cheapest method. This is essential, as the work to be done and the time of the permanent staff available in which to do it vary so much from district to district. From file no. 53 you will see that some districts employed no extra staff at all but paid extra to their regular officials who carried out the work, provided they had to work overtime to complete it. This extra pay sometimes took the form of a monthly allowance and sometimes a lump sum honorarium. Other districts employed a paid whole-time census clerk and paid for extra help at tahsils at the rush times. I think this method of asking the district authorities to submit their own proposals to you for sanction is the best, as the system is flexible and results in the minimum of expenditure. The districts gave me every assistance in keeping down charges and I can confidently say that the outlay on staff, travelling allowances and contingencies of all kinds, including the cost of rough paper for the preliminary enumeration was as low as could be secured. The figures look large compared with the expenditure at previous censuses solely on account of the different system of accounts, whereby the majority of the expenditure in districts now shown against the census budget was formerly debited to provincial revenues through district budgets.

Unfortunately the districtwise details of expenditure under the various contingent heads are not available because the records kept in my office were incomplete, in large measure due to the fact that debits were raised against my budget with the Central Pay and Accounts Officer (now the Accountant-General) by other Pay and Accounts Officers in which these details were not

supplied, and partly because the accounts were kept by the Accountant-General by the main heads for the province as a whole. I do not, however, think that they would have helped you much in any case.

*Conference of  
Superintendents  
at Delhi.*

44. A conference of the Superintendents of Census Operations from all parts of India was held at Delhi in January, 1931, under the Chairmanship of the Census Commissioner. I consider this a very valuable innovation, but suggest that it would be preferable to hold the conference early in November. This would give each Superintendent more time in which to make any changes in his enumeration instructions that he may consider desirable after attending the conference.

*Recognition of  
services.*

45. Good work at enumeration was recognized in two ways.

(1) Those charge superintendents, circle supervisors and enumerators who had performed especially good work were (in British territory only) awarded *sanads*. *Sanads* were of three kinds—golden, red and black. The following numbers were awarded (see file no. 89)—golden 924, red 8,983, black 16,357. They were printed and distributed by the Government Press, Allahabad.

(2) When appointing the staff of Central Offices preference was given as far as possible to those who had done good work in the enumeration period, including those paid temporary clerks employed in some districts.

I have recorded my principal acknowledgments for assistance received in the census in the last paragraph of the introduction to the Report Volume, but I take this opportunity of emphasizing my great indebtedness above all to the revenue staff of each district, more especially the qanungos and patwaris. This census above all others has been a triumph of their industry and their devotion to duty. Under the most adverse conditions, subject to contumely and not infrequently danger of personal violence, at a time when they were unusually harrassed, they added census to their already heavy burdens, shouldered it cheerfully and carried it through to a successful conclusion. Without them nothing would have been possible under the existing circumstances.

At the same time I would express my gratitude to that well-disposed and loyal section of the public who worked honorarily in the census, exposed even more than Government officials to the ridicule and threats of the riff-raff and scum of the populace, especially in the towns, and that solely from a sense of duty. There is nothing I can do for them except offer my thanks. They must reflect that "virtue is its own reward". They have the satisfaction of knowing that they have served their country faithfully and acquitted themselves nobly.

SUBSIDIARY TABLE I.—Census divisions and enumerating staff.

Serial number.	District or State.	Number of—			Number of—			Average number of houses per—		
		Charges.	Circles.	Blocks.	Charge superintendents.	Super-visors.	Enumera-tors.	Charge superintendent.	Supervisor.	Enumerator.
1	2	3	4	5	6	7	8	9	10	11
	United Provinces .. ..	1,289	31,685	347,295	1,226	30,017	325,960	8,240	402	34
	British Territory .. ..	1,256	30,950	337,233	1,193	29,316	318,215	8,283	387	32
	Agra Province .. ..	959	23,186	254,435	903	21,852	236,215	7,890	390	32
	<i>Meerut division</i> .. ..	124	3,101	34,575	121	2,974	35,062	6,648	335	29
1	Dehra Dun .. ..	18	212	1,831	17	191	1,827	2,876	256	27
2	Saharanpur .. ..	34	756	7,881	34	760	8,018	6,979	312	29
3	Muzaffarnagar .. ..	19	537	5,493	19	517	5,490	9,642	354	33
4	Meerut .. ..	32	920	10,636	32	861	11,037	1,007	374	29
5	Bulandshahr .. ..	21	676	8,734	19	645	8,690	12,737	377	28
	<i>Agra division</i> .. ..	134	2,917	33,244	128	2,883	32,189	7,616	332	30
6	Aligarh .. ..	35	744	9,058	35	744	8,078	7,169	337	31
7	Muttra .. ..	26	451	4,969	25	435	4,846	5,704	330	29
8	Agra .. ..	27	618	6,705	27	619	6,819	7,974	348	32
9	Mainpuri .. ..	27	487	5,888	22	488	5,822	7,478	337	28
10	Etah .. ..	19	617	6,624	19	597	6,624	9,755	310	28
	<i>Rohilkhand division</i> .. ..	176	3,875	39,900	156	3,635	37,092	8,300	344	33
11	Bareilly .. ..	39	627	6,845	39	614	6,609	5,949	378	35
12	Bijnor .. ..	41	748	6,850	28	626	5,862	6,648	297	32
13	Budaun .. ..	24	734	7,973	24	703	6,831	9,461	327	33
14	Moradabad .. ..	35	855	8,627	35	814	8,471	7,920	341	33
15	Shahjahanpur .. ..	27	668	6,468	20	636	6,225	9,810	308	32
16	Pilibhit .. ..	10	243	3,137	10	242	3,094	10,012	414	32
	<i>Allahabad division</i> .. ..	135	3,808	36,954	115	3,370	32,289	9,609	333	34
17	Farrukhabad .. ..	28	544	6,143	27	518	5,925	7,021	366	32
18	Etawah .. ..	17	477	5,383	17	436	5,159	9,380	366	31
19	Cawnpore .. ..	25	969	9,465	25	977	8,379	11,314	290	34
20	Fatehpur .. ..	16	558	4,992	16	545	5,099	9,403	276	30
21	Allahabad .. ..	49	1,260	10,971	30	894	7,727	10,925	367	42
	<i>Jhansi division</i> .. ..	93	1,545	16,166	92	1,573	15,974	5,384	331	31
22	Jhansi .. ..	28	527	5,242	28	568	5,132	5,445	269	30
23	Jalaun .. ..	17	240	3,021	17	240	3,012	5,225	372	30
24	Hamirpur .. ..	21	298	3,325	20	294	3,317	5,715	388	34
25	Banda .. ..	27	480	4,578	27	471	4,513	5,151	295	31
	<i>Benares division</i> .. ..	118	3,266	32,938	113	3,121	31,878	8,158	293	29
26	Benares .. ..	29	508	6,302	26	545	5,849	7,394	353	33
27	Mirzapur .. ..	26	601	5,837	24	580	5,599	6,901	286	30
28	Jaunpur .. ..	28	907	8,169	28	779	7,946	8,805	316	31
29	Ghazipur .. ..	19	654	6,241	19	646	6,231	7,288	214	22
30	Ballia .. ..	16	596	6,389	16	571	6,253	10,538	295	27
	<i>Gorakhpur division</i> .. ..	123	4,111	46,589	123	3,769	43,496	11,022	370	31
31	Gorakhpur .. ..	57	1,870	22,810	57	1,859	22,740	11,518	353	24
32	Basti .. ..	31	1,181	12,636	31	1,166	12,678	12,586	335	31
33	Azamgarh .. ..	35	1,060	11,143	35	744	8,078	8,962	422	39
	<i>Kumaun division</i> .. ..	56	563	14,069	55	522	8,235	6,354	781	41
34	Naini Tal .. ..	21	314	3,169	21	297	2,895	2,958	209	21
35	Almora .. ..	23	127	5,521	23	127	1,878	5,547	1,005	68
36	Garhwal .. ..	12	122	5,379	11	103	3,462	10,558	1,128	35
	<i>Oudh</i> .. ..	297	7,764	82,798	290	7,464	82,000	9,855	375	33
	<i>Lucknow division</i> .. ..	145	3,690	38,792	140	3,525	38,008	9,397	364	33
37	Lucknow .. ..	28	516	5,767	25	510	5,419	7,125	349	33
38	Unao .. ..	17	557	5,783	16	518	5,654	11,763	363	33
39	Rae Bareli .. ..	18	563	6,325	18	531	6,264	12,175	413	35
40	Sitapur .. ..	27	847	7,672	27	763	7,569	9,184	325	33
41	Hardoi .. ..	28	698	7,222	27	696	7,158	8,716	338	33
42	Kheri .. ..	27	509	6,023	27	507	5,944	7,420	395	34
	<i>Fyzabad division</i> .. ..	152	4,074	44,006	150	3,939	43,992	10,313	386	34
43	Fyzabad .. ..	30	754	8,052	30	738	8,261	8,474	344	31
44	Gonda .. ..	35	1,004	8,871	35	948	8,871	8,954	331	35
45	Bahraich .. ..	26	606	6,826	25	581	6,696	9,528	410	36
46	Sultanpur .. ..	19	577	6,780	19	577	6,706	12,242	403	35
47	Partabgarh .. ..	16	474	5,976	15	464	5,959	13,532	450	34
48	Bara Banki .. ..	26	659	7,501	26	631	7,499	9,147	377	32
	<i>States</i> .. ..	33	735	10,062	33	701	7,745	7,817	548	45
49	Rampur .. ..	14	285	3,698	14	282	3,667	7,438	369	28
50	T hri-Garhwal .. ..	8	100	3,165	8	70	900	9,309	1,064	83
51	Benares .. ..	11	350	3,199	11	349	3,178	6,705	211	23

SUBSIDIARY TABLE I. A.—*Census divisions and enumerating staff in non-synchronous tracts.*

Serial number.	Non-synchronous tract.	Number of—			Number of—			Average number of houses per—		
		Charges.	Circles.	Blocks.	Charge superintendents.	Supervisors.	Enumerators.	Charge superintendent.	Supervisor.	Enumerator.
1	2	3	4	5	6	7	8	9	10	11
	<i>Total</i> ..	61	638	14,387	59	615	8,699	5,531	531	38
1	Dehra Dun .. .. (Chakrata tahsil, Chakrata Forest division and Mussoorie Municipality).	3	55	405	3	54	391	10,957	484	64
2	Bijnor .. .. (Parts of tahsils Nagina and Najibabad).	4	35	128	3	32	82	986	92	36
3	Pilibhit .. .. (Parts of tahsils Bisalpur and Puranpur).	2	6	69	2	6	66	567	189	17
4	Naini Tal .. .. (Naini Tal tahsil).	6	96	1,100	6	96	1,100	2,531	158	14
5	Almora .. .. (Whole district).	23	127	5,521	23	127	1,878	5,547	1,005	68
6	Garhwal .. .. (Whole district).	12	122	5,379	11	103	3,462	10,558	1,128	35
7	Mirzapur .. .. (Parts of all four tahsils).	11	197	1,785	11	197	1,720	4,763	266	30

NOTES.—1.—The above figures are also included in Subsidiary Table I.  
2.—In the case of Bijnor, Pilibhit and Mirzapur most of the charge superintendents, many of the circle supervisors and some of the block enumerators were also in charge of other areas in which the census was carried out at the normal time.

SUBSIDIARY TABLE II.—Number of forms supplied and used.

A=supplied. B=used.

Serial number.	District or State.	Enumeration book covers.*		House/block lists.*		General schedules.				Other forms issued.†		
		A	B	A	B	Actual number*		Per 100 houses.		Household schedules.	Traveler's tickets.	Circle summaries.
						A	B	A	B			
1	2	3	4	5	6	7	8	9	10	11	12	13
	<b>United Provinces ..</b>	<b>470</b>	<b>446</b>	<b>816</b>	<b>782</b>	<b>7,157</b>	<b>6,788</b>	<b>70</b>	<b>66</b>	<b>129</b>	<b>3,422</b>	<b>803</b>
		(427)	(410)	(845)	(821)	(6,960)	(6,857)	(68)	(67)	(190)	(2,780)	§
	<b>British Territory ..</b>	<b>456</b>	<b>432</b>	<b>792</b>	<b>758</b>	<b>6,972</b>	<b>6,614</b>	<b>69</b>	<b>65</b>	<b>128</b>	<b>3,362</b>	<b>784</b>
	<b>Agra Province ..</b>	<b>344</b>	<b>327</b>	<b>601</b>	<b>575</b>	<b>5,179</b>	<b>4,918</b>	<b>71</b>	<b>67</b>	<b>105</b>	<b>2,110</b>	<b>590</b>
	<i>Meerut division ..</i>	<i>49</i>	<i>46</i>	<i>81</i>	<i>75</i>	<i>806</i>	<i>782</i>	<i>77</i>	<i>75</i>	<i>19</i>	<i>338</i>	<i>78</i>
1	Dohra Dun ..	3	3	5	4	38	36	78	73	4	42	6
2	Saharanpur ..	11	11	18	18	178	178	75	75	6	190	19
3	Muzaffarnagar ..	8	7	14	12	128	126	70	69	2	40	13
4	Meerut ..	17	15	24	21	265	251	82	78	5	40	23
5	Bulandshahr ..	10	10	20	20	197	191	81	79	2	26	17
	<i>Agra division ..</i>	<i>46</i>	<i>43</i>	<i>79</i>	<i>72</i>	<i>755</i>	<i>710</i>	<i>79</i>	<i>74</i>	<i>16</i>	<i>218</i>	<i>71</i>
6	Aligarh ..	12	11	21	18	200	195	80	78	5	70	18
7	Muttra ..	7	7	12	11	114	107	80	75	5	64	11
8	Agra ..	10	9	17	16	172	164	80	76	5	33	15
9	Mainpuri ..	9	8	14	13	126	115	76	70	..	32	12
10	Etah ..	8	8	15	14	143	129	77	70	1	19	15
	<i>Rohilkhand division</i>	<i>52</i>	<i>50</i>	<i>94</i>	<i>92</i>	<i>860</i>	<i>817</i>	<i>70</i>	<i>67</i>	<i>10</i>	<i>186</i>	<i>96</i>
11	Bareilly ..	10	9	17	16	152	141	66	61	5	30	16
12	Bijnor ..	9	8	16	16	141	127	76	68	1	50	19
13	Budaun ..	9	9	17	17	157	155	69	68	1	11	18
14	Moradabad ..	12	12	22	21	210	202	76	73	2	48	21
15	Shahjahanpur ..	8	8	14	14	135	127	69	65	..	23	16
16	Pilibhit ..	4	4	8	8	65	65	65	65	1	24	6
	<i>Allahabad division</i>	<i>49</i>	<i>48</i>	<i>88</i>	<i>87</i>	<i>751</i>	<i>713</i>	<i>68</i>	<i>64</i>	<i>16</i>	<i>231</i>	<i>95</i>
17	Farrukhabad ..	8	8	14	14	125	111	66	58	1	50	13
18	Etawah ..	7	6	13	12	117	106	74	67	1	30	12
19	Cawnpore ..	13	13	23	23	199	188	71	66	8	70	24
20	Fatehpur ..	7	7	12	12	97	95	65	63	1	21	14
21	Allahabad ..	14	14	26	26	213	213	65	65	5	60	32
	<i>Jhansi division</i>	<i>22</i>	<i>19</i>	<i>38</i>	<i>35</i>	<i>327</i>	<i>291</i>	<i>67</i>	<i>59</i>	<i>11</i>	<i>131</i>	<i>41</i>
22	Jhansi ..	7	7	12	12	105	98	69	64	8	40	15
23	Jalaun ..	4	3	7	6	65	58	73	65	1	16	6
24	Hamirpur ..	5	4	8	7	70	59	61	52	..	35	8
25	Banda ..	6	5	11	10	87	76	63	55	2	40	12
	<i>Benares division</i>	<i>44</i>	<i>42</i>	<i>76</i>	<i>73</i>	<i>669</i>	<i>628</i>	<i>75</i>	<i>70</i>	<i>13</i>	<i>396</i>	<i>84</i>
26	Benares ..	8	8	15	15	148	147	77	77	8	160	16
27	Mirzapur ..	8	7	13	13	110	110	66	66	1	120	15
28	Jaunpur ..	12	11	20	19	163	152	66	62	..	50	22
29	Ghazipur ..	8	8	14	13	125	113	91	82	4	56	16
30	Ballia ..	8	8	14	13	123	106	73	63	..	10	15
	<i>Gorakhpur division</i>	<i>62</i>	<i>59</i>	<i>110</i>	<i>106</i>	<i>804</i>	<i>773</i>	<i>60</i>	<i>57</i>	<i>7</i>	<i>250</i>	<i>101</i>
31	Gorakhpur ..	30	29	53	52	374	372	57	57	6	116	46
32	Basti ..	17	15	30	29	236	216	61	55	1	40	29
33	Azamgarh ..	15	15	27	25	194	185	62	59	..	94	26
	<i>Kumaun division</i>	<i>20</i>	<i>20</i>	<i>35</i>	<i>35</i>	<i>207</i>	<i>204</i>	<i>68</i>	<i>67</i>	<i>13</i>	<i>360</i>	<i>24</i>
34	Naini Tal ..	5	5	8	8	46	43	74	69	5	40	11
35	Almora ..	8	8	14	14	97	97	76	76	5	160	8
36	Garhwal ..	7	7	13	13	64	64	55	55	3	160	5
	<b>Oudh ..</b>	<b>112</b>	<b>105</b>	<b>191</b>	<b>183</b>	<b>1,793</b>	<b>1,696</b>	<b>65</b>	<b>60</b>	<b>23</b>	<b>1,252</b>	<b>194</b>
	<i>Lucknow division</i>	<i>52</i>	<i>49</i>	<i>89</i>	<i>86</i>	<i>841</i>	<i>793</i>	<i>67</i>	<i>60</i>	<i>17</i>	<i>992</i>	<i>93</i>
37	Lucknow ..	7	7	13	12	131	119	74	53	8	240	13
38	Unao ..	9	8	13	13	128	127	68	68	2	40	14
39	Rae Bareli ..	8	8	15	14	137	125	63	57	1	60	14
40	Sitapur ..	11	10	18	17	165	162	67	65	5	560	22
41	Hardoi ..	9	9	16	16	154	146	66	62	..	80	17
42	Kheri ..	8	7	14	14	126	114	63	57	1	12	13
	<i>Fyzabad division</i>	<i>60</i>	<i>56</i>	<i>102</i>	<i>97</i>	<i>952</i>	<i>903</i>	<i>64</i>	<i>61</i>	<i>6</i>	<i>260</i>	<i>101</i>
43	Fyzabad ..	12	11	19	18	174	158	69	62	1	40	19
44	Gonda ..	12	11	21	19	214	209	68	67	1	60	25
45	Bahraich ..	9	9	16	15	144	132	61	55	1	40	15
46	Sultanpur ..	9	9	16	15	138	134	59	58	1	40	14
47	Partabgarh ..	8	7	13	13	122	112	60	55	1	40	12
48	Bara Banki ..	10	9	17	17	160	158	67	66	1	40	16
	<b>States ..</b>	<b>14</b>	<b>14</b>	<b>24</b>	<b>24</b>	<b>185</b>	<b>174</b>	<b>74</b>	<b>69</b>	<b>1</b>	<b>60</b>	<b>19</b>
49	Rampur ..	5	5	9	9	75	69	72	66	..	2	7
50	Tehri-Garhwal ..	5	5	8	8	54	54	73	73	..	24	5
51	Benares ..	4	4	7	7	56	51	76	69	1	34	7

\* 000's omitted.

† 00's omitted.

§ Not available.

NOTE.—Figures in brackets against United Provinces refer to 1921 Census.

SUBSIDIARY TABLE III.—Particulars concerning

Serial number.	District.	Occupation of—										
		Charge superintendents.				Circle supervisors.					Block	
		District staff.	Other departments.	Non-officials.	Total.	Patwaris.	Other district staff.	Other departments.	Non-officials.	Total.	Patwaris.	Other officials.
1	2	3	4	5	6	7	8	9	10	11	12	13
	<b>United Provinces (British Territory).</b>	<b>724</b>	<b>395</b>	<b>75</b>	<b>1,194</b>	<b>24,136</b>	<b>574</b>	<b>3,402</b>	<b>1,204</b>	<b>29,316</b>	<b>3,184</b>	<b>34,567</b>
	<i>Meerut division</i>	63	55	3	121	2,218	40	585	131	2,974	221	4,245
1	Dehra Dun ..	4	13	..	17	69	11	92	19	191	..	706
2	Saharanpur ..	15	18	1	34	564	10	166	20	760	14	763
3	Muzaffarnagar ..	12	7	..	19	439	3	57	18	517	24	495
4	Meerut ..	18	13	1	32	649	5	171	36	861	176	1,598
5	Bulandshahr ..	14	4	1	19	497	11	99	38	645	7	683
	<i>Agra division</i>	73	41	14	128	2,343	55	363	122	2,883	215	3,234
6	Aligarh ..	21	9	5	35	608	10	80	46	744	41	733
7	Muttra ..	12	11	2	25	352	5	60	18	435	89	689
8	Agra ..	13	9	5	27	480	17	103	19	619	45	929
9	Mainpuri ..	12	8	2	22	415	12	44	17	488	32	352
10	Etah ..	15	4	..	19	488	11	76	22	597	8	531
	<i>Rohilkhand division</i>	93	57	6	156	2,999	69	375	192	3,635	406	3,926
11	Bareilly ..	22	15	2	39	518	7	77	12	614	102	817
12	Bijnor ..	15	13	..	28	480	22	49	75	626	43	513
13	Budaun ..	14	10	..	24	628	5	50	20	703	20	624
14	Moradabad ..	20	14	1	35	626	10	117	61	814	59	1,010
15	Shahjahanpur ..	14	3	3	20	548	15	52	21	636	2	597
16	Pilibhit ..	8	2	..	10	199	10	30	3	242	180	365
	<i>Allahabad division</i>	73	39	3	115	2,554	161	508	147	3,370	209	5,821
17	Farrukhabad ..	14	12	1	27	411	7	69	31	518	91	919
18	Etawah ..	10	7	..	17	360	3	55	18	436	11	451
19	Cawnpore ..	17	8	..	25	741	21	199	16	977	6	1,558
20	Fatehpur ..	12	2	2	16	516	3	14	12	545	68	529
21	Allahabad ..	20	10	..	30	526	127	171	70	894	33	2,364
	<i>Jhansi division</i>	62	21	9	92	1,307	35	180	51	1,573	839	2,209
22	Jhansi ..	16	12	..	28	444	14	86	24	568	154	873
23	Jalaun ..	10	3	4	17	174	1	51	14	240	219	413
24	Hamirpur ..	16	..	4	20	261	11	11	11	294	271	279
25	Banda ..	20	6	1	27	428	9	32	2	471	195	644
	<i>Benares division</i>	77	33	3	113	2,655	91	294	81	3,121	124	2,711
26	Benares ..	11	14	1	26	389	46	94	16	545	61	985
27	Mirzapur ..	20	3	1	24	510	12	51	7	580	13	487
28	Jaunpur ..	18	9	1	28	669	24	55	31	779	2	357
29	Ghazipur ..	14	5	..	19	574	5	49	18	646	12	430
30	Ballia ..	14	2	..	16	513	4	45	9	571	36	452
	<i>Gorakhpur division</i>	68	45	10	123	3,305	62	262	140	3,769	107	2,616
31	Gorakhpur ..	19	33	5	57	1,597	12	159	91	1,859	27	1,461
32	Basti ..	28	3	..	31	1,100	40	23	3	1,166	39	422
33	Azamgarh ..	21	9	5	35	608	10	80	46	744	41	733
	<i>Kumaun division</i>	25	26	5	56	343	7	141	36	527	12	2,228
34	Naini Tal ..	11	10	..	21	173	5	107	12	297	12	911
35	Almora ..	8	11	5	24	86	2	15	24	127	..	796
36	Garhwal ..	6	5	..	11	84	..	19	..	103	..	521
	<i>Lucknow division</i>	87	35	18	140	2,889	35	439	162	3,525	529	4,527
37	Lucknow ..	10	7	8	25	229	15	190	76	510	151	713
38	Unao ..	14	2	..	16	441	5	43	29	518	91	429
39	Rae Bareli ..	15	2	1	18	475	4	40	12	531	32	468
40	Sitapur ..	18	2	7	27	692	4	56	11	763	11	1,123
41	Hardoi ..	17	10	..	27	624	4	48	20	696	74	1,258
42	Kheri ..	13	12	2	27	428	3	62	14	507	170	536
	<i>Fyzabad division</i>	103	43	4	150	3,523	19	255	142	3,939	522	3,050
43	Fyzabad ..	19	10	1	30	626	4	47	61	738	77	545
44	Gonda ..	20	15	..	35	858	..	70	20	948	..	371
45	Bahraich ..	16	6	3	25	523	3	37	18	581	226	632
46	Siltanpur ..	17	2	..	19	537	2	26	12	577	128	423
47	Partabgarh ..	12	3	..	15	420	4	36	4	464	66	402
48	Bara Banki ..	19	7	..	26	559	6	39	27	631	25	677

*the enumeration staff (British districts only).*

enumerators.					Religion of census staff.				Script used by block enumerators.			
Zamin-dars.	Zamin-dars' agents.	School boys.	Others.	Total.	Hindus.	Muslims.	Others.	Total.	Eng-lish.	Urdu.	Nagri.	Total.
14	15	16	17	18	19	20	21	22	23	24	25	26
85,833	9,512	11,720	173,399	318,215	297,788	48,462	2,475	348,725	3,348	131,262	183,605	318,215
14,155	751	1,168	14,522	35,062	28,397	9,454	306	38,157	353	26,961	7,748	35,062
369	89	33	630	1,827	1,720	253	62	2,035	77	535	1,215	1,827
4,737	213	423	1,868	8,018	4,957	3,781	74	8,812	86	5,502	2,430	8,018
1,480	188	191	3,112	5,490	4,362	1,655	9	6,026	..	5,176	314	5,490
5,642	88	374	3,159	11,037	9,840	1,950	140	11,930	190	9,289	1,558	11,037
1,927	173	147	5,753	8,690	7,518	1,815	21	9,354	..	6,459	2,231	8,690
7,206	1,293	3,573	16,668	32,189	31,535	2,872	793	35,200	187	8,391	23,611	32,189
1,480	286	3,192	2,346	8,078	7,756	933	168	8,857	23	3,410	4,645	8,078
896	537	78	2,557	4,846	4,998	264	44	5,306	14	492	4,340	4,846
1,794	119	177	3,755	6,819	6,575	590	300	7,465	147	643	6,029	6,819
1,499	218	38	3,683	5,822	5,820	247	265	6,332	..	907	4,915	5,822
1,537	133	88	4,327	6,624	6,386	838	16	7,240	3	2,939	3,682	6,624
7,798	1,814	1,111	22,037	37,092	30,319	10,411	153	40,883	123	33,958	3,011	37,092
1,222	360	212	3,896	6,609	5,550	1,674	38	7,262	55	6,373	181	6,609
1,100	234	176	3,796	5,862	4,336	2,167	13	6,516	..	5,572	290	5,862
2,088	202	150	3,747	6,831	5,992	1,536	30	7,558	19	6,555	257	6,831
1,874	446	321	4,761	8,471	6,120	3,154	46	9,320	44	7,924	503	8,471
1,263	257	182	3,924	6,225	5,741	1,135	5	6,881	5	4,859	1,361	6,225
251	315	70	1,913	3,094	2,580	745	21	3,346	..	2,675	419	3,094
6,678	766	225	18,590	32,289	30,659	4,787	328	35,774	855	7,323	24,111	32,289
1,686	123	49	3,057	5,925	5,447	982	41	6,470	47	2,045	3,833	5,925
1,181	20	25	3,471	5,159	5,224	386	2	5,612	..	587	4,572	5,159
1,603	424	64	4,724	8,379	8,576	618	187	9,381	108	801	7,470	8,379
1,052	69	21	3,360	5,099	5,039	621	..	5,660	4	932	4,163	5,099
1,156	130	66	3,978	7,727	6,373	2,180	98	8,651	696	2,958	4,073	7,727
5,857	258	62	6,749	15,974	16,027	1,152	460	17,639	70	1,013	14,891	15,974
1,664	61	43	2,337	5,132	4,916	371	441	5,728	66	314	4,752	5,132
1,279	47	2	1,052	3,012	3,065	204	..	3,269	1	221	2,790	3,012
1,232	72	12	1,451	3,317	3,368	251	12	3,631	2	241	3,074	3,317
1,682	78	5	1,909	4,513	4,678	326	7	5,011	1	237	4,275	4,513
8,173	501	560	19,809	31,878	32,417	2,672	23	35,112	372	4,999	26,507	31,878
776	223	150	3,654	5,849	5,914	499	7	6,420	288	704	4,857	5,849
424	83	24	4,568	5,599	5,870	323	10	6,203	26	394	5,179	5,599
2,167	87	43	5,290	7,946	7,952	801	..	8,753	3	1,876	6,067	7,946
2,710	99	152	2,828	6,231	6,127	766	3	6,896	16	1,584	4,631	6,231
2,096	9	191	3,469	6,253	6,554	283	3	6,840	39	441	5,773	6,253
17,342	1,972	3,528	17,931	43,496	43,169	4,017	202	47,388	65	6,225	37,206	43,496
8,978	1,535	293	10,446	22,740	23,248	1,378	30	24,656	39	1,482	21,219	22,740
6,884	151	43	5,139	12,678	12,165	1,706	4	13,875	3	1,333	11,342	12,678
1,480	286	3,192	2,346	8,078	7,756	933	168	8,857	23	3,410	4,645	8,078
3,472	28	301	2,194	8,235	8,381	325	112	8,818	237	206	7,792	8,235
810	28	163	971	2,895	2,880	310	23	8,213	178	203	2,514	2,895
..	..	98	984	1,878	1,951	10	68	2,029	4	3	1,871	1,878
2,662	..	40	239	3,462	3,550	5	21	3,576	55	..	3,407	3,462
6,257	1,380	876	24,439	38,008	35,965	5,641	67	41,673	1,051	18,294	18,663	38,008
878	297	215	3,165	5,419	4,749	1,164	41	5,954	994	3,164	1,261	5,419
1,727	20	148	3,239	5,654	5,567	621	..	6,188	5	2,072	3,577	5,654
581	427	299	4,457	6,264	6,107	703	3	6,813	..	2,053	4,211	6,264
653	258	107	5,417	7,569	7,230	1,120	9	8,359	1	4,058	3,510	7,569
2,168	176	30	3,452	7,158	6,805	1,074	2	7,881	50	3,363	3,745	7,158
250	202	77	4,709	5,944	5,507	959	12	6,478	1	3,584	2,359	5,944
8,895	749	316	30,460	43,992	40,919	7,131	31	48,081	35	23,892	20,065	43,992
2,879	174	82	4,504	8,261	7,852	1,175	2	9,029	5	4,907	3,349	8,261
150	50	..	8,300	8,871	8,578	1,269	7	9,854	7	4,318	4,546	8,871
170	170	51	5,447	6,696	5,905	1,384	13	7,302	2	3,613	3,081	6,696
2,635	71	41	3,408	6,706	6,458	844	..	7,302	3	4,049	2,654	6,706
1,606	39	15	3,831	5,959	5,698	738	2	6,438	18	1,843	4,098	5,959
1,455	245	127	4,970	7,499	6,428	1,721	7	8,156	..	5,162	2,337	7,499



## Chapter II.—THE PREPARATION OF THE STATISTICS.

### PART A.—INTRODUCTORY.

1. When I was in England on leave in the winter of 1929-30, I went into the question of tabulating by modern electrical methods. The system employed in England involves coding the entries in the schedules, punching a card for each person, and sorting the cards and tabulation of the results for each table by means of electrical machines in a carefully prepared sequence. The leading firm at this highly specialized work prepared an estimate for me which showed that the cost of abstraction and tabulation by mechanical means would have been very considerably higher than it is when performed by hand in this country where labour is relatively cheap, and further the work would have taken at least another six months longer. Greater accuracy would have been ensured, but not sufficient to justify the extra cost and delay in publishing results. Accordingly the Census Commissioner decided that the slip system of abstraction employed at the previous three censuses should be adopted again in 1931. *System of abstraction.*

Briefly the system consists in—

(1) *Copying* the entries in the schedules for each individual on to a slip. (The men engaged on this work are called Copyists.)

(2) *Sorting* the slips for each table in succession.

This includes the process of arranging the slips under the heads required for the various final tables, counting the slips as thus arranged, and entering the number on certain forms or sorters' tickets provided for the purpose. (The men engaged on this work are called Sorters.)

(3) *Compilation*, or the process of combining the figures in the sorters' tickets so as to obtain the totals for specified areas.

Compilation may be divided into two parts, *viz.*—

(i) district or tahsil compilation, which is done in Central Offices, and

(ii) provincial compilation or preparing the final tables for the whole province, which is done in the Provincial Compilation Office at Headquarters.

(The men engaged on this work are called Compilers.)

### PART B.—SLIP-COPYING.

2. The first point to decide is the agency to be employed in copying the slips and supervising the copyists. Until 1921 this work was done entirely in the Central Offices, but in that year a big innovation was made and the bulk of the slip-copying was done in the districts in the interval between the preliminary and the final enumeration. The work for the rural tracts was given to *patwaris*, who were supervised by the tahsil staff on the lines on which their ordinary work is supervised. They did it in their own homes and were paid for it. The slip-copying of the urban areas of six districts was done by *patwaris* at tahsil, and of Lucknow Municipality by the paid staff of enumerators. It was not attempted in the hills where geographical conditions made it impossible, nor in one district which was at the time under Settlement operations. *Agency.*

Mr. Edye was of opinion that the innovation was successful and should be repeated,\* and gave good reasons for his opinion. Accordingly I followed his advice and adopted local slip-copying wherever it was practicable. But we laboured under very considerable difficulties at this census. In no less than 16 districts Survey, Record, Settlement or Roster operations were going on side by side with Census. In such areas even the enumeration was carried through with difficulty. Further, the revenue staff was everywhere harassed with the preparation of statements in connexion with remissions of rent and

\* *Vide* Administrative Report 1921 page 13, paragraph 22.

revenue and also by the political situation. These troubles made local slip-copying a most difficult affair, but it was adopted in all tahsils that were free from Settlement and other operations ; in Bijnor, thanks to the generous assistance of Mr. H. S. Bates, I.C.S., Settlement Officer, slip-copying was well done by the *patwaris* side by side with Settlement. The slips of some large towns were also locally copied usually by selected *patwaris* at tahsil, the remainder were copied in Central Offices. As can be imagined this splitting up of districts into areas where local copying was and was not to be done involved much careful thought and calculation of the slips and forms required. I made all such calculations myself, and the slips and forms were despatched in each case to the District Census Officer with clear instructions as to the areas for which they were intended. That officer was held responsible for their correct distribution. This matter is dealt with in File no. 91.

The advantages of local slip-copying are as follows :—

- (1) there is less delay in the Central Offices in getting on to sorting ;
- (2) the work should be better done by *patwaris* who are copying at leisure from originals with which they are already familiar and who are in most respects better men than the type of temporary hand available ;
- (3) greater accuracy in record should result, for mistakes and omissions can be detected and made good on the spot ;
- (4) the *patwaris* get a little monetary compensation for their duties in connexion with the enumeration.

But the advantages accruing under the first three heads depend entirely on the state of affairs in the districts. Under normal conditions I should not hesitate to say that local copying should be adopted everywhere possible. The conditions in 1931 referred to above, were such that those advantages were very much discounted, so much so that two of the Deputy Superintendents were definitely of opinion that all copying should be done in Central Offices, two others apparently thought so, but confined their remarks to indicating how badly local copying was done. Of the remainder three expressed no opinion and only one was definitely in favour of local copying. The latter I may say was Deputy Superintendent of the Central Office which had by far the largest amount of slip-copying to do. I think you should be guided entirely by the general state of affairs in districts in deciding whether to continue local copying or not. If you do decide in favour of local copying special attention should be paid to the points mentioned in paragraph 12 *infra*.

*It may be possible to avoid slip-copying.*

3. In Baroda at this census an innovation was made by which slip-copying was avoided altogether. It is an almost universal practice for the preliminary enumeration to be done on rough paper which after checking is faired on to the printed general schedules. Instead of the ordinary forms of general schedules enumeration books were provided which consisted of sheets of perforated slips. The fair copy was made direct on to these slips. After they had been brought up to date at the final enumeration the slips had merely to be torn from the books. The Census Commissioner of Baroda found the system work with complete success and in the United Provinces such a system would save about six weeks between the final enumeration and the commencement of sorting. A full account of the method will be found in the Baroda Administrative Report. If it is to be employed here it must of course be decided upon from the start as it will be necessary to get your enumeration books prepared in the new form as early as possible. Blank paper must be supplied for the preliminary enumeration and most careful training will have to be given to enumerators in the matter of any symbols or abbreviations to be used. This presents a difficulty that will need your attention.

*The paper and form for slips.*

4. If the present slip system is maintained it is of the utmost importance that you get ahead very early with the supply of paper for and the preparation of the slips, as mentioned in paragraph 12 of Chapter I. At this census the paper was prescribed by the Census Commissioner for India (*vide* Imperial Code of Census Procedure, 1931, Part II, Tabulation and Compilation, page 2). In this province we used three colours, *viz.*, unbleached for Brahmānic Hindus, blue for Muslims, and red for all other religions. The unbleached paper prescribed was too thin. The slips stuck together and the Central Offices

report that difficulty resulted in sorting. I suggest that the slips should be of stiffer paper and glazed slightly. The red paper was satisfactory as it was stouter and had a glaze.

The size and form of the slips was also prescribed in the same chapter of the Imperial Code, and specimens of each slip used will be found in the bound volumes of forms preserved for your use in the records. The size and form were found suitable and the innovation in respect of the symbol for sex and civil condition was a great success. It saved time in slip-copying and facilitated the calculations of the requirements of slips. As the male symbol was ♂ and the female ♀ I had a proportion of slips printed with neutral symbols thus ○. These were sent out as a reserve and could be made either male or female as required.

Full details of the slips, the method of calculation of requirements for each area and manner of distribution will be found in Chapter XIV of the Provincial Census Rules. The arrangements worked well. The slips were printed and despatched by the Newal Kishore Press, Lucknow (see File no. 24).

5. The balance of the copying, the sorting and district compilation were done in eight Central Offices. Their location, rent and the districts and states dealt with in each, are shown below :—

*The Central Offices.*

Central office located at—	Building.	Rent.	Districts and states dealt with.	Population dealt with.†
I—Saharanpur ..	Chappar Kothi on the Chakrata Road.	Rs. 75 <i>per mensem.</i>	Dehra Dun, Saharanpur, Muzaffarnagar, Meerut, Bulandshahr, Bijnor and Moradabad.	7,027
II—Muttra ..	<i>Dharamsala</i> belonging to Rai Sahib Govind Das, Special Magistrate, Muttra.	Rent-free* ..	Aligarh, Muttra, Agra, Mainpuri, Etah, Bareilly and Budaun.	6,581
III—Lucknow ..	Bungalow no. 5, Radice Road, Lucknow.	Rs. 275 <i>per mensem.</i>	Lucknow, Unao, Rae Bareli, Sitapur, Hardoi, Kheri, Pilibhit and Rampur State.	6,771
IV—Fyzabad ..	Raja Sahib of Pirpur's bungalow	Rs. 80 <i>per mensem.</i>	Fyzabad, Gonda, Bahraich, Sultanpur, Partabgarh, Bara Banki.	6,938
V—Basti ..	Opium godown ..	Rs. 80 <i>per mensem.</i>	Gorakhpur, Basti and Azamgarh.	7,217
VI—Jhansi ..	Old Cantonment Office and bungalow no. 70, Cantonments.	Rs. 160 <i>per mensem.</i>	Jhansi, Jalaun, Hamirpur, Banda, Farrukhabad, Etawah, Cawnpore, Fatehpur, and Shahjahanpur.	6,674
VII—Jaunpur ..	Raja Sahib of Jaunpur's bungalow, known as the Court of Ward's bungalow.	Rs. 60 <i>per mensem.</i>	Benares, Mirzapur, Jaunpur, Ghazipur, Ballia, Allahabad and Benares State.	6,662
VIII—Naini Tal ..	"Petersfield," shared with Provincial Head Office, who occupied it the whole year.	Rs. 2,980 for the whole year.	Naini Tal, Almora, Garhwal and Tehri-Garhwal State.	1,744

As regards location the idea is to choose central places with good and cheap (if possible free) accommodation, in healthy localities where a good supply of candidates is likely, but in actual practice you will find yourself driven to take what accommodation you can get wherever it is available. For this reason, as mentioned in paragraph 23 of Chapter I you should be on the look out for suitable buildings when on your rains tour in the first year, but it is naturally a difficult matter even if you are lucky enough to find suitable buildings available then, to engage them from the next spring for a few months when you are not prepared to pay any rent meanwhile. I asked all District Census Officers during my rains tour to look out for suitable buildings and subsequently wrote to many District Officers, but it was with very great difficulty that all the Central Offices were eventually housed. File no. 92 deals with this subject.

The Saharanpur building proved too small and the 3 mile walk from the city was not appreciated.

\*The Rai Sahib very kindly placed the building at our disposal, free of charge, which I take this opportunity of putting on record.

†000's omitted.

The Muttra building was likewise rather small and consisted of many verandah rooms which were intolerably hot. The site was not particularly healthy either.

Lucknow is not a good place for a Central Office. It is expensive and the staff was difficult to handle. They were constantly seeking more permanent employment elsewhere and left when they found it, so that there were numerous changes always taking place involving fresh training and so on. Although the strength of sorters was only 220 no less than 500 men worked on these posts, while the office was open.

Fyzabad proved a very suitable place.

The Basti building was unsuitable as it consisted to a large extent of open verandahs which were trying in every respect in the hot weather; it was small and there was no room suitably large for the record room. Further the copyists and sorters found it very difficult to get lodgings in the small town of Basti, and the acquisition and disposal of furniture for the office were difficult problems.

The greatest trouble was experienced at Jhansi, where the two bungalows I had bespoken during my rains tour were taken at the last moment by the military when the Brigade returned from the Frontier. The local authorities engaged two small bungalows and the office actually opened in one of them when I hastened across from Fyzabad to find them hopelessly inadequate. With the help of the military, I secured the old Cantonment Office and a bungalow next to it and the Central Office was then moved across. This situation was not a good one, being *vis-à-vis* the Brigade Office and almost adjoining the Brigadier's bungalow. A Central Office should be well away from residential quarters. But Jhansi itself is a suitable spot.

Jaunpur is a very suitable spot and the bungalow was very convenient.

The Naini Tal Central Office is essential because only Kumaonis can read the hill Nagari script. On the other hand it is useless to send any work from plains districts to Naini Tal because Urdu-knowing men cannot be obtained locally and plainsmen will not, if they can help it, come to the hills. Naini Tal is also useful because the Personal Assistant (assuming you have one) can run the Central Office and relieve the Superintendent of some of the routine work of the Head Office. He is also in a position to start the Provincial Compilation, which should be in his charge throughout, thus enabling the Superintendent to get on with the report. Although the rent looks high it must be remembered that the buildings housed the Head Office and Provincial Compilation Office throughout the year. The arrangement was very convenient in every respect.

These were the only places I could secure, and the question of accommodation seems to be growing more acute at each census.

6. There is a Deputy Superintendent in charge of each Central Office.

Office.	Name.
Naini Tal ..	Mr. F. L. Smith, I.C.S.
Saharanpur ..	S. Muhammad Zakir.
Muttra ..	Pt. Anrudh Kishan Sharma.
Lucknow ..	Pt. Ganga Narain Bhargava.
Fyzabad ..	B. Sri Dhar Agarwal.
Basti ..	Pt. Surat Narayan Mani Tripathi.
Jhansi ..	M. Abdul Jalil.
Jaunpur ..	Th. Kuldip Narayan Singh.

They consisted at this census of one Civilian and six Deputy Collectors, all of whom had been District Census Officers with the exception of Pandit Ganga Narain Bhargava who had been Personal Assistant in the cold weather. File no. 93 deals with their appointment. Personally, I would always prefer to have young officers for these posts. Some delay in the opening up of the Naini Tal, Saharanpur and Fyzabad Offices was occasioned by a belated decision of

the Government of India that not more than Rs. 500 *per mensem* should be paid to any Deputy Superintendent. Their actual pay was grade pay *plus* 20 per cent. special duty allowance, which in the case of the officers selected for the above-mentioned three offices exceeded Rs. 500 *per mensem*. It took some time to get the matter adjusted and meanwhile the Head Assistants had to carry on as best they could, for staff and enumeration books, census forms, etc., were arriving. You should ascertain the Government of India's views on this subject before making your selection of Deputy Superintendents,

*The Deputy Superintendents.*

The work of the Saharanpur Office was disappointing, often being found incomplete, inaccurate and arriving late at the head office, showing some lack of personal interest and energy on the part of the Deputy Superintendent. The work of the other offices was very good indeed especially when it is remembered that it was pushed through at extremely high speed in order to cut down expenditure to a minimum in view of the economy campaign. It reflects the greatest credit on the Deputy Superintendents and their staffs.

7. The staff of a Central Office was as in the margin. The rates of pay

*Staff of Central Offices.*

Post.	Pay per mensem.
	Rs.
Head Assistant .. ..	125
Record Keeper .. ..	75
Assistant Record Keeper .. ..	35
Accountant .. ..	60
English Clerk .. ..	50
Inspectors .. ..	90
Copyists .. ..	piece-rates.
Sorters .. ..	30
Supervisors .. ..	50
Assistant Supervisors .. ..	35
Special Copyists .. ..	35
Compilers .. ..	40
2 <i>Chaprasis</i> for the Deputy Superintendent.	} 12
3 Office peons.	

were materially above those in 1921, and were fixed in consultation with the Local Government. The rates you pay will depend on conditions at the time. Had the fall in prices of food grains occurred before these rates were fixed and published it is probable that they would have been somewhat lower.

The chief suggestion I have to make is that copyists in Central Offices should be paid a monthly wage instead of piece-rates. I would give them on the above scale Rs. 25 *per mensem* for a fixed minimum number of slips providing for cuts if they fail to turn out that prescribed minimum. The minimum number to be prescribed is dealt with later on in this part of the chapter. The present system of piece-rates leads to very careless work as reported by more than one Deputy Superintendent, and further the labour of calculating pay at piece-rates is very considerable. Sorters are selected from among the best copyists and this helps towards a satisfactory output.

Circular letters (to be found in File no. 94) were sent by me to all District Officers early in January indicating the posts that would be available and asking them to publish the information at tahsils and if possible to make recommendations themselves for posts carrying Rs. 35 *per mensem* and over, from officials and others who were doing good census work during the enumeration stage. Applications for posts carrying under Rs. 35 *per mensem* (chiefly copyists and sorters) were to be made direct to the Deputy Superintendents when the Central Offices opened. My office was soon flooded with over 15,000 applications. The work involved in sorting them can be imagined. The Head Assistant weeded out the impossibles and listed the remainder by groups according to their qualifications. The Personal Assistant then made selections for each office and put them up to me for final approval. There is no doubt that you will be well advised to secure as far as possible permanent officials for all the higher posts. They are far more reliable in every way than outsiders. In order to avoid the labour of so much sorting out of applications I would advise you in the first instance to ask District Magistrates to forward the names of permanent officials suitable and willing for deputation. Make your selections from these as far as possible and then if you find you are short of men ask for applications from outsiders. The difficulty only arises over the initial appointments which have to be made before the Central Offices open. Once the Deputy Superintendents take over charge they can deal with any necessary changes. Needless to say there were innumerable changes in the staff as at first appointed. Some were found incompetent, others found they did not like the work and left of their own accord and so on. Eventually I left it to the Deputy Superintendents to effect any changes they found necessary submitting them for my subsequent approval. The number of Inspectors, Copyists, Sorters, Supervisors, Assistant Supervisors, Special Copyists and Compilers were calculated for each office by myself on the basis of the work to

*Appointment of the Central Office Staff.*

be done, and the maximum figures were only departed from with my previous approval.

Whilst on the question of staff, reference may be made to the relative pay of the various posts. Taking the general level indicated in the table above (which may be varied at next census) I think Assistant Supervisors were under-paid. They do very similar work to Supervisors and Rs. 40 *per mensem* would have been more suitable than Rs. 35. The Assistant Record Keeper might have been given Rs. 40. Special copyists should not be paid less than compilers. Inspectors were too highly paid, Rs. 80 would have been a better relative pay.

Most offices felt the need of a *daftari*, which in future should be provided.

The Record Keeper needs further help from the opening of the office until Register A has been totalled and tallied. After that one assistant is enough. Suggestions for changes in the distribution of work are made later.

*Tabulation and compilation manuals.*

8. Instructions for Central Offices based on the Imperial Code of Census Procedure, 1931, Part II—Tabulation and compilation, were printed in booklet form as the Tabulation and Compilation Manual, copies of which have been included in the collections of printed matter preserved for your use in File no. 3. You should prepare this manual if possible before you start your cold weather touring (*vide* paragraph 33 of Chapter I) and in any case it should be ready in time to send copies to your Deputy Superintendents before they join their appointments and the rest of the copies should be at Central Offices before they open. (See File no. 95.) The Manual was divided into six chapters as follows :—

*Chapter I.—General*—which dealt with the system of slip-copying opening of Central Offices, supply of furniture, etc.

*Chapter II.—Slip-copying*—included rules for copyists, supervisors, assistant supervisors and inspectors.\*

*Chapter III.—Sorting*—included general and special rules for sorters for all tables, rules for supervisors and for inspectors.

*Chapter IV.—Compilation*—included rules for district compilation for each table.

*Chapter V.—Office instructions*—included the specific duties of Head Assistants, English clerks, Record Keepers and Assistant Record Keepers, Accountants, Special Copyists, etc.

*Chapter VI.—Forms and lists*—included all the prescribed lists, forms and registers that were to be maintained in Central Offices.

To save expense only such parts of the Manual as concerned each official were separately prepared and issued to each official, and only those parts which concerned persons who did not know English (*i.e.*, sorters and supervisors) were translated into the vernaculars. The calculation of requirements, translation, etc., I kept in my own hands.

*Sorters' tickets and compilation registers.*

9. In paragraph 33 of Chapter I, I have already warned you of the need for early preparation, printing and distribution of sorters' tickets and compilation registers. The actual forms will be referred to again later on, but they should all arrive at Central Offices well in advance of the time by which they will be required. You should also arrange locally in good time for the supply of baskets and pencils† for slip-copyists, and for sets of pigeon-holes for sorters for each Central Office (*vide* Files nos. 97–100).

Incidentally I may mention here that all printing after the enumeration stage was done by the Government Press, Allahabad, except for the compilation registers (which were all in English) that were printed at the Government of India Press, Delhi (see File no. 102).

*Further instructions to Deputy Superintendents.*

10. In addition to the Manual I sent further typed confidential instructions to all Deputy Superintendents after they had opened their offices and were settling down. They will be found in File no. 109, which also includes other miscellaneous instructions sent out from time to time by me.

\* As an economy the same vernacular rules for local slip-copying were used for copying in Central Offices, and Chapter XIV of the Provincial Census Rules was used for supervisors of copying.

† The "Middling" pencils supplied by the Stationery Office, Calcutta, were nothing short of appalling. The lead sometimes would make a mark and at other times not, and it was invariably in small pieces which fell out. One Deputy Superintendent said they should have been called "Muddling" pencils. The ink supplied was equally impossible.

11. I have digressed from slip-copying in order to maintain as far as possible the sequence in which your work has to be attacked. Let me now return to slip-copying. Chapter XIV of the Provincial Census Rules, which dealt with local slip-copying, gave very complete instructions and was divided into five parts—

*Local  
slip-copying.*

- Part I.—Introductory.  
 „ II.—The slips and their distribution.  
 „ III.—The copying of the entries in the schedules on to the slips.  
 „ IV.—Training in slip-copying.  
 „ V.—The correction, completion and checking of slips at tahsils and the preparation of Register A.

The training is most important, and was carried out on the same lines as training in the filling up of the general schedule, *i.e.*, the District Census Officer trained the supervisor *ganungos*, who in turn trained the *patwaris*. Slips for training purposes were separately calculated and despatched by post quite apart from the main consignment. Instructions in Urdu and Hindi were prepared, printed and sufficient sent out for all charge superintendents and supervisors who were to do local copying. Tahsildars also were impressed into this work.

Sufficient copies of Chapter XIV and of the vernacular instructions for the Central Offices were printed at the same time and this effected some economy in connexion with the Abstraction and Compilation Manual.

12. When the locally copied slips and Register A were received in the Central Offices the following defects caused grievous trouble and much delay, and if local copying is again adopted these points should be given very close attention.

*Defects in local  
slip-copying.*

- (1) The slips were often loosely packed in gunny, and the numerous enclosed bundles tied with thin string, on receipt at Central Offices the string had broken and the slips were in complete confusion. It must be firmly impressed on District Census Officers that the slips should be tied up in their respective bundles with stout string, and the bundles should invariably be packed securely in boxes not in gunny.
- (2) In innumerable cases the number of slips received from districts did not agree with the figures shown in Register A. This is due to careless work in tahsils after the final enumeration. If the instructions are carefully complied with there should be no disagreement. The accuracy of the entire census depends on correct copying and agreement between Register A and the slips prepared. The only remedy was to send for the enumeration books concerned and then to check all slips with them. It was usually found that omissions had occurred in preparing the slips and so the missing slips had to be prepared in the Central Offices from the books, for it is impossible to start sorting until the slips agree in numbers with the figures in Register A. The delay and confusion in Central Offices can be well imagined, and so bad was it that two Deputy Superintendents were firmly convinced that for this reason alone local copying should be abandoned in future. In any case it must be even more firmly impressed on District Census Officers that agreement between the slips and Register A before despatch is absolutely imperative. It is better for them to spend an extra week or two over this tallying than to despatch them not in agreement. In this connexion another point is worth mention. In the case of the locally copied slips *as soon as they arrive* they should be opened out and the slips tallied with Register A. (The special copyists might be given this job.) Some Central Offices at this census finished their own copying and *then* opened out the consignments of locally copied slips, only to find that they rarely tallied with Register A. Then the enumeration books were sent for, and of course sorting of the locally copied slips was gravely delayed, and subsequently held up the compilation. If the locally copied slips are tallied at once the errors will be eliminated by the time the remaining slips have been copied in the Central Office.

- (3) The great importance of training the *patwaris* thoroughly before they commence slip-copying should be stressed. They must comply with the rules as to abbreviations, etc. Incidentally I may here mention that one Central Office reported difficulty in distinguishing between the abbreviations used for Saiyids and Shaikhs. I think in future Saiyid should be written in full.
- (4) The early despatch of the list of charges, numbers of circles and blocks (and of census cities and towns) by District Census Officers to Central Offices is also very important to enable the latter to ensure that slips have been received for all areas.

The rate of payment of  $2\frac{1}{2}$  annas per 100 slips to *patwaris* was adequate.

The name of the district (or abbreviated name) should be written on the front of the slip and not on the back as at this census.

*Slip-copying in  
Central Offices.*

13. The usual difficulties were experienced with copyists in Central Offices owing to the class of people from whom they are recruited, but the average daily output was distinctly higher than in 1921. The average figure for all offices in 1931 was 444 against 315 in 1921; part of the increase is ascribable to the fact that more slips were copied in the Central Offices in 1931 and copying increases in speed as the copyists become more accustomed to it, but copying was undoubtedly speeded up by the new symbols introduced for sex and civil condition.

Payment was made on the basis of 10 annas a working day for a minimum of 300 slips for the first fortnight, rising thereafter to 10 annas for a minimum of 400 slips.  $1\frac{1}{4}$  annas was added or deducted for each 50 slips completed in excess or in defect. In the original instructions I had prescribed that the standard should be increased to 500 from the beginning of the fourth week, but when the returns showed that copyists were often not earning at the rate of Rs. 20 *per mensem* at the 400 standard I kept to this standard throughout. This incidentally was the rate at which *patwaris* were paid. But as I have already mentioned in paragraph 7 *supra* I think copyists would be more satisfied and turn out better work if paid a flat rate of Rs. 25 *per mensem* with cuts if they fail to turn out less than 300 slips a day for the first week after their training is over,\* 400 a day for the second week, 450 a day for the third week, and 500 a day thereafter. The average number of slips copied per day of seven hours in all the Central Offices was as under:—

1st week after training	..	..	334 slips.
2nd " " "	..	..	422 "
3rd " " "	..	..	458 "
4th " " "	..	..	501 "
5th and 6th weeks after training	..	..	520 "

In Subsidiary Table I to this chapter will be found the details of slip-copying work in each Central Office. The number of slips to be copied in each office depended on how far conditions permitted of local slip-copying in the areas dealt with by each office. The figure shown in column 3 represents the average number of copyists employed throughout the period of copying. The numbers in each case rose to a maximum and then were reduced. Copying started later at Saharanpur, Fyzabad and Jhansi for reasons already given in paragraphs 5 and 6.

*Checking of  
slip-copying  
work in Central  
Offices.*

14. Most Central Offices report that supervisors, even with the help of their Assistant Supervisors, and Inspectors, found it very difficult to keep up the prescribed rate of checking of slips. Supervisors were supposed to do 50 per cent. and Inspectors one-third of the slips checked by Supervisors and some unchecked slips as well. The rush to get this amount of checking done reacted adversely on the way in which Register A was prepared. This has to be prepared by Supervisors side by side with checking, and as the names of villages in the General Village Registers and Charge Circle Summaries were often almost illegible the entries in Register A generally followed suit. Now Register A is the most important document in the Central Office for from this are prepared Imperial Tables I—V and Provincial Table I, and its complete agreement with the slips is essential if correct figures are to be obtained for all the subsequent tables.

\*They should be given 4 days for training and paid for those days.

The percentage of checking cannot be decreased without endangering accuracy, so I would suggest that in future the copying gangs be reduced from 10 to 8 per Supervisor (in each case helped by an Assistant Supervisor as at present). This will reduce the inspection work of both Inspectors and Supervisors. Another Inspector will be necessary in each office, and more Supervisors but I think this extra expense will be saved in time and there will be a considerable gain in accuracy.

15. At present the copying of the entries in English schedules on to slips is entrusted to Special Copyists, who also subsequently sort the slips of "Other religions." Most Deputy Superintendents are of opinion that the ordinary copyists now include sufficient English-knowing hands to dispense with this arrangement and the Special Copyists should first assist with the preparation of Register A, then get on at once with the Village Directories and side by side with this prepare Imperial Tables I—V, and Provincial Table I. These tables would be available later than they are under the present system, but belated alterations in them would be avoided. The idea is worth a trial. The Village Directory work is very heavy and references to districts innumerable, so it is better to get on to it as early as possible. The greatest difficulty in their preparation is to secure correct lists of the names of villages in each tahsil. Hamlets get shown as revenue villages, names are wrongly spelt and illegibly written in the General Village Registers and so on.

*The slips of  
"Other  
Religions."*

It should be further impressed on District Census Officers that in column 2 of that register the names of revenue villages, forest areas and towns only should be written—hamlets must not appear here, but in column 6. Village names should be written clearly in both Urdu and Hindi. If this is done much time will be saved in preparing Register A, and if the names are clearly written in Register A much time and trouble will be saved in the preparation of the Village Directories.

#### PART C.—SORTING.

16. It was expressly laid down that no sorting should start till the slips of a tahsil agreed with the figures in Register A. This is most important. Long before this, as a result of enquiries made from the various departments of Government, and in consultation with the Census Commissioner, you will have decided the areas for which you wish to sort separately for the various tables, and this will determine how the sorters' boxes of slips are to be made up. At first I had intended to tabulate age, sex and civil condition, and literacy separately for all municipalities, and this was provided for on page 117 of the Abstraction and Compilation Manual. This would have involved keeping their slips separate from the rest of the district until the sort for those tables was completed. When we had to retrench I cut out this idea so that eventually their slips were not kept separately. In certain tables separate figures for the cities are required so that it is essential to keep the slips of cities separate throughout. If you decide to keep adjacent cantonments and notified areas in with the city municipalities you should at any rate keep their slips separate until after you have sorted for birth-place to enable you to get separate figures for the municipality itself of those born in the municipality and in the rest of the district. If you decide to treat as cities only the city municipalities without their adjacent cantonments, etc. (*vide* paragraph 15 of Chapter I) then the slips of the adjacent cantonments and notified areas can go in with the rest of the tahsil slips from the start.

*Commencement.*

For Provincial Table II certain literacy figures are required by tahsils, so that you must keep tahsil slips separate until you have sorted for literacy. After that you could mingle tahsil slips for each district, but in actual practice I think you will find it convenient as I did to keep tahsil slips separate throughout the whole of sorting. Hindu and Muslim slips should be kept separate throughout, but those of "other religions" can, except in the case of cities, be put together for the whole district, each religion being kept separate for the whole district.

Male and female slips must always be kept in separate boxes though each sorter will be given the male and female slips of the area with which he is dealing. They will, however, be kept in separate boxes.

The original rules about making up boxes of slips will be found in Part II of Chapter V of the Abstraction and Compilation Manual. They were as mentioned above somewhat modified later. The Record Keeper puts up his proposals for boxes to the Deputy Superintendent. The latter, although it is not mentioned in the Manual, submitted his proposals to me. I think this is desirable because then you can see at a glance if the arrangement is such that you can get the figures for all the areas you require for your tables.

*Progress of  
sorting.*

17. Once the boxes were made up and the sorters' tickets given out sorting proceeded apace on the lines laid down in the Manual. As I felt that those instructions were not as detailed as they might have been I prepared a printed Appendix to the Central Office Manual. (Copies have been preserved for your use). If you have a Personal Assistant from the start you may be able to embody these fuller instructions in the Manual itself and so save yourself the bother of this subsequent publication. This appendix included *inter alia* :—a list of contiguous districts and states for each district, the revised scheme of classification of Indian languages; a list of alternative caste names; and of castes names liable to confusion; the sub-castes of Brahmans, Rajputs, Vaishyas and Silpkars; the lists of castes to be sorted for Imperial Tables VIII, XI and XIV; a list of indefinite beliefs; the Christian sects; a list of missionary societies and their sects; a list of British colonies; and a list of organized industries. In addition to instructions on sorting for each table the appendix gave details regarding compilation.

*Retrenchment.*

18. But the appendix had scarcely reached the Central Offices when retrenchment came along and a great deal of the work and expense of the appendix was rendered in vain. Five of the Imperial Tables were abandoned (one of these I turned into Provincial Table III—Subsidiary occupations of Agriculturists) and four others were considerably modified. This was of course quite unavoidable, but involved me in a good deal of extra work for additional instructions then had to be prepared and typed for all Central Offices. These, and any other additional instructions I continued to issue from time to time so long as the Central Offices were open. They are all to be found in File no. 109, a perusal of which may help you when you prepare your Abstraction and Compilation Manual.

*Changes in the  
numbers of Im-  
perial Tables.*

19. It is important to warn you that as a result of retrenchment the original serial numbers of the Imperial Tables were changed as under :—

Tables I—IX unchanged.

Table XI became X.

Table XV became XI.

Table XVII became XII.

Table XVIII became XIII.

Table XIX became XIV.

Table XX became XV.

Table XXI became XVI.

Table XXIII became XVII.

Table XXIV became XVIII.

Table XXV became XIX.

Tables X, XIII, XIV, XVI, and XXII disappeared, and Table XII became Provincial Table III.

To avoid confusion I did not communicate these changes in the numbering of the remaining tables to Central Offices so the compilation registers bear the original numbers, and of course the Abstraction and Compilation Manual and its Appendix use the original serial numbering.

*Office arrange-  
ments for  
sorting.*

20. The arrangements of staff and for inspection by supervisors and inspectors laid down in the manual proved satisfactory. Sorters were paid a monthly wage. A rough idea of the minimum rate of sorting for each table was given to the Deputy Superintendents, who kept records and generally fixed their own standards on these records. Cuts in pay were made for bad work but were not imposed for short work unless the Deputy Superintendent was definitely of opinion that the sorter had been slacking. I fully agree with my predecessors (and impressed it on Deputy Superintendents) that careful and perhaps somewhat slow work, well supervised is essential in sorting.

21. Sorters had to fill in their tickets in pencil and they were supplied with the "Middling" pencils as used by copyists. They were a constant source of trouble and a superior type of pencil should be supplied in future. The paper of the sorters' tickets was likewise too poor in quality, and a heavier quality is necessary. *The sorters' tickets.*

The sorters' tickets were suitable in form apart from the fact that in Tables VII, IX, XIII (old XVIII) and XIX (old XXV) provision was made for smoothing the original age-groups. This is not necessary as smoothing can be done after compilation by districts (and tahsils for Provincial Table II). In the sorters' ticket for Table XI (old XV Part A—Occupation of selected castes) the present headings do not conform exactly to the various orders. You should ascertain if the Census Commissioner would like them brought strictly into line with the orders. If so these headings will need modification and so will the sorting instructions for this table contained in the manual.

Sorters' tickets might contain a space for the number of the box to which the figures relate.

The prescribed order of sorting the tables proved sound.

22. Subsidiary Table IV shows the dates of the beginning and end of sorting in each Central Office. The majority took between nine and ten weeks including holidays. Jaunpur completed this stage with remarkable rapidity (eight weeks) and Saharanpur was longest taking nearly 12 weeks. *Rate of sorting.*

From a study of the returns I regard the following as the minimum out-turn that should be expected for the chief tables. The figures include males and females together for each sorter deals with both. The table numbers shown are the revised numbers:—

Table VI—Birth-place—14,000 slips per working day.

Table VII—Age, sex and civil condition—2,500 slips per working day.

Table VIII—Civil condition by age for selected castes—4,500 slips per working day.

Table X (Parts I and II)—Occupation—2,500 slips per working day.

Table XI—Occupation of selected castes—3,000 slips per working day.

Table XIII—Literacy—10,000 slips per working day.

Table XIV—Literacy by selected castes—7,000 slips per working day.

Table XV (Parts I and II)—Language—15,000 slips per working day.

Table XVII—Race, Tribe or Caste—4,000 slips per working day.

Many Central Offices averaged far higher figures than the above.

As regards the time each table takes to sort the following figures will serve as a guide:—

Table VI—2 working days.

Table VII—10 working days.

Table VIII—6 working days.

Table X (Parts I and II)—12 working days.

Table XI—6 working days.

Table XIII—3 working days.

Table XIV—4 working days.

Table XV (Parts I and IV)—3 working days.

Table XVII—7 working days.

#### PART D.—COMPIATION IN CENTRAL OFFICES.

23. Deputy Superintendents appointed compilers in increasing numbers as soon as sorters' tickets began to become available, subject to a maximum fixed by me which was not to be exceeded without my approval. Each six compilers were under a supervisor. The arrangement was satisfactory. *Arrangements of compilation staff.*

24. The original instructions for compilation were contained in Chapter IV of the Abstraction and Compilation Manual, and were amplified in the Appendix, but I subsequently issued typed instructions to all Central Offices modifying those instructions where necessary in the light of the changes made on account of retrenchment and elaborating details for saving time. It is difficult to get everything into the manuals and I think these full instructions issued just before they were needed proved very helpful to Deputy Superintendents and saved a good deal of time and expense in the Central Offices. They will be found in File no. 109. Among other things in order to close down the Central *Compilation instructions.*

Offices early and so curtail expenditure I took all the work of smoothing of age-groups into my Head Office. It meant heavier work there but saved a good deal of expenditure in the long run. In other ways too the work to be done in Central Offices was curtailed as far as possible.

*Stationery.*

25. Here again I would draw attention to the difficulties experienced on account of the inferior paper on which the compilation forms were printed and the bad ink supplied. The forms were printed on both sides but the paper was so poor that the ink penetrated through at once to the other side so that as a rule only one side of the forms could be used. It will be a very definite economy of time and expenditure if heavier paper is supplied next time. Ink too should be better. It often had to be purchased locally in order to make the entries legible at all.

*The  
compilation  
forms and their  
suitability.*

26. The forms were prescribed by the Census Commissioner and modified by me where necessary to suit our own particular requirements. They were printed at the Government of India Press, Delhi, in English only, for compilation now can be done throughout in English. I would again warn you to prepare your forms and get them printed very early on (*vide* paragraph 33 of Chapter I) for you will find that Government Presses take a considerable time over their preparation, and they should reach Central Offices almost as soon as they open. Owing to some proofs going astray when I was on tour some of the compilation forms reached the Central Offices perilously near the time they were wanted.

In the case of those tables for which there is smoothing of ages to be done (*viz.*, VII, IX, XIII and XIX) as the smoothing is better done by districts (and tahsils in the case of Table XIII for the figures required for Provincial Table II) the original age-periods should replace the final ones at present printed. The formulae for the smoothing process need not be printed on the compilation register forms, in fact there is no room for it. They can be printed separately and given to the compilers who will do the smoothing calculations. The present smoothing process is not very satisfactory in the case of civil condition, infirmities and to some extent literacy, so other changes may be made at next census.

If the headings to Imperial Table XI (Occupations of Selected Castes) are changed (*vide* paragraph 21 *supra*) then the headings in the compilation register for this table will need to be similarly modified. In any case the headings in the present compilation register of this table are not in quite the same order as they are in the sorters' ticket. This caused some delay in compilation and the defect should be remedied.

In the compilation register form for Imperial Table X (old XI) under each group two columns were provided for Earners as Subsidiary Occupation with—

- (i) any other principal occupation, and
- (ii) any agricultural principal occupation.

At first I had intended showing such details in the Imperial Table, but later in order to economize I dropped the second column. If you decide to omit this column in the table you can omit the second column from the compilation register and also from the Classification Sheet.

In some Central Offices only the group number of the occupation was written in column 1 (Occupation) of these Classification Sheets. I should expressly add under the word Occupation "Detail of occupation to be given as well as group number." This enables the Head Office readily to check whether the classification has been rightly done. I had to reclassify a good deal in the Head Office and if the group number alone is shown in the Classification Sheet the only way of checking is to go through the sorters' tickets, a long and tedious business.

The compilation register for Table XV (Part IV)—Subsidiary Language is unnecessarily complicated for this province. It is unlikely that this table will be retained at next census, but if it is you should simplify the form of its compilation register, as no people here speak more than one subsidiary language (excluding English) in addition to their mother-tongue.

The other forms were found suitable.

27. Subsidiary Table V shows the dates of commencement and finishing of compilation in the Central Offices. The period taken depends on the amount of work to be done and the number of compilers employed. At the beginning only a few were engaged and these numbers rose as the sorters' tickets for the various tables became available and then were reduced as soon as the work fell away. It is obviously desirable to have as many working on compilation as can be controlled in order to get the offices closed as soon as possible and so save overhead charges.

*Duration of compilation in Central Offices and staff employed.*

Compilation was done well in all offices except Saharanpur, where the work was often careless, inaccurate and incomplete, resulting in a good deal of extra work in the Head Office. The work in Jaunpur and Muttra was especially well done.

I think the need for applying the cross-checks between the registers of the various tables should be impressed more on Deputy Superintendents. When they personally applied such tests errors were discovered and eliminated and not left for the Head Office to deal with.

28. I saw all the Central Offices shortly after they opened. It is usual to visit them once again before they close, but the Central Offices worked so smoothly and economy in expenditure was very urgent so I omitted my second visit altogether.

*Inspection of Central Offices.*

29. Exemption from the S. L. C. or Vernacular Middle Examinations was granted by the Local Government to certain who had worked particularly well in the Central and Head Offices. (*Vide* File no. 133.)

*Rewards.*

PART E.—COMPILATION IN HEAD OFFICE.

30. The Chief Compiler was appointed on June 6, 1931, and compilers were engaged as required. They averaged 24 from June till November, 1931, and thereafter were rapidly reduced, only two being retained till September 24, 1932. I personally prepared detailed instructions concerning each table beforehand, drew up the form of all intermediate statements that were necessary and prescribed all the cross-checks within each table and with other tables, explained everything carefully to the Chief Compiler verbally before giving him the written instructions and often started the compilation work myself. Some of the smaller tables I compiled entirely myself. The completed tables were checked by me and cross-checked with other tables, etc. In my opinion this compilation work in the Head Office needs very close personal supervision, and for this reason a Personal Assistant is most essential to relieve the Superintendent of many hours of supervision and checking which can be done just as well by an Assistant, but which cannot be left to the office.

*Compilation.*

In the same way I dealt with the Subsidiary Tables to the report. These are often long and tedious to prepare and check, and there are numerous other small statements and calculations to be completed in connexion with the report.

Extra work fell on the Head Office at this census because the smoothing of ages was done entirely at headquarters in order to expedite the closing of Central Offices, and further, when compilation was finished in Central Offices they were closed at once and the Village Directories were sent to me as they were, to be completed in the Head Office. The arrangements worked well enough and the Census Commissioner's check usually disclosed only a few copying errors which permitted of easy correction.

The first of the Imperial Tables went to the Press on August 20, 1931, and the last (the occupational table) went on May 4, 1932. The final proofs of the Tables Volume were all returned to the Press by September 28, 1932.

The compilation of all subsidiary and miscellaneous tables was completed by September 24, 1932.

31. The Village Directories were in the same form as in 1921 but I added for each municipality the population and infirmities by wards and *muhallas*.

*Village Directories.*

The manuscript directories began to go to the Press for printing in the autumn of 1931 and my intention was to send them as ready in the hope of completing their publication by the time the Head Office closed. Things were progressing well when the Local Government decided to stop printing the directories on account of financial stringency. The eleven or twelve that were in

the Press were returned and such type as had been prepared was broken up. The manuscript directories were then deposited in the Secretariat at Allahabad.

Whilst on the question of these directories I would express the view that the post office and polling station numbers should in future be omitted. They take a long time to fill in and the value of this information does not seem in any way commensurate with the expense involved in collection and tabulation.

*Other  
miscellaneous  
work.*

32. Revised tahsil and thana population figures were supplied to every district for revision of the *District Gazetteers*. (See File no. 130.)

Population by mortuary circles for the province was supplied to the Public Health Department.

#### PART F.—REPORT.

*The  
Administration  
Report.*

33. The first chapter of this Administration Report was written early in 1932. If you have a Personal Assistant you will be able to write it much earlier, and it is very advisable to write it as soon after the final enumeration as possible while details are still fresh in your memory. (If you keep your note-book carefully from the beginning you will find it of great help.)

The latter chapters were written in November and December, 1932.

*The Report  
proper.*

34. Owing to the time I spent over provincial compilation I was unable to write anything but a few appendices before the beginning of 1932. The last chapter went to the Press at the end of December, 1932. I found it very difficult to secure the services of a draftsman in Naini Tal. After trying several on the Social Map I had to content myself with preparing it more or less roughly and sending it to the Government Photo-Litho Press at Roorkee for fairing.

All the other diagrams I prepared myself and Roorkee faired them. The fair copies I checked and then they prepared the blocks, submitting copies from the blocks before they despatched them to the Government Press at Allahabad.

*Duration of  
Census  
Operations.*

35. Some idea of the time taken to complete each of the stages of census operations on the last three occasions can be gathered from Subsidiary Table VI.

SUBSIDIARY TABLE I.—*Slip-copying.*

Central office.	Number of slips copied.	Average number of copyists employed.	Date of—		Average daily outturn per head.
			Commencement.	Completion.	
1	2	3	4	5	6
I—Saharanpur ..	3,376,428	220	March 24, 1931 ..	May 2, 1931 ..	444
II—Muttra ..	2,702,624	186	March 16, 1931 ..	April 28, 1931 ..	421
III—Lucknow ..	3,112,970	192	March 14, 1931 ..	April 22, 1931 ..	504
IV—Fyzabad ..	4,968,424	280	March 16, 1931 ..	May 3, 1931 ..	477
V—Basti ..	2,575,944	198	March 16, 1931 ..	April 18, 1931 ..	460
VI—Jhansi ..	2,635,300	195	March 26, 1931 ..	May 4, 1931 ..	407
VII—Jaunpur ..	931,943	90	March 16, 1931 ..	April 11, 1931 ..	426
VIII—Naini Tal ..	1,751,265	153	March 23, 1931 ..	May 7, 1931 ..	411

SUBSIDIARY TABLE II.—*Sorting.*

Period.	Number of units* sorted for table number†—										
	VII	XIII	VI	XV	XVII	XIV	VIII	XI	X	XIX	IX
1	2	3	4	5	6	7	8	9	10	11	12
Up to the end of May, 1931 ..	2,186	2,582	2,561	2,226	980	772	..	..	..	..	..
June, 1931 ..	1,552	1,158	1,077	1,280	2,744	2,394	2,780	1,726	1,680	43	25
July, 1931 ..	4	2	104	236	18	576	962	2,016	2,062	8	26

\*For Tables IX and XIX the unit of sorting is the district or state. For all other tables it is the box of male or of female slips.

†The revised table numbers are used here.

SUBSIDIARY TABLE III.—*Dates of taking over and relinquishing of charge by the Deputy Superintendents of Central Offices.*

Name of office.	Date of assuming charge.	Date of relinquishing charge.	Period in months.
1	2	3	4
I—Saharanpur ..	March 19, 1931 ..	September 30, 1931 ..	6½
II—Muttra ..	March 9, 1931 ..	September 19, 1931 ..	6½
III—Basti ..	March 12, 1931 ..	August 20, 1931 ..	5½
IV—Jhansi ..	March 11, 1931 ..	September 10, 1931 ..	6
V—Lucknow ..	March 1, 1931 ..	August 31, 1931 ..	6
VI—Fyzabad ..	March 20, 1931 ..	August 31, 1931 ..	5½
VII—Jaunpur ..	March 7, 1931 ..	August 12, 1931 ..	5½
VIII—Naini Tal ..	March 19, 1931 ..	September 30, 1931 ..	6½

SUBSIDIARY TABLE IV.—*Beginning and ending of Sorting.*

Central office.	Sorting.		
	Date of commencement.	Date of completion.	Period in days*.
I—Saharanpur ..	June 1, 1931 ..	August 20, 1931 ..	81
II—Muttra ..	April 30, 1931 ..	July 8, 1931 ..	70
III—Basti ..	April 30, 1931 ..	July 6, 1931 ..	68
IV—Jhansi ..	May 25, 1931 ..	August 1, 1931 ..	69
V—Lucknow ..	May 12, 1931 ..	July 18, 1931 ..	68
VI—Fyzabad ..	May 4, 1931 ..	July 10, 1931 ..	68
VII—Jaunpur ..	April 25, 1931 ..	June 20, 1931 ..	57
VIII—Naini Tal ..	May 11, 1931 ..	June 30, 1931 ..	51

\*This includes holidays.

SUBSIDIARY TABLE V.—*Beginning and ending of Compilation in Central Offices.*

Central office.	Compilation.		
	Date of commencement.	Date of completion.	Period in days*.
I—Saharanpur .. ..	May 23, 1931 .. ..	September 24, 1931 .. ..	125
II—Muttra .. ..	May 15, 1931 .. ..	September 15, 1931 .. ..	124
III—Basti .. ..	May 11, 1931 .. ..	August 15, 1931 .. ..	97
IV—Jhansi .. ..	June 8, 1931 .. ..	September 7, 1931 .. ..	92
V—Lucknow .. ..	May 4, 1931 .. ..	August 15, 1931 .. ..	114
VI—Fyzabad .. ..	May 18, 1931 .. ..	August 31, 1931 .. ..	106
VII—Jaunpur .. ..	May 13, 1931 .. ..	August 6, 1931 .. ..	86
VIII—Naini Tal .. ..	May 18, 1931 .. ..	September 14, 1931 .. ..	120

\*This includes holidays.

SUBSIDIARY TABLE VI.—*Duration of Census Operations.*

Date of final enumeration.	Slip-copying completed by—	Sorting completed by—	Compilation in Central Offices completed by—	Imperial and Provincial Tables ready for press by—	Report proper sent to press by—	Head Office closed.
1	2	3	4	5	6	7
March 10, 1911	June 10, 1911	October 7, 1911.	December 7, 1911.	July 31, 1912	End of December, 1912.	End of February, 1913.
March 18, 1921.	May 24, 1921	September 17, 1921.	January 4, 1922	November 30, 1922.	January, 1923	Middle of February, 1923.
February 26, 1931.	May 7, 1931	August 20, 1931.	September 24, 1931.	May 4, 1932	End of December, 1932.	End of December, 1932.

### Chapter III.—THE COST OF THE CENSUS.

1. The figures dealt with in this chapter are actuals (within a few rupees) until the closing of the office, and estimated only in so far as the cost of printing the Report is concerned. *Introductory.*

2. In Subsidiary Table I is set out the expenditure under the heads of account prescribed by the Census Commissioner for India, year by year for the period of the census operations. *The figures.*

The net cost has been Rs.6,03,355 of which Rs.42,089 have been recovered from the states and municipalities and from the United Provinces Government, leaving Rs.5,61,266 to be met from Central revenues.

3. The expenditure grouped under the main stages is shown in the margin. *Distribution of the cost.*

Item.	Gross expenditure.*	Percentage of the total cost.
	Rs.	Per cent.
Superintendence (Head Office) ..	1,20,186	20
Enumeration .. ..	84,955	14
Abstraction and compilation ..	3,86,572	64
Printing the Report .. ..	15,000	2
Total ..	6,06,713	100

Nearly two-thirds were incurred over abstraction and tabulation, one-fifth was spent in the Head Office, one-seventh in enumeration and a fraction on the printing of the Report.

\*Recoveries and receipts have not been deducted.

The gross expenditure may be divided roughly in the proportion of four parts on pay of establishment to one part printing, paper and miscellaneous contingencies.

4. It will be convenient to consider the more detailed heads of account while comparing the cost of the present census with that of 1921. Below is an abstract of the cost of each census : *Comparison with cost of the 1921 census.*

#### Cost of census operations in 1931 and 1921.

Item.	Expenditure at census of—		Variation, 1921-31.
	1931.	1921.	
<i>Superintendence</i> .. ..	1,20,186	99,482	+ 20,704
Pay of officers .. ..	67,235	55,529	+ 11,706
Establishment and other charges ..	52,951	43,953	+ 8,998
<i>Enumeration</i> .. ..	84,955	50,908	+ 34,047
District charges .. ..	46,649	9,311	+ 37,338
Printing and connected charges ..	38,306	41,597	— 3,291
<i>Abstraction and compilation</i> ..	3,86,572	3,25,396	+ 61,176
Office charges .. ..	3,59,878	2,94,013	+ 65,865
Printing and connected charges ..	26,694	31,383	— 4,689
<i>Printing the Report</i> .. ..	15,000	12,000	+ 3,000
<b>Gross expenditure</b> .. ..	<b>6,06,713</b>	<b>4,87,786</b>	<b>+ 1,18,927</b>
Recoveries and receipts .. ..	45,447	25,039	+ 20,408
<b>Net cost of census to Central revenues</b>	<b>5,61,266</b>	<b>4,62,747</b>	<b>+ 98,519</b>

*Net expenditure.*

The net cost has risen by Rs.98,519 or 21 per cent. but we shall see later that two-fifths of this apparent increase is not real, being due to a change in the method of accounting.

*Superintendence.*

(i) *Pay of officers.*

The increase under pay of officers is due partly to the fact that I worked as Superintendent from start to finish of the operations whereas my predecessor in office handed over charge in May, 1922, leaving his assistant on a much lower scale of pay to complete the work, and partly to the addition of the Personal Assistant's leave salary which does not appear to have been added at last census.

(ii) *Establishment and other charges in the Head Office.*

The individual pay of the Head Office establishment was higher at this census than at last and the staff was larger owing to the extra work thrown upon it by the new system of accounts which resulted in all census accounts passing through the Head Office instead of many of them passing through district offices. Again, the leave-salary of all leave earned by work in the Census Department by the establishment has at this census been included. Some increase has occurred under allowances by the addition of my passage contribution, and the addition of the hill allowances to the Head Office staff which in 1921 were included under contingencies. Office rent was higher but some saving occurred under office furniture.

Expenditure on stationery appears higher by reason of the purchase of two type-writers, part of their cost, however, was recovered under receipts. Postage and telegram charges have been raised since 1921 ; so have railway freights.

*Enumeration.*

(i) *District charges.*

The increase of Rs.37,338 in expenditure in districts is largely a matter of accounting. It is true that more expenditure had to be incurred on census clerks in districts owing to the fact that all district officials were busier than usual on account of agricultural and political troubles and survey, record, settlement and roster operations ; but the bulk of the increase under this head was occasioned by the fact that all purely census expenditure on travelling allowances, plain paper for the preliminary enumeration, postage and other contingencies was debited to Central revenues at this census whereas formerly such charges passed through Provincial revenues. Everything possible was done to keep down this expenditure as the fact that the average district expenditure was only Rs.972 shows.

(ii) *Printing and connected charges.*

As an increase in the population was expected more enumeration forms, manuals, copies of the census rules, etc., were printed than in 1921. This has, however, been more than set off by the lower price of paper. The cost of printing was much about the same and so were despatching charges.

*Abstraction and compilation.*

(i) *Office charges.*

The increase of Rs.65,865 is the resultant of several factors. Firstly there were eight Central Offices instead of seven, and the population dealt with had increased by 6·7 per cent. This was more than set off by the offices remaining open on the average for six months instead of seven or more, although they had to complete a larger amount of slip-copying than in 1921 when it was found possible to do almost all the copying locally. The entire increase was thus occasioned by the increased wages paid to those who worked in Central Offices. The pay of copyists (piece-rates) was increased by about 60 per cent., that of sorters by nearly 40 per cent., of special copyists and assistant supervisors by 40 per cent., of compilers by 33 per cent., of supervisors by 25 per cent., of inspectors by 20 per cent. and of the office staff by smaller amounts. These increases were essential in order to secure suitable men and were made with the approval of the local Government. This alone accounts for more than the increase in the expenditure in Central Offices.

Expenditure under this head has also been increased by the addition of the leave-salary of the Deputy Superintendents, which I think was not added in 1921.

Payment for slip-copying was at this census made under contingencies whereas in 1921 it seems to have been included under payment to establishment.

The decrease in expenditure on furniture and increase under miscellaneous contingencies seem to be due to some difference in accounting. The total for the two items in 1931 was Rs.9,512 as against Rs.11,164 in 1921 although in the latter year there were only seven Central Offices, again showing that great economy was effected at this census.

Taking all these factors into consideration the increase of 22 per cent. appears moderate.

There is a substantial decrease under this head of Rs.4,689 or 15 per cent. Most of this is due to cheaper paper and printing, but part is also due to economy.

The amount shown for printing the report is an estimate only, as printing was still in progress when this chapter was written.

Recoveries and receipts have gone up considerably. The final figure for this census may be more than shown here, as there are still a few outstanding items for which very moderate estimates have been added. The recoveries include Rs.7,000 paid by the United Provinces Government for the preparation of the Village Directories.

To sum up, the increase in net expenditure of Rs.98,519 is distributed as

Item.	Increase, 1921—31.	Percentage of total in- crease.
	Rs.	Per cent.
Superintendence .. ..	20,704	21
Enumeration .. ..	34,047	35
Abstraction and compilation .. ..	61,176	62
Printing the Report .. ..	3,000	3
Recoveries and receipts (to be deducted).	20,408	21
Increase in net expenditure ..	98,519	100

in the margin. Two-fifths are due to the change in the system of accounting for district expenditure and for leave-salary, and practically all the rest is due to the increase in the rates of pay of those employed in Central Offices. But for the speedy closing down of Central Offices the expenditure would have been far higher.

5. The net cost to Central revenues per 1,000 of population amounts to Rs.11-5-0 as against Rs.9-15-2 in 1921, *i.e.*, an increase of 13·7 per cent., the reasons for which are given above.

Incidentally the total cost of the census has been three-fifths the amount quoted to me in England for tabulation alone by electricity and the actual cost of abstraction and compilation has been little more than one-third of that quotation.

(ii) *Printing and connected charges.*

*Printing of the report.*

*Recoveries and receipts.*

*Cost to Central revenues per thousand of population.*

SUBSIDIARY TABLE I.—*Expenditure distributed under the heads prescribed by the Census Commissioner.*

Main Head.	Sub-head.	1930-31.	1931-32.	1932-33.	Total, 1930-33.	Remarks.	
1	2	3	4	5	6	7	
A.— <i>Superintendence.</i>	A 1. Pay of officers					} Includes special pay; also leave-salary of Personal Assistant.	
		Non-voted .. ..	21,460	23,650	18,680		63,790
		Voted .. ..	2,040	1,405	..	3,445	
	A 2. Pay of establishment—Voted	.. ..	6,226	16,487	6,430	29,143	
	A 3. Allowances, honoraria, etc.						} Includes hill allowances to establishment, and travelling allowances of officers and establishment.
		Non-voted .. ..	3,762	528	285	4,575	
		Voted .. ..	3,557	936	1,471	5,964	
	A 4. Contingencies—						
	a. Office rent	.. ..	865	1,465	..	2,330	
	b. Purchase and repair of furniture	.. ..	727	323	..	1,050	
	c. Stationery	.. ..	1,714	265	95	2,074	Includes typewriters.
	d. Postage and telegram charges	.. ..	1,550	700	175	2,425	
	e. Freight	.. ..	228	290	250	768	
	f. Miscellaneous	.. ..	845	378	100	1,323	
	g. Telephone charges	.. ..	341	338	300	979	
i. Hot and cold weather charges	.. ..	60	209	50	319		
j. Purchase of books	.. ..	160	51	11	222		
k. Liveries and warm clothing.	.. ..	84	34	..	118		
	Total A 4—voted	.. ..	6,574	4,053	981	11,608	
	A 5. Grants-in-aid, contributions, etc.—Non-voted.	.. ..	561	600	500	1,661	
		Non-voted .. ..	25,783	24,778	19,465	70,026	
	Total A	Voted .. ..	18,397	22,881	8,882	50,160	
		Non-voted and voted.	44,180	47,659	28,347	1,20,186	
B.— <i>Enumeration.</i>	B 1. Pay of establishment—Voted	.. ..	6,244	425	..	6,669	
	B 2. Allowances, honoraria, etc.						
		Non-voted .. ..	724	..	..	724	
		Voted .. ..	17,158	8,062	..	25,220	
	B 3. Contingencies—	Voted .. ..	10,636	3,400	..	14,036	
		Non-voted .. ..	724	..	..	724	
	Total B	Voted .. ..	34,038	11,887	..	45,925	
		Non-voted and voted.	34,762	11,887	..	46,649	
C.— <i>Abstraction and compilation.</i>	C 1. Pay of officers					} Includes leave-salary of Deputy Superintendents.	
		Non-voted .. ..	..	5,633	..		5,633
		Voted .. ..	..	21,956	..	21,956	
C 2. Pay of establishment—Voted	.. ..	..	2,29,435	2,631	2,32,066		
C 3. Allowances, honoraria, etc.							
	Non-voted .. ..	..	308	..	308		
	Voted .. ..	..	2,516	28	2,544		

SUBSIDIARY TABLE I.—*Expenditure distributed under the heads prescribed by the Census Commissioner—(concluded).*

Main Head.	Sub-head.	1930-31.	1931-32.	1932-33.	Total, 1930-33.	Remarks.	
1	2	3	4	5	6	7	
<i>C.—Abstraction and compilation—(concluded).</i>	C 4. Contingencies—						
	a. Office rent .. .. .	..	4,775	..	4,775		
	b. Purchase and repair of furniture .. .. .	..	2,612	..	2,612		
	c. Stationery .. .. .	1	2,066	..	2,067		
	d. Postage and telegram charges .. .. .	40	503	..	543		
	e. Freight .. .. .	24	937	..	961		
	f. { Miscellaneous .. .. .	861	6,039	..	6,900		
	{ Slip-copying charges .. .. .	..	78,330	..	78,330		
	g. Petty contingencies .. .. .	..	181	..	181		
	h. Hot and cold weather charges .. .. .	..	1,002	..	1,002		
	Total C 4, Voted .. .. .	926	96,445	..	97,371		
	Total C .. { Non-voted .. .. .	..	5,941	..	5,941		
	{ Voted .. .. .	926	3,50,352	2,659	3,53,937		
	{ Non-voted and voted .. .. .	926	3,56,293	2,659	3,59,878		
<i>E.—Printing and other stationery charges.</i>	Enumeration—						
	1. Printing at .. { Government presses .. .. .	2,164	2,633	..	4,797		
	{ Private presses .. .. .	11,846	..	..	11,846		
	2. Other charges .. .. .	21,663	..	..	21,663	Includes cost of paper, despatching charges, etc.	
	Abstraction and compilation—						
	1. Printing at .. { Government presses .. .. .	..	5,408	15,000	20,408	The 1932-33 figure is the estimated cost of printing the report.	
	{ Private presses .. .. .	154	3,784	..	3,938	Printing of copying slips.	
	2. Other charges .. .. .	17,207	141	..	17,348	Includes cost of paper for copying slips, despatching charges, etc.	
		Total E—Voted .. .. .	53,034	11,966	15,000	80,000	
		Grand Total .. { Non-voted .. .. .	26,507	30,719	19,465	76,691	
	{ Voted .. .. .	1,06,395	3,97,086	26,541	5,30,022		
	Gross expenditure .. .. .	1,32,902	4,27,805	46,006	6,06,713		
	Deduct on account of receipts .. .. .	..	1,858	1,500	3,358	Receipts from sale of waste-paper, furniture, etc.	
	Net expenditure .. .. .	1,32,902	4,25,947	44,506	6,03,355		
	Recoveries from states, municipalities and local Government.	..	29,706	12,383	42,089		
	Net cost to Central revenues .. .. .	1,32,902	3,96,241	32,123	5,61,266		

SUBSIDIARY TABLE II.—*Recoveries and receipts credited to the Central Government under "Census."*

Account on which—	1930-31.	1931-32.	1932-33.	Total, 1930-33.	Remarks.
1	2	3	4	5	6
A—Recovered ..	..	29,706	12,383	42,089	Includes recoveries from states and municipalities; and from the local Government for preparation of the Village Directories.
B—Received ..	..	1,858	1,500	3,358	The figure for 1932-33 is approximate. The final amount may be slightly higher.

APPENDIX A.

List of files, compilation registers and other census records preserved for use at the next census\*.

Serial number.	Particulars.	Number of pages, or copies.
1	2	3
I.—INSTRUCTIONS AND NOTES ISSUED BY THE CENSUS COMMISSIONER.		
1	Imperial Code of Census Procedure, 1931—	
	Part I—Enumeration .. .. .	2 copies.
	,, II—Abstraction and compilation .. .. .	2 „
2	Census Commissioner's Circulars .. .. . (Copies of these will also be found in each file concerned).	115 pages.
II.—COLLECTIONS OF PRINTED MATTER ISSUED BY THE SUPERINTENDENT OF CENSUS OPERATIONS, UNITED PROVINCES.		
3 & 4 (combined).	Provincial Census Rules 1931. (Chapters I—XV) .. .. .	4 copies.
	Manuals for gazetted officers, charge superintendents and circle supervisors .. .. .	
	Tabulation and compilation manuals for Central Offices .. .. .	
	Appendix to Central Office Manual .. .. .	
	Alphabetical Index of Occupations .. .. .	
	Caste Index .. .. .	
	Printed circulars to districts and states .. .. .	
Forms used .. .. .		
5	United Provinces Census Report 1931, Part I—Report Volume .. .. .	2 „
6	United Provinces Census Report 1931, Part II—Imperial and Provincial Tables Volume .. .. .	2 „
7	United Provinces Census Report 1931, Administrative Report Volume .. .. .	2 „
III.—OPENING OF HEAD OFFICE.		
8	Appointment of Census Superintendent .. .. .	39 pages.
9	Appointment of Personal Assistant to the Census Superintendent .. .. .	50 „
10	Budget for 1930-31, and abstract of monthly accounts .. .. .	83 „
	Budget for 1931-32, and abstract of monthly accounts .. .. .	152 „
	Budget for 1932-33, and abstract of monthly accounts .. .. .	63 „
11	Entertainment of Head Office Staff (in seven parts) .. .. .	159 „
12	Head Office building .. .. .	30 „
13	Purchase of furniture .. .. .	69 „
14	Purchase of typewriters .. .. .	39 „
15	Telephone and electric light charges .. .. .	19 „
16	Indents for stationery .. .. .	16 „
17	Permanent advance for Superintendent .. .. .	6 „
18	Travelling allowances of establishment .. .. .	26 „
19	Holidays observed in Head Office .. .. .	23 „
IV.—ENUMERATION.		
20	Appointment of District Census Officers .. .. .	119 „
21	Supply of paper for forms and copying slips .. .. .	122 „
22	Printing of rules and manuals at Government Presses and distribution thereof .. .. .	91 „

\* A box marked X contains certain papers relating to various files that were disposed of by me after the record had been consigned.

*List of files, compilation registers and other census records preserved for use at the next census\*—(continued).*

Serial number.	Particulars.	Number of pages.
1	2	3
	IV.—ENUMERATION—(continued).	
23	Printing of forms at Newal Kishore Press and distribution thereof .. .. .	233
24	Printing of copying slips at Newal Kishore Press and distribution thereof .. .. .	137
25	Territorial transfers since previous census .. .. .	53
26	List of census cities and towns .. .. .	63
27	Railway census arrangements (in three parts) .. .. .	200
28	Non-synchronous tracts .. .. .	46
29	Areas of municipalities and other census towns and changes in boundaries since previous census	225
30	Enumeration of districts under Settlement, Record, Survey, or Roster Operations .. .. .	37
31	Securing census literature, books and publications .. .. .	75
32	Concessions in rates for the carriage of census forms on railways .. .. .	3
33	Reports from districts as to the place in the Record Room where the census records of 1931 have been deposited .. .. .	27
34	Circulars from Chief Secretary to Heads of Departments and Chairmen of District and Municipal Boards concerning help in census .. .. .	42
35	Information to be collected at census of 1931 .. .. .	5
36	Census in Cantonments .. .. .	72
37	Hot weather census of hill stations .. .. .	†
38	House-numbering in municipalities .. .. .	59
39	Charges to be borne by municipalities .. .. .	27
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41	Enumeration of Christians generally and of Anglo-Indians and domiciled Europeans .. .. .	78
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† With G. A. D., Secretariat, Allahabad.

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† Made over permanently to the Hon'ble Finance Member, United Provinces Government.



